

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

Figure 17: BIRLS Response Negative

VETERAN IDENTIFICATION SCREEN

NAME: SPRINKLE, ERNEST, OTHA

FILE NUMBER: ██████████	CLAIM FOLDER LOC: 062
SS NUMBER: ██████████	PRIOR LOCATION: 341
INSURANCE NUM: ██████████	DATE OF TRANSFER: 12-09-82
DIABIL SEV PAY: \$0.00	DATE OF BIRTH: ██████████
VA CLAIM (C) NUMBER & SSAN ARE IDENTICAL.	DATE OF DEATH: 08-14-1980
	CAUSE OF DEATH: UNKNOWN
	TOTAL ACT SVC:
SEX: M	NEDAL OF HONOR: XFER TO RESERVES
DEATH IN SERVICE: UNKNOWN	REENLISTED: VIETNAM SERVICE
PURPLE HEART:	ACT DTY TRAINING: DISABILITY

	PERIOD 1:	PERIOD 2:	PERIOD 3:
SERVICE NUMBER:	██████████		
ENLIST DATE:	06-29-1951	- -	- -
RELEASE DATE:	08-21-1956	- -	- -
BRANCH OF SVC:	ARMY		
CHAR OF SVC:	HON		
SEP REASON:	UNK		
PAY GRADE:			
NON-PAY DAYS:			

Figure 16: **BIRLS Response Negative.**

BIRLS INQUIRY TRANSACTION		SAMPLE 1	
SS NUMBER .....	██████████		ENLIST DATE .....
CLAIM NUMBER .....	██████████		RELEASE DATE .....
SERVICE NUMBER .....	██████████		SERVICE BRANCH ..
INSURANCE NUMBER ..			BIRTH DATE .....
FOLDER LOCATION ...			DEATH DATE .....
LASTNAME .....			DAGGS
FIRSTNAME .....			HOSEA
MIDDLE INITIAL ...			
SUFFIX .....			
↓ Record Not Found. Please Reenter			
BIRLS INQUIRY TRANSACTION		SAMPLE 2	
SS NUMBER .....	██████████		ENLIST DATE .....
CLAIM NUMBER .....	██████████		RELEASE DATE .....
SERVICE NUMBER .....	██████████		SERVICE BRANCH ..
INSURANCE NUMBER ..			BIRTH DATE .....
FOLDER LOCATION ...			DEATH DATE .....
LASTNAME .....			MOORE
FIRSTNAME .....			FRED
MIDDLE INITIAL ...			A
SUFFIX .....			
↓ Cannot Identify. Submit With More Info			

Figure 14: **BIRLS Response Positiive. Folder location VA Regional Office, San Francisco, CA**

VETERAN IDENTIFICATION SCREEN

NAME: STPIERRE, EDWARD

FILE NUMBER:	██████████	CLAIM FOLDER LOC:	343
SS NUMBER:		PRIOR LOCATION:	
INSURANCE NUM:		DATE OF TRANSFER:	
DIABIL. SER PAY:	\$0.00	DATE OF BIRTH:	
SEPARATION PAY:	\$0.00	DATE OF DEATH:	
LUMP READJ PAY:	\$0.00	CAUSE OF DEATH:	
POW DAYS:		TOTAL ACT SVC:	
SEX:	M	MEDAL OF HONOR:	
DEATH IN SERVICE:	UNKNOWN	REENLISTED:	
PURPLE HEART:		ACT DTY TRAINING:	

343 IS THE VA STATION # FOR THE VARO, SAN FRANCISCO, CA

	PERIOD 1:	PERIOD 2:	PERIOD 3:
SERVICE NUMBER:	██████████		
ENLIST DATE:	10-07-1917	-- --	-- --
RELEASE DATE:	07-08-1919	-- --	-- --
BRANCH OF SVC:	ARMY		
CHAR OF SVC:			
SEP REASON:			
PAY GRADE:			
NON-PAY DAYS:			

Figure 13: BIRLS Response Positive. Folder location VA Records Processing Center (RPC), St. Louis, MO

VETERAN IDENTIFICATION SCREEN

NAME: SHACKLEFORD, RUSSELL, E

FILE NUMBER: [REDACTED]	CLAIM FOLDER LOC: 376	376 IS THE VA STATION # FOR RPC.
SS NUMBER: [REDACTED]	PRIOR LOCATION: [REDACTED]	
INSURANCE: N 19477403	DATE OF TRANSFER: - -	
DIAGNOSIS: VA CLAIM (C)	DATE OF BIRTH: [REDACTED]	
SEPARATION: \$0.00	DATE OF DEATH: - -	
LUMP SUM: \$0.00	CAUSE OF DEATH: [REDACTED]	
POW STATUS: [REDACTED]	TOTAL ACT SVC: [REDACTED]	
SEX: M	MEDAL OF HONOR: [REDACTED]	XFER TO RESERVES
DEATH IN SERVICE: [REDACTED]	REENLISTED: [REDACTED]	VIETNAM SERVICE
PURPLE HEART: [REDACTED]	ACT DTY TRAINING: [REDACTED]	DISABILITY

SERVICE NUMBER: [REDACTED]	PERIOD 1:	PERIOD 2:	PERIOD 3:
ENLIST DATE: 09-28-1945		- -	- -
RELEASE DATE: 05-02-1947		- -	- -
BRANCH OF SVC: ARMY			
CHAR OF SVC: [REDACTED]			
SEP REASON: [REDACTED]			
PAY GRADE: [REDACTED]			
NON-PAY DAYS: [REDACTED]			

Figure 15: BIRLS Response Positive. Folder location Federal Records center (FRC), San Bruno, CA

VETERAN IDENTIFICATION SCREEN

NAME: MCKOON, JULIAN, H

090 IS THE FRC BIRLS CODE # FOR SAN BRUNO, CA

<table border="0" style="width: 100%;"> <tr><td>FILE NUMBER:</td><td>[REDACTED]</td></tr> <tr><td>SS NUMBER:</td><td>[REDACTED]</td></tr> <tr><td>INSURANCE:</td><td>VA V 14275937</td></tr> <tr><td>DIABILITY CLAIM (XC) NUMBER:</td><td>\$0.00</td></tr> <tr><td>SEPARATION NUMBER:</td><td>\$0.00</td></tr> <tr><td>LUMP SUM:</td><td>\$0.00</td></tr> <tr><td>POW DAYS:</td><td></td></tr> <tr><td>SEX:</td><td></td></tr> <tr><td>DEATH IN SERVICE:</td><td>UNKNOWN</td></tr> <tr><td>PURPLE HEART:</td><td></td></tr> </table>	FILE NUMBER:	[REDACTED]	SS NUMBER:	[REDACTED]	INSURANCE:	VA V 14275937	DIABILITY CLAIM (XC) NUMBER:	\$0.00	SEPARATION NUMBER:	\$0.00	LUMP SUM:	\$0.00	POW DAYS:		SEX:		DEATH IN SERVICE:	UNKNOWN	PURPLE HEART:		<table border="0" style="width: 100%;"> <tr><td>CLAIM FOLDER LOC:</td><td>090</td></tr> <tr><td>PRIOR LOCATION:</td><td>343</td></tr> <tr><td>DATE OF TRANSFER:</td><td>12-11-80</td></tr> <tr><td>DATE OF BIRTH:</td><td>[REDACTED]</td></tr> <tr><td>DATE OF DEATH:</td><td></td></tr> <tr><td>CAUSE OF DEATH:</td><td></td></tr> <tr><td>TOTAL ACT SVC:</td><td></td></tr> <tr><td>MEDAL OF HONOR:</td><td></td></tr> <tr><td>REENLISTED:</td><td></td></tr> <tr><td>ACT DTY TRAINING:</td><td></td></tr> </table>	CLAIM FOLDER LOC:	090	PRIOR LOCATION:	343	DATE OF TRANSFER:	12-11-80	DATE OF BIRTH:	[REDACTED]	DATE OF DEATH:		CAUSE OF DEATH:		TOTAL ACT SVC:		MEDAL OF HONOR:		REENLISTED:		ACT DTY TRAINING:		<table border="0" style="width: 100%;"> <tr><td>O</td><td rowspan="2" style="border: 1px solid black; padding: 2px;">FOLDER TRANSFERRED FROM VARO, SAN FRANCISCO, CA ON 12-11-80.</td></tr> <tr><td>U</td></tr> <tr><td>X</td><td>VIETNAM SERVICE DISABILITY</td></tr> </table>	O	FOLDER TRANSFERRED FROM VARO, SAN FRANCISCO, CA ON 12-11-80.	U	X	VIETNAM SERVICE DISABILITY
FILE NUMBER:	[REDACTED]																																														
SS NUMBER:	[REDACTED]																																														
INSURANCE:	VA V 14275937																																														
DIABILITY CLAIM (XC) NUMBER:	\$0.00																																														
SEPARATION NUMBER:	\$0.00																																														
LUMP SUM:	\$0.00																																														
POW DAYS:																																															
SEX:																																															
DEATH IN SERVICE:	UNKNOWN																																														
PURPLE HEART:																																															
CLAIM FOLDER LOC:	090																																														
PRIOR LOCATION:	343																																														
DATE OF TRANSFER:	12-11-80																																														
DATE OF BIRTH:	[REDACTED]																																														
DATE OF DEATH:																																															
CAUSE OF DEATH:																																															
TOTAL ACT SVC:																																															
MEDAL OF HONOR:																																															
REENLISTED:																																															
ACT DTY TRAINING:																																															
O	FOLDER TRANSFERRED FROM VARO, SAN FRANCISCO, CA ON 12-11-80.																																														
U																																															
X	VIETNAM SERVICE DISABILITY																																														

SERVICE NUMBER:	PERIOD 1:	PERIOD 2:	PERIOD 3:
ENLIST DATE:	09-20-1947	- -	- -
RELEASE DATE:	09-19-1951	- -	- -
BRANCH OF SVC:	UNK		
CHAR OF SVC:	UNK		
SEP REASON:			
PAY GRADE:			
NON-PAY DAYS:			

## BIRLS & VA Claim File

**Background:** The Department of Veterans Affairs (VA) maintains a claims file on each veteran who has received or is receiving VA benefits. The Beneficiary Identification and Records Locator Subsystem (BIRLS) is an index of VA Claim folders. VA claims files are designated by a C prefix. An X prefix is added to the original claim file number to indicate that the veteran is deceased. The location of a claim file is indicated in BIRLS by a [location code](#).

- Branches: All

### Search BIRLS to determine if VA Claim File exists:

- If the search is positive, follow the instructions listed below to procure documents.

### How to request documents from Records Management Center (RMC) (Location code 376):

- Create a procurement request ([NA Form 13160](#)). Type or print information legibly on form to make it easier and faster for the RMC staff to read and locate records. Verify that your name, core/team, and request number are shown on the form.
- Send NA Form 13160 via interoffice mail to Core 5 or place it in the tray located in the Core 5 Staff Support Area. The veteran's name, claim number, and date faxed to RMC will be entered the S:\RMC Procurements\ RMC Request Faxed and Received 2007 database, usually within one day. Verify that your request has been entered into this database. If it has not been entered, send an e-mail to the Core 5 Assistant Core Manager.
- When the requested documents are received by Core 5, the veteran's name and the date the documents were received will be moved from the appropriate Requests to RMC 2007 tab to the appropriate Documents Received From RMC tab. The documents received will be sent to the requesting technician in Cores 1-4 via interoffice mail. Documents received for Core 5 technicians will be wanded IN CORE and placed in the appropriate work bin.
- If you no longer need the requested document, send an e-mail to the Core 5 Assistant Core Manager.
- If no record is found by RMC or if the record is at another location, the NOTES column of the Documents Received From RMC tab will be updated to reflect this information.
- If an illegible copy is received from RMC, Core 5 will e-mail them for a better copy. This information will be entered in the NOTES column of the Requests to RMC tab. The veteran's name and date document received will not be moved to the Documents Received From RMC until a document or a negative response is received from RMC.
- Give the request a three week [Suspense Due Date](#) (15 work days).
- If the document has not been received by that due date, give the NA Form 13160 to your Coach.

**DO NOT CREATE OR FAX A  
SECOND NA FORM 13160.**

- Coach will check RMC database and make decision to either follow up through Assistant Manager, Core 5, or re-suspend request.



- If directed by your Coach, re-suspend and give request a new three week due date.
- If the document has not been received by second due date (6 weeks), give to your Coach.
- Coach will make decision to either follow up through Assistant Manager, Core 5, or to have the technician take other action to reconstruct.

### **How to request documents from VA Regional Offices:**

- Send an email to the appropriate regional office based on the location code listed in BIRLS. Be sure to include the identifying information and contact information that you would enter on the [NA Form 13160](#).
- If there is a need to follow-up on the procurement, phone the appropriate VA Military Record Specialist shown in [location code list](#).

### **How to request documents from a Federal Records Center (FRC):**

#### **From Atlanta FRC ONLY (Location Code 040):**

- While in Word, click on Get Form>NA Forms>NA Form 13160
- Complete NA Form 13160, AND include technician's e-mail address on form
- Click on File>Send To>Mail Recipient (as Attachment)
- A Choose Profile window will appear. Click **OK**. This will generate a new e-mail, with the completed NA Form 13160 as an attachment
- Change the Subject line to the CMRS Service Request Number (i.e., SR #1-32000000).
- Send the e-mail with attached NA Form 13160 to **atlanta.smartscanning@nara.gov**. (NOTE: The address is listed in the Novell GroupWise address book under smartscanning, atlanta.)

#### **For requests to all other FRCs:**

- Fax completed [NA Form 13160](#) to the Federal Records Center identified by the Claim Folder Location code in BIRLS.
- The location codes are defined on the NA Form 13160.

**Documents returned to technician:** Any documents sent by the RMC/FRC will be attached to your original NA Form 13160. The VAROs usually fax the requested documents. The documents that are most often received from the VA are listed below:

- Separation document
- Statement of service (from previously submitted VA-3101, Request for Information)
- Health, medical, and dental records
- Report of death (in-service)

Other documents that are sometimes received from the VA are:

- Reports of investigation of in-service injuries
- Physical Evaluation Board proceedings

- Physical Review Council decisions
- Marital or dependency status
- Copies of medical examination and surveys
- Facts and circumstances on OTH discharges
- Records of courts-martial
- Reports of investigation
- Board of Officers proceedings
- Pay grade data

---

Primary  
Sources

---

**Sample NA Form 13160 to procure documents from RMC**

<b>FAX REQUEST FOR MILITARY RECORDS/INFORMATION</b>				DATE: <b>2/21/2008</b>
<input type="checkbox"/> ATLANTA - NRC (040) atlanta.smartscanning@nara.gov	<input type="checkbox"/> DENVER - NRG (080) (303) 407-5709	<input type="checkbox"/> PHILADELPHIA - NRBPT (021) (215) 671-0273	<input checked="" type="checkbox"/> ST. LOUIS (VA) - RMC (376) (314) 538-4573	
<input type="checkbox"/> ARCHIVES 1 - NWCTB (202) 208-1903	<input type="checkbox"/> FORT WORTH - NRF (070) (817) 568-8963	<input type="checkbox"/> PITTSFIELD - NRAP (011) (413) 236-3609	<input type="checkbox"/> SAN FRANCISCO - NHRS (090) (650) 238-3509	
<input type="checkbox"/> BOSTON - NRAB (010) (781) 663-0154	<input type="checkbox"/> KC/BANNISTER - NRE (060) (816) 268-8036	<input type="checkbox"/> RIVERSIDE (Perris) - NRHP (091) (951) 956-2079	<input type="checkbox"/> SEATTLE - NRIS (100) (206) 336-5114	
<input type="checkbox"/> CHICAGO - NRDC (050) (773) 948-9050	<input type="checkbox"/> KC/LEE'S SUMMIT - NRE (059) (816) 268-8163	<input type="checkbox"/> ST. LOUIS (CPR) - NRPCR (061) (314) 801-9269	<input type="checkbox"/> WASH NATIONAL - NWRW (030) (301) 778-1561	
<input type="checkbox"/> DAYTON - NRDD (051) (937) 425-0646	<input type="checkbox"/> KC/LENEXA - NRE (060) (913) 825-7822			
<b>RECORDS OF THE VETERAN IDENTIFIED BELOW ARE NOT AVAILABLE AT NPRC</b>				
Last Name, First Name, Middle Initial <b>Mouse, Micky D</b>		Service Number/SSN <b>222222</b>		Date of Birth <b>12/01/1952</b>
Branch of Service <b>Army</b>		Dates: FROM		TO
VA Claim Number <b>11 11 111</b>	Prior Location <b>331</b>	Date of Transfer <b>08/25/1993</b>		
Address At Time Of Entry Into Service		Local Board or Selective Service Number		
<b>RECORDS OR DATA CHECKED BELOW ARE REQUIRED TO RESPOND TO AN INQUIRY RECEIVED IN THIS CENTER CONCERNING THE MILITARY SERVICE OF SUBJECT VETERAN</b>				
<input checked="" type="checkbox"/>	REPORT OF SEPARATION OR STATEMENT OF SERVICE (If neither are available, send copies of all VA Form 3101's)			
<input type="checkbox"/>	CASUALTY REPORT/REPORT OF DEATH (Date of Injury)			
<input type="checkbox"/>	FACTS & CIRCUMSTANCES, OTHER THAN HONORABLE DISCHARGE (Include Court Martial Information if Applicable)			
<input type="checkbox"/>	ALL AVAILABLE MILITARY SERVICE/MEDICAL/DENTAL RECORDS			
<input type="checkbox"/>	LINE OF DUTY DETERMINATION REPORT (Report of investigation)			
<input type="checkbox"/>	ADDRESS OF RECORD			
<input type="checkbox"/>	PHYSICAL EVALUATION PROCEEDINGS			
<input type="checkbox"/>	OTHER: _____			
<input type="checkbox"/>	Request copies of General Court Martial Case Number: _____		Accession Number: _____	
	Box Number: _____		Stack Number: _____	
	Please include any documentation indicating prior service, entry/discharge dates, character of discharge(s)/separation(s) from active duty, and facts and circumstances when available. Include Appellate Review and all supplementary orders credited for review.			
<input type="checkbox"/>	Verification of service information from Selective Service System registration and classification cards and ledgers pertaining to the above identified individual.			
<b>ATTN FRC/VA: PLACE REPLY BELOW AND RETURN THIS FORM WITH YOUR REPLY.</b> (CAUTION: FURNISH ONLY DOCUMENTS/INFORMATION RECEIVED FROM RELIABLE SOURCES.)				
<input type="checkbox"/>	RECORDS ENCLOSED		<input type="checkbox"/> RECORDS NOT ON FILE	
<input type="checkbox"/>	RECORDS TRANSFERRED TO:		ON:	
<input type="checkbox"/>	RECORDS SENT TO VARD:		ON:	
<input type="checkbox"/>	REMARKS:			
<b>PLEASE EMAIL, FAX OR MAIL BACK TO:</b>		<b>REQUEST NUMBER:</b> <b>1-000000001</b>		
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) <b>ATTN: NRPM 6</b> 9700 Page Avenue, Room <b>6123</b> St. Louis, MO 63132-5100		<b>FAX NUMBER:</b> (314) 801- <b>1111</b>		
		<b>PHONE NUMBER:</b> (314) 801- <b>2222</b>		
		<b>EMAIL:</b> JOHN.DOE@NARA.GOV		
<b>ATTENTION MAILROOM: THIS IS NOT A NEW REQUEST!</b>				

**Sample NA Form 13160 to request XC file**

<b>FAX REQUEST FOR MILITARY RECORDS/INFORMATION</b>				DATE: <b>2/21/2008</b>
<input type="checkbox"/> ATLANTA - NRC (040) atlanta.smartscanning@nara.gov	<input type="checkbox"/> DENVER - NRG (080) (303) 407-5709	<input type="checkbox"/> PHILADELPHIA - NRBPT (021) (215) 671-0273	<input type="checkbox"/> ST. LOUIS (VA) - RMC (376) (314) 538-4573	
<input type="checkbox"/> ARCHIVES 1 - NWCTB (202) 208-1903	<input type="checkbox"/> FORT WORTH - NRF (070) (817) 568-8963	<input type="checkbox"/> PITTSFIELD - NRAP (011) (413) 236-3609	<input type="checkbox"/> SAN FRANCISCO - NHRS (090) (650) 238-3509	
<input type="checkbox"/> BOSTON - NRAB (010) (781) 863-0154	<input type="checkbox"/> KC/BANNISTER - NRE (060) (816) 268-8036	<input checked="" type="checkbox"/> RIVERSIDE (Perris) - NRHP (091) (951) 956-2079	<input type="checkbox"/> SEATTLE - NRIS (100) (206) 338-5114	
<input type="checkbox"/> CHICAGO - NRDC (050) (773) 948-9050	<input type="checkbox"/> KC/LEE'S SUMMIT - NRE (059) (816) 268-8163	<input type="checkbox"/> ST. LOUIS (CPR) - NRPCR (061) (314) 801-9269	<input type="checkbox"/> WASH NATIONAL - NWRW (030) (301) 778-1561	
<input type="checkbox"/> DAYTON - NRDD (051) (937) 425-0646	<input type="checkbox"/> KC/LENEXA - NRE (060) (913) 825-7822			
<i>RECORDS OF THE VETERAN IDENTIFIED BELOW ARE NOT AVAILABLE AT NPRC</i>				
Last Name, First Name, Middle Initial <b>Duck, Donald M</b>		Service Number/SSN <b>333333333</b>		Date of Birth <b>01/02/1940</b>
Branch of Service <b>Air Force</b>		Dates: FROM		TO
VA Claim Number <b>22 22 222</b>		Prior Location <b>123</b>		Date of Transfer <b>07/05/1989</b>
Address At Time Of Entry Into Service		Local Board or Selective Service Number		
<i>RECORDS OR DATA CHECKED BELOW ARE REQUIRED TO RESPOND TO AN INQUIRY RECEIVED IN THIS CENTER CONCERNING THE MILITARY SERVICE OF SUBJECT VETERAN</i>				
<input type="checkbox"/>	REPORT OF SEPARATION OR STATEMENT OF SERVICE (If neither are available, send copies of all VA Form 3101's)			
<input type="checkbox"/>	CASUALTY REPORT/REPORT OF DEATH (Date of Injury)			
<input type="checkbox"/>	FACTS & CIRCUMSTANCES, OTHER THAN HONORABLE DISCHARGE (Include Court Martial Information If Applicable)			
<input checked="" type="checkbox"/>	ALL AVAILABLE MILITARY SERVICE/MEDICAL/DENTAL RECORDS			
<input type="checkbox"/>	LINE OF DUTY DETERMINATION REPORT (Report of investigation)			
<input type="checkbox"/>	ADDRESS OF RECORD			
<input type="checkbox"/>	PHYSICAL EVALUATION PROCEEDINGS			
<input type="checkbox"/>	OTHER: _____			
<input type="checkbox"/>	Request copies of General Court Martial Case Number: _____		Accession Number: _____	
	Box Number: _____		Stack Number: _____	
	Please include any documentation indicating prior service, entry/discharge dates, character of discharge(s)/separation(s) from active duty, and facts and circumstances when available. Include Appellate Review and all supplementary orders credited for review.			
<input type="checkbox"/>	Verification of service information from Selective Service System registration and classification cards and ledgers pertaining to the above identified individual.			
<b>ATTN FRC/VA: PLACE REPLY BELOW AND RETURN THIS FORM WITH YOUR REPLY.</b> <i>(CAUTION: FURNISH ONLY DOCUMENTS/INFORMATION RECEIVED FROM RELIABLE SOURCES.)</i>				
<input type="checkbox"/>	RECORDS ENCLOSED		<input type="checkbox"/> RECORDS NOT ON FILE	
<input type="checkbox"/>	RECORDS TRANSFERRED TO:		ON:	
<input type="checkbox"/>	RECORDS SENT TO VARD:		ON:	
<input type="checkbox"/>	REMARKS:			
<p><b>PLEASE EMAIL, FAX OR MAIL BACK TO:</b></p> <p>NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) <b>ATTN: NRPM 6</b> 9700 Page Avenue, Room <b>6123</b> St. Louis, MO 63132-5100</p>		<p><b>REQUEST NUMBER:</b> <b>1-000000002</b></p> <p><b>FAX NUMBER:</b> (314) 801-<b>1111</b></p> <p><b>PHONE NUMBER:</b> (314) 801-<b>2222</b></p> <p><b>EMAIL:</b> JOHN.DOE@NARA.GOV</p>		
<b>ATTENTION MAILROOM: THIS IS NOT A NEW REQUEST!</b>				



---

## Birth Data or Birth Certificates

---

### Birth Certificate in file:

Send original certificate to **veteran/NOK only**, and retain copy in record. In **Navy cases only**, you are not required to keep a file copy.

---

### All other requesters or if Birth Certificate is not in file:

If birth data (date and place of birth, father's name, mother's maiden name, etc.) is available, either complete request form (if provided), or prepare **NA Form 13106, Birth Information**, in duplicate. File copy in record.

If birth data is not available, advise requester to contact the appropriate office as explained below:

- 1) **Persons born within the United States or its territories** should contact the Bureau of Vital Statistics in the state or territory where the birth occurred.
- 2) **U. S. citizens born outside the United States or its territories** should contact:

[\[00577\]](#)

Passport Services  
Correspondence Branch  
Department of State  
1111 19th Street NW, Suite 510  
Washington, DC 20522-1705

---

Source: [NPRC 1865.118](#)

---

# BRAC - Base Closing List

Posted: 11/13/2014

<b>1988 Commission 16 Major Closures</b>	<b>1991 Commission 26 Major Closures</b>	<b>1993 Commission 28 Major Closures</b>	<b>1995 Commission 27 Major Closures</b>
<ol style="list-style-type: none"> <li>1. Army Material Tech Lab, MA</li> <li>2. Cameron Station, VA</li> <li>3. Chanute AFB, IL</li> <li>4. Fort Douglas, UT</li> <li>5. Fort Sheridan, IL</li> <li>6. George AFB, CA</li> <li>7. Jefferson Proving Ground, IN</li> <li>8. Lexington Army Depot, KY</li> <li>9. Mather AFB, CA</li> <li>10. Naval Station Brooklyn, NY</li> <li>11. Naval Station Lake Charles, LA</li> <li>12. Naval Station, Galveston, TX</li> <li>13. Norton AFB, CA</li> <li>14. Pease AFB, NH</li> <li>15. Philadelphia Naval Hospital, PA</li> <li>16. Presidio of San Francisco, CA</li> </ol>	<ol style="list-style-type: none"> <li>1. Bergstrom AFB, TX (Active Component Only)</li> <li>2. Carswell AFB, TX</li> <li>3. Castle AFB, CA</li> <li>4. Chase Field NAS, TX</li> <li>5. Eaker AFB, AR</li> <li>6. England AFB, LA</li> <li>7. Fort Benjamin Harrison, IN</li> <li>8. Fort Devens, MA</li> <li>9. Fort Ord, CA</li> <li>10. Grissom AFB, IN</li> <li>11. Hunters Point Annex, CA</li> <li>12. Loring AFB, ME</li> <li>13. Lowry AFB, CO</li> <li>14. Moffett NAS, CA</li> <li>15. Myrtle Beach AFB, SC</li> <li>16. NAV ElecSysEngrCtr, San Diego, CA</li> <li>17. Naval Station Long Beach, CA</li> <li>18. Naval Station Philadelphia, PA</li> <li>19. Naval Station Puget Sound, WA</li> <li>20. Philadelphia Naval Shipyard, PA</li> <li>21. Richards-Gebaur ARS, MO</li> <li>22. Rickenbacker AGB, OH</li> <li>23. Sacramento Army Depot, CA</li> <li>24. Tustin MCAS, CA</li> <li>25. Williams AFB, AZ</li> <li>26. Wurtsmith AFB, MI</li> </ol>	<ol style="list-style-type: none"> <li>1. Charleston Naval Shipyard, SC</li> <li>2. Defense Per. Support Center, PA</li> <li>3. Gentile Air Force Station, OH (DESC)</li> <li>4. Homestead AFB, FL</li> <li>5. K.I. Sawyer AFB, MI</li> <li>6. Mare Island Naval Shipyard, CA</li> <li>7. MCAS EI Toro, CA</li> <li>8. Naval Air Station Agana, Guam</li> <li>9. Naval Air Station Barbers Point, HI</li> <li>10. Naval Air Station Cecil Field, FL</li> <li>11. Naval Air Station Dallas, TX</li> <li>12. Naval Air Station Glenview, IL</li> <li>13. Naval Air Station Alameda, CA</li> <li>14. Naval Aviation Depot Alameda, CA</li> <li>15. Naval Aviation Depot Norfolk, VA</li> <li>16. Naval Aviation Depot Pensacola, FL</li> <li>17. Naval Hospital Oakland, CA</li> <li>18. Naval Station Charleston, SC</li> <li>19. Naval Station Mobile, AL</li> <li>20. Naval Station Staten Island, NY</li> </ol>	<ol style="list-style-type: none"> <li>1. Bayonne Military Ocean Terminal, NJ</li> <li>2. Bergstrom Air Reserve Base, TX</li> <li>3. Defense Dist. Depot Memphis, TN</li> <li>4. Defense Distribution Depot Ogden, UT</li> <li>5. Fitzsimons Army Medical Center, CO</li> <li>6. Fleet Industrial SU. Center, Oakland, CA</li> <li>7. Fort Chaffee, AR</li> <li>8. Fort Holabird, MD</li> <li>9. Fort Indiantown Gap, PA</li> <li>10. Fort McClellan, AL</li> <li>11. Fort Pickett, VA</li> <li>12. Fort Ritchie, MD</li> <li>13. McClellan AFB, CA</li> <li>14. Naval Air Facility, Adak, AK</li> <li>15. Naval Air Station, South Weymouth, MA</li> <li>16. Naval Air Warfare Center, Aircraft Division, Indianapolis, IN</li> <li>17. Naval Shipyard, Long Beach, CA</li> <li>18. NAWC, Aircraft Div., Warminster, PA</li> <li>19. NAWC, Crane Division</li> </ol>



- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>21. Naval Station Treasure Island, CA</li> <li>22. Naval Training Center Orlando, FL</li> <li>23. Naval Training Center San Diego, CA</li> <li>24. NESEC, St. Inigoes, MD</li> <li>25. Newark AFB, OH</li> <li>26. O'Hare IAP ARS, IL</li> <li>27. Plattsburgh AFB, NY</li> <li>28. Vint Hill Farms, VA</li> </ul> | <ul style="list-style-type: none"> <li>Detachment, Louisville, KY</li> <li>20. NSWC, Dahlgren Division Detachment, White Oak, MD</li> <li>21. Oakland Army Base, CA</li> <li>22. Ontario IAP Air Guard Station, CA</li> <li>23. Resse AFB, TX</li> <li>24. Roslyn Air Guard Station, NY</li> <li>25. Savanna Army Depot Activity, IL</li> <li>26. Seneca Army Depot, NY</li> <li>27. Ship Repair Facility, Guam</li> </ul> |
|---|--|

**1988 Commission  
11 Realignments**

- 1. Fort Bliss, TX
- 2. Fort Devens, MA
- 3. Fort Dix, NJ
- 4. Fort Holabird, MD
- 5. Fort Huachuca, AZ
- 6. Fort McPherson, GA
- 7. Fort Meade, MD
- 8. Fort Monmouth, NJ
- 9. Naval Station Pudget Sound, WA
- 10. Pueblo Army Depot, CO
- 11. Umatilla Army Depot, OR

**1991 Commission  
19 Realignments**

- 1. Aviation Systems Command/Troop Support Command, MO
- 2. Beale Air Force Base, CA
- 3. Fort Chaffee, AR
- 4. Fort Polk, LA
- 5. Letterkenny Army Depot, PA
- 6. MacDill Air Force Base, FL
- 7. Naval Air Development Center, Warminster, PA
- 8. Naval Air Engineering Center, Lakehurst, NJ
- 9. Naval Air Propulsion Center, Trenton, NJ
- 10. Naval Avionics Center, Indianapolis, IN
- 11. Naval Coastal Systems Center, Panama City, FL

**1993 Commission  
13 Realignments**

- 1. Anniston Army Depot, AL
- 2. Fort Belvoir, VA
- 3. Fort Monmouth, NJ
- 4. Griffiss Air Force Base, NY
- 5. Letterkenny Army Depot, PA
- 6. March Air Force Base, CA
- 7. Marine Corps Logistics Base Barstow, CA
- 8. Naval Air Station Memphis, TN
- 9. Naval Education and Training Center, Newport, RI
- 10. Naval Surface Warfare Center (Dahlgren)
- 11. Naval Weapons Station Seal Beach, CA
- 12. Ogden Air Logistics Center, Hill Air Force Base, UT

**1995 Commission  
Realignments  
REALIGN**

- 1. Charles E. Kelly Support Center
- 2. Defense Contract Management Command International, Dayton
- 3. Defense Distribution Depot Columbus
- 4. Eglin Air Force Base
- 5. Fort Dix
- 6. Fort Lee
- 7. Grand Forks Air Force Base
- 8. Guam Fleet and Industrial Supply Center
- 9. Guam Naval Activities
- 10. Guam Public Works
- 11. Hill Air Force Base (Utah Training and Test Range)
- 12. Kelly Air Force Base

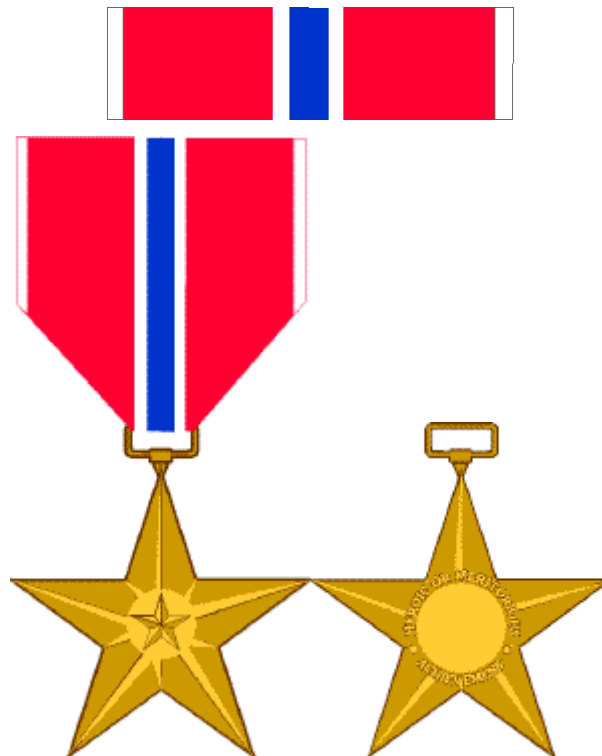
- |   |   |  |
|---|---|--|
| 12. Naval Ordnance Station, Indian Head, MD                 | 13. Tooele Army Depot, UT               | 13. Naval Air Station Corpus Christi   |
| 13. Naval Ordnance Station, Louisville, KY                  | 14. White Oak Detachment, White Oak, MD | 14. Naval Air Station Key West   |
| 14. Naval Surface Weapons Center, White Oak, MD             |   | 15. Naval Information Systems Management Center, Arlington                       |
| 15. Naval Undersea Warfare Engineering Station, Keyport, WA |   | 16. Naval Undersea Warfare Center Keyport  |
| 16. Naval Weapons Center, China Lake, CA                    |   | 17. Red River Army Depot   |
| 17. Naval Weapons Support Center, Crane, IN                 |   | REDIRECT   |
| 18. Pacific Missile Test Center, Point Mugu, CA             |   | 1. Defense Contract Management District West, El Segundo                         |
| 19. Rock Island Arsenal, IL                                 |   | 2. Griffiss Air Force Base (485th Engineering Installation Group                 |
|   |   | 3. Griffiss Air Force Base [Airfield Support for 10th Infantry (Light) Division] |
|   |   | 4. Homestead Air Force Base (301st Rescue Squadron)                              |
|   |   | 5. Homestead Air Force Base (726th Air Control Squadron)                         |
|   |   | 6. Lowry Air Force Base  |
|   |   | 7. MacDill Air Force Base  |
|   |   | 8. Marine Corps Air Station El Toro  |
|   |   | 9. Marine Corps Air Station Tustin   |
|   |   | 10. Naval Air Facility Detroit   |
|   |   | 11. Naval Air Station Agana  |
|   |   | 12. Naval Air Station Alameda  |
|   |   | 13. Naval Air Station Barbers Point  |
|   |   | 14. Naval Air Station Cecil Field  |



- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Bronze Star Medal



This decoration authorized by Executive Order No 9419 on February 4, 1944, is awarded a person in any branch of the military service who, while serving in any capacity with the Armed Forces of the United States on or after December 7, 1941, shall have distinguished himself by heroic or meritorious achievement or service, not involving participation in aerial flight, in connection with military operations against an armed enemy.

The award recognizes acts of heroism performed in ground combat if they are of lesser degree than that required for the Silver Star. It also recognizes single acts of merit and meritorious service if the achievement or service is of a lesser degree than that deemed worthy of the Legion of Merit; but such service must have been accomplished with distinction. Those awarded the Bronze Star Medal for heroism is authorized to wear the "V" Device for valor. Only one "V" is authorized on the award despite the number of times it is awarded for heroism.

Army personnel who, as members of the Armed Forces of the United States between December 7, 1941, and September 2, 1945, were awarded the Combat Infantryman's Badge or Medical Badge for exemplary conduct may upon application receive the Bronze Star Medal. Although these World War II badges were not authorized for award until after July 1, 1943, those whose meritorious achievements in combat

[ÿ Flight Surgeon Badges](#)  
[ÿ French Fourragère](#)  
  
[ÿ Glider Badge](#)  
[ÿ Gold Star Lapel Button](#)  
[ÿ Good Conduct Medal](#)  
[ÿ Guard, Tomb of the Unknown Soldier Identification Badge](#)  
  
[ÿ Honorable Service Lapel Button WWII](#)  
  
[ÿ Korea Defense Service Medal](#)  
[ÿ Korean Service Medal](#)  
  
[ÿ Legion of Merit](#)  
  
[ÿ Medal of Honor](#)  
[ÿ Medal of Humane Action](#)  
[ÿ Meritorious Unit Commendation](#)  
[ÿ Mexican Border Service Medal](#)  
[ÿ Mexican Service Medal](#)  
  
[ÿ National Defense Service Medal](#)  
[ÿ Netherlands Orange Lanyard](#)  
  
[ÿ Parachute Rigger Badge](#)  
[ÿ Parachutist Badges](#)  
[ÿ Pearl Harbor Commemorative Medal](#)  
[ÿ Philippine Defense Ribbon](#)  
[ÿ Philippine Independence Ribbon](#)  
[ÿ Philippine Liberation Ribbon](#)  
[ÿ Philippine Republic Presidential Unit Citation](#)  
[ÿ Presidential Unit Citation](#)  
[ÿ Prisoner of War Medal](#)  
[ÿ Purple Heart Medal](#)  
  
[ÿ Ranger Tab](#)  
[ÿ Republic of Korea Korean War Service Medal](#)  
[ÿ Republic of Korea Presidential Unit Citation](#)  
  
[ÿ Silver Star](#)  
[ÿ Soldier's Medal](#)

before that date can be confirmed in writing may also be eligible for the Bronze Star Medal.

Upon letter application, award of the Bronze Star Medal may be made to eligible soldiers who participated in the Philippine Islands Campaign between 7 December 1941 and 10 May 1942. Performance of duty must have been on the island of Luzon or the Harbor Defenses in Corregidor and Bataan. Only soldiers who were awarded the Distinguished Unit Citation (Presidential Unit Citation) may be awarded this decoration.

The Bronze Star Medal was established on 4 February 1944.

Authorized Device/Appurtenance: Oak Leaf Cluster, V Device (if applicable)

Dates Authorized: WWII, Korea

Type of award: Individual Army Decoration

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 3-15](#)

Orders are issued for this award

**This award is accompanied by a certificate and, if awarded for heroism or valor, also a citation.**

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.42D  
June 13, 1994

SUBJECT: **Burial requests from national cemeteries**

1. **Purpose.** This memorandum issues instructions for preparing verification of service needed by national cemeteries to authorize burial and to inscribe a suitable marker or headstone for the grave.
2. **Cancellation.** NPRC 1865.42C is canceled.
3. **Reasons for revision.** This memorandum is revised to reflect the fact that the responsibility for obtaining eligibility information for burial has been decentralized and is transferred from the Department of Veterans Affairs, National Cemetery System, Washington, DC, to three field offices at Jefferson Barracks, Calverton, and Riverside national cemeteries. Also included in the change is the proper procedure for handling the NA Form 13086, Verbal or Telephone Inquiry; a list of wartime service dates; clarification of eligibility for burial in Arlington National Cemetery; and the need to prepare a written response for Arlington National Cemetery.
4. **Applicability.** The provisions of this memorandum are applicable to the correspondence sections of NCPMA, NCPMF, NCPMN, and NCPMR and also to the Outgoing Mail Unit.
5. **Instructions.** This memorandum provides instructions for preparing service verification needed by the National Cemetery System (NCS) and Arlington National Cemetery.
6. **Background.**
  - a. The Federal Government provides a gravesite, burial, and grave marker or headstone without cost to veterans, and to their dependents, if the last period of active service ended under conditions other than dishonorable, and if the veteran completed the required period of service. Headstones and markers are inscribed with the name of the deceased, the years of birth and death, and branch of service. Optional items that also may be inscribed are: military grade, rank, or rate; war service (such as "World War II"); months and days of birth and death; an emblem reflecting one's beliefs; valor awards received; and the Purple Heart. The NCS, which is under the jurisdiction of the Department of Veterans Affairs, is responsible for administering the national cemeteries under its jurisdiction. Arlington National Cemetery, which is under the jurisdiction of the Department of the Army, is responsible for administering its own activities. Burial is authorized based on the service verification transcribed from the veteran's official service record.
  - b. The need for obtaining military data from the official military service records has diminished since the passage of Public Law 93-43, which changed the eligibility requirement for burial in a national cemetery from honorable termination of the veteran's last period of active duty to a period of active service which terminated other than dishonorably.
  - c. Department of Veterans Affairs (VA) policy provides that the NCS should utilize service data in the VA records to the maximum extent possible, and should contact NPRC only if the VA has not previously obtained verification of service from the official military records. The initial contact to obtain service data is made to the VA Regional Office or Records Processing Center, St. Louis, whichever has the veteran's claim file in its possession.

- d. When the NCS is unable to obtain a separation document or verify the service following the above procedure, a telephone call is directed to the National Personnel Records Center.

7. **Forms.** This memorandum provides for the use of the following forms:

- NA Form 13008, Loan or Transfer of Records.
- NA Form 13079, Verification of Military Service.
- NA Form 13086, Verbal or Telephone Inquiry.
- NA Form 13105, NPRC Search Request and Reply.
- NA Form 13131, Important Notice.

DAVID L. PETREE  
Director

---

1. **Telephone requests and responsibilities involved.** The cemeteries are responsible for checking their Beneficiary Identification and Records Locator Subsystem (BIRLS) on all burials before contacting NPRC for service verification. NPRC is not involved when a Department of Veterans Affairs (VA) record is located through BIRLS. NPRC is required to process only those requests for which the cemeteries are unable to obtain information. Telephone inquiries are received from Jefferson Barracks, Calverton, Riverside, and Arlington national cemeteries. The National Cemetery System (NCS), Washington, DC, will contact NPRC on special requests such as those with Congressional interest or of a sensitive nature. The person accepting the call from the cemetery prepares the NA Form 13086, Verbal or Telephone Inquiry, in triplicate. When necessary, probe the computerized NPRC Registry File System to identify a records registry location. If a record has been identified in our system, annotate the registry number on the NA Form 13086 (Registry Number/Records Block); or if the record identified is an auxiliary record prepare an NA Form 13105, NPRC Search Request and Reply. Affix a red tag to the original and one copy of the request form. The inquiry is hand-carried to the search and file section. The third copy of the form is used as a suspense or control copy.

If we are unable to identify a record, reconstruct military data, or we find that the record is charged out of file to the Army Reserve Personnel Center or an agency outside 9700 Page Avenue, the lead technician or supervisor promptly telephones the appropriate cemetery.

When the record or auxiliary record is received in the correspondence section, the correspondence technician (C-4) reviews the records and prepares the response. When service data has been reconstructed from auxiliary records the technician creates a file folder which is accessioned into the registry file. All completed responses are given to the lead technician or supervisor who telephonically verifies service data to the cemetery.

2. **Form of reply.** NA Form 13079, Verification of Military Service, is used for reply to the telephone inquiry. Outgoing Mail Unit personnel mail the completed form to the office checked on the top of the form.
3. **Number of copies and distribution of NA Form 13079.** An original and two copies are required for the following distribution:
  - a. Original (#1) cemetery.
  - b. First copy (#2) for unit suspense file. Destroy the suspense file copy when no longer needed for follow-up telephone requests.



- c. Second copy (#3) for the service record. Attach the original NA Form 13086, to the service record copy of the NA Form 13079.

(1) **Items of service to be entered.** The captions on code lines A through J identify the items of service to be entered. (Furnish the SSN only if shown in the record.) If service verification is requested for burial of the spouse, dependent, or minor child, make a statement to that effect in code line A. Code line K provides additional space for further explanation as needed. Furnish the dates and character of all periods of active service, regardless of the character of separation/discharge from last period of active duty. In addition, if the period of active duty was subsequent to September 7, 1980, and less than 24 consecutive months, furnish the reason for separation or discharge along with the character on code line F.

If the veteran served two or more periods of continuous active service and the last discharge is Dishonorable, Other Than Honorable, Under Conditions Other Than Honorable, Undesirable, or Bad Conduct, the C-4 technician gives the completed response to the lead technician or supervisor for further action. Either the supervisor, lead technician, or C-6 technician will determine if the veteran was eligible for complete separation. (See [1865.38, Fig. 3, Rule 14](#), for instructions on processing non-fire related inquiries, and [1865.107, Fig. 2-7](#), for processing fire related inquiries.) If the veteran served only one period of active service ending in one of the above discharges, furnish the reason for separation along with the character. See [figure 1](#) for sample of a completed NA Form 13079.

(2) **Code I - War Service.** Active service performed during the periods listed below constitutes war service for this purpose:

Mexican Border: May 1, 1916, to April 5, 1917

World War I: April 6, 1917, to July 1, 1921

World War II: December 7, 1941, to December 31, 1946

Korean Conflict: June 27, 1950, to January 31, 1955

Vietnam: August 5, 1964, to May 7, 1975

Persian Gulf War: August 2, 1990, through a date to be set by law or Presidential Proclamation

If applicable, indicate if veteran served in the Army or Army Air Corps in WWII.

(3) **Verifying additional data to the Arlington National Cemetery.** In-ground burial in Arlington National Cemetery requires active duty service and either retired in pay status, former prisoner of war (POW) status (defined as a person serving on active duty who was forcibly detained or interned in line of duty by an enemy government or foreign government or its agents, or a hostile force, during a period of war or under circumstances which the Secretary finds comparable), Silver Star, Purple Heart, Distinguished Service Medal, Distinguished Service Cross, or the Medal of Honor. In addition to verifying active duty service, furnish verification of the above medals on code line J and POW status on code line K.

Eligibility for inurnment of cremated remains in Arlington's columbarium is the same as eligibility for burial in the VA national cemeteries.

(4) **Additional information for Code K.** The technician enters any additional pertinent information to verify all periods of active service or clarify information provided. If information furnished in items B through J were taken from an alternate source, make a statement to that effect in code line K.

(5) **Active duty for training (ACDUTRA) only.** Complete code line A, code line B (only if the SN or SSN is not known), and in code line K state "active duty for training only," and include the dates.

The archives technician enters his/her name, office symbol, and current date on the bottom portion of a completed NA Form 13079.

4. **Army retiree record erroneously in NPRC custody.** If a burial request is received on an Army record that was retired to NPRC erroneously, first process the request and dispatch reply in the normal manner. Then take the following action:
- a. **Death of retiree.** Charge the record on a loan basis to the ARPERCEN, Casualty Branch, VSA-C. Transmit the record to ARPERCEN using NA Form 13008, Loan or Transfer of Records. Write on the transmittal "Record transferred to NPRC in error."
  - b. **Death of next of kin of a living retiree.** Prepare an NA Form 13131, Important Notice, showing the record was transferred to "ARPERCEN, (VSA-C)." Transmit the record to ARPERCEN using the NA Form 13008. Write on the transmittal: "Living retiree--record transferred to NPRC in error."
-

# CAMPAIGNS/EXPEDITIONS & APOs

- [NAVY, MARINE CORPS and COAST GUARD CAMPAIGNS and EXPEDITIONS](#)
- [ARMY and AIR FORCE CAMPAIGNS and EXPEDITIONS](#)
- [APOs](#)

## NAVY, MARINE CORPS, and COAST GUARD CAMPAIGNS and EXPEDITIONS

CAMPAIGNS & EXPEDITIONS	DATES	AWARD	AWARD ABBREVIATION *	REMARKS CODE **
Navy Occupation of Austria	5/9/45 - 10/25/55	Navy Occupation Medal	N/A	N/A
Army Occupation of Berlin	5/9/45 - 10/2/90	Navy Occupation Medal	N/A	N/A
Navy Occupation of Trieste	5/9/45 - 10/26/54	Navy Occupation Medal	N/A	N/A
Units of the 6th Fleet	5/9/45 - 10/25/55	Navy Occupation Medal AND/OR China Service Medal (Extended)	N/A	N/A
China	9/2/45 - 4/1/57	China Service Medal (Extended)	N/A	N/A
Korea	6/27/50 - 7/27/54	Korean Service Medal	N/A	N/A
Korea	10/1/66 - 6/30/74	Armed Forces Expeditionary Medal	AE	J
Taiwan Straits	8/23/50 - 6/1/63	Armed Forces Expeditionary Medal	AE	J
Vietnam	7/1/58 - 7/3/65	Armed Forces Expeditionary Medal	AE	I
Vietnam	7/3/65 - 3/28/73	Vietnam Service Medal	VS	N/A
Vietnam Evacuation (Operation Frequent Wind)	4/29/75 - 4/30/75	Armed Forces Expeditionary Medal	AE	N
Lebanon	7/1/58 - 11/1/58	Armed Forces Expeditionary Medal	AE	F

Lebanon	8/20/82 - 5/31/83	Navy or Marine Corps Expeditionary Medal	EM	E
Lebanon	6/1/83 - 8/1/84 If served between 6/1/83 - 3/4/84	Armed Forces Expeditionary Medal OR Navy or Marine Corps Expeditionary Medal	AE EM	Q
Quemoy and Matsu Islands	7/23/58 - 6/1/63	Armed Forces Expeditionary Medal	AE	G
Congo	7/14/60 - 9/1/62 and 11/23/64 - 11/27/64	Armed Forces Expeditionary Medal	AE	B
Cuba	1/3/61 - 10/23/62	Navy or Marine Corps Expeditionary Medal	EM	A
Cuba	10/24/62 - 12/31/62	Armed Forces Expeditionary Medal	AE	C
Laos	4/19/61 - 10/7/62	Armed Forces Expeditionary Medal	AE	E
Berlin	8/14/61 - 6/1/63	Armed Forces Expeditionary Medal	AE	A
Thailand	5/16/62 - 8/10/62	Navy or Marine Corps Expeditionary Medal	EM	B
Thailand	3/29/73 - 8/15/73	Armed Forces Expeditionary Medal ( <i>No Navy Unit Eligible</i> )	AE	L
Dominican Republic	4/18/65 - 9/21/66	Armed Forces Expeditionary Medal	AE	D
Cambodia	3/29/73 - 8/15/73	Armed Forces Expeditionary Medal ( <i>No Navy Unit Eligible</i> )	AE	K
Cambodian Evacuation (Operation Eagle Pull)	4/11/75 - 4/13/75	Armed Forces Expeditionary Medal	AE	M
Mayaguez Operation	5/15/75 (one day)	Armed Forces Expeditionary Medal	AE	O
Iran/Indian Ocean/ Yemen	12/6/78 - 6/6/79	Navy or Marine Corps Expeditionary Medal	EM	C
Iran/Indian Ocean	11/21/79 - 10/20/81	Navy or Marine Corps Expeditionary Medal	EM	D
El Salvador	1/1/81 - 2/1/92	Armed Forces Expeditionary Medal	AE	N/A
Grenada	10/23/83 - 11/21/83	Armed Forces Expeditionary Medal	AE	P

Libya	1/20/86 - 6/27/86 If served between 4/12/86 - 4/17/86	Navy or Marine Corps Expeditionary Medal OR Armed Forces Expeditionary Medal	EM  AE	F
Persian Gulf (Operation Earnest Will)	7/24/87 - 8/1/90  8/1/87 - 7/23/87	Armed Forces Expeditionary Medal  Navy or Marine Corps Expeditionary Medal	AE  EM	R  G
Panama (Just Cause)	12/20/89 - 1/31/90	Armed Forces Expeditionary Medal	AE	S
Southwest Asia (Desert Shield/Desert Storm)	8/2/90 - 11/30/95	Southwest Asia Service Medal	SA	N/A
Liberia (Operation Sharp Edge)	8/5/90 - 2/21/91	Navy or Marine Corps Expeditionary Medal	EM	H
Bosnia	6/1/92 - open	Armed Forces Service Medal		N/A
Somalia (Operation Restore Hope)	12/5/92 - date to be determined	Armed Forces Expeditionary Medal	AE	T
Rwanda		Armed Forces Expeditionary Medal	AE	N/A
Haiti (Operation Uphold Democracy)	9/16/94 - 3/31/95	Armed Forces Expeditionary Medal	AE	N/A
Arabian Gulf (Southern Watch)	12/1/95 - open	Armed Forces Expeditionary Medal	AE	N/A

\* Abbreviations as shown in the Master List of Navy Unit Awards and Campaign Medals (1958 to Present)

**\*\* Remarks Code Not Applicable (Navy Occupation Medal, China Service Medal, Korean Service Medal, Vietnam Service Medal, Southwest Asia Service Medal)**

**\*\* Remarks Code Not Available (all others)**

## ARMY and AIR FORCE CAMPAIGNS and EXPEDITIONS

CAMPAIGNS & EXPEDITIONS	DATES	AWARDS *
Berlin Germany (exclusive of Berlin) Austria	5/9/45 - 10/2/90 8/14/61 - 6/1/63 5/9/45 - 5/5/55 5/9/45 - 5/5/55	AOM AFEM AOM AOM
Korea (Japan) Korea	4/28/52 - 7/27/54 10/1/66 - 6/30/74	KSM <i>** see end of table</i> NDSM
Quemoy & Matsu Islands	8/23/58 - 6/1/63	AFEM
Lebanon	7/1/58 - 11/1/58 6/1/83 - 12/1/87	AFEM, UNM AFEM
Vietnam	7/1/58 - 7/3/65 7/3/65 - 3/28/73 4/29/75 - 4/30/75	AFEM VSM, NDSM, RVNCM AFEM
Taiwan Straits	8/23/58 - 1/1/59	AFEM
Congo (Zaire)	7/14/60 - 9/1/62 11/23/64 - 11/27/64	AFEM AFEM
Laos	4/19/61 - 10/7/62	AFEM
Cuba	10/24/62 - 6/1/63 11/22/91 - 6/30/92 5/20/94 - 4/15/96	AFEM HSM HSM
Dominican Republic	4/28/65 - 9/21/66	AFEM
Cambodia/Thailand	3/29/73 - 8/15/73	AFEM

Cambodia Cambodia (Mayaguez)	4/11/75 – 4/13/75 5/15/75	AFEM AFEM
Egypt (Sinai)	8/3/81 – ongoing	MFOM
Grenada	10/23/83 – 11/21/83	AFEM
Libya	4/12/86 – 4/17/86	AFEM
Persian Gulf (Desert Shield) (Desert Storm)	7/24/87 – 8/1/90 8/2/90 – 11/30/95	AFEM SWASM,NDSM,SAKLM,KKLM
Southwest Asia	12/1/95 – ongoing	AFEM
Panama	12/20/89 - 1/31/90 8/26/94 - 3/3/95	AFEM HSM
Liberia	8/5/90 - 8/25/90 4/8/96 - 8/12/96	HSM HSM
Iraq & Turkey	4/5/91 – 7/31/93	HSM
Russia	2/1/92 – 4/30/93	HSM
Kenya & Somalia	8/18/92 – 12/4/92	HSM
Somalia	12/5/92 – 3/31/95	AFEM, UNM
Kwajalein (Marshall Islands)	2/11/93 – 3/11/93	HSM
Suriname	8/19/94 – 10/31/94	HSM
Haiti	9/16/94 – 3/31/95 4/1/95 – ongoing	HSM AFSM
Rwanda	7/20/94 – 10/7/94	HSM

El Salvador	1/1/81 – 2/1/92	AFEM
Former Republic of Yugoslavia (Bosnia & Serbia) Bosnia & Serbia	6/1/92 – 12/19/96 12/20/95 – ongoing	AFSM, UNM, NATO AFSM, UNM, NATO
Wake Island	7/12/95 – 8/10/95	HSM

*\* Explanation of Medals:*

- AFEM Armed Forces Expeditionary Medal
- AFSM Armed Forces Service Medal
- AOM Army of Occupation Medal
- HSM Humanitarian Service Medal
- KKLM Kuwait Medal
- KSM Korean Service Medal
- MFOM Multinational Force & Observers Medal
- NATO North Atlantic Treaty Organization
- NDSM National Defense Service Medal
- RVNCM Republic of Vietnam Campaign Medal
- SAKLM Saudia Arabia/Kuwait Liberation
- SWASM Southwest Asia Service Medal
- UNM United Nations Medal
- UNSM United Nations Service Medal
- VSM Vietnam Service Medal

*\*\* Service in Japan from April 28, 1952 to July 27, 1954 is creditable as Korean service, **IF** the record indicates that said service was in support of Korea. Korean Service Medal must have been authorized for that period. Service in Japan prior to 4/28/52 is verified as Army of Occupation (Japan).*

## APOs

Following is a numerical listing of **SOME** APOs that you will find helpful. You must be aware that this information was received from AR-PERSCOM when that agency transferred the Army retiree records to NPRC. The information from which this list was compiled includes hand-written notes and information that was apparently compiled by AR-PERSCOM clerks over a period of years. **THIS LIST IS BY NO MEANS COMPLETE.** If you cannot locate the APO for the specific date(s) you are seeking, **please check the [APO WWII Database](#) before submitting a request to the Organization Records Unit, who will provide the requested data.**

APO #	DATES	THEATERS/LOCATIONS	



1	1949 - 1956 1961 - 1966	Germany ( <b>see end of table for <a href="#">Berlin APOs</a></b> ) Germany	NY NY
2	1963	Korea, Inchon	SF
3	1953	Japan, Kokura	SF
5	11 Jul 53 - 23 Jul 53	Japan	SF
6	1952 - 1954	Korea	SF
7	1948 - 1954 1960 - 1963	Korea Korea	SF SF
8	1959 - 1961	Korea	SF
9	1951	Japan	SF
11	1956	France, Fontainebleau	NY
15	25 Nov 50 - 02 Aug 52	Osaka, Japan	SF
19	1954 - 1958 1961 - 1964	Italy, Leghorn Italy, Darley	NY NY
20	1959 - 1963	Korea, Pupyong	SF
24	15 May 52 - 10 Jul 52 1 Jul 53 - 5 Feb 54 22 Oct 62 - 07 Sep 63	Japan Japan Korea	SF SF SF
25	1952 1951 - 1959 1962 - 1964	Korea Hawaii Hawaii	SF SF SF
26	1959 - 1963 Oct 57 - Jul 63	Germany, Fulda Germany, Bad Hersfeld	NY NY
27	1951 - 1954	Japan	SF
28	1955 1961	Germany, Mannheim Germany, Sandhofen	NY NY
29	1953 - 1954 1962 - 1964	Germany, Munich Germany, Munich	NY NY
32	1952 - 1955	Japan	SF
34	1955 - 1957 1963 - 1966 1962 Oct 53 1958	Germany, Nahbollenbach Germany, Nahbollenbach Germany, Wildflecken Germany, Idar-Oberstein Germany, Strasburg Kaisern, Idar-Oberstein, and Baumholder	NY NY NY NY NY
35	1956 - 1957 1959 - 1962	Germany Germany	NY NY
36	1961 1963	Germany Germany, Schweinfurt	NY NY
37	1952	Japan	SF
38	January 1951	Japan, Otawa	SF
39	1962 - 1964 28 Apr 60 - 26 Oct 63 Mar 55 - Jan 61 March 1956	Germany Germany, Frankfurt Germany, Kirch-Goens Germany, Butzbach	NY NY NY NY

40	1954 - 1955 1963 - 1964	Japan Vietnam	SF SF
42	1953	Germany, Kaefertal	NY
43	Jun 52 - Sep 52	Japan	SF
44	1961 - 1962	France, Poitiers	NY
45	1954 - 1955	Japan	SF
46	1952 - 1963	Germany, Vaihingen and Nellingen	NY
50	1951	Japan	SF
51	1952 - 1953 19 Sep 50 - 31 Jul 52	Japan, Beppu Korea 187 AVN RCT (Regional Combat Team)	SF SF SF
54	1952 - 1953	Japan	SF
55	1961	Germany	NY
57	1949 1959	Germany Germany, Rhein-Main	NY NY
59	25 Mar 52 - 14 May 52 Dec 1952 - July 1953 Jul 51 - Jul 53 Dec 52 - Jul 53 9 Jul 51 - 27 Jul 54 1952 13 Jan 51 - 27 Jul 54	Korea Korea: PW SVC UNIT, 8135th AV Korea: HQ DET, MP GP, 8137th AU Korea: HQ CO, PW COMD, 8203rd AU Korea: HQ & HQ CO, 520th SIG BAS DEP In support of Korea: Tec Sig Sup Agry 8084 AU & Yoko “ ” “ ” Sig Dep 8004 AU FEC	SF SF SF SF SF SF SF
60	1953 - 1954	Korea	SF
61	1947	Germany	NY
63	1955 - 1962 09 Jan 56 - 1963	Taiwan Taiwan, Taipei	SF SF
66	1949	Germany	NY
67	1963	Japan, Osaka and Honshu	SF
69	1947 1952 - 1956	Germany Germany	NY NY
72	1952 - 1954	Korea	SF
74	19 Sep 49 - Oct 49	Philippines, Clark AFB	SF
75	1955	Japan, Ashiga Air Base	SF
76	1960 - 1962	Korea	SF
77	1944 - 1945	Philippine Islands	SF
78	1952	Germany	NY
79	23 Jul 1951 - 1963	Germany, Frankfurt	NY
82	1959	Germany, Frankfurt	NY
83	1946 - 1952	Germany	NY
86	1952 - 1954	Korea, Chunchon	SF
87	1960 - 1961	France	NY
91	1963 - 1964	Vietnam	SF

94	1954	Korea	SF
95	1962 - 1963	Vietnam	SF
96	1962 - 1965	Vietnam	SF
102	1953 - 1955 9 Sep 54 - 1 Jul 55 1963 - 1966	Korea (KMAG 8202 AU AFFEE) Korea	SF SF SF
104	1945	Germany	NY
107	1952 - 1956 1963	Germany Germany, Mohringen	NY NY
108	1955 1957 - 1963	Germany, Munich Germany	NY NY
111	1952 - 1956 1961 - 1964	Germany Germany	NY NY
112	1950 - 1954 Dec 56 - 65	Germany Germany, Augsburg	NY NY
114	1947 - 1949 1954 - 1957 1961 1963	Germany Germany Germany, Aschaffenburg Germany, Grafenwohr	NY NY NY NY
121	1954	Greenland, Sondrestrom	NY
122	1956 1960 - 1961 1963 - 1966	France, Distillary France, Verdun France, Distillary	NY NY NY
123	1962 - 1963	Germany	NY
124	1949	England	NY
125	1950	England	NY
126	1954	England	NY
127	1952 - 1953	England	NY
139	1948 - 1954 1959 - 1960	Germany, Frankfurt Germany, Frankfurt	NY NY
143	1962 - 1965	Vietnam	SF
145	1960 - 1963	Hawaii, Oahu: Helemano Military Reservation	SF
154	1945 - Nov 1949 Dec 1949 - Mar 1958 1962 - 1964	Germany Germany, Berlin Germany	NY NY NY
157	19 Oct 63	Vietnam	SF
162	1949 1952 - 1963 1950 - 1960 Aug 64	Germany Germany Germany, Baferhauser Germany, Aschaffenburg	NY NY NY NY
163	1953 - 1956	France, Paris	NY
164	1957 - 1965	Germany	NY
165	1953 - 1956 1963 - 1964	Germany Germany	NY NY

	21 Feb 52 Jun 58 - May 63	Germany, Hanau Germany, Hanau	NY NY
166	1961	Germany, Seckenheim	NY
168	1953 - 1955	Austria, Salzburg	NY
169	1950 - 1957	Germany, Giessen	NY
170	1945 - 1954 1963	Germany Germany	NY NY
172	1949 1954 - 1963	Germany Germany, Oberammergau	NY NY
174	1949 - 1951 1954 - 1955	Austria Austria, Linz	NY NY
175	1954 - 1956 1962 - 1964	Germany, Darmstadt Germany, Darmstadt	NY NY
176	1953 - 1963 1963	Germany, Heilbronn Germany, Neckarsulm	NY NY
177	06 Mar 52 - 22 Sep 55 1959 - 1961	Germany, Ansbach Germany, Ansbach	NY NY
178	1949 - 1954	Germany	NY
179	1954 - 1957	England, Lakenheath	NY
180	1955 8 Mar 53 - 17 Feb 56	Germany, Landstuhl Germany, Landstuhl	NY NY
181	1949	Japan	SF
185	1953 - 1963	Germany	NY
189	1963 1952, 1957, & 1960	Germany, Pirmasens Germany	NY NY
190	Dec 1952 - 1955	England	NY
194	1952 - 1953	England	NY
199	1952 - 1953	England	NY
201	1950 - 1951 16 Nov 52 - Apr 55	Korea, Pusan Japan	SF SF
204	1958 - 1961	France	NY
205	01 Mar 56 - Jul 59	Iran	NY
206	1955	Turkey, Ankara	NY
207	1949	Germany	NY
208	1949	Germany	NY
209	1952 - 1954	Italy, Trieste	NY
211	1960 - 1961	France	NY
213	1956	France	NY
217	1956	France, Rochefort	NY
218	1944 - 1945	India-Burma Theater	SF
220	1965 - 1966	Korea	SF
221	1962 - 1963	Italy	NY

225	1949 - 1954 1962 - 1966	Germany Germany	NY
227	Aug 51 - Mar 56 1961 - 1963	Germany, Kaiserslautern Germany, Rhine	NY
230	1944 1955	Germany France, Paris	NY NY
234	1954 Jul 51 - Jul 53 Jul 51 - Jul 53	Korea Korea (552 MP Co) Korea (Hq Det MP Gp and 8137 AU)	SF SF SF
235	1950-1951	Okinawa	SF
239	1950 - 1951	Okinawa	SF
246	1948 - 1950	Guam	SF
248	1951 - 1953	Korea	SF
252	1954 - 1955	Germany	NY
253	1945	Germany	NY
254	1960 - 1961	Turkey	NY
258	1961	France	NY
259	1956 - 1957	France	NY
264	1953	Korea	SF
287	10 Jan 60 - 16 Mar 62	France	NY
288	1960 - 1961	France	NY
301	20 May 51 - 24 Oct 51 1952 - 1955	Korea Korea, Pusan	SF SF
305	1949 - 1952 Apr 60 - Aug 60	Germany Germany, Rhein-Main AFB	NY NY
309	Mar 1953	Japan, Sapporo (Hokkaido)	SF
317	27 Jun 49 - 30 Apr 52 1951 13 Jan 51 - 19 Mar 51 1953	Japan, Camp Kobe (Yokohama) Japan, Kobe Port Japan, Kobe Port (8093rd Army Unit) Japan, Kobe	SF SF SF SF
323	1950 - 1951	Japan	SF
326	1957 - 7 May 62 1964	Germany Germany	NY NY
330	1959	Germany	NY
331	1958 15 Mar 54 - 1 Jun 56 1962 - 1963 1963 - 1967	Okinawa Okinawa Okinawa Sukiran, Okinawa, Ryukyu Islands	SF SF SF SF
334	1952 - 1959	Guam, Marianas Islands	SF
343	1943 - 1945 1951 - 1954 1959 - 1960	Philippine Islands Korea Japan	SF SF SF
354	Feb 46 11 May 53 - 1 Jun 53	Philippine Islands, Manila Korea, Inchon	SF SF

	20 Mar 51 to 27 Jul 54	8098 AU Eta Jima School (Specialist)	SF
358	7 Aug 52 - 1954	Korea	SF
379	16 Jul 58 - Sep 58	Lebanon	NY
403	1950 - 1965 1958 - 1961	Germany Germany, Heidelberg	NY NY
404	1950	Korea	SF
407	1949 - 1956	Germany	NY
407a	1948 29 Apr 52 - 5 May 55	Germany, Munich Germany	NY NY
411	Apr 45 - Nov 45	Germany	NY
438	1952 - 1957 1962 - 1964	Hawaii Hawaii	SF SF
445	WWII	Japan	SF
455	1949	Hawaii	SF
460	1964	Korea	SF
461	1960 - 1963	Germany, Boblingen	NY
468	1946 - 1948 21 Feb 53 - 9 May 54	Japan Korea, Chonkok	SF SF
471	1946 - 1948	Japan	SF
487	1944 - 1945	India-Burma Theater	SF
499	1955	Okinawa	SF
500	1951 -1953 Oct 54 Units in support of Korea: 27 Jun 50 thru 27 Jul 54	Japan, Tokyo Japan, Tokyo Units in support of Korea: Hqs, 64th Eng Base Toxo Bn 95th Eng Base Repro Co	SF SF SF SF SF
503	01 Feb 52 - 16 Oct 53 5 Nov 51 - 27 Jun 54 27 Jun 50 - 27 Jul 54 15 Nov 51- 27 Jul 54 6 Nov 51 - 27 Jul 54	Japan, Sasebo: Ikego Amano Depot 8168 USAH (in support of Korea) HHQ Co, 229 Ord Base Dep (support/Korea) 8152 AU (in support of Korea) 8060 AU Signal Operation Company	SF SF SF SF SF
851	1954 - 1955	Puerto Rico	NY
856	1957	Bermuda	NY
862	1954	Newfoundland, St. Johns: Pepperrell AFB	NY
863	1954	Newfoundland, Argentia: McAndrew AFB	NY
864	1952 - 1954	Newfoundland	NY
872	1949 - 1959	Germany	NY
885	1944 - 1945	India-Burma Theater	SF
900	1958 - 1961 1949	Japan Philippines, Luzon	SF SF
909	1952	Korea	SF
928	1950 - 1952, 1954	Philippines	SF

929	1959 1959	Japan Japan, Frikuaaka and Kyreshu	SF SF
937	1960 - 1962	Alaska	SF
949	Oct 57 - 1964	Alaska	SF
950	1951 - 1952	Hawaii	SF
957	1952 - 1954 1957 - 1964	Philippines Hawaii	SF SF
958	1949 - 1959 10 Oct 52 - 23 Mar 53 1961 1964 - 1965	Hawaii Japan Hawaii, Schofield Barracks Hawaii	SF SF SF SF
970	1954	Korea	SF
971	1954 - 1955 1963 - 1964	Korea, Inchon Korea, Inchon	SF SF
973	1951 - 1952 1953 - 1954	Korea Korea, Pusan	SF SF
980	1947 - 1948	Alaska, Adak	SF
994	Sep 51 - Jun 54	Japan	SF
1051	1950 - 1955	Japan, Tokyo	SF
1052	1950	Japan, Tokyo 8059 AU	SF
1054	1951	Japan	SF
1055	1949 - 1950	Japan, Tokyo	SF
1105	1952 - 1954 1948	Japan, Fukuoka Philippines	SF SF
<b>FIVE DIGIT APOs</b>		<b>(See end of table for <a href="#">Berlin APOs</a>)</b>	
09028	1965 - 1967	Germany	NY
09031	1969	Germany, Wurzburg	NY
09036	1963 – Aug 75	Germany, Wurzburg	NY
09039	28 Sep 64 - Nov 69	Germany	NY
09041	1965 -1966	France	NY
09045	Jan 68 - Jan 69 1972 - 1974	Germany Germany, Kirchgoens	NY NY
09046	Sep 66	Germany, Stuttgart	NY
09057	1965 - 1967	Germany	NY
09058	1965 - 1966	France	NY
09063	1965 - 1966	France, Orleans	NY
09069	1965 - 1967	Germany	NY
09070	1971 - 1973	Germany, Zerndorf	NY
09075	1969	England, Burtonwood Army Depot	NY
09102	20 May 69	Germany, Rhein	NY
09108	Mar 74 - Aug 75	Germany, Munich	NY

09111	1971	Germany, Bad Kreuznach	NY
09112	1964 - 1966	Germany	NY
09122	1965 - 1968	France, Rozelier	NY
09125	1969	England	NY
09128	1966 1969	France, Paris Germany	NY NY
09139	1964 - 1966	Germany	NY
09144	1964 - 1966	Germany	NY
09146	1973	Germany, Fulda	NY
09154	Sep 66	Germany, Stuttgart	NY
09165	1965 - 1968	Germany	NY
09177	1965	Germany	NY
09185	1972	Germany, Mainz	NY
09189	1972 - 1974	Germany, Rheinland	NY
09227	1966 - 1967	Germany	NY
09252	1965 - 1966	Germany	NY
09256	1964 - 1966	France	NY
09288	1966	France	NY
09305	1964 - 1967	Germany	NY
09326	1966 - 1967	Germany	NY
09332	1969	Germany	NY
09403	1963 1966 - 1967	Germany, Heidelberg Germany, Heidelberg	NY NY
09407	11 Aug - Sep 72	Germany, Munich	NY
09478	1966 - 1967	Dominican Republic	
09611	Sep 74	Germany, Berlin	NY
09679	1965 - 22 Apr 66	Eastern France	NY
09696	1964 - 1966	Germany	NY
09742	1964 - 1965	Germany, Berlin	NY
09751	1966 - 1967	Germany	NY
09757	1965 - 1968	Germany	NY
09801	1967 - 1968	Germany	NY
09843	1965 - 1967	Ethiopia	NY
09872	Mar 66	USA Elm Air Pax Center, Rhine, Frankfurt, Germany	NY
96207	Jun - Nov 65	Korea, Seoul	SF
96208	1968 - 1969	Korea	SF
96215	1970	Vietnam	SF
96220	Aug - Oct 66	Korea, Ascom City	SF
96222	1965 - 1968	Vietnam	SF



96224	1966	Korea	SF
96225	1966 - 1967	Vietnam	SF
96227	1965 - Sep 70	Vietnam	SF
96228	1967 - 1968	Vietnam	SF
96232	1968	Thailand	SF
96233	Sep 67	Thailand, Bangkok	SF
96237	1971 - 1973	Thailand	SF
96238	1965 - 1967 Jun 66 - 4 Dec 66	Vietnam, Qui Nhon Vietnam, Qui Nhon	SF SF
96240	1967	Vietnam, Nha Trang Sub-Area Command	SF
96243	1965 - 1967	Vietnam, Saigon	SF
96248	1964 - Sep 1974	Okinawa	SF
96250	1965 - 1974	Vietnam	SF
96251	1965	Korea	SF
96266	Sep 1970	Vietnam	SF
96268	1966 - 1967	Vietnam	SF
96269	1969	Vietnam, Dong Ha	SF
96271	22 Nov 67 - 18 Dec 68	Korea, Pyaw-Taik	SF
96279	1966 - 1967	Vietnam	SF
96288	1968 - 1969, 1974	Thailand, Karat AFB, Communications Squadron Group	SF
96289	1965 - 1967	Vietnam	SF
96291	1965 - 1968	Vietnam	SF
96294	1965 - 1967	Vietnam	SF
<b>BERLIN APOs</b>			
154	Dec 1949 to Mar 1958	Berlin, Germany	NY
599	1960 to 1970	Berlin, Germany	NY
699	Jan 1963 to Jul 1963	Berlin, Germany	NY
742	Jun 1947 to 1964	Berlin, Germany	NY
742a	1947 to 1949	Berlin, Germany	NY
757	1946 to 1954	Berlin, Germany	NY
09611	Sep 1974	Berlin, Germany	NY
09742	1964 to Mar 1973	Berlin, Germany	NY

## APO Card File-Korean Conflict

**Details:** Listing of APOs. This source is used primarily to verify foreign service.

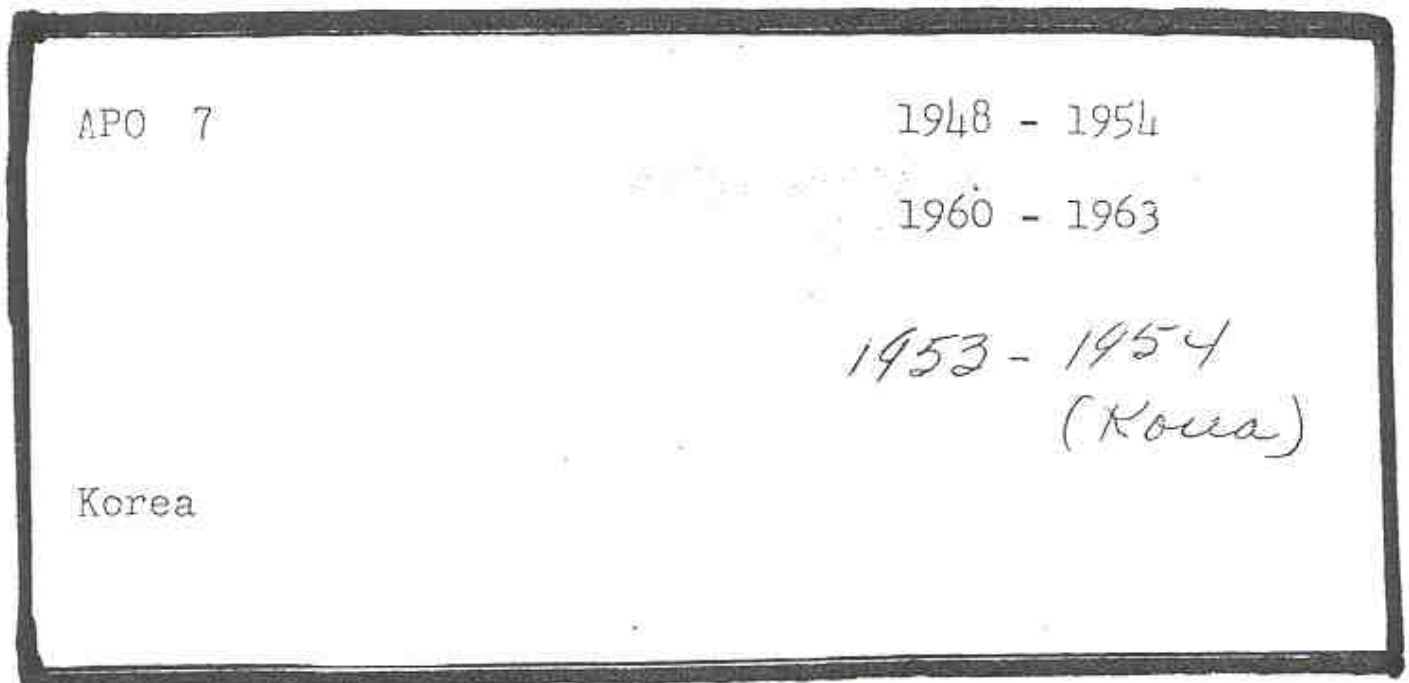
- Branches: All
- War: Korean Conflict

**NOTE:** The information from which this card file was compiled includes handwritten notes and information that was apparently compiled by HRC. THIS CARD FILE IS NOT COMPLETE.

**How to request:** This information is available in the CRG at [APO's](#). There is also a copy of the card file located in the Reconstruction Branch library at G5.

### *Samples of documents returned to technician:*

#### Sample of APO List for Korean Conflict



---

Primary  
Sources

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 3630.7  
July 18, 2003

**SUBJECT: Career Advancement Plan for NPRC Preservation Unit personnel**

1. **Purpose.** This memorandum establishes the career advancement plan and defines the requirements for advancement for Preservation Unit technicians in career ladder positions.
2. **Applicability.** The provisions of this memorandum apply to personnel assigned to the Preservation Unit.
3. **References.** This memorandum supplements procedures prescribed in the following:
  - a. Part 335, Title 5, Code of Federal Regulations (CFR).
  - b. EPA 9335.1, General Services Administration Merit Promotion Plan (GSA Order in effect for NARA use).
4. **Forms.** This memorandum provides for the use of the following forms:
  - a. NPRC Test Form 03-01, Preservation Staff Career Ladder Eligibility Certification Request
  - b. NPRC Test Form 03-02, Preservation Staff Career Ladder Advancement Application
  - c. NPRC Test Form 03-03, Preservation Technician/Specialist - Career Ladder Self Assessment
  - d. NPRC Test Form 03-04, Preservation Panel Review of Technician/Specialist Assessment

R. L. Hindman  
Director

**TABLE OF CONTENTS**

**Career Advancement Plan for NPRC Preservation Unit Personnel**

<b>Paragraph Title</b>	<b>Paragraph Number</b>
<b>CHAPTER 1. GENERAL INFORMATION</b>	
<a href="#">Purpose</a> .....	<a href="#">1</a>
<a href="#">Authority</a> .....	<a href="#">2</a>
<a href="#">Coverage</a> .....	<a href="#">3</a>
<a href="#">Definitions</a> .....	<a href="#">4</a>
<a href="#">Responsibilities</a> .....	<a href="#">5</a>

## CHAPTER 2. CERTIFICATION AND ASSESSMENT PROCESS

<a href="#">Overview</a> .....	<a href="#">1</a>
<a href="#">Eligibility Certification</a> .....	<a href="#">2</a>
<a href="#">Competency Assessment</a> .....	<a href="#">3</a>

## CHAPTER 1. GENERAL INFORMATION

### 1. **Purpose.**

a. This memorandum describes the Career Advancement Plan (CAP), the requirements for promotions, and the processes in assessment and approval of promotions for Preservation Unit technicians in career ladder positions.

b. The CAP provides a systematic process for determining whether technicians have the competencies necessary for progression to the next higher-grade level in the career ladder. The purpose of the CAP is:

(1) To ensure the Preservation Unit has sufficiently qualified technicians to accomplish quality preservation work.

(2) To facilitate recruitment and retention by offering a process to continually develop the Preservation Unit workforce.

(3) To provide a career development program by defining the competencies required, providing related developmental activities, and presenting objective measures of competencies for promotion.

(4) To provide upward mobility opportunities to NPRC employees.

### 2. **Authority.**

a. Part 335, Title 5, Code of Federal Regulations.

b. EPA 9335.1, General Services Administration Merit Promotion Plan (GSA Order in effect for NARA use).

3. **Coverage.** This directive applies to employees who are in career ladder positions within the Preservation Unit.

### 4. **Definitions.**

a. **Benchmark.** A defined level of competency usually supplemented by example of technique and work.

b. **Candidate.** A technician in a career ladder position in the Preservation Unit who has started the certification process to progress to the next level in the career ladder.

c. **Career ladder position.** A position which has a full performance grade level based on the work required by the Preservation Unit. Positions in a career ladder may be filled at a lower level for recruitment, retention, and workforce development purposes.

d. **Certification and Assessment Panel.** A panel of three Preservation Specialists in the NPRC Preservation Unit, of which one member must be a senior level specialist. This panel convenes as needed for assessment of a candidate's eligibility for promotion via the Certification Process and:

(1) Interviews candidates and/or reviews promotion packages to assess whether candidates have acquired and demonstrated the required knowledge and competencies at the appropriate benchmark levels.

(2) Provides input to Senior Preservation Specialists who recommend approval or disapproval of the career ladder promotions.

e. **Certification and Assessment Tools**. The instruments used to assess whether a candidate has the required competencies at the required benchmark levels. These include:

(1) A technician self-assessment.

(2) Competency exercises which include hands-on treatment and skill assessment.

(3) Preservation Specialist's assessment.

(4) A panel interview (optional).

(5) A panel review and Senior Preservation Specialist recommendation.

f. **Certification Process**. The method of utilizing certification assessment tools to determine a candidate's readiness to advance to the next grade level in the career ladder (see [Chapter 2](#)).

g. **Competency**. An observable pattern of knowledge, skills, abilities, behaviors, and other characteristics that technicians need to successfully perform work-related tasks.

h. **Competency exercise**. Specially developed treatments and exercises to assess the technical knowledge and manual skills and reasoning abilities for competency.

i. **Competency Progression**. The critical competencies and associated benchmarks at each grade level of the career ladder. The technician must acquire and demonstrate the required competencies at both the lower level and the next higher level before being promoted.

j. **Preservation Environment**. An organization where technical skills and attention to detail are paramount. Team efforts are utilized, but the majority of the work is individual.

## 5. **Responsibilities**.

a. **Director, National Personnel Records Center**. The Director oversees the program, provides guidance, and reviews Preservation Officer decisions regarding approval or disapproval of career ladder promotion.

b. **Preservation Officer**. The Preservation Officer provides guidance and direction to Preservation Specialists on implementation and other issues concerning the CAP. He or she also provides guidance to technicians in progressing in the competencies, and approves or disapproves a career ladder promotion based on the recommendation of Senior Preservation Specialists.

c. **Senior Preservation Specialists**: Senior Preservation Specialists perform the following duties in regard to the CAP:

(1) Provides guidance, training and direction to technicians on issues concerning career ladder promotions.

(2) Fosters a learning environment within the Preservation Unit to assist technicians in developing the required competencies for career ladder promotions.

- (3) Assists technicians in identifying career goals and competencies required to achieve goals and in assessing their strengths and weaknesses.
- (4) Assists technicians in creating individual development plans (IDPs) to develop desired competencies.
- (5) Provides on-the-job learning experiences to assist technicians in developing competencies.
- (6) Reviews input from Preservation Specialists and make recommendations on career ladder promotions ensuring consistency and appropriateness.
- (7) Prepares written assessments of candidates in career ladder positions for review and provide feedback to candidates on these assessments.
- (8) Prepares written justifications for review and action by the Preservation Officer.

d. **Preservation Specialists**. Preservation specialists will:

- (1) Assist Senior Preservation Specialists and technicians in preparing individual development plans to gain competencies required for career ladder advancement.
- (2) Assist in training technicians for advancement in career ladder.
- (3) Schedule candidates for competency exercises upon request.
- (4) Assist Senior Preservation Specialists in administration of exercises.
- (5) Keep Senior Preservation Specialists informed on the progress of technician's skills and performance.
- (6) Assess technician's competency and provide input on career ladder promotions.

e. **Employees**. Employees in career ladder positions will:

- (1) Prepare IDPs with guidance from the Senior Preservation Specialist. The IDP will identify gaps in competencies possessed, compared to those required, at the next higher career ladder level. The IDP will also identify the learning activities necessary to develop those competencies.
- (2) Actively participate in on-the-job learning activities identified in IDPs.
- (3) Acquire knowledge and skills through self-development, which will help demonstrate competencies, required at the next level in the career ladder.
- (4) Initiate the required steps identified in the certification process for progression to the next level in the career ladder. This process may be initiated when the eligibility requirements have been met, and the required competencies have been acquired and demonstrated.

f. **Training Instructor (NRPS)**. A Training Instructor assigned to the Management Systems Staff will:

- (1) Assist with the development of certification and assessment tools as required.
- (2) Assist with proctoring the written portion of competency exercises.

---

## CHAPTER 2. CERTIFICATION AND ASSESSMENT PROCESS

1. **Overview.** To progress to the next higher-grade level in the career ladder, candidates must go through a certification assessment process to determine if they are eligible and to evaluate their possession of required competencies. Candidates must be eligible before proceeding to the competency assessment stage.

## 2. **Eligibility Certification.**

a. **Requirements.** The Human Resources Operations Branch determines certification eligibility. To be eligible candidates must:

(1) Meet time-in-grade and qualification requirements as stated in the U.S. Office of Personnel Management's Operating Manual, Qualification Standards for General Schedule Positions.

(2) Have a current performance rating of fully successful or higher; and

(3) Have a rating of at least "fully successful" on current critical elements that are also critical to performance at the next higher grade of the career ladder.

b. **Eligibility Certification.** Candidates wishing to apply for career ladder advancement must first request eligibility certification from the Human Resources Operations Branch. NPRC Test Form 03-01, Preservation Staff Career Ladder Eligibility Certification Request must be completed and forwarded to Human Resources for certification. (see [figure 2-1](#)).

## 3. **Competency Assessment.**

a. **Application for Career Ladder Advancement.** Candidates meeting eligibility requirements and receiving certification from HR, may then initiate application for competency assessment on NPRC Test Form 03-02, Preservation Staff Career Ladder Advancement Application ([figure 2-2](#)), and submit the application package to their Supervisor for consideration.

b. **Competency assessment.** Competency assessment consists of the HR certification and completion of the assessment tools required for promotion to the next higher-grade level. The tools used for each grade level progression in the career ladder are:

(1) Preservation Technician/Specialist Career Ladder Self-assessment (NPRC Test Form 03-03) ([figure 2-3](#)).

(2) Competency exercise.

(3) Preservation Panel Review of Technician/Specialist (NPRC Test Form 03-04) ([figure 2-4](#)), and Senior Preservation Specialist recommendation.

c. **Candidate Self-assessment.** Candidates at each level of a career ladder must complete a NPRC Test Form 03-03, Preservation Technician/Specialist Career Ladder Self-assessment ([figure 2-3](#)) to determine their acquisition and demonstration of required competencies at the benchmark level, for the next grade level in the career ladder.

d. **Competency exercise.** The competency exercise consists of two parts, a written exercise and a practicum. The following applies to the competency exercise:

(1) Candidates may participate in the competency exercise once every 60 calendar days.

(2) Competency exercises will be administered and proctored by the Senior Preservation Specialists.

(3) A score of 95% on the competency exercise is required for the candidate to be further considered for promotion.

e. **Preservation Specialist panel review and/or recommendation.** A panel of three Preservation Specialists including at least one senior level specialist, will assess the candidate's required competencies and forward their assessment to the Preservation Officer for approval/disapproval. Review of the candidate's self-assessment, will be accomplished and documented by completion of NPRC Test Form 03-04, Preservation Specialists Panel Review of Technician/Specialist Assessment ([Figure 2-4](#)). The panel review will be based on:

- (1) The candidate's actual demonstrated performance.
- (2) The candidate's completion of the learning activities outlined in the IDP.
- (3) The candidate's Self-assessment (NPRC Text Form 03-03).
- (4) Panel interview (optional).

f. **Preservation Officer.** The Preservation Officer will review the panel recommendation, approve or disapprove the panel recommendation, and forward the application to the Center Director.

g. **Center Director.** The Center Director will review the Preservation Officer's decision. If the Director concurs, the application is returned to the Preservation Officer for appropriate action to promote the candidate to the next grade level. If the Director does not concur, the application package is returned to the Preservation Officer with comments/justification, and appropriate follow-up action is taken to notify the candidate of the reason for non-concurrence.

---



Figure 2: Case Decision Logic Table

CASE DECISION LOGIC TABLE												
Instructions for using Decision Logic Table:												
1. "Aux" - request auxiliary file search for the QM code(s) shown on FAR. 2. "QM Code(s)/Aux" (e.g., "D,E/AUX") - request auxiliary file search for only those records shown. 3. "Corr" - inappropriate to request search of auxiliary records or procure for information - further analysis needed. 4. "Proc" - prepare data procurement request. 5. "Refer" - refer requester to VARO/FRC. 6. If the request is for VA benefits only, see 1865.112, fig. 1-2.2. 7. If VA 3101 is checked "Other" only, use discretion in determining whether to have "QM" records searched. 8. "QM" records are of no value in responding to certain types of requests, such as those requesting birth certificates, records of training and education, decorations, awards, etc. Therefore, DO NOT request auxiliary file search.												
"QM" CODE(S) SHOWN ON FAR	REQUEST FOR SERVICE INFO				REQUEST FOR MEDICAL INFO				REQUEST FOR SERVICE & MED INFO			
	FROM VA	FROM OTHER THAN VA AND BIRLS IS:			FROM VA	FROM OTHER THAN VA AND BIRLS IS:			FROM VA	FROM OTHER THAN VA AND BIRLS IS:		
		RPC POS WITH C/	VARO/FRC POS WITH C/	NEG		RPC POS WITH C/	VARO/FRC POS WITH C/	NEG.		RPC POS WITH C/	VARO/FRC POS WITH C/	NEG.
C	CORR	PROC	PROC	CORR	AUX	PROC	REFER	AUX	AUX	PROC	PROC	AUX
D	AUX	PROC	AUX	AUX	CORR	PROC	REFER	CORR	AUX	PROC	AUX	AUX
E	CORR	PROC	PROC	CORR	CORR	PROC	REFER	CORR	CORR	PROC	PROC	CORR
P	AUX	PROC	AUX	AUX	CORR	PROC	REFER	CORR	AUX	PROC	AUX	AUX
C and D	D/AUX	PROC	D/AUX	D/AUX	C/AUX	PROC	REFER	C/AUX	AUX	PROC	AUX	AUX
C and E	CORR	PROC	PROC	CORR	C/AUX	PROC	REFER	C/AUX	AUX	PROC	PROC	AUX
C and P	P/AUX	PROC	P/AUX	P/AUX	C/AUX	PROC	REFER	C/AUX	AUX	PROC	AUX	AUX
D and E	AUX	PROC	AUX	AUX	CORR	PROC	REFER	CORR	AUX	PROC	AUX	AUX
D and P	AUX	PROC	AUX	AUX	CORR	PROC	REFER	CORR	AUX	PROC	AUX	AUX
E and P	AUX	PROC	AUX	AUX	CORR	PROC	REFER	CORR	AUX	PROC	AUX	AUX
C, D, and E	D,E/AUX	PROC	D,E/AUX	D,E/AUX	C/AUX	PROC	REFER	C/AUX	AUX	PROC	AUX	AUX
C, D, and P	D,P/AUX	PROC	D,P/AUX	D,P/AUX	C/AUX	PROC	REFER	C/AUX	AUX	PROC	AUX	AUX
C, E, and P	E,P/AUX	PROC	E,P/AUX	E,P/AUX	C/AUX	PROC	REFER	C/AUX	AUX	PROC	AUX	AUX
D, E, and P	AUX	PROC	AUX	AUX	CORR	PROC	REFER	CORR	AUX	PROC	AUX	AUX
C, D, E, and P	D,E,P/AUX	PROC	D,E,P/AUX	D,E,P/AUX	C/AUX	PROC	REFER	C/AUX	AUX	PROC	AUX	AUX

---

# CATCH 62 (Estimated Military Pay for Civil Service Retirement - PL 97-253)

Date Updated: 1/27/2015

---

**For SF 180 or letter requests:**

Send copies of all DD214s (or equivalent) **or** a complex [Statement of Service](#) **and** a list of all Defense Finance and Accounting Service (DFAS) Centers to requester.

---

**If Catch 62 sheet is sent with the request:**

Send all DD214s (or equivalent) or a complex Statement of Service **and** the Catch 62 sheet to, based upon service of member:

**Air Force:**[\[00152\]](#)

DFAS-Indianapolis Center  
Army Military Pay Operations  
Attn.: Verifications Section (Estimated Earnings)  
8899 East 56th Street  
Indianapolis, IN 46249-0865

**Army:**[\[00152\]](#)

DFAS-Indianapolis Center  
Army Military Pay Operations  
Attn.: Verifications Section (Estimated Earnings)  
8899 East 56th Street  
Indianapolis, IN 46249-0865

**Navy:**[\[00111\]](#)

DFAS-Cleveland Center  
Attn.: DFAS-CL/JFLAGB  
1240 East 9th Street  
Cleveland, OH 44199-2005

**Marine Corps:**[\[00111\]](#)

DFAS-Cleveland Center  
Attn.: DFAS-CL/JFLAGB  
1240 East 9th Street  
Cleveland, OH 44199-2005

**Coast Guard:**[\[00685\]](#)

Cornmanding Officer (SES)  
Coast Guard Pay and Personnel Center  
444 Southeast Quincy Street  
Topeka, KS 66683-3591

***Always notify requester of referral.***

---

**Source:** NRPM Memo 10/31/83

---

---

# CERTIFICATES of the SEA

---

## Ceremonial Certificates

**Plank Owner** - Commemorating the commissioning of a ship, installation, or squadron

**Neptune** - Commemorating the crossing of the Equator

**Golden Dragon** - Commemorating the crossing of the 180th Meridian (International Dateline)

**Golden Shellback** - Commemorating the crossing of the Equator at the 180th Meridian

**Arctic Circle** - Commemorating the crossing of the Arctic Circle

**Antarctic Circle** - Commemorating the crossing of the Antarctic Circle

**Icelandic Domain** - Commemorating service in Iceland

**Round the World** - Commemorating going around the world

**Decommissioning** - Commemorating the decommissioning of a ship, installation, or squadron

**Recommissioning** - Commemorating the recommissioning of a ship, installation, or squadron

**Order of the Square Rigger** – Commemorating service on the USCG Bark Eagle

**Panama Canal** - Commemorating transit through the Panama Canal

**Suez Canal** - Commemorating transit through the Suez Canal

## Action Certificates

**World War II** - Commemorating service in World War II

**Korean War** - Commemorating service in the Korean War

**Vietnam War** - Commemorating service in the Vietnam War

**Gulf War** - Commemorating service in the Gulf War

**Specific Action** – Commemorating service in various military deployments or actions

**REVIEW** service record for documentation of event. This could be an entire page (with sketch) or a brief notation in the service record book. Furnish the requester documentation and advise him to write:

[00101]

Certificate Service

U.S. Naval Institute

Annapolis, MD 21402

If you have a Sea Certificate order form, you may send it to requester as a courtesy.

---

**Source:** NPRC 1865.69 was formerly the source for this information, however, it was cancelled and no other NPRC memorandum covers it. The instructions shown here were created using other material available from the Navy Reference Branch.

---

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.114  
June 28, 1991

**SUBJECT: Changes/corrections to identification data for military personnel/medical records indexed by computer**

1. **Purpose.** This memorandum issues revised procedures for changing or correcting identification data on military records and on the computerized registry index.
2. **Cancellation.** NPRC 1864.96C is canceled.
3. **Reason for revision.** This memorandum has been placed in the 1865 series because the information pertains to 9700 Page only. It has been revised:
  - a. to update form names and numbers;
  - b. to remove note 1 from the end of fig. 1 and thus allow branches to designate the person(s) to authorize changes to the computerized registry index;
  - c. to add a paragraph which lists general criteria for making changes and/or corrections on the military documents themselves;
  - d. to change fig. 2 to pertain only to corrections in Navy records; and
  - e. to add a new figure to show the addresses to which to send non-Navy records when identification data on the records need to be corrected. (Making this fig. 3 has required renumbering of the previous fig. 3 as fig. 4. The previous fig. 4, an overprint for requesting a single registry number to use on a jacket being moved from a pre-registry file, has been removed. Instructions covering such situations will be added to [NPRC1865.115](#), Registry File System records processing procedures.)
4. **Instructions.** The actions to take to change identification data on the computerized registry index and to make changes or corrections on the actual records are described in the attachment and in figs. [1](#), [2](#), [3](#), and [4](#).
5. **Forms.** This memorandum provides for the use of the following forms:
  - NA Form 13003, Request for Amendment(s) to Computer Index
  - NA Form 13077, Report of Searching Actions
  - NA Form 13096, Finding Aid Report
  - DD Form 215, Correction to DD Form 214
  - DD Form 1343, Notification of Change in Service Member's Official Records

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center

St. Louis, Missouri 53132-5100

NPRC 1865.114, CHGE 1  
April 30, 1998

**SUBJECT: Changes/corrections to identification data for military personnel/medical records indexed by computer**

1. **Purpose.** This memorandum transmits revised pages of NPRC 1865.114.
2. **Explanation of change.** The incoming mail operation uses the service code in some cases to determine if a request can be referred to another agency without searching for the record or referring to information in the record. When combining two or more records careful consideration must be given to ensuring that the service code on the combined record is appropriate to the contents of the record. A listing of service codes used in the NPRC registry systems has been added as [figure 5](#). Figure 4 has been changed to reflect the most recent revision of NA Form 13003, Request for Amendment(s) to Computer Index. Figure 3 has been revised to reflect the most recent addresses to which records are to be referred.
3. **Instructions.** Remove pp. 1/2 and 7/8 of the attachment and insert the revised pp. 1/2, 7/8, and 9/10.

DAVID L. PETREE  
Director

---

**CHANGES/CORRECTIONS TO IDENTIFICATION DATA FOR MILITARY PERSONNEL/MEDICAL RECORDS INDEXED BY COMPUTER**

1. **General information.** Identification data (ID) is that information which identifies and isolates the record of one individual from another. On a military personnel/medical record, the ID is the NAME, SERVICE NUMBER, or SOCIAL SECURITY NUMBER. On the computer, the ID is the NAME, SERVICE NUMBER/SOCIAL SECURITY NUMBER, and SERVICE CODE.
2. **When and when not to request amendments to the computerized registry index.**
  - a. **DO** request amendments to the computerized registry index whenever it is recognized that there is a need:
    - (1) To change or correct the LAST NAME, SSN, and/or SERVICE NUMBER.
    - (2) To change, add, or delete the REGISTRY NUMBER and/or SERVICE CODE.
    - (3) To consolidate two or more records for the same individual, same branch of service-- each bearing a different registry number.
    - (4) To substitute a SERVICE NUMBER or SOCIAL SECURITY NUMBER for an "X" number (i.e., date-of-birth number).

The need to make any such changes may become apparent during the course of routine caseworking, or after a record has been returned from a military service department following corrections made on record documents themselves.

- b. **DO NOT** routinely request amendments to the computerized registry index:

- (1) To remove a record from the registry system that was erroneously filed there.
- (2) To add a record to the registry system that was erroneously filed in an alpha file.
- (3) To add a Navy/Marine Corps personnel or medical record to the registry system only because the other record is in the system. This should be done, however, if the record which is not in the system has been pulled to answer an inquiry.
- (4) To delete a record which has been transferred to another records depository (unless that branch of service specifically requests the deletion).
- (5) To add a service number to a record which is already in the system under a valid social security account number.

**NOTE:** This does not apply to the Records Reconstruction Branch.

(6) Just to add/change/correct a FIRST name or middle initial. (But do take such action also if an amendment is being made for another reason.)

3. **Changing and/or correcting identification data ON records.** Navy records are the only military personnel records for which NPRC prepares paperwork to make changes or corrections to ID on records. This is done with Navy Liaison approval. See [fig. 2](#). Criteria for making such changes/corrections are described in *NPRC 1865.65*, Changes/corrections to military personnel/medical records indexed in Alpha or Numeric files (Navy and Marine Corps). Such actions on other-than-Navy records are made by sending files to the proper headquarters facility. See [fig. 3](#).

**NOTE:** The service department may make its change by issuing a single document to be filed in the jacket, rather than by changing the existing documents. Thus, the item that was changed may not be deleted entirely from the paper and should not be deleted from the computer memory; rather, the new information should be added to the computer as a cross reference and should be written in next to the existing information on the outside of the jacket. For example, a name change should be written along with words such as "also known as."

4. **Service codes.** When two or more records are combined appropriately, the service code in the computer must reflect the make up of the newly formed record. For example, if an AF service code record containing some medical records is combined with an AFP service code record (the AFP code indicates the service sent the medical records to the Veterans Administration Records Management Center (VARMC)), the service code of the combined record should be changed to AF. The various service codes and their definitions are available in [figure 5](#).

Figure 1: **Changes to the computerized registry index (including changes involving combination of two or more records into one registry file)**

	A	B	C	D
R U	If the computer change	The person discovering the need for an	The person authorized to request computer	Data Conversion Unit takes the following action

L E		amendment will	amendments will	
1	DOES NOT involve the combining of two or more records into one Registry File,	<p>forward the record and pertinent NA Form(s) 13096, Finding Aid Report (FAR), to the person in column C with a note explaining why a change is necessary.</p> <hr/> <p>If the change is for the purpose of substituting an SN or SSN for a DOB ("X") number, change the folder label to show the new number, attach a note saying "Change ID No.," &amp; forward to person in column C.</p>	<p>a. prepare NA Form 13003, Request for Amendment(s) to Computer Index (<a href="#">fig. 4</a>), to show delete and add action,</p> <p>b. forward it with any pertinent FAR(s) to Data Conversion Unit,</p> <p>c. retain the record and ensure that any changes are reflected on the jacket, i.e., on the label (and tab, if any) upon receipt of the corrected FAR(s), and</p> <p>d. release record for refile.</p>	<p>1. keypunch computer input,</p> <p>2. hold documents pending receipt of corrected FAR(s),</p> <p>3. re-inquiry the computer to check on correctness of data input, and</p> <p>4. forward a copy of the FAR(s) to the sending unit for necessary action under column C.</p>
				<p>Military Operations Branch takes the following action</p>
2	DOES involve the combining of two or more records into one Registry File (simple service registry combination/delete actions only--with no other computer amendments required),	<p>1. attach all FAR's on top of folder to be retained (highest numbered suitable folder). <b>Exception:</b> B/R files are to be</p>	<p>1. review case, making certain proposed combination is correct. (See note at bottom of next page.)</p> <p>2. if correct, combine all</p>	<p>1. Data Conversion Unit</p> <p>a. keypunches the delete information from the folder label.</p> <p>b. keypunches a computer</p>



		<p>combined with service registry files.</p> <ol style="list-style-type: none"> <li>2. place retained folder (with the FAR's) on top of folders to be emptied and deleted. Secure with rubber band.</li> <li>3. write "to be combined" on the top FAR.</li> <li>4. forward entire package to person in column C.</li> </ol>	<p>records into the retained folder.</p> <ol style="list-style-type: none"> <li>3. write the registry number(s) of the deleted folder(s), the date, and his/her initials on the inside cover of the retained folder.</li> <li>4. write "deleted" across the outside of the folders for deletion.</li> <li>5. place folders for deletion in a box labeled "registry deletes."</li> <li>6. forward folders and FAR's daily to the DataConversion Unit for deletion.</li> </ol>	<p>inquiry to verify the correctness of the delete.</p> <ol style="list-style-type: none"> <li>c. holds the deleted folder(s) pending receipt of the corrected FAR(s).</li> <li>d. sends the deleted folder(s) and FAR(s) to the Records Processing Unit.</li> <li>2. The Records Processing unit verifies the delete action by ensuring that the prior folder label information is not on the corrected FAR.</li> </ol>
<p>3</p>	<p>involves deleting a registry number which no longer has a folder assigned to it (e.g., registry numbers assigned to vacant file locations or chargeouts during the reaccessioning of the consolidated into the service registry file; registry numbers assigned to chargeouts which have been</p>	<ol style="list-style-type: none"> <li>1. obtain a valid NA Form 13077, Report of Searching Actions, indicating that a record is no longer assigned to the registry location recommended for deletion.</li> <li>2. attach NA Form 13077 and any FAR(s) to top</li> </ol>	<ol style="list-style-type: none"> <li>1. review the recommended delete action to make certain that it is correct. (See note below.)</li> <li>2. if correct, write the registry number of the deleted location, the date, and her/his initials on the inside cover of the retained folder.</li> </ol>	<ol style="list-style-type: none"> <li>1. Data Conversion Unit             <ol style="list-style-type: none"> <li>a. keypunches the delete information from NA Form 13003.</li> <li>b. keypunches a computer inquiry to verify the correctness of the delete action.</li> </ol> </li> </ol>

<p>reaccessioned under a higher number, etc.)</p>	<p>of the folder to be retained.</p> <p>3. attach a note: "Delete negative number.</p> <p>4. forward entire package to person in column C.</p>	<p>3. prepare NA Form 13003 for the delete action in original only.</p> <p>4. forward NA Form(s) 13003 daily to the Data Conversion Unit.</p> <p>5. verify delete action upon receiving corrected FAR(s) from the Records Processing Unit.</p>	<p>c. holds the NA Form(s) 13003 pending the receipt of corrected FAR(s).</p> <p>d. routes the FAR(s) and NA Form(s) 13003 to the Records Processing Unit.</p> <p>2. Records Processing Unit</p> <p>a. matches FAR(s) to NA Form(s) 13003.</p> <p>b. routes matched FAR(s) and form(s) back to the appropriate branch(es) for delete verification.</p>
---	--	--	--

**NOTE:** Check that all combined records belong to the same veteran. Compare names, SN/SSN, and date of birth, if necessary. Do not combine records for more than one branch of service. Do not combine Navy personnel and medical records unless an AM or PM registry number already exists.

Figure 2: **Basic procedures for making changes or corrections in a Navy record**

<p>1. Change involves retired Navy veteran's service and/or medical record:</p> <p>a. The C-6 archives technician</p> <p>(1) makes corrections to the record according to TECHINST 8411B for officers and TECHINST COR-12 for enlisted personnel;</p>
---

- (2) completes DD Form 1343, Notification of Change in Service Member's Official Records, and attaches it to the record;
- (3) sends record and DD Form 1343 to the Navy Liaison Officer and requests computer amendment(s) after receiving the case back; and
- (4) sends original DD Form 1343 to Naval Reserve Personnel Ctr., New Orleans; first copy to Navy Finance Center, Cleveland; second copy to medical folder; and remaining copies to personnel folder.

b. The Navy Liaison Officer

- (1) authorizes the correction(s);
- (2) signs the DD Form 1343; and
- (3) returns the entire case to the C-6 archives technician.

2. Change involves discharged veteran's service and/or medical record:

a. The C-6 archives technician

- (1) makes corrections to the record according to TECHINST 8411B for officers and TECHINST COR-12 for enlisted personnel;
- (2) prepares a DD Form 215, Correction to DD Form 214, and attaches it to the record;
- (3) sends the record and DD Form 215 to the Navy Liaison Officer and requests computer amendments after receiving the case back; and
- (4) sends original DD Form 215 to requester; copies of DD Forms 214 & 215 to medical folder; and copy of DD Form 215 to personnel folder.

b. The Navy Liaison Officer

- (1) authorizes the corrections;
- (2) signs the DD Form 215; and
- (3) returns the entire case to the C-6 archives technician.

**Figure 3: Military Headquarters addresses where changes to the record are made**

When Identification Data must be changed inside a non-Navy record, the case is forwarded to the appropriate address:

ARMY

AR-PERSCOM  
ARPC-PSV-V

**→1 Reserve Way←**St. Louis, MO 63132-5200 ([See note](#))**AIR FORCE**

HQ AFPC/DPSRP  
 550 C Street West, Suite 19  
 Randolph AFB, TX 78150-4721

**MARINE CORPS**

Commandant of Marine Corps  
**→HQ USMC (MMSB-10)←**  
 2008 Elliot Rd., Suite 22  
 Quantico, VA 22134-5030

**COAST GUARD**

Commander, Military Personnel Command  
 MPC-S-3  
 2100 2nd Street, SW  
 Washington, DC 20593

Figure 5: **Service Codes Used in NPRC Registry System**

- AF** Air Force personnel/medical (paper).
- AFF** Air Force personnel/medical records (all microfiche).
- AFM** Air Force personnel/medical records (mixed mode\*).
- AFP** Air Force personnel records (medical records retired to VARMC).
- AR** Army personnel/medical records (paper).
- ARF** Army personnel/medical records (all microfiche\*\*).

- ARM** Army personnel/medical records (mixed mode\*).
- ARP** Army personnel records (medical records retired to VARMC).
- ART** Army retiree records.
- CG** Coast Guard personnel/medical records (paper).
- CGP** Coast Guard personnel records (medical records retired to VARMC).
- NP** Navy personnel records (paper).
- NVP** Navy personnel records (medical records retired to the VARMC).
- PM** Combined Navy personnel/medical records (paper).
- PMM** Combined Navy personnel/medical records (mixed mode\*).
- PMF** Combined Navy personnel/medical records (all microfiche\*\*).
- AM** Combined Marine Corps personnel/medical records (paper).
- AMF** Marine Corps personnel/medical records (all microfiche).
- AMM** Marine Corps personnel/medical records (mixed mode\*).
- MC** Marine Corps personnel records (paper).

- MCP** Marine Corps personnel records (medical records retired to VARMC).
- NM** Navy medical records, Marine Corps medical records (paper).
- NR** Vault Flag.
- NGB** National Guard Bureau records.
- \*** Mixed mode - personnel records on fiche; medical records on paper.
- \*\*** Reserved for future use.
- QC** Auxiliary records at CPR.
- QM** Auxiliary records at MPR. QC - Auxiliary records at CPR.
- QT** Auxiliary records which are microfilmed and not suitable for filing as QM & QC.
- QS** Any group of auxiliary records which cannot be indexed under one of the above categories.

Last updated: 4/10/2017

# Charge-Out Code Listing

## Table of Contents

- [By Agency](#)  
[By Charge-Out Code](#)  
[By Project \(Charge-Out Code\)](#)  
[Submit New Charge-out Code](#)

## By Charge-Out Code

Charge-Out code	Agency	Project	Completion Date	Action
	Shipped to			
312E	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
3130	Unknown			<a href="#">[\$]</a>
AATT	U.S. Army Deputy Chief of Staff for Research NPRC Research Room	Project	1999	<a href="#">[VS]</a>
AC3 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
AC4 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
AC5 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
AC6 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
ACIL	U.S. Army Central Identification Laboratory U.S. Army Central Identification Laboratory 310 Worchester Ave. Hickam AFB, HI 96853	Project	1996	
ACMH	Army Center for Military History NPRC Research Room	Project	1999	<a href="#">[VS]</a>

AF/SAF/MRBR	AFPC, Randolph AFB, TX			<a href="#">[00063]</a>
AFAA	Air Force Audit Agency NPRC Research Room	Project	2003	<a href="#">[VS]</a>
AFMPC/DPM DOA-I	AF Board of Corrections			<a href="#">[00145]</a>
AFPC	AFPC, Randolph AFB, TX			<a href="#">[00521]</a>
AFRC	ARPC, Denver, CO			<a href="#">[00520]</a>
AGUZ	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
AIR RESERVE	ARPC, Denver, CO			<a href="#">[00520]</a>
AMDL	AR-PERSCOM (HRC), Medals Cases Army Reference Branch	Project	2000	<a href="#">[VS]</a>
AOVP	Agent Orange Veteran Payment Program NPRC Legacy Reference Branches	Project	1997	<a href="#">[VS]</a>
APHI	AR-PERSCOM (HRC), Philippine Army Cases Philippine Army Section	Project	1999	<a href="#">[VS]</a>
ARBA	Army Review Boards Agency (ARBA)			<a href="#">[00149]</a>
ARBC	Army Research Institute of Environmental Medicine NPRC Research Room	Project	1999	<a href="#">[VS]</a>
Army Review	Army Review Boards Agency (ARBA)			<a href="#">[00149]</a>
ARPC	ARPC, Denver, CO			<a href="#">[00520]</a>
ARPC-CIC-PP-M	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-CIC-PVC	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-CIC-PVD	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-CIS-M	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-CIS-PP	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-CIS-PP-M	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-CIS-PV	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>



ARPC-CIS-PVA	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-CIS-PVB	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-CIS-PVC	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-CIS-PVD	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-CIS-R/B	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-EPC-Q	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-EPG-I	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-EPL-AA	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-EPL-BQ	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-EPO	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-EPR-B	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-HS	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-HSQ	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-HSQ-QA	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-OPB	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-OPS-O	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PLS	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PS	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSP-A	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSP-R	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSP-T	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>

	Louis)			
ARPC-PSR	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSR-A	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSR-B	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSR-C	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSR-E	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSR-F	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSR-G	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSR-H	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSR-I	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSR-J	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSR-K	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSV	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSV-BR	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-PSV-V	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-RSP-A	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-RSV	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-RSV-A	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-RSV-B	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-RSV-C	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-RSV-D	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>

ARPC-SPR-E	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-TAPC-OPD-	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-ZC	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-ZCC-A	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-ZCC-B	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-ZCC-C	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-ZGO	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-ZIG	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-ZJA	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-ZNG	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-ZPA	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPC-ZXA	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARPV-PSV-V	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
ARRT	AR-PERSCOM (HRC), Army Retiree Cases Army Reference Branch	Project	1999	<a href="#">[VS]</a>
ASJA	Army 5th USA NPRC Research Room	Project	2005	<a href="#">[VS]</a>
AUP	Department of the Army NPRC Research Room	Project	1980's	<a href="#">[VS]</a>
BCMR (C-60)	CG Board of Corrections			<a href="#">[00187]</a>
BCNR	Navy Board of Corrections			<a href="#">[00163]</a>
BPLNO	Navy Liaison PERS 313E			<a href="#">[00117]</a>
BSAP	RCPAC (HRC), Bronze Star Army Reference Branch	Project	1980's	<a href="#">[VS]</a>
BUPERS 312	NPC, Millington, PERS 312E			<a href="#">[00166]</a>

BUPERS3812	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
Calloway, Millington	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
CATS	Naval Aerospace Medical Research Laboratory NPRC Research Room	Project	2002	<a href="#">[VS]</a>
CDAN	Center for Disease Control NPRC Research Room	Project	2007	<a href="#">[VS]</a>
CDCA	Center for Disease Control NPRC Research Room	Project	2005	<a href="#">[VS]</a>
CFSC	U.S. Army Community and Family Support Center  U.S. Army Community and Family Support Center 2461 Eisenhower Ave. Alexandria, VA 22331-0521	Project	1996	
CGID	USCG Hdqts NPRC Research Room	Project	2005	<a href="#">[VS]</a>
CILH	U.S. Army Central Identification Laboratory (Now JPAC) NPRC Research Room	Project	2003	<a href="#">[VS]</a>
CIMI	Dept. of Health & Human Services NPRC Legacy Reference Branches	Project	2003	<a href="#">[VS]</a>
CIS-PVC	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
COLC	U.S. Army Chemical Corps NPRC Research Room	Project	1999	<a href="#">[VS]</a>
Combine with flat file-PWW	Navy			<a href="#">[VS]</a>
CROS	Department of the Navy NPRC Research Room	Project	1991	<a href="#">[VS]</a>
DAFH	Department of the Air Force NPRC Research Room	Project	1993	<a href="#">[VS]</a>
DDIG	DoD, Office of the Asst. Inspector General for Auditing NPRC Research Room	Project	1998	<a href="#">[VS]</a>
DFMS	ARPC, Denver, CO			<a href="#">[00520]</a>

DGH	HQMC Quantico, VA			<a href="#">[00178]</a>
DIS-NACC RM 4305	Defense Security Service			<a href="#">[VS]</a>
DMDC	Defense Manpower Data Center NPRC Research Room	Project	1996	<a href="#">[VS]</a>
DMMS	ARPC, Denver, CO			<a href="#">[00520]</a>
DNAA	Defense Nuclear Agency NPRC Research Room	Project	1994	<a href="#">[VS]</a>
DNAN	Defense Threat Reduction Agency NPRC Research Room	Project	Ongoing	<a href="#">[VS]</a>
DNAR	Defense Threat Reduction Agency NPRC Research Room	Project	2003	<a href="#">[VS]</a>
DOA2	AFPC, Randolph AFB, TX			<a href="#">[00521]</a>
DOAH	Department of the Army NPRC Research Room	Project	1993	<a href="#">[VS]</a>
DOJE	Department of Justice NPRC Research Room	Project	2003	<a href="#">[VS]</a>
DOO2	AFPC, Randolph AFB, TX			<a href="#">[00521]</a>
DPDFD	ARPC, Denver, CO			<a href="#">[00520]</a>
DPDFD-GH	ARPC, Denver, CO			<a href="#">[00520]</a>
DPFMC-IM	ARPC, Denver, CO			<a href="#">[00520]</a>
DPMO	Defense Prisoner of War/Missing in Action Personnel Office NPRC Research Room	Project	Ongoing	<a href="#">[VS]</a>
DPSRD	ARPC, Denver, CO			<a href="#">[00520]</a>
DPSRP	AFPC, Randolph AFB, TX			<a href="#">[00521]</a>
DPSRP	ARPC, Denver, CO			<a href="#">[00520]</a>
DRB	Navy Discharge Review			<a href="#">[00172]</a>
DS81	ARPC, Denver, CO			<a href="#">[00520]</a>
DSKM	ARPC, Denver, CO			<a href="#">[00520]</a>
DSKP	ARPC, Denver, CO			<a href="#">[00520]</a>
DSMM	ARPC, Denver, CO			<a href="#">[00520]</a>
DSMPM-EL	ARPC, Denver, CO			<a href="#">[00520]</a>

DSS-NACC	Defense Security Service			<a href="#">[VS]</a>
DSSR	AFPC, Randolph AFB, TX			<a href="#">[00521]</a>
DUKE	Duke University NPRC Research Room	Project	1998	<a href="#">[VS]</a>
DUMC	Duke University NPRC Research Room	Project	1998	<a href="#">[VS]</a>
E-341	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
EPS-R	Army Office Symbol			
FC3 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
FC4 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
FC5 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
FC6 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
G-WPM	CG Discharge Review			<a href="#">[00187]</a>
HIVS	Walter Reed Infectious Disease Services NPRC Research Room	Project	2006	<a href="#">[VS]</a>
HVVP	VAMC, Seattle, WA NPRC Legacy Reference Branches	Project	1995	<a href="#">[VS]</a>
IA-ARNG	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
JAHl	Wilford Hall Medical Center NPRC Research Room	Project	1997	<a href="#">[VS]</a>
JPAC	Joint POW/MIA Accounting Command (Formally CILH) NPRC Research Room	Project	Ongoing	<a href="#">[VS]</a>
K3822	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
Marines RM 5007	MC Liaison			<a href="#">[00184]</a>
MCLNO	MC Liaison			<a href="#">[00184]</a>
mhp10	Unknown			<a href="#">[S]</a>
MIBR	AF Discharge Review			<a href="#">[00145]</a>

MMMA HQ	HQMC Quantico, VA			<a href="#">[00178]</a>
MMRB 10	HQMC Quantico, VA			<a href="#">[00178]</a>
MMRB 20	HQMC Quantico, VA			<a href="#">[00178]</a>
MMSB	HQMC Quantico, VA			<a href="#">[00177]</a>
MMSB 10	HQMC Quantico, VA			<a href="#">[00182]</a>
MMSB 11	HQMC Quantico, VA			<a href="#">[00177]</a>
MMSB 20	HQMC Quantico, VA			<a href="#">[00177]</a>
MMSB 22	HQMC Quantico, VA			<a href="#">[00177]</a>
MMSB-23	HQMC Quantico, VA			<a href="#">[00177]</a>
MMSR HQ	HQMC Quantico, VA			<a href="#">[00178]</a>
N314 Awards	Navy Liaison PERS 313E			<a href="#">[00117]</a>
NASN	Assistant Secretary of the Navy for Manpower  (Marine Corps records) Personnel Management Support Branch (MMSB-20) Records Management Section 2008 Elliot Rd Quantico, VA 22134-5030	Project	1996	
NASN	Assistant Secretary of the Navy for Manpower  (Navy records) Bureau of Naval Personnel Federal Records Control (PeRS-313D2), Room 3044 #2 Navy Annex Washington, DC 20370-5000	Project	1996	
NAVH	Dept of the Navy  NPRC Research Room	Project	1993	<a href="#">[VS]</a>
NAVS	Naval Dental Research Institute  NPRC Research Room	Project	1995	<a href="#">[VS]</a>
Navy 313D	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
Navy Awards	Navy Liaison PERS 313E			<a href="#">[00117]</a>
Navy Liaison	Navy Liaison PERS 313E			<a href="#">[00117]</a>
NC3 ?	NPRC - MPR  NPRC Legacy Reference Branches			<a href="#">[VS]</a>
NC4 ?	NPRC - MPR  NPRC Legacy Reference Branches			<a href="#">[VS]</a>
NC5 ?	NPRC - MPR  NPRC Legacy Reference Branches			<a href="#">[VS]</a>

NC6 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
NCIT	National Cancer Institute NPRC Research Room	Project	2003	<a href="#">[VS]</a>
NDRB	Navy Discharge Review			<a href="#">[00172]</a>
NHRC	Naval Health Research Center NPRC Research Room	Project	2003	<a href="#">[VS]</a>
NIOS	National Institute for Occupational Safety & Health NPRC Research Room	Project	1998	<a href="#">[VS]</a>
NMPC N314 RM 3475	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
NMPC914	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
NPRD	Dept. of the Navy NPRC Research Room	Project	1993	<a href="#">[VS]</a>
NRC	National Research Council National Research Council, Room 1793	Project	1985	
NRCA	National Research Council National Research Council, Room 1793	Project	2005	
NRCC	National Research Council National Research Council, Room 1793	Project	1990 & 2004	
NRCH	National Research Council National Research Council, Room 1793	Project	1992	
NRCM	National Research Council National Research Council, Room 1793	Project	1997	
NRCN	National Research Council National Research Council, Room 1793	Project	2001	
NRCP	National Research Council National Research Council, Room 1793	Project	1998	
NRCR	National Research Council National Research Council, Room 1793	Project	1998	
NRCS	National Research Council National Research Council, Room 1793	Project	1997 & 2006	



NRCT	National Research Council National Research Council, Room 1793	Project	1997	
NRCV	National Research Council National Research Council, Room 1793	Project	2002	
NRMS	National Research Council NPRC Legacy Reference Branches	Project	1999	<a href="#">[VS]</a>
NRPMF 6/1/98	NPRC - MPR NPRC Legacy Reference Branches		1998	<a href="#">[VS]</a>
NSUB	Naval Submarine Medical Research Laboratory NPRC Research Room	Project	2001	<a href="#">[VS]</a>
NTW	National Research Council NPRC Legacy Reference Branches	Project	1985	<a href="#">[VS]</a>
OPM-USIS	U.S. Investigations Services Room 4545, 9700 Page		Ongoing	<a href="#">[VS]</a>
PAS-(ESG)	CDC & U.S. Army Joint Services Environmental Support Group ARPERCEN (HRC), Personnel Services Division	Project	1988	
PERS 312D1	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
PERS 312D2	Navy Liaison PERS 313E			<a href="#">[00117]</a>
PERS 313E	Navy Liaison PERS 313E			<a href="#">[00117]</a>
PERS 3721	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
PERS312E	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
PERS313D	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
PERS621	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
PFMC	ARPC, Denver, CO			<a href="#">[00520]</a>
PHIL	Philadelphia Daily News NPRC Legacy Reference Branches	Project	1987	<a href="#">[VS]</a>
POINDEXTER-PW	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
PRA_RS	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
PRD-T	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
qas	Army			<a href="#">[00148]</a>

RAND	Rand Corporation NPRC Research Room	Project	1989	<a href="#">[VS]</a>
Randolph	AFPC, Randolph AFB, TX			<a href="#">[00521]</a>
RC3 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
RC4 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
RC5 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
RC6 ?	NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>
rmc/ra/dd4	VA Records Management Center for Army Reenlistment VA Liaison Office, Prevedel		Ongoing	<a href="#">[S]</a>
RMD-C	AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>
Roxanne Bourne	MC Liaison			<a href="#">[00184]</a>
Ruth Ivy at DARC-RSP-CL	Unknown			<a href="#">[S]</a>
SAF/MIB	AF Board of Corrections			<a href="#">[00145]</a>
SAF/MIBR	AFPC, Randolph AFB, TX			<a href="#">[00145]</a>
SFMR/RBR-SL	Army Review Boards Agency (ARBA)			<a href="#">[00149]</a>
SFMR-RBR-SL	Army Review Boards Agency (ARBA)			<a href="#">[00149]</a>
SHEDMOND-PW	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
SMIT	Department of the Army NPRC Research Room	Project	1991	<a href="#">[VS]</a>
SSAP	Social Security Administration Philippine Army Section or Core 5	Project	2006	<a href="#">[VS]</a>
TAPC	U.S. Army, PERSCOM, Awards Branch NPRC Legacy Reference Branches	Project	1996	<a href="#">[VS]</a>
TAPC-MSL-	Office of Promotions, Reserve Components			<a href="#">[00537]</a>
TAPC-MSL-NP	Office of Promotions, Reserve Components			<a href="#">[00537]</a>
TAPC-MSL-PI	Office of Promotions, Reserve Components			<a href="#">[00537]</a>

TRIP	Tripler Army Hospital NPRC Research Room	Project	1998	<a href="#">[VS]</a>
UNRM	Uniformed Services University of the Health Services NPRC Research Room	Project	2001	<a href="#">[VS]</a>
USAEREC ATTN: PCRE-FA 3/4/85	US Army Enlisted Records and Evaluation Center Enlisted Management Field Artillery Branch		1985	
USAFSAML/AOCP	AFPC, Randolph AFB, TX			<a href="#">[00521]</a>
USDB	U.S. Army Disciplinary Barracks NPRC Research Room	Project	1997	<a href="#">[VS]</a>
USIS	U.S. Investigations Services Room 4545, 9700 Page		Ongoing	<a href="#">[VS]</a>
V Brown 312E	NPC, Millington, PERS 312E			<a href="#">[00166]</a>
VA38	VA Central Office NPRC Legacy Reference Branches	Project	1997	<a href="#">[VS]</a>
VAAG	VA Central Office NPRC Legacy Reference Branches	Project	2000	<a href="#">[VS]</a>
VACC	VA Central Office NPRC Legacy Reference Branches	Project	2000	<a href="#">[VS]</a>
VACI	VA Central Office NPRC Legacy Reference Branches	Project	2000	<a href="#">[VS]</a>
VADU	VAMC, Durham, NC NPRC Legacy Reference Branches	Project	1995	<a href="#">[VS]</a>
VAHJ	VA-Jaycor NPRC Research Room	Project	1980's	<a href="#">[VS]</a>
VAHS	VA and Joint Services Environmental Support Group  (Army records) ARPERCEN (HRC), no office specified  (Air Force records) Director, Environmental Support Group Department of Defense Room 210, Riddell Building 1730 K Street NW Washington, DC 20006-3868  (Navy records)	Project	1987	

	<p>Commander          Naval Military Personnel Command (N-313)          Department of the Navy          Washington, DC 20370</p> <p>(Marine Corps records)          Commandant of the Marine Corps          (Code MMRB-61)          Headquarters, USMC          Washington, DC 20380</p>			
VALV	<p>VA Central Office</p> <p>NPRC, Room 5215</p>	Project	1996	
VANW	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1993	<a href="#">[VS]</a>
VAPG	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1998	<a href="#">[VS]</a>
VAPIT	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1988	<a href="#">[VS]</a>
VARA	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1995	<a href="#">[VS]</a>
VASH	<p>VA Central Office</p> <p>NPRC Research Room</p>	Project	2002	<a href="#">[VS]</a>
VAST	<p>VAMC, St. Louis</p> <p>NPRC Legacy Reference Branches</p>	Project	1999	<a href="#">[VS]</a>
VAVS	<p>VA, RMC</p> <p>VA Liaison Office, Prevedel</p>		Ongoing	
VAVV	<p>VA Central Office</p> <p>National Research Council, Room 1793</p>	Project	2006	
VAWO	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1998	<a href="#">[VS]</a>
VGAS	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1995	<a href="#">[VS]</a>
VPHU	<p>Harvard University</p> <p>NPRC Legacy Reference Branches</p>	Project	1986	<a href="#">[VS]</a>
VPIT	<p>VAMC, New Hampshire</p> <p>NPRC Legacy Reference Branches</p>		1995	<a href="#">[VS]</a>
VSE-A	Unknown			<a href="#">[S]</a>

VVM2	VA Central Office NPRC Research Room	Project	1990	<a href="#">[VS]</a>
VVMM	VA Central Office Moshman Associates 4300 Goodfellow Blvd. St. Louis, MO	Project	1989	
VVMS	VA Central Office Westat, Inc. 4300 Goodfellow Blvd. St. Louis, MO	Project	1986	
VVRR	VA Central Office NPRC Research Room	Project	1993	<a href="#">[VS]</a>
WRAIR	Walter Reed Institute of Research NPRC Research Room	Project	1988	<a href="#">[VS]</a>
WRBI	Walter Reed Army Institute of Research NPRC Research Room	Project	1999	<a href="#">[VS]</a>
WRLU	Walter Reed Army Medical Center NPRC Research Room	Project	1998	<a href="#">[VS]</a>

### By Agency

Agency	Project	Completion Date	Action	Charge-Out code
Shipped to				
AF Board of Corrections			<a href="#">[00145]</a>	AFMPC/DPM DOA-I
			<a href="#">[00145]</a>	SAF/MIB
AF Discharge Review			<a href="#">[00145]</a>	MIBR
AFPC, Randolph AFB, TX			<a href="#">[00063]</a>	AF/SAF/MRBR
			<a href="#">[00521]</a>	AFPC
			<a href="#">[00521]</a>	DOA2
			<a href="#">[00521]</a>	DOO2
			<a href="#">[00521]</a>	DPSRP
			<a href="#">[00521]</a>	DSSR

			<a href="#">[00521]</a>	Randolph
			<a href="#">[00145]</a>	SAF/MIBR
			<a href="#">[00521]</a>	USAFSAML/AOCP
Agent Orange Veteran Payment Program NPRC Legacy Reference Branches	Project	1997	<a href="#">[VS]</a>	AOVP
Air Force Audit Agency NPRC Research Room	Project	2003	<a href="#">[VS]</a>	AFAA
Army 5th USA NPRC Research Room	Project	2005	<a href="#">[VS]</a>	ASJA
Army Center for Military History NPRC Research Room	Project	1999	<a href="#">[VS]</a>	ACMH
Army Office Symbol				EPS-R
Army Research Institute of Environmental Medicine NPRC Research Room	Project	1999	<a href="#">[VS]</a>	ARBC
Army Review Boards Agency (ARBA)			<a href="#">[00149]</a>	ARBA
			<a href="#">[00149]</a>	Army Review
			<a href="#">[00149]</a>	SFMR/RBR-SL
			<a href="#">[00149]</a>	SFMR-RBR-SL
Army			<a href="#">[00148]</a>	qas
ARPC, Denver, CO			<a href="#">[00520]</a>	AFRC
			<a href="#">[00520]</a>	AIR RESERVE
			<a href="#">[00520]</a>	ARPC
			<a href="#">[00520]</a>	DFMS
			<a href="#">[00520]</a>	DMMS
			<a href="#">[00520]</a>	DPFDF
			<a href="#">[00520]</a>	DPFDF-GH
			<a href="#">[00520]</a>	DPFMC-IM
			<a href="#">[00520]</a>	DPSRD
			<a href="#">[00520]</a>	DPSRP
			<a href="#">[00520]</a>	DS81
			<a href="#">[00520]</a>	DSKM
			<a href="#">[00520]</a>	DSKP

			<a href="#">[00520]</a>	DSMM
			<a href="#">[00520]</a>	DSMPM-EL
			<a href="#">[00520]</a>	PFMC
AR-PERSCOM (HRC), Army Retiree Cases Army Reference Branch	Project	1999	<a href="#">[VS]</a>	ARRT
AR-PERSCOM (HRC), Medals Cases Army Reference Branch	Project	2000	<a href="#">[VS]</a>	AMDL
AR-PERSCOM (HRC), Philippine Army Cases Philippine Army Section	Project	1999	<a href="#">[VS]</a>	APHI
AR-PERSCOM (now known as AHRC-St. Louis)			<a href="#">[00148]</a>	AGUZ
			<a href="#">[00148]</a>	ARPC-CIC-PP-M
			<a href="#">[00148]</a>	ARPC-CIC-PVC
			<a href="#">[00148]</a>	ARPC-CIC-PVD
			<a href="#">[00148]</a>	ARPC-CIS-M
			<a href="#">[00148]</a>	ARPC-CIS-PP
			<a href="#">[00148]</a>	ARPC-CIS-PP-M
			<a href="#">[00148]</a>	ARPC-CIS-PV
			<a href="#">[00148]</a>	ARPC-CIS-PVA
			<a href="#">[00148]</a>	ARPC-CIS-PVB
			<a href="#">[00148]</a>	ARPC-CIS-PVC
			<a href="#">[00148]</a>	ARPC-CIS-PVD
			<a href="#">[00148]</a>	ARPC-CIS-R/B
			<a href="#">[00148]</a>	ARPC-EPC-Q
			<a href="#">[00148]</a>	ARPC-EPG-I
			<a href="#">[00148]</a>	ARPC-EPL-AA
			<a href="#">[00148]</a>	ARPC-EPL-BQ
			<a href="#">[00148]</a>	ARPC-EPO
			<a href="#">[00148]</a>	ARPC-EPR-B
			<a href="#">[00148]</a>	ARPC-HS
		<a href="#">[00148]</a>	ARPC-HSQ	
		<a href="#">[00148]</a>	ARPC-HSQ-QA	
		<a href="#">[00148]</a>	ARPC-OPB	

		<a href="#">[00148]</a>	ARPC-OPS-O
		<a href="#">[00148]</a>	ARPC-PLS
		<a href="#">[00148]</a>	ARPC-PS
		<a href="#">[00148]</a>	ARPC-PSP-A
		<a href="#">[00148]</a>	ARPC-PSP-R
		<a href="#">[00148]</a>	ARPC-PSP-T
		<a href="#">[00148]</a>	ARPC-PSR
		<a href="#">[00148]</a>	ARPC-PSR-A
		<a href="#">[00148]</a>	ARPC-PSR-B
		<a href="#">[00148]</a>	ARPC-PSR-C
		<a href="#">[00148]</a>	ARPC-PSR-E
		<a href="#">[00148]</a>	ARPC-PSR-F
		<a href="#">[00148]</a>	ARPC-PSR-G
		<a href="#">[00148]</a>	ARPC-PSR-H
		<a href="#">[00148]</a>	ARPC-PSR-I
		<a href="#">[00148]</a>	ARPC-PSR-J
		<a href="#">[00148]</a>	ARPC-PSR-K
		<a href="#">[00148]</a>	ARPC-PSV
		<a href="#">[00148]</a>	ARPC-PSV-BR
		<a href="#">[00148]</a>	ARPC-PSV-V
		<a href="#">[00148]</a>	ARPC-RSP-A
		<a href="#">[00148]</a>	ARPC-RSV
		<a href="#">[00148]</a>	ARPC-RSV-A
		<a href="#">[00148]</a>	ARPC-RSV-B
		<a href="#">[00148]</a>	ARPC-RSV-C
		<a href="#">[00148]</a>	ARPC-RSV-D
		<a href="#">[00148]</a>	ARPC-SPR-E
		<a href="#">[00148]</a>	ARPC-TAPC-OPD-
		<a href="#">[00148]</a>	ARPC-ZC
		<a href="#">[00148]</a>	ARPC-ZCC-A
		<a href="#">[00148]</a>	ARPC-ZCC-B
		<a href="#">[00148]</a>	ARPC-ZCC-C
		<a href="#">[00148]</a>	ARPC-ZGO



			<a href="#">[00148]</a>	ARPC-ZIG
			<a href="#">[00148]</a>	ARPC-ZJA
			<a href="#">[00148]</a>	ARPC-ZNG
			<a href="#">[00148]</a>	ARPC-ZPA
			<a href="#">[00148]</a>	ARPC-ZXA
			<a href="#">[00148]</a>	ARPV-PSV-V
			<a href="#">[00148]</a>	CIS-PVC
			<a href="#">[00148]</a>	IA-ARNG
			<a href="#">[00148]</a>	PRA_RS
			<a href="#">[00148]</a>	PRD-T
			<a href="#">[00148]</a>	RMD-C
Assistant Secretary of the Navy for Manpower  (Marine Corps records) Personnel Management Support Branch (MMSB-20) Records Management Section 2008 Elliot Rd Quantico, VA 22134-5030	Project	1996		NASN
Assistant Secretary of the Navy for Manpower  (Navy records) Bureau of Naval Personnel Federal Records Control (PeRS-313D2), Room 3044 #2 Navy Annex Washington, DC 20370-5000	Project	1996		NASN
CDC & U.S. Army Joint Services Environmental Support Group  ARPERCEN (HRC), Personnel Services Division	Project	1988		PAS-(ESG)
Center for Disease Control  NPRC Research Room	Project	2007	<a href="#">[VS]</a>	CDAN
	Project	2005	<a href="#">[VS]</a>	CDCA
CG Board of Corrections			<a href="#">[00187]</a>	BCMR (C-60
CG Discharge Review			<a href="#">[00187]</a>	G-WPM
Defense Manpower Data Center  NPRC Research Room	Project	1996	<a href="#">[VS]</a>	DMDC
Defense Nuclear Agency  NPRC Research Room	Project	1994	<a href="#">[VS]</a>	DNAA
Defense Prisoner of War/Missing in Action Personnel Office  NPRC Research Room	Project	Ongoing	<a href="#">[VS]</a>	DPMO

Defense Security Service			<a href="#">[VS]</a>	DIS-NACC RM 4305
			<a href="#">[VS]</a>	DSS-NACC
Defense Threat Reduction Agency	Project	Ongoing	<a href="#">[VS]</a>	DNAN
NPRC Research Room	Project	2003	<a href="#">[VS]</a>	DNAR
Department of Justice	Project	2003	<a href="#">[VS]</a>	DOJE
NPRC Research Room				
Department of the Air Force	Project	1993	<a href="#">[VS]</a>	DAFH
NPRC Research Room				
Department of the Army	Project	1980's	<a href="#">[VS]</a>	AUP
NPRC Research Room	Project	1993	<a href="#">[VS]</a>	DOAH
	Project	1991	<a href="#">[VS]</a>	SMIT
Department of the Navy	Project	1991	<a href="#">[VS]</a>	CROS
NPRC Research Room				
Dept of the Navy	Project	1993	<a href="#">[VS]</a>	NAVH
NPRC Research Room				
Dept. of Health & Human Services	Project	2003	<a href="#">[VS]</a>	CIMI
NPRC Legacy Reference Branches				
Dept. of the Navy	Project	1993	<a href="#">[VS]</a>	NPRD
NPRC Research Room				
DoD, Office of the Asst. Inspector General for Auditing	Project	1998	<a href="#">[VS]</a>	DDIG
NPRC Research Room				
Duke University	Project	1998	<a href="#">[VS]</a>	DUKE
NPRC Research Room	Project	1998	<a href="#">[VS]</a>	DUMC
Harvard University	Project	1986	<a href="#">[VS]</a>	VPHU
NPRC Legacy Reference Branches				
HQMC Quantico, VA			<a href="#">[00178]</a>	DGH
			<a href="#">[00178]</a>	MMMA HQ
			<a href="#">[00178]</a>	MMRB 10
			<a href="#">[00178]</a>	MMRB 20
			<a href="#">[00177]</a>	MMSB
			<a href="#">[00182]</a>	MMSB 10

			<a href="#">[00177]</a>	MMSB 11
			<a href="#">[00177]</a>	MMSB 20
			<a href="#">[00177]</a>	MMSB 22
			<a href="#">[00177]</a>	MMSB-23
			<a href="#">[00178]</a>	MMSR HQ
Joint POW/MIA Accounting Command (Formally CILH)  NPRC Research Room	Project	Ongoing	<a href="#">[VS]</a>	JPAC
MC Liaison			<a href="#">[00184]</a>	Marines RM 5007
			<a href="#">[00184]</a>	MCLNO
			<a href="#">[00184]</a>	Roxanne Bourne
National Cancer Institute  NPRC Research Room	Project	2003	<a href="#">[VS]</a>	NCIT
National Institute for Occupational Safety & Health  NPRC Research Room	Project	1998	<a href="#">[VS]</a>	NIOS
National Research Council  National Research Council, Room 1793	Project	1985		NRC
	Project	2005		NRCA
	Project	1990 & 2004		NRCC
	Project	1992		NRCH
	Project	1997		NRCM
	Project	2001		NRCN
	Project	1998		NRCP
	Project	1998		NRCR
	Project	1997 & 2006		NRCS
	Project	1997		NRCT
National Research Council  NPRC Legacy Reference Branches	Project	1999	<a href="#">[VS]</a>	NRMS
	Project	1985	<a href="#">[VS]</a>	NTW
Naval Aerospace Medical Research Laboratory  NPRC Research Room	Project	2002	<a href="#">[VS]</a>	CATS
Naval Dental Research Institute	Project	1995	<a href="#">[VS]</a>	NAVS

NPRC Research Room				
Naval Health Research Center	Project	2003	<a href="#">[VS]</a>	NHRC
NPRC Research Room				
Naval Submarine Medical Research Laboratory	Project	2001	<a href="#">[VS]</a>	NSUB
NPRC Research Room				
Navy Board of Corrections			<a href="#">[00163]</a>	BCNR
Navy Discharge Review			<a href="#">[00172]</a>	DRB
			<a href="#">[00172]</a>	NDRB
Navy Liaison PERS 313E			<a href="#">[00117]</a>	BPLNO
			<a href="#">[00117]</a>	N314 Awards
			<a href="#">[00117]</a>	Navy Awards
			<a href="#">[00117]</a>	Navy Liaison
			<a href="#">[00117]</a>	PERS 312D2
			<a href="#">[00117]</a>	PERS 313E
Navy			<a href="#">[VS]</a>	Combine with flat file-PWW
NPC, Millington, PERS 312E			<a href="#">[00166]</a>	312E
			<a href="#">[00166]</a>	BUPERS 312
			<a href="#">[00166]</a>	BUPERS3812
			<a href="#">[00166]</a>	Calloway, Millington
			<a href="#">[00166]</a>	E-341
			<a href="#">[00166]</a>	K3822
			<a href="#">[00166]</a>	Navy 313D
			<a href="#">[00166]</a>	NMPC N314 RM 3475
			<a href="#">[00166]</a>	NMPC914
			<a href="#">[00166]</a>	PERS 312D1
			<a href="#">[00166]</a>	PERS 3721
			<a href="#">[00166]</a>	PERS312E
			<a href="#">[00166]</a>	PERS313D
			<a href="#">[00166]</a>	PERS621
			<a href="#">[00166]</a>	POINDEXTER-PW

			<a href="#">[00166]</a>	SHEDMOND-PW
			<a href="#">[00166]</a>	V Brown 312E
NPRC - MPR NPRC Legacy Reference Branches			<a href="#">[VS]</a>	AC3 ?
			<a href="#">[VS]</a>	AC4 ?
			<a href="#">[VS]</a>	AC5 ?
			<a href="#">[VS]</a>	AC6 ?
			<a href="#">[VS]</a>	FC3 ?
			<a href="#">[VS]</a>	FC4 ?
			<a href="#">[VS]</a>	FC5 ?
			<a href="#">[VS]</a>	FC6 ?
			<a href="#">[VS]</a>	NC3 ?
			<a href="#">[VS]</a>	NC4 ?
			<a href="#">[VS]</a>	NC5 ?
			<a href="#">[VS]</a>	NC6 ?
		1998	<a href="#">[VS]</a>	NRPMF 6/1/98
			<a href="#">[VS]</a>	RC3 ?
			<a href="#">[VS]</a>	RC4 ?
		<a href="#">[VS]</a>	RC5 ?	
		<a href="#">[VS]</a>	RC6 ?	
Office of Promotions, Reserve Components			<a href="#">[00537]</a>	TAPC-MSL-
			<a href="#">[00537]</a>	TAPC-MSL-NP
			<a href="#">[00537]</a>	TAPC-MSL-PI
Philadelphia Daily News NPRC Legacy Reference Branches	Project	1987	<a href="#">[VS]</a>	PHIL
Rand Corporation NPRC Research Room	Project	1989	<a href="#">[VS]</a>	RAND
RCPAC (HRC), Bronze Star Army Reference Branch	Project	1980's	<a href="#">[VS]</a>	BSAP
Social Security Administration Philippine Army Section or Core 5	Project	2006	<a href="#">[VS]</a>	SSAP
Tripler Army Hospital NPRC Research Room	Project	1998	<a href="#">[VS]</a>	TRIP

U.S. Army Central Identification Laboratory (Now JPAC)  NPRC Research Room	Project	2003	<a href="#">[VS]</a>	CILH
U.S. Army Central Identification Laboratory  U.S. Army Central Identification Laboratory 310 Worcester Ave. Hickam AFB, HI 96853	Project	1996		ACIL
U.S. Army Chemical Corps  NPRC Research Room	Project	1999	<a href="#">[VS]</a>	COLC
U.S. Army Community and Family Support Center  U.S. Army Community and Family Support Center 2461 Eisenhower Ave. Alexandria, VA 22331-0521	Project	1996		CFSC
U.S. Army Deputy Chief of Staff for Research  NPRC Research Room	Project	1999	<a href="#">[VS]</a>	AATT
U.S. Army Disciplinary Barracks  NPRC Research Room	Project	1997	<a href="#">[VS]</a>	USDB
U.S. Army, PERSCOM, Awards Branch  NPRC Legacy Reference Branches	Project	1996	<a href="#">[VS]</a>	TAPC
U.S. Investigations Services  Room 4545, 9700 Page		Ongoing	<a href="#">[VS]</a>	OPM-USIS
		Ongoing	<a href="#">[VS]</a>	USIS
Uniformed Services University of the Health Services  NPRC Research Room	Project	2001	<a href="#">[VS]</a>	UNRM
Unknown			<a href="#">[S]</a>	3130
			<a href="#">[S]</a>	mhp10
			<a href="#">[S]</a>	Ruth Ivy at DARC- RSP-CL
			<a href="#">[S]</a>	VSE-A
US Army Enlisted Records and Evaluation Center Enlisted Management Field Artillery Branch		1985		USAEREC ATTN: PCRE-FA 3/4/85
USCG Hdqts  NPRC Research Room	Project	2005	<a href="#">[VS]</a>	CGID
VA and Joint Services Environmental Support Group	Project	1987		VAHS

<p>(Army records)                  ARPERCEN (HRC), no office specified</p> <p>(Air Force records)                  Director, Environmental Support Group                  Department of Defense                  Room 210, Riddell Building                  1730 K Street NW                  Washington, DC 20006-3868</p> <p>(Navy records)                  Commander                  Naval Military Personnel Command (N-313)                  Department of the Navy                  Washington, DC 20370</p> <p>(Marine Corps records)                  Commandant of the Marine Corps                  (Code MMRB-61)                  Headquarters, USMC                  Washington, DC 20380</p>				
<p>VA Central Office</p> <p>Moshman Associates                  4300 Goodfellow Blvd.                  St. Louis, MO</p>	Project	1989		VVMM
<p>VA Central Office</p> <p>National Research Council, Room 1793</p>	Project	2006		VAVV
<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1997	<a href="#">[VS]</a>	VA38
	Project	2000	<a href="#">[VS]</a>	VAAG
	Project	2000	<a href="#">[VS]</a>	VACC
	Project	2000	<a href="#">[VS]</a>	VACI
	Project	1993	<a href="#">[VS]</a>	VANW
	Project	1998	<a href="#">[VS]</a>	VAPG
	Project	1988	<a href="#">[VS]</a>	VAPIT
	Project	1995	<a href="#">[VS]</a>	VARA
	Project	1998	<a href="#">[VS]</a>	VAWO
Project	1995	<a href="#">[VS]</a>	VGAS	
<p>VA Central Office</p> <p>NPRC Research Room</p>	Project	2002	<a href="#">[VS]</a>	VASH
	Project	1990	<a href="#">[VS]</a>	VVM2
	Project	1993	<a href="#">[VS]</a>	VVRR
<p>VA Central Office</p> <p>NPRC, Room 5215</p>	Project	1996		VALV
<p>VA Central Office</p>	Project	1986		VVMS

Westat, Inc. 4300 Goodfellow Blvd. St. Louis, MO				
VA Records Management Center for Army Reenlistment  VA Liaison Office, Prevedel		Ongoing	<a href="#">[S]</a>	rmc/ra/dd4
VA, RMC  VA Liaison Office, Prevedel		Ongoing		VAVS
VA-Jaycor  NPRC Research Room	Project	1980's	<a href="#">[VS]</a>	VAHJ
VAMC, Durham, NC  NPRC Legacy Reference Branches	Project	1995	<a href="#">[VS]</a>	VADU
VAMC, New Hampshire  NPRC Legacy Reference Branches		1995	<a href="#">[VS]</a>	VPIT
VAMC, Seattle, WA  NPRC Legacy Reference Branches	Project	1995	<a href="#">[VS]</a>	HVVP
VAMC, St. Louis  NPRC Legacy Reference Branches	Project	1999	<a href="#">[VS]</a>	VAST
Walter Reed Army Institute of Research  NPRC Research Room	Project	1999	<a href="#">[VS]</a>	WRBI
Walter Reed Army Medical Center  NPRC Research Room	Project	1998	<a href="#">[VS]</a>	WRLU
Walter Reed Infectious Disease Services  NPRC Research Room	Project	2006	<a href="#">[VS]</a>	HIVS
Walter Reed Institute of Research  NPRC Research Room	Project	1988	<a href="#">[VS]</a>	WRAIR
Wilford Hall Medical Center  NPRC Research Room	Project	1997	<a href="#">[VS]</a>	JAHI

## By Project (Charge-Out Code)

Charge-Out code	Agency	Project	Completion Date	Action
--------------------	--------	---------	--------------------	--------



	Shipped to			
AATT	U.S. Army Deputy Chief of Staff for Research NPRC Research Room	Project	1999	<a href="#">[VS]</a>
ACIL	U.S. Army Central Identification Laboratory U.S. Army Central Identification Laboratory 310 Worcester Ave. Hickam AFB, HI 96853	Project	1996	
ACMH	Army Center for Military History NPRC Research Room	Project	1999	<a href="#">[VS]</a>
AFAA	Air Force Audit Agency NPRC Research Room	Project	2003	<a href="#">[VS]</a>
AMDL	AR-PERSCOM (HRC), Medals Cases Army Reference Branch	Project	2000	<a href="#">[VS]</a>
AOVP	Agent Orange Veteran Payment Program NPRC Legacy Reference Branches	Project	1997	<a href="#">[VS]</a>
APHI	AR-PERSCOM (HRC), Philippine Army Cases Philippine Army Section	Project	1999	<a href="#">[VS]</a>
ARBC	Army Research Institute of Environmental Medicine NPRC Research Room	Project	1999	<a href="#">[VS]</a>
ARRT	AR-PERSCOM (HRC), Army Retiree Cases Army Reference Branch	Project	1999	<a href="#">[VS]</a>
ASJA	Army 5th USA NPRC Research Room	Project	2005	<a href="#">[VS]</a>
AUP	Department of the Army NPRC Research Room	Project	1980's	<a href="#">[VS]</a>
BSAP	RCPAC (HRC), Bronze Star Army Reference Branch	Project	1980's	<a href="#">[VS]</a>
CATS	Naval Aerospace Medical Research Laboratory NPRC Research Room	Project	2002	<a href="#">[VS]</a>
CDAN	Center for Disease Control NPRC Research Room	Project	2007	<a href="#">[VS]</a>
CDCA	Center for Disease Control NPRC Research Room	Project	2005	<a href="#">[VS]</a>

CFSC	U.S. Army Community and Family Support Center  U.S. Army Community and Family Support Center 2461 Eisenhower Ave. Alexandria, VA 22331-0521	Project	1996	
CGID	USCG Hdqts  NPRC Research Room	Project	2005	<a href="#">[VS]</a>
CILH	U.S. Army Central Identification Laboratory (Now JPAC)  NPRC Research Room	Project	2003	<a href="#">[VS]</a>
CIMI	Dept. of Health & Human Services  NPRC Legacy Reference Branches	Project	2003	<a href="#">[VS]</a>
COLC	U.S. Army Chemical Corps  NPRC Research Room	Project	1999	<a href="#">[VS]</a>
CROS	Department of the Navy  NPRC Research Room	Project	1991	<a href="#">[VS]</a>
DAFH	Department of the Air Force  NPRC Research Room	Project	1993	<a href="#">[VS]</a>
DDIG	DoD, Office of the Asst. Inspector General for Auditing  NPRC Research Room	Project	1998	<a href="#">[VS]</a>
DMDC	Defense Manpower Data Center  NPRC Research Room	Project	1996	<a href="#">[VS]</a>
DNAA	Defense Nuclear Agency  NPRC Research Room	Project	1994	<a href="#">[VS]</a>
DNAN	Defense Threat Reduction Agency  NPRC Research Room	Project	Ongoing	<a href="#">[VS]</a>
DNAR	Defense Threat Reduction Agency  NPRC Research Room	Project	2003	<a href="#">[VS]</a>
DOAH	Department of the Army  NPRC Research Room	Project	1993	<a href="#">[VS]</a>
DOJE	Department of Justice  NPRC Research Room	Project	2003	<a href="#">[VS]</a>
DPMO	Defense Prisoner of War/Missing in Action Personnel Office	Project	Ongoing	<a href="#">[VS]</a>

	NPRC Research Room			
DUKE	Duke University NPRC Research Room	Project	1998	<a href="#">[VS]</a>
DUMC	Duke University NPRC Research Room	Project	1998	<a href="#">[VS]</a>
HIVS	Walter Reed Infectious Disease Services NPRC Research Room	Project	2006	<a href="#">[VS]</a>
HVVP	VAMC, Seattle, WA NPRC Legacy Reference Branches	Project	1995	<a href="#">[VS]</a>
JAHI	Wilford Hall Medical Center NPRC Research Room	Project	1997	<a href="#">[VS]</a>
JPAC	Joint POW/MIA Accounting Command (Formally CILH) NPRC Research Room	Project	Ongoing	<a href="#">[VS]</a>
NASN	Assistant Secretary of the Navy for Manpower  (Marine Corps records) Personnel Management Support Branch (MMSB-20) Records Management Section 2008 Elliot Rd Quantico, VA 22134-5030	Project	1996	
NASN	Assistant Secretary of the Navy for Manpower  (Navy records) Bureau of Naval Personnel Federal Records Control (PeRS-313D2), Room 3044 #2 Navy Annex Washington, DC 20370-5000	Project	1996	
NAVH	Dept of the Navy NPRC Research Room	Project	1993	<a href="#">[VS]</a>
NAVS	Naval Dental Research Institute NPRC Research Room	Project	1995	<a href="#">[VS]</a>
NCIT	National Cancer Institute NPRC Research Room	Project	2003	<a href="#">[VS]</a>
NHRC	Naval Health Research Center NPRC Research Room	Project	2003	<a href="#">[VS]</a>
NIOS	National Institute for Occupational Safety & Health NPRC Research Room	Project	1998	<a href="#">[VS]</a>
NPRD	Dept. of the Navy	Project	1993	<a href="#">[VS]</a>

	NPRC Research Room			
NRC	National Research Council National Research Council, Room 1793	Project	1985	
NRCA	National Research Council National Research Council, Room 1793	Project	2005	
NRCC	National Research Council National Research Council, Room 1793	Project	1990 & 2004	
NRCH	National Research Council National Research Council, Room 1793	Project	1992	
NRCM	National Research Council National Research Council, Room 1793	Project	1997	
NRCN	National Research Council National Research Council, Room 1793	Project	2001	
NRCP	National Research Council National Research Council, Room 1793	Project	1998	
NRCR	National Research Council National Research Council, Room 1793	Project	1998	
NRCS	National Research Council National Research Council, Room 1793	Project	1997 & 2006	
NRCT	National Research Council National Research Council, Room 1793	Project	1997	
NRCV	National Research Council National Research Council, Room 1793	Project	2002	
NRMS	National Research Council NPRC Legacy Reference Branches	Project	1999	<a href="#">[VS]</a>
NSUB	Naval Submarine Medical Research Laboratory NPRC Research Room	Project	2001	<a href="#">[VS]</a>
NTW	National Research Council NPRC Legacy Reference Branches	Project	1985	<a href="#">[VS]</a>
PAS-(ESG)	CDC & U.S. Army Joint Services Environmental Support Group ARPERCEN (HRC), Personnel Services Division	Project	1988	
PHIL	Philadelphia Daily News	Project	1987	<a href="#">[VS]</a>

	NPRC Legacy Reference Branches			
RAND	Rand Corporation NPRC Research Room	Project	1989	<a href="#">[VS]</a>
SMIT	Department of the Army NPRC Research Room	Project	1991	<a href="#">[VS]</a>
SSAP	Social Security Administration Philippine Army Section or Core 5	Project	2006	<a href="#">[VS]</a>
TAPC	U.S. Army, PERSCOM, Awards Branch NPRC Legacy Reference Branches	Project	1996	<a href="#">[VS]</a>
TRIP	Tripler Army Hospital NPRC Research Room	Project	1998	<a href="#">[VS]</a>
UNRM	Uniformed Services University of the Health Services NPRC Research Room	Project	2001	<a href="#">[VS]</a>
USDB	U.S. Army Disciplinary Barracks NPRC Research Room	Project	1997	<a href="#">[VS]</a>
VA38	VA Central Office NPRC Legacy Reference Branches	Project	1997	<a href="#">[VS]</a>
VAAG	VA Central Office NPRC Legacy Reference Branches	Project	2000	<a href="#">[VS]</a>
VACC	VA Central Office NPRC Legacy Reference Branches	Project	2000	<a href="#">[VS]</a>
VACI	VA Central Office NPRC Legacy Reference Branches	Project	2000	<a href="#">[VS]</a>
VADU	VAMC, Durham, NC NPRC Legacy Reference Branches	Project	1995	<a href="#">[VS]</a>
VAHJ	VA-Jaycor NPRC Research Room	Project	1980's	<a href="#">[VS]</a>
VAHS	VA and Joint Services Environmental Support Group  (Army records) ARPERCEN (HRC), no office specified  (Air Force records) Director, Environmental Support Group Department of Defense Room 210, Riddell Building	Project	1987	

	<p>1730 K Street NW Washington, DC 20006-3868</p> <p>(Navy records) Commander Naval Military Personnel Command (N-313) Department of the Navy Washington, DC 20370</p> <p>(Marine Corps records) Commandant of the Marine Corps (Code MMRB-61) Headquarters, USMC Washington, DC 20380</p>			
VALV	<p>VA Central Office</p> <p>NPRC, Room 5215</p>	Project	1996	
VANW	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1993	<a href="#">[VS]</a>
VAPG	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1998	<a href="#">[VS]</a>
VAPIT	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1988	<a href="#">[VS]</a>
VARA	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1995	<a href="#">[VS]</a>
VASH	<p>VA Central Office</p> <p>NPRC Research Room</p>	Project	2002	<a href="#">[VS]</a>
VAST	<p>VAMC, St. Louis</p> <p>NPRC Legacy Reference Branches</p>	Project	1999	<a href="#">[VS]</a>
VAVV	<p>VA Central Office</p> <p>National Research Council, Room 1793</p>	Project	2006	
VAWO	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1998	<a href="#">[VS]</a>
VGAS	<p>VA Central Office</p> <p>NPRC Legacy Reference Branches</p>	Project	1995	<a href="#">[VS]</a>
VPHU	<p>Harvard University</p> <p>NPRC Legacy Reference Branches</p>	Project	1986	<a href="#">[VS]</a>
VVM2	<p>VA Central Office</p> <p>NPRC Research Room</p>	Project	1990	<a href="#">[VS]</a>
VVMM	<p>VA Central Office</p>	Project	1989	

	Moshman Associates 4300 Goodfellow Blvd. St. Louis, MO			
VVMS	VA Central Office  Westat, Inc. 4300 Goodfellow Blvd. St. Louis, MO	Project	1986	
VVRR	VA Central Office  NPRC Research Room	Project	1993	<a href="#">[VS]</a>
WRAIR	Walter Reed Institute of Research  NPRC Research Room	Project	1988	<a href="#">[VS]</a>
WRBI	Walter Reed Army Institute of Research  NPRC Research Room	Project	1999	<a href="#">[VS]</a>
WRLU	Walter Reed Army Medical Center  NPRC Research Room	Project	1998	<a href="#">[VS]</a>

---

\$ - Referral information uncertain or unknown.

---

VS - The charge-out code is for a unit within NPRC or for an agency to which we do not refer requests. If the charge-out is followed by a three character code, that code is most likely an old date tag code. These codes can be found in [NPRC 1964.101 Appendix A](#) and repeat every 21 weeks. Consider making a request through verification search for the record.

---

## Submit New Charge-out Code

To make your request send an email to [crg@nara.gov](mailto:crg@nara.gov)

---





NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1832.6N  
July 25, 2007

**SUBJECT: Checklist of current and canceled NPRC memorandums**

1. **Purpose.** This memorandum transmits the checklist of current and canceled memorandums for the period October 30, 2004, through July 25, 2007.
2. **Cancellation.** NPRC 1832.6M is canceled.
3. **Content of checklist.** [App. A](#) of the checklist contains a listing of current NPRC Memorandums as of July 25, 2007. [App. B](#) contains a listing of the NPRC Memorandums canceled during the period of October 30, 2004, through July 25, 2007.
4. **Use of the checklist.** Each office maintaining a set of memorandums should compare the memorandums on file with the checklist and destroy canceled memorandums. Where distribution codes indicate that memorandums listed in [App. A](#) should have been received, but are missing from binders, such memorandums may be requested through appropriate branch chief or core manager.

R. L. HINDMAN  
Director

**Appendix A. Checklist of current NPRC Memorandums (July 25, 2007)**

NPRC Number	Date	Subject	Distribution
1025.1C	9/30/97	Protection of classified records	R
1220.2D	2/24/97	Claims for reimbursement for expenditures on official business	O, P, plus NRPS (Budget), and Imprest Fund Cashiers and Alternates
1250.1C	9/3/96	Employee salary checks, savings bonds, and savings/checking account allotments	R

1804.1J	8/15/01	Signature authority, Center correspondence	O, P, (R: less outgoing mail clerks, batch control clerks, copier operators, routine searchers and refilers, and A & D personnel GS-4 and below)
1804.2Q	2/24/97	Correspondence symbols	R
1820.1E	10/11/91	Administrative reading file	O, P
1820.2D	8/15/05	Core suspense and control files	O, P, (R: NRPM1, NRPM2, NRPM3, NRPM4, NRPM5, NRPMO-M)
1820.3A	11/27/87	Complimentary correspondence file	O, P
1824.1F	8/31/00	Forms management	O, P
1824.2U	6/30/02	List of current local NA and GSA forms controlled by NPRC	O, P
1832.1D	9/16/80	Internal directives for NPRC	R
1832.4F	3/31/03	Distribution coding system for NPRC instructional memos	O, P

1832.6N	7/25/07	Checklist of current and canceled NPRC memorandums	O, P, (Route to employees; do not photocopy.)
1840.1F CHGE 1	10/30/98 11/19/98	Incoming and outgoing mail	O, (P, Page only; R: NRPMO-M, NRPMA, NRPMF, NRPMN, and NRPMR, less search and file sections) plus VALNO, NAVLNO, AFLNO, MCLNO, all occupant agencies.
1840.5C	6/10/88	Mail, messenger and courier service	O, P, Q, NAVLNO, MCLNO, AFLNO, VALNO and all occupant agencies
1840.8E CHGES 1-3	4/5/93 2/3/95	NPRC (Page) Mail Routing Guide	O, (P, Page only; R: NRPMO-I less Outgoing Mail and Data Conversion Units) plus AFLNO, MCLNO, NAVLNO and VALNO
1840.11H	7/7/03	NPRC Civilian Personnel Records (CPR) Mail coding and routing instructions	O, P (Winnebago only) R: NRPCO, NRPCO-M, NRPCR
1840.12C	5/1/02	Undeliverable NPRC mail returned by the U.S. Postal Service	O, P, (R: NRPM1, NRPM2, NRPM3, NRPM4, NRPM5, NRPMO-M, NRPCO-M and NRPCR
1852.1M	3/1/04	Information and instructions on fee cases (9700 Page)	O, (P, Page only; R: NRPMO-M, All Cores, NRPS (Budget))

1852.2H CHGE 1-3	2/25/94 11/14/05	Information and instructions on fee cases (111 Winnebago)	O, (P, Winnebago only; R: NRPCO-M, NRPCR-P, Research Room)
1864.99B	11/16/84	Civilian and military records of VIP's	M, O, P, Q
1864.101D CHGES 1-15	12/9/94 11/14/06	Workflow control procedures and priority levels in reference service	O, (P, Winnebago only; R: Winnebago only, less NRPCO-A)
1864.102C CHGES 1-13	5/16/77 8/4/06	Privacy act implementation in NPRC reference service operations	O, P, (R: NRPCR-P, NRPCR-A, NRPM1, NRPM2, NRPM3, NRPM4, NRPM5, NRPMZ-O)
1864.103B	1/12/89	Delay notices	O, P, Q (R: NRPMA, NRPMF, NRPMN, NRPMR-A & B, NRPMS, and NRPCR)
1864.104G	3/10/00	Processing inquiries prepared in a foreign language	O, P, (R: NRPCO-M and NRPMO-M plus each translator listed in fig. 1)
1864.106E	2/1/90	Affixing official seal impression to documents or photocopies of documents	O, P, Q, (R: NRPMS, NRPMF-C, NRPMN-C, NRPMA-C, NRPMR-A/B, NRPCR-C, NRPCG-G)
1864.107D	5/9/97	Legal demands for and/or information	O, P, (R: All lead archives technicians, GS-6 archives technicians, and customer service representatives in NRPMA-C, NRPMA-T, NRPMF-C, NRPMF-I, NRPMN-C, NRPMR-A,

			NRPMR-O, and NRPCR-P)
1864.108C	3/30/94	Screening of military personnel and medical records for onsite review or for disclosure through photocopies	O, P, (R: NRPMA, NRPMF, NRPMN, NRPMR, and NRPCG-G)
1864.109A	10/11/91	Production work standards and productive effectiveness (PE) ranges	O, P
1864.112A	3/18/94	Requests received in the NPRC Research Rooms	O, P, (R: NRPMA, NRPMF, NRPMN, NRPMR, NRPMO-I, NRPCR, NRPCG, and NRPCO Research Room Attendant)
1864.113B CHGES 1-2	4/18/03 9/26/05	Freedom of Information Act (FOIA) Requests	O, P, (R: less NRPMZ, NRPMO-A, and NRPCO-A)
1864.114	5/17/91	Use of Facsimile machines at NPRC	R
1865.1V	7/02/07	Comprehensive index to NPRC memorandums used by employees at 9700 Page	O, (R: Page only)
1865.2C CHGE 1	3/22/91 9/21/06	General information and instructions relating to reference service	O, P, (R: NRPM1, NRPM2, NRPM3, NRPM4, NRPM5; NRPMZ-0, NRPMO-M), AFLNO, MCLNO, NAVLNO, VALNO

1865.3B	1/19/81	Reference service source document guides	O, (P, Q, Page only; R: NRPMA-C, NRPMF-C, NRPMF-W, NRPMN-C, NRPMR)
1865.6E	5/16/97	Referral and routing matters	O, (P, Page only; R: NRPMA, NRPMN, NRPMF, NRPMR, NRPMO-M)
1865.8F	1/15/90	Inquiries received by telephone at NPRC (MPR)	O, P, (Q, Page only) plus NMRLO
1865.12L	3/23/90	Congressional inquiries at NPRC (MPR)	O, (P, Page only; NRPMA-S, NRPMF-S, NRPMN-S, (searchers only); NRPMO-M (priority clerk); R: NRPMS, NRPMA-O, NRPMR-B,) plus AFLNO, NAVLNO, MCLNO, VALNO
1865.16C CHGES 1-4	2/11/02 3/13/06	Release and access guide for military personnel and related records at NPRC	O, P, (R: NRPM1, NRPM2, NRPM3, NRPM4, NRPM5, NRPMO-A, NRPMO-M, NRPCR-A, NRPCO-A and NRPCO-M)
1865.20E CHGE 1	4/14/88 8/26/88	Inquiries lacking sufficient identifying and/or locator data	O, (P, Q, Page only; R: NRPMO-M, Incoming Mail Units) less Outgoing Mail personnel)
1865.22E	5/06/05	List cases	O, Page only less NRPMZ; P, Page only

1865.24B	6/1/88	Incoming Mail Unit responsibilities and procedural instructions relating to registry file inquiries	O, (P, Q, Page only, R: NRPMO-I, Incoming Mail Units only)
1865.26A	7/11/80	Flags for NPRC (Page) files	O, (P plus all auditors, Q, Page only; R: NRPMA, NRPMF, NRPMN, NRPMO, (Records Realignment Unit only)
1865.28C	5/13/05	Refiling and interfiling military personnel and medical records	O, (P, Page only; R: NRPMZ less NRPMZ-O)
1865.31A	9/28/95	Routine searching	O, (P, Page only; R: NRPMF-Q, NRPMF-S, NRPMA-S, NRPMN-S, NRPMR-S) plus VALNO, NAVLNO, AFLNO, and MCLNO
1865.32 CHGE 1	7/20/78 6/8/81	Verification, misplaced, and "can't find" records searching	O, (P, Q, Page only; R: NRPMR-S, NRPMA-S, NRPMF-S, NRPMN-S, NRPMF-W plus all WIF units)
1865.33D CHGE 1	9/15/03 2/1/04	Records blocks data	O, (R: All Cores, NRPMZ, NRPMO less NRPMO-M, Preservation Unit)
1865.37B CHGES 1- 14	7/12/90 7/19/02	General information on VA Form 3101 requests	O, (P, Page only; R: NRPMO-M, NRPM1, NRPM2, NRPM3, NRPM4, NRPM5, and Project Respond)
1865.38B	8/24/90	Answering VA Form	O, (P, Page only; R:

CHGE 1	12/21/90	3101 requests	NRPMS, NRPMA, NRPMF, NRPMN, and NRPMR, less search and file sections) plus NAVLNO, MCLNO, AFLNO, and VALNO
1865.42D	6/13/94	Burial requests from national cemeteries	O, (P, Page only; R: NRPMA, NRPMF, NRPMN, and NRPMR, less Search & File Sections, plus NRPMO-I, Outgoing Mail only) plus NAVLNO, VALNO, MCLNO, and AFLNO
1865.44C CHGES 1-5	7/29/77 3/2/81	Penal/mental/correctional institution requests	O, (P, Q, Page only; R: NRPMA-C, NRPMF-C, NRPMN-C, NRPMR-A & B)
1865.45C	3/31/99	Requests from Federal Probation Officers	O, (P, Page only; R: NRPMA (less NRPMA-S), NRPMF-C, NRPMN-C, NRPMR-A/O)
1865.46B CHGE 1	1/7/81 2/4/81	OPM requests concerning credit for military service	O, (P, Q Page only, R: NRPMA-C, NRPMN-C, NRPMF-C, NRPMF-W, NRPMR-A and B)
1865.47E	5/23/97	Requests from Federal personnel offices for verification of military retirees' service in nonwartime campaigns and expeditions	O, (P, MPR only; R: NRPMA, NRPMF, NRPMN less search and file sections)
1865.49G	12/14/90	Requests for last known addresses or "whereabouts" information	O, (P, Page only, R: NRPMO-M, Incoming Mail Units only, NRPMA-C, NRPMF-C, NRPMN-C,



			NRPMR-CA and CB, and NRPMS) plus NAVLNO, VALNO, MCLNO, and AFLNO
1865.50D	11/16/90	Employment suitability requests	O, (P, Page only; R: NRPMS, NRPMA-C, NRPMF-C, NRPMN-C, NRPMR-A/B)
1865.51C CHGE 1-2	7/30/90 2/9/01	Request for replacement of separation documents	O, P, Page only; (R: NRPMS, NRPMA-C, NRPMF-C, NRPMN-C, NRPMR-A/B)
1865.52C CHGE 1	7/10/91 10/15/98	Social Security Administration requests	O, P, Page only (R: NRPMA-C, NRPMF-C, NRPMN-C, NRPMR-A/O); plus NAVLNO, MCLNO, AFLNO, and VALNO
1865.58	4/4/85	Occupant agency access to records in NPRC	O, (P, Q, MPR only) Special Distribution: 15 – see par. 4
1865.60B	9/23/94	Requests for verification or statement of service	O, (P, Page only; R: NRPMA-C, NRPMF (less NRPMF-S), NRPMN-C, NRPMR-A/B/O)
1865.62A	12/6/96	Department of the Army separation program numbers (SPN) and separation program designators (SPD)	O, P, Page only (R: NRPMA-C)
1865.64C	9/23/04	Requests for ship histories or deck logs	O, (P, Page only; R: NRPM1, NRPM2,

			NRPM3, NRPM4, NRPM5, NRPMZ-O)
1865.65A	6/17/91	Changes/corrections to military personnel/medical records indexed in Alpha or Numeric files (Navy and Marine Corps)	O, (P, Page only; R: NRPMN-C, NRPMS) plus NAVLNO and MCLNO
1865.68D CHGES 1-2	7/8/94 5/8/00	Requests for verification of training, education, and performance while in the military	O, (P, Page only; R: NRPMA-C/O, NRPMN-C, NRPMF (less NRPMF-S) NRPMR-A/B/O
1865.72B CHGE 1	6/15/94 9/16/96	Issuance and reissuance of original discharge and retirement certificates	O, P, Page only, (R: NRPMA-C, NRPMF-C/I, NRPMN-C, and NRPMR-A/B)
1865.73C	6/24/91	Military finance center requests	O, (P, Page only; R: all correspondence sections and NRPMS)
1865.80C	7/21/91	Requests for photographs	O, (P, Page only; R: NRPMS, NRPMA-C, NRPMF-C, NRPMN-C, NRPMR-A /B/C)
1865.82C	4/30/87	Requests concerning admission to the United States Naval Home	O, (P, Page only; R: NRPMN-C and NRPMS)
1865.83B CHGE 1	2/23/89 9/28/90	Requests for verification of sea service	O, (P, Page only; R: NRPMN-C, NRPMS)
1865.85C	1/16/98	Requests for Identification Cards,	O,(P, Page only); R: NRPMA, NRPMF,

		Uniform Services Identification and Privilege Cards	NRPMN, NRPMR less search and file sections, NRPMO-M)
1865.86B	3/8/82	Genealogical requests	O, (P, Q, Page only; R: all correspondence sections less work-in-file personnel; R: NRPMO-M less outgoing mail personnel)
1865.87B CHGE 1	9/23/05 12/15/06	DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty	O, P, Page only; R: All Cores
1865.88	2/15/80	Computer card inquiry formats	O, P, Q, NAVLNO, VALNO, OPM, OSI, FBI, CIA, NIS, U.S. Secret Service, NRC, GSA Office of Investigation
1865.98C	8/24/89	"Open Service Records" (records which indicate member deserted and never returned to military control)	O, (P, Page only; R: NRPMA-C, NRPMN-C, NRPMR-A/B, NRPMs, and NRPMF-C) plus NAVLNO, MCLNO, and AFLNO
1865.101B	8/31/94	Requests for information concerning compensation, leave, and grade/rank	O, (P, Page only; R: NRPMA-C, NRPMF (less NRPMF-S), NRPMN-C, NRPMR-A/B/O)
1865.103A CHGES 1-4	3/31/97 9/24/04	Requests involving health records of former military members	O (P, MPR only, R: NRPMA (less NRPMA-S), NRPMF (less NRPMF-S), NRPMR (less NRPMR-S), NRPMN-C, NRPMO (less NRPMO-M)

1865.104 CHGES 1-2	4/14/87 1/12/89	General background and reference information concerning Records Reconstruction Branch	O, P, (R: NRPMR and NRPMs)
1865.105A	5/31/91	Instructions for the analysis and control of work in the Records Reconstruction Branch	O, (P, Q, Page only), R: NRPMR-S (Analysis and Control Technician and the Suspense File Control Technician)
1865.106 CHGES 1-2	6/12/87 1/12/89	Routine searching of auxiliary records in Records Reconstruction Branch	O, (P, Q, Page only) R: NRPMR-S and NRPMR-B - OR searchers only)
1865.107 CHGES 1-5	7/30/87 8/31/95	Miscellaneous correspondence procedures unique to Records Reconstruction Branch	O, P, (R: NRPMR-A/O, NRPMF-I, and NRPMF-Q)
1865.108	8/7/87	Preparation and control of data source documents	O, P, Q, (Page only), R (plus intermittents), ARPERCEN (DARP-B), Navy LNO, Navy Med LNO, AF LNO, MarCor LNO, VA LNO, occupant agencies
1865.109C CHGES 1-3	7/31/97 1/29/99	Processing inquiries with negative computer probes	O, (P, MPR only; R: NRPMO-M)
1865.110B CHGES 1	4/30/03 6/6/03	Requests for awards and certificates	O, P, Page only; R: all Cores and NRPMZ-O
1865.111	5/27/88	Internal sources of	O, (P, Page only; R:

CHGE 1	1/12/89	information used in the records reconstruction process	NRPMR-A/B and NRPMS)
1865.112B CHGES 1-5	9/12/97 10/15/05	External sources of information used in the records reconstruction process	O, P, (R: all Cores, NRPMS-O)
1865.113	10/13/88	Organizational records searching procedures used in the Records Reconstruction Branch	O, (P, Q, Page only) R: NRPMS-B (OR searchers only)
1865.114 CHGE 1	6/28/91 4/30/98	Changes/corrections to identification data for military personnel/medical records indexed by computer	O, P, (R: NRPMS-A, NRPMA, NRPMF, NRPMS, and NRPMS, less search and file sections) plus NAVLNO, VALNO, AFLNO, and MCLNO
1865.115A	4/30/98	Registry File System records processing procedures	O, (P, Page only; R: NRPMS-S, and NRPMS-A) plus AFLNO, NAVLNO, MCLNO, and VALNO
1865.116	11/18/91	Requests for classified Morning Reports/Rosters	O, (P, Page only; R: NRPMA, NRPMF, NRPMS, and NRPMS) less search and file sections; plus NRPMS Archivists
1865.117	9/30/92	Processing requests for service information for homeless veterans	O, (R: NRPMA, NRPMF, NRPMS, NRPMS-I, (Inquiry Analysis Units) NRPMS)

1865.118 CHGE 1	5/31/94 11/30/94	Requests for birth or death certificates/information	O, (P, Page only; R: NRPMA-C, NRPMF (less NRPMF-S), NRPMN-C, NRPMR-A/B/O, NRPMA-O)
1865.119	5/31/94	Requests for disciplinary data	O, (P, Page only; R: NRPMA-C/O, NRPMF (less NRPMF-S), NRPMN-C, NRPMR-A/B/O)
1865.120A	1/28/02	Requests for Air Force officer flight records	O, (P, Page only; R: NRPM1, NRPM2, NRPM3, NRPM4, NRPM5, NRPMZ-OR)
1865.121	3/31/97	Requests involving records created at military medical facilities	O (P, MPR only, R: NRPMA (less NRPMA-S), NRPMF (less NRPMF-S), NRPMR (less NRPMR-S), NRPMN-C, NRPMO (less NRPMO-M)
1865.122	12/2/96	Army Reserve retiree records without retirement orders	O, (P, Q, MPR only), R: NRPMA-T, NRPMF-I
1865.123	5/19/97	Title 10 letter for State Employee Retirement Annuitants	O, (P, Page only; R: NRPMA, NRPMF, NRPMN, NRPMR less search and file sections, NRPMO, NRPMO-M)
1865.124	4/30/99	Requests for Army replacement medals and certificates	O, (P, Page only; R: NRPMO-M, NRPMR-O, NRPMF-I, NRPMA less search and file section)
1865.125	4/15/02	General Background and	O, P, (R: NRPM5A,

		miscellaneous correspondence procedures unique to the Philippine Army Records	Philippine Army)
1866.52B	5/27/88	Addressing of mail and records to NPRC organizational elements	O, (P, Page only; R: NRPMO less outgoing mail)
1867.1A	7/02/07	Comprehensive index to NPRC memorandums used by employees at 111 Winnebago	O, R: Winnebago only
1867.4C	7/31/87	Records Location Guide for Civilian Personnel Records	O, (P, Q, R: NRPCR)
1867.5B	11/30/89	Pattern paragraphs	O, (P, Q, Winnebago only; R: NRPCR-C)
1867.6D	6/18/07	Restrictions and release policies for Official Personnel Folders	O, (P, Winnebago only; R: NRPCR)
1867.7B	3/31/87	Furnishing verification of Federal Service	O, (P plus all auditors, Q, Winnebago only; R: NRPCR-C)
1867.10B CHGES 1-3	1/26/90 7/12/95	Miscellaneous inquiries not covered in individual memorandums	O, (P, Q, CPR only; R: NRPCR-C)
1867.11B	4/18/91	Requests involving medical records (CRB)	O, (P, Q, Winnebago only; R: NRPCR-C)

1867.12B	12/30/87	Furnishing Wage and Tax Statement, W-2	O, (P, Q, 111 Winnebago only, R: NRPCR-C, NRPC-Q)
1867.13B	4/28/86	Missing Persons Act (PL 490)	O, (P, Q, Winnebago only; R: NRPCR-C)
1867.14B	3/22/85	Retirement inquiries from the Compensation Group, Office of Personnel Management (OPM)	O, (P, Q, 111 Winnebago only, R: NRPCR-C)
1867.16B	11/30/89	Furnishing Post Office Department pay transcripts and statements concerning Christmas Assistant employment	O, (P, Q, Winnebago only; R: NRPCR-C)
1867.18B	3/16/90	Certification of teaching experience	O, (P, Q, Winnebago only, R: NRPCR-C)
1867.19B	12/29/89	Federal Employees' Health Benefits Act and Group Life Insurance	O, (P, Q, Winnebago only; R: NRPCR-C)
1867.20B	11/30/89	Unemployment compensation	O, (P, Q, Winnebago only; R: NRPCR-C)
1867.22B	3/19/86	Leave records or SF 1150, Record of Leave Data	O, (P, Q, Winnebago only; R: NRPCR-C)
1867.24B	3/1/86	Servicing reference requests on Philippine Nationals	O, (P, Q, Winnebago; R: NRPCR-C)



1867.26C	9/28/90	Requests for x-rays and photofluorograms	O, (P, Q, Winnebago only, R: NRPCG-G)
1867.27A	3/28/91	Release and access guide, General Reference Branch	O, (P, Q: Winnebago only, R: NRPCG)
1867.28C	7/27/89	Introduction to Internal Revenue Service tax records	O, (P, Q, Winnebago only; R: NRPCG-I)
1867.29C	7/27/89	Searching, photocopying, refiling, and interfiling Internal Revenue Service tax records	O, (P, Q, Winnebago only; R: NRPCG-I)
1867.31	8/3/79	Requests for Federal Reserve Bank Treasury checks	O, (P, plus all auditors, Q, Winnebago only; R: NRPCG-B)
1867.32A CHGE 1	5/1/86 5/20/91	Requests involving enrollment in the Civilian Conservation Corps	O, (P, Q, Winnebago only; R: NRPCR-C)
1867.33D	12/9/94	Dependents' birth records/certificates	O, (P, Winnebago only; R: NRPCG-G)
1867.37D	3/31/94	Searching U. S. Postal Money Orders	O, (P, Winnebago only; R: NRPCG-G)
1867.38B	2/18/92	Searching, dispatching, and interfiling Department of Veterans Affairs (VA) records	O, (P, Q; R: NRPCG-G)

1867.39A	4/7/94	Searching, dispatching, and refiling general purpose records	O, (P, Winnebago only; R: NRPCG-G and NRPCO-A)
1867.45C	12/15/89	Telephone inquiries	O, (P, Q, Winnebago only; R: NRPCR-C)
1867.47B	2/1/91	Screening the official personnel folder to comply with general and specific agency restrictions	O, (P, Q, CPR only, R: NRPCR-C)
1867.51E	12/20/96	Accession and disposal procedures at 111 Winnebago	O, (P, Winnebago only; R: NRPCO-A)
1867.55E	4/9/90	Congressional inquiries at NPRC (CPR)	O, (P, Q, Winnebago only; R: NRPCG-G, NRPCR-C and NRPCO-M)
1867.58A	2/28/91	Serializing, refiling, and interfiling (NCPCR-S)	O, (P, Q, Winnebago only; R: NRPCR-S)
1867.59C	1/30/90	Searching for OPF and other GS-3 operations in the Civilian Reference Branch, Search and File Section	O, (P, Q, Winnebago only, R: NRPCR-S)
1867.60B	2/28/90	Auxiliary records search and verification search (NCPCR-S)	O, (P, Q, Winnebago only; R: NRPCR-S)
1867.61	3/31/93	Requests involving military dependent medical records	O, (P, Winnebago only; R: NRPCG-G)

1867.62	1/28/05	Processing requests for information from FBI personnel files	O (P, Winnebago only; R: NRPCR)
1868.2A	1/10/91	Disposal of documents containing personal information	R
1872.2N	1/29/99	Narrative reports	O, P
1872.5F CHGE 1-4	5/17/04 5/20/07	TASK automated reporting system	O, P, (R: Support Staffs)
2140.1	11/30/01	Information Technology (IT) Operations at NPRC	R
2460.1F CHGE 1	4/21/92 9/15/95	Occupant Protection Plan for employees located at 111 Winnebago Street	O, (R: Winnebago only), OPM; GSA Federal Records Center Property Management Center, 9700 Page Ave; GSA St. Louis Communications Center, 1520 Market St.
3610.5C	2/16/01	Training for NPRC employees	R, excluding intermittents
3610.6F	1/28/02	Orientation of new employees	O, P
3610.8A	12/8/88	NPRC Cooperative Education Employment Program	O, P, (R: Co-op trainees only)

3610.9A CHGE 1	3/25/88 5/6/88	Transition following initial auditor training	R
3610.10	4/26/02	Core Learning for Archive Technicians	O, P, (R: Core Technicians)
3610.11	12/15/88	NPRC Archives Specialist Trainee Program	O, P, (R: Trainees only)
3610.12A CHGE 1	10/16/06 3/7/07	Student Career Experience Program	O, P, NAHO
3620.1C	9/3/76	NPRC suggestion program	M, O, P, Q
3620.2G	4/11/05	NPRC cash awards for performance and productivity	O, P
3630.3B	3/20/80	Interviewing job applicants	O, P, Q
3630.4	6/12/81	Evaluation of probationary supervisors at NPRC	O, P, Q
3630.5	11/20/00	Performance Management Program for Personnel in the NRPM Core Environment	O, P, (R: Core Employees)
3630.6 CHGE 1-2	1/2/01 10/21/05	Career Advancement Plan for Personnel in the NRPM Core Environment	O, P, (R: Core Employees)

3630.7	8/4/03	Career Advancement Plan for NPRC Preservation Unit personnel	O, P, (R: Preservation Unit Employees)
3830.1B	3/20/80	Physical requirements for positions at NPRC	O, P, Q
3830.3A	4/26/88	Forms used for separations	O, P
3830.4B	9/29/88	Standard Form 52, Request for Personnel Action	O, P
4430.1E CHGES 1-3	12/26/86 8/16/91	NPRC Batch and Audit System	O, P, Q, R
5410.1B	2/13/98	GSA Form 19, Designation of Authorized Representative	O, P
5420.1	12/1/89	NPRC Federal Women's Program Committee	O, P, all NPRC FWP Committee Members
5450.1L	6/21/93	Authority to act in absence of assistant directors, Chief, Management Systems Staff, or branch chiefs	O, P
5450.3B	2/28/90	Contact with liaison officers	R: (MPR only) plus NAVLNO, AFLNO, MCLNO, and VALNO

5800.1A	11/17/87	GSA Form 2957, Reimbursable Work Authorization	O, P
5860.1D	11/27/87	Movement of office and operating equipment	R, plus NAVLNO, MCLNO, AFLNO, and VALNO
5900.2D	1/22/88	Work injury treatment, reports, and compensation benefits	O, P
5900.3B	4/27/90	Occupational Safety and Health Committee	R
5910.1C	2/10/81	Safety	R
6010.2Q	7/17/98	Administrative dismissals and Center closings	O, P, plus AFLNO, MCLNO, NAVLNO, VALNO, and other persons named herein
6010.3E	11/13/01	Overtime and compensatory time	O, P
6010.4C	11/27/87	Time and attendance records	O, P
6010.7C	7/1/91	Sick leave commendation letters	O, P
6010.8B	5/10/90	Hygrothermographs at the National Personnel Records Center (NPRC)	O, (P, Winnebago only)

6050.1C	7/1/91	Verification of employment information on National Personnel Records Center (NPRC) employees	R
6050.2C	10/31/88	Intermittent employees	O, P
6050.3	4/27/79	Conversion of intermittent employees to permanent status	R
6050.4A	11/20/81	Promoting intermittent employees	O, P, 6BPN
6060.3G	11/4/93	Establishing and maintaining employee related files	O, P
6240.1E	8/15/88	Building security - NPRC (9700 Page)	R, (Page only)
6240.2G	6/29/90	Building Security - NPRC (111 Winnebago Street)	O, (R, Winnebago only)
6240.4C	9/18/89	Military service records of employees and their relatives	O, P, plus Personnel Office, all occupant agencies, VALNO, NAVLNO, MCLNO, and AFLNO
6240.5E	11/16/84	Removal of property	R, Plus 6PSO-2 and 6PBD-2F

6240.7A	8/15/88	Records storage area security - NPRC (MPR) 9700 Page	O, (P, Q, Page only; R: NRPS, NRPMA-O, Records Processing Unit, all search and file sections)
6240.8D	2/5/99	Standards of Ethical Conduct for Employees of the Executive Branch	O, P
6400.1X	2/12/07	Computing average salary costs and staffing requirements	O, P
6420.1B	9/24/80	Regular within-grade salary increases	O, P, Q, 6BPN
6820.1I	9/18/98	Maintenance and repair of equipment	O, P, and Q
9735.1A	10/30/98	Outside employment, business, and professional activities	R
9850.1A	7/22/94	Unemployment compensation	O, P

---

**Appendix B. Checklist of new/canceled NPRC memorandums (July 25, 2007)**

***Order Identification      Canceling Medium***

1820.2C                      1820.2D

1832.6M                      1832.6N

1865.1U                      1865.1V



1865.22D	1865.22E
1865.28B	1865.28C
1865.79C	CRG
1865.84C	CRG
1865.87A	1865.87B
1867.1	1867.1A
1867.6B	1867.6C
1867.6C	1867.6D
3610.12	3610.12A
3620.2F	3620.2G
6400.1U	6400.1V
6400.1V	6400.1W
6400.1W	6400.1X
7610.1D	NRP 2010-05

---

# PROTECTING VETERANS' PRIVACY

Protecting our veterans' privacy is the most important thing we do. It is the law. Careless release of records can hurt the veteran and your career. Take time to follow these procedures. If you are still not sure, see your ET or Coach.



**OPEN ONLY ONE RECORD AT A TIME.**



**IDENTIFY** who the request is about. Read the request for the information, not the data entered in CMRS. Note the veteran's name, branch of service, SN/SSN. If necessary, compare the date and place of birth.



**VERIFY** that the name, the branch of service, the SN/SSN shown in the *request*, are the same as what is shown in the *record*. *Do not compare the yellow Finding Aid Report with the request.* If the right record was ordered, but the wrong record was pulled, you will release the wrong record.



**DETERMINE** if the requester is authorized to have the information they ask for in their request. If you are not sure, check the CRG and/or NPRC 1865.16, Release and access guide for military personnel and related records.



**IDENTIFY** what document(s) or information is (are) being requested.



**VERIFY** that all the documents you have pulled are for the right person. Documents for other veterans may have been misfiled in the record.



**VERIFY** that the response letter contains the complete and correct address. Compare the *address on your response* with the *address in the request*, not what was entered in CMRS.



**VERIFY** that the address label you put on the envelope contains the complete and correct address.



**VERIFY** that the address on the envelope matches the address on the letter.



**VERIFY** that the documents attached to your response letter match the veteran information on the request.



**VERIFY** that the documents you put back in the record belong in that record.

---

# CHEMICAL or TOXIC GAS EXPOSURE

---

## GENERAL INSTRUCTIONS

---

Evidence of exposure would be found in the health record on a letter and/or index card.

### **Evidence found in record:**

Furnish documentation and advise requester as follows: "A review of your records produced the enclosed documents regarding exposure to toxic (*fill in either chemicals or gas*). No other entries were found."

### **No evidence found:**

Advise requester as follows: "A review of your records failed to produce any entry regarding exposure to toxic (*fill in either chemicals or gas*)."

---

## ***Special Instructions for Navy records (especially WWII enlisted):***

---

In the **Personnel Jacket** look for:

- (1) Remarks on the service record book pages
- (2) Record of assignments or duty stations

In the **Medical Jacket** look for:

- (1) Index Cards:

**Front of card:** name, service number, home address, date retained and returned from assignment.

**Back of card:** experiment number, agent exposed to, exposure count, number of exposures, intensity of reaction and parts of body effected.

- (2) Letters:

copies of letters filed in record.

**Naval Research Laboratory (NRL)** - If record indicates that serviceman underwent chemical warfare tests at NRL, Bellevue, or Anacostia, furnish proof from service record and advise requester to contact:

[[00578](#)]

Naval Research Laboratory  
ATTN: Code 1230  
4555 Overlook Ave., SW  
Washington, DC 20375-5322

---

**Source:** [NPRC 1865.103](#)



# COMBAT-RELATED SPECIAL COMPENSATION (CRSC) FOR CERTAIN COMBAT-DISABLED UNIFORMED SERVICE RETIREES

**Description.** The Combat-Related Special Compensation (CRSC) program, enacted on December 2, 2002, provides additional benefits to retirees who waived military retirement pay to accept VA disability compensation for a combat-related disability. The CRSC program is a special part of a larger legislative initiative to restore military retirement compensation on par with Federal service benefits. The retiree must apply to the office designated to process CRSC requests within the appropriate military service department, and provide substantiating documents.

More detailed information about the CRSC and an electronic version of the application form (DD Form 2860) are located at <http://militarypay.defense.gov/Benefits/NewRetiredBenefitsProgram.aspx>. This site also contains links to each of the DoD military services' CRSC websites.

**Procedures.** The National Personnel Records Center may be asked by retirees to provide documents that verify service and/or injuries sustained.

IF REQUEST IS	REPLY
1. For specific documents	Send only documents requested
2. Vague, but mentions that records are needed for CRSC	Send copies of any documents that support retiree's claim for a combat-related disability, which may include: <ul style="list-style-type: none"> <li>• All DD Forms 214 and 215</li> <li>• Retirement Orders</li> <li>• Purple Heart citation and orders</li> <li>• Reserve retirement orders and points summary</li> <li>• Any documents indicating combat-related findings (include pertinent citations, awards, and evaluations)</li> <li>• Medical records (including clinicals) showing specific injury/illness and how it occurred</li> </ul>
3. A completed DD Form 2860, Application for Combat-Related Special Compensation	Send supporting documents listed in 2, above. Return application form to retiree with instructions to send it to service department office listed on page 1 of the DD Form 2860.
4. About eligibility for CRSC or how to apply	NPRC does not determine eligibility. Tell retiree to contact service department office responsible for CRSC, as follows: <ul style="list-style-type: none"> <li>• Air Force: <p style="margin-left: 20px;"><a href="#">[00512]</a> United States Air Force Disability Division (CRSC)</p> </li> </ul>

550 "C" Street West Ste 6  
Randolph AFB TX 78150-4708

- Army:

[\[00511\]](#)

U.S. ARMY HUMAN RESOURCES COMMAND  
COMBAT-RELATED SPECIAL COMPENSATION  
ATTN: AHRC-DZB-CRC  
1600 SPEARHEAD DIVISION AVENUE DEPT 495  
FORT KNOX, KY 40122-5409

- Coast Guard:

[\[00516\]](#)

Commander CG Personnel Service Center (PSC)  
Attn: CRSC Coordinator (PSC-PSD-DE)  
US Coast Guard Stop 7200  
2703 Martin Luther King Jr Ave SE  
Washington, DC 20593-7200

- Marine Corps:

[\[00513\]](#)

Secretary of the Navy Council of Review Boards  
Attn: Combat-Related Special Compensation Branch  
720 Kennon Street SE, Suite 309  
Washington Navy Yard, DC 20374-5023

- Navy:

[\[00513\]](#)

Secretary of the Navy Council of Review Boards  
Attn: Combat-Related Special Compensation Branch  
720 Kennon Street SE, Suite 309  
Washington Navy Yard, DC 20374-5023

# CHILD SUPPORT

---

The last known address is releasable to a divorced, deserted, or separated spouse or cohabitant (whether or not remarried) if the requester indicates **child support, alimony, or other legal claim** is the reason for requesting whereabouts. If the reason is not clear, return the inquiry for a more complete explanation.

If the request is for **other than child support, alimony, or legal claim**, furnish other REQUESTED information only to the extent required under **FOIA**.

---

**SOURCE:** [NPRC 1865.16](#) and [NPRC 1865.49](#)

---

# CHILD SUPPORT

---

The last known address is releasable to a divorced, deserted, or separated spouse or cohabitant (whether or not remarried) if the requester indicates **child support, alimony, or other legal claim** is the reason for requesting whereabouts. If the reason is not clear, return the inquiry for a more complete explanation.

If the request is for **other than child support, alimony, or legal claim**, furnish other REQUESTED information only to the extent required under **FOIA**.

---

**SOURCE:** [NPRC 1865.16](#) and [NPRC 1865.49](#)

---



---

# CIC Enterprises Requests

---

CIC Enterprises requests are for Active Duty service dates. CIC uses the dates to verify eligibility for the Work Opportunity Tax Credit (WOTC) for veterans. The requests are received at NPRC under FOIA and include only a name and Social Security Number (SSN).

<b>Record Availability</b>	<b>Response</b>
Service record is located	<ol style="list-style-type: none"><li>1. Provide the Active Duty service dates, as available.</li><li>2. Do not show the SSN in the response because it is not releasable under FOIA.</li><li>3. Attach of the original request to the response.</li></ol>
No service record located at NPRC (by the name and SSN provided)	<ol style="list-style-type: none"><li>1. Respond that a military record cannot be identified from the information furnished.</li><li>2. Do not show the SSN in the response because it is not releasable under FOIA.</li><li>3. Close the case.</li><li>4. Do not request additional information from CIC Enterprises or place the case in suspense because no additional information is available from the company.</li><li>5. Attach of the original request to the response.</li></ol>

### Figure 3-3.4: CIPS Request

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
REFERENCE REQUESTS - FEDERAL RECORDS CENTER

ST LOUIS NATIONAL PERSONNEL RECORDS CENTER (MPR)      DATE: 02/10/97  
PAGE: 00001

ACCESSION NUMBER 338-92-0474      BOX NUMBER 000013      LOCATION 14-18-54-2-1

FOLDER TITLE      DANIELS, ERIC T      SSN [REDACTED]

REMARKS      14-18-55-F-4 - 14-18-56-F-2 NEEDED TO RESPOND TO FOIA REQUES  
T

TYPE OF SERVICE	RESULTS
<input checked="" type="checkbox"/> ..TEMPORARY LOAN	<input type="checkbox"/> ..RECORDS NOT IN CENTER CUSTODY
<input type="checkbox"/> ..PERMANENT WITHDRAWAL	<input type="checkbox"/> ..WRONG BOX NUMBER
<input type="checkbox"/> ..REVIEW OF RECORDS AT FRC	<input checked="" type="checkbox"/> ..NOT-IN-FILE
<input type="checkbox"/> ..FURNISH COPIES ONLY	<input type="checkbox"/> ..ADDITIONAL INFORMATION REQUIRED
	<input type="checkbox"/> ..RECORDS PREVIOUSLY CHARGED OUT TO

.....  
DATE SEARCHED:      SEARCHER:      .....

REQUESTER INFORMATION...USRX0232

MELODY L. HECKER  
RECORDS MANAGEMENT OFFICE, DOIM  
ATTN: ATZL-GCI-SR  
645 BIDDLE BLVD  
FORT LEAVONWORTH, KS 66027-2309  
(913) 684-4394

*R. J. Brown, NRPMR-O.*  
SIGNATURE  
.....  
1-28-97  
DATE

RECEIPT OF RECORDS:

..REQUESTER PLEASE SIGN, DATE AND RETURN THIS FORM, FOR THE FILE ITEM(S)  
LISTED ABOVE. ONLY IF THIS BOX HAS BEEN CHECKED BY THE RECORD CENTER.

FOR USE BY MAILROOM      RESTRICTION/SECURITY CODES..P R  
SUBGROUP.....  
DISPOSAL CODE/DATE.....G 201610

NARA TEST FORM

## Figure 1: Civil Service Commission Disclosure Guidelines

The Civil Service Commission lists the following as information available to:

### THE PUBLIC

1. Name
2. Present and past position title
3. Present and past grades
4. Present and past salaries
5. Present and past duty stations

NOTE: Other information requires the written consent of the former employee.

### PROSPECTIVE EMPLOYERS

1. Name
2. Present and past position title
3. Present and past grades
4. Present and past salaries
5. Present and past duty stations
6. Tenure of employment
7. Civil Service status
8. Length of Service with agency and Government
9. Date and reason for separation (as shown on Standard Form 50, Notification of Personnel Action)

### POLICE OR COURT OFFICIALS

1. Name
2. Present and past position title
3. Present and past grades
4. Present and past salaries
5. Present and past duty stations
6. Tenure of employment
7. Civil Service status
8. Length of Service with agency and Government
9. Date and reason for separation (as shown on Standard Form 50, Notification of Personnel Action)
10. Home address

The above information is NOT released when:

1. Release of information is prohibited under law or Executive Order.
2. The information is sought for commercial or for solicitation purposes.
3. The information is sought for political purposes.
4. The information requested is a list of position titles, grades, salaries, and/or duty stations of Government employees selected in such a way as to constitute a clearly unwarranted invasion of privacy.

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Centers  
St. Louis, Missouri 63132-5100

NPRC 1864.99B  
November 16, 1984

SUBJECT: **Civilian and military records of VIP's**

1. **Purpose** This memorandum contains updated instructions for controlling and storing the records of certain VIP's in NPRC vaults. These VIP records include those of certain government officials, celebrities, and persons receiving notoriety or adverse publicity. The records are withdrawn from the open files and stored in the appropriate NPRC vaults to protect them from damage, destruction, or compromise.
2. **Cancellation** NPRC 1864.99A is canceled.
3. **Applicability** The provisions of this memorandum are applicable to all NPRC employees.
4. **Reason for revision** This revision updates policy and instructions for protecting, controlling, and restoring the records of VIP's.
5. **Forms** This memorandum makes use of the following forms.

GSA Form 6861, Request for Amendment(s) to Computer Index  
GSA Form 7208, VIP Control Card  
Regional Form R6-7073, Important Notice

DAVID L. PETREE  
Director

- 
1. **General policy.** The civilian and/or military personnel and medical records of certain individuals are withdrawn from open files and placed in the appropriate NPRC vault when the individual takes office or when he/she meets other criteria contained in this memorandum.
  2. **Retention period.** All VIP records transferred from the open files to an NPRC vault under the provisions of this memorandum remain stored in the vault on a permanent basis while the records are in the physical custody of the Center.
  3. **Criteria for storage of records in VIP vault file.**
    - a. **President of the United States.** The records are withdrawn from the open file and sent to the Chief, Military Operations Branch, or Chief, Accession and Disposal Section, Civilian Operations Branch, as appropriate. A letter is prepared by the Military Operations Branch to NC for the signature of the Center Director asking NC to obtain the permission of the appropriate military service to prepare a microfilm copy of the military records. The original military and/or civilian records are eventually deposited in the appropriate Presidential Library; a Silver halide negative master microfilm copy is placed in the National Archives; and a diazo service copy is retained in the appropriate NPRC vault.
    - b. **Vice President of the United States.** All procedures cited in [subpar. 3a](#), above, are followed to obtain permission to produce a microfilm copy of records. The original civilian

and/or military record is retained in the appropriate NPRC vault and a Silver halide master negative is placed in the depository chosen to house the papers of the Vice President.

c. **Other government officials.** The records of government officials holding any of the following offices are placed in the appropriate NPRC vault upon election or appointment of an individual to the office.

(1) U. S. Senators.

(2) U. S. Representatives.

(3) Justices of the Supreme Court of the United States.

(4) Secretaries, Deputy Secretaries, and Under Secretaries of each cabinet level department.

(5) Staff members of the White House Office listed in the *Government Organization Manual*.

(6) Members of the Council of Economic Advisors.

(7) Director and Deputy Director of the Central Intelligence Agency, the Federal Bureau of Investigation, and the U.S. Secret Service.

(8) Appointed heads of independent agencies, commissions, and other high level executive branch offices (e.g., GSA, FCC, Office of Management and Budget, OPM, etc.).

(9) Chairmen and members of the Joint Chiefs of Staff.

(10) Ambassadors requiring confirmation by the United States Senate.

d. **Persons other than government officials.** It is not possible to formulate definitive guidelines for determining which individuals are celebrities or persons of notoriety whose records are to be removed from the open files and stored in the vaults. Examination of various news media can help to identify such persons. Since the selection process is based on subjective criteria, each case requires special judgment. Every effort should be made to keep this group to a minimum consistent with the intent of this memorandum. Categories to consider include well-known performers and writers, publicized criminals, and local government officials.

4. **Responsibilities and procedures.** All employees are to be alert for and notify supervisors of records of individuals who could be accorded VIP status and their records removed from the open files and placed in the vaults. Specific procedures are outlined below.

a. **Research room attendant (MPR).** Attendant reviews the *Weekly Compilation of Presidential Documents*, paying particular attention to the current nominations listed in the back of this publication. When a person is identified as a VIP, the name is checked against the computer printout of vault record holdings. If the record is in the vault, no further action is taken. If no record is in the vault, the following actions are taken by the attendant.

(1) Attendant completes GSA Form 7208, VIP Control Card, in original and two copies (see [fig. 1](#)), annotating any pertinent biographical data found in previous issues of the *Weekly Compilation of Presidential Documents* and the *Who's Who in America*. Show all sources of biographical information at the bottom of the GSA Form 7208 for Federal civilian and military service.

- (2) Send one copy of the completed GSA Form 7208 to Accession and Disposal Section, Civilian Operations Branch on a GSA Form 14. In the remarks area of the GSA Form 14, state: "VIP cards."
  - (3) If a branch of service is indicated, check the most recent microfiche index of MPR holdings. If a record location is found, annotate Registry number in upper right hand corner of original GSA Form 7208 and route to the appropriate search and file section. If a search of non-registry files is indicated, route GSA Form 7208 to Search and File Section, Navy Reference Branch. File copy of GSA Form 7208 in VIP file located in Research Room.
  - (4) If no military service is indicated or no record location is discovered on the index, probe computer as required. Route positive Finding Aid Report and original GSA Form 7208 to appropriate search and file section. File copy of form in VIP file.
  - (5) If no record location is found or a negative report of search is returned by a search and file section, annotate the original GSA Form 7208 with all actions taken, date, and initial. Do not retain negative Finding Aid or negative search reports. File GSA Form 7208 in VIP file.
- b. **Search and File Sections (MPR).** Upon receipt of a GSA Form 7208 and any Finding Aid Reports, complete a search for the record, charge the record out to the NPRC (MPR) Vault and route the original GSA Form 7208 and record to Office of the Chief, Military Operations Branch. Place Regional Form R6-7073, Important Notice, in open file with heading and part 3 of form completed. If no record is found, route original of GSA Form 7208 and record of negative searching action (including the results of any verification and/or misplaced records search) to the Research Room. Insert Regional Form R6-7073, in open file with heading and part 2 of the form completed.
- c. **Office of the Chief, Military Operations Branch.** Upon receipt of GSA Form 7208 and record, the following actions are completed before placing record in the vault.
- (1) Assign a "V" Registry File Number to each VIP record, record the assignment in VIP registry log, and prepare a record label. (NOTE: "V" Registry File numbers 1 through 100,000 are reserved for VIP records.)
  - (2) Complete GSA Form 6861, Request for Amendment(s) to Computer index, deleting the open file computer index number (if appropriate) and adding the record to the "V" Registry Index. Route to Records and Data Input Unit for processing.
  - (3) Annotate GSA Form 7208 with the assigned "V" Registry number and file form in positive VIP file in vault.
- d. **Records and Data Input Unit.** Process GSA Form 6861, Request for Amendment(s) to Computer Index and verify.
- e. **Accession and Disposal Section, Civilian Operations Branch.** Upon receipt of GSA Form 7208, complete the following actions.
- (1) Reviews various sources of biographical information, including the City of St. Louis Public Library, as is necessary to obtain a social security account number and a date of birth and evidence of civilian Federal government service.
  - (2) Reviews computer registry file index for records, probes computer (DO NOT USE CODE I), and/or requests search of pre-Registry files, as appropriate.

(3) If evidence of service is found or a record is listed, routes GSA Form 7208 with computer inquiry to Search and File Section, Civilian Reference Branch.

(4) Upon receipt of GSA Form 7208 and record or refile material, forwards request to change registry number of a "V" registry number to Mail and Data Input Section, Civilian Operations Branch.

(5) Annotates GSA Form 7208 with "V" Registry number and places record or refile in vault. Places GSA Form 7208 in positive VIP file.

(6) When no further action is indicated, place GSA Form 7208 in negative VIP file.

f. **Search and File Section, Civilian Reference Branch.** Upon receipt of GSA Form 7208, searches for and charges out record or refile to security vault. Routes record or refile and GSA Form 7208 to Accession and Disposal Section, Civilian Operations Branch.

g. **Mail and Data Input Section, Civilian Operations Branch.** As requested, processes requests to change registry file number to "V" Registry file number or to add a "V" Registry File number.

5. **Employees.** All employees are to notify supervisors whenever a record is discovered which should possibly be placed in the "V" Registry File. Supervisors are responsible for recommending appropriate records to be included in the VIP file, completing GSA Form 7208, charging out the record as described in [subpar. 4b](#), above, and routing record and GSA Form 7208 to the Office of the Chief, Military Operations Branch, or the Accession and Disposal Section, Civilian Operations Branch, for further procession.

---

---

# CIVILIAN OR CONTRACTUAL GROUP REQUESTS FOR VA BENEFITS

---

You may receive a request in which the requester states, "I was an American Airlines employee during WW II and want to apply for VA benefits." Or "I was in the WAAC and would like a copy of my discharge." Or "My father was a Flying Tiger in WWII and I need a copy of his DD 214 to apply for VA benefits." These requesters may belong to civilian or contractual groups who have been considered "active duty" by the Secretary of Defense for the purpose of VA benefits. The Secretary certified that the groups have provided active military service ***under certain conditions and during specific timeframes***. Individual members of each group must be issued a discharge by the Defense Secretary to qualify for VA benefits. **NPRC has no authority to make active duty determinations for any of these groups.** Requesters should be directed to the appropriate service department. Current service department addresses are listed on DD Form 2168 at the link below.

Before an individual can receive any VA benefits, the person must apply for an Armed Forces Discharge Certificate (DD Form 214) by completing a ***DD Form 2168, Application for Discharge of Member or Survivor of Member of Group Certified to Have Performed Active Duty with the Armed Forces of the United States***. The DD Form 2168 is available at <http://www.dtic.mil/whs/directives/forms/eforms/dd2168.pdf>. Instructions for completing the form, including \*mailing addresses, are contained on the back of the form. If the military service department determines the individual has provided active military service, the military service department will issue a discharge. The individual may then present the discharge to the VA for benefits.

\*The new mailing address for U. S. Army Human Resources command is not yet indicated on the reverse side of DD form 2168. Until this is accomplished, the following address is to be included in response document when service is applicable to Army:

[\[00639\]](#)

U.S. ARMY HUMAN RESOURCE COMMAND  
ARMY PERSONNEL AND RECORDS DIVISION  
ATTN: AHRC-PDR-V  
1600 SPEARHEAD DIVISION AVENUE DEPT 420  
FORT KNOX, KY 40122-5402

The groups that are considered "active duty" for purposes of receiving VA benefits are:

1. Women's Airforce Service Pilots (WASPs).
2. Signal Corps Female Telephone Operators Unit of World War I.
3. Engineer Field Clerks (WWI).
4. Women's Army Auxiliary Corps (WAAC).
5. Quartermaster Corps female clerical employees serving with the American Expeditionary Forces in World War I.
6. Civilian employees of Pacific naval air bases who actively participated in defense of Wake Island during World War II.



7. Reconstruction aides and dieticians in World War I.
8. Male civilian ferry pilots.
9. Wake Island defenders from Guam.
10. Civilian personnel assigned to OSS secret intelligence.
11. Guam Combat Patrol.
12. Quartermaster Corps members of the Keswick crew on Corregidor during World War II.
13. U.S. civilians who participated in the defense of Bataan.
14. U.S. merchant seamen who served on blockships in support of Operation Mulberry in the World War II invasion of Normandy.
15. American merchant marines in oceangoing service during World War II.
16. Civilian Navy IFF radar technicians who served in combat areas of the Pacific during World War II.
17. U.S. civilians of the American Field Service who served overseas in World War I.
18. U.S. civilians of the American Field Service who served overseas under U.S. armies and U.S. army groups in World War II.
19. U.S. civilian employees of American Airlines who served overseas in a contract with the Air Transport Command between Dec. 14, 1941, and Aug. 14, 1945.
20. Civilian crewmen of U.S. Coast and Geodetic Survey vessels who served in areas of immediate military hazard while conducting cooperative operations with and for the U.S. Armed Forces between Dec. 7, 1941, and Aug. 15, 1945.
21. Members of the American Volunteer Group (Flying Tigers) who served between Dec. 7, 1941, and July 18, 1942.
22. U. S. civilian flight crew and aviation ground support employees of United Air Lines who served overseas in a contract with Air Transport Command between Dec. 14, 1941, and Aug. 14, 1945.
23. U.S. civilian flight crew and aviation ground support employees of Transcontinental and Western Air, Inc. (TWA), who served overseas in a contract with the Air Transport Command between Dec. 14, 1941 and Aug. 14, 1945. "Flight Crew" includes pursers.
24. U.S. civilian flight crew and aviation ground support employees of Consolidated Vultee Aircraft Corp. (Consairway Division) who served overseas in a contract with Air Transport Command between Dec. 14, 1941, and Aug. 14, 1945.
25. U.S. civilian flight crew and aviation ground support employees of Pan American World Airways and its subsidiaries and affiliates, who served overseas in a contract with the Air Transport Command and Naval Air Transport Service between Dec. 14, 1941, and Aug. 14, 1945.
26. Honorably discharged members of the American Volunteer Guard, Eritrea Service Command, between Jun. 21, 1942, and Mar. 31, 1943.

27. U.S. civilian flight crew and aviation ground support employees of Northwest Airlines who served overseas under the airline's contract with Air Transport Command from Dec. 14, 1941, through Aug. 14, 1945.
  28. U.S. civilian female employees of the U.S. Army Nurse Corps who served in the defense of Bataan and Corregidor during the period Jan. 2, 1942, to Feb. 3, 1945.
  29. U.S. flight crew and aviation ground support employees of Northeast Airlines Atlantic Division, who served overseas as a result of Northeast Airlines' contract with the Air Transport Command during the period December 7, 1941, through August 14, 1945.
  30. U.S. civilian flight crew and aviation ground support employees of Braniff Airways, who served overseas in the North Atlantic or under the jurisdiction of the North Atlantic Wing, Air Transport Command, as a result of a contract with the Air Transport Command during the period Feb. 26, 1942, through Aug. 14, 1945.
  31. The Operational Analysis Group of the Office of Scientific Research and Development, Office of Emergency Management, which served overseas with the U.S. Army Air Corps from Dec. 7, 1941, through Aug. 15, 1945.
  32. Three scouts/guides, Miguel Tenorio, Penedicto Taisacan, and Christino Dela Cruz, who assisted the U.S. Marines in the offensive operations against the Japanese on the Northern Mariana Island from June 19, 1944, through Sep. 2, 1945.
  33. Approximately 50 Chamorro and Carolinian former native policemen who received military training in the Donnal area of central Saipan and were placed under the command of Lt. Casino of the 6th Provisional Military Police Battalion to accompany United States Marines on active, combat-patrol activity from Aug. 19, 1945, to Sep. 2, 1945.
-

- ż [Index Chart](#)
- ż [Air Force Medals Sidebar](#)

- 
- ż [Air Medal](#)
  - ż [American Campaign Medal](#)
  - ż [American Defense Service Medal](#)
  - ż [Antarctica Service Medal](#)
  - ż [Armed Forces Expeditionary Medal](#)
  - ż [Armed Forces Reserve Medal](#)
  - ż [Army Aviator Badge](#)
  - ż [Army Commendation Medal](#)
  - ż [Army of Occupation of Germany WWI](#)
  - ż [Army of Occupation Medal WWII](#)
  - ż [Asiatic Pacific Campaign Medal](#)
  - ż [Aviation \(Aircraft Crewmember\) Badge](#)
  
  - ż [Belgian Fourragère](#)
  - ż [Bronze Star Medal](#)
  
  - ż [Combat Infantryman Badge](#)
  - ż [Combat Medical Badge](#)
  
  - ż [Commendation Ribbon w/Metal Pendant](#)
  - ż [Distinguished Flying Cross](#)
  - ż [Distinguished Service Cross](#)
  - ż [Distinguished Service Medal](#)
  - ż [Distinguished Unit Citation](#)
  - ż [Diver Badges](#)
  - ż [Drill Sergeant Identification Badge](#)
  - ż [Driver and Mechanic Badge](#)
  
  - ż [European African Middle Eastern Campaign Medal](#)
  - ż [Expert Infantryman Badge](#)
  - ż [Explosive Ordnance Disposal Badges](#)
  
  - ż [Flight Surgeon Badges](#)
  - ż [French Fourragère](#)
  
  - ż [Glider Badge](#)
  - ż [Gold Star Lapel Button](#)
  - ż [Good Conduct Medal](#)
  - ż [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
  - ż [Honorable Service Lapel Button WWII](#)

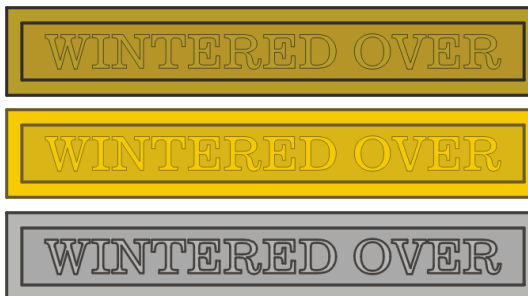
## Clasps

### American Defense Service Medal Clasp



The American Defense Service Clasp is worn on the suspension ribbon to indicate service outside the Continental United States. A bronze star is worn on the service ribbon in lieu of the foreign service clasp.

### Antarctica Service Medal Clasps



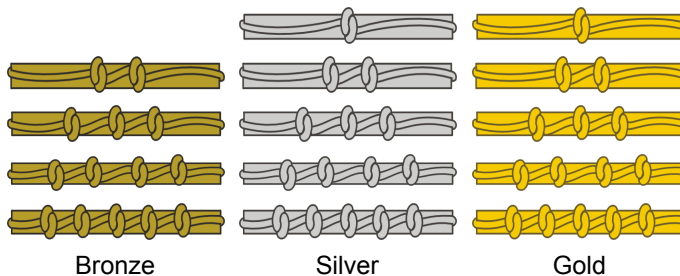
A clasp bearing the words "WINTERED OVER" for wear on the suspension ribbon of the medal awarded in bronze for the first winter, in gold for the second winter, and in Silver for the third winter.

### Army of Occupation Medal Clasps



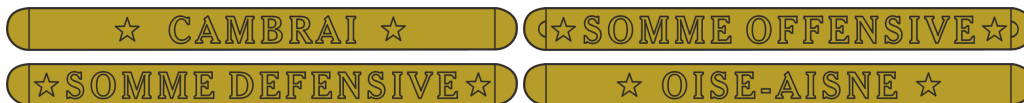
The Army of Occupation Medal Clasp is inscribed with the word "GERMANY" or "JAPAN" to denote occupation duty rendered in Europe and/or the Far East.

### Good Conduct Medal Clasps

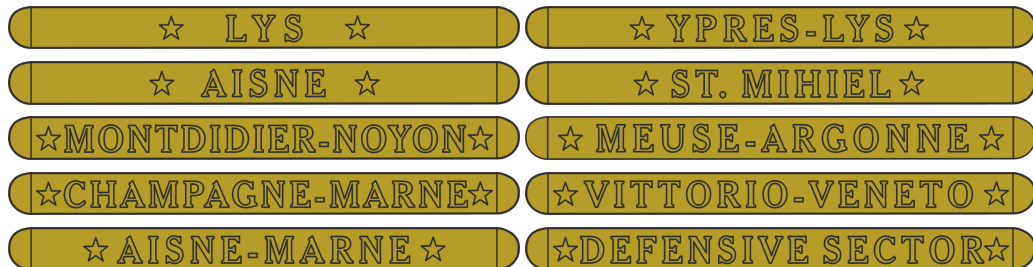


Good Conduct Medal bars of bronze, Silver or gold, with loops indicative of each period of service. The bronze clasps are worn for the 2d through 5th award; Silver 6th through 10th award; gold 11th through 15th award respectively.

### World War I Victory Medal Campaign Clasps



- ż [Korea Defense Service Medal](#)
- ż [Korean Service Medal](#)
- ż [Legion of Merit](#)
- ż [Medal of Honor](#)
- ż [Medal of Humane Action](#)
- ż [Meritorious Unit Commendation](#)
- ż [Mexican Border Service Medal](#)
- ż [Mexican Service Medal](#)
- ż [National Defense Service Medal](#)
- ż [Netherlands Orange Lanyard](#)
- ż [Parachute Rigger Badge](#)
- ż [Parachutist Badges](#)
- ż [Pearl Harbor Commemorative Medal](#)
- ż [Philippine Defense Ribbon](#)
- ż [Philippine Independence Ribbon](#)
- ż [Philippine Liberation Ribbon](#)
- ż [Philippine Republic Presidential Unit Citation](#)
- ż [Presidential Unit Citation](#)
- ż [Prisoner of War Medal](#)
- ż [Purple Heart Medal](#)
- ż [Ranger Tab](#)
- ż [Republic of Korea Korean War Service Medal](#)
- ż [Republic of Korea Presidential Unit Citation](#)
- ż [Silver Star](#)
- ż [Soldier's Medal](#)
- ż [Special Forces Tab](#)
- ż [United Nations Medal](#)
- ż [United Nations Service Medal](#)
- ż [Women's Army Corps Service Medal](#)
- ż [World War I Victory Button](#)
- ż [World War I Victory Medal](#)
- ż [World War II Victory Medal](#)



The campaign clasps or battle clasp is awarded for each major operation for individuals actually present under competent orders and has the name of the campaign or the words "Defensive Sector," with a star at each end of the inscription.

### World War I Victory Medal Service Clasps



The service clasp was awarded to personnel who served overseas in a specific area that were not entitled to a battle clasp. The service clasp is inscribed with the name of the country in which the service was performed.

Clasps are authorized for wear on the following medals and or ribbons:

- |                                |                           |
|--------------------------------|---------------------------|
| Good Conduct Medal             | World War I Victory Medal |
| American Defense Service Medal | Army of Occupation Medal  |
| Antarctica Service Medal       |                           |

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 6-7](#)

- 
- ż [Arrowhead](#)
  - ż [Berlin Airlift Device](#)
  - ż [Clasps](#)
  - ż [Numerals](#)
  - ż [Oak Leaf Cluster](#)
  - ż [Service Star](#)
  - ż [Ten-Year Device](#)
  - ż ["V" Device](#)
  - ż [Weapons Qualification](#)

## Clinical Record

**Details:** Inpatient treatment (hospitalization) records of military personnel (active duty and retired) and their dependents treated at Military Treatment Facilities.

- Branches: Army & Airforce
- Time Frames: Fire-related period

**How to request:** Use the [Clinical Records Libraries list](#) to determine if treatment facility is on the list. If it is on the list, create an OR search request through CMRS.

### *Samples of documents returned to technician:*

DD Form 481, Clinical Record Cover Sheet

CLINICAL RECORD COVER SHEET

CRJ

1. ADMISSION NOTES  A & N: No  1315	2. WARE TYPE OF CASE D-3 <input checked="" type="checkbox"/> OIS <input type="checkbox"/> INJ <input type="checkbox"/> BC		4. LAST NAME - FIRST M. MIDDLE INITIAL [REDACTED]	
	3. SEX M	4. RELIGION C	7. PREV. ADM. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	8. REGISTER NO. 38394
	9. SERVICE NO. [REDACTED]	10. GRADE A/B	13. ORGANIZATION AND BRANCH OF SERVICE 3658 Tng Sq, Flt 2224	
	11. RATING OR DSGN None	12. DEPARTMENT Air Force	14. AGE 1934	
	15. NAME AND ADDRESS OF EMERGENCY ADDRESSEE [REDACTED]		17. RACE C	18. LENGTH OF SERVICE 2/12

20. SOURCE OF ADMISSION  
From Duty

21. ADMITTING OFFICER  
E. C. Casey, 1st Lt. (MC)

22. CONTINUATION OF ITEMS 13 AND 20  
NOTE: Enter flying status for AF Military Personnel only. For Civilians, etc., show type (Dep of EM, etc.) in space 13

23. DIAGNOSES (See instructions for recording as shown on reverse side. Include all required related data)

(4x1) Pharyngitis, acute, organism undetermined.

LD: Yes

24. OPERATIONS AND SPECIAL THERAPEUTIC PROCEDURES (Show date for each; show anesthetic for each operation)

25. SELECTED ADMINISTRATIVE DATA (Show number of days for board proceedings; show fact of and dates for leave, AWOL, subsisting elsewhere, detached service, etc.)

**FIELD PERSONNEL BOARD**  
Recovery

26. PHYSICAL PROFILE

TYPE	SERIAL						SUFFIX					I PROFILE IS UNCHANGED
	F	U	L	H	E	S	R	T	D	O	H	
PREVIOUS												
REVISED												

27. DAYS DURATION THIS FACILITY  
ALL 6 IN HOSPITAL OR INFIRMARY 6 SUBSISTING ELSEWHERE \_\_\_\_\_ QUARTERS OR DISPENSARY \_\_\_\_\_ LEAVE \_\_\_\_\_ OTHER \_\_\_\_\_

28. NATURE OF DISPOSITION  
Duty

29. DATE OF DISPOSITION  
19 February 53

30. SIGNATURE OF ATTENDING PHYSICIAN  
J. Ehinger, Capt, USAF (MC)

31. SIGNATURE OF REGISTRAR OR MEDICAL RECORDS OFFICER  
[Signature]

32. NAME AND LOCATION OF MEDICAL TREATMENT FACILITY  
USAF HOSPITAL, (3650 Med Gp) SAMPSON AFB, N. Y.

33. REGISTER NUMBER  
38394

DD FORM 481 1 MAY 51

U.S. GOVERNMENT PRINTING OFFICE: 1951 O-243121

**Primary  
Sources**

---

Figure 2-7.2: **Clinical Records Libraries** (Part 1 of 2 - [Next](#))

<u>U. S. ARMY HOSPITALS</u>				
<u>NAME</u>		<u>LOCATION</u>	<u>ZIP CODE</u>	<u>START</u>
BASSETT	ARMY HOSPITAL	FT. JONATHAN M. WAINWRIGHT, ALASKA		1960
DE WITT	" "	FT. BELVOIR, VIRGINIA	22060	
DUNHAM	" "	CARLISLE BARRACKS, PA.	17013	
IRELAND	" "	FT. KNOX, KENTUCKY	40120	1960
KENNER	" "	FT. LEE, VIRGINIA	23801	
KIMBROUGH	" "	FT. GEORGE G. MEADE, MARYLAND	20755	
KIRK	" "	ABERDEEN PROVING GROUND, MD.	21005	
MARTIN	" "	FT. HENNING, GEORGIA	31905	1960
MC AFEE	" "	WHITE SANDS MSL RANGE, N. MEX.	88002	
MC DONALD	" "	FT. EUSTIS, VIRGINIA	23604	
MUNSON	" "	FT. LEAVENWORTH, KANSAS	66027	
NOBLE	" "	FT. MC CLELLAN, ALABAMA	36205	
PATTERSON	" "	FT. MOMMOUTH, NEW JERSEY	07703	
RODRIGUEZ	" "	FT. BROOKE, PUERTO RICO		
WALSON	" "	FT. DIX, NEW JERSEY	08640	
WOMACK	" "	FT. BRAGG, NORTH CAROLINA	23807	1958
<u>U. S. ARMY GENERAL HOSPITALS</u>				
WM BEAUMONT GENERAL HOSPITAL		EL PASO, TEXAS	79920	
BROOKE	" "	FT. SAM HOUSTON, TEXAS	78234	1957
FITZSIMONS	" "	DENVER, COLORADO	80240	1957
LETTERMAN	" "	PRESIDIO OF SAN FRANCISCO, CA.	94129	1957
MADIGAN	" "	TACOMA, WASHINGTON	98431	1957
USA TRIPLER	" "	MOANALUA, OAHU, HAWAII		1960
VALLEY FORGE	" "	PHOENIXVILLE, PENNSYLVANIA	19460	1960
WALTER REED	" "	WALTER REED ARMY MED. CENTER, WASHINGTON. D. C.	20012	1957
<u>U. S. ARMY CLINICAL RECORDS LIBRARIES</u>				
		<u>START</u>		
BROOKE GENERAL HOSPITAL		1957	*USA TRIPLER GENERAL HOSPITAL	1960
FITZSIMONS GENERAL HOSPITAL		1957	*VALLEY FORGE GENERAL HOSPITAL	1960
* IRELAND ARMY HOSPITAL		1960	WALTER REED GENERAL HOSPITAL	1957
LETTERMAN GENERAL HOSPITAL		1957	*WM BEAUMONT GENERAL HOSPITAL	1960
* MADIGAN GENERAL HOSPITAL		1960	*WOMACK ARMY HOSPITAL	1958
* MARTIN ARMY HOSPITAL		1960	*Walston Army Hospital	1960
* These hospitals were established as Clinical Records Libraries on Jan. 1, 1960.				
Army Regulation states that Clinical Records for Military Personnel and Dependents will be held for 5 years at C/R Libraries. Note that Clinical Records were kept by all hospitals, not just those shown on the listings.				



Figure 2-7.2: Clinical Records Libraries (Part 2 of 2)

U. S. AIR FORCE HOSPITALS MAINTAINING 5 - YEAR CLINICAL RECORDS LIBRARIES

Clinical records are retained at the hospital, in annual files; these files to be cut off at the end of calendar year, held for five years, and then retired.

Records pertaining to military personnel are retired to the National Personnel Records Center (MPR), 9700 Page Boulevard, St. Louis, Missouri 63132.

Records pertaining to dependents of military personnel and civilian employees are retired to the National Personnel Records Center (CPR), 111 Winnebago St. St. Louis, Missouri 63118.

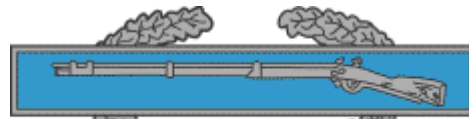
<u>HOSPITAL</u>	<u>ESTABLISHED</u>	<u>LOCATION</u>
Malcolm Grove USAF Hospital	10-1951	Andrews AFB, Maryland
David Grant USAF Hospital	1-1951	Travis AFB, California
* Wilford Hall USAF Hospital	5-1951	Lackland AFB, Texas
3320 USAF Hospital	4-1953	Amarillo AFB, Texas
4500 USAF Hospital	1-1953	Langley AFB, Virginia
7625 USAF Hospital	11-1960	USAF Academy, Colorado
855 Medical Group	1-1951	Barksdale AFB, Louisiana
814 Medical Group	1-1951	Westover AFB, Massachusetts
807 Medical Group	3-1965	March AFB, California
78 USAF Hospital	4-1951	Hamilton AFB, California
USAF Hospital	7-1956	Elmendorf AFB, Alaska
USAF Hospital	1-1951	Wright-Patterson AFB, Ohio
USAF Hospital	1-1951	Eglin AFB, Florida
USAF Hospital	1-1951	Chanute AFB, Illinois
USAF Hospital	6-1951	Kessler AFB, Mississippi
USAF Hospital	1-1951	Sheppard AFB, Texas
USAF Hospital	4-1951	Maxwell AFB, Alabama
USAF Hospital	1-1951	Scott AFB, Illinois
USAF Hospital	1-1954	Clark Air Base, Philippines
USAF Hospital	1-1954	Tachikawa Air Base, Japan
USAF Hospital	1-1959	Carswell AFB, Texas
USAF Hospital	1-1955	Wiesbaden, Germany

- \* Authorized to retain clinical records for 10 years.  
 Francis E. Warren AFB, Wyo. was C/R Library from 1951 to 1958.  
 Parks AFB, Calif. was C/R Library from 1953 to 1958.  
 Offutt AFB, Nebr. was C/R Library from 1951 to 1958.  
 Mitchell AFB, N.Y. was a C/R Library from 1951 to 1960.  
 6100 USAF Hosp., Nagoya, Japan was C/R Library from 1955 to 1957.  
 Sampson AFB, N.Y. was C/R Library from 1951 to 1956, but no C/R's except Mental Hygiene are on file in Air Force Organization Records Unit.

- [ÿ Index Chart](#)
- [ÿ Air Force Medals Sidebar](#)

- 
- [ÿ Air Medal](#)
  - [ÿ American Campaign Medal](#)
  - [ÿ American Defense Service Medal](#)
  - [ÿ Antarctica Service Medal](#)
  - [ÿ Armed Forces Expeditionary Medal](#)
  - [ÿ Armed Forces Reserve Medal](#)
  - [ÿ Army Aviator Badge](#)
  - [ÿ Army Commendation Medal](#)
  - [ÿ Army of Occupation of Germany WWI](#)
  - [ÿ Army of Occupation Medal WWII](#)
  - [ÿ Asiatic Pacific Campaign Medal](#)
  - [ÿ Aviation \(Aircraft Crewmember\) Badge](#)
  - [ÿ Belgian Fourragère](#)
  - [ÿ Bronze Star Medal](#)
  - [ÿ Combat Infantryman Badge](#)
  - [ÿ Combat Medical Badge](#)
  - [ÿ Commendation Ribbon w/Metal Pendant](#)
  - [ÿ Distinguished Flying Cross](#)
  - [ÿ Distinguished Service Cross](#)
  - [ÿ Distinguished Service Medal](#)
  - [ÿ Distinguished Unit Citation](#)
  - [ÿ Diver Badges](#)
  - [ÿ Drill Sergeant Identification Badge](#)
  - [ÿ Driver and Mechanic Badge](#)
  - [ÿ European African Middle Eastern Campaign Medal](#)
  - [ÿ Expert Infantryman Badge](#)
  - [ÿ Explosive Ordnance Disposal Badges](#)

## Combat Infantryman Badge



First Award



Second Award



Third Award



Fourth Award

The Combat Infantryman Badge is awarded to personnel in the grade of Colonel or below with an infantry or special forces military occupational specialty who have satisfactorily performed duty while assigned as a member of an infantry/special forces unit, brigade or smaller size, during any period subsequent to 6 December 1941 when the unit was engaged in active ground combat. The policy was expanded to permit award to Command Sergeants Major of infantry battalions or brigades, effective 1 December 1967. Specific criteria for each conflict was also established. Only one award is authorized for service in Vietnam, Laos, the Dominican Republic, Korea (subsequent to 4 January 1969), El Salvador, Grenada, Panama, the Southwest Asia and Somalia, regardless of whether an individual has served in one or more of these areas. The complete criteria for each area and inclusive dates are listed in Army Regulation 600-8-22. *Service stars are awarded to eligible individuals to indicate award of the badge for each separate war in which they participated.*

Army personnel who, as members of the Armed Forces of the United States between December 7, 1941, and September 2, 1945, were awarded the Combat Infantryman's

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ÿ [Honorable Service Lapel Button WWII](#)
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
- ÿ [Legion of Merit](#)
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

Badge or Medical Badge for exemplary conduct may upon application receive the Bronze Star Medal. Although these World War II badges were not authorized for award until after July 1, 1943, those whose meritorious achievements in combat before that date can be confirmed in writing may also be eligible for the Bronze Star Medal.

The Combat Infantryman Badge was established in 1943.

Authorized Device/Appurtenance: Bronze Service Star

Dates Authorized: WWII, Korea

Type of award: Combat Badge

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 8-6](#)

Orders are issued for this award.

**\* Awardees of the Combat Infantryman Badge during WWII are authorized the Bronze Star Medal.**

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Combat Medical Badge



First Award



Second Award



Third Award



Fourth Award

The Combat Medical Badge is awarded to members of the Army Medical Department, Naval Medical Department, Air Force Medical Service or Special Forces Medical Sergeant who are in the grade of Colonel or below while assigned or

✎ [Flight Surgeon Badges](#)  
 ✎ [French Fourragère](#)  
  
 ✎ [Glider Badge](#)  
 ✎ [Gold Star Lapel Button](#)  
 ✎ [Good Conduct Medal](#)  
 ✎ [Guard, Tomb of the Unknown Soldier Identification Badge](#)  
  
 ✎ [Honorable Service Lapel Button WWII](#)  
  
 ✎ [Korea Defense Service Medal](#)  
 ✎ [Korean Service Medal](#)  
  
 ✎ [Legion of Merit](#)  
  
 ✎ [Medal of Honor](#)  
 ✎ [Medal of Humane Action](#)  
 ✎ [Meritorious Unit Commendation](#)  
 ✎ [Mexican Border Service Medal](#)  
 ✎ [Mexican Service Medal](#)  
  
 ✎ [National Defense Service Medal](#)  
 ✎ [Netherlands Orange Lanyard](#)  
  
 ✎ [Parachute Rigger Badge](#)  
 ✎ [Parachutist Badges](#)  
 ✎ [Pearl Harbor Commemorative Medal](#)  
 ✎ [Philippine Defense Ribbon](#)  
 ✎ [Philippine Independence Ribbon](#)  
 ✎ [Philippine Liberation Ribbon](#)  
 ✎ [Philippine Republic Presidential Unit Citation](#)  
 ✎ [Presidential Unit Citation](#)  
 ✎ [Prisoner of War Medal](#)  
 ✎ [Purple Heart Medal](#)  
  
 ✎ [Ranger Tab](#)  
 ✎ [Republic of Korea Korean War Service Medal](#)  
 ✎ [Republic of Korea Presidential Unit Citation](#)  
  
 ✎ [Silver Star](#)  
 ✎ [Soldier's Medal](#)

attached to a medical unit of company or smaller size organic to an infantry/special forces unit during any period the unit was engaged in active ground combat subsequent to 6 December 1941. Only one award is authorized for service in Vietnam, Laos, the Dominican Republic, Korea (subsequent to 4 January 1969), El Salvador, Grenada, Panama, Southwest Asia and Somalia, regardless of whether an individual has served in one or more of these areas. Specific eligibility requirements by geographic area are listed in Army Regulation 600-8-22.

Army personnel who, as members of the Armed Forces of the United States between December 7, 1941, and September 2, 1945, were awarded the Combat Infantryman's Badge or Medical Badge for exemplary conduct may upon application receive the Bronze Star Medal. Although these World War II badges were not authorized for award until after July 1, 1943, those whose meritorious achievements in combat before that date can be confirmed in writing may also be eligible for the Bronze Star Medal.

The Combat Medical Badge was established in 1943.

Authorized Device/Appurtenance: Bronze Service Star

Dates Authorized: WWII, Korea

Type of award: Combat Badge

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 8-7](#)

Orders are issued for this award

**\* Awardees of the Combat Medical Badge during WWII are authorized the Bronze Star Medal.**

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

---

# Processing Records Center Research Room Requests

---

## Delivery of Research Room Responses

**Subject:** Improvement of the time and accuracy of the delivery of response documents to the Research Room.

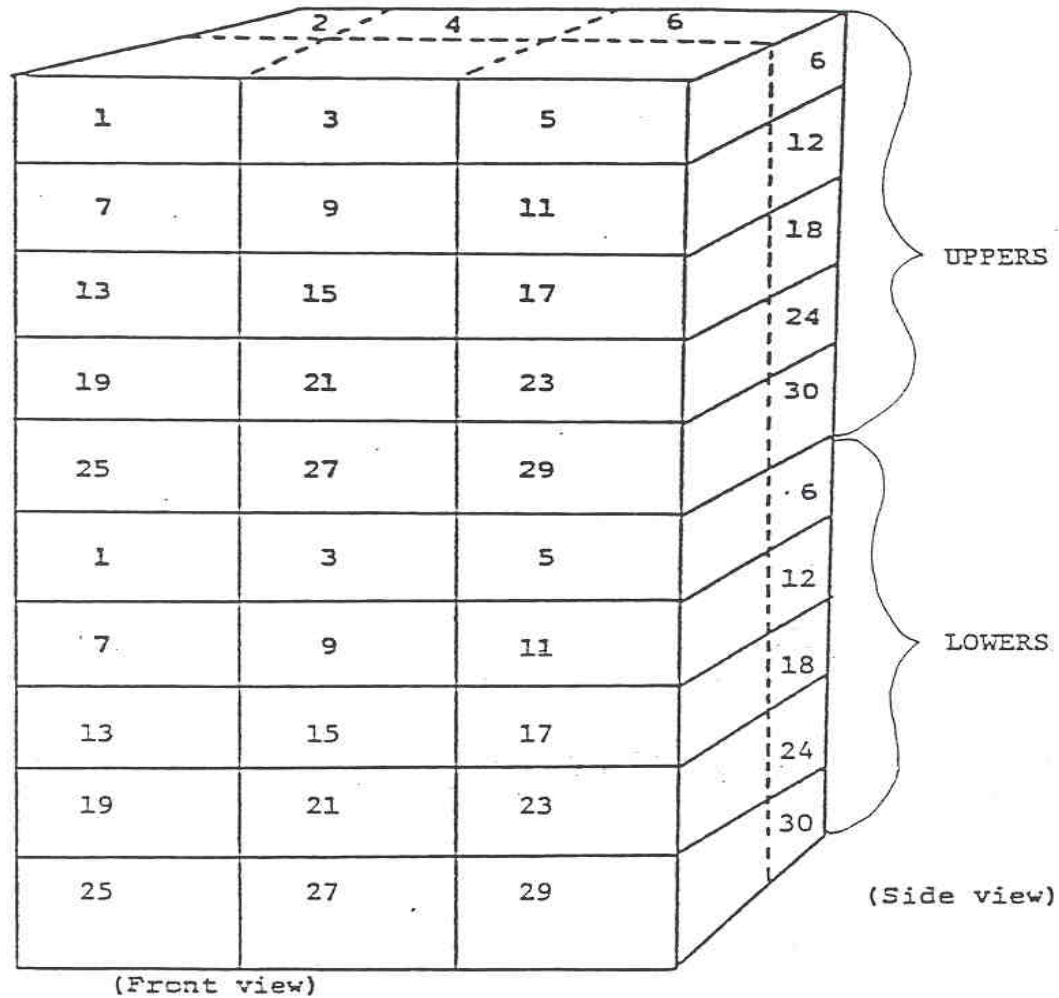
**Issue:** The recurring problem in the Research Room regarding the delayed delivery of responses to researchers' requests. The research room responses are being misrouted to the mailroom and frequently mailed out of the center in error and then returned by the Postal Service as undeliverable.

**Solution:** Every core has an established common location for research room responses to be placed. When the response is completed, a red dot will be affixed to the envelope next to the bar code label. (This can be done by the technician who completes the case or by an ET or other employee, at the discretion of the core management.) The response **only (no records)**, will be placed in the research room response box in a "Case Completed" status. Response documents will be picked up daily several times a day by research room employees. If a response is misrouted to the mail room, the red dot on the envelope will alert mail room personnel to route the envelope to the Research Room. Research Room employees will wand the case to Closed.

A request has been made to change CMRS to incorporate a method of flagging these responses in the system; however, since we are in the process of developing a new CMRS, making a computer based change could take many months. This process will go into practice as of Monday, July 17, 2017.



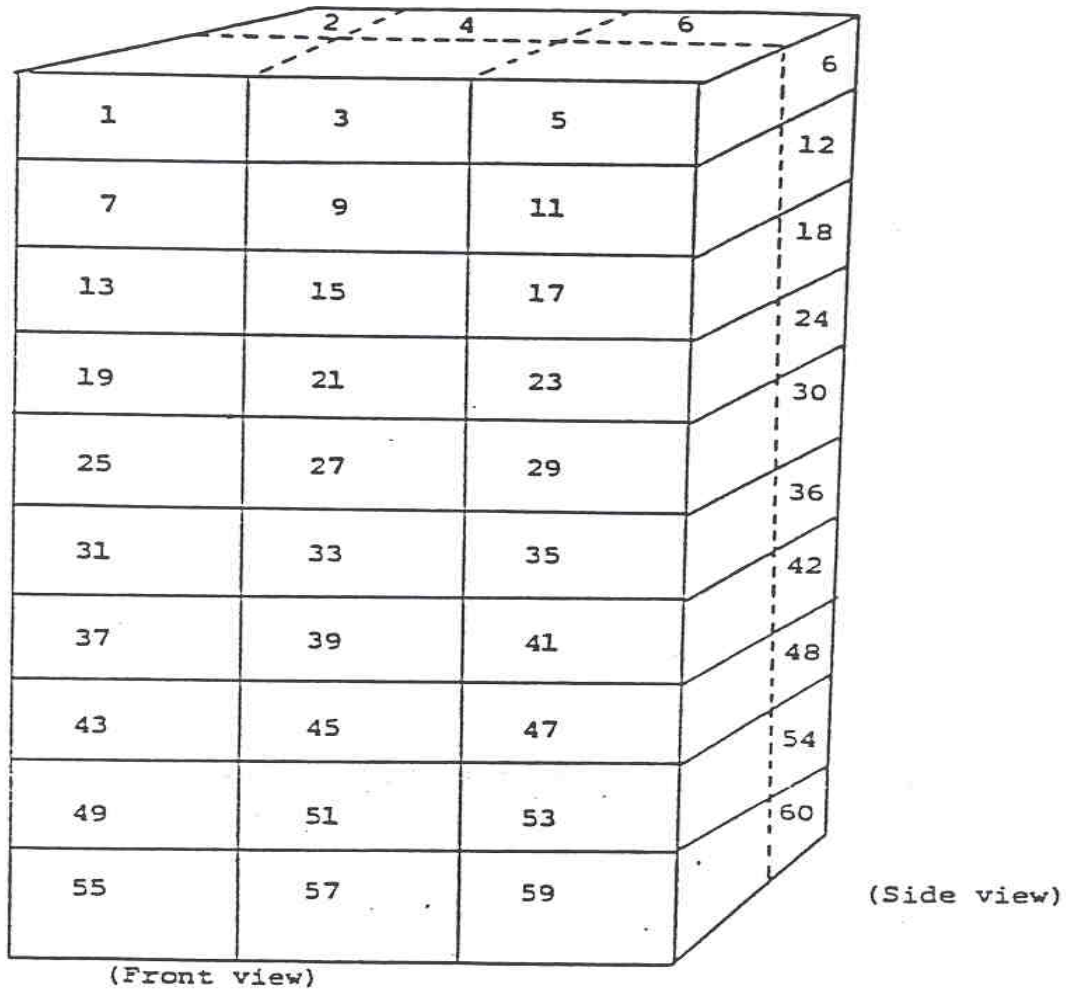
Figure 1-10.1: **Common arrangement of records in aisles 1 through 4**



Ten high/three wide shelving unit; boxes are arranged two-deep.

(NOTE: The upper five shelves run in one sequence, and the lower five shelves run in a separate sequence.)

Figure 1-10.2: **Common arrangement of records in aisles 5 through 9**



Ten high/three wide shelving unit; boxes are arranged two-deep.

<b>COMMON MISNOMERS FOR ARMY MEDALS</b>	
<b>Official Name</b>	<b>Also Known As</b>
Aviation Badge	Formerly known as Aircraft Crew Member Badge also known as Aircraft Crewman Badge, Air Crew Badge (Army only; AF still uses Aircraft Crew Member Badge)
American Campaign Medal	American Service Medal/Ribbon, American Theater Service Medal/Ribbon, American Theater Medal/Ribbon, ATO (American Theater of Operations) Medal/Ribbon
American Defense Service Medal	Pre-Pearl Harbor Medal/Ribbon
Army Commendation Medal	Arcom, formerly known as Commendation Ribbon with Metal Pendant
Army of Occupation Medal	AOM, AOG (Army of Occupation Germany), AOJ (Army of Occupation Japan)
Army of Occupation Medal of Germany Medal	Pershing Medal (World War I service only)
Army Reserve Components Overseas Training Ribbon	ARCOTR, OTR (Overseas Training Ribbon)
Asiatic-Pacific Campaign Medal	Asiatic Campaign Medal/Ribbon, Asiatic Theater Medal/Ribbon, CBI (China-Burma-India) Theater Medal/Ribbon
Driver & Mechanic Badge	Driver's Badge; Mechanic's Badge, One Year Driver Badge, Safe Driver Badge
European-African-Middle Eastern Campaign Medal	EAME Medal/Ribbon, ETO (European Theater of Operations) Medal/Ribbon, MTO (Mediterranean Theater of Operations) Medal/Ribbon
Flight Surgeon Badge	Formerly known as the Aviation Medical Officer Badge
Gold Star Lapel Button	Gold Star Lapel Pin
Honorable Service Lapel Button World War II	Ruptured Duck
Meritorious Unit Commendation	Meritorious Unit Plaque, Meritorious Unit Award, Meritorious Unit Emblem (caution: not the same as Meritorious Service Medal), MUC, MUA, MUE
Medal of Honor	Congressional Medal of Honor
Parachutist Badge	Parachute Badge, Parachute Wings, Jump Wings
Presidential Unit Citation	Formerly known as Distinguished Unit Citation/Commendation Also known as Presidential Unit Award, Presidential Unit Emblem, Distinguished Unit Emblem, PUC, DUC, DUE
Republic of Korea Presidential Unit Citation	Sigmon Rhee Award
Women's Army Corps Service Medal	WAC Medal

Figure 6: Completed Abstract Sheet - PL 220 Claims (4ND NAVFINCEN 5890/3)

ABSTRACT SHEET-PL 220 CLAIMS 4ND NAVFINCEN 5890/3 (REV. 5-79)		DATE <b>2-28-91</b>	
PLEASE FURNISH INFORMATION ON THE ITEMS CHECKED FOR THE SERVICE MEMBER SHOWN BELOW. THIS INFORMATION IS NECESSARY TO PROCESS A CLAIM UNDER PUBLIC LAW 220, AND IS BASED ON THE PERIOD OF SERVICE INDICATED.			
		NAVY FINANCE CENTER CLAIMS AND ADJUSTMENT DEPARTMENT (CODE 43) CLEVELAND, OH 44129 ATTN: I. BIALECKI	
TO: CHIEF, NAVY BRANCH MILITARY PERSONNEL RECORDS CENTER 9700 PAGE BOULEYARD ST. LOUIS, MISSOURI 63132			
MEMBER'S NAME (Last, first, mid. init.)	RANK/RATE	FILE/SER. NO.	PERIOD OF SERVICE
<b>INMAN, CHANNER N.</b>	<b>AS</b>	[REDACTED]	<b>12/2/47 TO 9/3/48</b>
HOME ADDRESS OR ACCEPTANCE	PLACE ACCEPTED FOR ENLISTMENT		
<b>HILLTOP, KENTUCKY</b>			
PLACE ENLISTED OR INDUCTED	PLACE OF DISCHARGE		
<b>SOMERSET, KY</b>			
FURNISH	RECORD OF \$60. WWI GRATUITY PAYMENT		
COMPLETE STATEMENT OF SERVICE			
DUTY STATIONS			
<input checked="" type="checkbox"/> FROM: TO:			
TRANSPORTATION FURNISHED	T/R	VALUE	DOV NO.
<input checked="" type="checkbox"/> FROM: <b>PORTSMOUTH, VA</b> TO: <b>HILLTOP, KY. - NONE</b>		\$	
MUSTERING-OUT PAY INFORMATION BASED ON SERVICE BETWEEN 12-7-41, AND AN ENLISTMENT CONTRACTED ON OR BEFORE 6-30-47			
<input type="checkbox"/> YES <input type="checkbox"/> NO SERVED OUTSIDE CLUSA OR IN ALASKA		IF ANSWER TO THIS QUESTION IS "YES", SEE LINE BELOW.	
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WAS IT DURING ENLISTMENT OTHER THAN BASIC PERIOD OF THIS CLAIM?		IF ANSWER TO THIS QUESTION IS "YES", SEE LINE BELOW.	
IF YES, GIVE DATES FROM: TO:			
<input checked="" type="checkbox"/> DO RECORDS INDICATE MUSTERING-OUT PAYMENT WAS PREVIOUSLY MADE?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF ANSWER TO THIS QUESTION IS "YES", SEE LINE BELOW.	
<input checked="" type="checkbox"/> IF YES, PLEASE FURNISH THE FOLLOWING		DATE OF PAYMENT	AMT. DOV NO.
			\$
LEAVE INFORMATION BASED ON SERVICE FROM: TO:			
<input checked="" type="checkbox"/> FURNISH NUMBER OF DAYS LEAVE TAKEN AND TIME LOST	LEAVE	AOL	AWOL CONTINEMENT
		<b>5</b>	
<input checked="" type="checkbox"/> LEAVE CREDIT ON 31 AUG 1946	DAYS	IN GOOD STANDING ON 1 SEP 1946	
	<b>NA</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input checked="" type="checkbox"/> LEAVE CREDIT ON DATE OF DISCHARGE	DAYS	<b>SEE ATCHD</b>	
RETURN TO: COMMANDING OFFICER NAVY FINANCE CENTER (CODE 43) CLEVELAND, OHIO 44199 <b>ATTN: I. BIALECKI (4311)</b>		<input checked="" type="checkbox"/> STATEMENT OF SERVICE ATT'D. <input type="checkbox"/> TRANSCRIPT ATT'D. DATE <b>3/28/91</b> BY: <b>Dagwood Mc Brath</b> MILITARY PERSONNEL RECORD CENTER	

Figure 1: Completed AFAFC Form 0-163

DEPARTMENT OF THE AIR FORCE HQ AIR FORCE ACCOUNTING & FINANCE CENTER/RP DENVER CO 80279		RETIRED PAY INFORMATION	
NPRC/MPR - AFGSA 9700 Page Blvd St. Louis MO 63132			
NAME OF SERVICE MEMBER <i>FARRELL, William S</i>		GRADE <i>05/LT Col</i>	SSN [REDACTED]
OTHER ID NUMBER			
Item checked is for your information or action		Request information <del>of member's file</del> <i>Discharge</i>	
Individual named cannot be identified as an Air Force member.		Request VA Claim to be <input type="checkbox"/> furnished <input checked="" type="checkbox"/> verified <i>C</i>	
TDRL (Temporary Disability Retirement List) member waived full retired pay to accept VA compensation effective:		<input type="checkbox"/> Reserve <input type="checkbox"/> ANG Training Pay waiver for FY 197__	
VETERANS ADMINISTRATION ADDRESS		Request signature of veteran or adjudicator be affixed to the attached document.	
		Clarify name and address of Class E Allotment Insurance Company.	
Member was removed from TDRL		Rates and effective dates of compensation paid for period:	
DATE	AMOUNT OF SEVERANCE PAY \$		
Casualty Date	SOURCE OF INFORMATION	Date compensation payments were discontinued:	
DATE MEMBER DIED			
Class N Allotment was established		Other (Specify)	
AMOUNT \$	EFFECTIVE DATE	REGISTER NO.	Please furnish our office a copy of the member's dates of rank and statement of service. Form 7, Last DD214, Retirement Order
Attached documents are returned. We have made copies for our records.		<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificates <input type="checkbox"/> Other	
The following is furnished for your information or action.		REMARKS OR ATTACHMENTS	
Member <input type="checkbox"/> has <input type="checkbox"/> has not been notified of this referral. Please <input type="checkbox"/> do <input type="checkbox"/> do not furnish us a copy of your reply.		Adjustment of widow's Survivor Benefit Plan annuity is pending receipt of this information.	
Member's mailing address is furnished:		Widow <i>Edna F Farrell</i>	
		SSAN [REDACTED]	
Deductions have been established from the above member's retired pay as shown below for:			
First check will be mailed about:			
AMOUNT \$	EFFECTIVE /mo	TOTAL AMOUNT \$	
PREPARED BY	DATE		
<i>Alois C. Newell</i>	<i>14 MAR 1991</i>		

Figure 2: Completed AFAFC Form 0-183

DEPARTMENT OF THE AIR FORCE HQ AIR FORCE ACCOUNTING & FINANCE CENTER DENVER CO 80228		REQUEST FOR SEARCH AND/OR INFORMATION		RETURN TO YOU (In case Symbol) <b>AJCB/7587</b>
AFMPC/DPMDRO RANDOLPH AFB TX 78148	NPREC(GSA) ARMY 9700 PAGE BLVD ST. LOUIS MO 63132	<input checked="" type="checkbox"/> AF SEC PRC (GSA) 9700 PAGE BLVD ST. LOUIS MO 63132	ARPC/DPFS	
AFMPC/DPMDRA RANDOLPH AFB TX 78148				
TYPE OF SEARCH (Check One) <input type="checkbox"/> 201 FILE <input checked="" type="checkbox"/> SERVICE RECORD <input type="checkbox"/> MORNING REPORT				
Please complete or verify the items checked. If you do not have the records, please forward this request to present custodian if known. Request negative reply if applicable.				
NAME AND SOCIAL SECURITY ACCOUNT NUMBER <b>STARK, MICHAEL H</b>		HOME ADDRESS OF RECORD		
NAME VERIFIED AS		SOCIAL SECURITY ACCOUNT NO.		DATE OF BIRTH
PRIOR NAME(S)		SERVICE NUMBER		
BRANCH OF SERVICE		GRADE AND DATE OF GRADE		
LATEST MILITARY ADDRESS		NAME AND ADDRESS NEXT OF KIN		
DATE, PLACE AND PERIOD OF ENLISTMENT, RE-ENLISTMENT, INDUCTION OR RECALL TO ACTIVE DUTY		HOME OF RECORD OR PLACE OF ORIGINAL ENLISTMENT AND DATE		
MUSTERING OUT PAY <input type="checkbox"/> SOLDIERS' DEPOSITS		FOREIGN SERVICE (Dates)		
DATE AND PLACE OF SEPARATION		REASON FOR SEPARATION		
DRILL PAY STATUS		UNIT AND ADDRESS OF RESERVE ASSIGNMENT		
CREDITABLE SERVICE (Inclusive Dates) FROM TO SERVICE		ASSIGNMENTS ORGANIZATION PERIOD		
TIME LOST (Inclusive Dates and Reasons)		SEARCH MORNING REPORTS FOR INCLUSIVE DATES AND TYPES OF LEAVE TAKEN BY SERVICE MEMBER WHILE ON DUTY AS INDICATED. IF FOUND, PLEASE FURNISH US AN EXTRACT. PERIOD ORGANIZATION LEAVE TYPE		
OTHER INFORMATION REQUESTED: (Use reverse if more space is required) <b>DISCHARGE AUTHORITY AND COPY OF DISCHARGE ORDER OR PERTINENT INFORMATION TO DETERMINE CORRECT DATE OF DISCHARGE FOR MEMBER.</b>				
YOUR REPLY (Use reverse if more space is required) <b>Copy of DD Form 214 &amp; discharge orders attached.</b>				
PREPARED BY <b>C. Alcorn</b>		DATE <b>17 Mar 80</b>	SEARCHED BY	DATE
CODES FROM FC DATES <b>5-28-91</b> NATIONAL PERSONNEL RECORDS CENTER (NPRC), GSA ST. LOUIS, MO 63132 <b>D. Elaberry</b>				
AFAFC FORM 0-183 AUG 78 PREVIOUS EDITION MAY BE USED				

Figure 3: Completed AFAFC Form 0-632

DEPARTMENT OF THE AIR FORCE HQ AIR FORCE ACCOUNTING & FINANCE CENTER Denver CO 80279		DATA REQUEST OR TRANSMITTAL (Corrected Military Record)	
TO:			
<input type="checkbox"/> USAFMPC/AFPMORO RANDOLPH AFB TX 78148		<input type="checkbox"/> SECRETARY OF THE AIR FORCE/SAFCB DC 20330	
<input type="checkbox"/> USAFMPC/AFPMORA RANDOLPH AFB TX 78148		<input type="checkbox"/> DEPUTY INSPECTOR GENERAL, USAF ATTN: DIRECTOR OF FLIGHT & SAFETY RESEARCH MORTON AFB CA 92409	
<input checked="" type="checkbox"/> MPRC/AF 9700 PAGE BLVD ST LOUIS MO 63132		<input type="checkbox"/> ARPC/RPCF	
		<input type="checkbox"/> OTHER (Specify)	
<input checked="" type="checkbox"/> IT IS REQUESTED THAT DATA CHECKED BELOW BE FURNISHED FOR USE IN ADJUDICATING CLAIM UNDER PROVISIONS OF PUBLIC LAW 220, 82D CONGRESS, RESULTING FROM CORRECTION OF MILITARY RECORDS.			
<input type="checkbox"/> DATA FURNISHED FOR INFORMATION AND/OR FILE.			
NAME AND SERVICE NUMBER/SSAN <i>Tooley, Francis C.</i>		PERIOD INVOLVED <i>Separation - 22 May 1951</i>	
<input type="checkbox"/> DAF ORDER IN CONSONANCE WITH DIRECTIVE FROM AF BOARD FOR CORRECTION OF MILITARY RECORDS		TIME LOST (AWOL/Confinement)	
STATEMENT OF SERVICE		COPY OF PAID VOUCHER	
SPECIAL OR AERONAUTICAL ORDERS RELATING TO FLYING STATUS, AND/OR ANY RELATIVE CORRESPONDENCE		COPY OF LETTER OF FINAL DETERMINATION	
SPECIAL ORDERS AUTHORIZING COMMISSION		STATEMENT OF INCLUSIVE PERIODS FOR WHICH FLIGHT REQUIREMENTS WERE MET	
SEPARATION SPECIAL ORDERS		INCLUSIVE DATES OR SERVICE CREDITABLE FOR LONGEVITY	
COURT MARTIAL ORDERS RELATING TO SEPARATION		INCLUSIVE DATES OF AUTHORIZED REGULAR AND CONVALESCENT LEAVE	
GENERAL/SPECIAL COURT MARTIAL ORDER NUMBER		DATES OF PROMOTION OR DEMOTION WITH RANK	
DISCHARGE TRANSPORTATION REQUEST AND RELATED CORRESPONDENCE OR DATA		TRANSCRIPT ACCRUED LEAVE COMPUTATION ON FY BASIS	
LAST ORGANIZATION TO WHICH ASSIGNED OR ATTACHED		MARITAL STATUS ON DATE OF SEPARATION	
INDEBTEDNESS ON SEPARATION & FOR APPROPRIATION TO BE CREDITED		HOME OF RECORD LAST TOUR OF DUTY	
INCLUSIVE DATES OF FOREIGN SERVICE		F-CA 5-30-91 (MER)	
REMARKS: REQUEST COPIES ANY DOCUMENTATION THAT WOULD PERTAIN TO MBR'S. <i>N. Notready</i> LEAVE BALANCE ON HIS SEPARATION 22 MAY 1951. DD 214 OLD & NEW ALSO, <i>Leave balance not of record. Copy DD Form 214 (new) and copy discharge order enclosed. (NOTE: DD 214 was not issued in 1951.)</i>			
AFAFC FORM 0-632 REPLACES AFAFC FORM 0-632 WHICH MAY BE USED G. SLAGGERS AFCC 21 Feb 80			

Figure 7: Completed MCFC Form EX 7200/6

INFORMATION/DOCUMENT REQUEST <small>MCFC EX 7200/6 REV 5-731</small>		DATE <u>01 Aug 1975</u>	
FROM COMMANDING OFFICER MARINE CORPS FINANCE CENTER KANSAS CITY, MISSOURI 64197		FILE EX5-HES-jak	
NAME (Last, First, Middle Initial) <u>LEERA, Maximo, Jr.</u>	SSN [REDACTED]	GRADE E-1	PAY GROUP 13
REFERENCE		ENCLOSURE	
<p>COMMANDANT OF THE MARINE CORPS (CODE MSR5) 10 HEADQUARTERS MARINE CORPS WASHINGTON, D. C. 20380</p>			
<p>1. The following information/document(s) concerning the above-named Marine is/are requested: Please furnish pages 3, 5, 11, 12 and 13 of SRB plus copies of any court martials. Discharged: 26 Mar 75</p>			
TELEPHONE NUMBER <u>7148 H E Stowe</u>	SIGNATURE <u>M. S. Laboi</u>	M. S. LABOI BY DIRECTION	
FROM COMMANDANT OF THE MARINE CORPS HEADQUARTERS MARINE CORPS WASHINGTON, D. C. 20380	DATE	FILE	
<p>1. The following information/document(s) is/are furnished: <u>Pgs 3, 5, 11, 12, 13. SpC 11,991-74 of 7marty</u></p>			
TELEPHONE NUMBER	SIGNATURE	CODE: MCPM: 06 DATE <u>5/25/91</u>	NATION: PERSONNEL RECORDS CENTER (MPC) 038
		ST. LOUIS, MO 63102	BY DIRECTION
<p>MARINE CORPS FINANCE CENTER EXAMINATION DIVISION KANSAS CITY, MISSOURI 64197</p>			



Figure 1: **Completed sample of NA Form 13044, Reply Concerning Military Records**

REPLY CONCERNING MILITARY RECORDS

DATE 2/24/89

RE: Verification of Sea Service for: JONES, JOHN E. [REDACTED]

THE REPLY TO THE INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S). IF YOU WRITE TO US AGAIN ON THIS SUBJECT, PLEASE RETURN YOUR ORIGINAL REQUEST, THIS FORM, AND ANY OTHER FORM YOU COMPLETE.

[X] Copies of requested military [X] personnel [ ] medical records are attached. We suggest you make an extra copy and guard against loss or damage. We regret if any photocopies may be of poor quality, but they are the best copies obtainable.

[ ] The attached separation document may include the following information: authority for separation, reason for separation, Reenlistment Eligibility Code, and Separation (SPN/SPD) Code. If you require a copy of the separation document that does not contain the above information, you may request a deleted copy from this Center.

[ ] The Privacy Act of 1974 does not permit the release of a social security number or other personal information to the public without the authorization of the veteran concerned; therefore, we have deleted personal identifying data relating to other persons.

[ ] The Reenlistment Eligibility (RE) Code issued upon release from active duty on \_\_\_\_\_ is \_\_\_\_\_.

[ ] The reason and authority for separation from active duty/discharge on \_\_\_\_\_ is \_\_\_\_\_.

[ ] The record of service in the \_\_\_\_\_ indicates being in a POW status from \_\_\_\_\_ to \_\_\_\_\_.

[ ] Military personnel, upon discharge from the Armed Forces, are issued discharge certificates. These certificates are prepared in the original only; therefore, copies cannot be furnished. The law does provide that upon presentation of satisfactory proof of loss (such as a signed statement), an honorably discharged veteran or the surviving spouse may be given a "certificate in lieu of lost or destroyed discharge." We are unable to issue a certificate in lieu to anyone other than as provided by law.

[ ] The document you have requested, DD Form 214, Report of Separation, was not used until Jan. 1, 1950. However, a similar form was used at the time the person named above was separated. A copy of it is attached.

[ ] When the person named above was separated, it was not the practice to issue a document which served as a report of separation.

[ ] The original Report of Separation was issued at the time of separation. Another original cannot be issued. The attached copy, however, will serve the same purpose as the original.

[ ] No Report of Separation was issued since the person named above had no active service, or less than 90 days of active duty for training.

[ ] The service record of the person named above does not contain a copy of a Report of Separation, or its equivalent. Therefore, we are instead furnishing the attached NA Form 13038, Certification of Military Service. This will serve as verification of military service and may be used for any official purpose.

[ ] That portion of your request seeking medals/awards has been referred to the office checked below. That office has jurisdiction over the issuance of medals/awards. Any further correspondence on this subject should be addressed to that office.

[ ] ARPERCEN, Attn: DARP-PAS-EAW [ ] Navy Liaison Office, Room 3475, N-314 9700 Page Blvd., St. Louis, MO 63132

[ ] The medical records you request [ ] The documents you request pertaining to discharge have been lent to the Veterans Administration and may be obtained from the VA office shown below.

[ ] According to the provisions of DoD Directive 5400.11, we cannot release a portion of the medical records you have requested. They contain information that can be interpreted and explained properly only by a physician. If you wish us to send copies to a designated physician, please furnish us with the name and address of that physician. The request MUST INCLUDE the service person's written consent (signature), authorizing the release of the records to the designated physician.

[X] cc: JOHN E. JONES

[REDACTED]

CHECK IN "RED" ADDRESS TO WHICH CORRESPONDENCE IS BEING SENT

U.S. Coast Guard Marine Safety Office Regional Examination Ctr. 214 N. Tucker Blvd. St. Louis, MO 63101

NCPM N-C B. White for BRANCH CHIEF STAMP NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132

Figure 4: Completed USAFAC Form 0-1072 (Part 1 of 2)

U. S. ARMY FINANCE & ACCOUNTING CENTER, INDIANAPOLIS, IN 46249 REQUEST FOR INFORMATION

✓	DATE	TO	NR	SEARCHER	REMARKS
1		COMMANDER, RCPAC 9700 PAGE BLVD ST LOUIS, MO 63132			
2	1 JUN 91	NATL PERS RECORDS CENTER (MIL RECORDS) 4700 PAGE BLVD, ST LOUIS, MO. 63132			
3		NATL PERS RECORDS CENTER (CIV RECORDS) 111 WINNEBAGO ST., ST LOUIS, MO. 63118			
4		HQDA (DAPC-PAR), HOFFMAN II BLDG 200 STOVALL ST, ALEXANDRIA, VA. 22302			
5		U. S. ARMY ENLISTED RECORDS CENTER FT. BENJAMIN HARRISON, IN 46249			
FROM: (DIVISION) (BRANCH) (SECTION) <i>Receipt &amp; Control Div, Com Pay Ops</i>			INFORMATION REQUESTED BY: U. S. ARMY FINANCE & ACCOUNTING CENTER		
✓	TYPE OF SEARCH	PERIOD (S) TO BE SEARCHED	8	DUPLICATE SERVICE NUMBERS	
9		TO	10	LATEST ADDRESS	
				MILITARY	HOME
11		TO	11	HOM	
ITEMS 12 - 19 REQUIRE POSITIVE VERIFICATION (ADDRESSED TO COMPLETE ITEMS 20 - 21)					
12	SOUNDER (S) SERVICE MEMBERS NAME		14	SN PER PAY JACKET	
	<i>A-536 Andrews, Malcolm G.</i>		20	SN ASSIGNED PER TAGO	
13	LATEST UNIT ORGANIZATION ON FILE (USAFAC) AND ADDRESS		SOCIAL SECURITY NUMBER		
	<i>USA Personnel Control Activity Ft. Carson Co</i>		[REDACTED]		
16	SOUNDER (S) SVC MBR NAME (USED FOR DUPLICATE)		21	SN ASSIGNED PER TAGO	
18	LATEST UNIT ORGANIZATION ON FILE (USAFAC) AND ADDRESS		SOCIAL SECURITY NUMBER		
10. ADDRESSEE: PLEASE FURNISH OR VERIFY ALL DATA MARKED "✓" (FOR ITEMS 22 THRU 33 ENTER OR IF INFO FURN FOR VERIFICATION IS CORRECT; OR SHOW CORRECTIONS)					
22. SERVICE MEMBERS CURRENT ADDRESS (PER ADDRESSEE RECORD)					
RANK OR GRADE		EFFECTIVE DATE	23	RANK OR GRADE	
TIME (DST - FROM		TO (INCL)	REASON	PER PER	
				D. R. M. B.	
LEAVE - REMARKS		FROM	TO (INCL)	25	TYPE
NO. DAYS PAID AT SEPARATION				NO. DAYS DUE AT SEPARATION	
				AS SHOWN ON MIL/ CV REC OR STR	
PLACE OF FOREIGN DUTY		FROM	TO (INCL)	26	
				PLACE OF FOREIGN DUTY	
				FROM	
				TO (INCL)	
27. (✓) REQUEST COMPLETION OF ITEM 31 FOR PERIOD FOR COMPLETION OF USAFAC FORM 0-993 ATTACHED. TO 30 JUNE 48 AND FORWARD TO CSA-FRC					

See Reverse

USAFAC FORM 0-1072 2 AUG 74 REPLACES USAFSA FORM 0-1072, 1 APR 73, WHICH MAY BE USED



# Completing and Providing SF 813

Last Update: 11/25/2013

**Background.** The SF 813 (formerly OPM 813) is used by Office of Personnel Management (OPM) to verify the non-wartime campaigns and expeditions of active duty retirees and fleet reservists. OPM credits this information toward civil service employment for reduction-in-force and leave accrual. Under the Dual Compensation Act of 1966 (PL 89-554), the active duty retiree or fleet reservist requires one of the three following to earn creditable service:

- **Active service with a disability retirement**, when the disability was caused by either (a) instrumentality of war or (b) injury/disease received in the line of duty, as a direct result of armed conflict.
- **Active service performed during a war period.**
- **Active participation in a non-wartime armed conflict**, which is referred to as a campaign or expedition.

OPM considers the Korean War, Vietnam War, Persian Gulf War, and Global War on Terror non-wartime campaigns because there was no official declaration of war by Congress. The difference between a military campaign and a military expedition is a campaign is a connected series of military operations launched to accomplish a long-term strategic objective within a specific area, while a military expedition is a single military operation launched to accomplish a given objective in a foreign country.

**Overview for responding to SF 813 requests.** Principles:

- Normally, annotate on the SF 813 when returning the form with no creditable service.
- Send a pattern letter when requesting supporting documents, for referrals, or rejecting from improper source.
- The SF 813 has to be substantively correct for NPRC to research. NPRC will not reject for minor errors; such as wrong dates.
- NPRC closes and returns frivolous SF 813s, such as only non-creditable medals, or claimed service overseas when record shows only US duty.
- If needed ask for more data in the absence of data. However, clearly non creditable service will not be made creditable by sending in more records. Also, a person who claims service in a war zone, but was clearly stateside, sending more information will not resolve a clearly unsupported claim.
- Good customer service: if the record shows creditable service that was not claimed in the request, add it.
- A sample [SF 813](#) is attached at the end of this CRG.

**Table 1. Procedure - Completing and Providing SF 813.** Some requests may require all steps be completed, while others may not. Review all steps to ensure a correct response.

Step	Question	Answer	Action
<b>Task: Analyze the request.</b>			
1.0	Is SF 813 from Federal Personnel Office?	Yes	Go to <a href="#">Step 1.1</a> .
		No	Send letter from <a href="#">MSWord CMRS Tab - Get Letter &gt;&gt; 813 Requests &gt;&gt; 813 Returned to Veteran.doc</a> . CMRS: Case complete.
1.1	Is SF 813 for a Retiree from active duty or a Fleet reservist?	Yes	Go to <a href="#">Step 1.2</a> .

		No	Send letter from <a href="#">MSWord CMRS Tab - Get Letter &gt;&gt; 813 Requests &gt;&gt; 813 Returned Without Action-Not Retiree.doc</a> . CMRS: Case complete.
1.2	Does SF 813 Block 7, Claimed Service, list campaigns and dates?	Yes	Go to <a href="#">Step 1.3</a> .
		No	Send letter from <a href="#">MSWord CMRS Tab - Get Letter &gt;&gt; 813 Requests &gt;&gt; 813 Returned Without Action.doc</a> . CMRS: Case in suspense.  Go to <a href="#">Step 6</a> .
1.3	Does SF 813 Block 7, Claimed Service, contain at least one (1) campaign on the creditable service lists at website: <a href="https://www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-guide/#9">https://www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-guide/#9</a>  Following are not creditable: <ul style="list-style-type: none"> <li>• Cold War.</li> <li>• Army Service, Navy Service.</li> <li>• National Defense Service Medal.</li> </ul>	Yes	Go to <a href="#">Step 1.4</a> .
		No	Go to <a href="#">Step 5</a> .
1.4	Does SF 813 Block 7, Claimed Service, contain a medal which is a creditable campaign or other creditable service (service lists at website: <a href="https://www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-guide/#9">https://www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-guide/#9</a>  The following are earned by serving in creditable campaign. <ul style="list-style-type: none"> <li>• SW Asia Service Medal.</li> <li>• Armed Force Expeditionary Medal (AFEM).</li> <li>• Korea Defense Service Medal.</li> <li>• Kosovo Campaign Medal (KCM).</li> <li>• Afghan Campaign Medal (ACM).</li> <li>• Iraq Campaign Medal (ICM).</li> <li>• Global War on Terror Expeditionary Medal (GWOTEM).</li> </ul>	Yes	Annotate SF 813, for non creditable campaigns. <ul style="list-style-type: none"> <li>• "Not creditable campaign."</li> </ul> Go to <a href="#">Step 2</a> .
		No	Go to <a href="#">Step 5</a> .
<b>Task: Do pre-processing.</b>			
2			Complete preprocessing.
<b>Task: Review file for documents.</b>			

3	<p>Is the SF 813, Block 7, Claimed Service, supported by documents in the record or is there in the record extra supporting information for participation in other periods of creditable service?</p> <p>For a list of OMPF documents where service is recorded see:  <a href="#">Table 2 Air Force</a>  <a href="#">Table 3 Army</a>  <a href="#">Table 4 Marine Corps/Navy</a>  <a href="#">Table 5 Coast Guard</a></p>	Yes	<p>Print the SF 813 as a worksheet to record service, and to verify the campaign participation. Annotate worksheet SF 813, Block 7.</p> <ul style="list-style-type: none"> <li>Record actual dates of service.</li> <li>Correct for actual dates of service.</li> <li>Check "If correct check here."</li> <li>Record any other creditable service (add line).</li> </ul> <p>For ships/deployable units record on the SF 813 worksheet the following:</p> <ul style="list-style-type: none"> <li>Actual unit (this is important for units and ships temporarily in theater and then out).</li> <li>Service periods.</li> <li>Location.</li> <li>Print copy of fiche for ships.</li> </ul> <p>Go to <a href="#">Step 4</a>.</p>
		No	Go to <a href="#">Step 5</a> .
		Partial	Go to <a href="#">Step 4</a> .

**Task: Compare claimed service to creditable service list.**

4	<p>Is the SF 813, Block 7, Claimed Service, documented service on the creditable service lists at websites:  <a href="https://www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-guide/#9">https://www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-guide/#9</a>  <a href="https://awards.navy.mil/awards/webbas01.nsf/(vwWebPage)/home.htm?">https://awards.navy.mil/awards/webbas01.nsf/(vwWebPage)/home.htm?</a></p> <p>For specific assistance see:  <a href="#">Table 6 How to Compute</a>  <a href="#">Table 7 Marine Corps</a>  <a href="#">Table 8 Navy</a>  <a href="#">Table 9 Coast Guard</a></p>	Yes	<p>Record creditable periods served on the worksheet.</p> <p>Go to <a href="#">Step 5</a>.</p>
		No	Go to <a href="#">Step 5</a> .
		Part creditable	<p>Record creditable periods served on the worksheet.</p> <p>Go to <a href="#">Step 5</a>.</p>

**Task: Prepare response.**

5	<p>Is the SF 813, Block 7, Claimed Service, supported by the record and found on the creditable service list?</p>	Yes, all creditable	<p>Annotate and respond to requester on SF 813.          CMRS: Case complete.</p>
---	---	---------------------	---

		<p><b>Note:</b> <i>There are three ways to retain your reply:</i></p> <ul style="list-style-type: none"> <li>• <i>In CMRS, use the <a href="#">Able Fax Tiff View</a>, type and save the reply made on the SF 813.</i></li> <li>• <i>If reply is made manually, scan and attach it to the service request number before the status is changed to "Closed."</i></li> <li>• <i>Put a copy of your reply inside an acid-free folder and place it inside the military record.</i></li> </ul>
	<p>Air Force Navy Marine Corps Coast Guard part creditable or supported</p>	<p>Determine more <b>info not available</b>...then on SF 813, Block 7, "FOR RECORDS CENTER USE ONLY":</p> <ul style="list-style-type: none"> <li>• Enter correct dates/campaigns.</li> <li>• Enter check: "If correct check here."</li> <li>• Enter: "Not creditable campaign."</li> </ul> <p>CMRS: Case complete.</p> <p><b>Or...</b></p> <p>Determine more <b>info may be available from requester</b>...then on SF 813, Block 7, "FOR RECORDS CENTER USE ONLY":</p> <ul style="list-style-type: none"> <li>• Enter "Supporting document requested."</li> <li>• Send letter from <a href="#">MSWord CMRS Tab - Get Letter &gt;&gt; 813 Request &gt;&gt; Cannot Verify - More Info Needed</a>.</li> </ul> <p>CMRS: Suspense. Go to <a href="#">Step 6</a>.</p>



Or...

Determine more **info may be available from service** ...then make no marks on the SF 813 and:

- With the exception of Air Force, Loan & Transfer to the service. See [CRG](#), [Core L&T](#)
- 

For Air Force, use [Get PP»SF 813»AF»Retiree's Documentation Inadequate»Record Suggests Participation](#), if:

- The military record mentions a qualifying expedition/campaign.
- The military record does not indicate to what extent retiree took part in the expedition/campaign (*Cannot determine if retiree was physically there or just "in support."*).
- The dates of participation are not shown in the military record.
- The documentation retiree furnished is inadequate. (*Documentation was inadequate or requires interpretation.*)

**Note:** *Furnish requester copies of documents that show qualifying campaign/expedition.*

Use [Get PP»SF 183»AF»Retiree's Documentation Inadequate»No Proof in Record to Suggest Participation](#), if:

- There is **NO** documentation in the military record that

			<p>suggests retiree's participation.</p> <ul style="list-style-type: none"> <li>• The military record does not indicate to what extent retiree took part in the expedition/campaign (<i>Cannot determine if retiree was physically there or just "in support."</i>).</li> <li>• The dates of participation are not shown in the military record.</li> <li>• Retiree furnished documentation, but it was inadequate. (<i>Documentation was inadequate or requires interpretation.</i>)</li> </ul> <p>CMRS: Case complete.</p> <p><b>Note:</b> <i>Coast Guard - For further CG specific assistance call the CGPC contact for assistance at <a href="#">[CG00187]</a></i></p>
	<p>Army part creditable or supported</p>	<p>Respond to Requester.</p> <ul style="list-style-type: none"> <li>• Send paragraph from <a href="#">MSWord CMRS Tab Pattern Paragraph &gt;&gt; Referrals &gt;&gt; Dir - Under Jurisdiction of &gt;&gt; Army Routine.</a></li> </ul> <p>Refer SF 813 to Army <a href="#">[00148]</a></p> <ul style="list-style-type: none"> <li>• Make note in CMRS showing "found" and "not found service."</li> <li>• Make no marks on the SF 813.</li> <li>• Update CMRS to show referral to US Army.</li> </ul> <p>CMRS: Case complete.</p>	
	<p>No - none</p>		

		creditable or supported	Annotate and respond to requester with SF 813. <ul style="list-style-type: none"> <li>"No record of participation."</li> <li>"Not creditable campaign."</li> </ul> CMRS: Case complete.
<b>Task: Evaluate response from requester.</b>			
6	Is a reply received?	No	After 45 days CMRS will auto close.
		Yes - complaint only	Consult with Expert Technician and respond.
		Yes - added document appears adequate	Go to <a href="#">Step 1</a> and repeat process.
		Yes - added document not adequate	Annotate and respond to requester with SF 813. <ul style="list-style-type: none"> <li>"No record of participation."</li> <li>"Not creditable campaign."</li> </ul> CMRS: Case complete.

**Source Documents for Creditable Service by Military Service - Tables 2-5.**  
**Table 2. Air Force - Source Documents for Creditable Service.**

<b>Official Military Personnel File - Source Documents.</b>
AF Form 7 or 11 AF 707, 909, 910, 911 (TDY Comments) AF 77a; AF 1712 PCS/TDY Orders DD Form 1351-2 (travel voucher) Decoration/Award Citations Report of Individual Personnel (RIP) before/or after 1975 Letter of Evaluation (AF Form 77) Enlisted/Officer Evaluation/Appraisal Reports DD Form 214/215 & Any Discharge Certificate

**Table 3. Army - Source Documents for Creditable Service.**

<b>Official Military Personnel File - Source Documents.</b>
DD Form 214

DA Form 2-1; DA Form 20; DA Form 24; DA Form 66  
 ORB (Officer Record Brief); ERB (Enlisted Record Brief)  
 OERs  
 NCOERs  
 Award orders  
 Flight records

**Table 4. Marine Corps/Navy - Source Documents for Creditable Service.**

**Official Military Personnel File - Source Documents.**

History of Assignments, NAVMC 118 (5), page 5  
 Transfers and Receipts, NAVMC 118 (12), page 12  
 Administrative Remarks, NAVMC 118 (13), page 13  
 Enlisted Performance Record  
 Navy Occupation and Training History, NAVMC 118 (4), page 4  
 Fitness Reports (Navy Officers)  
 DD Form 4, Enlistment Contract  
 Combat History NAVMC 118 (9) (Note: best place to look for data.)  
 Sea and Air Travel - Embarkation Slips. NAVMC 118 (9)

**Table 5. Coast Guard - Source Documents for Creditable Service.**

**Official Military Personnel File - Source Documents.**

DD Form 214, or equivalent  
 DD Form 215 (if in file)  
 CG Form 3301 Enlistment Contract  
 CG Form 3301B Agreement to Extend Enlistment  
 CG Form 3309 Record of Discharge, Release from Active Duty, or Death  
 CG Form 4057 Chronological Record of Service  
 CG Form 9556 Acceptance of Oath of Office  
 CG PPC Form 1071 Statement of Creditable Service  
 CG PPC Form 1072 Statement of Creditable Sea Service  
 Award Citations

**Table 6. How to Compute Creditable Service.**

**Creditable service examples where dates and service do not match.**

The dates shown on Navy Department Awards Web Service (NDAWS) website indicate which ship or unit earned the campaign medal; and may or may not be the dates for which the retiree earned the campaign medal. Do not transcribe dates from the website onto the SF 813 without comparing the dates with the service member's dates aboard the ship or attached to the unit. Follow the examples below.

**Example A:** Laos campaign and the table shows Laos campaign dates as 4/19/61 to 10/7/62. The veteran's service must be within these dates to be creditable.

**Example B:** The retiree served with a unit from 9/1/66 - 4/1/68, and unit received the Vietnam Service Medal for the period of 7/16/66 - 3/25/68. Record the campaign participation dates as 9/1/66 - 3/25/68 on the SF Form 813. Do not credit the retiree with campaign participation before 9/1/66 because he was not attached to the unit until 9/1/66. Do not credit the retiree with campaign participation after 3/25/68 because the unit was not in Vietnam after 3/25/68.

**Example C:** The retiree served with a unit from 12/4/89 - 2/3/91, and the unit received the Southwest Asia Service Medal for the period of 1/1/91 - 3/24/91. Record the campaign participation dates as 1/1/91 - 2/3/91. Do not credit

the retiree with campaign participation before 1/1/91 because the unit was not in Southwest Asia until 1/1/91. Do not credit the retiree with campaign participation after 2/3/91 because he was not attached to the unit after 2/3/91.

**Example D.** The retiree served aboard a ship from 5/12/65 - 12/1/66 and ship received the Armed Forces Expeditionary Medal for service in the Dominican Republic for the following dates:

7/14/66 - 7/17/66

7/21/66 - 7/22/66

8/6/66 - 8/8/66

8/15/66 - 8/17/66

Here the retiree was aboard ship for all dates; therefore, credit him with campaign participation for all dates of actual service since these are within the period of the medal.

#### Table 7. Marine Corps - Specific Procedures.

**Marine Corps Service Member Aboard a Naval Vessel:** If a Marine Corps service member is aboard a Navy vessel and the period is creditable and for a reason other than transportation, this is creditable service.

Creditable service is at [Navy Department Awards Web Service \(NDAWS\)](#) website

#### Table 8. Navy - Specific Procedures.

**Navy Website.** Creditable service for units and ships is at [Navy Department Awards Web Service \(NDAWS\)](#) website [NDAWS Job Aid](#) is a job aid with detailed instructions on locating unit awards on the website.

**Navy Service Member Attached to a Marine Corps Activity** If a Navy service member participates in a campaign while attached to a Marine Corps activity, check the [Navy Department Awards Web Service \(NDAWS\)](#) website for Marine Corps units

**How to Read Documents at [Navy Department Awards Web Service \(NDAWS\)](#).** The listing is alphabetical. Units are always abbreviated and may or may not be abbreviated in the OMPF (Navy calls these SRB or Service Record Book).

Find the ship or unit, look at the columns showing Merit Start and Merit End dates. Find the set(s) of dates which include service member's time with ship or unit. There could be several sets of dates. Remember, this is verifying dates for personnel attached to ships moving in and out of various foreign waters and planes flying over various foreign airspace.

Next, check the Appr Award (Approved Award) column. Did the ship/unit receive a campaign medal for the period member was with the ship/unit? If the answer is yes, credit the retiree with campaign participation. Do not use data in the Recmd Award column. These are awards for which the unit or ship was recommended, but they may differ from the final approved award.

The [Navy Department Awards Web Service \(NDAWS\)](#) website lists all unit awards, not just campaign awards. Remember, only campaign participation is creditable on the SF 813. Any campaign medals whose periods of eligibility begin after Navy/Marine Corps stopped retiring OMPFs to NPRC (Navy 1/1/1995; MC 1/1/1999) will not be available at NPRC.

#### Table 9. Coast Guard - Specific Procedures.

Creditable service is at [Navy Department Awards Web Service \(NDAWS\)](#) website.

Figure 2-9: Completion of request for QM E record

FINDING AID REPORT  
NA FORM 13098 (9-85)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 02518 BATCH 142N PAGE 0045  
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records). DATE 10/29/86

FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
		HILL JERRY P	QM	D 0289 009 001 ✓
		HILL JERRY P	QM	E 0099 002 029 ✓ <i>1-2-57</i>

WRITE IN ENLISTMENT DATE NEXT TO "QM E" ENTRY

RECORD CHARGED TO: NPRC ORGANIZATIONS *YB1*  
 FILE # 6 RC3  
 (CASE ROUTING CODE)

RESEARCH ROOM, 2045  
 EQUIFAX  
 MILIREC

OCCUPANT AGENCIES  
 BPLNO, 3475  
 NMLNO, 3475  
 CIA, 220A  
 DIS-NACC, 4305  
 EEA, 4615  
 FAA, 220C  
 FBI, 170  
 MARCOR LH O, 3475  
 NAVAL RESERVE, 3150  
 NRC, 1725  
 OPM (INV DIV), 180  
 OSI, 220C  
 VALNO, 2200

OTHER ORGANIZATIONS  
 OFFICE/SYMBOL  
 ARPC, Denver  
 HQ MC, Wash. D.C.  
 HOUSSG, Wash. D.C.  
 NMPC, Wash. D.C.  
 USAFMPC, RAFB.  
 USARCPAC

DATE 11-7-86  
 CLERK'S INITIALS B.O.

Figure 1-5.2: Complex Statement of Service

STATEMENT OF SERVICE		DATE	YOUR REFERENCE	
NAME (last, first, middle) <i>SMITH WILLIAM R.</i>		<i>7/8/94</i>	<i>6/1/94</i>	
		SERVICE NUMBER	SSN	
		[REDACTED]	[REDACTED]	

NATURE OF ACTION (Show component for each entrance into service; and type of each separation.) A	EFFECTIVE DATE B	ACTIVE SERVICE (Asterisks after dates in columns C and D denote ACTIVE DUTY FOR TRAINING ONLY)		THIS SPACE FOR ADDITIONAL INFORMATION AS APPROPRIATE. SUCH AS REASON FOR SEPARATION; GRADE, RANK, OR RATING; PLACE OF ACTION; ETC. E
		FROM C	TO D	
		<i>ENL USNR</i>	<i>Apr. 19, 1952</i>	
<i>HON DISCH</i>	<i>Jan. 6, 1955</i>	<i>Jul. 5, 1953*</i>	<i>Jul. 18, 1953*</i>	<i>ENL USAF</i>
<i>ENL USAF</i>	<i>Jan. 7, 1955</i>			
<i>HON DISCH</i>	<i>Jan. 24, 1957</i>	<i>Jan. 7, 1955</i>	<i>Jan. 24, 1957</i>	<i>CG RE ENL</i>
<i>ENL USAF</i>	<i>Jan. 25, 1957</i>			
<i>HON DISCH</i>	<i>Jan. 24, 1961</i>	<i>Jan. 25, 1957</i>	<i>Jan. 24, 1961</i>	<i>RE ENL</i>
<i>ENL USAF</i>	<i>Jan. 25, 1961</i>			
<i>HON DISCH</i>	<i>Aug. 24, 1966</i>	<i>Jan. 25, 1961</i>	<i>Aug. 24, 1966</i>	<i>ETS</i>
<i>NO FURTHER ENTRIES</i>				

TIME LOST (Inclusive dates)					
FROM	TO	FROM	TO	FROM	TO
<i>NO TIME LOST</i>					

KEY TO ABBREVIATIONS					
AD -Active Duty	EOS -Expiration of Obligated Service	NTS -Naval Training Station	RS -Receiving Ship		
APPT -Appointed(ment)	ERC -Enlisted Reserve Corps	ORC -Officer Reserve Corps	T -Terminated(red)		
AUS -Army of the U.S.	ETS -Expiration Term of Service	OTH -Other Than Honorable	TERM -Terminated(ion)		
BCD -Bad Conduct Discharge	GD -General Discharge	PROM -Promoted(ion)	UA -Unauthorized Absence		
CG -Convenience of Gov't	HON -Honorable	R -Received	UD -Undesirable Discharge		
CR -Change of Rating	IND -Induct(ed)(ion)	RA -Regular Army	UHC -Under Honorable Conditions		
DD -Dishonorable Discharge	NAS -Naval Air Station	RAD -Released from Active Duty	UOHC -Under Other Than Honorable Conditions		
DEMOB -Demobilized(ation)	NG -National Guard	RECSTA -Receiving Station	USNH -U.S. Naval Hospital		
DISCH -Discharge	NRS -Naval Recruiting Station	REENL -Reenlist(ed)(ment)			
EE -Expiration of Enlistment	NTC -Naval Training Center	REPAD -Reported for Active Duty			
ENL -Enlist(ed)(ment)					

## Key Word Listing of NPRC Memorandums for CPR

---

**NOTE:** LINKS ARE ONLY PROVIDED TO THOSE MEMORANDUMS THAT ARE CURRENTLY AVAILABLE IN THE CPR MEMO INDEX.

---

### **NOTE TO ONLINE VERSION ONLY!**

You may search the listing below by scrolling down through the alphabetical entries. However, there are roughly 1100 entries so you may want to use the **FIND** function to speed up your search. The **FIND** function works by finding a string of words (or just one word), within the body of the memo. Quick instructions are as follows:

On the top menu bar select **Edit**, then select **Find in Page** from the drop-down menu. This will open a dialog box; enter the word or words you wish to find. For example, you may be looking for memos that refer to **Separation Documents**. You could enter **separation documents**, but this will not find the singular **separation document**. Also, it will not find instances of **separation forms** in this case you may be better served by searching for the word **separation**. Or, if you are looking for memos that refer to the **DD Form 214**, you may be better off searching for **214** this will find all of the variations: **DD 214**, **DD-214** or **DD Form 214**. If there is an abbreviation commonly used (ex. **Family Advocacy Program = FAP**) you may wish to also search using that abbreviation.

After you select the string of text to search for, press the **Find Next** button within the dialog box. This will highlight and show the first entry (starting at the top of the document) with the text you selected. If this is the correct entry, close the dialog box using the **Cancel** button and then use the highlighted link to go to the memo you have chosen. If this is not the entry you desire, press the **Find Next** button again. You may press this button until you find the entry you desire, or until the last entry that matches your text entry has been located. When you reach the last entry for your selected text you will see a new dialog box that states, **Search String Not Found!**. At this point you may re-search the file in an upward direction by selecting the **up** direction in the dialog box, or **Cancel** that search and try another using a different string of text as your search term. With practice the **Find** function can be very useful in searching this, or other long memos.

---

[A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#), [J](#), [K](#), [L](#), [M](#), [N](#), [O](#), [P](#), [Q](#), [R](#), [S](#), [T](#), [U](#), [V](#), [W](#), [X](#), [Y](#), [Z](#)

---

Memo #	Subject
--------	---------

---



- [1840.11](#) A CODE, ADDING TO REQUESTS
- [1864.107](#) ABSENCE OF INFORMATION/RECORD, ATTESTING TO
- [3630.5](#) ACCEPTABLE LEVEL OF COMPETENCE (ALOC) - CORES
- 6060.3 ACCESS BADGES
- [1867.6](#) ACCESS TO OPF'S
- [1864.108](#) ACCESS TO RECORDS IN PERSON
- 1867.39 ACCESSION NUMBER, GENERAL PURPOSE RECORDS
- 1867.51 ACCESSION REGISTER
- 1867.51 ACCESSIONS, PROCEDURES FOR
- 6060.3 ACCIDENT REPORTS
- 5900.2 ACCIDENT, ON-THE-JOB, REPORTING AND CONTINUATION OF PAY (COP)
- 6240.5 ACCOUNTABLE OFFICER, REMOVAL OF GOVERNMENT PROPERTY
- [1867.6](#) ACCOUNTING OF DISCLOSURE
- [1867.62](#) ACCOUNTING OF DISCLOSURE FOR FBI PERSONNEL FILES
- [1864.102](#) ACCOUNTING OF DISCLOSURE REQUESTS, INSTR FOR HANDLING
- [1864.103](#) ACKNOWLEDGEMENT OF RECEIPT, DELAY NOTICES
- 1867.55 ADDRESS FORMAT, REPLIES TO CONGRESSIONAL CORRESPONDENCE
- [1864.102](#) ADDRESS REQUESTS AND IMPLEMENTATION OF THE PRIVACY ACT
- 1867.14 ADJUTANT GENERAL'S OFFICE (AGO), MICROFILMED RECORDS OF
- 6010.2 ADMINISTRATIVE DISMISSALS, REPORTING ABSENCES
- 1820.1 ADMINISTRATIVE READING FILE
- [1864.107](#) ADMISSIBILITY IN EVIDENCE OF COPIES OF RECS AUTHENTICATED BY NPRC
- 6240.2 ADMISSION TO CPR
- 1867.33 ADOPTION CASES INVOLVING CHANGE OF NAME ON BIRTH CERTIFICATE
- 7610.1 ADP PROCUREMENT
- 1867.51 ADVANCE NOTICE, SF 135, RECORDS TRANSMITTAL AND RECEIPT
- [1864.107](#) ADVERSE ATTORNEY, DEFINITION OF
- 1867.26 AFEES XRAYs, ARMED FORCES EXAMINING AND ENTRANCE STATION
- [1864.106](#) AFFIXING OFFICIAL SEAL IMPRESSIONS TO DOCUMENTS OR COPIES OF
- [1840.11](#) AGENCIES, DC GOVERNMENT, LIST OF
- [1840.11](#) AGENCIES, RESTRICTED, LIST OF
- [1840.11](#) AGENCY ACRONYMS, LIST OF
- 1867.59 AGENCY FILE
- 1867.4 AGENCY FILES
- [1864.102](#) AGENCY, DEFINITION OF

- [1864.112](#) AGENTS AND INVESTIGATORS
- 1867.61 ALCOHOL & DRUG ABUSE PATIENT RECORDS
- 1250.1 ALLOTMENTS, SAVINGS/CHECKING ACCOUNTS
- 1867.14 ALLOWANCES, FOR QUARTERS & SUBSISTENCE
- 1867.58 ALPHABETICAL FILING ORDER, SAMPLE OF
- 7610.1 ALTERNATE SOURCES OF SUPPLIES
- 6010.4 ANNUAL ATTENDANCE RECORD
- 6060.3 ANNUAL ATTENDANCE RECORD, GSA FORM 873
- 6060.3 ANNUAL REVIEW OF EMPLOYEE RELATED FILES
- [1867.62](#) APPLICANT BRIEF CONTAINING APPLICANT STAMP WITH NOTATIONS
- 1867.16 APPLICATION FOR POST OFFICE CHRISTMAS EMPLOYMENT, PS FORM 1744
- 6060.3 APPLICATION TO ENGAGE IN OUTSIDE EMPLOYMENT
- [1872.5](#) APPOINTMENT CODES, TASK SYSTEM
- [1867.62](#) APPOINTMENT LETTER IN THE FBI
- [3630.5](#) APPRAISAL, PERFORMANCE MANAGEMENT PLAN - CORES
- [2140.1](#) AR-PERSCOM COMPUTER SYSTEM, ACCESS TO
- 3610.11 ARCHIVES SPECIALIST TRAINEE PROGRAM
- 1867.5 ARMY/NAVY CONTRACTOR-OPERATED FACILITIES, PATTERN PARAGRAPHS ON
- 1867.10 ASCS EMPLOYMENT, REQUESTS INVOLVING
- [3630.6](#) ASSESSMENT, CAREER LADDER - CORES
- 6010.4 ATTENDANCE RECORD, ANNUAL
- [1864.107](#) ATTESTING TO ABSENCE OF INFORMATION
- 4430.1 AUDIT AND BATCH SYSTEM FOR NPRC
- 4430.1 AUDIT SHEET
- [2140.1](#) AUSTIN AUTOMATION CENTER (AAC)
- [1864.107](#) AUTHENTICATING COPIES OF MILITARY RECORDS
- [1864.107](#) AUTHENTICATING COPIES OF MILITARY RECORDS, AUTHORITY FOR
- [1864.106](#) AUTHENTICATION CERTIFICATE
- [1804.1](#) AUTHENTICATION CERTIFICATES, SIGNATURE AUTHORITY
- 1867.61 AUTHENTICATION OF MEDICAL RECORD COPIES
- [1864.107](#) AUTHORITY FOR NPRC TO AUTHENTICATE COPIES OF RECORDS
- [1864.107](#) AUTHORITY FOR NPRC TO RESPOND TO LEGAL DEMANDS
- 5450.1 AUTHORITY TO ACT IN ABSENCE OF ASST. DIRECTOR OR BRANCH CHIEF
- 1867.45 AUTHORIZATION & RELEASE, TELEPHONE INQUIRIES
- [1867.6](#) AUTHORIZATION, VALID FOR DISCLOSURE

5410.1 AUTHORIZED REPRESENTATIVES, DESIGNATIONS OF  
1867.60 AUXILIARY RECORDS SEARCH  
1867.59 AUXILIARY REFILES  
[3620.2](#) AWARDS FOR PERFORMANCE RECOGNITION  
[3630.5](#) AWARDS, PERFORMANCE INDIVIDUAL & TEAMS - CORES

---

6060.3 BADGES, ACCESS  
[3630.5](#) BALANCED SCORE CARD - CORES  
1867.20 BASE PERIOD ADJUSTMENTS, UNEMPLOYMENT COMP.  
[1872.5](#) BATCH & TASK SHEETS  
4430.1 BATCH AND AUDIT SYSTEM  
4430.1 BATCH AND TASK SHEETS, INSTRUCTIONS FOR COMPLETION OF  
4430.1 BATCH FORMS, RETENTION OF  
[3630.6](#) BENCHMARK, CAREER LADDER - CORES  
[1852.2](#) BILLING NOTICE  
1867.51 BILLS OF LADING, GOVERNMENT (GBL)  
[1804.1](#) BILLS OF LADING, SIGNATURE AUTHORITY FOR CORRESPONDENCE CONCERNING  
1867.33 BIRTH CERTIFICATE, AUTHORIZATION TO RECEIVE  
1867.10 BIRTH CERTIFICATES, DOCUMENTS, OR DATA, REQUESTS FOR  
1867.33 BIRTH RECORDS/CERTIFICATES, DEPENDENTS'  
2460.1 BOMB THREATS  
1250.1 BONDS/SALARY CHECKS  
1867.31 BOX LABEL, TFS FORM 5212 USED FOR TREASURY CHECKS  
6820.1 BOXES, REPAIR AND REPLACEMENT  
1867.14 BROOKHART SALARY ACT  
6240.2 BUILDING PASSES  
1867.5 BUREAU OF CENSUS (DEPT. OF COMMERCE), PATTERN PARAGRAPHS ON  
1867.19 BUREAU OF RETIREMENT, INSURANCE & OCC. HEALTH (OPM), REQUESTS FROM  
1867.10 BUREAU OF VITAL STATISTICS, STATE LIST OF  
[1864.101](#) BURIAL, BODY HELD REQUESTS, PRIORITY LEVEL OF  
9735.1 BUSINESS/PROFESSIONAL ACTIVITIES (OUTSIDE EMPLOYMENT)

---

6240.2 C BUILDING PASS  
1867.59 C SEARCH

1867.60 C SEARCH, VERIFICATION

5900.2 CA-1, FED EMP NOTICE OF TRAUMATIC INJURY & CLAIM FOR COP COMP

5900.2 CA-16, REQUEST FOR EXAMINATION AND/OR TREATMENT

5900.2 CA-17, DUTY STATUS REPORT

5900.2 CA-2A, NOTICE OF RECURRENCE OF DISABILITY

5900.2 CA-3, REPORT OF TERMINATION OF TOTAL OR PARTIAL DISABILITY

1867.13 CAE JACKETS

[3630.6](#) CAREER ADVANCEMENT PLAN FOR CORES

[3630.6](#) CAREER LADDER - CORES

[3630.6](#) CAREER LADDER ASSESSMENT

[3630.6](#) CAREER LADDER ELIGIBILITY CERTIFICATION

6050.2 CAREER OR CAREER CONDITIONAL APPOINTMENTS, INTERMITTENT EMPLOYEES

1867.31 CARTRIDGE I. D. NUMBER USED FOR TREASURY CHECKS

[2140.1](#) CASE MANAGEMENT SYSTEM (CMS)

[2140.1](#) CASE TRACKING

[3620.2](#) CASH AWARDS FOR PERFORMANCE RECOGNITION, COMPUTATION OF

[1852.2](#) CASH, PROCESSING INQ. REC'D. WITH MONEY ENCLOSED

1867.32 CCC, CIV. CONSERVATION CORP, REQ. INVOLVING DISCHARGE FROM

1867.5 CENSUS BUREAU, PATTERN PARAGRAPHS ON

[1804.1](#) CENTER POLICY, SIGNATURE AUTHORITY ON

3620.1 CERTIFICATION OF APPROVAL OF SUGGESTION AWARD, GSA FORM 1437

6820.1 CERTIFICATION OF REPAIRS

1867.18 CERTIFICATION OF TEACHING EXPERIENCE

[3630.6](#) CERTIFICATION PLAN, CAREER LADDER - CORES

1867.61 CERTIFIED COPIES OF MILITARY DEPENDENT MEDICAL RECORDS

[1864.107](#) CERTIFYING INFORMATION IN RESPONSE TO LEGAL DEMANDS

5410.1 CERTIFYING OFFICIALS, RESPONSIBILITIES OF

[1852.2](#) CHARGEABLE CASES

1867.59 CHARGEOUT/CROSS REFERENCE

1867.60 CHARGEOUT/CROSS REFERENCE

[2140.1](#) CHARTS, COMPUTER APPLICATION

1867.31 CHECK SERIAL NUMBER ON REQ, LIST FOR TREAS. CHECKS

1867.31 CHECK SYMBOL NUMBER ON REQ, LIST FOR TREAS. CHECKS

[3610.6](#) CHECKLIST FOR ORIENTING THE NEW EMPLOYEE

- 6060.3 CHECKLIST FOR ORIENTING THE NEW EMPLOYEE
- [1832.6](#) CHECKLIST OF CURRENT AND CANCELED NPRC MEMORANDUMS
- 1867.31 CHECKS, FEDERAL RESERVE BANK, TREASURY
- 5410.1 CHECKS/BONDS, DISTRIBUTION OF
- 1867.16 CHRISTMAS ASSISTANT EMPLOYMENT, POST OFFICE DEPT.
- 1867.16 CHRISTMAS EMPLOYMENT, APPLICATION FOR (PS FORM 1744)
- [1864.107](#) CIVIL ACTION, DEFINITION OF
- [1864.102](#) CIVIL ACTIONS, INFORMATION COMPLIED IN ANTICIPATION OF
- 1867.14 CIVIL SERVICE RETIREMENT SYSTEM (CSRS)
- 1867.10 CIVIL SERVICE STATUS, REQUESTS INVOLVING
- 1867.5 CIVIL WORKS ADMIN. (CWA), PATTERN PARAGRAPHS ON
- 1867.13 CIVILIAN ADMIN. EXAMINATION (CAE) JACKETS
- 1867.32 CIVILIAN CONSERVATION CORPS (CCC), REQUESTS INVOLVING
- 1867.5 CIVILIAN PAY, PATTERN PARAGRAPHS ON
- 1867.19 CLAIM FOR HEALTH/INSURANCE BENEFITS
- 1867.13 CLAIMS AGAINST THE U.S., REQUESTS INVOLVING PAYMENT
- 1220.2 CLAIMS FOR REIMBURSEMENT
- 4430.1 CLASSIFICATION OF ERRORS
- 1867.47 CLASSIFIED DOCUMENTS IN OPF
- 1025.1 CLASSIFIED RECORDS
- 1867.51 CLASSIFIED RECORDS, ACCESSIONING/DISPOSAL PROCESS FOR
- 3830.3 CLEARANCE BY AUTHORIZED OFFICIALS
- 1867.61 CLINICAL RECORD COVER SHEET, AF FORM 565-4
- 1867.11 CLINICAL RECORDS (CRB), REQUESTS INVOLVING
- 1867.61 CLINICAL RECORDS, DEFINITION OF
- 1867.61 CLINICAL REGISTRY NUMBER
- 6010.2 CLOSING THE CENTER AND GROUP DISMISSALS
- [2140.1](#) CMS TRACKING
- [1840.12](#) CMS, TRACKING UNDELIVERABLE MAIL
- 3610.8 CO-OP STUDENTS, PERFORMANCE STANDARDS FOR
- 1867.59 CODE OF INQUIRY USED IN SEARCHING
- 1867.59 CODE OF RECORD USED IN SEARCHING
- [1872.5](#) COLLEGE STUDENTS/CONTRACT EMPLOYEES, APPOINTMENT CODE T
- [1864.101](#) COLOR-CODE GUIDE FOR CPR (APPENDIX A)
- 1867.26 COLUMBUS RUN, REQUESTS FOR MILITARY X-RAYS

1867.47 COMBINING & SCREENING THE OPF  
6010.7 COMMENDATION LETTERS FOR SICK LEAVE  
7610.1 COMMERCIAL CUSTOMER SUPPLY CENTER (CCSC)  
7610.1 COMMERCIAL SUPPLIES  
5900.2 COMPENSATION ACT, DEFINITION  
1867.14 COMPENSATION GROUP (OPM)  
1867.11 COMPENSATION PROGRAMS  
[6010.3](#) COMPENSATORY TIME  
3630.3 COMPETENCY EXERCISE FOR CAREER LADDER PROMOTION  
[3630.6](#) COMPETENCY, CAREER LADDER - CORES  
1867.45 COMPLAINTS REC'D. BY TELEPHONE  
[1864.101](#) COMPLAINTS, PRIORITY LEVEL OF  
[1804.1](#) COMPLAINTS, SIGNATURE ON REPLIES  
[1867.62](#) COMPLETE/INCOMPLETE APPLICANT STAMPS  
1820.3 COMPLIMENTARY CORRESPONDENCE FILE  
1867.55 COMPOSED REPLIES, CONGRESSIONAL INQUIRIES  
[2140.1](#) COMPUTER ACCOUNT REQUESTS  
[2140.1](#) COMPUTER PASSWORDS  
1867.59 COMPUTER PULLSLIP  
1867.58 COMPUTER PULLSLIP, SAMPLE OF  
[2140.1](#) COMPUTER USERIDS  
[6400.1](#) COMPUTING AVERAGE SALARY COSTS & STAFFING REQUIREMENTS  
1864.109 COMPUTING PERFORMANCE LEVEL FOR THE QUANTITY FACTOR  
6060.3 CONCEALMENT, REMOVAL, OR MUTILATION OF RECORDS  
[1864.102](#) CONFIDENTIAL SOURCES OF INFORMATION, THE PRIVACY ACT AND  
[1804.1](#) CONGRESSIONAL CORRESPONDENCE, SIGNATURE ON  
1867.61 CONGRESSIONAL INQUIRIES INVOLVING DEPENDENT MEDICAL RECORDS  
1867.55 CONGRESSIONAL INQUIRIES, INSTRUCTIONS FOR HANDLING  
[1864.101](#) CONGRESSIONAL INQUIRIES, PRIORITY LEVEL OF  
1867.45 CONGRESSIONAL REQUESTS REC'D. BY TELEPHONE  
[1867.62](#) CONSOLIDATED FBI PERSONNEL FILES PRIOR TO 1994  
1867.59 CONSOLIDATED FILE  
1867.4 CONSOLIDATED FILE  
5900.2 CONTINUATION OF PAY (COP), DEFINITION  
[1864.101](#) CONTROL ON WORKFLOW

6050.3 CONVERSION OF INTERMITTENTS TO PERMANENT STATUS  
3610.8 COOPERATIVE EDUCATION PROGRAM, SCHEDULE FOR TRAINING  
1867.55 COPIES NEEDED FOR CONGRESSIONAL RESPONSES, ROUTING OF  
[3630.6](#) CORES - CAREER ADVANCEMENT PLAN  
[1864.102](#) CORRECTED OR DISPUTED RECORDS  
1804.2 CORRESPONDENCE SYMBOLS  
[1804.1](#) CORRESPONDENCE, ROUTINE - SIGNATURE AUTHORITY  
[6400.1](#) COST ESTIMATES  
1867.10 COUNTY AGRICULTURAL STABILIZATION & CONSERVATION SERV (ASCS) EMP.  
1840.5 COURIER SERVICE SCHEDULE  
1867.45 COURT OFFICIALS' REQUESTS REC'D. BY TELEPHONE  
[1864.101](#) COURT ORDER REQUESTS, PRIORITY LEVEL OF  
[1864.102](#) COURT ORDERS AND SUBPOENAS  
[1864.107](#) COURT ORDERS, DEFINITION OF  
[1864.107](#) COURT ORDERS, FEDERAL  
[1864.107](#) COURT ORDERS, STATE  
[1864.107](#) COURT SEAL  
1867.10 CREDITABILITY OF SERV UNDER RAMSPECK ACT & RELATED EXEC ORDERS  
[1864.107](#) CRIMINAL ACTION, DEFINITION OF  
[3630.5](#) CRITICAL ELEMENTS - PERFORMANCE MANAGEMENT PLAN - CORES  
4430.1 CRITICAL ERRORS  
1867.14 CSRS, CIVIL SERVICE RETIREMENT SYSTEM  
7610.1 CUSTOMER SUPPLY CENTER (CSC)

---

[1864.103](#) DATE OF RECEIPT, DETERMINING, DELAY NOTICES  
1867.59 DATE TAGS  
[1840.11](#) DATE TAGS, ATTACHING  
[1840.11](#) DC GOVERNMENT AGENCIES, LIST OF  
1867.59 DD 877, REQUEST FOR MED/DENTAL RECORDS INFORMATION  
1867.10 DD FORM 1607, APPLICATION FOR HOMEOWNERS ASSISTANCE  
1867.26 DD FORM 877, REQUEST FOR MEDICAL/DENTAL RECORDS  
[1864.101](#) DEADLINES, REQUESTS INDICATING  
1867.10 DEATH INFORMATION, REQUESTS FOR  
[1864.102](#) DECEASED INDIVIDUALS' RECORDS & THE PRIVACY ACT  
1864.109 DECIMAL HOUR STANDARD (DHS)

1867.12 DEDUCTIONS & EARNINGS

[1864.102](#) DEFENSE PRIVACY BD CANCELED PRIOR RULING ON DELETING PERS INFO

1867.51 DEFICIENCIES IN RECORDS SHIPMENT

1867.51 DEFICIENCIES IN RECORDS TRANSFER PAPERWORK

4430.1 DELAY ERRORS

[1864.103](#) DELAY NOTICES, WHEN TO SEND

5450.1 DELEGATION OF AUTHORITY IN ABSENCE OF ASST DIR OR BRANCH CHIEFS

[1804.1](#) DELEGATION OF AUTHORITY, SIGNATURE

1867.51 DELINQUENT RECORDS REPORT

6420.1 DENIAL OF WIG PAY INCREASE

1867.61 DEPENDENT MEDICAL RECORDS

1867.47 DEPENDENT SCHOOLS, SCREENING OPF

1867.33 DEPENDENTS' BIRTH RECORDS/CERTIFICATES

[1864.107](#) DEPOSITION, DEFINITION OF

[1852.2](#) DEPOSITS OF FEES

1867.11 DEPT. OF LABOR, OWCP

1867.5 DEPT. OF NAVY EMP IN PHILIPPINES/GUAM, PATTERN PARAGRAPHS ON

1867.11 DEPT. OF STATE, RELEASE OF MEDICAL RECORDS

2460.1 DESIGNATED OFFICIAL IN EMERGENCIES

5410.1 DESIGNATION OF AUTHORIZED REPRESENTATIVE, GSA FORM 19

5410.1 DESIGNATIONS OF T&A CLERKS & CERTIFIERS

1250.1 DIRECT DEPOSIT

3830.3 DIRECT DEPOSIT SIGN UP FORM, SF 1199A

1832.1 DIRECTIVES (INTERNAL) FOR NPRC

[1832.6](#) DIRECTIVES, CHECKLIST OF CURRENT AND CANCELED

[1832.4](#) DIRECTIVES, DISTRIBUTION CODING SYSTEM FOR

1867.11 DISABILITY RETIREMENT

5900.2 DISABLING INJURY, DEFINITION

1867.5 DISBURSING OFFICERS' SETTLED ACCOUNTS, PATTERN PARAGRAPHS

6060.3 DISCIPLINARY OR ADVERSE ACTION, FILE OF

[1867.6](#) DISCLOSURE OF OPF, AUTHORIZATION

[1864.112](#) DISCLOSURE OF RECORD IN RESEARCH ROOM

6010.2 DISMISSALS (GROUP) & CLOSING THE CENTER

5900.2 DISPENSARY & TREATMENT OF WORK INJURIES

6060.3 DISPENSARY PERMIT



1868.2 DISPOSAL OF DOCUMENTS CONTAINING PERSONAL INFO  
1867.51 DISPOSALS, PROCEDURES FOR  
[1832.4](#) DISTRIBUTION CODING SYSTEM FOR NPRC DIRECTIVES  
1867.28 DLN, DOCUMENT LOCATOR NUMBER, USED FOR IRS RECORDS  
1867.28 DOCUMENT LOCATOR NUMBER (DLN), EXPLANATION OF  
1867.31 DOCUMENT SEQUENCE NUMBER USED FOR TREASURY CHECKS  
1867.10 DOCUMENTS FROM THE OPF, REQUESTS FOR  
[1864.107](#) DRUG & ALCOHOL ABUSE PATIENT RECORDS, COURT ORDER FOR  
1867.27 DRUG ABUSE PATIENT RECORDS, RELEASE OF  
1867.61 DRUG ABUSE PATIENT TREATMENT RECORDS, PROCESSING INQ. INVOLVING  
1867.55 DUAL ACTION REQUESTS, CONGRESSONAL INQUIRIES  
2460.1 DUTY ASSIGNMENT ROSTER IN EMERGENCIES

---

6060.3 EARNED LEAVE RECORD  
1867.20 EARNINGS REPORT, UNEMPLOYMENT COMP.  
1867.12 EARNINGS SUBJECT TO WITHHOLDING  
2460.1 EARTHQUAKES, PROCEDURES FOR  
1867.14 ECONOMY ACT OF JUNE 30, 1932  
6060.3 EEO COUNSELOR  
1220.2 EFT (ELECTRONIC FUND TRANSFER), REQUESTING REIMBURSEMENT THROUGH  
1250.1 EFT, ELECTRONIC FUNDS TRANSFER OF SALARY CHECKS/BONDS  
[3620.2](#) ELECTRONIC AWARD PROCESSING, PROCEDURES FOR  
1250.1 ELECTRONIC FUNDS TRANSFER OF SALARY CHECKS/BONDS  
2460.1 ELEVATOR EMERGENCY PROCEDURES  
1867.10 ELIGIBILITY FOR STATUS UNDER RAMSPECK ACT & RELATED EXEC ORDERS  
2460.1 EMERGENCY COMMAND CENTER  
2460.1 EMERGENCY CONDITIONS  
6010.2 EMERGENCY CONDITIONS & GROUP DISMISSALS  
2460.1 EMERGENCY DUTY ASSIGNMENT ROSTER  
2460.1 EMERGENCY NOTIFICATION ROSTER  
2460.1 EMERGENCY PROCEDURES  
1867.45 EMERGENCY TELEPHONE REQUESTS  
5900.2 EMERGENCY, DEFINITION  
3830.3 EMPLOYEE CLEARANCE RECORD, GSA 1655  
6050.2 EMPLOYEE CLEARANCE STATEMENT, GSA FORM 1655

- [1872.5](#) EMPLOYEE MASTER FILE, TASK SYSTEM
- [1840.11](#) EMPLOYEE MEDICAL FOLDERS, REQUESTS FOR, GUIDELINES FOR CODING
- 1864.109 EMPLOYEE PERFORMANCE, COMPUTING PERFORMANCE LEVEL FOR QUANTITY
- 6060.3 EMPLOYEE RECORD CARD
- 6060.3 EMPLOYEE RECORD, STANDARD FORM 7B
- 6060.3 EMPLOYEE RELATED FILES, ANNUAL REVIEW OF
- 6060.3 EMPLOYEE RELATED FILES, ESTABLISHING & MAINTAINING
- 6060.3 EMPLOYEE RELATED FILES, REQUESTS FOR ACCESS
- 6060.3 EMPLOYEE RELATED FILES, RETENTION OF
- 9850.1 EMPLOYEE SEPARATION FORM (FRICK FORM)
- [1804.1](#) EMPLOYEE SUGGESTIONS, SIGNATURE AUTHORITY FOR REPLY
- 6420.1 EMPLOYEES INJURED ON THE JOB, WITHIN-GRADE PAY INCREASES & LWOP
- 6240.4 EMPLOYEES' MILITARY RECORDS, STORAGE OF
- 1867.45 EMPLOYMENT DATA, TELEPHONE INQUIRIES
- 6060.3 EMPLOYMENT, APPLICATION TO ENGAGE IN OUTSIDE
- 6050.1 EMPLOYMENT, VERIFICATION OF NPRC
- 1867.16 EMPLOYMENT/STATEMENT OF SERVICE FOR POST OFFICE EMPLOYEES
- 1864.109 ENGINEERED STANDARD, DEFINITION
- 6820.1 EQUIPMENT, MAINTENANCE AND REPAIR
- 5860.1 EQUIPMENT, MOVEMENT OF OFFICE AND OPERATING
- 4430.1 ERROR RATES FOR NPRC OPERATIONS
- 4430.1 ERRORS, CLASSIFICATION OF
- 1867.20 ES-931, REQ. FOR WAGE & SEP. INFO. - UCFE
- 1867.20 ES-931A, REQ. FOR SEP. INFO. FOR ADDITIONAL CLAIM - UCFE
- 1867.20 ES-934, REQ. FOR INFO. OR RECONSIDERATION OF FED. FINDINGS - UCFE
- 6240.2 ESCORT BUILDING PASS
- 6010.2 ESSENTIAL PERSONNEL
- 2460.1 EVACUATION ROUTES, FLOOR PLAN OF
- 1864.109 EVALUATING EMPLOYEE PERFORMANCE, COMPUTING QUANTITY FACTOR
- 3620.1 EVALUATING EMPLOYEE SUGGESTIONS
- [1864.102](#) EVALUATION MATERIAL FOUND IN CIVILIAN PERSONNEL RECORDS
- 3630.4 EVALUATION OF PROBATIONARY SUPERVISORS AT NPRC
- 6050.2 EXCEPTED APPOINTMENTS, INTERMITTENT EMPLOYEES
- 1867.14 EXECUTIVE ORDER 10000, ADDITIONAL COMPENSATION ALLOWED UNDER
- [1864.102](#) EXEMPT RECORDS SYSTEMS, PRIVACY ACT

- [1864.101](#) EXPRESS MAIL REQUESTS, PRIORITY LEVEL OF
- 1867.51 EXTENSION OF AUTHORIZED RECORDS RETENTION PERIOD
- 
- [1864.114](#) FACSIMILE (FAX) MACHINES AT NPRC
- 1867.61 FAMILY MEMBER PREFIX
- [1864.114](#) FAX MACHINES AT NPRC
- [1864.101](#) FAX REQUESTS, PRIORITY LEVEL OF
- [1867.62](#) FBI 1ST PAGE REPORT OF EXIT AND SEPARATION (FD-193)
- [1867.62](#) FBI ELECTRONIC COMMUNICATION CONTAINS ELIGIBILITY STAMP
- [1867.62](#) FBI PAYROLL CARD
- [1867.62](#) FBI PERSONNEL FILE COVER SHEET (4-176)
- [1867.62](#) FBI PERSONNEL SEPARATE FILES DURING OR AFTER 1994
- [1867.62](#) FD-263 (COVER PAGE OF FBI INVESTIGATIVE REPORT)
- 1867.45 FEDERAL AGENCIES, LOCAL, TELEPHONE REQUESTS CONCERNING
- 1867.4 FEDERAL AGENCIES, LOCATION OF OPF'S
- 1867.5 FEDERAL EMERGENCY RELIEF ADMIN. (FERA), PATTERN PARAGRAPHS ON
- 1867.19 FEDERAL EMP. HEALTH BENEFITS ACT OF 1959
- 5900.2 FEDERAL EMPLOYEES COMPENSATION ACT (FECA)
- 1867.19 FEDERAL EMPLOYEES, INQUIRIES CONCERNING HEALTH/LIFE INSURANCE
- 1867.47 FEDERAL EXTENSION SERVICE RECORDS
- [1864.102](#) FEDERAL REGISTER AND REQUESTS WHICH NAME SYSTEMS OF RECORDS
- 1867.31 FEDERAL RESERVE BANK TREASURY CHECKS, REQUESTS FOR
- 1867.31 FEDERAL RESERVE BANK, MINNEAPOLIS
- 1867.31 FEDERAL RESERVE BANK, ST. LOUIS
- 5420.1 FEDERAL WOMEN'S PROGRAM (FWP)
- 7610.1 FEDSTRIP OPERATING GUIDE
- [1852.2](#) FEE CASE PROCEDURES
- [1852.2](#) FEE CLERK RESPONSIBILITIES
- [2140.1](#) FEE DESK, COMPUTER APPLICATION
- [1804.1](#) FEE REGULATIONS, SIGNATURE AUTHORITY FOR CORRESPONDENCE INVOLVING
- [1852.2](#) FEE SCHEDULE FOR OPM RECORDS
- [1852.2](#) FEE SCHEDULES
- 4430.1 FEEDBACK ERRORS
- 1250.1 FEES FOR MAILING SALARY CHECKS

- [1804.1](#) FEGLI AGENCY CERTIFICATION, SIGNATURE AUTHORITY FOR (SF 56)
- 1867.12 FICA (FEDERAL INSURANCE CONTRIBUTIONS ACT), INFO CONCERNING
- 1867.16 FICA REPORTS, LIST OF POST OFFICE
- 5910.1 FILE AREAS, SAFETY RULES FOR SEARCHERS & OTHERS WORKING IN FILE
- 6060.3 FILES MAINTENANCE, EMPLOYEE RELATED
- 1867.60 FINDING AIDS
- 1867.61 FINDINGS AIDS SYSTEM
- 2460.1 FIRE ALARM BOXES, FLOOR PLAN OF
- [1804.1](#) FIRE ON JULY 12, 1973, REQUESTS FOR INFO ON-SIGNATURE AUTHORITY
- 5900.3 FIRE PREVENTION AT NPRC
- 2460.1 FIRE PREVENTION/PROTECTION PROGRAM
- [1864.101](#) FIRE-RELATED RECORDS, REQUESTS WITH DEADLINES RELATING TO
- 5900.2 FIRST AID FOR ON-THE-JOB INJURIES, NECESSITY FOR IMMEDIATE
- [1864.101](#) FIRST PRIORITY LEVEL PROCEDURES
- 2460.1 FLOOR PLANS FOR ALARM BOXES
- 2460.1 FLOOR PLANS FOR EVACUATION ROUTES
- 1867.60 FNO FILE
- 1867.4 FNO FILE
- 1867.59 FNO RECORD GROUP
- [1852.2](#) FOIA FEE CASES
- [1864.113](#) FOIA REQUEST, DATA ENTRY ON CMRS
- 1867.11 FOIA REQUESTS FOR MEDICAL RECORDS
- [1864.113](#) FOIA REQUESTS, PROCESSING
- [1864.113](#) FOIA REQUESTS, REPORTING REQUIREMENTS
- 1867.45 FOIA REQUESTS, TELEPHONE INQUIRIES
- [1867.6](#) FOIA, RELEASABLE INFORMATION UNDER
- 1867.47 FOLDER RETURNS (OPF), SCREENING OF
- [1852.2](#) FOLLOW-UP BILLINGS ON UNPAID FEES
- [1864.101](#) FOLLOW-UP REQUEST (CONDITION FOR TRACER TAG)
- [1864.103](#) FOLLOW-UP/TRACER REQUESTS, DELAY NOTICES
- [1864.104](#) FOREIGN LANGUAGE INQUIRIES, TRANSLATION OF
- 1867.4 FOREIGN NATIONAL OVERSEAS (FNO) FILE
- 1867.60 FOREIGN NATIONALS OVERSEAS (FNO) FILE
- 1867.59 FOREIGN NATIONALS OVERSEAS (FNO) RECORDS
- 1824.1 FORMS MANAGEMENT

[1824.2](#) FORMS, LIST OF CURRENT FORMS CONTROLLED BY NPRC

[1864.102](#) FORWARDING REQUESTS TO LAST KNOWN ADDRESS

1867.51 FRC HOLDINGS CONTROL INPUT

[1867.6](#) FREEDOM OF INFO. ACT, RELEASABLE INFO. UNDER

[1864.113](#) FREEDOM OF INFORMATION ACT REQUESTS

[1804.1](#) FREEDOM OF INFORMATION ACT REQUESTS, SIGNATURE AUTHORITY

[1864.102](#) FREEDOM OF INFORMATION ACT, RELATION TO PRIVACY ACT

9850.1 FRICK FORM

9850.1 FURLOUGH AND UNEMPLOYMENT BENEFITS

5420.1 FWP, FEDERAL WOMEN'S PROGRAM

---

1867.14 GAO COPIES OF AGENCY PAY ROLLS

1867.5 GAO, PATTERN PARAGRAPHS

1867.51 GBL'S, GOVERNMENT BILLS OF LADING AND SHIPPING LISTS

1867.14 GENERAL ACCOUNTING OFFICE (GAO), COPIES OF AGENCY PAYROLLS

1867.5 GENERAL ACCOUNTING OFFICE, PATTERN PARAGRAPHS

[1840.11](#) GENERAL PURPOSE RECORDS, CODING & ROUTING OF

1867.27 GENERAL PURPOSE RECORDS, RELEASE OF

1867.39 GENERAL PURPOSE RECORDS, SEARCHING AND REFILEING

1867.45 GENERAL PURPOSE RECORDS, TELEPHONE REQUESTS

1867.51 GOVERNMENT BILLS OF LADING (GBL'S) AND SHIPPING LISTS

[1804.1](#) GOVERNMENT OFFICIALS, SIGNATURE AUTHORITY FOR REPLIES TO

6010.2 GROUP DISMISSALS & CLOSING THE CENTER

1867.19 GROUP LIFE INSURANCE, OFFICE OF FEDERAL EMP. (OFEGLI)

3830.3 GSA 1655, EMPLOYEE CLEARANCE RECORD

[3620.2](#) GSA FORM 1291, RECOMMENDATION FOR PERFORMANCE RECOGNITION

3620.1 GSA FORM 1437, CERTIFICATION OF APPROVAL OF SUGGESTION AWARD

6050.2 GSA FORM 1655, EMPLOYEE CLEARANCE STATEMENT

5410.1 GSA FORM 19, DESIGNATION OF AUTHORIZED REPRESENTATIVE

5800.1 GSA FORM 2957, REIMBURSABLE WORK AUTHORIZATION

7610.1 GSA FORM 300, ORDER FOR SUPPLIES AND SERVICES

1220.2 GSA FORM 3081, NEAR IMPREST FUND REGISTER

3620.1 GSA FORM 405, SUGGESTION FORM

3620.1 GSA FORM 407, EVALUATION OF EMPLOYEE SUGGESTION

[6010.3](#) GSA FORM 544, REQUEST, AUTHORIZATION & REPORT OF OVERTIME

6060.3 GSA FORM 873, ANNUAL ATTENDANCE RECORD  
7610.1 GSA SCHEDULE ITEMS, PURCHASE OF  
[2140.1](#) GULF WAR INDEX, COMPUTER APPLICATION

---

6050.2 HANDICAPPED PERSONS  
5900.3 HAZARDOUS CONDITIONS AT NPRC, INVESTIGATION OF  
1867.19 HEALTH BENEFITS ACT, REQUEST CONCERNING FEDERAL EMP.  
1867.61 HEALTH RECORDS, DEFINITION OF  
5900.2 HEALTH UNIT, DEFINITION  
5900.3 HEALTH, OCCUPATIONAL SAFETY, & FIRE PREVENTION AT NPRC  
[2140.1](#) HELP DESK  
1864.109 HISTORICAL STANDARD, DEFINITION  
1867.10 HOMEOWNERS ASSISTANCE PROGRAM, SERVICING REQ.  
3610.9 HOURS SPENT IN TRANSITIONAL TRAINING  
1867.55 HOUSE OF REPRESENTATIVES, INQUIRIES FROM  
1867.19 HOUSE OF REPS & SENATE, REQ. FROM - CONCERNING INSURANCE STATUS  
6010.8 HYGROTHERMOGRAPHS

---

6060.3 ID CARDS/ACCESS BADGES  
6240.2 IDENTIFICATION BADGE, LOST OR DAMAGED  
6240.2 IDENTIFICATION BADGE, TEMPORARY  
6240.2 IDENTIFICATION BADGE, WEARING OF  
6060.3 IDENTIFICATION CARDS/BADGES  
[1864.102](#) IDENTIFICATION OF REQUESTER & THE PRIVACY ACT  
1867.60 IER'S, SEARCHING  
1220.2 IMPREST FUND, USE OF  
1867.51 INBOUND SHIPMENT REGISTER  
[3620.2](#) INCENTIVE AWARDS, NPRC CASH AWARDS FOR PERFORMANCE RECOGNITION  
1840.5 INCOMING AND OUTGOING MAIL SERVICE  
[1864.102](#) INCOMPETENT INDIVIDUALS' RECORDS & THE PRIVACY ACT  
1867.47 INCOMPLETE PERSONNEL FOLDERS  
1867.51 INCOMPLETE RECORDS SHIPMENTS, PROCESSING OF  
1867.47 INDEBTEDNESS FILE IN OPF  
1867.10 INDEBTEDNESS TO THE UNITED STATES, REQUESTS INVOLVING  
[1867.1](#) INDEX TO NPRC MEMORANDUMS USED BY CPR

1867.60 INDIVIDUAL EARNINGS RECORDS (IER)  
1832.1 INFORMAL MEMOS, NPRC INTERNAL DIRECTIVES  
1025.1 INFORMATION SECURITY MANAGER  
[1864.112](#) INFORMATION SHEET  
[2140.1](#) INFORMATION TECHNOLOGY OPERATIONS  
6420.1 INJURIES ON THE JOB, WIG PAY INCREASES FOR EMP GRANTED LWOP  
5900.2 INJURY TREATMENT & REPORTING  
[1864.101](#) INQUIRIES RETURNED WITHOUT ACTION FROM OFFICES TO WHICH REFERRED  
[1872.5](#) INQUIRIES TO TASK SYSTEM  
1867.61 INSURANCE FIRMS' REQUESTS FOR MEDICAL RECORDS  
1867.19 INSURANCE, HEALTH & LIFE  
3610.5 INTERAGENCY TRAINING  
1867.58 INTERFILES, SORTING  
1867.58 INTERFILING IN RECORD GROUPS OTHER THAN THE REGISTRY FILE  
1867.29 INTERFILING IRS TAX RECORDS  
1867.58 INTERFILING MISCELLANEOUS DOCUMENTS  
6050.2 INTERMITTENT EMPLOYEES  
9850.1 INTERMITTENT EMPLOYEES & UNEMPLOYMENT BENEFITS  
6060.3 INTERMITTENT EMPLOYEES ATTENDANCE RECORD  
6050.3 INTERMITTENT EMPLOYEES, CONVERSION TO PERMANENT STATUS  
6050.4 INTERMITTENT EMPLOYEES, PROMOTING  
1867.47 INTERMITTENT FOLDER, SCREENING OF  
1832.1 INTERNAL DIRECTIVES FOR NPRC  
1867.27 INTERNAL REVENUE SERVICE RECORDS, RELEASE OF  
3630.3 INTERVIEWING JOB APPLICANTS, PROCEDURES FOR  
1867.47 INVESTIGATIVE FILES IN OPF  
[1867.62](#) INVESTIGATIVE SUM (TELETYPE) CONTAINS APPLICANT STAMP W/NOTATION  
[1867.62](#) INVESTIGATIVE SUMMARY (AIRTEL)  
[1864.112](#) INVESTIGATORS AND AGENTS  
1867.28 IRS FORM 1040, 1040A, & 1040EZ, INCOME TAX RETURNS  
1867.29 IRS FORM 1332, BLOCK & SELECTION RECORD  
1867.28 IRS FORM 2275, RECORDS REQ., CHARGE & RECHARGE  
1867.28 IRS FORM 4251, RETURN CHARGE OUT  
1867.28 IRS FORM 5546, EXAMINATION RETURN CHARGEOUT  
1867.29 IRS FORMS, USE OF VARIOUS

- 1867.28 IRS RECORDS, LOCATION OF
- 1867.27 IRS RECORDS, RELEASE OF
- 1867.29 IRS TAX RECORDS - SEARCHING, PHOTOCOPYING AND REFILING OF
- 1867.28 IRS TAX RECORDS, INTRODUCTION TO
- [2140.1](#) IT EQUIPMENT
- [2140.1](#) IT SYSTEMS
- 
- 3630.3 JOB APPLICANTS, PROCEDURES FOR INTERVIEWING
- 1867.47 JUDICIAL & LEGISLATIVE AGENCIES, REQUESTS FROM
- 
- 1867.10 LAST KNOWN ADDRESS, REQUESTS FOR
- 1867.45 LAWYERS REQUESTS REC'D. BY TELEPHONE
- 6060.3 LEAVE APPLICATION, STANDARD FORM 71
- 9850.1 LEAVE OF ABSENCE
- 1867.22 LEAVE RECORDS
- [1867.6](#) LEGAL CUSTODY OF RECORDS, CREATING AGENCY & POLICY
- [1864.107](#) LEGAL DEMANDS FOR MILITARY/CIVILIAN PERSONNEL OR MEDICAL RECORDS
- 1867.47 LEGISLATIVE & JUDICIAL AGENCIES, REQUESTS FROM
- 1867.19 LIFE INSURANCE, REQ. CONCERNING
- 1867.28 LIST YEAR, DEFINITION OF
- [1864.107](#) LITIGATION, RECORDS REQUIRED IN
- [1867.6](#) LOAN OR TRANSFER OF RECORD, RESTRICTIONS ON
- [1864.101](#) LOANS AND TRANSFERS, PRIORITY LEVEL OF
- 1867.4 LOCATION OF RECORDS AT CPR
- 1867.59 LOCATIONS OF RECORDS
- 1867.10 LOCATOR INFORMATION, LAST KNOWN ADDRESS, REQ. FOR
- 1867.37 LOCATOR NUMBER, POSTAL MONEY ORDER
- 6060.3 LOSS OF EMPLOYEE
- 5900.2 LOST TIME INJURY, DEFINITION
- 1867.10 LOYALTY PROCEEDINGS UNDER E.O. 9835 & 10450, REQ. INVOLVING
- 
- 1867.59 MA REQUESTS
- [1840.12](#) MAIL (UNDELIVERABLE), RETURNED BY U.S. POSTAL SERVICE
- [1840.11](#) MAIL CODING & ROUTING INSTRUCTIONS



- 1840.5 MAIL MESSENGER SERVICE
- [1840.11](#) MAIL ROUTING GUIDE
- 1840.5 MAIL SERVICE, INCOMING AND OUTGOING
- 1840.5 MAIL STOPS, LIST OF
- 6820.1 MAINTENANCE & REPAIR OF OFFICE & FILE EQUIPMENT
- 1867.47 MARKING REFILE MATERIAL OR FOLDERS
- [1804.1](#) MEDIA REQUESTS, SIGNATURE AUTHORITY ON RESPONSES TO
- 3830.1 MEDICAL EXAMINATION, AUTHORITY TO REQUEST
- [1864.107](#) MEDICAL HISTORY, COURT ORDER FOR
- [1864.102](#) MEDICAL MATERIAL IN RECORDS WHICH MAY ADVERSELY AFFECT INDIVIDUAL
- 1867.59 MEDICAL RECORD SEARCH
- 1867.11 MEDICAL RECORDS (CRB), REQUESTS INVOLVING
- 1867.47 MEDICAL RECORDS IN OPF
- 1867.61 MEDICAL RECORDS, AUTHORIZATION FOR RELEASE OF
- 1867.61 MEDICAL RECORDS, DEFINITION OF
- 1867.27 MEDICAL RECORDS, RELEASE OF MIL/DEP.
- 1867.45 MEDICAL RECORDS, TELEPHONE INQUIRIES
- 1867.26 MEDICAL RECORDS, X-RAYS AND PHOTOFLUOGRAMS REQUEST
- 5900.2 MEDICAL TREATMENT, DEFINITION
- 6060.3 MEDICAL, DISPENSARY PERMITS
- 1867.12 MEDICARE DEDUCTIONS FOR FEDERAL EMP.
- [1832.6](#) MEMORANDUMS, CHECKLIST OF CURRENT AND CANCELED
- [1832.4](#) MEMOS, DISTRIBUTION CODING SYSTEM
- 1867.29 MEMPHIS SERVICE CENTER (MSC), IRS SEARCHING
- [1864.107](#) MENTAL HEALTH RECORDS, COURT ORDER FOR
- 1867.61 MENTAL, PSYCHONEUROTIC, OR PERSONALITY DISORDERS & MED. REC. RELEASE
- [1867.6](#) MERGED FOLDERS
- 3630.3 MERIT PROMOTION REFERRAL
- 1840.5 MESSENGER AND MAIL SERVICE
- 1867.14 MICROFILMED ARMY & AIR FORCE RETIREMENT ACCOUNTS
- 1867.61 MILITARY DEPENDENT MEDICAL RECORDS
- 9850.1 MILITARY LEAVE
- 6060.3 MILITARY SERVICE DATA OF EMPLOYEE & RELATIVES
- 6240.4 MILITARY SERVICE RECORDS OF EMPLOYEES/RELATIVES

- [1864.102](#) MINORS, THE PRIVACY ACT & THE RECORDS OF  
[1864.107](#) MISADDRESSED LEGAL DEMANDS  
1867.45 MISDIRECTED REQUESTS REC'D. BY TELEPHONE  
1867.13 MISSING PERSONS ACT, P.L. 490, REQUESTS INVOLVING  
1867.60 MISSING RECORDS, VERIF. SEARCH  
1867.47 MISSING SERVICE RECORDS  
1867.27 MONEY ORDERS, POSTAL SERVICE - RELEASE OF  
1867.37 MONEY ORDERS, SEARCHING  
1220.2 MONTHLY ACCOUNTABILITY REPORT (SF 1129)  
[1872.5](#) MONTHLY REPORTING PERIODS
- 
- 7610.1 NA FORM 5007, REQUISITION FOR EQUIPMENT, SUPPLIES, OR SERVICE  
[1824.2](#) NA FORMS, LIST OF CURRENT  
1867.51 NADS PENDING FILE, NARA ACCESSION AND DISPOSAL SYSTEM  
1867.33 NAME CHANGE ON BIRTH CERTIFICATE, ADOPTION CASES INVOLVING  
1867.51 NARA ACCESSION AND DISPOSAL SYSTEM (NADS) PENDING FILE  
[1804.1](#) NARA OFFICIALS, SIGNATURE AUTHORITY FOR REPLIES TO  
1872.2 NARRATIVE REPORTS  
1867.51 NARS-5, DISPOSAL OF RECORDS UNDER  
1867.55 NATIONAL ARCHIVES RECORDS, CONGRESSIONAL INQUIRIES INVOLVING  
[1867.62](#) NATIONAL NAME CHECK PROGRAM REQUESTS FROM FEDERAL AGENCIES  
1250.1 NATIONAL PAYROLL CENTER  
1867.5 NATIONAL YOUTH ADMIN. (NYA), PATTERN PARAGRAPHS ON  
1867.47 NAVY TRADE CARDS, USED IN RECONSTRUCTING SERVICE  
7610.1 NEAR (NATIONAL ELECTRONIC ACCOUNTING SYSTEM) REPORT  
1220.2 NEAR IMPREST FUND REGISTER, GSA FORM 3081  
1867.5 NEGATIVE REPLIES & REFERRALS, BASIC REMARKS FOR  
1867.59 NEGATIVE SEARCH  
[1840.11](#) NEGATIVES, ROUTING OF  
[3610.6](#) NEW EMPLOYEES, A CHECKLIST FOR ORIENTING  
1867.27 NEXT OF KIN, DEFINED  
[1867.62](#) NO RECORD FOUND STAMP  
1867.47 NON-APPROPRIATED FUND ACTIVITIES  
1867.51 NON-DEFICIENT RECORDS SHIPMENT, PROCESSING OF  
[1867.6](#) NON-OPM RECORDS, RESTRICTIONS AND RELEASE

6050.2 NON-PAY STATUS, INTERMITTENT EMPLOYEE  
1867.59 NON-REGISTRY SEARCH PROCEDURES  
1867.51 NON-TEXTUAL RECORDS, PROCESSING AND SHELVING  
1867.51 NON-WITNESSED RECORDS, DISPOSAL OF  
1867.51 NOTICE OF INTENT TO DESTROY RECORDS  
6050.3 NOTICE OF RATINGS, INTERMITTENT EMPLOYEES  
1867.7 NOTIFICATION OF PERS. ACTION, SF 50  
6060.3 NOTIFICATION OF PERSONNEL ACTION, STANDARD FORM 50  
[2140.1](#) NOVELL ACCOUNT REQUEST  
[2140.1](#) NOVELL USERID  
[1864.112](#) NPRC INFORMATION SHEET  
[1867.1](#) NPRC MEMORANDUMS USED BY CPR

---

[2140.1](#) OASIS, COMPUTER APPLICATION  
2460.1 OCCUPANT PROTECTION PLAN  
5900.3 OCCUPATIONAL SAFETY AND HEALTH COMMITTEE AT NPRC  
1867.59 OF 11, REFERENCE REQ. - FEDERAL RECORDS CENTER  
1867.39 OF 11, REFERENCE REQUEST - FEDERAL RECORDS CENTERS  
5860.1 OFFICE AND OPERATING EQUIPMENT, MOVEMENT OF  
[1872.5](#) OFFICE AUTOMATION AREA  
6010.2 OFFICE CLOSINGS  
6820.1 OFFICE MACHINES & FURNITURE, REPAIR OF  
3610.5 OFFICE OF PERS. MGT. (OPM) TRAINING  
1867.11 OFFICE OF WORKERS' COMPENSATION PROGRAM (OWCP)  
7610.1 OFFICE SUPPLIES, MAINTENANCE AND DISTRIBUTION OF  
7610.1 OFFICE SUPPLY PURCHASING PROCEDURES  
1220.2 OFFICIAL BUSINESS, CLAIMS FOR REIMBURSEMENT  
6060.3 OFFICIAL PERSONNEL FOLDER (OPF)  
1867.47 OFFICIAL PERSONNEL FOLDER (OPF), SCREENING OF  
1867.4 OFFICIAL PERSONNEL FOLDERS (OPF), LOCATION GUIDE FOR  
[1867.6](#) OFFICIAL PERSONNEL FOLDERS (OPF), RESTRICTIONS & RELEASE POLICIES  
1867.59 OFFICIAL PERSONNEL FOLDERS (OPF), SEARCHING  
[1840.11](#) OFFICIAL PERSONNEL FOLDERS, REQUESTS FOR, GUIDELINES FOR CODING  
1867.59 OFFICIAL PERSONNEL FOLDERS, SEARCHING INSTRUCTIONS  
5900.2 ON-DUTY STATUS, DEFINITION

1867.31 ON-LINE REJECT REENTRY (OLRR) CHECKS, TREASURY  
[1867.62](#) ON-SITE REVIEWS OF FBI PERSONNEL FILES  
[1864.108](#) ONSITE REVIEW OF PERS & MED RECORDS, PREPARING RECORDS FOR  
7610.1 OPEN MARKET PURCHASES  
7610.1 OPERATING SUPPLY PURCHASING PROCEDURES  
1867.10 OPF DOCUMENTS, REQUESTS FOR  
1867.47 OPF SCREENING  
1867.4 OPF'S, LOCATIONS OF  
1867.45 OPF, TELEPHONE INQUIRIES  
1867.60 OPF, VERIF. SEARCH FOR  
3830.3 OPM FORM 1425, APP. FOR REFUND OF RETIREMENT DEDUCTIONS  
1867.11 OPM REGULATIONS PERTAINING TO MEDICAL INFO/RECORDS  
7610.1 ORDERING SUPPLIES FROM COMMERCIAL CUSTOMER SUPPLY CENTER (CSC)  
[1872.5](#) ORGANIZATION CODES USED IN TASK  
[1804.1](#) ORGANIZATIONAL RECORDS, SIGNATURE AUTHORITY FOR CERTIFIED  
[3610.6](#) ORIENTING THE NEW EMPLOYEE, A CHECKLIST FOR  
[1867.62](#) OTHER GOVT SVC FILE - OPF DOCUMENTS SVC W/AGENCY OTHER THAN FBI  
[1867.62](#) OUTGOING COMMUNICATION PREPARED BY FBI  
1867.61 OUTPATIENT RECORDS, DEFINITION OF  
9735.1 OUTSIDE EMPLOYMENT  
6060.3 OUTSIDE EMPLOYMENT, REQUEST FOR  
[3620.2](#) OUTSTANDING PERFORMANCE LEVEL CERTIFICATE  
[6010.3](#) OVERTIME & COMPENSATORY TIME  
[6010.3](#) OVERTIME, REQUEST, AUTHORIZATION & REPORT OF - GSA FORM 544  
1867.11 OWCP, DISTRICT OFFICE ADDRESSES, LIST OF

---

7610.1 PACKING SLIP/INVOICE  
1220.2 PARKING FEE REIMBURSEMENT, EMPLOYEE  
3610.5 PARKING FEES, REIMBURSEMENT OF  
1867.33 PASSPORT, REQUEST FOR BIRTH CERTIFICATE  
1867.61 PATIENT INDEX RETRIEVAL SYSTEM (PIRS)  
1867.5 PATTERN PARAGRAPHS, PURPOSE, USAGE, AND SELECTION OF  
1867.10 PAY CLAIMS, REQUESTS INVOLVING  
6420.1 PAY INCREASES (WITHIN-GRADE) - EMP INJURED ON JOB/LWOP  
1867.12 PAY RECORDS

1867.16 PAY TRANSCRIPT, POST OFFICE EMPLOYEES  
6060.3 PAYROLL CHANGE SLIP, STANDARD FORM 1126  
1867.47 PAYROLL RECORDS IN OPF  
[2140.1](#) PC ACCOUNT REQUESTS  
[2140.1](#) PC PASSWORDS  
[2140.1](#) PC USERID  
1864.109 PE RANGES  
1867.11 PEACE CORPS, RELEASE OF MEDICAL RECORDS  
1867.29 PENALTY CASE FILES, IRS  
[3630.5](#) PERFORMANCE APPRAISAL - CORES  
[3620.2](#) PERFORMANCE AWARDS  
4430.1 PERFORMANCE IMPROVEMENT PLANS  
[3630.5](#) PERFORMANCE MANAGEMENT PROGRAM - CORES  
[2140.1](#) PERFORMANCE METRICS, COMPUTER APPLICATION  
6060.3 PERFORMANCE PLAN AND APPRAISAL  
1868.2 PERSONAL INFORMATION, DISPOSAL OF DOCUMENTS CONTAINING  
[1864.102](#) PERSONAL INFORMATION, SOLICITATION AND THE PRIVACY ACT  
3830.4 PERSONNEL ACTION, REQUEST FOR, SF 52  
6050.2 PERSONNEL CEILING FOR INTERMITTENT EMPLOYEES  
1867.10 PERSONNEL RECORDS FILE, REQUESTS FOR  
7610.1 PERSONS AUTHORIZED TO APPROVE PURCHASES  
1867.24 PHILIPPINE NATIONALS, REQUESTS ON  
1867.13 PHILIPPINES & GUAM, CIV. EMP. OF  
1867.29 PHOTOCOPYING IRS TAX RECORDS  
1867.26 PHOTOFLUOROGRAMS, REQUESTS FOR MILITARY  
3830.1 PHYSICAL REQUIREMENTS FOR POSITIONS AT NPRC  
5900.2 PHYSICIAN, DEFINITION FOR MEDICAL DATA NEEDED IN TREATMENT  
1867.61 PIRS - PATIENT INDEX RETRIEVAL SYSTEM  
1867.55 POLICY STATEMENTS, REQUESTS FROM CONGRESSIONAL OFFICES  
6060.3 POSITON DESCRIPTIONS, RETENTION OF  
1867.47 POST OFFICE CHRISTMAS ASSISTANT EMPLOYMENT  
1867.16 POST OFFICE DEPT. PAY TRANSCRIPTS  
1867.47 POST OFFICE ROSTER CARDS, USED IN RECONSTRUCTING SERVICE  
1867.37 POSTAL MONEY ORDERS, SEARCHING  
1867.47 POSTMASTER'S BRIEFS & CASE FILES

1867.60 PRE-REGISTRY VERIFICATION

[1864.108](#) PREPARATION OF PERS & MED RECORDS FOR ONSITE REVIEW AT NPRC

4430.1 PRESELECTION OF AUDIT ITEMS

1867.55 PRIORITY HANDLING OF CONGRESSIONAL INQUIRIES

1867.59 PRIORITY HANDLING OF REQUESTS FOR OFFICIAL PERSONNEL FOLDERS

[1864.101](#) PRIORITY LEVELS IN REFERENCE SERVICE - WORKFLOW CONTROL

1867.45 PRIORITY TELEPHONE REQUESTS

[1864.101](#) PRIORITY TYPE INQUIRIES, FLAGS FOR IDENTIFYING

[1867.6](#) PRIVACY ACT

1867.45 PRIVACY ACT & TELEPHONE INQUIRIES

[1804.1](#) PRIVACY ACT CORRESPONDENCE, SIGNATURE AUTHORITY FOR REPLIES

[1864.102](#) PRIVACY ACT, EXEMPT RECORDS SYSTEMS

[1864.102](#) PRIVACY ACT, INFO & INSTR FOR IMPLEMENTATION OF

[1864.102](#) PRIVACY ACT, NPRC POLICY

1867.55 PRIVACY ACT, RELATION TO CONGRESSIONAL INQUIRIES

1867.27 PRIVACY ACT, RELEASE OF MED. RECORDS

[1864.101](#) PROBATION AND PAROLE OFFICER REQUESTS, PRIORITY LEVELS

3630.4 PROBATIONARY SUPERVISORS, EVALUATION OF

[1867.62](#) PROCESSING REQUESTS FROM FBI PERSONNEL FILES

1864.109 PRODUCTION WORK STANDARDS, CALCULATING

[3620.2](#) PRODUCTIVITY AWARDS

[1872.5](#) PRODUCTIVITY TRANSACTION FILE, TASK SYSTEM

[3630.6](#) PROGRAM INTEGRITY MAINTENANCE, CAREER LADDER - CORES

6050.4 PROMOTING INTERMITTENT EMPLOYEES

3610.11 PROMOTION STANDARDS FOR ARCH. SPEC. TRAINEE PROGRAM

5860.1 PROPERTY OFFICERS

6240.2 PROPERTY PASS

6240.5 PROPERTY, REMOVAL OF-FROM NPRC

1867.16 PS FORM 1744, APPLICATION FOR CHRISTMAS EMPLOYMENT

1867.16 PS FORM 316, U.S. POSTAL SERV. RECORDS INFO REQ.

5900.2 PUBLIC HEALTH, DEFINITION

1867.20 PUBLIC LAW 767, UNEMPLOYMENT COMP.

[1864.102](#) PUBLIC LAW 93-579, PRIVACY ACT

1867.59 PULLSLIP INFORMATION

7610.1 PURCHASE PROCEDURES, OFFICE & OPERATING SUPPLY

7610.1 PURCHASES, SPECIAL ORDER

---

4430.1 QUALITY AUDIT

[3630.5](#) QUALITY STEP INCREASE (QSI) - CORES

1864.109 QUANTITY FACTOR, COMPUTING PERFORMANCE LEVEL

[3620.2](#) QUARTERLY PRODUCTIVITY AWARD

3610.11 QUARTERLY REPORTS, ARCHIVES SPEC. TRAINEE

---

1820.1 READING FILE, DISPOSAL OF

[3620.2](#) RECOMMENDATION FOR PERFORMANCE RECOGNITION, GSA FORM 1291

[1872.5](#) RECONCILE, TASK SYSTEM

1867.4 RECORD GROUP LOCATIONS

1867.59 RECORD GROUPS, SEARCHING

1867.51 RECORDS ACCEPTED FOR STORAGE, GENERAL CATEGORIES

1867.4 RECORDS HOLDINGS BY AGENCY AT CPR

1867.4 RECORDS LOCATION GUIDE FOR CPR HOLDINGS

1867.5 RECORDS NOT AVAILABLE AT NPRC

[1864.99](#) RECORDS OF VIP'S

[1804.1](#) RECORDS RETENTION, SIGNATURE AUTHORITY FOR EXTENSION OF

1867.51 RECORDS SHIPMENT, DEFICIENCIES IN

6240.2 RECORDS STORAGE ACCESS BADGE, LOST OR DAMAGED

6060.3 RECORDS, EMPLOYEE

[1864.101](#) RED TAGS, WHEN TO USE

[3630.5](#) REDUCTION IN GRADE - CORES

[1865.16](#) REFERRAL ADDRESS FOR ACTIVE AIR FORCE RECRUITERS

[1865.16](#) REFERRAL ADDRESS FOR AIR FORCE RESERVE RECRUITERS

3630.3 REFERRAL OF OUTSIDE APPLICANT

1867.45 REFERRALS, TELEPHONE INQUIRIES AND

1867.58 REFILES, SORTING

1867.59 REFILING AUXILIARY RECORDS

1867.58 REFILING IN RECORD GROUPS OTHER THAN THE REGISTRY FILE

1867.58 REFILING IN THE REGISTRY FILE

1867.29 REFILING IRS TAX RECORDS

[1852.2](#) REFUND OF REMITTANCES

3830.3 REFUND OF RETIREMENT DEDUCTIONS, APPLICATION FOR, OPM 1425

3610.5 REFUND OF TUITION

1867.60 REGISTRY FILE

1867.59 REGISTRY FILE

1867.4 REGISTRY FILE

1867.47 REGISTRY FILE & OPF, MARKING FILE

1867.60 REGISTRY NUMBER LISTING

1867.59 REGISTRY SEARCH PROCEDURES

1867.60 REGISTRY VERIFICATION

6420.1 REGULAR WITHIN-GRADE SALARY INCREASES

7610.1 REIMBURSABLE WORK

5800.1 REIMBURSABLE WORK AUTHORIZATION, GSA FORM 2957

1220.2 REIMBURSEMENT FROM IMPREST FUND

1867.10 REINSTATEMENT ELIGIBILITY, REQUESTS INVOLVING

6240.4 RELATIVES & EMPLOYEES MILITARY SERVICE RECORDS, STORAGE OF

1867.27 RELEASE AND ACCESS GUIDE, GENERAL REFERENCE BRANCH

[1867.6](#) RELEASE AND RESTRICTION POLICIES FOR OPF'S

6050.1 RELEASE OF INFORMATION OF NPRC EMPLOYEES

[1864.102](#) RELEASE OF INFORMATION/RECORDS & THE PRIVACY ACT

[1865.16](#) RELEASE OF ONLY THE PLACE OF BIRTH FOR DECEASED SERVICE PERSONNEL

1867.55 RELEASE POLICY, RELATING TO CONGRESSIONAL OFFICES

[1804.1](#) RELEASE POLICY, SIGNATURE AUTHORITY FOR CORRESPONDENCE

1867.45 RELEASE RESTRICTIONS FOR TELEPHONE INQUIRIES

6240.5 REMOVAL OF GOVT. PROPERTY, ACCOUNTABLE OFFICER

6240.5 REMOVAL OF PROPERTY, GOVERNMENT & PERSONAL

6820.1 REPAIR & MAINTENANCE OF EQUIPMENT & CONSTRUCTION OF AUX ITEMS

[1872.5](#) REPORTING PERIODS

[1872.5](#) REPORTS, DISTRIBUTION OF TASK

3830.4 REQUEST FOR PERSONNEL ACTION, SF 52

6060.3 REQUEST FOR PERSONNEL ACTION, STANDARD FORM 52

[1867.62](#) REQUESTS FROM FEDERAL AGENCIES FOR FBI PERSONNEL FILE INFO.

[1867.62](#) REQUESTS FROM FORMER FBI EMPLOYEES FOR FBI PERSONNEL FILE INFO.

[1867.62](#) REQUESTS FROM MEMBERS OF CONGRESS FOR FBI PERSONNEL FILE INFO.

[3610.12](#) REQUIREMENTS FOR NONCOMPETITIVE CONVERSION

3830.1 REQUIREMENTS FOR POSITIONS AT NPRC, PHYSICAL

7610.1 REQUISITION FOR EQUIPMENT, SUPPLIES, OR SERVICES



[1864.112](#) RESEARCH ROOM, INQUIRIES RECEIVED AT RESEARCH ROOM, SECURITY IN  
[1864.108](#) RESEARCH ROOM, PREPARATION OF RECORDS FOR ONSITE REVIEW  
[1864.112](#) RESEARCHERS  
[1840.11](#) RESTRICTED AGENCIES, LIST OF  
[1867.6](#) RESTRICTIONS AND RELEASE POLICIES FOR OPF'S  
1867.11 RESTRICTIONS INVOLVING RELEASE OF MEDICAL RECORDS  
1867.59 RESTRICTIONS ON TRANSFER OF OPF  
[1864.102](#) RETENTION OF COPIES OF DELETED DOCS. 3RD PARTY FOIA  
[1864.113](#) RETENTION OF COPIES OF DELETED DOCS. 3RD PARTY FOIA-NO AUTHORIZ.  
[1872.5](#) RETENTION, TASK FORMS & REPORTS  
1867.14 RETIREMENT DEDUCTIONS (CSRS)  
1867.16 RETIREMENT DEDUCTIONS FOR POST OFFICE CHRISTMAS EMPLOYEES  
1867.11 RETIREMENT DISABILITY  
1867.55 RETIREMENT STATUS, CONGRESSIONAL INQUIRIES INVOLVING  
1867.18 RETIREMENT, VERIFICATION OF TEACHING EXPERIENCE  
[1840.12](#) RETURNED MAIL PROCEDURES AT NPRC  
[1864.108](#) REVIEW OF RECORDS ONSITE  
6010.8 ROOM G-15, TEMPERATURE & HUMIDITY LIMITATIONS  
[1852.2](#) ROSTER REQUESTS  
[1804.1](#) ROUTINE CORRESPONDENCE, SIGNATURE AUTHORITY  
[1864.102](#) ROUTINE USE, DEFINITION OF  
[1840.11](#) ROUTING CODES, LIST OF  
1824.1 RUBBER STAMPS, OBTAINING

---

6240.2 S BUILDING PASS  
1867.59 S SEARCH  
1867.60 S SEARCH, VERIFICATION  
1867.59 S-L OR S-LA REQUESTS  
1867.59 S/OPM REQUESTS  
1867.60 S/OPM, VERIFICATION SEARCH  
1867.59 S/RESEARCH REQUESTS  
1867.60 S/RESEARCH, VERIFICATION SEARCH  
1867.59 SA REQUESTS  
5910.1 SAFETY PROCEDURES & PENALTIES FOR NON-COMPLIANCE  
5910.1 SAFETY RULES FOR SEARCHERS

5900.3 SAFETY, HEALTH, AND FIRE PREVENTION PROGRAMS AT NPRC  
1250.1 SALARY CHECKS/BONDS  
[6400.1](#) SALARY COSTS, ANNUAL  
1867.14 SALARY DIFFERENTIALS, BROOKHART SALARY ACT  
6420.1 SALARY INCREASES, WITHIN-GRADE  
1867.14 SALARY, REPORTING AGGREGATE BASIC  
4430.1 SAMPLE SIZES AND SELECTION OF AUDIT ITEMS  
1250.1 SAVINGS ACCOUNTS, EMPLOYEE AUTHORIZATION FOR ALLOTMENTS TO  
1250.1 SAVINGS BONDS  
1867.10 SAVINGS BONDS, REQUESTS CONCERNING  
[3610.12](#) SCEP  
[1852.2](#) SCHEDULE OF FEE CHARGES  
[1872.5](#) SCHEDULES, TASK SYSTEM  
[3630.6](#) SCORING OF ASSESSMENT TOOLS, CAREER LADDER - CORES  
1867.47 SCREENING OFFICIAL PERSONNEL FOLDER  
[1864.112](#) SCREENING RECORDS  
[1864.106](#) SEAL IMPRESSIONS, AFFIXING TO DOCUMENTS OR COPIES OF DOCS  
1867.60 SEARCH REPORT  
1867.59 SEARCH REPORT  
1867.59 SEARCHING FOR OFFICIAL PERSONNEL FOLDERS  
1867.29 SEARCHING IRS TAX RECORDS  
[1864.101](#) SECOND OR THIRD REQUESTS  
[1864.101](#) SECOND PRIORITY LEVEL PROCEDURES  
6060.3 SECURITY AND EMPLOYEE RECORDS  
1025.1 SECURITY CLASSIFICATION, RECORDS WITH  
1867.10 SECURITY CLEARANCE, REQUEST FOR  
[1864.108](#) SECURITY DURING ONSITE RECORD REVIEW  
[1864.112](#) SECURITY IN THE RESEARCH ROOM  
6240.2 SECURITY PROCEDURES  
3630.3 SELECTION OF EMPLOYEES  
[3630.6](#) SELF-CAREER LADDER ASSESSMENT - CORES  
1867.55 SENATORS, INQUIRIES FROM  
[1867.62](#) SEPARATE FBI FOLDERS - EMPLOYEE MEDICAL FOLDER (EMF)  
[1867.62](#) SEPARATE FBI FOLDERS - PERSONNEL FOLDER  
3830.3 SEPARATIONS, FORMS USED FOR

1867.14 SERVICE RECORD DIVISION (SRD) CARDS  
6060.3 SF 1126, PAYROLL CHANGE SLIP  
6420.1 SF 1126, PAYROLL CHANGE SLIP  
1220.2 SF 1129, CASHIER REIMBURSEMENT VOUCHER &/OR ACCOUNTABILITY REPORT  
1867.22 SF 1150, RECORD OF LEAVE DATA  
1220.2 SF 1164, CLAIM FOR REIMBURSEMENT FOR EXPENDITURES  
3610.5 SF 1164, CLAIM FOR REIMBURSEMENT FOR EXPENDITURES  
1250.1 SF 1192, SAVINGS BOND AUTHORIZATION FOR PURCHASE/REQ FOR CHANGE  
3830.3 SF 1199A, DIRECT DEPOSIT SIGN UP FORM  
1867.59 SF 127, REQUEST FOR OFFICIAL PERSONNEL FOLDER  
[1840.11](#) SF 127, REQUEST FOR OPF  
1867.51 SF 135, PROCESSING OF  
1867.61 SF 135, RECORDS TRANSMITTAL & RECEIPT  
1867.51 SF 135, RECORDS TRANSMITTAL AND RECEIPT (ADVANCE NOTICE)  
3630.3 SF 171, PERSONAL QUALIFICATIONS STATEMENT  
3610.5 SF 182, REQUEST, AUTH., AGREEMENT & CERT. OF TRAINING  
[1840.11](#) SF 184, REQUEST FOR EMPLOYEE MEDICAL FOLDER  
1867.59 SF 184, REQUEST FOR EMPLOYEE MEDICAL FOLDER (SEPARATED EMPLOYEE)  
1867.19 SF 2717, ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE  
1867.14 SF 2806, INDIVIDUAL RETIREMENT RECORD  
1867.19 SF 2809, HEALTH BENEFITS REQ. FORM  
1867.19 SF 2810, NOTICE OF CHANGE IN HEALTH BENEFITS ENROLLMENT  
1867.19 SF 2821, AGENCY CERTIFICATION OF INSURANCE STATUS  
1867.19 SF 2823, DESIGNATION OF BENEFICIARY  
1867.7 SF 50, NOTIFICATION OF PERSONNEL ACTION  
6060.3 SF 50, NOTIFICATION OF PERSONNEL ACTION  
1867.19 SF 51, REQUEST FOR INSURANCE  
6060.3 SF 52, REQUEST FOR PERSONNEL ACTION  
3830.4 SF 52, REQUEST FOR PERSONNEL ACTION  
1867.19 SF 53, WAIVER OF LIFE INSURANCE  
[1804.1](#) SF 56, AGENCY CERTIFICATION OF INSURANCE STATUS, SIG AUTH  
6060.3 SF 7-B, EMPLOYEE RECORD  
6060.3 SF 71, LEAVE APPLICATION  
3830.1 SF 78, CERTIFICATE OF MEDICAL EXAMINATION  
3830.3 SF 8, NOTICE TO FED. EMP. ABOUT UNEMPLOYMENT COMPENSATION

9850.1 SF 8, NOTICE TO FED. EMPLOYEES ABOUT UNEMPLOYMENT INSURANCE  
1867.20 SF 8, NOTICE TO FEDERAL EMPLOYEES ABOUT UNEMPLOYMENT INSURANCE  
[2140.1](#) SGO, COMPUTER APPLICATION  
1867.39 SHELF LOCATION, GENERAL PURPOSE RECORDS  
1867.51 SHELVING NON-TEXTUAL RECORDS  
1867.51 SHIPMENTS, INCOMPLETE/DEFICIENT RECORDS  
1867.51 SHIPPING LIST, RECORDS  
6010.7 SICK LEAVE COMMENDATION LETTERS  
[1804.1](#) SIGNATURE AUTHORITY - CENTER CORRESPONDENCE  
1867.55 SIGNATURE AUTHORITY, CONGRESSIONAL INQUIRIES  
1872.2 SIGNIFICANT ITEMS REPORTS  
1867.51 SIS, SPACE INFORMATION SYSTEM REPORT  
1220.2 SMALL PURCHASES, USING THE IMPREST FUND  
[2140.1](#) SOFTWARE  
[1864.102](#) SOLICITING PERSONAL INFORMATION FROM AN INDIVIDUAL & PRIV ACT  
1867.58 SORTING REFILES AND INTERFILES  
1867.58 SORTING REGISTRY SEARCH REQUESTS  
1867.60 SOUNDEX CODE  
1867.59 SOUNDEX CODE  
[1840.11](#) SOUNDEX CODE INSTRUCTIONS  
1867.51 SPACE INFORMATION SYSTEM (SIS) REPORT  
7610.1 SPECIAL ORDER PURCHASES, PROCEDURES FOR  
7610.1 SPENDING LIMITATIONS  
1867.61 SPONSOR OF MILITARY DEPENDENT  
1867.47 SRD (SERVICE RECORD DIV.) RECORDS (CSC/OPM)  
1867.14 SRD CARDS  
1864.109 STAFFDAY AVERAGE  
7610.1 STANDARD FORM 344, MULTI-USE STD REQUISITIONING/ISSUE SYSTEM  
1864.109 STANDARDS FOR PRODUCTION, COMPUTING PERFORMANCE LEVEL  
9735.1 STANDARDS OF CONDUCT (OUTSIDE EMPLOYMENT)  
6060.3 STANDARDS OF CONDUCT FORM  
6240.8 STANDARDS OF ETHICAL CONDUCT  
1867.20 STATE EMPLOYMENT SECURITY AGENCIES, REQ. FROM  
1867.12 STATE INCOME TAX  
1867.7 STATEMENT OF FEDERAL SERVICE

- 1867.16 STATEMENT OF SERVICE, POST OFFICE CHRISTMAS ASSISTANT EMPLOYMENT
  - [1864.102](#) STATISTICAL RESEARCH IN NPRC RECORDS, THE PRIVACY ACT AND
  - [3610.12](#) STEPS FOR CONVERTING SCEP EMPLOYEES TO CAREER/CAREER COND.
  - [3610.12](#) STEPS FOR CONVERTING STEP EMPLOYEES TO SCEP EMPLOYEES
  - [3610.12](#) STUDENT CAREER EXPERIENCE PROGRAM
  - [3610.12](#) STUDENT ELIGIBILITY REQUIREMENTS
  - [3610.12](#) STUDENT PAY AND BENEFITS
  - [3610.12](#) STUDENT WITHIN-GRADE INCREASES
  - [3610.12](#) STUDENT WORK SCHEDULES
  - [1864.107](#) SUBPOENA DUCES TECUM, DEFINITION OF
  - [1864.101](#) SUBPOENA REQUESTS, PRIORITY LEVEL OF
  - [1864.102](#) SUBPOENAS & COURT ORDERS
  - 1250.1 SUBSTITUTE PAYROLL CHECK
  - 1867.16 SUBSTITUTE POSTAL EMPLOYEES
  - 3620.1 SUGGESTION PROGRAM, NPRC
  - [1804.1](#) SUGGESTIONS, SIGNATURE AUTHORITY FOR REPLY TO EMPLOYEE
  - [1867.62](#) SUMMARY MEMO OF FBI EMPLOYMENT (SERVICE MEMO)
  - [3630.5](#) SUPERIOR ACCOMPLISHMENT AWARD - CORES
  - 5900.2 SUPERVISOR'S RESPONSIBILITY IN EMPLOYEE WORK INJURY SITUATIONS
  - 1867.47 SUPPLEMENTING THE OPF, RECORDS AVAILABLE FOR
  - [1864.102](#) SYSTEMS OF RECORDS, NONSPECIFIC REQUESTS SEEKING ACCESS TO
- 
- [1872.5](#) T&A FILE, TASK SYSTEM
  - [1864.101](#) TAGS PLACED ON CORRESPONDENCE BY ANOTHER AGENCY
  - [1872.5](#) TASK CODES
  - [1872.5](#) TASK MASTER FILE, CHANGES TO
  - [1872.5](#) TASK RESPONSIBILITIES, SUPERVISOR/COACH
  - [1872.5](#) TASK SHEETS
  - [1872.5](#) TASK SYSTEM
  - [1872.5](#) TASKS, NON-STANDARD
  - [1872.5](#) TASKS, STANDARD
  - 1867.28 TAX CLASSES AND CODES (TCC)
  - 1867.29 TAX RECORDS, IRS--SEARCHING, PHOTOCOPYING AND REFILING OF
  - 1867.12 TAX YEAR DATES
  - 1867.18 TEACHERS, STATE & LOCAL SYSTEMS FOR RETIREMENT CREDIT

1867.27 TELEPHONE CALLS, RELEASE OF INFORMATION (GRB)  
1867.45 TELEPHONE INQUIRIES  
1867.55 TELEPHONE INQUIRIES FROM CONGRESSIONAL OFFICES  
[1864.101](#) TELEPHONE INQUIRIES, PRIORITY LEVEL OF  
2460.1 TELEPHONE NUMBERS, EMERGENCY NOTIFICATION  
[1864.102](#) TELEPHONE REQUESTS AND THE PRIVACY ACT  
6010.8 TEMPERATURE & HUMIDITY, REPORTING  
1867.16 TEMPORARY EMPLOYMENT, POSTAL SERVICE  
1867.11 TENNESSEE VALLEY AUTHORITY, RELEASE OF MEDICAL RECORDS  
1867.61 TERMINAL DIGIT  
1867.59 TERMINAL DIGIT FILING SEQUENCE  
1867.38 TERMINAL DIGIT SEQUENCING, EXPLANATION OF  
[1864.102](#) TEST OR EXAMINATION MATERIAL & THE PRIVACY ACT  
1867.31 TFS FORM 5212, BOX LABEL USED FOR TREASURY CHECKS  
[1867.62](#) THIRD PARTY REQUESTS FOR FBI PERSONNEL FILE INFO.  
[1872.5](#) TIME & ATTENDANCE FILE, TASK SYSTEM  
6010.4 TIME & ATTENDANCE RECORDS  
5410.1 TIME AND ATTENDANCE CLERKS, DESIGNATIONS OF  
6060.3 TIME CARD  
1867.51 TOP SECRET RECORDS, DISPOSAL OF  
[1840.11](#) TRACER TAGS  
[1864.101](#) TRACER TAGS PLACED ON INCOMING MAIL  
[1804.1](#) TRACERS, SIGNATURE AUTHORITY  
3610.5 TRAINING  
3610.8 TRAINING SCHEDULE & WORK ASSIGNMENT, CO-OP STUDENTS  
3610.11 TRAINING SCHEDULE/WORK ASSIGNMENTS FOR ARCH. SPEC. TRAINEE  
3610.9 TRAINING SUBSEQUENT TO TRANSITION TRAINING, DOCUMENTATION OF  
3610.9 TRAINING, TRANSITION  
1867.7 TRANSCRIPTS OF FEDERAL SERVICE  
3610.9 TRANSITION FOLLOWING INITIAL AUDITOR TRAINING  
[1864.104](#) TRANSLATION OF FOREIGN LANGUAGE INQUIRIES  
[1864.102](#) TRANSMITTAL STMT WHEN PERS INFO HAS BEEN DELETED FROM COPIES  
5900.2 TRANSPORTATION TO MEDICAL FACILITY  
5900.2 TRAUMATIC INJURY, DEFINITION  
1867.31 TREASURY CHECKS, FEDERAL RESERVE BANK

7610.1 TRUST FUND MONEY, CONTROL OF 355X  
3610.5 TUITION SUBSIDY FROM NPRC  
1867.11 TVA, RELEASE OF MEDICAL RECORDS

---

1867.37 U.S. POSTAL MONEY ORDERS, SEARCHING  
1867.19 U.S. SENATE & HOUSE OF REPS, REQ. FROM-CONCERNING INSURANCE STATUS  
[1867.6](#) UNAUTHORIZED REQUESTS  
1867.51 UNCLASSIFIED RECORDS, ACCESSIONING PROCESS FOR  
1867.51 UNCLASSIFIED RECORDS, DISPOSAL OF  
[1840.12](#) UNDELIVERABLE NPRC MAIL RETURNED BY POSTAL SERVICE  
[1840.11](#) UNEMPLOYMENT BENEFITS CLAIMS, PROCESSING REQUEST FOR  
9850.1 UNEMPLOYMENT COMPENSATION  
1867.20 UNEMPLOYMENT COMPENSATION, INQUIRIES CONCERNING  
3830.3 UNEMPLOYMENT COMPENSATION, NOTICE TO FED. EMP., SF-8  
9850.1 UNEMPLOYMENT INSURANCE CLAIMS  
6060.3 UNION REPRESENTATIVE  
1867.10 UNITED STATES SAVINGS BONDS, REQUESTS CONCERNING  
1867.59 UNLOCATED RECORDS, REPORTING  
5900.3 UNSAFE OR UNHEALTHFUL WORKING CONDITIONS, INVESTIGATION OF  
1867.11 US POSTAL SERVICE, RELEASE OF MED. RECORDS  
1867.11 USPS, RELEASE OF MEDICAL RECORDS

---

1867.26 VA FORM 3101, REQUEST FOR INFORMATION  
1867.38 VA FORM 3767A, MISSING XC FOLDERS  
1867.38 VA FORM 5714, REQUISITION - PHOTOCOPY PRC/FOLDER REQ. TEMP. CHARGE  
1867.38 VA FORM 7216A, REQ. FOR &/OR NOTICE OF TRANSFER OF VETS RECORD  
1867.26 VA FORM 7575, REQ. FOR RETIRED RECORDS OR INFO.  
1867.38 VA FORM 7575, REQUEST FOR RETIRED RECORDS OR INFORMATION  
1867.38 VA INSURANCE PREMIUM RECORD CARDS, SEARCHING AND PHOTOCOPYING  
1867.38 VA LOAN GUARANTY FOLDERS (LGFS), SEARCHING & DISPATCHING  
1867.38 VA R&E FOLDERS, SEARCHING & DISPATCHING  
1867.38 VA RECORDS, SEARCHING, DISPATCHING, & INTERFILING  
1867.38 VA REHABILITATION & EDUCATION (R&E) FOLDERS, SEARCHING  
6240.2 VAULT LOCK COMBINATION, CHANGES OF  
6240.2 VAULT, ACCESS TO THE

1867.10 VERIFICATION OF DEATH, REQUEST FOR  
6050.1 VERIFICATION OF EMPLOYMENT ON NPRC EMPLOYEES  
1867.7 VERIFICATION OF FEDERAL SERVICE  
1867.24 VERIFICATION OF FEDERAL SERVICE, PHILIPPINE NATIONALS  
1867.18 VERIFICATION OF TEACHING SERVICE IN DEPENDENT SCHOOLS  
1867.60 VERIFICATION SEARCHING  
[3610.12](#) VERIFICATION-PROOF OF COMPLETION OF COURSEWORK-END OF SEM/QTR  
[1864.101](#) VIP REQUESTS, PRIORITY LEVEL OF  
[1864.99](#) VIP'S, RECORDS OF  
1220.2 VISA I.M.P.A.C.  
6240.2 VISITOR BUILDING PASS  
[1864.112](#) VISITORS  
1867.27 VISITORS, RELEASE OF INFORMATION (GRB)  
1867.10 VITAL STATISTICS, STATE LIST OF BUREAUS

---

1867.12 W-2, WAGE & TAX STATEMENT  
1867.47 WAE FOLDER, SCREENING OF  
1867.14 WAE, SERVICE CREDIT FOR  
1867.12 WAGE & TAX STATEMENT, W-2  
6420.1 WAITING PERIOD FOR WIG PAY INCREASES  
1867.19 WAIVER OF LIFE INSURANCE, SF 53  
[1864.112](#) WALK-INS  
1864.109 WAM, WEIGHTED ARITHMETIC MEAN, DETERMINING  
1867.60 WANTED CARD USED IN VERIF. SEARCH  
[1804.1](#) WAR BABES CORRESPONDENCE, SIGNATURE AUTHORITY ON  
1867.13 WAR DEPARTMENT  
2460.1 WEATHER CONDITIONS, SEVERE  
1864.109 WEIGHTED QUANTITY PERFORMANCE LEVEL, FORMAT FOR DETERMINING  
1867.14 WHEN-ACTUALLY-EMPLOYED (WAE), SERVICE CREDIT FOR  
[1864.102](#) WHEREABOUTS INFORMATION AND THE PRIVACY ACT  
[1864.101](#) WHITE HOUSE AND OTHER VIP REQUESTS, PRIORITY LEVEL OF  
1867.39 WHOLE BOX/WHOLE ACCESSION CHARGEOUTS, GENERAL PURPOSE RECORDS  
1867.12 WITHHOLDING TAX  
[3630.5](#) WITHIN - GRADE INCREASE (WIG) - CORES  
6420.1 WITHIN-GRADE SALARY INCREASES



1867.51 WITNESS DISPOSAL  
1868.2 WITNESSED DISPOSAL  
5900.2 WORK INJURY, DEFINITION, TREATMENT, & COMP BENEFITS  
5900.2 WORK INJURY, REPORTING  
[1864.101](#) WORKFLOW CONTROL PROCEDURES, PRIORITY LEVELS IN REFERENCE SVC.  
1867.5 WORKS PROGRESS ADMIN. (WPA), PATTERN PARAGRAPHS ON  
[3610.12](#) WRITTEN AGREEMENT BY NARA, SCHOOL, AND STUDENT

---

[1864.107](#) X-RAYS, LOANING IN RESPONSE TO A COURT ORDER  
1867.26 X-RAYS, LOCATIONS OF  
1867.61 X-RAYS, REQUESTS FOR  
1867.26 X-RAYS, REQUESTS FOR MILITARY  
1867.27 X-RAYS, RESTRICTIONS ON RELEASE OF  
1867.38 XC FOLDER LOCATIONS  
1867.38 XC FOLDERS, SEARCHING, DISPATCHING, & INTERFILING, VA

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.1V  
July 2, 2007

**SUBJECT: Comprehensive index to NPRC memorandums used by employees at 9700 Page**

1. **Purpose.** This memorandum issues a revised comprehensive index ([app. A](#)), to NPRC formal memorandums.
2. **Cancellation.** NPRC 1865.1U is canceled.
3. **Explanation.** The memorandum numbers appear in the left column of the index for ease of reference. The subject matter is in alphabetical order. Abbreviated forms of some words have been used in the descriptions. Two examples are ORG (Organizational) and MED (Medical).
4. **Updating.** This index is updated as frequently as possible through the issuance of changes or complete revisions. Until such changes can be made, each employee is encouraged to keep his/her index current by manually posting the subjects of new directives as they are received. Any discrepancies noted in this index should be brought to the attention of the supervisor so that corrections can be made to the computerized master files.

R. L. HINDMAN  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1867.1A  
July 2, 2007

**SUBJECT: Comprehensive index to NPRC memorandums used by employees at 111 Winnebago**

1. **Purpose.** This memorandum issues a revised comprehensive index ([app. A](#)), to NPRC formal memorandums.
2. **Cancellation.** NPRC 1867.1 is canceled.
3. **Explanation.** The memorandum numbers appear in the left column of the index for ease of reference. The subject matter is in alphabetical order. Abbreviated forms of some words have been used in the descriptions. Two examples are CIV EMP (Civilian Employee) and MED (Medical).
4. **Updating.** This index is updated as frequently as possible through the issuance of changes or complete revisions. Until such changes can be made, each employee is encouraged to keep his/her index current by manually posting the subjects of new directives as they are received. Any discrepancies noted in this index should be brought to the attention of the supervisor so that corrections can be made to the computerized master files.

R. L. HINDMAN  
Director

---

---

# CONGRESSIONAL CASES

---

## [General](#)

[Requesting Records from Search](#)

[Misplaced \(Missing\) Records](#)

[DD Form 214 or Equivalent](#)

[Statement of Service](#)

[Discharge Certificate](#)

[Personnel Records](#)

[Medical Records](#)

[Unit Records](#)

[Academic Records](#)

[Last Known Address and Genealogy](#)

[Medals](#)

---

## GENERAL

---

It is of critical importance that we respond to members of congress completely and accurately. If we cannot provide the information requested we must explain why not, and if possible, suggest other sources of information and/or assistance.

If you cannot identify a military record for the veteran, or determine what information is requested, be specific about what we need to conduct a search of available records/alternate sources. For example, if the Congressional office provided a social security number, only ask for the service number if that is what is needed. If they provided the month and year of treatment but not the unit of assignment, only ask for the specific unit (company, battalion, regiment, division, or squadron, group, wing, etc.) **DO NOT SEND ANOTHER FORM**, such as NA Form 13055 or NA Form 13075, if the requester has already completed one previously. Explain exactly what additional information is needed.

**DO NOT SAY** "not in file" or "cannot be reconstructed" without providing the address of another source of assistance, if possible. Provide the address of another agency that may have some information that would be helpful. An example might be the individual deceased personnel file maintained by the Department of the Army, in Alexandria, VA. If an inquiry is received from the NOK of an individual who died while a member of the Army, during WWII, and the NOK is seeking information about his death, it would be appropriate to provide the address for those files. (Refer to the address list for those offices which may be able to provide various types of military information)

Provide **ALL** of the information available at this Center that will answer the request in the first response. **DO NOT** assume that the Congressional office will write back if the veteran needs more information. Give everything available and answer **ALL** questions as completely as possible.

It should be clearly established that the congressional office is asking for a complete copy of a file before it is worked as a complete copy case. Once established and worked as a complete copy case, the provisions of [NPRC 1865.12](#) must be followed as they relate to protection of the veteran from potentially detrimental information to the veteran, drug and alcohol abuse and treatment records, or other controversial or legal matters.

---

## REQUESTING RECORDS FROM SEARCH

---

Search computer registry system by service number, social security number, and name. Generate a separate FAR (or complete NA Form 13087, Request for Records) for **EACH RECORD** needed to answer request.

Record charged out of file: If record is charged out to another agency and date is six months old or less, refer request to that agency. If charged out to another agency and date is **more** than six months old, call agency to determine if record is still being held by that agency. If record is charged out to a correspondence section in this Center, send for verification search. If verification search is negative, send for misplaced search. (See following instructions for missing records if record is not found after misplaced search.)

---

## MISPLACED (MISSING) RECORDS

---

If unable to locate a record charged out six months or longer, obtain master microfiche from service department. Duplicate the microfiche and create a temporary folder. If no microfiche is available, try to obtain a copy of the veteran's separation document from the VA or a state office.

Army morning reports were discontinued in 1974, and Air Force morning reports were discontinued in 1966. If an individual served in either branch prior to these dates, morning report searches can be conducted to verify service. Contact the FBI for the date of entry, and call CPR for x-ray dates and locations. Send for a search of morning reports to obtain separation/discharge data. Prepare NA Form 13038, Certification of Military Service. If you cannot locate sufficient information for a morning report search, send NA Form 13075 for the veteran or his NOK to complete. Upon receipt of the completed form, further morning report searches should be conducted, and/or contact appropriate FRC for search of Selective Service System ledgers. If the veteran served in the Navy, Marine Corps, or Coast Guard, suggest contacting the service department directly for a search of their unit records to verify service.

If veteran is requesting medical records, get BIRLS and call the VA to determine if medical records are in claims folder. If no service medical records are at the VA, check the PRS (Patient Retrieval System) and send copies of all clinical records found for veteran. If no clinical records are shown in PRS, send NA Form 13042, Request for Information to Locate Medical Records.

Create a temporary folder and enclose **all** negative search results (including original charge out information) and any reconstructed service or medical information. Place an NA Form 13131, IMPORTANT NOTICE (pink card) in the folder and advise the file location has been marked (do not use the word "flagged") and when the record is returned to file, copies will be sent to the veteran.

---

## DD FORM 214 OR EQUIVALENT

---

If separation documents are on file in military record or R file, send copies of all of them or create NA Form 13038, Certificate of Service, for all missing separation documents. If separation document shows a typographical error in name, service number or dates of service, create a DD Form 215, Correction of DD Form 214, to correct mistakes.

If veteran's record was destroyed in the fire, and no R file exists, search VA Index and BIRLS **first** and procure copy of document from VA if available. (If claims folder is at VARO, contact by phone; if folder is at RMC or FRC, your request should be sent by fax. Request ALL responses to be FAXed to your attention.) If separation document (or 3101) is not available in VA claims file, contact appropriate state office to determine if a copy is available.

If you cannot obtain a copy of the requested separation document, follow the appropriate procedures for reconstruction: first use sources available within the Center (including CPR), and contact FBI if appropriate. If you still cannot verify all service, provide available information and ask the requester to submit additional information to conduct a further search of alternate records sources.

---

## STATEMENT OF SERVICE

---

A statement of service (SOS) should be prepared if the veteran indicates a need for verification of military service for state or federal retirement purposes, or Social Security benefits, and record indicates ACDUTRA was performed (See SOS instructions, 1865.60B). Remember that a widowed spouse, and sometimes a former spouse, may be eligible for SSA benefits based on the veteran's military service. A widowed spouse should be treated the same as the veteran; however, a statement of service, **WITHOUT THE CHARACTER**, should be provided to the former spouse.

If the veteran is a former member of the organized reserves (all branches **except** Army), and needs verification of service for a VA home loan, send copies of enlistment contract, points pages, 214s, and discharge order or pages showing dates and character of discharge. For Army reservists who need verification of service for a VA home loan, refer case and record to AR-PERSCOM. Also provide the above documents to former members of the National Guard, and provide the address for NG records maintained by the state in which service was performed.

---

## DISCHARGE CERTIFICATE

---

If the veteran states that he **never received** a discharge certificate, prepare a DD 256, Honorable Discharge Certificate, or DD 257, General Discharge Certificate, as indicated by the character shown in the service record.

A duplicate discharge certificate (DD 256 and DD 257 only) can be issued to former members of the Marine Corps; however, a DD Form 303, Certificate in Lieu of Discharge, must be issued to former members of the Army, Navy, Air Force, or Coast Guard, when the original discharge certificate was lost or destroyed. This document may be issued **only** to the veteran, the veteran's guardian, or the surviving spouse, and **only** when service was characterized as Honorable or Under Honorable Conditions (General).

**Please note:** Individuals who received an other than honorable discharge, and did **NOT** receive a discharge certificate at the time of separation, are not entitled to a discharge certificate, even though it was never received. A DD Form 303 **CANNOT** be issued for other than honorable service.

In some instances, it may be necessary to issue an NA Form 303 to an individual whose record was lost in the fire. Try to determine the date of discharge using the following methods: If a DD 214 is available showing veteran transferred to the reserve "to complete 8 years of service," add 8 years to entry date and provide NA 303 using that date. If no DD 214 is available, send for morning report search to obtain enlistment information which may show the individual's service obligation. For

example, if the morning report shows veteran enlisted for 4 years, add 4 years to the entry date and provide NA 303 using that date (Enlisted on December 15, 1952, discharged on December 14, 1960).

---

## PERSONNEL RECORDS

---

Send complete copy of all personnel documents if a record is available. Delete social security numbers of other individuals from record.

If the veteran's record was destroyed in the fire, send separation document and explain it contains more information than we can reconstruct and complete records cannot be reconstructed.

If veteran's record was destroyed in the fire and he indicates he needs proof of overseas service, ask the veteran to provide the organization to which he was assigned while overseas, and dates (month and year) of his departure from the U.S. and his return from overseas. Explain that we can use this information to search morning reports to verify overseas service.

If veteran's record was destroyed in the fire and veteran was killed in action, obtain copy of Report of Death from FRC. Send the Report of Death and provide the address of Army Casualty Service Branch in Alexandria (for Army and Army Air Corps) for copies of individual deceased personnel file. Suggest unit histories and give complete name of veteran's unit. Also suggest Battle Monuments Commission if veteran is buried overseas.

---

## MEDICAL RECORDS

---

Send copies of **ALL** releasable medical records in file. (See [1865.103](#) and [1865.121](#) for instructions concerning the release of sensitive information: psychiatric, drug/alcohol abuse, etc).

If veteran's medical records were sent to the VA, send copies of any medical documents left in file (immunization records, abstract of medical service, etc.). Suggest contact VA and give 800 number.

If veteran **mentions hospitalization**, check the PRS for computer entries of clinical records created from 1970 to present for Army, from 1971 to present for Air Force, and from 1965 to present for Navy and Marine Corps. Send search to OR unit for all clinical records shown for veteran. Send copies of all releasable clinical records.

If veteran provides date and location of hospitalization, send for a search of clinical records, even if no entry is found on PRS. (See OR unit instructions for dates of available clinical records on file at this Center.)

If Navy or Marine Corps medical record is missing (no charge out info in file area) from the 5th floor medical records files (WWI through 1963), advise that no medical record is available (be sure to check registry first, there are some Navy B files that suffered water damage). Have file location flagged where record should be and advise that if record is received, we will send copies to veteran. Send NA Form 13042, Request for Information Needed to Locate Medical Records.

### **MEDICAL RECORDS that were destroyed in the fire**

If you have an R file, **REVIEW** the record to determine if any prior searches of morning and sick reports have been conducted. **READ** carefully any/all 3101s in the file. **READ** the veteran's prior

correspondence regarding medical records, and carefully **REVIEW** any 13055 forms that have been previously submitted. **After** this review, proceed with one or more of the following options. We **NEVER** inform the member of congress that the record was “destroyed in the fire and medical records cannot be reconstructed”, without providing some options. If no R file has been created, the following options still apply.

- 1) Check the FAR for SGO and QMC, and send copies if releasable, even if you determine that medical records are at VA.
- 2) Suggest contacting the VA and send 13055; **HOWEVER**, if veteran’s 214 shows disability discharge, suggest contacting the VA, send 13055, and state clearly that we will only try to verify information that is not shown in medical records.
- 3) Call the VARO location shown on the BIRLS and ask if medical records are on file. If medical records are at VA, explain to veteran they contain more information than we can reconstruct.
- 4) If medical records are NOT at the VA, send 13055 and explain what information we can reconstruct.
- 5) If veteran is deceased and widow or children need medical records and none are available, send 13055.

---

## UNIT RECORDS

---

See NCPM 91-6, Organizational Records Searches for Congressional Inquiries, dated January 14, 1991, signed by Paul D. Gray.

If veteran wants morning reports for PTSD claim, ask for specific dates and incidents he wants to verify and offer to search a three month period only. Suggest Archives II for unit records such as after action reports, and suggest US Armed Services Center for Research of Unit Records. Provide addresses for both offices.

If veteran wants rosters, request complete unit name and specific dates and advise of fees. If veteran needs rosters for benefits, do not charge for them. Send rosters, if available and delete social security numbers if shown.

If veteran wants sick call logs, check 01 report to determine availability. If entry is shown for year veteran wants, send a search request to OR unit and include a copy of the 01 report entries found. If OR unit search is negative, suggest veteran write for deck logs and give appropriate address. (See instructions for Navy OR searches.)

OR unit will normally search only a three-month period to verify each allegation; however, if a longer search is needed to locate the information the veteran needs, OR will conduct the longer search for Congressional cases. (Refer to attached OR search directive, NCPM 91-6 for Congressional cases.) The OR clerk can try to follow the veteran from date of entry through to discharge, if necessary. **Send for a follow-through search only as a last resort, after all other attempts have been unsuccessful.**

---

## ACADEMIC RECORDS

---



Send copies of all entries in service record pertaining to schooling. If veteran wants more information than is shown in record, send a search request to OR unit. See OR section of Reference Guide regarding dates and availability of training records. See Air Force section of Reference Guide for locations of Air Force training records at other locations.

If veteran wants training records for college credits, send copies of all available information in file and suggest contacting American Council on Education to obtain postsecondary credit evaluations of military training.

---

## LAST KNOWN ADDRESS AND GENEALOGY

---

Most last known address requests can be answered by giving the city, state, and date of last known address, which is releasable under FOIA. If record was destroyed in the fire, get the address shown on a QM entry, if available, or use address shown on VA Index. Suggest VA for more current address.

If veteran needs to contact other veterans for benefits, offer to forward if an address is available. Offer to forward up to five letters, but if veteran sends more than five, forward all. (There will of course be limits to the amount of letters we will forward, but if no address is available at VA, we will generally forward as many as needed.)

For all requests for addresses to contact group members for a reunion, suggest VA, advertising in veterans' magazines, and advise addresses on file here were furnished at discharge and are probably too old to be helpful.

If genealogy request is from someone other than the official next of kin, give FOIA information from record. If record was destroyed in the fire, use VA Index and QMs or try to obtain 214 from VA and use to provide FOIA information.

---

## MEDALS

---

**Navy/MC/CG:** See [Medals](#).

**Air Force:** Prepare 3 copies of NA Form 13059, Transmittal of and/or Entitlement to Awards, send 1 copy to [\[00141\]](#): HQ, Air Force Personnel Center, Attn: AFPC/DPSIDR, 550 "C" Street West, Suite 12, Randolph AFB, TX 78150-4714, 1 copy to the congressional office, and retain 1 copy for file. **IF** the request is for an award that is not shown on the separation document, or in the service record, request an OR search of the Awards Card File, if service was from 1939 through December 31, 1963. Unit awards are available in the Air Force Library, at NPRC. See [1865.110](#) for those awards for which we can determine eligibility. **IF** you have checked all appropriate sources and cannot determine that an individual is entitled to an award that he is seeking, refer the request with the record (Core L&T) to [\[00142\]](#): HQ AFPC/IG, 550 C Street West, Suite 1, Randolph AFB, TX 78150-4703 (this office handles high-level inquiries)

**Army:** Effective October 1998, responsibility for processing Army medals cases was transferred from AR-PERSCOM (now known as AHRC) to NPRC. Congressional inquiries concerning Army medals will be handled much the same as explained above, but the medals transmittal form will be sent to [\[00529\]](#): U.S. Army TACOM, Clothing and Heraldry (PSID), P.O. Box 57997, Philadelphia, PA 19111-7997. The [\[00160\]](#): U.S. ARMY HUMAN RESOURCES COMMAND, SOLDIER PROGRAM AND SERVICES DIVISION - AWARDS AND DECORATIONS BR, ATTN: AHRC-PDP-A, 1600

SPEARHEAD DIVISION AVENUE DEPT 480, FORT KNOX, KY 40122-5408 will determine eligibility for medals not shown in the service record.

NOTE: When a medals request is referred to the service department, you must indicate the specific medal for which a determination is needed, either by (1) modifying the pattern letter or paragraph used in the response document to state the name of the medal or (2) entering a note in CMRS specifying the medal that cannot be verified from the record and include a printed copy of the Service Request All Details report with your referral package.

**Fire related records:** Ask the requester to submit a copy of the separation document, if it is in his possession; if not we will try to reconstruct. If the requester cannot provide the separation document, try to obtain from VA or state office. If this is negative, verify entry and separation dates, and character of service; create an R file.

If you **have** a separation document, and the individual served in the Air Force/Army Air Force/Army Air Corps: prepare NA 13059 as explained above, and send to [\[00141\]](#): HQ, Air Force Personnel Center, Attn: AFPC/DPSIDR, 550 "C" Street West, Suite 12 , Randolph AFB, TX 78150-4714 for issuance of medals. If the individual served in the Army: prepare NA 13059 and forward to [\[00529\]](#): U.S. Army TACOM, Clothing and Heraldry (PSID), P.O. Box 57997, Philadelphia, PA 19111-7997.

If you **have** a separation document, but the individual is seeking an award **not shown** on the document, check all available sources as shown above, to determine if the veteran is eligible for the award. If you can verify his entitlement, prepare NA 13059 and forward to the appropriate office for issuance of the awards. If you **cannot** verify his eligibility, you must refer the request with the record (Core L&T) to the appropriate service branch. Army records should be referred to [\[00160\]](#): U.S. ARMY HUMAN RESOURCES COMMAND, SOLDIER PROGRAM AND SERVICES DIVISION - AWARDS AND DECORATIONS BR, ATTN: AHRC-PDP-A, 1600 SPEARHEAD DIVISION AVENUE DEPT 480, FORT KNOX, KY 40122-5408, and Air Force records should be referred to [\[00142\]](#): HQ AFPC/IG, 550 C Street West, Suite 1, Randolph AFB, TX 78150-4703, with one notable exception! If an individual served in the AAF or AC, determinations for the Distinguished Flying Cross and Air Medal will be made by the Department of the Air Force. The AF will NOT determine eligibility for any other awards for AAF or AC service.

If you **do not** have a separation document, establish R file as explained above, and loan and transfer record to appropriate office, using the guidelines established above.

---

**Source:** [NPRC 1865.12](#)

---

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.12L  
March 23, 1990

**SUBJECT: Congressional inquiries at NPRC(MPR)**

1. **Purpose.** This memorandum issues instructions for handling inquiries from Representatives and Senators. These inquiries are usually referred to as "congressionals."
2. **Cancellation.** NPRC 1865.12K is canceled.
3. **Reasons for revision.** This memorandum is revised to reflect the impact of office automation on caseworking procedures in the Special Inquiries Section of the Reference Service Support Branch.
4. **Instructions.** The instructions for handling these inquiries are contained in the attachment.
5. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13008, Loan or Transfer of Records  
NA Form 13015, Control Card  
NA Form 13041, Statement of Service  
NA Form 13041A, Statement of Service  
NA Form 13053, National Personnel Records Center Acknowledgment/Referral  
NA Form 13059, Transmittal of and/or Entitlement to Awards  
NA Form 13075, Questionnaire About Military Service  
NA Form 13086, Verbal or Telephone Inquiry  
NA Form 13098, NPRC Routing Slip  
NA Form 13104, Multiple Purpose Correspondence Form  
NA Form 13105, NPRC Search Request and Reply  
GSA Form 1621, "Congressional" cover sheet  
Standard Form 180, Request Pertaining To Military Records

DAVID L. PETREE  
Director

---

**CONGRESSIONAL INQUIRIES AT NPRC(MPR)**

1. **General information.** The importance of maintaining excellent relations with Senators and Representatives cannot be overemphasized. Congressional requests not only must receive priority handling at every level, but responses to such requests must be neat and well written. The Datapoint in conjunction with the Pattern Paragraph/Letter Catalog for SIS Technicians are used to respond to most inquiries. The pattern sentences/paragraphs contained in the catalog were taken from NA response forms which provide appropriate wording that in most cases will make it unnecessary to compose a reply.
2. **Priority handling required.** Congressional inquiries receive first priority handling, as follows:  
(1) Mail clerks are to identify and process congressional inquiries as quickly as possible. (2) All congressional requests are hand-carried to operating branches and are given to the appropriate supervisor or placed where they are highly visible and are easily recognizable from other

inquiries to ensure priority processing. (3) Search procedures are completed within eight hours after request is received. (4) An acknowledgment of the request is dispatched by the end of the third working day following the day of receipt if a full response cannot be made within that time period. (Ex: A request date tagged Monday must be answered or at least acknowledged by COB Thursday.)

### 3. **Responsibilities.**

- a. **Incoming Mail Units (NCPMO-M).** The Incoming Mail Units separate all congressional inquiries and attach "Congressional" cover sheet, a red tag indicating first priority, and appropriate color-code date tag. A "SPECIAL" tag should be attached to inquiries which are complaints or indicate a deadline. A BIRLS probe is made for all fire-related inquiries. After the computer is probed, if necessary, FAR's and inquiries are matched and handcarried to the Chief, Special Inquiries Section. The Incoming Mail Units code congressional inquiries "SIS" and appropriate level of difficulty. Additional routing information on Navy and Marine Corps requests should be included on the routing code, if appropriate. For example, codes may be written SIS6A&MED, SIS5MED, SIS5M&MED, SIS6B, etc. The Incoming Mail Units do not return incomplete inquiries to congressional offices for more information. After the computer is probed, any such request is sent to the Special Inquiries Section, coded only "SIS."
- b. **Special Inquiries Section (SIS).** The Special Inquiries Section, Reference Service Support Branch, performs all functions relative to processing congressional inquiries except the searching functions among either personnel, medical, or organizational records. Major responsibility for maintaining control, effectiveness, and timeliness of responses to congressional inquiries belongs to the Chief, Reference Service Support Branch, with day-to-day responsibilities resting in the hands of the Chief, Special Inquiries Section. The branch chief has the responsibility for coordinating all unusual requests with NCPM. The Special Inquiries Section also performs "procurement" activities, i.e., requests to outside sources for records/information needed to answer the inquiry. All inquiries requiring action from other work elements are hand-carried to the appropriate supervisors, WHO ARE EXPECTED TO ASSIGN THEM FOR TOP PRIORITY PROCESSING. Complete and effective control on ALL congressional inquiries must be maintained.

When the inquiry is reviewed and coded completely, the veteran's name, service number, social security number, branch of service, name of the member of Congress, date received, and document name are entered into the computer and printed on NA Form 13015, Control Card. The batch and control clerk who enters the above data also prints an acknowledgment letter and the date acknowledged on the NA Form 13015 if it is apparent that a response cannot be made within three workdays. The NA Form 13015 is prepared in the original and three copies. The original is for the completed case file; the first copy (yellow) is filed with a copy of the response in the former service member's record; the second (pink) is sent with a copy of the reply to NCP; and the third copy (gold) is given to the employee to account for a completed case.

**NOTE:** Original NA Forms 13015 filed in the completed case file are cut off annually, held two years, and destroyed.

If the case cannot be worked because of insufficient information to identify the veteran and/or difficulty in determining what is requested, the inquiry is returned along with a Standard Form 180, Request Pertaining To Military Records, or NA Form 13075, Questionnaire About Military Service. A transmittal letter is prepared describing what additional information is needed and requesting that all papers be returned with the revised

inquiry. A copy of the inquiry, the transmittal letter, and the completed original NA Form 13015 are filed in the congressional transitory control file in the Special Inquiries Section.

- c. **Military reference branches and Records Reconstruction Branch.** Refer telephone calls to the Special Inquiries Section only if they come from congressional offices. Calls from other agencies and offices which state that they have a congressional inquiry should not be referred to SIS.
- d. **Search and file sections.** Supervisors are responsible for maintaining complete and effective control of congressional inquiries for search actions. All appropriate records blocks, sources, and offices should be searched in a timely and accurate manner. Search procedures that are unique to congressional inquiries are as follows:
- (1) A verification search should be conducted immediately after the routine search if the record is charged out to a correspondence element. All other charge-outs should be hand-carried to SIS for analysis after the routine search. **Exception:** Congressional inquiries for records charged out to Navy Correspondence over 30 days should be hand-carried to the Navy Correspondence Section Chief or one of the assistant section chiefs after the routine search has been conducted.
- (2) Congressional inquiries with negative search results should be reviewed by a supervisor or lead technician in the search and file section to ensure that the proper search was made before they are returned to SIS.
- e. **Organizational records sections.** Congressional requests for organizational records searches and reconstruction of records SHOULD RECEIVE FIRST PRIORITY PROCESSING. All searches requested by SIS employees should be conducted by the OR searcher. In addition, OR searchers should analyze the data in the inquiry, search request, and any attachments which may provide information to enable a search of organizational records. OR searchers should use their knowledge, experience, and ingenuity in working to obtain the requested information. All available alternate records sources must be searched. For example, if the sick reports show the veteran going to the hospital, OR searchers should automatically search the morning reports and detachment of patients (including state-side hospitals). The results of the search should clearly state the exact type of record searched, the dates searched (from and to), and the specific results of the search. OR searchers should state very clearly if the records are on file, but no record was found for the veteran; or if the records are not available for a search to be made; or if the veteran's name appeared, but no remarks were found pertaining to the allegation. All completed cases are reviewed by the supervisor prior to dispatch to SIS.

4. **Release.** The Privacy Act does not negate the privilege of an individual Senator or Representative to obtain information/records from the Center when it is stated or implied that the inquiry is being made on behalf of the constituent. Basically, the release procedures are the same as for requests from other sources. However, if the congressional office gives a full explanation as to the purpose of the request, stating that the action is being taken on behalf of the veteran or next of kin, and if the need seems warranted, then a more liberal application of the release procedure may be made. This must be determined on an individual basis after consultation with the supervisor, if necessary. Be careful of the following conditions:

**NOTE:** When a congressional office telephones NPRC to transmit a request and implies that a constituent has made a request, be sure to ask the caller specifically if the office is working in behalf of a constituent/veteran. If the answer is yes, note the response on the NA Form 13086, Verbal or Telephone Inquiry, under "INFORMATION OR ACTION SOUGHT." Tell the caller that

you will accept the request but to send a written request with the appropriate authorization to this Center for filing. Of course, if the answer is negative, do not accept the request.

a. ***Precaution against possible detriment to veteran.*** Some medical records contain information or a diagnosis which may prove injurious to the physical or mental health of the person whose records are involved. If Navy or Marine Corps medical records are involved, the request and records must be brought to the Navy Medical Liaison Officer (NavMed LNO), who will determine whether the information can be released. Air Force records containing this type of information are sent to Randolph Air Force Base for direct reply. Army or Coast Guard records containing this type of information (or records not approved for release by the NavMed LNO) **MAY NOT BE FURNISHED TO THE VETERAN**, and the congressional office must be so advised. Examples of this type of medical record information are:

- (1) Diagnosis of a mental, psychoneurotic, or personality disorder.
- (2) Diagnosis or implications of sexual deviation.
- (3) Any illness that carries a uniformly unfavorable prognosis.

Inform the congressional office that NPRC furnishes medical records to the veteran's physician, if a signed statement from the veteran authorizes NPRC to send the records to a specific physician. This type of medical information is not sent to the veteran's next of kin (NOK) or legal representative. The appropriate wording to use is in the Pattern Paragraph/Letter Catalog for SIS Technicians.

**NOTE:** If the congressional office did not furnish the veteran's authorization to release the requested document(s)/information to the Member of Congress, and it therefore would have been necessary for NPRC to go back to the congressional office for authorization, tell the congressional office instead that we must have the name and address of the veteran's physician, and that the document(s) will be sent there.

- b. ***Drug/alcohol abuse patient treatment or rehabilitation records.*** Restrictions on release of records made on or after March 21, 1972, concerning the treatment or rehabilitation of a drug abuse patient and records made on or after May 14, 1974, for treatment or rehabilitation of an alcohol abuse patient, apply equally to congressional inquiries. If the Member of Congress does not state in the inquiry to reply directly to the constituent, call the congressional office and inform the caseworker that it is this Center's policy to furnish certain types of records directly to the individual whose records are involved. Obtain the veteran's address and mail copies of the records directly to the veteran. Send a carbon copy of the response only, to the congressional office. See [NPRC 1865.103, ch. 1, par. 8](#) for additional instructions.
- c. ***Controversial or legal matters involved.*** If the requested personnel information involves legal or controversial issues, or other information which may reflect unfavorably on the military service concerned, coordinate with the appropriate military service.
- d. ***Doubtful cases as to motives behind inquiry.*** If the congressional office does not state the purpose for which the information is to be used, or in whose behalf the request is made, do not provide data requested until it is ascertained that the office is acting in the best interest of the constituent/veteran. This is done by telephone, or through the mail, depending upon the urgency indicated in the inquiry. Inform the office that information may be furnished to an office that is acting in an official capacity in behalf of the person whose records are involved (or the NOK if that person is deceased or is a minor), and that further consideration will be given the request upon receipt of a statement to this effect. If the

request is resubmitted without such a statement, consult the section chief. Always employ tact and diplomacy in your contacts with the congressional offices.

- e. ***Inquiries concerning fire-related records.*** Pattern responses are available in the Pattern Paragraph/Letter Catalog for SIS Technicians which explain the 1973 fire and NPRC's reconstruction efforts. However, persons preparing responses to congressional inquiries concerning fire-related records retain the option of using the most appropriate wording from whatever source available. This does not exclude the choice of composing all or part of the reply.
- f. ***Request for last known address or forwarding service.*** Requests submitted on behalf of a veteran, seeking assistance in locating former service personnel with whom the veteran served, are referred to the Director (OO), VA Records Processing Center, P.O. Box 5020, St. Louis, MO 63115 if the request contains five names or more and the names are accompanied by a service number, social security number, or VA claim number. In the absence of enough such identifiers, or if the request contains fewer than five names, inform the congressional office to provide the above information to the nearest Department of Veterans Affairs (VA) regional office for assistance. All other requests are processed in accordance with NPRC 1865.49, Requests for last known address or "whereabouts" information. Pattern responses are contained in the Pattern Paragraph/Letter Catalog for SIS Technicians. **THE FACT THAT A REQUEST IS FROM A CONGRESSIONAL OFFICE DOES NOT WARRANT AN AUTOMATIC EXCEPTION TO THE NORMAL MPR POLICY.**
- g. ***Requests seeking an NPRC or NARA policy statement.*** If a congressional office writes to this Center in behalf of a constituent and seeks a statement regarding this Center's reference service policies, records reconstruction policies, records disposition policies, or any other subject which requires a general statement of policy, the request is brought to the branch chief's attention immediately. The branch chief consults with NCPM before a reply is prepared.

## 5. ***Reply procedures.***

- a. ***Form of reply.*** The Pattern Paragraph/Letter Catalog for SIS Technicians contains pre-written sentences, paragraphs, and letters for use in preparing the reply. Responses which cannot be made using the information in the catalog are processed at the GS-6 level or higher.

Currently, only a limited number of NA response forms are used to reply to congressional inquiries. The two forms used most often are NA Form 13041, Statement of Service, and NA Form 13059, Transmittal of and/or Entitlement to Awards. Most replies are made on formal letterhead stationery.

- b. ***Disposition of follow-up or duplicate requests.*** Occasionally, duplicate or follow-up requests are received from congressional offices. When this occurs and a response has been made to the original request within a reasonable amount of time prior to the date of the follow-up or duplicate request, call the congressional office and explain to the caseworker that a reply was made, give the date, and ask if the response was received. If the caseworker states that the reply was received, ask if the duplicate or follow-up request can be closed. If the answer is yes, document the action on the NA Form 13015. If the answer is negative, process the duplicate or follow-up inquiry in the normal manner. Explain that a response was sent previously and furnish the date.
- c. ***Addressing reply.*** The reply generally is addressed to the Senator or Representative. It may be directed to the constituent, however, if the congressional office requests such

action or indicates extreme urgency. Examples of urgency are eligibility determinations for home loan, employment, entrance into school, etc., which are suspended pending receipt of reply. The person working the case in the Special Inquiries Section prepares the mailing envelope or mailing label. The correct address format is shown in [fig. 1](#).

- d. **Signature.** All routine replies to congressional inquiries are signed by the Chief, Reference Service Support Branch, for the Center Director. However, complaints regarding prior NPRC service or questions regarding Center policies or procedures are signed by the Center Director.
- e. **Date and correspondence symbols.** The Reference Service Support Branch dates all replies and uses its own correspondence symbol.
- f. **Copies.** [Fig. 2](#) shows the number of copies to prepare and correct routing of such copies. Do not prepare a courtesy copy for Senators or Representatives unless one is specifically requested. [Fig. 2](#) also shows what type of stationery is correct.
- (1) **Copies for NCP.** The first copy of the response is forwarded to NCP. Do not send copies of requests, referral notices, routing slips or acknowledgments that were attached to the inquiry. Do not forward copies of records, separation documents, or statements of service. Enter on NCP copy the same memo for record information, if any, that is entered on record copy.
- (2) **Copies for Office of the Chief of Legislative Liaison (Army).** DO NOT routinely send copies of replies to OCLL, even though their OSA Forms 16 or 152, Transmittal Slips, indicate that one should be sent. Only those copies outlined in [fig. 2](#) are made. Separate branch or section reading files are not maintained.
- g. **Control Card.** A copy of NA Form 13015, Control Card, is attached to NCP copy of reply. A significant difference in date on request and date on reply is accounted for in the reply, since delay must be explained to the congressional office. All actions taken on the case are noted on Control Card. The notation of any phone call made outside NPRC must also include the name of the person contacted and the name of the organization, plus the phone number. Cover any unusual aspects of the case, reason for certain action, delays, etc., on Control Card. Unusual circumstances which cannot be explained on Control Card are documented in a memo for record.
- h. **Composed replies.** When a final response is made, include:
- (1) **Date of receipt.** The date request is received in this Center is always indicated, even if there is only a one-day difference between date on letter and date of receipt. Wording such as "This is in response to your inquiry of December 2, 1989, on behalf of \_\_\_\_\_, which was received in this Center on December 5, 1989" may be used.
- (2) **Inquiries referred to NPRC from the departments of the Army, Navy, Air Force, etc.** If request is referred to this Center, it should be indicated, including date of congressional inquiry and date received in NPRC. Use wording such as "Your inquiry dated \_\_\_\_\_, which was referred to us by the (Army, Navy, etc.) and was received in this Center on *date* ."
- i. **Closing.** If a letter format is used in the reply, any of the following statements are correct: "We hope this information will be helpful to ..." or "We regret that our response could not be more positive." Avoid overly patronizing and conciliatory statements to Senators and Representatives.



j. **Letter from constituent enclosed.** If congressional office encloses a letter from a constituent, **IT MUST ALWAYS BE RETURNED WITH THE REPLY, except** when reply is merely to indicate that the inquiry has been referred elsewhere for action. In such a case the constituent's request is forwarded to the action office, along with the inquiry from the congressional office. Do not mention constituent's letter in reply to the congressional office.

6. **Information requested is under jurisdiction of NPRC Civilian Personnel Records (CPR).** If a request is received involving records which are known to be at CPR, forward the inquiry to CPR using NA Form 13104, Multiple Purpose Correspondence Form. Do not send a referral letter to the congressional office; send an NA Form 13053, National Personnel Records Center Acknowledgment/Referral instead. Check the first block and write in "As soon as possible." Stamp the NA Form 13104 in red with the congressional rubber stamp.

7. **Congressional inquiries involving records in the National Archives.** If a congressional inquiry is received involving records which are known to be in the Office of National Archives, send the inquiry to the National Archives. Notify the congressional office of the referral using the appropriate referral letter from the Pattern Paragraph/Letter Catalog for SIS Technicians. Use NA Form 13051, Transmittal, to refer the request as follows:

**Textual Reference Division  
Military Reference Branch (NNRM)  
National Archives and Records Administration  
Washington, DC 20408**

However, if the request involves military service awards for veterans who served in the Army prior to World War I, refer the request to the following address:

**Commander  
U.S. Total Army Personnel Command  
Military Awards Branch  
Attn: TAPC:PDA  
200 Stovall Street  
Alexandria, VA 22332-0471**

8. **Congressional inquiries involving medical records that have been sent to the VA.** Refer congressional inquiries involving medical records that have been sent to VA direct to VA office having claims folder or suggest constituent contact VA directly. Furnish the veterans claim number. If request is in the form of a complaint, consider recalling medical record from the VA. If in doubt as to what VA office has the records, use NA Form 13098, NPRC Routing Slip, to request a BIRLS probe. State on form that inquiry involves congressional interest. Hand-carry the form to Incoming Mail Unit #2 and ask for a "Fast Response" BIRLS check.

9. **Referral of congressional inquiries.**

a. **Notifying congressional office of referral.** When a congressional inquiry must be referred to another agency for reply, the congressional office is notified by mail of the referral. However, if a particular urgency is indicated by the congressional inquiry, the congressional office is notified by telephone of the referral of the inquiry. It is not necessary to follow up a telephone notice of referral with a written notice unless asked to do so by the congressional office. The telephone call is noted on NA Form 13015, Control Card.

The Pattern Paragraph/Letter Catalog for SIS Technicians contains referral letters for most offices to which a request must be referred. A copy of the letter may be used as a

transmittal to the agency to which the inquiry is referred. Also, use a copy of the letter to notify the congressional office of the referral.

- b. **Loan or transfer of the record.** When referral of a congressional request involves loan or transfer of a record (such as in the case of controversial matters which are referred to the branch of service involved), NA Form 13008, Loan or Transfer of Records, is used to transmit record and request to the answering agency. Notify the congressional office of the referral by sending the appropriate referral letter from the Pattern Paragraph/Letter Catalog for SIS Technicians.
- c. **Transmittal of request to answering agency.** When record necessary to answer a congressional request is not located at NPRC, refer the request to appropriate agency for reply. Occasionally it may be necessary to telephone the office to which the inquiry is being referred to make sure the necessary record is available. NA Form 13051, Transmittal, NA Form 13098, NPRC(MPR) Routing Slip, or a copy of the referral letter may be used to transmit request to appropriate agency for reply. Notify Member of Congress of referral by sending a copy of the referral letter to the congressional office.

Figure 1: **Format for addressing replies to congressional correspondence**

When reply is to:	Address correspondence as follows:
United States Senator	Honorable (full name) United States Senate Washington, DC 20510
(anywhere other than official U.S. Senate address in Washington, DC)	Honorable (full name) United States Senator (local address) 00000
United States Representative	Honorable (full name) House of Representatives Washington, DC 20515
(anywhere other than official U.S. House of Representatives address in Washington, DC)	Honorable (full name) Member, United States House of Representatives (local address) 00000
When an employee of a Member of Congress signs a letter to NPRC or the letter states	

to respond to employee located in the home or Washington, DC, office, address reply as follows:

Honorable (Name of Member of Congress)  
 Attn: (Name of employee)  
 (Address of the Member's office at which the employee works)

Figure 2: **Guide to number of copies to prepare for congressionals (when using forms or composed correspondence)**

Request received from Washington, DC office.	Reply to office.	Prepare original and 1 copy as follows: Original: To Washington, DC office (formal letterhead). Copy: To military record *.
	Reply direct to constituent.	Prepare original and 2 copies as follows: Original: To constituent (formal letterhead). Copy 1: To Washington, DC office. Copy 2: To military record *.
Request received from home office	Reply to office.	Prepare original and 1 copy: Original: To home office (formal letterhead) for constituent. Copy: To military record *.
	Reply direct to constituent.	Prepare original and 2 copies as follows: Original: To constituent (formal letterhead). Copy 1: To home office. Copy 2: To military record *.
<p>*In Navy and Marine Corps cases in which information is extracted from both personnel and medical folders, prepare an extra copy. File a copy in both personnel and medical folders.</p> <p><b>NOTE:</b> If the military record is not required, file the copy in the transitory file. Do not prepare a courtesy copy unless one is specifically requested.</p>		



---

# Conservatorship or Executor of Estate

Date Posted: 10/18/2013

---

**Background:** Occasionally, we receive Conservatorship or Executor of Estate requests. It is important to know the meaning of these titles and how these requests are processed. A conservatorship is the legal right given to a person to manage the property or financial affairs of a person deemed incapable of doing that for him or herself. Conservators have somewhat less responsibility than guardians. An Executor is a person who either expressly or by implication is appointed by a testator [one who dies leaving a will] to carry out the testator's directions concerning the dispositions made under the will. The testator can appoint a next of kin. Follow the procedures below when responding to these requests:

**Conservatorship** – Correspondence received from this source must clearly convey the intention to grant the conservator access to the service member's military personnel and/or military medical record. The Conservatorship document must specifically mention the National Personnel Records Center **or** military records. If neither is mentioned in the appointment letter **do not** release (a copy of) the requested record or any information that does not fall under the guidelines of the Freedom of Information Act (FOIA) to the requester. If appropriate, provide a FOIA reply and include the following pattern paragraph: [Get Paragraph»Legal Demands»Conservatorship Appointment Letter Not Valid for Records](#). *If a FOIA reply is not a suitable response, furnish only the pattern paragraph.*

**Executor of Estate** – We will furnish copies of the requested documents if the executor is the deceased service member's next of kin (NOK); however, correspondence from an executor who is not the NOK must clearly state the intention to grant the executor access to the service member's military personnel and/or military medical record. The Executor of Estate document must specifically mention the National Personnel Records Center **or** military records. If neither is mentioned in the document **do not** release (a copy of) the requested record or any information that does not fall under the guidelines of the Freedom of Information Act (FOIA) to the requester. If appropriate, provide a FOIA reply and include the following pattern paragraph: [Get Paragraph»Legal Demands»Executor of Estate Letter Not Valid for Records](#). *If a FOIA reply is not a suitable response, furnish only the pattern paragraph.*

**Note: The next of kin is defined as any of the following: widow or widower, son, daughter, father, mother, brother, or sister. Please note that "widow" or "widower" is defined as a woman (or man) who had lost her husband (or his wife) by death and has not married again.**

---

Cross reference: [Legal Demands and Requests for Authenticated or Certified Copies \(see Legal Glossary\)](#)

---

**Consolidated Library Organized by Keyword**

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
		1 Manila envelope containing deck and ships logs for the following U.S. Naval vessels: U.S.S. Texas, U.S.S. Nevada, U.S.S. Vermont, U.S.S. Perkins. These are not in any type of order.	NAVY		
		27 individual binders containing awards information for USN, USMC, and USCG ships, units, and squadrons. Covers the time periods from Haiti, Mexican service, Spanish-American War, World War I and II, Korea, Vietnam, and to some extent, post-Vietnam.	NAVY		
		10 separate books/folders containing awards information for USN, USMC, USCG ships, units, and squadrons. Covers time periods mostly prior to Vietnam.	NAVY		
		Activities of the Bureau of Yards and Docks, Navy Department, World War I, 1917-1918.	NAVY	1	
	NAVPERS 91842-Requirements for Qualification in Submarines for Naval Reserve Enlisted, March 1953	Located in the binder with NAVPERS 91769-Catalog of U.S. Naval Training Activities and Courses	NAVY	2	

KeyWords	Title	Description	Location	Section	Shelf
	"A Guide to the Evaluation of Educational Experiences in the Armed Services"	Unbound book describing the different types of training courses for ALL the branches of the U.S. military, including location of training, length of training, and aspects of the training. Issued sometime around 1944 and includes information concerning USAFI courses and credit recommendations for those courses.	NAVY	2	
	"Adventures In Aviation-An Autobiography of Captain Kimball J. Scribner", USN (Retired).	Book about the personal experiences of a now retired Navy aviator.	NAVY	2	
	"Building the Navy's bases In World War II- History of the Bureau of Yards and Docks and theCivil engineer Corps 1940-1946", volume I, Printed 1947.	Book describing the efforts and achievements of the U.S. Navy Seabees and the Civil Engineer Corps during World War II.	NAVY	2	
	Air Force Manual: 1-1 to 10-3	6/28/61	AF 2-MOD11-NW	1	1
	Air Force Manual: 10-3	6/5/67 to 8/25/71	AF 2-MOD11-NW	1	2
	Air Force Manual: 10-4 to 10-5		AF 2-MOD11-NW	1	3
	Air Force Manual: 10-6 to 11-1	5/1/65	AF 2-MOD11-NW	1	4
	Air Force Manual: 11-1	10/15/68 to 1/1/73	AF 2-MOD11-NW	1	5
	Air Force Manual: 11-2	12/30/58 to 7/17/70	AF 2-MOD11-NW	2	6
	Air Force Manual: 11-4, Vol 1	2/1/67 TO 8/1/68	AF 2-MOD11-NW	2	10
	Air Force Manual: 11-4, Vol 1	9/1/63	AF 2-MOD11-NW	2	7
	Air Force Manual: 11-4, Vol 1	11/23/64 TO 6/1/65	AF 2-MOD11-NW	2	8

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Manual: 11-4, Vol 1	9/1/65 TO 9/1/66	AF 2-MOD11-NW	2	9
	Air Force Manual: 11-4, Vol 1	11/1/68 TO 12/17/69	AF 2-MOD11-NW	3	11
	Air Force Manual: 11-4, Vol 1	7/1/70 TO 10/1/71	AF 2-MOD11-NW	3	12
	Air Force Manual: 110-4 to 110-5		AF 2-MOD11-NW	24	122
	Air Force Manual: 110-6 to 110-10		AF 2-MOD11-NW	24	123
	Air Force Manual: 111-1 to 112-1		AF 2-MOD11-NW	25	124
	Air Force Manual: 112-1		AF 2-MOD11-NW	25	125
	Air Force Manual: 12-1 TO 12-20		AF 2-MOD11-NW	3	13
	Air Force Manual: 12-50		AF 2-MOD11-NW	3	14
	Air Force Manual: 12-50	Superseded pages from changes 20,21	AF 2-MOD11-NW	4	16
	Air Force Manual: 12-50	Superseded pages from changes 17,18,19	AF 2-MOD11-NW	4	17
	Air Force Manual: 12-50	10/1/69- Superseded pages from changes 14,15,16	AF 2-MOD11-NW	4	18
	Air Force Manual: 12-50	10/1/69- Superseded pages from changes 12 & 13	AF 2-MOD11-NW	4	19
	Air Force Manual: 12-50	10/1/69- Superseded pages from changes 6,7,8,9,11	AF 2-MOD11-NW	4	20
	Air Force Manual: 12-50	10/1/69- Superseded pages from changes 3,4,5	AF 2-MOD11-NW	5	21
	Air Force Manual: 12-50 (cont.)		AF 2-MOD11-NW	3	15
	Air Force Manual: 125-2 to 143-1		AF 2-MOD11-NW	25	126
	Air Force Manual: 143-1 to 143-3		AF 2-MOD11-NW	25	127
	Air Force Manual: 160-1	4/30/53 to 2/3/64	AF 2-MOD11-NW	25	128



KeyWords	Title	Description	Location	Section	Shelf
	Air Force Manual: 160-1	4/6/71	AF 2- MOD11-NW	26	129
	Air Force Manual: 160-37 to 166-5		AF 2- MOD11-NW	26	131
	Air Force Manual: 160-7 to 160-20		AF 2- MOD11-NW	26	130
	Air Force Manual: 168-4	2/26/65	AF 2- MOD11-NW	26	132
	Air Force Manual: 168-4	Superseded pages from 2/26/65 edition	AF 2- MOD11-NW	26	133
	Air Force Manual: 168-4	11/29/71	AF 2- MOD11-NW	27	134
	Air Force Manual: 168-4	11/29/71 to 7/15/77	AF 2- MOD11-NW	27	135
	Air Force Manual: 168-5 to 171-6		AF 2- MOD11-NW	27	136
	Air Force Manual: 171-11, Vol 1	1963 - SDN's	AF 2- MOD11-NW	27	137
	Air Force Manual: 173-20	7/1/52	AF 2- MOD11-NW	27	138
	Air Force Manual: 173-20	7/1/52 - cont.	AF 2- MOD11-NW	28	139
	Air Force Manual: 173-20	7/1/52 - cont.	AF 2- MOD11-NW	28	140
	Air Force Manual: 173-20	8/20/54	AF 2- MOD11-NW	28	141
	Air Force Manual: 173-20	8/20/54 cont.	AF 2- MOD11-NW	28	142
	Air Force Manual: 173-20 to 177-2		AF 2- MOD11-NW	28	143
	Air Force Manual: 177-100		AF 2- MOD11-NW	29	144
	Air Force Manual: 177-103 to 177-105	1959 & 1960	AF 2- MOD11-NW	29	145
	Air Force Manual: 177-105	1960 - cont.	AF 2- MOD11-NW	29	146
	Air Force Manual: 177-105	1960 - cont.	AF 2- MOD11-NW	29	147
	Air Force Manual: 177-105	1961	AF 2- MOD11-NW	29	148
	Air Force Manual: 177-105	1962 & 1963	AF 2- MOD11-NW	29	149
	Air Force Manual: 177-105	1964	AF 2- MOD11-NW	30	150
	Air Force Manual: 177-105	1964 - cont	AF 2- MOD11-NW	30	151

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Manual: 177-105	1967	AF 2-MOD11-NW	30	152
	Air Force Manual: 177-105	1968	AF 2-MOD11-NW	30	153
	Air Force Manual: 177-105	1968 - cont	AF 2-MOD11-NW	30	154
	Air Force Manual: 177-105	1968 - cont	AF 2-MOD11-NW	31	155
	Air Force Manual: 177-105	1968 - cont	AF 2-MOD11-NW	31	156
	Air Force Manual: 177-105	1969	AF 2-MOD11-NW	31	157
	Air Force Manual: 177-105	1970	AF 2-MOD11-NW	31	158
	Air Force Manual: 177-105	1970 - cont & 1971	AF 2-MOD11-NW	31	159
	Air Force Manual: 177-105	1974	AF 2-MOD11-NW	32	160
	Air Force Manual: 177-105		AF 2-MOD11-NW	32	161
	Air Force Manual: 177-135		AF 2-MOD11-NW	32	162
	Air Force Manual: 177-136 to 177-373		AF 2-MOD11-NW	32	163
	Air Force Manual: 177-373	10/1/72	AF 2-MOD11-NW	32	164
	Air Force Manual: 177-373	10/1/72 - cont	AF 2-MOD11-NW	32	165
	Air Force Manual: 177-373	10/1/72 - cont	AF 2-MOD11-NW	33	166
	Air Force Manual: 177-373	10/1/72 - cont	AF 2-MOD11-NW	33	167
	Air Force Manual: 177-373	10/1/72 - cont	AF 2-MOD11-NW	33	168
	Air Force Manual: 177-373	10/1/72 - cont	AF 2-MOD11-NW	33	169
	Air Force Manual: 177-373	10/1/72 & 11/21/75	AF 2-MOD11-NW	33	170
	Air Force Manual: 177-373	11/21/75-cont	AF 2-MOD11-NW	34	171
	Air Force Manual: 177-373	4/1/77	AF 2-MOD11-NW	34	172
	Air Force Manual: 177-373	cont	AF 2-MOD11-NW	34	173
	Air Force Manual: 190-9		AF 2-MOD11-NW	34	174

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Manual: 20-3 to 25-5		AF 2-MOD11-NW	5	22
	Air Force Manual: 210-1 to 211-5		AF 2-MOD11-NW	34	175
	Air Force Manual: 213-1		AF 2-MOD11-NW	35	176
	Air Force Manual: 26-1 to 26-3		AF 2-MOD11-NW	5	23
	Air Force Manual: 26-3 to 26-4		AF 2-MOD11-NW	5	25
	Air Force Manual: 26-3 (cont.)		AF 2-MOD11-NW	5	24
	Air Force Manual: 30-3		AF 2-MOD11-NW	6	26
	Air Force Manual: 30-3		AF 2-MOD11-NW	6	27
	Air Force Manual: 30-4	11/1/60 to 9/4/70	AF 2-MOD11-NW	6	28
	Air Force Manual: 30-6 to 30-130		AF 2-MOD11-NW	6	29
	Air Force Manual: 300-4, Vol 6		AF 2-MOD11-NW	35	178
	Air Force Manual: 300-4, Vol I & II		AF 2-MOD11-NW	35	177
	Air Force Manual: 33-3		AF 2-MOD11-NW	6	30
	Air Force Manual: 35-1	4/3/44	AF 2-MOD11-NW	7	31
	Air Force Manual: 35-1	7/1/45	AF 2-MOD11-NW	7	32
	Air Force Manual: 35-1	3/1/53 to 3/1/56	AF 2-MOD11-NW	7	33
	Air Force Manual: 35-1	12/1/59 to 4/15/63	AF 2-MOD11-NW	7	34
	Air Force Manual: 35-1	8/18/66 to 8/18/70	AF 2-MOD11-NW	7	35
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 45000-53690	AF 2-MOD11-NW	10	47
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 54000-56990	AF 2-MOD11-NW	10	48
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 57000-61290	AF 2-MOD11-NW	10	49
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 62000-64890	AF 2-MOD11-NW	10	50

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 65000-69190	AF 2- MOD11-NW	10	51
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 70000-72190	AF 2- MOD11-NW	11	52
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 73000-75391	AF 2- MOD11-NW	11	53
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 76000-90254	AF 2- MOD11-NW	11	54
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 90255-91295	AF 2- MOD11-NW	11	55
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 91350-98390	AF 2- MOD11-NW	11	56
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 00000-22392	AF 2- MOD11-NW	7	36
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 23000-25390	AF 2- MOD11-NW	8	37
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 27000-27692	AF 2- MOD11-NW	8	38
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 29000-29790	AF 2- MOD11-NW	8	39
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 30000-30393	AF 2- MOD11-NW	8	40
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 30400-31150	AF 2- MOD11-NW	8	41
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 31151-31790	AF 2- MOD11-NW	9	42
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 32000-33270	AF 2- MOD11-NW	9	43
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 34000-40491	AF 2- MOD11-NW	9	44
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 42000-42755	AF 2- MOD11-NW	9	45

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 43000-44391	AF 2- MOD11-NW	9	46
	Air Force Manual: 35-10	6/12/61 to 8/22/63	AF 2- MOD11-NW	14	70
	Air Force Manual: 35-10	7/1/66 to 12/1/72	AF 2- MOD11-NW	14	71
	Air Force Manual: 35-11	7/15/58	AF 2- MOD11-NW	14	72
	Air Force Manual: 35-12	1/1/55 to 3/4/60	AF 2- MOD11-NW	15	73
	Air Force Manual: 35-12	12/22/66	AF 2- MOD11-NW	15	74
	Air Force Manual: 35-13	6/3/57 to 8/7/71	AF 2- MOD11-NW	15	75
	Air Force Manual: 35-13	8/15/68	AF 2- MOD11-NW	15	76
	Air Force Manual: 35-14	2/1/71	AF 2- MOD11-NW	15	77
	Air Force Manual: 35-15	12/10/66 to 9/23/70	AF 2- MOD11-NW	15	78
	Air Force Manual: 35-16	12/4/68	AF 2- MOD11-NW	16	79
	Air Force Manual: 35-17	1/31/68 to 6/22/72	AF 2- MOD11-NW	16	80
	Air Force Manual: 35-19 to 35-99		AF 2- MOD11-NW	16	81
	Air Force Manual: 35-2 to 35-3	10/1/63	AF 2- MOD11-NW	12	57
	Air Force Manual: 35-3	6/26/69- Superseded pages From Changes 7-11	AF 2- MOD11-NW	12	58
	Air Force Manual: 35-3	6/26/69- Superseded pages From Changes 1-6	AF 2- MOD11-NW	12	59
	Air Force Manual: 35-4	11/1/52 to 2/1/60	AF 2- MOD11-NW	12	60
	Air Force Manual: 35-4	11/12/63 to 8/10/65	AF 2- MOD11-NW	12	61
	Air Force Manual: 35-4	1/28/69- Superseded pages from changes 1-9	AF 2- MOD11-NW	13	62
	Air Force Manual: 35-5 to 35-6		AF 2- MOD11-NW	13	63
	Air Force Manual: 35-7	7/1/60 to 7/1/64	AF 2- MOD11-NW	13	64

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Manual: 35-7	1/5/68 to 10/8/71	AF 2- MOD11-NW	13	65
	Air Force Manual: 35-8	9/1/54 to 9/24/71	AF 2- MOD11-NW	13	66
	Air Force Manual: 35-8		AF 2- MOD11-NW	14	67
	Air Force Manual: 35-9	9/1/56 to 11/17/58	AF 2- MOD11-NW	14	68
	Air Force Manual: 35-9	2/15/65 to 5/1/69	AF 2- MOD11-NW	14	69
	Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 0000 to 1000	AF 2- MOD11-NW	17	86
	Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 1024 to 1744	AF 2- MOD11-NW	17	87
	Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 1816 to 2716	AF 2- MOD11-NW	17	88
	Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 2724 to 4096	AF 2- MOD11-NW	18	89
	Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 4316 to 6476	AF 2- MOD11-NW	18	90
	Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 6516 to 7376	AF 2- MOD11-NW	18	91
	Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 7416 to 8854	AF 2- MOD11-NW	18	92
	Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 8916 to 9436	AF 2- MOD11-NW	18	93
	Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 9446 to 9996	AF 2- MOD11-NW	19	94
	Air Force Manual: 36-1 (cont.)	1/1/52 to 2/28/77	AF 2- MOD11-NW	17	84
	Air Force Manual: 36-1 (cont.)	1/1/52 to 2/28/77	AF 2- MOD11-NW	17	85
	Air Force Manual: 36-1, Part 1	1/1/52 to 6/30/60	AF 2- MOD11-NW	16	82
	Air Force Manual: 36-1, Part 1	4/15/63 to 5/28/69	AF 2- MOD11-NW	16	83
	Air Force Manual: 36-10	7/25/62 to 11/25/74	AF 2- MOD11-NW	19	96

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Manual: 36-11	8/20/66	AF 2- MOD11-NW	19	97
	Air Force Manual: 36-11	(Superseded pages)	AF 2- MOD11-NW	19	98
	Air Force Manual: 36-11	7/31/70	AF 2- MOD11-NW	20	99
	Air Force Manual: 36-18 to 39-0-1		AF 2- MOD11-NW	20	100
	Air Force Manual: 36-4 to 36-7		AF 2- MOD11-NW	19	95
	Air Force Manual: 39-1	4/15/63 to 12/29/69	AF 2- MOD11-NW	10	101
	Air Force Manual: 39-1	1/1/72 to 5/31/77	AF 2- MOD11-NW	20	102
	Air Force Manual: 39-1	12/29/71 to 9/30/63	AF 2- MOD11-NW	20	103
	Air Force Manual: 39-1	4/15/63 to 5/31/77	AF 2- MOD11-NW	21	104
	Air Force Manual: 39-1 (cont.)	4/14/63 to 5/31/77	AF 2- MOD11-NW	21	105
	Air Force Manual: 39-11	3/20/64	AF 2- MOD11-NW	22	110
	Air Force Manual: 39-11	5/1/67	AF 2- MOD11-NW	22	111
	Air Force Manual: 39-11	Superseded pages from 5/1/67 edition	AF 2- MOD11-NW	22	112
	Air Force Manual: 39-11	Superseded pages from 5/1/67 edition - cont.	AF 2- MOD11-NW	22	113
	Air Force Manual: 39-12	9/1/66	AF 2- MOD11-NW	23	114
	Air Force Manual: 39-4	12/23/66 to 9/26/72	AF 2- MOD11-NW	21	106
	Air Force Manual: 39-62 to 45-3		AF 2- MOD11-NW	23	115
	Air Force Manual: 39-9	12/1/54 to 5/1/56	AF 2- MOD11-NW	21	107
	Air Force Manual: 39-9	7/1/57 to 5/2/60	AF 2- MOD11-NW	21	108
	Air Force Manual: 39-9 to 39-10		AF 2- MOD11-NW	22	109
	Air Force Manual: 50-29 to 55-3		AF 2- MOD11-NW	24	120
	Air Force Manual: 50-5, Vol 2	9/1/74	AF 2- MOD11-NW	23	116
	Air Force Manual: 50-5, Vol 2	9/1/75	AF 2- MOD11-NW	23	117

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Manual: 50-5, Vol 2	9/1/76	AF 2-MOD11-NW	23	118
	Air Force Manual: 50-6 to 50-23		AF 2-MOD11-NW	24	119
	Air Force Manual: 75-6 to 110-3		AF 2-MOD11-NW	24	121
	Air Force Manual: 900-2 to 900-3		AF 2-MOD11-NW	35	179
	Air Force Manual: 900-3 (Cont.)		AF 2-MOD11-NW	35	180
	Air Force Manual: 900-5 to 900-45		AF 2-MOD11-NW	35	181
	Air Force Pamphlets: 110-1-3 to 111-8		AF 2-MOD11-NW	61	296
	Air Force Pamphlets: 12-36 to 12-61		AF 2-MOD11-NW	60	292
	Air Force Pamphlets: 160-2-4A to 190-1-7		AF 2-MOD11-NW	62	297
	Air Force Pamphlets: 190-1-14 to 190-38		AF 2-MOD11-NW	62	298
	Air Force Pamphlets: 210-1-1 to 211-1-12		AF 2-MOD11-NW	62	299
	Air Force Pamphlets: 211-1-14 to 215-1		AF 2-MOD11-NW	62	300
	Air Force Pamphlets: 25-3-2 to 34-4-2		AF 2-MOD11-NW	61	293
	Air Force Pamphlets: 34-4-3 to 35-23		AF 2-MOD11-NW	61	294
	Air Force Pamphlets: 35-4-1 to 50-50		AF 2-MOD11-NW	61	295
	Air Force Pamphlets: 900-1-2		AF 2-MOD11-NW	62	301
	Air Force Pamphlets: 900-2		AF 2-MOD11-NW	63	302
	Air Force Pamphlets: 900-2	Superseded pages removed from earlier editions	AF 2-MOD11-NW	63	304
	Air Force Pamphlets: 900-2 (cont.)		AF 2-MOD11-NW	63	303
	Air Force Regulations: 0-1		AF 2-MOD11-NW	36	182
	Air Force Regulations: 0-16 to 5-1		AF 2-MOD11-NW	41	207
	Air Force Regulations: 0-2	1/1/42 to 5/1/58 (Numbered Index Book)	AF 2-MOD11-NW	36	183



<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
	Air Force Regulations: 0-2	8/1/58 to 5/2/60 (Numbered Index Book)	AF 2- MOD11-NW	36	184
	Air Force Regulations: 0-2	7/1/60 to 8/1/62 (Numbered Index Book)	AF 2- MOD11-NW	36	185
	Air Force Regulations: 0-2	2/1/63 to 8/1/66 (Numbered Index Book)	AF 2- MOD11-NW	36	186
	Air Force Regulations: 0-2	2/1/67 to 1/9/70 (Numbered Index Book)	AF 2- MOD11-NW	37	187
	Air Force Regulations: 0-2	3/25/70 to 8/27/71 (Numbered Index Book)	AF 2- MOD11-NW	37	188
	Air Force Regulations: 0-2	12/31/71 to 3/2/73 (Numbered Index Book)	AF 2- MOD11-NW	37	189
	Air Force Regulations: 0-2	5/4/73 to 10/4/74 (Numbered Index Book)	AF 2- MOD11-NW	37	190
	Air Force Regulations: 0-2	2/7/75 to 8/1/77 (Numbered Index Book)	AF 2- MOD11-NW	37	191
	Air Force Regulations: 0-2	9/15/79 to 1/1/86 (Numbered Index Book)	AF 2- MOD11-NW	38	192
	Air Force Regulations: 0-3		AF 2- MOD11-NW	38	193
	Air Force Regulations: 0-4 & 0-5		AF 2- MOD11-NW	38	194
	Air Force Regulations: 0-6	7/1/58 to 10/1/60 (Subject Index Book)	AF 2- MOD11-NW	38	195
	Air Force Regulations: 0-6	1/16/61 to 8/1/66 (Subject Index Book)	AF 2- MOD11-NW	38	196
	Air Force Regulations: 0-6	8/1/67 to 4/23/70 (Subject Index Book)	AF 2- MOD11-NW	39	197
	Air Force Regulations: 0-9	3/3/58 to 12/1/59	AF 2- MOD11-NW	39	198
	Air Force Regulations: 0-9	5/2/60 to 12/1/61	AF 2- MOD11-NW	39	199
	Air Force Regulations: 0-9	3/1/62 to 6/3/63	AF 2- MOD11-NW	39	200
	Air Force Regulations: 0-9	9/3/63 to 12/1/64	AF 2- MOD11-NW	39	201

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Regulations: 0-9	3/1/65 to 2/1/67	AF 2- MOD11-NW	40	202
	Air Force Regulations: 0-9	6/1/67 to 9/26/69	AF 2- MOD11-NW	40	203
	Air Force Regulations: 0-9	3/3/70 to 1/5/73	AF 2- MOD11-NW	40	204
	Air Force Regulations: 0-9	4/6/73 to 8/1/75	AF 2- MOD11-NW	40	205
	Air Force Regulations: 0-9	12/5/75 to 4/1/77	AF 2- MOD11-NW	40	206
	Air Force Regulations: 11-21 to 12-42		AF 2- MOD11-NW	44	225
	Air Force Regulations: 11-4 to 11-19		AF 2- MOD11-NW	44	224
	Air Force Regulations: 110-1 to 120-4		AF 2- MOD11-NW	54	266
	Air Force Regulations: 12-50		AF 2- MOD11-NW	44	226
	Air Force Regulations: 12-60 to 15-54		AF 2- MOD11-NW	45	227
	Air Force Regulations: 120-6 to 125-30		AF 2- MOD11-NW	54	267
	Air Force Regulations: 125-35 to 160-53		AF 2- MOD11-NW	55	268
	Air Force Regulations: 15-55 to 20-19		AF 2- MOD11-NW	45	228
	Air Force Regulations: 160-54 to 161-13		AF 2- MOD11-NW	55	269
	Air Force Regulations: 161-20 to 173-35		AF 2- MOD11-NW	55	270
	Air Force Regulations: 173-36 to 200-9		AF 2- MOD11-NW	56	271
	Air Force Regulations: 20-22 to 20-59		AF 2- MOD11-NW	45	229
	Air Force Regulations: 20-60 to 23-11		AF 2- MOD11-NW	45	230
	Air Force Regulations: 205-1		AF 2- MOD11-NW	56	272
	Air Force Regulations: 205-1 (cont.)		AF 2- MOD11-NW	56	273
	Air Force Regulations: 205-1 (cont.)		AF 2- MOD11-NW	56	274
	Air Force Regulations: 205-2 to 205-32		AF 2- MOD11-NW	57	275
	Air Force Regulations: 205-34 to 215-3		AF 2- MOD11-NW	57	276

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Regulations: 23-12 to 30-2		AF 2- MOD11-NW	45	231
	Air Force Regulations: 265-6 to 900-45		AF 2- MOD11-NW	57	277
	Air Force Regulations: 30-12 to 30-20		AF 2- MOD11-NW	46	233
	Air Force Regulations: 30-21 to 31-13		AF 2- MOD11-NW	46	234
	Air Force Regulations: 30-3 to 30-11		AF 2- MOD11-NW	46	232
	Air Force Regulations: 32-2 to 34-10		AF 2- MOD11-NW	46	235
	Air Force Regulations: 34-11 to 35-3		AF 2- MOD11-NW	47	236
	Air Force Regulations: 35-12 to 35-25		AF 2- MOD11-NW	47	238
	Air Force Regulations: 35-26 to 35-38		AF 2- MOD11-NW	47	239
	Air Force Regulations: 35-39 to 35-44		AF 2- MOD11-NW	48	240
	Air Force Regulations: 35-4 to 35-11		AF 2- MOD11-NW	47	237
	Air Force Regulations: 35-400 to 35-462		AF 2- MOD11-NW	48	243
	Air Force Regulations: 35-45 to 35-72		AF 2- MOD11-NW	48	241
	Air Force Regulations: 35-464 to 35-700		AF 2- MOD11-NW	49	244
	Air Force Regulations: 35-701 to 36-1		AF 2- MOD11-NW	49	245
	Air Force Regulations: 35-73 to 35-395		AF 2- MOD11-NW	48	242
	Air Force Regulations: 36-1	3/1/77 - Officer AFSC's 4000-9956	AF 2- MOD11-NW	49	246
	Air Force Regulations: 36-12 to 36-19		AF 2- MOD11-NW	50	249
	Air Force Regulations: 36-2 to 36-5		AF 2- MOD11-NW	49	247
	Air Force Regulations: 36-20		AF 2- MOD11-NW	50	250
	Air Force Regulations: 36-21 to 36-50		AF 2- MOD11-NW	50	251
	Air Force Regulations: 36-51 to 37-3		AF 2- MOD11-NW	51	252
	Air Force Regulations: 36-6 to 36-11		AF 2- MOD11-NW	50	248

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Regulations: 39-1	6/1/77 - Airman AFSC's 10000- 30990	AF 2- MOD11-NW	51	253
	Air Force Regulations: 39-1	6/1/77 - Airman AFSC's 31000- 59191	AF 2- MOD11-NW	51	254
	Air Force Regulations: 39-1	6/1/77 - Airman AFSC's 60000- 98390	AF 2- MOD11-NW	51	255
	Air Force Regulations: 39-11 to 39-14		AF 2- MOD11-NW	52	257
	Air Force Regulations: 39-15 to 39-29		AF 2- MOD11-NW	52	258
	Air Force Regulations: 39-2 to 39-10		AF 2- MOD11-NW	52	256
	Air Force Regulations: 39-30 to 39-66		AF 2- MOD11-NW	52	259
	Air Force Regulations: 45-1 to 45-17		AF 2- MOD11-NW	53	260
	Air Force Regulations: 45-18 to 45-36		AF 2- MOD11-NW	53	261
	Air Force Regulations: 45-37 to 50-4		AF 2- MOD11-NW	53	262
	Air Force Regulations: 5-2	7/10/41 to 10/7/49	AF 2- MOD11-NW	41	208
	Air Force Regulations: 5-2	3/8/50 to 4/2/51	AF 2- MOD11-NW	41	209
	Air Force Regulations: 5-2	8/6/51 to 4/1/52	AF 2- MOD11-NW	41	210
	Air Force Regulations: 5-2	8/1/52 to 10/1/53	AF 2- MOD11-NW	41	211
	Air Force Regulations: 5-2	4/1/54 to 5/2/55	AF 2- MOD11-NW	41	212
	Air Force Regulations: 5-2	8/1/55 to 8/1/56	AF 2- MOD11-NW	42	213
	Air Force Regulations: 5-2	2/1/57 to 11/1/57	AF 2- MOD11-NW	42	214
	Air Force Regulations: 5-3	7/1/54 to 1/3/56	AF 2- MOD11-NW	42	215
	Air Force Regulations: 5-3	7/2/56 to 3/8/67	AF 2- MOD11-NW	42	216
	Air Force Regulations: 5-4 to 5-49		AF 2- MOD11-NW	43	217
	Air Force Regulations: 50-6 to 55-3		AF 2- MOD11-NW	53	263
	Air Force Regulations: 55-4 to 62-14		AF 2- MOD11-NW	54	264

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Regulations: 62-19 to 100-27		AF 2- MOD11-NW	54	265
	Air Force Regulations: 7-1 to 8-2		AF 2- MOD11-NW	43	218
	Air Force Regulations: 9-2	12/21/49 to 10/1/53	AF 2- MOD11-NW	43	219
	Air Force Regulations: 9-2	1/4/54 to 7/1/55	AF 2- MOD11-NW	43	220
	Air Force Regulations: 9-2	10/1/55 to 12/2/57	AF 2- MOD11-NW	43	221
	Air Force Regulations: 9-3		AF 2- MOD11-NW	44	222
	Air Force Regulations: 9-4 to 11-3		AF 2- MOD11-NW	44	223
	Air Force Special Regulations: 100-1 to 160 (labeled Army AF Navy)		AF 2- MOD11-NW	58	281
	Air Force Special Regulations: 160-1 to 170 (labeled Army AF Navy)		AF 2- MOD11-NW	58	282
	Air Force Special Regulations: 170-1 to 172-26 (labeled Army AF Navy)		AF 2- MOD11-NW	58	283
	Air Force Special Regulations: 172-26 to 172-41 (labeled Army AF Navy)		AF 2- MOD11-NW	59	284
	Air Force Special Regulations: 172-41 to 173-3 (labeled Army AF Navy)		AF 2- MOD11-NW	59	285
	Air Force Special Regulations: 173-3 to 173-90 (labeled Army AF Navy)		AF 2- MOD11-NW	59	286
	Air Force Special Regulations: 173-90 to 176 (labeled Army AF Navy)		AF 2- MOD11-NW	59	287
	Air Force Special Regulations: 176-1 to 400-15 (labeled Army AF Navy)		AF 2- MOD11-NW	59	288
	Air Force Special Regulations: 45-1 to 69 (labeled Army AF Navy)		AF 2- MOD11-NW	58	279

KeyWords	Title	Description	Location	Section	Shelf
	Air Force Special Regulations: 5-1 to 40-2 (labeled Army AF Navy)		AF 2-MOD11-NW	60	289
	Air Force Special Regulations: 5-1 to 45 (labeled Army AF Navy)		AF 2-MOD11-NW	58	278
	Air Force Special Regulations: 50-1 to 900-7 (labeled Army AF Navy)		AF 2-MOD11-NW	60	290
	Air Force Special Regulations: 69-1 to 100 (labeled Army AF Navy)		AF 2-MOD11-NW	58	280
	Air National Guard Letters & Pamphlets		AF 2-MOD11-NW	60	291
	ALNAVS	All letters/memos sent to all Navy commands for the years 1919 through 1923 And 1943	NAVY	2	
	ALNAVS-1948 & 1952-1954	All Navy letters and bulletins from Navy HQ to all Navy commands for years listed above.	NAVY	4	
	Also-there are books for the following years:1920, 1923, 1926 (2 books), 1930, and 1931	Listing of all Navy and Marine Corps officers for the years listed.	NAVY	5	4
	American Military Casualties and Burials (Manila folder)	Information relating to battle casualties of U.S. personnel during World War II	NAVY	2	
	Annual Report of the Chief of Bureau of Construction and Repair to the Secretary of the Navy for fiscal year ending 6/30/1905		NAVY	4	
	Annual Reports of the Chief of the Bureau of Navigation-1912-1925, vol. IV		NAVY	4	
	Articles for the Government of the Navy of the United States-1899 to 1912	Articles governing the United States Navy during the years stated above.	NAVY	2	

KeyWords	Title	Description	Location	Section	Shelf
	Biennial Report of the Chief of Staff of the United States Army, 1 July 1929-30 June 1945, George C. Marshall	U.S. Army Center of Military History	RESEARCH ROOM	B	5
	Building Air Bases in the Negev the U. S. Army Corps of Engineers in Israel, 1979-1982	U.S. Army Center of Military History	RESEARCH ROOM	B	4
	BUMED Instructions and Notices & Canceled notices of the Navy's Bureau of Medicine and Surgery. (Both of these are contained inside the same black binder).		NAVY	3	
	BUMED Instructions and Notices & Outdated notices and instructions for the Navy's Bureau of Medicine and Surgery. Last updated in 1978 (Both of these are contained in the same black binder)		NAVY	3	
	BUMEDINST 1510.9A-Catalog of Hospital Corps Schools and Courses		NAVY	5	4

KeyWords	Title	Description	Location	Section	Shelf
	BUPERS Awards Manual	2 separate binders containing a listing of U.S. Navy, Marine Corps, and Coast Guard ships and units with some Army and Air Forces units/squadrons. Gives dates of eligibility for certain awards issued by the military. Mainly used in Navy Correspondence for determining eligibility claimed on the SF-813's submitted to this Center by various U.S. Government Human Resource offices for the purposes of giving extra credit to federal employees for the purposes of leave accrual or reductions in force by other Federal agencies. This is a current edition of this manual. (EXTRA Copies available elsewhere within the branch)	NAVY		
	BUPERS Instructions-5210.6;10/28/71 (manila folder)		NAVY	4	
	BUPERS Manual, 1959 - Bureau of Naval Personnel Manual		NAVY	2	
	BUPERS Manual- Superceded pages from the 1969 Bureau of Naval Personnel Manual with changes from 1/70 to 10/71		NAVY	3	
	BUPERS Manual-1942	Bureau of Naval Personnel manual for Navy personnel	NAVY	2	



KeyWords	Title	Description	Location	Section	Shelf
	BUPERS Manual-1942.		NAVY	4	
	BUPERS Manual-1948 edition		NAVY	3	
	BUPERS Notices (black binder)	Contains canceled and superceded Bureau of Naval Personnel notices.	NAVY	2	
	BUPERS notices-(Black three ring binder)	Contains various Bureau of Naval Personnel Notices and memos.	NAVY	2	
	BUPERSINST 1430.16A, PERS 5232-Manual of Advancement, 23 December 1977	Provides procedures for the administration of the advancement in the Navy rate system.	NAVY	2	
	BUPERSINST 1770.2-Navy Manual for Casualty Assistance Calls Program	Guidelines for navy personnel involved in Casualty Assistance Calls on family members of recently deceased Navy/Marine/Coast Guard personnel (active and former)	NAVY	3	
	BUPERSINST 7040.5-Financial Management Guide for Permanent change of Station Travel		NAVY	3	
	Bureau of Naval Personnel letters concerning USNR-3/31/42		NAVY	4	
	Bureau of Navigation Manual, 1925		NAVY	2	
	Bureau of Navigation Manual, 1925		NAVY	4	
	Bureau of Supplies and Accounts Book-1945		NAVY	3	
	Bureau of Supplies and Accounts Manual-1929 (reprinted 1944)		NAVY	4	
	Canceled BUPERS instructions-1000-1499 and 1500 to end.		NAVY	4	

KeyWords	Title	Description	Location	Section	Shelf
	Canceled Navy Instructions and Notices (black binder)	Contains the various canceled and superceded Navy instructions and notices sent to the various Navy commands.	NAVY	2	
	Cancelled Secretary of the Navy instructions and notices.		NAVY	4	
	Changes 1-33 to the 1948 edition of the BUPERS Manual		NAVY	4	
	Changes to BUPERS Manual-10/1/42 edition (small manila envelope)		NAVY	5	4
	Code of Federal Regulations: Judicial Administration		SIS	A	1
	Code of Federal Regulations: National Defence		SIS	A	1
	Code of Federal Regulations: Pensions, Bonuses and Veterans' Relief		SIS	A	1
	Combat Connected Naval Casualties by States-WW II, vol. 1 & 2 (USN, USMC, USCG)-1946		NAVY	5	4
	Compilation of Court Martial Orders for the years 1916 to 1937-(two volumes)		NAVY	2	
	Congressional Directory (1995-1996)		SIS	A	1
	Congressional Directory (1997-1998)		SIS	A	1
	Congressional Staff Directory (1996)		SIS	A	1
	Contains NEW Navy Officer jackets (file folders)		NAVY	D4	A
	Contains used/old Navy medical and personnel jackets (mostly enlisted)		NAVY	D5	A
	Court Martial orders-1941-1951 (incomplete)		NAVY	4	

KeyWords	Title	Description	Location	Section	Shelf
	Credit Recommendations for USAFI and MCI Courses and Tests- Second Edition, Number 10, January 1961	A red pamphlet prescribing guidelines for giving credit for United States Armed Forces Institute and Marine Corps Institute courses taken by service members while in the service.	NAVY	2	
	Cumulative Index to Court Martial Orders for the years 1916 to 1937		NAVY	2	
	Department of the Navy, Bureau of Medicine and Surgery-Patient Contact Point Command Program Guide- December 1980	A guide for the various medical commands within the Navy regarding patient contacts.	NAVY	2	
	Description of and Reference Information on Navy and Marine Corps Pay Records Held at NPRC (MPR) [GSA instructions]		NAVY	5	4
	Dictionary of American Naval Fighting Ships.	8 books containing detailed histories of all U.S. Naval vessels from the Revolutionary War to 198	NAVY		
	Discharge Directives/ALNAV Circular Letters/Examining Section-PERS E373		NAVY	3	
	Enlisted Occupational Conversion Table		NAVY	5	4
	Excerpts from Preliminary Class Specifications for use in the Classification of Positions in the Field Service of the Navy Department.		NAVY	4	
	For the Common Defense, A Military History of the U.S.A.		RESEARCH ROOM	C	2

KeyWords	Title	Description	Location	Section	Shelf
	General Officers of the Army and Air National Guard - December 1981		RESEARCH ROOM	C	2
	Getting the Message Through a Branch History of the U.S. Army Signal Corps.	U.S. Army Center of Military History	RESEARCH ROOM	B	4
	Going Back to Civilian Life"-pamphlet		NAVY	5	4
	Guerrilla Warrior	The early life of John J. Pershing	RESEARCH ROOM	B	5
	Holocaust-ERA Assets	A Finding Aid to Records at the National Archives at College Park, Maryland, NARA	RESEARCH ROOM	B	4
	How to Locate Anyone Who is or has been in the Military	Armed Forces Locator Directory	SIS	A	1
	Integration of the Armed Forces 1940-1965	U.S. Army Center of Military History	RESEARCH ROOM	B	4
	Inventory of the Records of the Office of the Secretary of War	Record Group 107, Inventory No. 17 NARA	RESEARCH ROOM	B	4
	JAG INST P5800.7B- Navy JAG Manual- Manual for the Judge Advocate General's office of the Department of the Navy		NAVY	3	
	Joint Travel Regulations-Volume I and misc. pages	Pertains to all military personnel; Last updated 1 March 1979.	NAVY	3	
	Manual for the Medical Department of the United States Navy- 1917 (hardbound book)		NAVY	2	
	Manual of Military Decorations and Awards (June 1993)		SIS	A	1
	Manual of Military Decorations and Awards (September 1996)		SIS	A	1

KeyWords	Title	Description	Location	Section	Shelf
	Manual of Navy Officer Manpower and Personnel Classifications, Volume II, The Officer Data Card, August 1975.	Located inside the binder of NAVPERS 15839B-Manual of Navy Officer Classifications-September 1968	NAVY	3	
	Manual of the Medical Department- issued 24 March 1978. Contained in a brown booklet holder.		NAVY	3	
	Medal of Honor Recipients (1863-1973)		SIS	A	1
	Military Government in the Ryukyu Islands 1945-1950	U.S. Army Center of Military History	RESEARCH ROOM	B	4
	Military Grade Conversion and Pay Tables (GSA booklet)		NAVY	5	4
	Misc. changes to the most recent edition of the Navy Military Personnel Manual-these are contained inside the wrapping still and are not inside of a binder. They are on the shelf in a stack.		NAVY	3	
	Misc. Navy instructions from the Department of the Navy-contained inside of a green three ring binder.		NAVY	3	
	Miscellaneous Navy Instructions, Book 2 (Blue three ring binder)	Contains various Navy instructions and memos.	NAVY	2	
	Monograph on Military Personnel and Related Records of the War Department, 1912-1939 (GSA book)		NAVY	5	4
	Naval Administration, Volume I, Department of Seamanship and Navigation-1942 Edition	For use by Midshipman 1st Class at the United States Naval Academy.	NAVY	2	

KeyWords	Title	Description	Location	Section	Shelf
	Naval Air Technical Training Command-Bulletins of Schools and Courses.1955, 1957, and 1958 editions.		NAVY	3	
	Naval Courts and Boards-1937 (hardbound book)		NAVY	2	
	Naval Military Personnel Manual- Personnel manual for Naval personnel-last updated 12 July 1989.		NAVY	3	
	Naval Military Personnel Manual-(4 three ring binders, one red and three black)	These are just the changes to the NavMilPersManual, as follows: Red binder contains changes dated February to December 1984; Black binders contain changes dated March 1985 to December 1986, January 1987 to December 1989, and June 1990 to July 1993.	NAVY	2	
	Naval Reserve Multiple Address Letter, # 0-48; 12/31/47-listing of all USNR Units with addresses.		NAVY	4	
	Naval Reserve Multiple Address Letter-dated 31 December 1949	Instructions and letters to the various Naval commands regarding USNR submarine crews.	NAVY	2	
	Naval Supplement to Manual for Court Martial-1951		NAVY	5	4
	Naval Supplement to the Manual for Courts Martial of the United States-supplement issued 1 December 1955 for the 1951 edition		NAVY	3	

KeyWords	Title	Description	Location	Section	Shelf
	Naval Vessel Register-1949	Listing of all US Naval vessels for year listed.	NAVY	5	4
	NAVDOCKS P-31-United States Navy Civil Engineering Corps Postwar Development, Chapters I to X.		NAVY	4	
	NAVEXOS P-435-The United States Navy-issued January 1947	A description of the Navy's functional organization.	NAVY	2	
	NAVEXOS-286-Manual of Organization Charts of Bureaus and Offices of the Navy Department-Dated 15 June 1943	An organizational description of the offices of the Navy Department to include the Navy, Marine Corps, and the Coast Guard.	NAVY	2	
	NAVFAC P-349-Index of Naval Facilities Engineering Command Publications, January 1973.		NAVY	3	
	NAVMEC P-5057-History of USN Medical Department 1945-1955		NAVY	4	
	NAVMILPERSCOMINST 1900.1, NMPC-24B-Naval Discharge Manual 13 September 1979		NAVY	2	
	NAVPERS 10840-Administration and Use of Naval Correspondence Courses-3/49		NAVY	5	4
	NAVPERS 15014-Personal Affairs of Naval Personnel; revised 1953; also known as NavMC 1081-PD	provides reference for Navy and Marine Corps commanders regarding the personal affairs of their personnel.	NAVY	3	
	NAVPERS 15040-Manual for the Operation of Navy V-12 Units; Issued 15 March 1944.		NAVY	3	

KeyWords	Title	Description	Location	Section	Shelf
	NAVPERS 15105-Navy Enlisted Classifications Manual-1957 and 1959 editions.		NAVY	3	
	NAVPERS 15105-T-Navy Enlisted Classifications	Manual of Navy enlisted job duties by rate. January and July 1971 and January 1972 (three separate booklets-not in a three ring binder)	NAVY	2	
	NAVPERS 15105-Z-Navy Enlisted Classifications-1974		NAVY	3	
	NAVPERS 15105C-Manual of Navy Enlisted Classifications-7/62		NAVY	5	4
	NAVPERS 15560A-Naval Military Personnel Manual	Personnel Manual for Navy personnel. Issued 15 June 1987	NAVY	2	
	NAVPERS 15665B-Navy Uniform Regulations-1975		NAVY	3	
	NAVPERS 15665C-U.S. Navy Uniform Regulations		NAVY	2	
	NAVPERS 15665F-United States Navy uniform regulations, issued 18 July 1985. Contained in a brown booklet holder.		NAVY	3	
	NAVPERS 15780-Guide to Enlisted Classifications-1953		NAVY	1	
	NAVPERS 15780-Guide to Enlisted Classifications-1953	Contained in the NAVPERS 15105 Binder.	NAVY	3	
	NAVPERS 15791-B-BUPERS Manual (no year given)		NAVY	3	
	NAVPERS 15791-BUPERS Manual-1948		NAVY	3	
	NAVPERS 15791B-BUPERS Manual, Unit A	Specific reasons for discharge of U.S. Navy personnel.	NAVY	2	



KeyWords	Title	Description	Location	Section	Shelf
	NAVPERS 15795-Navy Schools and Training Courses	Listing of the various Naval Schools Commands and training courses available. Contains several softbound booklets on the various Navy schools and courses available, beginning with the April 1951 edition and continuing with the April 1952 edition. Also contains an unbound edition of the Navy officer, officer candidate, and enlisted training course guide.	NAVY	2	
	NAVPERS 15825-Department of the Navy, Brig Manual, 1956	Describes policies, standards, and procedures for the operation of Navy and Marine Corps brigs.	NAVY	2	
	NAVPERS 15834-B- Manual of Navy-Civilian Occupational Relationships (pamphlet)		NAVY	3	
	NAVPERS 15834A- Table of Navy-Civilian Occupational Relationships. (revised 2/58)		NAVY	5	4
	NAVPERS 15839- Manual of Navy Officer Billet Classifications, 1953	Describes job duties of the various Naval officer billets/ratings.	NAVY	2	
	NAVPERS 15839B- Manual of Navy Officer Classifications- September 1968		NAVY	3	

KeyWords	Title	Description	Location	Section	Shelf
	NAVPERS 15878D- Navy Career Counseling Manual (changes only)- Manual concerning guidelines and instructions for Navy Career Counseling personnel.	Pertains to how to keep/retain Navy personnel/re- enlisting Navy personnel.	NAVY	3	
	NAVPERS 15909B- Navy Enlisted Transfer Manual and Separation/Reenlistment Guide (incomplete)- Dated 11 January 1973	Contains instructions regarding the transfer of Naval personnel and regulations pertaining to the discharge and reenlistment of Naval personnel	NAVY	2	
	NAVPERS 15909D- Navy Enlisted Transfer Manual	This is only change #4, which takes up one entire binder.	NAVY	2	
	NAVPERS 15929D- Organizational Index of the Bureau of Naval Personnel	Reflects those personnel on board the Bureau of Naval Personnel as of January 1978.	NAVY	3	
	NAVPERS 16004-Navy V-12 Bulletin # 101: Navy V-12 Curricula Schedules and Course Descriptions-Issued 1 November 1943		NAVY	3	
	NAVPERS 16138-A, Naval Orientation	Describes Navy life, the requirements of the Navy, and a listing of the types of naval vessels used by the Navy, with the Alpha designation of each type of vessel (aircraft carrier-CV, CVA, CVL; battleship-BB) December 1948	NAVY	2	

KeyWords	Title	Description	Location	Section	Shelf
	NAVPERS 18068 (D,E,F)	Navy Enlisted Manpower and Personnel Classifications and Occupational Standards- A listing of all Navy enlisted classifications (job classifications) and the duties performed by each classification. Detailed explanation of each job performed by that particular Navy rating. Covers the years January 1980 through October 1993	NAVY	1	
	NAVPERS 18068C - Navy Manual of Qualifications for Advancement, June 1971		NAVY	2	
	NAVPERS 18068D- Navy Enlisted Manpower and Personnel classifications and Occupational Standard	Listing of navy enlisted job duties. September 1975 (two books), January 1976, and July 1978.	NAVY	2	
	NAVPERS 18455B-The Warrant Officer Manual		NAVY	3	
	NAVPERS 18564B- Department of the Navy Limited Duty Officer Manual, February 1976.	Note: Inside the May 1976 Binder.	NAVY	2	
	NAVPERS 18564B- Department of the Navy Limited Duty Officer Manual, May 1976.	Also has the February 1966 edition inside of the binder.	NAVY	2	
	NAVPERS 91769- Catalog of U.S. Naval Training Activities and Courses		NAVY	2	
	NAVPERS 91769- Catalog of USN Training Activities and Courses;1951		NAVY	4	

KeyWords	Title	Description	Location	Section	Shelf
	NAVPERS 93863-Navy Small Arms Marksmanship Manual	Manual concerning the requirements for Navy marksmanship (rifle) training.	NAVY	3	
	NAVPUBINST 5215.1- Department of the Navy, Directives Issuance System	Consolidated Subject Index of Instructions by Washington Headquarters Organizations-1 April 1989, 1 April 1992 (2 books) editions- A listing of instructions issued by Washington, D.C. headquarters organizations identifying active naval instructions applicable to certain programs or subject matter interests.	NAVY	2	
	NAVPUBINST 5215.1A- Consolidated Subject Index of Instructions by Washington, D.C. Headquarters organizations. 4-1-90 & 10-1-91		NAVY	4	
	NAVPUBINST 5215.3BB-Standard Navy Distribution List- Consolidated Checklist A, B, C (two pamphlets)-9/30/84	Listing of all Naval and Marine Corps commands and units that receive correspondence from Navy HQ and USMC HQ.	NAVY	4	
	NAVPUBNOTE 5215- Consolidated Subject Index of Instructions by Washington Headquarters Organizations. 3 July 1978		NAVY	3	
	NAVSO P-1000-Navy Comptroller Manual, Cumulative Supplement, Volume 2, Chapter 5	Provides directions and instructions for Navy comptrollers.	NAVY	2	

KeyWords	Title	Description	Location	Section	Shelf
	NAVSO P-1990-Navy Disability Evaluation Manual, originally issued 1 October 1970	Changed and updated 24 June 1975-Provides instructions to the Navy's Physical Review Council concerning disability evaluation cases involving Navy and Marine Corps personnel.	NAVY	2	
	NAVSO P-3007-Navy and Marine Corps Military Pay Procedures	Contained inside of same manila folder as BUPERS Instructions-5210.6; 10/28/71	NAVY	4	
	NAVSO P-3050-Navy Pay and Personnel Procedures Manual, 1973	Concerns policies and procedures regarding payroll and personnel related issues for navy personnel.	NAVY	2	
	NAVSO P-3086-JUMPS Field Procedures Handbook	JUMPS stands for Joint Uniform Military Payroll System. Contains instructions and guidelines pertaining to military payroll, to include mileage allowances, computation of accrued leave, etc. dated 19 July 1973	NAVY	2	
	NAVSO-P 1459-Navy Travel Instructions for 1971		NAVY	3	
	NAVSO-P-3060-Navy JUMPS Allotment Handbook-1970	Pertains to military payroll allotments.	NAVY	3	
	NAVSO-P-3084-Navy and Marine Corps Military Travel Advance Handbook-July 1969	Pertains to the advancement of money for military personnel conducting official military travel.	NAVY	3	
	NAVSO-P-3086-Navy JUMPS Field Procedures Handbook 1972 (cancelled)	Pertains to military payroll.	NAVY	3	

KeyWords	Title	Description	Location	Section	Shelf
	NAVSO-P1000-Navu Comptroller Manual, vol. 3		NAVY	3	
	NAVSUP 2002-Navy Stock List of Publications and Forms	List of all available Navy publications and forms; last changed/updated 1January 1973	NAVY	3	
	NAVSUP PUB 467-Naval Supply Systems Command Manual vol. I, II, III.		NAVY	4	
	NAVSUPINST & notices-misc.	Navy instructions and notices.	NAVY	4	
	NAVTRA 10500-Catalog of Navy Training Courses-July 1973		NAVY	3	
	Navy Administration Case Worksheets(by codes)-Books 1 & 2	Pertains to Navy administration work/cases (personnel and/or leave and payroll matters for Navy commands)	NAVY	3	
	Navy and Marine Corps abbreviations-booklet		NAVY	3	
	Navy and Marine Corps Military Pay Procedures-superseded pages (three books)-1967		NAVY	4	
	Navy Bureau of Navigation Manual-Issued 1921		NAVY	3	
	Navy Circular Letters-1916 to 1919		NAVY	5	4
	Navy Department Bulletin, All Ships and Stations Letters, January 1944 through June 1948 (eleven separate books)	All Navy bulletins issued for time period stated, for all ships and Naval stations.	NAVY	2	
	Navy Department Bulletin, Cumulative Edition, December 31, 1943	All Navy bulletins for year listed.	NAVY	2	

KeyWords	Title	Description	Location	Section	Shelf
	Navy Department Bulletin, January-December 1950	Listing of all changes made to Navy and Marine Corps facilities, establishment of USNR/USMCR facilities, etc; (two separate books)	NAVY	2	
	Navy Department Bulletin, June 1942 through August 1942 and February 1943 through March 1943.		NAVY	2	
	Navy Department Bulletins- ALNAV 58-51 through 23-52 and CIRCULAR Letters 107-51 through 114-52, Volume 3		NAVY	3	
	Navy Department Bulletins-1944	A listing of all Navy Bulletins issued for 1944	NAVY	1	
	Navy Department Bulletins-1947	A listing of all Navy Bulletins issued for 1947	NAVY	1	
	Navy Department Bulletins-1948	A listing of all Navy Bulletins issued for 1948	NAVY	1	
	Navy Department Bulletins;1942-1951		NAVY	4	
	Navy Department Bureau of Naval Personnel Manual-1942	Personnel Manual for Naval Personnel	NAVY	1	
	Navy Department Circular Letters, 1920-194	Sixteen separate booklets consisting of various letters sent to Navy commands.	NAVY	2	
	Navy Department Circular Letters-6/42, 12/42, 1/43, 5/43	Letters to the various Navy commands.	NAVY	4	
	Navy Department General Orders	Numbers 1 to 68, inclusive, issued 1935, reprinted August 1941	NAVY	1	

KeyWords	Title	Description	Location	Section	Shelf
	Navy Department General Orders	Numbers 1 to 553 for the years 1/25/1913 to 11/15/1920 and Numbers 1 to 255 for the years 1/5/1921 to 4/24/1935	NAVY	2	
	Navy Department regulations and Instructions-1913		NAVY	1	
	Navy Department, Bureau of Ships	Ships Data, U.S. Naval Vessels to include auxiliary, district craft, and unclassified vessels. Volumes I and III, April 15, 1945.	NAVY	1	
	Navy Directory-1 July 1932	Listing of all officers of the USN and USMC to include officers of the USNR (active), USMCR (active), and foreign officers serving with the USN. This is not the same as the Navy Register.	NAVY	2	
	Navy Directory-10/34, 1/36, 1/37, 9/37, 7/38, 10/39, 6/40, 11/40, 4/41	Listing of all Navy and Marine Corps officers for years listed above	NAVY	4	
	Navy Directory-1918 and 1919(5 books for 1919)	There is a total of 5 books-1 small manila envelope and 4 books	NAVY	5	4
	Navy Enlisted Classifications Guide-no cover-2 books, one from 1964		NAVY	5	4
	Navy enlisted Classifications-1969		NAVY	3	
	Navy Filing Manual-4th edition, 1941	Governs the way Navy records, memos, instructions, etc; are to be filed for the Navy.	NAVY	2	



KeyWords	Title	Description	Location	Section	Shelf
	Navy General Orders, Numbers 1 to 248, years 1935 to 1947		NAVY	2	
	Navy General Orders-1944		NAVY	5	4
	Navy JAG Instructions and Notices- (small black binder)	Contains outdated notices for the Navy's Judge Advocate General's office.	NAVY	3	
	Navy JAG Journal-1962-1966 (incomplete). Contained in a brown booklet holder.		NAVY	3	
	Navy Job Classification Manuals-Two books inside the same black binder for the years 1945 and 1949		NAVY	3	
	Navy List of Training Manuals and Correspondence Courses-for the years 1949, 1951, 1964-1976. These are individual booklets/manuals contained inside of a brown booklet holder.		NAVY	3	
	NAVY Medical Pamphlets (assorted)- contained inside of a red binder.		NAVY	3	
	NAVY Messages-Black binder containing assorted messages and memos.		NAVY	3	
	Navy Microfiche Master Index (blue binder)	Contains the NPRC Navy Microfiche Index as of July 1990	NAVY	2	
	Navy Misc. Publications, vols. 1 & 2		NAVY	3	
	Navy Ratings Book-no cover/paperback book.		NAVY	3	

KeyWords	Title	Description	Location	Section	Shelf
	Navy Register	A listing of Navy and Marine Corps Commissioned and Warrant Officers for the years 1845 through 1984. This includes Active Duty and reserve personnel.	NAVY	1	
	Navy Regulations	Changes numbered 23 through 27 for the year 1920	NAVY	2	
	Navy Regulations and Naval Instructions-1920		NAVY	5	4
	Navy Regulations-1920 (reprinted 1944)		NAVY	3	
	Navy Regulations-1920 (reprinted 1944)		NAVY	5	4
	Navy Regulations-1920-reprinted version dated 1941 with all changes up to and including change # 22	Contains detailed instructions and regulations governing the United States Navy and United States Marine Corps.	NAVY	2	
	Navy Seabees (CB's) in World War II-4 separate books.		NAVY	3	
	Navy Technical Instructions, Volumes I & II	Provides instructions on how to answer certain types of requests for information concerning military service on former members of the U.S. Navy, such as Social Security, types of discharges received, etc;	NAVY	2	
	Navy Travel Instructions for year 1936		NAVY	2	
	Navy Yearbook-1916	A listing of all vessels of the United States navy for that year and vessels to be built in following years. Also a listing of foreign navies.	NAVY	1	

KeyWords	Title	Description	Location	Section	Shelf
	Navy Yearbook-1919		NAVY	4	
	Navy Yearbook-1920 & 1921 (combined)	A listing of all vessels of the United States navy for that year and vessels to be built in following years. Also a listing of foreign navies.	NAVY	1	
	Notes On A Half Century of United States Navy Ordnance:1880-1930 (little blue book)		NAVY	4	
	O/R requests (requests pertaining to Navy hospital records held within the Organizational Records Section)	Instructions pertaining to O/R held records involving Navy hospital records. Dated 17 February 1983	NAVY	2	
	Official Army National Guard Register 1 January 1985	Department of the Army	RESEARCH ROOM	C	1
	OPNAV Instructions	Various memos and instructions concerning Navy personnel as issued from the Office of the Chief of Naval Personnel in Washington, D.C., 1977	NAVY	2	
	OPNAV Instructions (black binder)	Contains various OPNAV instructions and notices.	NAVY	2	
	OPNAV Notices numbered OPNAVNOTE 1000, 1520, 1650, 4065, 5040, 5060, 5110, 5211, 5112, 5212, 5310, 5400	These pertain to a variety of subjects such as the sorting of mail at Navy commands and so on.	NAVY	2	
	OPNAV OIBI-P2/MCO P5200.12-Navy and Marine Corps Glossary of Terms for Manpower Management and Personnel Administration. April 1968		NAVY	3	

KeyWords	Title	Description	Location	Section	Shelf
	OPNAV P09B2-107- Standard Navy Distribution List, Part 1	Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International Commands; Edition 121, 1 November 1985- A comprehensive listing of all Naval commands, including USMC commands worldwide. This includes the mailing addresses. Edition 122, 1 November 1986 and Edition 124, 1 July 1989 also available.	NAVY	2	
	OPNAV PO9B3-105- Catalog of Naval Shore Activities, Edition 59, 1 April 1974	Listing of all Navy and Marine Corps installations worldwide.	NAVY	2	
	OPNAV PO9B3-105- Catalog of Naval Shore Activities, Edition 61, 1 April 1975	Listing of all Naval and Marine Corps installations worldwide.	NAVY	2	
	OPNAV-P421-514-Office of Naval Operations, Arming of Merchant Ships and Naval Armed Guard Service	United States Naval Administration in World War II: An administrative history of the United States Navy's Armed Guard crews and the arming of United States merchant vessels during World War II	NAVY	2	
	OPNAVINST 1730.1- Navy Chaplains Manual; Issued 3 October 1973, with an update to include a roster of Naval Reserve Chaplains issued 29 November 1976 located in the back of the book.		NAVY	3	

KeyWords	Title	Description	Location	Section	Shelf
	OPNAVINST 3111.14S- Homeports of Ships, Seagoing staffs, Squadrons, etc; of the United States Navy as of 11 March 1975. Contained in a small black binder		NAVY	3	
	OPNAVINST 3120.32- Standard Organization and Regulations of the U.S. Navy; Last updated 1 May 1978.		NAVY	3	
	OPNAVINST 3710.7J- NATOPS General Flight and Operating Instruction Manual, 21 July 1978	NATOPS stands for Naval Air Training and Operating Procedures Standardization Program; It is a directive concerning the training and operating of the Naval Air force.	NAVY	2	
	OPNAVINST 510.1F- Department of the Navy Information Security Program regulation, issued 26 September 1978. Contained in a small black binder		NAVY	3	
	OPNAVINST 5112.1A- Department of the Navy Postal Instructions	Instructions for Navy Postal officers and clerks. Issued 1976	NAVY	3	
	PERS-82	Instructions for the Navy Personnel Accounting System, March 1946	NAVY	1	
	Portrait of an Army	U.S. Army Center of Military History	RESEARCH ROOM	B	5
	Preliminary Inventory of the Records of U.S. Army Continental Commands, 1821-1920	Record Group 393- NARA	RESEARCH ROOM	B	4

KeyWords	Title	Description	Location	Section	Shelf
	Record of Medals of Honor issued to the Officers and Enlisted Men of the United States Navy, Marine Corps, and Coast Guard, 1862-1923. Printed 1924.		NAVY	2	
	Register of Alumni of the United States Naval Academy-1845 – 1961		NAVY	4	
	Report of the Secretary of the Navy-1918		NAVY	4	
	Reports of the Bureau of Steam Engineering-1915 to 1923 (hardbound book)		NAVY	2	
	SECNAVINST 5210.11B-Navy Standard identification codes	Used to set forth a system of standard identification codes for identifying directives, categorizing, setting up filing and retrieval systems, etc; Issued 28 December 1977	NAVY	3	
	SECNAVINST 5216.5B-Navy Correspondence Manual-October 1972	Describes the policies, procedures, and guidelines for the preparation of correspondence. (applies to Naval personnel)	NAVY	3	
	SECNAVINST 5720.44-Navy Public Affairs Regulations, 14 June 1974	Provides basic regulations concerning the public affairs of the U.S. Navy.	NAVY	2	
	SECNAVINST P5212.5B-Disposal of Navy and Marine Corps Records.		NAVY	3	

KeyWords	Title	Description	Location	Section	Shelf
	SECNAVNOTE 5211- Navy Records and the Priacy Act of 1974	Provides instructions concerning the Privacy Act of 1974 and the release of U.S. Navy records. Printed 16 September 1975	NAVY	2	
	Secretaries of War and Secretaries of the Army, Portaits and Biographical Sketches	U.S. Army Center of Military History	RESEARCH ROOM	B	5
	Soldiers Serving the Nation	U.S. Army Center of Military History	RESEARCH ROOM	B	5
	Standard Navy Distribution List, Part 2	Listing of Naval activities-Edition 73, 3/1/90	NAVY	4	
	Superceded Manual of Qualifications for Advancement in Rating- 1952 and 6/65 and 6/71 (three books)		NAVY	4	
	Superceded pages from Manual of Navy Officer Classifications, September 1968.		NAVY	3	
	Superseded Manual of Navy Enlisted Classifications-1945 and 1963-1975 (four books)		NAVY	4	
	Superseded pages from BUMED (Bureau of Medicine and Surgery) Manual, chapters I to end (three books)		NAVY	4	
	Superseded pages from BUPERS Manual-1959 (two books)		NAVY	4	
	Superseded pages from BUPERS Manual-1969		NAVY	5	4
	Superseded pages from BUPERS Manual-1969- changes 4/73 – 10/74 and 1/75 to ? (two books)		NAVY	4	
	Superseded pages from Navy Medical Department Formal Schools Catalog-1951 and 1966-1973		NAVY	4	

KeyWords	Title	Description	Location	Section	Shelf
	Superseded pages from Section 1, Navy Enlisted Occupation Standards-9/75		NAVY	4	
	Survivor Benefits Information Booklet-pamphlet		NAVY	5	4
	The Amended Korea GI Bill of Rights and How it Works	An Explanation of its Provisions Complete Text, as Amended by: Public Law 428, 83rd Congress, 6/24/54; Public Law 610, 83rd Congress, 8/20/54; Presidential Proclamation 3080, 1/1/55; Public Law 7, 84th Congress, 2/14/55-Published by the Army Times Publishing Company-1955 (A very thin paperback pamphlet)	NAVY	2	
	The Army Medical Department, 1818-1865.	U.S. Army Center of Military History	RESEARCH ROOM	B	4
	The Army Medical Department, 1865-1917.	U.S. Army Center of Military History	RESEARCH ROOM	B	4
	The History of the U.S. Army Corps of Engineers		RESEARCH ROOM	B	5
	The Inspectors General of the United States Army 1773-1903	U.S. Army Center of Military History	RESEARCH ROOM	B	4
	The Sergeants Major of the Army	U.S. Army Center of Military History	RESEARCH ROOM	B	5
	The Story of the Noncommissioned Officer Corps	U.S. Army Center of Military History	RESEARCH ROOM	B	5
	The United States Government Manual (1996-97)		SIS	A	1
	The United States Government Manual (1998-99)		SIS	A	1
	The Women's Army Corps 1945-1978	U.S. Army Center of Military History	RESEARCH ROOM	B	4



KeyWords	Title	Description	Location	Section	Shelf
	Transmittal Sheets to Navy Instructions and Notices. Dated 1976-1978		NAVY	2	
	U.S. Navy Regulations and General Orders-1948	Listing of all navy regulations and general orders pertaining to year listed.	NAVY	2	
	U.S. Navy Regulations-Last updated 14 April 1978.		NAVY	3	
	U.S. Navy Ships Data on U.S. Naval Vessels, 1938	Listing of all Naval vessels, tonnage, armament, and number of types of vessels for year listed.	NAVY	2	
	U.S. Navy Uniform Regulations, 1941		NAVY	2	
	United States Manual for Courts Martial-hardbound book		NAVY	4	
	USAFI (United States Armed Forces Institute) Catalog, 14th Edition, 1968		NAVY	4	
	USN Book of old Navy Base numbers		NAVY	3	
	USN General Orders-1913 (reprinted 1918)		NAVY	3	
	USN Paygrades-4 separate books		NAVY	3	
	USNR Circular Letters-1929-1932, 1933-1937, 1938-1941	Letters to the various USNR units/commands.	NAVY	4	
	Various BUPERS Instructions (Book 2-4)	Contains various Bureau of Naval personnel instructions and memos to the various Navy commands.	NAVY	2	
	Various Navy BUPERS instructions (yellow binder)	Various Bureau of Naval Personnel instructions and notices	NAVY	2	

KeyWords	Title	Description	Location	Section	Shelf
	Various Navy instructions and notices- (black binder, no label on outside)	Contains various Navy notices and memos to include the locations of the Naval Districts located within the Continental United States, Alaska, Hawaii and the rest of the world.	NAVY	2	
	Various Navy instructions from the Department of the Navy- contained inside of a black three ring binder.		NAVY	3	
	Various SECNAV instructions and memos, Book 1 (Brown three ring binder)	Contains various Secretary of the Navy instructions and memos.	NAVY	2	
	Various SECNAV notices (black three ring binder)	Various Secretary of the Navy instructions, notices and memos to Navy commands.	NAVY	2	
107th Inf.	History of The 107th Infantry and Lists of Personnel Assigned (Shows names, ranks, locations, casualties and citations) Jul 15, 1947 to Apr 2, 1919		RECON	TT	0
1917-1946	A.F. Chaplains, Volume 1, "The Service Of Chaplains To Army Air Units, 1917-1946"		RECON	OR	0
1919 Station List	American Expeditionary Forces, Station List & Alphebetical List of Towns, Jan, Mar & May 1919		RECON	TT	0
1951	Roster of United Nations Personnel Held Captive By The Communists on 18 Dec 1951 (includes 3198 American Personnel)		RECON	TT	0

KeyWords	Title	Description	Location	Section	Shelf
1977 Library Holdings	List of Items Removed From The Recon Branch Library/Index During The 1992 Inventory (Includes items placed in storage with Archivist, items disposed of & items listed in 1977 index, now missing)		RECON	A	1
1992 Library Holdings	List of Items Removed From The Recon Branch Library/Index During The 1992 Inventory (Includes items placed in storage with Archivist, items disposed of & items listed in 1977 index, now missing)		RECON	A	1
A.E.F.	American Expeditionary Forces Personnel	Microfiche available in Recon Corres. units-arranged by Surname; contains info on dates & assignments, service number & rank-incomplete	RECON	TT	0
A.E.F.	American Expeditionary Forces, Station List & Alphebetical List of Towns, Jan, Mar & May 1919		RECON	TT	0
A.E.F. Members	List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		RECON	E	2
A.E.F. Missing In Action	List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		RECON	E	2
ABCMR	Army Board for Correction of Military Records-Microfilm List of Actions, 1917-1976	request for upgrade of discharge which were the result of Court Martial/Review of discharges over 15 years old	RECON	OR	0

KeyWords	Title	Description	Location	Section	Shelf
Adjutant General Report	Rosters of Maine in WWI and Report of the Adjutant General of the State of Maine WWI, 1917-1919 (4 Volumes)		RECON	E	6
Administrative Publications	Index of Administrative Publications, PAM 310- 1, (3 Books-Jul 55, Jan 60 & Jul 60)		RECON	A	1
Air Corps	Deserter List-Air Force (Name, Rank, Service Number, AWOL Date & Location) 1917- 1966		RECON	TT	0
Air Corps	The Army Air Forces in WWII-Europe: Torch to Pointblank Aug 1942 to Dec 1943		RECON	D	1
Air Corps	The Army Air Forces in WWII: Combat Chronology 1941-1945		RECON	D	1
Air Force	Army and Air Force Register, 1948 (books 31-32)		RECON	B	3
Air Force	Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		RECON	E	1
Air Force	Department of The Army Circulars & Air Force Letters (includes index to 1948 circulars) 1948- 1952 (4 Books)		RECON	C	2
Air Force	Deserter List-Air Force (Name, Rank, Service Number, AWOL Date & Location) 1917- 1966		RECON	TT	0
Air Force	Index to General Orders, Bulletins, Circulars and W- Memorandums (W- Memos Pertain to W.A.A.C.) War Department 1920-1944		RECON	C	6
Air Force	Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		RECON	E	1

KeyWords	Title	Description	Location	Section	Shelf
Air Force	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		RECON	F	6
Air Force	Prisoner of War Listing-Korea, AF Only		RECON	E	2
Air Force	U.S.A.F. Credits for the Destruction of Enemy Aircraft, Korean War		RECON	E	2
Amer Deaths In Brit. Isles	American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	RECON	E	2
Amer Soldiers In Brit. Isles	American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	RECON	E	2
American Battle Monuments Commision	American Battle Monuments Commision Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		RECON	E	2
American Military History	American Military History	U.S. Army Center of Military History	RESEARCH ROOM	C	4
APO	APO numbers and locations on index cards, by date		ARMY MEDALS		
APO Numbers	APO Numbers Used in WWII and the location using each number on a specific date (5 x 8 card file)		RECON	TT	0
Army	Army Register, 1916-1930 (books 1 thru 13)		RECON	B	1

KeyWords	Title	Description	Location	Section	Shelf
Army	Army Register, 1931-1943 (books 14 thru 26)		RECON	B	2
Army	Army Register, 1944-1950 (books 27 thru 34)		RECON	B	3
Army	Army Register, 1951-1957 (books 35 thru 44)		RECON	B	4
Army	Army Register, 1958-1959 (books 45-47)		RECON	B	5
Army	Deserter List-Air Force (Name, Rank, Service Number, AWOL Date & Location) 1917-1966		RECON	TT	0
Army	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		RECON	F	6
Army	Regulations For The Army of The United States 1901, 1904, 1905, 1908, 1910 & 1913 (6 books)		RECON	F	1
Army	The Army Air Forces in WWII-Europe: Torch to Pointblank Aug 1942 to Dec 1943		RECON	D	1
Army	The Army Air Forces in WWII: Combat Chronology 1941-1945		RECON	D	1
Army Air Corps	A.F. Chaplains, Volume 1, "The Service Of Chaplains To Army Air Units, 1917-1946"		RECON	OR	0
Army Air Corps	Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	RECON	OR	0
Army AirCorps	Listing of Deaths, Army Air Corps, 7 Dec 1941 thru 31 Dec 1945 (17 books arranged alphebetically in a large box)		RECON	TT	0

KeyWords	Title	Description	Location	Section	Shelf
Army Officers	Army List & Directory 1915-1922 (15 books)		RECON	A	4
Army Officers	Army List & Directory 1922-1930 (23 books)		RECON	A	5
Army Officers	Army List & Directory 1931-1943 (30 books)		RECON	A	6
Army Officers	Army List & Directory 1938-1943 (10 books)		RECON	A	6
Army Register	US Army Register, 1 January 1970 (volume 2 only, alphabetical)		ARMY MEDALS		
Army Register	US Army Register, 1 January 1978 (2 volumes, alphabetical)		ARMY MEDALS		
Articles of War	The Articles of War approved Jun 4, 1920		RECON	F	6
Awards	Assorted Articles and Information Pertaining to Military Awards		RECON	E	1
Awards	Congressional Medal of Honor, Distinguished Svc. Cross & Distinguished Svc. Medal issued by the War Department 1917-1919		RECON	E	1
Awards	Decorations, U.S. Army 1862-1926		RECON	E	1
Awards	Decorations, U.S. Army- Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		RECON	E	1
Awards	Medal of Honor Recipients, 1863-1973		RECON	E	1
Awards	Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		RECON	E	1
Awards	Military Awards, AR 672- 5-1, revision dated Aug 1974		RECON	E	1
Awards	War Department Circulars & Bulletins (concerning awards) 1942-1946		RECON	E	1
Awards	WWII/Korean War General Orders Microfiche		ARMY MEDALS		

KeyWords	Title	Description	Location	Section	Shelf
Badges	Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	RECON	E	1
Battle Locations, Maryland	Maryland in WWI Military and Naval Service Records, Maps-Battle Locations 1917-1919 (3 books)		RECON	E	3
Battle Participation	Order of Battle Divisions in the European Theater, WWII (2 binders)	Units assigned under Infantries during campaigns & Battles	RECON	D	1
Battle Participation	Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-Divisions	Info on Command, Composition, Operations & History of Divisions & Large Units	RECON	D	1
Battle Participation	Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-General HQ, Armies, Army Corps, Services of Supply & Separate Forces		RECON	D	1
Battle Participation	The Army Air Forces in WWII: Combat Chronology 1941-1945		RECON	D	1
Battle Participation	WWI Battle Credits & Misc. Orders		RECON	D	1
Battle-Participation	Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium & Italy 1917-1918		RECON	D	1
Battles	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	RECON	TT	0



KeyWords	Title	Description	Location	Section	Shelf
Biographies	Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		RECON	E	1
Bonus Claim Files	Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	RECON	OR	0
Bulletins	Bulletins No. 16, War Department, Jun 1916		RECON	C	3
Bulletins	Compilation of War Department, General Orders, Bulletins & Circulars Jan 1943		RECON	C	6
Bulletins	Compilation of War Department, General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		RECON	C	6
Bulletins	Compilations of General Orders, Circulars & Bulletins of the War Department & 1916 Supplement 1881-1915 (2 books)		RECON	C	3
Bulletins	Department of the Army & Air Force Bulletins 1948-1949		RECON	C	3
Bulletins	Department of the Army & Air Force Bulletins 1950-1951		RECON	C	3
Bulletins	Department of the Army Bulletins, 1952-1961 (2 books)		RECON	C	3
Bulletins	Extracts From General Orders & Bulletins, War Department, 1917		RECON	C	4
Bulletins	Extracts From General Orders & Bulletins American Expeditionary Forces, 1917-1918 (2 books)		RECON	C	4
Bulletins	General Orders & Bulletins, War Department, 1919-1937 (20 books)		RECON	C	5

KeyWords	Title	Description	Location	Section	Shelf
Bulletins	General Orders & Bulletins, American Expeditionary Forces, 1917-1919 (4 books)		RECON	C	4
Bulletins	General Orders & Bulletins, War Department, 1912-1915 (4 books)		RECON	C	3
Bulletins	General Orders & Bulletins, War Department, 1916-1918 (6 books)		RECON	C	4
Bulletins	Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		RECON	C	6
Bulletins	War Department & Department of the Army Bulletins 1946-1947		RECON	C	3
Bulletins	War Department Bulletins, 1941-1945		RECON	C	3
Bulletins	War Department Circulars & Bulletins (concerning awards) 1942-1946		RECON	E	1
Buried at Sea	American Battle Monuments Commission Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		RECON	E	2
Buried Overseas	American Battle Monuments Commission Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		RECON	E	2

KeyWords	Title	Description	Location	Section	Shelf
Campaign Designation	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	RECON	TT	0
Campaigns	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	RECON	TT	0
Campaigns	Department of the Army Pamphlet 672-1	Unit Citation and Campaign	ARMY MEDALS		
Campaigns	Department of the Army Pamphlet 672-3	Unit Citation and Campaign	ARMY MEDALS		
Campaigns	Participation Credit Register (WWII and Korea, listed by unit)		ARMY MEDALS		
Campaigns	WWI unit campaign credit index cards		ARMY MEDALS		
Captives	Roster of United Nations Personnel Held Captive By The Communists on 18 Dec 1951 (includes 3198 American Personnel)		RECON	TT	0
Card File	Explanations of Army Regulations, Circulars & Messages Pertaining To Discharge/Separation (WWII & Later-Incomplete) (3 x 5 card file)		RECON	TT	0
Casualty	Army Casualties at Pearl Harbor (listed alphabetically (2 copies))		ARMY MEDALS		
Casualty	Vietnam Casualty Microfiche (alphabetical, with explanation of codes)		ARMY MEDALS		

KeyWords	Title	Description	Location	Section	Shelf
Casualty List	Louisiana: The Story Of The Washington Artillery In WWII (141st Artillery)		RECON	E	5
Chaplains	A.F. Chaplains, Volume 1, "The Service Of Chaplains To Army Air Units, 1917-1946"		RECON	OR	0
Chief of Staff	Gordon R. Sullivan, The Collected Works (1991-1995)		RESEARCH ROOM	C	3
Chronology	U.S. Army in World War II: Vol 50: Special Studies: Chronology: 1941-1945	List dates, events & locations	RECON	D	5
Circulars	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		RECON	F	4
Circulars	Compilation of General Orders, Circulars & Bulletins Of The War Department & 1916 Supplement 1881-1915 (2 Books)		RECON	C	3
Circulars	Compilation of War Department General Orders, Bulletins & Circulars Jan 1943		RECON	C	6
Circulars	Compilation of War Department, General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		RECON	C	6
Circulars	Department of The Army Circulars & Air Force Letters (includes index to 1948 circulars) 1948-1952 (4 Books)		RECON	C	2
Circulars	Department of The Army Circulars 1947		RECON	C	2
Circulars	Department of The Army Circulars 1953-1954		RECON	C	2
Circulars	Department of The Army Circulars, No. 1-1 Thru 940-4, 1955-1960 (6 Books)		RECON	C	2

KeyWords	Title	Description	Location	Section	Shelf
Circulars	General Orders, Bulletins & Circulars, War Department, 1938-1940 (3 Books)		RECON	C	5
Circulars	Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		RECON	C	6
Circulars	War Department Circulars & Bulletins (concerning awards) 1942-1946		RECON	E	1
Circulars	War Department Circulars 1913		RECON	B	6
Circulars	War Department Circulars Pertaining To Demobilization, Oct 1918 Thru Mar 1919		RECON	B	6
Circulars	War Department Circulars, 1901 & 1918 (Unnumbered)		RECON	B	6
Circulars	War Department Circulars, 1918-1937 (20 Books)		RECON	B	6
Circulars	War Department Circulars, 1937-1947 (14 Books)		RECON	C	1
Circulars	War Department Circulars, 1946-1947 (3 Books)		RECON	B	6
Circulars	Women's Army Auxiliary Corps Regulations & Circulars, AR 600-39, 1942-1944		RECON	F	6
Circulars for Discharge	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		RECON	F	4
Civilian Occupational Codes	Civilian & Military Occupational Specialists, AR 615-26, Sep 1940 Thru Jul 1944		RECON	F	5

KeyWords	Title	Description	Location	Section	Shelf
Color Reproductions	Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	RECON	E	1
Combat Units	Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	RECON	OR	0
Computing Distances	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		RECON	F	6
Connecticut	Service Records of Connecticut Veterans 1917-1920 (3 volumes)	Shows Name, Rank, Branch of Service, Serial Number, Dates of Service and Character of Discharge	RECON	E	3
Correction of Records Actions	Army Board for Correction of Military Records-Microfilm List of Actions, 1917-1976	request for upgrade of discharge which were the result of Court Martial/Review of discharges over 15 years old	RECON	OR	0
Court-Martial	War Department, General Court-Martial Orders 1931-1938		RECON	C	6
Court-Martials	Military Justice Procedure, TM 27-255, War Department Technical Manual Feb 1945		RECON	C	5
Court-Martials	War Department General Court-Martial Orders 1931-1938		RECON	C	6

KeyWords	Title	Description	Location	Section	Shelf
Creation of & Usage	Personnel Records of The Dept. of The Army & Dept. of The Air Force & The Office of The Secretary Of Defense- Monogram No. 8. Dec 1954		RECON	A	1
Credits for Aircraft Destroyed	U.S.A.F. Credits for the Destruction of Enemy Aircraft, Korean War		RECON	E	2
D.A. Regulations	Department of The Army Regulations, AR 615-361 thru 635-250, (binders numbered 38-42)		RECON	F	4
DA Pamphlets	310 - 1 Index of Administrative Publications (1978)		ARMY		
DA Pamphlets	310 - 1 Index of Blank Forms (1978)		ARMY		
DA Pamphlets	310 - 3 Index of Doctrinal, Training and Organizational Publications (1978)		ARMY		
DA Pamphlets	672 - 1 Unit Citations & Campaign Participation (WWII and Korea)		ARMY		
DA Pamphlets	672 - 3 Unit Citations & Campaign Participation (Vietnam Conflict)		ARMY		
DA Registers	National Guard 1984		ARMY		
DA Registers	National Guard 1992		ARMY		
DA Registers	US Army 1960 (Volume 1)		ARMY		
DA Registers	US Army 1961 (Volume 1)		ARMY		
DA Registers	US Army 1962 (Volumes 1 & 2)		ARMY		
DA Registers	US Army 1963 (Volumes 1 & 2)		ARMY		
DA Registers	US Army 1964 (Volumes 1 & 2)		ARMY		
DA Registers	US Army 1965 (Volume 1)		ARMY		
DA Registers	US Army 1966 (Volumes 1, 2 & 3)		ARMY		
DA Registers	US Army 1967 (Volumes 1 & 2)		ARMY		

KeyWords	Title	Description	Location	Section	Shelf
DA Registers	US Army 1968 (Volumes 1, 2 & 3)		ARMY		
DA Registers	US Army 1969 (Volumes 1 & 2)		ARMY		
DA Registers	US Army 1970 (Volume 1)		ARMY		
DA Registers	US Army 1972 (Volume 2, 3 & 4)		ARMY		
DA Registers	US Army 1974 (Volume 1, 2, 3 & 4)		ARMY		
DA Registers	US Army 1976 (Volume 1, 2, 3 & 4)		ARMY		
DA Registers	US Army 1980 (Volume 3)		ARMY		
DA Regulations	340 - 18 Functional File System (1983)		ARMY		
DA Regulations	340 - ZZ Record Keeping System (1985)		ARMY		
DA Regulations	611 - 201 Career Management Field	11-65 and 67-end	ARMY		
DA Regulations	635 - 200 to ....		ARMY		
DA Regulations	635 - 40A to 635 - 205		ARMY		
DA Regulations	Military Occupation Specialty 1/5/67 (Volumes I - V)		ARMY		
DA Regulations	Military Occupation Specialty 1/74 (Binder 1-4)		ARMY		
DA Regulations	Military Occupation Specialty 1960 - 1967 (Books 1-8)		ARMY		
DA Regulations	Military Occupation Specialty 1967 - 1974 (Binder 1 & 2)		ARMY		
DA Regulations	Military Occupation Specialty 1973 - 1977 (Superceded)		ARMY		
DA Regulations	Military Occupation Specialty 6/60 (Reprint Changes Volumes 1 & 2)		ARMY		
Data Sources	Records Used In Reconstruction Of Military Service Data	Prepared by NPRC management & technical staff, Jan 1979-arranged in 3 parts:WWI period, WWII period & post WWII period	RECON	A	1



KeyWords	Title	Description	Location	Section	Shelf
Date and Location Info.	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	RECON	TT	0
Deaths	American Battle Monuments Commission Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		RECON	E	2
Deaths	American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	RECON	E	2
Deaths	Battle Casualties-U.S. Army Personnel at Pearl Harbor, 7 Dec 1941		RECON	E	2
Deaths	Deaths, Enlisted Men, WWI, April 1917-Oct 1918	On Microfiche, Request From Recon Search & Control Section-Give Approximate Date of Death if Known	RECON	SC	0
Deaths	Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	RECON	E	2
Deaths	Listing of Deaths, Army Air Corps, 7 Dec 1941 thru 31 Dec 1945 (17 books arranged alphebetically in a large box)		RECON	TT	0
Deaths	New York State, Roll of Honor (Deaths in the Service) 1917-1919		RECON	E	5
Deaths	Register of Posthumous Commissions WWI		RECON	TT	0

KeyWords	Title	Description	Location	Section	Shelf
Deaths	WWI Honor Roll, South Carolina, 1917-1919	Shows Name, Rank, City of Residence and Date of Death	RECON	E	5
Deaths	WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm-Arranged by Officer, Enlisted or Nurse and Deaths in Service	RECON	OR	0
Deaths	WWII Honor List of Dead & Missing (By State & County, Alphebetcal-Shows Service Number & Rank) (10 Green Binders)		RECON	TT	0
Deaths In Service-1912 to 1917	List of Deaths In Svc. (Incomplete) Feb 1912 Thru Apr 1917 (Alphebetical List Showing Name, Organization & Date of Death)		RECON	E	2
Decorations	Assorted Articles and Information Pertaining to Military Awards		RECON	E	1
Decorations	Decorations, U.S. Army 1862-1926		RECON	E	1
Decorations	Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		RECON	E	1
Decorations	Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	RECON	E	1
Delaware	Delaware's Role in WWII, 1940-1946 (2 volumes)		RECON	E	5
Desert Shield and Desert Storm	The Whirlwind War, The U.S. Army in Operations Desert Shield and Desert Storm		RESEARCH ROOM	C	3
Desert Storm		By unit, printed from perscom.army.mil	ARMY MEDALS		

KeyWords	Title	Description	Location	Section	Shelf
Desert Storm and Desert Shield	From the Fulda Gap to Kuwait, U.S. Army, Europe and the Gulf War		RESEARCH ROOM	C	3
Desert Storm and Desert Shield	Moving Mountains, Lessons in Leadership and Logistics from the Gulf War		RESEARCH ROOM	C	3
Desert Storm and Desert Shield	Triumph in the Desert		RESEARCH ROOM	C	3
Deserters	Deserter List-Air Force (Name, Rank, Service Number, AWOL Date & Location) 1917-1966		RECON	TT	0
Deserters	Deserters List WWI (Name only-by State, County & Selective Service Board, Actually "Draft Dodgers") (books 1 thru 24)		RECON	A	2
Deserters	Deserters Lists WWI (Name only-by State, County & Selective Service-Board, Actually "Draft Dodgers") (books 25 to 38)		RECON	A	3
Dictionary	Dictionary of United States Army Terms, TM 20-205, Jan 1944		RECON	A	1
Dictionary	Webster's New International Dictionary, Second Edition Unabridged		RECON	TT	0
Director	Army List & Directory 1931-1943 (30 books)		RECON	A	6
Directory	Army List & Directory 1915-1922 (15 books)		RECON	A	4
Directory	Army List & Directory 1922-1930 (23 books)		RECON	A	5
Directory	Army List & Directory 1938-1943 (10 books)		RECON	A	6

KeyWords	Title	Description	Location	Section	Shelf
Directory	Directory of Military Personnel & Related Records	Air Force, Army, Coast Guard, Navy & Marine Corps (Compiled by Cissell, NPRC- Revised copy issued Sep 1990)	RECON	A	1
Discharge	Department of The Army Regulations AR 615-361 thru 635-250 (binders numbered 38-42)		RECON	F	4
Discharge Info	Going Back To Civilian Life War Department Pamphlet No. 21-4 Aug 1945		RECON	A	1
Discharge Information	Explanations of Army Regulations, Circulars & Messages Pertaining To Discharge/Separation (WWII & Later-Incomplete) (3 x 5 card file)		RECON	TT	0
Discharge Upgrade Info	Army Board for Correction of Military Records-Microfilm List of Actions, 1917-1976	request for upgrade of discharge which were the result of Court Martial/Review of discharges over 15 years old	RECON	OR	0
Discharge-Chart Of Reasons	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		RECON	F	4
Discharges From Draft	Discharges From Draft (Due to cessation of hostilities) Nov 10, 1918 to Nov 15, 1918		RECON	OR	0
Disposition	Personnel Records of The Dept. of The Army & Dept. of The Air Force & The Office of The Secretary Of Defense-Monogram No. 8. Dec 1954		RECON	A	1

KeyWords	Title	Description	Location	Section	Shelf
Dist. Svc.	Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		RECON	E	1
Dist. Svc. Cross	Congressional Medal of Honor, Distinguished Svc. Cross & Distinguished Svc. Medal issued by the War Department 1917-1919		RECON	E	1
Dist. Svc. Cross	Decorations, U.S. Army 1862-1926		RECON	E	1
Dist. Svc. Cross	Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		RECON	E	1
Dist. Svc. Medal	Congressional Medal of Honor, Distinguished Svc. Cross & Distinguished Svc. Medal issued by the War Department 1917-1919		RECON	E	1
Dist. Svc. Medal	Decorations, U.S. Army 1862-1926		RECON	E	1
Dist. Svc. Medal	Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		RECON	E	1
Dist. Svc. Medal	Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		RECON	E	1
Distances	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		RECON	F	6
Distinguished Service Cross	Army Silver Star and Distinguished Service Cross Awards for WWII, Korean War, and Vietnam		SIS	A	1

KeyWords	Title	Description	Location	Section	Shelf
Distinguished Service Cross	Silver Star/DSC Index	Alphabetical listing of Silver Star and Distinguished Service Cross Recipients for World War 2, Korean War, and Vietnam War	ARMY MEDALS		
Divisions	Composition of National Guard Divisions and Disposition of Former National Guard Units July 1918		RECON	E	6
Divisions	Order of Battle Divisions in the European Theater, WWII (2 binders)	Units assigned under Infantries during campaigns & Battles	RECON	D	1
Dominican Republic	Leavenworth Papers Number 15: Power Pack: U.S. Intervention in the Dominican Republic, 1965-1966		RESEARCH ROOM	C	3
DSC	American Decorations	Book listing recipients of the Medal of Honor, Distinguished Service Cross, and Distinguished Service Medal from 1862-1926	ARMY MEDALS		
DSM	American Decorations	Book listing recipients of the Medal of Honor, Distinguished Service Cross, and Distinguished Service Medal from 1862-1926	ARMY MEDALS		
Enlisted	Civilian & Military Occupational Specialists, AR 615-26, Sep 1940 Thru Jul 1944		RECON	F	5
Enlisted	Enlisted Personnel Military Occupational Specialties, SR 615-25-15, Nov 1950 thru Mar 1955		RECON	F	5

KeyWords	Title	Description	Location	Section	Shelf
Enlisted	Manual Of Enlisted Military Occupational Specialties, AR 611-201, Mar 1955 thru Jun 1960 (6 binders)		RECON	F	5
Enlisted	Military Occupational Classification Of Enlisted Personnel, TM 12-427, July 1944 thru Nov 1950		RECON	F	5
Enlisted Men	Deaths, Enlisted Men, WWI, April 1917-Oct 1918	On Microfiche, Request From Recon Search & Control Section-Give Approximate Date of Death if Known	RECON	SC	0
Enlisted Personnel	History of The 107th Infantry and Lists of Personnel Assigned (Shows names, ranks, locations, casualties and citations) Jul 15, 1947 to Apr 2, 1919		RECON	TT	0
Feb 1919	List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		RECON	E	2
Fire-Related Records	Records Used In Recontruction Of Military Service Data	Prepared by NPRC management & technical staff, Jan 1979-arranged in 3 parts:WWI period, WWII period & post WWII period	RECON	A	1
Fly. Cross	Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		RECON	E	1
Foreign Claims Commision	Foreign Claims Settlement Commission Records	Microfilm info on claims filed by vets who were P.O.W. in WWII & Korea-Payment can verify P.O.W. status & dollars paid may indicate days held	RECON	SC	0
General 1931-1938	War Department General Court-Martial Orders 1931-1938		RECON	C	6

KeyWords	Title	Description	Location	Section	Shelf
General Orders	Compilation of General Orders, Circulars & Bulletins of The War Department & 1916 Supplement 1881-1915 (2 books)		RECON	C	3
General Orders	Compilation of War Department General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		RECON	C	6
General Orders	Compilation of War Department, General Orders, Bulletins & Circulars Jan 1943		RECON	C	6
General Orders	Compilation of War Department, General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		RECON	C	6
General Orders	Department of The Army General Orders 1948-1960 (7 books)		RECON	C	6
General Orders	Extracts From General Orders & Bulletins American Expeditionary Forces, 1917-1918 (2 books)		RECON	C	4
General Orders	Extracts From General Orders & Bulletins, War Department 1917		RECON	C	4
General Orders	General Orders & Bulletins, American Expeditionary Forces, 1917-1919 (4 books)		RECON	C	4
General Orders	General Orders & Bulletins, War Department, 1912-1915 (4 books)		RECON	C	3
General Orders	General Orders & Bulletins, War Department, 1912-1915 (4 books)		RECON	C	3
General Orders	General Orders & Bulletins, War Department, 1916-1918 (6 books)		RECON	C	4



KeyWords	Title	Description	Location	Section	Shelf
General Orders	General Orders & bulletins, War Department, 1919-1937 (20 books)		RECON	C	5
General Orders	General Orders-War Department, 1910-1911 (2 books)		RECON	C	3
General Orders	General Orders-War Department, 1941-1947 (7 books)		RECON	C	6
General Orders	Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		RECON	C	6
General Orders	War Department, General Court-Martial Orders 1931-1938		RECON	C	6
George AFB Hospital	Register of Patients, U.S.A.F. Hospital, George AFB, CA. Sep 1950-Dec 1959		RECON	E	1
Georgia	WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm-Arranged by Officer, Enlisted or Nurse and Deaths in Service	RECON	OR	0
Held By Communists	Roster of United Nations Personnel Held Captive By The Communists on 18 Dec 1951 (includes 3198 American Personnel)		RECON	TT	0
High Ranking Officers	Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		RECON	E	1
History	American Military History 1607-1953 ROTCM 145-20 Department of The Army Reserve Officer Training Corps Manual, Jul 1956		RECON	D	1

KeyWords	Title	Description	Location	Section	Shelf
History	Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	RECON	OR	0
History	Delaware's Role in WWII, 1940-1946 (2 volumes)		RECON	E	5
History	Historical Studies Of The Army In WWII (1942-1945), 57 volumes are available in th Recon library	(NPRC Archivists Have More Volumes)	RECON	D	2
History	History of The 107th Infantry and Lists of Personnel Assigned (Shows names, ranks, locations, casualties and citations) Jul 15, 1947 to Apr 2, 1919		RECON	TT	0
History	History, FT. Jackson, S.C. 1917-1967		RECON	D	1
History	QMC Historical Studies: Supply by Sky, The Quartermaster Airborne Development 1950-1953		RECON	D	1
History	Quartermaster Support of The Army: A History of The Corps 1775-1939		RECON	D	1
History	The Army Air Forces in WWII-Europe: Torch to Pointblank Aug 1942 to Dec 1943		RECON	D	1
History	U.S. Army in the Korean War 1950-1955, Vol 1- Policy & Direction: First Yr., Vol 2-South To The Naktong, North To The Yalu: Jun-Nov 1950, Vol 3-Truce Tent & Fighting Front		RECON	D	5
Honor Roll	American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	RECON	E	2

KeyWords	Title	Description	Location	Section	Shelf
Honor Roll	Maryland In WWII, 1917-1919 (2 volumes)	Military & Naval Service Records, Honor Roll, Roster Of Personnel, Unit Assignments, Medals Received, Review Of WWI : Army & Navy	RECON	E	3
Honor Roll	WWI Honor Roll, South Carolina, 1917-1919	Shows Name, Rank, City of Residence and Date of Death	RECON	E	5
Honor Roll	WWII Honor List of Dead & Missing (By State & County, Alphebetcal-Shows Service Number & Rank) (10 Green Binders)		RECON	TT	0
Illinois	The Adjutant General's Report For Illinois-Roster of National Guard & Naval Militia 1917		RECON	E	5
Insignia	Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	RECON	E	1
Iowa	Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	RECON	OR	0
Italian	Historical Mongraph-HQ. Italian Service Unit, May 1946	Pertains to Italian prisoners of war	RECON	OR	0
Key Officer Biographies	Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		RECON	E	1
Key To Codes	Explanation of Codes Used in Korean Causalty File Entries	Request Printout of "QTK" Info From Search & Control Section	RECON	E	2

KeyWords	Title	Description	Location	Section	Shelf
KIA		Alphabetical roster of 8,128 Korean War deceased whose remains were not recovered	ARMY MEDALS		
KIA		List of Army personnel killed in action in the Vietnam War, listed by home state of record	ARMY MEDALS		
KIA	Register of World War II and Korean War Dead	American Battle Monument Commission ( books, 3 volumes, and microfiche, listed alphabetically)	ARMY MEDALS		
Korea		Alphabetical roster of 8,128 Korean War deceased whose remains were not recovered	ARMY MEDALS		
Korea	American Battle Monuments Commision Register of WWII Dead Interred Overseas; WWII & Korea Dead- Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		RECON	E	2
Korea	Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	RECON	E	2
Korea	Foreign Claims Settlement Commission Records	Microfilm info on claims filed by vets who were P.O.W. in WWII & Korea- Payment can verify P.O.W. status & dollars paid may indicate days held	RECON	SC	0
Korea	Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	RECON	OR	0

KeyWords	Title	Description	Location	Section	Shelf
Korea	Korean POW Roster (listed alphabetically)		ARMY MEDALS		
Korea	Official register of North Dakota Veterans, 1941- 1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	RECON	E	4
Korea	Participation Credit Register (WWII and Korea, listed by unit)		ARMY MEDALS		
Korea	Prisoner of War Listing- Korea, AF Only		RECON	E	2
Korea	Register of World War II and Korean War Dead	American Battle Monument Commission ( books, 3 volumes, and microfiche, listed alphabetically)	ARMY MEDALS		
Korea	U.S. Army in the Korean War 1950-1955, Vol 1- Policy & Direction: First Yr., Vol 2-South To The Naktong, North To The Yalu: Jun-Nov 1950, Vol 3-Truce Tent & Fighting Front		RECON	D	5
Korean Casualty File	Explanation of Codes Used in Korean Causalty File Entries	Request Printout of "QTK" Info From Search & Control Section	RECON	E	2
Korean Conflict	Explanation of Codes Used in Korean Causalty File Entries	Request Printout of "QTK" Info From Search & Control Section	RECON	E	2
Korean War	Ebb and Flow, November 1950 - July 1951	U.S. Army Center of Military History	RESEARCH ROOM	C	2
Korean War	Korea 1950	Office of the Chief of Military History	RESEARCH ROOM	C	2
Korean War	Korea 1951-53	Office of the Chief of Military History	RESEARCH ROOM	C	2
Korean War	POW Listing (Returned to Military control)	Korean War and Vietnam	SIS	A	1
Korean War	U.S. Army in the Korean War, Policy and Direction the First Year	U.S. Army Center of Military History	RESEARCH ROOM	C	2

KeyWords	Title	Description	Location	Section	Shelf
Korean War	U.S. Army in the Korean War, South to the Naktong, North to the Yalu (June-November 1950)	U.S. Army Center of Military History	RESEARCH ROOM	C	2
Korean War	U.S. Army in the Korean War, The Medic's War	U.S. Army Center of Military History	RESEARCH ROOM	C	2
Korean War	U.S. Army in the Korean War, Truce Tent and Fighting Front	U.S. Army Center of Military History	RESEARCH ROOM	C	2
Korean War	U.S. Army Mobilization and Logistics in the Korean War	U.S. Army Center of Military History	RESEARCH ROOM	C	2
Korean War	WWII/Korean War General Orders Microfiche		ARMY MEDALS		
Letters	Department of The Army Circulars & Air Force Letters (includes index to 1948 circulars) 1948-1952 (4 Books)		RECON	C	2
List of Actions	Army Board for Correction of Military Records-Microfilm List of Actions, 1917-1976	request for upgrade of discharge which were the result of Court Martial/Review of discharges over 15 years old	RECON	OR	0
List of August 31, 1919	Official List of The Officers Reserve Corps, AUS	Shows first, middle & last name, date of birth, rank, city & state-10 volumes all in the same book) List as of August 31, 1919	RECON	B	5
List of Items Removed	List of Items Removed From The Recon Branch Library/Index During The 1992 Inventory (Includes items placed in storage with Archivist, items disposed of & items listed in 1977 index, now missing)		RECON	A	1
Louisiana	Louisiana: The Story Of The Washington Artillery In WWII (141st Artillery)		RECON	E	5

KeyWords	Title	Description	Location	Section	Shelf
Maine	Rosters of Maine in WWI and Report of the Adjutant General of the State of Maine WWI, 1917-1919 (4 Volumes)		RECON	E	6
Maps	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	RECON	TT	0
Maps Of Battle Locations	Maryland in WWI Military and Naval Service Records, Maps-Battle Locations 1917-1919 (3 books)		RECON	E	3
Maryland	Maryland In WWI Military & Naval Service Records, 1917-1919 (2 volumes)	Honor roll, roster of personnel, unit assignments, medals received, review of WWI: Army & Navy	RECON	E	3
Maryland	Maryland in WWI Military and Naval Service Records, Maps-Battle Locations 1917-1919 (3 books)		RECON	E	3
Maryland	Maryland In WWII Register of Service Personnel Sep 16, 1940 to Dec 31, 1946 (5 volumes)	Shows name, rank, branch of svc., serial number and home town	RECON	E	3
Maryland	Maryland In WWII, 1917-1919 (2 volumes)	Military & Naval Service Records, Honor Roll, Roster Of Personnel, Unit Assignments, Medals Received, Review Of WWI : Army & Navy	RECON	E	3

KeyWords	Title	Description	Location	Section	Shelf
Medal of Honor	American Decorations	Book listing recipients of the Medal of Honor, Distinguished Service Cross, and Distinguished Service Medal from 1862-1926	ARMY MEDALS		
Medal Of Honor	Congressional Medal of Honor, Distinguished Svc. Cross & Distinguished Svc. Medal issued by the War Department 1917-1919		RECON	E	1
Medal Of Honor	Decorations, U.S. Army 1862-1926		RECON	E	1
Medal Of Honor	Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		RECON	E	1
Medal of Honor	Medal of Honor Recipients 1863-1978		ARMY MEDALS		
Medal Of Honor	Medal of Honor Recipients, 1863-1973		RECON	E	1
Medal of Honor	The Medal of Honor 1861-1948		ARMY MEDALS		
Medal of Honor.	Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		RECON	E	1
MEDALS		Compilation of MILPER Messages regarding Joint Meritorious Unit Awards and Humanitarian Service Medals	ARMY MEDALS		
Medals		List of units eligible for the special award of the Bronze Star Medal for the Philippines during World War II	ARMY MEDALS		



KeyWords	Title	Description	Location	Section	Shelf
Medals	American Decorations	Book listing recipients of the Medal of Honor, Distinguished Service Cross, and Distinguished Service Medal from 1862-1926	ARMY MEDALS		
Medals	Assorted Articles and Information Pertaining to Military Awards		RECON	E	1
Medals	Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium and Italy 1917-1918		ARMY MEDALS		
Medals	Combat Unit List June 1950-June 1952 (listed numerically by general order number)		ARMY MEDALS		
Medals	Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	RECON	E	1
Medals	Medal of Honor Recipients 1863-1978		ARMY MEDALS		
Medals	MILPER Messages	Miscellaneous medals information filed by type of meda	ARMY MEDALS		
Medals	Precedence files (award policy and general information)		ARMY MEDALS		
Medals	Register of World War II and Korean War Dead	American Battle Monument Commission ( books, 3 volumes, and microfiche, listed alphabetically)	ARMY MEDALS		
Medals	Silver Star/DSC Index	Alphabetical listing of Silver Star and Distinguished Service Cross Recipients for World War 2, Korean War, and Vietnam War	ARMY MEDALS		

KeyWords	Title	Description	Location	Section	Shelf
Medals	The Medal of Honor 1861-1948		ARMY MEDALS		
MEDALS	WWI Card Files	Index cards listed alphabetically by veterans' names; unit and award information	ARMY MEDALS		
Medals	WWI General Orders, filed by unit		ARMY MEDALS		
Medals	WWII/Korean War General Orders Microfiche		ARMY MEDALS		
Medical Statistics	U.S. Army In WWII, Office Of The Surgeon General, Medical Statistics (one volume)		RECON	D	5
Memos	Index to General Orders, Bulletins, Circulars and W- Memorandums (W- Memos Pertain to W.A.A.C.) War Department 1920-1944		RECON	C	6
Memos-D.A.	Department Of The Army-Memos 1-1 thru 900-1 (2 books)		RECON	C	3
Mexican Border	Mexican Border Card File	National Guard personnel who were federalized in 1916 & 1917- shows enlisted men in alpha order by state; officers are filed in straight alphabetical order	RECON	OR	0
Mexican Border Personnel	Mexican Border Card File	National Guard personnel who were federalized in 1916 & 1917- shows enlisted men in alpha order by state; officers are filed in straight alphabetical order	RECON	OR	0
Mexican Border Service	National Guard Data- Mexican Border Service. Indexed By Town Where N.G. Was Sent And By State From Which N.G. Unit Originated (3 x 5 card file)		RECON	TT	0

KeyWords	Title	Description	Location	Section	Shelf
MIA	Alphabetical list of Vietnam prisoners of war and missing in action		ARMY MEDALS		
Military Discipline	Military Justice Procedure, TM 27-255, War Department Technical Manual Feb 1945		RECON	C	5
Military History	A Guide to the Study and Use of Military History	U.S. Army Center of Military History	RESEARCH ROOM	C	4
Military Justice	Military Justice Procedure, TM 27-255, War Department Technical Manual Feb 1945		RECON	C	5
Military Occupations	Commissioned & Warrant Officer Personnel, Military Occupational Specialties, SR 605-10505 (Changes 2-11 only), Aug 1955 thru Nov 1958		RECON	F	5
Military Occupations	Enlisted Personnel Military Occupational Specialties, SR 615-25-15, Nov 1950 thru Mar 1955		RECON	F	5
Military Occupations	Manual Of Enlisted Military Occupational Specialties, AR 611-201, Mar 1955 thru Jun 1960 (6 binders)		RECON	F	5
Military Occupations	Military Occupational Classification Of Enlisted Personnel, TM 12-427, July 1944 thru Nov 1950		RECON	F	5
Military Occupations	Officers Classification, Commission & Warrant, TM 12-406, Feb 1946		RECON	F	5
Military Personnel Records	Directory of Military Personnel & Related Records	Air Force, Army, Coast Guard, Navy & Marine Corps (Compiled by Cissell, NPRC- Revised copy issued Sep 1990)	RECON	A	1

KeyWords	Title	Description	Location	Section	Shelf
Military Records (Samples)	Familiarization Kits For Army (WWI) Army (WWII), Air Force, Navy, Coast Guard & Marine Corps (6 books)		RECON	A	1
Miscellaneous	AF Pamphlet #900-1-2 (Extra copy), "Korean Battle Honors - consolidated list of units cited"		AF 2-MOD11-NW	63	305
Miscellaneous	DA Special Orders 1 - 221 (1960)		ARMY		
Miscellaneous	Dictionary of US Army Terms		ARMY		
Miscellaneous	Guide to Similar Surnames	Variations & Derivatives of Given Names	ARMY		
Miscellaneous	Military Grade Conversion & Pay Tables (1965)		ARMY		
Miscellaneous	Selective Service Guides		ARMY		
Miscellaneous	Temporary Disability Retired List (TDRL) 1978		ARMY		
Miscellaneous	Updated list of Medal of Honor recipients (it is noted: "many names are missing").	Dated as received 1/15/76 from Larry Hines (184 names)	AF 2-MOD11-NW	63	305
Miscellaneous	USAF Historical #81, "USAF Credits for the Destruction of Enemy Aircraft - Korean War" (1975)		AF 2-MOD11-NW	63	305
Miscellaneous	USAF Historical Studies, Pamphlets, Medal of Honor Recipients, etc.		AF 2-MOD11-NW	63	305
Miscellaneous	USAF Historical Study #73, "A Preliminary List of U.S. Air Force Aces 1917-1953" (January 1962)		AF 2-MOD11-NW	63	305
Miscellaneous	Vietnam Veterans Memorial Directory of Names		ARMY		

KeyWords	Title	Description	Location	Section	Shelf
Miscellaneous	War Department release dated 5/29/44 pertaining to the award of the Distinguished Service Medal to six general officers of the Army.		AF 2-MOD11-NW	63	305
Missing In Action	List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		RECON	E	2
Monogram	Monogram On Military Personnel & Related Records Of The War Dept. (Prepared by NPRC, 1966) 1912-1939		RECON	A	1
Monograph	Personnel Records of The Dept. of The Army & Dept. of The Air Force & The Office of The Secretary Of Defense-Monogram No. 8. Dec 1954		RECON	A	1
MOS	Military Occupation Specialty 1/5/67 (Volumes I - V)		ARMY		
MOS	Military Occupation Specialty 1/74 (Binder 1-4)		ARMY		
MOS	Military Occupation Specialty 1960 - 1967 (Books 1-8)		ARMY		
MOS	Military Occupation Specialty 1967 - 1974 (Binder 1 & 2)		ARMY		
MOS	Military Occupation Specialty 1973 - 1977 (Superceded)		ARMY		
MOS	Military Occupation Specialty 6/60 (Reprint Changes Volumes 1 & 2)		ARMY		
MOS'S	Civilian & Military Occupational Specialists, AR 615-26, Sep 1940 Thru Jul 1944		RECON	F	5

KeyWords	Title	Description	Location	Section	Shelf
MOS'S	Commissioned & Warrant Officer Personnel, Military Occupational Specialties, SR 605-10505 (Changes 2-11 only), Aug 1955 thru Nov 1958		RECON	F	5
MOS'S	Enlisted Personnel Military Occupational Specialties, SR 615-25-15, Nov 1950 thru Mar 1955		RECON	F	5
MOS'S	Manual Of Enlisted Military Occupational Specialties, AR 611-201, Mar 1955 thru Jun 1960 (6 binders)		RECON	F	5
MOS'S	Military Occupational Classification Of Enlisted Personnel, TM 12-427, July 1944 thru Nov 1950		RECON	F	5
MOS'S	Officers Classification, Commission & Warrant, TM 12-406, Feb 1946		RECON	F	5
Naional Guard	State National Guard units-Federal Designations In WWI, 1917		RECON	E	6
Names-Guide To Variations	Guide To Similar Surnames, Variations & Derivatives Of Given Names		RECON	A	1
National Guard	Composition of National Guard Divisions and Disposition of Former National Guard Units July 1918		RECON	E	6
National Guard	Maryland In WWI Military & Naval Service Records, 1917-1919 (2 volumes)	Honor roll, roster of personnel, unit assignments, medals received, review of WWI: Army & Navy	RECON	E	3

KeyWords	Title	Description	Location	Section	Shelf
National Guard	Mexican Border Card File	National Guard personnel who were federalized in 1916 & 1917- shows enlisted men in alpha order by state; officers are filed in straight alphabetical order	RECON	OR	0
National Guard	National Guard Data-Mexican Border Service. Indexed By Town Where N.G. Was Sent And By State From Which N.G. Unit Originated (3 x 5 card file)		RECON	TT	0
National Guard	National Guard Registers 1927, 1929, 1930, 1931, 1936, 1939, 1941, 1943 (8 books)		RECON	B	5
National Guard	National Guard Regulations And Pamphlets 1920's to 1960's		RECON	F	6
National Guard	National Guard Regulations And Pamphlets 1960's (2 binders)		RECON	F	6
National Guard	The Adjutant General's Report For Illinois-Roster of National Guard & Naval Militia 1917		RECON	E	5
Naval Ships Histories	Index of Ships Histories To U.S.S. Halloran (DE-305)		NAVY	D1	A
Naval Ships Histories	U.S.S. Halsey Powell (DD-686) - U.S.S. Raymon W. Herndon (APD-121)		NAVY	D2	A
Naval Ships Histories	U.S.S. Raymond (DE-341) - U.S.S. Zircon (PY-16)		NAVY	D3	A
New York State	New York State, Roll of Honor (Deaths in the Service) 1917-1919		RECON	E	5
North Carolina	North Carolina-WWI Service Record Cards (3 x 5 card file)		RECON	OR	0

KeyWords	Title	Description	Location	Section	Shelf
North Dakota	Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	RECON	E	4
North Dakota	Official Roster of North Dakota For Soldiers, Sailors and Marines, 1917-1918 (4 volumes)	Shows name, rank, branch of svc., serial number, dates served, date of birth, overseas dates	RECON	E	3
Nurses	Nurses Who Served In WWI		RECON	E	2
Occupations	Civilian & Military Occupational Specialists, AR 615-26, Sep 1940 Thru Jul 1944		RECON	F	5
Officers	Army List & Directory 1915-1922 (15 books)		RECON	A	4
Officers	Army List & Directory 1922-1930 (23 books)		RECON	A	5
Officers	Army List & Directory 1931-1943 (30 books)		RECON	A	6
Officers	Army List & Directory 1938-1943 (10 books)		RECON	A	6
Officers	Army Register, 1916-1930 (books 1 thru 13)		RECON	B	1
Officers	Army Register, 1931-1943 (books 14 thru 26)		RECON	B	2
Officers	Army Register, 1944-1950 (books 27 thru 34)		RECON	B	3
Officers	Army Register, 1951-1957 (books 35 thru 44)		RECON	B	4
Officers	Army Register, 1958-1959 (books 45-47)		RECON	B	5
Officers	Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		RECON	E	1
Officers	Commissioned & Warrant Officer Personnel, Military Occupational Specialties, SR 605-10505 (Changes 2-11 only), Aug 1955 thru Nov 1958		RECON	F	5



KeyWords	Title	Description	Location	Section	Shelf
Officers	History of The 107th Infantry and Lists of Personnel Assigned (Shows names, ranks, locations, casualties and citations) Jul 15, 1947 to Apr 2, 1919		RECON	TT	0
Officers	Officers Classification, Commission & Warrant, TM 12-406, Feb 1946		RECON	F	5
Officers	Officers of The Army Stationed In or Near Washington, D.C. In 1920, 1933 and 1943 (3 books in one jacket)		RECON	B	1
Officers	Official List of The Officers Reserve Corps, AUS	Shows first, middle & last name, date of birth, rank, city & state-10 volumes all in the same book) List as of August 31, 1919	RECON	B	5
Officers	Register of Posthumous Commissions WWI		RECON	TT	0
Ohio	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 1 thru 15)		RECON	E	4
Ohio	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 16 thru 23)		RECON	E	5
Order Of Battle	Order of Battle Divisions in the European Theater, WWII (2 binders)	Units assigned under Infantry during campaigns & Battles	RECON	D	1
Order Of Battle	Order Of Battle Of The U.S. Land Forces In WWI, American Expeditionary Forces-Divisions	Info on command, composition, operations & history of divisions & large units	RECON	D	1
Order of Battle	Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-General HQ, Armies, Army Corps, Services of Supply & Separate Forces		RECON	D	1

KeyWords	Title	Description	Location	Section	Shelf
Pamphlet Given To Vets	Going Back To Civilian Life War Department Pamphlet No. 21-4 Aug 1945		RECON	A	1
Pamphlets	National Guard Regulations And Pamphlets 1920's to 1960's		RECON	F	6
Pamphlets	National Guard Regulations And Pamphlets 1960's (2 binders)		RECON	F	6
Pearl Harbor	Army Casualties at Pearl Harbor (listed alphabetically (2 copies))		ARMY MEDALS		
Pearl Harbor-7 Dec 1941	Battle Casualties-U.S. Army Personnel at Pearl Harbor, 7 Dec 1941		RECON	E	2
Personnel Federalized	Mexican Border Card File	National Guard personnel who were federalized in 1916 & 1917- shows enlisted men in alpha order by state; officers are filed in straight alphabetical order	RECON	OR	0
Personnel Records	Personnel Records of The Dept. of The Army & Dept. of The Air Force & The Office of The Secretary Of Defense- Monogram No. 8. Dec 1954		RECON	A	1
Personnel Records-1912- 1939	Monogram On Military Personnel & Related Records Of The War Dept. (Prepared by NPRC, 1966) 1912- 1939		RECON	A	1
Personnel Records- Maintenance	Company Administration & Personnel Records (Guide for a company clerk, WWII)		RECON	A	1

KeyWords	Title	Description	Location	Section	Shelf
Personnel Who Served	American Expeditionary Forces Personnel	Microfiche available in Recon Corres. units-arranged by Surname; contains info on dates & assignments, service number & rank-incomplete	RECON	TT	0
POW	Alphabetical list of Vietnam prisoners of war and missing in action		ARMY MEDALS		
POW	Korean POW Roster (listed alphabetically)		ARMY MEDALS		
POW	Prisoner of War Roster World War I (2 books, alphabetical)		ARMY MEDALS		
POW	Prisoner of War Roster World War II (16 books, alphabetical)		ARMY MEDALS		
Precedence	Precedence files (award policy and general information)		ARMY MEDALS		
Prisoners	Roster of United Nations Personnel Held Captive By The Communists on 18 Dec 1951 (includes 3198 American Personnel)		RECON	TT	0
Prisoners of War	Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	RECON	E	2
Prisoners of War	Final Report of The U.S. Military Mission On American Prisoners of War Aug 1919		RECON	E	2
Prisoners of War	Foreign Claims Settlement Commission Records	Microfilm info on claims filed by vets who were P.O.W. in WWII & Korea-Payment can verify P.O.W. status & dollars paid may indicate days held	RECON	SC	0
Prisoners of War	Historical Mongraph-HQ. Italian Service Unit, May 1946	Pertains to Italian prisoners of war	RECON	OR	0

KeyWords	Title	Description	Location	Section	Shelf
Prisoners of War	Prisoner of War Listing-Korea, AF Only		RECON	E	2
Procedure	Military Justice Procedure, TM 27-255, War Department Technical Manual Feb 1945		RECON	C	5
Quartermaster Corps	QMC Historical Studies: Supply by Sky, The Quartermaster Airborne Development 1950-1953		RECON	D	1
Quartermaster Corps	Quartermaster Support of The Army: A History of The Corps 1775-1939		RECON	D	1
Reconstruction Sources	Records Used In Reconstruction Of Military Service Data	Prepared by NPRC management & technical staff, Jan 1979-arranged in 3 parts:WWI period, WWII period & post WWII period	RECON	A	1
Reconstruction-Guide To Records Used	Records Used In Reconstruction Of Military Service Data	Prepared by NPRC management & technical staff, Jan 1979-arranged in 3 parts:WWI period, WWII period & post WWII period	RECON	A	1
Register	Army and Air Force Register, 1948 (books 31-32)		RECON	B	3
Register	Army Register, 1916-1930 (books 1 thru 13)		RECON	B	1
Register	Army Register, 1931-1943 (books 14 thru 26)		RECON	B	2
Register	Army Register, 1944-1950 (books 27 thru 34)		RECON	B	3
Register	Army Register, 1951-1957 (books 35 thru 44)		RECON	B	4
Register	Army Register, 1958-1959 (books 45-47)		RECON	B	5
Register	Maryland In WWII Register of Service Personnel Sep 16, 1940 to Dec 31, 1946 (5 volumes)	Shows name, rank, branch of svc., serial number and home town	RECON	E	3
Register	National Guard Registers 1927, 1929, 1930, 1931, 1936, 1939, 1941, 1943 (8 books)		RECON	B	5

KeyWords	Title	Description	Location	Section	Shelf
Register	Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	RECON	E	4
Register	Official Roster of North Dakota For Soldiers, Sailors and Marines, 1917-1918 (4 volumes)	Shows name, rank, branch of svc., serial number, dates served, date of birth, overseas dates	RECON	E	3
Register	Register of Posthumous Commisions WWI		RECON	TT	0
Register	Service Records of Connecticut Veterans 1917-1920 (3 volumes)	Shows Name, Rank, Branch of Service, Serial Number, Dates of Service and Character of Discharge	RECON	E	3
Register of Patients	Register of Patients, U.S.A.F. Hospital, George AFB, CA. Sep 1950-Dec 1959		RECON	E	1
Regulations	Department of The Army Regulations, AR 1-10 thru 35-1465-15 (books 1 thru 4)		RECON	F	1
Regulations	Department of The Army Regulations, AR 1-10 thru 930-10	Books 46-48, contain portions of regulations covered in books 1 thru 45	RECON	F	6
Regulations	Department of The Army Regulations, AR 310-110A thru 606-5 (books 19 thru 33)	NOTE: Books 22 & 23 are missing-AR 341-51 to 45-299	RECON	F	3
Regulations	Department of The Army Regulations, AR 35-1475 thru 310-105 (books 5 thru 18)	Note: Book 12 is missing-AR 130-10-4 to 130-14	RECON	F	2
Regulations	Department of The Army Regulations, AR 608-5 thru 970-10-5 (books 34-45)		RECON	F	4
Regulations	Department of The Army Regulations, AR 615-361 thru 635-250, (binders numbered 38-42)		RECON	F	4

KeyWords	Title	Description	Location	Section	Shelf
Regulations	Department ofThe Army Regulations AR 615-361 thru 635-250 (binders numbered 38-42)		RECON	F	4
Regulations	Military Awards, AR 672-5-1, revision dated Aug 1974		RECON	E	1
Regulations	National Guard Regulations And Pamphlets 1920's to 1960's		RECON	F	6
Regulations	National Guard Regulations And Pamphlets 1960's (2 binders)		RECON	F	6
Regulations	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		RECON	F	6
Regulations	Regulations For The Army of The United States 1901, 1904, 1905, 1908, 1910 & 1913 (6 books)		RECON	F	1
Regulations	Selective Service Regulations 1918		RECON	F	6
Regulations	Women's Army Auxiliary Corps Regulations & Circulars, AR 600-39, 1942-1944		RECON	F	6
Regulations-Army	Index To Army Regulations & Changes Promulgated Prior to 1 Jan 1946, AR 1-5		RECON	F	1
Regulations-Army	Index To Army Regulations & Changes Promulgated Prior to 1 Oct. 1930, AR 1-5		RECON	F	1
Regulations-Army	Index To Regulations & Changes Promulgated Prior To 1 Jan 1944, AR 1-5		RECON	F	1

KeyWords	Title	Description	Location	Section	Shelf
Regulations-Army	Regulations For The Army of The United States 1913-Corrected to April 15, 1917 (Changes 1 thru 77)		RECON	F	1
Regulations-Army,	Index To Army Regulations & Changes Promulgated Prior to 1 Jan 1935		RECON	F	1
Regulations-Special	Department of The Army, Special Regulations, SR 10-5-1 thru 930-10-1 (2 books)		RECON	F	6
Regulations-Special	War Department Special Regulations, 1917-1921 (5 books)		RECON	F	1
Remains Not Recovered	American Battle Monuments Commission Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		RECON	E	2
Reserve Corps	Official List of The Officers Reserve Corps, AUS	Shows first, middle & last name, date of birth, rank, city & state-10 volumes all in the same book) List as of August 31, 1919	RECON	B	5
Roster	Maryland In WWI Military & Naval Service Records, 1917-1919 (2 volumes)	Honor roll, roster of personnel, unit assignments, medals received, review of WWI: Army & Navy	RECON	E	3
Roster	Maryland In WWII Register of Service Personnel Sep 16, 1940 to Dec 31, 1946 (5 volumes)	Shows name, rank, branch of svc., serial number and home town	RECON	E	3
Roster	Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	RECON	E	4

KeyWords	Title	Description	Location	Section	Shelf
Roster	Official Roster of North Dakota For Soldiers, Sailors and Marines, 1917-1918 (4 volumes)	Shows name, rank, branch of svc., serial number, dates served, date of birth, overseas dates	RECON	E	3
Roster	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 1 thru 15)		RECON	E	4
Roster	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 16 thru 23)		RECON	E	5
Roster	Official Roster of South Carolina Servicemen & Servicewomen, 1941-1946 (5 volumes)		RECON	E	5
Roster	Service Records of Connecticut Veterans 1917-1920 (3 volumes)	Shows Name, Rank, Branch of Service, Serial Number, Dates of Service and Character of Discharge	RECON	E	3
Roster	The Adjutant General's Report For Illinois-Roster of National Guard & Naval Militia 1917		RECON	E	5
Rosters	Rosters of Maine in WWI and Report of the Adjutant General of the State of Maine WWI, 1917-1919 (4 Volumes)		RECON	E	6
Selective Service	Selective Service Regulations 1918		RECON	F	6
Separation Codes	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		RECON	F	4
Separations	Department of The Army Regulations, AR 615-361 thru 635-250, (binders numbered 38-42)		RECON	F	4
Service Number	Service Number Information		ARMY MEDALS		



KeyWords	Title	Description	Location	Section	Shelf
Service Record Cards	WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm- Arranged by Officer, Enlisted or Nurse and Deaths in Service	RECON	OR	0
Service Records	North Carolina-WWI Service Record Cards (3 x 5 card file)		RECON	OR	0
Service Records (Samples)	Familiarization Kits For Army (WWI) Army (WWII), Air Force, Navy, Coast Guard & Marine Corps (6 books)		RECON	A	1
Servicemen & Women	WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm- Arranged by Officer, Enlisted or Nurse and Deaths in Service	RECON	OR	0
Ships	A – D  S.S. A.J. Germak (merchant marine ship) - U.S.S. Dyson	Misc. information on ships	NAVY	D2	B
Ships	E – K  U.S.S. E-2 - S.S. Kyle Johnson	Misc. information on ships	NAVY	D3	B
Ships	L – R  USAT LT-643 (United States Army Transport) - U.S.S. R-2	Misc. information on ships	NAVY	D4	B
Ships	S – Z  U.S.S. S-11 - U.S.S. Zuni	Misc. information on ships	NAVY	D5	B
Silver Star	Army Silver Star and Distinguished Service Cross Awards for WWII, Korean War, and Vietnam		SIS	A	1
Silver Star	Silver Star/DSC Index	Alphabetical listing of Silver Star and Distinguished Service Cross Recipients for World War 2, Korean War, and Vietnam War	ARMY MEDALS		

KeyWords	Title	Description	Location	Section	Shelf
Soldier's Medal	Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		RECON	E	1
South Carolina	Official Roster of South Carolina Servicemen & Servicewomen, 1941-1946 (5 volumes)		RECON	E	5
South Carolina	WWI Honor Roll, South Carolina, 1917-1919	Shows Name, Rank, City of Residence and Date of Death	RECON	E	5
Spanish American War	Correspondence Relating to the War With Spain - Volume 1		RESEARCH ROOM	A	1
Spanish American War	Correspondence Relating to the War With Spain - Volume 2		RESEARCH ROOM	A	1
Special Orders	Special Orders, HQ. 2002d AAF BU Base SVS., U.S. Military Academy Stewart Field, N.Y. 1946		RECON	C	6
Special Orders	War Department & Department of The Army Special Orders, 1917-1918 & 1938-1959.	Order Number & Year Are Needed To Access This Information (1919-1937 are stored at WNRC)	RECON	AR	0
SPN Codes	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		RECON	F	4
SPN's	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		RECON	F	4
Squadrons	A – L  Air Transport Squadron 1- LION units (all numbers)	Misc. information on units and squadrons	NAVY	D1	B

KeyWords	Title	Description	Location	Section	Shelf
Travel Time	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		RECON	F	6
U.S. Air Force	The United States Air Force Dictionary		SIS	A	1
U.S. Army	Aleutian Islands	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Algeria-French Morocco	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	An Unknown Future and a Doubtful Present: Writing the Victory Plan of 1941		RESEARCH ROOM	A	2
U.S. Army	Army Lineage Series - Armies, Corps, Divisions, and Separate Brigades	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	Army Lineage Series - Armor-Cavalry Part 1: Regular Army and Army Reserve	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	Army Lineage Series - Infantry Part 1: Regular Army	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	Army Lineage Series-Field Artillery: Regular Army and Army Reserve	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	Army Lineage Series-Maneuver and Firepower: The Evolution of Divisions and Separate Brigades	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	Army Lineage Series: Air Defense Artillery	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	Army Lineage Series: Aviation	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	Army Lineage Series: Military Intelligence	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	Army Lineage Series: Military Police	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	Bastogne: The First Eight Days		RESEARCH ROOM	A	5

KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	Central Pacific	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Command Decisions	Office of the Chief of Military History	RESEARCH ROOM	C	4
U.S. Army	Defense of the Americas	The U.S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Ebb and Flow, November 1950 - July 1951	U.S. Army Center of Military History	RESEARCH ROOM	C	2
U.S. Army	Egypt-Libya	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Fifth Army at the Winter Line		RESEARCH ROOM	A	4
U.S. Army	From the Volturno to the Winter Line		RESEARCH ROOM	A	4
U.S. Army	Gordon R. Sullivan, The Collected Works (1991-1995)		RESEARCH ROOM	C	3
U.S. Army	Guadacanal	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Guam		RESEARCH ROOM	B	2
U.S. Army	Historical Studies Of The Army In WWII (1942-1945), 57 volumes are available in th Recon library	(NPRC Archivists Have More Volumes)	RECON	D	2
U.S. Army	History of Military Mobilization in the U.S. Army 1775-1945	Dept of the Army, Pamphlet No. 20-212	RESEARCH ROOM	C	4
U.S. Army	India-Burma	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Jeburgh Team Operations In Support of the 12th Army Group, August 1944 Combat Studies Institute		RESEARCH ROOM	A	2
U.S. Army	Korea 1950	Office of the Chief of Military History	RESEARCH ROOM	C	2
U.S. Army	Korea 1951-53	Office of the Chief of Military History	RESEARCH ROOM	C	2
U.S. Army	Learning Lessons in the American Expeditionary Forces		RESEARCH ROOM	A	2

KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	Leavenworth Papers Number 15: Power Pack: U.S. Intervention in the Dominican Republic, 1965-1966		RESEARCH ROOM	C	3
U.S. Army	Makin		RESEARCH ROOM	B	2
U.S. Army	Medical Department U.S. Army: Internal Medicine in WWII, Volume 1: Activities of Medical Consultants		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Internal Medicine in WWII, Volume 2: Infectious Diseases		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 2: Environmental Hygiene		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 3: Personal Health Measures and Immunization		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 4: Communicable Diseases		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 5: Communicable Diseases		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII, Volume 2: General Surgery		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Hand Surgery		RESEARCH ROOM	B	1

KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Ophthalmology and Otolaryngology		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Orthopedic Surgery in the European Theater of Operations		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Orthopedic Surgery in the Mediterranean Theater of Operations		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Physiologic Effects of Wounds		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Thoracic Surgery, Volume 2		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Vascular Surgery		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Veterinary Service in WWII		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Wound Ballistics		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Cold Injury - Ground Type		RESEARCH ROOM	B	1
U.S. Army	Medical Department U.S. Army: Dental Service in WWII		RESEARCH ROOM	B	1
U.S. Army	Merrill's Marauders		RESEARCH ROOM	B	2
U.S. Army	Moscow to Stalingrad: Decision in the East		RESEARCH ROOM	A	5
U.S. Army	Naples-Foggia	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	New Guinea	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army	Normandy	The U.S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Northern Solomons	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Omaha Beachhead		RESEARCH ROOM	A	5
U.S. Army	Omar Nelson Bradley: The Centennial		RESEARCH ROOM	A	2
U.S. Army	Papau	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Papua Campaign		RESEARCH ROOM	B	2
U.S. Army	Philippine Islands	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Po Valley	The U.S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Reports of General MacArthur: Japanese Operations in the Southwest Pacific Area, Volume 2, Part 1		RESEARCH ROOM	B	2
U.S. Army	Reports of General MacArthur: Japanese Operations in the Southwest Pacific Area, Volume 2, Part 2		RESEARCH ROOM	B	2
U.S. Army	Reports of General MacArthur: MacArthur in Japan: The Occupation: Military Phase, Volume 1, Supplement		RESEARCH ROOM	B	2
U.S. Army	Southern Philippines	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	Special Studies-The Demands of Humanity: Army Medical Disaster Relief	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	St - Lo		RESEARCH ROOM	A	5
U.S. Army	Stalingrad to Berlin: The German Defeat in the East		RESEARCH ROOM	A	5

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army	The Admiralties		RESEARCH ROOM	B	2
U.S. Army	The Army Nurse Corps: A Commemoration of WWII Service		RESEARCH ROOM	A	2
U.S. Army	The Employment of Negro Troops	U.S. Army Center of Military History	RESEARCH ROOM	C	2
U.S. Army	The Final Collapse	U.S. Army Center of Military History	RESEARCH ROOM	C	3
U.S. Army	The Staff Ride		RESEARCH ROOM	A	2
U.S. Army	The U.S. Army's Transition to the All-Volunteer Force 1968-1974	U.S. Army Center of Military History	RESEARCH ROOM	C	3
U.S. Army	The Whirlwind War, The U.S. Army in Operations Desert Shield and Desert Storm		RESEARCH ROOM	C	3
U.S. Army	The Woman's Army Corps: A Commemoration of WWII Service		RESEARCH ROOM	A	2
U.S. Army	Time Honored Professionals: The NCO Corps Since 1775		RESEARCH ROOM	A	2
U.S. Army	To Bizerte With the II Corps		RESEARCH ROOM	A	4
U.S. Army	Tunisia	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S. Army	U.S Army in World War II: Vol 45: The Technical Services: The Signal Corps: The Outcome (Mid-1943 through 1945)		RECON	D	4
U.S. Army	U.S. Army in the Korean War 1950-1955, Vol 1- Policy & Direction: First Yr., Vol 2-South To The Naktong, North To The Yalu: Jun-Nov 1950, Vol 3-Truce Tent & Fighting Front		RECON	D	5
U.S. Army	U.S. Army in the Korean War, Policy and Direction the First Year	U.S. Army Center of Military History	RESEARCH ROOM	C	2



KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	U.S. Army in the Korean War, South to the Naktong, North to the Yalu (June-November 1950)	U.S. Army Center of Military History	RESEARCH ROOM	C	2
U.S. Army	U.S. Army in the Korean War, The Medic's War	U.S. Army Center of Military History	RESEARCH ROOM	C	2
U.S. Army	U.S. Army in the Korean War, Truce Tent and Fighting Front	U.S. Army Center of Military History	RESEARCH ROOM	C	2
U.S. Army	U.S. Army in the World War: Bulletins - Volume 17		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: General Orders - Volume 16		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 5		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 6		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 7		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 8		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 9		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Organization- Volume 1		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Policies - Volume 2		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Reports - Volume 12		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Reports - Volume 13		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Reports - Volume 14		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Reports - Volume 15		RESEARCH ROOM	A	1

KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	U.S. Army in the World War: Training - Volume 3		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 4		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: The Armistice - Volume 10, Part 1		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in the World War: The Armistice - Volume 11, Part 2		RESEARCH ROOM	A	1
U.S. Army	U.S. Army in Vietnam (Advice and support- the early years 1941-1960)	U.S. Army Center of Military History	RESEARCH ROOM	C	3
U.S. Army	U.S. Army in Vietnam (Advice and support: The final years, 1965-1973)	U.S. Army Center of Military History	RESEARCH ROOM	C	3
U.S. Army	U.S. Army in Vietnam, The Military and the Media 1962-68	U.S. Army Center of Military History	RESEARCH ROOM	C	3
U.S. Army	U.S. Army in Vietnam, The Military and the Media 1968-73	U.S. Army Center of Military History	RESEARCH ROOM	C	3
U.S. Army	U.S. Army in World War II: Special Studies: Chronology 1941-1945		SIS	A	1
U.S. Army	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the European Theater of Operations		RESEARCH ROOM		
U.S. Army	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the Mediterranean and Minor Theaters		RESEARCH ROOM	B	4
U.S. Army	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the War against Japan		RESEARCH ROOM	B	4

KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	U.S. Army in World War II: The Technical Services, The Medical Department: Hospitalization and Evacuation, Zone of Interior		RESEARCH ROOM	B	4
U.S. Army	U.S. Army in World War II: The War Department: Chief of Staff: Prewar Plans and Preparations		RESEARCH ROOM	A	2
U.S. Army	U.S. Army in World War II: The War Department: Global Logistics and Strategy: 1940-1943		RESEARCH ROOM	A	2
U.S. Army	U.S. Army in World War II: The War Department: Global Logistics and Strategy: 1943-1945		RESEARCH ROOM	A	2
U.S. Army	U.S. Army in World War II: The War Department: Strategic Planning For Coalition Warfare: 1941-1942		RESEARCH ROOM	A	2
U.S. Army	U.S. Army in World War II: The War Department: Strategic Planning For Coalition Warfare: 1943-1945		RESEARCH ROOM	A	2
U.S. Army	U.S. Army in World War II: The War Department: The Army and Economic Mobilization		RESEARCH ROOM	A	2
U.S. Army	U.S. Army in World War II: The War Department: Washington Command Post: The Operations Division		RESEARCH ROOM	A	2
U.S. Army	U.S. Army in World War II: Pictorial Record: The War Against Germany and Italy: Mediterranean and Adjacent Areas		RESEARCH ROOM	A	3
U.S. Army	U.S. Army in World War II: Pictorial Record: The War Against Germany: European and Adjacent Areas		RESEARCH ROOM	A	3

KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	U.S. Army in World War II: Pictorial Record: The War Against Japan		RESEARCH ROOM	A	3
U.S. Army	U.S. Army in World War II: Special Studies: Buying Aircraft: Material Procurement for the Army Air Forces		RESEARCH ROOM	A	3
U.S. Army	U.S. Army in World War II: Special Studies: Chronology: 1941-1945		RESEARCH ROOM	A	3
U.S. Army	U.S. Army in World War II: Special Studies: Civil Affairs: Soldiers Become Governors		RESEARCH ROOM	A	3
U.S. Army	U.S. Army in World War II: Special Studies: Manhattan: The Army and the Atomic Bomb		RESEARCH ROOM	A	3
U.S. Army	U.S. Army in World War II: Special Studies: Military Relations Between the United States and Canada 1939-1945		RESEARCH ROOM	A	3
U.S. Army	U.S. Army in World War II: Special Studies: Rearming the French		RESEARCH ROOM	A	3
U.S. Army	U.S. Army in World War II: Special Studies: The Employment of Negro Troops		RESEARCH ROOM	A	3
U.S. Army	U.S. Army in World War II: Special Studies: The Women's Army Corps		RESEARCH ROOM	A	3
U.S. Army	U.S. Army in World War II: Special Studies: Three Battles: Arnaville, Altuzzo, and the Schmidt		RESEARCH ROOM	A	3
U.S. Army	U.S. Army in World War II: The Army Ground Forces: The Organization of Ground Combat Troops		RESEARCH ROOM	A	2

KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	U.S. Army in World War II: The Army Service Forces: The Organization and Role of the Army Service Forces		RESEARCH ROOM	A	2
U.S. Army	U.S. Army in World War II: The China-Burma-India Theater: Stilwell's Command Problems		RESEARCH ROOM	A	4
U.S. Army	U.S. Army in World War II: The China-Burma-India Theater: Stilwell's Mission to China		RESEARCH ROOM	A	4
U.S. Army	U.S. Army in World War II: The China-Burma-India Theater: Time Runs Out in the CBI		RESEARCH ROOM	A	4
U.S. Army	U.S. Army in World War II: The European Theater of Operations: Breakout and Pursuit		RESEARCH ROOM	A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: Cross-Channel Attack		RESEARCH ROOM	A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: Logistical Support of the Armies, Volume II: September 1944 - May 1945		RESEARCH ROOM	A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: Riviera to the Rhine		RESEARCH ROOM	A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: The Ardennes: Battle of the Bulge		RESEARCH ROOM	A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: The Last Offensive		RESEARCH ROOM	A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: The Lorraine Campaign		RESEARCH ROOM	A	5

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army	U.S. Army in World War II: The European Theater of Operations: The Siegfried Line Campaign		RESEARCH ROOM	A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: The Supreme Command		RESEARCH ROOM	A	5
U.S. Army	U.S. Army in World War II: The Mediterranean Theater of Operations: Salerno to Cassino		RESEARCH ROOM	A	4
U.S. Army	U.S. Army in World War II: The Mediterranean Theater of Operations: Sicily and the Surrender of Italy		RESEARCH ROOM	A	4
U.S. Army	U.S. Army in World War II: The Mediterranean Theater of Operations: Northwest Africa: Seizing the Initiative in the West		RESEARCH ROOM	A	4
U.S. Army	U.S. Army in World War II: The Middle East Theater: The Persian Corridor and Aid to Russia		RESEARCH ROOM	A	4
U.S. Army	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: Organization for War		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Corps of Engineers: Construction in the U.S.		RESEARCH ROOM	B	3

KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	U.S. Army in World War II: The Technical Services: The Corps of Engineers: The War Against Germany		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Corps of Engineers: The War Against Japan		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Corps of Engineers: Troops and Equipment		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Ordnance Department: On Beachhead and Battlefield		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Ordnance Department: Planning Munitions for War		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Ordnance Department: Procurement and Supply		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Operations in the War Against Germany		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Operations in the War Against Japan		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Organization, Supply, and Services, Volume 1		RESEARCH ROOM	B	3

KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Organization, Supply, and Services, Volume 2		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Signal Corps: The Emergency (To December 1941)		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Signal Corps: The Outcome (Mid - 1943 through 1945)		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Transportation Corps: Movements, Training, and Supply		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Transportation Corps: Operations Overseas		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		RESEARCH ROOM	B	3
U.S. Army	U.S. Army in World War II: The War Department: The Army and Industrial Manpower		RESEARCH ROOM	A	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Campaign in the Marianas		RESEARCH ROOM	B	2



<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army	U.S. Army in World War II: The War in the Pacific: Guadalcanal: The First Offensive		RESEARCH ROOM	B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Leyte : The Return to the Philippines		RESEARCH ROOM	B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Okinawa: The Last Battle		RESEARCH ROOM	B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Seizure of the Gilberts and Marshalls		RESEARCH ROOM	B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Strategy and Command: The First Two Years		RESEARCH ROOM	B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: The Approach to the Philippines		RESEARCH ROOM	B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: The Fall of the Philippines		RESEARCH ROOM	B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Triumph in the Philippines		RESEARCH ROOM	B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Victory in Papua		RESEARCH ROOM	B	2
U.S. Army	U.S. Army in World War II: The Western Hemisphere: Guarding the United States and it's Outposts		RESEARCH ROOM	A	4
U.S. Army	U.S. Army in World War II: The Western Hemisphere: The Framework of Hemisphere Defense		RESEARCH ROOM	A	4

KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	U.S. Army in World War II: Vol 01: The Army Ground Forces: The Organization of Army Ground Combat Troops		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 02: The Army Ground Forces: The Procurement and Training of Ground Combat Troops		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 03: The Army Services Forces: The Organization and Role of The Army Service Forces		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 04: The Western Hemisphere: The Framework of Hemisphere Defense		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 05: The War in The Pacific: The Fall of The Phillipines		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 06: The War in The Pacific: Guadalcanal: The First Offensive		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 07: The War in The Pacific: Victory in Papua		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 08: The War in The Pacific: Cartwheel: The Reduction of Rabaul		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 09: The War in The Pacific: Seizure of The Gilberts and Marshalls		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 10: The War in The Pacific: Campaign in The Marianas		RECON	D	2

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army	U.S. Army in World War II: Vol 11: The War in The Pacific: The Approach To The Phillipines		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 12: The War in The Pacific: Leyte: The Return To The Phillipines		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 13: The War in The Pacific: Okinawa: The Last Battle		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 14: The Mediterranean Theater of Operations: Northwest Africa: Seizing The Initiative in The West		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 15: The Mediterranean Theater of Operations: Sicily and The Surrender of Italy		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 16: The Mediterranean Theater of Operations: Cassino to The Alps		RECON	D	2
U.S. Army	U.S. Army in World War II: Vol 17: The European Theater of Operations The Supreme Command		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 18: The European Theater of Operations Logistical Support of The Armies, Volume 1: May 1941-September 1944		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 19: The European Theater of Operations Logistical Support of The Armies, Volume 2: September 1944-May 1945		RECON	D	3

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army	U.S. Army in World War II: Vol 20: The European Theater of Operations Cross Channel Attack		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 21: The European Theater of Operations Breakout and Pursuit		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 22: The European Theater of Operations The Lorraine Campaign		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 23: The European Theater of Operations The Ardennes: Battle of The Bulge		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 24: The European Theater of Operations The Last Offensive		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 25: The Middle East Theater: The Persian Corridor and Aid to Russia		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 26: The China-Burma-India Theater: Stilwell's Mission to China		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 27: The China-Burma-India Theater: Stilwell's Command Problems		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 28: The China-Burma-India Theater: Time Runs Out In CBI		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 29: The Technical Services: The Chemical Warfare Service: Organizing For War		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 30: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		RECON	D	3

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army	U.S. Army in World War II: Vol 31: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		RECON	D	3
U.S. Army	U.S. Army in World War II: Vol 32: The Technical Services: The Corps of Engineers: Construction in The United States		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 33: The Technical Services: The Corps of Engineers: War Against Japan		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 34: The Technical Services: The Medical Department: Hospitalization and Evacuation, Zone of Interior		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 35: The Technical Services: The Medical Department: Medical Service in The Mediterranean and Minor Theaters		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 36: The Technical Services: The Ordnance Department: Planning Munitions For War		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 37: The Technical Services: The Ordnance Department: Procurement and Supply		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 38: The Technical Services: The Ordnance Department: On Beachhead and Battlefield		RECON	D	4

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army	U.S. Army in World War II: Vol 39: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 1		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 40: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 2		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 41: The Technical Services: The Quartermaster Corps: Operations In The War Against Japan		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 42: The Technical Services: The Quartermaster Corps: Operations In The War Against Germany		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 43: The Technical Services: The Signal Corps: The Emergency (To December 1941)		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 44: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 46: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 47: The Technical Services: The Transportation Corps: Movements, Training and Supply		RECON	D	4

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army	U.S. Army in World War II: Vol 48: The Technical Services: The Transportation Corps: Operations Overseas		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 49: The Technical Services: The Corps of Engineers: The War Against Germany		RECON	D	4
U.S. Army	U.S. Army in World War II: Vol 50: Special Studies: Chronology: 1941-1945	List dates, events & locations	RECON	D	5
U.S. Army	U.S. Army in World War II: Vol 51: Special Studies: Rearming The French		RECON	D	5
U.S. Army	U.S. Army in World War II: Vol 52: Special Studies: Three Battles: Arnaville, Altuzzo, and Schmidt		RECON	D	5
U.S. Army	U.S. Army in World War II: Vol 53: Special Studies: The Women's Army Corps		RECON	D	5
U.S. Army	U.S. Army in World War II: Vol 54: Special Studies: Manhattan: The Army and The Atomic Bomb		RECON	D	5
U.S. Army	U.S. Army in World War II: Vol 55: Pictorial Record: The War Against Japan		RECON	D	5
U.S. Army	U.S. Army in World War II: Vol 56: Pictorial Record: The War Against Germany: Europe and Adjacent Areas		RECON	D	5
U.S. Army	U.S. Army in World War II: Vol 57: Special Studies: The Employment of Negro Troops		RECON	D	5
U.S. Army	U.S. Army Mobilization and Logistics in the Korean War	U.S. Army Center of Military History	RESEARCH ROOM	C	2

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army	U.S. Army Signals Intelligence in World War II	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	UN Operational Art	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Army	Utah Beach To Cherbourg		RESEARCH ROOM	A	5
U.S. Army	Vietnam Studies, Air Mobility	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, Allied Participation in Vietnam	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, Base Development 1965-1970	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, Communications-Electronics	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, Division-level communications 1962-1973	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, Field Artillery 1954-1973	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, Financial Management of the Vietnam Conflict	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, Law at War Vietnam 1964-1973	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, Logistic Support	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, Medical Support 1965-1970	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, Mounted Combat in Vietnam	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, Riverine Operations	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, The Development and Training of the South Vietnamese Army 1951-1972	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, The Role of Military Intelligence 1965-1967	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, The War in the Northern Provinces 1966-1968	Dept of the Army	RESEARCH ROOM	C	3



KeyWords	Title	Description	Location	Section	Shelf
U.S. Army	Vietnam Studies, U.S. Army Engineers 1965-1970	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army	Vietnam Studies, U.S. Army Special Forces 1961-1971	Dept of the Army	RESEARCH ROOM	C	3
U.S. Army Terms	Dictionary of United States Army Terms, TM 20-205, Jan 1944		RECON	A	1
U.S. Navy	Philippine Liberation Ships and Units (1944-1945)	Bureau of Naval Personnel	SIS	A	1
U.S. Navy and Marine Corps	Unit Awards	U.S. Navy and Marine Corps	SIS	A	1
Unit	The Army Air Forces in WWII: Combat Chronology 1941-1945		RECON	D	1
Unit Citations	Combat Unit List June 1950-June 1952 (listed numerically by general order number)		ARMY MEDALS		
Unit Citations	Participation Credit Register 1960-1981 (Vietnam and forward, listed by unit)		ARMY MEDALS		
Unit Citations	Unit Citation Roster 1991-1997 (Desert Storm and Forward, listed numerically)		ARMY MEDALS		
Unit Citations	Participation Credit Register (WWII and Korea, listed by unit)		ARMY MEDALS		
Unit Locations	APO Numbers Used in WWII and the location using each number on a specific date (5 x 8 card file)		RECON	TT	0
Unit Records	Company Administration & Personnel Records (Guide for a company clerk, WWII)		RECON	A	1
Units	A – L  Air Transport Squadron 1- LION units (all numbers)	Misc. information on units and squadrons	NAVY	D1	B

KeyWords	Title	Description	Location	Section	Shelf
Units	Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium & Italy 1917-1918		RECON	D	1
Units	Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	RECON	OR	0
Units	Louisiana: The Story Of The Washington Artillery In WWII (141st Artillery)		RECON	E	5
Units	QMC Historical Studies: Supply by Sky, The Quartermaster Airborne Development 1950-1953		RECON	D	1
Units	Quartermaster Support of The Army: A History of The Corps 1775-1939		RECON	D	1
Units	The Army Air Forces in WWII-Europe: Torch to Pointblank Aug 1942 to Dec 1943		RECON	D	1
US Army Reserve Updates	All Ranks Personnel Update - Book 13 (1988)		ARMY		
US Army Reserve Updates	All Ranks Personnel Update - Book 3 (1985)		ARMY		
US Army Reserve Updates	All Ranks Personnel Update - Book 4 (1985)		ARMY		
US Army Reserve Updates	All Ranks Personnel Update - Book 5 (1985)		ARMY		
US Army Reserve Updates	Enlisted Ranks Personnel Update - Book 2 (1984)		ARMY		
US Army Reserve Updates	Officer Ranks Personnel Update - Book 12 (1988)		ARMY		
US Army Reserve Updates	Officer Ranks Personnel Update - Book 6 (1986)		ARMY		
US Army Reserve Updates	Officer Ranks Personnel Update - Book 9 (1986)		ARMY		

KeyWords	Title	Description	Location	Section	Shelf
US Army Reserve Updates	Reserve Components Personnel - Book 20 (1988)		ARMY		
US Army Reserve Updates	Reserve Components Personnel - Book 22 (1990)		ARMY		
USCG	Amendment # 1 to the USCG Medals and Awards Manual-changes to Chapters 1, 2, 3, 4, 5, 6, 7, and 8 dated 20 July 1977		NAVY	6	5
USCG	Amendment # 70 to CG-207, USCG Personnel Manual-changes to Chapters 3, 5, 7, 8, and 12 dated 13 February 1978		NAVY	6	5
USCG	Amendment # 71 to CG-207, USCG Personnel Manual-changes to Chapters 1, 5, and 10 dated 28 February 1978		NAVY	6	5
USCG	Canceled USCG COMDT Instructions, 1000-end, 3 books - IN BLACK BINDER		NAVY	6	3
USCG	Canceled USCG COMDT Notices, 5000-end - IN BLACK BINDER		NAVY	6	3
USCG	Canceled USCG Personnel Instructions - IN BLACK BINDER		NAVY	6	3
USCG	CG-111-USCG Register of Officers and Cadets, 1967 and 1973-1976 (5 books)		NAVY	6	5
USCG	CG-191-Rules and Regulations for Licensing and Certificating of Merchant Marine Personnel, Subchapter B, 1 May 1968		NAVY	6	5
USCG	CG-199-1-USCG Directives System		NAVY	6	2
USCG	CG-207-USCG Personnel Manual (2 books)		NAVY	6	3

KeyWords	Title	Description	Location	Section	Shelf
USCG	CG-207-USCG Personnel Manual Amendments (manila folder)		NAVY	6	5
USCG	CG-213-USCG History (pamphlet)		NAVY	6	5
USCG	CG-218-USCG Catalog of Forms		NAVY	6	2
USCG	CG-229-USCG Organizational Manual		NAVY	6	2
USCG	CG-236-USCG Directives Publications and Reports Index		NAVY	6	2
USCG	CG-238-USCG Register of Reserve Officers, 1962, 1968, and 1973- 1977 (7 books)		NAVY	6	5
USCG	CG-241-USCG Supplement to Manual for Court Martial		NAVY	6	3
USCG	CG-241-USCG Supplement to Manual for Court Martial.		NAVY	6	1
USCG	CG-296-USCG Administration Manual for USCGR, 1972		NAVY	6	2
USCG	CG-300-USCG Regulations (separate book)		NAVY	6	5
USCG	CG-300-USCG Regulations, 1975		NAVY	6	2
USCG	CG-300-USCG Regulations, canceled		NAVY	6	5
USCG	CG-311-USCG Enlisted Rating Qualifications Manual		NAVY	6	1
USCG	CG-311-USCG Enlisted Rating Qualifications Manual, 1964		NAVY	6	5
USCG	CG-416-USCG Paperwork Management Manual		NAVY	6	5
USCG	COMDINST (Commandant Instructions) M1427.1A- USCG Register of Officers, 1 July 1979		NAVY	6	5

KeyWords	Title	Description	Location	Section	Shelf
USCG	COMDINST M1427.1D-USCG Register of Officers, 1 July 1982		NAVY	6	5
USCG	COMDTNOTE (Commandants Notices) 5605 [Old CG-131]-USCG Standard Distribution List, # 113, 1 April 1981		NAVY	6	5
USCG	COMDTNOTE 1000-Changes to Chapter 1 of the USCG Personnel Manual, dated 5 August 1980 and cancelled 5 February 1981.		NAVY	6	5
USCG	COMDTNOTE 1000-Changes to Chapter 4 of the USCG Personnel Manual, dated 6 October 1980, cancelled 6 April 1981		NAVY	6	5
USCG	COMDTNOTE-1000-Changes to Chapter 11 of the USCG Manual dated 1 December 1978, cancelled 1 June 1979		NAVY	6	5
USCG	COMDTNOTE-1000-Changes to Chapter 3, section H of the USCG Personnel Manual dated 8 January 1979, cancelled 8 July 1979 (2 books)		NAVY	6	5
USCG	COMDTNOTE-1000-Changes to Chapter 4 of the USCG Personnel Manual, dated 22 February 1979, cancelled 22 August 1979 (2 books)		NAVY	6	5
USCG	COMDTNOTE-1000-Changes to Chapters 1, 2, 3, and 6 of the USCG Medals and Awards Manual dated 23 March 1979, cancelled 23 September 1979		NAVY	6	5

KeyWords	Title	Description	Location	Section	Shelf
USCG	COMDTNOTE-1000- Changes to Chapters 4, 5, 6, 12, 18, and 20 of the USCG Personnel Manual dated 30 July 1978, cancelled 30 January 1979		NAVY	6	5
USCG	COMDTNOTE-1080- Changes to Chapters 2, 3, and Appendix A and D of the USCG Personnel Management Information System Manual dated 6 October 1978, cancelled 6 April 1979		NAVY	6	5
USCG	Superseded pages from USCG Administration Manual for USCGR, July 1964 (file folder)		NAVY	6	4
USCG	Superseded pages from USCG Comptroller Manual, vol. 2, section B, page 201 to end of section B. (file folder)		NAVY	6	4
USCG	Superseded pages from USCG Comptroller Manual, vol. 2, sections A & B to page 200. (file folder)		NAVY	6	4
USCG	Superseded pages from USCG Comptroller Manual, vol. 2, sections C through G. (file folder)		NAVY	6	4
USCG	Superseded pages from USCG Enlisted Rating Qualifications Manual, 12/60 to 6/20/75 (file folder)		NAVY	6	4
USCG	Superseded pages from USCG Medical Manual, 1958 (file folder)		NAVY	6	4
USCG	Superseded pages from USCG Medical Manual, 1972 (file folder)		NAVY	6	4
USCG	Superseded pages from USCG Personnel Manual Amendments, 11/67, amendments 1 to ? (2 file folders)		NAVY	6	5

KeyWords	Title	Description	Location	Section	Shelf
USCG	Superseded pages from USCG Personnel Manual, 1955 (file folder)		NAVY	6	4
USCG	Superseded pages from USCG Personnel Manual, 1955 (file folder)		NAVY	6	5
USCG	Superseded pages from USCG Regulations Manual, 1955 (file folder)		NAVY	6	4
USCG	The Coast Guard at 175 years (informational pamphlet) - IN BLACK BINDER		NAVY	6	3
USCG	The United States Merchant Marine - IN BLACK BINDER		NAVY	6	3
USCG	USCG Canceled COMDT Instructions, 1000-4999		NAVY	6	2
USCG	USCG COMDT Instructions, 1000-5599, vol. 1 & 2 (2 books)		NAVY	6	1
USCG	USCG Commandant notices (COMDT Notices)		NAVY	6	1
USCG	USCG Commandants Bulletins. (file folder)		NAVY	6	4
USCG	USCG Comptroller Manual, vol. 2, amendment manual - IN BLACK BINDER		NAVY	6	3
USCG	USCG Discharges, Reasons and Authority		NAVY	6	1
USCG	USCG History - IN BLACK BINDER		NAVY	6	3
USCG	USCG Law Bulletins, 1958-1974, 5 separate books		NAVY	6	1
USCG	USCG Medical Manual, 2 books including the 1972 edition.		NAVY	6	2
USCG	USCG Medical Notices and Medical Services-Uniformed Services Health Benefits Program.	Explains CHAMPUS as it pertains to USCG personnel.	NAVY	6	1

KeyWords	Title	Description	Location	Section	Shelf
USCG	USCG misc. instructions and notices		NAVY	6	2
USCG	USCG Participation in International Affairs - IN BLACK BINDER		NAVY	6	3
USCG	USCG Personnel Instructions, 1959 to ?		NAVY	6	1
USCG	USCG Personnel Management Information System		NAVY	6	2
USCG	USCG Register of Coast Guard Cutters - IN BLACK BINDER		NAVY	6	3
USCG	USCG Register of Reserve Officers/Enlisted, Selected Reserve, Inactive and Retired Personnel, 1989		NAVY	6	5
USCG	USCG Release Policy		NAVY	6	2
USCG	USCG Standard Distribution List - IN BLACK BINDER		NAVY	6	3
USCG	Various COMDT Notices-contained inside a black three ring binder.		NAVY	6	2
USCG	Various USCG Messages		NAVY	6	5
USMC	HQO P5000.3A-USMC HQ Manual, vol.1		NAVY	5	2
USMC	Listing of USMC officers on Active Duty for the following years: 1954, 1956 – 1967. (11 separate books)		NAVY	5	1
USMC	Marine Corps Historical Reference Pamphlets-3 separate file boxes		NAVY	5	1
USMC	Marine Corps Manual, Chapter 8 only (same as the USMC Sep. and Ret. Manual)		NAVY	5	3
USMC	MCI (Marine Corps Institute) handbook	Cover the MCI courses offered, how to apply, completion of MCI courses.	NAVY	5	2



KeyWords	Title	Description	Location	Section	Shelf
USMC	MCO P1000.6-USMC Assignment Classification and Travel Systems Manual (ACTS Manual)		NAVY	5	2
USMC	MCO P1070.8-USMC Individual Records and Accounting Manual (changes only)		NAVY	5	2
USMC	MCO P1200- USMC MOS Manual for 1990		NAVY	5	2
USMC	MCO P1200.7- Cancelled USMC MOS Manual pages from 1954		NAVY	5	3
USMC	MCO P1200.7-USMC MOS Manual-1949 (2 books)		NAVY	5	3
USMC	MCO P1200.7-USMC MOS Manual-1954		NAVY	5	3
USMC	MCO P1200.7-USMC MOS Manual-1994		NAVY	5	3
USMC	MCO P1200.7A-USMC MOS Manual from 1969 (2 books)		NAVY	5	2
USMC	MCO P1200.7H-USMC MOS Manual-1989		NAVY	5	3
USMC	MCO P1400.29-USMC Promotions Manual- 12/68		NAVY	5	2
USMC	MCO P1760.8-USMC Civil Readjustment Manual		NAVY	5	2
USMC	MCO P1900.16-USMC Separation and Retirement Manual (no date on folder/booklet)		NAVY	5	3
USMC	MCO P1900.16-USMC separation and Retirement Manual, Chapter 11 only		NAVY	5	3
USMC	MCO P3040.4-USMC Casualty Procedures Manual		NAVY	5	2
USMC	MCO P5000.3-USMC Personnel Manual-1961 (two books/volumes)		NAVY	5	2

KeyWords	Title	Description	Location	Section	Shelf
USMC	MCO P5800.8-USMC Manual for Legal Administration.		NAVY	5	2
USMC	NAVMC 1005C-Listing of Retired USMC Personnel –12/21/70		NAVY	5	3
USMC	Superseded pages from USMC Assignment, Classification, and Travel Manual (ACTS Manual)-7/69		NAVY	5	1
USMC	Superseded pages from USMC MOS (Military Occupational Specialty) Manual 1954 and 6/69 2 separate file boxes		NAVY	5	1
USMC	Superseded pages from USMC Personnel Manual-1961 edition		NAVY	5	1
USMC	USMC Manual-1961		NAVY	5	3
USMC	USMC Orders and Bulletins		NAVY	5	3
USMC	USMC Personnel Manual, vol.1		NAVY	5	3
USMC	USMC S.O.P. (Standard Operating Procedures) Manual (2 books)	Covers everything from how to sign for mail received at USMC commands to how to report unit emergencies.	NAVY	5	2
USMC	USMC Separation and Retirement Manual-1968-1972		NAVY	5	3
USMC	USMC Separation and Retirement Manual-no date on folder		NAVY	5	3
VA	Federal Benefits for Veterans and Dependents	Department of Veterans Affairs	SIS	A	1
Vietnam		List of Army personnel killed in action in the Vietnam War, listed by home state of record	ARMY MEDALS		
Vietnam	Alphabetical list of Vietnam prisoners of war and missing in action		ARMY MEDALS		

KeyWords	Title	Description	Location	Section	Shelf
Vietnam	Defense Prisoner of War/Missing Personnel Office Reference Document	U.S. Personnel Missing, Southeast Asia (and selected Foreign Nationals)	SIS	A	1
Vietnam	Department of the Army Pamphlet 672-3	Unit Citation and Campaign	ARMY MEDALS		
Vietnam	Participation Credit Register 1960-1981 (Vietnam and forward, listed by unit)		ARMY MEDALS		
Vietnam	POW Listing (Returned to Military control)	Korean War and Vietnam	SIS	A	1
Vietnam	Researching the Vietnam Experience	U.S. Army Center of Military History	RESEARCH ROOM	C	3
Vietnam	The Final Collapse	U.S. Army Center of Military History	RESEARCH ROOM	C	3
Vietnam	U.S. Army in Vietnam (Advice and support- the early years 1941-1960)	U.S. Army Center of Military History	RESEARCH ROOM	C	3
Vietnam	U.S. Army in Vietnam (Advice and support: The final years, 1965-1973)	U.S. Army Center of Military History	RESEARCH ROOM	C	3
Vietnam	U.S. Army in Vietnam, The Military and the Media 1962-68	U.S. Army Center of Military History	RESEARCH ROOM	C	3
Vietnam	U.S. Army in Vietnam, The Military and the Media 1968-73	U.S. Army Center of Military History	RESEARCH ROOM	C	3
Vietnam	Vietnam Casualty Microfiche (alphabetical, with explanation of codes)		ARMY MEDALS		
Vietnam	Vietnam Studies, Air Mobility	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, Allied Participation in Vietnam	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, Base Development 1965-1970	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, Communications-Electronics	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, Division-level communications 1962-1973	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, Field Artillery 1954-1973	Dept of the Army	RESEARCH ROOM	C	3

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Vietnam	Vietnam Studies, Financial Management of the Vietnam Conflict	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, Law at War Vietnam 1964-1973	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, Logistic Support	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, Medical Support 1965- 1970	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, Mounted Combat in Vietnam	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, Riverine Operations	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, The Development and Training of the South Vietnamese Army 1951- 1972	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, The Role of Military Intelligence 1965-1967	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, The War in the Northern Provinces 1966-1968	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, U.S. Army Engineers 1965- 1970	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Studies, U.S. Army Special Forces 1961-1971	Dept of the Army	RESEARCH ROOM	C	3
Vietnam	Vietnam Veterans Memorial - Directory of Names		SIS	A	1
W.A.A.C.	Index to General Orders, Bulletins, Circulars and W- Memorandums (W- Memos Pertain to W.A.A.C.) War Department 1920-1944		RECON	C	6
W.A.A.C.	Women's Army Auxiliary Corps Regulations & Circulars, AR 600-39, 1942-1944		RECON	F	6
War Department	War Department, General Court-Martial Orders 1931-1938		RECON	C	6

KeyWords	Title	Description	Location	Section	Shelf
Wash. D.C.	Officers of The Army Stationed In or Near Washington, D.C. In 1920, 1933 and 1943 (3 books in one jacket)		RECON	B	1
WWI	Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium & Italy 1917-1918		RECON	D	1
WWI	Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium and Italy 1917-1918		ARMY MEDALS		
WWI	Composition of National Guard Divisions and Disposition of Former National Guard Units July 1918		RECON	E	6
WWI	Deaths, Enlisted Men, WWI, April 1917-Oct 1918	On Microfiche, Request From Recon Search & Control Section- Give Approximate Date of Death if Known	RECON	SC	0
WWI	Discharges From Draft (Due to cessation of hostilities) Nov 10, 1918 to Nov 15, 1918		RECON	OR	0
WWI	Final Report of The U.S. Military Mission On American Prisoners of War Aug 1919		RECON	E	2
WWI	Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	RECON	OR	0
WWI	List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		RECON	E	2

KeyWords	Title	Description	Location	Section	Shelf
WWI	Maryland In WWI Military & Naval Service Records, 1917-1919 (2 volumes)	Honor roll, roster of personnel, unit assignments, medals received, review of WWI: Army & Navy	RECON	E	3
WWI	Maryland in WWI Military and Naval Service Records, Maps-Battle Locations 1917-1919 (3 books)		RECON	E	3
WWI	New York State, Roll of Honor (Deaths in the Service) 1917-1919		RECON	E	5
WWI	North Carolina-WWI Service Record Cards (3 x 5 card file)		RECON	OR	0
WWI	Nurses Who Served In WWI		RECON	E	2
WWI	Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	RECON	E	4
WWI	Official Roster of North Dakota For Soldiers, Sailors and Marines, 1917-1918 (4 volumes)	Shows name, rank, branch of svc., serial number, dates served, date of birth, overseas dates	RECON	E	3
WWI	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 1 thru 15)		RECON	E	4
WWI	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 16 thru 23)		RECON	E	5
WWI	Order Of Battle Of The U.S. Land Forces In WWI, American Expeditionary Forces-Divisions	Info on command, composition, operations & history of divisions & large units	RECON	D	1
WWI	Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-Divisions	Info on Command, Composition, Operations & History of Divisions & Large Units	RECON	D	1

KeyWords	Title	Description	Location	Section	Shelf
WWI	Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-General HQ, Armies, Army Corps, Services of Supply & Separate Forces		RECON	D	1
WWI	Prisoner of War Roster World War I (2 books, alphabetical)		ARMY MEDALS		
WWI	Register of Posthumous Commisions WWI		RECON	TT	0
WWI	Rosters of Maine in WWI and Report of the Adjutant General of the State of Maine WWI, 1917-1919 (4 Volumes)		RECON	E	6
WWI	Service Records of Connecticut Veterans 1917-1920 (3 volumes)	Shows Name, Rank, Branch of Service, Serial Number, Dates of Service and Character of Discharge	RECON	E	3
WWI	State National Guard units-Federal Designations In WWI, 1917		RECON	E	6
WWI	U.S. Army in the World War: Bulletins - Volume 17		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: General Orders - Volume 16		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Military Operations - Volume 5		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Military Operations - Volume 6		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Military Operations - Volume 7		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Military Operations - Volume 8		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Military Operations - Volume 9		RESEARCH ROOM	A	1

KeyWords	Title	Description	Location	Section	Shelf
WWI	U.S. Army in the World War: Organization- Volume 1		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Policies - Volume 2		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Reports - Volume 12		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Reports - Volume 13		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Reports - Volume 14		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Reports - Volume 15		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Training - Volume 3		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: Military Operations - Volume 4		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: The Armistice - Volume 10, Part 1		RESEARCH ROOM	A	1
WWI	U.S. Army in the World War: The Armistice - Volume 11, Part 2		RESEARCH ROOM	A	1
WWI	WWI Battle Credits & Misc. Orders		RECON	D	1
WWI	WWI Card Files	Index cards listed alphabetically by veterans' names; unit and award information	ARMY MEDALS		
WWI	WWI General Orders, filed by unit		ARMY MEDALS		
WWI	WWI Honor Roll, South Carolina, 1917-1919	Shows Name, Rank, City of Residence and Date of Death	RECON	E	5
WWI	WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm- Arranged by Officer, Enlisted or Nurse and Deaths in Service	RECON	OR	0
WWI	WWI unit campaign credit index cards		ARMY MEDALS		



KeyWords	Title	Description	Location	Section	Shelf
WWII		List of units eligible for the special award of the Bronze Star Medal for the Philippines during World War II	ARMY MEDALS		
WWII	Aleutian Islands	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Algeria-French Morocco	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	American Battle Monuments Commission Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		RECON	E	2
WWII	American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	RECON	E	2
WWII	An Unknown Future and a Doubtful Present: Writing the Victory Plan of 1941		RESEARCH ROOM	A	2
WWII	APO Numbers Used in WWII and the location using each number on a specific date (5 x 8 card file)		RECON	TT	0
WWII	Army Casualties at Pearl Harbor (listed alphabetically (2 copies))		ARMY MEDALS		
WWII	Bastogne: The First Eight Days		RESEARCH ROOM	A	5

KeyWords	Title	Description	Location	Section	Shelf
WWII	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	RECON	TT	0
WWII	Central Pacific	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	RECON	OR	0
WWII	Defense of the Americas	The U.S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Department of the Army Pamphlet 672-1	Unit Citation and Campaign	ARMY MEDALS		
WWII	Egypt-Libya	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Fifth Army at the Winter Line		RESEARCH ROOM	A	4
WWII	Foreign Claims Settlement Commission Records	Microfilm info on claims filed by vets who were P.O.W. in WWII & Korea- Payment can verify P.O.W. status & dollars paid may indicate days held	RECON	SC	0
WWII	From the Volturno to the Winter Line		RESEARCH ROOM	A	4
WWII	Going Back To Civilian Life War Department Pamphlet No. 21-4 Aug 1945		RECON	A	1
WWII	Guadacanal	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Guam		RESEARCH ROOM	B	2

KeyWords	Title	Description	Location	Section	Shelf
WWII	Historical Mongraph-HQ. Italian Service Unit, May 1946	Pertains to Italian prisoners of war	RECON	OR	0
WWII	Historical Studies Of The Army In WWII (1942-1945), 57 volumes are available in th Recon library	(NPRC Archivists Have More Volumes)	RECON	D	2
WWII	India-Burma	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	RECON	OR	0
WWII	Jeburgh Team Operations In Support of the 12th Army Group, August 1944 Combat Studies Institute		RESEARCH ROOM	A	2
WWII	Learning Lessons in the American Expeditionary Forces		RESEARCH ROOM	A	2
WWII	Listing of Deaths, Army Air Corps, 7 Dec 1941 thru 31 Dec 1945 (17 books arranged alphebetically in a large box)		RECON	TT	0
WWII	Louisana: The Story Of The Washington Artillery In WWII (141st Artillery)		RECON	E	5
WWII	Makin		RESEARCH ROOM	B	2
WWII	Maryland In WWII Register of Service Personnel Sep 16, 1940 to Dec 31, 1946 (5 volumes)	Shows name, rank, branch of svc., serial number and home town	RECON	E	3
WWII	Maryland In WWII, 1917-1919 (2 volumes)	Military & Naval Service Records, Honor Roll, Roster Of Personnel, Unit Assignments, Medals Received, Review Of WWI : Army & Navy	RECON	E	3

KeyWords	Title	Description	Location	Section	Shelf
WWII	Medical Department U.S. Army: Internal Medicine in WWII, Volume 1: Activities of Medical Consultants		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Internal Medicine in WWII, Volume 2: Infectious Diseases		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 2: Environmental Hygiene		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 3: Personal Health Measures and Immunization		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 4: Communicable Diseases		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 5: Communicable Diseases		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Surgery in WWII, Volume 2: General Surgery		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Hand Surgery		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Ophthalmology and Otolaryngology		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Orthopedic Surgery in the European Theater of Operations		RESEARCH ROOM	B	1

KeyWords	Title	Description	Location	Section	Shelf
WWII	Medical Department U.S. Army: Surgery in WWII: Orthopedic Surgery in the Mediterranean Theater of Operations		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Physiologic Effects of Wounds		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Thoracic Surgery, Volume 2		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Vascular Surgery		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Veterinary Service in WWII		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Wound Ballistics		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Cold Injury - Ground Type		RESEARCH ROOM	B	1
WWII	Medical Department U.S. Army: Dental Service in WWII		RESEARCH ROOM	B	1
WWII	Merrill's Marauders		RESEARCH ROOM	B	2
WWII	Moscow to Stalingrad: Decision in the East		RESEARCH ROOM	A	5
WWII	Naples-Foggia	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	New Guinea	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Normandy	The U.S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Northern Solomons	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Official Roster of South Carolina Servicemen & Servicewomen, 1941- 1946 (5 volumes)		RECON	E	5

KeyWords	Title	Description	Location	Section	Shelf
WWII	Omaha Beachhead		RESEARCH ROOM	A	5
WWII	Omar Nelson Bradley: The Centennial		RESEARCH ROOM	A	2
WWII	Order of Battle Divisions in the European Theater, WWII (2 binders)	Units assigned under Infantry during campaigns & Battles	RECON	D	1
WWII	Papau	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Papua Campaign		RESEARCH ROOM	B	2
WWII	Philippine Islands	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Philippine Liberation Ships and Units (1944-1945)	Bureau of Naval Personnel	SIS	A	1
WWII	Po Valley	The U.S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	Prisoner of War Roster World War II (16 books, alphabetical)		ARMY MEDALS		
WWII	Register of World War II and Korean War Dead	American Battle Monument Commission ( books, 3 volumes, and microfiche, listed alphabetically)	ARMY MEDALS		
WWII	Reports of General MacArthur: Japanese Operations in the Southwest Pacific Area, Volume 2, Part 1		RESEARCH ROOM	B	2
WWII	Reports of General MacArthur: Japanese Operations in the Southwest Pacific Area, Volume 2, Part 2		RESEARCH ROOM	B	2
WWII	Reports of General MacArthur: MacArthur in Japan: The Occupation: Military Phase, Volume 1, Supplement		RESEARCH ROOM	B	2
WWII	Southern Philippines	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2

KeyWords	Title	Description	Location	Section	Shelf
WWII	St - Lo		RESEARCH ROOM	A	5
WWII	Stalingrad to Berlin: The German Defeat in the East		RESEARCH ROOM	A	5
WWII	The Admiralties		RESEARCH ROOM	B	2
WWII	The Army Air Forces in WWII: Combat Chronology 1941-1945		RECON	D	1
WWII	The Army Nurse Corps: A Commemoration of WWII Service		RESEARCH ROOM	A	2
WWII	The Employment of Negro Troops	U.S. Army Center of Military History	RESEARCH ROOM	C	2
WWII	The Staff Ride		RESEARCH ROOM	A	2
WWII	The Woman's Army Corps: A Commemoration of WWII Service		RESEARCH ROOM	A	2
WWII	Time Honored Professionals: The NCO Corps Since 1775		RESEARCH ROOM	A	2
WWII	To Bizerte With the II Corps		RESEARCH ROOM	A	4
WWII	Tunisia	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
WWII	U.S Army in World War II: Vol 45: The Technical Services: The Signal Corps: The Outcome (Mid-1943 through 1945)		RECON	D	4
WWII	U.S. Army in World War II: Special Studies: Chronology 1941-1945		SIS	A	1
WWII	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the European Theater of Operations		RESEARCH ROOM		

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the Mediterranean and Minor Theaters		RESEARCH ROOM	B	4
WWII	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the War against Japan		RESEARCH ROOM	B	4
WWII	U.S. Army in World War II: The Technical Services, The Medical Department: Hospitalization and Evacuation, Zone of Interior		RESEARCH ROOM	B	4
WWII	U.S. Army in World War II: The War Department: Chief of Staff: Prewar Plans and Preparations		RESEARCH ROOM	A	2
WWII	U.S. Army in World War II: The War Department: Global Logistics and Strategy: 1940-1943		RESEARCH ROOM	A	2
WWII	U.S. Army in World War II: The War Department: Global Logistics and Strategy: 1943-1945		RESEARCH ROOM	A	2
WWII	U.S. Army in World War II: The War Department: Strategic Planning For Coalition Warfare: 1941-1942		RESEARCH ROOM	A	2
WWII	U.S. Army in World War II: The War Department: Strategic Planning For Coalition Warfare: 1943-1945		RESEARCH ROOM	A	2
WWII	U.S. Army in World War II: The War Department: The Army and Economic Mobilization		RESEARCH ROOM	A	2
WWII	U.S. Army in World War II: The War Department: Washington Command Post: The Operations Division		RESEARCH ROOM	A	2



KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: Pictorial Record: The War Against Germany and Italy: Mediterranean and Adjacent Areas		RESEARCH ROOM	A	3
WWII	U.S. Army in World War II: Pictorial Record: The War Against Germany: European and Adjacent Areas		RESEARCH ROOM	A	3
WWII	U.S. Army in World War II: Pictorial Record: The War Against Japan		RESEARCH ROOM	A	3
WWII	U.S. Army in World War II: Special Studies: Buying Aircraft: Material Procurement for the Army Air Forces		RESEARCH ROOM	A	3
WWII	U.S. Army in World War II: Special Studies: Chronology: 1941-1945		RESEARCH ROOM	A	3
WWII	U.S. Army in World War II: Special Studies: Civil Affairs: Soldiers Become Governors		RESEARCH ROOM	A	3
WWII	U.S. Army in World War II: Special Studies: Manhattan: The Army and the Atomic Bomb		RESEARCH ROOM	A	3
WWII	U.S. Army in World War II: Special Studies: Military Relations Between the United States and Canada 1939-1945		RESEARCH ROOM	A	3
WWII	U.S. Army in World War II: Special Studies: Rearming the French		RESEARCH ROOM	A	3
WWII	U.S. Army in World War II: Special Studies: The Employment of Negro Troops		RESEARCH ROOM	A	3
WWII	U.S. Army in World War II: Special Studies: The Women's Army Corps		RESEARCH ROOM	A	3
WWII	U.S. Army in World War II: Special Studies: Three Battles: Arnaville, Altuzzo, and the Schmidt		RESEARCH ROOM	A	3

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: The Army Ground Forces: The Organization of Ground Combat Troops		RESEARCH ROOM	A	2
WWII	U.S. Army in World War II: The Army Service Forces: The Organization and Role of the Army Service Forces		RESEARCH ROOM	A	2
WWII	U.S. Army in World War II: The China-Burma-India Theater: Stilwell's Command Problems		RESEARCH ROOM	A	4
WWII	U.S. Army in World War II: The China-Burma-India Theater: Stilwell's Mission to China		RESEARCH ROOM	A	4
WWII	U.S. Army in World War II: The China-Burma-India Theater: Time Runs Out in the CBI		RESEARCH ROOM	A	4
WWII	U.S. Army in World War II: The European Theater of Operations: Breakout and Pursuit		RESEARCH ROOM	A	5
WWII	U.S. Army in World War II: The European Theater of Operations: Cross-Channel Attack		RESEARCH ROOM	A	5
WWII	U.S. Army in World War II: The European Theater of Operations: Logistical Support of the Armies, Volume II: September 1944 - May 1945		RESEARCH ROOM	A	5
WWII	U.S. Army in World War II: The European Theater of Operations: Riviera to the Rhine		RESEARCH ROOM	A	5
WWII	U.S. Army in World War II: The European Theater of Operations: The Ardennes: Battle of the Bulge		RESEARCH ROOM	A	5

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: The European Theater of Operations: The Last Offensive		RESEARCH ROOM	A	5
WWII	U.S. Army in World War II: The European Theater of Operations: The Lorraine Campaign		RESEARCH ROOM	A	5
WWII	U.S. Army in World War II: The European Theater of Operations: The Siegfried Line Campaign		RESEARCH ROOM	A	5
WWII	U.S. Army in World War II: The European Theater of Operations: The Supreme Command		RESEARCH ROOM	A	5
WWII	U.S. Army in World War II: The Mediterranean Theater of Operations: Salerno to Cassino		RESEARCH ROOM	A	4
WWII	U.S. Army in World War II: The Mediterranean Theater of Operations: Sicily and the Surrender of Italy		RESEARCH ROOM	A	4
WWII	U.S. Army in World War II: The Mediterranean Theater of Operations: Northwest Africa: Seizing the Initiative in the West		RESEARCH ROOM	A	4
WWII	U.S. Army in World War II: The Middle East Theater: The Persian Corridor and Aid to Russia		RESEARCH ROOM	A	4
WWII	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		RESEARCH ROOM	B	3

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: Organization for War		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Corps of Engineers: Construction in the U.S.		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Corps of Engineers: The War Against Germany		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Corps of Engineers: The War Against Japan		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Corps of Engineers: Troops and Equipment		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Ordnance Department: On Beachhead and Battlefield		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Ordnance Department: Planning Munitions for War		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Ordnance Department: Procurement and Supply		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Operations in the War Against Germany		RESEARCH ROOM	B	3

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Operations in the War Against Japan		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Organization, Supply, and Services, Volume 1		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Organization, Supply, and Services, Volume 2		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Signal Corps: The Emergency (To December 1941)		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Signal Corps: The Outcome (Mid - 1943 through 1945)		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Transportation Corps: Movements, Training, and Supply		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The Technical Services: The Transportation Corps: Operations Overseas		RESEARCH ROOM	B	3

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		RESEARCH ROOM	B	3
WWII	U.S. Army in World War II: The War Department: The Army and Industrial Manpower		RESEARCH ROOM	A	2
WWII	U.S. Army in World War II: The War in the Pacific: Campaign in the Marianas		RESEARCH ROOM	B	2
WWII	U.S. Army in World War II: The War in the Pacific: Guadalcanal: The First Offensive		RESEARCH ROOM	B	2
WWII	U.S. Army in World War II: The War in the Pacific: Leyte : The Return to the Philippines		RESEARCH ROOM	B	2
WWII	U.S. Army in World War II: The War in the Pacific: Okinawa: The Last Battle		RESEARCH ROOM	B	2
WWII	U.S. Army in World War II: The War in the Pacific: Seizure of the Gilberts and Marshalls		RESEARCH ROOM	B	2
WWII	U.S. Army in World War II: The War in the Pacific: Strategy and Command: The First Two Years		RESEARCH ROOM	B	2
WWII	U.S. Army in World War II: The War in the Pacific: The Approach to the Philippines		RESEARCH ROOM	B	2
WWII	U.S. Army in World War II: The War in the Pacific: The Fall of the Philippines		RESEARCH ROOM	B	2
WWII	U.S. Army in World War II: The War in the Pacific: Triumph in the Philippines		RESEARCH ROOM	B	2

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: The War in the Pacific: Victory in Papua		RESEARCH ROOM	B	2
WWII	U.S. Army in World War II: The Western Hemisphere: Guarding the United States and it's Outposts		RESEARCH ROOM	A	4
WWII	U.S. Army in World War II: The Western Hemisphere: The Framework of Hemisphere Defense		RESEARCH ROOM	A	4
WWII	U.S. Army in World War II: Vol 01: The Army Ground Forces: The Organization of Army Ground Combat Troops		RECON	D	2
WWII	U.S. Army in World War II: Vol 02: The Army Ground Forces: The Procurement and Training of Ground Combat Troops		RECON	D	2
WWII	U.S. Army in World War II: Vol 03: The Army Services Forces: The Organization and Role of The Army Service Forces		RECON	D	2
WWII	U.S. Army in World War II: Vol 04: The Western Hemisphere: The Framework of Hemisphere Defense		RECON	D	2
WWII	U.S. Army in World War II: Vol 05: The War in The Pacific: The Fall of The Phillipines		RECON	D	2
WWII	U.S. Army in World War II: Vol 06: The War in The Pacific: Guadalcanal: The First Offensive		RECON	D	2
WWII	U.S. Army in World War II: Vol 07: The War in The Pacific: Victory in Papau		RECON	D	2

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: Vol 08: The War in The Pacific: Cartwheel: The Reduction of Rabaul		RECON	D	2
WWII	U.S. Army in World War II: Vol 09: The War in The Pacific: Seizure of The Gilberts and Marshalls		RECON	D	2
WWII	U.S. Army in World War II: Vol 10: The War in The Pacific: Campaign in The Marianas		RECON	D	2
WWII	U.S. Army in World War II: Vol 11: The War in The Pacific: The Approach To The Phillipines		RECON	D	2
WWII	U.S. Army in World War II: Vol 12: The War in The Pacific: Leyte: The Return To The Phillipines		RECON	D	2
WWII	U.S. Army in World War II: Vol 14: The Mediterranean Theater of Operations: Northwest Africa: Seizing The Initiative in The West		RECON	D	2
WWII	U.S. Army in World War II: Vol 15: The Mediterranean Theater of Operations: Sicily and The Surrender of Italy		RECON	D	2
WWII	U.S. Army in World War II: Vol 16: The Mediterranean Theater of Operations: Cassino to The Alps		RECON	D	2
WWII	U.S. Army in World War II: Vol 17: The European Theater of Operations The Supreme Command		RECON	D	3



KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: Vol 18: The European Theater of Operations Logistical Support of The Armies, Volume 1: May 1941-September 1944		RECON	D	3
WWII	U.S. Army in World War II: Vol 19: The European Theater of Operations Logistical Support of The Armies, Volume 2: September 1944-May 1945		RECON	D	3
WWII	U.S. Army in World War II: Vol 20: The European Theater of Operations Cross Channel Attack		RECON	D	3
WWII	U.S. Army in World War II: Vol 21: The European Theater of Operations Breakout and Pursuit		RECON	D	3
WWII	U.S. Army in World War II: Vol 22: The European Theater of Operations The Lorraine Campaign		RECON	D	3
WWII	U.S. Army in World War II: Vol 23: The European Theater of Operations The Ardennes: Battle of The Bulge		RECON	D	3
WWII	U.S. Army in World War II: Vol 24: The European Theater of Operations The Last Offensive		RECON	D	3
WWII	U.S. Army in World War II: Vol 25: The Middle East Theater: The Persian Corridor and Aid to Russia		RECON	D	3
WWII	U.S. Army in World War II: Vol 27: The China-Burma-India Theater: Stilwell's Command Problems		RECON	D	3
WWII	U.S. Army in World War II: Vol 28: The China-Burma-India Theater: Time Runs Out In CBI		RECON	D	3

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: Vol 29: The Technical Services: The Chemical Warfare Service: Organizing For War		RECON	D	3
WWII	U.S. Army in World War II: Vol 30: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		RECON	D	3
WWII	U.S. Army in World War II: Vol 31: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		RECON	D	3
WWII	U.S. Army in World War II: Vol 32: The Technical Services: The Corps of Engineers: Construction in The United States		RECON	D	4
WWII	U.S. Army in World War II: Vol 33: The Technical Services: The Corps of Engineers: War Against Japan		RECON	D	4
WWII	U.S. Army in World War II: Vol 34: The Technical Services: The Medical Department: Hospitalization and Evacuation, Zone of Interior		RECON	D	4
WWII	U.S. Army in World War II: Vol 35: The Technical Services: The Medical Department: Medical Service in The Mediterranean and Minor Theaters		RECON	D	4
WWII	U.S. Army in World War II: Vol 36: The Technical Services: The Ordnance Department: Planning Munitions For War		RECON	D	4
WWII	U.S. Army in World War II: Vol 37: The Technical Services: The Ordnance Department: Procurement and Supply		RECON	D	4

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: Vol 38: The Technical Services: The Ordnance Department: On Beachhead and Battlefield		RECON	D	4
WWII	U.S. Army in World War II: Vol 39: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 1		RECON	D	4
WWII	U.S. Army in World War II: Vol 40: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 2		RECON	D	4
WWII	U.S. Army in World War II: Vol 41: The Technical Services: The Quartermaster Corps: Operations In The War Against Japan		RECON	D	4
WWII	U.S. Army in World War II: Vol 42: The Technical Services: The Quartermaster Corps: Operations In The War Against Germany		RECON	D	4
WWII	U.S. Army in World War II: Vol 43: The Technical Services: The Signal Corps: The Emergency (To December 1941)		RECON	D	4
WWII	U.S. Army in World War II: Vol 44: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		RECON	D	4
WWII	U.S. Army in World War II: Vol 47: The Technical Services: The Transportation Corps: Movements, Training and Supply		RECON	D	4

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army in World War II: Vol 48: The Technical Services: The Transportation Corps: Operations Overseas		RECON	D	4
WWII	U.S. Army in World War II: Vol 49: The Technical Services: The Corps of Engineers: The War Against Germany		RECON	D	4
WWII	U.S. Army in World War II: Vol 50: Special Studies: Chronology: 1941-1945	List dates, events & locations	RECON	D	5
WWII	U.S. Army in World War II: Vol 51: Special Studies: Rearming The French		RECON	D	5
WWII	U.S. Army in World War II: Vol 52: Special Studies: Three Battles: Arnaville, Altuzzo, and Schmidt		RECON	D	5
WWII	U.S. Army in World War II: Vol 53: Special Studies: The Women's Army Corps		RECON	D	5
WWII	U.S. Army in World War II: Vol 54: Special Studies: Manhattan: The Army and The Atomic Bomb		RECON	D	5
WWII	U.S. Army in World War II: Vol 55: Pictorial Record: The War Against Japan		RECON	D	5
WWII	U.S. Army in World War II: Vol 56: Pictorial Record: The War Against Germany: Europe and Adjacent Areas		RECON	D	5
WWII	U.S. Army in World War II: Vol 57: Special Studies: The Employment of Negro Troops		RECON	D	5

KeyWords	Title	Description	Location	Section	Shelf
WWII	U.S. Army In WWII, Office Of The Surgeon General, Medical Statistics (one volume)		RECON	D	5
WWII	U.S. Army Signals Intelligence in World War II	U.S. Army Center of Military History	RESEARCH ROOM	C	4
WWII	Utah Beach To Cherbourg		RESEARCH ROOM	A	5
WWII	WWII Honor List of Dead & Missing (By State & County, Alphebetcal-Shows Service Number & Rank) (10 Green Binders)		RECON	TT	0
WWII	WWII/Korean War General Orders Microfiche		ARMY MEDALS		
WWII Volume 13	U.S. Army in World War II: Vol 13: The War in The Pacific: Okinawa: The Last Battle		RECON	D	2
WWII Volume 26	U.S. Army in World War II: Vol 26: The China- Burma-India Theater: Stilwell's Mission to China		RECON	D	3
WWII Volume 46	U.S. Army in World War II: Vol 46: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		RECON	D	4



**Consolidated Library Organized by Title**

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
	List of units eligible for the special award of the Bronze Star Medal for the Philippines during World War II	ARMY MEDALS		
	Alphabetical roster of 8,128 Korean War deceased whose remains were not recovered	ARMY MEDALS		
	List of Army personnel killed in action in the Vietnam War, listed by home state of record	ARMY MEDALS		
	Compilation of MILPER Messages regarding Joint Meritorious Unit Awards and Humanitarian Service Medals	ARMY MEDALS		
	By unit, printed from perscom.army.mil	ARMY MEDALS		
	1 Manila envelope containing deck and ships logs for the following U.S. Naval vessels: U.S.S. Texas, U.S.S. Nevada, U.S.S. Vermont, U.S.S. Perkins. These are not in any type of order.	NAVY		
	10 separate books/folders containing awards information for USN, USMC, USCG ships, units, and squadrons. Covers time periods mostly prior to Vietnam.	NAVY		
	27 individual binders containing awards information for USN, USMC, and USCG ships, units, and squadrons. Covers the time periods from Haiti, Mexican service, Spanish-American War, World War I and II, Korea, Vietnam, and to some extent, post-Vietnam.	NAVY		
	Activities of the Bureau of Yards and Docks, Navy Department, World War I, 1917-1918.	NAVY	1	
NAVPERS 91842-Requirements for Qualification in Submarines for Naval Reserve Enlisted, March 1953	Located in the binder with NAVPERS 91769-Catalog of U.S. Naval Training Activities and Courses	NAVY	2	

Title	Description	Location	Section	Shelf
"A Guide to the Evaluation of Educational Experiences in the Armed Services"	Unbound book describing the different types of training courses for ALL the branches of the U.S. military, including location of training, length of training, and aspects of the training. Issued sometime around 1944 and includes information concerning USAFI courses and credit recommendations for those courses.	NAVY	2	
"Adventures In Aviation- An Autobiography of Captain Kimball J. Scribner", USN (Retired).	Book about the personal experiences of a now retired Navy aviator.	NAVY	2	
"Building the Navy's bases In World War II- History of the Bureau of Yards and Docks and theCivil engineer Corps 1940-1946", volume I, Printed 1947.	Book describing the efforts and achievements of the U.S. Navy Seabees and the Civil Engineer Corps during World War II.	NAVY	2	
310 - 1 Index of Administrative Publications (1978)		ARMY		
310 - 1 Index of Blank Forms (1978)		ARMY		
310 - 3 Index of Doctrinal, Training and Organizational Publications (1978)		ARMY		
340 - 18 Functional File System (1983)		ARMY		
340 - ZZ Record Keeping System (1985)		ARMY		
611 - 201 Career Management Field	11-65 and 67-end	ARMY		
635 - 200 to ....		ARMY		
635 - 40A to 635 - 205		ARMY		
672 - 1 Unit Citations & Campaign Participation (WWII and Korea)		ARMY		
672 - 3 Unit Citations & Campaign Participation (Vietnam Conflict)		ARMY		

Title	Description	Location	Section	Shelf
A – D  S.S. A.J. Germak (merchant marine ship) - U.S.S. Dyson	Misc. information on ships	NAVY	D2	B
A – L  Air Transport Squadron 1- LION units (all numbers)	Misc. information on units and squadrons	NAVY	D1	B
A Guide to the Study and Use of Military History	U.S. Army Center of Military History	RESEARCH ROOM	C	4
A.F. Chaplains, Volume 1, "The Service Of Chaplains To Army Air Units, 1917-1946"		RECON	OR	0
AF Pamphlet #900-1-2 (Extra copy), "Korean Battle Honors - consolidated list of units cited"		AF 2- MOD11-NW	63	305
Air Force Manual: 1-1 to 10-3	6/28/61	AF 2- MOD11-NW	1	1
Air Force Manual: 10-3	6/5/67 to 8/25/71	AF 2- MOD11-NW	1	2
Air Force Manual: 10-4 to 10-5		AF 2- MOD11-NW	1	3
Air Force Manual: 10-6 to 11-1	5/1/65	AF 2- MOD11-NW	1	4
Air Force Manual: 11-1	10/15/68 to 1/1/73	AF 2- MOD11-NW	1	5
Air Force Manual: 11-2	12/30/58 to 7/17/70	AF 2- MOD11-NW	2	6
Air Force Manual: 11-4, Vol 1	2/1/67 TO 8/1/68	AF 2- MOD11-NW	2	10
Air Force Manual: 11-4, Vol 1	9/1/63	AF 2- MOD11-NW	2	7
Air Force Manual: 11-4, Vol 1	11/23/64 TO 6/1/65	AF 2- MOD11-NW	2	8
Air Force Manual: 11-4, Vol 1	9/1/65 TO 9/1/66	AF 2- MOD11-NW	2	9
Air Force Manual: 11-4, Vol 1	11/1/68 TO 12/17/69	AF 2- MOD11-NW	3	11
Air Force Manual: 11-4, Vol 1	7/1/70 TO 10/1/71	AF 2- MOD11-NW	3	12
Air Force Manual: 110-4 to 110-5		AF 2- MOD11-NW	24	122



<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Manual: 110-6 to 110-10		AF 2- MOD11-NW	24	123
Air Force Manual: 111-1 to 112-1		AF 2- MOD11-NW	25	124
Air Force Manual: 112-1		AF 2- MOD11-NW	25	125
Air Force Manual: 12-1 TO 12-20		AF 2- MOD11-NW	3	13
Air Force Manual: 12-50		AF 2- MOD11-NW	3	14
Air Force Manual: 12-50	Superseded pages from changes 20,21	AF 2- MOD11-NW	4	16
Air Force Manual: 12-50	Superseded pages from changes 17,18,19	AF 2- MOD11-NW	4	17
Air Force Manual: 12-50	10/1/69-Superseded pages from changes 14,15,16	AF 2- MOD11-NW	4	18
Air Force Manual: 12-50	10/1/69-Superseded pages from changes 12 & 13	AF 2- MOD11-NW	4	19
Air Force Manual: 12-50	10/1/69-Superseded pages from changes 6,7,8,9,11	AF 2- MOD11-NW	4	20
Air Force Manual: 12-50	10/1/69-Superseded pages from changes 3,4,5	AF 2- MOD11-NW	5	21
Air Force Manual: 12-50 (cont.)		AF 2- MOD11-NW	3	15
Air Force Manual: 125-2 to 143-1		AF 2- MOD11-NW	25	126
Air Force Manual: 143-1 to 143-3		AF 2- MOD11-NW	25	127
Air Force Manual: 160-1	4/30/53 to 2/3/64	AF 2- MOD11-NW	25	128
Air Force Manual: 160-1	4/6/71	AF 2- MOD11-NW	26	129
Air Force Manual: 160-37 to 166-5		AF 2- MOD11-NW	26	131
Air Force Manual: 160-7 to 160-20		AF 2- MOD11-NW	26	130
Air Force Manual: 168-4	2/26/65	AF 2- MOD11-NW	26	132
Air Force Manual: 168-4	Superseded pages from 2/26/65 edition	AF 2- MOD11-NW	26	133
Air Force Manual: 168-4	11/29/71	AF 2- MOD11-NW	27	134
Air Force Manual: 168-4	11/29/71 to 7/15/77	AF 2- MOD11-NW	27	135
Air Force Manual: 168-5 to 171-6		AF 2- MOD11-NW	27	136

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Manual: 171-11, Vol 1	1963 - SDN's	AF 2-MOD11-NW	27	137
Air Force Manual: 173-20	7/1/52	AF 2-MOD11-NW	27	138
Air Force Manual: 173-20	7/1/52 - cont.	AF 2-MOD11-NW	28	139
Air Force Manual: 173-20	7/1/52 - cont.	AF 2-MOD11-NW	28	140
Air Force Manual: 173-20	8/20/54	AF 2-MOD11-NW	28	141
Air Force Manual: 173-20	8/20/54 cont.	AF 2-MOD11-NW	28	142
Air Force Manual: 173-20 to 177-2		AF 2-MOD11-NW	28	143
Air Force Manual: 177-100		AF 2-MOD11-NW	29	144
Air Force Manual: 177-103 to 177-105	1959 & 1960	AF 2-MOD11-NW	29	145
Air Force Manual: 177-105	1960 - cont.	AF 2-MOD11-NW	29	146
Air Force Manual: 177-105	1960 - cont.	AF 2-MOD11-NW	29	147
Air Force Manual: 177-105	1961	AF 2-MOD11-NW	29	148
Air Force Manual: 177-105	1962 & 1963	AF 2-MOD11-NW	29	149
Air Force Manual: 177-105	1964	AF 2-MOD11-NW	30	150
Air Force Manual: 177-105	1964 - cont	AF 2-MOD11-NW	30	151
Air Force Manual: 177-105	1967	AF 2-MOD11-NW	30	152
Air Force Manual: 177-105	1968	AF 2-MOD11-NW	30	153
Air Force Manual: 177-105	1968 - cont	AF 2-MOD11-NW	30	154
Air Force Manual: 177-105	1968 - cont	AF 2-MOD11-NW	31	155
Air Force Manual: 177-105	1968 - cont	AF 2-MOD11-NW	31	156
Air Force Manual: 177-105	1969	AF 2-MOD11-NW	31	157
Air Force Manual: 177-105	1970	AF 2-MOD11-NW	31	158
Air Force Manual: 177-105	1970 - cont & 1971	AF 2-MOD11-NW	31	159

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Manual: 177-105	1974	AF 2- MOD11-NW	32	160
Air Force Manual: 177-105		AF 2- MOD11-NW	32	161
Air Force Manual: 177-135		AF 2- MOD11-NW	32	162
Air Force Manual: 177-136 to 177-373		AF 2- MOD11-NW	32	163
Air Force Manual: 177-373	10/1/72	AF 2- MOD11-NW	32	164
Air Force Manual: 177-373	10/1/72 - cont	AF 2- MOD11-NW	32	165
Air Force Manual: 177-373	10/1/72 - cont	AF 2- MOD11-NW	33	166
Air Force Manual: 177-373	10/1/72 - cont	AF 2- MOD11-NW	33	167
Air Force Manual: 177-373	10/1/72 - cont	AF 2- MOD11-NW	33	168
Air Force Manual: 177-373	10/1/72 - cont	AF 2- MOD11-NW	33	169
Air Force Manual: 177-373	10/1/72 & 11/21/75	AF 2- MOD11-NW	33	170
Air Force Manual: 177-373	11/21/75-cont	AF 2- MOD11-NW	34	171
Air Force Manual: 177-373	4/1/77	AF 2- MOD11-NW	34	172
Air Force Manual: 177-373	cont	AF 2- MOD11-NW	34	173
Air Force Manual: 190-9		AF 2- MOD11-NW	34	174
Air Force Manual: 20-3 to 25-5		AF 2- MOD11-NW	5	22
Air Force Manual: 210-1 to 211-5		AF 2- MOD11-NW	34	175
Air Force Manual: 213-1		AF 2- MOD11-NW	35	176
Air Force Manual: 26-1 to 26-3		AF 2- MOD11-NW	5	23
Air Force Manual: 26-3 to 26-4		AF 2- MOD11-NW	5	25
Air Force Manual: 26-3 (cont.)		AF 2- MOD11-NW	5	24
Air Force Manual: 30-3		AF 2- MOD11-NW	6	26
Air Force Manual: 30-3		AF 2- MOD11-NW	6	27

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Manual: 30-4	11/1/60 to 9/4/70	AF 2- MOD11-NW	6	28
Air Force Manual: 30-6 to 30-130		AF 2- MOD11-NW	6	29
Air Force Manual: 300- 4, Vol 6		AF 2- MOD11-NW	35	178
Air Force Manual: 300- 4, Vol I & II		AF 2- MOD11-NW	35	177
Air Force Manual: 33-3		AF 2- MOD11-NW	6	30
Air Force Manual: 35-1	4/3/44	AF 2- MOD11-NW	7	31
Air Force Manual: 35-1	7/1/45	AF 2- MOD11-NW	7	32
Air Force Manual: 35-1	3/1/53 to 3/1/56	AF 2- MOD11-NW	7	33
Air Force Manual: 35-1	12/1/59 to 4/15/63	AF 2- MOD11-NW	7	34
Air Force Manual: 35-1	8/18/66 to 8/18/70	AF 2- MOD11-NW	7	35
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 45000- 53690	AF 2- MOD11-NW	10	47
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 54000- 56990	AF 2- MOD11-NW	10	48
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 57000- 61290	AF 2- MOD11-NW	10	49
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 62000- 64890	AF 2- MOD11-NW	10	50
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 65000- 69190	AF 2- MOD11-NW	10	51
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 70000- 72190	AF 2- MOD11-NW	11	52
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 73000- 75391	AF 2- MOD11-NW	11	53
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 76000- 90254	AF 2- MOD11-NW	11	54
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 90255- 91295	AF 2- MOD11-NW	11	55
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 91350- 98390	AF 2- MOD11-NW	11	56
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 00000- 22392	AF 2- MOD11-NW	7	36
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 23000- 25390	AF 2- MOD11-NW	8	37
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 27000- 27692	AF 2- MOD11-NW	8	38

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 29000-29790	AF 2-MOD11-NW	8	39
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 30000-30393	AF 2-MOD11-NW	8	40
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 30400-31150	AF 2-MOD11-NW	8	41
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 31151-31790	AF 2-MOD11-NW	9	42
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 32000-33270	AF 2-MOD11-NW	9	43
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 34000-40491	AF 2-MOD11-NW	9	44
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 42000-42755	AF 2-MOD11-NW	9	45
Air Force Manual: 35-1 & 39-1	3/1/53 to 5/31/77 AFSC's 43000-44391	AF 2-MOD11-NW	9	46
Air Force Manual: 35-10	6/12/61 to 8/22/63	AF 2-MOD11-NW	14	70
Air Force Manual: 35-10	7/1/66 to 12/1/72	AF 2-MOD11-NW	14	71
Air Force Manual: 35-11	7/15/58	AF 2-MOD11-NW	14	72
Air Force Manual: 35-12	1/1/55 to 3/4/60	AF 2-MOD11-NW	15	73
Air Force Manual: 35-12	12/22/66	AF 2-MOD11-NW	15	74
Air Force Manual: 35-13	6/3/57 to 8/7/71	AF 2-MOD11-NW	15	75
Air Force Manual: 35-13	8/15/68	AF 2-MOD11-NW	15	76
Air Force Manual: 35-14	2/1/71	AF 2-MOD11-NW	15	77
Air Force Manual: 35-15	12/10/66 to 9/23/70	AF 2-MOD11-NW	15	78
Air Force Manual: 35-16	12/4/68	AF 2-MOD11-NW	16	79
Air Force Manual: 35-17	1/31/68 to 6/22/72	AF 2-MOD11-NW	16	80
Air Force Manual: 35-19 to 35-99		AF 2-MOD11-NW	16	81
Air Force Manual: 35-2 to 35-3	10/1/63	AF 2-MOD11-NW	12	57
Air Force Manual: 35-3	6/26/69-Superseded pages From Changes 7-11	AF 2-MOD11-NW	12	58
Air Force Manual: 35-3	6/26/69-Superseded pages From Changes 1-6	AF 2-MOD11-NW	12	59

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Manual: 35-4	11/1/52 to 2/1/60	AF 2- MOD11-NW	12	60
Air Force Manual: 35-4	11/12/63 to 8/10/65	AF 2- MOD11-NW	12	61
Air Force Manual: 35-4	1/28/69-Superseded pages from changes 1-9	AF 2- MOD11-NW	13	62
Air Force Manual: 35-5 to 35-6		AF 2- MOD11-NW	13	63
Air Force Manual: 35-7	7/1/60 to 7/1/64	AF 2- MOD11-NW	13	64
Air Force Manual: 35-7	1/5/68 to 10/8/71	AF 2- MOD11-NW	13	65
Air Force Manual: 35-8	9/1/54 to 9/24/71	AF 2- MOD11-NW	13	66
Air Force Manual: 35-8		AF 2- MOD11-NW	14	67
Air Force Manual: 35-9	9/1/56 to 11/17/58	AF 2- MOD11-NW	14	68
Air Force Manual: 35-9	2/15/65 to 5/1/69	AF 2- MOD11-NW	14	69
Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 0000 to 1000	AF 2- MOD11-NW	17	86
Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 1024 to 1744	AF 2- MOD11-NW	17	87
Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 1816 to 2716	AF 2- MOD11-NW	17	88
Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 2724 to 4096	AF 2- MOD11-NW	18	89
Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 4316 to 6476	AF 2- MOD11-NW	18	90
Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 6516 to 7376	AF 2- MOD11-NW	18	91
Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 7416 to 8854	AF 2- MOD11-NW	18	92
Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 8916 to 9436	AF 2- MOD11-NW	18	93
Air Force Manual: 36-1	1/1/52 to 2/28/77 Officer AFSC's 9446 to 9996	AF 2- MOD11-NW	19	94
Air Force Manual: 36-1 (cont.)	1/1/52 to 2/28/77	AF 2- MOD11-NW	17	84
Air Force Manual: 36-1 (cont.)	1/1/52 to 2/28/77	AF 2- MOD11-NW	17	85
Air Force Manual: 36-1, Part 1	1/1/52 to 6/30/60	AF 2- MOD11-NW	16	82
Air Force Manual: 36-1, Part 1	4/15/63 to 5/28/69	AF 2- MOD11-NW	16	83

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Manual: 36-10	7/25/62 to 11/25/74	AF 2- MOD11-NW	19	96
Air Force Manual: 36-11	8/20/66	AF 2- MOD11-NW	19	97
Air Force Manual: 36-11	(Superseded pages)	AF 2- MOD11-NW	19	98
Air Force Manual: 36-11	7/31/70	AF 2- MOD11-NW	20	99
Air Force Manual: 36-18 to 39-0-1		AF 2- MOD11-NW	20	100
Air Force Manual: 36-4 to 36-7		AF 2- MOD11-NW	19	95
Air Force Manual: 39-1	4/15/63 to 12/29/69	AF 2- MOD11-NW	10	101
Air Force Manual: 39-1	1/1/72 to 5/31/77	AF 2- MOD11-NW	20	102
Air Force Manual: 39-1	12/29/71 to 9/30/63	AF 2- MOD11-NW	20	103
Air Force Manual: 39-1	4/15/63 to 5/31/77	AF 2- MOD11-NW	21	104
Air Force Manual: 39-1 (cont.)	4/14/63 to 5/31/77	AF 2- MOD11-NW	21	105
Air Force Manual: 39-11	3/20/64	AF 2- MOD11-NW	22	110
Air Force Manual: 39-11	5/1/67	AF 2- MOD11-NW	22	111
Air Force Manual: 39-11	Superseded pages from 5/1/67 edition	AF 2- MOD11-NW	22	112
Air Force Manual: 39-11	Superseded pages from 5/1/67 edition - cont.	AF 2- MOD11-NW	22	113
Air Force Manual: 39-12	9/1/66	AF 2- MOD11-NW	23	114
Air Force Manual: 39-4	12/23/66 to 9/26/72	AF 2- MOD11-NW	21	106
Air Force Manual: 39-62 to 45-3		AF 2- MOD11-NW	23	115
Air Force Manual: 39-9	12/1/54 to 5/1/56	AF 2- MOD11-NW	21	107
Air Force Manual: 39-9	7/1/57 to 5/2/60	AF 2- MOD11-NW	21	108
Air Force Manual: 39-9 to 39-10		AF 2- MOD11-NW	22	109
Air Force Manual: 50-29 to 55-3		AF 2- MOD11-NW	24	120
Air Force Manual: 50-5, Vol 2	9/1/74	AF 2- MOD11-NW	23	116

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Manual: 50-5, Vol 2	9/1/75	AF 2- MOD11-NW	23	117
Air Force Manual: 50-5, Vol 2	9/1/76	AF 2- MOD11-NW	23	118
Air Force Manual: 50-6 to 50-23		AF 2- MOD11-NW	24	119
Air Force Manual: 75-6 to 110-3		AF 2- MOD11-NW	24	121
Air Force Manual: 900-2 to 900-3		AF 2- MOD11-NW	35	179
Air Force Manual: 900-3 (Cont.)		AF 2- MOD11-NW	35	180
Air Force Manual: 900-5 to 900-45		AF 2- MOD11-NW	35	181
Air Force Pamphlets: 110-1-3 to 111-8		AF 2- MOD11-NW	61	296
Air Force Pamphlets: 12-36 to 12-61		AF 2- MOD11-NW	60	292
Air Force Pamphlets: 160-2-4A to 190-1-7		AF 2- MOD11-NW	62	297
Air Force Pamphlets: 190-1-14 to 190-38		AF 2- MOD11-NW	62	298
Air Force Pamphlets: 210-1-1 to 211-1-12		AF 2- MOD11-NW	62	299
Air Force Pamphlets: 211-1-14 to 215-1		AF 2- MOD11-NW	62	300
Air Force Pamphlets: 25-3-2 to 34-4-2		AF 2- MOD11-NW	61	293
Air Force Pamphlets: 34-4-3 to 35-23		AF 2- MOD11-NW	61	294
Air Force Pamphlets: 35-4-1 to 50-50		AF 2- MOD11-NW	61	295
Air Force Pamphlets: 900-1-2		AF 2- MOD11-NW	62	301
Air Force Pamphlets: 900-2		AF 2- MOD11-NW	63	302
Air Force Pamphlets: 900-2	Superseded pages removed from earlier editions	AF 2- MOD11-NW	63	304
Air Force Pamphlets: 900-2 (cont.)		AF 2- MOD11-NW	63	303
Air Force Regulations: 0-1		AF 2- MOD11-NW	36	182
Air Force Regulations: 0-16 to 5-1		AF 2- MOD11-NW	41	207
Air Force Regulations: 0-2	1/1/42 to 5/1/58 (Numbered Index Book)	AF 2- MOD11-NW	36	183



<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Regulations: 0-2	8/1/58 to 5/2/60 (Numbered Index Book)	AF 2- MOD11-NW	36	184
Air Force Regulations: 0-2	7/1/60 to 8/1/62 (Numbered Index Book)	AF 2- MOD11-NW	36	185
Air Force Regulations: 0-2	2/1/63 to 8/1/66 (Numbered Index Book)	AF 2- MOD11-NW	36	186
Air Force Regulations: 0-2	2/1/67 to 1/9/70 (Numbered Index Book)	AF 2- MOD11-NW	37	187
Air Force Regulations: 0-2	3/25/70 to 8/27/71 (Numbered Index Book)	AF 2- MOD11-NW	37	188
Air Force Regulations: 0-2	12/31/71 to 3/2/73 (Numbered Index Book)	AF 2- MOD11-NW	37	189
Air Force Regulations: 0-2	5/4/73 to 10/4/74 (Numbered Index Book)	AF 2- MOD11-NW	37	190
Air Force Regulations: 0-2	2/7/75 to 8/1/77 (Numbered Index Book)	AF 2- MOD11-NW	37	191
Air Force Regulations: 0-2	9/15/79 to 1/1/86 (Numbered Index Book)	AF 2- MOD11-NW	38	192
Air Force Regulations: 0-3		AF 2- MOD11-NW	38	193
Air Force Regulations: 0-4 & 0-5		AF 2- MOD11-NW	38	194
Air Force Regulations: 0-6	7/1/58 to 10/1/60 (Subject Index Book)	AF 2- MOD11-NW	38	195
Air Force Regulations: 0-6	1/16/61 to 8/1/66 (Subject Index Book)	AF 2- MOD11-NW	38	196
Air Force Regulations: 0-6	8/1/67 to 4/23/70 (Subject Index Book)	AF 2- MOD11-NW	39	197
Air Force Regulations: 0-9	3/3/58 to 12/1/59	AF 2- MOD11-NW	39	198
Air Force Regulations: 0-9	5/2/60 to 12/1/61	AF 2- MOD11-NW	39	199
Air Force Regulations: 0-9	3/1/62 to 6/3/63	AF 2- MOD11-NW	39	200
Air Force Regulations: 0-9	9/3/63 to 12/1/64	AF 2- MOD11-NW	39	201
Air Force Regulations: 0-9	3/1/65 to 2/1/67	AF 2- MOD11-NW	40	202
Air Force Regulations: 0-9	6/1/67 to 9/26/69	AF 2- MOD11-NW	40	203
Air Force Regulations: 0-9	3/3/70 to 1/5/73	AF 2- MOD11-NW	40	204
Air Force Regulations: 0-9	4/6/73 to 8/1/75	AF 2- MOD11-NW	40	205
Air Force Regulations: 0-9	12/5/75 to 4/1/77	AF 2- MOD11-NW	40	206

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Regulations: 11-21 to 12-42		AF 2- MOD11-NW	44	225
Air Force Regulations: 11-4 to 11-19		AF 2- MOD11-NW	44	224
Air Force Regulations: 110-1 to 120-4		AF 2- MOD11-NW	54	266
Air Force Regulations: 12-50		AF 2- MOD11-NW	44	226
Air Force Regulations: 12-60 to 15-54		AF 2- MOD11-NW	45	227
Air Force Regulations: 120-6 to 125-30		AF 2- MOD11-NW	54	267
Air Force Regulations: 125-35 to 160-53		AF 2- MOD11-NW	55	268
Air Force Regulations: 15-55 to 20-19		AF 2- MOD11-NW	45	228
Air Force Regulations: 160-54 to 161-13		AF 2- MOD11-NW	55	269
Air Force Regulations: 161-20 to 173-35		AF 2- MOD11-NW	55	270
Air Force Regulations: 173-36 to 200-9		AF 2- MOD11-NW	56	271
Air Force Regulations: 20-22 to 20-59		AF 2- MOD11-NW	45	229
Air Force Regulations: 20-60 to 23-11		AF 2- MOD11-NW	45	230
Air Force Regulations: 205-1		AF 2- MOD11-NW	56	272
Air Force Regulations: 205-1 (cont.)		AF 2- MOD11-NW	56	273
Air Force Regulations: 205-1 (cont.)		AF 2- MOD11-NW	56	274
Air Force Regulations: 205-2 to 205-32		AF 2- MOD11-NW	57	275
Air Force Regulations: 205-34 to 215-3		AF 2- MOD11-NW	57	276
Air Force Regulations: 23-12 to 30-2		AF 2- MOD11-NW	45	231
Air Force Regulations: 265-6 to 900-45		AF 2- MOD11-NW	57	277
Air Force Regulations: 30-12 to 30-20		AF 2- MOD11-NW	46	233
Air Force Regulations: 30-21 to 31-13		AF 2- MOD11-NW	46	234
Air Force Regulations: 30-3 to 30-11		AF 2- MOD11-NW	46	232

Title	Description	Location	Section	Shelf
Air Force Regulations: 32-2 to 34-10		AF 2- MOD11-NW	46	235
Air Force Regulations: 34-11 to 35-3		AF 2- MOD11-NW	47	236
Air Force Regulations: 35-12 to 35-25		AF 2- MOD11-NW	47	238
Air Force Regulations: 35-26 to 35-38		AF 2- MOD11-NW	47	239
Air Force Regulations: 35-39 to 35-44		AF 2- MOD11-NW	48	240
Air Force Regulations: 35-4 to 35-11		AF 2- MOD11-NW	47	237
Air Force Regulations: 35-400 to 35-462		AF 2- MOD11-NW	48	243
Air Force Regulations: 35-45 to 35-72		AF 2- MOD11-NW	48	241
Air Force Regulations: 35-464 to 35-700		AF 2- MOD11-NW	49	244
Air Force Regulations: 35-701 to 36-1		AF 2- MOD11-NW	49	245
Air Force Regulations: 35-73 to 35-395		AF 2- MOD11-NW	48	242
Air Force Regulations: 36-1	3/1/77 - Officer AFSC's 4000-9956	AF 2- MOD11-NW	49	246
Air Force Regulations: 36-12 to 36-19		AF 2- MOD11-NW	50	249
Air Force Regulations: 36-2 to 36-5		AF 2- MOD11-NW	49	247
Air Force Regulations: 36-20		AF 2- MOD11-NW	50	250
Air Force Regulations: 36-21 to 36-50		AF 2- MOD11-NW	50	251
Air Force Regulations: 36-51 to 37-3		AF 2- MOD11-NW	51	252
Air Force Regulations: 36-6 to 36-11		AF 2- MOD11-NW	50	248
Air Force Regulations: 39-1	6/1/77 - Airman AFSC's 10000-30990	AF 2- MOD11-NW	51	253
Air Force Regulations: 39-1	6/1/77 - Airman AFSC's 31000-59191	AF 2- MOD11-NW	51	254
Air Force Regulations: 39-1	6/1/77 - Airman AFSC's 60000-98390	AF 2- MOD11-NW	51	255
Air Force Regulations: 39-11 to 39-14		AF 2- MOD11-NW	52	257
Air Force Regulations: 39-15 to 39-29		AF 2- MOD11-NW	52	258

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Regulations: 39-2 to 39-10		AF 2- MOD11-NW	52	256
Air Force Regulations: 39-30 to 39-66		AF 2- MOD11-NW	52	259
Air Force Regulations: 45-1 to 45-17		AF 2- MOD11-NW	53	260
Air Force Regulations: 45-18 to 45-36		AF 2- MOD11-NW	53	261
Air Force Regulations: 45-37 to 50-4		AF 2- MOD11-NW	53	262
Air Force Regulations: 5-2	7/10/41 to 10/7/49	AF 2- MOD11-NW	41	208
Air Force Regulations: 5-2	3/8/50 to 4/2/51	AF 2- MOD11-NW	41	209
Air Force Regulations: 5-2	8/6/51 to 4/1/52	AF 2- MOD11-NW	41	210
Air Force Regulations: 5-2	8/1/52 to 10/1/53	AF 2- MOD11-NW	41	211
Air Force Regulations: 5-2	4/1/54 to 5/2/55	AF 2- MOD11-NW	41	212
Air Force Regulations: 5-2	8/1/55 to 8/1/56	AF 2- MOD11-NW	42	213
Air Force Regulations: 5-2	2/1/57 to 11/1/57	AF 2- MOD11-NW	42	214
Air Force Regulations: 5-3	7/1/54 to 1/3/56	AF 2- MOD11-NW	42	215
Air Force Regulations: 5-3	7/2/56 to 3/8/67	AF 2- MOD11-NW	42	216
Air Force Regulations: 5-4 to 5-49		AF 2- MOD11-NW	43	217
Air Force Regulations: 50-6 to 55-3		AF 2- MOD11-NW	53	263
Air Force Regulations: 55-4 to 62-14		AF 2- MOD11-NW	54	264
Air Force Regulations: 62-19 to 100-27		AF 2- MOD11-NW	54	265
Air Force Regulations: 7-1 to 8-2		AF 2- MOD11-NW	43	218
Air Force Regulations: 9-2	12/21/49 to 10/1/53	AF 2- MOD11-NW	43	219
Air Force Regulations: 9-2	1/4/54 to 7/1/55	AF 2- MOD11-NW	43	220
Air Force Regulations: 9-2	10/1/55 to 12/2/57	AF 2- MOD11-NW	43	221
Air Force Regulations: 9-3		AF 2- MOD11-NW	44	222

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air Force Regulations: 9-4 to 11-3		AF 2- MOD11-NW	44	223
Air Force Special Regulations: 100-1 to 160 (labeled Army AF Navy)		AF 2- MOD11-NW	58	281
Air Force Special Regulations: 160-1 to 170 (labeled Army AF Navy)		AF 2- MOD11-NW	58	282
Air Force Special Regulations: 170-1 to 172-26 (labeled Army AF Navy)		AF 2- MOD11-NW	58	283
Air Force Special Regulations: 172-26 to 172-41 (labeled Army AF Navy)		AF 2- MOD11-NW	59	284
Air Force Special Regulations: 172-41 to 173-3 (labeled Army AF Navy)		AF 2- MOD11-NW	59	285
Air Force Special Regulations: 173-3 to 173-90 (labeled Army AF Navy)		AF 2- MOD11-NW	59	286
Air Force Special Regulations: 173-90 to 176 (labeled Army AF Navy)		AF 2- MOD11-NW	59	287
Air Force Special Regulations: 176-1 to 400-15 (labeled Army AF Navy)		AF 2- MOD11-NW	59	288
Air Force Special Regulations: 45-1 to 69 (labeled Army AF Navy)		AF 2- MOD11-NW	58	279
Air Force Special Regulations: 5-1 to 40-2 (labeled Army AF Navy)		AF 2- MOD11-NW	60	289
Air Force Special Regulations: 5-1 to 45 (labeled Army AF Navy)		AF 2- MOD11-NW	58	278
Air Force Special Regulations: 50-1 to 900-7 (labeled Army AF Navy)		AF 2- MOD11-NW	60	290
Air Force Special Regulations: 69-1 to 100 (labeled Army AF Navy)		AF 2- MOD11-NW	58	280

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Air National Guard Letters & Pamphlets		AF 2-MOD11-NW	60	291
Aleutian Islands	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
Algeria-French Morocco	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
All Ranks Personnel Update - Book 13 (1988)		ARMY		
All Ranks Personnel Update - Book 3 (1985)		ARMY		
All Ranks Personnel Update - Book 4 (1985)		ARMY		
All Ranks Personnel Update - Book 5 (1985)		ARMY		
ALNAVS	All letters/memos sent to all Navy commands for the years 1919 through 1923 And 1943	NAVY	2	
ALNAVS-1948 & 1952-1954	All Navy letters and bulletins from Navy HQ to all Navy commands for years listed above.	NAVY	4	
Alphabetical list of Vietnam prisoners of war and missing in action		ARMY MEDALS		
Also-there are books for the following years:1920, 1923, 1926 (2 books), 1930, and 1931	Listing of all Navy and Marine Corps officers for the years listed.	NAVY	5	4
Amendment # 1 to the USCG Medals and Awards Manual-changes to Chapters 1, 2, 3, 4, 5, 6, 7, and 8 dated 20 July 1977		NAVY	6	5
Amendment # 70 to CG-207, USCG Personnel Manual-changes to Chapters 3, 5, 7, 8, and 12 dated 13 February 1978		NAVY	6	5
Amendment # 71 to CG-207, USCG Personnel Manual-changes to Chapters 1, 5, and 10 dated 28 February 1978		NAVY	6	5

Title	Description	Location	Section	Shelf
American Battle Monuments Commission Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		RECON	E	2
American Decorations	Book listing recipients of the Medal of Honor, Distinguished Service Cross, and Distinguished Service Medal from 1862-1926	ARMY MEDALS		
American Expeditionary Forces Personnel	Microfiche available in Recon Corres. units-arranged by Surname; contains info on dates & assignments, service number & rank-incomplete	RECON	TT	0
American Expeditionary Forces, Station List & Alphabetical List of Towns, Jan, Mar & May 1919		RECON	TT	0
American Military Casualties and Burials (Manila folder)	Information relating to battle casualties of U.S. personnel during World War II	NAVY	2	
American Military History	U.S. Army Center of Military History	RESEARCH ROOM	C	4
American Military History 1607-1953 ROTCM 145-20 Department of The Army Reserve Officer Training Corps Manual, Jul 1956		RECON	D	1
American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	RECON	E	2
An Unknown Future and a Doubtful Present: Writing the Victory Plan of 1941		RESEARCH ROOM	A	2
Annual Report of the Chief of Bureau of Construction and Repair to the Secretary of the Navy for fiscal year ending 6/30/1905		NAVY	4	

Title	Description	Location	Section	Shelf
Annual Reports of the Chief of the Bureau of Navigation-1912-1925, vol. IV		NAVY	4	
APO numbers and locations on index cards, by date		ARMY MEDALS		
APO Numbers Used in WWII and the location using each number on a specific date (5 x 8 card file)		RECON	TT	0
Army and Air Force Register, 1948 (books 31-32)		RECON	B	3
Army Board for Correction of Military Records-Microfilm List of Actions, 1917-1976	request for upgrade of discharge which were the result of Court Martial/Review of discharges over 15 years old	RECON	OR	0
Army Casualties at Pearl Harbor (listed alphabetically (2 copies))		ARMY MEDALS		
Army Lineage Series - Armies, Corps, Divisions, and Separate Brigades	U.S. Army Center of Military History	RESEARCH ROOM	C	4
Army Lineage Series - Armor-Cavalry Part 1: Regular Army and Army Reserve	U.S. Army Center of Military History	RESEARCH ROOM	C	4
Army Lineage Series - Infantry Part 1: Regular Army	U.S. Army Center of Military History	RESEARCH ROOM	C	4
Army Lineage Series-Field Artillery: Regular Army and Army Reserve	U.S. Army Center of Military History	RESEARCH ROOM	C	4
Army Lineage Series-Maneuver and Firepower: The Evolution of Divisions and Separate Brigades	U.S. Army Center of Military History	RESEARCH ROOM	C	4
Army Lineage Series: Air Defense Artillery	U.S. Army Center of Military History	RESEARCH ROOM	C	4
Army Lineage Series: Aviation	U.S. Army Center of Military History	RESEARCH ROOM	C	4
Army Lineage Series: Military Intelligence	U.S. Army Center of Military History	RESEARCH ROOM	C	4



<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Army Lineage Series: Military Police	U.S. Army Center of Military History	RESEARCH ROOM	C	4
Army List & Directory 1915-1922 (15 books)		RECON	A	4
Army List & Directory 1922-1930 (23 books)		RECON	A	5
Army List & Directory 1931-1943 (30 books)		RECON	A	6
Army List & Directory 1938-1943 (10 books)		RECON	A	6
Army Register, 1916- 1930 (books 1 thru 13)		RECON	B	1
Army Register, 1931- 1943 (books 14 thru 26)		RECON	B	2
Army Register, 1944- 1950 (books 27 thru 34)		RECON	B	3
Army Register, 1951- 1957 (books 35 thru 44)		RECON	B	4
Army Register, 1958- 1959 (books 45-47)		RECON	B	5
Army Silver Star and Distinguished Service Cross Awards for WWII, Korean War, and Vietnam		SIS	A	1
Articles for the Government of the Navy of the United States- 1899 to 1912	Articles governing the United States Navy during the years stated above.	NAVY	2	
Assorted Articles and Information Pertaining to Military Awards		RECON	E	1
Bastogne: The First Eight Days		RESEARCH ROOM	A	5
Battle Casualties-U.S. Army Personnel at Pearl Harbor, 7 Dec 1941		RECON	E	2
Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium & Italy 1917-1918		RECON	D	1
Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium and Italy 1917- 1918		ARMY MEDALS		

Title	Description	Location	Section	Shelf
Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	RECON	TT	0
Biennial Report of the Chief of Staff of the United States Army, 1 July 1929-30 June 1945, George C. Marshall	U.S. Army Center of Military History	RESEARCH ROOM	B	5
Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		RECON	E	1
Building Air Bases in the Negev the U. S. Army Corps of Engineers in Israel, 1979-1982	U.S. Army Center of Military History	RESEARCH ROOM	B	4
Bulletins No. 16, War Department, Jun 1916		RECON	C	3
BUMED Instructions and Notices & Canceled notices of the Navy's Bureau of Medicine and Surgery. (Both of these are contained inside the same black binder).		NAVY	3	
BUMED Instructions and Notices & Outdated notices and instructions for the Navy's Bureau of Medicine and Surgery. Last updated in 1978 (Both of these are contained in the same black binder)		NAVY	3	
BUMEDINST 1510.9A-Catalog of Hospital Corps Schools and Courses		NAVY	5	4

Title	Description	Location	Section	Shelf
BUPERS Awards Manual	2 separate binders containing a listing of U.S. Navy, Marine Corps, and Coast Guard ships and units with some Army and Air Forces units/squadrons. Gives dates of eligibility for certain awards issued by the military. Mainly used in Navy Correspondence for determining eligibility claimed on the SF-813's submitted to this Center by various U.S. Government Human Resource offices for the purposes of giving extra credit to federal employees for the purposes of leave accrual or reductions in force by other Federal agencies. This is a current edition of this manual. (EXTRA Copies available elsewhere within the branch)	NAVY		
BUPERS Instructions-5210.6;10/28/71 (manila folder)		NAVY	4	
BUPERS Manual, 1959 - Bureau of Naval Personnel Manual		NAVY	2	
BUPERS Manual- Superceded pages from the 1969 Bureau of Naval Personnel Manual with changes from 1/70 to 10/71		NAVY	3	
BUPERS Manual-1942	Bureau of Naval Personnel manual for Navy personnel	NAVY	2	
BUPERS Manual-1942.		NAVY	4	
BUPERS Manual-1948 edition		NAVY	3	
BUPERS Notices (black binder)	Contains canceled and superceded Bureau of Naval Personnel notices.	NAVY	2	
BUPERS notices-(Black three ring binder)	Contains various Bureau of Naval Personnel Notices and memos.	NAVY	2	
BUPERSINST 1430.16A, PERS 5232- Manual of Advancement, 23 December 1977	Provides procedures for the administration of the advancement in the Navy rate system.	NAVY	2	

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
BUPERSINST 1770.2- Navy Manual for Casualty Assistance Calls Program	Guidelines for navy personnel involved in Casualty Assistance Calls on family members of recently deceased Navy/Marine/Coast Guard personnel (active and former)	NAVY	3	
BUPERSINST 7040.5- Financial Management Guide for Permanent change of Station Travel		NAVY	3	
Bureau of Naval Personnel letters concerning USNR- 3/31/42		NAVY	4	
Bureau of Navigation Manual, 1925		NAVY	2	
Bureau of Navigation Manual, 1925		NAVY	4	
Bureau of Supplies and Accounts Book-1945		NAVY	3	
Bureau of Supplies and Accounts Manual-1929 (reprinted 1944)		NAVY	4	
Canceled BUPERS instructions-1000-1499 and 1500 to end.		NAVY	4	
Canceled Navy Instructions and Notices (black binder)	Contains the various canceled and superceded Navy instructions and notices sent to the various Navy commands.	NAVY	2	
Canceled USCG COMDT Instructions, 1000-end, 3 books - IN BLACK BINDER		NAVY	6	3
Canceled USCG COMDT Notices, 5000- end - IN BLACK BINDER		NAVY	6	3
Canceled USCG Personnel Instructions - IN BLACK BINDER		NAVY	6	3
Cancelled Secretary of the Navy instructions and notices.		NAVY	4	
Central Pacific	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2

Title	Description	Location	Section	Shelf
CG-111-USCG Register of Officers and Cadets, 1967 and 1973-1976 (5 books)		NAVY	6	5
CG-191-Rules and Regulations for Licensing and Certificating of Merchant Marine Personnel, Subchapter B, 1 May 1968		NAVY	6	5
CG-199-1-USCG Directives System		NAVY	6	2
CG-207-USCG Personnel Manual (2 books)		NAVY	6	3
CG-207-USCG Personnel Manual Amendments (manila folder)		NAVY	6	5
CG-213-USCG History (pamphlet)		NAVY	6	5
CG-218-USCG Catalog of Forms		NAVY	6	2
CG-229-USCG Organizational Manual		NAVY	6	2
CG-236-USCG Directives Publications and Reports Index		NAVY	6	2
CG-238-USCG Register of Reserve Officers, 1962, 1968, and 1973-1977 (7 books)		NAVY	6	5
CG-241-USCG Supplement to Manual for Court Martial		NAVY	6	3
CG-241-USCG Supplement to Manual for Court Martial.		NAVY	6	1
CG-296-USCG Administration Manual for USCGR, 1972		NAVY	6	2
CG-300-USCG Regulations (separate book)		NAVY	6	5
CG-300-USCG Regulations, 1975		NAVY	6	2
CG-300-USCG Regulations, canceled		NAVY	6	5

Title	Description	Location	Section	Shelf
CG-311-USCG Enlisted Rating Qualifications Manual		NAVY	6	1
CG-311-USCG Enlisted Rating Qualifications Manual, 1964		NAVY	6	5
CG-416-USCG Paperwork Management Manual		NAVY	6	5
Changes 1-33 to the 1948 edition of the BUPERS Manual		NAVY	4	
Changes to BUPERS Manual-10/1/42 edition (small manila envelope)		NAVY	5	4
Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		RECON	F	4
Civilian & Military Occupational Specialists, AR 615-26, Sep 1940 Thru Jul 1944		RECON	F	5
Code of Federal Regulations: Judicial Administration		SIS	A	1
Code of Federal Regulations: National Defence		SIS	A	1
Code of Federal Regulations: Pensions, Bonuses and Veterans' Relief		SIS	A	1
Combat Connected Naval Casualties by States-WW II, vol. 1 & 2 (USN, USMC, USCG)-1946		NAVY	5	4
Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	RECON	OR	0
Combat Unit List June 1950-June 1952 (listed numerically by general order number)		ARMY MEDALS		

Title	Description	Location	Section	Shelf
COMDINST (Commandant Instructions) M1427.1A- USCG Register of Officers, 1 July 1979		NAVY	6	5
COMDINST M1427.1D- USCG Register of Officers, 1 July 1982		NAVY	6	5
COMDTNOTE (Commandants Notices) 5605 [Old CG-131]- USCG Standard Distribution List, # 113, 1 April 1981		NAVY	6	5
COMDTNOTE 1000- Changes to Chapter 1 of the USCG Personnel Manual, dated 5 August 1980 and cancelled 5 February 1981.		NAVY	6	5
COMDTNOTE 1000- Changes to Chapter 4 of the USCG Personnel Manual, dated 6 October 1980, cancelled 6 April 1981		NAVY	6	5
COMDTNOTE-1000- Changes to Chapter 11 of the USCG Manual dated 1 December 1978, cancelled 1 June 1979		NAVY	6	5
COMDTNOTE-1000- Changes to Chapter 3, section H of the USCG Personnel Manual dated 8 January 1979, cancelled 8 July 1979 (2 books)		NAVY	6	5
COMDTNOTE-1000- Changes to Chapter 4 of the USCG Personnel Manual, dated 22 February 1979, cancelled 22 August 1979 (2 books)		NAVY	6	5

Title	Description	Location	Section	Shelf
COMDTNOTE-1000-Changes to Chapters 1, 2, 3, and 6 of the USCG Medals and Awards Manual dated 23 March 1979, cancelled 23 September 1979		NAVY	6	5
COMDTNOTE-1000-Changes to Chapters 4, 5, 6, 12, 18, and 20 of the USCG Personnel Manual dated 30 July 1978, cancelled 30 January 1979		NAVY	6	5
COMDTNOTE-1080-Changes to Chapters 2, 3, and Appendix A and D of the USCG Personnel Management Information System Manual dated 6 October 1978, cancelled 6 April 1979		NAVY	6	5
Command Decisions	Office of the Chief of Military History	RESEARCH ROOM	C	4
Commissioned & Warrant Officer Personnel, Military Occupational Specialties, SR 605-10505 (Changes 2-11 only), Aug 1955 thru Nov 1958		RECON	F	5
Company Administration & Personnel Records (Guide for a company clerk, WWII)		RECON	A	1
Compilation of Court Martial Orders for the years 1916 to 1937-(two volumes)		NAVY	2	
Compilation of General Orders, Circulars & Bulletins of The War Department & 1916 Supplement 1881-1915 (2 books)		RECON	C	3



<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Compilation of General Orders, Circulars & Bulletins Of The War Department & 1916 Supplement 1881-1915 (2 Books)		RECON	C	3
Compilation of War Department General Orders, Bulletins & Circulars Jan 1943		RECON	C	6
Compilation of War Department General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		RECON	C	6
Compilation of War Department, General Orders, Bulletins & Circulars Jan 1943		RECON	C	6
Compilation of War Department, General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		RECON	C	6
Compilations of General Orders, Circulars & Bulletins of the War Department & 1916 Supplement 1881-1915 (2 books)		RECON	C	3
Composition of National Guard Divisions and Disposition of Former National Guard Units July 1918		RECON	E	6
Congressional Directory (1995-1996)		SIS	A	1
Congressional Directory (1997-1998)		SIS	A	1
Congressional Medal of Honor, Distinguished Svc. Cross & Distinguished Svc. Medal issued by the War Department 1917-1919		RECON	E	1
Congressional Staff Directory (1996)		SIS	A	1
Contains NEW Navy Officer jackets (file folders)		NAVY	D4	A

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Contains used/old Navy medical and personnel jackets (mostly enlisted)		NAVY	D5	A
Correspondence Relating to the War With Spain - Volume 1		RESEARCH ROOM	A	1
Correspondence Relating to the War With Spain - Volume 2		RESEARCH ROOM	A	1
Court Martial orders- 1941-1951 (incomplete)		NAVY	4	
Credit Recommendations for USAFI and MCI Courses and Tests- Second Edition, Number 10, January 1961	A red pamphlet prescribing guidelines for giving credit for United States Armed Forces Institute and Marine Corps Institute courses taken by service members while in the service.	NAVY	2	
Cumulative Index to Court Martial Orders for the years 1916 to 1937		NAVY	2	
DA Special Orders 1 - 221 (1960)		ARMY		
Deaths, Enlisted Men, WWI, April 1917-Oct 1918	On Microfiche, Request From Recon Search & Control Section- Give Approximate Date of Death if Known	RECON	SC	0
Decorations, U.S. Army 1862-1926		RECON	E	1
Decorations, U.S. Army- Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		RECON	E	1
Defense of the Americas	The U.S. Army Campaigns of WWII	RESEARCH ROOM	A	2
Defense Prisoner of War/Missing Personnel Office Reference Document	U.S. Personnel Missing, Southeast Asia (and selcted Foreign Nationals)	SIS	A	1
Delaware's Role in WWII, 1940-1946 (2 volumes)		RECON	E	5
Department of the Army & Air Force Bulletins 1948-1949		RECON	C	3
Department of the Army & Air Force Bulletins 1950-1951		RECON	C	3

Title	Description	Location	Section	Shelf
Department of the Army Bulletins, 1952-1961 (2 books)		RECON	C	3
Department of The Army Circulars & Air Force Letters (includes index to 1948 circulars) 1948-1952 (4 Books)		RECON	C	2
Department of The Army Circulars 1947		RECON	C	2
Department of The Army Circulars 1953-1954		RECON	C	2
Department of The Army Circulars, No. 1-1 Thru 940-4, 1955-1960 (6 Books)		RECON	C	2
Department of The Army General Orders 1948-1960 (7 books)		RECON	C	6
Department of the Army Pamphlet 672-1	Unit Citation and Campaign	ARMY MEDALS		
Department of the Army Pamphlet 672-3	Unit Citation and Campaign	ARMY MEDALS		
Department of The Army Regulations, AR 1-10 thru 35-1465-15 (books 1 thru 4)		RECON	F	1
Department of The Army Regulations, AR 1-10 thru 930-10	Books 46-48, contain portions of regulations covered in books 1 thru 45	RECON	F	6
Department of The Army Regulations, AR 310-110A thru 606-5 (books 19 thru 33)	NOTE: Books 22 & 23 are missing-AR 341-51 to 45-299	RECON	F	3
Department of The Army Regulations, AR 35-1475 thru 310-105 (books 5 thru 18)	Note: Book 12 is missing-AR 130-10-4 to 130-14	RECON	F	2
Department of The Army Regulations, AR 608-5 thru 970-10-5 (books 34-45)		RECON	F	4
Department of The Army Regulations, AR 615-361 thru 635-250, (binders numbered 38-42)		RECON	F	4

Title	Description	Location	Section	Shelf
Department of The Army, Special Regulations, SR 10-5-1 thru 930-10-1 (2 books)		RECON	F	6
Department Of The Army-Memos 1-1 thru 900-1 (2 books)		RECON	C	3
Department of the Navy, Bureau of Medicine and Surgery-Patient Contact Point Command Program Guide-December 1980	A guide for the various medical commands within the Navy regarding patient contacts.	NAVY	2	
Department ofThe Army Regulations AR 615-361 thru 635-250 (binders numbered 38-42)		RECON	F	4
Description of and Reference Information on Navy and Marine Corps Pay Records Held at NPRC (MPR) [GSA instructions]		NAVY	5	4
Deserter List-Air Force (Name, Rank, Service Number, AWOL Date & Location) 1917-1966		RECON	TT	0
Deserters List WWI (Name only-by State, County & Selective Service Board, Actually "Draft Dodgers") (books 1 thru 24)		RECON	A	2
Deserters Lists WWI (Name only-by State, County & Selective Service-Board, Actually "Draft Dodgers") (books 25 to 38)		RECON	A	3
Dictionary of American Naval Fighting Ships.	8 books containing detailed histories of all U.S. Naval vessels from the Revolutionary War to 198	NAVY		
Dictionary of United States Army Terms, TM 20-205, Jan 1944		RECON	A	1
Dictionary of US Army Terms		ARMY		

Title	Description	Location	Section	Shelf
Directory of Military Personnel & Related Records	Air Force, Army, Coast Guard, Navy & Marine Corps (Compiled by Cissell, NPRC- Revised copy issued Sep 1990)	RECON	A	1
Discharge Directives/ALNAV Circular Letters/Examining Section-PERS E373		NAVY	3	
Discharges From Draft (Due to cessation of hostilities) Nov 10, 1918 to Nov 15, 1918		RECON	OR	0
E – K  U.S.S. E-2 - S.S. Kyle Johnson	Misc. information on ships	NAVY	D3	B
Ebb and Flow, November 1950 - July 1951	U.S. Army Center of Military History	RESEARCH ROOM	C	2
Egypt-Libya	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
Enlisted Occupational Conversion Table		NAVY	5	4
Enlisted Personnel Military Occupational Specialties, SR 615-25-15, Nov 1950 thru Mar 1955		RECON	F	5
Enlisted Ranks Personnel Update - Book 2 (1984)		ARMY		
Excerpts from Preliminary Class Specifications for use in the Classification of Positions in the Field Service of the Navy Department.		NAVY	4	
Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	RECON	E	2
Explanations of Army Regulations, Circulars & Messages Pertaining To Discharge/Separation (WWII & Later-Incomplete) (3 x 5 card file)		RECON	TT	0

Title	Description	Location	Section	Shelf
Extracts From General Orders & Bulletins, War Department, 1917		RECON	C	4
Extracts From General Orders & Bulletins American Expeditionary Forces, 1917-1918 (2 books)		RECON	C	4
Extracts From General Orders & Bulletins, War Department 1917		RECON	C	4
Familiarization Kits For Army (WWI) Army (WWII), Air Force, Navy, Coast Guard & Marine Corps (6 books)		RECON	A	1
Federal Benefits for Veterans and Dependents	Department of Veterans Affairs	SIS	A	1
Fifth Army at the Winter Line		RESEARCH ROOM	A	4
Final Report of The U.S. Military Mission On American Prisoners of War Aug 1919		RECON	E	2
For the Common Defense, A Military History of the U.S.A.		RESEARCH ROOM	C	2
Foreign Claims Settlement Commission Records	Microfilm info on claims filed by vets who were P.O.W. in WWII & Korea-Payment can verify P.O.W. status & dollars paid may indicate days held	RECON	SC	0
From the Fulda Gap to Kuwait, U.S. Army, Europe and the Gulf War		RESEARCH ROOM	C	3
From the Volturno to the Winter Line		RESEARCH ROOM	A	4
General Orders & Bulletins, War Department, 1919-1937 (20 books)		RECON	C	5
General Officers of the Army and Air National Guard - December 1981		RESEARCH ROOM	C	2
General Orders & Bulletins, American Expeditionary Forces, 1917-1919 (4 books)		RECON	C	4

Title	Description	Location	Section	Shelf
General Orders & Bulletins, War Department, 1912-1915 (4 books)		RECON	C	3
General Orders & Bulletins, War Department, 1916-1918 (6 books)		RECON	C	4
General Orders & bulletins, War Department, 1919-1937 (20 books)		RECON	C	5
General Orders, Bulletins & Circulars, War Department, 1938-1940 (3 Books)		RECON	C	5
General Orders-War Department, 1910-1911 (2 books)		RECON	C	3
General Orders-War Department, 1941-1947 (7 books)		RECON	C	6
Getting the Message Through a Branch History of the U.S. Army Signal Corps.	U.S. Army Center of Military History	RESEARCH ROOM	B	4
Going Back To Civilian Life War Department Pamphlet No. 21-4 Aug 1945		RECON	A	1
Going Back to Civilian Life"-pamphlet		NAVY	5	4
Gordon R. Sullivan, The Collected Works (1991-1995)		RESEARCH ROOM	C	3
Guadacanal	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
Guam		RESEARCH ROOM	B	2
Guerrilla Warrior	The early life of John J. Pershing	RESEARCH ROOM	B	5
Guide to Similar Surnames	Variations & Derivatives of Given Names	ARMY		
Guide To Similar Surnames, Variations & Derivatives Of Given Names		RECON	A	1

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Historical Mongraph-HQ. Italian Service Unit, May 1946	Pertains to Italian prisoners of war	RECON	OR	0
Historical Studies Of The Army In WWII (1942-1945), 57 volumes are available in th Recon library	(NPRC Archivists Have More Volumes)	RECON	D	2
History of Military Mobilization in the U.S. Army 1775-1945	Dept of the Army, Pamphlet No. 20-212	RESEARCH ROOM	C	4
History of The 107th Infantry and Lists of Personnel Assigned (Shows names, ranks, locations, casualties and citations) Jul 15, 1947 to Apr 2, 1919		RECON	TT	0
History, FT. Jackson, S.C. 1917-1967		RECON	D	1
Holocaust-ERA Assets	A Finding Aid to Records at the National Archives at College Part, Maryland, NARA	RESEARCH ROOM	B	4
How to Locate Anyone Who is or has been in the Military	Armed Forces Locator Directory	SIS	A	1
HQO P5000.3A-USMC HQ Manual, vol.1		NAVY	5	2
Index of Administrative Publications, PAM 310-1, (3 Books-Jul 55, Jan 60 & Jul 60)		RECON	A	1
Index of Ships Histories To U.S.S. Halloran (DE-305)		NAVY	D1	A
Index To Army Regulations & Changes Promulgated Prior to 1 Jan 1935		RECON	F	1
Index To Army Regulations & Changes Promulgated Prior to 1 Jan 1946, AR 1-5		RECON	F	1
Index To Army Regulations & Changes Promulgated Prior to 1 Oct. 1930, AR 1-5		RECON	F	1



<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		RECON	C	6
Index To Regulations & Changes Promulgated Prior To 1 Jan 1944, AR 1-5		RECON	F	1
India-Burma	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	RECON	E	1
Integration of the Armed Forces 1940-1965	U.S. Army Center of Military History	RESEARCH ROOM	B	4
Inventory of the Records of the Office of the Secretary of War	Record Group 107, Inventory No. 17 NARA	RESEARCH ROOM	B	4
Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	RECON	OR	0
JAG INST P5800.7B-Navy JAG Manual-Manual for the Judge Advocate General's office of the Department of the Navy		NAVY	3	
Jeburgh Team Operations In Support of the 12th Army Group, August 1944 Combat Studies Institute		RESEARCH ROOM	A	2
Joint Travel Regulations-Volume I and misc. pages	Pertains to all military personnel; Last updated 1 March 1979.	NAVY	3	
Korea 1950	Office of the Chief of Military History	RESEARCH ROOM	C	2
Korea 1951-53	Office of the Chief of Military History	RESEARCH ROOM	C	2
Korean POW Roster (listed alphabetically)		ARMY MEDALS		

Title	Description	Location	Section	Shelf
L – R  USAT LT-643 (United States Army Transport) - U.S.S. R-2	Misc. information on ships	NAVY	D4	B
Learning Lessons in the American Expeditionary Forces		RESEARCH ROOM	A	2
Leavenworth Papers Number 15: Power Pack: U.S. Intervention in the Dominican Republic, 1965-1966		RESEARCH ROOM	C	3
List of Deaths In Svc. (Incomplete) Feb 1912 Thru Apr 1917 (Alphebetical List Showing Name, Organization & Date of Death)		RECON	E	2
List of Items Removed From The Recon Branch Library/Index During The 1992 Inventory (Includes items placed in storage with Archivist, items disposed of & items listed in 1977 index, now missing)		RECON	A	1
List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		RECON	E	2
Listing of Deaths, Army Air Corps, 7 Dec 1941 thru 31 Dec 1945 (17 books arranged alphebetically in a large box)		RECON	TT	0
Listing of USMC officers on Active Duty for the following years: 1954, 1956 – 1967. (11 separate books)		NAVY	5	1
Louisana: The Story Of The Washington Artillery In WWII (141st Artillery)		RECON	E	5
Makin		RESEARCH ROOM	B	2

Title	Description	Location	Section	Shelf
Manual for the Medical Department of the United States Navy- 1917 (hardbound book)		NAVY	2	
Manual Of Enlisted Military Occupational Specialties, AR 611-201, Mar 1955 thru Jun 1960 (6 binders)		RECON	F	5
Manual of Military Decorations and Awards (June 1993)		SIS	A	1
Manual of Military Decorations and Awards (September 1996)		SIS	A	1
Manual of Navy Officer Manpower and Personnel Classifications, Volume II, The Officer Data Card, August 1975.	Located inside the binder of NAVPERS 15839B-Manual of Navy Officer Classifications- September 1968	NAVY	3	
Manual of the Medical Department- issued 24 March 1978. Contained in a brown booklet holder.		NAVY	3	
Marine Corps Historical Reference Pamphlets-3 separate file boxes		NAVY	5	1
Marine Corps Manual, Chapter 8 only (same as the USMC Sep. and Ret. Manual)		NAVY	5	3
Maryland In WWI Military & Naval Service Records, 1917-1919 (2 volumes)	Honor roll, roster of personnel, unit assignments, medals received, review of WWI: Army & Navy	RECON	E	3
Maryland in WWI Military and Naval Service Records, Maps-Battle Locations 1917-1919 (3 books)		RECON	E	3
Maryland In WWII Register of Service Personnel Sep 16, 1940 to Dec 31, 1946 (5 volumes)	Shows name, rank, branch of svc., serial number and home town	RECON	E	3

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Maryland In WWII, 1917-1919 (2 volumes)	Military & Naval Service Records, Honor Roll, Roster Of Personnel, Unit Assignments, Medals Received, Review Of WWI : Army & Navy	RECON	E	3
MCI (Marine Corps Institute) handbook	Cover the MCI courses offered, how to apply, completion of MCI courses.	NAVY	5	2
MCO P1000.6-USMC Assignment Classification and Travel Systems Manual (ACTS Manual)		NAVY	5	2
MCO P1070.8-USMC Individual Records and Accounting Manual (changes only)		NAVY	5	2
MCO P1200- USMC MOS Manual for 1990		NAVY	5	2
MCO P1200.7- Cancelled USMC MOS Manual pages from 1954		NAVY	5	3
MCO P1200.7-USMC MOS Manual-1949 (2 books)		NAVY	5	3
MCO P1200.7-USMC MOS Manual-1954		NAVY	5	3
MCO P1200.7-USMC MOS Manual-1994		NAVY	5	3
MCO P1200.7A-USMC MOS Manual from 1969 (2 books)		NAVY	5	2
MCO P1200.7H-USMC MOS Manual-1989		NAVY	5	3
MCO P1400.29-USMC Promotions Manual- 12/68		NAVY	5	2
MCO P1760.8-USMC Civil Readjustment Manual		NAVY	5	2
MCO P1900.16-USMC Separation and Retirement Manual (no date on folder/booklet)		NAVY	5	3
MCO P1900.16-USMC separation and Retirement Manual, Chapter 11 only		NAVY	5	3

Title	Description	Location	Section	Shelf
MCO P3040.4-USMC Casualty Procedures Manual		NAVY	5	2
MCO P5000.3-USMC Personnel Manual-1961 (two books/volumes)		NAVY	5	2
MCO P5800.8-USMC Manual for Legal Administration.		NAVY	5	2
Medal of Honor Recipients (1863-1973)		SIS	A	1
Medal of Honor Recipients 1863-1978		ARMY MEDALS		
Medal of Honor Recipients, 1863-1973		RECON	E	1
Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		RECON	E	1
Medical Department U.S. Army: Internal Medicine in WWII, Volume 1: Activities of Medical Consultants		RESEARCH ROOM	B	1
Medical Department U.S. Army: Internal Medicine in WWII, Volume 2: Infectious Diseases		RESEARCH ROOM	B	1
Medical Department U.S. Army: Preventive Medicine in WWII, Volume 2: Environmental Hygiene		RESEARCH ROOM	B	1
Medical Department U.S. Army: Preventive Medicine in WWII, Volume 3: Personal Health Measures and Immunization		RESEARCH ROOM	B	1
Medical Department U.S. Army: Preventive Medicine in WWII, Volume 4: Communicable Diseases		RESEARCH ROOM	B	1

Title	Description	Location	Section	Shelf
Medical Department U.S. Army: Preventive Medicine in WWII, Volume 5: Communicable Diseases		RESEARCH ROOM	B	1
Medical Department U.S. Army: Surgery in WWII, Volume 2: General Surgery		RESEARCH ROOM	B	1
Medical Department U.S. Army: Surgery in WWII: Hand Surgery		RESEARCH ROOM	B	1
Medical Department U.S. Army: Surgery in WWII: Ophthalmology and Otolaryngology		RESEARCH ROOM	B	1
Medical Department U.S. Army: Surgery in WWII: Orthopedic Surgery in the European Theater of Operations		RESEARCH ROOM	B	1
Medical Department U.S. Army: Surgery in WWII: Orthopedic Surgery in the Mediterranean Theater of Operations		RESEARCH ROOM	B	1
Medical Department U.S. Army: Surgery in WWII: Physiologic Effects of Wounds		RESEARCH ROOM	B	1
Medical Department U.S. Army: Surgery in WWII: Thoracic Surgery, Volume 2		RESEARCH ROOM	B	1
Medical Department U.S. Army: Surgery in WWII: Vascular Surgery		RESEARCH ROOM	B	1
Medical Department U.S. Army: Veterinary Service in WWII		RESEARCH ROOM	B	1
Medical Department U.S. Army: Wound Ballistics		RESEARCH ROOM	B	1
Medical Department U.S. Army: Cold Injury - Ground Type		RESEARCH ROOM	B	1

Title	Description	Location	Section	Shelf
Medical Department U.S. Army: Dental Service in WWII		RESEARCH ROOM	B	1
Merrill's Marauders		RESEARCH ROOM	B	2
Mexican Border Card File	National Guard personnel who were federalized in 1916 & 1917- shows enlisted men in alpha order by state; officers are filed in straight alphabetical order	RECON	OR	0
Military Awards, AR 672- 5-1, revision dated Aug 1974		RECON	E	1
Military Government in the Ryukyu Islands 1945-1950	U.S. Army Center of Military History	RESEARCH ROOM	B	4
Military Grade Conversion & Pay Tables (1965)		ARMY		
Military Grade Conversion and Pay Tables (GSA booklet)		NAVY	5	4
Military Justice Procedure, TM 27-255, War Department Technical Manual Feb 1945		RECON	C	5
Military Occupation Specialty 1/5/67 (Volumes I - V)		ARMY		
Military Occupation Specialty 1/74 (Binder 1- 4)		ARMY		
Military Occupation Specialty 1960 - 1967 (Books 1-8)		ARMY		
Military Occupation Specialty 1967 - 1974 (Binder 1 & 2)		ARMY		
Military Occupation Specialty 1973 - 1977 (Superceded)		ARMY		
Military Occupation Specialty 6/60 (Reprint Changes Volumes 1 & 2)		ARMY		

Title	Description	Location	Section	Shelf
Military Occupational Classification Of Enlisted Personnel, TM 12-427, July 1944 thru Nov 1950		RECON	F	5
MILPER Messages	Miscellaneous medals information filed by type of meda	ARMY MEDALS		
Misc. changes to the most recent edition of the Navy Military Personnel Manual-these are contained inside the wrapping still and are not inside of a binder. They are on the shelf in a stack.		NAVY	3	
Misc. Navy instructions from the Department of the Navy-contained inside of a green three ring binder.		NAVY	3	
Miscellaneous Navy Instructions, Book 2 (Blue three ring binder)	Contains various Navy instructions and memos.	NAVY	2	
Monogram On Military Personnel & Related Records Of The War Dept. (Prepared by NPRC, 1966) 1912-1939		RECON	A	1
Monograph on Military Personnel and Related Records of the War Department, 1912-1939 (GSA book)		NAVY	5	4
Moscow to Stalingrad: Decision in the East		RESEARCH ROOM	A	5
Moving Mountains, Lessons in Leadership and Logistics from the Gulf War		RESEARCH ROOM	C	3
Naples-Foggia	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
National Guard 1984		ARMY		
National Guard 1992		ARMY		



Title	Description	Location	Section	Shelf
National Guard Data-Mexican Border Service. Indexed By Town Where N.G. Was Sent And By State From Which N.G. Unit Originated (3 x 5 card file)		RECON	TT	0
National Guard Registers 1927, 1929, 1930, 1931, 1936, 1939, 1941, 1943 (8 books)		RECON	B	5
National Guard Regulations And Pamphlets 1920's to 1960's		RECON	F	6
National Guard Regulations And Pamphlets 1960's (2 binders)		RECON	F	6
Naval Administration, Volume I, Department of Seamanship and Navigation-1942 Edition	For use by Midshipman 1st Class at the United States Naval Academy.	NAVY	2	
Naval Air Technical Training Command- Bulletins of Schools and Courses. 1955, 1957, and 1958 editions.		NAVY	3	
Naval Courts and Boards-1937 (hardbound book)		NAVY	2	
Naval Military Personnel Manual- Personnel manual for Naval personnel-last updated 12 July 1989.		NAVY	3	
Naval Military Personnel Manual-(4 three ring binders, one red and three black)	These are just the changes to the NavMilPersManual, as follows: Red binder contains changes dated February to December 1984; Black binders contain changes dated March 1985 to December 1986, January 1987 to December 1989, and June 1990 to July 1993.	NAVY	2	
Naval Reserve Multiple Address Letter, # 0-48; 12/31/47-listing of all USNR Units with addresses.		NAVY	4	

Title	Description	Location	Section	Shelf
Naval Reserve Multiple Address Letter-dated 31 December 1949	Instructions and letters to the various Naval commands regarding USNR submarine crews.	NAVY	2	
Naval Supplement to Manual for Court Martial-1951		NAVY	5	4
Naval Supplement to the Manual for Courts Martial of the United States-supplement issued 1 December 1955 for the 1951 edition		NAVY	3	
Naval Vessel Register-1949	Listing of all US Naval vessels for year listed.	NAVY	5	4
NAVDOCKS P-31-United States Navy Civil Engineering Corps Postwar Development, Chapters I to X.		NAVY	4	
NAVEXOS P-435-The United States Navy-issued January 1947	A description of the Navy's functional organization.	NAVY	2	
NAVEXOS-286-Manual of Organization Charts of Bureaus and Offices of the Navy Department-Dated 15 June 1943	An organizational description of the offices of the Navy Department to include the Navy, Marine Corps, and the Coast Guard.	NAVY	2	
NAVFAC P-349-Index of Naval Facilities Engineering Command Publications, January 1973.		NAVY	3	
NAVMC 1005C-Listing of Retired USMC Personnel -12/21/70		NAVY	5	3
NAVMED P-5057-History of USN Medical Department 1945-1955		NAVY	4	
NAVMILPERSCOMINST 1900.1, NMPC-24B-Naval Discharge Manual 13 September 1979		NAVY	2	
NAVPERS 10840-Administration and Use of Naval Correspondence Courses-3/49		NAVY	5	4

Title	Description	Location	Section	Shelf
NAVPERS 15014- Personal Affairs of Naval Personnel; revised 1953; also known as NavMC 1081-PD	provides reference for Navy and Marine Corps commanders regarding the personal affairs of their personnel.	NAVY	3	
NAVPERS 15040- Manual for the Operation of Navy V-12 Units; Issued 15 March 1944.		NAVY	3	
NAVPERS 15105-Navy Enlisted Classifications Manual-1957 and 1959 editions.		NAVY	3	
NAVPERS 15105-T- Navy Enlisted Classifications	Manual of Navy enlisted job duties by rate. January and July 1971 and January 1972 (three separate booklets-not in a three ring binder)	NAVY	2	
NAVPERS 15105-Z- Navy Enlisted Classifications-1974		NAVY	3	
NAVPERS 15105C- Manual of Navy Enlisted Classifications-7/62		NAVY	5	4
NAVPERS 15560A- Naval Military Personnel Manual	Personnel Manual for Navy personnel. Issued 15 June 1987	NAVY	2	
NAVPERS 15665B- Navy Uniform Regulations-1975		NAVY	3	
NAVPERS 15665C-U.S. Navy Uniform Regulations		NAVY	2	
NAVPERS 15665F- United States Navy uniform regulations, issued 18 July 1985. Contained in a brown booklet holder.		NAVY	3	
NAVPERS 15780-Guide to Enlisted Classifications-1953		NAVY	1	
NAVPERS 15780-Guide to Enlisted Classifications-1953	Contained in the NAVPERS 15105 Binder.	NAVY	3	
NAVPERS 15791-B- BUPERS Manual (no year given)		NAVY	3	
NAVPERS 15791- BUPERS Manual-1948		NAVY	3	

Title	Description	Location	Section	Shelf
NAVPERS 15791B-BUPERS Manual, Unit A	Specific reasons for discharge of U.S. Navy personnel.	NAVY	2	
NAVPERS 15795-Navy Schools and Training Courses	Listing of the various Naval Schools Commands and training courses available. Contains several softbound booklets on the various Navy schools and courses available, beginning with the April 1951 edition and continuing with the April 1952 edition. Also contains an unbound edition of the Navy officer, officer candidate, and enlisted training course guide.	NAVY	2	
NAVPERS 15825-Department of the Navy, Brig Manual, 1956	Describes policies, standards, and procedures for the operation of Navy and Marine Corps brigs.	NAVY	2	
NAVPERS 15834-B-Manual of Navy-Civilian Occupational Relationships (pamphlet)		NAVY	3	
NAVPERS 15834A-Table of Navy-Civilian Occupational Relationships. (revised 2/58)		NAVY	5	4
NAVPERS 15839-Manual of Navy Officer Billet Classifications, 1953	Describes job duties of the various Naval officer billets/ratings.	NAVY	2	
NAVPERS 15839B-Manual of Navy Officer Classifications-September 1968		NAVY	3	
NAVPERS 15878D-Navy Career Counseling Manual (changes only)-Manual concerning guidelines and instructions for Navy Career Counseling personnel.	Pertains to how to keep/retain Navy personnel/re-enlisting Navy personnel.	NAVY	3	
NAVPERS 15909B-Navy Enlisted Transfer Manual and Separation/Reenlistment Guide (incomplete)-Dated 11 January 1973	Contains instructions regarding the transfer of Naval personnel and regulations pertaining to the discharge and reenlistment of Naval personnel	NAVY	2	
NAVPERS 15909D-Navy Enlisted Transfer Manual	This is only change #4, which takes up one entire binder.	NAVY	2	

Title	Description	Location	Section	Shelf
NAVPERS 15929D-Organizational Index of the Bureau of Naval Personnel	Reflects those personnel on board the Bureau of Naval Personnel as of January 1978.	NAVY	3	
NAVPERS 16004-Navy V-12 Bulletin # 101: Navy V-12 Curricula Schedules and Course Descriptions-Issued 1 November 1943		NAVY	3	
NAVPERS 16138-A, Naval Orientation	Describes Navy life, the requirements of the Navy, and a listing of the types of naval vessels used by the Navy, with the Alpha designation of each type of vessel (aircraft carrier-CV, CVA, CVL; battleship-BB) December 1948	NAVY	2	
NAVPERS 18068 (D,E,F)	Navy Enlisted Manpower and Personnel Classifications and Occupational Standards- A listing of all Navy enlisted classifications (job classifications) and the duties performed by each classification. Detailed explanation of each job performed by that particular Navy rating. Covers the years January 1980 through October 1993	NAVY	1	
NAVPERS 18068C - Navy Manual of Qualifications for Advancement, June 1971		NAVY	2	
NAVPERS 18068D- Navy Enlisted Manpower and Personnel classifications and Occupational Standard	Listing of navy enlisted job duties. September 1975 (two books), January 1976, and July 1978.	NAVY	2	
NAVPERS 18455B-The Warrant Officer Manual		NAVY	3	
NAVPERS 18564B- Department of the Navy Limited Duty Officer Manual, February 1976.	Note: Inside the May 1976 Binder.	NAVY	2	
NAVPERS 18564B- Department of the Navy Limited Duty Officer Manual, May 1976.	Also has the February 1966 edition inside of the binder.	NAVY	2	

Title	Description	Location	Section	Shelf
NAVPERS 91769- Catalog of U.S. Naval Training Activities and Courses		NAVY	2	
NAVPERS 91769- Catalog of USN Training Activities and Courses;1951		NAVY	4	
NAVPERS 93863-Navy Small Arms Marksmanship Manual	Manual concerning the requirements for Navy marksmanship (rifle) training.	NAVY	3	
NAVPUBINST 5215.1- Department of the Navy, Directives Issuance System	Consolidated Subject Index of Instructions by Washington Headquarters Organizations-1 April 1989, 1 April 1992 (2 books) editions- A listing of instructions issued by Washington, D.C. headquarters organizations identifying active naval instructions applicable to certain programs or subject matter interests.	NAVY	2	
NAVPUBINST 5215.1A- Consolidated Subject Index of Instructions by Washington, D.C. Headquarters organizations. 4-1-90 & 10-1-91		NAVY	4	
NAVPUBINST 5215.3BB-Standard Navy Distribution List- Consolidated Checklist A, B, C (two pamphlets)-9/30/84	Listing of all Naval and Marine Corps commands and units that receive correspondence from Navy HQ and USMC HQ.	NAVY	4	
NAVPUBNOTE 5215- Consolidated Subject Index of Instructions by Washington Headquarters Organizations. 3 July 1978		NAVY	3	
NAVSO P-1000-Navy Comptroller Manual, Cumulative Supplement, Volume 2, Chapter 5	Provides directions and instructions for Navy comptrollers.	NAVY	2	

Title	Description	Location	Section	Shelf
NAVSO P-1990-Navy Disability Evaluation Manual, originally issued 1 October 1970	Changed and updated 24 June 1975-Provides instructions to the Navy's Physical Review Council concerning disability evaluation cases involving Navy and Marine Corps personnel.	NAVY	2	
NAVSO P-3007-Navy and Marine Corps Military Pay Procedures	Contained inside of same manila folder as BUPERS Instructions-5210.6; 10/28/71	NAVY	4	
NAVSO P-3050-Navy Pay and Personnel Procedures Manual, 1973	Concerns policies and procedures regarding payroll and personnel related issues for navy personnel.	NAVY	2	
NAVSO P-3086-JUMPS Field Procedures Handbook	JUMPS stands for Joint Uniform Military Payroll System. Contains instructions and guidelines pertaining to military payroll, to include mileage allowances, computation of accrued leave, etc. dated 19 July 1973	NAVY	2	
NAVSO-P 1459-Navy Travel Instructions for 1971		NAVY	3	
NAVSO-P-3060-Navy JUMPS Allotment Handbook-1970	Pertains to military payroll allotments.	NAVY	3	
NAVSO-P-3084-Navy and Marine Corps Military Travel Advance Handbook-July 1969	Pertains to the advancement of money for military personnel conducting official military travel.	NAVY	3	
NAVSO-P-3086-Navy JUMPS Field Procedures Handbook 1972 (cancelled)	Pertains to military payroll.	NAVY	3	
NAVSO-P1000-Navy Comptroller Manual, vol. 3		NAVY	3	
NAVSUP 2002-Navy Stock List of Publications and Forms	List of all available Navy publications and forms; last changed/updated 1 January 1973	NAVY	3	
NAVSUP PUB 467-Naval Supply Systems Command Manual vol. I, II, III.		NAVY	4	
NAVSUPINST & notices-misc.	Navy instructions and notices.	NAVY	4	
NAVTRA 10500-Catalog of Navy Training Courses-July 1973		NAVY	3	

Title	Description	Location	Section	Shelf
Navy Administration Case Worksheets(by codes)-Books 1 & 2	Pertains to Navy administration work/cases (personnel and/or leave and payroll matters for Navy commands)	NAVY	3	
Navy and Marine Corps abbreviations-booklet		NAVY	3	
Navy and Marine Corps Military Pay Procedures-superseded pages (three books)-1967		NAVY	4	
Navy Bureau of Navigation Manual-Issued 1921		NAVY	3	
Navy Circular Letters-1916 to 1919		NAVY	5	4
Navy Department Bulletin, All Ships and Stations Letters, January 1944 through June 1948 (eleven separate books)	All Navy bulletins issued for time period stated, for all ships and Naval stations.	NAVY	2	
Navy Department Bulletin, Cumulative Edition, December 31, 1943	All Navy bulletins for year listed.	NAVY	2	
Navy Department Bulletin, January-December 1950	Listing of all changes made to Navy and Marine Corps facilities, establishment of USNR/USMCR facilities, etc; (two separate books)	NAVY	2	
Navy Department Bulletin, June 1942 through August 1942 and February 1943 through March 1943.		NAVY	2	
Navy Department Bulletins- ALNAV 58-51 through 23-52 and CIRCULAR Letters 107-51 through 114-52, Volume 3		NAVY	3	
Navy Department Bulletins-1944	A listing of all Navy Bulletins issued for 1944	NAVY	1	
Navy Department Bulletins-1947	A listing of all Navy Bulletins issued for 1947	NAVY	1	
Navy Department Bulletins-1948	A listing of all Navy Bulletins issued for 1948	NAVY	1	
Navy Department Bulletins;1942-1951		NAVY	4	



<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Navy Department Bureau of Naval Personnel Manual-1942	Personnel Manual for Naval Personnel	NAVY	1	
Navy Department Circular Letters, 1920- 194	Sixteen separate booklets consisting of various letters sent to Navy commands.	NAVY	2	
Navy Department Circular Letters-6/42, 12/42, 1/43, 5/43	Letters to the various Navy commands.	NAVY	4	
Navy Department General Orders	Numbers 1 to 68, inclusive, issued 1935, reprinted August 1941	NAVY	1	
Navy Department General Orders	Numbers 1 to 553 for the years 1/25/1913 to 11/15/1920 and Numbers 1 to 255 for the years 1/5/1921 to 4/24/1935	NAVY	2	
Navy Department regulations and Instructions-1913		NAVY	1	
Navy Department, Bureau of Ships	Ships Data, U.S. Naval Vessels to include auxiliary, district craft, and unclassified vessels. Volumes I and III, April 15, 1945.	NAVY	1	
Navy Directory-1 July 1932	Listing of all officers of the USN and USMC to include officers of the USNR (active), USMCR (active), and foreign officers serving with the USN. This is not the same as the Navy Register.	NAVY	2	
Navy Directory-10/34, 1/36, 1/37, 9/37, 7/38, 10/39, 6/40, 11/40, 4/41	Listing of all Navy and Marine Corps officers for years listed above	NAVY	4	
Navy Directory-1918 and 1919(5 books for 1919)	There is a total of 5 books-1 small manila envelope and 4 books	NAVY	5	4
Navy Enlisted Classifications Guide-no cover-2 books, one from 1964		NAVY	5	4
Navy enlisted Classifications-1969		NAVY	3	
Navy Filing Manual-4th edition, 1941	Governs the way Navy records, memos, instructions, etc; are to be filed for the Navy.	NAVY	2	
Navy General Orders, Numbers 1 to 248, years 1935 to 1947		NAVY	2	
Navy General Orders- 1944		NAVY	5	4

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Navy JAG Instructions and Notices- (small black binder)	Contains outdated notices for the Navy's Judge Advocate General's office.	NAVY	3	
Navy JAG Journal-1962-1966 (incomplete). Contained in a brown booklet holder.		NAVY	3	
Navy Job Classification Manuals-Two books inside the same black binder for the years 1945 and 1949		NAVY	3	
Navy List of Training Manuals and Correspondence Courses-for the years 1949, 1951, 1964-1976. These are individual booklets/manuals contained inside of a brown booklet holder.		NAVY	3	
NAVY Medical Pamphlets (assorted)- contained inside of a red binder.		NAVY	3	
NAVY Messages-Black binder containing assorted messages and memos.		NAVY	3	
Navy Microfiche Master Index (blue binder)	Contains the NPRC Navy Microfiche Index as of July 1990	NAVY	2	
Navy Misc. Publications, vols. 1 & 2		NAVY	3	
Navy Ratings Book-no cover/paperback book.		NAVY	3	
Navy Register	A listing of Navy and Marine Corps Commissioned and Warrant Officers for the years 1845 through 1984. This includes Active Duty and reserve personnel.	NAVY	1	
Navy Regulations	Changes numbered 23 through 27 for the year 1920	NAVY	2	
Navy Regulations and Naval Instructions-1920		NAVY	5	4
Navy Regulations-1920 (reprinted 1944)		NAVY	3	
Navy Regulations-1920 (reprinted 1944)		NAVY	5	4

Title	Description	Location	Section	Shelf
Navy Regulations-1920-reprinted version dated 1941 with all changes up to and including change # 22	Contains detailed instructions and regulations governing the United States Navy and united States Marine Corps.	NAVY	2	
Navy Seabees (CB's) in World War II-4 separate books.		NAVY	3	
Navy Technical Instructions, Volumes I & II	Provides instructions on how to answer certain types of requests for information concerning military service on former members of the U.S. Navy, such as Social Security, types of discharges received, etc;	NAVY	2	
Navy Travel Instructions for year 1936		NAVY	2	
Navy Yearbook-1916	A listing of all vessels of the United States navy for that year and vessels to be built in following years. Also a listing of foreign navies.	NAVY	1	
Navy Yearbook-1919		NAVY	4	
Navy Yearbook-1920 &1921 (combined)	A listing of all vessels of the United States navy for that year and vessels to be built in following years. Also a listing of foreign navies.	NAVY	1	
New Guinea	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
New York State, Roll of Honor (Deaths in the Service) 1917-1919		RECON	E	5
Normandy	The U.S. Army Campaigns of WWII	RESEARCH ROOM	A	2
North Carolina-WWI Service Record Cards (3 x 5 card file)		RECON	OR	0
Northern Solomons	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
Notes On A Half Century of United States Navy Ordnance:1880-1930 (little blue book)		NAVY	4	
Nurses Who Served In WWI		RECON	E	2

Title	Description	Location	Section	Shelf
O/R requests (requests pertaining to Navy hospital records held within the Organizational Records Section)	Instructions pertaining to O/R held records involving Navy hospital records. Dated 17 February 1983	NAVY	2	
Officer Ranks Personnel Update - Book 12 (1988)		ARMY		
Officer Ranks Personnel Update - Book 6 (1986)		ARMY		
Officer Ranks Personnel Update - Book 9 (1986)		ARMY		
Officers Classification, Commission & Warrant, TM 12-406, Feb 1946		RECON	F	5
Officers of The Army Stationed In or Near Washington, D.C. In 1920, 1933 and 1943 (3 books in one jacket)		RECON	B	1
Official Army National Guard Register 1 January 1985	Department of the Army	RESEARCH ROOM	C	1
Official List of The Officers Reserve Corps, AUS	Shows first, middle & last name, date of birth, rank, city & state-10 volumes all in the same book) List as of August 31, 1919	RECON	B	5
Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	RECON	E	4
Official Roster of North Dakota For Soldiers, Sailors and Marines, 1917-1918 (4 volumes)	Shows name, rank, branch of svc., serial number, dates served, date of birth, overseas dates	RECON	E	3
Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 1 thru 15)		RECON	E	4
Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 16 thru 23)		RECON	E	5
Official Roster of South Carolina Servicemen & Servicewomen, 1941-1946 (5 volumes)		RECON	E	5

Title	Description	Location	Section	Shelf
Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		RECON	F	6
Omaha Beachhead		RESEARCH ROOM	A	5
Omar Nelson Bradley: The Centennial		RESEARCH ROOM	A	2
OPNAV Instructions	Various memos and instructions concerning Navy personnel as issued from the Office of the Chief of Naval Personnel in Washington, D.C., 1977	NAVY	2	
OPNAV Instructions (black binder)	Contains various OPNAV instructions and notices.	NAVY	2	
OPNAV Notices numbered OPNAVNOTE 1000, 1520, 1650, 4065, 5040, 5060, 5110, 5211, 5112, 5212, 5310, 5400	These pertain to a variety of subjects such as the sorting of mail at Navy commands and so on.	NAVY	2	
OPNAV OIBI-P2/MCO P5200.12-Navy and Marine Corps Glossary of Terms for Manpower Management and Personnel Administration. April 1968		NAVY	3	
OPNAV P09B2-107-Standard Navy Distribution List, Part 1	Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International Commands; Edition 121, 1 November 1985- A comprehensive listing of all Naval commands, including USMC commands worldwide. This includes the mailing addresses. Edition 122, 1 November 1986 and Edition 124, 1 July 1989 also available.	NAVY	2	
OPNAV PO9B3-105-Catalog of Naval Shore Activities, Edition 59, 1 April 1974	Listing of all Navy and Marine Corps installations worldwide.	NAVY	2	
OPNAV PO9B3-105-Catalog of Naval Shore Activities, Edition 61, 1 April 1975	Listing of all Naval and Marine Corps installations worldwide.	NAVY	2	

Title	Description	Location	Section	Shelf
OPNAV-P421-514-Office of Naval Operations, Arming of Merchant Ships and Naval Armed Guard Service	United States Naval Administration in World War II: An administrative history of the United States Navy's Armed Guard crews and the arming of United States merchant vessels during World War II	NAVY	2	
OPNAVINST 1730.1- Navy Chaplains Manual; Issued 3 October 1973, with an update to include a roster of Naval Reserve Chaplains issued 29 November 1976 located in the back of the book.		NAVY	3	
OPNAVINST 3111.14S- Homeports of Ships, Seagoing staffs, Squadrons, etc; of the United States Navy as of 11 March 1975. Contained in a small black binder		NAVY	3	
OPNAVINST 3120.32- Standard Organization and Regulations of the U.S. Navy; Last updated 1 May 1978.		NAVY	3	
OPNAVINST 3710.7J- NATOPS General Flight and Operating Instruction Manual, 21 July 1978	NATOPS stands for Naval Air Training and Operating Procedures Standardization Program; It is a directive concerning the training and operating of the Naval Air force.	NAVY	2	
OPNAVINST 510.1F- Department of the Navy Information Security Program regulation, issued 26 September 1978. Contained in a small black binder		NAVY	3	
OPNAVINST 5112.1A- Department of the Navy Postal Instructions	Instructions for Navy Postal officers and clerks. Issued 1976	NAVY	3	
Order of Battle Divisions in the European Theater, WWII (2 binders)	Units assigned under Infantry during campaigns & Battles	RECON	D	1

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-Divisions	Info on Command, Composition, Operations & History of Divisions & Large Units	RECON	D	1
Order Of Battle Of The U.S. Land Forces In WWI, American Expeditionary Forces-Divisions	Info on command, composition, operations & history of divisions & large units	RECON	D	1
Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-General HQ, Armies, Army Corps, Services of Supply & Separate Forces		RECON	D	1
Papau	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
Papua Campaign		RESEARCH ROOM	B	2
Participation Credit Register (WWII and Korea, listed by unit)		ARMY MEDALS		
Participation Credit Register 1960-1981 (Vietnam and forward, listed by unit)		ARMY MEDALS		
PERS-82	Instructions for the Navy Personnel Accounting System, March 1946	NAVY	1	
Personnel Records of The Dept. of The Army & Dept. of The Air Force & The Office of The Secretary Of Defense-Monogram No. 8. Dec 1954		RECON	A	1
Philippine Islands	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
Philippine Liberation Ships and Units (1944-1945)	Bureau of Naval Personnel	SIS	A	1
Po Valley	The U.S. Army Campaigns of WWII	RESEARCH ROOM	A	2
Portrait of an Army	U.S. Army Center of Military History	RESEARCH ROOM	B	5
POW Listing (Returned to Military control)	Korean War and Vietnam	SIS	A	1

Title	Description	Location	Section	Shelf
Precedence files (award policy and general information)		ARMY MEDALS		
Preliminary Inventory of the Records of U.S. Army Continental Commands, 1821-1920	Record Group 393-NARA	RESEARCH ROOM	B	4
Prisoner of War Listing-Korea, AF Only		RECON	E	2
Prisoner of War Roster World War I (2 books, alphabetical)		ARMY MEDALS		
Prisoner of War Roster World War II (16 books, alphabetical)		ARMY MEDALS		
QMC Historical Studies: Supply by Sky, The Quartermaster Airborne Development 1950-1953		RECON	D	1
Quartermaster Support of The Army: A History of The Corps 1775-1939		RECON	D	1
Record of Medals of Honor issued to the Officers and Enlisted Men of the United States Navy, Marine Corps, and Coast Guard, 1862-1923. Printed 1924.		NAVY	2	
Records Used In Reconstrution Of Military Service Data	Prepared by NPRC management & technical staff, Jan 1979- arranged in 3 parts:WWI period, WWII period & post WWII period	RECON	A	1
Register of Alumni of the United States Naval Academy-1845 – 1961		NAVY	4	
Register of Patients, U.S.A.F. Hospital, George AFB, CA. Sep 1950-Dec 1959		RECON	E	1
Register of Posthumous Commissions WWI		RECON	TT	0
Register of World War II and Korean War Dead	American Battle Monument Commission ( books, 3 volumes, and microfiche, listed alphabetically)	ARMY MEDALS		



Title	Description	Location	Section	Shelf
Regulations For The Army of The United States 1901, 1904, 1905, 1908, 1910 & 1913 (6 books)		RECON	F	1
Regulations For The Army of The United States 1913-Corrected to April 15, 1917 (Changes 1 thru 77)		RECON	F	1
Report of the Secretary of the Navy-1918		NAVY	4	
Reports of General MacArthur: Japanese Operations in the Southwest Pacific Area, Volume 2, Part 1		RESEARCH ROOM	B	2
Reports of General MacArthur: Japanese Operations in the Southwest Pacific Area, Volume 2, Part 2		RESEARCH ROOM	B	2
Reports of General MacArthur: MacArthur in Japan: The Occupation: Military Phase, Volume 1, Supplement		RESEARCH ROOM	B	2
Reports of the Bureau of Steam Engineering- 1915 to 1923 (hardbound book)		NAVY	2	
Researching the Vietnam Experience	U.S. Army Center of Military History	RESEARCH ROOM	C	3
Reserve Components Personnel - Book 20 (1988)		ARMY		
Reserve Components Personnel - Book 22 (1990)		ARMY		
Roster of United Nations Personnel Held Captive By The Communists on 18 Dec 1951 (includes 3198 American Personnel)		RECON	TT	0
Rosters of Maine in WWI and Report of the Adjutant General of the State of Maine WWI, 1917-1919 (4 Volumes)		RECON	E	6

Title	Description	Location	Section	Shelf
S – Z  U.S.S. S-11 - U.S.S. Zuni	Misc. information on ships	NAVY	D5	B
SECNAVINST 5210.11B-Navy Standard identification codes	Used to set forth a system of standard identification codes for identifying directives, categorizing, setting up filing and retrieval systems, etc; Issued 28 December 1977	NAVY	3	
SECNAVINST 5216.5B-Navy Correspondence Manual-October 1972	Describes the policies, procedures, and guidelines for the preparation of correspondence. (applies to Naval personnel)	NAVY	3	
SECNAVINST 5720.44-Navy Public Affairs Regulations, 14 June 1974	Provides basic regulations concerning the public affairs of the U.S. Navy.	NAVY	2	
SECNAVINST P5212.5B-Disposal of Navy and Marine Corps Records.		NAVY	3	
SECNAVNOTE 5211-Navy Records and the Privacy Act of 1974	Provides instructions concerning the Privacy Act of 1974 and the release of U.S. Navy records. Printed 16 September 1975	NAVY	2	
Secretaries of War and Secretaries of the Army, Portraits and Biographical Sketches	U.S. Army Center of Military History	RESEARCH ROOM	B	5
Selective Service Guides		ARMY		
Selective Service Regulations 1918		RECON	F	6
Service Number Information		ARMY MEDALS		
Service Records of Connecticut Veterans 1917-1920 (3 volumes)	Shows Name, Rank, Branch of Service, Serial Number, Dates of Service and Character of Discharge	RECON	E	3
Silver Star/DSC Index	Alphabetical listing of Silver Star and Distinguished Service Cross Recipients for World War 2, Korean War, and Vietnam War	ARMY MEDALS		
Soldiers Serving the Nation	U.S. Army Center of Military History	RESEARCH ROOM	B	5
Southern Philippines	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2

Title	Description	Location	Section	Shelf
Special Orders, HQ. 2002d AAF BU Base SVS., U.S. Military Academy Stewart Field, N.Y. 1946		RECON	C	6
Special Studies-The Demands of Humanity: Army Medical Disaster Relief	U.S. Army Center of Military History	RESEARCH ROOM	C	4
St - Lo		RESEARCH ROOM	A	5
Stalingrad to Berlin: The German Defeat in the East		RESEARCH ROOM	A	5
Standard Navy Distribution List, Part 2	Listing of Naval activities-Edition 73, 3/1/90	NAVY	4	
State National Guard units-Federal Designations In WWI, 1917		RECON	E	6
Superseded Manual of Qualifications for Advancement in Rating- 1952 and 6/65 and 6/71 (three books)		NAVY	4	
Superseded pages from Manual of Navy Officer Classifications, September 1968.		NAVY	3	
Superseded Manual of Navy Enlisted Classifications-1945 and 1963-1975 (four books)		NAVY	4	
Superseded pages from BUMED (Bureau of Medicine and Surgery) Manual, chapters I to end (three books)		NAVY	4	
Superseded pages from BUPERS Manual-1959 (two books)		NAVY	4	
Superseded pages from BUPERS Manual-1969		NAVY	5	4
Superseded pages from BUPERS Manual-1969- changes 4/73 – 10/74 and 1/75 to ? (two books)		NAVY	4	

Title	Description	Location	Section	Shelf
Superseded pages from Navy Medical Department Formal Schools Catalog-1951 and 1966-1973		NAVY	4	
Superseded pages from Section 1, Navy Enlisted Occupation Standards-9/75		NAVY	4	
Superseded pages from USCG Administration Manual for USCGR, July 1964 (file folder)		NAVY	6	4
Superseded pages from USCG Comptroller Manual, vol. 2, section B, page 201 to end of section B. (file folder)		NAVY	6	4
Superseded pages from USCG Comptroller Manual, vol. 2, sections A & B to page 200. (file folder)		NAVY	6	4
Superseded pages from USCG Comptroller Manual, vol. 2, sections C through G. (file folder)		NAVY	6	4
Superseded pages from USCG Enlisted Rating Qualifications Manual, 12/60 to 6/20/75 (file folder)		NAVY	6	4
Superseded pages from USCG Medical Manual, 1958 (file folder)		NAVY	6	4
Superseded pages from USCG Medical Manual, 1972 (file folder)		NAVY	6	4
Superseded pages from USCG Personnel Manual Amendments, 11/67, amendments 1 to ? (2 file folders)		NAVY	6	5
Superseded pages from USCG Personnel Manual, 1955 (file folder)		NAVY	6	4

Title	Description	Location	Section	Shelf
Superseded pages from USCG Personnel Manual, 1955 (file folder)		NAVY	6	5
Superseded pages from USCG Regulations Manual, 1955 (file folder)		NAVY	6	4
Superseded pages from USMC Assignment, Classification, and Travel Manual (ACTS Manual)-7/69		NAVY	5	1
Superseded pages from USMC MOS (Military Occupational Specialty) Manual 1954 and 6/69 2 separate file boxes		NAVY	5	1
Superseded pages from USMC Personnel Manual-1961 edition		NAVY	5	1
Survivor Benefits Information Booklet-pamphlet		NAVY	5	4
Temporary Disability Retired List (TDRL) 1978		ARMY		
The Adjutant General's Report For Illinois-Roster of National Guard & Naval Militia 1917		RECON	E	5
The Admiralties		RESEARCH ROOM	B	2
The Amended Korea GI Bill of Rights and How it Works	An Explanation of its Provisions Complete Text, as Amended by: Public Law 428, 83rd Congress, 6/24/54; Public Law 610, 83rd Congress, 8/20/54; Presidential Proclamation 3080, 1/1/55; Public Law 7, 84th Congress, 2/14/55- Published by the Army Times Publishing Company-1955 (A very thin paperback pamphlet)	NAVY	2	
The Army Air Forces in WWII-Europe: Torch to Pointblank Aug 1942 to Dec 1943		RECON	D	1

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
The Army Air Forces in WWII: Combat Chronology 1941-1945		RECON	D	1
The Army Medical Department, 1818-1865.	U.S. Army Center of Military History	RESEARCH ROOM	B	4
The Army Medical Department, 1865-1917.	U.S. Army Center of Military History	RESEARCH ROOM	B	4
The Army Nurse Corps: A Commemoration of WWII Service		RESEARCH ROOM	A	2
The Articles of War approved Jun 4, 1920		RECON	F	6
The Coast Guard at 175 years (informational pamphlet) - IN BLACK BINDER		NAVY	6	3
The Employment of Negro Troops	U.S. Army Center of Military History	RESEARCH ROOM	C	2
The Final Collapse	U.S. Army Center of Military History	RESEARCH ROOM	C	3
The History of the U.S. Army Corps of Engineers		RESEARCH ROOM	B	5
The Inspectors General of the United States Army 1773-1903	U.S. Army Center of Military History	RESEARCH ROOM	B	4
The Medal of Honor 1861-1948		ARMY MEDALS		
The Sergeants Major of the Army	U.S. Army Center of Military History	RESEARCH ROOM	B	5
The Staff Ride		RESEARCH ROOM	A	2
The Story of the Noncommissioned Officer Corps	U.S. Army Center of Military History	RESEARCH ROOM	B	5
The U.S. Army's Transition to the All-Volunteer Force 1968-1974	U.S. Army Center of Military History	RESEARCH ROOM	C	3
The United States Air Force Dictionary		SIS	A	1
The United States Government Manual (1996-97)		SIS	A	1
The United States Government Manual (1998-99)		SIS	A	1

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
The United States Merchant Marine - IN BLACK BINDER		NAVY	6	3
The Whirlwind War, The U.S. Army in Operations Desert Shield and Desert Storm		RESEARCH ROOM	C	3
The Woman's Army Corps: A Commemoration of WWII Service		RESEARCH ROOM	A	2
The Women's Army Corps 1945-1978	U.S. Army Center of Military History	RESEARCH ROOM	B	4
Time Honored Professionals: The NCO Corps Since 1775		RESEARCH ROOM	A	2
To Bizerte With the II Corps		RESEARCH ROOM	A	4
Transmittal Sheets to Navy Instructions and Notices. Dated 1976-1978		NAVY	2	
Triumph in the Desert		RESEARCH ROOM	C	3
Tunisia	The U. S. Army Campaigns of WWII	RESEARCH ROOM	A	2
U.S Army in World War II: Vol 45: The Technical Services: The Signal Corps: The Outcome (Mid-1943 through 1945)		RECON	D	4
U.S. Army in the Korean War 1950-1955, Vol 1- Policy & Direction: First Yr., Vol 2-South To The Naktong, North To The Yalu: Jun-Nov 1950, Vol 3-Truce Tent & Fighting Front		RECON	D	5
U.S. Army in the Korean War, Policy and Direction the First Year	U.S. Army Center of Military History	RESEARCH ROOM	C	2
U.S. Army in the Korean War, South to the Naktong, North to the Yalu (June-November 1950)	U.S. Army Center of Military History	RESEARCH ROOM	C	2
U.S. Army in the Korean War, The Medic's War	U.S. Army Center of Military History	RESEARCH ROOM	C	2

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army in the Korean War, Truce Tent and Fighting Front	U.S. Army Center of Military History	RESEARCH ROOM	C	2
U.S. Army in the World War: Bulletins - Volume 17		RESEARCH ROOM	A	1
U.S. Army in the World War: General Orders - Volume 16		RESEARCH ROOM	A	1
U.S. Army in the World War: Military Operations - Volume 5		RESEARCH ROOM	A	1
U.S. Army in the World War: Military Operations - Volume 6		RESEARCH ROOM	A	1
U.S. Army in the World War: Military Operations - Volume 7		RESEARCH ROOM	A	1
U.S. Army in the World War: Military Operations - Volume 8		RESEARCH ROOM	A	1
U.S. Army in the World War: Military Operations - Volume 9		RESEARCH ROOM	A	1
U.S. Army in the World War: Organization- Volume 1		RESEARCH ROOM	A	1
U.S. Army in the World War: Policies - Volume 2		RESEARCH ROOM	A	1
U.S. Army in the World War: Reports - Volume 12		RESEARCH ROOM	A	1
U.S. Army in the World War: Reports - Volume 13		RESEARCH ROOM	A	1
U.S. Army in the World War: Reports - Volume 14		RESEARCH ROOM	A	1
U.S. Army in the World War: Reports - Volume 15		RESEARCH ROOM	A	1
U.S. Army in the World War: Training - Volume 3		RESEARCH ROOM	A	1
U.S. Army in the World War: Military Operations - Volume 4		RESEARCH ROOM	A	1
U.S. Army in the World War: The Armistice - Volume 10, Part 1		RESEARCH ROOM	A	1



<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army in the World War: The Armistice - Volume 11, Part 2		RESEARCH ROOM	A	1
U.S. Army in Vietnam (Advice and support- the early years 1941-1960)	U.S. Army Center of Military History	RESEARCH ROOM	C	3
U.S. Army in Vietnam (Advice and support: The final years, 1965-1973)	U.S. Army Center of Military History	RESEARCH ROOM	C	3
U.S. Army in Vietnam, The Military and the Media 1962-68	U.S. Army Center of Military History	RESEARCH ROOM	C	3
U.S. Army in Vietnam, The Military and the Media 1968-73	U.S. Army Center of Military History	RESEARCH ROOM	C	3
U.S. Army in World War II: Special Studies: Chronology 1941-1945		SIS	A	1
U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the European Theater of Operations		RESEARCH ROOM		
U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the Mediterranean and Minor Theaters		RESEARCH ROOM	B	4
U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the War against Japan		RESEARCH ROOM	B	4
U.S. Army in World War II: The Technical Services, The Medical Department: Hospitalization and Evacuation, Zone of Interior		RESEARCH ROOM	B	4
U.S. Army in World War II: The War Department: Chief of Staff: Prewar Plans and Preparations		RESEARCH ROOM	A	2

Title	Description	Location	Section	Shelf
U.S. Army in World War II: The War Department: Global Logistics and Strategy: 1940-1943		RESEARCH ROOM	A	2
U.S. Army in World War II: The War Department: Global Logistics and Strategy: 1943-1945		RESEARCH ROOM	A	2
U.S. Army in World War II: The War Department: Strategic Planning For Coalition Warfare: 1941-1942		RESEARCH ROOM	A	2
U.S. Army in World War II: The War Department: Strategic Planning For Coalition Warfare: 1943-1945		RESEARCH ROOM	A	2
U.S. Army in World War II: The War Department: The Army and Economic Mobilization		RESEARCH ROOM	A	2
U.S. Army in World War II: The War Department: Washington Command Post: The Operations Division		RESEARCH ROOM	A	2
U.S. Army in World War II: Pictorial Record: The War Against Germany and Italy: Mediterranean and Adjacent Areas		RESEARCH ROOM	A	3
U.S. Army in World War II: Pictorial Record: The War Against Germany: European and Adjacent Areas		RESEARCH ROOM	A	3
U.S. Army in World War II: Pictorial Record: The War Against Japan		RESEARCH ROOM	A	3
U.S. Army in World War II: Special Studies: Buying Aircraft: Material Procurement for the Army Air Forces		RESEARCH ROOM	A	3
U.S. Army in World War II: Special Studies: Chronology: 1941-1945		RESEARCH ROOM	A	3

Title	Description	Location	Section	Shelf
U.S. Army in World War II: Special Studies: Civil Affairs: Soldiers Become Governors		RESEARCH ROOM	A	3
U.S. Army in World War II: Special Studies: Manhattan: The Army and the Atomic Bomb		RESEARCH ROOM	A	3
U.S. Army in World War II: Special Studies: Military Relations Between the United States and Canada 1939-1945		RESEARCH ROOM	A	3
U.S. Army in World War II: Special Studies: Rearming the French		RESEARCH ROOM	A	3
U.S. Army in World War II: Special Studies: The Employment of Negro Troops		RESEARCH ROOM	A	3
U.S. Army in World War II: Special Studies: The Women's Army Corps		RESEARCH ROOM	A	3
U.S. Army in World War II: Special Studies: Three Battles: Arnaville, Altuzzo, and the Schmidt		RESEARCH ROOM	A	3
U.S. Army in World War II: The Army Ground Forces: The Organization of Ground Combat Troops		RESEARCH ROOM	A	2
U.S. Army in World War II: The Army Service Forces: The Organization and Role of the Army Service Forces		RESEARCH ROOM	A	2
U.S. Army in World War II: The China-Burma-India Theater: Stilwell's Command Problems		RESEARCH ROOM	A	4
U.S. Army in World War II: The China-Burma-India Theater: Stilwell's Mission to China		RESEARCH ROOM	A	4

Title	Description	Location	Section	Shelf
U.S. Army in World War II: The China-Burma-India Theater: Time Runs Out in the CBI		RESEARCH ROOM	A	4
U.S. Army in World War II: The European Theater of Operations: Breakout and Pursuit		RESEARCH ROOM	A	5
U.S. Army in World War II: The European Theater of Operations: Cross-Channel Attack		RESEARCH ROOM	A	5
U.S. Army in World War II: The European Theater of Operations: Logistical Support of the Armies, Volume II: September 1944 - May 1945		RESEARCH ROOM	A	5
U.S. Army in World War II: The European Theater of Operations: Riviera to the Rhine		RESEARCH ROOM	A	5
U.S. Army in World War II: The European Theater of Operations: The Ardennes: Battle of the Bulge		RESEARCH ROOM	A	5
U.S. Army in World War II: The European Theater of Operations: The Last Offensive		RESEARCH ROOM	A	5
U.S. Army in World War II: The European Theater of Operations: The Lorraine Campaign		RESEARCH ROOM	A	5
U.S. Army in World War II: The European Theater of Operations: The Siegfried Line Campaign		RESEARCH ROOM	A	5
U.S. Army in World War II: The European Theater of Operations: The Supreme Command		RESEARCH ROOM	A	5
U.S. Army in World War II: The Mediterranean Theater of Operations: Salerno to Cassino		RESEARCH ROOM	A	4

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army in World War II: The Mediterranean Theater of Operations: Sicily and the Surrender of Italy		RESEARCH ROOM	A	4
U.S. Army in World War II: The Mediterranean Theater of Operations: Northwest Africa: Seizing the Initiative in the West		RESEARCH ROOM	A	4
U.S. Army in World War II: The Middle East Theater: The Persian Corridor and Aid to Russia		RESEARCH ROOM	A	4
U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: Organization for War		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Corps of Engineers: Construction in the U.S.		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Corps of Engineers: The War Against Germany		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Corps of Engineers: The War Against Japan		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Corps of Engineers: Troops and Equipment		RESEARCH ROOM	B	3

Title	Description	Location	Section	Shelf
U.S. Army in World War II: The Technical Services: The Ordnance Department: On Beachhead and Battlefield		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Ordnance Department: Planning Munitions for War		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Ordnance Department: Procurement and Supply		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Operations in the War Against Germany		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Operations in the War Against Japan		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Organization, Supply, and Services, Volume 1		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Organization, Supply, and Services, Volume 2		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Signal Corps: The Emergency (To December 1941)		RESEARCH ROOM	B	3

Title	Description	Location	Section	Shelf
U.S. Army in World War II: The Technical Services: The Signal Corps: The Outcome (Mid - 1943 through 1945)		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Transportation Corps: Movements, Training, and Supply		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Transportation Corps: Operations Overseas		RESEARCH ROOM	B	3
U.S. Army in World War II: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		RESEARCH ROOM	B	3
U.S. Army in World War II: The War Department: The Army and Industrial Manpower		RESEARCH ROOM	A	2
U.S. Army in World War II: The War in the Pacific: Campaign in the Marianas		RESEARCH ROOM	B	2
U.S. Army in World War II: The War in the Pacific: Guadalcanal: The First Offensive		RESEARCH ROOM	B	2
U.S. Army in World War II: The War in the Pacific: Leyte : The Return to the Philippines		RESEARCH ROOM	B	2
U.S. Army in World War II: The War in the Pacific: Okinawa: The Last Battle		RESEARCH ROOM	B	2

Title	Description	Location	Section	Shelf
U.S. Army in World War II: The War in the Pacific: Seizure of the Gilberts and Marshalls		RESEARCH ROOM	B	2
U.S. Army in World War II: The War in the Pacific: Strategy and Command: The First Two Years		RESEARCH ROOM	B	2
U.S. Army in World War II: The War in the Pacific: The Approach to the Philippines		RESEARCH ROOM	B	2
U.S. Army in World War II: The War in the Pacific: The Fall of the Philippines		RESEARCH ROOM	B	2
U.S. Army in World War II: The War in the Pacific: Triumph in the Philippines		RESEARCH ROOM	B	2
U.S. Army in World War II: The War in the Pacific: Victory in Papua		RESEARCH ROOM	B	2
U.S. Army in World War II: The Western Hemisphere: Guarding the United States and it's Outposts		RESEARCH ROOM	A	4
U.S. Army in World War II: The Western Hemisphere: The Framework of Hemisphere Defense		RESEARCH ROOM	A	4
U.S. Army in World War II: Vol 01: The Army Ground Forces: The Organization of Army Ground Combat Troops		RECON	D	2
U.S. Army in World War II: Vol 02: The Army Ground Forces: The Procurement and Training of Ground Combat Troops		RECON	D	2



Title	Description	Location	Section	Shelf
U.S. Army in World War II: Vol 03: The Army Services Forces: The Organization and Role of The Army Service Forces		RECON	D	2
U.S. Army in World War II: Vol 04: The Western Hemisphere: The Framework of Hemisphere Defense		RECON	D	2
U.S. Army in World War II: Vol 05: The War in The Pacific: The Fall of The Phillipines		RECON	D	2
U.S. Army in World War II: Vol 06: The War in The Pacific: Guadalcanal: The First Offensive		RECON	D	2
U.S. Army in World War II: Vol 07: The War in The Pacific: Victory in Papau		RECON	D	2
U.S. Army in World War II: Vol 08: The War in The Pacific: Cartwheel: The Reduction of Rabaul		RECON	D	2
U.S. Army in World War II: Vol 09: The War in The Pacific: Seizure of The Gilberts and Marshalls		RECON	D	2
U.S. Army in World War II: Vol 10: The War in The Pacific: Campaign in The Marianas		RECON	D	2
U.S. Army in World War II: Vol 11: The War in The Pacific: The Approach To The Phillipines		RECON	D	2
U.S. Army in World War II: Vol 12: The War in The Pacific: Leyte: The Return To The Phillipines		RECON	D	2

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army in World War II: Vol 13: The War in The Pacific: Okinawa: The Last Battle		RECON	D	2
U.S. Army in World War II: Vol 14: The Mediterranean Theater of Operations: Northwest Africa: Seizing The Initiative in The West		RECON	D	2
U.S. Army in World War II: Vol 15: The Mediterranean Theater of Operations: Sicily and The Surrender of Italy		RECON	D	2
U.S. Army in World War II: Vol 16: The Mediterranean Theater of Operations: Cassino to The Alps		RECON	D	2
U.S. Army in World War II: Vol 17: The European Theater of Operations The Supreme Command		RECON	D	3
U.S. Army in World War II: Vol 18: The European Theater of Operations Logistical Support of The Armies, Volume 1: May 1941-September 1944		RECON	D	3
U.S. Army in World War II: Vol 19: The European Theater of Operations Logistical Support of The Armies, Volume 2: September 1944-May 1945		RECON	D	3
U.S. Army in World War II: Vol 20: The European Theater of Operations Cross Channel Attack		RECON	D	3
U.S. Army in World War II: Vol 21: The European Theater of Operations Breakout and Pursuit		RECON	D	3

Title	Description	Location	Section	Shelf
U.S. Army in World War II: Vol 22: The European Theater of Operations The Lorraine Campaign		RECON	D	3
U.S. Army in World War II: Vol 23: The European Theater of Operations The Ardennes: Battle of The Bulge		RECON	D	3
U.S. Army in World War II: Vol 24: The European Theater of Operations The Last Offensive		RECON	D	3
U.S. Army in World War II: Vol 25: The Middle East Theater: The Persian Corridor and Aid to Russia		RECON	D	3
U.S. Army in World War II: Vol 26: The China-Burma-India Theater: Stilwell's Mission to China		RECON	D	3
U.S. Army in World War II: Vol 27: The China-Burma-India Theater: Stilwell's Command Problems		RECON	D	3
U.S. Army in World War II: Vol 28: The China-Burma-India Theater: Time Runs Out In CBI		RECON	D	3
U.S. Army in World War II: Vol 29: The Technical Services: The Chemical Warfare Service: Organizing For War		RECON	D	3
U.S. Army in World War II: Vol 30: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		RECON	D	3
U.S. Army in World War II: Vol 31: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		RECON	D	3

Title	Description	Location	Section	Shelf
U.S. Army in World War II: Vol 32: The Technical Services: The Corps of Engineers: Construction in The United States		RECON	D	4
U.S. Army in World War II: Vol 33: The Technical Services: The Corps of Engineers: War Against Japan		RECON	D	4
U.S. Army in World War II: Vol 34: The Technical Services: The Medical Department: Hospitalization and Evacuation, Zone of Interior		RECON	D	4
U.S. Army in World War II: Vol 35: The Technical Services: The Medical Department: Medical Service in The Mediterranean and Minor Theaters		RECON	D	4
U.S. Army in World War II: Vol 36: The Technical Services: The Ordnance Department: Planning Munitions For War		RECON	D	4
U.S. Army in World War II: Vol 37: The Technical Services: The Ordnance Department: Procurement and Supply		RECON	D	4
U.S. Army in World War II: Vol 38: The Technical Services: The Ordnance Department: On Beachhead and Battlefield		RECON	D	4
U.S. Army in World War II: Vol 39: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 1		RECON	D	4

Title	Description	Location	Section	Shelf
U.S. Army in World War II: Vol 40: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 2		RECON	D	4
U.S. Army in World War II: Vol 41: The Technical Services: The Quartermaster Corps: Operations In The War Against Japan		RECON	D	4
U.S. Army in World War II: Vol 42: The Technical Services: The Quartermaster Corps: Operations In The War Against Germany		RECON	D	4
U.S. Army in World War II: Vol 43: The Technical Services: The Signal Corps: The Emergency (To December 1941)		RECON	D	4
U.S. Army in World War II: Vol 44: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		RECON	D	4
U.S. Army in World War II: Vol 46: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		RECON	D	4
U.S. Army in World War II: Vol 47: The Technical Services: The Transportation Corps: Movements, Training and Supply		RECON	D	4
U.S. Army in World War II: Vol 48: The Technical Services: The Transportation Corps: Operations Overseas		RECON	D	4

Title	Description	Location	Section	Shelf
U.S. Army in World War II: Vol 49: The Technical Services: The Corps of Engineers: The War Against Germany		RECON	D	4
U.S. Army in World War II: Vol 50: Special Studies: Chronology: 1941-1945	List dates, events & locations	RECON	D	5
U.S. Army in World War II: Vol 51: Special Studies: Rearming The French		RECON	D	5
U.S. Army in World War II: Vol 52: Special Studies: Three Battles: Arnaville, Altuzzo, and Schmidt		RECON	D	5
U.S. Army in World War II: Vol 53: Special Studies: The Women's Army Corps		RECON	D	5
U.S. Army in World War II: Vol 54: Special Studies: Manhattan: The Army and The Atomic Bomb		RECON	D	5
U.S. Army in World War II: Vol 55: Pictorial Record: The War Against Japan		RECON	D	5
U.S. Army in World War II: Vol 56: Pictorial Record: The War Against Germany: Europe and Adjacent Areas		RECON	D	5
U.S. Army in World War II: Vol 57: Special Studies: The Employment of Negro Troops		RECON	D	5
U.S. Army In WWII, Office Of The Surgeon General, Medical Statistics (one volume)		RECON	D	5
U.S. Army Mobilization and Logistics in the Korean War	U.S. Army Center of Military History	RESEARCH ROOM	C	2

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
U.S. Army Signals Intelligence in World War II	U.S. Army Center of Military History	RESEARCH ROOM	C	4
U.S. Navy Regulations and General Orders-1948	Listing of all navy regulations and general orders pertaining to year listed.	NAVY	2	
U.S. Navy Regulations-Last updated 14 April 1978.		NAVY	3	
U.S. Navy Ships Data on U.S. Naval Vessels, 1938	Listing of all Naval vessels, tonnage, armament, and number of types of vessels for year listed.	NAVY	2	
U.S. Navy Uniform Regulations, 1941		NAVY	2	
U.S.A.F. Credits for the Destruction of Enemy Aircraft, Korean War		RECON	E	2
U.S.S. Halsey Powell (DD-686) - U.S.S. Raymon W. Herndon (APD-121)		NAVY	D2	A
U.S.S. Raymond (DE-341) - U.S.S. Zircon (PY-16)		NAVY	D3	A
UN Operational Art	U.S. Army Center of Military History	RESEARCH ROOM	C	4
Unit Awards	U.S. Navy and Marine Corps	SIS	A	1
Unit Citation Roster 1991-1997 (Desert Storm and Forward, listed numerically)		ARMY MEDALS		
United States Manual for Courts Martial-hardbound book		NAVY	4	
Updated list of Medal of Honor recipients (it is noted: "many names are missing").	Dated as received 1/15/76 from Larry Hines (184 names)	AF 2-MOD11-NW	63	305
US Army 1960 (Volume 1)		ARMY		
US Army 1961 (Volume 1)		ARMY		
US Army 1962 (Volumes 1 & 2)		ARMY		
US Army 1963 (Volumes 1 & 2)		ARMY		
US Army 1964 (Volumes 1 & 2)		ARMY		

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
US Army 1965 (Volume 1)		ARMY		
US Army 1966 (Volumes 1, 2 & 3)		ARMY		
US Army 1967 (Volumes 1 & 2)		ARMY		
US Army 1968 (Volumes 1, 2 & 3)		ARMY		
US Army 1969 (Volumes 1 & 2)		ARMY		
US Army 1970 (Volume 1)		ARMY		
US Army 1972 (Volume 2, 3 & 4)		ARMY		
US Army 1974 (Volume 1, 2, 3 & 4)		ARMY		
US Army 1976 (Volume 1, 2, 3 & 4)		ARMY		
US Army 1980 (Volume 3)		ARMY		
US Army Register, 1 January 1970 (volume 2 only, alphabetical)		ARMY MEDALS		
US Army Register, 1 January 1978 (2 volumes, alphabetical)		ARMY MEDALS		
USAF Historical #81, "USAF Credits for the Destruction of Enemy Aircraft - Korean War" (1975)		AF 2-MOD11-NW	63	305
USAF Historical Studies, Pamphlets, Medal of Honor Recipients, etc.		AF 2-MOD11-NW	63	305
USAF Historical Study #73, "A Preliminary List of U.S. Air Force Aces 1917-1953" (January 1962)		AF 2-MOD11-NW	63	305
USAFI (United States Armed Forces Institute) Catalog, 14th Edition, 1968		NAVY	4	
USCG Canceled COMDT Instructions, 1000-4999		NAVY	6	2



<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
USCG COMDT Instructions, 1000-5599, vol. 1 & 2 (2 books)		NAVY	6	1
USCG Commandant notices (COMDT Notices)		NAVY	6	1
USCG Commandants Bulletins. (file folder)		NAVY	6	4
USCG Comptroller Manual, vol. 2, amendment manual - IN BLACK BINDER		NAVY	6	3
USCG Discharges, Reasons and Authority		NAVY	6	1
USCG History - IN BLACK BINDER		NAVY	6	3
USCG Law Bulletins, 1958-1974, 5 separate books		NAVY	6	1
USCG Medical Manual, 2 books including the 1972 edition.		NAVY	6	2
USCG Medical Notices and Medical Services- Uniformed Services Health Benefits Program.	Explains CHAMPUS as it pertains to USCG personnel.	NAVY	6	1
USCG misc. instructions and notices		NAVY	6	2
USCG Participation in International Affairs - IN BLACK BINDER		NAVY	6	3
USCG Personnel Instructions, 1959 to ?		NAVY	6	1
USCG Personnel Management Information System		NAVY	6	2
USCG Register of Coast Guard Cutters - IN BLACK BINDER		NAVY	6	3
USCG Register of Reserve Officers/Enlisted, Selected Reserve, Inactive and Retired Personnel, 1989		NAVY	6	5
USCG Release Policy		NAVY	6	2

Title	Description	Location	Section	Shelf
USCG Standard Distribution List - IN BLACK BINDER		NAVY	6	3
USMC Manual-1961		NAVY	5	3
USMC Orders and Bulletins		NAVY	5	3
USMC Personnel Manual, vol.1		NAVY	5	3
USMC S.O.P. (Standard Operating Procedures) Manual (2 books)	Covers everything from how to sign for mail received at USMC commands to how to report unit emergencies.	NAVY	5	2
USMC Separation and Retirement Manual-1968-1972		NAVY	5	3
USMC Separation and Retirement Manual-no date on folder		NAVY	5	3
USN Book of old Navy Base numbers		NAVY	3	
USN General Orders-1913 (reprinted 1918)		NAVY	3	
USN Paygrades-4 separate books		NAVY	3	
USNR Circular Letters-1929-1932, 1933-1937, 1938-1941	Letters to the various USNR units/commands.	NAVY	4	
Utah Beach To Cherbourg		RESEARCH ROOM	A	5
Various BUPERS Instructions (Book 2-4)	Contains various Bureau of Naval personnel instructions and memos to the various Navy commands.	NAVY	2	
Various COMDT Notices-contained inside a black three ring binder.		NAVY	6	2
Various Navy BUPERS instructions (yellow binder)	Various Bureau of Naval Personnel instructions and notices	NAVY	2	
Various Navy instructions and notices-(black binder, no label on outside)	Contains various Navy notices and memos to include the locations of the Naval Districts located within the Continental United States, Alaska, Hawaii and the rest of the world.	NAVY	2	
Various Navy instructions from the Department of the Navy-contained inside of a black three ring binder.		NAVY	3	

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Various SECNAV instructions and memos, Book 1 (Brown three ring binder)	Contains various Secretary of the Navy instructions and memos.	NAVY	2	
Various SECNAV notices (black three ring binder)	Various Secretary of the Navy instructions, notices and memos to Navy commands.	NAVY	2	
Various USCG Messages		NAVY	6	5
Vietnam Casualty Microfiche (alphabetical, with explanation of codes)		ARMY MEDALS		
Vietnam Studies, Air Mobility	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, Allied Participation in Vietnam	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, Base Development 1965-1970	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, Communications-Electronics	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, Division-level communications 1962-1973	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, Field Artillery 1954-1973	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, Financial Management of the Vietnam Conflict	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, Law at War Vietnam 1964-1973	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, Logistic Support	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, Medical Support 1965-1970	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, Mounted Combat in Vietnam	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, Riverine Operations	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, The Development and Training of the South Vietnamese Army 1951-1972	Dept of the Army	RESEARCH ROOM	C	3

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Section</b>	<b>Shelf</b>
Vietnam Studies, The Role of Military Intelligence 1965-1967	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, The War in the Northern Provinces 1966-1968	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, U.S. Army Engineers 1965-1970	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Studies, U.S. Army Special Forces 1961-1971	Dept of the Army	RESEARCH ROOM	C	3
Vietnam Veterans Memorial - Directory of Names		SIS	A	1
Vietnam Veterans Memorial Directory of Names		ARMY		
War Department & Department of the Army Bulletins 1946-1947		RECON	C	3
War Department & Department of The Army Special Orders, 1917-1918 & 1938-1959.	Order Number & Year Are Needed To Access This Information (1919-1937 are stored at WNRC)	RECON	AR	0
War Department Bulletins, 1941-1945		RECON	C	3
War Department Circulars & Bulletins (concerning awards) 1942-1946		RECON	E	1
War Department Circulars 1913		RECON	B	6
War Department Circulars Pertaining To Demobilization, Oct 1918 Thru Mar 1919		RECON	B	6
War Department Circulars, 1901 & 1918 (Unnumbered)		RECON	B	6
War Department Circulars, 1918-1937 (20 Books)		RECON	B	6
War Department Circulars, 1937-1947 (14 Books)		RECON	C	1
War Department Circulars, 1946-1947 (3 Books)		RECON	B	6

Title	Description	Location	Section	Shelf
War Department General Court-Martial Orders 1931-1938		RECON	C	6
War Department release dated 5/29/44 pertaining to the award of the Distinguished Service Medal to six general officers of the Army.		AF 2- MOD11-NW	63	305
War Department Special Regulations, 1917-1921 (5 books)		RECON	F	1
War Department, General Court-Martial Orders 1931-1938		RECON	C	6
Webster's New International Dictionary, Second Edition Unabridged		RECON	TT	0
Women's Army Auxiliary Corps Regulations & Circulars, AR 600-39, 1942-1944		RECON	F	6
WWI Battle Credits & Misc. Orders		RECON	D	1
WWI Card Files	Index cards listed alphabetically by veterans' names; unit and award information	ARMY MEDALS		
WWI General Orders, filed by unit		ARMY MEDALS		
WWI Honor Roll, South Carolina, 1917-1919	Shows Name, Rank, City of Residence and Date of Death	RECON	E	5
WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm- Arranged by Officer, Enlisted or Nurse and Deaths in Service	RECON	OR	0
WWI unit campaign credit index cards		ARMY MEDALS		
WWII Honor List of Dead & Missing (By State & County, Alphabetical-Shows Service Number & Rank) (10 Green Binders)		RECON	TT	0
WWII/Korean War General Orders Microfiche		ARMY MEDALS		



# Master Contact List

## Table of Contents

[Adjutant General Listing](#)

**Branch of Service**

[Air Force](#)

[Army](#)

[Coast Guard](#)

[Marine Corps](#)

[Navy](#)

[Federal Records Centers and Regional Archives](#)

[Miscellaneous Offices](#)

RELAY MISSOURI: (800) 735-2466 - TDD Relay Service (Telecommunications Device for the Deaf) for communication between TDD users and hearing persons

[State Offices, Archives, Adjutants General Offices, and National Guard \(By State\)](#)

[Training/Academic](#)

[VA Regional Offices and Military Records Specialists \(By Station\)](#)

[Veterans Affairs Offices for Copy #6](#)

[Web Sites](#)

[Master Listing](#)

## Adjutant General Listing

Link ID	State	Address	Memo Phone and Contacts Email Addresses
<b>AG00231</b>	ALABAMA	The Adjutant General Post Office Box 3711 Montgomery, AL 36109-0711	The office of the Adjutant General advises it has personnel locator cards on all WWI personnel.

			<p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Fax: (334) 213-7511 Commercial C. Mark Bowen (334) 271-7200</p> <p>Email Address(es): <b><i>mark.bowen@al.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00230</b>	ALASKA	The Adjutant General Post Office Box 5800 Fort Richardson, AK 99505-5800	<p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Fax: (907) 428-6019 Commercial Craig E. Campbell (907) 428-6003</p> <p>Email Address(es): <b><i>craig.campbell@ak.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00233</b>	ARIZONA	The Adjutant General 5636 East McDowell Road Phoenix, AZ 85008-3495	<p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Fax: (602) 267-2578 Commercial David P. Rataczak (602) 267-2710</p> <p>Email Address(es): <b><i>david.rataczak@az.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00232</b>	ARKANSAS	The Adjutant General Camp J. T. Robinson North Little Rock, AR 72199	<p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Fax: (501) 212-5009 Commercial William Wofford (501) 212-5001</p> <p>Group(s): AG, SA</p>



<b>AG00234</b>	CALIFORNIA	The Adjutant General P.O. Box 269101 9800 Goethe Road Sacramento, CA 95827	<p>Some of the records (specifically those for last names beginning with the letters A, B, C, E, K, and P) were lost in a fire in December 1972.</p> <p>Copies of the California Military Benefit Index Cards for WWI, WWII and Korea were furnished to the NPRC (MPR). These records are identified in the registry file index as "QTD."</p> <p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Fax: (916) 854-3196 Commercial William H. Wade II (916) 854-4414</p> <p>Email Address(es): <b><i>william.b.wade14.mil@mail.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00235</b>	COLORADO	The Adjutant General 6848 South Revere Parkway Englewood, CO 80112-6703	<p>Service: AF Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Commercial: Michael Edwards (303) 677-8800 Fax: (303) 677-8811</p> <p>Group(s): AG, SA</p>
<b>AG00236</b>	CONNECTICUT	The Adjutant General National Guard Armory 360 Broad Street Hartford, CT 06105-3795	<p>Service: AR Rank: BG</p> <p>Telephone Contact(s):</p> <p>Commercial: Historical Records (860) 524-4968</p> <p>Email Address(es): <b><i>thaddeus.martin@ct.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00238</b>	DELAWARE	The Adjutant General First Regiment Road	<p>Service: AR Rank: MG</p>

		Wilmington, DE 19808-2191	<p>Telephone Contact(s):</p> <p>Fax: (302) 326-7119</p> <p>Fax: (302) 326-7196</p> <p>Commercial Francis D. Vavala (302) 326-7001</p> <p>Email Address(es): <b><i>frank.vavala@de.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00389</b>	DISTRICT OF COLUMBIA	Air National Guard DC Air National Guard 2001 E. Capitol St. Washington, DC 20003-1719	<p>Telephone Contact(s):</p> <p>Voice: (202) 433-5114</p> <p>Voice: (202) 433-5115</p> <p>Group(s): AG, SA, WB</p>
	<p>Other Related Information</p> <p>Web Site(s): <a href="#">Air National Guard</a></p>		
<b>AG00388</b>	DISTRICT OF COLUMBIA	Army National Guard District of Columbia N. G. Armory 2001 East Capitol Street Washington, DC 20003-1719	<p>Telephone Contact(s):</p> <p>Fax: (202) 433-3432</p> <p>Commerical: (202) 433-5220</p> <p>Group(s): AG, SA, WB</p>
	<p>Other Related Information</p> <p>Web Site(s): <a href="#">Army National Guard</a></p>		
<b>AG00237</b>	DISTRICT OF COLUMBIA	National Guard Armory 2001 East Capitol Street Washington, DC 20003-1719	<p>Title: CG</p> <p>Service: AR</p> <p>Rank: MajGen</p> <p>Telephone Contact(s):</p> <p>Commercial: David F. Wherley, Jr. (202) 685-9862</p> <p>Fax: (202) 433-5101</p> <p>Email Address(es): <b><i>david.wherley@dc.gov</i></b></p>

			Group(s): AG, SA
<b>AG00239</b>	FLORIDA	The Adjutant General P. O. Box 1008 St. Augustine, FL 32085-1008	The Adjutant General's Office advises it has publications on the following: Fatal Casualties for WWI, WWII, & Korean Conflict; & compiled summaries of service, casualties, & list of citations for WWI.  Service: AF Rank: Maj Gen  Telephone Contact(s):  Fax: (904) 823-0125 Commercial Douglas (904) 823-0100 Burnett  Email Address(es): <b><i>douglas.burnett@fl.ngb.army.mil</i></b>  Group(s): AG, SA
<b>AG00545</b>	GEORGIA	Records Request ATTN: G-1 1000 Halsey Avenue, Bldg 447 Marietta, GA 30060	Rank: Maj Gen  New number is sometimes automated: leave a message and call will be returned. Requests for records can be faxed without making a call.  Telephone Contact(s):  Voice: JiJi Oh (678) 569-5385 Fax: (678) 569-3862  Email Address(es): <b><i>nggag1epbarchives@ng.army.mil</i></b>  Group(s): AG, SA
<b>AG00546</b>	GUAM	The Adjutant General of Guam 430 Army Drive, Building 300 Barrigada, GU 96913-4421	RANK: MG (ret)  Telephone Contact(s):  Voice: Donald J. Goldhorn 011 (671) 735-0400  Group(s): AG, SA
<b>AG00242</b>	HAWAII	The Adjutant General 3949 Diamond Head Road Honolulu, HI 96816-4495	Service: AR Rank: MG  Telephone Contact(s):

			<p>Fax: (808) 733-4238 Commercial Robert G. F. Lee (808) 733-4246</p> <p>Email Address(es): <b><i>robert.lee@hi.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00244</b>	IDAHO	The Adjutant General 4040 West Guard Street Boise, ID 83705-5004	<p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Fax: (208) 422-6179 Commercial Lawrence F. Lafrenz (208) 422-5242</p> <p>Email Address(es): <b><i>Llafrenz@imd.idaho.gov</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00245</b>	ILLINOIS	The Adjutant General of Illinois 1301 North MacArthur Boulevard Springfield, IL 62702-2399	<p>Service: AR Rank: BG</p> <p>Telephone Contact(s):</p> <p>Commercial: William L. Enyart, Jr. (217) 761-3936</p> <p>Fax: (217) 761-3419</p> <p>Email Address(es): <b><i>william.enyart@us.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00246</b>	INDIANA	The Adjutant General 2002 South Holt Road Indianapolis, IN 46241-4839	The Adjutant General has a WWI Gold Star Honor Roll (1914-1918) consisting of brief histories of men and women who died in WWI. Alphabetical by county. Also has WWII Honor List of Army only. The SSS copies of Reports of Separation are on microfilm and in most cases are very poor copies. Some are in alphabetical order, some not. Also has separation forms for Korean veterans from Indiana, and rosters showing only name, branch of service, and home address at time of service. Alphabetical by county. These records are all in addition to its regular National Guard records.

			<p>Title: TAG Service: AR Rank: MG (IN)</p> <p>Telephone Contact(s):</p> <p>Fax: (317) 247-3540 Commercial R. Martin (317) 247-3559 Umberger</p> <p>Email Address(es): <b><i>R.Martin.Umberger@in.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00243</b>	IOWA	<p>The Adjutant General 700 Northwest Beaver Drive Johnston, IA 50131-1902</p>	<p>Service: AF Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Commercial: G. Ron Dardis (515) 252-4211 Fax: (515) 252-4656</p> <p>Email Address(es): <b><i>ron.dardis@ia.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00247</b>	KANSAS	<p>The Adjutant General 2800 SW Topeka Boulevard Topeka, KS 66611-1287</p>	<p>The State Adjutant General advises that the SSS copies of Report of Separation are exclusive of veterans of WWII, however statements of service are available on WWII veterans.</p> <p>Service: AF Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Commercial: Tod M. (785) 274-1001 Bunting</p> <p>Fax: (785) 274-1682</p> <p>Email Address(es): <b><i>tod.bunting@ks.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00248</b>	KENTUCKY	<p>The Adjutant General 100 Minuteman Parkway Frankfort, KY 40601- 6168</p>	<p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p>

			<p>Commercial: Donald C. Storm (502) 607-1558</p> <p>Fax: (502) 667-1558</p> <p>Email Address(es): <b><i>donald.storm@ky.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00249</b>	LOUISIANA	<p>The Adjutant General Headquarters Building, Jackson Barracks New Orleans, LA 70146-0330</p>	<p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Fax: (504) 278-6554 Commercial Bennett C. Landreneau (504) 278-8211</p> <p>Email Address(es): <b><i>bennett.landreneau@la.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00252</b>	MAINE	<p>The Adjutant General Camp Keyes Augusta, ME 04333-0033</p>	<p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Commercial: John W. Libby (207) 626-4205 Fax: (207) 626-4509</p> <p>Email Address(es): <b><i>john.libby@me.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00251</b>	MARYLAND	<p>The Adjutant General 5th Regiment Armory Baltimore, MD 21201-2288</p>	<p>Service: AR Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Fax: (410) 576-6079 Commercial Bruce F. Tuxill (410) 576-6097</p> <p>Email Address(es): <b><i>bruce.tuxill@md.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00253</b>	MICHIGAN	<p>The Adjutant General</p>	<p>Service: AF</p>

		2500 S. Washington Avenue Lansing, MI 48913-5101	Rank: Maj Gen Telephone Contact(s):  Fax: (517) 482-0356 Commercial Tom Cutler (517) 483-5507  Email Address(es): <b><i>Thomas.Cutler@mibatt.ang.af.mil</i></b>  Group(s): AG, SA
<b>AG00254</b>	MINNESOTA	The Adjutant General 4th Floor Veterans Service Bldg. 20 W. 12th Street St. Paul, MN 5515-2098	The Adjutant General's Office advises it has Army National Guard records for the following:  1946 - 1978 Officer Records 1950 - 1978 Enlisted Records  This office also has records relating to the NG prior to WWI & the Mexican Border Conflict.  Title: TAG Service: AF Rank: MG  Telephone Contact(s):  Commercial: Larry W. Shellito (651) 282-4666 Fax: (651) 282-4060  Email Address(es): <b><i>larry.shellito@mn.ngb.army.mil</i></b>  Group(s): AG, SA
<b>AG00256</b>	MISSISSIPPI	The Adjutant General P. O. Box 5027 Jackson, MS 39296-5027	Service: AR Rank: Maj Gen Telephone Contact(s):  Commercial: Harold A. Cross (601) 313-6232 Fax: (601) 313-6251  Email Address(es): <b><i>harold.a.cross@us.army.mil</i></b>  Group(s): AG, SA
<b>AG00255</b>	MISSOURI	The Adjutant General 2302 Militia Drive	Service: AR Rank: BG

		Jefferson City, MO 65101-1203	Telephone Contact(s):  Commercial: King E. Sidwell (573) 638-9710  Fax: (573) 638-9929  Email Address(es): <b>king.sidwell@mo.ngb.army.mil</b>  Group(s): AG, SA
<b>AG00257</b>	MONTANA	The Adjutant General 1100 North Mail Street Helena, MT 59601	Service: AR Rank: MG  Telephone Contact(s):  Commercial: Randall D. Mosley (406) 324-3000  Fax: (406) 324-3010  Group(s): AG, SA
<b>AG00260</b>	NEBRASKA	The Adjutant General 1300 Military Road Lincoln, NE 68508-1090	Service: AF Rank: Maj Gen (NE)  Telephone Contact(s):  Commercial: Roger P. Lempke (402) 309-8210  Fax: (402) 309-7147  Email Address(es): <b>Roger.Lempke@ne.ngb.army.mil</b>  Group(s): AG, SA
<b>AG00548</b>	NEVADA	The Adjutant General Office of the Adjutant General 2460 Fairview Drive Carson City, NV 89701-6807	Rank: Brig Gen  Telephone Contact(s):  Voice: Cindy Kirkland (775) 887-7302 Fax: (775) 887-7322  Group(s): AG, SA
<b>AG00413</b>	NEW HAMPSHIRE	Adjutant General 4 Pembroke Road Concord, NH 03301-5652	Rank: Maj Gen  Telephone Contact(s):  Commercial: Peter Fortier (603) 225-1380



			<p>Fax: (603) 225-1257</p> <p>Email Address(es): <b><i>peter.fortier1@us.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00414</b>	NEW JERSEY	<p>Adjutant General New Jersey Department of Military and Veterans' Affairs 101 Eggert Crossing Road Lawrenceville, NJ 08648- 2805</p>	<p>Rank: MG</p> <p>Telephone Contact(s):</p> <p>Commercial: Glenn K. Rieth (609) 530-6957 Fax: (609) 530-7097</p> <p>Email Address(es): <b><i>glenn.rieth@njdmava.state.nj.us</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00263</b>	NEW MEXICO	<p>The Adjutant General Department of Military Affairs State Programs Office, Room 201 47 Bataan Boulevard Santa Fe, NM 87505</p>	<p>Service: AF Rank: BG</p> <p>Telephone Contact(s):</p> <p>Fax: (505) 474-1355 Commercial Kenny C. (505) 474-1202 Montoya</p> <p>Email Address(es): <b><i>kenny.montoya@nm.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00265</b>	NEW YORK	<p>Dept of the Army ATTN: MNP (Mr. Steven Essex) Building 25 1 Buffington Street Watervliet, NY 12189- 4000</p>	<p>Send requests intended for the Adjutant General's Office to this address. They only have records for the National Guard.</p> <p>Telephone Contact(s):</p> <p>Commercial: Steven Essex (518) 272-6438 Fax: (518) 270-1530</p> <p>Group(s): AG, AR, SA</p>
<b>AG00258</b>	NORTH CAROLINA	<p>The Adjutant General 4105 Reedy Creek Road Raleigh, NC 27607-6410</p>	<p>The Adjutant General's Office advises coverage of WWI records includes: alphabetical card file (1917 - 1919); &amp; a card file of those killed in action or died of disease (1917 - 1919).</p>

			<p>The Adjutant General's Office also advises it has coverage of NG records from: prior to WWI; &amp; 1947 to present.</p> <p>A duplicate set of WWI Service Record Cards for North Carolina has been furnished to NPRC (MPR).</p> <p>Title: TAG Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Voice: Air NG (919) 664-6556 Voice: Army NG (919) 664-6513 Fax: (919) 664-6400</p> <p>Email Address(es): <b><i>william.ingram@nc.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00259</b>	NORTH DAKOTA	The Adjutant General P.O. Box 5511 Bismarck, ND 58506-5511	<p>Holds records dating from 1950 and prior.</p> <p>Rosters of WWI, WWII, and Korean Conflict (in book form) have been furnished to NPRC (MPR).</p> <p>Service: AF Rank: MG</p> <p>Telephone Contact(s):</p> <p>Commercial: David (701) 333-2001 Sprynczynatyk</p> <p>Fax: (701) 333-2017</p> <p>Group(s): AG, SA</p>
<b>AG00266</b>	OHIO	The Adjutant General 2825 West Dublin Granville Road Columbus, OH 43235-2789	<p>Copy of the WWI roster was furnished to NPRC.</p> <p>The Adjutant General's Office also has service records of Ohioans who served on extended active duty during World War II and the Korean Conflict, consisting of copies of certificates of discharge and Reports of Separation.</p> <p>Service: AF Rank: MG</p> <p>Telephone Contact(s):</p>

			<p>Commercial: Gregory L. (614) 336-7070 Wayt</p> <p>Records (614) 336-7308 Section</p> <p>Email Address(es): <b>greg.wayt@oh.ngb.army.mil</b></p> <p>Group(s): AG, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="#">Adjutant General Listing</a></p> <p><a href="#">Ohio Adjutant General's Office Contact Page</a></p>			
<p><b>AG00422</b></p>	<p>OKLAHOMA</p>	<p>Adjutant General 3501 Military Circle, NE Oklahoma City, OK 73111-4398</p>	<p>The Adjutant General's Office advises their records begin in late 1946 &amp; 1952 when units were Federally recognized.</p> <p>NPRC(MPR) was furnished discharge documents from 1940 thru 1971. These records are identified in the registry file index as "QMD."</p> <p>Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Commercial: Harry M. (405) 228-5201 Wyatt</p> <p>Fax: (405) 228-5524</p> <p>Email Address(es): <b>harry.wyatt@ok.ngb.army.mil</b></p> <p>Group(s): AG, SA</p>
<p><b>AG00268</b></p>	<p>OREGON</p>	<p>The Adjutant General Oregon Military Department Post Office Box 14350 Salem, OR 97309-5047</p>	<p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Commercial: Raymond F. (503) 584-3991 Rees</p> <p>Fax: (503) 584-3987</p> <p>Group(s): AG, SA</p>

<p><b>AG00269</b></p>	<p>PENNSYLVANIA</p>	<p>Pennsylvania Department Of Military Affairs Michael Jould, Deputy Adjutant General Office Of The Deputy Adjutant General For Veterans Affairs Bldg S-0-47 Annville, PA 17003-5002</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>The Adjutant General's Office advises it has state bonus applications for WWI, WWII, and Korea. In order to search Korean bonus applications, the AG's office needs a service number.</p> <p>Most Pennsylvania veterans were urged to record their discharges with their county records officer. This was free and most veterans took advantage, particularly for WWII.</p> <p>Rank: MG</p> <p>Other Related Information The AG office has coordinated with State Archives to be its point of contact for record requests. For all requests, complete the form located at Get Forms&gt;Miscellaneous and Unnumbered Forms&gt;Pennsylvania State Archives Military Service Inquiry. Fax it to the number shown above or at the bottom of the form.</p> <p>Telephone Contact(s):</p> <p>Voice: (800) 547-2838 Commercial: (717) 783-2669 Fax: (717) 861-8589</p> <p>Email Address(es): <b><i>ra-va-info@state.pa.us</i></b></p> <p>Group(s): AG, CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.dmva.state.pa.us">www.dmva.state.pa.us</a></p> <p><a href="http://www.paveterans.state.pa.us">www.paveterans.state.pa.us</a></p>			
<p><b>AG00270</b></p>	<p>PUERTO RICO</p>	<p>The Adjutant General Post Office Box 3786 San Juan, PR 00902- 3786</p>	<p>Service: AR Rank: Col</p> <p>Telephone Contact(s):</p> <p>Commercial: David Carrion (787) 724-1295 Baralt</p> <p>Fax: (787) 723-6360</p>

			Email Address(es): <b><i>david.carrionbaralt@us.army.mil</i></b>  Group(s): AG, SA
<b>AG00426</b>	RHODE ISLAND	Headquarters R.I. National Guard Command Rediness Center 645 New London Avenue Cranston, RI 02920-3097	This is the Adjutant General  Rank: MG  Telephone Contact(s):  Commercial: Robert T. Bray (401) 275-4102 Fax: (401) 275-4338  Group(s): AG, SA
<b>AG00272</b>	SOUTH CAROLINA	The Adjutant General #1 National Guard Rd. Columbia, SC 29201-4766	The office of the Adjutant General advises it has WWI Roster. The SSS copies of Report of Separation that were furnished to the Adjutant General were used to compile an "Official Roster" for WWII. A copy has been furnished to NPRC(MPR).  Service: AR Rank: MG  Telephone Contact(s):  Commercial: Stanhope S. (803) 806-4217 Spears (Ret)  Email Address(es): <b><i>stanhope.spears@sc.ngb.army.mil</i></b>  Group(s): AG, SA
<b>AG00273</b>	SOUTH DAKOTA	The Adjutant General 2823 West Main Street Rapid City, SD 57702-8186	Service: AF Rank: MG  Telephone Contact(s):  Commercial: Michael A. (605) 737-6702 Gorman Fax: (605) 737-6677  Email Address(es): <b><i>Michael.Gorman@sd.ngb.army.mil</i></b>  Group(s): AG, SA
<b>AG00274</b>	TENNESSEE	The Adjutant General	Service: AR

		Houston Barracks Post Office Box 41502 Nashville, TN 37204-1501	Rank: MG Telephone Contact(s): Commercial: Gus L. Hagett, (615) 313-3001 Jr. Fax: (615) 313-2688 Email Address(es): <b><i>gus.hagett@tn.ngb.army.mil</i></b> Group(s): AG, SA
<b>AG00275</b>	TEXAS	The Adjutant General Camp Mabry Post Office Box 5218 Austin, TX 78763-5218	The Adjutant General's Office advises WWI cards indicate: date & place of enlistment; and date & place of discharge. Also has roster of 36th Division from 1914-1918.  The AG's office has list of Texans killed in WWI, WWII, & Korean conflict  Service: AF Rank: MG  Telephone Contact(s): Commercial: Major General (512) 782-5006 John F. Nichols Fax: (512) 782-5578  Group(s): AG, SA
<b>AG00276</b>	UTAH	The Adjutant General 12953 South Minuteman Drive Draper, UT 84020-1776	Service: AR Rank: MG ( Telephone Contact(s): Commercial: Brian L. Tarbet (801) 523-4401 Fax: (801) 523-4677  Email Address(es): <b><i>Brian.Tarbet@ut.ngb.army.mil</i></b> Group(s): AG, SA
<b>AG00555</b>	VERMONT	The Adjutant General Green Mountain Armory Camp Johnson Colchester, VT 05446-3004	Rank: Maj Gen Telephone Contact(s): Voice: Michael D. Dubie (802) 338-3124 Fax: (802) 338-3425

			<p>Email Address(es): <b><i>tagvt@vt.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00554</b>	VIRGIN ISLANDS	<p>The Adjutant General Virgin Islands National Guard 4031 La Grande Princess, Lot 1B Christiansted, VI 00820- 4353</p>	<p>Rank: Col</p> <p>Telephone Contact(s):</p> <p>Voice: Timothy Lake (340) 712-7710 Fax: (340) 712-7782</p> <p>Group(s): AG, SA</p>
<b>AG00434</b>	VIRGINIA	<p>The Adjutant General Virginia National Guard Building 316, Fort Pickett Blackstone, VA 23824- 6316</p>	<p>Rank: Major General (Daniel E. Long) (Personnel Action Office)</p> <p>Telephone Contact(s):</p> <p>Commercial: Jan Hoff (434) 298-6191 Fax: (434) 298-6268</p> <p>Group(s): AG, SA</p>
<b>AG00280</b>	WASHINGTON	<p>The Adjutant General Camp Murray, Building 1 Tacoma, WA 98430-5000</p>	<p>Service: AF Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Commercial: Timonthy J. (253) 512-8201 Lowenberg Fax: (253) 512-8497</p> <p>Email Address(es): <b><i>timothy.lowenberg@wa.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00282</b>	WEST VIRGINIA	<p>The Adjutant General 1703 Coonskin Drive Charleston, WV 25311- 1085</p>	<p>The Adjutant General's Office advises it has the following records:</p> <ul style="list-style-type: none"> <li>• a brief statement of service for WWI and WWII</li> <li>• some separation documents from WWII to mid 1976*</li> </ul>

			<p>*Some separation documents are not clear.</p> <p>Service: AR</p> <p>Rank: MG</p> <p>Telephone Contact(s):</p> <p>Commercial: Ronald Haynes (304) 561-6531</p> <p>Commercial: Terry Knorr (304) 561-6722</p> <p>Fax Requests: (304) 561-6518</p> <p>Group(s): AG, SA</p>
<b>AG00440</b>	WISCONSIN	<p>The Adjutant General Department of Military Affairs 2400 Wright Street Madison, WI 53708-8111</p>	<p>Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Commercial: Albert H. Wilkening (608) 242-3001</p> <p>Fax: (608) 242-3111</p> <p>Email Address(es): <b><i>al.wilkening@wi.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>AG00283</b>	WYOMING	<p>The Adjutant General 5500 Bishop Boulevard Cheyenne, WY 82009-3220</p>	<p>Service: AF</p> <p>Rank: MG</p> <p>Telephone Contact(s):</p> <p>Commercial: Edmond L. Wright (307) 772-5234</p> <p>Fax: (307) 772-5010</p> <p>Email Address(es): <b><i>edward.wright@wy.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>

## Air Force

Link ID	Address	Memo Phone and Contacts
---------	---------	----------------------------



		<b>Websites Email Addresses Groups</b>
<b>AF00443</b>	3380 MSSQ/IMQD Keesler AFB, MS 39534-5000	Air Force Academic Records (after 1967)  Refer to the Air Training Command (ATC) base; wherever course was conducted.  Group(s): AF, ED
<b>AF00442</b>	3498 ABG/IMQD Goodfellow AFB, TX 78908-5000	Air Force Academic Records (after 1967)  Refer to the Air Training Command (ATC) base; wherever course was conducted.  Group(s): AF, ED
<b>AF00444</b>	3700 ABG/IMQD Lackland AFB, TX 78236-5000	Air Force Academic Records (after 1967)  Refer to the Air Training Command (ATC) base; wherever course was conducted.  Group(s): AF, ED
<b>AF00446</b>	3750 ABG/IMQD Sheppard AFB, TX 76311-5065	Air Force Academic Records (after 1967)  Refer to the Air Training Command (ATC) base; wherever course was conducted.  Group(s): AF, ED
<b>AF00722</b>	AF STR Processing Center ATTN: Release of Information 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217	Air Force began sending Service Treatment Records to this facility after 1/1/2014.  Group(s): AF
<b>AF00068</b>	AFLOSA/JAJM 1500 West Perimeter Road, Suite 1130 Joint Base Andrews AFB, MD 20762	AF Court-martial records not at NPRC  (To obtain a courts-martial case number that pertains to Air Force service, technicians should contact the Air Force JAG at <b>(240) 612-4834</b> or <b>amanda.alvey@pentagon.af.mil</b> by email.) - This note should be posted in discipli.html along with the address.  Telephone Contact(s):


		<p>Voice: (202) 767-1539 Air Force JAG (240) 612-4834</p> <p>Email Address(es): <b><i>amanda.alvey@pentagon.af.mil</i></b></p> <p>Group(s): AF</p>
<b>AF00117</b>	<p>Air Force Liaison Office 1 Archives Drive, Rooms 136 &amp; 138 St. Louis, MO 63138</p>	<p>Group(s): AF</p>
<b>AF00521</b>	<p>Air Force Personnel Center HQ AFPC/DPSIRP 550 C Street W JBSA-Randolph AFB, TX 78150</p>	<p>Use to refer AF routine requests.</p> <p>Telephone Contact(s):</p> <p>Voice: AHK40 (210) 565-2450 Fax: (210) 565-4021</p> <p>Group(s): AF</p>
<b>AF00063</b>	<p>Air Force Review Boards Agency SAF/MRBR 550 C Street West, Suite 40 Randolph AFB, TX 78150- 4742</p>	<p>AF Discharge Review Board (DD 293)</p> <p>Telephone Contact(s):</p> <p>Voice: (210) 565-4343</p> <p>Group(s): AF</p>
<b>AF00138</b>	<p>Air Force World Wide Locator Service</p>	<p>Active duty only</p> <p>Telephone Contact(s):</p> <p>Voice: (210) 565-2660</p> <p>Group(s): AF</p>
<b>AF00688</b>	<p>Air Reserve Personnel Center (ARPC) DPSCW (Contact Center) Denver, CO</p>	<p><b>Electronic Referrals Only</b></p> <p>Group(s): AF</p>
<b>AF00662</b>	<p>Air Reserve Personnel Center HQ ARPC/DPTARA 18420 E Silver Creek Ave</p>	<p>All Core L &amp; T referrals and medals determinations.</p> <p>Referral address for AF Reserve Routine or Congressional requests (with records - Core L&amp;T)</p>

	<p>Bldg 390 MS 68 Buckley AFB, CO 80011</p>	<p>Used in Pattern Paragraphs and Pattern Letters.</p> <p>Telephone Contact(s):</p> <p>For public use to check request status: (800) 525-0102 Vocie for DPTARA: (720) 847-3706</p> <p>Web Sites(s): <a href="http://www.arpc.af.mil">www.arpc.af.mil</a></p> <p>Group(s): AF</p>
<p><b>AF00520</b></p>	<p>Air Reserve Personnel Center HQ ARPC/DPTOCW (Contact Center) 18420 E Silver Creek Ave Bldg 390 MS 68 Buckley AFB, CO 80011</p>	<p>All referrals in electronic form or paper form</p> <ul style="list-style-type: none"> <li>• Referral address for reserve records not yet retired to this Center</li> <li>• Referral address for routine Air Reserve Personnel requests (records not retired to NPRC)</li> <li>• Referral address for Congressional and High Level Air Reserve Personnel requests without records.</li> </ul> <p>Used in Pattern Letters and Pattern Paragraphs and Autohot keys..</p> <p>Telephone Contact(s):</p> <p>For public use to check request status: AHK14 (800) 525-0102 Voice DPTOCW: (720) 847-3436</p> <p>Web Sites(s): <a href="http://www.arpc.af.mil">www.arpc.af.mil</a></p> <p>Group(s): AF</p>
<p><b>AF00145</b></p>	<p>Board for Correction of Air Force Records SAF/MRBR 550 C Street West, Suite 40 Randolph AFB, TX 78150-4742</p>	<p>Board of Corrections AFBCMR (DD149)</p> <p>Telephone Contact(s):</p> <p>Voice: (210) 565-4802</p> <p>Group(s): AF</p>
<p><b>AF00591</b></p>	<p>Defense Finance and Accounting Service Cleveland Center</p>	<p>Retired pay records for Air Force, Army, Marine Corps and Navy.</p> <p>Group(s): AF, AR, MC, NV</p>

	P.O. Box 99191 Cleveland, OH 44199-1126	
<b>AF00635</b>	Defense Finance and Accounting Service DFAS Indianapolis/JBDM Records Management 8899 E 56th Street Indianapolis, IN 46249-0002	This entry is used in the pattern paragraphs Group(s): AF
<b>AF00085</b>	Defense Security Service Privacy Act Office 601 10th Street, Suite 128 Fort George G. Meade, MD 20755-5143	Copies of DOD Security Clearances: Telephone Contact(s): Customer Service: 1 (888) 282-7682 Group(s): AF, AR, NV
<b>AF00522</b>	Department of Defense Still Media Records Center Code SSRC Washington, DC 20374-1681	Still group photos for the Air Force, Army, Navy, and Marine Corps for the period 1982-present. Group(s): AF, AR, MC, MI, NV
<b>AF00599</b>	Department of the Air Force AF ROTC (ATC) Attn: RRFD Maxwell AFB, AL 36112-6663	AF ROTC Group(s): AF
<b>AF00614</b>	Deputy Chief of Staff, Plans and Operations Headquarters United States Air Force Washington, D.C. 20330-5054	This is the contact address for authorization to conduct research on Air Force Office Flight Records mentioned in the Pattern Paragraphs. Group(s): AF
<b>AF00152</b>	DFAS-Indianapolis Center Army Military Pay Operations Attn.: Verifications Section (Estimated Earnings) 8899 East 56th Street	Army and Army Reserve pay records This entry is used in the pattern paragraphs. Telephone Contact(s): Voice: (888)-332-?411 #2

	Indianapolis, IN 46249-0865	Fax: (317)-275-0123 Group(s): AF, AR
<p>Other Related Information</p> <p>Internal Link(s): <a href="#">(See address 00194)</a></p>		
<b>AF00073</b>	Headquarters AF Air Force Historical Research Agency ATTN: AFHRA/RSA 600 Chennault Circle, Bldg 1405 Maxwell AFB, AL 36112-6424	AF Aircraft accident reports before 01 January 1956  Telephone Contact(s):  Voice: (334) 953-2395  Group(s): AF
<b>AF00066</b>	Headquarters AF Air Force Safety Agency AFSA/IMRP 9750 Avenue G, Suite 236 Kirtland AFB, NM 87117-5671	AF Aircraft accident reports on or after 01 January 1956  Group(s): AF
<b>AF00447</b>	HQ AETC/IMX (Records) 244 F Street East, Suite 1 Randolph AFB, TX 78150-4328	Air Force Academic Records (after 1967).  Actual base where course was conducted has closed.  <b>GED</b> - General Education Development test scores are available from various sources depending upon the date and place the test was taken.  Test scores from the former <b>United States Armed Forces Institute (USAFI)</b> are only available from the Defense Activity Non-Traditional Educational Support (DANTES).  Group(s): AF, ED
<b>AF00143</b>	HQ AFPC/DS1F (FOIA) 550 C Street W JBSA-Randolph AFB, TX 78150	FOIA release office  Telephone Contact(s):  Voice: (210) 565-2751 Fax: (210) 565-6262  Email Address(es): <b><i>afpc.ds1f.foia.pa@us.af.mil</i></b>

		Group(s): AF
<b>AF00142</b>	HQ AFPC/IG 550 C Street West, Suite 1 Randolph AFB, TX 78150-4703	Active Duty only. High level inquiries/Inquiries & Investigation. AF Congressionals. Telephone Contact(s):  Voice: (210) 565-4614  Group(s): AF
<b>AF00558</b>	HQ USAF/A3OTF 1480 Air Force Pentagon Washington DC 20330	Requests for issuance and/or determination of Air Force aeronautical badges.  Group(s): AF
<b>AF00611</b>	HQ, AFPC/DPPPRK 550 "C" Street West, Suite 12 Randolph AFB, TX 78150-4714	Used in Pattern Paragraphs for Republic of Korea War Service Medal .  Group(s): AF
<b>AF00065</b>	HQ, AFOMS/SGEA Brooks AFB, TX 78235	Release of AF psychiatric clinical records Congressionals only: AFOMS/SGEA All Others: OEHL/RZ  Telephone Contact(s):  Voice: (210) 240-1110  Group(s): AF
<b>AF00141</b>	HQ, Air Force Personnel Center Attn: AFPC/DPSIDR 550 "C" Street West, Suite 12 Randolph AFB, TX 78150-4714	Air Force/Air Corps medals cases  FOR 13059 CORRECTIONS, CHANGES OR TO CANCEL -FAX THE FORM WITH COVER SHEET EXPLAINING WHAT YOU ARE REQUESTING  Telephone Contact(s):  Voice: (210) 565-2516 Voice: AHK48 (210) 565-4829 FAX Recognitions (210) 565-3578 (Medals)  Korean War Service Medal (800) 616-3775

		<p>Web Sites(s):  <a href="#">For information/application for the Korean War Service Medal</a></p> <p>Group(s): AF</p>
<b>AF00519</b>	<p>Joint Services Records Research Center (JSRRC)  Kingman Building 2C08  7701 Telegraph Road  Alexandria, VA 22315-3828</p>	<p>Unit records research for PTSD and Agent Orange Claims (AF, Army and Navy Only). Also see <a href="#">PTSD</a>.</p> <p>Telephone Contact(s):  Voice: Judie Ferritto (703) 428-6801</p> <p>Group(s): AF, AR, NV</p>
<b>AF00445</b>	<p>Lowry AFB, CO    "CLOSED"</p>	<p>Air Force Academic Records (after 1967)</p> <p>If the course was taken at Lowery AFB, refer to <a href="#">Randolph AFB</a>.</p> <p>Group(s): AF, ED</p>
<b>AF00132</b>	<p>National Air and Space Museum  Smithsonian Institution  P.O. Box 37012  Washington, DC 20013-7012</p>	<p>Still Photographs: Air Force, prior to 1982</p> <p>Group(s): AF</p>
 <b>AF00694</b>	<p>Office of the Chairman of the Joint Chiefs of Staff  9999 Joint Staff Pentagon  Washington, DC 20318-9999</p>	<p>Used to provide requesters seeking the Joint Chiefs of Staff Identification Badge mentioned in the CRG under "Defense Medals and Joint Service Medals".</p> <p>Group(s): AF, AR</p>
<b>AF00450</b>	<p>Registrar  Extension Course Institute/EDOR  Gunter AF Station, AL  36114-5000</p>	<p>Student records of the AF Air University Registrar (transcripts, test scores, and training records)</p> <p>Group(s): AF, ED</p>
<b>AF00449</b>	<p>Registrar  AF Institute of Technology  Wright-Patterson AFB, OH  45433</p>	<p>Student records of the AF Air University Registrar (transcripts, test scores, and training records)</p> <p>Group(s): AF, ED</p>
<b>AF00124</b>	<p>Special Media Archives  Services Division  National Archives at</p>	<p>Still Photographs:  Air Force, Army, Navy, &amp; Marine Corps - prior to 1982  Coast Guard - prior to 1962</p>

	College Park 8601 Adelphi Road College Park, MD 20740-6001	Group(s): AF, AR, CG, MC, NV
<b>AF00448</b>	Student Records Branch CCAF/RRRC Maxwell AFB, AL 36112-6655	Student records of the AF Community Chief, USAF College  From January 1, 1968  Group(s): AF, ED
<b>AF00642</b>	U.S. Air Force - Stop Loss	Web Sites(s): <a href="#">U.S. Air Force Personnel Center - Stop Loss</a>  Group(s): AF, WB
<b>AF00512</b>	United States Air Force Disability Division (CRSC) 550 "C" Street West Ste 6 Randolph AFB TX 78150-4708	Air Force Combat-Related Special compensation (CRSC)  Telephone Contact(s):  Voice: (800) 616-3775 Voice: (210) 565-1600 Fax: (210) 565-1101  Web Sites(s): <a href="http://www.afpc.randolph.af.mil/disability/CRSC/CRSCnew.htm">http://www.afpc.randolph.af.mil/disability/CRSC/CRSCnew.htm</a>  Group(s): AF
<b>AF00072</b>	United States Air Force Information Litigation Division Attn: AFLOA/JACL 1500 W. Perimeter Road, Suite 1370 Joint Base Andrews, MD 20762	Litigation and class action suits.  Telephone Contact(s):  Voice: (240) 612-4700  Group(s): AF
<b>AF00146</b>	USAF Historical Research Agency ATTN: Reference Division 600 Chenault Circle Maxwell AFB, AL 36112-6424	AF and Army Air Corps unit histories  Telephone Contact(s):  Inquiry Branch: (334) 953-7324 Reference: (334) 953-7648  Group(s): AF



<b>AF00071</b>	USAF Recruiting Liaison (NPRC) 345th USAF Recruiting Squadron 1 Archives Drive, Room 134 St. Louis, MO 63138	Air Force Recruiting  Group(s): AF
<b>AF00377</b>	USAF Randolph AFB	Individual e-mail addresses Format: Firstname.Lastname@randolph.af.mil  (You must have individual's first and last name) Example: Msgt Douglas Lewis at AFPC: e-mail: Douglas.Lewis@randolph.af.mil  Group(s): AF


## Army

Link ID	Address	Memo Phone and Contacts Websites Email Addresses Groups
<b>AR00723</b>	AMEDD Record Processing Center 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217	Army began sending Service Treatment Records to this facility after 1/1/2014.  Group(s): AR
<b>AR00726</b>	Army Human Resources Command Awards & Decorations Branch (AHRC-PDP-A) 1600 Spearhead Division Ave. Fort Knox, KY 40122-5408	Inherent Resolve Campaign Medal  Group(s): AR
<b>AR00678</b>	Army Records Officer Army Records Management Division 7701 Telegraph Road Alexandria, VA 22315	Used in Pattern Paragraph pertaining to After Action Reports.  Group(s): AR
<b>AR00091</b>	Army Recruiting Liaison Office	Army Recruiting



<b>AR00533</b>	Commander USAJFKSWCS ATTN: AIJK-GPB (C/s/1 SWTG LNO) Fort Bragg, NC 28310	Diver Badges Requests  Group(s): AR
<b>AR00499</b>	Commander, USAHRC ATTN: AHRC-PDP-A, Dept 480 1600 Spearhead Division Avenue Fort Knox, KY 40122-5408	Cold War Recognition Certificate  Web Sites(s): <a href="#">Cold War Recognition Certificate</a>  Group(s): AR, WB
<b>AR00151</b>	Criminal Investigation Division ATTN: Army Crime Records Center 6010 Sixth Street Fort Belvoir, VA 22060	Army criminal records, retention is 40 years  Telephone Contact(s):  Voice: (703) 806-0459  Group(s): AR
<b>AR00591</b>	Defense Finance and Accounting Service Cleveland Center P.O. Box 99191 Cleveland, OH 44199-1126	Retired pay records for Air Force, Army, Marine Corps and Navy.  Group(s): AF, AR, MC, NV
<b>AR00085</b>	Defense Security Service Privacy Act Office 601 10th Street, Suite 128 Fort George G. Meade, MD 20755-5143	Copies of DOD Security Clearances:  Telephone Contact(s):  Customer Service: 1 (888) 282-7682  Group(s): AF, AR, NV
<b>AR00522</b>	Department of Defense Still Media Records Center Code SSRC Washington, DC 20374-1681	Still group photos for the Air Force, Army, Navy, and Marine Corps for the period 1982-present.  Group(s): AF, AR, MC, MI, NV
<b>AR00079</b>	Department of the Army Freedom of Information and Privacy Office 7701 Telegraph Road, Suite 144 Alexandria, VA 22315-3905	Army FOIA release office  Telephone Contact(s):  Fax: (703) 428-6522 Phone: (703) 428-6500

		Group(s): AR
<b>AR00160</b>	DEPARTMENT OF THE ARMY ARMY HUMAN RESOURCES COMMAND ATTN: AHRC-PDP-A 1600 SPEARHEAD DIVISION AVENUE DEPT 480 FORT KNOX, KY 40122-5408	Determination of Army awards including the Pearl Harbor Commemorative Medal To check status of awards request, use the Army Medals web site.  Processes applications for the Korean War Service Medal.  Web Sites(s): <a href="#">Army Medals web site</a> <a href="#">Awards web site</a>  Group(s): AR
<b>AR00148</b>	Department of the Army Army Human Resources Command Attn: AHRC-PDR-H 1600 Spearhead Division Avenue Dept 420 Fort Knox, KY 40122-5402	Routine requests pertaining to discharged/retired personnel.  Telephone Contact(s):  Customer service (Routine): AHK31 (888) 276-9472  Group(s): AR
<b>AR00647</b>	DEPARTMENT OF THE ARMY ARMY HUMAN RESOURCES COMMAND ATTN: AHRC-SGS 1600 SPEARHEAD DIVISION AVENUE DEPT 100 FORT KNOX, KY 40122-5402	Congressional Requests  Group(s): AR
<b>AR00604</b>	DEPARTMENT OF THE ARMY U.S. ARMY HUMAN RESOURCES COMMAND ATTN: AARTS 1600 SPEARHEAD DIVISION AVENUE, DEPT. 410 FORT KNOX, KY 40122-0410	Army in-service Training.  Web Sites(s): <a href="http://aarts.army.mil">http://aarts.army.mil</a>  Group(s): AR, ED
<b>AR00265</b>	Dept of the Army ATTN: MNP (Mr. Steven Essex) Building 25 1 Buffington Street Watervliet, NY 12189-4000	Send requests intended for the Adjutant General's Office to this address. They only have records for the National Guard.  Telephone Contact(s):  Commercial: Steven Essex (518) 272-6438 Fax: (518) 270-1530

		Group(s): AG, AR, SA
	Other Related Information State: NEW YORK	
<b>AR00152</b>	DFAS-Indianapolis Center Army Military Pay Operations Attn.: Verifications Section (Estimated Earnings) 8899 East 56th Street Indianapolis, IN 46249-0865	Army and Army Reserve pay records  This entry is used in the pattern paragraphs.  Telephone Contact(s):  Voice: (888)-332-7411 #2 Fax: (317)-275-0123  Group(s): AF, AR
	Other Related Information  Internal Link(s): <a href="#">(See address 00194)</a>	
<b>AR00519</b>	Joint Services Records Research Center (JSRRC) Kingman Building 2C08 7701 Telegraph Road Alexandria, VA 22315-3828	Unit records research for PTSD and Agent Orange Claims (AF, Army and Navy Only). Also see <a href="#">PTSD</a> .  Telephone Contact(s):  Voice: Judie Ferritto (703) 428-6801  Group(s): AF, AR, NV
 <b>AR00694</b>	Office of the Chairman of the Joint Chiefs of Staff 9999 Joint Staff Pentagon Washington, DC 20318-9999	Used to provide requesters seeking the Joint Chiefs of Staff Identification Badge mentioned in the CRG under "Defense Medals and Joint Service Medals".  Group(s): AF, AR
<b>AR00153</b>	Office of the Chief, Legislative Liaison Department of the Army The Pentagon Washington, DC 20310	Congressional liaison office  Telephone Contact(s):  Voice: (703) 697-2551  Group(s): AR
<b>AR00124</b>	Special Media Archives Services Division	Still Photographs: Air Force, Army, Navy, & Marine Corps - prior to 1982


	National Archives at College Park 8601 Adelphi Road College Park, MD 20740-6001	Coast Guard - prior to 1962 Group(s): AF, AR, CG, MC, NV
<b>AR00088</b>	U. S. Army AWOL/Deserter Apprehension Program ATTN: ATZK-PMF-D Old Ironsides Avenue, Bldg 1481 Fort Knox, KY 40121-5238	Deserter's records, 1940's to present Telephone Contact(s): Voice: (502) 626-3717 Voice: (502) 626-3718 Group(s): AR
<b>AR00643</b>	U.S. Army - Stop Loss	Email Address(es): <b><i>RetroStopLossPay@conus.army.mil</i></b> Web Sites(s): <a href="#">Army Stop Loss</a> Group(s): AR, WB
<b>AR00155</b>	U.S. Army Center of Military History 103 3rd Avenue Ft. Lesley J. McNair, DC 20319-5058	War Department General Orders Telephone Contact(s): Voice: (202) 685-2706 Group(s): AR
<b>AR00158</b>	U.S. Army Heritage and Education Center ATTN: Patron Services Division 950 Soldiers Drive Carlisle, PA 17013-5021	Unit histories This entry is used in the pattern paragraphs. Telephone Contact(s): Voice: (717) 245-3971 Fax: (717) 245-3711 Web Sites(s): <a href="http://www.carlisle.army.mil/ahec">www.carlisle.army.mil/ahec</a> Group(s): AR
<b>AR00639</b>	U.S. ARMY HUMAN RESOURCE COMMAND ARMY PERSONNEL AND RECORDS DIVISION	VA Benefits Group(s): AR



	ATTN: AHRC-PDR-V 1600 SPEARHEAD DIVISION AVENUE DEPT 420 FORT KNOX, KY 40122-5402	
<b>AR00076</b>	U.S. ARMY HUMAN RESOURCES COMMAND ARMY PERSONNEL RECORDS DIVISION - iPERMS ACCESS & TECHNICAL SUPPORT ATTN: AHRC-PDR-RPA 1600 SPEARHEAD DIVISION AVENUE DEPT 420 FORT KNOX, KY 40122-5402	Army records for current active duty officers  Army records for current enlisted active duty personnel  Group(s): AR
<b>AR00648</b>	U.S. ARMY HUMAN RESOURCES COMMAND ARMY RESERVE COMPONENT (RC) RETIREMENTS ATTN: AHRC-PDR-RCR 1600 SPEARHEAD DIVISION AVENUE DEPT 420 FORT KNOX, KY 40122-5402	Reservist's application for retired pay  Group(s): AR
<b>AR00162</b>	U.S. ARMY HUMAN RESOURCES COMMAND CASUALTY & MEMORIAL AFFAIRS OPERATIONS DIVISION - PAST CONFLICT REPATRIATION BR ATTN: AHRC-PDC-R 1600 SPEARHEAD DIVISION AVENUE DEPT 450 FORT KNOX, KY 40122-5405	POW/MIA records  Telephone Contact(s):  Voice: (703) 325-5319  Group(s): AR
<b>AR00161</b>	U.S. ARMY HUMAN RESOURCES COMMAND CASUALTY & MEMORIAL AFFAIRS OPERATIONS DIVISION ATTN: AHRC-PDC 1600 SPEARHEAD DIVISION AVENUE DEPT 450 FORT KNOX, KY 40122-5405	Casualty files for all Army and Army Air Corps, KIA, MIA or dead soldier. This entry is reference in the pattern paragraphs as a source for information from the Army Casualty File.  Group(s): AR
<b>AR00511</b>	U.S. ARMY HUMAN RESOURCES COMMAND	Army Combat-Related Special Compensation (CRSC)

	COMBAT-RELATED SPECIAL COMPENSATION ATTN: AHRC-DZB-CRC 1600 SPEARHEAD DIVISION AVENUE DEPT 495 FORT KNOX, KY 40122-5409	Email Address(es): <b><i>CRSC.info@us.army.mil</i></b>  Web Sites(s): <a href="https://www.hrc.army.mil/site/crsc/">https://www.hrc.army.mil/site/crsc/</a>  Group(s): AR
<b>AR00159</b>	U.S. ARMY HUMAN RESOURCES COMMAND ENLISTED PROCEDURES & SOLDIER ACTION BRANCH ATTN: AHRC-EPO-P 1600 SPEARHEAD DIVISION AVENUE DEPT 332 FORT KNOX, KY 40122-5303	Requests for change or waiver of reenlistment code  Telephone Contact(s):  Voice: (703) 325-4179  Group(s): AR
<b>AR00537</b>	U.S. ARMY HUMAN RESOURCES COMMAND PROMOTIONS BRANCH ATTN: AHRC-PDV-P 1600 SPEARHEAD DIVISION AVENUE DEPT 472 FORT KNOX, KY 40122-5407	Military Promotions Office  Group(s): AR
<b>AR00154</b>	U.S. Army Legal Services Agency U.S. Army Court of Criminal Appeals Attn: Scott Bailey 9275 Gunston Road Ft. Belvoir, Virginia 22060	For General Courts Martial and Special Courts Martial case files resulting in BCD for 1977 and subsequent years provide this address.  Court-martial records not at NPRC  Telephone Contact(s):  Voice: Jeffrey A. Todd 703.588.7928 (DSN 425) Fax: 703.696.8777 (DSN 426)  Email Address(es): <b><i>Jeffrey.Todd@us.army.mil</i></b>  Group(s): AR
<b>AR00147</b>	U.S. Army Reserve Command 1401 Deshler Street SW Fort McPherson, GA 30330- 2000	Headquarters for Army Reserve units.  Personnel Records are not stored at this location  Telephone Contact(s):  Voice: (404) 464-8500  Group(s): AR






		Group(s): CG
<b>CG00452</b>	Chief, Office of Personnel U.S. Coast Guard 2100 2nd St., SW Washington, DC 20593	U.S. Coast Guard Transcripts of Academic Records (courses attended, length of course, and grades attained)  Group(s): CG, ED
<b>CG00190</b>	Coast Guard World Wide Locator Service	Active duty only  Telephone Contact(s):  Voice: (202) 267-2229  Group(s): CG
 <b>CG00684</b>	Coast Guard, Office of Military Personnel, PSC-PSD-MA (Medals and Awards) Stop 7200, 2703 Martin Luther King Jr Ave SE Washington, DC 20593-7200	Medals Only  Group(s): CG
<b>CG00539</b>	COMMANDANT (CG-122) Attn: Office of Military Personnel U.S. Coast Guard, Stop 7907 2703 Martin Luther King Jr. Avenue, SE Washington, D. C. 20593- 7907	Review of Discharge (DD293)  Group(s): CG
<b>CG00728</b>	COMMANDANT (CG-611) ATTN: FOIA OFFICER US COAST GUARD STOP 7710 2703 MARTIN LUTHER KING JR AVE SE WASHINGTON DC 20593- 7710	Rosters and Muster  Group(s): CG
<b>CG00593</b>	Commandant Headquarters, U.S. Coast Guard 2100 2nd Street, SW Washington, DC 20593	Paternity and PTSD  Group(s): CG
<b>CG00584</b>		

	Commandant, U.S. Coast Guard (LMJ) 2100 2nd Street, SW Washington, DC 20593-0001	Court Martial records which are not special courts martial (non BCD) and summary courts martial of enlisted personnel.  Group(s): CG
 <b>CG00516</b>	Commander CG Personnel Service Center (PSC) Attn: CRSC Coordinator (PSC-PSD-DE) US Coast Guard Stop 7200 2703 Martin Luther King Jr Ave SE Washington, DC 20593-7200	Coast Guard Combat-Related Special Compensation (CRSC)  Web Sites(s): <a href="http://www.uscg.mil/hq/psc/customerconnection/crsc.htm">http://www.uscg.mil/hq/psc/customerconnection/crsc.htm</a>  Group(s): CG
 <b>CG00676</b>	COMMANDER ATTN: PSC (BOPS-C-MR) US COAST GUARD, STOP 7200 2703 MARTIN LUTHER JR AVE SE WASHINGTON DC, 20593-7200	Mailing label for eMilrecs record orders and Priority/Routine Core L&T Requests (referrals with records)  This entry is used in the pattern paragraphs.  Telephone Contact(s):  Fax: (202) 372-8440 Voice <b>Public (Emergicies only)</b> Mike (202) 795-6375 Lamare Voice NPRC Only: Robin (202) 795-6372 Baker  Group(s): CG
<b>CG00523</b>	Commander Military Personnel Command (G-BPR) 2100 2nd Street, SW Washington, DC 20593	Still group photos for the Coast Guard for the period 1960-present.  Group(s): CG, MI
<b>CG00595</b>	Commander Military Personnel Command ATTN: GPIM-2 2100 2nd Street, SW Washington, D.C. 20593-0001	Requests for change of reenlistment code  Group(s): CG
<b>CG00727</b>	COMMANDER Personnel Service Center US Coast Guard STOP 7200 2703 Martin Luther King Jr. Ave. SE Washington, DC 20593-7200	Rosters and Muster Rolls  Group(s): CG

<b>CG00580</b>	Commander, Military Personnel Command (MPC-S-3) U.S. Coast Guard 2100 2nd Street, SW Washington, DC 20593-0001	Death in Service, Social Security Administration  Group(s): CG
<b>CG00189</b>	Commanding Officer Settlement Records U.S. Coast Guard Military Retired Pay Center 444 South East Quincy Street Topeka, Kansas 66683	Telephone Contact(s):  Pay records (retirees): (785) 339-3415 Recorded information for retirees : (800) 772-8724  Group(s): CG
<b>CG00188</b>	Commanding Officer Settlement Records U.S. Coast Guard Pay and Personnel Center 444 South East Quincy Street Topeka, KS 66683	Pay records (discharged personnel)  Telephone Contact(s):  Voice: (785) 339-3540  Group(s): CG
<b>CG00110</b>	Commanding Officer USCG-National Maritime Center (NMC-421) ATTN: Correspondence Section 100 Forbes Drive Martinsburg, WV 25404	Merchant Marine Verification of WWII Status of Service Data  This entry is used in the pattern paragraphs.  Telephone Contact(s):  Voice: (304) 433-3400  Group(s): CG, MI
<b>CG00685</b>	Commanding Officer (SES) Coast Guard Pay and Personnel Center 444 Southeast Quincy Street Topeka, KS 66683-3591	Used for Catch 62 Requests  Telephone Contact(s):  Voice: 785-339-2200 Fax: 785-339-3784  Group(s): CG
<b>CG00582</b>	DHS Office of the General Counsel Board for Correction of Military Records 245 Murray Lane, Stop 0485 Washington, DC 20528	For Coast Guard records charged out to the Board of Corrections and Correction of records ( DD 149)  Group(s): CG, MI

<p><b>CG00579</b></p>	<p>Discharge Review Boards Attn: Office of Military Personnel US Coast Guard, Stop 7907 2703 Martin Luther King, Jr. Avenue, SE Washington, D. C. 20593-7907</p>	<p>For records charged out to the Discharge Review Board  Group(s): CG</p>
<p> <b>CG00094</b></p>	<p>National Archives and Records Administration Archives 1 Reference Services Branch (RDT1) 700 Pennsylvania Avenue, NW Washington, DC 20408-0001</p> <p>Other Related Information</p> <p>State: DC</p> <p>VA Elements: 101 Washington</p>	<p>Coast Guard and Coast Guard Reserve records not at this Center dated 1936 and prior</p> <p>Unit records (after action reports, etc.) World War I to 1940</p> <p>This entry is used in the pattern paragraphs.</p> <p>Group(s): CG, FR, MI</p>
<p><b>CG00729</b></p>	<p>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION TEXTUAL RECORDS 700 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20408-0001</p>	<p>Roster and Muster Rolls</p> <p>Group(s): CG, FR</p>
<p><b>CG00168</b></p>	<p>Navy Personnel Command PERS 312B RM 354 1 Archives Drive St Louis, MO 63138</p>	<p><b>NO LONGER EXISTS</b></p> <p>Navy, Marine Corps and Coast Guard Medals</p> <p>Telephone Contact(s):</p> <p>Voice:</p> <p>Voice: (314) 538-2313</p> <p>Voice: (314) 538-2314</p> <p>Fax: (314) 538-2316</p> <p>Customer Service: AHK43 (314) 538-2312</p>

		Email Address(es): <b>ANGELA.WHITE@NAVY.MIL</b> <b>DENA.MARTIN@NAVY.MIL as a cc:</b> <b>MONICA.GARNETT@NAVY.MIL</b> <b>vivian.tucker@navy.mil</b>
		Group(s): CG, NV
<b>CG00515</b>	Registrar's Office U.S. Coast Guard Academy New London, CT 06320	Academy Records Telephone Contact(s): Voice: (860) 444-8214 Web Sites(s): <a href="#">U.S. Coast Guard Academy</a> Group(s): CG, ED, WB
<b>CG00124</b>	Special Media Archives Services Division National Archives at College Park 8601 Adelphi Road College Park, MD 20740- 6001	Still Photographs: Air Force, Army, Navy, & Marine Corps - prior to 1982 Coast Guard - prior to 1962 Group(s): AF, AR, CG, MC, NV

## Marine Corps

Link ID	Address	Memo Phone and Contacts Websites Email Addresses Groups
<b>MC00116</b>	Archives Section The Marine Corps History Division 3078 Upshur Ave Quantico, VA 22134	Marine Corps Command Chronologies, After Action Combat Reports Email Address(es): <b><a href="http://www.history.usmc.mil">www.history.usmc.mil</a></b> Group(s): MC
<b>MC00659</b>	Chief, Marine Qualification Division ATTN: Career Pay Office HRC, Building 705, Room 231	Group(s): MC

	705 Read Street Fort Eustis, VA 23604-5407	
<b>MC00182</b>	CMC HQMC MMSB - 10 2008 Elliott Road Suite 201 Quantico, VA 22134-5030	Unit diaries Telephone Contact(s): Voice: (703) 784-5658 Group(s): MC
<b>MC00453</b>	CNATRA Chief of Naval Air Training 250 Lexington Boulevard, Suite 102 Corpus Christi, TX 78419-5941	Marine Corps and Navy Flight Training Records Group(s): ED, MC, NV
<b>MC00176</b>	Commandant of the Marine Corps ATTN: Office of Legislative Affairs (OLAC) 3000 Marine Corps Pentagon, Room 4C553 Washington, DC 20350	(Congressional Only) Telephone Contact(s): Voice: (703) 693-6974 Voice: (703) 693-7193 Voice: (703) 693-7698 Group(s): MC
<b>MC00581</b>	Commandant of the Marine Corps HQ, U.S. Marine Corps (MMSB) 2008 Elliot Road, Suite 114 Quantico, VA 22134-5030	Death in Service Group(s): MC
<b>MC00641</b>	Commandant of the Marine Corps HQ, U.S. Marine Corps (MMSB) 2008 Elliot Road, Suite 114 Quantico, VA 22134-5030	FOIA Requests Group(s): MC
<b>MC00627</b>	Commandant U.S. Marine Corps Military Awards Branch (MMMA)	Congressional MC Medals requests Group(s): MC

	2008 Elliott Road Quantico, VA 22134-5130	
<b>MC00178</b>	Commandant U.S. Marine Corps Personnel Management Support Branch 2008 Elliot Road, Room 203 Quantico, VA 22134-5030	(Routine) Marine Corps Routine inquiries  Telephone Contact(s):  Voice: AHK34 (800) 268-3710  Group(s): MC
<b>MC00660</b>	Defense Finance and Accounting Service -- Cleveland DFAS-JBJ Attn: General Processing 1240 East Ninth Street, Room 1569 Cleveland, OH 44199-2055	For Marine Corps Retired and Annuitant Pay inquiries  Telephone Contact(s):  USMC Retired/Separated Duty (800) 321-1080  Group(s): MC
<b>MC00591</b>	Defense Finance and Accounting Service Cleveland Center P.O. Box 99191 Cleveland, OH 44199-1126	Retired pay records for Air Force, Army, Marine Corps and Navy.  Group(s): AF, AR, MC, NV
<b>MC00522</b>	Department of Defense Still Media Records Center Code SSRC Washington, DC 20374-1681	Still group photos for the Air Force, Army, Navy, and Marine Corps for the period 1982-present.  Group(s): AF, AR, MC, MI, NV
<b>MC00163</b>	Department of the Navy Board for Correction of Naval Records 701 South Courthouse Road, Suite 1001 Arlington, VA 22204-2490	Navy & Marine Corps correction of records (DD 149)  Telephone Contact(s):  Voice: (703) 614-1402 Fax: (703) 614-9857  Group(s): MC, NV
<b>MC00180</b>	Department of the Navy HQ, U.S. Marine Corps Manpower and Reserve Affairs (MRC) 3280 Russell Road Quantico, VA 22134-5103	Casualty files for Marine Corps KIA and MIA  Telephone Contact(s):  Voice: (703) 784-9512  Group(s): MC



<b>MC00171</b>	Deputy Assistant JAG (Military Justice) Office of the Judge Advocate General 716 Sicard Street SE Suite 1000 Washington, DC 20374-5047	Court-martial records not at NPRC for Navy and Marine Corps veterans  Telephone Contact(s):  Voice: (202) 685-7053  Group(s): MC, NV
<b>MC00111</b>	DFAS-Cleveland Center Attn.: DFAS-CL/JFLAGB 1240 East 9th Street Cleveland, OH 44199-2005	Navy/Naval Reserve pay records  This entry is used in the pattern paragraphs.  Telephone Contact(s):  Voice: (888) 332-7411 FAX: (216) 367-3666 Retired: AHK45 (888) 332-7411  Group(s): MC, NV
<b>MC00592</b>	Director Marine Corps History and Museums Historical Branch Building 58 Washington Navy Yard, DC 20374-5680	Command chronologies and after action combat reports  Group(s): MC
<b>MC00693</b>	Headquarters, US Marine Corps Personnel Management Support Branch (MMSB-20) Quantico, VA	<b>Electronic Referrals Only</b>  Group(s): MC
<b>MC00105</b>	Marine Corps Historical Center 1254 Charles Morris Street, SE Washington, DC 20374	Marine Corps historical records and unit histories (Moving to Quantico on July 1, 2005)  Group(s): MC
<b>MC00184</b>	Marine Corps Liaison Office	There is no longer a MC Liaison Office in the building. See <a href="#">[00178]</a>  Group(s): MC

<b>MC00185</b>	Marine Corps World Wide Locator Service	Active duty only Telephone Contact(s): Voice: (703) 784-3942 Group(s): MC
<b>MC00183</b>	Marine Forces Reserve 4400 Dauphine St. New Orleans, LA 70146-5400	Telephone Contact(s): Voice: (800) 255-5082 Fax: (816) 843-3077 Group(s): MC
<b>MC00172</b>	Naval Council of Personnel Records 720 Kennon Street, SE Room 309 (NDRB) Washington Naval Yard, DC 20374-5023	Navy and Marine Corps discharge reviews (DD 293) Telephone Contact(s): Voice: (202) 685-6600 Group(s): MC, NV
<b>MC00724</b>	Navy Medicine Records Activity (NMRA) BUMED Detachment St. Louis 4300 Goodfellow Blvd., Building 103 St. Louis, MO 63120	Navy and Marine Corps began sending Service Treatment Records to this facility after 1/1/2014. Group(s): MC, NV
<b>MC00686</b>	Navy Personnel Command PERS 312 5751 Honor Drive Building 769 Room 158 Millington, TN 38055-3120	Used for Navy & MC Medals. Group(s): MC, NV
<b>MC00513</b>	Secretary of the Navy Council of Review Boards Attn: Combat-Related Special Compensation Branch 720 Kennon Street SE, Suite 309 Washington Navy Yard, DC 20374-5023	Navy & Marine Corps Combat-Related Special Compensation (CRSC) Web Sites(s): <a href="http://www.hq.navy.mil/ncpb/crscb/combatrelated.htm">http://www.hq.navy.mil/ncpb/crscb/combatrelated.htm</a> Group(s): MC, NV
<b>MC00640</b>	Secretary of the Navy c/o General Counsel	Navy Court Order and Subpoena

	Navy Litigation Office 720 Kennon Street SE, Room 233 Washington Navy Yard, DC 20374-5013	Group(s): MC, NV
<b>MC00605</b>	SMART Operations NETPDTC - N2, 6490 - Saufley Field Road Pensacola, FL 32509-5223	Sailor/Marine/ACE Registry Transcript (SMART). Sailor and Marine in service training.  Telephone Contact(s):  Voice: (877) 253-7122  Group(s): ED, MC, NV
<b>MC00124</b>	Special Media Archives Services Division National Archives at College Park 8601 Adelphi Road College Park, MD 20740-6001	Still Photographs: Air Force, Army, Navy, & Marine Corps - prior to 1982 Coast Guard - prior to 1962  Group(s): AF, AR, CG, MC, NV
<b>MC00644</b>	U. S. Marine Corps - Stop Loss	Email Address(es): <b><i>stoploss@usmc.mil</i></b>  Web Sites(s): <a href="https://www.manpower.usmc.mil/stoploss">https://www.manpower.usmc.mil/stoploss</a>  Group(s): MC, WB
	Other Related Information  State: WB	
<b>MC00209</b>	Washington National Records Center 4205 Suitland Road Suitland, MD 20746	Washington National Record Center  Histories of academic training at Marine Corps schools, Quantico, VA (class standings and rosters, 1952-1967)  Courts Martial (for use in reconstructing fire-related service data)  District of Columbia, Maryland, Virginia, and West Virginia Washington National Records Center Washington, DC 20409  Telephone Contact(s):  Voice: (301) 778-1510

	Voice: (301) 778-1557 Fax: (301) 778-1561  Group(s): ED, FR, MC, MI
Other Related Information  VA Elements: 030 WNRC	

## Navy

Link ID	Address	Memo Phone and Contacts Websites Email Addresses Groups
<b>NV00587</b>	Bureau of Medicine and Surgery Health Care Operations (MED-03) 2300 E. Street NW Washington, DC 20372-5300	Navy Family Advocacy records  Group(s): MI, NV
<b>NV00596</b>	Bureau of Naval Personnel PERS-0243 Washington, DC 20370	Muster Rolls  Group(s): NV
<b>NV00101</b>	Certificate Service U.S. Naval Institute Annapolis, MD 21402	Sea Certificates  Group(s): NV
<b>NV00453</b>	CNATRA Chief of Naval Air Training 250 Lexington Boulevard, Suite 102 Corpus Christi, TX 78419-5941	Marine Corps and Navy Flight Training Records  Group(s): ED, MC, NV
<b>NV00576</b>	Commander Naval Sea Systems Command 1333 Isaac Hull Ave., SE	Naval Ship Asbestos Information  Telephone Contact(s):

	Washington Navy Yard, DC 20376-1080	Voice: 202-781-0000  Group(s): NV
<b>NV00542</b>	Commander, Navy Personnel Command PERS-4912 Naval Reserve Information Branch 5720 Integrity Drive Millington, TN 38055-4910	Referral office for requests for Navy Reserve members whose records have not been retired to NPRC (except Congressionals)  This entry is used in the pattern paragraphs.  Group(s): NV
<b>NV00166</b>	Commander, Navy Personnel Command PERS-312 Records Support Branch 5720 Integrity Drive Millington, TN 38055-3120	Referral office for Core L&T Requests with records for Navy and Navy Reserve members (except see <a href="#">[00096]</a> for Congressionals).  Referral office for Requests for Navy members whose records have not been retired to NPRC (except see <a href="#">[00096]</a> for Congressionals)  This entry is used in the pattern paragraphs.  Telephone Contact(s):  Voice: (901) 874-4885 Voice: AHK37 1-866-827-5672*4*1  Group(s): NV
<b>NV00591</b>	Defense Finance and Accounting Service Cleveland Center P.O. Box 99191 Cleveland, OH 44199-1126	Retired pay records for Air Force, Army, Marine Corps and Navy.  Group(s): AF, AR, MC, NV
<b>NV00085</b>	Defense Security Service Privacy Act Office 601 10th Street, Suite 128 Fort George G. Meade, MD 20755-5143	Copies of DOD Security Clearances:  Telephone Contact(s):  Customer Service: 1 (888) 282-7682  Group(s): AF, AR, NV
<b>NV00522</b>	Department of Defense Still Media Records Center Code SSRC Washington, DC 20374-1681	Still group photos for the Air Force, Army, Navy, and Marine Corps for the period 1982-present.  Group(s): AF, AR, MC, MI, NV
<b>NV00163</b>		

	<p>Department of the Navy Board for Correction of Naval Records 701 South Courthouse Road, Suite 1001 Arlington, VA 22204-2490</p>	<p>Navy &amp; Marine Corps correction of records (DD 149)</p> <p>Telephone Contact(s):</p> <p>Voice: (703) 614-1402 Fax: (703) 614-9857</p> <p>Group(s): MC, NV</p>
<b>NV00170</b>	<p>Department of the Navy Naval Historical Center 805 Kidder Breese SE Washington Navy Yard Washington, DC 20374-5060</p>	<p>Navy ships, unit histories, and ship photographs</p> <p>Telephone Contact(s):</p> <p>Archives branch: (202) 433-3224 Deck logs: (202) 433-0824 Navy Dept. Library: (202) 433-4132 Photographic section: (202) 433-2765 Ships histories: (202) 433-3643</p> <p>Web Sites(s): <a href="#">U.S. Navy Historical Center</a></p> <p>Group(s): NV, WB</p>
<b>NV00171</b>	<p>Deputy Assistant JAG (Military Justice) Office of the Judge Advocate General 716 Sicard Street SE Suite 1000 Washington, DC 20374-5047</p>	<p>Court-martial records not at NPRC for Navy and Marine Corps veterans</p> <p>Telephone Contact(s):</p> <p>Voice: (202) 685-7053</p> <p>Group(s): MC, NV</p>
<b>NV00111</b>	<p>DFAS-Cleveland Center Attn.: DFAS-CL/JFLAGB 1240 East 9th Street Cleveland, OH 44199-2005</p>	<p>Navy/Naval Reserve pay records</p> <p>This entry is used in the pattern paragraphs.</p> <p>Telephone Contact(s):</p> <p>Voice: (888) 332-7411 FAX: (216) 367-3666 Retired: AHK45 (888) 332-7411</p> <p>Group(s): MC, NV</p>
<b>NV00102</b>	<p>Director of Aviation Safety Programs Naval Safety Center</p>	<p>Navy aircraft accident reports</p> <p>Group(s): NV</p>

	Naval Air Station Norfolk, VA 23511-5796	
<b>NV00574</b>	Director of Occupational Safety, Health, and Support Programs Naval Safety Center Naval Air Station Norfolk, VA 23511	Motor vehicle accident and injury reports for Navy personnel Group(s): NV
<b>NV00588</b>	Governor U.S. Naval Home 01800 East Beach Blvd. Gulfport, MS 39501	Naval Home Requests Group(s): NV
<b>NV00519</b>	Joint Services Records Research Center (JSRRC) Kingman Building 2C08 7701 Telegraph Road Alexandria, VA 22315-3828	Unit records research for PTSD and Agent Orange Claims (AF, Army and Navy Only). Also see <a href="#">PTSD</a> . Telephone Contact(s): Voice: Judie Ferritto (703) 428-6801 Group(s): AF, AR, NV
<b>NV00172</b>	Naval Council of Personnel Records 720 Kennon Street, SE Room 309 (NDRB) Washington Naval Yard, DC 20374-5023	Navy and Marine Corps discharge reviews (DD 293) Telephone Contact(s): Voice: (202) 685-6600 Group(s): MC, NV
<b>NV00578</b>	Naval Research Laboratory ATTN: Code 1230 4555 Overlook Ave., SW Washington, DC 20375-5322	If record indicates that serviceman underwent chemical warfare tests at NRL, Bellevue, or Anacostia, furnish proof from service record and advise requester to contact Group(s): NV
<b>NV00173</b>	Naval Reserve Personnel Center 4400 Dauphine Street New Orleans, LA 70149-7800	Relocated after hurricane Katrina. DISESTABLISHED EFFECTIVE JUNE 23, 2006 See <a href="#">[00166]</a> or <a href="#">[00542]</a> .  DO NOT REFER REQUESTS OR RECORDS TO NEW ORLEANS. Group(s): NV
<b>NV00673</b>		

	Naval Service Training Command Officer Development (OD-4) NROTC/STA-21/MECEP Programs 250 Dallas St. Pensacola, FL 32508	Group(s): NV
<b>NV00724</b>	Navy Medicine Records Activity (NMRA) BUMED Detachment St. Louis 4300 Goodfellow Blvd., Building 103 St. Louis, MO 63120	Navy and Marine Corps began sending Service Treatment Records to this facility after 1/1/2014.  Group(s): MC, NV
<b>NV00583</b>	Navy Personnel Command ATTN: PERS-313D 5720 Integrity Drive Millington, TN 38055-3130	Former Spouse Protection Act Requests  Group(s): NV
<b>NV00099</b>	Navy Personnel Command Casualty Affairs ATTN: PERS-621 5720 Integrity Drive Millington, TN 38055-0000	Casualty files for Navy KIA and MIA  Telephone Contact(s):  Voice: (901) 874-4300  Group(s): NV
<b>NV00686</b>	Navy Personnel Command PERS 312 5751 Honor Drive Building 769 Room 158 Millington, TN 38055-3120	Used for Navy & MC Medals.  Group(s): MC, NV
<b>NV00168</b>	Navy Personnel Command PERS 312B RM 354 1 Archives Drive St Louis, MO 63138	<b>NO LONGER EXISTS</b>  Navy, Marine Corps and Coast Guard Medals  Telephone Contact(s):  Voice: Voice: (314) 538-2313 Voice: (314) 538-2314 Fax: (314) 538-2316 Customer Service: AHK43 (314) 538-2312



		<p>Email Address(es):  <b>ANGELA.WHITE@NAVY.MIL</b>  <b>DENA.MARTIN@NAVY.MIL as a cc:</b>  <b>MONICA.GARNETT@NAVY.MIL</b>  <i>vivian.tucker@navy.mil</i></p> <p>Group(s): CG, NV</p>
<b>NV00675</b>	<p>Navy Personnel Command  PERS 312D1  5720 Integrity Drive  Millington, TN 38055-3120</p>	<p>Used in PP for routine requests.</p> <p>Group(s): NV</p>
<b>NV00689</b>	<p>Navy Personnel Command  PERS 312D1, Millington TN</p>	<p><b>Electronic Referrals Only</b></p> <p>Group(s): NV</p>
<b>NV00690</b>	<p>Navy Personnel Command  Retired Records Section  (PERS-321D2)  St. Louis MO</p>	<p><b>Electronic Referrals Only</b></p> <p>Group(s): NV</p>
<b>NV00096</b>	<p>Navy Personnel Command-  00L  Congressional Liaison Office  5720 Integrity Drive  Millington, TN 38055-0000</p>	<p>Referral office for Congressional Inquiries</p> <p>Telephone Contact(s):</p> <p>Voice: (901) 874-3350</p> <p>Group(s): NV</p>
<b>NV00615</b>	<p>Navy Reserve Personnel  Center  5722 Integrity Drive  Bldg. 239  Millington, TN 38054</p>	<p>This address is cited in the Pattern Paragraphs as the expected source of reply to the request we received from our customer.</p> <p>Group(s): NV</p>
<b>NV00174</b>	<p>Navy World Wide Locator  Service</p>	<p>Telephone Contact(s):</p> <p>General: (703) 545-6700  Navy active duty only: (901) 874-3378</p> <p>Group(s): NV</p>
<b>NV00514</b>	<p>Registrar's Office  U. S. Naval Academy  Annapolis, MD 21402</p>	<p>Academy Records</p>

		<p>Web Sites(s):  <a href="#">U.S. Naval Academy</a></p> <p>Group(s): ED, NV, WB</p>
<b>NV00513</b>	<p>Secretary of the Navy Council of Review Boards          Attn: Combat-Related Special Compensation Branch          720 Kennon Street SE, Suite 309          Washington Navy Yard, DC 20374-5023</p>	<p>Navy &amp; Marine Corps Combat-Related Special Compensation (CRSC)</p> <p>Web Sites(s):  <a href="http://www.hq.navy.mil/ncpb/crscb/combatrelated.htm">http://www.hq.navy.mil/ncpb/crscb/combatrelated.htm</a></p> <p>Group(s): MC, NV</p>
<b>NV00640</b>	<p>Secretary of the Navy          c/o General Counsel          Navy Litigation Office          720 Kennon Street SE, Room 233          Washington Navy Yard, DC 20374-5013</p>	<p>Navy Court Order and Subpoena</p> <p>Group(s): MC, NV</p>
<b>NV00605</b>	<p>SMART Operations          NETPDTC - N2, 6490 -          Saufley Field Road          Pensacola, FL 32509-5223</p>	<p>Sailor/Marine/ACE Registry Transcript (SMART). Sailor and Marine in service training.</p> <p>Telephone Contact(s):</p> <p>Voice: (877) 253-7122</p> <p>Group(s): ED, MC, NV</p>
<b>NV00124</b>	<p>Special Media Archives          Services Division          National Archives at College Park          8601 Adelphi Road          College Park, MD 20740-6001</p>	<p>Still Photographs:          Air Force, Army, Navy, &amp; Marine Corps - prior to 1982          Coast Guard - prior to 1962</p> <p>Group(s): AF, AR, CG, MC, NV</p>
<b>NV00645</b>	<p>U.S. Navy - Stop Loss</p>	<p>Email Address(es):  <b><i>NXAG_N132C@navy.mil</i></b></p> <p>Group(s): NV</p>

## Federal Records Centers and Regional Archives



Link ID	VA ID	Address Phone and Contacts	Memo Email Addresses
<b>FR00681</b>	001	CMRS Test address123 1 Archives Drive123 Spanish Lake, MO 63138123	Do not use for Shipping.  This address was created for testing Pattern Paragraph generation in CMRS.  Group(s): FR
<b>FR00206</b>	010	Federal Records Center 380 Trapelo Road Waltham, MA 02452-6399  Telephone Contact(s):  Voice: (781) 663-0130 Fax: (781) 663-0154	Boston  Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island  Group(s): FR
<b>FR00207</b>	011	Federal Records Center 10 Conte Drive Pittsfield, Massachusetts 01201-8230  Telephone Contact(s):  Voice: (413) 236-3603 Fax: (413) 236-3609	Pittsfield  Group(s): FR
<b>FR00397</b>	020	Federal Records Center (Closed)	Bayonne (See Lee's summitt <a href="#">[00213]</a> .  New York, New Jersey, Puerto Rico, Virgin Islands and the Panama Canal Zone  New York Federal Records Center at Bayonne, NJ closed before September 1998.  The VA ID shown is the former VA ID and is for internal reference only.  Group(s): FR
<b>FR00208</b>	021	Federal Records Center 14700 Townsend Road Philadelphia, PA 19154-1025  Telephone Contact(s):  Voice: (215) 305-2020	Philadelphia  Delaware and Pennsylvania  Group(s): FR

		Fax: (215) 305-2038	
<b>FR00209</b>	030	<p>Washington National Records Center 4205 Suitland Road Suitland, MD 20746</p> <p>Telephone Contact(s):</p> <p>Voice: (301) 778-1510 Voice: (301) 778-1557 Fax: (301) 778-1561</p>	<p>Washington National Record Center</p> <p>Histories of academic training at Marine Corps schools, Quantico, VA (class standings and rosters, 1952-1967)</p> <p>Courts Martial (for use in reconstructing fire-related service data)</p> <p>District of Columbia, Maryland, Virginia, and West Virginia Washington National Records Center Washington, DC 20409</p> <p>Group(s): ED, FR, MC, MI</p>
<b>FR00210</b>	040	<p>Federal Records Center 4712 Southpark Blvd. Ellenwood, GA 30294</p> <p>Telephone Contact(s):</p> <p>Voice: (404) 736-2892 Fax: (404) 736-2931</p>	<p>Atlanta</p> <p>Kentucky, North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, and Florida</p> <p>Group(s): FR</p>
<b>FR00211</b>	050	<p>Federal Records Center 7358 South Pulaski Road Chicago, IL 60629-5898</p> <p>Telephone Contact(s):</p> <p>Voice: (773) 948-9000 Fax: (312) 886-7883 Trust Fax: (773) 948-9051 Trust Voice: (773) 948-9030</p>	<p>Chicago</p> <p>Illinois, Wisconsin and Minnesota, and U. S. Courts records for Indiana, Michigan, and Ohio</p> <p>Group(s): FR</p>
<b>FR00212</b>	051	<p>Federal Records Center 3150 Springboro Road Dayton, OH 45439-1883</p> <p>Telephone Contact(s):</p> <p>Voice: (937) 425-0600 Fax: (937) 425-0641</p>	<p>Dayton</p> <p>Indiana, Michigan and Ohio except U. S. Courts records</p> <p>Group(s): FR</p>
<b>FR00657</b>	052	Federal Records Center	Dayton

		<p>8801 Kingsridge Drive Dayton, OH 45458</p> <p>Telephone Contact(s):</p> <p>Voice: (937) 425-0601 Fax: (937) 425-0650</p>	<p>Indiana, Michigan and Ohio except U.S. Courts Records</p> <p>Group(s): FR</p>
<b>FR00213</b>	059	<p>Federal Records Center 200 Space Center Drive Lee's Summit, Missouri 64064-1182</p> <p>Telephone Contact(s):</p> <p>Fax: (816) 268-8163 Becky McCrary (816) 268-8150 (Procurements): Christina Curtis (816) 268-8118 (voice):</p>	<p>KC/Lee's Summit</p> <p>New York, New Jersey, Puerto Rico, Virgin Islands</p> <p>Source for records previously stored at Bayonne, NJ facility.</p> <p>Group(s): FR</p>
<b>FR00214</b>	060	<p>Federal Records Center 2312 East Bannister Road Kansas City, MO 64131-3011</p> <p>Telephone Contact(s):</p> <p>Voice: (816) 268-8000 Fax: (816) 268-8038</p>	<p>KC/Bannister</p> <p>Kansas, Iowa, Nebraska, and Missouri except greater St. Louis area (Missouri only-see National Personnel Records Center, Civilian Records)</p> <p>Group(s): FR</p>
<b>FR00650</b>	061	<p>National Personnel Records Center Annex 1411 Boulder Boulevard Valmeyer, IL 62295</p> <p>Telephone Contact(s):</p> <p>Customer Service: AHK28 (314) 801-9250</p>	<p>St Louis (Annex)</p> <p>National center for personnel and pay records of separated civilian employees of all Federal agencies, and other designated records.</p> <p>This entry is used in the pattern paragraphs.</p> <p>Group(s): FR</p>
		<p>Other Related Information</p> <p>VA Elements: 061 St. Louis</p> <p>State: IL</p>	
<b>FR00215</b>	061	<p>National Personnel Records Center</p>	<p>St. Louis (CPR)</p>

		<p>(Civilian Personnel Records)                  1411 Boulder BLVD                  Valmeyer, IL 62295</p> <p>Telephone Contact(s):</p> <p>CPR - Fax:: (618) 935-3042                  CPR: (314) 801-2519</p>	<p>Scanning Pilot Project for VA Claims Files.</p> <p>Group(s): FR</p>
<b>FR00637</b>	062	<p>National Archives at St. Louis                  ATTN: RL-SL                  P.O. Box 38757                  St. Louis, MO 63138-0757</p>	<p>Archival Selective Service Requests prior to 1960</p> <p>Group(s): FR, MI</p>
<b>FR00216</b>	062	<p>National Personnel Records Center                  (Military Personnel Records)                  1 Archives Drive                  St. Louis, MO 63138</p> <p>Telephone Contact(s):</p> <p>Archival Research Room (ARR) Public: AHK52 (314) 801-0850</p> <p>Archival Research Room (ARR): FAX (314) 801-0608</p> <p>For Record Reviews and Credit Card Payments</p> <p>Burial Fax: AHK51 (314) 801-0764</p> <p>Customer Service: AHK09 (314) 801-0800</p> <p>Homeless Veteran Fax Number (314) 801-9201</p> <p>Mailroom Fax: AHK05 (314) 801-9195</p> <p>MPR Research Room: FAX (314) 801-0766</p> <p>Signature Page Fax: AHK07 (314) 801-9049</p>	<p>St Louis (MPR)</p> <p>National center for designated records of the military departments and the U. S. Coast Guard.</p> <p>Group(s): FR</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="#">Email Addresses</a></p>			

		<p>AHK02 <a href="#">SF 180</a></p> <p>AHK03 <a href="#">VetRecs</a></p> <p>VA Elements: 062 St. Louis</p>	
<b>FR00217</b>	070	<p>NARA-Southwest Region 1400 John Burgess Drive, Fort Worth, Texas 76140</p> <p>or</p> <p>NARA-Southwest Region P.O. Box 6216, Fort Worth, Texas 76115</p> <p>Telephone Contact(s):</p> <p>Voice: (817) 551-2000 FAX: (817) 551-2009</p>	<p>Fort Worth</p> <p>Texas, Oklahoma, Arkansas, Louisiana, and New Mexico</p> <p>More phone numbers may be found <a href="#">here</a>.</p> <p>Group(s): FR</p>
<b>FR00218</b>	080	<p>Federal Records Center Bldg. 48, Denver Federal Center P. O. Box 25307 Denver, CO 80225</p> <p>Telephone Contact(s):</p> <p>Voice: (303) 604-4760 Fax: (303) 604-4761</p>	<p>Denver</p> <p>North Dakota, South Dakota, Colorado, Wyoming, Utah and Montana</p> <p>Group(s): FR</p>
<b>FR00219</b>	090	<p>Federal Records Center 1000 Commodore Drive San Bruno, CA 94066-2350</p> <p>Telephone Contact(s):</p> <p>Voice: (650) 238-3500 Fax: (650) 238-3511</p>	<p>San Bruno</p> <p>Nevada (except Clark County), California (except Southern California), and American Samoa</p> <p>Group(s): FR</p>
<b>FR00220</b>	091	<p>Regional Archives in Riverside (Perris) 23123 Cajalco Road Perris, CA 92570-7298</p> <p>Telephone Contact(s):</p>	<p>Riverside</p> <p>Clark County Nevada, Southern California: (Counties of San Louis Obispo, Kern, San Bernadino, Santa Barbara, Ventura, Los</p>

		Voice: (951) 956-2000 Fax: (951) 956-2029 Fax: (951) 956-2079	Angeles, Riverdale, Orange, Imperial, Inyo, and San Diego), and Arizona  Group(s): FR
<b>FR00221</b>	100	Federal Records Center 6125 Sand Point Way, NE Seattle, WA 98115  Telephone Contact(s):  Voice: (206) 336-5115 Fax: (206) 336-5112 Reference (206) 336-5128 Transfer & Disposal (206) 336-5129	Seattle  Washington, Oregon, Idaho, Alaska, Hawaii, and Pacific Ocean area (except Samoa)  Group(s): FR
 <b>FR00691</b>	101	National Archives and Records Administration Archives 1 Reference Services Branch (RDT1) Washington, DC	<b>Electronic Referrals Only</b>  Group(s): FR
Other Related Information  VA Elements: 101 Washington  State: DC			
 <b>FR00094</b>	101	National Archives and Records Administration Archives 1 Reference Services Branch (RDT1) 700 Pennsylvania Avenue, NW Washington, DC 20408-0001	Coast Guard and Coast Guard Reserve records not at this Center dated 1936 and prior  Unit records (after action reports, etc.) World War I to 1940  This entry is used in the pattern paragraphs.  Group(s): CG, FR, MI
Other Related Information  VA Elements: 101 Washington  State: DC			
<b>FR00508</b>	None	Regional Archives in Anchorage	Anchorage



		654 West Third Avenue Anchorage, Alaska 99501-2145  Telephone Contact(s):  Voice: 907-261-7820 Fax: 907-261-7813	Email Address(es): <b><i>alaska.archives@nara.gov</i></b>  Group(s): FR
<b>FR00222</b>	None	NARA's Central Plains Region 17591 West 98th Street, #31-50 Lenexa, KS 66219  Telephone Contact(s):  Voice: (913) 563-7605 Fax: (913) 563-7693	KC/Lenexa  Group(s): FR
<b>FR00509</b>	None	NARA - Northeast Region 201 Varick Street, 12th Floor New York, NY 10014  Telephone Contact(s):  Voice: (866) 840-1752 Voice: 212-401-1620 Fax: 212-401-1638	New York  Email Address(es): <b><i>newyork.archives@nara.gov</i></b>  Group(s): FR
<b>FR00510</b>	None	Federal Records Center 900 Market Street Philadelphia, Pennsylvania 19107-4292  Telephone Contact(s):  Voice: 215-606-0100 Fax: 215-606-0116	Philadelphia -Archives (Center City)  Email Address(es): <b><i>philadelphia.archives@nara.gov</i></b>  Group(s): FR
<b>FR00201</b>	UNK	National Archives and Records Administration (Archives II) 8601 Adelphi Road College Park, MD 20740-6001  Telephone Contact(s):  Congressionals: (301) 713-7340 General (866) 272-6272 Information/Customer Service:	<b>Being Vetted</b>  Group(s): FR, MI

## Miscellaneous Offices


Link ID	Address	Memo Phone and Contacts Websites Email Addresses Groups
<b>MI00636</b>	Alaska Territorial Guard P.O. Box 5750 Fort Richardson, AK 99505-5750	Telephone Contact(s):  Voice: (907) 428-7000 Fax: (907) 428-7009 Toll Free: 1-800-479-2337  Group(s): MI
<b>MI00126</b>	American Battle Monuments Commission Courthouse Plaza II, Suite 500 2300 Clarendon Boulevard Arlington, VA 22201	Information about overseas cemeteries and memorials  This entry is used in the pattern paragraphs.  Telephone Contact(s):  Voice: (703) 696-6897  Web Sites(s): <a href="http://www.abmc.gov">American Battle Monuments Commission (ABMC)</a>  Group(s): MI, WB
<b>MI00557</b>	Archdiocese for Military Service P.O. Box 4469 Washington, DC 20017-0469	Marriage Certificates see <a href="#">marriage</a> .  Web Sites(s): <a href="http://www.milarch.org/">http://www.milarch.org/</a>  Group(s): MI
<b>MI00192</b>	Arlington National Cemetery Arlington, VA 22211	Telephone Contact(s):  Voice: (703) 607-8542 Fax: (703) 607-8583  Group(s): MI
<b>MI00585</b>	Armed Forces Respository of Specimen Samples for the Identification of Remains	Telephone Contact(s):  Voice: (301) 319-0366

	16050 Industrial Drive, Suite 100 Gaithersburg, MD 20877-1413	Group(s): MI
<b>MI00587</b>	Bureau of Medicine and Surgery Health Care Operations (MED-03) 2300 E. Street NW Washington, DC 20372-5300	Navy Family Advocacy records Group(s): MI, NV
<b>MI00455</b>	Bureau of Public Debt 399 13th St., SW Washington, DC 20239	Veterans requesting information on whether or not a leave bond was received or cashed. Group(s): MI
<b>MI00600</b>	Bureau of the Public Debt Department of the Treasury Parkersburg, WV 26106-1328	Savings Bonds Group(s): MI
<b>MI00131</b>	Commander Directorate of Inmate Administration ATTN: ATZL-DBE 300 McPherson Ave Fort Leavenworth, KS 66027-1363	Prisoner records for all branches of service Group(s): MI
<b>MI00523</b>	Commander Military Personnel Command (G-BPR) 2100 2nd Street, SW Washington, DC 20593	Still group photos for the Coast Guard for the period 1960-present. Group(s): CG, MI
<b>MI00110</b>	Commanding Officer USCG-National Maritime Center (NMC-421) ATTN: Correspondence Section 100 Forbes Drive Martinsburg, WV 25404	Merchant Marine Verification of WWII Status of Service Data This entry is used in the pattern paragraphs. Telephone Contact(s): Voice: (304) 433-3400 Group(s): CG, MI
<b>MI00194</b>	Defense Finance and Accounting Service U.S. Military Annuitant Pay	Pay records for widows and dependents of ALL DOD deceased military retirees Telephone Contact(s):

	8899 E. 56th Street Indianapolis, IN 46249-1300	Voice: (800) 321-1080 Customer Service (888) 332-7411 Fax: (800) 982-8459  Web Sites(s): <a href="http://www.dfas.mil/customerservice.html">http://www.dfas.mil/customerservice.html</a>  Group(s): MI
<b>MI00193</b>	Defense Finance and Accounting Service U.S. Military Retired Pay 8899 E. 56th Street Indianapolis, IN 46249-1200	Pay records of ALL DOD military retirees and former spouses of ALL DOD military retirees  Telephone Contact(s):  Voice: (800) 321-1080 Customer Service (888) 332-7411 Fax: (800) 469-6559  Web Sites(s): <a href="http://www.dfas.mil/customerservice.html">http://www.dfas.mil/customerservice.html</a>  Group(s): MI
<b>MI00195</b>	Department of Defense Operator	Commercial Telephone Number  Telephone Contact(s):  Voice: (703) 545-6700  Group(s): MI
<b>MI00522</b>	Department of Defense Still Media Records Center Code SSRC Washington, DC 20374-1681	Still group photos for the Air Force, Army, Navy, and Marine Corps for the period 1982-present.  Group(s): AF, AR, MC, MI, NV
<b>MI00603</b>	Department of Veterans Affairs Regional Office and Insurance Center Bishop Henry Whipple Bldg. Fort Snelling St. Paul, MN 55111	Insurance records of residents from the Western states  Group(s): MI
<b>MI00602</b>	Department of Veterans Affairs Regional Office and Insurance Center	Insurance records of residents from the Eastern states  Group(s): MI

	<p>P.O. Box 8079 Philadelphia, PA 19101</p>																									
<p><b>MI00196</b></p>	<p>Department of Veterans Affairs Liaison Office, Prevedel 3rd Floor 9700 Page Avenue St. Louis, MO 63132</p>	<p>Telephone Contact(s):  Voice: (314) 538-4278  Group(s): MI</p>																								
<p><b>MI00197</b></p>	<p>Department of Veterans Affairs Records Management Center (RMC) Post Office Box 5020 St. Louis, MO 63115-5020</p>	<p>Service medical records: Army separated on/after 10/16/92 Navy separated on/after 1/31/94 AF &amp; MC separated on/after 5/1/94 CG separated on/after 4/1/98. Also maintains inactive VA claim folders</p> <p>The VA has a new storage location. This cave site is owned by the VA and located in Neosha, Missouri. Certain records are being transferred from Goodfellow to this site. The BIRLS printout will show location 391 RC&amp;V.</p> <p>RMC will retrieve the folder from Neosha.</p> <p>Telephone Contact(s):</p> <table border="0"> <tr> <td>Primary:</td> <td>Floyd Willoughby (50-99)</td> <td>(314) 679-3700</td> </tr> <tr> <td>Alternate:</td> <td>Tracy Gayden (0-49)</td> <td>(314) 679-3723</td> </tr> <tr> <td>Emergencies after-hours:</td> <td></td> <td>(314) 679-3728</td> </tr> <tr> <td>Fax 1:</td> <td></td> <td>(314) 679-3730</td> </tr> <tr> <td>Fax 2:</td> <td></td> <td>(314) 679-3731</td> </tr> <tr> <td>Fax 3:</td> <td></td> <td>(314) 679-3732</td> </tr> <tr> <td>Toll Free</td> <td>AHK20</td> <td>(800) 827-1000</td> </tr> <tr> <td>VA claim folders and service medical records retired from military separation points (VA XC Folders - Press 2 when prompted):</td> <td>AHK21</td> <td>(888) 533-4558</td> </tr> </table> <p>Group(s): MI, VA</p>	Primary:	Floyd Willoughby (50-99)	(314) 679-3700	Alternate:	Tracy Gayden (0-49)	(314) 679-3723	Emergencies after-hours:		(314) 679-3728	Fax 1:		(314) 679-3730	Fax 2:		(314) 679-3731	Fax 3:		(314) 679-3732	Toll Free	AHK20	(800) 827-1000	VA claim folders and service medical records retired from military separation points (VA XC Folders - Press 2 when prompted):	AHK21	(888) 533-4558
Primary:	Floyd Willoughby (50-99)	(314) 679-3700																								
Alternate:	Tracy Gayden (0-49)	(314) 679-3723																								
Emergencies after-hours:		(314) 679-3728																								
Fax 1:		(314) 679-3730																								
Fax 2:		(314) 679-3731																								
Fax 3:		(314) 679-3732																								
Toll Free	AHK20	(800) 827-1000																								
VA claim folders and service medical records retired from military separation points (VA XC Folders - Press 2 when prompted):	AHK21	(888) 533-4558																								
	<p>Other Related Information</p> <p>VA Elements: 376 St Louis</p>																									
<p><b>MI00527</b></p>																										

	Department of Veterans Affairs Austin Automation Center (397) 1615 Woodward Street Austin, TX 78772	Address for DD form 215, Copy 3.  Group(s): MI
<b>MI00564</b>	Department of Veterans Affairs Board of Veterans Appeals 811 Vermont Avenue NW Washington, D.C. 20420	This is the address in Washington, DC for veterans requesting MED files from us and the files are under a "Notice of Disagreement".  Telephone Contact(s):  Voice: (202) 565-5436  Group(s): MI
<b>MI00582</b>	DHS Office of the General Counsel Board for Correction of Military Records 245 Murray Lane, Stop 0485 Washington, DC 20528	For Coast Guard records charged out to the Board of Corrections and Correction of records ( DD 149)  Group(s): CG, MI
<b>MI00408</b>	Director Bureau of Management Information System U. S. Civil Service Commission 1900 E. Street, N. W. Washington, DC 20415	CPR related.  Records specifically authorized under criteria established under an Executive Order to be kept classified in the interest of national defense or foreign policy and are in fact properly classified pursuant to such Executive Order  Group(s): MI
<b>MI00200</b>	Federal Bureau of Investigation (FBI) (Use ONLY for Congressionals, Special Inquiries, and Emergencies)	Provide name/DOB to obtain DOE and SN (Our code: MOGSAOOOZ)  Telephone Contact(s):  Voice: Pamala Sencindiver (304) 625-9735 Fax: (304) 625-9820  Group(s): MI
<b>MI00528</b>	Lockheed Martin Information Technology U.S. Department of Labor Federal Claims Control Center P.O. Box 785070 Orlando, FL 32878-5070	Address for DD form 215, Copy 5  Group(s): MI
<b>MI00120</b>		

	<p>Military Evaluations Program Office                  American Council on Education                  One Dupont Circle, NW                  Washington, DC 20036-1193</p>	<p>Evaluation of military training for college credit                   Group(s): ED, MI</p>
<p><b>MI00134</b></p>	<p>Ministero della Difesa-Esecito                  Direzione Generale dei Servizi di Commmissariato e Ammionistraivi                  Via XX Settembre No. 11                  Rome, Italy</p>	<p>Personnel Records of Italian POWs. According to the web site cited below these rosters are no longer available at this address.                   Web Sites(s):  <a href="#">De-Coding WW II Italian Prisoner of War Rosters</a>                   Group(s): MI</p>
<p><b>MI00133</b></p>	<p>Ministry of Defense                  Bourne Avenue                  Hayes, Middlesex UB3 1RF                  UNITED KINGDOM</p>	<p>British Military Records - Veteran was member of British Armed Forces or wants information about British troop transport ships                   Group(s): MI</p>
<p><b>MI00201</b></p>	<p>National Archives and Records Administration (Archives II)                  8601 Adelphi Road                  College Park, MD 20740-6001</p>	<p><b>Being Vetted</b>                   Telephone Contact(s):                   Congressionals: (301) 713-7340                  General Information/Customer Service: (866) 272-6272                   Group(s): FR, MI</p>
<p>Other Related Information                   VA Elements:                  UNK</p>		
<p><b>MI00202</b></p>	<p>National Archives and Records Administration                  700 Pennsylvania Avenue                  Washington, DC 20408</p>	<p>Telephone Contact(s):                   General Information: (202) 501-5400                  Public Affairs/Media: (202) 501-5526                   Group(s): MI</p>
<p> <b>MI00094</b></p>	<p>National Archives and Records Administration                  Archives 1 Reference Services</p>	<p>Coast Guard and Coast Guard Reserve records not at this Center dated 1936 and prior</p>

	Branch (RDT1) 700 Pennsylvania Avenue, NW Washington, DC 20408-0001	Unit records (after action reports, etc.) World War I to 1940  This entry is used in the pattern paragraphs.  Group(s): CG, FR, MI
Other Related Information  State: DC  VA Elements: 101 Washington		
<b>MI00123</b>	National Archives and Records Administration ATTN: Archives II Reference Section (NWCT2R) 8601 Adelphi Road, Room 2400 College Park, MD 20740-6001	Unit records (after action reports, etc.) 1940 to Vietnam Also mission reports and missing air crew reports for WWII and Korea  or records of the "Cadet Nurse Corps" of the PHS.  This entry is used in the pattern paragraphs.  Telephone Contact(s):  FAX           301-837-1752 Primary       301-837-3510  Email Address(es): <b>archives2reference@nara.gov</b>  Group(s): FR, MI
<b>MI00121</b>	National Archives and Records Administration Center for Electronic Records (NWRE) Reference Staff 8601 Adelphi Road College Park, MD 20740-6001	Casualty lists of Korean and Vietnam conflicts by state  Telephone Contact(s):  Voice:       (301) 837-0470  Group(s): MI
<b>MI00637</b>	National Archives at St. Louis ATTN: RL-SL P.O. Box 38757 St. Louis, MO 63138-0757	Archival Selective Service Requests prior to 1960  Group(s): FR, MI
Other Related Information  VA Elements: 062 ST LOUIS		



<b>MI00203</b>	National Transportation Safety Board Office of Public Inquiries 490 L'Enfant Plaza, SW Washington, DC 20594	Records of chartered military flight mishaps, accidents, etc.  Telephone Contact(s):  Voice: (202) 382-6735  Group(s): MI
<b>MI00598</b>	Navy Personnel Command (PERS-00J6) 5720 Integrity Drive Millington, TN 38055	Muster Rolls from the period 1976 to present.. Used in the Pattern Paragraphs as a contact  Telephone Contact(s):  Voice: (901) 874-3165  Group(s): MI
<b>MI00607</b>	New York Public Library Fifth Avenue and 42nd Street New York, NY 10018	The pattern paragraphs refers our requester here as a possible source for additional information regarding Army Unit Histories in response to their fire related request.  Group(s): MI
<b>MI00610</b>	Normandie Memoire 60eme Anniversaire Abbaye aux Dames Place Reine Mathilde BP 70067 14007 CAEN CEDEX 1 FRANCE	This address is used in Pattern Paragraphs to refer requesters of the Jubilee of Liberty Medal and activities associated with the anniversary of D-Day and the battle of Normandy.  Group(s): MI
<b>MI00108</b>	Office of Sealift Support ATTN: Awards Maritime Administration, Room W25-314 1200 New Jersey Avenue, SE Washington, DC 20590	Merchant Marine medals  Contact Deveeda Midgette Vessel Transfer Officer Office of Sealift Support  Telephone Contact(s):  Voice: 202-366-2323 Voice: Deveeda Midgette 202-366-2354 Fax: 202-366-5904  Email Address(es): <b><i>marinersmedals@dot.gov</i></b>  Group(s): MI

<b>MI00609</b>	Office of Veterans Affairs 1600 Massachusetts Ave NW Washington, DC 20036	Referral address used in Pattern Paragraphs for obtaining the Philippine Defense Medal and the Philippine Independence Medal issued by the Republic of the Philippines.  Philippine Liberation Medal Philippine Independence Medal Philippine Defense Medal Philippine Presidential Unit Citation Badge Philippine Military Civic Action Medal  Group(s): MI
<b>MI00577</b>	Passport Services Correspondence Branch Department of State 1111 19th Street NW, Suite 510 Washington, DC 20522-1705	Group(s): MI
<b>MI00135</b>	Personnel Records Unit Library and Archives of Canada 395 Wellington Street Ottawa, Ontario K1A0N3 Canada	Canadian Military Personnel Records after 1918  Telephone Contact(s):  Fax: (613) 947-8456  Group(s): MI
<b>MI00109</b>	Public Health Data Center Gillis W. Long Hansen's Disease Center Carville, LA 70721	Merchant Marine hospitalization records (Some records only, not all)  Group(s): MI
<b>MI00625</b>	Royal Netherlands Embassy Defense Department, Military Attaché 4200 Linnean Avenue, N.W. Washington, DC 20008	This address is referenced in the Pattern Paragraphs for those that may qualify for the Netherlands Military Order of William.  Web Sites(s): <a href="http://www.netherlands-embassy.org">www.netherlands-embassy.org</a>  Group(s): MI
<b>MI00674</b>	Selective Service System Data Management Center P.O. Box 94638 Palatine, IL 60094-4638	Used in PPs.  Group(s): MI

<b>MI00629</b>	The Air Historical Branch (RAF) Building 824 RAF Northolt West End Road Ruislip Middlesex HA4 6NG  U.K.	British Royal Air Force Historical Records  Telephone Contact(s):  Ask for the branch    020 8845 2300  Group(s): MI
<b>MI00204</b>	The Selective Service System National Headquarters Public and Intergovernmental Affairs Arlington, Virginia 22209-2425	Non-registration issues  Telephone Contact(s):  Voice:    (703) 605-4100 Fax:      (703) 605-4071  Web Sites(s): <a href="http://www.sss.gov">http://www.sss.gov</a>  Group(s): MI
<b>MI00613</b>	U. S. Mission to the United Nations Military Staff Committee 799 United Nations Plaza New York, NY 10017	Referral address used in the Pattern Paragraphs for United Nations medals.  Group(s): MI
<b>MI00205</b>	U.S. Army Records Management and Declassification Agency Casey Building, Room 102 7701 telegraph Road Alexandria, VA 22315-3860	PTSD and Agent Orange information  Telephone Contact(s):  Voice:    (703) 806-7835  Group(s): MI
<b>MI00199</b>	U.S. Department of Veterans Affairs National Cemetery Administration (43A1) 810 Vermont Ave., NW Washington, DC 20420	Information about National Cemeteries, eligibility requirements, etc.  Telephone Contact(s):  Calverton:                    (631) 727-5410 Jefferson Barracks:        (314) 260-8691 Jefferson Barracks:        (314) 260-8692 Riverside:                    (909) 653-8417  Web Sites(s): <a href="#">VA National Cemetery System</a>  Group(s): MI, WB

<b>MI00454</b>	U.S. Merchant Marine Academy Kings Point New York, NY 11024	Scholastic records of U.S. Merchant Marine Academy (since 1942)  Group(s): ED, MI
<b>MI00590</b>	U.S. Office of Personnel Management Employee Service and Record Center P.O. Box 45 Boyers, PA 16017-0045	Federal Civilian Proof of Service  Group(s): MI
<b>MI00561</b>	U.S. Public Health Service Division of Commissioned Officers Support Corps 1101 Wooton Parkway Suite 100, Plaza Level Rockville, MD 20852	For records of a "Commissioned Officer" of the PHS.  Telephone Contact(s):  Fax: (240) 453-6134 Commerical: Mrs Potter (240) 453-6045  Group(s): MI
<b>MI00560</b>	U.S. Public Health Service Health Data Center National Hansen's Disease Programs 1770 Physicians Park Drive Baton Rouge, LA 70816	For the records of an individual that was treated at a PHS hospital.  Group(s): MI
<b>MI00626</b>	USANATO SHAPE CMR 450, Box 5100 APO AE 09705	This is a referral address used in the Pattern Paragraphs for those who may qualify for a North American Treaty Organization (NATO) Medal for an operation such as Kosovo, Yugoslavia, or etc.  Group(s): MI
<b>MI00209</b>	Washington National Records Center 4205 Suitland Road Suitland, MD 20746	Washington National Record Center  Histories of academic training at Marine Corps schools, Quantico, VA (class standings and rosters, 1952-1967)  Courts Martial (for use in reconstructing fire-related service data)  District of Columbia, Maryland, Virginia, and West Virginia Washington National Records Center Washington, DC 20409  Telephone Contact(s):

	Voice: (301) 778-1510 Voice: (301) 778-1557 Fax: (301) 778-1561  Group(s): ED, FR, MC, MI
Other Related Information  VA Elements: 030 WNRC	

## State Offices, Archives, Adjutants General Offices, and National Guard (By State)

Link ID	State	Address	Memo Phone and Contacts Email Addresses
<b>SA00223</b>	ALABAMA	Alabama Department Of Veterans Affairs W. Clyde Marsh, Commissioner P.O. Box 1509 Montgomery, AL 36102-1509	The Department of Veterans Affairs advises that additional military records may be located in one or more of 67 county field offices. All inquiries should include any known Alabama address element that may assist in locating and researching all available records locations.  FOR MAILING COPY #6 OF DD FORM 214/215  No phone service available  Telephone Contact(s):  Voice: (334) 242-5077 Fax: (334) 242-5102  Email Address(es): <b><i>clyde.marsh@va.alabama.gov</i></b>  Group(s): CS, SA
			Other Related Information  Web Site(s): <a href="http://www.va.state.al.us/">http://www.va.state.al.us/</a>
<b>SA00285</b>	ALABAMA	Alabama Dept. of Archives and	Only have WWI Gold Star files

		History 624 Washington Avenue P. O. Box 300100 Montgomery, AL 36130-0100	Contact through the Internet  Telephone Contact(s):  Voice: Patricia Wilson (334) 242-4435  Group(s): SA
Other Related Information  Web Site(s): <a href="http://www.archives.state.al.us/index.html">www.archives.state.al.us/index.html</a>			
<b>SA00231</b>	ALABAMA	The Adjutant General Post Office Box 3711 Montgomery, AL 36109-0711	The office of the Adjutant General advises it has personnel locator cards on all WWI personnel.  Service: AR Rank: MG  Telephone Contact(s):  Fax: (334) 213-7511 Commercial C. Mark Bowen (334) 271-7200  Email Address(es): <b><i>mark.bowen@al.ngb.army.mil</i></b>  Group(s): AG, SA
<b>SA00682</b>	ALASKA	Alaska Department Of Military And Vet Affairs Verdie Bowen, Director P.O. Box 5800, Rm B-216 Fort Richardson, AK 99505-0800	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (907) 428-6016 Fax: (907) 428-6019  Email Address(es): <b><i>verdie.bowen@alaska.gov</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://veterans.alaska.gov/">http://veterans.alaska.gov/</a> <a href="http://veterans.alaska.gov/">http://veterans.alaska.gov/</a> <a href="http://veterans.alaska.gov/">http://veterans.alaska.gov/</a>			
<b>SA00230</b>	ALASKA	The Adjutant General Post Office Box	Service: AR Rank: MG

		5800 Fort Richardson, AK 99505-5800	Telephone Contact(s):  Fax: (907) 428-6019 Commercial Craig E. Campbell (907) 428-6003  Email Address(es): <b><i>craig.campbell@ak.ngb.army.mil</i></b>  Group(s): AG, SA
<b>SA00672</b>	AMERICAN SAMOA	American Samoa Veterans & Military Affairs Office Faimealelei Allen, Veterans Affairs Officer P.O. Box 8586 Pago Pago, AS 96799	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (684) 633-4206 Fax: (684) 633-2269  Email Address(es): <b><i>anthonyallen_644@yahoo.com</i></b>  Group(s): CS, SA
<b>SA00671</b>	ARIZONA	Arizona Department Of Veterans Services Joey Strickland 3839 North 3rd St, Suite 209 Phoenix, AZ 85012	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (602) 255-3373 Fax; (602) 255-1038  Email Address(es): <b><i>director@azdvs.gov</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://www.azdvs.gov">http://www.azdvs.gov</a>		
<b>SA00233</b>	ARIZONA	The Adjutant General 5636 East McDowell Road Phoenix, AZ 85008-3495	Service: AR Rank: MG  Telephone Contact(s):  Fax: (602) 267-2578 Commercial David P. Rataczak (602) 267-2710  Email Address(es): <b><i>david.rataczak@az.ngb.army.mil</i></b>

			Group(s): AG, SA
<b>SA00286</b>	ARKANSAS	Arkansas Department Of Veterans Affairs David Fletcher, Director 2200 Fort Roots Dr, Bldg 65, Rm 119 North Little Rock, AR 72114	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (501) 370-3820 Fax: (501) 370-3829  Email Address(es): <b><i>adva@arkansas.gov</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.veterans.arkansas.gov/">http://www.veterans.arkansas.gov/</a>			
<b>SA00287</b>	ARKANSAS	Arkansas History Commission and State Archives One Capitol Mall Little Rock, AR 72201	Mr. Will only take requests by mail and <b>will charge a fee.</b>  Telephone Contact(s):  Voice: Mr. Baker (501) 682-6900  Group(s): SA
Other Related Information  Web Site(s): <a href="http://www.state.ar.us/ahc/ahc.html">www.state.ar.us/ahc/ahc.html</a>			
<b>SA00232</b>	ARKANSAS	The Adjutant General Camp J. T. Robinson North Little Rock, AR 72199	Service: AR Rank: MG  Telephone Contact(s):  Fax: (501) 212-5009 Commercial William Wofford (501) 212-5001  Group(s): AG, SA
<b>SA00695</b>	CALIFORNIA	California Department Of Veterans Affairs Peter J. Gravett, Secretary	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (916) 653-2573



		<p>1227 O Street, Rm 105 Sacramento, CA 95814</p>	<p>Fax: (916) 653-2563</p> <p>Email Address(es): <b><i>peter.gravett@cdva.ca.gov</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.cdva.ca.gov/">www.cdva.ca.gov/</a></p>			
<p><b>SA00234</b></p>	<p>CALIFORNIA</p>	<p>The Adjutant General P.O. Box 269101 9800 Goethe Road Sacramento, CA 95827</p>	<p>Some of the records (specifically those for last names beginning with the letters A, B, C, E, K, and P) were lost in a fire in December 1972.</p> <p>Copies of the California Military Benefit Index Cards for WWI, WWII and Korea were furnished to the NPRC (MPR). These records are identified in the registry file index as "QTD."</p> <p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Fax: (916) 854-3196 Commercial William H. Wade II (916) 854-4414</p> <p>Email Address(es): <b><i>william.b.wade14.mil@mail.mil</i></b></p> <p>Group(s): AG, SA</p>
<p><b>SA00696</b></p>	<p>COLORADO</p>	<p>Colorado Division Of Veterans Affairs William H. Conroy, Director 1355 S. Colorado Blvd., Suite 113, Building C Denver, CO 80222</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (303) 343-1268 Fax: (303) 343-7238</p> <p>Email Address(es): <b><i>william.conroy@dmva.state.co.us</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.dmva.state.co.us/page/va">http://www.dmva.state.co.us/page/va</a></p>			

<b>SA00225</b>	COLORADO	State of Colorado Department of Military and Veterans Affairs 6848 South Revere Parkway Centennial, CO 80211-6709	The Division of Veterans Affairs has an alphabetical listing of the names of individuals who entered the Armed Forces from Colorado during WWI. The listing is divided by county and shows name, rank or grade, branch or organization, and home post office. Sep Docs and other Documents available.  Telephone Contact(s):  Fax: (720) 250-1589 Cindi Williams (720) 250-1560  Group(s): SA
<b>SA00235</b>	COLORADO	The Adjutant General 6848 South Revere Parkway Englewood, CO 80112-6703	Service: AF Rank: Maj Gen  Telephone Contact(s):  Commercial: Michael Edwards (303) 677-8800 Fax: (303) 677-8811  Group(s): AG, SA
<b>SA00228</b>	CONNECTICUT	Commandant, Veterans Home and Hospital 287 West Street Rocky Hill, CT 06067	Telephone Contact(s):  Voice: (203) 529-2571  Group(s): SA
<b>SA00697</b>	CONNECTICUT	Connecticut Department Of Veterans Affairs Linda Spoonster Schwartz, Commissioner 287 West St Rocky Hill, CT 06067	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (860) 616-3600 Fax: (860) 616-3532  Email Address(es): <b><i><a href="mailto:linda.schwartz@po.state.ct.us">linda.schwartz@po.state.ct.us</a></i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.ct.gov/ctva">www.ct.gov/ctva</a>			
<b>SA00229</b>	CONNECTICUT		

		Connecticut State Library 231 Capitol Avenue Hartford, CT 06106	<p>Wants to know in request whether or not emergency - Priority in one day - routine in one week</p> <p>Requests should be submitted by Fax.</p> <p>Copy of WWI roster furnished to NPRC (MPR). May have WWII documents if the veteran applied for the state bonus.</p> <p>Telephone Contact(s):</p> <p>Voice: Dick Roberts (860) 757-6580 Fax: (860) 757-6677</p> <p>Group(s): SA</p>
Other Related Information			
Web Site(s): <a href="http://www.cslib.org/archives.htm">www.cslib.org/archives.htm</a>			
<b>SA00236</b>	CONNECTICUT	The Adjutant General National Guard Armory 360 Broad Street Hartford, CT 06105-3795	<p>Service: AR Rank: BG</p> <p>Telephone Contact(s):</p> <p>Commercial: Historical Records (860) 524-4968</p> <p>Email Address(es): <b><i>thaddeus.martin@ct.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>SA00698</b>	DELAWARE	Delaware Commission Of Veterans Affairs Tony Davila, Executive Director 802 Silver Lake Blvd, Suite 100 Dover, DE 19904	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (302) 739-2792 Fax: (302) 739-2794</p> <p>Email Address(es): <b><i>antonio.davila@state.de.us</i></b></p> <p>Group(s): CS, SA</p>
Other Related Information			
Web Site(s): <a href="http://veteransaffairs.delaware.gov/">http://veteransaffairs.delaware.gov/</a>			

<b>SA00387</b>	DELAWARE	Delaware Public Archives 121 Duke or York Street Dover, DE 19901	The Delaware Public Archives Commission furnished NPRC (MPR) a copy of "Delaware's Role in World War II, 1940-1946" and microfilmed separation documents for WWI and Korea.  They have nothing on file  Telephone Contact(s):  Voice: (302) 744-5000  Group(s): SA
<p>Other Related Information</p> <p>Web Site(s): <a href="#">Delaware Public Archives</a></p>			
<b>SA00553</b>	DELAWARE	Division of Historical and Cultural Affairs 21 The Green Dover, DE 19901	Telephone Contact(s):  Voice: (302) 736-7400 Fax: (302) 739-5660  Group(s): SA
<p>Other Related Information</p> <p>Web Site(s): <a href="#">Delaware Division of Historical and Cultural Affairs</a></p>			
<b>SA00238</b>	DELAWARE	The Adjutant General First Regiment Road Wilmington, DE 19808-2191	Service: AR Rank: MG  Telephone Contact(s):  Fax: (302) 326-7119 Fax: (302) 326-7196 Commercial Francis D. Vavala (302) 326-7001  Email Address(es): <b><i>frank.vavala@de.ngb.army.mil</i></b>  Group(s): AG, SA
<b>SA00389</b>	DISTRICT OF COLUMBIA	Air National Guard DC Air National Guard 2001 E. Capitol	Telephone Contact(s):  Voice: (202) 433-5114 Voice: (202) 433-5115

		St. Washington, DC 20003-1719	Group(s): AG, SA, WB
Other Related Information Web Site(s): <a href="#">Air National Guard</a>			
<b>SA00388</b>	DISTRICT OF COLUMBIA	Army National Guard District of Columbia N. G. Armory 2001 East Capitol Street Washington, DC 20003-1719	Telephone Contact(s):  Fax: (202) 433-3432 Commerical: (202) 433-5220  Group(s): AG, SA, WB
Other Related Information Web Site(s): <a href="#">Army National Guard</a>			
<b>SA00699</b>	DISTRICT OF COLUMBIA	District Of Columbia Office Of Veterans Affairs Matthew Cary, Director 441 4th Street, NW, Suite 570 South Washington, DC 20001	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (202) 724-5454 Fax: (202) 724-7117  Email Address(es): <b>ova@dc.gov</b>  Group(s): CS, SA
Other Related Information Web Site(s): <a href="http://ova.dc.gov/ova/site/default.asp">http://ova.dc.gov/ova/site/default.asp</a>			
<b>SA00237</b>	DISTRICT OF COLUMBIA	National Guard Armory 2001 East Capitol Street Washington, DC 20003-1719	Title: CG Service: AR Rank: MajGen  Telephone Contact(s):  Commercial: David F. Wherley, Jr. (202) 685-9862

			Fax: (202) 433-5101 Email Address(es): <b>david.wherley@dc.gov</b> Group(s): AG, SA
<b>SA00700</b>	FLORIDA	Florida Department Of Veterans Affairs Mike Prendergast , Executive Director 4040 Esplanade Way, Suite 180 Tallahassee, FL 32399-0950	FOR MAILING COPY #6 OF DD FORM 214/215 Telephone Contact(s): Voice: (850) 487-1533 Fax: (850) 488-4001 Email Address(es): <b>exdir@fdva.state.fl.us</b> Group(s): CS, SA
	Other Related Information Web Site(s): <a href="http://floridavets.org">http://floridavets.org</a>		
<b>SA00239</b>	FLORIDA	The Adjutant General P. O. Box 1008 St. Augustine, FL 32085-1008	The Adjutant General's Office advises it has publications on the following: Fatal Casualties for WWI, WWII, & Korean Conflict; & compiled summaries of service, casualties, & list of citations for WWI. Service: AF Rank: Maj Gen Telephone Contact(s): Fax: (904) 823-0125 Commercial Douglas Burnett (904) 823-0100 Email Address(es): <b>douglas.burnett@fl.ngb.army.mil</b> Group(s): AG, SA
	<b>SA00295</b>	GEORGIA	Georgia Archives 5800 Jonesboro Road Morrow, GA 30260

			Voice: (678) 364-3710 Group(s): SA
	Other Related Information Web Site(s): <a href="#">Georgia Archives</a>		
<b>SA00294</b>	GEORGIA	Georgia Department Of Veterans Services Pete Wheeler, Commissioner Floyd Veterans Memorial Building, Suite E-970 Atlanta, GA 30334-4800	FOR MAILING COPY #6 OF DD FORM 214/215 Telephone Contact(s): Voice: (404) 656-2300 Fax: (404) 656-7006 Email Address(es): <b><i>gavetsvc@vs.state.ga.us</i></b> Group(s): CS, SA
	Other Related Information Web Site(s): <a href="http://sdvs.georgia.gov/portal/site/sdvs/">http://sdvs.georgia.gov/portal/site/sdvs/</a>		
<b>SA00545</b>	GEORGIA	Records Request ATTN: G-1 1000 Halsey Avenue, Bldg 447 Marietta, GA 30060	Rank: Maj Gen New number is sometimes automated: leave a message and call will be returned. Requests for records can be faxed without making a call. Telephone Contact(s): Voice: JiJi Oh (678) 569-5385 Fax: (678) 569-3862 Email Address(es): <b><i>nggag1epbarchives@ng.army.mil</i></b> Group(s): AG, SA
<b>SA00701</b>	GUAM	Guam Veterans Affairs Office Fred Gofigan P.O. Box 2950 Hagatna, Guam 96932	FOR MAILING COPY #6 OF DD FORM 214/215 Telephone Contact(s): Voice: (671) 475-8388-94 Fax: (671) 475-8396

			Email Address(es): <b><i>fred.gofigan@gvao.guam.gov</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://gvao.guam.gov/">http://gvao.guam.gov/</a>			
<b>SA00546</b>	GUAM	The Adjutant General of Guam 430 Army Drive, Building 300 Barrigada, GU 96913-4421	RANK: MG (ret)  Telephone Contact(s):  Voice: Donald J. Goldhorn 011 (671) 735-0400  Group(s): AG, SA
<b>SA00296</b>	HAWAII	Department of Human Services 1390 Miller Street, Room 209 Honolulu, HI 96813	Telephone Contact(s):  Voice: (808) 548-5976  Group(s): SA
<b>SA00702</b>	HAWAII	Hawaii Office Of Veteran Services 459 Patterson Road, E-Wing, Room 1-A103 Honolulu, HI 96819	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (808) 433-0420 Fax: (808) 433-0385  Email Address(es):  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://hawaii.gov/dod/ovs/">http://hawaii.gov/dod/ovs/</a>			
<b>SA00297</b>	HAWAII	Hawaii State Archives Kekauluohi Building Iolani Palace	Nothing on file  Telephone Contact(s):  Voice: (808) 586-0329




		Grounds Honolulu, HI 96813	Email Address(es): <b><i>archives@hawaii.gov</i></b>  Group(s): SA
<b>SA00394</b>	HAWAII	Hawaii: Veterans Affairs Counselor Hawaii Branch P.O. Box 1562 Hilo, HI 96720	Telephone Contact(s):  Voice: (808) 961-7390  Group(s): SA
<b>SA00396</b>	HAWAII	Kauai: Veterans Affairs Counselor Kauai Branch P.O. Box 1707 Lihue, HI 96766	Telephone Contact(s):  Voice: (808) 245-4348  Group(s): SA
<b>SA00395</b>	HAWAII	Maui: Veterans Affairs Office - DHS Maui Branch 54 High Street, Rm. 125 Wailuku, HI 96793	The Maui Branch advises it has discharge papers dating from 1917.  Telephone Contact(s):  Voice: (808) 244-4266  Group(s): SA
<b>SA00393</b>	HAWAII	Oahu: Bureau of Conveyance 1151 Punchbowl St. Rms. 120 & 121 Honolulu, HI 96813	Telephone Contact(s):  Voice: (808) 587-0147  Group(s): SA
<b>SA00242</b>	HAWAII	The Adjutant General 3949 Diamond Head Road Honolulu, HI 96816-4495	Service: AR Rank: MG  Telephone Contact(s):  Fax: (808) 733-4238 Commercial Robert G. F. Lee (808) 733-4246  Email Address(es): <b><i>robert.lee@hi.ngb.army.mil</i></b>  Group(s): AG, SA

<p><b>SA00298</b></p>	<p>HAWAII</p>	<p>Veterans Affairs Counselor 101 Aupuni St., Room 212 Hilo, HI 96720 Telephone: (808) 933-0315</p>	<p>Telephone Contact(s):  Voice: (808) 961-7390  Group(s): SA</p>
<p><b>SA00300</b></p>	<p>HAWAII</p>	<p>Veterans Affairs Counselor 333 Dairy Road Suite 106 Kahului, HI 96732</p>	<p>Telephone Contact(s):  Voice: (808) 245-4348  Group(s): SA</p>
<p><b>SA00398</b></p>	<p>IDAHO</p>	<p>Executive Secretary Veterans Affairs Commission P. O. Box 7765 Boise, ID 83707</p>	<p>Telephone Contact(s):  Voice: (208) 334-1245  Group(s): SA</p>
<p><b>SA00703</b></p>	<p>IDAHO</p>	<p>Idaho Division Of Veterans Services David Brasuell, Director 351 Collins Road Boise, ID 83702</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):  Voice: (208) 577-2310 Fax: (208) 577-2311</p> <p>Email Address(es): <b><i>david.brasuell@veterans.idaho.gov</i></b></p> <p>Group(s): CS, SA</p> <p>Other Related Information</p> <p>Web Site(s): <a href="http://www.veterans.idaho.gov/">http://www.veterans.idaho.gov/</a></p>
<p><b>SA00244</b></p>	<p>IDAHO</p>	<p>The Adjutant General 4040 West Guard Street Boise, ID 83705-5004</p>	<p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Fax: (208) 422-6179 Commercial Lawrence F. Lafrenz (208) 422-5242</p>

			<p>Email Address(es): <b><i>Llafrenz@imd.idaho.gov</i></b></p> <p>Group(s): AG, SA</p>
<b>SA00409</b>	ILLINOIS	<p>Department of Veterans Affairs Lee Wayne Plaza Bldg. 2319 E. Lincolnway Sterling, IL 61081</p>	<p>The Dept. of Veterans Affairs maintains a very complete record on all veterans, living and deceased. Also maintains a card file, alphabetically, on all veterans buried in the State of Illinois.</p> <p>Telephone Contact(s):</p> <p>Commercial: (815) 626-2468 Fax: (217) 782-4161</p> <p>Email Address(es): <b><i>Christine.Rhoades@Illinois.gov</i></b></p> <p>Group(s): SA</p>
<b>SA00302</b>	ILLINOIS	<p>Illinois Department Of Veterans Affairs Daniel W. Grant, Director 833 South Spring Street P.O. Box 19432 Springfield, IL 62794-9432</p>	<p>State of Illinois Veterans Care</p> <p>Illinois program to provide healthcare for veterans</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (217) 782-6641 Fax: (217) 524-0344</p> <p>Email Address(es): <b><i>webmail@dva.state.il.us</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www2.illinois.gov/veterans">http://www2.illinois.gov/veterans</a></p>			
<b>SA00410</b>	ILLINOIS	<p>Illinois State Archives Margaret Cross Norton Building Capitol Complex Springfield, IL 62756</p>	<p>"Roster of the Illinois National Guard &amp; Illinois Naval Militia," listing those individuals Federalized in 1917 for WWI service, was furnished to the NPRC (MPR).</p> <p>WWI discharge papers in poor shape due to fire - WWII and Korea sep docs from bonus files.</p> <p>Phone or Fax</p> <p>Telephone Contact(s):</p>

			Voice: John Reinhardt (217) 524-6700 Fax: (217) 782-3589  Group(s): SA
Other Related Information  Web Site(s): <a href="http://www.cyberdriveillinois.com/departments/archives/archives.html">www.cyberdriveillinois.com/departments/archives/archives.html</a>			
<b>SA00245</b>	ILLINOIS	The Adjutant General of Illinois 1301 North MacArthur Boulevard Springfield, IL 62702-2399	Service: AR Rank: BG  Telephone Contact(s):  Commercial: William L. Enyart, Jr. (217) 761-3936 Fax: (217) 761-3419  Email Address(es): <b><i>william.enyart@us.army.mil</i></b>  Group(s): AG, SA
<b>SA00304</b>	INDIANA	Indiana Department Of Veterans Affairs Charles "Tom" Applegate, Director 302 W. Washington Street, Room E- 120 Indianapolis, IN 46204-2738	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (317) 232-3910 Fax: (317) 232-7721  Email Address(es): <b><i>capplegate@dva.state.in.us</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.in.gov/dva">http://www.in.gov/dva</a>			
<b>SA00536</b>	INDIANA	Indiana State Archives 6440 E. 30th Street Indianapolis, IN 46219	WWI service records WWII and Korean separation documents  Note: Mike prefers to be contacted via Fax.  Telephone Contact(s):  Voice: Michael Vetman (317) 591-5222

			Fax: (317) 591-5324 Email Address(es): <b><i>arc@icpr.in.gov</i></b> Group(s): SA
<b>SA00246</b>	INDIANA	The Adjutant General 2002 South Holt Road Indianapolis, IN 46241-4839	The Adjutant General has a WWI Gold Star Honor Roll (1914-1918) consisting of brief histories of men and women who died in WWI. Alphabetical by county. Also has WWII Honor List of Army only. The SSS copies of Reports of Separation are on microfilm and in most cases are very poor copies. Some are in alphabetical order, some not. Also has separation forms for Korean veterans from Indiana, and rosters showing only name, branch of service, and home address at time of service. Alphabetical by county. These records are all in addition to its regular National Guard records.  Title: TAG Service: AR Rank: MG (IN)  Telephone Contact(s):  Fax: (317) 247-3540 Commercial R. Martin Umbarger (317) 247-3559  Email Address(es): <b><i>R.Martin.Umbarger@in.ngb.army.mil</i></b>  Group(s): AG, SA
<b>SA00704</b>	IOWA	Iowa Department Of Veterans Affairs Jodi Tymeson, Executive Director 7105 NW 70th Ave. Camp Dodge, Bldg. 3663 Johnston, IA 50131-1824	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (515) 242-5331 Fax: (515) 242-5659  Email Address(es): <b><i>idva.info@iowa.gov</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="https://va.iowa.gov/">https://va.iowa.gov/</a>		
<b>SA00243</b>	IOWA		

		<p>The Adjutant General 700 Northwest Beaver Drive Johnston, IA 50131-1902</p>	<p>Service: AF Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Commercial: G. Ron Dardis (515) 252-4211 Fax: (515) 252-4656</p> <p>Email Address(es): <b>ron.dardis@ia.ngb.army.mil</b></p> <p>Group(s): AG, SA</p>
<p><b>SA00411</b></p>	<p>IOWA</p>	<p>Veterans Affairs Division Iowa Dept. of Public Defense Camp Dodge, 7700 NW Beaver Dr. Johnston, IA 50131-1902</p>	<p>The Veterans Affairs Division advises it has Armed Forces Grave Registration records on veterans buried in the State of Iowa from the Revolutionary War thru the Vietnam War. These show name, date of birth, date of death, names of next of kin/survivor, place of death, place of burial, general service information and undertaker.</p> <p>Bonus claims files covering WWI, WWII, &amp; Korea were furnished to NPRC (MPR).</p> <p>The Veterans Affairs Division advises it has DD214's in Korean Bonus Files; &amp; a Federal Listing on Iowa veterans of the Mexican Border Service (1916) &amp; WWI (1917-1918).</p> <p>Telephone Contact(s):</p> <p>Voice: (515) 252-4313</p> <p>Group(s): SA</p>
<p> <b>SA00361</b></p>	<p>KANSAS</p>	<p>Kansas Commission On Veterans' Affairs Jack Fowler, Executive Director Jayhawk Tower 700 SW Jackson, Suite 701 Topeka, KS 66603-3743</p>	<p>For service records from 1980 to current.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (785) 296-3976 Fax: (785) 296-1462</p> <p>Email Address(es): <b>bhayes@kcva.org</b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p>			

	Web Site(s): <a href="http://www.kcva.org/">http://www.kcva.org/</a>		
<b>SA00247</b>	KANSAS	The Adjutant General 2800 SW Topeka Boulevard Topeka, KS 66611-1287	The State Adjutant General advises that the SSS copies of Report of Separation are exclusive of veterans of WWII, however statements of service are available on WWII veterans.  Service: AF Rank: Maj Gen  Telephone Contact(s):  Commercial: Tod M. Bunting (785) 274-1001 Fax: (785) 274-1682  Email Address(es): <b><i>tod.bunting@ks.ngb.army.mil</i></b>  Group(s): AG, SA
<b>SA00362</b>	KENTUCKY	Director, Center for Veterans Affairs 1000 Federal Place, Room 136-J Louisville, KY 40223	Telephone Contact(s):  Voice: (502) 588-4447 Voice: (502) 588-4448  Group(s): SA
<b>SA00658</b>	KENTUCKY	Kentucky Department for Libraries and Archives P.O. Box 537 300 Coffee Tree Road Frankfort, KY 40602-0537	Telephone Contact(s):  Voice (502) 564-8300  Group(s): SA
	Other Related Information  Web Site(s): <a href="#">Kentucky Department for Libraries and Archives</a>		
<b>SA00307</b>	KENTUCKY	Kentucky Department Of Veterans Affairs Ken Lucas,	Kentucky Department of Veterans Affairs  FOR MAILING COPY #6 OF DD FORM 214/215

		<p>Commissioner 1111B Louisville Rd. Frankfort, KY 40601</p>	<p>Telephone Contact(s):  Voice: (502) 564-9203 Fax: (502) 564-9240  Email Address(es): <b>ken.lucas@ky.gov</b>  Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://veterans.ky.gov/">http://veterans.ky.gov/</a></p>			
<p><b>SA00248</b></p>	<p>KENTUCKY</p>	<p>The Adjutant General 100 Minuteman Parkway Frankfort, KY 40601-6168</p>	<p>Service: AR Rank: MG  Telephone Contact(s):  Commercial: Donald C. Storm (502) 607-1558 Fax: (502) 667-1558  Email Address(es): <b>donald.storm@ky.ngb.army.mil</b>  Group(s): AG, SA</p>
<p><b>SA00363</b></p>	<p>LOUISIANA</p>	<p>Louisiana Department Of Veterans Affairs Lane Carson, Secretary P.O. Box 94095 Baton Rouge, LA 70804-9095</p>	<p>The Dept. of Veterans Affairs advises it has a book listing WWI discharges by Parish.</p> <p>The SSS copies of Report of Separation have actually been broken out into parishes. Call one of the numbers below to get phone number of parish. The veteran's home of recod (HOR) or place where he entered service will be needed to request record.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):  Primary: Rickard (225) 219-5008 Blackwell Voice: Charmaine (225) 219-5000 Scott Fax: (225) 219-5590 Toll (877) 432-8982 (877 - geauxva) Free:  Email Address(es): <b>veteran@la.gov</b></p>



			Group(s): CS, SA
	<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.vetaffairs.la.gov">http://www.vetaffairs.la.gov</a></p>		
<b>SA00309</b>	LOUISIANA	Louisiana State Archives 3851 Essen Lane Baton Rouge, LA 70809-2137	<p>No military records available at state archives</p> <p>Telephone Contact(s):</p> <p>Acquisitions &amp; Processing: (225) 922-0105  Conservation Laboratory: (225) 922-1218  Records Management Section: (225) 925-7552  Research Library: (225) 922-1208</p> <p>Group(s): SA</p>
	<p>Other Related Information</p> <p>Web Site(s):  <a href="http://Louisiana State Archives">Louisiana State Archives</a></p>		
<b>SA00249</b>	LOUISIANA	The Adjutant General Headquarters Building, Jackson Barracks New Orleans, LA 70146-0330	<p>Service: AR Rank: MG</p> <p>Telephone Contact(s):</p> <p>Fax: (504) 278-6554  Commercial Bennett C. Landreneau (504) 278-8211</p> <p>Email Address(es):  <b><i>bennett.landreneau@la.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>SA00365</b>	MAINE	Maine Bureau Of Veterans' Services Peter W. Ogden, Director 117 State House Station Augusta, ME 04333-0117	<p>The Bureau of Veteran Services advises it has WWI service record cards &amp; discharge papers. WWI rosters (in book form) were furnished to NPRC(MPR).</p> <p>The Bureau of Veteran Services also advises it has an incomplete collection of DD214's from WWII &amp; Korea. However, they do have Selective Service Cards relating to those veterans whose DD214's are missing</p> <p>Telephone Contact(s):</p> <p>Voice: (207) 626-4468</p>

			<p>Voice: (207) 430-6035          Fax: (207) 626-4471</p> <p>Email Address(es):  <b><i>mainebvs@maine.gov</i></b></p> <p>Group(s): CS, SA</p>
	<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.maine.gov/dvem/bvs/">Http://www.maine.gov/dvem/bvs/</a></p>		
<b>SA00252</b>	MAINE	<p>The Adjutant          General          Camp Keyes          Augusta, ME          04333-0033</p>	<p>Service: AR          Rank: MG</p> <p>Telephone Contact(s):</p> <p>Commercial: John W. Libby (207) 626-4205          Fax: (207) 626-4509</p> <p>Email Address(es):  <b><i>john.libby@me.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>SA00366</b>	MARYLAND	<p>Director,          Maryland          Veterans          Commission          Federal Bldg. -          Rm 110          31 Hopkins          Plaza          Baltimore, MD          21201</p>	<p>The Maryland Veterans Commission advises it has a WWI book of discharges of veterans who entered service from Maryland which lists date of entry, date of discharge, type of discharge, &amp; generally age at time of entry. The Commission also has a WWII book which lists veterans names, service numbers, &amp; residence at time of entry.</p> <p>Telephone Contact(s):</p> <p>Voice: (301) 962-4700</p> <p>Group(s): SA</p>
<b>SA00705</b>	MARYLAND	<p>Maryland          Department Of          Veterans Affairs          Edward Chow,          Jr., Secretary          16 Francis          Street, 4th Floor          Annapolis, MD          21401</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (410) 260-3838          Fax: (410) 216-7928</p> <p>Email Address(es):  <b><i>mdveteransinfo@mdva.state.md.us</i></b></p>

			Group(s): CS, SA
<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.mdva.state.md.us/">http://www.mdva.state.md.us/</a></p>			
<b>SA00251</b>	MARYLAND	The Adjutant General 5th Regiment Armory Baltimore, MD 21201-2288	<p>Service: AR Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Fax: (410) 576-6079 Commercial Bruce F. Tuxill (410) 576-6097</p> <p>Email Address(es):  <b><i>bruce.tuxill@md.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>SA00367</b>	MARYLAND	The War Memorial Commission War Memorial Building Lexington & Gay Sts. Baltimore, MD 21201	<p>WWI and WWII records in book form have been obtained from the Maryland Historical Society.</p> <p>Inquiries pertaining to WWII records should be sent here.</p> <p>Group(s): SA</p>
<b>SA00368</b>	MASSACHUSETTS	Adjutant General's Office Massachusetts National Guard Museum 44 Salisbury Street Worcester, MA 01609	<p>Contains records relating to the Mexican War, Civil War, Spanish-American War and World War I.</p> <p>Telephone Contact(s):</p> <p>Voice: (508) 797-0334</p> <p>Group(s): SA</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="#">Massachusetts Archives</a></p>			
<b>SA00369</b>	MASSACHUSETTS	Adjutant General's Office Military Records	The records are digitized. DD 214s are available for the following years: World War II (1940-1947); 1950-1955; 1958-1973; 1980-to present; additional

		<p>Branch 50 Maple Street Milford, MA 01757</p>	<p>separation documents have been located, and they are working to fill in the gaps. Also, the Military Records Section has Bonus Locator Cards only.</p> <p>Telephone Contact(s):</p> <p>Fax: (508) 422-1997 Chief of Military Records Mr. Perna (508) 422-1998</p> <p>Group(s): SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.mass.gov/archives">Massachusetts Archives</a></p>			
<p><b>SA00706</b></p>	<p>MASSACHUSETTS</p>	<p>Massachusetts Department Of Veterans Affairs Coleman Nee, Secretary 600 Washington St., 7th Floor Boston, MA 02111</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (617) 210-5480 Fax: (617) 210-5755</p> <p>Email Address(es): <b><i>mdvs@vet.state.ma.u</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.mass.gov/veterans">http://www.mass.gov/veterans</a></p>			
<p><b>SA00315</b></p>	<p>MASSACHUSETTS</p>	<p>Office of the State Treasurer Veterans Bonus Division One Ashburton Place, 12th Floor Boston, MA 02108</p>	<p>Bonus records</p> <p>Telephone Contact(s):</p> <p>Voice: (617) 367-9333 X859</p> <p>Group(s): SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.mass.gov/veterans/bonus-division">Massachusetts Veterans Bonus Division</a></p>			
<p><b>SA00707</b></p>	<p>MICHIGAN</p>		

		Michigan Department Of Military & Veterans Affairs Jason Allen , Sr Deputy Director Of Vet Affairs 3423 N. Martin Luther King Jr. Blvd Lansing, MI 48906	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (517) 335-6523 Fax: (517) 241-0674  Email Address(es): <b><i>hessh@michigan.gov</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://www.michigan.gov/dmva">http://www.michigan.gov/dmva</a>		
<b>SA00371</b>	MICHIGAN	Michigan Dept. of State Bureau of History Archives Section 3405 N. Logan Lansing, MI 48918	Telephone Contact(s):  Voice: (517) 373-1408  Group(s): SA
<b>SA00253</b>	MICHIGAN	The Adjutant General 2500 S. Washington Avenue Lansing, MI 48913-5101	Service: AF Rank: Maj Gen  Telephone Contact(s):  Fax: (517) 482-0356 Commercial Tom Cutler (517) 483-5507  Email Address(es): <b><i>Thomas.Cutler@mibatt.ang.af.mil</i></b>  Group(s): AG, SA
<b>SA00370</b>	MICHIGAN	The Michigan Veterans Trust Fund POB 30104 Lansing, MI 48909	Telephone Contact(s):  Voice: (517) 284-5203 Fax: (517) 284-5297  Group(s): SA
<b>SA00316</b>	MINNESOTA	Minnesota	The Dept. of Veterans Affairs advises it has National

		<p>Department Of Veterans Affairs                  Larry Shellito,                  Commissioner                  20 West 12th St,                  2nd Floor, Room                  206-C                  St. Paul, MN                  55155-2006</p>	<p>Guard records from 6-27-50 to 7-27-53, covering those veterans who were called to active duty during the Korean Conflict and who received a state bonus.</p> <p>They have separation documents (including AUS) for WWII through Vietnam Era.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: Martha Gaylord (651) 296-2562                  Fax: (651) 296-3954</p> <p>Email Address(es):  <b><i><a href="mailto:larry.shellito@state.mn.us">larry.shellito@state.mn.us</a></i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.mdva.state.mn.us/">http://www.mdva.state.mn.us/</a></p>			
<p><b>SA00373</b></p>	<p>MINNESOTA</p>	<p>Minnesota Historical Society                  345 W. Kellogg Blvd.                  St. Paul, MN                  55102-1906</p>	<p>The Historical Society advises it has payroll records covering the Mexican Border Conflict.</p> <p>The SSS copies of Reports of Separation were broken out to each County Veterans Service officer.</p> <p>A fee is charged for services.</p> <p>Telephone Contact(s):</p> <p>Division of Library, Publications and Collections (651) 296-6980                  Family History HELP DESK (651) 296-2143</p> <p>Group(s): SA</p>
<p><b>SA00254</b></p>	<p>MINNESOTA</p>	<p>The Adjutant General                  4th Floor                  Veterans Service Bldg.                  20 W. 12th Street                  St. Paul, MN                  5515-2098</p>	<p>The Adjutant General's Office advises it has Army National Guard records for the following:</p> <p>1946 - 1978 Officer Records                  1950 - 1978 Enlisted Records</p> <p>This office also has records relating to the NG prior to WWI &amp; the Mexican Border Conflict.</p> <p>Title: TAG                  Service: AF                  Rank: MG</p>

			<p>Telephone Contact(s):</p> <p>Commercial: Larry W. Shellito (651) 282-4666                  Fax: (651) 282-4060</p> <p>Email Address(es):  <b><i>larry.shellito@mn.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<b>SA00318</b>	MISSISSIPPI	<p>Mississippi Veterans Affairs Board                  Adrian Grice, Executive Director                  3466 Highway 80 East, P.O. Box 5947                  Pearl, MS 39288-5947</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice:                  Voice: (877) 203-5632                  Voice: (601) 576-4850                  Fax: (601) 576-4868</p> <p>Email Address(es):  <b><i>grice@vab.state.ms.us</i></b></p> <p>Group(s): CS, SA</p>
		<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.vab.ms.gov">http://www.vab.ms.gov</a></p>	
<b>SA00374</b>	MISSISSIPPI	<p>State Veterans Home                  4607 Lindbergh Dr.                  Jackson, MS 39209</p>	<p>Telephone Contact(s):</p> <p>Voice: (601) 354-7205</p> <p>Group(s): SA</p>
		<p>Other Related Information</p> <p>Web Site(s):  <a href="#">Mississippi Veterans Booklet</a></p>	
<b>SA00256</b>	MISSISSIPPI	<p>The Adjutant General                  P. O. Box 5027                  Jackson, MS 39296-5027</p>	<p>Service: AR                  Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Commercial: Harold A. Cross (601) 313-6232                  Fax: (601) 313-6251</p>

			Email Address(es): <b><i>harold.a.cross@us.army.mil</i></b>  Group(s): AG, SA
<b>SA00320</b>	MISSOURI	Missouri State Archives P.O. Box 778 Jefferson City, MO 65102	Contact by telephone  Telephone Contact(s):  Voice: (573) 751-3280 Fax: (573) 526-7333  Group(s): SA
	Other Related Information  Web Site(s): <a href="http://www.sos.mo.gov/archives/">www.sos.mo.gov/archives/</a>		
<b>SA00708</b>	MISSOURI	Missouri Veterans Commission Larry D. Kay, Executive Director 205 Jefferson Street 12th Floor Jefferson Building P.O. Drawer 147 Jefferson City, MO 65102	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (573) 751-3779 Fax: (573) 751-6836  Email Address(es): <b><i>movets.veteran@mvc.dps.mo.gov</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://www.mvc.dps.mo.gov/">http://www.mvc.dps.mo.gov/</a>		
<b>SA00255</b>	MISSOURI	The Adjutant General 2302 Militia Drive Jefferson City, MO 65101-1203	Service: AR Rank: BG  Telephone Contact(s):  Commercial: King E. Sidwell (573) 638-9710 Fax: (573) 638-9929  Email Address(es): <b><i>king.sidwell@mo.ngb.army.mil</i></b>



			Group(s): AG, SA
<b>SA00709</b>	MONTANA	Montana Veteran Affairs Division Joe Foster P.O. Box 1007 Fort Harrison, MT 59636-1007	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (406) 324-3741 Fax: (406) 324-3745  Email Address(es): <b><i>jofoster@mt.gov</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://dma.mt.gov/mvad/default.asp">http://dma.mt.gov/mvad/default.asp</a>			
<b>SA00257</b>	MONTANA	The Adjutant General 1100 North Mail Street Helena, MT 59601	Service: AR Rank: MG  Telephone Contact(s):  Commercial: Randall D. Mosley (406) 324-3000 Fax: (406) 324-3010  Group(s): AG, SA
<b>SA00321</b>	NEBRASKA	Nebraska Department of Veterans Affairs John Hilgert, Director PO Box 95083 Lincoln, NE 68509-5083	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (402) 471-2458 Fax: (402) 471-2491  Email Address(es): <b><i>john.hilgert@nebraska.gov</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.vets.state.ne.us/">http://www.vets.state.ne.us/</a>			
<b>SA00260</b>	NEBRASKA	The Adjutant General	Service: AF Rank: Maj Gen (NE)

		1300 Military Road Lincoln, NE 68508-1090	Telephone Contact(s):  Commercial: Roger P. Lempke (402) 309-8210 Fax: (402) 309-7147  Email Address(es): <b>Roger.Lempke@ne.ngb.army.mil</b>  Group(s): AG, SA
<b>SA00710</b>	NEVADA	Nevada Department Of Veterans Affairs Caleb S. Cage, Executive Director 5460 Reno Corporate Dr, Suite 131 Reno, NV 89511	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (775) 688-1653 Fax: (775) 688-1656  Email Address(es): <b>cagec@veterans.nv.gov</b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.veterans.nv.gov/">http://www.veterans.nv.gov/</a>			
<b>SA00412</b>	NEVADA	Nevada State Library 100 North Stewart Street Carson City, NV 89701-4285	The State Archivist indicates good coverage, alphabetically arranged dating from 1864 for records of the National Guard, State Militia, and Adjutant General.  Telephone Contact(s):  Voice: (775) 687-5210  Group(s): SA
<b>SA00548</b>	NEVADA	The Adjutant General Office of the Adjutant General 2460 Fairview Drive Carson City, NV 89701-6807	Rank: Brig Gen  Telephone Contact(s):  Voice: Cindy Kirkland (775) 887-7302 Fax: (775) 887-7322  Group(s): AG, SA
<b>SA00413</b>	NEW HAMPSHIRE	Adjutant	Rank: Maj Gen

		General 4 Pembroke Road Concord, NH 03301-5652	Telephone Contact(s):  Commercial: Peter Fortier (603) 225-1380 Fax: (603) 225-1257  Email Address(es): <b><i>peter.fortier1@us.army.mil</i></b>  Group(s): AG, SA
<b>SA00711</b>	NEW HAMPSHIRE	New Hampshire Office Of Veterans Affairs Mary Morin, Director 275 Chestnut Street, Room 517 Manchester, NH 03101-2411	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (603) 624-9230 Fax: (603) 624-9236  Email Address(es): <b><i>mary.morin@vba.va.gov</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.nh.gov/nhveterans/">http://www.nh.gov/nhveterans/</a>			
<b>SA00414</b>	NEW JERSEY	Adjutant General New Jersey Department of Military and Veterans' Affairs 101 Eggert Crossing Road Lawrenceville, NJ 08648-2805	Rank: MG  Telephone Contact(s):  Commercial: Glenn K. Rieth (609) 530-6957 Fax: (609) 530-7097  Email Address(es): <b><i>glenn.rieth@njdmava.state.nj.us</i></b>  Group(s): AG, SA
<b>SA00415</b>	NEW JERSEY	Director Veterans Programs 143 E. State St., Rm. 505 Trenton, NJ 08608	Telephone Contact(s):  Voice: (609) 530-7051  Group(s): SA
<b>SA00323</b>	NEW JERSEY	New Jersey Department Of	FOR MAILING COPY #6 OF DD FORM 214/215

		<p>Veterans Affairs Raymond L. Zawacki, Commissioner P.O. Box 340 Trenton, NJ 08625</p>	<p>Telephone Contact(s):  Voice: (609) 530-7045 Fax: (609) 530-7191 Toll-Free: (800) 324-0508  Email Address(es): <b><i>raymond.zawacki@njdmava.state.nj.us</i></b>  Group(s): CS, SA</p>
<p>Other Related Information  Web Site(s): <a href="http://www.state.nj.us/military/veterans/">http://www.state.nj.us/military/veterans/</a></p>			
<p><b>SA00416</b></p>	<p>NEW MEXICO</p>	<p>New Mexico Department Of Veterans Affairs Timothy Hale, Secretary P.O. Box 2324 Santa Fe, NM 87504</p>	<p>Most separation documents that are on file are after 1979.  Bonus records are available from the Veterans Service Commission only if veteran has applied for a tax exemption.  FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (505) 827-6300 Fax: (505) 827-6372 Toll Free: (866) 433-8387  Email Address(es): <b><i>timothy.hale@state.nm.us</i></b>  Group(s): CS, SA</p>
<p>Other Related Information  Web Site(s): <a href="http://www.dvs.state.nm.us/">http://www.dvs.state.nm.us/</a></p>			
<p><b>SA00263</b></p>	<p>NEW MEXICO</p>	<p>The Adjutant General Department of Military Affairs State Programs Office, Room 201 47 Bataan Boulevard</p>	<p>Service: AF Rank: BG  Telephone Contact(s):  Fax: (505) 474-1355 Commercial Kenny C. Montoya (505) 474-1202</p>

		Santa Fe, NM 87505	Email Address(es): <b><i>kenny.montoya@nm.ngb.army.mil</i></b>  Group(s): AG, SA
<b>SA00265</b>	NEW YORK	Dept of the Army ATTN: MNP (Mr. Steven Essex) Building 25 1 Buffington Street Watervliet, NY 12189-4000	Send requests intended for the Adjutant General's Office to this address. They only have records for the National Guard.  Telephone Contact(s):  Commercial: Steven Essex (518) 272-6438 Fax: (518) 270-1530  Group(s): AG, AR, SA
<b>SA00417</b>	NEW YORK	New York Division Of Veterans Affairs William Kraus, Acting Director 5 Empire State Plaza -28th Floor Albany, NY 12223-1551	The Div. of Veterans Affairs advises it has Veterans Readjustment Allowance Records (52-20 & 26-26 Clubs) for WWII and for after the year 2000. These records pertain to unemployment insurance payments made to veterans by the state of N.Y. A verification from the Div. of Veterans Affairs that an individual received this benefit is proof of honorable military service. However, the dates of service cannot be verified. In order to search these records the SSAN is needed  FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (518) 474-6114 Fax: (518) 474-6924  Email Address(es): <b><i>wkraus@veterans.state.ny.us</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://www.veterans.ny.gov/">http://www.veterans.ny.gov/</a>		
<b>SA00418</b>	NORTH CAROLINA	North Carolina Division Of Veterans Affairs Wayne Peedin, Interim Director 1315 Mail Service Center	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (919) 807-4250 Fax: (919) 807-4260

		Raleigh, NC 27699-1315	Email Address(es): <b><i>ncdva.aso@doa.nc.gov</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://www.doa.state.nc.us/vets/">http://www.doa.state.nc.us/vets/</a>		
<b>SA00327</b>	NORTH CAROLINA	Office of Archives & History 4610 Mail Service Center Raleigh, NC 27699-4610	Many of the records in the Division of Archives and History are arranged by county. Always try to furnish home address.  Telephone Contact(s):  Voice: (919) 807-7280 Fax: (919) 733-8807 Sep Docs- WWI, WWII, Korean War (919) 807-7310  Group(s): SA
	Other Related Information  Web Site(s): <a href="#">Office of Archives &amp; History</a>		
<b>SA00258</b>	NORTH CAROLINA	The Adjutant General 4105 Reedy Creek Road Raleigh, NC 27607-6410	The Adjutant General's Office advises coverage of WWI records includes: alphabetical card file (1917 - 1919); & a card file of those killed in action or died of disease (1917 - 1919).  The Adjutant General's Office also advises it has coverage of NG records from: prior to WWI; & 1947 to present.  A duplicate set of WWI Service Record Cards for North Carolina has been furnished to NPRC (MPR).  Title: TAG Service: AR Rank: MG  Telephone Contact(s):  Voice: Air NG (919) 664-6556 Voice: Army NG (919) 664-6513 Fax: (919) 664-6400

			Email Address(es): <b><i>william.ingram@nc.ngb.army.mil</i></b>  Group(s): AG, SA
<b>SA00328</b>	NORTH DAKOTA	Department of Veterans Affairs 1411 32nd Street S P. O. Box 9003 Fargo, ND 58106-9003	Holds records dating after 1950.  Telephone Contact(s):  Voice: (701) 239-7165  Group(s): SA
<b>SA00712</b>	NORTH DAKOTA	North Dakota Department Of Veterans Affairs Lonnie Wangen, Commissioner 4201 38th Street SW, Suite 104 Fargo, ND 58106-9003	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (701) 239-7165 Fax: (701) 239-7166  Email Address(es): <b><i>lwangen@nd.gov</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.nd.gov/veterans/">http://www.nd.gov/veterans/</a>			
<b>SA00259</b>	NORTH DAKOTA	The Adjutant General P.O. Box 5511 Bismarck, ND 58506-5511	Holds records dating from 1950 and prior.  Rosters of WWI, WWII, and Korean Conflict (in book form) have been furnished to NPRC (MPR).  Service: AF Rank: MG  Telephone Contact(s):  Commercial: David Sprynczynatyk (701) 333-2001 Fax: (701) 333-2017  Group(s): AG, SA
<b>SA00713</b>	NORTHERN MARIANA ISLANDS	Northern Mariana Islands Division Of Veterans Affairs	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):

		<p>Ruth Coleman,                  Director                  Office Of                  Military/Veterans                  Affairs                  Commonwealth                  Of The Northern                  Mariana Is.                  P.O. Box                  503416                  Saipan, MP                  96950</p>	<p>Voice: (670) 664-2650                  Fax: (670) 664-2660</p> <p>Email Address(es):  <b><i>ruthcoleman2003@yahoo.com</i></b></p> <p>Group(s): CS, SA</p>
<p><b>SA00421</b></p>	<p>OHIO</p>	<p>Ohio                  Department Of                  Veterans                  Service                  Thomas N. Moe,                  Director                  77 South High                  St, 7th Fl                  Columbus, OH                  43215</p>	<p>The Division of Soldiers Claims &amp; Veterans Affairs                  advises it has copies of discharge papers/separation                  documents for the following periods:</p> <p>WWI - Apr, 1917 to Nov, 1918;                  WWII - 12-7-41 to 9-2-45;                  Korea - 6-25-50 to 7-19-53; &amp; early 1960's (if served in                  Vietnam).</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (614) 644-0898                  Fax: (614) 728-9498                  Records Office: (614) 466-5453</p> <p>Email Address(es):  <b><i>ohiovet@dvs.ohio.gov</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="http://dvs.ohio.gov/">http://dvs.ohio.gov/</a></p>			
<p><b>SA00266</b></p>	<p>OHIO</p>	<p>The Adjutant                  General                  2825 West                  Dublin Granville                  Road                  Columbus, OH                  43235-2789</p>	<p>Copy of the WWI roster was furnished to NPRC.</p> <p>The Adjutant General's Office also has service records                  of Ohioans who served on extended active duty during                  World War II and the Korean Conflict, consisting of                  copies of certificates of discharge and Reports of                  Separation.</p> <p>Service: AF                  Rank: MG</p> <p>Telephone Contact(s):</p>



			<p>Commercial: Gregory L. Wayt (614) 336-7070                  Records Section (614) 336-7308</p> <p>Email Address(es):  <b><i>greg.wayt@oh.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="#">Adjutant General Listing</a></p> <p><a href="#">Ohio Adjutant General's Office Contact Page</a></p>			
<p><b>SA00422</b></p>	<p>OKLAHOMA</p>	<p>Adjutant General                  3501 Military Circle, NE                  Oklahoma City, OK 73111-4398</p>	<p>The Adjutant General's Office advises their records begin in late 1946 &amp; 1952 when units were Federally recognized.</p> <p>NPRC(MPR) was furnished discharge documents from 1940 thru 1971. These records are identified in the registry file index as "QMD."</p> <p>Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Commercial: Harry M. Wyatt (405) 228-5201                  Fax: (405) 228-5524</p> <p>Email Address(es):  <b><i>harry.wyatt@ok.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<p><b>SA00423</b></p>	<p>OKLAHOMA</p>	<p>Director,                  Department of Veterans Affairs                  2311 North Central Avenue                  P. O. Box 53067                  Oklahoma City, OK 73152</p>	<p>The Dept. of Veterans Affairs advises it has lists of officers and enlisted men who lost their lives in WWI. These are listed in alphabetical order by County of residence. The lists indicate whether veteran was killed in action, died of disease, wounds, or accident.</p> <p>Telephone Contact(s):</p> <p>Voice: (405) 521-3684</p> <p>Group(s): SA</p>
<p><b>SA00714</b></p>	<p>OKLAHOMA</p>	<p>Oklahoma Department Of Veterans Affairs</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p>

		Martha Spear, Director 125 S. Main, Rm 1B38 Muskogee, OK 74401	Voice: (918) 781-7766 Fax: (918) 682-4685  Email Address(es): <b><i>mspear@odva.state.ok.us</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.ok.gov/odva/">http://www.ok.gov/odva/</a>			
<b>SA00330</b>	OREGON	Oregon Department Of Veterans Affairs Jim Willis, Director 700 Summer St. NE Salem, OR 97301-1285	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (503) 373-2000 Fax: (503) 373-2362  Email Address(es): <b><i>odva@odva.state.or.gov</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.oregon.gov/odva/">http://www.oregon.gov/odva/</a>			
<b>SA00268</b>	OREGON	The Adjutant General Oregon Military Department Post Office Box 14350 Salem, OR 97309-5047	Service: AR Rank: MG  Telephone Contact(s):  Commercial: Raymond F. Rees (503) 584-3991 Fax: (503) 584-3987  Group(s): AG, SA
<b>SA00269</b>	PENNSYLVANIA	Pennsylvania Department Of Military Affairs Michael Jould, Deputy Adjutant General Office Of The Deputy Adjutant	FOR MAILING COPY #6 OF DD FORM 214/215  The Adjutant General's Office advises it has state bonus applications for WWI, WWII, and Korea. In order to search Korean bonus applications, the AG's office needs a service number.  Most Pennsylvania veterans were urged to record their discharges with their county records officer. This was

		<p>General For Veterans Affairs Bldg S-0-47 Annville, PA 17003-5002</p>	<p>free and most veterans took advantage, particularly for WWII.</p> <p>Rank: MG</p> <p>Other Related Information The AG office has coordinated with State Archives to be its point of contact for record requests. For all requests, complete the form located at Get Forms&gt;Miscellaneous and Unnumbered Forms&gt;Pennsylvania State Archives Military Service Inquiry. Fax it to the number shown above or at the bottom of the form.</p> <p>Telephone Contact(s):</p> <p>Voice: (800) 547-2838 Commercial: (717) 783-2669 Fax: (717) 861-8589</p> <p>Email Address(es): <b><i>ra-va-info@state.pa.us</i></b></p> <p>Group(s): AG, CS, SA</p>
--	--	---	--

<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.dmva.state.pa.us">www.dmva.state.pa.us</a></p> <p><a href="http://www.paveterans.state.pa.us">www.paveterans.state.pa.us</a></p>	
---	--

<p><b>SA00425</b></p>	<p>PENNSYLVANIA</p>	<p>Pennsylvania Historical and Museum Commission Pennsylvania State Archives 350 North Street Harrisburg, PA 17120-0090</p>	<p>The Div. of Archives &amp; Manuscripts advises it has Muster Rolls from 1916 to 1917; Service Records &amp; Bonus Applications from 1917-1948; Draft Board Registration &amp; Induction Records from 1917-1948; Veterans Compensation &amp; Bonus File Records c. 1950; &amp; National Guard records from 1867-1969. When requesting information from this source furnish complete name; township or county of residence at time of entering service; approximate period of service; &amp; date of birth. Information as to company, battalion, or regiment with which an individual served is beneficial.</p> <p>Most Pennsylvania veterans were urged to record their discharges with their county records officer. This was free and most veterans took advantage, particularly for WWII.</p> <p>These records are preferred to be requested by (1) Email and (2) calling the Main Archives phone Number.</p>
-----------------------	---------------------	---	---

			<p>Telephone Contact(s):</p> <p>Voice: (717) 783-2669  Main Archives - Military Records (717) 783-3281 Option 2</p> <p>Email Address(es):  <b><i>ra-statearchives@pa.gov</i></b></p> <p>Group(s): SA</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="#">Military Records</a></p> <p><a href="#">Pennsylvania State Archives</a></p> <p><a href="#">Records Management</a></p>			
<p><b>SA00715</b></p>	<p>PUERTO RICO</p>	<p>Puerto Rico  Public Advocate  For Veterans  Affairs  Agustin  Montanez,  Presiding Officer  P.O. Box 11737  San Juan, PR  00910-1737</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (787) 758-5760  Fax: (787) 758-5788</p> <p>Email Address(es):</p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.opv.gobierno.pr">www.opv.gobierno.pr</a></p>			
<p><b>SA00270</b></p>	<p>PUERTO RICO</p>	<p>The Adjutant  General  Post Office Box  3786  San Juan, PR  00902-3786</p>	<p>Service: AR  Rank: Col</p> <p>Telephone Contact(s):</p> <p>Commercial: David Carrion Baralt (787) 724-1295  Fax: (787) 723-6360</p> <p>Email Address(es):  <b><i>david.carrionbaralt@us.army.mil</i></b></p> <p>Group(s): AG, SA</p>

<b>SA00426</b>	RHODE ISLAND	Headquarters R.I. National Guard Command Rediness Center 645 New London Avenue Cranston, RI 02920-3097	This is the Adjutant General  Rank: MG  Telephone Contact(s):  Commercial: Robert T. Bray (401) 275-4102 Fax: (401) 275-4338  Group(s): AG, SA
<b>SA00427</b>	RHODE ISLAND	Rhode Island Division Of Veterans Affairs Diane Lucier, Interim Director 480 Metacom Avenue Bristol, RI 02809	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Primary: Diane Lucier (401) 254-8429 Alternate: Toni Acampora (401) 254-8401 Voice: (401) 254-8495 Fax: (401) 254-8365  Email Address(es): <b><i>dlucier@dhs.ri.gov</i></b>  Group(s): CS, SA
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.dhs.ri.gov/veterans/veteransservices/tabid/307/default.aspx">http://www.dhs.ri.gov/veterans/veteransservices/tabid/307/default.aspx</a></p>			
<b>SA00429</b>	SOUTH CAROLINA	South Carolina Archives & History Center 8301 Parklane Road Columbia, SC 29223	The Dept. of Archives and history advises it has the following records:  WWI Service Record Cards Muster Rolls and Enlistment Records - 1907-1922 (transferred from the office of the A.G.) Record of decorations for action between 1909-1918 Muster Rolls of Mexican Border Service - 1916-1917 "Official Roster" of S.C. soldiers - 1917-1918 Applications for WWI Victory Medals 1920-1921; and 1925-1926 Company files after induction - 1940-1943 (transferred from the office of the A.G.) Discharge and releases from military service - 1941-1943 (transferred from the A.G.) S.C. State Guard Enlistment Records - 1941-1947  Telephone Contact(s):

			Voice: (803) 896-6100 Fax: (803) 896-6198  Group(s): SA
Other Related Information  Web Site(s): <a href="http://www.state.sc.us/scdah/">http://www.state.sc.us/scdah/</a>			
<b>SA00428</b>	SOUTH CAROLINA	South Carolina Department Of Veterans Affairs Howard Metcalf , Interim Director 1205 Pendleton Street, Suite 461 Columbia, SC 29201	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (803) 734-0200 Fax: (803) 734-0197  Email Address(es): <b>va@oepp.sc.gov</b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.oepp.sc.gov/va/benefits.html">http://www.oepp.sc.gov/va/benefits.html</a>			
<b>SA00272</b>	SOUTH CAROLINA	The Adjutant General #1 National Guard Rd. Columbia, SC 29201-4766	The office of the Adjutant General advises it has WWI Roster. The SSS copies of Report of Separation that were furnished to the Adjutant General were used to compile an "Official Roster" for WWII. A copy has been furnished to NPRC(MPR).  Service: AR Rank: MG  Telephone Contact(s):  Commercial: Stanhope S. Spears (803) 806-4217 (Ret)  Email Address(es): <b>stanhope.spears@sc.ngb.army.mil</b>  Group(s): AG, SA
<b>SA00716</b>	SOUTH DAKOTA	South Dakota Department Of Veterans Affairs	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):

		425 E Capitol Avenue Pierre, SD 57501	Voice: (605) 773-3269 Fax: (605) 773-5380  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://mva.sd.gov">http://mva.sd.gov</a>		
<b>SA00430</b>	SOUTH DAKOTA	South Dakota Division of Veterans Affairs c/o VARO 2501 W 22nd Street Sioux Falls, SD 57117	Telephone Contact(s):  Commercial: (605) 333-6869 Fax: (605) 333-5316  Group(s): SA
<b>SA00273</b>	SOUTH DAKOTA	The Adjutant General 2823 West Main Street Rapid City, SD 57702-8186	Service: AF Rank: MG  Telephone Contact(s):  Commercial: Michael A. Gorman (605) 737-6702 Fax: (605) 737-6677  Email Address(es): <b><i>Michael.Gorman@sd.ngb.army.mil</i></b>  Group(s): AG, SA
<b>SA00683</b>	TENNESEE	Tennessee State Library and Archives 403 Seventh Avenue North Nashville, TN 37243	This office may be used primarily to obtain separation documents for reconstruction cases. They contain films that cover separation documents from 1920-1946 and 1946-1978.  Note: They need the vets NAME, SN and Home of Record (City or County) to search the indexed file. Some items were placed on the film unindexed.  Telephone Contact(s):  Voice: 615) 741-2764 Fax: (615) 253-6471  Email Address(es): <b><i>reference.tsla@tn.gov</i></b>  Group(s): SA

<b>SA00717</b>	TENNESSEE	Tennessee Department Of Veterans Affairs Many-Bears Grinder, Commissioner 312 Rosa L. Parks Avenue Nashville, TN 37243	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (615) 741-2931 Fax: (615) 741-4785  Email Address(es): <b><i>tn.veterans@tn.gov</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.tn.gov/veteran/">http://www.tn.gov/veteran/</a>			
<b>SA00274</b>	TENNESSEE	The Adjutant General Houston Barracks Post Office Box 41502 Nashville, TN 37204-1501	Service: AR Rank: MG  Telephone Contact(s):  Commercial: Gus L. Hagett, Jr. (615) 313-3001 Fax: (615) 313-2688  Email Address(es): <b><i>gus.hagett@tn.ngb.army.mil</i></b>  Group(s): AG, SA
<b>SA00431</b>	TEXAS	Texas Veterans Commission Thomas P. Palladino, Executive Director P.O. Box 12277 Austin, TX 78711-2277	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (512) 463-5538 Fax: (512) 475-2395 Toll Free: (800) 252-8387  Email Address(es): <b><i>info@tvc.state.tx.us</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.tvc.state.tx.us/">http://www.tvc.state.tx.us/</a>			



<p><b>SA00275</b></p>	<p>TEXAS</p>	<p>The Adjutant General Camp Mabry Post Office Box 5218 Austin, TX 78763-5218</p>	<p>The Adjutant General's Office advises WWI cards indicate: date &amp; place of enlistment; and date &amp; place of discharge. Also has roster of 36th Division from 1914-1918.</p> <p>The AG's office has list of Texans killed in WWI, WWII, &amp; Korean conflict</p> <p>Service: AF Rank: MG</p> <p>Telephone Contact(s):</p> <p>Commercial: Major General John F. (512) 782-5006 Nichols</p> <p>Fax: (512) 782-5578</p> <p>Group(s): AG, SA</p>
<p><b>SA00276</b></p>	<p>UTAH</p>	<p>The Adjutant General 12953 South Minuteman Drive Draper, UT 84020-1776</p>	<p>Service: AR Rank: MG (</p> <p>Telephone Contact(s):</p> <p>Commercial: Brian L. Tarbet (801) 523-4401 Fax: (801) 523-4677</p> <p>Email Address(es): <b><i>Brian.Tarbet@ut.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<p><b>SA00718</b></p>	<p>UTAH</p>	<p>Utah Department Of Veterans Affairs Terry Schow, Executive Director 550 Foothill Blvd, Rm 202 Salt Lake City, UT 84113</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (801) 326-2372 Fax: (801) 326-2369</p> <p>Email Address(es): <b><i>veterans@utah.gov</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://veterans.utah.gov/">http://veterans.utah.gov/</a></p>			
<p><b>SA00432</b></p>	<p>UTAH</p>	<p>Utah State</p>	<p>Telephone Contact(s):</p>

		Archives 346 S. Rio Grande Salt Lake City, UT 84101-1106	Voice: (801) 531-3848  Group(s): SA
Other Related Information  Web Site(s): <a href="http://archives.utah.gov/main/">http://archives.utah.gov/main/</a>			
<b>SA00433</b>	VERMONT	Director State Veterans Affairs 120 State St. Montpelier, VT 05620-4401	Bonus information consists of amount and date received.  Telephone Contact(s):  Voice: (802) 828-3379  Group(s): SA
<b>SA00555</b>	VERMONT	The Adjutant General Green Mountain Armory Camp Johnson Colchester, VT 05446-3004	Rank: Maj Gen  Telephone Contact(s):  Voice: Michael D. Dubie (802) 338-3124 Fax: (802) 338-3425  Email Address(es): <b><i>tagvt@vt.ngb.army.mil</i></b>  Group(s): AG, SA
<b>SA00719</b>	VERMONT	Vermont Office Of Veterans Affairs Clayton A Clark, Director 118 State St. Montpelier, VT 05620	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (802) 828-3379 Fax: (802) 828-5932  Email Address(es): <b><i>clayton.clark@state.vt.us</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.va.state.vt.us/">http://www.va.state.vt.us/</a>			

<b>SA00554</b>	VIRGIN ISLANDS	The Adjutant General Virgin Islands National Guard 4031 La Grande Princess, Lot 1B Christiansted, VI 00820-4353	Rank: Col  Telephone Contact(s):  Voice: Timothy Lake (340) 712-7710 Fax: (340) 712-7782  Group(s): AG, SA
<b>SA00436</b>	VIRGIN ISLANDS	Virgin Islands Office Of Veterans Affairs Morris D. Moorehead, Director 1013 Estate Richmond Christiansted, St. Croix, VI 00820	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (340) 773-6663 Fax: (340) 692-9563  Email Address(es): <b><i>morrisd5063@msn.com</i></b>  Group(s): CS, SA
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.viova.org">www.viova.org</a></p>			
<b>SA00434</b>	VIRGINIA	The Adjutant General Virginia National Guard Building 316, Fort Pickett Blackstone, VA 23824-6316	Rank: Major General (Daniel E. Long)  (Personnel Action Office)  Telephone Contact(s):  Commercial: Jan Hoff (434) 298-6191 Fax: (434) 298-6268  Group(s): AG, SA
<b>SA00435</b>	VIRGINIA	The Library of Virginia 800 East Broad Street Richmond, VA 23219-8000	The Library of Virginia advises that WWI records are arranged by the county or city of induction. WWII separation documents (1942-1950) are arranged alphabetically by veteran's last name.  Telephone Contact(s):  Fax: (804) 692-3556 General: (804) 692-3500 Reference: (804) 692-3888  Group(s): SA

<p><b>SA00720</b></p>	<p>VIRGINIA</p>	<p>Virginia Department Of Veterans Services Paul Galanti, Commissioner 900 E. Main Street Richmond, VA 23219</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (804) 786-0286 Fax: (804) 786-0302</p> <p>Email Address(es): <b><i>info@dvs.virginia.gov</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.dvs.virginia.gov/">http://www.dvs.virginia.gov/</a></p>			
<p><b>SA00280</b></p>	<p>WASHINGTON</p>	<p>The Adjutant General Camp Murray, Building 1 Tacoma, WA 98430-5000</p>	<p>Service: AF Rank: Maj Gen</p> <p>Telephone Contact(s):</p> <p>Commercial: Timonhy J. Lowenberg (253) 512-8201 Fax: (253) 512-8497</p> <p>Email Address(es): <b><i>timothy.lowenberg@wa.ngb.army.mil</i></b></p> <p>Group(s): AG, SA</p>
<p><b>SA00437</b></p>	<p>WASHINGTON</p>	<p>Washington Department Of Veterans Affairs John E. Lee, Director 1102 Quince St. SE Po Box 41150 Olympia, WA 98504</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Make inquires by email or phone.</p> <p>Telephone Contact(s):</p> <p>Voice: (800) 562-0132 Voice: (360) 725-2200 Fax: (360) 586-4393 Venus Bailey (360) 725.2222</p> <p>Email Address(es): <b><i>john@dva.wa.gov</i></b> <b><i>venusb@dva.wa.gov</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p>			

	Web Site(s): <a href="http://www.dva.wa.gov/">http://www.dva.wa.gov/</a>		
<b>SA00282</b>	WEST VIRGINIA	The Adjutant General 1703 Coonskin Drive Charleston, WV 25311-1085	The Adjutant General's Office advises it has the following records: <ul style="list-style-type: none"> <li>• a brief statement of service for WWI and WWII</li> <li>• some separation documents from WWII to mid 1976*</li> </ul> *Some separation documents are not clear.  Service: AR  Rank: MG  Telephone Contact(s):  Commercial: Ronald Haynes (304) 561-6531 Commercial: Terry Knorr (304) 561-6722 Fax Requests: (304) 561-6518  Group(s): AG, SA
<b>SA00439</b>	WEST VIRGINIA	The Archives & History Library The Cultural Center Capitol Complex 1900 Kanawha Boulevard East Charleston, WV 25305-0300	The office of Archives & History advises it has WWI service record cards; & burial & cemetery records. This office also has some WWI bonus records, as well as the Mexican Border Conflict bonus records.  Telephone Contact(s):  Voice: (304) 558-0230  Group(s): SA
Other Related Information  Web Site(s): <a href="http://www.wvculture.org/history/archivesindex.aspx">http://www.wvculture.org/history/archivesindex.aspx</a>			
<b>SA00438</b>	WEST VIRGINIA	West Virginia Division Of Veterans Affairs Keith Gwinn, Director	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (304) 558-3661

		<p>1321 Plaza East – Suite 109 Charleston, WV 25301-1400</p>	<p>Fax: (304) 558-3662 Records Information: (304) 558-3540 Email Address(es): <b>wvdva@wv.gov</b> Group(s): CS, SA</p>
<p>Other Related Information Web Site(s): <a href="http://www.wvs.state.wv.us/va/">http://www.wvs.state.wv.us/va/</a></p>			
<p><b>SA00440</b></p>	<p>WISCONSIN</p>	<p>The Adjutant General Department of Military Affairs 2400 Wright Street Madison, WI 53708-8111</p>	<p>Rank: Maj Gen Telephone Contact(s): Commercial: Albert H. Wilkening (608) 242-3001 Fax: (608) 242-3111 Email Address(es): <b>al.wilkening@wi.ngb.army.mil</b> Group(s): AG, SA</p>
<p><b>SA00441</b></p>	<p>WISCONSIN</p>	<p>Wisconsin Department Of Veterans Affairs Daniel J. Naylor, Secretary 30 W. Mifflin St. PO Box 7843 Madison, WI 53707-7843</p>	<p>The Dept. of Veterans Affairs advises it has Grave Registration records of veterans buried in the State of Wisconsin which include military records information. FOR MAILING COPY #6 OF DD FORM 214/215 Please mail or fax requests. Telephone Contact(s): Voice: (608) 266-1311 Voice: (608) 266-3602 Voice: (608) 266-1315 Fax: (608) 264-7616 Eligibility Specialist Chad (608) 267-0403 (Fax) McCafferty Email Address(es): <b>madison.records@DVA.state.WI.us</b> <b>wdvainfo@dva.state.wi.us</b> Group(s): CS, SA</p>
<p>Other Related Information</p>			

	Web Site(s): <a href="http://dva.state.wi.us/">http://dva.state.wi.us/</a>		
<b>SA00283</b>	WYOMING	The Adjutant General 5500 Bishop Boulevard Cheyenne, WY 82009-3220	Service: AF Rank: MG  Telephone Contact(s):  Commercial: Edmond L. Wright (307) 772-5234 Fax: (307) 772-5010  Email Address(es): <b><i>edward.wright@wy.ngb.army.mil</i></b>  Group(s): AG, SA
<b>SA00721</b>	WYOMING	Wyoming Veterans Commission Larry Bartlett, Director 5500 Bishop Blvd. Cheyenne, WY 82009	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (307) 772-5145 Fax: (307) 772-5202  Email Address(es): <b><i>wyovet@state.wy.us</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="https://www.wy.ngb.army.mil/veterans/">https://www.wy.ngb.army.mil/veterans/</a>		

## Training/Academic

Link ID	Address	Memo Phone and Contacts Websites Email Addresses Groups
<b>ED00443</b>	3380 MSSQ/IMQD Keesler AFB, MS 39534-5000	Air Force Academic Records (after 1967)  Refer to the Air Training Command (ATC) base; wherever course was conducted.  Group(s): AF, ED

<b>ED00442</b>	3498 ABG/IMQD Goodfellow AFB, TX 78908-5000	Air Force Academic Records (after 1967)  Refer to the Air Training Command (ATC) base; wherever course was conducted.  Group(s): AF, ED
<b>ED00444</b>	3700 ABG/IMQD Lackland AFB, TX 78236-5000	Air Force Academic Records (after 1967)  Refer to the Air Training Command (ATC) base; wherever course was conducted.  Group(s): AF, ED
<b>ED00446</b>	3750 ABG/IMQD Sheppard AFB, TX 76311-5065	Air Force Academic Records (after 1967)  Refer to the Air Training Command (ATC) base; wherever course was conducted.  Group(s): AF, ED
<b>ED00452</b>	Chief, Office of Personnel U.S. Coast Guard 2100 2nd St., SW Washington, DC 20593	U.S. Coast Guard Transcripts of Academic Records (courses attended, length of course, and grades attained)  Group(s): CG, ED
<b>ED00453</b>	CNATRA Chief of Naval Air Training 250 Lexington Boulevard, Suite 102 Corpus Christi, TX 78419-5941	Marine Corps and Navy Flight Training Records  Group(s): ED, MC, NV
<b>ED00604</b>	DEPARTMENT OF THE ARMY U.S. ARMY HUMAN RESOURCES COMMAND ATTN: AARTS 1600 SPEARHEAD DIVISION AVENUE, DEPT. 410 FORT KNOX, KY 40122-0410	Army in-service Training.  Web Sites(s): <a href="http://aarts.army.mil">http://aarts.army.mil</a>  Group(s): AR, ED



<b>ED00457</b>	GED Testing Service One Dupont Circle Washington, DC 20036-1193	<p><b>GED</b> tests taken <b>overseas or shipboard</b> July 1, 1974 or later. Tests taken in the US, October 1, 1985 or later.</p> <p>General Education Development (GED) test scores are available from various sources depending upon the date and place the test was taken. Test scores from the former United States Armed Forces Institute (USAFI) are only available from the Defense Activity Non-Traditional Educational Support (DANTES). In order to obtain test scores or official transcript, include the following information in your request: name used in service, service number, social security number, date of birth and approximate dates and place of testing (military base, unit, etc.).</p> <p>Group(s): ED</p>
<b>ED00447</b>	HQ AETC/IMX (Records) 244 F Street East, Suite 1 Randolph AFB, TX 78150-4328	<p>Air Force Academic Records (after 1967).</p> <p>Actual base where course was conducted has closed.</p> <p><b>GED</b> - General Education Development test scores are available from various sources depending upon the date and place the test was taken.</p> <p>Test scores from the former <b>United States Armed Forces Institute (USAFI)</b> are only available from the Defense Activity Non-Traditional Educational Support (DANTES).</p> <p>Group(s): AF, ED</p>
<b>ED00445</b>	Lowry AFB, CO  "CLOSED"	<p>Air Force Academic Records (after 1967)</p> <p>If the course was taken at Lowery AFB, refer to <a href="#">Randolph AFB</a>.</p> <p>Group(s): AF, ED</p>
<b>ED00120</b>	Military Evaluations Program Office American Council on Education One Dupont Circle, NW Washington, DC 20036-1193	<p>Evaluation of military training for college credit</p> <p>Group(s): ED, MI</p>
<b>ED00458</b>	PROMETRIC ATTN: DSST/CLEP Transcripts 1260 Energy Lane St. Paul, MN 55108	<p><b>CLEP</b> - College Level examination Program</p> <p><b>DANTES Subject Standard Tests (DSST's)</b> after July 1, 1974.</p> <p><b>GED</b> - General Education Development test scores are available from various sources depending upon the date and place the test was taken.</p>

		<p>Test scores from the former <b>United States Armed Forces Institute (USAFI)</b> are only available from the Defense Activity Non-Traditional Educational Support (DANTES).</p> <p>Group(s): ED</p>
<b>ED00456</b>	<p>PROMETRIC ATTN: USAFI/GED Program 1260 Energy Lane St. Paul, MN 55108</p>	<p><b>GED</b> and <b>USAFI</b> tests taken on or prior to July 1, 1974, within the US, overseas or shipboard.</p> <p><b>GED</b> - General Education Development test scores are available from various sources depending upon the date and place the test was taken.</p> <p>Test scores from the former <b>United States Armed Forces Institute (USAFI)</b> are only available from the Defense Activity Non-Traditional Educational Support (DANTES).</p> <p>Telephone Contact(s):</p> <p>Voice: (877) 471-9860</p> <p>Web Sites(s):  <a href="http://www.dantes.doded.mil/dantes_web/examinations/transcripts.htm">General information website for DOD education programs (www.dantes.doded.mil/dantes_web/examinations/transcripts.htm)</a>  <a href="http://www.getcollegecredit.com/pdfs/dsst_clep_trnscrpt_pre74.pdf">Transcript Order Form (http://www.getcollegecredit.com/pdfs/dsst_clep_trnscrpt_pre74.pdf)</a></p> <p>Group(s): ED</p>
<b>ED00069</b>	<p>Prometric DoDDS Program, 1260 Energy Lane, St. Paul, MN 55108.</p>	<p><b>DODDS</b> (Department of Defense Dependent Schools) transcripts from the <b>overseas</b> for participation in <b>PREP</b> (Pre-Discharge Education Program) are available at the school up to four (4) years after attendance.</p> <p>After that, the records are available from the address shown here.</p> <p>For Panama school requests, go to this website for information.</p> <p>Web Sites(s):  <a href="http://www.dodea.edu/students/transcripts.cfm">http://www.dodea.edu/students/transcripts.cfm</a></p> <p>Group(s): ED</p>
<b>ED00450</b>	<p>Registrar Extension Course Institute/EDOR Gunter AF Station, AL 36114-5000</p>	<p>Student records of the AF Air University Registrar (transcripts, test scores, and training records)</p> <p>Group(s): AF, ED</p>
<b>ED00449</b>	<p>Registrar AF Institute of</p>	<p>Student records of the AF Air University Registrar (transcripts, test scores, and training records)</p>

	Technology Wright-Patterson AFB, OH 45433	Group(s): AF, ED
<b>ED00514</b>	Registrar's Office U. S. Naval Academy Annapolis, MD 21402	Academy Records  Web Sites(s): <a href="#">U.S. Naval Academy</a>  Group(s): ED, NV, WB
<b>ED00515</b>	Registrar's Office U.S. Coast Guard Academy New London, CT 06320	Academy Records  Telephone Contact(s):  Voice: (860) 444-8214  Web Sites(s): <a href="#">U.S. Coast Guard Academy</a>  Group(s): CG, ED, WB
<b>ED00605</b>	SMART Operations NETPDTTC - N2, 6490 - Saufley Field Road Pensacola, FL 32509- 5223	Sailor/Marine/ACE Registry Transcript (SMART). Sailor and Marine in service training.  Telephone Contact(s):  Voice: (877) 253-7122  Group(s): ED, MC, NV
<b>ED00448</b>	Student Records Branch CCAF/RRRC Maxwell AFB, AL 36112-6655	Student records of the AF Community Chief, USAF College  From January 1, 1968  Group(s): AF, ED
<b>ED00402</b>	U.S. Air Force Academy Colorado Springs, CO 80840-50000	Web Sites(s): <a href="#">U.S. Air Force Academy</a>  Group(s): ED, WB
<b>ED00406</b>	U.S. Army Military Academy West Point, NY 10996	Web Sites(s): <a href="#">U.S. Army Military Academy</a>  Group(s): ED, WB
<b>ED00454</b>		

	U.S. Merchant Marine Academy Kings Point New York, NY 11024	Scholastic records of U.S. Merchant Marine Academy (since 1942)  Group(s): ED, MI
<b>ED00209</b>	Washington National Records Center 4205 Suitland Road Suitland, MD 20746	Washington National Record Center  Histories of academic training at Marine Corps schools, Quantico, VA (class standings and rosters, 1952-1967)  Courts Martial (for use in reconstructing fire-related service data)  District of Columbia, Maryland, Virginia, and West Virginia Washington National Records Center Washington, DC 20409  Telephone Contact(s):  Voice: (301) 778-1510 Voice: (301) 778-1557 Fax: (301) 778-1561  Group(s): ED, FR, MC, MI
	Other Related Information  VA Elements: 030 WNRC	

## VA Regional Offices and Military Records Specialists (By Station)


Link ID	VA Station	VA ID	Address Phone and Contacts Email Addresses Groups
<b>VA00031</b>	Albuquerque	340	VARO Dennis Chavez Federal Building 500 Gold Avenue, SW Albuquerque, NM 87102  Telephone Contact(s):  Primary: Christopher Sheirer (505) 346-4777 Alternate: William Bridges (505) 346-4404

			<p>Email Address(es): <b>VAVBAALB/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00050</b>	AMC (Appeals Maintenance Center)	397	<p>Appeals Maintenance Center 1722 "Eye" Street, N.W. Washington, DC 20421</p> <p>Telephone Contact(s):</p> <p>Voice: Primary: Randy Turner (202) 530-9262 x7742</p> <p>Email Address(es): <b>AMCMRSMAILBOX@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00046</b>	Anchorage	363	<p>VARO Anchorage 1201 North Muldoon Road Anchorage, Alaska 99504</p> <p>Telephone Contact(s):</p> <p>Primary: Crystal Kappelman (907) 433-1029 Alternate: Natalie Clark (907) 433-1037</p> <p>Email Address(es): <b>VAVBAANC/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00012</b>	Atlanta	316	<p>VARO 1700 Clairmont Rd. Decatur, GA 30033-4032</p> <p>Telephone Contact(s):</p> <p>Primary: Angela Hatcher-Murray (404) 929-5732</p> <p>Email Address(es): <b>angela.hatcher@va.gov</b></p> <p>Group(s): VA</p>
<b>VA00009</b>	Baltimore	313	<p>VARO Federal Building 31 Hopkins Plaza Baltimore, MD 21201</p>

			<p>Telephone Contact(s):</p> <p>Primary: Tyrone Burrell (410) 230-4530 x2285          Alternate: Robin Cohen (410) 230-4530 x2065</p> <p>Email Address(es):  <b>VAVBABAL/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00037</b>	Boise	347	<p>VARO          805 West Franklin Street          Boise, ID 83702-5560</p> <p>Telephone Contact(s):</p> <p>Primary: Scott Franklin (208) 429-2214          Alternate: Gina Stamper (208) 429-2167</p> <p>Email Address(es):  <b>VAVBABOI/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00001</b>	Boston	301	<p>VARO          John F. Kennedy Building          Government Center          Boston, MA 02203</p> <p>Telephone Contact(s):</p> <p>Primary: Diane Javier (617) 367-7105          Alternate: Steven Campo (617) 303-5966</p> <p>Email Address(es):  <b>VAVBABOS/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00004</b>	Buffalo	307	<p>VARO          Federal Building          111 West Huron St.          Buffalo, NY 14202</p> <p>Telephone Contact(s):</p> <p>Primary: Jeff Farrar (716) 857-3260          Alternate: Skip Henning (716) 857-3113</p> <p>Email Address(es):  <b>VAVBABUF/RO/MRS@vba.va.gov</b></p>

			Group(s): VA
<b>VA00056</b>	Cheyenne	442	<p>VARO 2360 East Pershing Blvd. Cheyenne, WY 82001</p> <p>Telephone Contact(s):</p> <p>Primary: Mark Hawkins (307) 433-2716 Alternate: Geoffrey Gibson (307) 433-2726 Fax: (307) 433-2788</p> <p>Email Address(es): <b>VAVBACHY/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00023</b>	Chicago	328	<p>VARO 536 S. Clark St. P. O. Box 8136 Chicago, IL 60680</p> <p>Telephone Contact(s):</p> <p>Primary: Alfonso Lopez (312) 980-4547 Alternate:</p> <p>Email Address(es): <b>VAVBACHI/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00020</b>	Cleveland	325	<p>VARO A. J. Celebrezze Federal Bldg. 1240 East Ninth Street Cleveland, OH 44199</p> <p>Telephone Contact(s):</p> <p>Primary: Larry Zietlow (216) 522-3530 x3421 Alternate: Peter Liviola (216) 522-3530 x3060</p> <p>Email Address(es): <b>laurence.zietlow@va.gov</b> <b>VAVBACLE/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
Other Related Information			

**Memo:** Larry prefers that we email him the requests at laurence.zietlow@va.gov. If you receive no reply to email, call one of the above phone numbers.

<b>VA00015</b>	Columbia	319	<p>VARO 1801 Assembly Street Columbia, SC 29201</p> <p>Telephone Contact(s):</p> <p>Primary: Joseph Gwaltney (803) 647-2711 Alternate: Mattie Powers (803) 647-2694</p> <p>Email Address(es): <b>VAVBACMS/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00030</b>	Denver	339	<p>VARO P.O. Box 25126 Denver, CO 80225</p> <p>Telephone Contact(s):</p> <p>Primary: James Elton (303) 914-5733 Alternate: Tyler Bilyeu (303) 914-5723</p> <p>Email Address(es): <b>VAVBADEN/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00027</b>	Des Moines	333	<p>VARO 210 Walnut Street Des Moines, IA 50309</p> <p>Telephone Contact(s):</p> <p>Primary: Timothy Tollover (515) 323-7483 Alternate: Eric Weber (515) 362-7494 Alternate: Nayan Anderson (515) 323-7585</p> <p>Email Address(es): <b>Garret.Guilliams@va.gov</b> <b>Timothy.Tolliver3@va.gov</b> <b>VAVBADES/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
 <b>VA00024</b>	Detroit	329	<p>VARO P. V. McNamara Federal Bldg.</p>



			<p>477 Michigan Avenue Detroit, MI 48226</p> <p>Telephone Contact(s):</p> <p>Primary: Mark Mayotte (313) 471-3738</p> <p>Email Address(es): <b>VAVBADET/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00054</b>	Fargo	437	<p>VARO 2101 Elm St. Fargo, ND 58102</p> <p>Telephone Contact(s):</p> <p>Primary: Jill Barnes (701) 451-4604 Alternate: Mike Olson (701) 451-4622</p> <p>Email Address(es): <b>VAVBAFAR/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00053</b>	Ft. Harrison	436	<p>VARO Williams St. Fort Harrison, MT 59636</p> <p>Telephone Contact(s):</p> <p>Primary: Clint Mingay (406) 495-3129 Alternate: Clarissa Caunday (406) 495-2068</p> <p>Email Address(es): <b>VAVBAFHM/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00005</b>	Hartford	308	<p>VARO 450 Main Street Hartford, CT 06103</p> <p>Telephone Contact(s):</p> <p>Primary: Allison Zmeptra (860) 667-7901 Alternate: Chris Angeloni (860) 666-7391 Alternate: Kashia Szelag (860) 667-7905</p> <p>Email Address(es): <b>MRSVBAHART@va.gov</b></p>

			Group(s): VA
<b>VA00058</b>	Honolulu	459	<p>VARO 459 Patterson Rd. Honolulu, HI 96819</p> <p>Telephone Contact(s):</p> <p>Primary: Willie Rodgers (808) 433-0545 Alternate: Rommel Dasman (808) 433-0514</p> <p>Email Address(es): <b>VSDDRUGE2@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00045</b>	Houston	362	<p>VARO 6900 Almeda Rd. Houston, TX 77030-4200</p> <p>Telephone Contact(s):</p> <p>Primary (00-49): Amanda Revis (713) 383-2360 Alternate (50-99): Maura Mayler (713) 383-2684</p> <p>Email Address(es): <b>VAVBAHOU/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00011</b>	Huntington	315	<p>VARO 640 Fourth Avenue Huntington, WV 25701</p> <p>Telephone Contact(s):</p> <p>Primary: J. D. (Joel) Smith (304) 399-9427 Alternate: Allison Arbaugh (304) 399-9450</p> <p>Email Address(es): <b>VAVBAHUN/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
	<p>Other Related Information</p> <p><b>Memo:</b> They prefer to have their requests sent by email.</p>		
<b>VA00021</b>	Indianapolis	326	VARO

			<p>575 North Pennsylvania St. Indianapolis, IN 46204</p> <p>Telephone Contact(s):</p> <p>Primary: Carl Deublebiss (317) 916-3821          Alternate: John Smith (317) 916-3083          Fax: Privacy (317) 916-3770          Privacy Department: Marvin McAtee (317) 916-3675</p> <p>Email Address(es):  <b>VAVBAIND/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<p>Other Related Information</p> <p><b>Memo:</b> Must be on letterhead, faxed and signed to ATTN: PRIVACY.</p>			
<p><b>VA00019</b></p>	<p>Jackson</p>	<p>323</p>	<p>VARO 1600 E. Woodrow Wilson Ave. Jackson, MS 39216</p> <p>Telephone Contact(s):</p> <p>Primary: Mickey Bates (601) 364-7055          Alternate: Candace Kimble (601) 364-7187          Alternate: Shunna Wilson (601) 364-4985          Alternate: Charlotte Linson (601) 364-7252          Alternate: William (Chan) Coker (601) 364-7087</p> <p>Email Address(es):  <b>VAVBAJAC/RO/MRS</b>  <b>WILLIAM.COKER@VA.GOV</b></p> <p>Group(s): VA</p>
<p><b>VA00028</b></p>	<p>Lincoln</p>	<p>334</p>	<p>VARO Federal Building 5631 South 48th Street Lincoln, NE 68516-4103</p> <p>Telephone Contact(s):</p> <p>Primary: Seth Jackson (402) 420-4271          Alternate: Luan Nguyen (win) (402) 420-4380</p> <p>Email Address(es):  <b>VAVBALIN/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>

<p><b>VA00040</b></p>	<p>Little Rock</p>	<p>350</p>	<p>VARO                      Building 65, Fort Roots                      P. O. Box 1280                      North Little Rock, AR 72115</p> <p>Telephone Contact(s):</p> <p>Primary: Sam Brucks (303) 914-5499 x 3611                      Alternate: Christina DeLough (501) 370-0422</p> <p>Email Address(es):  <b>Christina.DeLoch@va.gov</b>  <b>Samuel.Brucks@va.gov</b></p> <p>Group(s): VA</p>
<p>Other Related Information</p> <p><b>Memo:</b></p>			
<p><b>VA00034</b></p>	<p>Los Angeles</p>	<p>344</p>	<p>VARO                      Federal Building                      11000 Wilshire Blvd.                      West Los Angeles, CA 90024</p> <p>Telephone Contact(s):</p> <p>Alternate: (email only) Denise Self (310) 235-6654                      Primary: (email or Call) Michael Reeder (310) 235-7556</p> <p>Email Address(es):  <b>Denise Self (denise.self@va.gov)</b>  <b>Michael Reeder (michael.reeder@va.gov)</b>  <b>VAVBALAN/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<p><b>VA00022</b></p>	<p>Louisville</p>	<p>327</p>	<p>VARO                      545 South Third St.                      Louisville, KY 40202</p> <p>Telephone Contact(s):</p> <p>Primary: Rex Morgan (502) 566-4409                      Alternate: Melanie Duvall (502) 566-4404</p> <p>Email Address(es):  <b>VAVBALOU/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>

<p><b>VA00048</b></p>	<p>Manchester</p>	<p>373</p>	<p>VARO                      Norris Cotton Federal Building                      275 Chestnut St.                      Manchester, NH 03103</p> <p>Telephone Contact(s):</p> <p>Primary: Donald Church (603) 222-5740                      Alternate: Michael Kirouac (352) 376-1611</p> <p>Email Address(es):  <b>VAVBAMAN/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<p><b>VA00044</b></p>	<p>Manila</p>	<p>358</p>	<p>VARO                      Manila                      FPO AP 96515</p> <p>Telephone Contact(s):</p> <p>Primary: Glenda Taylor 011-321-550-3848                      Alternate: Lynn Quero 011-632-550-3875</p> <p>Email Address(es):  <b>VAVBAMPI/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<p>Other Related Information</p> <p><b>Memo:</b> NOTE: Do not procure data or refer requests to this office!</p>			
<p><b>VA00025</b></p>	<p>Milwaukee</p>	<p>330</p>	<p>VARO                      5000 W. National Ave., Bldg. 6                      Milwaukee, WI 53295</p> <p>Telephone Contact(s):</p> <p><b>Fax:</b> <b>414 902-9415</b></p> <p>Primary: Dave Johnson (414) 902-5078                      Alternate: Johnathan Bahde (414) 902-1804</p> <p>Fax: Wisconsin Homeless Veterans (414) 902-9449</p> <p>Email Address(es):  <b>VAVBAMIL/RO/MRS@vba.va.gov</b></p>

Group(s): VA

## Other Related Information

**Memo:** DD214's only--Nathan Nelson (fax only) 1-414-902-9436**Fax number (fax) 1-414-902-9449 is only for Wisconsin homeless veterans. All other requests are to be faxed to 1-414-902-9415.**

<b>VA00018</b>	Montgomery	322	<p>VARO 345 Perry Hill Road Montgomery, AL 36109</p> <p>Telephone Contact(s):</p> <p>Primary: Patricia Fitzpatrick (334) 213- 3302 x3449 Alternate: Debra Roberson (334) 213-3469</p> <p>Email Address(es): <b>VAVBAMGY/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00041</b>	Muskogee	351	<p>VARO Federal Building 125 South Main Street Muskogee, OK 74401</p> <p>Telephone Contact(s):</p> <p>Primary: Alan Hanrahan (918) 781-7575 x6942 Primary: Josh Newton (918) 781-7575 x6720</p> <p>Email Address(es): <b>VAVBAMUS/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00016</b>	Nashville	320	<p>VARO 110 Ninth Ave., South Nashville, TN 37203</p> <p>Telephone Contact(s):</p> <p>Primary: William Turcott (615) 695-6124 Alternate: Cameron Clark (615) 695-6139 FAX: (615) 695-6050</p> <p>Email Address(es): <b>VAVBANAS/RO/MRS@vba.va.gov</b></p>

			Group(s): VA
<b>VA00563</b>	Neosha	391	<p>Neosha, MO</p> <p>Contact <a href="#">RMC</a>. RMC will retrieve the folder from Neosha.</p> <p>Group(s): VA</p>
	<p>Other Related Information</p> <p><b>Memo:</b> The VA has a new storage location. This cave site is owned by the VA and located in Neosha, Missouri. Certain records are being transferred from Goodfellow to this site. The BIRLS printout will show location 391 RC&amp;V.</p>		
<b>VA00017</b>	New Orleans (Temporary)	321	<p>VARO P.O. Box 1278 Gretna, LA 70054</p> <p>Telephone Contact(s):</p> <p>Voice: Jacquelyn Smith (504) 619-4438 Primary: Stefanie Bertram (504) 619-4525 Fax: (504) 252-4677 Alternative: Lisa Hines (504) 619-4479</p> <p>Email Address(es): <b><i>Johnna.Nelson@va.gov</i></b> <b><i>vavbanol/ro/mrs@vba.va.gov</i></b></p> <p>Group(s): VA</p>
	<p>Other Related Information</p> <p><b>Memo:</b> Johnna prefers to be emailed directly.</p>		
<b>VA00003</b>	New York	306	<p>VARO 245 W. Houston St. New York, NY 10014</p> <p>Telephone Contact(s):</p> <p>Primary: Robin Taylor (212) 807-3917 Alternate: Tyrone Roark (212) 807-3005</p> <p>Email Address(es): <b><i>VAVBANYN/RO/MRS@vba.va.gov</i></b></p> <p>Group(s): VA</p>

<p><b>VA00006</b></p>	<p>Newark</p>	<p>309</p>	<p>VARO 20 Washington Place Newark, NJ 07102</p> <p>Telephone Contact(s):</p> <p>Voice:</p> <p>Primary: James Clark (973) 297-3208 Alternate: Rance Robeson (973) 297-3257</p> <p>Email Address(es): <b>VAVBANEW/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<p><b>VA00033</b></p>	<p>Oakland</p>	<p>343</p>	<p>VARO 1301 Clay St., Rm. 1300N Oakland, CA 94612-5209</p> <p>Telephone Contact(s):</p> <p>Primary: Roderick Ray (510) 637-6495x76867 Alternate: Brandon Redmon (916) 364-6732 Alternate: Theopolis Crump (510) 637-6170 Fax: (510) 637-6304</p> <p>Email Address(es): <b>VAVBAOAK/RO/MRS@va.gov</b> <b>VAVBAOAK/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p> <p>Other Related Information</p> <p><b>Memo:</b> Prefers telephone calls.</p> <p>Do not send a veteran's Personal Identifying Information (PII)</p>
<p><b>VA00007</b></p>	<p>Philadelphia</p>	<p>310</p>	<p>VARO P. O. Box 8079 Philadelphia, PA 19101</p> <p>Telephone Contact(s):</p> <p>Primary: Thomas Emanoff (215) 842-2000 x4612</p> <p>Email Address(es): <b>MRS@vba.va.gov</b> <b>thomas.emanoff@va.gov</b></p> <p>Group(s): VA</p>



			<p>Other Related Information</p> <p><b>Memo:</b> Thomas prefers to be emailed directly</p>
<b>VA00035</b>	Phoenix	345	<p>VARO 3225 North Central Ave. Phoenix, AZ 85012</p> <p>Telephone Contact(s):</p> <p>Primary: Heidi Macholl (602) 627-2927 Alternate: Leshiki Austin (602) 627-2951</p> <p>Email Address(es): <b>VAVBAPHO/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00008</b>	Pittsburgh	311	<p>VARO 1000 Liberty Avenue Pittsburgh, PA 15222</p> <p>Telephone Contact(s):</p> <p>Primary: Nick Kresho (412) 395-6114 Altermate: Remi Roy (412) 395-6156</p> <p>Email Address(es): <b>VAVBAPIT/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00038</b>	Portland	348	<p>VARO Federal Building 1220 SW Third Avenue Portland, OR 97204</p> <p>Telephone Contact(s):</p> <p>Primary: Kristen Cook (503) 412-4695 Alternate: Chester Taylor (503) 412-4641 FAX: (503) 412-4733</p> <p>Email Address(es): <b>VAVBAPOR/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00002</b>	Providence	304	

			<p>VARO Federal Center 380 Westminster Mall Providence, RI 02903</p> <p>Telephone Contact(s):</p> <p>Primary: Adam Coyle (401) 223-3766 Alternate: James Cuoto (401) 347-1312</p> <p>Email Address(es): <b>VAVBAPRO/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="#">Providence Regional Office</a></p>			
<p><b>VA00042</b></p>	<p>Riverside/Reno</p>	<p>354</p>	<p>VARO 1201 Terminal Way Reno, NV 89520</p> <p>Telephone Contact(s):</p> <p>Primary: Patty Durham (775) 321-4766 Alternate: Rosemary L (775) 321-4723</p> <p>Email Address(es): <b>VAVBAREN/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
			<p>Other Related Information</p> <p><b>Memo:</b> Prefers E-Mail</p>
<p><b>VA00010</b></p>	<p>Roanoke</p>	<p>314</p>	<p>VARO 210 Franklin Road, SW Roanoke, VA 24011</p> <p>Telephone Contact(s):</p> <p>Primary: Heather Creasy (540) 597-1334 Primary: Myles Jackson (540) 597-1339 Alternate: Jobeth Jones (540) 597-1326</p> <p>Email Address(es): <b>andrea.whitlow@va.gov</b></p>

**VAVBAROA/RO/MRS@vba.va.gov**

Group(s): VA

Other Related Information

**Memo:** Prefers to be emailed..!!

**VA00032**

Salt Lake

341

VARO  
550 Foothill Dr.  
P. O. Box 581900  
Salt Lake City, UT 84158-1900

Email Address(es):  
**James.Lewis@va.gov**  
**Jesus.SanJuan@va.gov**  
**MRS.VBASLC@VA.gov**

Group(s): VA

Other Related Information

**Memo:** No phone numbers exist for the current parties responsible for processing these requests. The emails are current. Should you obtain their phone numbers we will add them if reported to the CRG. Thank You.

**VA00049**

San Diego

377

VARO  
2022 Camino Del Rio North  
San Diego, CA 92108

Telephone Contact(s):

Primary: Joshua Smith (619) 400-5377  
Alternate: Dan Ripoll

Email Address(es):  
**Dan.ripoll@va.gov**  
**Joshua.j.smith@va.gov**  
**VAVBASDC/RO/MRS@vba.va.gov**

Group(s): VA

**VA00043**

San Juan

355


VARO  
GPO Box 364867  
San Juan, PR 00936

Telephone Contact(s):

Primary: Carmen Albino (787) 772-7437  
Alternate: Astrid Perez (787) 772-7404

			<p>Email Address(es):  <b>VAVBASAJ/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<p>Other Related Information</p> <p><b>Memo:</b> NOTE: Do not procure data or refer requests to this office!</p>			
<p><b>VA00036</b></p>	<p>Seattle</p>	<p>346</p>	<p>VARO                  Federal Building                  915 Second Avenue                  Seattle, WA 98174</p> <p>Telephone Contact(s):</p> <p>Primary: George Koval (206) 341-8500X8901                  Alternate: Glenn Ryder (206) 341-8616</p> <p>Email Address(es):  <b>Glenn.Ryder @va.gov</b>  <b>Robert, Schneider</b>  <b>VAVBASEAROMRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<p>Other Related Information</p> <p><b>Memo:</b> Send requests for separation documents or service information to                  VAVBASEAROMRS@vba.va.gov</p>			
<p><b>VA00055</b></p>	<p>Sioux Falls</p>	<p>438</p>	<p>VARO                  P. O. Box 5046                  2501 W. 22nd St.                  Sioux Falls, SD 57117</p> <p>Telephone Contact(s):</p> <p>Primary: Marge Remacle-Taylor (605) 336-3230 x6068                  Alternate: Teresa Wood (605) 333-3230 x6722</p> <p>Email Address(es):  <b>VAVBASUX/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<p><b>VA00026</b></p>	<p>St Louis</p>	<p>331</p>	<p>VARO                  400 South 18th St.</p>

			<p>St. Louis, MO 63103-2271</p> <p>Telephone Contact(s):</p> <p>Primary: Fred Conklin (314) 552-9805          Alternate: Bryant Pilant (314) 552-9453</p> <p>Email Address(es):  <b>VAVBASTL/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<p><b>VA00197</b></p>	<p>St Louis</p>	<p>376</p>	<p>Department of Veterans Affairs          Records Management Center (RMC)          Post Office Box 5020          St. Louis, MO 63115-5020</p> <p>Telephone Contact(s):</p> <p>Primary: Floyd Willoughby (314) 679-3700 (50-99)          Alternate: Tracy Gayden (314) 679-3723 (0-49)</p> <p>Emergencies after-hours: (314) 679-3728          Fax 1: (314) 679-3730          Fax 2: (314) 679-3731          Fax 3: (314) 679-3732          Toll Free AHK20 (800) 827-1000          VA claim folders and service medical records retired from military separation points (VA XC Folders - Press 2 when prompted): Toll Free AHK21 (888) 533-4558</p> <p>Group(s): MI, VA</p>
<p>Other Related Information</p> <p><b>Memo:</b> Service medical records:          Army separated on/after 10/16/92          Navy separated on/after 1/31/94          AF &amp; MC separated on/after 5/1/94          CG separated on/after 4/1/98.          Also maintains inactive VA claim folders</p> <p>The VA has a new storage location. This cave site is owned by the VA and located in Neosha, Missouri. Certain records are being transferred from Goodfellow to this site. The BIRLS printout will show location 391 RC&amp;V.</p> <p>RMC will retrieve the folder from Neosha.</p>			

 <b>VA00029</b>	St Paul	335	<p>VAC  Federal Building  1 Federal Dr.  Ft. Snelling  St. Paul, MN 55111-4050</p> <p>Telephone Contact(s):</p> <p>Primary: Drew Prestebak (612) 725-4292  Alternative: Michael Abel (612) 970-5758</p> <p>Email Address(es):</p> <p><b>VAVBASPL/RO/MRS@va.gov</b></p> <p>Group(s): VA</p>
<p>Other Related Information</p> <p><b>Memo:</b> Use the email address for St Paul VARO. The current MRS and assistant will respond to request at the MRS in box which you e-mailed.</p>			
<b>VA00013</b>	St Petersburg	317	<p>VARO  P.O. Box 1437  St. Petersburg, FL 33731</p> <p>Telephone Contact(s):</p> <p>Primary: Lisa Blume (20-39) (727) 319-5800 x4826  Alternate: Danielle Bender (60-79) (727) 319-7669  Alternate: David Valentine (40-59) (727) 319-5800 x5956  Alternate: Erika Hemani (00-19) (727) 319-5800 x7243  Alternate: John Trombitas (80-99) (727) 319-5800 x6619  Fax: (727) 319-7756</p> <p>Email Address(es):</p> <p><b>Danielle Bender (60-79) &lt;Danielle.Bender@va.gov&gt;</b>  <b>David Valentine (40-59) &lt;david.valentine@va.gov&gt;</b>  <b>Erika Hemani (00-19) &lt;ericka.hemani@va.gov&gt;</b>  <b>John Trombitas (80-99) &lt;john.trombitas@va.gov&gt;</b>  <b>Lisa Blume (20-39) &lt;lisa.blume@va.gov&gt;</b>  <b>VAVBASPT/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00051</b>	Togus - New England	402	<p>VARO  1 VA Center  Togus, ME 04330</p> <p>Telephone Contact(s):</p>

			<p>Primary: Ann Murphy-Heun (207) 623-8411 x5935                  Alternate: James McGhee (207) 623-8411 x5648</p> <p>Email Address(es):  <b>VAVBATOG/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00039</b>	Waco	349	<p>VARO                  701 Clay Ave.                  Waco, TX 76799</p> <p>Telephone Contact(s):</p> <p>Primary: Nancy Comeaux (254) 299-9244                  Alternate: Kevin Bonin (254) 299-9909                  Alternate: Lucas Castellanos (254) 299-9188                  Alternate: Mickey Brindle (254) 299-9540                  Alternate: April Comb (254) 299-9633                  Alternate: Blaine Davis (254) 299-9763                  Alternate: Yahaira Crayton (254) 299-9625                  Alternate: Kim Donna (254) 299-9581                  Alternate: Tamisha Gray (254) 299-9293                  Alternate: Bryon Phillips (254) 299-9755                  Alternate: Ellen Rejda (254) 299-9870                  Alternate: Bonnie Michalak (254) 299-9666x4373                  Alternate: Debbie Burke (254) 299-9830                  Alternate: Wayne Forup (254) 299-9186                  Alternate: Warren Prose (254) 299-9793                  Alternate: Lana James (254) 299-9275</p> <p>Email Address(es):  <b>WACOMRS@va.gov</b></p> <p>Group(s): VA</p>
	<p>Other Related Information</p> <p><b>Memo:</b> Prefers to be emailed..!!</p>		
<b>VA00382</b>	Washington DC	101	<p>VA Central Office                  Washington, DC</p> <p>Group(s): VA</p>
	<p>Other Related Information</p> <p><b>Memo:</b> NOTE: Do not procure data or refer requests to this office!</p>		

<b>VA00052</b>	White River Junction	405	<p>VARO N. Hartland Rd. White River Junction, VT 05001</p> <p>Telephone Contact(s):</p> <p>Primary: Caroline( Michelle) Hernandez (802) 295-9363 x5335 Alternate: Jeff Neily (802) 295-9363 x5321</p> <p>Email Address(es): <b>VAVBAWRJ/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00057</b>	Wichita	452	<p>VARO 5500 E. Kellogg Wichita, KS 67218</p> <p>Telephone Contact(s):</p> <p>Primary: James Bower (316) 651-2934 Alternate: Kenneth Collins (316) 688-6727 Alternate: Susan Smith (316) 688-6843</p> <p>Email Address(es): <b>VAVBAWIC/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<p>Other Related Information</p> <p><b>Memo:</b> There is no Alternate.</p>			
<b>VA00059</b>	Wilmington	460	<p>VARO 1601 Kirkwood Highway Wilmington, DE 19805</p> <p>Telephone Contact(s):</p> <p>Primary: Joel Devich (302) 993-7246 Alternate: Frank Karas (302) 993-7227</p> <p>Email Address(es): <b>VAVBAWIM/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00014</b>	Winston-Salem	318	VARO



			<p>Federal Building 251 North Main Street Winston-Salem, NC 27155</p> <p>Telephone Contact(s):</p> <p>Primary: Marvin Bennett (336) 251-0678 Alternate: Angie Hawks (336) 251-6913</p> <p>Email Address(es): <b>VAVBAWIN/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>
<b>VA00047</b>	WRO (Washington Regional Office)	372	<p>VARO 1120 Vermont Ave., N.W. Washington, DC 20421</p> <p>Telephone Contact(s):</p> <p>Primary: Christopher Reid (202) 530-9067 Alternate: Clifton Joiner (202) 530-9047</p> <p>Email Address(es): <b>VAVBAWAS/RO/MRS@vba.va.gov</b></p> <p>Group(s): VA</p>

## Veterans Affairs Offices for Copy #6

Link ID	State	Address	Memo Phone and Contacts Email Addresses
<b>CS00223</b>	ALABAMA	Alabama Department Of Veterans Affairs W. Clyde Marsh, Commissioner P.O. Box 1509 Montgomery, AL 36102-1509	<p>The Department of Veterans Affairs advises that additional military records may be located in one or more of 67 county field offices. All inquiries should include any known Alabama address element that may assist in locating and researching all available records locations.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>No phone service available</p> <p>Telephone Contact(s):</p> <p>Voice: (334) 242-5077 Fax: (334) 242-5102</p>

			Email Address(es): <b><i>clyde.marsh@va.alabama.gov</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://www.va.state.al.us/">http://www.va.state.al.us/</a>		
<b>CS00682</b>	ALASKA	Alaska Department Of Military And Vet Affairs Verdie Bowen, Director P.O. Box 5800, Rm B-216 Fort Richardson, AK 99505-0800	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (907) 428-6016 Fax: (907) 428-6019  Email Address(es): <b><i>verdie.bowen@alaska.gov</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://veterans.alaska.gov/">http://veterans.alaska.gov/</a> <a href="http://veterans.alaska.gov/">http://veterans.alaska.gov/</a> <a href="http://veterans.alaska.gov/">http://veterans.alaska.gov/</a>		
<b>CS00672</b>	AMERICAN SAMOA	American Samoa Veterans & Military Affairs Office Faimealelei Allen, Veterans Affairs Officer P.O. Box 8586 Pago Pago, AS 96799	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (684) 633-4206 Fax: (684) 633-2269  Email Address(es): <b><i>anthonyallen_644@yahoo.com</i></b>  Group(s): CS, SA
<b>CS00671</b>	ARIZONA	Arizona Department Of Veterans Services Joey Strickland 3839 North 3rd St, Suite 209 Phoenix, AZ 85012	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (602) 255-3373 Fax; (602) 255-1038  Email Address(es): <b><i>director@azdvs.gov</i></b>

Group(s): CS, SA

Other Related Information

Web Site(s):

<http://www.azdvs.gov>

**CS00286**

ARKANSAS

Arkansas  
Department Of  
Veterans Affairs  
David Fletcher,  
Director  
2200 Fort Roots  
Dr, Bldg 65, Rm  
119  
North Little  
Rock, AR 72114

FOR MAILING COPY #6 OF DD FORM 214/215

Telephone Contact(s):

Voice: (501) 370-3820

Fax: (501) 370-3829

Email Address(es):

***adva@arkansas.gov***

Group(s): CS, SA

Other Related Information

Web Site(s):

<http://www.veterans.arkansas.gov/>

**CS00695**

CALIFORNIA

California  
Department Of  
Veterans Affairs  
Peter J. Gravett,  
Secretary  
1227 O Street,  
Rm 105  
Sacramento, CA  
95814

FOR MAILING COPY #6 OF DD FORM 214/215

Telephone Contact(s):

Voice: (916) 653-2573

Fax: (916) 653-2563

Email Address(es):

***peter.gravett@cdva.ca.gov***

Group(s): CS, SA

Other Related Information

Web Site(s):

[www.cdva.ca.gov/](http://www.cdva.ca.gov/)

**CS00696**

COLORADO

Colorado  
Division Of  
Veterans Affairs  
William H.  
Conroy, Director  
1355 S.  
Colorado Blvd.,

FOR MAILING COPY #6 OF DD FORM 214/215

Telephone Contact(s):

Voice: (303) 343-1268


Fax: (303) 343-7238

		Suite 113, Building C Denver, CO 80222	Email Address(es): <b><i>william.conroy@dmva.state.co.us</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.dmva.state.co.us/page/va">http://www.dmva.state.co.us/page/va</a>			
<b>CS00697</b>	CONNECTICUT	Connecticut Department Of Veterans Affairs Linda Spoonster Schwartz, Commissioner 287 West St Rocky Hill, CT 06067	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (860) 616-3600 Fax: (860) 616-3532  Email Address(es): <b><i>linda.schwartz@po.state.ct.us</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.ct.gov/ctva">www.ct.gov/ctva</a>			
<b>CS00698</b>	DELAWARE	Delaware Commission Of Veterans Affairs Tony Davila, Executive Director 802 Silver Lake Blvd, Suite 100 Dover, DE 19904	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (302) 739-2792 Fax: (302) 739-2794  Email Address(es): <b><i>antonio.davila@state.de.us</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://veteransaffairs.delaware.gov/">http://veteransaffairs.delaware.gov/</a>			
<b>CS00699</b>	DISTRICT OF COLUMBIA	District Of Columbia Office Of Veterans Affairs	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):

		<p>Matthew Cary, Director 441 4th Street, NW, Suite 570 South Washington, DC 20001</p>	<p>Voice: (202) 724-5454 Fax: (202) 724-7117  Email Address(es): <b>ova@dc.gov</b>  Group(s): CS, SA</p>
<p>Other Related Information  Web Site(s): <a href="http://ova.dc.gov/ova/site/default.asp">http://ova.dc.gov/ova/site/default.asp</a></p>			
<p><b>CS00700</b></p>	<p>FLORIDA</p>	<p>Florida Department Of Veterans Affairs Mike Prendergast , Executive Director 4040 Esplanade Way, Suite 180 Tallahassee, FL 32399-0950</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (850) 487-1533 Fax: (850) 488-4001  Email Address(es): <b>exdir@fdva.state.fl.us</b>  Group(s): CS, SA</p>
<p>Other Related Information  Web Site(s): <a href="http://floridavets.org">http://floridavets.org</a></p>			
<p><b>CS00294</b></p>	<p>GEORGIA</p>	<p>Georgia Department Of Veterans Services Pete Wheeler, Commissioner Floyd Veterans Memorial Building, Suite E-970 Atlanta, GA 30334-4800</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (404) 656-2300 Fax: (404) 656-7006  Email Address(es): <b>gavetsvc@vs.state.ga.us</b>  Group(s): CS, SA</p>
<p>Other Related Information  Web Site(s): <a href="http://sdvs.georgia.gov/portal/site/sdvs/">http://sdvs.georgia.gov/portal/site/sdvs/</a></p>			
<p><b>CS00701</b></p>	<p>GUAM</p>		

		<p>Guam Veterans Affairs Office Fred Gofigan P.O. Box 2950 Hagatna, Guam 96932</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (671) 475-8388-94 Fax: (671) 475-8396</p> <p>Email Address(es): <b><i>fred.gofigan@gvao.guam.gov</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://gvao.guam.gov/">http://gvao.guam.gov/</a></p>			
<p><b>CS00702</b></p>	<p>HAWAII</p>	<p>Hawaii Office Of Veteran Services 459 Patterson Road, E-Wing, Room 1-A103 Honolulu, HI 96819</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (808) 433-0420 Fax: (808) 433-0385</p> <p>Email Address(es):</p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://hawaii.gov/dod/ovs/">http://hawaii.gov/dod/ovs/</a></p>			
<p><b>CS00703</b></p>	<p>IDAHO</p>	<p>Idaho Division Of Veterans Services David Brasuell, Director 351 Collins Road Boise, ID 83702</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (208) 577-2310 Fax: (208) 577-2311</p> <p>Email Address(es): <b><i>david.brasuell@veterans.idaho.gov</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p>			

	Web Site(s): <a href="http://www.veterans.idaho.gov/">http://www.veterans.idaho.gov/</a>		
<b>CS00302</b>	ILLINOIS	Illinois Department Of Veterans Affairs Daniel W. Grant, Director 833 South Spring Street P.O. Box 19432 Springfield, IL 62794-9432	State of Illinois Veterans Care  Illinois program to provide healthcare for veterans  FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (217) 782-6641 Fax: (217) 524-0344  Email Address(es): <b><i>webmail@dva.state.il.us</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://www2.illinois.gov/veterans">http://www2.illinois.gov/veterans</a>		
<b>CS00304</b>	INDIANA	Indiana Department Of Veterans Affairs Charles "Tom" Applegate, Director 302 W. Washington Street, Room E- 120 Indianapolis, IN 46204-2738	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (317) 232-3910 Fax: (317) 232-7721  Email Address(es): <b><i>capplegate@dva.state.in.us</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://www.in.gov/dva">http://www.in.gov/dva</a>		
<b>CS00704</b>	IOWA	Iowa Department Of Veterans Affairs Jodi Tymeson, Executive Director 7105 NW 70th	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (515) 242-5331 Fax: (515) 242-5659

		<p>Ave. Camp Dodge, Bldg. 3663 Johnston, IA 50131-1824</p>	<p>Email Address(es): <b><i>idva.info@iowa.gov</i></b>  Group(s): CS, SA</p>
<p>Other Related Information  Web Site(s): <a href="https://va.iowa.gov/">https://va.iowa.gov/</a></p>			
<p> <b>CS00361</b></p>	<p>KANSAS</p>	<p>Kansas Commission On Veterans' Affairs Jack Fowler, Executive Director Jayhawk Tower 700 SW Jackson, Suite 701 Topeka, KS 66603-3743</p>	<p>For service records from 1980 to current.  FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (785) 296-3976 Fax: (785) 296-1462  Email Address(es): <b><i>bhayes@kcva.org</i></b>  Group(s): CS, SA</p>
<p>Other Related Information  Web Site(s): <a href="http://www.kcva.org/">http://www.kcva.org/</a></p>			
<p><b>CS00307</b></p>	<p>KENTUCKY</p>	<p>Kentucky Department Of Veterans Affairs Ken Lucas, Commissioner 1111B Louisville Rd. Frankfort, KY 40601</p>	<p>Kentucky Department of Veterans Affairs  FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (502) 564-9203 Fax: (502) 564-9240  Email Address(es): <b><i>ken.lucas@ky.gov</i></b>  Group(s): CS, SA</p>
<p>Other Related Information  Web Site(s): <a href="http://veterans.ky.gov/">http://veterans.ky.gov/</a></p>			



<b>CS00363</b>	LOUISIANA	Louisiana Department Of Veterans Affairs Lane Carson, Secretary P.O. Box 94095 Baton Rouge, LA 70804-9095	<p>The Dept. of Veterans Affairs advises it has a book listing WWI discharges by Parish.</p> <p>The SSS copies of Report of Separation have actually been broken out into parishes. Call one of the numbers below to get phone number of parish. The veteran's home of recod (HOR) or place where he entered service will be needed to request record.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Primary: Rickard (225) 219-5008 Blackwell</p> <p>Voice: Charmaine (225) 219-5000 Scott</p> <p>Fax: (225) 219-5590</p> <p>Toll (877) 432-8982 (877 - geauxva)</p> <p>Free:</p> <p>Email Address(es): <b>veteran@la.gov</b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.vetaffairs.la.gov">http://www.vetaffairs.la.gov</a></p>			
<b>CS00365</b>	MAINE	Maine Bureau Of Veterans' Services Peter W. Ogden, Director 117 State House Station Augusta, ME 04333-0117	<p>The Bureau of Veteran Services advises it has WWI service record cards &amp; discharge papers. WWI rosters (in book form) were furnished to NPRC(MPR).</p> <p>The Bureau of Veteran Services also advises it has an incomplete collection of DD214's from WWII &amp; Korea. However, they do have Selective Service Cards relating to those veterans whose DD214's are missing</p> <p>Telephone Contact(s):</p> <p>Voice: (207) 626-4468</p> <p>Voice: (207) 430-6035</p> <p>Fax: (207) 626-4471</p> <p>Email Address(es): <b>mainebvs@maine.gov</b></p> <p>Group(s): CS, SA</p>

<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.maine.gov/dvem/bvs/">Http://www.maine.gov/dvem/bvs/</a></p>			
<p><b>CS00705</b></p>	<p>MARYLAND</p>	<p>Maryland                  Department Of                  Veterans Affairs                  Edward Chow,                  Jr., Secretary                  16 Francis                  Street, 4th Floor                  Annapolis, MD                  21401</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (410) 260-3838                  Fax: (410) 216-7928</p> <p>Email Address(es):  <b><i>mdveteransinfo@mdva.state.md.us</i></b></p> <p>Group(s): CS, SA</p>
			<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.mdva.state.md.us/">http://www.mdva.state.md.us/</a></p>
<p><b>CS00706</b></p>	<p>MASSACHUSETTS</p>	<p>Massachusetts                  Department Of                  Veterans Affairs                  Coleman Nee,                  Secretary                  600 Washington                  St., 7th Floor                  Boston, MA                  02111</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (617) 210-5480                  Fax: (617) 210-5755</p> <p>Email Address(es):  <b><i>mdvs@vet.state.ma.u</i></b></p> <p>Group(s): CS, SA</p>
			<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.mass.gov/veterans">http://www.mass.gov/veterans</a></p>
<p><b>CS00707</b></p>	<p>MICHIGAN</p>	<p>Michigan                  Department Of                  Military &amp;                  Veterans Affairs                  Jason Allen , Sr                  Deputy Director                  Of Vet Affairs                  3423 N. Martin                  Luther King Jr.                  Blvd</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (517) 335-6523                  Fax: (517) 241-0674</p> <p>Email Address(es):  <b><i>hessh@michigan.gov</i></b></p>

		Lansing, MI 48906	Group(s): CS, SA
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.michigan.gov/dmva">http://www.michigan.gov/dmva</a></p>			
<b>CS00316</b>	MINNESOTA	<p>Minnesota Department Of Veterans Affairs Larry Shellito, Commissioner 20 West 12th St, 2nd Floor, Room 206-C St. Paul, MN 55155-2006</p>	<p>The Dept. of Veterans Affairs advises it has National Guard records from 6-27-50 to 7-27-53, covering those veterans who were called to active duty during the Korean Conflict and who received a state bonus.</p> <p>They have separation documents (including AUS) for WWII through Vietnam Era.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: Martha Gaylord (651) 296-2562 Fax: (651) 296-3954</p> <p>Email Address(es): <b><i><a href="mailto:larry.shellito@state.mn.us">larry.shellito@state.mn.us</a></i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s): <a href="http://www.mdva.state.mn.us/">http://www.mdva.state.mn.us/</a></p>			
<b>CS00318</b>	MISSISSIPPI	<p>Mississippi Veterans Affairs Board Adrian Grice, Executive Director 3466 Highway 80 East, P.O. Box 5947 Pearl, MS 39288-5947</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: Voice: (877) 203-5632 Voice: (601) 576-4850 Fax: (601) 576-4868</p> <p>Email Address(es): <b><i><a href="mailto:grice@vab.state.ms.us">grice@vab.state.ms.us</a></i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p>			

	Web Site(s): <a href="http://www.vab.ms.gov">http://www.vab.ms.gov</a>		
<b>CS00708</b>	MISSOURI	Missouri Veterans Commission Larry D. Kay, Executive Director 205 Jefferson Street 12th Floor Jefferson Building P.O. Drawer 147 Jefferson City, MO 65102	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (573) 751-3779 Fax: (573) 751-6836  Email Address(es): <b><i>movets.veteran@mvc.dps.mo.gov</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://www.mvc.dps.mo.gov/">http://www.mvc.dps.mo.gov/</a>		
<b>CS00709</b>	MONTANA	Montana Veteran Affairs Division Joe Foster P.O. Box 1007 Fort Harrison, MT 59636-1007	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (406) 324-3741 Fax: (406) 324-3745  Email Address(es): <b><i>jofoster@mt.gov</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://dma.mt.gov/mvad/default.asp">http://dma.mt.gov/mvad/default.asp</a>		
<b>CS00321</b>	NEBRASKA	Nebraska Department of Veterans Affairs John Hilgert, Director PO Box 95083 Lincoln, NE 68509-5083	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (402) 471-2458 Fax: (402) 471-2491  Email Address(es): <b><i>john.hilgert@nebraska.gov</i></b>

Group(s): CS, SA

## Other Related Information

Web Site(s):

<http://www.vets.state.ne.us/>**CS00710**

NEVADA

Nevada  
Department Of  
Veterans Affairs  
Caleb S. Cage,  
Executive  
Director  
5460 Reno  
Corporate Dr,  
Suite 131  
Reno, NV 89511

FOR MAILING COPY #6 OF DD FORM 214/215

Telephone Contact(s):

Voice: (775) 688-1653

Fax: (775) 688-1656

Email Address(es):

***cagec@veterans.nv.gov***

Group(s): CS, SA

## Other Related Information

Web Site(s):

<http://www.veterans.nv.gov/>**CS00711**

NEW HAMPSHIRE

New Hampshire  
Office Of  
Veterans Affairs  
Mary Morin,  
Director  
275 Chestnut  
Street, Room  
517  
Manchester, NH  
03101-2411

FOR MAILING COPY #6 OF DD FORM 214/215

Telephone Contact(s):

Voice: (603) 624-9230

Fax: (603) 624-9236

Email Address(es):

***mary.morin@vba.va.gov***

Group(s): CS, SA

## Other Related Information

Web Site(s):

<http://www.nh.gov/nhveterans/>**CS00323**

NEW JERSEY

New Jersey  
Department Of  
Veterans Affairs  
Raymond L.  
Zawacki,  
Commissioner  
P.O. Box 340

FOR MAILING COPY #6 OF DD FORM 214/215

Telephone Contact(s):

Voice: (609) 530-7045

Fax: (609) 530-7191

Toll-Free: (800) 324-0508

		Trenton, NJ 08625	Email Address(es): <b><i>raymond.zawacki@njdmava.state.nj.us</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.state.nj.us/military/veterans/">http://www.state.nj.us/military/veterans/</a>			
<b>CS00416</b>	NEW MEXICO	New Mexico Department Of Veterans Affairs Timothy Hale, Secretary P.O. Box 2324 Santa Fe, NM 87504	Most separation documents that are on file are after 1979.  Bonus records are available from the Veterans Service Commission only if veteran has applied for a tax exemption.  FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (505) 827-6300 Fax: (505) 827-6372 Toll Free: (866) 433-8387  Email Address(es): <b><i>timothy.hale@state.nm.us</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://www.dvs.state.nm.us/">http://www.dvs.state.nm.us/</a>			
<b>CS00417</b>	NEW YORK	New York Division Of Veterans Affairs William Kraus, Acting Director 5 Empire State Plaza -28th Floor Albany, NY 12223-1551	The Div. of Veterans Affairs advises it has Veterans Readjustment Allowance Records (52-20 & 26-26 Clubs) for WWII and for after the year 2000. These records pertain to unemployment insurance payments made to veterans by the state of N.Y. A verification from the Div. of Veterans Affairs that an individual received this benefit is proof of honorable military service. However, the dates of service cannot be verified. In order to search these records the SSAN is needed  FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):

			<p>Voice: (518) 474-6114                  Fax: (518) 474-6924</p> <p>Email Address(es):  <b><i>wkraus@veterans.state.ny.us</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.veterans.ny.gov/">http://www.veterans.ny.gov/</a></p>			
<b>CS00418</b>	NORTH CAROLINA	North Carolina Division Of Veterans Affairs Wayne Peedin, Interim Director 1315 Mail Service Center Raleigh, NC 27699-1315	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (919) 807-4250                  Fax: (919) 807-4260</p> <p>Email Address(es):  <b><i>ncdva.aso@doa.nc.gov</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.doa.state.nc.us/vets/">http://www.doa.state.nc.us/vets/</a></p>			
<b>CS00712</b>	NORTH DAKOTA	North Dakota Department Of Veterans Affairs Lonnie Wangen, Commissioner 4201 38th Street SW, Suite 104 Fargo, ND 58106-9003	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (701) 239-7165                  Fax: (701) 239-7166</p> <p>Email Address(es):  <b><i>lwangen@nd.gov</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.nd.gov/veterans/">http://www.nd.gov/veterans/</a></p>			
<b>CS00713</b>	NORTHERN MARIANA	Northern	FOR MAILING COPY #6 OF DD FORM 214/215

	ISLANDS	Mariana Islands Division Of Veterans Affairs Ruth Coleman, Director Office Of Military/Veterans Affairs Commonwealth Of The Northern Mariana Is. P.O. Box 503416 Saipan, MP 96950	Telephone Contact(s):  Voice: (670) 664-2650 Fax: (670) 664-2660  Email Address(es): <b><i>ruthcoleman2003@yahoo.com</i></b>  Group(s): CS, SA
<b>CS00421</b>	OHIO	Ohio Department Of Veterans Service Thomas N. Moe, Director 77 South High St, 7th Fl Columbus, OH 43215	The Division of Soldiers Claims & Veterans Affairs advises it has copies of discharge papers/separation documents for the following periods:  WWI - Apr, 1917 to Nov, 1918; WWII - 12-7-41 to 9-2-45; Korea - 6-25-50 to 7-19-53; & early 1960's (if served in Vietnam).  FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (614) 644-0898 Fax: (614) 728-9498 Records Office: (614) 466-5453  Email Address(es): <b><i>ohiovet@dvs.ohio.gov</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://dvs.ohio.gov/">http://dvs.ohio.gov/</a>		
<b>CS00714</b>	OKLAHOMA	Oklahoma Department Of Veterans Affairs Martha Spear, Director 125 S. Main, Rm 1B38 Muskogee, OK 74401	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (918) 781-7766 Fax: (918) 682-4685  Email Address(es): <b><i>mspear@odva.state.ok.us</i></b>



			<p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.ok.gov/odva/">http://www.ok.gov/odva/</a></p>			
<p><b>CS00330</b></p>	<p>OREGON</p>	<p>Oregon                  Department Of                  Veterans Affairs                  Jim Willis,                  Director                  700 Summer St.                  NE                  Salem, OR                  97301-1285</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (503) 373-2000                  Fax: (503) 373-2362</p> <p>Email Address(es):  <b><i>odva@odva.state.or.gov</i></b></p> <p>Group(s): CS, SA</p>
<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.oregon.gov/odva/">http://www.oregon.gov/odva/</a></p>			
<p><b>CS00269</b></p>	<p>PENNSYLVANIA</p>	<p>Pennsylvania                  Department Of                  Military Affairs                  Michael Jould,                  Deputy Adjutant                  General                  Office Of The                  Deputy Adjutant                  General For                  Veterans Affairs                  Bldg S-0-47                  Annville, PA                  17003-5002</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>The Adjutant General's Office advises it has state bonus applications for WWI, WWII, and Korea. In order to search Korean bonus applications, the AG's office needs a service number.</p> <p>Most Pennsylvania veterans were urged to record their discharges with their county records officer. This was free and most veterans took advantage, particularly for WWII.</p> <p>Rank: MG</p> <p>Other Related Information                  The AG office has coordinated with State Archives to be its point of contact for record requests. For all requests, complete the form located at Get Forms&gt;Miscellaneous and Unnumbered Forms&gt;Pennsylvania State Archives Military Service Inquiry. Fax it to the number shown above or at the bottom of the form.</p> <p>Telephone Contact(s):</p> <p>Voice: (800) 547-2838                  Commercial: (717) 783-2669</p>

Fax: (717) 861-8589

Email Address(es):  
***ra-va-info@state.pa.us***

Group(s): AG, CS, SA

Other Related Information

Web Site(s):

[www.dmva.state.pa.us](http://www.dmva.state.pa.us)

[www.paveterans.state.pa.us](http://www.paveterans.state.pa.us)

**CS00715**

PUERTO RICO

Puerto Rico  
Public Advocate  
For Veterans  
Affairs  
Agustin  
Montanez,  
Presiding Officer  
P.O. Box 11737  
San Juan, PR  
00910-1737

FOR MAILING COPY #6 OF DD FORM 214/215

Telephone Contact(s):

Voice: (787) 758-5760

Fax: (787) 758-5788

Email Address(es):

Group(s): CS, SA

Other Related Information

Web Site(s):

[www.opv.gobierno.pr](http://www.opv.gobierno.pr)

**CS00427**

RHODE ISLAND

Rhode Island  
Division Of  
Veterans Affairs  
Diane Lucier,  
Interim Director  
480 Metacom  
Avenue  
Bristol, RI 02809

FOR MAILING COPY #6 OF DD FORM 214/215

Telephone Contact(s):

Primary: Diane Lucier (401) 254-8429

Alternate: Toni Acampora (401) 254-8401

Voice: (401) 254-8495

Fax: (401) 254-8365

Email Address(es):

***dlucier@dhs.ri.gov***

Group(s): CS, SA

Other Related Information

	Web Site(s): <a href="http://www.dhs.ri.gov/veterans/veteransservices/tabid/307/default.aspx">http://www.dhs.ri.gov/veterans/veteransservices/tabid/307/default.aspx</a>		
<b>CS00428</b>	SOUTH CAROLINA	South Carolina Department Of Veterans Affairs Howard Metcalf , Interim Director 1205 Pendleton Street, Suite 461 Columbia, SC 29201	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (803) 734-0200 Fax: (803) 734-0197  Email Address(es): <b><i>va@oepp.sc.gov</i></b>  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://www.oepp.sc.gov/va/benefits.html">http://www.oepp.sc.gov/va/benefits.html</a>		
<b>CS00716</b>	SOUTH DAKOTA	South Dakota Department Of Veterans Affairs 425 E Capitol Avenue Pierre, SD 57501	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (605) 773-3269 Fax: (605) 773-5380  Group(s): CS, SA
	Other Related Information  Web Site(s): <a href="http://mva.sd.gov">http://mva.sd.gov</a>		
<b>CS00717</b>	TENNESSEE	Tennessee Department Of Veterans Affairs Many-Bears Grinder, Commissioner 312 Rosa L. Parks Avenue Nashville, TN 37243	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (615) 741-2931 Fax: (615) 741-4785  Email Address(es): <b><i>tn.veterans@tn.gov</i></b>  Group(s): CS, SA
	Other Related Information		

	Web Site(s): <a href="http://www.tn.gov/veteran/">http://www.tn.gov/veteran/</a>		
<b>CS00431</b>	TEXAS	Texas Veterans Commission Thomas P. Palladino, Executive Director P.O. Box 12277 Austin, TX 78711-2277	FOR MAILING COPY #6 OF DD FORM 214/215 Telephone Contact(s): Voice: (512) 463-5538 Fax: (512) 475-2395 Toll Free: (800) 252-8387 Email Address(es): <b><i>info@tvc.state.tx.us</i></b> Group(s): CS, SA
Other Related Information Web Site(s): <a href="http://www.tvc.state.tx.us/">http://www.tvc.state.tx.us/</a>			
<b>CS00718</b>	UTAH	Utah Department Of Veterans Affairs Terry Schow, Executive Director 550 Foothill Blvd, Rm 202 Salt Lake City, UT 84113	FOR MAILING COPY #6 OF DD FORM 214/215 Telephone Contact(s): Voice: (801) 326-2372 Fax: (801) 326-2369 Email Address(es): <b><i>veterans@utah.gov</i></b> Group(s): CS, SA
Other Related Information Web Site(s): <a href="http://veterans.utah.gov/">http://veterans.utah.gov/</a>			
<b>CS00719</b>	VERMONT	Vermont Office Of Veterans Affairs Clayton A Clark, Director 118 State St. Montpelier, VT 05620	FOR MAILING COPY #6 OF DD FORM 214/215 Telephone Contact(s): Voice: (802) 828-3379 Fax: (802) 828-5932 Email Address(es): <b><i>clayton.clark@state.vt.us</i></b> Group(s): CS, SA

<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.va.state.vt.us/">http://www.va.state.vt.us/</a></p>			
<p><b>CS00436</b></p>	<p>VIRGIN ISLANDS</p>	<p>Virgin Islands                  Office Of                  Veterans Affairs                  Morris D.                  Moorehead,                  Director                  1013 Estate                  Richmond                  Christiansted,                  St. Croix, VI                  00820</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (340) 773-6663                  Fax: (340) 692-9563</p> <p>Email Address(es):  <b><i>morrisd5063@msn.com</i></b></p> <p>Group(s): CS, SA</p>
	<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.viova.org">www.viova.org</a></p>		
<p><b>CS00720</b></p>	<p>VIRGINIA</p>	<p>Virginia                  Department Of                  Veterans                  Services                  Paul Galanti,                  Commissioner                  900 E. Main                  Street                  Richmond, VA                  23219</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Telephone Contact(s):</p> <p>Voice: (804) 786-0286                  Fax: (804) 786-0302</p> <p>Email Address(es):  <b><i>info@dvs.virginia.gov</i></b></p> <p>Group(s): CS, SA</p>
	<p>Other Related Information</p> <p>Web Site(s):  <a href="http://www.dvs.virginia.gov/">http://www.dvs.virginia.gov/</a></p>		
<p><b>CS00437</b></p>	<p>WASHINGTON</p>	<p>Washington                  Department Of                  Veterans Affairs                  John E. Lee,                  Director                  1102 Quince St.                  SE                  Po Box 41150</p>	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Make inquires by email or phone.</p> <p>Telephone Contact(s):</p> <p>Voice: (800) 562-0132                  Voice: (360) 725-2200</p>

		Olympia, WA 98504	Fax: (360) 586-4393 Venus Bailey (360) 725.2222  Email Address(es): <b>john@dva.wa.gov</b> <b>venusb@dva.wa.gov</b>  Group(s): CS, SA
Other Related Information			
Web Site(s): <a href="http://www.dva.wa.gov/">http://www.dva.wa.gov/</a>			
<b>CS00438</b>	WEST VIRGINIA	West Virginia Division Of Veterans Affairs Keith Gwinn, Director 1321 Plaza East – Suite 109 Charleston, WV 25301-1400	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (304) 558-3661 Fax: (304) 558-3662 Records Information: (304) 558-3540  Email Address(es): <b>wvdva@wv.gov</b>  Group(s): CS, SA
Other Related Information			
Web Site(s): <a href="http://www.wvs.state.wv.us/va/">http://www.wvs.state.wv.us/va/</a>			
<b>CS00441</b>	WISCONSIN	Wisconsin Department Of Veterans Affairs Daniel J. Naylor, Secretary 30 W. Mifflin St. PO Box 7843 Madison, WI 53707-7843	The Dept. of Veterans Affairs advises it has Grave Registration records of veterans buried in the State of Wisconsin which include military records information.  FOR MAILING COPY #6 OF DD FORM 214/215  Please mail or fax requests.  Telephone Contact(s):  Voice: (608) 266-1311 Voice: (608) 266-3602 Voice: (608) 266-1315 Fax: (608) 264-7616 Eligibility Specialist Chad (608) 267-0403 (Fax) McCafferty

			Email Address(es): <b><i>madison.records@DVA.state.WI.us</i></b> <b><i>wdvainfo@dva.state.wi.us</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="http://dva.state.wi.us/">http://dva.state.wi.us/</a>			
<b>CS00721</b>	WYOMING	Wyoming Veterans Commission Larry Bartlebort, Director 5500 Bishop Blvd. Cheyenne, WY 82009	FOR MAILING COPY #6 OF DD FORM 214/215  Telephone Contact(s):  Voice: (307) 772-5145 Fax: (307) 772-5202  Email Address(es): <b><i>wyovet@state.wy.us</i></b>  Group(s): CS, SA
Other Related Information  Web Site(s): <a href="https://www.wy.ngb.army.mil/veterans/">https://www.wy.ngb.army.mil/veterans/</a>			

## Web Sites

Link ID	Organization	Notes	WebSite Address
<b>WB00389</b>	Air National Guard DC Air National Guard 2001 E. Capitol St. Washington, DC 20003-1719	Group(s): AG, WB, WB	<a href="#">Air National Guard</a>
Other Related Information  Telephone Contact(s):			

	Voice: (202) 433-5114 Voice: (202) 433-5115  State: DISTRICT OF COLUMBIA		
<b>WB00126</b>	American Battle Monuments Commission Courthouse Plaza II, Suite 500 2300 Clarendon Boulevard Arlington, VA 22201	Information about American cemeteries and memorials located in foreign countries (can provide specific info/photos of grave sites and inscriptions on memorials)  Information about overseas cemeteries and memorials  This entry is used in the pattern paragraphs.  Group(s): MI, WB	<a href="#">American Battle Monuments Commission (ABMC)</a>
Other Related Information  Telephone Contact(s):  Voice: (703) 696-6897			
<b>WB00388</b>	Army National Guard District of Columbia N. G. Armory 2001 East Capitol Street Washington, DC 20003-1719	Group(s): AG, WB, WB	<a href="#">Army National Guard</a>
Other Related Information  Telephone Contact(s):  Fax: (202) 433-3432 Commerical: (202) 433-5220  State: DISTRICT OF COLUMBIA			



<b>WB00499</b>	Commander, USAHRC ATTN: AHRC- PDP-A, Dept 480 1600 Spearhead Division Avenue Fort Knox, KY 40122-5408	Cold War Recognition Certificate  Group(s): AR, WB	<a href="#">Cold War Recognition Certificate</a>
<b>WB00347</b>	<b>Defense Finance &amp; Accounting Service</b>	Pay/Career info, POC, regulations,etc  Group(s): WB	<a href="#">DFAS</a>
Other Related Information Telephone Contact(s): Customer Service (888) 332-7411			
<b>WB00347</b>	<b>Defense Finance &amp; Accounting Service</b>	BK00347W1  Group(s): WB	<a href="#">DFAS Customer Service</a>
Other Related Information Telephone Contact(s): Customer Service (888) 332-7411			
<b>WB00348</b>	<b>Department of Defense</b>	Military Occupational Specialties  Database (for all service branches)  Group(s): WB	<a href="#">Military Occupational Specialties Database (Broken Link)</a>
<b>WB00348</b>	<b>Department of Defense</b>	Joint acronyms  Database (for all service branches)	<a href="#">Joint acronyms</a>

		Group(s): WB	
<b>WB00348</b>	<b>Department of Defense</b>	Dictionary of military terminology Database (for all service branches) Group(s): WB	<a href="#">Dictionary of military terminology</a>
<b>WB00348</b>	<b>Department of Defense</b>	<b>DoD</b> info & links Database (for all service branches) Group(s): WB	<a href="#">Department of Defense Information</a>
<b>WB00170</b>	Department of the Navy Naval Historical Center 805 Kidder Breese SE Washington Navy Yard Washington, DC 20374-5060	Navy ships, unit histories, and ship photographs Group(s): NV, WB	<a href="#">U.S. Navy Historical Center</a>
<p>Other Related Information</p> <p>Telephone Contact(s):</p> <p>Archives branch: (202) 433-3224 Deck logs: (202) 433-0824 Navy Dept. Library: (202) 433-4132 Photographic section: (202) 433-2765 Ships histories: (202) 433-3643</p>			
<b>WB00350</b>	Korean Casualties	For a list of Korean Conflict casualties and missing in action Group(s): WB	<a href="#">Korean Casualties</a>
<b>WB00349</b>	Library of Congress	Catalogs, collections, research service,	<a href="#">Library of Congress</a>

		exhibitions, general information Group(s): WB	
<b>WB00352</b>	National Personnel Records Center	Military Personnel Records Group(s): WB	<a href="#">Military Personnel Records</a>
<b>WB00514</b>	Registrar's Office U. S. Naval Academy Annapolis, MD 21402	Academy Records Group(s): ED, WB, WB	<a href="#">U.S. Naval Academy</a>
<b>WB00515</b>	Registrar's Office U.S. Coast Guard Academy New London, CT 06320	Academy Records Group(s): CG, WB, WB	<a href="#">U.S. Coast Guard Academy</a>
Other Related Information Telephone Contact(s): Voice: (860) 444-8214			
<b>WB00667</b>	Social Security Death Index	Group(s): WB	<a href="#">Social Security Death Index</a>
<b>WB00399</b>	State of Missouri Archives	Contains WWI Service Cards Database. Search by name for Missouri WW1 service card record info for years 1917 to 1919. Group(s): WB	<a href="#">State of Missouri Archives</a>
<b>WB00346</b>	The Adjutant General Directorate	Contains useful links to: Awards and Decorations,	<a href="https://www.hrc.army.mil/site/active/TAGD/index.htm">https://www.hrc.army.mil/site/active/TAGD/index.htm</a>

		Casualty/Memorial Affairs, Institute of Heraldry Group(s): WB	
<b>WB00351</b>	The National Guard	Links to the state Group(s): WB	<a href="#">The National Guard</a>
<b>WB00644</b>	U. S. Marine Corps - Stop Loss	Marine Corps Stop Loss Group(s): MC, WB	<a href="https://www.manpower.usmc.mil/stoploss">https://www.manpower.usmc.mil/stoploss</a>
	Other Related Information State: WB		
<b>WB00401</b>	U.S. Air Force	Miscellaneous information Group(s): WB	<a href="#">U.S. Air Force</a>
<b>WB00642</b>	U.S. Air Force - Stop Loss	Stop Loss Group(s): AF, WB	<a href="#">U.S. Air Force Personnel Center - Stop Loss</a>
<b>WB00402</b>	U.S. Air Force Academy Colorado Springs, CO 80840-50000	Information about the academy Group(s): ED, WB	<a href="#">U.S. Air Force Academy</a>
<b>WB00403</b>	U.S. Air Force Personnel Center Randolph AF Base	Miscellaneous information Group(s): WB	<a href="#">U.S. Air Force Personnel Center</a>
<b>WB00405</b>	U.S. Army	Miscellaneous information Group(s): WB	<a href="#">U.S. Army</a>

<b>WB00643</b>	U.S. Army - Stop Loss	Army Stop Loss Group(s): AR, WB	<a href="#">Army Stop Loss</a>
Other Related Information			
<b>WB00406</b>	U.S. Army Military Academy West Point, NY 10996	Information about the academy Group(s): ED, WB	<a href="#">U.S. Army Military Academy</a>
<b>WB00407</b>	U.S. Army Records Management and Declassification Agency	Army records disposition manual Group(s): WB	<a href="#">Army records disposition manual</a>
<b>WB00404</b>	U.S. Army Reserve Personnel Command	Group(s): WB	<a href="#">U.S. Army Reserve Personnel Command</a>
<b>WB00404</b>	U.S. Army Reserve Personnel Command	Miscellaneous information Group(s): WB	<a href="#">U.S. Army Human Resources Command</a>
<b>WB00353</b>	U.S. Coast Guard	Miscellaneous information Group(s): WB	<a href="#">U.S. Coast Guard</a>
<b>WB00400</b>	U.S. Congress	Congressional publications Group(s): WB	<a href="#">Congressional publications</a>
<b>WB00226</b>	U.S. Department of Veterans Affairs	Information about the VA and veterans benefits Group(s): WB	<a href="#">U. S. Department of Veterans Affairs</a>

<b>WB00199</b>	U.S. Department of Veterans Affairs National Cemetery Administration (43A1) 810 Vermont Ave., NW Washington, DC 20420	Information about National Cemeteries, eligibility requirements, etc.  Group(s): MI, WB	<a href="#">VA National Cemetery System</a>
<p>Other Related Information</p> <p>Telephone Contact(s):</p> <p>Calverton: (631) 727-5410  Jefferson Barracks: (314) 260-8691  Jefferson Barracks: (314) 260-8692  Riverside: (909) 653-8417</p>			
<b>WB00354</b>	U.S. Marine Corps	Miscellaneous information  Group(s): WB	<a href="#">U.S. Marine Corps</a>
<b>WB00358</b>	U.S. Naval Institute	Historical, reference, and preservation information  Group(s): WB	<a href="#">U.S. Naval Institute</a>
<b>WB00355</b>	U.S. Navy	Miscellaneous information  Group(s): WB	<a href="#">U.S. Navy</a>
<b>WB00356</b>	U.S. Navy Ships	Ships histories  Group(s): WB	<a href="#">U.S. Navy Ships</a>
<b>WB00668</b>	VA Gravesite Locator	Group(s): WB	<a href="#">VA Gravesite Locator</a>
<b>WB00359</b>	Vietnam	For a list of Vietnam	<a href="#">Vietnam Casualties</a>

	Casualties	Conflict casualties and missing in action  Group(s): WB	
--	------------	--	--

---

National Archives and Records Administration  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1820.2D  
August 15, 2005

**SUBJECT: Core Suspend and Control Files**

1. **Purpose.** This memorandum provides instructions for handling requests that must be placed in suspense status.
2. **Cancellation.** NPRC 1820.2C is cancelled.
3. **Reason for revision.** This memorandum is revised to streamline the process of getting additional information, documents, or authorizations provided by requesters to the technician. The Case Management and Reporting System (CMRS) and the existing queue management process will be used to ensure timely action on suspense cases.
4. **Applicability.** This memorandum applies to all NPRC Cores, Organizational Records Section, Mail and Data Input Section, and Archival Operations and Facilities Planning Branch.
5. **Instructions.** Instructions concerning suspense procedures are contained in the attachment.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13026, MPR-CPR Request/Reply Form  
NA Form 13055, Request for Information Needed to Reconstruct Medical Data  
NA Form 13042, Request for Information Needed to Locate Medical Records  
NA Form 13069, FBI Identification Letter  
NA Form 13075, Questionnaire About Military Service  
NA Form 13103, Request for Service Data  
NA Form 13160, Fax Request for Military Records Information  
NA Test Form 2005-1b, Order for Archival Record Reproduction Services

R. L. HINDMAN  
DIRECTOR

---

**ATTACHMENT**

1. **General information.** Suspense data will be captured in the Case Management and Reporting System (CMRS).
2. **Use of Suspense status.** Place requests in Suspense status when they require action by another office or individual (outside of the core or branch) and cannot be answered immediately. Reasons for placing a case in Suspense include, but are not limited to:
  - Additional records are ordered from Search or Organizational Records Section;
  - A release authorization or more information is required from the requester;
  - Procurement is made for documents to reconstruct a record;



- A Liaison Officer must sign or review a case; or
- Payment for copies of archival record is requested.

3. **Contacting a Requester.** If additional information or authorization is required to work a case, attempt to make contact with the requester in the following order: telephone, e-mail, fax, and lastly, by mail. Contact by mail should be made after a reasonable number of telephone, e-mail, or fax attempts. If an immediate answer via phone is received, do not change the request to a Suspense status. When an immediate response is not obtained, place the request in Suspense. See [Figure 1](#) for CMRS entries and mail handling steps for suspended requests.

4. **Impact on Cycle Time.** Time that a case is in Suspense will not be counted in a technician's cycle time calculation in CMRS Analytics. However, Suspense time WILL count in the Center's cycle time calculation.

5. **Forms.** Forms that may be used in conjunction with suspense files are:

- NA Form 13026, MPR-CPR Request/Reply Form
- NA Form 13055, Request for Information Needed to Reconstruct Medical Data
- NA Form 13042, Request for Information Needed to Locate Medical Records
- NA Form 13069, FBI Identification Letter
- NA Form 13075, Questionnaire About Military Service
- NA Form 13103, Request for Service Data
- NA Form 13160, Fax Request for Military Records Information
- NA Test Form 2005-1b, Order for Archival Record Reproduction Services


Figure 1. **CMRS entries and mail handling steps for suspended requests**

Technician	CMRS entries on Suspense case	<p>Change request status to Suspense.</p> <p>Select entry from menu in Suspense Reason field.</p> <p>Enter <a href="#">appropriate Due Date</a> to ensure timely follow-up.</p> <p>Add Request Note as needed.</p> <p>NOTE: Do not place cases in suspense while waiting for copy work, typing, or other activities in the core.</p>
Technician	Military records or archival record photocopies for Suspense case	Place in alphabetical order by last name, first name, with other records on your records cart.
Technician	Mail Returns (non-archival requests)	<p>For mail returns to the requester, send the following:</p> <ol style="list-style-type: none"> <li>1. Pattern Letter and/or form appropriate for situation (see <a href="#">Figure 2</a>).</li> <li>2. Original request, when appropriate.</li> </ol>

		<p>3. <b>Return</b> envelope (standard business-size) pre-addressed to NPRC which includes the following (see <a href="#">Figure 3</a>):</p> <ul style="list-style-type: none"> <li>➤ ATTN line containing Core, Team, and Technician initials.</li> <li>➤ ¾ inch round colored sticker on left side of envelope front using these colors: <ul style="list-style-type: none"> <li>Core 1 = Red Glow</li> <li>Core 2 = Green Glow</li> <li>Core 3 = Light Blue</li> <li>Core 4 = Yellow Glow</li> <li>Core 5 = Orange Glow</li> <li>OR = Purple</li> </ul> </li> <li>➤ CMRS bar code label on the <b>BACK</b> of white <b>return</b> envelope.</li> </ul> <p>Place above items in an envelope with an address label to the requester. <b>DO NOT</b> put a bar code on this envelope.</p>
<p>Technician</p>	<p>Mail Returns for payment (archival requests)</p>	<p>For mail returns to the requester, send the following:</p> <ol style="list-style-type: none"> <li>1. Pattern Paragraph (Archival category) appropriate for situation.</li> <li>2. NA Test Form 2005-01b, Order for Archival Record Reproduction Services, with requester address label and bar code label affixed to form. <b>NOTE:</b> Technician may copy and paste requester address on form instead of using label.</li> </ol> <p><b>Return</b> envelope (standard business-size) pre-addressed to National Archives and Records Administration, ATTN: Archival Programs, P.O. Box 8306, St. Louis, MO 63132-8306</p> <p>Place above items in an envelope with an address label to the requester. <b>DO NOT</b> put a bar code on this envelope.</p>
<p>Mailroom</p>	<p>Returned envelope with colored sticker</p>	<p><b>WITH BAR CODE ON ENVELOPE:</b> Wand the bar code in the <b>Returned 13075/55 view</b> in CMRS to locate the request. Click on the Activate Request button to change the request status to In Core. Scan the documents returned in the envelope.</p> <p><b>NO BAR CODE ON ENVELOPE.</b> Do not open envelopes without bar codes. Return to supervisor for delivery directly to the appropriate Core.</p>
<p>Mailroom</p>	<p>Returned envelope with bar code in</p>	<p>Create a new request in CMRS with the material returned in the envelope.</p>

	which request is Closed	Mark request as a Complaint.  Assign request to assistant manager of core indicated on the return envelope.
Core Support Staff	Returned envelope without bar code	Sort envelopes with stickers and deliver them to the correct team coach.
Coach	Returned envelope without bar code	Open envelopes with stickers, change the CMRS case status to In Core and annotate Request Notes in CMRS what has been received.  Arrange to have the additional information items/signature scanned as needed and deliver the material to the correct technician.  Train technicians to consistently use the barcode on envelopes.
Archival Research Room Technician	Envelope returned to P.O. Box 8306	Process payment in Point of Sale (POS) system.  Locate request in CMRS and enter Request Note that payment was received.  Manually change Request Status from Suspense to In CORE.
Managers and Coaches	All Suspense cases	Obtain a periodic report of suspense items as a management tool.

Figure 2: **Sample Letter for "Returned for Additional Information"**



**National Personnel Records Center**

---

Military Personnel Records 9700 Page Avenue St. Louis, Missouri 63132-5100

Date

Name

Address

Thank you for contacting the National Personnel Records Center. In working to fulfill your request, we noted that your inquiry did not include the signed consent of the individual whose record is involved and must be returned without action. The Privacy Act of 1974 provides for the release of information only with the written consent (signature) of the individual to whom the record pertains. If the person is legally incompetent, the legal guardian must sign the release. (The legal representative or guardian should furnish a copy of the court appointment.) If the individual is deceased we must have the written consent of the next of kin. The next of kin is defined as: unremarried widow or widower, son, daughter, father, mother, brother or sister.

Once we receive the necessary authorization we will make every effort to furnish the requested information. Please include with that authorization a copy of your original inquiry. Please note, we must

have the veteran's complete name, service number (if applicable), social security number, branch of service, as well as the approximate dates of service to locate a record. Please make sure your request contains as much of this identifying information as possible before returning the request to us.

Please return your documentation in the envelope provided. This will ensure your information will be routed to me for special handling. Be sure to place proper postage on our envelope to prevent any delays in processing. Your case will remain open for 30 days. If a reply is not received within this time, your case will automatically be closed in our system.

If you have questions or comments regarding this response, you may contact us at 314-801-0800 or by mail at the address shown in the letterhead above. If you contact us, please reference the Request Number listed above. If you are a veteran, or a deceased veteran's next of kin, please consider submitting your future requests online by visiting us at <http://vetrecs.archives.gov>.

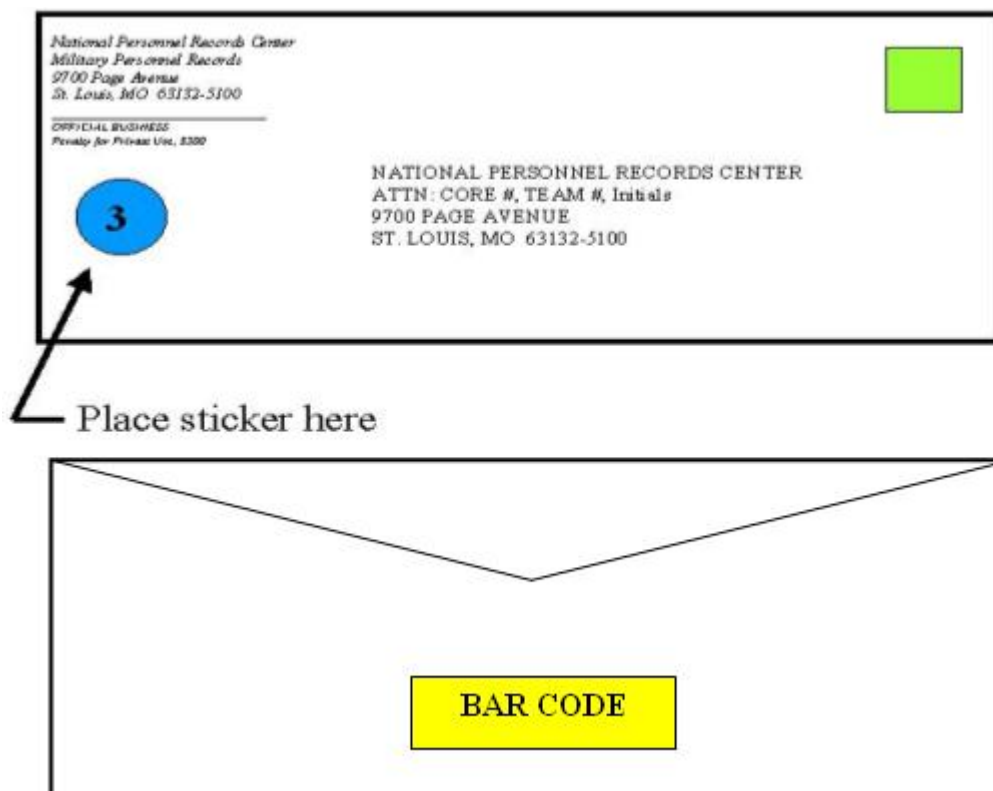
Sincerely,

Name  
Archives Technician

Enclosures

*National Archives and Records Administration*

Figure 3: **Color Coded Sticker Placement on Envelope**



---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.87C  
April 14, 2008

**SUBJECT: DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty**

1. **Purpose.** This memorandum provides information and instructions on the issuance of DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, (and predecessor forms).
2. **Cancellation.** 1865.87B is canceled.
3. **Reason for revision.** This memorandum is revised to update procedures for issuing DD Form 215.
4. **Applicability.** This memorandum applies to Core personnel.
5. **Instructions.** Instructions for issuance of DD Form 215 are contained in the attachment. Source: [DoD Instruction 1336.1, Certificate of Release or Discharge from Active Duty \(DD Form 214/5\), dated January 6, 1989.](#)
6. **Forms.** This memorandum provides for the use of the following forms:

DD Form 149, Application for Correction of Military Record  
DD Form 214, Certificate of Release or Discharge from Active Duty  
DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty  
NA Form 13085, Worksheet for Discharge Certificate, DD Form 215, and DD Form 303

R.L. HINDMAN  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132 5100

NPRC 1865.87C CHGE 1  
February 2, 2009

**SUBJECT: DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty**

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.87C.
2. **Explanation of changes.** Paragraph 10 has been revised to include additional instructions on the distribution of DD Form 215.
3. **Instructions.** Remove page 5 and insert pages 5 and 5.1/5.2.

R. L. HINDMAN  
Director

1. **Responsibility of military service department.** NPRC, as the physical custodian (but not the legal custodian) of military records, **is not authorized to amend** them. Amending a military record (changing substantive information) is the responsibility of the military service department creating the record.

**EXAMPLES OF ITEMS THAT NPRC IS NOT AUTHORIZED TO CORRECT USING DD FORM 215, CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY:**

- Character of service;
- Reason for separation;
- Separation authority;
- Separation code;
- Narrative reason for discharge;
- Dates of time lost;
- Reenlistment code;
- Time-in-service;
- Social security number if it differs from the one shown in the military record by other than transposed digits;
- Significant name changes if it differs from the one shown in the military record;
- Any correction that is not clearly documented in the record.  
(Exception: Fire-related records. See [par. 5.](#)); and
- Any correction that may be controversial in nature.

**EXCEPTION:** If specifically directed by the service department, e.g., Marine Corps Liaison Office, Navy Liaison Office, or Board of Correction of Naval Records (BCNR), make the correction but add a 'Note' to the case in CMRS that NPRC was directed to make the change by MCLNO, NAVLNO, or BCNR. See CRG, [Correction of Record/Discharge Review](#).

This exception does **not** apply to requests from a state Adjutant General's Office or Department of Defense separation transfer activity (see [par. 6](#)). If there are any questions about whether or not to make the correction, consult the ET or Coach.

2. **Correcting clerical mistakes.** A clerical error made on a DD Form 214 (or predecessor form) at the time of the creation of the document may be corrected by NPRC, **if evidence is found in the record**. (Exception: Fire-related records. See [par. 5.](#)) If a DD Form 149 **involving Navy or Marine Corps records** is received from the service member or authorized requester, review the application to determine if the correction is a clerical error that meets the criteria below. If so, prepare a DD Form 215. Do **not** refer the requester to BCNR.

**EXAMPLES OF ITEMS NPRC MAY CORRECT USING DD FORM 215:**

- Misspelled name;
- Wrong initial(s);
- Reversed first and middle name;
- Reversed first and last name;
- Nickname cited rather than full legal name;
- Name change (if not changed after separation);
- Incorrect date of birth;
- Transposed digits of social security number or service number; and
- Information regarding medals.

### 3. **Basic rules.**

- A DD Form 215 may correct an error(s) only on a single DD Form 214. If the error(s) (example, date of birth) appears on more than one separation document, you must issue a DD Form 215 for each separation document that contains the error.
- Only two DD Form 215's are authorized for one DD Form 214. After two DD 215's are issued a new DD Form 214 must be created by the service department.
- DO NOT prepare a DD Form 215, if a DD Form 214, or predecessor form, was not issued for the subject period of service.

### 4. **Responsibilities.** Core support personnel are responsible for the preparation of DD Form 215. Core technicians are responsible for preparing NA Form 13085, Worksheet for Discharge Certificate, DD Form 215, and DD Form 303, to show the items of information to be included on the DD Form 215. This form is available on "Get Forms, NA Forms." (See [fig. 1](#) for a sample of a completed NA Form 13085.) Furnish prepared form to core support personnel for preparation of DD Form 215. Attach a copy of the separation document.

When preparing NA Form 13085 **DO NOT** use abbreviations or acronyms to correct or add information to the DD Form 214, even if the subject DD Form 214 shows abbreviated terms. Example: In adding the "Korea Defense Service Medal," spell out the complete name of the medal. **DO NOT** show as "KDSM."

### 5. **Fire-related records.** Information to support the correction must be in the service record unless pertinent documents were destroyed in the fire. In these cases, the requester needs to provide admissible proof to support the change; such as, certified copy of the record of birth or baptism; or a copy of the original discharge certificate, certificate in lieu of lost or destroyed discharge, or statement of service issued by the service department containing the correct name, date of birth, service number, etc.

If the proof to support the administrative correction is not furnished with the request, contact the requester to obtain the appropriate documentation and suspend case. The DD Form 215 is prepared upon receipt or discovery of admissible proof.

**CAUTION:** Various types of certificates, including discharge, medal, and birth certificates, may be purchased online at many unofficial websites or even created by the requester. Do not accept a certificate as proof of service unless you are sure it is authentic. An authentic medals certificate will show the order number. If unsure about a certificate's authenticity, consult with an ET for guidance. A performance tip, [Certificate Authenticity](#), is available to provide additional guidance for recognizing legitimate certificates.

### 6. **Requests from a state Adjutant General's Office or Department of Defense separation transfer activity.** Errors are sometimes discovered on the DD Form 214 by personnel at the state Adjutant General's Office or Department of Defense separation transfer activity after it has been distributed. When this occurs, the appropriate office prepares a request for correction to the DD Form 214 and sends it to NPRC (MPR) for preparation of a DD Form 215.

No authorization is needed from the veteran/next of kin. Prepare and distribute DD Form 215 in accordance with [par. 10](#). File the Member-1 original and Member-4 copy of the DD Form 215 in the military record if the request does not contain the current address of the veteran or the mailing address shown in the record is more than one year old.

7. **Referrals to service departments.** Refer the request with the record to the appropriate service department when:

- MPR is not authorized to make the change (see [par. 1](#));
- The information submitted by the requester is different from information contained on source documents in the record (other than the DD Form 214); and/or
- Two DD Form 215's have already been issued for the same DD Form 214.

These rules also apply to requests from: a state Adjutant General's Office or Department of Defense separation transfer activity. Inform the requester of the referral. Prepare response by selecting the appropriate pattern paragraph from the drop down selections, "Get Paragraphs, Referrals, DIR -Under Jurisdiction Of."

Detailed referral instructions are contained in:

[CRG, Referrals to Military Service Departments \(formerly Loans and Transfers\)](#); *CMRS Literature Job Aid - Core Technicians, Referring CMRS Requests*; and *CMRS Literature Job Aid - How to Complete Cases - Core Technicians*.

8. **Instructions for preparing DD Form 215 (as revised 2/2000).** Be sure to use the revised form. Previous versions are obsolete. **No changes or erasures may be made in the shaded areas of DD Form 215.** Use NA Form 13085 and the attached separation document to prepare the DD Form 215. (See [fig. 2](#) for a sample of a completed DD Form 215.)

- Blocks 1-4.** Enter the information in blocks 1-4 of the DD Form 215 **exactly** as shown on the DD Form 214 that you are correcting, even if the information is wrong. The correction will be shown in block 5 of the DD Form 215.
- Block 5.** On the blank line after "SEPARATION DATE ON DD FORM 214 BEING CORRECTED:," type the separation date shown on the separation document that is being corrected. Enter the date exactly as shown on the separation document, with a space between each number (or name) of the month. Examples: 76 12 13, 2 Jan 71, or 73 Jan 2. (See [NOTE](#) if you are correcting one of the old separation documents issued before DD Form 214 was first used.)

In the "ITEM NUMBER" column in block 5, indicate which numbered item (or "block") on the separation document is being corrected, and then enter the correct information in the "CORRECTED TO READ" column, also in block 5.

Sometimes items being corrected can be lengthy; therefore, it is acceptable to use the words "DELETE" and "ADD," rather than typing all of the information that is shown in the item number to be corrected. An example would be the "Decorations/Medals" section of the DD Form 214, to which you may wish to "ADD" a particular medal that had been overlooked when the DD Form 214 was prepared. (See [fig. 3](#).)

After the corrections have been completed, type the words "LAST ENTRY" in the middle of the next line in block 5, immediately below the last line of corrections, and type a series of asterisks (\*\*\*\*\*) or dashes (-----) on both sides of the words "LAST ENTRY." This line, which indicates that there are no more corrections, should extend entirely across the form, from the left border to the right border.

**NOTE:** When correcting an "old" separation document, such as NAVPERS 553, NAVMC 78PD, or WD AGO 53-55, indicate this on the DD Form 215 by marking out (XXX) the words "DD Form 214" on Block 5, "ORIGINAL DD Form 214 IS CORRECTED AS INDICATED BELOW." Use the drop down menu to select the correct form number from



the attached separation document. The application will automatically mark out and change the form number on the next line that references DD Form 214. (See [fig. 4.](#))

- c. **Block 6.** This field will auto fill with the current date and NARA.
- d. **Block 7.** Select the name, grade, and title of the authorizing official from the drop down menus in the form application or see [DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, par. 4,](#) in the CRG.

(1) The Army does not require a signature. However, the NARA seal must be affixed to the completed document. If any questions, see [NPRC 1864.106, Affixing official seal impression to documents or photocopies of documents, subpar 3a\(4\).](#)

(2) WWII Navy records recorded information on the back side of the official Discharge Certificate. In these cases, corrections should be made to the Discharge Certificate in lieu of a DD 215.

9. **Issuing a second DD Form 215.** A second DD Form 215 may be issued to correct the same DD Form 214. The second DD Form 215 is prepared and distributed in the same manner as the first.

No more than two DD Form 215's may be issued to correct the same DD Form 214. If another change is ever needed to the same DD Form 214, it will be necessary for the service department to prepare a new DD Form 214. (See [par. 7.](#))

a. **For Army, Air Force, Navy, and Coast Guard records** - When issuing a second DD Form 215, the following statement should be typed on the DD Form 215 being prepared: "DD 215 issued (date issued) should be destroyed." **Include all previous corrections, in addition to the new corrections, on the new DD Form 215.** (See [fig. 5.](#)) Mark "VOID" across the first DD Form 215 and retain it in the record. The file copy is stapled to the DD 214 that it corrects, along with the first voided DD Form 215. Only one DD 215 should exist at a time; the DD Form 214 may not have two existing DD Forms 215. Issuance of a new (second) DD Form 215 voids the prior (first) DD Form 215.

b. **For Marine Corps records** - When issuing a second DD Form 215:

- **DO NOT** cancel or void the first DD Form 215 (leave as is in the OMPF);
- **DO NOT** type instructions on the second DD 215 to destroy, cancel, or supersede the first DD Form 215; and
- **DO NOT** repeat information from the first DD Form 215 to the second DD Form 215.

10. **Preparing response document and distributing DD Form 215.** Prepare response document by selecting "Get Paragraph, Personnel Related Information, The enclosed DD Form 215." Distribute copies as follows:

Copies 1, 4	If veteran address is provided in request	Mail to veteran address provided.	
	If veteran	And if last	Mail to veteran address listed on most recent

	address is not provided in request	separation date is less than 11 months ago	separation document. <i>Note: Post Office forwards mail for up to one year after change of address is submitted.</i>	
		And if last separation date is 11 or more months ago	Paper/fiche record only	File in OMPF.
			DPRIS record only	Give to Core Manager. Manager forwards to NRPS. NRPS arranges with Army to have documents scanned.
			Both paper and DPRIS records exist	Follow the appropriate rule above based on the record in which the DD Form 214 being corrected is filed.
Copies 2, 6, 7, 8	If OMPF is a paper or fiche record	File in OMPF.		
	If OMPF is a DPRIS record	Give to Core Manager. Core Manager forwards to NRPS. NRPS arranges with Army to have documents scanned.		
Copy 3	Follow core procedures for collection and mailing of documents to <a href="#">[00527]</a> : Department of Veterans Affairs, Austin Automation Center (397), 1615 Woodward Street, Austin, TX 78772.			
Copy 5	Follow core procedures for collection and mailing of documents to <a href="#">[00528]</a> : Lockheed Martin Information Technology, U.S. Department of Labor, Federal Claims Control Center, P.O. Box 785070, Orlando, FL 32878-5070.			

Figure 1. Sample of completed NA Form 13085



CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

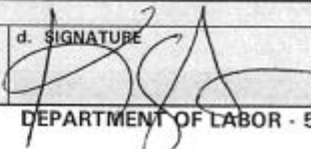
CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY				
1. NAME (Last, First, Middle) CLARK JOHN IRWIN		2. DEPARTMENT, COMPONENT AND BRANCH NAVY USN		3. SOCIAL SECURITY NUMBER (Also, Service Number if applicable) 123 45 6789
4. MAILING ADDRESS (Include ZIP Code) 5058 TOWNLINE RD, SANBORN NY 14132				
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:				
ITEM NO.	CORRECTED TO READ			
9.	SEPARATION DATE ON DD FORM 214 BEING CORRECTED: 25 SEP 72			
*****	03 JUL 50			
*****	*****LAST ENTRY*****			
6. DATE (YYYYMMDD) 2005-05-04 NARA		7. OFFICIAL AUTHORIZED TO SIGN		
		a. TYPED NAME (Last, First, Middle Initial) GENTILE, KIMBERLY	b. GRADE GS-12	c. TITLE Manager Core Five, NPRC
		d. SIGNATURE 		
DD FORM 215, FEB 2000		PREVIOUS EDITION IS OBSOLETE.		DEPARTMENT OF LABOR - 5

Figure 3. Sample DD Form 215 (with add and delete items)

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY				
1. NAME (Last, First, Middle) CERVANANTES, MANUEL RIVERA		2. DEPARTMENT, COMPONENT AND BRANCH ARMY RA ARTY		3. SOCIAL SECURITY NUMBER (Also, Service Number if applicable) RA20 701 817
4. MAILING ADDRESS (Include ZIP Code) 1113 Taylor, Lawton Comanche County, Oklahoma 73501				
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:				
ITEM NO.	CORRECTED TO READ			
24.	SEPARATION DATE ON DD FORM 214 BEING CORRECTED: 28 Feb 67			
*****	Add: Korea Defense Service Medal //			
*****	Delete: National Defense Service Medal with Oak Leaf Cluster //			
*****	Add: National Defense Service Medal with 1 Bronze Service Star //			
*****	*****LAST ENTRY*****			
6. DATE (YYYYMMDD) 2005-05-04 NARA		7. OFFICIAL AUTHORIZED TO SIGN		
		a. TYPED NAME (Last, First, Middle Initial) PORTER, E. ERIC	b. GRADE COLONEL	c. TITLE USA Adjutant General
		d. SIGNATURE NO SIGNATURE REQUIRED		
DD FORM 215, FEB 2000		PREVIOUS EDITION IS OBSOLETE.		DEPARTMENT OF LABOR - 5

Figure 4. Sample DD Form 215 (old separation document)

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

**CORRECTION TO DD FORM 214,  
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

1. NAME (Last, First, Middle) MUNOZ ASCENCION M		2. DEPARTMENT, COMPONENT AND BRANCH ARMY AUS INF		3. SOCIAL SECURITY NUMBER (Also, Service Number if applicable)	
4. MAILING ADDRESS (Include ZIP Code) 303 Jefferson St Cameron Milam County Texas				38	541
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:					
ITEM NO.	CORRECTED TO READ				
33.	SEPARATION DATE ON DD FORM 214 BEING CORRECTED: 31 Dec 45 Delete: Philippine Liberation Medal with 2 Bronze Stars // Add: Philippine Liberation Medal with 2 Bronze Service Stars // *****LAST ENTRY*****				
Mark out DD Form 214 and select appropriate form number from drop down menu.			These changes will be made automatically.		
6. DATE (YYYYMMDD) 2005-05-06 NARA		7. OFFICIAL AUTHORIZED TO SIGN			
a. TYPED NAME (Last, First, Middle Initial) PORTER, E. ERIC		b. GRADE COLONEL	c. TITLE USA Adjutant General	d. SIGNATURE NO SIGNATURE REQUIRED	

DD FORM 215, FEB 2000 PREVIOUS EDITION IS OBSOLETE. VETERANS ADMINISTRATION - 3

Figure 5. Sample of second DD Form 215 (DOES NOT APPLY TO MARINE CORPS)

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

**CORRECTION TO DD FORM 214,  
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

1. NAME (Last, First, Middle) WALKER DANIEL WAYNE		2. DEPARTMENT, COMPONENT AND BRANCH ARMY RA		3. SOCIAL SECURITY NUMBER (Also, Service Number if applicable)	
4. MAILING ADDRESS (Include ZIP Code) RT 5 THIEF RIVER FALLS MN 56701				NA	6789
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:					
ITEM NO.	CORRECTED TO READ				
24	SEPARATION DATE ON DD FORM 214 BEING CORRECTED: 8   74 Add: National Defense Service Medal Republic of Vietnam Campaign Medal w/60 Device Vietnam Service Medal w/1 Bronze Service Star 1 Overseas Bar Marksman Badge w/Auto Rifle Bar *****LAST ENTRY***** DD Form 215 issued 14 MAR 74 should be destroyed				
<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     Indicate first DD Form 215 should be destroyed.                 </div>					
6. DATE (YYYYMMDD) 2005-05-04 NARA		7. OFFICIAL AUTHORIZED TO SIGN			
a. TYPED NAME (Last, First, Middle Initial) PORTER, E. ERIC		b. GRADE COLONEL	c. TITLE USA Adjutant General	d. SIGNATURE NO SIGNATURE REQUIRED	

DD FORM 215, FEB 2000 PREVIOUS EDITION IS OBSOLETE. VETERANS ADMINISTRATION - 3

Figure 1: **Court Order Requirements, NA Form 13027**

OMB NO. 3095-0038 Expires 12/31/2002

<p><b>COURT ORDER REQUIREMENTS OBTAINING FEDERAL PERSONNEL AND MEDICAL RECORDS (MILITARY AND CIVILIAN) PURSUANT TO COURT ORDER OR SUBPOENA</b></p>		
<p><b>NAME OF SUBJECT OF RECORD</b></p>	<p><b>SSAN/SN</b></p>	<p><b>DATE OF INQUIRY</b></p>

Your subpoena/court order/request is being returned without action because it does not meet all of the requirements outlined below.

Access to military or civilian personnel and medical records on file at the National Personnel Records Center, St. Louis, Missouri, may be gained pursuant "to the order of a court of competent jurisdiction." Valid court orders should be addressed to this Center. Subpoenas qualify as orders of a court of competent jurisdiction only if they have been signed by a judge. To be valid, court orders must also be signed by a judge. Authority for these requirements is 5 U.S.C. 55a(b)(11), as interpreted by Doe vs. DiGenova, 779 F. 2d 74 (D.C. Cir. 1985), and Stiles vs. Atlanta Gas and Light Company, 453 F. Supp. 798 (N.D. Ga. 1978).

Please furnish the address of the clerk of the court so that photocopies may be furnished in the form of a certificate under seal to the clerk of the court issuing the order. Or, the photocopies may be sent to a recipient other than the clerk of the court as long as the order of the court names another recipient and gives the appropriate address. Under applicable Federal law, photocopies so certified shall be admitted into evidence as original records 44 U.S.C. Sec. 2116(b). It is also helpful to furnish the names and addresses of the attorneys involved.

The court order must describe the records and information desired in sufficient detail to identify them with accuracy. A minimum of detail would include as many of the following as possible: The complete name, service number, social security number, date of birth, branch of service or Federal agency by which employed, and dates of military service (active, reserve, or retired) or of Federal employment. If clinical treatment records are needed, include also the dates, places, and type(s) of treatment given.

The court order should be addressed and sent by mail to either of the following addresses, as appropriate:

- |  |  |
|--|--|
| <p>Director<br/>National Personnel Records Center, NARA<br/>(Military Personnel Records)<br/>9700 Page Avenue<br/>St. Louis, MO 63132-5100</p> | <p>Director<br/>National Personnel Records Center, NARA<br/>(Civilian Personnel Records)<br/>111 Winnebago Street<br/>St. Louis, MO 63118-4199</p> |
|--|--|

As an alternative to obtaining a court order, you may obtain certified copies of military or civilian personnel and medical records by providing the signed and dated release authorization of the subject of the records. The release authorization must be dated within the last year and must state specifically that the documents may be released to you.



### PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. The information requested on this form is being collected and used by the National Personnel Records Center to ensure that the requirement is met to obtain either a court order or a release from the veteran before access to military and civilian personnel and medical records is granted. Public burden reporting for this collection of information is estimated to be fifteen minutes per response, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS SHOWN BELOW.**

Date: \_\_\_\_\_

For the Chief,

Army Reference Branch

Air Force Reference Branch

Navy Reference Branch

Records Reconstruction Branch

NATIONAL PERSONNEL RECORDS CENTER

Military Personnel Records  
9700 Page Avenue  
St. Louis, MO 63132-5100

Civilian Personnel Records  
111 Winnebago Street  
St. Louis, MO 63118-4199





### CPR-OPF

**Details:** Official Personnel Folder created on each employee of the Federal government.

**How to request:** Fax [NA FORM 13026](#) to CPR. Put the agency name and dates worked in the "Other" box. Be sure to complete your name, phone number, and fax number.

**NOTE:** Submit a request ONLY if NA Form 13075 or other document indicates that the veteran was employed by the Federal government after military service.

**Samples of documents returned to technician:** If no record is found, CPR will annotate the NA Form 13026 with "negative" and fax it back to you. If CPR has documents which verify service, they will fax them to you along with [NA Form 13026](#).

**Sample of NA Form 13026 to CPR**

<b>MPR/CPR SEARCH REQUEST AND REPLY</b>			
<b>COLOR CODE &amp; DATE</b>	<b>TO:</b> <input checked="" type="checkbox"/> NRPC (CPR) 111 Winnebago Street St. Louis, MO 63118-4199 FAX: (314) 801-9270  <b>NOTE: RECORDS RECONSTRUCTION CASE - PLEASE RETURN THIS FORM</b>	<b>RETURN TO:</b> <input checked="" type="checkbox"/> NRPC (MPR) 9700 Page Avenue St. Louis, MO 63132-5100  <input type="checkbox"/> Core 1 <input type="checkbox"/> Core 2 <input type="checkbox"/> Core 3 <input type="checkbox"/> Core 4 <input checked="" type="checkbox"/> Core 5 <input type="checkbox"/>	<b>ATTN: MAILROOM THIS IS NOT A NEW REG</b>
<b>VERIFY/SUPPLY INFORMATION CHECKED BELOW</b>		<b>REPORT OF SEARCH</b>	
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> Check if information is correct. If not, supply correct information
<b>X-RAY Search</b>			
<input type="checkbox"/>	Last Name, First Name, Middle Initial  /		
<input type="checkbox"/>	Service Number		
<input type="checkbox"/>	Date of Entry		
<input type="checkbox"/>	Place of Entry		
<input type="checkbox"/>	Date of Separation		
<input type="checkbox"/>	Place of Separation		
<input type="checkbox"/>	Type of Separation		
<input type="checkbox"/>	Grade or Rank at Separation		
<input type="checkbox"/>	Agency, Bureau, or Branch		
<input type="checkbox"/>	Dates of Service		
<input type="checkbox"/>	Other (Specify)		
<b>OPF Search for MILITARY SERVICE VERIFICATION for Records Reconstruction Purposes</b>			
<input checked="" type="checkbox"/>	Last Name, First Name, Middle Initial <b>Duck, Donald M</b>		
<input checked="" type="checkbox"/>	Social Security Number <b>123456789</b>		

<input checked="" type="checkbox"/>	Date of Birth	01/01/1925		
<input checked="" type="checkbox"/>	Other (Specify)			
	Agency Name			
	Dates worked (from - to)			
Requesting Technician's Name		Date	Searcher's Name	Date
Susie Smith				
Requesting Technician's Phone		Requesting Technician's Fax		
801-####		801-####		

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA FORM 13026 (Rev)

Sample of Completed NA Form 13026 from CPR

MPR/CPR SEARCH REQUEST AND REPLY			
COLOR CODE & DATE	TO:	RETURN TO:	
	<input checked="" type="checkbox"/> NRPC (CPR) 111 Winnebago Street St. Louis, MO 63118-4199 FAX: (314) 801-9270  NOTE: RECORDS RECONSTRUCTION CASE - PLEASE RETURN THIS FORM	<input checked="" type="checkbox"/> NRPC (MPR) 9700 Page Avenue St. Louis, MO 63132-5100  <input type="checkbox"/> Core 1 <input type="checkbox"/> Core 2 <input type="checkbox"/> Core 3 <input type="checkbox"/> Core 4 <input checked="" type="checkbox"/> Core 5  <input type="checkbox"/>	<b>ATTN: MAILROOM THIS IS NOT A NEW REC</b>
VERIFY/SUPPLY INFORMATION CHECKED BELOW		REPORT OF SEARCH	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Check if information is correct. If not, supply correct information
X-RAY Search			
<input type="checkbox"/>	Last Name, First Name, Middle Initial		
<input type="checkbox"/>	Service Number		
<input type="checkbox"/>	Date of Entry		
<input type="checkbox"/>	Place of Entry		
<input type="checkbox"/>	Date of Separation		
<input type="checkbox"/>	Place of Separation		
<input type="checkbox"/>	Type of Separation		
<input type="checkbox"/>	Grade or Rank at Separation		
<input type="checkbox"/>	Agency, Bureau, or Branch		
<input type="checkbox"/>	Dates of Service		
<input type="checkbox"/>	Other (Specify)		

### OPF Search for MILITARY SERVICE VERIFICATION for Records Reconstruction Purposes

<input checked="" type="checkbox"/>	Last Name, First Name, Middle Initial <b>Duck, Donald M</b>			
<input checked="" type="checkbox"/>	Social Security Number <b>123456789</b>			
<input checked="" type="checkbox"/>	Date of Birth <b>01/01/1925</b>			
<input checked="" type="checkbox"/>	Other (Specify) Agency Name Dates worked (from - to)		<i>See Attached</i>	
Requesting Technician's Name <b>Susie Smith</b>		Date	Searcher's Name <i>John Doe</i>	Date
Requesting Technician's Phone <b>801-####</b>	Requesting Technician's Fax <b>801-####</b>			

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA FORM 13026 / Re

**Primary Sources**

## CPR - X-rays

Last Updated: 9/2/2014

### Entrance/Separation Chest X-rays

1. **Army and Air Force Processing Stations (large and small):** Prior to 1970 - destroyed (due to acetic acid off gassing)
2. **Navy Processing Stations:** 1940 to 1950 era – legal and physical custody transferred to the Joint POW/MIA Accounting Command (JPAC)

**NOTE:** *A reconstructed file (“R-file”) that contains a CPR “Entrance Exam” date can be used on an NA Form 13038 for Army or Air Force. However, an Organizational Records (OR) search **MUST** be made to verify character of service, if the “Separation Exam” date and location are used. In most cases, an OR search was previously conducted by the technician who created the R-file. The OR results are usually in the file.*

---

Primary  
Sources

---

NPRC: [CPR](#) [MPR](#)



NARA: [Home](#) [NARA@Work](#)

• [History](#)






















*The National Archives and Records Administration serves American democracy by safeguarding and preserving the records of our Government, ensuring that the people can discover, use, and learn from this documentary heritage.*

• [Guidance](#)

## Requesting Database Assistance


[Procedure to request MS-Access based applications or their support](#)




### Newest Actions

- 8/15/2017  (MPR) Added: [User Guide: Arcis BI Reports](#)
- 8/15/2017  (MPR) Updated: [User Guide: Portal 63](#)
- 8/2/2017  (MPR) Added: [Processing Records Center Research Room Requests](#)
- 7/26/2017  (MPR) Updated: [Legal Demands](#)
- 7/26/2017  (MPR) Added: [ARCIS MPR Registry Search Module, User Guide for](#)
- 7/10/2017  (MPR) Updated: [POW \(Prisoner of War\)](#)
- 7/6/2017  (MPR) Added: [Combining Records](#)
- 6/30/2017  (MPR) Added: [Official Time for EEO Counseling and Representation](#)
- 6/26/2017  (MPR) Added: [Service Number Index, Army](#)  
[AAD \(Access to Archival Databases\)](#)
- 6/16/2017  (MPR) Updated: [Archival Response Guide](#)
- 6/15/2017  (MPR) Added: [Army Recruiter Identification Badges & Achievement Stars](#)
- 6/15/2017  (MPR) Added: [Email Addresses for Archival Operations](#)
- 6/14/2017  (MPR) Added: [WWII Theater Map](#)
- 6/8/2017  [Occupant Emergency Plan for NPRC](#)
- 5/19/2017  (MPR) Added: [Army Medals Certificates](#)
- 5/19/2017  (MPR) Updated: [Microfiche from Valmeyer](#)
- 5/19/2017  (MPR) Added: [APO Listing](#)
- 5/19/2017  (MPR) Added: [Misplaced Record Search Engine](#)
- 5/12/2017  (MPR) Added: [Army Sea Duty Ribbon](#)
- 5/5/2017  (MPR) Updated: [Navy, Marine Corps and Coast Guard Medals \(Dual Service\)](#)
- 5/5/2017  (MPR) Added: [BIRLS: VA Privacy and Information Security Awareness Training \(TMS\)](#)  
[Create TMS Profile](#)  
[Launch and Complete Mandatory Training](#)

### MPR Index

To submit content additions, changes and deletions please follow these [instructions](#)

**Symbol Legend:**  Case Reference Guide  
 Job Aid

-  NPRC Memo
-  NPRC Staff Only
-  New

---

**# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

---

Topics covered in the On Line Reference Guide are listed alphabetically below:


















 [201 File, complete copy \(see Providing Complete Copy - OMPF or Medical Record\)](#)

---

-  [AAD \(Access to Archival Databases\)](#)
-  [AARTS\(Training/Education Transcripts\)](#)
-  [Abbreviations and Acronyms](#)
-  [Academic Records \(see Organizational Records\)](#)
-  [Academy Records](#)
-  [Accessing Archived CMRS Requests](#)
-  [Accessing Archived CMRS Requests and Requesting RRB to Unlock CMRS Registry Record](#)
-  [Accident Reports](#)
-  [Achievement Stars, Gold or Sapphire](#)
-  [Acquisition Guide](#)
-  [Addresses \(miscellaneous military information at other locations\)](#)
-  [Addresses, releasing address of record](#)
-  [Addresses to which "Open Service Records" are Forwarded](#)
-  [Adjutants General Roster \(State\)](#)
-  [Admission to the United States Naval Home - NPRC 1865.82, Requests Concerning](#)
-  [AF Form 330, Records Transmittal/Request](#)
-  [Affixing official seal impression to documents or photocopies of documents - NPRC 1864.106](#)
-  [Afghanistan Campaign Medal](#)
-  [AFN Memo Index](#)
-  **After Action Combat Records**
  - [Rosters](#)
  - [Organizational Records](#)
-  [After Action Reports](#)
-  [Agent Orange](#)
-  [AIDS/HIV](#)
-  [Air Force, Complete Copy Response Information by Military Service](#)
-  [Air Force officer flight records - NPRC 1865.120, Requests for](#)
-  [Air Force Awards 1947-1963, Fire Related Period](#)
-  [Air Medal \(Army\)](#)
-  [Air National Guard](#)
-  [Airline employees \(civilians\), i.e., Braniff; American, TWA, Northwest, United, etc.](#)
-  [Airmen's Home \(see Soldier's/Airmen's/Naval Homes\)](#)
-  [Ambassador for Peace Medal](#)
-  [Amendments of Discharge Certificates](#)
-  [Amendments of Service Records](#)
-  [American Expeditionary Forces Card File 1917-1918](#)
-  [Answering VA Form 3101 Requests - NPRC 1865.38](#)
-  [APO 1980's](#)
-  [APO Listing](#)
-  [APOs and Campaigns/Expeditions](#)
-  [APO WWII](#)
-  [Applications For Headstones 1925-1970](#)
-  [Applications for Headstones and Markers; Department of Memorial Affairs 1970-1985](#)
-  [Appropriate Use of NARA Office Equipment - NARA 802](#)
-  [Archival military records, Requests involving](#)
-  [Archival, Non-OMPF records](#)

- [📖 Archival Official Military Personnel Files](#)
- [📖 Archival OMPF Records Blocks](#)
- [📖 Archival OMPFs, Release of Information, NPRC 1600.1B \(complete\)](#)
- [📖 Archival OMPFs, Release of Information, NPRC 1600.1B \(summary only\)](#)
- [📖 Archival Record Collections At NPRC](#)
- [📖 Archival Record Collections At NPRC \(Non-OMPF\)](#)
- [📖 Archival Records, Questions about Fees and Refunds](#)
- [📖 Archival Records, Special Handling](#)
- [📖 Archival Records Registry](#)
- [📖 Archival Response Guide](#)
- [📖 Archived CMRS Requests, Accessing](#)
- [📖 ARCIS Employee Portal User Guide](#)
- [📖 ARCIS Employee Change Requests](#)
- [📖 ARCIS Employee information, making changes to](#)
- [📖 ARCIS MPR Registry Search Module, User Guide for](#)
- [📖 ARCIS MPR Registry T&D Supervisor, User Guide for](#)
- [📖 ARCIS MPR Registry User Guide - MPR Data Entry Module](#)
- [📖 ARCIS MPR Registry User Guide - MPR Search Module](#)
- [📖 ARCIS - Password Change](#)
- [📖 Army, Complete Copy Response Information by Military Service](#)
- [📖 Army Awards 1912-1959, Fire Related Period](#)
- [📖 Army Campaigns](#)
- [📖 Army Master Recruiter Badge](#)
- [📖 Army Medals Application Certificate \(How to install\)](#)
- [📖 Army Medals Application Certificate Error](#)
- [📖 Army National Guard](#)
- [📖 Army Officer Registers](#)
- [📖 Army Post Offices \(1980's\)](#)
- [📖 Army Post Offices \(WWII\)](#)
- [📖 Army Publications Online](#)
- [📖 Army replacement medals and certificates - NPRC 1865.124, Requests for](#)
- [📖 Army Reserve retiree records without retirement orders - NPRC 1865.122](#)
- [📖 Army Rosters, US Army 1912-1943, 1947-1959](#)
- [📖 Army Sea Duty Ribbon](#)
- [📖 Army Service Number File \(ASNF\) - On-line Version](#)
- [📖 Army Transport Service](#)
- [📖 AR-PERSCOM Computer Symbol Explanations](#)
- [📖 Asbestos](#)
- [📖 Authenticated Copies](#)
- [📖 Authorized Abbreviations for Awards and Decorations and those with code numbers on \(DA Form 1577\)](#)
- [📖 Automatic Medals and their Criteria](#)
- [📖 Autopsy Results](#)
- [📖 Award Cards, WWI Army 1918-1940](#)
- [📖 Awards](#)
- [📖 Awards, Air Force 1947-1963, Fire Related Period](#)
- [📖 Awards, Army 1912-1959, Fire Related Period](#)
- [📖 Awards and certificates - NPRC 1865.110, Requests for](#)
- [📖 Awards and Decorations, DA Form 1577, Authorized Abbreviations for](#)
- [📖 Awards Card File, Air Force 1942-1963](#)
- [📖 Awards, Employee Spot Awards](#)
- [📖 Awards for which NPRC Does Not Determine Entitlement](#)
- [📖 Awards Issued Since the Cold War](#)

[TOP](#)

-  [B-files, Special Handling](#)
  -  [Background and Locations of Medical Records](#)
  -  [Badge, Master Recruiter](#)
  -  [Badges, Army Qualification - Weapons Conversion List](#)
  -  [Base Hospitals](#)
  -  [BIRLS used for verifying service--when and how](#)
  -  [BIRLS: VA Privacy and Information Security Awareness Training \(TMS\)](#)
    - [Create TMS Profile](#)
    - [Launch and Complete Mandatory Training](#)
  -  [BIRLS: User Guide](#)
    - [BIRLS Password Reset -- VA Citrix Remote](#)
    - [BIRLS Password Reset -- SHARE](#)
  -  [Birth Certificates/Birth Data](#)
  -  [Birth or death certificates/information - NPRC 1865.118, Requests for](#)
  -  [Board Proceedings](#)
  -  [BRAC - Base Closing List](#)
  -  [Brittle Records, Special Handling](#)
  -  [Burial requests from national cemeteries - NPRC 1865.42](#)
  -  [Burial Case Files 1915-1940](#)
  -  [Burial Requests](#)
  -  [TOP](#)
- 

-  [C Device, Medals](#)
-  [Cadet Nurse Corps](#)
-  [Cadet Nurse Corps Referral](#)
-  [Campaigns, Army](#)
-  [Campaigns/Expeditions and APOs](#)
-  [Cancellation of CMRS Requests](#)
-  [Card Records of Licenses Issued to Merchant Marine Officers 1910-1946](#)
-  [Career Advancement Plan for NPRC Preservation Unit personnel - NPRC 3630.7](#)
-  [Career Advancement Plan for Personnel in the NRPM Core Environment - NPRC 3630.6](#)
-  [Casualty Files/Mortuary Files/Individual Deceased Personnel Files \(IDPFs\), Air Force 1940-1973](#)
-  [Casualty report, affixing NARA Official Seal](#)
-  [Catch 62](#)
-  [CCEP \(Comprehensive Clinical Evaluation Program\) records](#)
-  [Cemeteries, Private or National, \(Burial Requests\)](#)
-  [Certificate Error \(Army Medals Application\)](#)
-  [Certificates for Army Medals](#)
-  [Certificates of the Sea](#)
-  [Certified Copies](#)
-  [Chaplain Files 1917-1950](#)
-  [Changes/corrections to identification data for military personnel/medical records indexed by computer - NPRC 1865.114](#)
-   [Chargable Services](#)
-  [Charge-Out Code Listing](#)
-  [Checklist - Veteran's Privacy](#)
-  [Checklist of current and canceled NPRC memorandums - NPRC 1832.6](#)
-  [Chemical/Toxic Gas Exposure](#)
-  [Chemical Warfare Service Officers Index 1941-1959](#)
-  [Child Advocacy Records - Air Force prior to 1989](#)
-  [Child Support](#)
-  [CIC Enterprises Requests](#)
-  [CIL \(Certificate in Lieu\)](#)
-  [Citizenship and Immigration Services \(CIS\)](#)
-  [Civilian and military records of VIP's - NPRC 1864.99](#)
-  [Civilian Employment Records - Official Personnel Folders and Service Record Cards c.1875-](#)



[1951](#) (e.g. **Civilian Conservation Corps [CCC]**, **Works Progress Administration [WPA]**, and etc.)

[Civilian Internment Cards, WWII Individual 1941-1946](#)

[Civilian or Contractual Group Requests for VA Benefits\)](#)

[Classified Morning Reports/Rosters - NPRC 1865.116, Requests for](#)

[Clinical Records](#)

[Clinical Records Libraries](#)

[CMRS Employee Change Requests](#)

[Requesting New User Accounts for Novell \(NARANET\), GroupWise \(eMail\), and CMRS \(NPRC Case Management and Reporting System](#)

[Requesting Transfer, Modification, or Deletion of User Accounts for Novell \(NARANET\), GroupWise \(eMail\), and CMRS \(NPRC Case Management and Reporting System\)](#)

[CMRS OBIEE \(eAnalytics\) Quick Reference Card](#)

[CMRS Password Information](#)

[CMRS Requests, Archived](#)

[Coast Guard, Complete Copy Response Information by Military Service](#)

[Combat Chronologies](#)

[Rosters](#)

[Organizationl Records](#)

[Combat-Related Special Compensation \(CRSC\) for Certain Combat-Disabled Uniformed Service Retirees](#)

[Combat Zone Pay](#)

[Combining Records](#)

[Complete copy, OMPF or Medical Record](#)

[Complete Copy Cases - Personnel & Medical](#)

[Complete Copy Response Information by Military Service - Tables 2-6](#)

[Complete Records](#)

[Completing and Providing SF 813](#)

[Comprehensive Clinical Evaluation Program \(CCEP\) reocrds](#)

[Comprehensive index to NPRC memorandums used by employees at 111 Winnebago - NPRC 1867.1](#)

[Comprehensive index to NPRC memorandums used by employees at 9700 Page - NPRC 1865.1](#)

[Computer Symbol Explanations, AHRC \(formerly AR-PERSCOM\)](#)

[Computing average salary costs and staffing requirements - NPRC 6400.1](#)

[Conditions Requiring the Reissuance of DD Form 214](#)

[Congressional Gold Medal](#)

[Congressional inquiries at NPRC \(MPR\) - NPRC 1865.12](#)

[Congressional Medal of Honor](#)

[Congressionals](#)

[Congressionals - Addressing replies \(Temporarily Disabled\)](#)

[Congressionals - number of copeis \(Temporarily Disabled\)](#)

[Conservatorship Requests](#)

[Contact List, Master](#)

[Core L & T](#)

[Core Learning for Archive Technicians - NPRC 3610.10](#)

[Core Suspense and Control Files - NPRC 1820.2](#)

[Correct Record, Verification of](#)

[Correction of Record](#)

[Corrections to DD Form 214, Certificate of Release or Discharge from Active Duty \(and predecessor forms\) - NPRC 1865.87](#)

[Court Cases](#)

[Courts Martial](#)

[Courts martial Records of Trial, General 1918-1938](#)

[Courts Martial Records of Trial, Special \(resulting in Bad Conduct Discharge\) and General 1939-1976](#)

[Courts Martial Summaries, American Expeditionary Forces in Germany 1919-1921](#)

























[CPR Microfiche](#)

-  [Create a Temporary Folder](#)
-  [Creating an R-File](#)
-  [Customer Service Slide Show](#)

[TOP](#)













---

-  [Daily Officers' Reports of Changes, US Army 1918-1919](#)
-  [Daily Sick Reports/Books, US Army and Army Air Force 1917-1946](#)
-  [DANTES](#)
-  [DD Form 149 Application for Correction of Military Record \(BLANK FORM\)](#)
-  [DD Form 149 Application for Correction of Military Record \(PROCEDURES\)](#)
-  [DD Form 214](#)
-  [DD Form 215 \(Correction to DD Form 214, etc.\)](#)
-  [DD Form 215, Determining whether completion of DD 215 is appropriate](#)
-  [DD Form 2168, Application for Discharge of Members or Survivor of Member of Group Certified to Have Performed Active Duty with the Armed Forces of the United States](#)
-  [DD Form 217, Wallet-Size Separation Document](#)
-  [DD Form 293 Application for Review of Discharge from the Armed Forces of the United States \(BLANK FORM\) \\*\\*EXTERNAL LINK\\*\\*](#)
-  [DD Form 293 Application for Review of Discharge from the Armed Forces of the United States \(PROCEDURES\)](#)
-  [DD Form 877 \(requests from military medical facilities\)](#)
-  [Death \(acceptable evidence of\)](#)
-  [Death \(in service\)](#)
-  [Death \(proof of, requests for\)](#)
-  [Death \(getting proof of\)](#)
-  [Deceased and War Casualty Seaman's Records 1937-1950](#)
-  [Deck Logs](#)
-  [Decorations & Awards](#)
-  [Decorations contained in the Air Force Awards and Decorations Card File](#)
-  [Defense Finance and Accounting Service \(DFAS\)](#)
-  [Defense Medals, Army and Air Force](#)
-  [Defense Personnel Records Information Retrieval System \(DPRIS\)](#)
-  [Delay notices - NPRC 1864.103](#)
-  [Delete User Account Requests](#)
-  [Deletions](#)
-  [Dental Records](#)
-  [Department of Defense Disclosure Guidelines](#)
-  [Department of the Army separation program numbers \(SPN\) and separation program designators \(SPD\) - NPRC 1865.62](#)
-  [Dependency Folders, U.S. Army 1918-1943](#)
-  [Dependent Medical Records, Ordering and Routing Procedures](#)
-  **Dependent Records**
  - [Clinical](#)
  - [Outpatient](#)
-  [Deserters Vouchers, US Army \(QMDs in Registry\) 1926-1930](#)
-  [Description of Registry Files Established after the July 1973 Fire](#)
-  [Detrimental Physical or Mental Health Records](#)
-  [DFAS](#)
-  [Digital/Electronic Signatures](#)
-  [Disability Discharges, US Army \(QMDs in Registry\) 1917-1939](#)
-  [Discharge Certificates](#)
-  [Discharge Certificate - Table for Determining Response to Request for](#)
-  [Discharge Certificates, Amendments of](#)
-  [Discharge from Draft, US Army 1918](#)
-  [Discharge Reports, WWI, US Army 1918-1920](#)
-  [Discharge Review](#)
-  [Disciplinary Data](#)

-  [Disciplinary data - NPRC 1865.119, Requests for](#)
-  [Disclosure, Record of](#)
-  [Distinguished Unit Citation \(Army\)](#)
-  [Distinguished Warfare Medal](#)
-  [Distribution coding system for NPRC instructional memos - NPRC 1832.4](#)
-  [District of Columbia National Guard 1887-1945](#)
-  [DLT - Criteria for Determining whether Initial Data Procurement Request or Referral Action is Appropriate](#)
-  [DNA](#)
-  [Documents Returned — NPRC 1865.127 Return of documents to NPRC after having been released in error](#)
-  [DODDS](#)
-  [Dog Tags](#)
-  [DPRIS: Changing your password](#)
-  [DPRIS: Create An Account](#)
-  [DPRIS: Defense Personnel Records Information Retrieval System](#)
-  [DPRIS: Forgot Password Procedures](#)
-  [DPRIS: How to Print DPRIS Images on Legal Paper for Cases Which Will Need a Red Ribbon and Seal](#)
-  [DPRIS: Locked Out Procedure](#)
-  [DPRIS - Purging Requests](#)
-  [DPRIS - Sort](#)
-  [DPRIS - Temporary Work Around](#)
-  [Draft Records - see \[Selective Service\]\(#\)](#)
-  [Drug/Alcohol Rehabilitation Program](#)
-  [DS/DS Registry User Guide](#)
-  [Due Dates](#)














[TOP](#)
















---



















-  [Education](#)
-  [EEO, Official Time for Counseling and Representation](#)
-  [E-Mail Addresses](#)
-  [Electronic/Digital Signatures](#)
-  [Employment Suitability](#)
-  [Employment suitability requests - NPRC 1865.50](#)
-  [Enlisted Service Numbers Assigned to the National Guard](#)
-  [Estate Settlement](#)
-  [Estimated Earnings](#)
-  [Executor of Estate Requests](#)
-  [External sources of information used in the records reconstruction process - NPRC 1865.112](#)
-  [Extract](#)




















[TOP](#)

---

-  [Facts and Circumstances](#)
-  [Family Member Prefix \(FMP\) Table](#)
-  [FAP \(Family Advocacy Program\)](#)
-  [Fax Numbers](#)
-  [Federal Probation Officers - NPRC 1865.45, Requests from](#)
-  [Fee Cases](#)
-  [Fee Cases](#)
-  [Fee Desk Correspondence Received at CPR with Remittance \(Non-Archival\)](#)
-  [Fee Desk Correspondence Received at CPR with no Remittance \(Non-Archival\)](#)
-  [Fees: Archival Record and a Non-Archival Record](#)
-  [File Without Action \(FWOA\) Guidelines](#)
-  [Finance Records](#)
-  [Firearms Permit](#)

-  [Fleet Post Office \(1980's\)](#)
-  [Flight / Flight Training Records](#)
-  [FMP - Family Member Prefix Table](#)
-  [FOIA \(Freedom of Information Act\)](#)
-  [FOIA Fee Schedules](#)
-  [Foreign National Requests](#)
-  [Form Numbers and Names](#)
-  [Former Spouse Protection Act](#)
-  [Forwarding \(Mail\)](#)
-  [FPO 1980's](#)
-  [Freedom of Information Act \(FOIA\) Requests - NPRC 1864.113](#)
-  [Freefall Parachutist Badge](#)
-  [Frequently Asked Questions about Redacting](#)
-  [FWOA](#)
-  [TOP](#)



- 
-  [GED](#)
  -   [Genealogical requests - NPRC 1865.86](#)
  -  [General Background and miscellaneous correspondence procedures unique to the Philippine Army Records - NPRC 1865.125](#)
  -  [General background and reference information concerning Records Reconstruction Branch - NPRC 1865.104](#)
  -  [General Guidelines for Army Components Based on Status and Date](#)
  -  [General information and instructions relating to reference service - NPRC 1865.2](#)
  -  [General information on VA Form 3101 requests - NPRC 1865.37](#)
  -  [German Civilian Personnel Files](#)
  -  [Getting Proof of Death](#)
  -  [Gold Star Lapel Button](#)
  -  [Grade](#)
  -  [Grade - Historic](#)
  -  [GroupWise, Telephone and Homesite Tutorials](#)
  -  [Guard](#)
  -  [Guide to Reconstruction Sources](#)
  -  [Gun Permit](#)
  -  [TOP](#)

- 
-  [Handling Mold - NR 03-003](#)
  -  [Handling Unreadable Microfiche](#)
  -  [Hazardous Duty Pay](#)
  -  [Hazmat Records](#)
  -  [Headstone or Marker](#)
  -  [Health/dental records, complete copy](#)
  -  [Health Treatment Record \(HTR\)](#)
  -  [Health records of former military members - NPRC 1865.103, Requests involving](#)
  -  [Holdings - Annex Chart](#)
  -  [Holdings - NPRC Chart](#)
  -  [Holdings in St. Louis](#)
  -  [Holdings Report - CPR](#)
  -  [Holdings Report - FY08 Regional Holdings Report by Record Group](#)
  -  [Holdings Report - MPR](#)
  -  [Holdings Report - NRPA](#)
  -  [Home Loans](#)
  -  [Homeless Vets](#)
  -  [How to Print DPRIS Images on Legal Paper for Cases Which Will Need a Red Ribbon and Seal](#)
  -  [How to Print Large Files \(More than 10 pages\) to High Speed Copier/Printer](#)



[HTR](#)[TOP](#)

- 
-  [Identification Card, Uniform Services Identification and Privilege Cards - NPRC 1865.85, Requests for](#)
  -  [Identification Cards](#)
  -  [Identification of Heirs](#)
  -  [Illegible Microfiche](#)
  -  [Incomplete Service Records](#)
  -  [Individual Deceased Personnel Files \(IDPFs\) 1964-1975](#)
  -  [Information and instructions on fee cases \(9700 Page\) - NPRC 1852.1](#)
  -  [Information and instructions on fee cases \(111 Winnebago\) - NPRC 1852.2](#)
  -  [Information concerning compensation, leave, and grade/rank - NPRC 1865.101, Requests for information concerning](#)
  -  [Information from Military Record Releaseable under FOIA](#)
  -  [Information Stored in St. Louis and Washington, D.C.](#)
  -  [Information Technology \(IT\) Operations at NPRC - NPRC 2140.1](#)
  -  [Information that can be Released Under FOIA](#)
  -  [Inherent Resolve Campaign Medal](#)
  -  [Initial Transition Training NPRC 3610.9 \(See also: \[Refile Training Manual\]\(#\)\) \*\*Note: RRB\*\*](#)
  -  [INS \(Immigration and Naturalization\)](#)
  -  [Inpatient \(Clinical\) Record Files Non-Fixed Medical Facilities 1943-1945](#)
  -  [Inpatient \(Clinical\) Records, Ordering and Routing Procedures](#)
  -  [Inpatient Records](#)
  -  [Inquiries lacking sufficient identifying and/or locator data - NPRC 1865.20](#)
  -  [Inquiries received by telephone at NPRC \(MPR\) - NPRC 1865.8](#)
  -  [Insignia](#)
  -  [Instructions for Completing Discharge Certificates](#)
  -  [Instructions for Determining the Disposition of "Open Service Records"](#)
  -  [Instructions for Using and Saving Electronic Forms in CMS In Response to Customer Requests](#)
  -  [Instructions on Issuance of DD Form 215](#)
  -  [Instrumentality of War](#)
  -  [Internal sources of information used in the records reconstruction process - NPRC 1865.111](#)
  -  [Internment Control Forms 1928-1962](#)
  -  [Investigation Reports](#)
  -  [Involuntary Extension, Post 9/11/2001, Stop Loss Special Pay Claim](#)
  -  [Issuance and reissuance of original discharge and retirement certificates - NPRC 1865.72](#)
  -  [Iraqi Campaign Medal](#)





[TOP](#)






















- 
-  [Joint Service Medals, Army and Air Force](#)
  -  [Jumpmaster Badge](#)

[TOP](#)

- 
-  [Korea Ambassador for Peace Medal](#)
  -  [Korean Casualty File, Key to](#)
  -  [Korean War Service Medal](#) (full name: Republic of Korea Korean War Service Medal)

[TOP](#)

- 
-  [Lapel Button for Next of Kin of Deceased Personnel](#)
  -  [Last Known Address](#)
  -  [Last known addresses or "whereabouts" information - NPRC 1865.49, Requests for](#)
  -  [Leave and Earnings Statement, Request for](#)

-  [Legal Demands](#)
-  [Legal demands for records and/or information - NPRC 1864.107](#)
-  [Levels of Complexity](#)
-  [Library Index \(NPRC\)](#)
-  [List Cases](#)
-  [List cases - NPRC 1865.22](#)
-  [List of current local NA and GSA forms controlled by NPRC - NPRC 1824.2](#)
-  [List of Documents Used to Answer SOS Requests](#)
-  [List of Records Blocks](#)
-  [Listing of Air Force Medical Facilities](#)
-  [Listing of Army Medical Facilities](#)
-  [Listing of Navy Medical Facilities](#)
-  [Loans and Transfers](#)
-  [Loans of accessioned Official Military Personnel Files \(OMPFs\) from the National Personnel Records Center \(NPRC\) to the originating Military Service Departments - NPRC 1600.2](#)
-  [Location of Military Personnel and Medical Records](#)
-  [A Locked CMRS Registry Record](#)
-  [LOD \(Line of Duty Investigation Reports\)](#)
-  [Lost Baggage/Personal Effects](#)
-  [Lost/Missing Medical Records \(non-fire related\)](#)
-   [Lost/Missing Service Records \(non-fire related\)](#)

[TOP](#)

---

-  [Mailing Addresses of Records Centers](#)
-  [Major Error Listing \(Quality Program\)](#)
-  [Map of World War II Theaters](#)
-  [Marine Corps, Complete Copy Response Information by Military Service](#)
-  [Market Surveys and Request for Quotes \(NRP2010-07\)](#)
-  [Marriage Certificates](#)
-  [Master Recruiter Badge](#)
-  **Medals**
  - [Medals](#)
  - [Army Sea Duty Ribbon](#)
  - [Army Recruiter Badges](#)
  - [Army Weapons Conversion List](#)
  - [Authorized Acronyms](#)
  - [Automatic and Their Criteria](#)
  - [Automatic for WWI, WWII, and post WWII](#)
  - [C and R Devices](#)
  - [Certificates](#)
  - [Distinguished Warfare](#)
  - [Inherent Resolve Campaign Medal](#)
  - [Military Freefall Parachutist Badge](#)
  - [Parachute Rigger Badge](#)
-  [Media Cases](#)
-  **Medical Records**
  - [Providing Complete Copy - OMPF or Medical Record \(AKA: Health Records\)](#)
  - [Clinical Records](#)
  - [Psychiatric Records](#)
  - [Outpatient Records](#)
-  [Medical Records, Military and Dependent, Locations of](#)
-  [Medical Registry System Contents and Access](#)
-  [Medical Registry System in ARCIS \(Coach or ET Procedures\)](#)
-  [Medical Treatment Facility \(MTF\) Records, Ordering and Routing Procedures](#)
-  **Memos**
  - [AFN Memos \(FKA: NRP Memos\)](#)

[AFN-C Memos \(FKA: NRPC Memos\)](#)

[AFN-M Memos \(FKA: NRPM Memos\)](#)

[NPRC Memos](#)

 [Mental Health Records](#)

 [Mental Health Records, Ordering and Routing Procedures](#)

 [Merchant Marines](#)

 [Meritorious Unit Commendation \(Army\) - See Medals](#)

 [Mexican Border Service 1916-1917](#)

 [Microfiche from Valmeyer](#)

 [Microfiche Record Locator](#)

 [Microfilm Reels Archival and Pre-Archival Charge-out Procedure for Unit Records and Finding Aids](#)

 [Military Abbreviations](#)

 [Military Acronyms](#)

 [Military finance center requests - NPRC 1865.73](#)

 [Military Freefall Parachutist Badge](#)

 [Military Hospitals in Vietnam with Maps](#)

 [Military Pay Grades and Ranks](#)

 [Military Post Offices \(1980's\)](#)

  [Military Record Specialist \(VA Regional Offices\)](#)

 [Military Records Locations](#)

Job Aid [Military Service Records](#)

 [Military Terms and Acronyms](#)

 [Miscellaneous correspondence procedures unique to Records Reconstruction Branch - NPRC 1865.107](#)

 [Misnomers for Army Medals, Common](#)

 [Misplaced Record Search Engine](#)

 [Moldy Records, Special Handling](#)


 [MOP \(Mustering-Out Pay\)](#)

 [Morning Reports and Rosters, US Army 1947-1959](#)

 [Morning Reports \(Fire-related and non-fire related cases\)](#)

 [Morning Reports, US Air Force 1947-1966](#)

 [Morning Reports, US Army 1912-1946](#)

 [MOS/AFSC/NEC \(Military Occupational Specialty/Air Force Specialty Code/Navy Enlisted Classification, or billet, or rate code\)](#)

 [Move Report](#)

 [MRS \(Medical Registry System\) Request Processing Procedures](#)

 [MRS Search in ARCIS \(Coach or ET Procedures\)](#)

 [Muster Rolls](#)

 [Muster Rolls and Rosters, US Army 1912-1943](#)

 [Mustering-Out Pay \(MOP\)](#)

[TOP](#)

 [N-426, Request for Certification of Military or Naval Service \(CIS\)](#)

 [NA Form 13038 \(Certification of Military Service\)](#)

 [NARA Official Seal, affixing to casualty reports](#)

 [Name Change after Separation](#)

 [NARA Organizational Phone List](#)

 [National Cemeteries](#)


 [National Guard, Adjutants General Roster \(State\)](#)

 [National Guard, Air](#)










 [National Guard, Army](#)













 [National Guard Military Records \(Army and Air\)](#)

 [National Guard Officers Pay Cards, 1922-1936](#)













 [National Guard Papers, WWI US Army 1916-1919](#)

 [Naval Home](#)

-  [Naval Transportation Service](#)
-  [Navy, Complete Copy Response Information by Military Service](#)
-  [Navy, Marine Corps and Coast Guard Medals](#)
-  [Navy and Marine Corps Unit Awards.](#)
-  [Navy Pro-Jackets](#)
-   [Navy Index, Using the](#)
-  [Needed by VA, Record](#)
-  [New User Account Requests](#)
-  [Nominal Checklists for Report of Sick and Wounded, US Army 1917-1939](#)
-  [Non-OMPF Archival Records](#)
-  [North Carolina WWI Index 1917-1918](#)
-  [Notes, How to Use in CMRS](#)
-  [Notes in CMRS](#)
-  [Notices](#)
-  [NPRC cash awards for performance and productivity - NPRC 3620.2](#)
-  [NPRC Civilian Personnel Records \(CPR\) mail coding and routing guide - NPRC 1840.11](#)
-  [NPRC Library Index](#)
-  [NPRC Memo Index](#)
-  [NPRC Research Rooms - NPRC 1864.112, Requests received in the](#)
-  [NPRC Staff Only Home Page](#)
-  [NPRC Statistical Report](#)
-  [NPRC Telephone Directory](#)
-  [NR11-021 - Acting Director, National Personnel Records Center \(Expires 3/31/2011\)](#)
-  [NR Phone List](#)
-  [NRP 2005-13, interim change to verification search procedures for records charged out to VA Liaison Office](#)
-  [NRP 2010-05, Acquisition Guide](#)
-  [NRP 2010-06, PRISM Procedures](#)
-  [NRP 2010-07, Market Surveys and Request for Quotes](#)
-  [NRP Memo Index](#)
-  **NRP User Account Request form**
- [Requesting New User Accounts for Novell \(NARANET\), GroupWise \(eMail\), and CMRS \(NPRC Case Management and Reporting System\)](#)
- [Requesting Transfer, Modification, or Deletion of User Accounts for Novell \(NARANET\), GroupWise \(eMail\), and CMRS \(NPRC Case Management and Reporting System\)](#)
-  [NRPC Memo Index](#)
-  [NRPM Memo Index](#)
-  [Nuclear Deterrence Operations Service Medal \(USAF Only\)](#)
-   [Nurse Corps, Cadet](#)
-  [Nurses Cards, World War II Army 1944](#)
-  [Nurses Individual Academic Records, US Army 1919-1937](#)
-  [TOP](#)









- 
-  [Occupant Emergency Plan for NPRC](#)
  -  [Office Equipment, Appropriate Use of - NARA 802](#)
  -  [Officer, Army Registers](#)
  -  [Officer Orders & Officer Personnel Jackets - South Pacific Force](#)
  -  [Officers' Reports of Change 1918](#)
  -  [Official Time for EEO Counseling and Representation](#)
  -  [OMPF, Providing Complete Copy](#)
  -  [Online Query for Navy and Marine Corps Unit Awards](#)
  -  [Open Service Records](#)
  -  [Open Service Records, Addresses to which requests are Forwarded](#)
  -  ["Open Service Records" \(records which indicate member deserted and never returned to military control\) - NPRC 1865.98](#)
  -  [Operational Reports](#)

































-  [OPM \(Office of Personnel Management\)](#)
-  [OPM Form 813](#)
-  [OPM requests concerning credit for military service - NPRC 1865.46](#)
-  [OR \(Organizational Records, non-fire related\)](#)
-  [Organizational Records Information Sheet](#)
-  [Organizational records searching procedures used in the Records Reconstruction Branch - NPRC 1865.113](#)
-  [Organizational Records Used in Records Reconstruction \(Monograph\)](#)
-  [Orientation of new employees - NPRC 3610.6](#)
-  [Other Locations of Academic Records](#)
-  [Overtime and compensatory time - NPRC 6010.3](#)
-  [Outpatient Records, Ordering and Routing Procedures](#)
-  [TOP](#)







- 
-  [Pacesetter Definitions and Formulas](#)
  -  [Paternity](#)
  -  [Patient Rosters, US Army 1940-1946](#)
  -  [Pay Cards, Army Deserts 1943-1945](#)
  -  [Pay Cards, Army Officers 1940-1951](#)
  -  [Pay Cards, army WWI Officers & Nurses 1917-1921](#)
  -  [Pay Cards, Contract Nurses, US Army 1933-1940](#)
  -  [Pay Cards, Contract Surgeons and Chaplains, US Army 1935-1942](#)
  -  [Pay Cards, Field Clerks, US Army 1917-1921](#)
  -  [Pay Cards, Regular Army Officers and Field Clerks 1920-1941](#)
  -  [Pay Cards, US Army, Reserve Officer Training Corps Students 1920](#)
  -  [Pay Cards, Warrant Officers, US Army 1917-1921](#)
  -  [Pay Claim, Stop Loss Documents](#)
  -  [Pay Records](#)
  -  [Pay Vouchers, Final, Army WWI, Officers & Nurses 1917-1921](#)
  -  [Pay Vouchers, Final, Post WWI, WWII and Post WWII 1926-1950](#)
  -  [Pay Vouchers, US Army Enlisted, WWI \(Multiple-name and Single-name\) 1917-1921](#)
  -  [Payments, Enlisted Men, US Army 1915-1917](#)
  -  [Penal/mental/correctional institution requests - NPRC 1865.44](#)
  -  [Penal/Mental/Correctional Institutions](#)
  -  [Pension Records](#)
  -  [Performance Management Program for personnel in the NRPM Core Environment - NPRC 3630.5](#)
  -  [Periods of Issuance for Service Numbers](#)
  -  [PerNet](#)
  -  [Personnel Records, Military, Locations of](#)
  -  [Persons of Exceptional Prominence \(PEP\)](#)
  -  [Philippine Army Cases](#)
  -  [Philippine Prisoners of War Card File \(Registry\) 1941-1945](#)
  -  [Photocopy Procedures](#)
  -  [Photographs](#)
  -  [Photographs - NPRC 1865.80, Requests for](#)

#### Photo Collections

















-  [Jackie Joyner Kersee \(Folder\)](#)
-  [Core 1 Spirit Day Events March 2016 \(Folder\)](#)
-  [Photos - Photo \(Folder\)](#)
-  [Photos - Retirement \(Folder\)](#)
-  [PIV Log-In Instructions](#)
-  [Policy Statements on Equal Employment Opportunity, Diversity, and Prevention of Sexual Harassment - INTERIM GUIDANCE 300-30](#)
-  [PORTAL](#)
-  [Post-Traumatic Stress Disorder \(PTSD\)](#)

-  [POW \(Prisoner of War\)](#)
-  [PREP](#)
-  [Preparing Documents for Photocopying](#)
-  [Preservation Treatment](#)
-  [Presidential Unit Citation \(Army\)](#)
-  [Print Large Files \(More than 10 pages\) to High Speed Copier/Printer, How to](#)
-  [PRISM Procedures](#)
-  [Privacy Act Basic Provisions](#)
-  [Privacy Act implementation in NPRC reference service operations - NPRC 1864.102](#)
-  [Probation \(Federal\)](#)
-  [Processing archival military personnel records requests](#)
-  [Processing inquiries prepared in a foreign language - NPRC 1864.104](#)
-  [Processing Requests for OMPFS of Persons of Exceptional Prominence \(PEP\)](#)
-  [Processing requests for service information for homeless veterans - NPRC 1865.117](#)
-  [Processing Requests for Information from FBI Personnel Files - NPRC 1867.62](#)
-  [Processing Requests Received in the? ?Records Center Research Room](#)
-  [Processing True Duplicates](#)
-  [Procurement Sources and Procedures](#)
-  [Proof of Death, Getting](#)
-  [Providing Complete Copy - OMPF or Medical Record](#)
-  [Providing Discharge and Retirement Certificates](#)
-  [Providing GED, USAFI, DANTES or PREP Scores, Transcripts and Certificates](#)
-  [Providing Stop Loss Special Pay Claim Documents](#)
-  [PRS Inquiry Results Screen with FMP Codes](#)
-  [PRS Quick Reference Sheet for accessing Old and New PIRS](#)
-  [Psychiatric Records \(See Detrimental Physical or Mental Health Records\)](#)
-  [PTSD \(Post-Traumatic Stress Disorder\)](#)
-  [Public Health Service Records](#)
-  [Public Law 220 \(Navy case only\)](#)
-  [Purchasing Procedures](#)

[TOP](#)

- 
-  [Quality Assurance Program](#)
  -  [Quality Program Major Error Listing](#)
  -  [Queue Management, Core](#)
  -  [Queue Management](#)
  -  [Questions about Redacting](#)
  -  [Quotes](#)

[TOP](#)

- 
-  [R Device, Medals](#)
  -  [Radiation Exposure](#)
  -  [Rank \(Current Enlisted\)](#)
  -  [Rank \(Current Officer\)](#)
  -  [Rank \(Historic for Army and Air Force\)](#)
  -  [RE-Code \(Reenlistment code\)](#)
  -  [Reconstruction \(Fire-related\)](#)
  -  [Reconstruction Procurement Sequence for Basic Service Data](#)
  -  [Reconstruction Sources, Guide to](#)
  -  [Record in Core Needed by Another Agency](#)
  -  [Record Loan & Transfer](#)
  -  [Record Locations](#)
  -  [Record Needed by VA](#)
  -  [Record of Disclosure](#)
  -   [Record Reviews \(research room\)](#)
  -  [Records blocks data - NPRC 1865.33](#)

-  [Records Charged Out to Discharge Review/Corrections Boards](#)
-  [Records created at military medical facilities - NPRC 1865.121, Requests involving](#)
-  [Records Holdings](#)
-  [Records Lost in 1973 Fire](#)
-  [Records Needed From the Refile Section](#)
-  [Records Reconstruction](#)
  
-  [NPRC 1865.32 Verification, misplaced, and “can’t find” records searching](#)
-  [NPRC 1865.104 General background and reference information concerning Records Reconstruction Branch](#)
-  [NPRC 1865.106 Routine searching of auxiliary records in Records Reconstruction Branch](#)
-  [NPRC 1865.107 Miscellaneous correspondence procedures unique to Records Reconstruction Branch](#)
-  [NPRC 1865.111 Internal sources of information used in the records reconstruction process](#)
-  [NPRC 1865.112 External sources of information used in the records reconstruction process](#)
-  [NPRC 1865.113 Organizational records searching procedures used in the Records Reconstruction Branch](#)
-  [NRPM Memo 2009-03: Instructions for annotating documents received from unofficial sources](#)
-  [Organizational Records Used in Records Reconstruction \(Monograph\)](#)  
(Press Control (Ctrl)+F to pull up the search box within the document)
-  [Reconstruction Procurement Sequence for Basic Service Data](#)
-  [Requesting Copies of Document--for Reconstruction Purposes Only--from Archival VA Claim \(XC\) Folders](#)
-  [World War I Military Personnel and Related Records of the War Department, 1912 - 1939 \(Monograph\)](#)  
(Press Control (Ctrl)+F to pull up the search box within the document)
  
-  [Records Reconstruction Search Actions](#)
-  [Records Retrieval Branch, Refile Section, Standard Operating Procedure \(SOP\) \(NPRC 1865.126\)](#)
-  [Records that require Special Handling](#)
-  [Recruiter Badges, Army](#)
-  [Recruiters, requests from](#)
-  [Redacting PII](#)
-  [Redactions of Restricted Information on Photocopied Documents](#)
-  [Reference service source document guides - NPRC 1865.3](#)
-  [Referral of Requests With and Without Records](#)
-  [Referral of Requests With and Without Records \(FAQ #5\)](#)
-  [Referrals](#)
-  [Referrals \(FAQ #5\)](#)
-  [Refile Section, Standard Operating Procedure \(SOP\), Records Retrieval Branch \(NPRC 1865.126\)](#)
-  [Refile Training Manual](#)
-  [Refiling and interfiling military personnel and medical records - NPRC 1865.28](#)
-  [Registers, Army Officer](#)
-  [Registers, Officer, Army](#)
-  [Registry, Archival Records](#)
-  [Registry File System records processing procedures - NPRC 1865.115](#)
-  [Release and access guide - NPRC 1865.16](#)
-   [Release Guide](#)
-  [Release of information from archival Official Military Personnel Files \(OMPFs\) - NPRC 1600.1 \(complete\)](#)
-  [Release of information from archival Official Military Personnel Files \(OMPFs\) - NPRC 1600.1 \(summary only\)](#)
-  [Replacement of separation documents - NPRC 1865.51, Requests for](#)
-  [Request for Quotes \(See NRP2010-07 Market Surveys and Request for Quotes\)](#)














- [Request New Employee to be added to ARCIS](#)
- [Requesting Copies of Document--for Reconstruction Purposes Only--from Archival VA Claim \(XC\) Folders](#)
- [Requesting Microfiche from Valmeyer](#)
- [Requesting New User Accounts for Novell \(NARANET\), GroupWise \(eMail\), and CMRS \(NPRC Case Management and Reporting System\)](#)
- [Requesting RRB to Unlock CMRS Registry Record](#)
- [Requesting Transfer, Modification, or Deletion of User Accounts for Novell \(NARANET\), GroupWise \(eMail\), and CMRS \(NPRC Case Management and Reporting System\)](#)
- [Requests concerning admission to the United States Naval Home - NPRC 1865.82](#)
- [Requests for Air Force officer flight records - NPRC 1865.120](#)
- [Requests for Army replacement medals and certificates - NPRC 1865.124](#)
- [Requests for awards and certificates - NPRC 1865.110](#)
- [Requests for birth or death certificates/information - NPRC 1865.118](#)
- [Requests for classified Morning Reports/Rosters - NPRC 1865.116](#)
- [Requests for disciplinary data - NPRC 1865.119](#)
- [Requests for Identification Card, Uniform Services Identification and Privilege Cards - NPRC 1865.85](#)
- [Requests for information concerning compensation, leave, and grade/rank - NPRC 1865.101](#)
- [Requests for last known addresses or "whereabouts" information - NPRC 1865.49](#)
- [Requests for photographs - NPRC 1865.80](#)
- [Requests for replacement of separation documents - NPRC 1865.51](#)
- [Requests for Separation Documents](#)
- [Requests for ship histories or deck logs - NPRC 1865.64](#)
- [Requests for verification of sea service - NPRC1865.83](#)
- [Requests for verification or statement of service - NPRC 1865.60](#)
- [Requests for verification of training, education, and performance while in the military - NPRC 1865.68](#)
- [Requests from Federal Probation Officers - NPRC 1865.45](#)
- [Requests involving archival military records](#)
- [Requests involving health records of former military members - NPRC 1865.103](#)
- [Requests involving records created at military medical facilities - NPRC 1865.121](#)
- [Requests received in the NPRC Research Rooms - NPRC 1864.112](#)
- [Reserve Officer Training Camp Records: Officers & Candidates for Commission, US Army 1917-1918](#)
- [Reserve Officer Training Corps](#)
- [Research Room](#)
  - [Processing Records Center Research Room Requests](#)
  - [Research Room, Processing Requests Received in the Research Room Requests](#)
  - [Research Room Requests involving Annex and CPR Records](#)
- [Responding to Burial Requests](#)
- [Responding to Headstone or Marker Requests](#)
- [Restrictions and release policies for Official Personnel Folders - NPRC 1867.6](#)
- [Retiree Outpatient Records](#)
- [Retiree records, Army Reserve, without retirement orders - NPRC 1865.122](#)
- [Retirement Certificate](#)
- [Retirement Credit Points \(\*\*Cancelled\*\*\) - NPRC 1865.84](#)
- [Retirement Points](#)
- [Return of documents to NPRC after having been released in error — NPRC 1865.127](#)
- [Return of Nurse Corps, US Army 1917-1920](#)
- [Returned Documents — NPRC 1865.127 Return of documents to NPRC after having been released in error](#)
- [Reunions](#)
- [Revising Employee Information in ARCIS](#)
- [Rosters](#)
- [ROTC](#)
- [Routine searching of auxiliary records in Records Reconstruction Branch - NPRC 1865.106](#)

 [Russian Railway Service Corps 1917-1920](#)

[TOP](#)






















---

-  [S-files, Special Handling](#)
-  [SATC](#)
-  [SATCC](#)
-  [Savings Bonds](#)
-  [Screening of military personnel and medical records for onsite review or for disclosure through photocopies - NPRC 1864.108](#)
-  [SDA Calculator](#)
-  [Sea Duty Ribbon, Army](#)
-  [Sea Service](#)
-  [Sea Transcripts](#)
-  [Seal Impression \(NARA\), Affixing documents or photocopies of documents - NPRC 1864.106](#)
-  [Security Clearances](#)
-  [Selective Service](#)
-  [Selective Service System Classifications for WWI, WWII, and PWWII through 1976](#)
-  [Selective Service System - Registration Cards and Classification Ledgers 1940-1975](#)
-  [Sending Records to Copy](#)
-  [Separation and Discharge Records, US Army and Air Force \(QMDs in Registry\) 1942-1959](#)
-  [Separation Documents, Requests for](#)
-  [SepDoc](#)
-  [Service Codes and Registry Number Prefixes for the "Auxiliary" Registry](#)
-  [Service Codes and Registry Prefixes Used in NPRC Registry System](#)
-  [Service Number File, Army \(ASNF\) - On-line Version](#)
-  [Service Number Index, Army](#)
-  [Service Number Information](#)
-  [Service Number Prefixes and Suffixes](#)
-  [Service Number Prefixes by State](#)
-  [Service Records, Amendments of](#)
-  [Service Record Locator for Pre-Registry Files](#)
-  [Service Record Page Locator](#)
-  [Servicemen's Group Life Insurance](#)
-  [Service/personnel records, complete copy](#)
-  [Service Treatment Record \(STR\)](#)
-  [SF 180 \(Form: pdf format\)](#)
-  [SF 813](#)
-  [Ship Photographs](#)
-  [Ships Deck Logs](#)
-  [Ships Histories](#)
-  [Ship histories or deck logs - NPRC 1865.64, Requests for](#)
-  [Sick Call Logs](#)
-  [Sick Reports \(fire-related cases\)](#)
-  [SIDPERS](#)
-  [Signature authority, Center correspondence - NPRC 1804.1](#)
-  [SMARTS](#)
-  [Social Security Number, Dates Military Began Using](#)
-  [Social Security Number Prefixes](#)
-  [Social Security Administration Requests, Processing of](#)
-  [Soldier's Homes](#)
-  [Soldiers' and Sailors' Civil Relief Act](#)
-  [SOS \(Statement of Service\)](#)
-  [Source Document Guides](#)
-  [South Korea Ambassador for Peace Medal](#)
-  [Special Inquiries](#)
-  [Special Projects](#)
-  [SPN/SPD Air force](#)

-  [SPN/SPD Army](#)
-  [SSA \(Social Security Administration\)](#)
-  [Staff Daily Journals](#)
-  [Standard Operating Procedure \(SOP\) for Refile Section, Records Retrieval Branch \(NPRC 1865.126\)](#)
-  [Statement or verification of service - NPRC 1865.60, Requests for](#)
-  [Stop Loss Special Pay Claim Documents](#)
-  [Student Army Training Corps \(SATC\)](#)
-  [Student Army Training Corps Camps \(SATCC\)](#)
-  [Student Career Experience Program - NPRC 3610.12](#)
-  [STR \(Service Treatment Record\)](#)
-  [Suspended Retirement, Post 9/11/2001, Stop Loss Special Pay Claim](#)
-  [Suspense Due Dates](#)
-  [Suspense Procedures](#)













[TOP](#)




---

-  [Table for Determining Response to Request for Discharge Certificate](#)
-  [Task automated reporting system - NPRC 1872.5](#)
-  [TASK Code Master by Description - Archival](#)
-  [TASK Code Master by Description - CPR](#)
-  [TASK Code Master by Description - MPR](#)
-  [TASK Code Master by TASK Code - Archival](#)
-  [TASK Code Master by TASK Code - CPR](#)
-  [TASK Code Master by TASK Code - MPR](#)
-  [TDY/TAD \(Temporary Duty\)](#)
-  [Telephone and FAX Numbers, E-Mail Addresses & Web Sites](#)
-  [Temporary DPRIS Work Around](#)
-  [Temporary Folders](#)
-  [Temporary Replacement of a Forgotten Personal Identity Verification \(PIV\) Badge !\[\]\(43d0f4685b18833055d282ab4c13a7a2\_img.jpg\)](#)
-  [Theaters, World War II Map](#)
-  [Title 10](#)
-  [Title 10 letter for State Employee Retirement Annuitants - NPRC 1865.123](#)
-  [Training/Education \(In-service\)](#)
-  [Transfer User Account Requests](#)
-  [Translations \(NPRC Translators\)](#)
-  [Training & Development](#)
-  [Training Course Listing](#)
-  [True Duplicates, Processing](#)

[TOP](#)

---

-  [Undeliverable NPRC mail returned by the U. S. Postal Service \(Returned Mail\) - NPRC 1840.12](#)
-  [Under-Self Inspections - AFN 2015-05](#)
-  [Unit Awards, Navy](#)
-  [Unit Awards, Marine Corps](#)
-  **Unit Histories**
  - [Rosters](#)
  - [Organizational Records](#)
-  [United States Soldiers Home Accounts 1900-1926](#)
-  **Unlocking a CMRS Registry Record**
-  [Unofficial documents, use of](#)
-  [Unreadable Microfiche](#)
-  [U. S. Citizenship and Immigration Services \(USCIS\) Requests.](#)
-  [USAFI](#)
-  [Use of Facsimile machines at NPRC - NPRC 1864.114](#)
-  [User charges](#)
-  [User Guide for Data Entry within the TASK/Time Management Module](#)

-  [User Guide for Label Administration within the ARCIS/CPR Registry Module](#)
-  [User Guide for Label Administration within the ARCIS/MPR Registry Module](#)
-  [User Guide for Label Administration within the ARCIS/MRS Registry Module](#)

## **User Guides**

[Portal 63](#)



























[Arcis BI Reports](#)

 [Using CMRS Notes](#)

 [Using the Navy Index](#)

















[TOP](#)

---

-  [VA Chargeout, record charged out to VA Liaison Office](#)
-  [VA Codes for Federal Records Centers](#)
-  [VA Codes for VA Regional Offices](#)
-  [VA Facilities Directory \(VA Website\)](#)
-  [VA Form 3101 Requests, Answering - NPRC 1865.38](#)
-  [VA Index - File System and Organization](#)
-  [VA Liaison Office, record charged out to](#)
-  [VA Master Index Tape \(VA Index\)](#)
-  [VA Memorial Programs](#)
-  [VA National Cemetery Scheduling Office](#)
-   [VA Regional Office - Military Record Specialist](#)
-  [VA XC Folders at NARA Locations](#)
-  [VEAP/Montgomery GI Bill \(Veterans Educational Assistance Program\)](#)
-  [Verification, misplaced, and "can't find" records searching - NPRC 1865.32](#)
-  [Verification of a Military Retiree's service in nonwartime campaigns or expeditions](#)
-  [Verification of Correct Record](#)
-  [Verification of sea service - NPRC1865.83, Requests for](#)
-  [Verification or statement of service - NPRC 1865.60, Requests for](#)
-  [Verification of training, education, and performance while in the military - NPRC 1865.68, Requests for](#)
-  [Verifying Service--when and how, BIRLS used for](#)
-  [Veterans Group Life Insurance](#)
-  [VFW Membership](#)
-  [Vietnam Maps](#)
-  [Vietnam Military Hospitals](#)
-  [Void Enlistments](#)

[TOP](#)

---

-  [W-2, Request for](#)
-  [War Babes](#)
-  [Weapons Conversion List for Army Medals](#)
-  [Weapons Qualification Badges, Army](#)
-  [Web Sites](#)
-  [Whereabouts](#)
-  [White House Requests](#)
-  [Who viewed my record](#)
-  [Witness Protection Cases](#)
-  [Wills](#)
-  [Women's Army Auxiliary Corps \(WAAC\)](#)
-  [Workers Compensation](#)
-  [Work Around, DPRIS \(Temporary\)](#)
-  [Work Opportunity Tax Credit \(WOTC\) Program](#)
-  [Workflow control procedures and priority levels in reference service - NPRC 1864.101](#)
-  [World War I Military Personnel and Related Records of the War Department, 1912 - 1939 \(Monograph\)](#)

[TOP](#)

 [XC Folders. Requesting Copies of Document--for Reconstruction Purposes Only--from Archival VA Claim \(XC\) Folders](#)

 [X-Rays](#)

[TOP](#)

[National Personnel Records Center home page](#)

**E-mail suggested changes to: [crg@nara.gov](mailto:crg@nara.gov)**



NPRC: [CPR](#) [MPR](#)   NARA: [Home](#) [NARA@Work](#)

• [History](#)























*The National Archives and Records Administration serves American democracy by safeguarding and preserving the records of our Government, ensuring that the people can discover, use, and learn from this documentary heritage.*

• [Guidance](#)

## Requesting Database Assistance

[Procedure to request MS-Access based applications or their support](#)






### Newest Actions

- 8/15/2017  (MPR) Added: [User Guide: Arcis BI Reports](#)
- 8/15/2017  (MPR) Updated: [User Guide: Portal 63](#)
- 8/2/2017  (MPR) Added: [Processing Records Center Research Room Requests](#)
- 7/26/2017  (MPR) Updated: [Legal Demands](#)
- 7/26/2017  (MPR) Added: [ARCIS MPR Registry Search Module, User Guide for](#)
- 7/10/2017  (MPR) Updated: [POW \(Prisoner of War\)](#)
- 7/6/2017  (MPR) Added: [Combining Records](#)
- 6/30/2017  (MPR) Added: [Official Time for EEO Counseling and Representation](#)
- 6/26/2017  (MPR) Added: [Service Number Index, Army](#)  
 [AAD \(Access to Archival Databases\)](#)
- 6/16/2017  (MPR) Updated: [Archival Response Guide](#)
- 6/15/2017  (MPR) Added: [Army Recruiter Identification Badges & Achievement Stars](#)
- 6/15/2017  (MPR) Added: [Email Addresses for Archival Operations](#)
- 6/14/2017  (MPR) Added: [WWII Theater Map](#)
- 6/8/2017  [Occupant Emergency Plan for NPRC](#)
- 5/19/2017  (MPR) Added: [Army Medals Certificates](#)
- 5/19/2017  (MPR) Updated: [Microfiche from Valmeyer](#)
- 5/19/2017  (MPR) Added: [APO Listing](#)
- 5/19/2017  (MPR) Added: [Misplaced Record Search Engine](#)
- 5/12/2017  (MPR) Added: [Army Sea Duty Ribbon](#)
- 5/5/2017  (MPR) Updated: [Navy, Marine Corps and Coast Guard Medals \(Dual Service\)](#)
- 5/5/2017  (MPR) Added: [BIRLS: VA Privacy and Information Security Awareness Training \(TMS\)](#)  
[Create TMS Profile](#)  
[Launch and Complete Mandatory Training](#)

---

## Valmeyer Index

To submit content additions, changes and deletions please follow these [instructions](#).






























**Symbol Legend:**  Case Reference Guide  
 Job Aid  
 NPRC Memo  
 NPRC Staff Only  
 New

---




[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)







---

Topics covered in the On Line Reference Guide are listed alphabetically below:





-  [Accessing Archived CMRS Requests](#)
  -  [Addresses \(miscellaneous military information at other locations\)](#)
  -  [Acquisition Guide \(See \[NRP 2010-05, Acquisition Guide\]\(#\)\)](#)
  -  [Acting Director \(See \[NR11-021 - Acting Director, National Personnel Records Center - Expires 3/31/2011\]\(#\)\)](#)
  -  [AFN Memo Index](#)
  -  [Archival Civilian Personnel Records, Release of Information](#)
  -  [Archival Civilian Personnel Records Request Procedures](#)
  -  [Archival Document Preparation Procedures](#)
  -  [Archival OPFs \(Agency Records\) 1951 and Prior](#)
  -  [Archival Record Photocopying Procedures](#)
  -  [Archived CMRS Requests, Accessing \(see \[Accessing Archived CMRS Requests\]\(#\)\)](#)
  -  [Archived CMRS Requests, Accessing \(see \[Accessing Archived CMRS Requests\]\(#\)\)](#)
  -  [ARCIS Employee Portal User Guide](#)
  -  [ARCIS Employee Change Requests \(see \[ARCIS Employee Portal User Guide\]\(#\)\)](#)
  -  [ARCIS Employee information, making changes to \(see \[ARCIS Employee Portal User Guide\]\(#\)\)](#)
  -  [ARCIS - Password Change](#)
  -  [Awards, Employee Spot Awards](#)
- 
-  [BRAC - Base Closing List](#)
- 
-  [Cadet Nurse Corps](#)
  -  [Checklist of current and canceled NPRC memorandums - NPRC 1832.6](#)
  -  [Civilian and military records of VIP's - NPRC 1864.99](#)
  -  [Clinical Records](#)
  -  [CMRS Employee Change Requests \(see \[Requesting New User Accounts for Novell \\(NARANET\\), GroupWise \\(eMail\\), and CMRS \\(NPRC Case Management and Reporting System\]\(#\) or \[Requesting Transfer, Modification, or Deletion of User Accounts for Novell \\(NARANET\\), GroupWise \\(eMail\\), and CMRS \\(NPRC Case Management and Reporting System\\)\]\(#\)\)](#)
  -  [CMRS Requests, Archived \(see \[Accessing Archived CMRS Requests\]\(#\)\)](#)
  -  [Comprehensive index to NPRC memorandums used by employees at 111 Winnebago - NPRC 1867.1](#)
  -  [Computing average salary costs and staffing requirements - NPRC 6400.1](#)
  -  [Contact List, Master](#)
  -  [Core L & T](#)
- 
-  [Delete User Account Requests \(see \[Requesting Transfer, Modification, or Deletion of User Accounts for Novell \\(NARANET\\), GroupWise \\(eMail\\), and CMRS \\(NPRC Case\]\(#\)](#)








[Management and Reporting System\)](#)
















-  [Dependent Medical Records, Ordering and Routing Procedures](#)
  -  [E-Mail Addresses \(see Telephone and FAX Numbers, E-Mail Addresses & Web Sites\)](#)
  -  [Documents Returned — NPRC 1865.127 Return of documents to NPRC after having been released in error](#)
- 

-  [Family Member Prefix \(FMP\) Table](#)
  -  [Fax Numbers \(see Telephone and FAX Numbers, E-Mail Addresses & Web Sites\)](#)
  -  [Fee Desk Correspondence Received at CPR with Remittance \(Non-Archival\)](#)
  -  [Fee Desk Correspondence Received at CPR with no Remittance \(Non-Archival\)](#)
  -  [FMP - Family Member Prefix Table](#)
  -  [Foreign National Requests](#)
- 

 [Handling Unreadable Microfiche](#)





-  [Illegible Microfiche](#)
  -  [Information and instructions on fee cases \(111 Winnebago\) - NPRC 1852.2](#)
  -  [Information Technology \(IT\) Operations at NPRC - NPRC 2140.1](#)
  -  [Inpatient \(Clinical\) Records, Ordering and Routing Procedures](#)
- 








-  [Mailing Addresses of Records Centers](#)
  -  [Market Surveys and Request for Quotes \(NRP2010-07\)](#)
  -  [Medical Treatment Facility \(MTF\) Records, Ordering and Routing Procedures](#)
  -  **Memos**
    - [AFN Memos \(FKA: NRP Memos\)](#)
    - [AFN-C Memos \(FKA: NRPC Memos\)](#)
    - [AFN-M Memos \(FKA: NRPM Memos\)](#)
    - [NPRC Memos](#)
  -  [Mental Health Records, Ordering and Routing Procedures](#)
  -  [Microfiche from Valmeyer](#)
  -  [Move Report](#)
- 

-  [NARA Organizational Phone List](#)
-  [New User Account Requests \(see \[Requesting New User Accounts for Novell \\(NARANET\\), GroupWise \\(eMail\\), and CMRS \\(NPRC Case Management and Reporting System\\)\]\(#\)\)](#)
-  [NPRC cash awards for performance and productivity - NPRC 3620.2](#)
-  [NPRC Civilian Personnel Records \(CPR\) mail coding and routing guide - NPRC 1840.11](#)
-  [NPRC Memo Index](#)
-  [NPRC Statistical Report](#)
-  [NPRC Telephone Directory](#)
-  [NR Phone List](#)
-  [NR11-021 - Acting Director, National Personnel Records Center \(Expires 3/31/2011\)](#)
-  [NRP 2010-05, Acquisition Guide](#)
-  [NRP 2010-07 Market Surveys and Request for Quotes](#)
-  [NRP Memo Index](#)
-  [NRPC Memo Index](#)
-  [Nurse Corps, Cadet](#)
-  [NRP User Account Request form \(see \[Requesting New User Accounts for Novell \\(NARANET\\), GroupWise \\(eMail\\), and CMRS \\(NPRC Case Management and Reporting System\\)\]\(#\) or \[Requesting Transfer, Modification, or Deletion of User Accounts for Novell\]\(#\)\)](#)

[\(NARANET\), GroupWise \(eMail\), and CMRS \(NPRC Case Management and Reporting System\)](#)

















---





-  [Occupant Emergency Plan for NPRC](#)
  -  [Office Equipment, Appropriate Use of - NARA 802](#)
  -  [OR \(Organizational Records, non-fire related\)](#)
  -  [Outpatient Records, Ordering and Routing Procedures](#)
- 










-  [PIV Log-In Instructions](#)
  -  [PORTAL \(see \[ARCIS Employee Portal User Guide\]\(#\)\)](#)
  -  [Privacy Act implementation in NPRC reference service operations - NPRC 1864.102](#)
  -  [Processing inquiries prepared in a foreign language - NPRC 1864.104](#)
  -  [Processing Requests for Information from FBI Personnel Files - NPRC 1867.62](#)
  -  [Public Health Service Records](#)
  -  [Purchasing Procedures \(See \[NRP 2010-05, Acquisition Guide\]\(#\)\)](#)
- 


 [Quotes \(See \[NRP2010-07 Market Surveys and Request for Quotes\]\(#\)\)](#)

---

-  [Rank \(Current Enlisted\)](#)
  -  [Rank \(Current Officer\)](#)
  -  [Rank \(Historic for Army and Air Force\)](#)
  -  [Records Holdings](#)
  -  [Release of information from archival civilian personnel records, NPRC 1600.3](#)
  -  [Request for Quotes \(See \[NRP2010-07 Market Surveys and Request for Quotes\]\(#\)\)](#)
  -  [Request New Employee to be added to ARCIS \(see \[ARCIS Employee Portal User Guide\]\(#\)\)](#)
  -  [Requesting Microfiche from Valmeyer](#)
  -  [Requesting New User Accounts for Novell \(NARANET\), GroupWise \(eMail\), and CMRS \(NPRC Case Management and Reporting System\)](#)
  -  [Requesting Transfer, Modification, or Deletion of User Accounts for Novell \(NARANET\), GroupWise \(eMail\), and CMRS \(NPRC Case Management and Reporting System\)](#)
  -  [Requests received in the NPRC Research Rooms - NPRC 1864.112](#)
  -  [Research Room Requests involving Annex and CPR Records](#)
  -  [Return of documents to NPRC after having been released in error — NPRC 1865.127](#)
  -  [Returned Documents — NPRC 1865.127 Return of documents to NPRC after having been released in error](#)
  -  [Revising Employee Information in ARCIS \(see \[ARCIS Employee Portal User Guide\]\(#\)\)](#)
  -  [R-File Creation](#)
- 

-  [TASK Code Master by Description - CPR](#)
  -  [TASK Code Master by TASK Code - CPR](#)
  -  [Training Course Listing](#)
  -  [Transfer User Account Requests \(see \[Requesting Transfer, Modification, or Deletion of User Accounts for Novell \\(NARANET\\), GroupWise \\(eMail\\), and CMRS \\(NPRC Case Management and Reporting System\\)\]\(#\)\)](#)
- 

-  [Unreadable Microfiche](#)
  -   [User Guide for Data Entry within the TASK/Time Management Module](#)
  -   [User Guide for Label Administration within the ARCIS/CPR Registry Module](#)
  -   [User Guide for Label Administration within the ARCIS/MPR Registry Module](#)
  -   [User Guide for Label Administration within the ARCIS/MRS Registry Module](#)
-

 [Web Sites \(see Telephone and FAX Numbers, E-Mail Addresses & Web Sites\)](#)

---

[National Personnel Records Center home page](#)

**E-mail suggested changes to: [crg@nara.gov](mailto:crg@nara.gov)**

Figure 1: DA Form 1577, Authorization for Issuance of Awards (Part 1 of 2)

1 IN REPLY, REFER TO <b>Smith, John A.</b> [REDACTED]		NRPM <u>A-M</u> <b>AUTHORIZATION FOR ISSUANCE OF AWARDS</b> <small>For use of this form, see AR 672-5-1, the proponent agency is OOCSPER</small>									
2 TO Commander U.S. Army Support Activity Philadelphia, PA 19101-3460		4 DATE <p style="text-align: center; font-size: 1.2em;">1 APR 00</p>									
4. CODE NUMBERS FOR AWARDS											
XX	XXXXXXXXXXXXXXXX	17	Joint Service Achievement Medal	33	Medal for Humane Action	49	Expert Field Medical Badge				
2	Distinguished Service Cross	18	Army Achievement Medal	34	National Defense Service Medal	50	Letter "V" Device				
3	Defense Distinguished Service Medal	19	POW Medal	35	Korean Service Medal	51	Bronze Oak Leaf Cluster				
4	Distinguished Service Medal	20	Good Conduct Medal	36	Antarctica Service Medal	52	Bronze Service Star				
5	Silver Star	21	Presidential Unit Emblem	37	Armed Forces Expeditionary Medal	53	Bronze Arrowhead				
6	Defense Superior Service Medal	22	Meritorious Unit Emblem	38	Vietnam Service Medal	54	French Fourragere				
7	Legion of Merit	23	Joint Meritorious Unit Emblem	39	Humanitarian Service Medal	55	Belgian Fourragere				
8	Distinguished Flying Cross	24	Valorous Unit Emblem	40	Armed Forces Reserve Medal	56	Netherlands Orange Lanyard				
9	Soldier's Medal	25	Army Superior Unit Emblem	41	Army Reserve Components Achievement Medal	57	Philippine Defense Ribbon				
10	Bronze Star Medal	26	Women's Army Corps Service Medal	42	NCO Professional Development Ribbon	58	Philippine Liberation Ribbon				
11	Purple Heart	27	American Defense Service Medal	43	Army Service Ribbon	59	Philippine Independence Ribbon				
12	Defense Meritorious Service Medal	28	American Campaign Medal	44	Overseas Service Ribbon	60	United Nations Service Medal				
13	Meritorious Service Medal	29	Asiatic-Pacific Campaign Medal	45	Army Reserve Components Overseas Training Ribbon	61	Republic of Vietnam Campaign Ribbon w/Device (1960)				
14	Air Medal	30	European-African-Middle Eastern Campaign Medal	46	Combat Infantryman Badge	62	Honorable Service Lapel Button WWII				
15	Joint Service Commendation Medal	31	WW II Victory Medal	47	Expert Infantryman Badge	63					
16	Army Commendation Medal	32	Army of Occupation Medal	48	Combat Medical Badge	64					
The Secretary of the Army directs that the following awards be engraved according to current regulations and issued to address shown below. (Engraving to be as indicated in classification or below.)											
5. AWARD CODE	6. SERVICE STARS		7. OAK LEAF CLUSTER		8. ARROW HEAD	9. CLASP	10. "V" DEVICE	11. GOLD STAR LAPEL BUTTON			
	BRONZE	SILVER	BRONZE	SILVER				A. ENGRAVE	B. ISSUE	C. TYPE	
10									<input type="checkbox"/> COST <input type="checkbox"/> GRATUITOUSLY	<input type="checkbox"/> CLUTCH <input type="checkbox"/> PIN	
13	2								12. REMARKS "CHARGE FEE" The awards and decorations indicated above will be forwarded from the U. S. Army Soldier and Biological Chemical Command, IMMC, Soldier Systems Directorate, 700 Robbins Avenue, P. O. Box 57997, Philadelphia, PA 19111-7997. If you do not receive these items within 90 days, please submit a copy of this form to that address.		
16	2										
20	W/SILVER		CLASP	W/2	LOOPS						
34											
38											
61											
///	NOTHING FOLLOWS		///								
U.S. ARMY SUPPORT ACTIVITY Philadelphia, PA 19101-3460  OFFICIAL BUSINESS  John A. Smith [REDACTED]								/s/NPRC Technician's Signature  for VIRGINIA A. BARRETT Chief, Army Reference Branch  NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100			
DA FORM 1577, AUG 90								EDITION OF 1 NOV 75 IS OBSOLETE <span style="font-size: 1.5em; float: right;">1</span>			

Figure 2-13: DA Form 1577, Authorization for Issuance of Awards

AUTHORIZATION FOR ISSUANCE OF AWARDS											
For use of this form, see AR 600-8-22; the proponent agency is COCSPER											
1. TO: COMMANDER US ARMY SOLDIER AND BIOLOGICAL CHEMICAL COMMAND IMMC, SOLDIER SYSTEM TEAM PO BOX 57997 PHILADELPHIA, PA 19111-7997			2. RECIPIENT'S NAME			4. DATE (YYYY-MM-DD)					
			3. RECIPIENT'S SOCIAL SECURITY NUMBER OR SERVICE NUMBER								
5. CODE NUMBERS FOR AWARDS											
1	Medal of Honor	18	Army Achievement Medal	35	Korean Service Medal	52	Expert Field Medical Badge				
2	Distinguished Service Cross	19	POW Medal	36	Antarctica Service Medal	53	Letter "Y" Device				
3	Defense Distinguished Service Medal	20	Good Conduct Medal	37	Armed Forces Expeditionary Medal	54	Letter "M" Device				
4	Distinguished Service Medal	21	Presidential Unit Emblem	38	Vietnam Service Medal	55	Bronze Oak Leaf Cluster				
5	Silver Star	22	Mentioned Unit Emblem	39	Southwest Asia Service Medal (SWASM)	56	Bronze Service Star				
6	Defense Superior Service Medal	23	Joint Mentioned Unit Emblem	40	Kosovo Campaign Medal	57	Bronze Arrowhead				
7	Legion of Merit	24	Valorous Unit Emblem	41	Armed Forces Service Medal	58	French Fourragere				
8	Distinguished Flying Cross	25	Army Superior Unit Emblem	42	Humanitarian Service Medal	59	Belgian Fourragere				
9	Soldier's Medal	26	American Defense Service Medal	43	Armed Forces Reserve Medal	60	Netherlands Orange Lanyard				
10	Bronze Star Medal	27	Woman's Army Corps Service Medal	44	Army Reserve Component Achievement Medal	61	Philippine Defense Ribbon				
11	Purple Heart	28	American Campaign Medal	45	NCO Professional Development Ribbon	62	Philippine Liberation Ribbon				
12	Defense Meritorious Service Medal	29	Asia-Pacific Campaign Medal	46	Army Service Ribbon	63	Philippine Independence Ribbon				
13	Meritorious Service Medal	30	European-African-Middle Eastern Campaign Medal	47	Overseas Service Ribbon	64	United Nations Service Medal				
14	AV Medal	31	WW II Victory Medal	48	Army Reserve Component Overseas Training Ribbon	65	Republic of Vietnam Campaign Ribbon w/Device (1950)				
15	Joint Service Commendation Medal	32	Army of Occupation Medal	49	Combat Infantryman Badge	66	Kuwait Liberation Medal - Saudi Arabia				
16	Army Commendation Medal	33	Medal for Humane Action	50	Expert Infantryman Badge	67	Kuwait Liberation Medal - Kuwait				
17	Joint Service Achievement Medal	34	National Defense Service Medal	51	Combat Medical Badge	68	Honorable Service Lapel Button WMI				
The Secretary of the Army directs that award codes number 1 through 20 be engraved according to current regulations and issued to address show below. (Engraving to be as indicated in item 2 above).											
6. GOLD STAR LAPEL BUTTON			8. AWARD CODE		9. SERVICE STARS		10. OAK LEAF CLUSTER		11. ARROW HEAD	12. CLASP	13. "Y" DEVICE
A. ENGRAVE	B. ISSUE	C. TYPE									
	<input type="checkbox"/> COST <input type="checkbox"/> GRATUITOUSLY	<input type="checkbox"/> CLUTCH <input type="checkbox"/> PIN			BRONZE	SILVER	BRONZE	SILVER			
7. SHIP MEDALS TO:											
14. APPROVED BY (Typed Name and Signature)									15. DATE APPROVED (YYYY-MM-DD)		
, NRPMP , (314) 538-											

DA FORM 1577, MAY 2001

PREVIOUS EDITIONS ARE OBSOLETE.

USAPA V1.00

Figure 10: DAS Form 54, Request for Official Military Personnel File

1. REQUEST FOR OFFICIAL MILITARY PERSONNEL FILE, MICROFICHE OR PAPER DOCUMENT (DA Memo 340-4)		2. DATE OF REQUEST 25 Oct 2004	3. DATE RECORDS MUST BE RETURNED (To be completed by Custodian)
4. CUSTODIAN NARA		5. ADDRESS 9700 PAGE AVE.	
6. NAME AND SSN SUMPTER, CLARENCE R.		7. REASON FOR REQUEST INQUIRY	8. M. (ATTACHED) FILE NO. (By Custodian) Clinical Recorp 0098527 (20) Hospital 1341
<input type="checkbox"/> OFFICIAL MILITARY PERSONNEL FILE (Complete) <input type="checkbox"/> OFFICIAL MILITARY PERSONNEL FILE (Efficiency) <input type="checkbox"/> OFFICIAL MILITARY PERSONNEL FILE (Historical)		<input type="checkbox"/> MILITARY PERSONNEL RECORDS JACKET <input type="checkbox"/> CAREER MANAGEMENT INDIVIDUAL FILE <input checked="" type="checkbox"/> OTHER (Paper Document, etc. (Specify) Clinical Record	
9. PERSONNEL REQUESTING RECORDS			
1. DURATION OF TIME RECORDS NEEDED (Estimate) 2 wks	2. NAME (Last, First, Middle Initial) (Authorized) Fuca, Margaret M.	3. TELEPHONE NO. 3601	
4. ADDRESS 1 Reserve Way		5. SIGNATURE OF AUTHORIZED PERSON Margaret M. Fuca	
10. ACTION TAKEN BY RECORDS CLERK			
<input type="checkbox"/> UNABLE TO IDENTIFY <input type="checkbox"/> "R" FICHE - 1 2 3 4 5 (Circle Number of Fiche in record) <input type="checkbox"/> "S" FICHE - 1 2 3 4 5 (Circle Number of Fiche in record) <input type="checkbox"/> OTHER (Paper Document, etc. (Specify)		<input type="checkbox"/> OFFICIAL MILITARY PERSONNEL FILE - PAPER MODE (Complete) (Efficiency) (Historical) <input type="checkbox"/> MILITARY PERSONNEL RECORDS JACKET (Paper Mode) <input type="checkbox"/> CAREER MANAGEMENT INDIVIDUAL FILE	
11. RETURN RECORDS TO ADDRESS INDICATED IN ITEM NUMBER 1	12. DATE	13. SIGNATURE	
<b>INSTRUCTIONS</b> All requests must be signed by an individual authorized to withdraw Official Military Personnel Files.		<b>CAUTION</b> These records will be used for official purposes only. Do not remove, permit to be removed, reproduce, nor reveal the contents to unauthorized persons. SAR 340-21.	
PROTECTED MATERIAL GOVERNED BY AR 600-101  THIS FORM WILL BE USED WHEN REQUESTING OR CHARGING OUT OFFICIAL MILITARY PERSONNEL FILES  <b>FOR OFFICIAL USE ONLY</b>  THIS MARKING IS CANCELLED WHEN SEPARATED FROM THE MATERIAL BEARING A PROTECTIVE MARKING.			



# DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

Updated on: 11/10/2014

**Background.** DD Forms 215 are used to correct erroneous data or add information on DD Forms 214. NARA does **not** make changes or corrections to archival records, so NPRC may not create a DD Form 215 for an archival record. For non-archival records, NPRC is authorized to correct only certain types of errors; other types must be completed by the service departments. The need for a correction may be identified by several sources: (1) a veteran requests that a correction be made, (2) NPRC staff finds an error while preparing a response, or (3) NPRC is [directed by the services or a State Adjutant General's office](#) to prepare a DD Form 215.

**Procedures.** Determine if the request involves an **archival record**.

1. If the record **is archival**

- a. Do NOT issue a DD 215 for an archival record, not even for a clerical, administrative, or typographical error.
- b. If a requester is seeking any change to the information shown on the separation document (or any other document in the record), send the requester a copy of DD Form 149. Use the pattern paragraph Discharge Review (DD 149 or DD 293) > Sending DD 149 for Completion.
- c. If the requester submits a completed DD Form 149, refer the request to the service department using the appropriate response from Get Paragraphs > Discharge Review (DD 149 or DD293). Send photocopies of the requested record (NOT the original archival record) **to the service department**. Ensure that the record is stamped "Archival Record - Do Not Loan or Transfer" on both sides, then return the record to be refiled.

2. If the record **is not archival**, use the information in the following tables to determine whether NPRC is authorized to make the requested change.

Examples of items that NPRC <b>MAY</b> correct using DD Form 215	<ul style="list-style-type: none"> <li>• Misspelled name</li> <li>• Wrong initial(s)</li> <li>• Reversed first and middle name</li> <li>• Reversed first and last name</li> <li>• Nickname cited instead of full legal name</li> <li>• Name change (if it occurred before separation from service)</li> <li>• Incorrect date of birth</li> <li>• Transposed digits of social security number or service number</li> <li>• Information regarding medals authorized</li> <li>• Incorrect date of entry</li> <li>• Incorrect date of separation/discharge</li> </ul>	Changes to these items are considered to be administrative corrections of clerical error.  <b>EVIDENCE OF THE CORRECT INFORMATION MUST BE FOUND IN THE RECORD. IF NOT FOUND, REFER.</b>  Exception: When records were destroyed in the fire, requester must provide admissible proof to support the change.
Examples of items that NPRC is <b>NOT</b> authorized to correct using DD Form 215	<ul style="list-style-type: none"> <li>• Character of Service</li> <li>• Reason for separation</li> <li>• Separation authority</li> <li>• Separation code</li> <li>• Narrative reason for discharge</li> <li>• Dates of time lost</li> <li>• Reenlistment code</li> <li>• Time-in-service</li> <li>• Social security number if it differs from the one shown in the military record</li> </ul>	Changes to these items are considered to be amendments of substantive information. <b>With the exception of Army, Refer</b> with record to the appropriate military service department to make this type of correction. (There is no need to print documents from DPRIS if only an electronic record is available.) <i>(Note: For Army refer only the request. Army will request paper records through eMilRecs.)</i> Referral Addresses: 1. AF – routine  <a href="#">[00521]</a> Air Force Personnel Center HQ AFPC/DPSIRP 550 C Street W JBSA-Randolph AFB, TX 78150  2. AF – Congressional/high level

- by other than transposed digits
- Significant name change if it differs from the one shown in the military record
- Any correction that is not clearly documented in the record
- Any correction that may be controversial in nature

- [\[00142\]](#)  
 HQ AFPC/IG  
 550 C Street West, Suite 1  
 Randolph AFB, TX 78150-4703
- 3. AF – Reserve/congressional/high level
  - [\[00520\]](#)  
 Air Reserve Personnel Center  
 HQ ARPC/DPTOCW (Contact Center)  
 18420 E Silver Creek Ave Bldg 390 MS 68  
 Buckley AFB, CO 80011
- 4. Army - routine
  - [\[00148\]](#)  
 Department of the Army  
 Army Human Resources Command  
 Attn: AHRC-PDR-H  
 1600 Spearhead Division Avenue Dept 420  
 Fort Knox, KY 40122-5402
- 5. Army - routine/congressional
  - [\[00647\]](#)  
 DEPARTMENT OF THE ARMY  
 ARMY HUMAN RESOURCES COMMAND  
 ATTN: AHRC-SGS  
 1600 SPEARHEAD DIVISION AVENUE DEPT 100  
 FORT KNOX, KY 40122-5402
- 6. Coast Guard – routine/congressional/high level  
*(referrals with record)*
  - [\[00676\]](#)  
 COMMANDER  
 ATTN: PSC (BOPS-C-MR)  
 US COAST GUARD, STOP 7200  
 2703 MARTIN LUTHER JR AVE SE  
 WASHINGTON DC, 20593-7200
- 7. MC – routine
  - [\[00178\]](#)  
 Commandant U.S. Marine Corps  
 Personnel Management Support Branch  
 2008 Elliot Road, Room 203  
 Quantico, VA 22134-5030
- 8. MC – congressional/high level
  - [\[00176\]](#)  
 Commandant of the Marine Corps  
 ATTN: Office of Legislative Affairs (OLAC)  
 3000 Marine Corps  
 Pentagon, Room 4C553  
 Washington, DC 20350
- 9. Navy – routine
  - [\[00166\]](#)  
 Commander, Navy Personnel Command  
 PERS-312 Records Support Branch  
 5720 Integrity Drive  
 Millington, TN 38055-3120
- 10. Navy – Congressional/high level:
  - [\[00096\]](#)  
 Navy Personnel Command-00L  
 Congressional Liaison Office  
 5720 Integrity Drive  
 Millington, TN 38055-0000

Exception: NPRC will make changes that are specifically directed by the Marine Corps Liaison, Navy Liaison Officer, or Board of Correction of Navy Records (BCNR).

Other

If DD Form 214 is torn or

**DO NOT** issue a DD Form 215. Prepare an [NA Form 13038](#) and provide it and a copy of

situations in which NPRC may <b>NOT</b> issue a DD Form 215	unreadable (but is not erroneous)	the separation document.
	If a DD Form 214 or equivalent form was <b>NEVER</b> issued for the period of service in question	DO NOT issue either a DD Form 215 or an NA Form 13038 (For examples see <a href="#">Requesting Separation Documents Step 10</a> )
	If two DD Forms 215 have already been prepared for the same DD 214  If more than one correction is requested on a single DD Form 214, and MPR is not authorized to make all corrections	With the exception of Army, <a href="#">REFER</a> with record to the appropriate military service department to issue a new DD Form 214. (There is no need to print documents from DPRIS if only an electronic record is available.) <b>The addresses for the service departments are listed above.</b>  (Note: For Army refer only the request. Army will request paper records through eMilRecs.)
Multiple DD Forms 215 must be prepared	>If the error appears on more than one separation document	Issue a separate DD Form 215 for each separation document that contains the error.

- To issue a DD Form 215, prepare [NA Form 13085, Worksheet for Discharge Certificate and DD Form 215](#) by following the instructions in [NPRC 1865.87, par. 4](#). Give the form and a copy of the related separation document(s) to your core support staff to type.
- The staff, who is assigned this task, types DD Form 215 per instructions in NPRC 1865.87B, par. 8 and par.9. Samples are shown in (The veterans' personal information partially redacted to protect the veteran's privacy.):

[Fig. 2](#) Sample DD Form 215 (short/long versions);

[Fig. 3](#) Sample DD Form 215 (with add item)

[Fig. 4](#) a – Sample DD Form 215 (short/long versions with add and delete items); and

b – Sample of second DD Form 215 (Void first DD Form 215 for Army, Air Force, Navy, and Coast Guard records. **DO NOT VOID** first DD Form 215 for Marine Corps records).

- Obtain required signature on DD Form 215. Select the name, grade, and title of the authorizing official using the chart below and the drop down menus in the form application.

BRANCH of SERVICE	AUTHORIZING OFFICIAL	GRADE	TITLE
Army <sup>1</sup>	DAVID K. MACEWEN	Brigadier General	USA Adjutant General
Marine Corps, Navy, Air Force, and Coast Guard	Core Manager	GS-12	Manager, Reference Core (One, Two, Three or Four), NPRC
Marine Corps, Navy, Air Force, and Coast Guard	Assistant Core Manager (in absence of Core Manager)	GS-11	Acting Manager, Reference Core (One, Two, Three or Four), NPRC

<sup>1</sup> The Army DD Form 215 does not require a signature, but you **MUST** affix the NARA seal to the bottom right-hand section of each printed page of the long version form--a total of 8 pages. See [NPRC 1864.106, subpar. 3a\(4\)](#). When making a photocopy of the short version, **DO NOT** cut off the bottom *blank* section of the form. Affix the NARA seal to the right-hand side near the area where the authorizing official signs (block 6d), or, as in the case of Army, affix it where "NO SIGNATURE REQUIRED" is typed.

- Distribute copies of DD Form 215 according to instructions shown below:

Copies 1, 4	If veteran's address is provided in the request	mail to address.		
	If veteran's address is not provided in the request	and if last separation date is less than 11 months ago	mail to address listed on most recent separation document. <i>Note: Post Office forwards mail for up to one year after change of address is submitted.</i>	
		and if last separation date is 11 or more months ago	and record is paper/fiche only	place copies in the military record.
			and record is DPRIS only	give copies to core manager who will then forward to AFN. AFN arranges with Army to have documents scanned.
		and a paper and a DPRIS record exists	follow one of the two rules above based on where the corrected DD Form 214 is filed.	
Copy 6	If the military	send to the appropriate state <a href="#">Director of Veterans Affairs (VA) office</a> , if the "Yes" block is checked on the DD Form 214, and it specifies the state. See block 20, Member Requests Copy 6 Be Sent to..., on July 1979 and later editions of the		

	record is paper or fiche	DD Form 214. If the block is not checked or the state is not specified, place copy 6 with the others that are inside the military record. If the record is electronic, follow the DPRIS procedure. ( <a href="#">Printable PDF of Director of Veterans Affairs (VA) office located here</a> )
Copies 2, 7, 8	If the military record is a paper or fiche record	place copies in the military record.
	If the military record is a DPRIS record	give copies to core manager who will then forward to AFN. AFN arranges with Army to have documents scanned.
Copy 3	Follow core procedures for collecting and mailing document(s) to <a href="#">[00527]</a> : Department of Veterans Affairs, Austin Automation Center (397), 1615 Woodward Street, Austin, TX 78772. <i>Follow established core procedure or check with your expert technician or coach for further guidance.</i>	
Copy 5	Follow core procedures for collecting and mailing document(s) to <a href="#">[00528]</a> : Lockheed Martin Information Technology, U.S. Department of Labor, Federal Claims Control Center, P.O. Box 785070, Orlando, FL 32878-5070. <i>Follow established core procedure or check with your expert technician or coach for further guidance.</i>	

Source: [NPRC 1865.87](#), [NPRC 1864.106](#) and [DoD Instruction 1336.1](#) - Updates to NPRC memorandums associated with this article are pending.

Fig 2: Sample DD Form 215 (short)

DATE OF CORRECTION		<b>CORRECTION TO DD FORM 214, ARMED FORCES OF THE UNITED STATES REPORT OF TRANSFER OR DISCHARGE</b>		DEPARTMENT, COMPONENT AND BRANCH OR CLASS	
<b>IDENTIFICATION DATA</b>					
LAST NAME - F (FIRST NAME - MIDDLE NAME)		SERVICE NUMBER	EFFECTIVE DATE OF TRANSFER OR DISCHARGE (Year, Month, Day)	SELECTIVE SERVICE LOCAL BOARD NUMBER (City, County and State)	
		SOC SEC ACCT NO.			
HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, County, State and ZIP Code)			PERMANENT ADDRESS FOR MAILING GIVEN ON ORIGINAL DD FORM 214		
<b>CORRECTIONS</b>					
THE ORIGINAL ARMED FORCES OF THE UNITED STATES REPORT OF TRANSFER OR DISCHARGE (DD Form 214) FOR THE ABOVE-NAMED INDIVIDUAL IS CORRECTED AS INDICATED BELOW:					
ITEM NO.	CORRECTED TO HEAD				
	(Signature of Authenticating Officer)				

**DD FORM 215** 1 MAR 68  
REPLACES EDITION OF 1 NOV 55 WHICH IS OBSOLETE AFTER 31 DEC 68.

Fig 2: Sample DD Form 215 (long versions)

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

**CORRECTION TO DD FORM 214,  
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**  
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER <i>(Also, Service Number if applicable)</i>			
4. MAILING ADDRESS (Include ZIP Code)							
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:							
ITEM NO.	CORRECTED TO READ						
	SEPARATION DATE ON DD FORM 214 BEING CORRECTED: _____						
	*****LAST ENTRY*****						
6. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) _____ OFFICE OF VETERANS AFFAIRS							
				<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)							
				<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
7. DATE (YYYYMMDD)		8. OFFICIAL AUTHORIZED TO SIGN					
20140124		a. TYPED NAME (Last, First, Middle Initial)	b. GRADE	c. TITLE	d. SIGNATURE		
NARA							

DD FORM 215, AUG 2009 PREVIOUS EDITION IS OBSOLETE. MEMBER - 1  
Adobe Designer 8.0

Fig 3: Sample DD Form 215 (with add item)

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

**CORRECTION TO DD FORM 214,  
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**  
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle) MATTSON, CHARLES OSCAR		2. DEPARTMENT, COMPONENT AND BRANCH ARMY RA		3. SOCIAL SECURITY NUMBER (Also, Service Number if applicable)	
4. MAILING ADDRESS (Include ZIP Code)					
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:					
ITEM NO.	CORRECTED TO READ				
	SEPARATION DATE ON DD FORM 214 BEING CORRECTED: 78 10 31				
26.	Add: Meritorious Service Medal *****LAST ENTRY*****				
6. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) CO OFFICE OF VETERANS AFFAIRS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
7. DATE (YYYYMMDD) 20131203 NARA	8. OFFICIAL AUTHORIZED TO SIGN				
	a. TYPED NAME (Last, First, Middle/Initial) MACEWEN, DAVID K.	b. GRADE BG	c. TITLE USA Adjutant General	d. SIGNATURE NO SIGNATURE REQUIRED	

DD FORM 215, AUG 2009 PREVIOUS EDITION IS OBSOLETE. STATE DIRECTOR OF VETERANS AFFAIRS - 6  
Adobe Designer 8.0

Fig 4a: Sample DD Form 215 (short version with add and delete items)

DATE OF CORRECTION 18 Jan 73		CORRECTION TO DD FORM 214, ARMED FORCES OF THE UNITED STATES REPORT OF TRANSFER OR DISCHARGE		DEPARTMENT, COMPONENT AND BRANCH OR CLASS ARMY RA Ameds
IDENTIFICATION DATA				
LAST NAME - FIRST NAME - MIDDLE NAME HUMPHRIES, EMMA LUCY		SERVICE NUMBER WA 8 328 247	EFFECTIVE DATE OF TRANSFER OR DISCHARGE (Year, Month, Day) 19 Jan 68	SELECTIVE SERVICE LOCAL BOARD NUMBER (City, County and State) NA
HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, County, State and ZIP Code)		PERMANENT ADDRESS FOR MAILING GIVEN ON ORIGINAL DD FORM 214 (See 21)		
CORRECTIONS				
THE ORIGINAL ARMED FORCES OF THE UNITED STATES REPORT OF TRANSFER OR DISCHARGE (DD Form 214) FOR THE ABOVE-NAMED INDIVIDUAL IS CORRECTED AS INDICATED BELOW:				
ITEM NO.	CORRECTED TO READ			
15 30	RE-3 DELETED: Para 10 AR 601-210 applies. ADDED: Table 2-5, AR 601-210 applies.			
VERNE L. BOWERS Major General, USA The Adjutant General (Signature of Authenticating Officer)				

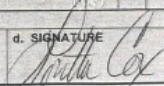
DD FORM 215  
1 MAR 68

REPLACES EDITION OF 1 NOV 65 WHICH IS OBSOLETE AFTER 31 DEC 68.

Fig 4b: Sample of second DD Form 215 (Long version with Void first DD Form 215 for Army, Air Force, Navy, and Coast Guard records. DO NOT VOID first DD Form 215 for Marine Corps records)

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

**CORRECTION TO DD FORM 214,  
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**  
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle) MCDANIEL SUSAN NMN		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE -- REG AF		3. SOCIAL SECURITY NUMBER (Also, Service Number if applicable)	
4. MAILING ADDRESS (Include ZIP Code)					
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:					
CORRECTED TO READ					
ITEM NO.	SEPARATION DATE ON DD FORM 214 BEING CORRECTED: 1994 Jul 31				
13	Delete: AF Longevity Service Award Ribbon with three devices Add: AF Longevity Service Award Ribbon with four oak leaf clusters, Korea Defense Service Medal				
14	Basic Military Specialty Training School, 6 weeks, Sep 74. Avionics Instrument Systems Specialist Course, 710 hours, Jan 75.				
18	Data Herin Are Subject To Computer Matching Within DOD or with Other Agencies For Verification Purposes and Determining Eligibility or Compliance For Federal Benefits *****LAST ENTRY***** DD FORM 215 ISSUED 24 FEB 95 SHOULD BE DESTROYED				
6. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) MA OFFICE OF VETERANS AFFAIRS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
7. DATE (YYYYMMDD) 20131231 NARA		8. OFFICIAL AUTHORIZED TO SIGN			
a. TYPED NAME (Last, First, Middle Initial) COX, LORETTA		b. GRADE GS-12	c. TITLE Manager, Core Two, NPRC	d. SIGNATURE 	

DD FORM 215, AUG 2009 PREVIOUS EDITION IS OBSOLETE. STATE DIRECTOR OF VETERANS AFFAIRS - 6  
Acrobat Designer 8.0



# DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

**Background.** The military service departments and NPRC prepare DD Forms 215 to correct or add information on erroneous DD Forms 214. NPRC is authorized to correct only certain types of errors; other types must be completed by the service departments. The need for a correction may be identified by several sources: (1) a veteran requests that a correction be made, (2) NPRC staff notices an error while preparing a response, or (3) NPRC is [directed by the services or a State Adjutant General's office](#) to prepare a DD Form 215.

**Procedures.**

1. First determine if NPRC is authorized to make the requested change.

<p>Items that NPRC may NOT correct</p>	<ul style="list-style-type: none"> <li>o Character of service</li> <li>o Reason for separation</li> <li>o Separation authority</li> <li>o Separation code</li> <li>o Narrative reason for discharge</li> <li>o Dates of time lost</li> <li>o Reenlistment code</li> <li>o Time-in-service</li> <li>o Social security number if it differs from the one shown in the military record by other than transposed digits</li> <li>o Significant name change if it differs from the one shown in the military record</li> <li>o Any correction that is not clearly documented in the record</li> <li>o Any correction that may be controversial in nature</li> </ul>	<p>Changes to these items are considered to be amendments of substantive information.</p> <p><a href="#">Refer</a> with record to the appropriate military service department to make this type of correction.</p> <ul style="list-style-type: none"> <li>o AF, routine case   <a href="#">[00521]</a>                      HQ AFPC/DPSOMP                      (Customer Service)                      550 C Street West, Suite 19                      Randolph AFB, TX 78150-4721</li> <li>o AF, Congressional/high level   <a href="#">[00142]</a>                      HQ, AFPC/DSI                      550 C Street West, Suite 45                      Randolph AFB, TX 78150-4747</li> <li>o AF, Reserve   <a href="#">[00520]</a>                      HQ ARPC/DSMR                      6760 E. Irvington Place                      Denver, CO 80280</li> <li>o Army</li> </ul>
--	--	---

[\[00148\]](#)

Commander  
U.S. Army Human Resources  
Command  
One Reserve Way  
St. Louis, MO 63132-5200

- o Coast Guard

[\[00187\]](#)

Commander  
CGPC-ADM-3  
USCG Personnel Command  
Attn: Robin Baker  
4200 Wilson Blvd, Suite 1100  
Arlington, VA 22203-1804

- o MC, routine case

[\[00178\]](#)

Commandant U.S. Marine Corps  
Personnel Management Support  
Branch  
2008 Elliot Road, Room 203  
Quantico, VA 22134-5030

- o MC, Congressional/high level

[\[00176\]](#)

Commandant of the Marine Corps  
Code: OLAC  
2 Navy Annex, Room 1113  
Washington, DC 20380-1775

- o Navy, routine case

[\[00166\]](#)

Navy Personnel Command  
PERS 312  
5720 Integrity Drive  
Millington, TN 38055-3120

- o Navy, Congressional/high level

[\[00096\]](#)

Navy Personnel Command  
PERS-3L  
Congressional Liaison Office  
5720 Integrity Drive  
Millington, TN 38055-0000

Exception: NPRC will make changes that are specifically directed by the Marine Corps Liaison Officer, Navy Liaison Officer,

<p>Other situations in which NPRC may NOT issue a DD Form 215</p>	<ul style="list-style-type: none"> <li>o If a DD Form 214 or predecessor form was not issued for the period of service in question</li> </ul>	<p>or Board of Correction of Naval Records (BCNR).</p>
	<ul style="list-style-type: none"> <li>o If DD Form 214 is torn or unreadable (but is not erroneous)</li> </ul>	<p>DO NOT issue a DD Form 215. Prepare an NA Form 13038 and provide it to requester with a copy of the separation document.</p>
	<ul style="list-style-type: none"> <li>o If two DD Forms 215 have already been prepared for the same DD 214</li> </ul>	<p><a href="#">Refer</a> with record to the appropriate military service department to issue a new DD Form 214.</p> <ul style="list-style-type: none"> <li>o AF, routine case <a href="#">[00521]</a>: HQ AFPC/DPSOMP, (Customer Service), 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721</li> <li>o AF, Congressional/high level <a href="#">[00142]</a>: HQ, AFPC/DSI, 550 C Street West, Suite 45, Randolph AFB, TX 78150-4747</li> <li>o AF, Reserve <a href="#">[00520]</a>: HQ ARPC/DSMR, 6760 E. Irvington Place, Denver, CO 80280</li> <li>o Army <a href="#">[00148]</a>: Commander, U.S. Army Human Resources Command, One Reserve Way, St. Louis, MO 63132-5200</li> <li>o Coast Guard <a href="#">[00187]</a>: Commander, CGPC-ADM-3, USCG Personnel Command, Attn: Robin Baker, 4200 Wilson Blvd, Suite 1100, Arlington, VA 22203-1804</li> <li>o MC, routine case <a href="#">[00178]</a>: Commandant U.S. Marine Corps, Personnel Management Support Branch , 2008 Elliot Road, Room 203 , Quantico, VA 22134-5030</li> <li>o MC, Congressional/high level <a href="#">[00176]</a>: Commandant of the Marine Corps, Code: OLAC, 2 Navy Annex, Room 1113, Washington, DC 20380-1775</li> <li>o Navy, routine case <a href="#">[00166]</a>: Navy Personnel Command, PERS 312, 5720 Integrity Drive , Millington, TN 38055-3120</li> </ul>

	<ul style="list-style-type: none"> <li>o Navy, Congressional/high level <a href="#">[00096]</a>: Navy Personnel Command, PERS-3L, Congressional Liaison Office, 5720 Integrity Drive, Millington, TN 38055-0000</li> </ul>	
	<ul style="list-style-type: none"> <li>o If more than one correction is requested on a single DD Form 214, and MPR is not authorized to make all corrections.</li> </ul>	<p><a href="#">Refer</a> with record to the appropriate military service department to make all corrections.</p> <ul style="list-style-type: none"> <li>o AF, routine case <a href="#">[00521]</a></li> <li>o AF, Congressional/high level <a href="#">[00142]</a></li> <li>o AF, Reserve <a href="#">[00520]</a></li> <li>o Army <a href="#">[00148]</a></li> <li>o Coast Guard <a href="#">[00187]</a></li> <li>o MC, routine case <a href="#">[00178]</a></li> <li>o MC, Congressional/high level <a href="#">[00176]</a></li> <li>o Navy, routine case <a href="#">[00166]</a></li> <li>o Navy, Congressional/high level <a href="#">[00096]</a></li> </ul>
<p>Items that NPRC MAY correct</p>	<ul style="list-style-type: none"> <li>o Misspelled name</li> <li>o Wrong initial(s)</li> <li>o Reversed first and middle name</li> <li>o Reversed first and last name</li> <li>o Nickname cited instead of full legal name</li> <li>o Name change (if it occurred before separation from service)</li> <li>o Incorrect date of birth</li> <li>o Transposed digits of social security number or service number</li> <li>o Information regarding medals authorized</li> </ul>	<p>Changes to these items are considered to be administrative corrections of clerical error.</p> <p><b>EVIDENCE OF THE CORRECT INFORMATION MUST BE FOUND IN THE RECORD. IF NOT FOUND, <a href="#">REFER</a>.</b></p> <p>Exception: When records were destroyed in the fire, requester must provide admissible proof to support the change.</p>
<p>Multiple DD Forms 215 must be prepared</p>	<ul style="list-style-type: none"> <li>o If the error appears on more than one separation document</li> </ul>	<p>Issue a separate DD Form 215 for each separation document that contains the error.</p>

2. If a DD Form 215 will be issued, prepare a [NA Form 13085, Worksheet for Discharge Certificate, DD Form 215, and DD Form 303](#), according to instructions in [NPRC 1865.87B, par. 4, par. 8, and par. 9](#). Give it to your core support staff, along with a copy of the related separation document, for typing.
3. Core support staff types DD Form 215 per instructions in [NPRC 1865.87B, par. 8](#). Samples are shown in:

[Fig. 2](#), Sample DD Form 215;  
[Fig. 3](#), Sample DD Form 215 (with add and delete items);  
[Fig. 4](#), Sample DD Form 215 (old separation document); and  
[Fig. 5](#), Sample of second DD Form 215 (voiding first DD Form 215).

4. Obtain required signature on DD Form 215. Select the name, grade, and title of the authorizing official using the chart below and the drop down menus in the form application.

<b>BRANCH of SERVICE</b>	<b>AUTHORIZING OFFICIAL</b>	<b>GRADE</b>	<b>TITLE</b>
Army <sup>1</sup>	REUBEN D. JONES	BG	USA Adjutant General
Marine Corps	DOMBROSKI, R.M.	CW02	MARINE CORPS LIAISON OFFICER, NPRC
Navy <sup>2</sup> , Air Force, Coast Guard	Core Manager	GS-12	Manager, Reference Core (One, Two, Three, Four or Five), NPRC
Navy <sup>2</sup> , Air Force, Coast Guard	Assistant Core Manager (in absence of Core Manager)	GS-11	Acting Manager, Reference Core (One, Two, Three, Four or Five), NPRC

<sup>1</sup> The Army does not require a signature. However, the NARA seal must be affixed to the completed document.

<sup>2</sup> WWII Navy records recorded information on the back side of the official Discharge Certificate. In these cases, corrections should be made to the Discharge Certificate in lieu of a DD 215.

•  
 Distribute copies of DD Form 215 when response is dispatched:

[Copy 1, 4](#)

Copy 2 - Staple to related DD Form 214 and file in record

[Copy 3](#)

[Copy 5](#)

---

Source: [NPRC 1865.87](#) and [DoD Instruction 1336.1](#)

---

# DD Form 217

---

Requests for replacement DD Form 217 (wallet-size separation document) should be answered by copying and pasting the following paragraph into your response letter:

"We cannot replace the requested DD Form 217. DD Form 217s were issued to service members upon discharge in original form only and are not available for reissuance."

---

Figure 3-3.2: DD Form 481, Clinical Record Cover Sheet

CLINICAL RECORD COVER SHEET													
1. ADMISSION NOTES  A & R: No  1315		2. WARD TYPE OF CASE D-3 <input checked="" type="checkbox"/> OIS <input type="checkbox"/> INF <input type="checkbox"/> BC			4. LAST NAME - FIRST N. MIDDLE INITIAL [REDACTED]								
		3. SEX & RELIGION M C		7. PREV. ADM. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		8. REGISTER NO. 38394		9. SERVICE NO.		10. GRADE A/B			
		11. RATING OR DSGN None		12. DEPARTMENT Air Force		13. ORGANIZATION AND BRANCH OF SERVICE 3658 Tng Sq, Flt 2224			14. FLYING STATUS No				
		15. NAME AND ADDRESS OF EMERGENCY ADDRESSEE [REDACTED]			16. AGE 1934		17. RACE C		18. LENGTH OF SERVICE 2/12		19. DATE OF ADMISSION 13 Feb. 53		
		21. ADMITTING OFFICER E. C. Casey, 1st Lt. (MC)			20. SOURCE OF ADMISSION Prom Duty								
22. CONTINUATION OF ITEMS 13 AND 20													
23. DIAGNOSES (See instructions for recording as shown on reverse side. Include all required related data)  (A1x1) Pharyngitis, acute, organism undetermined.  LD: Yes													
24. OPERATIONS AND SPECIAL THERAPEUTIC PROCEDURES (Show date for each; show anesthetic for each operation)													
25. SELECTED ADMINISTRATIVE DATA (Show summary of items for board proceedings; show fact of and dates for leave, AWOL, substiting elsewhere, detached service, etc.)  <i>FIELD PERSONNEL REVIEW</i>													
26. PHYSICAL PROFILE													
TYPE		SERIAL						SUFFIX				I PROFILE IS UNCHANGED	
		P	U	L	M	E	S	R	T	D	O		N
PREVIOUS													
REVISED													
27. DAYS DURATION THIS FACILITY ALL <u>6</u> IN HOSPITAL OR INFIRMARY <u>6</u> SUBSISTING ELSEWHERE _____ QUARTERS OR DISPENSARY _____ LEAVE _____ OTHER _____													
28. NATURE OF DISPOSITION Duty										29. DATE OF DISPOSITION 19 February 53			
30. SIGNATURE OF ATTENDING PHYSICIAN J. Ehinger, Capt. USAF (MC)						31. SIGNATURE OF REGISTRAR OR MEDICAL RECORDS OFFICER [Signature]							
32. NAME AND LOCATION OF MEDICAL TREATMENT FACILITY USAF HOSPITAL, (3650 Med Gp) SAMPSON AFB, N. Y.						33. REGISTER NUMBER 38394							

Figure 11: DD Form 877, Request for Medical/Dental Records or Information

<b>REQUEST FOR MEDICAL/DENTAL RECORDS OR INFORMATION</b>		<b>REQUESTING ACTIVITY</b> - Complete Items 1 through 10 (Except 8b), also complete Item 19.		DATE
1. PATIENT (Last Name - First Name - Middle Name)		ADDRESSEE - Complete Items 8b, 11 to 14 or 15 to 18, as appropriate. Final referrer shall return to requester.		
2. ORGANIZATION AND PLACE OF TREATMENT		3. STATUS <input type="checkbox"/> MILITARY <input type="checkbox"/> VA BENEFICIARY <input type="checkbox"/> DEPENDENT <input type="checkbox"/> FEDERAL EMPLOYEE <input type="checkbox"/> OTHER (Specify)		
4. TO (Include ZIP Code)		3a. NAME OF SPONSOR (if dependent)		
		5. IDENTIFYING INFORMATION		
		a. SERVICE NUMBER		
		b. GRADE/RATE		
		c. SOCIAL SECURITY ACCOUNT NO.		
		d. VA CLAIM NUMBER		
6. DATES OF TREATMENT (Inclusive)		e. DATE OF BIRTH (If Federal employee)		
7. DISEASE OR INJURY				
8. a. RECORDS REQUESTED		b. RECORDS FORWARDED		9. REMARKS
ML VA		ML VA		
<input type="checkbox"/> CLINICAL		<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> OUTPATIENT		<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> HEALTH RECORD		<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> DENTAL RECORD		<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> X-RAY		<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> MEDICAL REPORT CARDS, EMERGENCY MEDICAL TAGS, FIELD MEDICAL CARDS		<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> ABSTRACT OF RATING SHEET		<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> REPORT OF PHYSICAL EXAMINATION		<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> ALL AVAILABLE RECORDS (Except X-rays unless specifically requested)		<input type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> OTHERS (list under remarks)		<input type="checkbox"/> <input type="checkbox"/>		10. SIGNATURE
<b>REPLY/REFERRAL</b>				
11. TO:		12. REMARKS		
13. SIGNATURE		<input type="checkbox"/> RECORDS CHECKED IN 8b FORWARDED. <input type="checkbox"/> NO RECORDS FOUND FOR PATIENT DURING ABOVE PERIOD. <input type="checkbox"/> MORE INFORMATION NEEDED. FURNISH FOLLOWING:		
14. DATE				
<b>REPLY/SECOND REFERRAL</b>				
15. TO:		16. REMARKS		
17. SIGNATURE		<input type="checkbox"/> RECORDS CHECKED IN 8b FORWARDED. <input type="checkbox"/> NO RECORDS FOUND FOR PATIENT DURING ABOVE PERIOD. <input type="checkbox"/> MORE INFORMATION NEEDED. FURNISH FOLLOWING:		
18. DATE				
19. RETURN TO: (Include ZIP Code)				← REQUESTING ACTIVITY WILL ENTER COMPLETE ADDRESS TO WHICH RECORDS OR FINAL REPLY SHOULD BE MAILED.

DD FORM 877, SEP 67 (EG)

REPLACES EDITION OF 1 JAN. 60, WHICH MAY BE USED.

USAPPC V1.00



Figure 12: DD Form 877-1, Request for Medical/Dental Records from NPRC

REQUEST FOR MEDICAL/DENTAL RECORDS FROM THE NATIONAL PERSONNEL RECORDS CENTER (NPRC) (ST. LOUIS, MISSOURI) <i>(For Agency Use Only)</i>			
See Instructions on back before completing form. REQUESTING ACTIVITY: Complete Items 1 through 11 and Item 14. ADDRESSEE: Complete Items 12 and 13.			
1. REQUEST DATE (YYYYMMDD)		2. PATIENT'S NAME (At time of treatment) (Last, First, Middle)	
3. YEAR OF TREATMENT <i>HP records - only one year per request. All others - only last year of treatment</i>		4. NAME OF FACILITY WHERE PATIENT WAS TREATED	
		5. DISEASE OR INJURY	
6. STATUS AT TIME OF TREATMENT (X one)		7. IDENTIFIERS (Provide information as appropriate on line a., b., c., or d/e., according to status selected.)	8. TYPE OF TREATMENT (X one per request)
a. MILITARY	(1) SSN	(2) SN (if applicable)	INPATIENT
	(3) BRANCH OF SERVICE (At time of treatment)	(4) DATES OF SERVICE (Including reserve duty)	HEALTH RECORD
			DENTAL
			PSY/CONSULTATION
b. RETIRED MILITARY	(1) SSN	(2) SN (if applicable)	INPATIENT
	(3) BRANCH OF SERVICE (At time of treatment)	(4) DATE RETIRED (YYYYMMDD)	OUTPATIENT
			DENTAL
			PSY/CONSULTATION
c. DEPENDENT	(1) SPONSOR'S SSN	(2) SPONSOR'S NAME (Last, First, Middle Initial)	INPATIENT
	(3) OTHER DEPENDENT INFORMATION		OUTPATIENT
			DENTAL
			PSY/CONSULTATION
d. FEDERAL EMPLOYEE	(1) SSN	(2) DATE OF BIRTH (YYYYMMDD)	INPATIENT
	(3) OTHER FEDERAL EMPLOYEE INFORMATION		OUTPATIENT
			DENTAL
e. OTHER			PSY/CONSULTATION
9. RECORDS LOCATOR INFORMATION (If the requesting facility (Item 14) is the same as the records creating facility (Item 4), complete Items 9.a. through 9.d. to expedite a response to this request. Contact your Records Management Office for this information.)			
a. ACCESSION NUMBER	b. AGENCY BOX NUMBER	c. NPRC LOCATION NUMBER	d. REGISTRY NUMBER (if applicable)
10. REMARKS			11. SIGNATURE OF REQUESTER
12. REPLY/REFERRAL	a. FIRST RESPONSE		b. SECOND RESPONSE
(1) REQUESTED RECORDS FORWARDED			
(2) NO RECORD FOUND FOR PATIENT DURING ABOVE PERIOD			
(3) RECORD NOT YET RETIRED TO NPRC			
(4) MORE INFORMATION NEEDED (See Remarks below)			
(5) REQUEST REFERRED TO: (See Remarks below)			
(6) RETURN MILITARY (Service Member's) HEALTH RECORDS TO: NPRC, ATTN: 9700 PAGE AVE., ST. LOUIS, MO 63132-5100			
13. REMARKS	(7) SIGNATURE	(7) SIGNATURE	
	(8) DATE SIGNED (YYYYMMDD)	(8) DATE SIGNED (YYYYMMDD)	
14. RETURN TO (Include ZIP Code)			NOTE: Enter complete address to which the records or final reply should be mailed. Enter legibly on both the original and copy.

DD FORM 877-1, APR 1998

# DD Form 149, CORRECTION OF RECORD

## DD Form 293, DISCHARGE REVIEW

Last Updated: 3/7/2017

**Background** All of the military service departments have established boards with authority to change, correct, or modify discharges or dismissals or to change a military record to correct an error or injustice.

This entry includes procedures to follow when:

- A. A request contains a completed DD Form 149 or DD Form 293.
- B. A request involves a discharge review or upgrade.
- C. The record needed to answer any other request has been transferred to a Discharge Review Board or Board of Corrections.

### Procedures

#### Navy & Marine Corps

##### DD Form 293

NPRC has no authority to review or upgrade discharges. Requests submitted on DD Form 293 for a discharge review or upgrade must be referred to the Navy Discharge Review Board, 720 Kennon Street SE, Suite 309, Washington, DC, 20374-5023, with either the non-archival record or a photocopy of the archival record. Use the pattern paragraph at *Get Paragraph—DD149-293 Corrections—Forwarding Completed DD293 (NV & MC)* to respond to the requester.

##### DD Form 149

- A. **DO NOT automatically refer** Navy or Marine Corps requests submitted on DD Form 149. Review them first to see if NPRC has the authority to make the requested correction.

If a DD Form 149 involving **Navy or Marine Corps records** is received from the service member or authorized requester, and the record is not an archival record, review the application to determine if the correction is a clerical error that meets the criteria for NPRC to prepare a DD Form 215. If so, prepare a DD Form 215. See [CRG, DD Form 215, Items that NPRC MAY correct](#) or [NPRC 1865.87, par. 2](#).

If NPRC is unable to make the requested correction and the record is not archival, refer Navy requests **with the non-archival record** to the Navy Personnel Command, Millington, TN, using the pattern paragraph at *Get Paragraph—DD149-293 Corrections—Forwarding completed DD 149 (Navy)*.

Refer Marine Corps requests **with the non-archival record** to Headquarters, Marine Corps, Quantico, VA, using the pattern paragraph *Get Paragraph—DD149-293 Corrections—Forwarding completed DD 149 (MC)*.

**If the record is archival**, refer to the Board for Correction of Naval Records (BCNR) for both Navy and Marine Corps requests, **with a photocopy of the archival record**. Use the pattern paragraph at *Get Paragraph—DD149-293 Corrections—Archival-Forwarding completed DD 149 (Navy & MC)*.

- B. If the correction requested on the DD Form 149 relates to **Navy or Marine Corps medals** eligibility, refer the request internally to Core 3, Team D. See [Navy, Marine Corps, and Coast Guard Medals](#).
- C. Always review the DD Form 149 for clues that the form was sent to us by the BCNR. Look for a reference number written on the form, the annotation of "STL" or "St Louis" written on the form, or a date stamp showing received by the BCNR. See example below. If the form contains any of these items, it means BCNR has sent it to NPRC for review and possible action.

**Discontinue** referring these requests to the BCNR; review them first to see if NPRC can make the requested correction. If NPRC is unable to make the requested correction and the record is not archival, refer the request to the Navy Personnel Command, Millington, TN; or to Headquarters, Marine Corps, Quantico, VA, with the non-archival record. **If the record is archival, refer to BCNR in all cases, with a photocopy of the archival record.**

NR 10895-15

<b>APPLICATION FOR CORRECTION OF MILITARY RECORD UNDER THE PROVISIONS OF TITLE 10, U.S. CODE, SECTION 1552</b> <small>(Please read instructions on reverse side BEFORE completing application.)</small>		Form Approved OMB No. 0704-0003 Expires Sep 30, 2003	
<small>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, reviewing and completing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (7034-0203), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to provide information if it does not display a currently valid OMB control number.</small>			
<b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS; RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS PAGE.</b>			
<b>PRIVACY ACT STATEMENT</b>			
AUTHORITY: Title 10 US Code 1552, EO 9397.		ROUTINE USE(S): None.	
PRINCIPAL PURPOSE: To initiate an application for correction of military record. The form is used by Board members for review of pertinent information in making a determination of relief through correction of a military record.		DISCLOSURE: Voluntary; however, failure to provide identifying information may impede processing of this application. The request for Social Security number is strictly to assure proper identification of the individual and appropriate records.	
<b>1. APPLICANT DATA</b>			
a. BRANCH OF SERVICE (if over)		AIR FORCE	
b. NAME (Last, First, Middle Initial) (Please print)		e. PRESENT PAY GRADE	
Rowles, Edward W.		E-7	
2. TYPE OF DISCHARGE (if by court-martial, state type of court)		3. PRESENT STATUS, IF ANY, WITH RESPECT TO THE ARMED SERVICES (Active duty, Retired, Reserve, etc.)	
[Redacted]		Retired	
4. DATE OF DISCHARGE OR RELEASE FROM ACTIVE DUTY (YYYYMMDD)		1974/0/30	

- D. If specifically directed by the service department, (HQ Marine Corps, Navy Personnel Command, or Board for Correction of Naval Records), NPRC can make a correction by preparing DD Form 215 **only for a non-archival record**. **REMINDER:** NPRC does **NOT** issue a DD 215 for an archival record, not even to correct a clerical, administrative, or typographical error, even if directed by the service department. Add a 'Note' to the case in CMRS that NPRC was directed to make the correction by NPC, BCNR, etc. [NPRC 1865.87, par. 1](#).

**Army, Air Force, & Coast Guard**

If requester sends a completed [DD Form 149](#) or [DD Form 293](#) to NPRC, refer to the appropriate service department. Select the correct response from **Get Paragraphs » DD 149-293 Corrections-- Forwarding Completed DD 149 (AF) or Forwarding Completed DD 149 (AR) or Forwarding Completed DD149 (CG)**.

If the request involves an archival record, send photocopies of the requested record. Do **NOT** send the original archival record to the service department. (Ensure that the record is stamped "Archival Record - Do Not Loan or Transfer" on both sides.) Return the record to be refiled.

If requester asks for a discharge review (or upgrade), process as follows:

If	Send	And
Veteran was discharged more than 15 years ago	DD Form 149	Advise requester to submit application to appropriate service department office indicated on the form.

<p>Veteran was discharged by General Court-Martial</p>	<p>DD Form 149</p>	<p>Use the correct response from <b>Get Letters &gt; Personnel Records</b></p> <p style="text-align: center;"><b>or</b></p> <p><b>Get Paragraphs &gt; Discharge Review (DD 149 or DD 293).</b></p>
<p>Veteran was discharged within the last 15 years and NOT by General Court-Martial</p>	<p>DD Form 293</p>	

For other types of requests in which:

Record is charged-out to	And Branch of Service is	Refer request to
<p>Discharge Review Board (DD Form 293)</p>	<p>Army</p>	<p><a href="#">[00669]</a>                      Army Review Boards Agency                      251 18th Street South, Suite 385                      Arlington, VA 22202-3531</p>
	<p>Air Force</p>	<p><a href="#">[00063]</a>                      Air Force Review Boards Agency                      SAF/MRBR                      550 C Street West, Suite 40                      Randolph AFB, TX 78150-4742</p>
	<p>Coast Guard</p>	<p><a href="#">[00579]</a>                      Discharge Review Boards                      Attn: Office of Military Personnel                      US Coast Guard, Stop 7907                      2703 Martin Luther King, Jr. Avenue, SE                      Washington, D. C. 20593-7907</p>
	<p>Marine Corps or Navy</p>	<p><a href="#">[00172]</a>                      Naval Council of Personnel Records                      720 Kennon Street, SE                      Room 309 (NDRB)                      Washington Naval Yard, DC 20374-5023</p>
<p>Board of Corrections (DD Form 149)</p>	<p>Army</p>	<p><a href="#">[00669]</a>                      Army Review Boards Agency                      251 18th Street South, Suite 385                      Arlington, VA 22202-3531</p>
	<p>Air Force</p>	<p><a href="#">[00063]</a>                      Air Force Review Boards Agency</p>

	SAF/MRBR 550 C Street West, Suite 40 Randolph AFB, TX 78150-4742
Coast Guard	<a href="#">[00582]</a> DHS Office of the General Counsel Board for Correction of Military Records 245 Murray Lane, Stop 0485 Washington, DC 20528
Marine Corps or Navy	<a href="#">[00163]</a> Department of the Navy Board for Correction of Naval Records 701 South Courthouse Road, Suite 1001 Arlington, VA 22204-2490

---

# DEATH IN SERVICE

---

If request is critical of the military because service member died while on active duty, or if request is for Facts and Circumstances surrounding a service person's death, **Loan and Transfer** record to the appropriate service department:

**Air Force:** [\[00521\]](#)

Air Force Personnel Center  
HQ AFPC/DPSIRP  
550 C Street W  
JBSA-Randolph AFB, TX 78150

**Army:** [\[00148\]](#)

Department of the Army  
Army Human Resources Command  
Attn: AHRC-PDR-H  
1600 Spearhead Division Avenue Dept 420  
Fort Knox, KY 40122-5402

**Navy:** [\[00099\]](#)

Navy Personnel Command  
Casualty Affairs  
ATTN: PERS-621  
5720 Integrity Drive  
Millington, TN 38055-0000

**Marine Corps:** [\[00581\]](#)

Commandant of the Marine Corps  
HQ, U.S. Marine Corps (MMSB)  
2008 Elliot Road, Suite 114  
Quantico, VA 22134-5030

**Coast Guard:** [\[00580\]](#)

Commander, Military Personnel Command (MPC-S-3)  
U.S. Coast Guard  
2100 2nd Street, SW  
Washington, DC 20593-0001

---

**Source:** [NPRC 1865.118](#)



Figure 16: **DECISION LOGIC TABLE (applies to ENLISTED PERSONNEL ONLY)**  
**Combining use of internal sources of information in the records reconstruction**  
**process (Part 1 of 3 - [Next](#))**

Situation: BIRLS Response Indicates NO RECORD FAR Indicates NO QM/QT Records; QM/QT Records NOT FOUND; OR QM/QT records inappropriate for use in reconstructing information			
STEP 1	STEP 2	STEP 3	STEP 4
<p>A. If NA Form 13075A, Questionnaire About Military Service, is not attached and <u>it appears likely the requester may be able to furnish more information</u>, then return request using NA Form 13075A as the transmittal. NOTE: If separation or discharge document is attached, then photocopy the document(s) and create an R File.</p> <p>B. If NA Form 13075A is or is not attached, and if it <u>appears requester is NOT likely to be able to furnish additional information, and veteran was DISCHARGED:</u></p> <p>(1) PRIOR TO 1938, and verification of service is needed, then request search of VA Index.</p>	<p>A. When response or completed NA Form 13075A is received, then find the applicable time period in STEP 1B, and follow subsequent steps, as indicated.</p> <p>B. When VA Index search is negative and:                      (1) <u>information needed for OR records search IS available</u>, then request search of OR records. Furnish needed information.                      (2) <u>information needed for OR records search IS NOT available</u>, and NA Form 13075A has not been sent, then return request using NA Form 13075A as the transmittal.</p>	<p>A. When OR records search is:                      (1) <u>negative, and NA Form 13075A has NOT been sent</u>, then return request using NA Form 13075A as the transmittal.                      (2) <u>negative, or DOES NOT contain information needed to verify all data requested</u>, use discretion in determining the next step:</p>	<p>A. When response or completed NA Form 13075A is returned:                      (1) if further <u>search of OR records IS warranted</u>, then request OR search.</p>



Figure 16: **DECISION LOGIC TABLE (applies to ENLISTED PERSONNEL ONLY)**  
**Combining use of internal sources of information in the records reconstruction**  
**process (Part 2 of 3- [Next](#))**

STEP 1	STEP 2	STEP 3	STEP 4
<p>(2) DURING 1938-1942, and verification of service information is required, then request pay voucher and X-Ray search from CPR; and send requester NA Form 13024, Delay Notice Card.</p> <p>(3) DURING 1943-1959, and verification of service information is required, then request search of VA Index.</p>	<p>C. If CPR search is negative, then request search of VA Index.</p> <p>D. If VA Index is negative, then request search of X-Rays from CPR.</p>	<p>(a) send requester NA Form 13047, Reply to Request for Information, checking first block. NOTE: Before sending this response, the VA Index shall be checked by DOB; or</p> <p>(b) if search report contains only partial information, then compose reply requesting additional information using NA Form 13018, Reply to Inquiry (see part 3, this figure).</p> <p>B. If VA Index search is negative, then follow STEP 2B(1) or 2B(2) and subsequent steps, as indicated.</p> <p>C. If X-Ray search is negative, then follow STEP 2B(1) or 2B(2) and subsequent steps, as indicated.</p>	<p>(2) if further search of OR records is NOT warranted, send requester NA Form 13047, checking first block. NOTE: Before sending this response, the VA Index shall be checked by DOB.</p>

Figure 17: **DECISION LOGIC TABLE (applies to OFFICER PERSONNEL ONLY)**  
**Combining use of internal sources of information in the records reconstruction process** (Part 1 of 3 - [Next](#))

Situation: BIRLS Response Indicates NO RECORD FAR Indicates NO QM/QT Records; QM/QT Records NOT FOUND; or QM/QT records inappropriate for use in reconstructing information				
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<p>A. If NA Form 13075A Questionnaire About Military Service, is not attached and it appears likely the requester may be able to furnish more information, then return request using NA Form 13075A as the transmittal. NOTE: If separation or discharge document is attached, then photocopy the document(s) and create an R File.</p> <p>B. If NA Form 13075A is or is not attached, and if it appears requester is NOT likely to be able to furnish additional information, and veteran was DISCHARGED:</p> <p>(1) PRIOR TO 1923, and verification of service is needed, then request search of OR records (pay vouchers). NOTE: Pay vouchers for this period are filed in alphabetical order, and WILL NOT be indicated on FARS as a QM P.</p>	<p>A. When response or completed NA Form 13075A is received, then find the applicable time period in STEP 1B, and follow subsequent steps, as indicated.</p> <p>B. When OR records search for pay vouchers is negative, then request search of VA Index..</p>	<p>A: When VA index search is negative and:</p> <p>(1) information needed for OR records search IS available, then request search of OR records. Furnish needed information.</p>	<p>A. When OR records search is:</p> <p>(1) negative, and NA Form 13075A has NOT been sent, then return request using NA Form 13075A as the transmittal.</p>	<p>A. When response or completed NA Form 13075A is returned:</p> <p>(1) if further search of OR records IS warranted, then request OR search.</p>

Figure 17: **DECISION LOGIC TABLE (applies to OFFICER PERSONNEL ONLY)**  
**Combining use of internal sources of information in the records reconstruction**  
**process (Part 2 of 3 - [Next](#))**

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<p>(2) DURING 1923-1937, and verification of service is needed, then request search of VA Index.</p> <p>(3) DURING 1938-1942, and verification of service information is required, then request pay voucher and X-Ray search from CPR; and send requester NA Form 13024, Delay Notice Card.</p>	<p>C. If VA Index search is negative, then follow STEP 3A(1) or 3A(2) and subsequent steps, as indicated.</p> <p>D. If CPR search is negative, then request search of VA Index.</p>	<p>(2) information needed for OR records search <u>IS NOT</u> available, and NA Form 13075A has not been sent, then return request using NA Form 13075A as the transmittal.</p> <p>B. If VA Index search is negative, then follow STEP 3A(1) or 3A(2) and subsequent steps, as indicated.</p>	<p>(2) negative, or DOES <u>NOT</u> contain information needed to verify all data requested, use discretion in determining the next step:</p> <p>(a) send requester NA Form 13047, checking first block. NOTE: Before sending this response the VA Index shall be checked by DOB; or</p> <p>(b) if search report contains <u>only partial</u> information, then compose reply requesting additional information using NA Form 13018 (see part 3, fig. 16).</p>	<p>(2) if <u>further search</u> of OR records is <u>NOT</u> warranted, send requester NA Form 13047, checking first block. NOTE: Before sending this response, the VA Index shall be checked by DOB.</p>

**Figure 17: DECISION LOGIC TABLE (applies to OFFICER PERSONNEL ONLY)  
Combining use of internal sources of information in the records reconstruction  
process (Part 3 of 3)**

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<p>(4) DURING 1943-1959, and verification of service information is required, then request search of VA Index.</p>	<p>E. If VA Index is negative, then request search of X-Rays from CPR.</p>	<p>C. If X-Ray search is negative, then follow STEP 3A(1) or 3A(2) and subsequent steps, as indicated.</p>		

Figure 4: **Decision Logic Table for determining the correct form to use to return the request** (Part 1 of 2 - [Next](#))

RULE	IF	THEN SEND
1	More information and/or a signature is needed and the request is definitely <b>NOTE</b> fire related.	NA Form 13054 with first block checked and SF 180 attached. (See <a href="#">fig. 6.</a> )
2	More information and/or a signature is needed and the request is either definitely fire related or the possibility cannot be ruled out.	NA Form 13054 with first and second blocks checked and both SF 180 and NA Form 13075 attached. Also, attached NA Form 13055 if mention is made of medical records being needed. <b>NOTE:</b> If medals/awards are requested, also check the third block on NA Form 13054.
3	The request is for medical information and definitely pertains to a fire related record.	All other necessary identifying information and signature are included in the request. NA Form 13054 with fourth block checked and NA Form 13055 attached. (See <a href="#">fig. 6.</a> )
4	The inquiry does/does not pertain to a fire related record. The requester <b>DOES NOT</b> furnish sufficient military data to identify a record, and indicates that he/she is doing genealogical research. <b>NOTE:</b> The request may be submitted under FOIA.	NA Form 13043.
5	Inquiry pertains to a pre-Registry block record. (See <a href="#">par. 9.</a> ) The requester <b>DOES NOT</b> furnish veteran's date and place of birth: and/or the request indicates that the veteran or next of kin cannot recall the service number.	NA Form 13054 with first block checked and SF 180 attached, with blocks 3 & 4 of Section I circled. (See <a href="#">fig. 6.</a> )

Figure 4: **Decision Logic Table for determining the correct form to use to return the request** (Part 2 of 2)

RULE	IF	THEN SEND
6	The requester seeks dependent medical records or medical records for a specific period of hospitalization.	NA Form 13054 with fourth block checked and NA Form 13042 attached. (See <a href="#">fig. 6.</a> ) <b>NOTE:</b> If requested record pertains to a minor dependent or mental incompetent and the appropriate signature is missing, also check last block regarding signature.
7	The requester asks for an address or list of addresses to contact former members of a military unit for reunion purposes. The inquiry <b>DOES NOT</b> provide the necessary locator data.	NA Form 13054, checking fifth block. (See <a href="#">fig. 6.</a> )
8	Any VA Forms 3101 are received with one or several items of locator data missing; and the request pertains to a non-fire-related record.	Return the VA Form using NA Form 13012, Return Slip for VA Inquiry, as the transmittal. Check appropriate block.
9	Any VA Forms 3101 are received with one or several items of locator data missing; and the request is for service information and indicates that service pertains to a fire-related record.	Return the VA form using NA Form 13012 as the transmittal. Check the block under "Other" and write or stamp, "Please complete the attached NA Form 13075 and return." Attach NA Form 13075.
10	Any VA Forms 3101 are received with one or several items of locator data missing; and the request is for medical information and indicates that service pertains to a fire-related record.	Return the VA form using NA Form 13012 as the transmittal. Check the block under "Other" and write, "Please complete the attached NA Form 13055." Attach NA Form 13055.

11	Any VA Forms 3101 are received with one or several items of locator data missing: and the request is for service and medical information and indicates that service pertains to a fire-related record.	Return the VA form using NA Form 13012 as the transmittal. Check the block under "Other" and write, "Please complete the attached NA Forms 31075 and 13055." Attach NA Forms 13075 and 13055.
----	--	---

Figure 3: **Decision Logic Table**

RULE	IF REQUEST IS FROM THE VETERAN FOR	THEN THE ARCHIVES TECHNICIAN SHALL:
1	Special categories of academic records:	
	a. Identified in items 1-9 of <a href="#">fig. 1</a>	<ol style="list-style-type: none"> <li>1. Return the inquiry to the requester by preparing NA Form 13018 in duplicate. Provide the requester with the appropriate address.</li> <li>2. File copy of NA Form 13018 in the military personnel record.</li> </ol> <p><b>NOTE:</b> Consult your supervisor if there is some question as to the location of a particular record.</p>
	b. Identified in items 10-14 of <a href="#">fig. 1</a>	<ol style="list-style-type: none"> <li>1. Return the inquiry to the requester by preparing NA Form 13061, Request for GED, USAFI, Other Test Scores, or PREP Transcripts, in duplicate. (See <a href="#">fig. 2</a>.)</li> <li>2. File the copy of the completed NA Form 13061 in the record.</li> </ol> <p><b>NOTE:</b> These requests will normally be returned by the Incoming Mail Units</p>
2	Complete transcript of schooling or specific training service records, and:	
	a. service relates to non fire-related or fire-related records when documents are available;	Furnish photocopies of available service record entries, grade cards, professional records, or any other documents which reflect educational experience, as follows:



		<ol style="list-style-type: none"> <li>1. Prepare NA Form 13044, Reply Concerning Military Records, or NA Form 13045, Informal Information Reply, in duplicate, checking first block.</li> <li>2. Attach photocopies to the original NA Form 13044/13045 and send to the requester.</li> <li>3. Note what information was sent on the duplicate NA Form 13044/13045 and file in record.</li> <li>4. If sending photocopies is not appropriate, then prepare NA Form 13018 in duplicate. Use pars. 1, 2, and 3 in <a href="#">fig. 5</a> as guidelines for a written reply. Send original NA Form 13018 to the requester. Attach inquiry to the duplicate NA Form 13018 and file in the record.</li> </ol>
	b. service relates to fire-related record and documents are not available;	See <a href="#">par. 11</a> .
3	Multiple types of information and partial information is available at NPRC and some at another facility relating to special categories of academic records:	
	a. Identified in items 1-9 of <a href="#">fig. 1</a> ;	Reply to the request for partial information following appropriate procedures. Furnish the requester the appropriate address for academic records from <a href="#">fig. 1</a> .
	b. Identified in items 10-14 of <a href="#">fig. 1</a> ;	Reply to the request for partial information following appropriate procedures. Furnish the requester the appropriate address for test scores/transcripts from <a href="#">fig. 2</a> .
4	Verification of having taken	Forward copies of the certificate, if available, or

	<p>USAFI courses or GED test;</p> <p><b>NOTE:</b> DANTES issues official transcripts ONLY, NOT certificates.</p>	<p>prepare appropriate response as instructed in Rule <a href="#">2a</a>.</p>
<p>5</p>	<p>Military test scores;e.g., Intelligence Quotient (IQ) Test, or General Classification Test (GCT);</p>	<ol style="list-style-type: none"> <li>1. For IQ test scores prepare a reply in duplicate using NA Form 13018. For example, "Grades made on the Intelligence Quotient (IQ) tests are not entered in the service record."</li> <li>2. Send original NA Form 13018 to requester. Attach request to duplicate NA Form 13018 and file in the record.</li> <li>3. For other test scores furnish appropriate source document following instructions in Rule <a href="#">2a</a>.</li> </ol>
<p>6</p>	<p>Transcript of courses from civilian schools;</p> <p><b>NOTE:</b> Transcripts from DODDS, see <a href="#">fig. 1, item 14</a>, and <a href="#">fig. 2</a>;</p>	<ol style="list-style-type: none"> <li>1. Prepare a reply in duplicate using NA Form 13018. For example, "A transcript of civilian school courses is not a matter of record in your military personnel folder. Suggest contacting the school attended."</li> <li>2. Send original NA Form 13018 to the requester. Attach request to duplicate NA Form 13018 and file in the record.</li> </ol>
<p>7</p>	<p>Information concerning USAFI courses, and:</p> <p>a. service relates to non fire-related or fire-related records when documents are available;</p> <p>b. service relates to fire-related record and documents are not available;</p>	<p>Prepare appropriate response as instructed by Rule <a href="#">2a</a>.</p> <p>See <a href="#">par. 11</a>.</p>

## Decorations (AF Awards Card File)

**Details:** Index cards with information about awards, decorations, and general orders. Only the following awards are shown:

Distinguished Flying Cross  
 Silver Star  
 Purple Heart  
 Bronze Star Medal  
 Air Medal  
 AF Commendation Medal  
 Airman's Medal  
 Army of Occupation Medal  
 Legion of Merit  
 Medal of Humane Action  
 Medal of Honor  
 Soldier's Medal  
 Presidential Unit Citation  
 Distinguished Unit Citation  
 Meritorious Unit Citation

- Branch: Air Force, Army Air Force, Army Air Corps
- Timeframe: 1939-1963

**How to request:** Create an OR search request through CMRS.


*Samples of documents returned to technician:*

### Samples of Air Force Award Cards

PURPLE HEART DECORATION		
██████████, JOHN R., JR.	13 093 874	SSGT
LAST NAME - FIRST NAME - MIDDLE INITIAL	AFSN	GRADE
NO 1186	NO, 3 A D, 1945	



# DISTINGUISHED FLYING CROSS

, WELDON O., 38106813, T/Sgt., Air Corps  
General Orders No. 105, Hqrs. Eighth Air Force, February 29, 1944

Canadian, Texas

Primary  
Sources

## Defense Medals and Joint Service Medals

Various medals are issued directly by the Secretary of Defense to members of all branches of service. NPRC can issue some of the Defense and Joint Service medals using the Army medals web form or the [NA Form 13059](#) for Air Force.

The following medals can be issued by NPRC through normal processes for Army and Air Force:

Defense Meritorious Service Medal  
Joint Meritorious Unit Award (or Emblem)  
Joint Service Achievement Medal  
Joint Service Commendation Medal

For issuance of the following three medals, the requestor must contact the service department directly:

Defense Distinguished Service Medal  
Defense Superior Service Medal  
Defense of Freedom Medal (civilian award, equivalent to the Purple Heart)

Provide referral information to the requestor for these three awards using the appropriate pattern paragraph found at [Get Paragraph → Medals → Defense Medals](#). You must include copies of any supporting documentation found in the record with your response.

The **Joint Chiefs of Staff Identification Badge** is only issued by the Office of the Joint Chiefs of Staff. Tell the requestor to contact the address below (copy and paste into your letter) and include in your response copies of any supporting documentation found in the record.

 [\[00694\]](#)

Office of the Chairman of the Joint Chiefs of Staff  
9999 Joint Staff Pentagon  
Washington, DC 20318-9999

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1864.103B  
January 12, 1989

SUBJECT: **Delay notices**

1. **Purpose.** This memorandum transmits revised instructions that tell when delay notices should be sent.
2. **Cancellation.** NPRC 1864.103A is canceled.
3. **Reason for revision.** NPRC 1864.103 is revised to reflect the use of NA Form 13053, National Personnel Records Center Acknowledgment/Referral; and NA Form 13102, Interim Acknowledgment and Followup, in place of previous versions of those forms. The use of composed responses to advise of further delays is also explained.
4. **Applicability.** This memorandum is applicable to all correspondence and search personnel at both Page and Winnebago with the exception of General Reference Branch (NRPCR) and the Search and Control Section, Records Reconstruction Branch (NRPMR-S).
5. **Instructions.** The instructions for sending delay notices are contained in the attachment hereto.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13053, National Personnel Records Center Acknowledgment/Referral  
NA Form 13102, Interim Acknowledgment and Followup

DAVID L. PETREE  
Director

## DELAY NOTICES

1. **When to send delay notices.**

- a. **Delay notices can prevent complaints.** NPRC employees should bear in mind that delayed replies are often reported to our Central Office or to a Congressional office. This causes embarrassment and expenditures of time in making necessary explanations. A delay notice sent at the appropriate time can prevent a possible complaint later. Send a delay notice (NA Form 13053, National Personnel Records Center Acknowledgment/Referral, MPR only; or NA Form 13102, Interim Acknowledgment and Followup, CPR only) on an inquiry as soon as it is obvious that a delay will occur, but no later than the end of the time periods specified below:

CATEGORY OF INQUIRY	SEND FIRST DELAY NOTICE WITHIN
Routine written requests from federal, state, county, and municipal offices.	Thirty calendar days after date of receipt in NPRC. See <a href="#">subpar. lb.</a>

**EXCEPTION:** Do not send delay notices on requests from (1) the VA Records Processing Center, St. Louis, or (2) Social Security Administration.

Routine written requests from non-governmental sources, addressed DIRECTLY to NPRC.

Fifteen calendar days after date of receipt in NPRC. See [subpar. 1b](#). If referred to NPRC, send notice ONLY if requester was notified of the referral.

Priority (as defined in [NPRC 1864.101](#), Priority levels in reference service and workflow control procedures) written requests from any source.

Seven calendar days after date of receipt in NPRC, except three days for requests from members of Congress.

- b. **Determining date of receipt.** The technician determines the date of receipt from the color-code tag attached to the inquiry in accordance with the current edition of [NPRC 1864.101](#). On priority written requests for which a color-code tag is not used, use the date of the first computer probe as shown on the Finding Aid Report (FAR) as the date of receipt. If this is not available, use any of the following: postmark, date of request, or date of the transmitting correspondence if referred here by another office. (If more than one of these is available, use the most recent date.)
- c. **Guidelines for determining if a delay notice is necessary.** The determination as to whether a delay notice should be sent may be made by the receiving supervisor immediately upon receipt of the inquiry in the unit, including search units. The supervisor bases the decision on the amount of work on hand and the productive capacity of the unit. The decision may be made any time up to the end of the periods specified in [subpar. 1a](#). Here are two rules to help determine when to send a delay notice:
- (1) On inquiries for which the specified time period is 15 days or less, ALWAYS send a delay notice at the time any of the following actions are taken (if one has not already been sent):
- (a) Inquiry is referred for verification search analysis.
  - (b) Pertinent information/records are requested from another source.
  - (c) Inquiry is transferred to another NPRC branch for processing, including transfers for organizational records searching.
- (2) On inquiries for which the specified time period is more than 15 days, always CONSIDER sending a delay notice.

2. **When to send second delay notices.** Send a second notice explaining the circumstances causing the delay as soon as the following is determined:

- a. The inquiry will not be answered within 20 calendar days (Records Reconstruction Branch excluded) of the date of the first notice.
  - b. The inquiry (in Records Reconstruction Branch) will not be answered when it is pulled from the suspense file (within 30 to 45 days) of the first notice.
3. **Who is responsible.** All supervisors are primarily responsible for ensuring that delay notices are sent. This includes the periodic examination of the workload. Each technician, once a case has been assigned, bears responsibility for keeping track of the length of time that the case remains uncompleted, and must send a delay notice if the time limits shown in [par. 1](#) are exceeded.

A **composed reply** is sent if a delay notice has already been sent forward and additional time is needed to locate the record. The composed reply must give a complete explanation of the present status of the inquiry, reason for more delay, action taken so far to complete the inquiry, and the estimated completion of the inquiry.

4. **Special instructions on follow-up (tracer) requests.** Normally, delay notices are not sent on tracer requests. There are times, however, when a delay notice on a tracer will be necessary, e.g.:
- a. There is some trouble in finding the record or information.
  - b. It is found that a delay notice was never sent on the original request. When this happens, cite both the inquiry and the tracer on the delay notice.
5. **Documenting the action.** It is extremely important that the inquiry be annotated in the lower right corner to show the date the delay notice was sent and the initials of the technician who sent it. If a composed reply is sent, retain a copy with the original inquiry.
-



**NPRC 1865.37B --- Appendix B. List of VA Stations --- April 30, 1997****DEPARTMENT OF VETERANS AFFAIRS STATIONS**

<b>STATION #'s</b>	<b>ADDRESS AND ZIP CODE</b>
<b>101 - NOTE: Do not procure data or refer requests to this office!</b>	VA Central Office Washington, DC
<b>301</b>	VARO John F. Kennedy Building Government Center Boston, MA 02203
<b>304</b>	VARO Federal Center 380 Westminster Mall Providence, RI 02903
<b>306</b>	VARO 245 W. Houston St. New York, NY 10014
<b>307</b>	VARO Federal Building 111 West Huron St. Buffalo, NY 14202
<b>308</b>	VARO 450 Main Street Hartford, CT 06103
<b>309</b>	VARO 20 Washington Place Newark, NJ 07102

<b>310</b>	VAC P. O. Box 8079 Philadelphia, PA 19101
<b>311</b>	VARO 1000 Liberty Avenue Pittsburgh, PA 15222
<b>313</b>	VARO Federal Building 31 Hopkins Plaza Baltimore, MD 21201
<b>314</b>	VARO 210 Franklin Road, SW Roanoke, VA 24011
<b>315</b>	VARO 640 Fourth Avenue Huntington, WV 25701
<b>316</b>	VARO 1700 Clairmont Rd. Decatur, GA 30033-4032
<b>317</b>	VARO P.O. Box 1437 St. Petersburg, FL 33731
<b>318</b>	VARO Federal Building 251 North Main Street Winston-Salem, NC 27155
<b>319</b>	VARO 1801 Assembly Street

	Columbia, SC 29201
<b>320</b>	VARO 110 Ninth Ave., South Nashville, TN 37203
<b>321</b>	VARO 701 Loyola Avenue New Orleans, LA 70113
<b>322</b>	VARO 345 Perry Hill Road Montgomery, AL 36109
<b>323</b>	VARO 1600 E. Woodrow Wilson Ave. Jackson, MS 39216
<b>325</b>	VARO A. J. Celebrezze Federal Bldg. 1240 East Ninth Street Cleveland, OH 44199
<b>326</b>	VARO 575 North Pennsylvania St. Indianapolis, IN 46204
<b>327</b>	VARO 545 South Third St. Louisville, KY 40202
<b>328</b>	VARO 536 S. Clark St. P. O. Box 8136 Chicago, IL 60680

<b>329</b>	VARO P. V. McNamara Federal Bldg. 477 Michigan Avenue Detroit, MI 48226
<b>330</b>	VARO 5000 W. National Ave., Bldg. 6 Milwaukee, WI 53295
<b>331</b>	VARO 400 South 18th St. St. Louis, MO 63103-2271
<b>333</b>	VARO 210 Walnut Street Des Moines, IA 50309
<b>334</b>	VARO Federal Building 5631 South 48th Street Lincoln, NE 68516-4103
<b>335</b>	VAC Federal Building 1 Federal Dr. Ft. Snelling St. Paul, MN 55111
<b>339</b>	VARO P.O. Box 25126 Denver, CO 80225
<b>340</b>	VARO Dennis Chavez Federal Building 500 Gold Avenue, SW Albuquerque, NM 87102
<b>341</b>	VARO

	550 Foothill Dr. P. O. Box 581900 Salt Lake City, UT 84158-1900
<b>343</b>	VARO 1301 Clay St., Rm. 1300N Oakland, CA 94612-5209
<b>344</b>	VARO Federal Building 11000 Wilshire Blvd. West Los Angeles, CA 90024
<b>345</b>	VARO 3225 North Central Ave. Phoenix, AZ 85012
<b>346</b>	VARO Federal Building 915 Second Avenue Seattle, WA 98174
<b>347</b>	VARO 805 West Franklin Street Boise, ID 83702-5560
<b>348</b>	VARO Federal Building 1220 SW Third Avenue Portland, OR 97204
<b>349</b>	VARO 701 Clay Ave. Waco, TX 76799
<b>350</b>	VARO Building 65, Fort Roots

	P. O. Box 1280 North Little Rock, AR 72115
<b>351</b>	VARO Federal Building 125 South Main Street Muskogee, OK 74401
<b>354</b>	VARO 1201 Terminal Way Reno, NV 89520
<b>355 - NOTE:Do not procure data or refer requests to this office!</b>	VARO GPO Box 364867 San Juan, PR 00936
<b>358 - NOTE:Do not procure data or refer requests to this office!</b>	VARO Manila FPO AP 96515
<b>359</b>	VARO 459 Patterson Rd. Honolulu, HI 96819
<b>362</b>	VARO 6900 Alameda Rd. Houston, TX 77030-4200
<b>363</b>	VARO 2925 DeBarr Rd. Anchorage, AK 99508-2989
<b>372</b>	VARO 1120 Vermont Ave., N.W. Washington, DC 20421

<b>373</b>	VARO Norris Cotton Federal Building 275 Chestnut St. Manchester, NH 03103
<b>376</b>	VARMC P. O. Box 5020 St. Louis, MO 63115
<b>377</b>	VARO 2022 Camino Del Rio North San Diego, CA 92108
<b>402</b>	VARO 1 VA Center Togus, ME 04330
<b>405</b>	VARO N. Hartland Rd. White River Junction, VT 05001
<b>436</b>	VARO Williams St. Fort Harrison, MT 59636
<b>437</b>	VARO 2101 Elm St. Fargo, ND 58102
<b>438</b>	VARO P. O. Box 5046 2501 W. 22nd St. Sioux Falls, SD 57117
<b>442</b>	VARO 2360 East Pershing Blvd. Cheyenne, WY 82001

<b>452</b>	VARO 5500 E. Kellogg Wichita, KS 67218
<b>460</b>	VARO 1601 Kirkwood Highway Wilmington, DE 19805

---



---

# DETRIMENTAL PHYSICAL OR MENTAL HEALTH RECORDS

---

***Each service branch has different regulations for the release of detrimental records.*** Examples of potentially detrimental information include any health or clinical record that contains:

- Diagnosis of a mental, psychoneurotic, or personality disorder
- Diagnosis or implications of sexual deviation
- Any illness that carries a uniformly unfavorable prognosis

See the instructions below for each branch of service.

---

## AIR FORCE

### Inquiry from the veteran:

1. Health records. If you find any page(s) in the health record that contains detrimental information such as any of the kinds listed above, do not release such page(s) directly to the veteran. Send copies of other requested documents that make no reference to potentially detrimental diagnoses, and include the following paragraph in your reply letter:

"The Department of Defense Privacy Program, 32 CFR 310.30(f), allows for the disclosure of medical records to the individual to whom they pertain. A portion of the records, however, contain information which can be interpreted and explained properly only by a physician. If you would like for us to send copies to a designated physician, please send me the name and address of that physician. The request you send back to us also **MUST INCLUDE** your written consent (signature), authorizing the National Personnel Records Center to release your medical records to the designated physician."

When you receive the physician's name and address, send copies of the detrimental medical records to the physician with the following statement: "The enclosed documents are sent to you at the request of (the requester's name). These documents contain information that should be treated confidentially, and the diagnosis/prognosis should not be released directly to the veteran except by his/her physician. Information shown in these records should not be released or discussed with any other person."

2. Clinical records.
  - a. Detrimental health information found in clinical records pertaining to sexual dysfunction or unfavorable diagnosis may be handled in the manner prescribed in [par. 1](#), above, for health records.
  - b. If the detrimental information in the clinical record(s) pertains to a diagnosis of a mental, psychoneurotic, or personality disorder, it will be necessary to refer these clinical records to an Air Force office for determination of releasability. Exact procedures are still being developed. In the meantime, see your coach or ET if you encounter such a situation.
3. Detrimental information in both health and clinical records.

- a. If the detrimental information in the clinical record(s) pertains to sexual dysfunction or an unfavorable prognosis, it is permissible for the clinical records to be included with the documents from the health jacket that will be sent to a physician with the health records, for determination of releasability. Process the reply as described in [par. 1](#), above (health records). Use the same quotations from [par. 1](#), above.
- b. If the detrimental information in the clinical record(s) pertains to a diagnosis of a mental, psychoneurotic, or personality disorder, these documents cannot be included with the documents from the health jacket that will be sent to a physician for determination of releasability. It will be necessary to refer these clinical records to an Air Force office for determination of releasability. Exact procedures are still being developed. In the meantime, see your coach or ET if you encounter such a situation.

### **Inquiry from next of kin or member of Congress with written authorization of veteran:**

If the inquiry indicates the requester is aware of the potentially detrimental diagnoses, provide the medical records. If not specifically requested or mentioned, handle the request as if it had been received from the veteran.

### **Inquiry from legal guardian, and the following with written authorization of veteran\*: veteran's attorney/representative, insurance firms, state, county, & municipal medical facilities (unless a "routine" user), private non-governmental medical personnel/facilities:**

Provide medical records and the following "CAUTION" statement: "The enclosed records should be treated as confidential and the diagnosis/prognosis should not be released directly to the veteran except by his/her physician or after consultation with that physician. Information about these records should not be released or discussed with any other person."

*\*NOTE: If a request is for the purpose of EMERGENCY medical treatment, individual consideration is given as to whether the release authorization requirement should be waived. Consult the coach/supervisor.*

## **ARMY**

### **Inquiries received from the VETERAN:**

Any health or clinical record which contains information as shown above cannot be released to the veteran. Furnish copies of other documents which make no reference to potentially detrimental diagnoses, and provide the following paragraph: "The Department of Defense Privacy Program, 32 CFR 310.30(f), allows for the disclosure of medical records to the individual to whom they pertain. A portion of the records, however, contain information which can be interpreted and explained properly only by a physician. If you wish us to send copies to a designated physician, please furnish us with the name and address of that physician. The request **MUST INCLUDE** your written consent (signature), authorizing the release of the records to the designated physician".

Upon receipt of the physician's name and address, copies of the medical/clinical records should be sent to the physician with the following statement: "The enclosed documents are sent to you at the request of (the requester's name). These documents contain information that should be treated confidentially, and the diagnosis/prognosis should not be released directly to the veteran except by his/her physician. Information shown in these records should not be released or discussed with any other person."

### **NOK and Members of Congress with written authorization of veteran:**

If the inquiry indicates the requester is aware of the potentially detrimental diagnoses, furnish the medical records. If not specifically requested or mentioned, handle the request as if it was received from the veteran

**Legal Guardian, and the following with written authorization of veteran\*: Veteran's attorney/representative, Insurance firms, State, county, & municipal medical facilities (unless a "routine" user), Private nongovernmental medical personnel/facilities:**

Furnish medical records and the following "**CAUTION**" statement: "The enclosed records should be treated as confidential and the diagnosis/prognosis should not be released directly to the veteran except by his/her physician or after consultation with that physician. Information about these records should not be released or discussed with any other person".

*\*NOTE: If a request is for the purpose of **EMERGENCY** medical treatment, individual consideration is given as to whether the release authorization requirement should be waived. Consult the coach/supervisor.*

---

## NAVY and USMC

### All requesters:

Pull out records containing potentially detrimental information and place on top of record. Forward the request and record to the BuMed Liaison Officer using NA Form 13098, NPRC Routing Slip. When the record is returned, complete the case according to BuMed Liaison Office instructions.

---

## COAST GUARD

### All requesters:

Forward the request and record to the following office for a determination of releasability, and inform the requester of the referral:

 [00187]

**Commander, CG Personnel Service Center  
Attn: PSC (BOPS-C-MR)  
2703 Martin Luther King Jr. Ave SE  
Washington, DC 20593-7200**

---

Source: [NPRC 1865.103](#)

---

## RELEASING DETRIMENTAL PHYSICAL OR MENTAL HEALTH INFORMATION FOUND IN NON-ARCHIVAL RECORDS

---

**Background:** NPRC **never** releases detrimental physical or mental health information found in health or clinical records directly to the veteran. Detrimental information may have an adverse effect on the mental or physical health of an individual. Technicians are to carefully review records to determine whether the contents include this information. This guide explains the procedure for releasing health or clinical records when detrimental information has been identified in the record. Examples of detrimental physical or mental health information include, but are not limited to:

- diagnosis of a mental, psychoneurotic, or personality disorder, or
- diagnosis or implications of sexual deviation, or
- illness(es) carrying an unfavorable prognosis.

For records containing information about Drug and Alcohol treatment --see CRG, [Drug/Alcohol Rehabilitation Program](#). For requests concerning Family Advocacy Program (FAP) –see CRG, [FAP \(Family Advocacy Program\)](#).

**Table 1. Procedure – Releasing detrimental information.** Verify request is properly authorized. Then respond following below.

IF requester is...	THEN...
veteran	go to <a href="#">Table 2</a> .
next of kin or member of congress with veteran’s written authorization, who does <b>not</b> indicate awareness of the detrimental information	handle the request as if from the veteran and go to <a href="#">Table 2</a> .
next of kin, member of congress with veteran’s written authorization who <b>indicates awareness</b> of the detrimental information	provide copies of the information with caution paragraph from MSWord CMRS Tab - <a href="#">Get Paragraph&gt; Medical (Health) Records Information &gt; Detrimental Physical and Mental Health Records— Caution Statement.doc</a>
legal guardian, and the following with veteran’s written authorization: veteran's attorney or representative, insurance firms, state, county, & municipal medical facilities private	provide copies of the information with caution paragraph from MSWord CMRS Tab - <a href="#">Get Paragraph&gt; Medical (Health) Records Information &gt; Detrimental Physical and Mental</a>

non- governmental medical personnel or facilities	<a href="#">Health Records—Caution Statement.doc</a>
agency or entity whose purpose is “Routine Use of this record”	go to CRG, <a href="#">Release and Access Guide for Military Personnel and Related Records at the NPRC, Appendices A-F</a>

**Table 2. Procedure – Releasing Detrimental Information to Veterans** or next of kin and members of congress who do not indicate awareness of the detrimental information. Follow the steps below.

<b>Step</b>	<b>Action</b>
1	<p>Send copies of documents which make no reference to detrimental information, and include the following paragraph in the reply letter. Get paragraph from MSWord CMRS Tab - <a href="#">Get Paragraph&gt; Medical (Health) Records Information &gt; Detrimental Physical and Mental Health Records-- Release to Designated Physician.doc</a>.</p> <p><i>Caution: Do not release page(s) containing or referring to detrimental information directly to the veteran.</i></p>
2	Place case in CMRS in “suspense.”
3	<p>On receipt of veteran’s signed authorization to release information,</p> <p>Send copies of the health or clinical records to the designated physician with the pattern paragraph: Get paragraph from MSWord CMRS Tab - <a href="#">Get Paragraph&gt; Medical (Health) Records Information &gt; Detrimental Physical and Mental Health Records—Letter to Designated Physician.doc</a>.</p>

**Source:** [NPRC 1865.103](#)

**Last Updated:** Published 03/25/2011

- ÿ [Index Chart](#)
- ÿ [Army Medals Sidebar](#)

- 
- ÿ [Air Force Commendation Medal](#)
  - ÿ [Air Force Cross](#)
  - ÿ [Air Force Good Conduct Medal](#)
  - ÿ [Air Force Longevity Service Award](#)
  - ÿ [Air Force Outstanding Unit Award](#)
  - ÿ [Airman's Medal](#)
  - ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation Medal](#)
  - ÿ [Asiatic-Pacific Campaign Medal](#)
  
  - ÿ [Bronze Star Medal](#)
  
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Medal](#)
  
  - ÿ [European African Middle Eastern Campaign Medal](#)
  
  - ÿ [Gold Star Lapel Button](#)
  - ÿ [Good Conduct Medal \(Army\)](#)
  
  - ÿ [Honorable Service Lapel Button WWII](#)
  
  - ÿ [Korea Defense Service Medal](#)
  - ÿ [Korean Service Medal](#)
  
  - ÿ [Legion of Merit](#)
  
  - ÿ [Medal For Humane Action](#)
  - ÿ [Medal of Honor](#)
  
  - ÿ [National Defense Service](#)

## Devices



Bronze Service Star

The bronze star represents participation in campaigns or operations, multiple qualifications, or an additional award to any of the various ribbons on which it is authorized.



Silver Star

The Silver star is worn in the same manner as the bronze star, but each Silver star is worn in lieu of five bronze service stars.



Silver/Bronze Stars

When worn together on a single ribbon, the Silver star(s) will be worn to the wearer's right of any bronze star(s).



Bronze Oak Leaf Cluster

The bronze oak leaf cluster represents second and subsequent entitlements of awards.



Silver Oak Leaf Cluster

The Silver oak leaf cluster represents sixth, 11th, etc., entitlements or in lieu of five bronze oak leaf clusters.



Silver/Bronze Oak Leaf Clusters

Silver oak leaf clusters are worn to the wearer's right of the bronze oak leaf clusters on the same ribbon.



Valor ("V") Device

The "V" device represents valor and does not denote an additional award. Only one may be worn on any ribbon.



Valor ("V") Devices and Clusters

The "V" device, when worn on the same ribbon with clusters, is worn to the wearer's right of such clusters.



Mobility ("M") Device

The "M" device is worn with the Armed Forces Reserve Medal to denote active duty status for at least one day during a contingency.

Medal

- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Medal](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart](#)
  
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
  
- ÿ [United Nations Medal](#)
- ÿ [United Nations Service Medal](#)
  
- ÿ [World War II Victory Medal](#)

Devices

Hourglass Device

The hourglass is worn with the Armed Forces Reserve Medal in bronze for 10 years of service, Silver for 20 and gold for 30 years.



Plane Device

This device is worn with the Army of Occupation Medal to denote service of 90 consecutive days in direct support of the Berlin Airlift (June 26, 1948, to Sept. 30, 1949).



Arctic Circle ("A") Device

A metallic, bronze, letter "A" worn centered on the Air Force Overseas Ribbon-Short Tour. Awarded to Air Force Active, Reserve and Guard Personnel serving on or after 10 Feb 2002, credited with completion of a short Air Force Overseas tour North of the Arctic Circle, regardless of date of tour completion. When worn with Oak Leaf Clusters, place the "A" Device to the wearer's right of the clusters. Wear only one "A" Device on the ribbon. Do not use to represent subsequent awards.



Arrowhead Device

The arrowhead, a bronze replica of an Indian arrowhead, 1/4 inch high and 1/8 inch wide, is awarded to show participation in a combat parachute jump, combat glider landing, or amphibious assault landing. The member must have made the combat glider landing or parachute jump when assigned or attached to an organized force carrying out an assigned tactical mission (an emergency combat parachute jump into enemy-held territory does not constitute eligibility for this device). The arrowhead is worn on both the service and suspension ribbons of the Asiatic-Pacific Campaign

Medal, European-African-Middle Eastern Campaign Medal, Korean Service Medal, Armed Forces Expeditionary Medal, and Global War on Terrorism Expeditionary Medal, point up, in a vertical position to the wearer's right of all service stars. members wear only one arrowhead on any one service or suspension ribbon, regardless of the number of times they become eligible for the device.



---

# DFAS CASES

## (Defense Finance and Accounting Service)

---

Inquiries received from the Defense Finance and Accounting Service (DFAS) usually request a Statement of Service. Copies of service record documents should be provided to DFAS, and **must document the following information:**

Branch of Service  
Active service dates (active duty and active duty for training)  
Reserve service dates  
Dates of rank  
Retirement points  
Date of Retirement

---

### ***SEND ALL SEPARATION DOCUMENTS AND COPIES OF THE DOCUMENTS LISTED BELOW***

---

#### **AIR FORCE:**

DD Form 4 or DD Form 47, Induction Record  
Discharge/Retirement Order  
AF Form 7, Qualification Record  
DD Form 220, Active Duty/ACDUTRA Report; AF Form 190, USAF Reserve personnel Record Card for Retention, Promotion, and Retirement

#### **ARMY:**

DD Form 4, Enlistment Contract or DD Form 47, Induction Record  
Discharge/Retirement Order  
DA Form 20 or DA Form 2-1 or DA Form 66, Qualification Records  
DD Form 220, Active Duty/ACDUTRA Report or Orders to ACDUTRA

#### **NAVY:**

DD Form 4 or DD Form 47, Induction Record  
NAVPERS 1070/604, Discharge/Retirement  
NAVPERS 601-8, Leave Record  
NAVPERS 601-11, Record of Naval Reserve  
NAVPERS 601-4, Navy Occupation and Training History (If date of rank is not shown here, see if it is on NAVPERS 601-13, Administrative Remarks, and if so, send that form instead.)

#### **MARINE CORPS:**

DD Form 4 or DD Form 47, Induction Record  
NAVMC 118-11, Administrative Remarks  
NAVMC 798A, Reserve Retirement Credit Report

NAVMC 118-5, Record of Time Lost, Promotion, Reduction, Examination for Promotion; or NAVMC 118-12, Offenses and Punishments

**COAST GUARD:**

CG 3301, Enlistment Contract  
CG 3312A, Personnel Action  
CG 3305, Leave Record  
CG 3307, Administrative Remarks  
CG 3303, Achievement Sheet

---

**Source:** [NPRC 1865.60](#)

**Useful Link:** [DFAS Website](#)

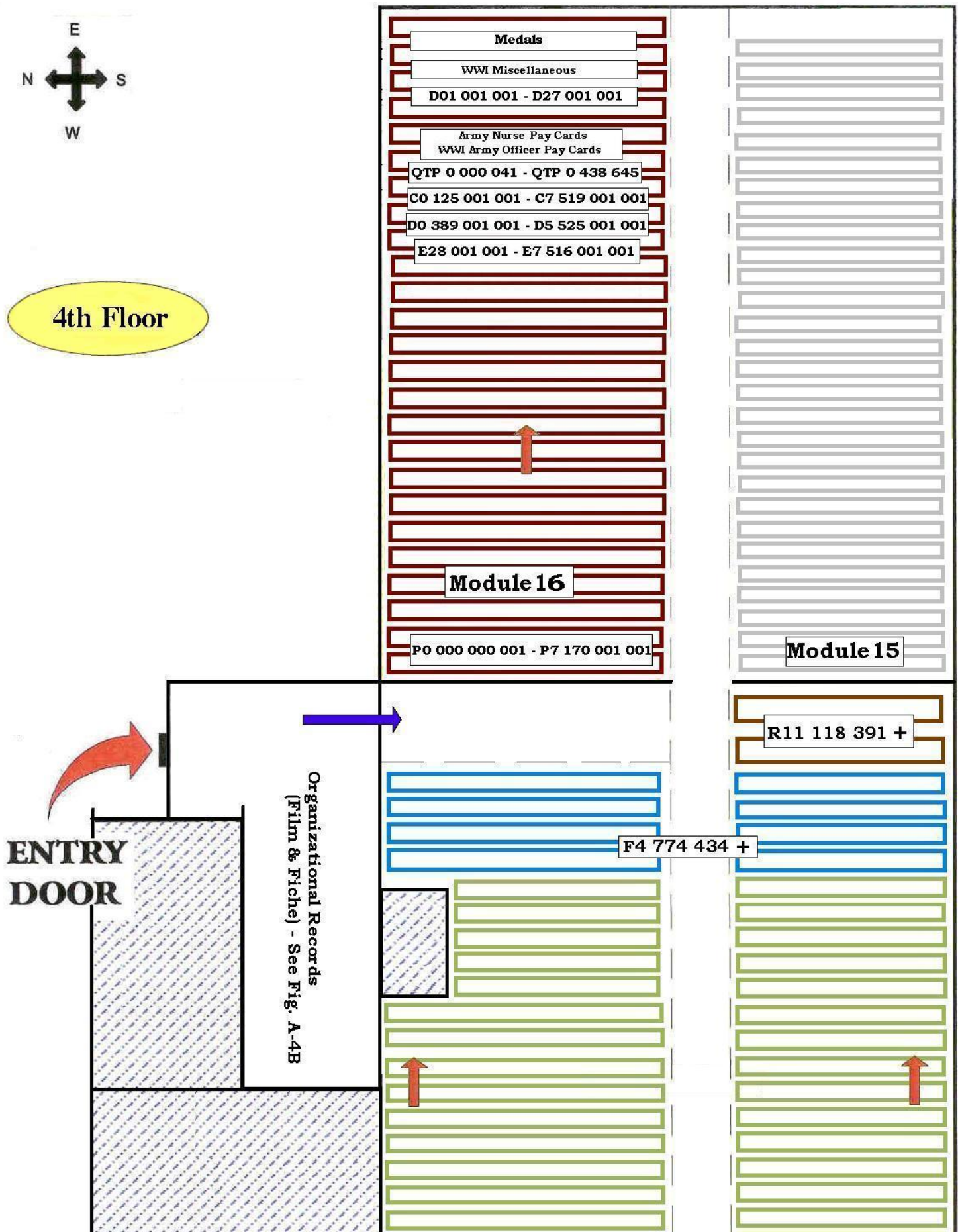
---



Primary  
Sources

---

Figure A-4a: Diagram of fourth floor files



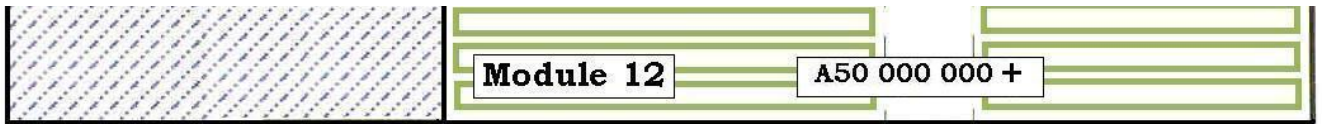


Figure A-4b: Organizational Records

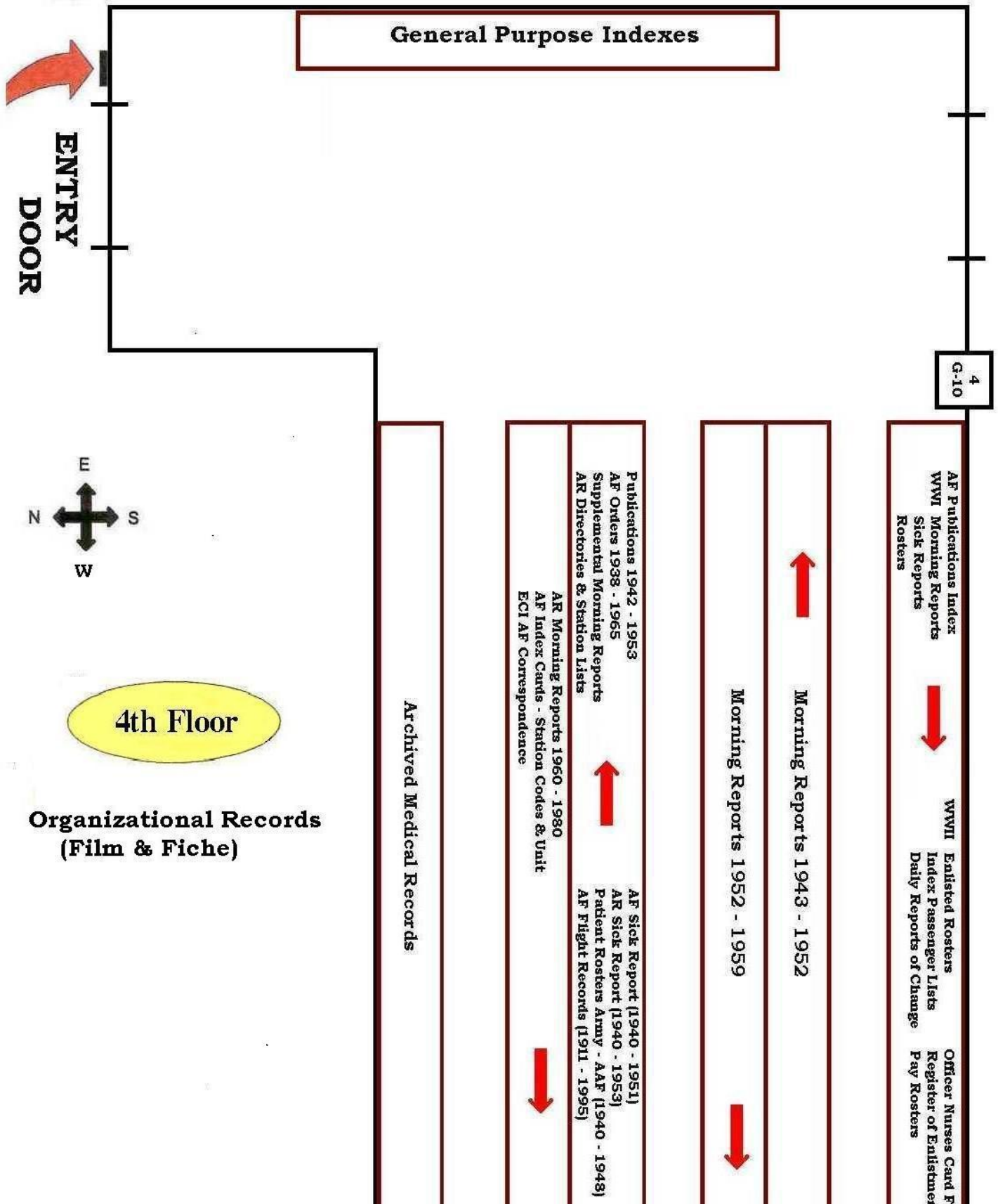


Diagram of fifth floor files

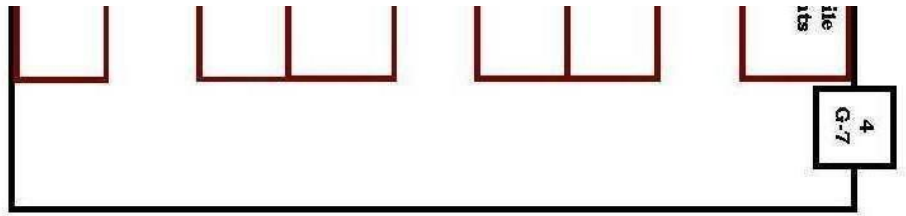


Figure A-1: **Diagram of first floor files**

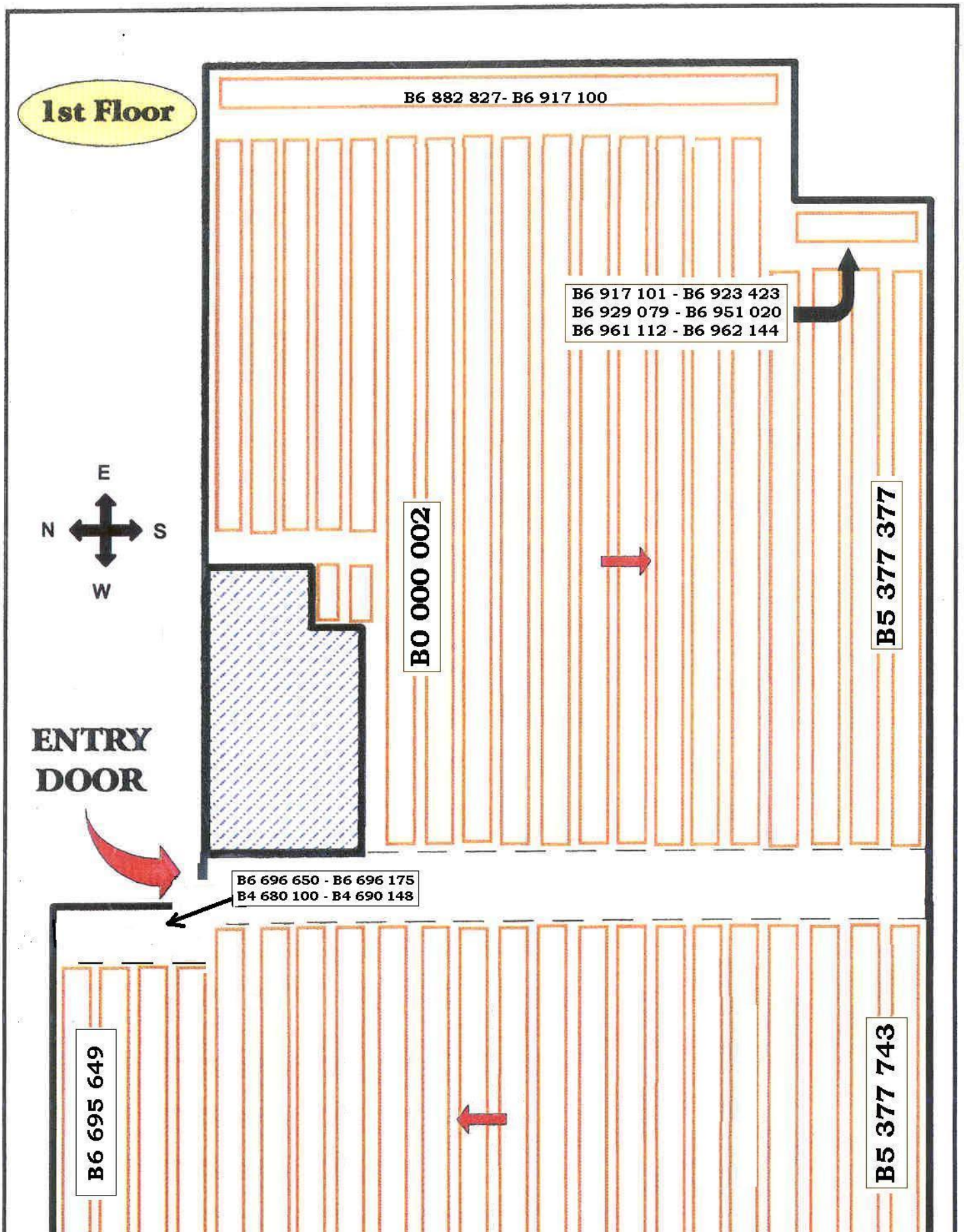






Figure A-2: **Diagram of second floor files**

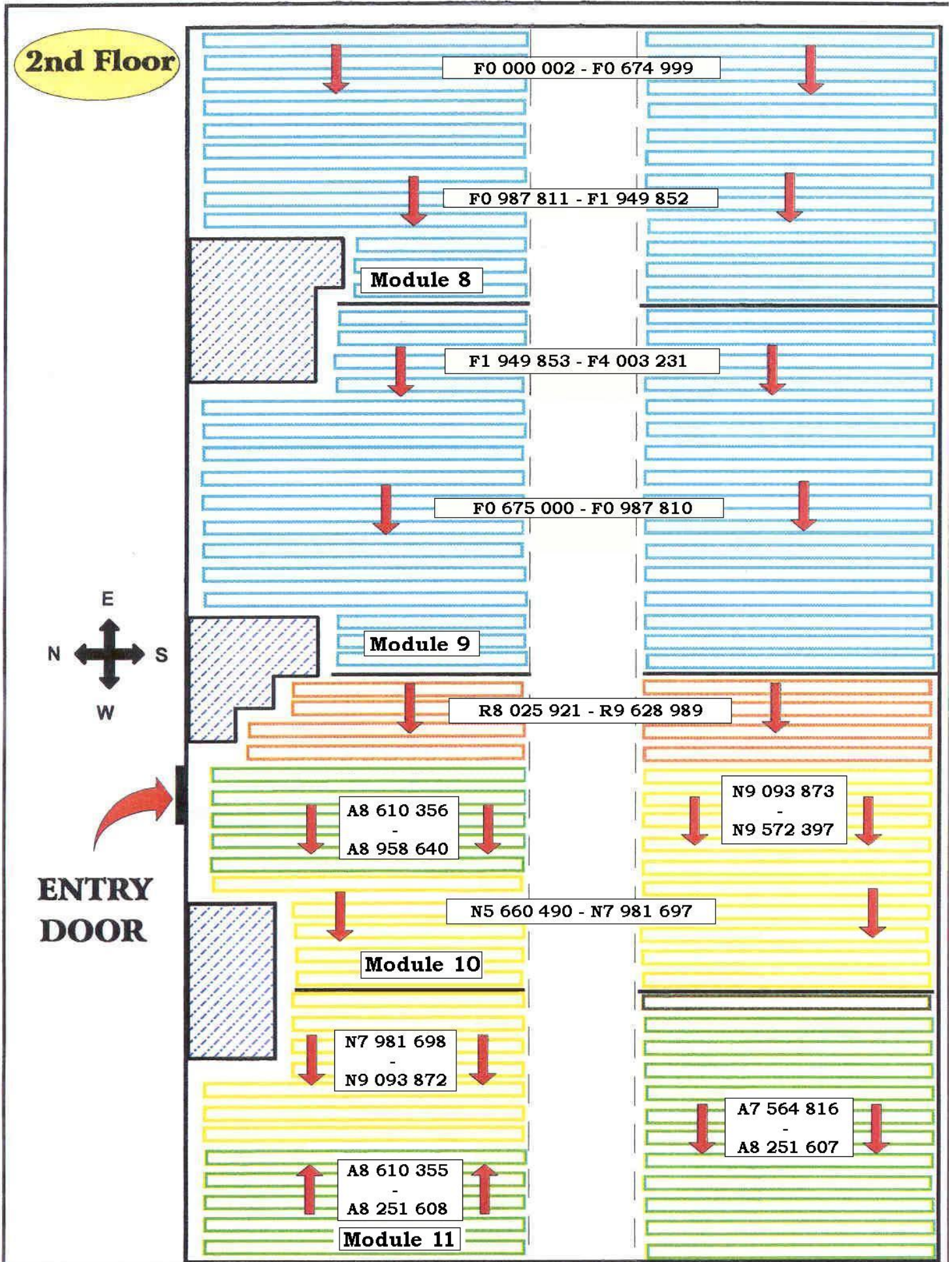




Figure A-3: Diagram of third floor files

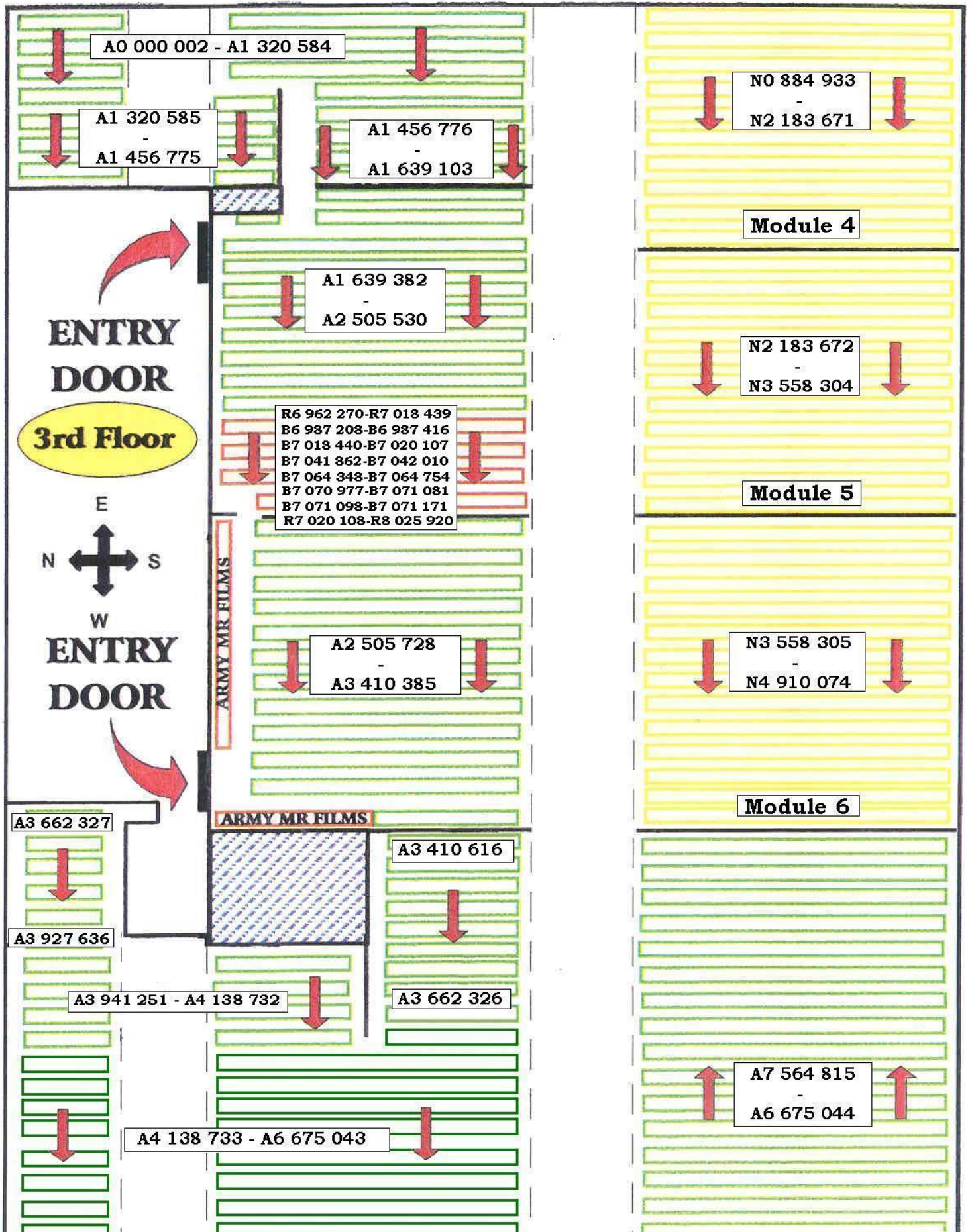
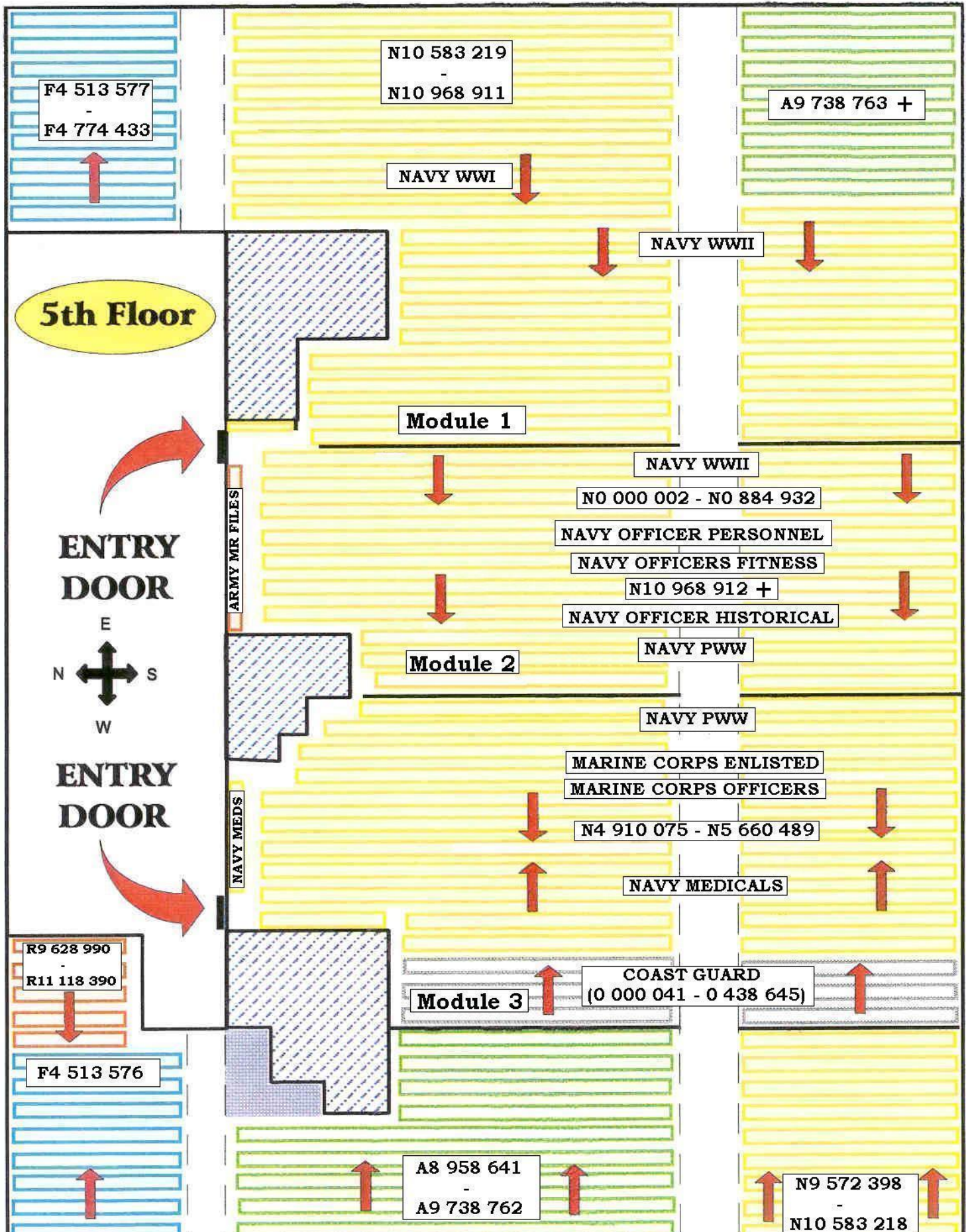




Figure A-5: Diagram of fifth floor



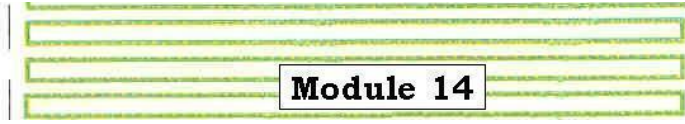
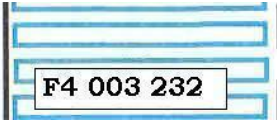




Figure 1-13.2: **Discharge terminology, forms and applicable dates** (part 1 of 2 - [Next](#))

<b>ARMY and AIR FORCE</b> Standardized terminology for the character of discharge has been used by the uniformed services as follows:			
<b>TYPE OF DISCHARGE</b>	<b>CHARACTER OF DISCHARGE</b>	<b>EFFECTIVE DATES</b>	<b>GIVEN BY</b>
(1) Honorable	Honorable	11/1/12 - current	Administrative Action
(2) Dishonorable	Dishonorable	11/1/12 - current	General Court-Martial
(3) Other Than Honorable	Other Than Honorable	11/1/12 - 6/30/47	Administrative Action or Court-Martial
(4) General	Under Honorable Conditions(UHC)	7/1/47 - current	Administrative Action
(5) Undesirable	Under Conditions Other Than Honorable	7/1/47 - 1976	Administrative Action
(6) Bad Conduct	Under Conditions Other Than Honorable	2/1/49 - current	General or Special Court-Martial
<b>FORM NO.</b>	<b>TYPE</b>	<b>NOTES</b>	<b>COLOR</b>
DD Form 794A	Discharge Under Other Than Honorable Conditions	Officer only	WHITE
DD Form 363A	Certificate of Retirement	Officer and enlisted	WHITE
DA Form 494	Retirement Certificate	Enlisted only	WHITE
DD Form 217A	Certificate of Service; Honorable or General (UHC)	Release from active duty (officer and enlisted)	WHITE
DA Form 1270	Transfer or Release to Reserve Component (Honorable release from active duty)	Officer and enlisted	WHITE
DA Form 977	Certificate of Transfer to Retired Reserves	Officers only	WHITE

Figure 1-13.2: **Discharge terminology, forms, and applicable dates** (part 2 of 2)

FORM NO.	TYPE	EFFECTIVE FROM	TO	COLOR	NOTES
WD AGO 525	Honorable	11/1/12	4/30/24	BLUE	Other than honorable conditions
WD AGO 526	OTH	11/1/12	7/2/21		
WD AGO 527	Dishonorable (DD)	11/1/12	3/31/25		
WD AGO 55	Honorable	5/1/24	7/31/43	BLUE	Other than honorable
WD AGO 56	OTH	7/3/21	7/31/43		
WD AGO 57	Dishonorable (DD)	4/1/25	7/31/43		
WD AGO 55W/53	Honorable	8/1/43	10/31/44	BLUE	Other than honorable conditions
WD AGO 56W/53	OTH	8/1/43	10/31/44		
WD AGO 57W/53	Dishonorable (DD)	8/1/43	10/31/44		
WD AGO 53-55	Honorable	11/1/44	12/31/49	BLUE	Other than honorable conditions
WD AGO 53-56	OTH	11/1/44	6/30/47		
WD AGO 53-57	Dishonorable(DD)	11/1/44	12/31/49		
WD AGO 53-58	General (UHC)	7/1/47	12/31/49		
WD AGO 53-59	Undesirable (UD)	7/1/47	12/31/49		
WD AGO 53-60	BCD	2/1/49	12/31/49		
WD AGO 55	Honorable	1/1/50	1/22/52		Under conditions other than honorable
WD AGO 398	General (UHC)	1/1/50	1/22/52		
WD AGO 398	Undesirable (UD)	1/1/50	1/22/52		
WD AGO 60	BCD	1/1/50	1/22/52		
WD AGO 570	DD	1/1/50	1/22/52		
DD 256A (AF) (AF Form 438)	Honorable	1/23/52	current prior to 1/23/52	WHITE	Officers and enlisted
DD 257A (AF) (AF Form 439)	General (UHC)	1/23/52	current prior to 1/23/52	WHITE	Officers and enlisted
DD 258A (AF) (AF Form 440)	UD (under con- ditions OTH)	1/23/52	current prior to 1/23/52	WHITE	Enlisted only
DD 259A (AF) (AF Form 441)	BCD (under con- ditions OTH)	1/23/52	current prior to 1/23/52	YELLOW	Enlisted only
DD 260A (AF) (AF Form 442)	DD	1/23/52	current prior to 1/23/52	YELLOW	W.O. and enlisted only

---

# DISCIPLINARY DATA

Last updated: 01/23/2013

---

- A. [Non-Judicial Punishment\(NJP\)/Articles 15](#)
  - B. [Courts-martial documents in OMPRs at NPRC](#)
  - C. [Courts-martial case files at NPRC](#)
  - D. [Courts-martial records NOT at NPRC](#)
  - E. [Facts and Circumstances and Board Proceedings](#)
- 

## A. NON-JUDICIAL PUNISHMENT (NJP)/ARTICLES 15

---

### 1. Archival status

The following instructions apply when the record is not archival. For requests involving archival records, follow the instructions in the Archival Response Guide.

### 2. Air Force

Review the record and furnish copies to the veteran, veteran's authorized representative, the deceased veteran's next of kin (NOK), Department of Defense (DoD), or a Blanket Routine User **ONLY**. All other requesters **MUST** have the veteran's **SPECIFIC** authorization before these records may be released to them, because they are not considered to be a part of the personnel records system.

### 3. Army, Navy, Marine Corps & Coast Guard

Review service record and furnish copies to the veteran, the veteran's authorized representative, the deceased veteran's NOK, or a routine user. (Refer to [NPRC 1865.16, Release and Access Guide](#), for specific information pertaining to the releasability of military records.) The following list of forms may be of assistance when working with Navy, Marine Corps and Coast Guard records:

#### Navy:

- Captain's Masts
- NAVPERS 1070/607
- NAVPERS 601(13)

#### Marine Corps:

- Office Hours
- NAVMC 118 (12)

#### Coast Guard:

- Captain's Masts
  - Form 3304
-

## B. COURTS-MARTIAL (CM) DOCUMENTS in OMPFs at NPRC

---

### 1. Archival status

The following instructions apply when the OMPF is not archival. For requests involving archival OMPFs, follow the instructions in the Archival Response Guide. **NOTE:** If a court-martial has been rescinded, this means it never happened. *Do NOT furnish information or documents about a rescinded court-martial.*

### 2. Releasability

For all branches of the military, courts-martial transcripts may be released without the veteran's consent. However, the veteran's authorization **is** required to release courts-martial orders or other entries relating to courts-martial proceedings that may be found in the OMPF.

### 3. CM Documents in Air Force OMPFs

The only Air Force CM data available at NPRC are the CM orders that are found in the personnel record, and the trial transcripts of Summary CMs, which are sometimes found in the personnel jacket.

Furnish copies of CM orders to the veteran, veteran's authorized representative, the deceased veteran's next of kin, DoD, or a Blanket Routine User **ONLY**. All other requesters **MUST** have the veteran's authorization before court martial orders may be released to them.

Furnish copies of the CM order and summary of facts, if available. When sending copies of CM orders, include:

- a. the original CM order,
- b. appellate review, and
- c. second CM order affirming the original order

If a Summary CM trial transcript is **SPECIFICALLY** requested, and if found in the record, provide copies. If transcripts are not contained in the record, inform requester that the documents are not available.

### 4. CM Documents in Army, Navy, Marine Corps, & Coast Guard OMPFs

If court martial documents are in file, furnish copies to the veteran, the deceased veteran's next of kin, the veteran's authorized representative, or a routine user. (Refer to [NPRC 1865.16, Release and Access Guide](#), for specific information pertaining to the release of military records.)

Furnish copies of the CM order and summary of facts, if available. When sending copies of CM orders, include the original CM order (if Navy, original deck court order), the appellate review, and the second CM order affirming the original order.

The personnel record usually **DOES NOT** contain trial transcripts of courts-martial proceedings. However, if the requester is seeking transcripts, know the following:

- a. **Summary CM** transcripts retired to this Center are generally retained for a period of ten (10) years. *See the instructions below on how to order these records.*
- b. **Special CM** transcripts for non-Bad Conduct Discharge (BCD) are retired to this Center and are usually retained for a period of ten (10) years, the same as Summary CMs. *See*

*the instructions below on how to order these records.*

**NOTE:** The Summary and non-BCD Special CM transcripts mentioned above are **temporary** records. They generally have a (10-year) retention period and are not to be confused with the **permanent** Army case files for General CMs or the Special CMs that result in a Bad Conduct Discharge (BCD), which are discussed below.

To Order a Summary or Non-BCD Special Court-Martial Transcript from OR, request it in CMRS as follows:

1	In the Requests screen, select the OR Requests view.
2	In the Service Details applet, choose the " <b>Create OR Search Request</b> " button.
3	In the first block, select " <b>Courts-Martial Record of Trial (excluding AF)</b> ". Press the tab or enter key.
4	In the second block, enter the Type of Courts-Martial, if available; otherwise, enter a period. Press the tab or enter key.
5	In the third block, enter the Place of Courts-Martial, if available; otherwise, enter a period. Press the tab or enter key.
6	In the fourth block, enter the year of court-martial, if available; otherwise, enter a period. Press the tab or enter key.
7	In the fifth block, enter the ORS Supervisory (convening) authority, if available. Otherwise, enter a period.
8	Press the tab key to display ORS End Info after all available information has been entered.
9	Select the Finish button in the lower right corner.

## 5. Requests Specifically For Transcripts

Some temporary CM transcripts more than ten years old may still be on file for Army, Navy, Marine Corps or Coast Guard at the (Valmeyer) Annex. If the request is specifically for a transcript [or for an extraordinary reason such as a complaint, benefits, litigation, or an adamant requester], request it in CMRS by following the steps above.

---

## C. COURTS-MARTIAL CASE FILES at NPRC

---

### 1. Army Courts-Martial Case Files

The Archival Operations Branch is responsible for providing reference service on the following archival records at NPRC:

- Army General Courts-Martial Case Files (1918-1976), and
- Army Special Courts-Martial Case Files resulting in a Bad Conduct Discharge (1939-1976).

### 2. Written requests

- a. If a requester is seeking a copy of a courts-martial case file, notify your ET or coach, who will send a message to **stl.archives@nara.gov** with "Reassign" and the SR number in the subject line.

- b. If information from a courts-martial case file is needed for reconstruction of a fire-related record, request it in CMRS as follows:

1	In the Requests screen, select the OR Requests view.
2	In the Service Details applet, choose the " <b>Create OR Search Request</b> " button.
3	In the first block, select " <b>Courts-Martial Record of Trial (excluding AF)</b> ". Press the tab or enter key.
4	In the second block, enter the Type of Courts-Martial, if available; otherwise, enter a period. Press the tab or enter key.
5	In the third block, enter the Place of Courts-Martial, if available; otherwise, enter a period. Press the tab or enter key.
6	In the fourth block, enter the year of court-martial, if available; otherwise, enter a period. Press the tab or enter key.
7	In the fifth block, enter the ORS Supervisory (convening) authority, if available. Otherwise, enter a period.
8	Press the tab key to display ORS End Info after all available information has been entered.
9	Select the Finish button in the lower right corner.

The Archival Operations Branch will provide copies of documents that show the veteran's service information (not a complete copy of the case file).

c. **Requests from the Archival Research Room**

Army courts-martial records requested by Archival Research Room customers are also ordered through CMRS (using the procedures listed above). The Archival Operations Branch delivers the complete record to the Archival Research Room. **Courts-martial case files are not screened for FOIA information and redacting personally identifiable information (PII) is not required.**

---

## D. COURTS-MARTIAL RECORDS NOT at NPRC

---

1. **Air Force** General and Special Court-Martial transcripts are not on file at this Center. Provide the following address to the requester:

[00068]  
 AFLOSA/JAJM  
 1500 West Perimeter Road, Suite 1130  
 Joint Base  
 Andrews AFB, MD 20762

(To obtain a courts-martial case number that pertains to Air Force service, technicians should contact the Air Force JAG at **(240) 612-4834** or **amanda.alvey@pentagon.af.mil** by email.)

2. **Army** General Courts-Martial and Special Courts-Martial case files resulting in BCD for 1977 and subsequent years are not on file at this Center. Provide the following address to the requester:

[00154]

U.S. Army Legal Services Agency  
U.S. Army Court of Criminal Appeals  
Attn: Scott Bailey  
9275 Gunston Road  
Ft. Belvoir, Virginia 22060

3. **Navy and Marine Corps** General Courts-Martial and Special Courts-Martial resulting in BCD or involving commissioned officers are not on file at this Center. Provide the following address to the requester:

[00171]

Deputy Assistant JAG (Military Justice)  
Office of the Judge Advocate General  
716 Sicard Street SE  
Suite 1000  
Washington, DC 20374-5047

4. **Coast Guard** Special Courts-Martial (non BCD) and Summary Courts-Martial of enlisted personnel are not on file at this Center. Provide the following address to the requester:

[00584]

Commandant, U.S. Coast Guard (LMJ)  
2100 2nd Street, SW  
Washington, DC 20593-0001

---

## E. FACTS and CIRCUMSTANCES and BOARD PROCEEDINGS

---

1. **General Information.** If veteran was separated from active service under conditions other than honorable (Undesirable, Bad Conduct, Dishonorable, etc.), the Department of Veterans Affairs (VA) normally requests documentation to help make a fair determination of the veteran's or the next-of-kin's eligibility for benefits.
  - a. The kinds of documents available, and the number of them, will vary not only among the different branches of service, but also depending on the exact nature of the discharge and the era in which it occurred.
  - b. Furnish copies of documents from the service record that led up to the discharge and/or that provide other derogatory or complimentary information about the veteran. DO NOT send original documents.
  - c. If documents are on microfiche and a duplicator is available, send duplicates.
2. **Marine Corps, Coast Guard, and Navy** – Documentation may not be bound together. Evidence may be found throughout the entire service record.
3. **Air Force and Army** – There may be a packet of papers referred to as the “Facts and Circumstances.”

In all cases provide as many of the following as are available:

- a letter from the immediate commander stating reasons why the person should be discharged
- statement(s) of supervisor(s)

- summaries or copies of any Article 15's/NJP's
- reports of investigation, such as criminal investigation
- all records of military criminal charges preferred (Charge Sheet) and records of conviction by court-martial (court-martial orders)
- Board of Officer Proceedings
- Physical Evaluation Board
- Field Board Hearing (Navy) **NOTE:** When sending Field Board Hearing, be sure that the commanding officer's transmittal letter also is included, along with all enclosures and the Pers F3 letter authorizing discharge.

**NOTE:** If record is fire-related and no documentation is available, provide the narrative reason for discharge and explain record was lost in the fire in July 1973.

---

**Source:** [NPRC 1865.38](#); [NPRC 1864.113](#); [NPRC 1865.16](#) and [NPRC 1865.119](#)

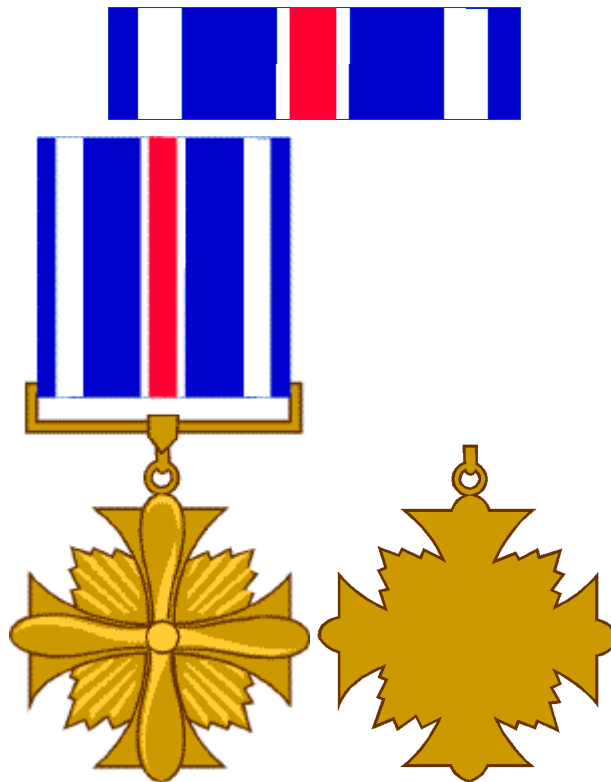
---



- [ÿ Index Chart](#)
- [ÿ Air Force Medals Sidebar](#)

- 
- [ÿ Air Medal](#)
  - [ÿ American Campaign Medal](#)
  - [ÿ American Defense Service Medal](#)
  - [ÿ Antarctica Service Medal](#)
  - [ÿ Armed Forces Expeditionary Medal](#)
  - [ÿ Armed Forces Reserve Medal](#)
  - [ÿ Army Aviator Badge](#)
  - [ÿ Army Commendation Medal](#)
  - [ÿ Army of Occupation of Germany WWI](#)
  - [ÿ Army of Occupation Medal WWII](#)
  - [ÿ Asiatic Pacific Campaign Medal](#)
  - [ÿ Aviation \(Aircraft Crewmember\) Badge](#)
  - [ÿ Belgian Fourragère](#)
  - [ÿ Bronze Star Medal](#)
  - [ÿ Combat Infantryman Badge](#)
  - [ÿ Combat Medical Badge](#)
  - [ÿ Commendation Ribbon w/Metal Pendant](#)
  - [ÿ Distinguished Flying Cross](#)
  - [ÿ Distinguished Service Cross](#)
  - [ÿ Distinguished Service Medal](#)
  - [ÿ Distinguished Unit Citation](#)
  - [ÿ Diver Badges](#)
  - [ÿ Drill Sergeant Identification Badge](#)
  - [ÿ Driver and Mechanic Badge](#)
  - [ÿ European African Middle Eastern Campaign Medal](#)
  - [ÿ Expert Infantryman Badge](#)
  - [ÿ Explosive Ordnance Disposal Badges](#)

## Distinguished Flying Cross



The Distinguished Flying Cross is awarded to any person who, while serving in any capacity with the Armed Forces of the United States, distinguishes himself by heroism or extraordinary achievement while participating in aerial flight. The performance of the act of heroism must be evidenced by voluntary action above and beyond the call of duty. The extraordinary achievement must have resulted in an accomplishment so exceptional and outstanding as to clearly set the individual apart from his comrades or from other persons in similar circumstances. Awards will be made only to recognize single acts of heroism or extraordinary achievement and will not be made in recognition of sustained operational activities against an armed enemy. Individuals awarded DFC's for heroism are authorized to wear the "V" device.

The Distinguished Flying Cross was established in the Air Corps Act (Act of Congress, 2 July 1926, Public Law No. 446, 69th Congress). This act provided for award "to any person, while serving in any capacity with the Air Corps of the Army of the United States, including the National Guard and the Organized Reserves, or with the United States Navy, since the 6th day of April 1917, has distinguished, or who, after the approval of this Act, distinguishes himself by heroism or extraordinary achievement while participating in an aerial flight."

The Distinguished Flying Cross was established on July 2, 1926.

Authorized Device/Appurtenance: Oak Leaf Cluster, V Device (if applicable)

Dates Authorized: WWI, WWII, Korea

Type of award: Individual Army Decoration

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 3-13](#)

Orders are issued for this award

**This award is accompanied by a certificate and, if awarded for heroism or valor, also a citation.**

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ÿ [Honorable Service Lapel Button WWII](#)
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
- ÿ [Legion of Merit](#)
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

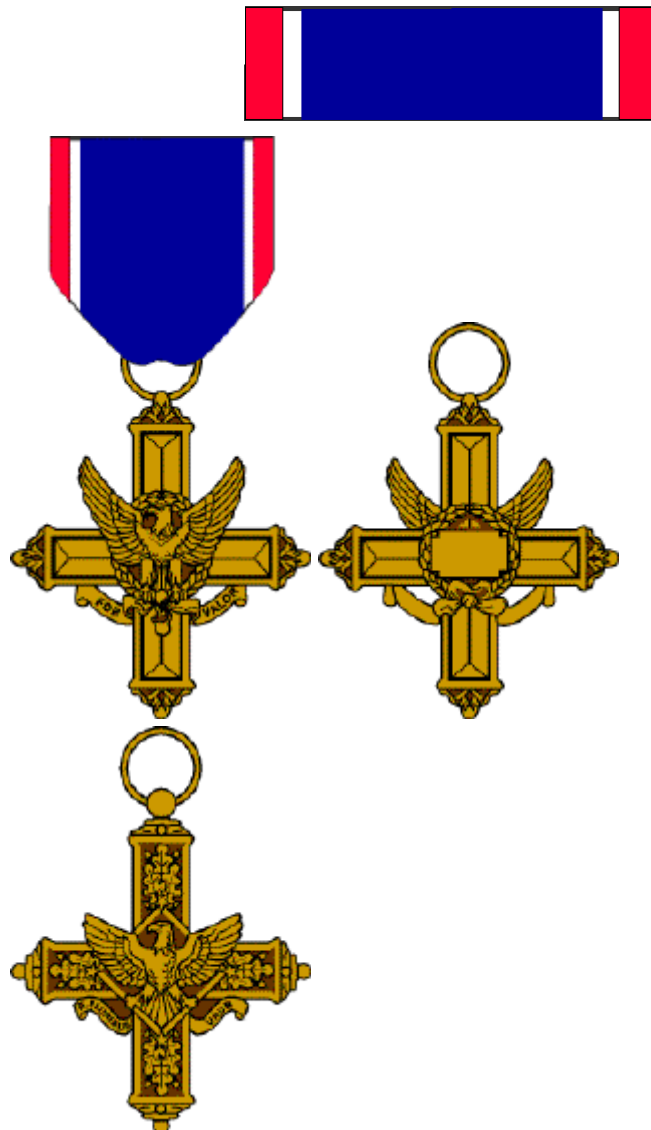
ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

- [ÿ Index Chart](#)
- [ÿ Air Force Medals Sidebar](#)

## Distinguished Service Cross

- 
- [ÿ Air Medal](#)
  - [ÿ American Campaign Medal](#)
  - [ÿ American Defense Service Medal](#)
  - [ÿ Antarctica Service Medal](#)
  - [ÿ Armed Forces Expeditionary Medal](#)
  - [ÿ Armed Forces Reserve Medal](#)
  - [ÿ Army Aviator Badge](#)
  - [ÿ Army Commendation Medal](#)
  - [ÿ Army of Occupation of Germany WWI](#)
  - [ÿ Army of Occupation Medal WWII](#)
  - [ÿ Asiatic Pacific Campaign Medal](#)
  - [ÿ Aviation \(Aircraft Crewmember\) Badge](#)
  - [ÿ Belgian Fourragère](#)
  - [ÿ Bronze Star Medal](#)
  - [ÿ Combat Infantryman Badge](#)
  - [ÿ Combat Medical Badge](#)
  - [ÿ Commendation Ribbon w/Metal Pendant](#)
  - [ÿ Distinguished Flying Cross](#)
  - [ÿ Distinguished Service Cross](#)
  - [ÿ Distinguished Service Medal](#)
  - [ÿ Distinguished Unit Citation](#)
  - [ÿ Diver Badges](#)
  - [ÿ Drill Sergeant Identification Badge](#)
  - [ÿ Driver and Mechanic Badge](#)
  - [ÿ European African Middle Eastern Campaign Medal](#)
  - [ÿ Expert Infantryman Badge](#)
  - [ÿ Explosive Ordnance Disposal Badges](#)



The Distinguished Service Cross is awarded to a person who, while serving in any capacity with the Army, distinguishes himself or herself by extraordinary heroism not justifying the award of a Medal of Honor; while engaged in an action against an enemy of the United States; while engaged in military operations involving conflict with an opposing/foreign force; or while serving with friendly foreign forces engaged in an armed conflict against an opposing Armed Force in which the United States is not a belligerent party. The act or acts of heroism must have been so notable and have involved risk of life so extraordinary as to set the individual apart from his or her comrades.

The Distinguished Service Cross was established on January 2, 1918.

Authorized Device/Appurtenance: Oak Leaf Cluster

Dates Authorized: WWI, WWII, Korea

Type of award: Individual Army Decoration

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 3-9](#)

Orders are issued for this award

**This award is accompanied by a certificate and, if awarded for heroism or valor, also a citation.**

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ÿ [Honorable Service Lapel Button WWII](#)
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
- ÿ [Legion of Merit](#)
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

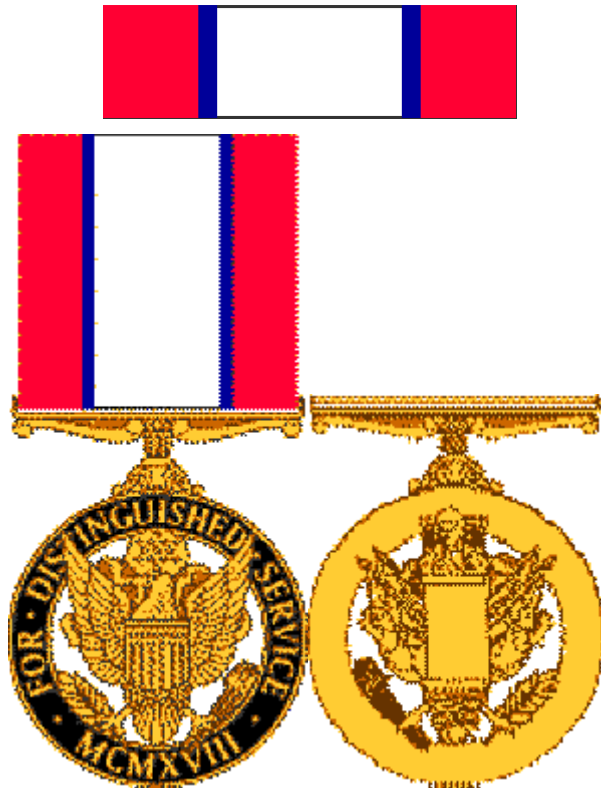
ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

- [ÿ Index Chart](#)
- [ÿ Air Force Medals Sidebar](#)

- 
- [ÿ Air Medal](#)
  - [ÿ American Campaign Medal](#)
  - [ÿ American Defense Service Medal](#)
  - [ÿ Antarctica Service Medal](#)
  - [ÿ Armed Forces Expeditionary Medal](#)
  - [ÿ Armed Forces Reserve Medal](#)
  - [ÿ Army Aviator Badge](#)
  - [ÿ Army Commendation Medal](#)
  - [ÿ Army of Occupation of Germany WWI](#)
  - [ÿ Army of Occupation Medal WWII](#)
  - [ÿ Asiatic Pacific Campaign Medal](#)
  - [ÿ Aviation \(Aircraft Crewmember\) Badge](#)
  - [ÿ Belgian Fourragère](#)
  - [ÿ Bronze Star Medal](#)
  - [ÿ Combat Infantryman Badge](#)
  - [ÿ Combat Medical Badge](#)
  - [ÿ Commendation Ribbon w/Metal Pendant](#)
  - [ÿ Distinguished Flying Cross](#)
  - [ÿ Distinguished Service Cross](#)
  - [ÿ Distinguished Service Medal](#)
  - [ÿ Distinguished Unit Citation](#)
  - [ÿ Diver Badges](#)
  - [ÿ Drill Sergeant Identification Badge](#)
  - [ÿ Driver and Mechanic Badge](#)
  - [ÿ European African Middle Eastern Campaign Medal](#)
  - [ÿ Expert Infantryman Badge](#)
  - [ÿ Explosive Ordnance Disposal Badges](#)

## Distinguished Service Medal



The Distinguished Service Medal is awarded to any person who, while serving in any capacity with the United States Army, has distinguished himself or herself by exceptionally meritorious service to the Government in a duty of great responsibility. The performance must be such as to merit recognition for service which is clearly exceptional. Exceptional performance of normal duty will not alone justify an award of this decoration.

- a. For service not related to actual war, the term "duty of a great responsibility" applies to a narrower range of positions, than in time of war, and requires evidence of conspicuously significant achievement. However, justification of the award may accrue by virtue of exceptionally meritorious service in a succession of high positions of great importance.
- b. Awards may be made to persons other than members of the Armed Forces of the United States for wartime services only, and then only under exceptional circumstances, with the express approval of the President in each case.

The Distinguished Service Medal was established on January 2, 1918.

Authorized Device/Appurtenance: Oak Leaf Cluster

Dates Authorized: WWI, WWII, Korea

Type of award: Individual Army Decoration

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 3-10](#)

Orders are issued for this award

**This award is accompanied by a certificate and, if awarded for heroism or valor, also a citation.**

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ÿ [Honorable Service Lapel Button WWII](#)
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
- ÿ [Legion of Merit](#)
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)



ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

# Distinguished Warfare Medal

Published: 4/17/2013

---

The Department of Defense cancelled implementation of the proposed **Distinguished Warfare Medal**.

If a **specific** request for this medal is received, copy and paste the following into your response:

***The Department of Defense has decided to cancel implementation of the Distinguished Warfare Medal; this medal cannot be issued.***

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1832.4F  
March 31, 2003

SUBJECT: **Distribution coding system for NPRC instructional memos**

1. **Purpose.** This memorandum provides instructions for the distribution coding system for NPRC instructional memos.
2. **Cancellation.** NPRC 1832.4E is canceled.
3. **Nature of revision.** This memorandum is revised to update Figure 1, Distribution Coding System.
4. **Applicability.** This memorandum is applicable to all elements of NPRC.
5. **Determining distribution.** The originator of an instructional memorandum determines distribution by considering:
  - a. The purpose or significance of a memorandum and its effect on various NPRC elements based on both the need to know and the need to use instructions contained therein.
  - b. The distribution of other memos on similar subjects.
  - c. The distribution of documents referenced in the memorandum to determine that recipients have available the referenced documents.
  - d. The costs of duplicating the memorandum.
6. **Distribution coding system** The standard distribution coding system for NPRC is shown in [fig. 1](#), Distribution Coding System. Examples listed are representative of variations which may be made to provide for proper distribution.
7. **Number of copies.** The number of copies required by a specific distribution code is determined by the Management Systems Staff (NRPS). The proper number of copies is indicated on the duplicating request prepared by NRPS. If distribution requirements change, the appropriate branch/core must notify NRPS to ensure an adequate number of copies is distributed to that branch/core.

R. L. HINDMAN  
Director

**Figure 1.** Distribution Coding System

**DISTRIBUTION CODES**

O – Director and staff, assistant directors, branch chiefs, core managers, and master directive files at both buildings.

P – Section chiefs and core team coaches.

R – All employees (unless otherwise indicated).

### ***DISTRIBUTION CODING EXAMPLES***

R – A copy to all employees, including all supervisory levels.

O, (P, Page only; R: NRPMO) – A copy to all supervisory levels at Page and to each employee of the Military Operations Branch.

O, (P, Winnebago only; R: NRPCR) – A copy to all supervisory levels at Winnebago and to each employee of the Reference Service Branch.

O, (P, Page only; R: all Cores) – A copy to all supervisory levels at Page and each employee of the Cores.

O, P, (R: less NRPMZ, NRPMO-A, NRPCO-A) – A copy to all supervisory levels at both buildings, and to each employee at both buildings, excluding those assigned to Records Retrieval Branch and the A & D Sections.

O, P, (R: NRPCO-M and NRPMO-M) – A copy to all supervisory levels at both buildings and to each employee of the Mail and Data Input Sections at Winnebago and Page.

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Diver Badges



Scuba



Salvage



Second Class



First Class



Master

There are five types of Diver Badges authorized for award. They are:

- Second Class Diver Badge
- Salvage Diver Badge
- First Class Diver Badge
- Master Diver Badge
- Scuba Diver Badge

The requirements for each award are contained in [AR 611-75](#). Several progressive requirements to attain each level of qualification have been established. Determination of eligibility for Diver Badges and all retroactive award requests should be submitted to Army [\[00533\]](#): **Commander, USAJFKSWCS, ATTN: AIJK-GPB (C/s/1 SWTG LNO), Fort Bragg, NC 28310.**

The Second Class, Salvage, First Class and Master Diver Badges were established on 15 February 1944. The Scuba Diver Badge (Non-fire related) was authorized on 1 May 1969, and has been renamed the Special Operations Diver Badge.

Authorized Device/Appurtenance: None

Dates Authorized: WWII, Korea

Type of award: Skill Badge

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 8-19](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

**Figure 2-5.1: DLT - Criteria for determining whether initial data procurement request or referral action is appropriate**

CASE DECISION LOGIC TABLE												
Instructions for using Decision Logic Table: 1. "Aux" - request auxiliary file search for the QM/QT code(s) shown on FAR. 2. "QM/QT Code(s)/Aux" (e.g., "D, E/AUX") - request auxiliary file search for only those records shown. 3. "Corr" - inappropriate to request search of auxiliary records or procure for information - further analysis needed. 4. "Proc" - prepare data procurement request. 5. "Refer" - refer requester to VARO/NARA. 6. If the request is for VA benefits only, see fig. 2-5.2. 7. If VA Form 3101, Request for Information, is checked "Other" only, use discretion in determining whether to have "QM/QT" records searched. 8. "QM/QT" records are of no value in responding to certain types of requests, such as those requesting birth certificates, records of training and education, decorations, awards, etc. Therefore, DO NOT request auxiliary file search.												
"QM/QT" CODE(S) SHOWN ON FAR	REQUEST FOR SERVICE INFO				REQUEST FOR MEDICAL INFO				REQUEST FOR SERVICE & MED INFO			
	FROM VA	FROM OTHER THAN VA AND BIRLS IS:			FROM VA	FROM OTHER THAN VA AND BIRLS IS:			FROM VA	FROM OTHER THAN VA AND BIRLS IS:		
		RMC POS WITH C#	VARO/NARA POS WITH C#	NEG		RMC POS WITH C#	VARO/NARA POS WITH C#	NEG		RMC POS WITH C#	VARO/NARA POS WITH C#	NEG
QM C	CORR	PROC	PROC	CORR	AUX	AUX	REFER	AUX	AUX	PROC	PROC	AUX
QM D	AUX	AUX	AUX	AUX	CORR	PROC	REFER	CORR	AUX	AUX	AUX	AUX
QM E	CORR	AUX	AUX	CORR	CORR	PROC	REFER	CORR	CORR	PROC	PROC	CORR
QM P	AUX	AUX	AUX	AUX	CORR	PROC	REFER	CORR	AUX	AUX	AUX	AUX
QM C & D	D/AUX	AUX	D/AUX	D/AUX	C/AUX	AUX	REFER	C/AUX	AUX	AUX	AUX	AUX
QM C & E	CORR	AUX	PROC	CORR	C/AUX	AUX	REFER	C/AUX	AUX	PROC	PROC	AUX
QM C & P	P/AUX	AUX	P/AUX	P/AUX	C/AUX	AUX	REFER	C/AUX	AUX	AUX	AUX	AUX
QM D & E	AUX	AUX	AUX	AUX	CORR	PROC	REFER	CORR	AUX	AUX	AUX	AUX
QM D & P	AUX	AUX	AUX	AUX	CORR	PROC	REFER	CORR	AUX	AUX	AUX	AUX
QM E & P	AUX	AUX	AUX	AUX	CORR	PROC	REFER	CORR	AUX	AUX	AUX	AUX
QM C, D, & E	D, E/AUX	AUX	D, E/AUX	D, E/AUX	C/AUX	AUX	REFER	C/AUX	AUX	AUX	AUX	AUX
QM C, D, & P	D, P/AUX	AUX	D, P/AUX	D, P/AUX	C/AUX	AUX	REFER	C/AUX	AUX	AUX	AUX	AUX
QM C, E, & P	E, P/AUX	AUX	E, P/AUX	E, P/AUX	C/AUX	AUX	REFER	C/AUX	AUX	AUX	AUX	AUX
QM D, E, & P	AUX	AUX	AUX	AUX	CORR	PROC	REFER	CORR	AUX	AUX	AUX	AUX
QM C, D, E, & P	D, E, P/AUX	AUX	D, E, P/AUX	D, E, P/AUX	C/AUX	AUX	REFER	C/AUX	AUX	AUX	AUX	AUX
QT H	CORR	PROC	PROC	CORR	AUX	AUX	REFER	AUX	AUX	AUX	REFER	AUX



# DNA

---

Since the mid 1990's the military service have required a DNA sample from military personnel.

If you have a request for information about DNA refer the requester to the address below:

[\[00585\]](#)

Armed Forces Respository of Specimen Samples  
for the Identification of Remains  
16050 Industrial Drive, Suite 100  
Gaithersburg, MD 20877-1413

If a DNA sample is received, return the sample to the sender with the correct mailing address.

---





*DoD 1348.33-M, September 1996*

## TABLE OF CONTENTS

	Page
FOREWORD	2
TABLE OF CONTENTS	3
FIGURES	5
REFERENCES	6
CHAPTER 1 - GENERAL INFORMATION	11
C1.1. PURPOSE	11
C1.2. DEFINITIONS	11
C1.3. POLICY	12
C1.4. RESPONSIBILITIES	13
CHAPTER 2 - MEDAL OF HONOR (MOH) RECOMMENDATIONS	16
C2.1. PURPOSE	16
C2.2. PROCEDURES INVOLVING RECOMMENDATIONS FOR THE MOH	16
C2.3. PRESENTATION OF THE MOH	17
C2.4. COURTESIES AND PRIVILEGES AFFORDED MOH RECIPIENTS	17
CHAPTER 3 - DoD DECORATIONS	19
C3.1. INTRODUCTION	19
C3.2. GENERAL PROVISIONS	20
C3.3. GENERAL PROCEDURES	22
C3.4. SPECIFIC PROVISIONS	25

CHAPTER 4 - THE JOINT MERITORIOUS UNIT AWARD	35
C4.1. INTRODUCTION	35
C4.2. ELIGIBILITY REQUIREMENTS	35
C4.3. PREPARATION OF RECOMMENDATIONS	36
C4.4. SUBMISSION OF RECOMMENDATIONS	37
C4.5. APPROVAL AUTHORITY	37
C4.6. ELIGIBLE ACTIVITIES	38
C4.7. MANNER OF WEAR	38
C4.8. EXCEPTIONS TO POLICY	38

CHAPTER 5 - U.S. NONMILITARY DECORATIONS	41
C5.1. PURPOSE	41
C5.2. POLICY	41
CHAPTER 6 - DoD SERVICE MEDALS	42
C6.1. INTRODUCTION	42
C6.2. POW MEDAL	43
C6.3. NATIONAL DEFENSE SERVICE MEDAL	45
C6.4. ANTARTICA SERVICE MEDAL	46
C6.5. ARMED FORCES EXPEDITIONARY MEDAL	48
C6.6. VIETNAM SERVICE MEDAL	50
C6.7. SOUTHWEST ASIA SERVICE MEDAL	52
C6.8. ARMED FORCES SERVICE MEDAL	53
C6.9. HUMANITARIAN SERVICE MEDAL	57
C6.10. MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL	61
CHAPTER 7 - FOREIGN DECORATIONS AND SERVICE AWARDS	64
C7.1. INTRODUCTION	64
C7.2. GENERAL PROVISIONS	64
C7.3. SPECIFIC PROVISIONS	66
C7.4. PROCEDURES	68
C7.5. FOREIGN SERVICE AWARDS AND DECORATIONS	69
CHAPTER 8 - ARMED FORCES DECORATIONS FOR FOREIGN MILITARY PERSONNEL	77

C8.1. INTRODUCTION	77
C8.2. DECORATIONS TO FOREIGN NATIONALS	77
C8.3. RESPONSIBILITIES	80
C8.4. PROCEDURES	81
 CHAPTER 9 - OFFICE OF THE SECRETARY OF DEFENSE IDENTIFICATION BADGE	 83
C9.1. INTRODUCTION	83
C9.2. POLICY	83
C9.3. ELIGIBILITY	83
C9.4. ISSUANCE OF CERTIFICATE OF ELIGIBILITY	85
C9.5. PROCEDURES	86

CHAPTER 10 - APPURTENANCES	87
C10.1. SERVICE DEVICES	87
C10.2. GOLD STAR LAPEL BUTTON	88
C10.3. SERVICE FLAG AND LAPEL BUTTON	88
 APPENDICES	
AP1. U.S. MILITARY DECORATIONS	94
AP2. U.S. UNIT AWARDS	110
AP3. DoD ACTIVITIES AWARDED THE JMUA	117
AP4. U.S. SERVICE MEDALS, CAMPAIGN MEDALS, AND SERVICE RIBBONS	124
AP5. OPERATIONS APPROVED FOR AWARD OF THE AFEM	164
AP6. VIETNAM CAMPAIGNS AND/OR SOUTHWEST ASIA CAMPAIGNS	166
AP7. APPROVED OPERATIONS FOR AWARD OF THE HUMANITARIAN SERVICE MEDAL	167
AP8. SAMPLE CITATIONS	174
AP9. U.N. OPERATIONS FOR WHICH MEMBERS OF THE U.S. ARMED FORCES MAY ACCEPT AND WEAR THE UNITED NATIONS MEDAL	182

Figure	Title	Page
C3.F1.	Sample Format for Award Recommendations	33
C4.F1.	Sample Format for JMUA Recommendations	39

C4.F2. Sample Citations - JMUA	40
C6.F1. Sample Format - MOVSM Nomination	62
C10.F1. Service Flag for Immediate Family and Organizations	93

## REFERENCES

- (a) Section 1130 of title 10, United States Code, "Consideration of Proposals for Decorations not Previously Submitted in Timely Fashion," February 10, 1996
- (b) DoD 5025.1-M, "DoD Directives System Procedures," August 1994
- (c) Executive Order 3524, "Designing of Medals, Insignia, Coins, Statues, Fountains, Monuments, Parks and Public Buildings," July 28, 1921
- (d) Section 4594 of title 10, United States Code, "Furnishing of Heraldic Services," March 1995
- (e) Section 1130 of title 10, United States Code, "Consideration of Proposals for Decorations Not Previously Submitted in Timely Fashion: Procedures for Review and Recommendation," March 1995, Section 3744 of title 10, United States Code, "Medal of Honor; Distinguished Service Cross; Distinguished Service Medal: Limitations on Award," March 1995 and Section 8744 of title 10, United States Code, "Medal of Honor; Air Force Cross; Distinguished Service Medal: Limitations on Award," March 1995
- (f) Section 6248 of title 10, United States Code, "Limitations of Time," March 1995
- (g) Section 668 of title 10, United States Code, "Definitions," March 1995
- (h) Office of the Secretary of Defense (OEPM) Memorandum, "Manufacture and Sale

- of Military Decorations," December 2, 1993
- (i) Executive Order 11545, "Establishing the Defense Distinguished Service Medal," July 9, 1970
- (j) Executive Order 11904, "Establishing the Defense Superior Service Medal," February 6, 1976
- (k) Executive Order 12019, "Establishing the Defense Meritorious Service Medal," November 3, 1977
- (l) "The United States Government Manual 1987/88," June 2, 1987
- (m) Deputy Under Secretary of Defense (P&R) Memorandum, "Proposed Delegation of Awards Authority," March 7, 1994 and Office of Secretary of Defense (DA&M) Memorandum, "Delegation of Awards Authority," March 10, 1994
- (n) Section 1123 of title 10, United States Code, "Right to Wear Badges of Military Societies," March 1995
- (o) Section 1128 of title 10, United States Code, "Prisoner of War Medal: Issue," March 1995
- (p) DoD Directive 1000.20, "Determination of Active Military Service and Discharge: Civilian or Contractual Personnel," September 11, 1989

- (q) Secretary of Defense Memorandum, "DoD Policy for Issue of the Prisoner of War Medal," March 3, 1988
- (r) Executive Order 10448, "Establishing the National Defense Service Medal," as amended by Executive Order 11265, January 11, 1966
- (s) Secretary of Defense Memorandum, "Reinstatement of the National Defense Service Medal," February 20, 1991
- (t) DoD Instruction 1348.9, "Antarctica Service Medal," March 2, 1973
- (u) Executive Order 10977, "Establishing the Armed Forces Expeditionary Medal," December 4, 1961
- (v) Under Secretary of Defense Personnel and Readiness Memorandum, "Policy for Wear of the Southwest Asia Service Medal and the Armed Forces Expeditionary Medal," February 7, 1996
- (w) Executive Order 11231, "Establishing the Vietnam Service Medal," July 8, 1965
- (x) Executive Order 12754, "Establishing the Southwest Asia Service Medal," March 12, 1991
- (y) Executive Order 12985, "Establishing the Armed Forces Service Medal," January 11, 1996



- (z) Executive Order 11977, "Establishing the Humanitarian Service Medal," January 19, 1977
- (aa) Executive Order 12830, "Establishing the Military Outstanding Volunteer Service Medal," January 9, 1993
- (bb) Assistant Secretary of Defense (FMP) Memorandum, "Approval Authority for Military Outstanding Volunteer Service Medal (MOVSM)," May 7, 1996
- (cc) Section 7342 of title 5, United States Code, "Receipt and Disposition of Foreign Gifts and Decorations," 1980
- (dd) DoD Directive 1005.13, "Gifts from Foreign Governments," October 13, 1988
- (ee) Public Law No. 80-134, "World War II," May 15, 1947
- (ff) Public Law No. 81-503, "Berlin Airlift," January 13, 1950
- (gg) Public Law No. 83-354, "Korean Conflict," May 8, 1954
- (hh) Public Law No. 89-257, "Vietnam Era," October 19, 1965
- (ii) Section 152 of title 26, United States Code, "Dependent Defined," 1988
- (jj) Executive Order 11446, "Authorizing the Acceptance of Service Medals and Ribbons from Multilateral Organizations Other than the United Nations," January 16, 1969
- (kk) Executive Order 11139, "Authorizing Acceptance of the United Nations Medal and Service Ribbon," January 7, 1964
- (ll) Deputy Secretary of Defense Memorandum, "Acceptance and Wear of the Inter-American Defense Board Medal and Ribbon," May 12, 1981

- (mm) Deputy Secretary of Defense Memorandum, "Multinational Force and Observers Medal," July 26, 1982
- (nn) Deputy Secretary of Defense Memorandum, "Acceptance of Foreign Awards in the Recognition of Active Service in Time of Combat Operations," (Kuwait Liberation Medal-SA) October 7, 1991
- (oo) Secretary of Defense Memorandum, "Acceptance of Foreign Award in Recognition of Active Field Service in Time of Combat Operations," (Kuwait Liberation Medal-K) March 16, 1995
- (pp) DoD Directive 5120.15, "Authority for Approval of Cash Honorary Awards for DoD Personnel," August 13, 1985
- (qq) Executive Order 9260, "Legion of Merit," October 29, 1942, as amended by Executive Order 10600, March 15, 1955
- (rr) Executive Order 11448, "Establishing the Meritorious Service Medal," January 16, 1949, as amended by Executive Order 12312, July 2, 1981

- (ss) Presidential Memorandum, "Award of Military Department Commendation Medals," June 1, 1962
- (tt) Section 1125 of title 10, United States Code, "Recognition for Accomplishments: Award of Trophies," March 1995
- (uu) Section 1126 of title 10, United States Code, "Gold Star Lapel Button: Eligibility and Distribution," March 1995
- (vv) Section 176 of title 36, United States Code, "Respect for Flag," 1988
- (ww) Section 181 of title 36, United States Code, "Approval of Design by Secretary of Defense; License to Manufacture and Sell; Penalties," 1988
- (xx) Section 6241 of title 10, United States Code, "Medal of Honor," March 1995
- (yy) Section 491 of title 14, United States Code, "Medal of Honor," 1990
- (zz) Section 3741 of title 10, United States Code, "Medal of Honor: Award," March 1995
- (aaa) Section 8741 of title 10, United States Code, "Medal of Honor: Award," March 1995
- (bbb) Section 3742 of title 10, United States Code, "Distinguished Service Cross: Award," March 1995
- (ccc) Section 6242 of title 10, United States Code, "Navy Cross," March 1995
- (ddd) Section 8742 of title 10, United States Code, "Air Force Cross: Award," March 1995
- (eee) Section 6243 of title 10, United States Code, "Distinguished Service Medal," March 1995
- (fff) Section 492 of title 14, United States Code, "Distinguished Service Medal," 1990
- (ggg) Section 3743 of title 10, United States Code, "Distinguished Service Medal: Award," March 1995

- (hhh) Section 8743 of title 10, United States Code, "Distinguished Service Medal: Award," March 1995
- (iii) Executive Order 12824, "Establishing the Transportation Distinguished Service Medal," December 7, 1992
- (jjj) Section 3746 of title 10, United States Code, "Silver Star: Award," March 1995
- (kkk) Section 8746 of title 10, United States Code, "Silver Star: Award," March 1995
- (lll) Section 6244 of title 10, United States Code, "Silver Star," March 1995
- (mmm) Section 1121 of title 10, United States Code, "Legion of Merit: Award," March 1995
- (nnn) Sections 3749 - 6245 - 8749 of title 10, United States Code, "Distinguished Flying Cross: Award; Limitations," March 1995 and Section 492a of title 14, United

- States Code, "Distinguished Flying Cross," 1990
- (ooo) Section 3750 of title 10, United States Code, "Soldiers Medal: Award; Limitations," March 1995
- (ppp) Section 6246 of title 10, United States Code, "Navy and Marine Corps Medal," March 1995
- (qqq) Section 8750 of title 10, United States Code, "Airman's Medal: Award; Limitations," March 1995
- (rrr) Section 493 of title 14, United States Code, "Coast Guard Medal," 1990
- (sss) Executive Order 11046, "Bronze Star Medal," August 24, 1962
- (ttt) War Department General Orders No. 3, "The Purple Heart," February 22, 1932; as amended by Executive Order 9277, December 3, 1942; Executive Order 10409, November 12, 1952; Executive Order 11016, April 25, 1962; Executive Order 12464, February 23, 1984; and Public Law No. 98-525, October 19, 1984
- (uuu) Section 1129 of title 10, United States Code, "Purple Heart: Members Killed or Wounded in Action by Friendly Fire," March 1995
- (vvv) DoD Authorization Act for FY 1996, Section 521, "Award of the Purple Heart To Persons Wounded While Held As Prisoners of War Before April 25, 1962," February 10, 1996
- (www) Executive Order 9158, "Air Medal," May 11, 1942; as amended by Executive Order 9242-A, September 11, 1942
- (xxx) Deputy Secretary of Defense Memorandum, "Joint Service Commendation Medal," June 25, 1963
- (yyy) Deputy Secretary of Defense Memorandum, "Combat Distinguishing Device for the Joint Service Commendation Medal," November 29, 1965
- (zzz) DoD Directive 1348.28, "Joint Service Achievement Medal," March 29, 1984
- (aaaa) Executive Order 9057, "Army Distinguished Unit Citation," February 26, 1942; as superseded by Executive Order 10694, January 10, 1957
- (bbbb) DoD Directive 1348.27, "Joint Meritorious Unit Award," July 22, 1982

- (cccc) President Woodrow Wilson's Letter, "Authority For Nicaraguan Campaign Badges," September 22, 1913
- (dddd) Executive Order 8808, "American Defense Service Medal," June 28, 1941
- (eeee) Executive Order 8809, "Good Conduct Medal," June 28, 1941; as amended by Executive Order 9323, March 31, 1943; and Executive Order 10444, April 10, 1953
- (ffff) Public Law, "An Act to Establish the Army of Occupation Medal Germany," November 21, 1941
- (gggg) Executive Order 9265, "Establishing the American, European-African-Middle

- Eastern and Asiatic-Pacific Campaign Medals," November 6, 1942; as amended by Executive Order 9706, March 15, 1947
- (hhhh) Executive Order 9365, "Establishing the Women's Army Corps Service Medal," July 29, 1943
- (iiii) Public Law 79-135, "An Act to Establish the World War Two Victory Medal," July 6, 1945, 59 Stat. 461
- (jjjj) "An Act to Establish the U.S. Antarctica Expedition Medal," September 24, 1945
- (kkkk) "An Act to Establish the Medal for Humane Action," July 20, 1949, 65 Stat. 477
- (llll) Executive Order 12776, "Extending the National Defense Service Medal to Members of the Reserve Components of the Armed Forces of the United States During the Period of the Persian Gulf Crisis," October 18, 1991
- (mmmm) Executive Order 10163, "Armed Forces Reserve Medal," September 25, 1950; as amended by Executive Order 10439, March 19, 1953 and Executive Order 13013
- (nnnn) Section 101 of title 10, United States Code, "Definitions," March 1995
- (oooo) Executive Order 10179, "Korean Service Medal," November 8, 1950; as amended by Executive Order 10429, January 17, 1953

C1. CHAPTER 1  
GENERAL INFORMATION

## C1.1. PURPOSE

This Manual explains DoD policies and procedures on awarding Defense decorations and Service awards; nonmilitary decorations; the acceptance of foreign military decorations by members of the Armed Forces of the United States; and the Office of Secretary of Defense Identification Badge (hereafter referred to as the "OSD Badge"). It describes the various Defense awards; the basis and eligibility requirements for the award; and who is eligible to receive and who is eligible to authorize the award. It tells how to prepare, submit, and process recommendations for Defense decorations and the Joint Meritorious Unit Award (JMUA).

## C1.2. DEFINITIONS

C1.2.1. Joint Activity. For the purpose of this Manual and the eligibility for Defense decorations, the term "joint" connotes activities, operations or organizations in which elements of more than one Service of the United States, as reflected in joint manpower documents, perform joint missions under the auspices of the OSD; the Chairman of the Joint Chiefs of Staff; or the commander of a Unified or Combined Command. A joint task force (JTF) commander, the staff, and other Service members assigned and/or attached to a JTF as individuals (not as members of a Service unit) may also be eligible for Defense decorations and the JMUA to recognize exceptional service or achievement. Members of Service-unique units assigned and/or attached to a JTF retain eligibility for award of personal decorations and unit awards from their parent Services. They may not be awarded Defense decorations nor included in the award of the JMUA. The Director, Joint Staff, provides a list of units awarded the JMUA (Appendix 3).

C1.2.2. Meritorious Service. Individual performance must exceed that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty. Awards given for service must cover the period of the controlled duty tour, plus any extensions and are normally awarded for a period of service greater than 12 months.

C1.2.3. Outstanding Achievement. An outstanding achievement decoration, also known as an "impact award," is rare, and is intended to recognize a single specific act or accomplishment, separate and distinct from regularly assigned duties, such as a special

project. It is not intended to provide a means to authorize additional decorations or a decoration when the conditions for a completed period of service have not been fulfilled

nor is it intended as an automatic award for members assigned to joint activities on temporary duty (TDY) orders. An outstanding achievement covers a short period of time with definite beginning and ending dates. A recommendation for an outstanding achievement award should be submitted only when the achievement is of such magnitude that it cannot be recognized in any other way than by award of a decoration, and to delay such recognition until completion of the individual's period of service would diminish the significance of the accomplishment.

C1.2.4. Joint Task Force (JTF). A JTF is a force composed of assigned or attached elements of two or more Military Departments, that is constituted and so designated by the Secretary of Defense, or by the commander of a Unified Combatant Command.

C1.2.5. Principal Staff Assistants. The principal staff assistants are the Under Secretaries of Defense (USDs); the Comptroller of the Department of Defense (C, DoD); the Director of Defense Research and Engineering (DDR&E); the Assistant Secretaries of Defense (ASDs); the Director of Operational Test and Evaluation (DOT&E); the General Counsel of the Department of Defense (GC, DoD); the Inspector General of the Department of Defense (IG, DoD); the Assistants to the Secretary of Defense (ATSDs); the OSD Directors or equivalents who report directly to the Deputy Secretary of Defense.

C1.2.6. Secretary Concerned. The Secretaries of the Military Departments.

### C1.3. POLICY

It is DoD policy that members of the Armed Forces of the United States shall, through the DoD Military Awards Program, receive tangible recognition for acts of valor, exceptional service or achievement, and acts of heroism. Awards and decorations must be placed into official channels as stated by DoD guidance for that particular award. However, a Member of Congress can request consideration of a proposal for the award or presentation of a decoration not previously submitted in a timely fashion. Upon request of a Member of Congress, the Secretary concerned shall review a proposal for the award or presentation of decoration (or the upgrading of a decoration), either for an individual or unit, that is not otherwise authorized to be presented or awarded due to limitations established by law or policy. Based upon such review, the Secretary shall make a determination as to the merits of approving the award or presentation of the decoration and other determinations necessary to comply with congressional reporting under 10 U.S.C. 1130 (reference (a)).

## C1.4. RESPONSIBILITIES

Specific responsibilities involving individual Defense decorations or Service awards are outlined in the applicable chapters of this Manual. The general responsibilities involving the management of the DoD Military Awards Program are as follows:

C1.4.1. The Assistant Secretary of Defense for Force Management Policy (ASD(FM&P)) shall:

C1.4.1.1. Develop, publish, and maintain a single DoD Manual governing the DoD Military Awards Program, consistent with DoD 5025.1-M (reference (b)).

C1.4.1.2. Ensure that implementing documents by the Military Departments and the DoD Components conform to pertinent laws, Executive orders, regulations, and DoD policy.

C1.4.1.3. Provide the policies and procedures necessary to manage the DoD Military Awards Program.

C1.4.1.4. Adjudicate individual exceptions to policy.

C1.4.2. The Chairman of the Joint Chiefs of Staff (C, JCS) shall:

C1.4.2.1. Designate U.S. military operations that qualify for award of the Armed Forces Expeditionary Medal and the Armed Forces Service Medal.

C1.4.2.2. Establish campaign medal criteria and dates of eligibility commencement and termination.

C1.4.2.3. Ensure that the Director, Joint Staff shall:

C1.4.2.3.1. Establish procedures for his staff to ensure compliance with the policies and procedures outlined in this Manual.

C1.4.2.3.2. Adjudicate individual Defense awards exceptions to policies for Service members permanently assigned to joint commands or organizations reporting to or through the Chairman of the Joint Chiefs of Staff.

C1.4.3. The Director of Administration and Management, Office of the Secretary of Defense (DA&M) shall:

C1.4.3.1. Provide the policies governing the issuance of the OSD Badge.

C1.4.3.2. Administer the following:

C1.4.3.2.1. The procurement and issuance of the OSD Badge.

C1.4.3.2.2. The entrance date of Service members proposed for authorization to wear the OSD Badge.

C1.4.3.2.3. The procurement, stocking, and issuance of certificates and citations for the Defense Distinguished Service Medal (DDSM) and the Defense Superior Service Medal (DSSM).

C1.4.3.2.4. The processing of all individual Defense decoration nominations not handled by the Chairman of the Joint Chiefs of Staff. That includes all the DDSMs, and all the DSSMs and below from the OSD, the Defense Agencies, and the DoD Field Activities.

C1.4.4. The Director, Defense Logistics Agency shall:

C1.4.4.1. Procure, stock, and issue Defense decorations and awards for the OSD and the DoD Field Activities, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the joint activities, the Defense Agencies, and the Military Departments.

C1.4.4.2. Procure, stock, and issue certificates for the Defense Meritorious Service Medal (DMSM), the Joint Service Commendation Medal (JSCM), and the Joint Service Achievement Medal (JSAM), as authorized by the ASD(FM&P), for the OSD and DoD Field Activities, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the joint activities, the Defense Agencies, and the Military Departments.

C1.4.5. The Secretaries of the Military Departments shall:

C1.4.5.1. Establish procedures in their respective Departments to ensure compliance with the policies and procedures outlined in this Manual.



C1.4.5.2. Administer the Military Service awards program for non-Defense decorations or awards in their Department.

C1.4.5.3. Comply with the provisions of E.O. 3524 (reference (c)), as they pertain to the designing of medals and insignia.

C1.4.6. The Secretary of the Army shall:

C1.4.6.1. Provide for the furnishing of heraldic services under regulations prescribed by him or her and based on the authority in 10 U.S.C. 4594 (reference (d)), an authority designated by him or her may, on the request of, and subject to approval by, the Secretary of another Military Department or the Chairman of the Joint Chiefs of Staff, design flags, insignia, badges, medals, seals, decorations, guidons, streamers, final pieces for flagstuffs, buttons, buckles, awards, trophies, marks, emblems, rosettes, scrolls, braids, ribbons, knots, tabs, cords, and similar items for the requesting Department.

C1.4.6.2. Advise other Federal Agencies on matters of heraldry.

C1.4.6.3. Prescribe regulations providing for reimbursement for services furnished.

## C2. CHAPTER 2

### MEDAL OF HONOR (MOH) RECOMMENDATIONS

#### C2.1. PURPOSE

The purpose of this Chapter is to furnish guidance to the Military Departments in the processing of recommendations for the MOH.

#### C2.2. PROCEDURES INVOLVING RECOMMENDATIONS FOR THE MOH

C2.2.1. The Secretary concerned shall establish procedures for processing recommendations for the award of the MOH in his or her Military Department. Minimally, those recommendations shall contain the endorsement of the subordinate Unified Combatant Commander or the JTF Commander, if involved; the Unified Combatant Commander concerned; and the Chairman of the Joint Chiefs of Staff. After endorsement by the Chairman of the Joint Chiefs of Staff, the recommendation shall be referred to the Secretary concerned for appropriate action.

C2.2.2. The Army and Air Force MOH recommendations must be entered formally into official channels in two years of the act warranting the recommendation, and awarded in three years (except as provided in title 10 U.S.C. 3744 or 8744 (reference (e)) and Section 1130 of title 10, U.S.C. (reference (a))). The Navy-Marine Corps MOH recommendations must be formally entered into official channels in three years of the act warranting the recommendation, and awarded in five years (except as provided in Section 6248 of reference (f) and Section 1130 of reference (a)). However, a Member of Congress can request consideration of a proposal for the award or presentation of a decoration not previously submitted in a timely fashion under reference (a).

C2.2.3. Recommendations for award of the MOH disapproved by a Secretary of a Military Department, or the Secretary of Defense, may only be resubmitted if new, substantive and material information is provided in the time limits in 10 U.S.C. 3744, 6248, and 8744 (references (e) and (f)). The information forming the basis must have been previously unknown and not considered by recommending and disapproving officials. The determination of the existence of new material and substantive information being a basis for reconsideration may not be delegated below the Secretary of a Military Department.

C2.2.3.1. The remaining bases for reconsideration are instances in which a Secretary of a Military Department or the Secretary of Defense determines there is evidence of material error or impropriety in the original processing or decision on a recommendation for award of the MOH. Examples of such instances might be loss of accompanying and/or substantiating documents to the recommendation or proven gender or racial discrimination. Determination of the existence of material error or impropriety in the original processing and decision shall not be delegated below the Secretary of a Military Department. In such cases, the Secretary of Defense shall determine the need for legislation.

C2.2.3.2. All other instances of reconsideration shall be limited to those in which the formal recommendation was submitted in statutory time limits, the recommendation was lost or inadvertently not acted on, and when those facts are conclusively established by the respective Secretary of a Military Department or other official delegated appropriate authority. Those provisions are to protect the integrity and purity of purpose of the MOH by ensuring that all relevant information is submitted and considered while the actions are fresh in the minds of the witnesses.

### C2.3. PRESENTATION OF THE MOH

When practical, presentation of the MOH shall be made by the President of the United States, as the Commander in Chief (CINC), in a formal ceremony in Washington, DC. As such, premature public disclosure of information concerning recommendations, processing and approval or disapproval actions is a potential source of embarrassment to those recommended and the Government. Additionally, in the case of approved recommendations, it could diminish the impact of ceremonies at which the presentation is made. Therefore, to prevent premature disclosure, the policy of the Department of Defense is not to comment on any MOH case under consideration. Accordingly, the processing of MOH recommendations shall be handled on a "FOR OFFICIAL USE ONLY" basis until the awards are announced officially or are presented.

### C2.4. COURTESIES AND PRIVILEGES AFFORDED MOH RECIPIENTS

C2.4.1. Each recipient receives a monthly 400 dollar pension from the Department of Veterans Affairs (VA).

C2.4.2. Enlisted recipients who retire with 20 or more years of Military Service receive a 10-percent increase in retired pay, not to exceed the 75 percent maximum.

C2.4.3. Recipients are issued a special MOH Travel and Identification Card signed by the Secretary of a Military Department. That entitles recipients who are not on active duty and not military retirees to use space available military air transportation.

C2.4.4. Unlike military personnel and retirees, MOH recipients may wear their uniforms at any time or place they choose.

C2.4.5. Recipients who are not on active duty and not military retirees are issued a DoD Identification Card, as are their family members. It authorizes them military commissary, post exchange, and theater privileges. All of the Services, consistent with DoD policy, authorize use of morale, welfare, and recreation activities, including honorary club membership without dues.

C2.4.6. Children of MOH recipients are not subject to quotas if they are qualified and desire to attend one of the U.S. military academies.

C2.4.7. MOH recipients receive invitations to attend Presidential inaugurations and accompanying festivities. Military recipients and those who are civil servants have traditionally been authorized administrative absence instead of chargeable leave to attend.

C2.4.8. The VA provides a special engraved headstone for deceased recipients of the MOH.

C2.4.9. MOH recipients should be accorded on-base billeting commensurate with the prestige associated with the MOH.

## C3. CHAPTER 3

### DoD DECORATIONS

#### C3.1. INTRODUCTION

C3.1.1. Military decorations are awarded in recognition of individual heroism, meritorious achievement, or meritorious service. In the United States, the tradition of military decorations can be traced back to the American Revolution. The first medals were not part of an organized, systematic plan of awards, but were intended to recognize certain individuals for special occasions. Initially, there were six medals awarded by the Continental Congress.

C3.1.2. The MOH was the first decoration to be designed and authorized for U.S. Service members since General Washington's Badge of Military Merit. On December 21, 1861, President Abraham Lincoln approved the establishment of a MOH for enlisted men of the Navy and Marine Corps. Within 7 months (July 12, 1862), the President authorized a similar decoration for enlisted members of the U.S. Army.

C3.1.3. Throughout the history of the Armed Forces of the United States, nearly 60 different decorations have evolved. Changes in eligibility criteria have been made over the years and, in some cases, decorations have fallen into disuse; however, the basic hierarchy remains unchanged. The MOH remains the highest military decoration that this Nation can bestow on a Service member and lesser degrees of recognition are acknowledged by other decorations in descending order from the MOH.

C3.1.4. Although a formal system for recognition was established, not until 1963 were steps taken to resolve the one major deficiency in the system. No means existed by which Service members assigned to joint activities could be recognized by any decoration other than a Service decoration. Sixteen years after the formation of the

Department of Defense, the first Defense decoration -- the Joint Service Commendation Medal -- was authorized by the Secretary of Defense for award to Service members assigned to joint activities. As with Service decorations, Defense decorations have evolved to where today there are a total of five Defense decorations that complement noncombat Service decorations.

C3.1.5. Sections C3.2. through C3.4., below, outline the specific policies and procedures that apply to those five Defense decorations and to those Service members eligible for consideration.

## C3.2. GENERAL PROVISIONS

C3.2.1. Unless otherwise stated, only those members of the Armed Forces of the United States who have rendered superior meritorious service while permanently assigned to a joint duty activity (JDA) or assigned to a JTF Headquarters shall be eligible for consideration of a Defense decoration.

C3.2.2. While Service members permanently assigned to staff or faculty positions of joint-Service schools are eligible for Defense awards, students of such schools are not.

C3.2.3. Individuals permanently assigned to joint duty organizations are eligible for Defense awards consideration. However, eligibility for joint awards does not constitute eligibility for JDA credit, as governed by 10 U.S.C. 668 (reference (g)).

C3.2.4. Individual mobilization augmentees (IMAs) permanently assigned to joint activities are also eligible for Defense awards consideration.

C3.2.5. Being under operational control of a joint activity does not constitute Defense award eligibility. Personnel who are assigned to Military Department components that are subsequently attached to a joint activity for administrative or exercise purposes shall not be eligible for a Defense decoration. (Individual Service members performing as part of a unit whose mission is Service-specific (e.g., mobile training teams) are not eligible for Defense awards.)

C3.2.6. DoD decorations will be awarded for recognition of outstanding

achievement. In recognition of outstanding achievement (as defined in Chapter 1, 1.2.3, above), Defense decorations may be awarded to Service members on temporary duty (TDY) to a joint activity. The achievement must be of a truly outstanding nature. Only under the most unusual circumstances will the Defense Distinguished Service Medal (DDSM), Defense Superior Service Medal (DSSM) or Defense Meritorious Service Medal (DMSM) be awarded as an impact award for outstanding TDY ACHIEVEMENT. The DDSM and the DSSM are specifically intended to recognize exceptionally distinguished service and exceptionally superior service, respectively, and to honor an individual's accomplishments over a sustained period. Likewise, the DMSM recognizes exceptionally meritorious service performed at levels up to but which do not merit recognition through the DSSM. For awards purposes, the word "service" is defined as "a period of time greater than 12 months and encompassing an individual's entire joint assignment."

C3.2.7. No Defense decoration shall be awarded or presented to any Service member whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable.

C3.2.8. Any Defense decoration for a distinguished act, achievement, or service may be revoked if facts, later determined, would have prevented original approval of the decoration. Commanders or staff directors becoming aware of any such instances must immediately report the circumstances and make recommendations, through channels, to the awarding authority for review and determination of appropriate action. Awarding authorities must seek advice from their legal staff in all cases where there is doubt as to the appropriateness of the award action. A decoration also should be revoked if the basis for which it was awarded no longer exists (e.g., the Service member's permanent change of station (PCS) assignment was canceled). When the awarding authority has determined that a Defense decoration should be revoked, the original orders should be revoked and the Service member notified by the parent Military Service.

C3.2.9. The number of decorations that may be awarded to a Service member is not limited; however, only one decoration is awarded for the same act, achievement, or period of service. Additionally, Defense decorations may not be awarded to any Service member for an act, achievement, or period of service for which a Service decoration has been awarded.

C3.2.10. Multiple decorations shall be denoted by an oak-leaf cluster worn on the suspension and Service ribbon of the medal.

C3.2.11. Service members who may retire from active duty from a joint assignment shall not be used to request or justify a higher level award than the actual service, achievement, or tenure in the joint assignment supports. In other words, Defense award recommendations must be based purely on the tour of joint service and not the Service member's entire career. In those instances where length of the joint terminal assignment, or degree of responsibility, would not qualify a Service member for an appropriate level Defense award on retirement, recommending officials may consider recommending the Service member for a Service award. Any Defense decoration may be awarded on retirement or separation of an eligible Service member. That award recommendation must stand on its own and not take into account the Service member's previous assignments.

C3.2.12. Defense decorations may be awarded posthumously. When so awarded, they may be presented to an appropriate representative of the deceased, as determined by the awarding authority.

C3.2.13. Military miniature and full size medals can be manufactured and sold by certified manufacturers with the exception of the Medal of Honor under the OSD Memorandum (reference (h)). The Institute of Heraldry, U.S. Army, is designated to act in behalf of the Department of Defense in establishing regulations governing control in manufacture and quality of decorations.

#### C3.2.14. Replacement of Defense Decorations

C3.2.14.1. The Service member to whom a Defense decoration has been awarded or the representative of a Service member to whom a Defense decoration was posthumously awarded may receive a replacement decoration without cost, if the previously issued medal, ribbon, or other device for wear with or in place of an individual decoration has been lost, destroyed, or rendered unfit for use, without fault or neglect on the part of the recipient or the representative. All other replacement decorations are replaced at cost. Miniature decorations are not replaced by the Department of Defense. Such miniatures must be purchased from commercial sources at the Service member's expense.



C3.2.14.2. Requests for replacement decorations shall be submitted in accordance with the procedures established by the Military Service concerned. For those Defense decorations that the Military Services are unable to obtain through normal supply channels, the Military Service concerned should obtain the decoration from the Chief, Military Personnel Division; Personnel and Security Directorate; Washington Headquarters Services, Washington DC, 20301-1155.

C3.2.15. Requests for exceptions to any policy or procedure pertaining to Defense decorations shall be forwarded to the ASD(FM&P), or to the Director, Joint Staff for Service members permanently assigned to joint organizations or activities that report to or through the Chairman of the Joint Chiefs of Staff. Disapproval of such requests may be made at any level of command.

### C3.3. GENERAL PROCEDURES

C3.3.1. Each recommendation for a Defense decoration is evaluated on the merits of the justification submitted. The justification must be specific, factual and provide concrete examples of exactly what the person did, how well he or she did it, and what

the impact or benefits were and how they significantly exceeded expected performance of duty.

C3.3.2. All recommendations for Defense decorations shall be submitted by official memorandum or letter (original plus 3 copies) through command or staff channels to the appropriate approval authority using the format shown in Figure C3.F1. The JTF and special program offices must process award recommendations through the Executive Agent and, where applicable, the appropriate Principal Staff Assistant. The narrative justification for either the DDSM or the DSSM shall not exceed two single-spaced typewritten pages, and for lesser Defense decorations it shall not exceed one single-spaced typewritten page. Supporting documentation only should be included when such documentation is essential to the recommendation.

C3.3.3. All recommendations placed in official channels must be forwarded to the designated authority for approval or disapproval. Where appropriate, intermediate endorsing officials or commanders may recommend disapproval or comment on the propriety of lesser or higher awards if they do not favor the requested decoration. Placement in official channels is defined as "signed by the initiating official and

endorsed by a higher official in the chain of command."

C3.3.4. Each recommendation for a Defense decoration must be entered administratively into command or staff channels within one year of the act, achievement, or service to be recognized.

C3.3.5. Authorities shall administratively review recommendations and prepare the appropriate certificates for approved decorations:

C3.3.5.1. In preparing certificates, the name of the issuing Agency, command, or office shall be typed or lettered above the "Command or Office" line on the left. The signature block of the approval authority shall be typed on the lower right above the "Secretary of Defense" line. (The overprinting or typing of the word "For" on the approval line is unnecessary.)

C3.3.5.2. Guidance for preparation of citations is outlined at Appendix 8. The awarding authority will no longer prepare the citations for Defense decorations (DDSM, and below). Recommending commands will prepare citations as outlined in Appendix 8 and include a copy of the citation with the award recommendation. The awarding authority will continue providing the certificate, medal set and folder

C3.3.6. Lost Recommendations. Recommendations officially placed into command or staff channels in the prescribed time limitations, but which were not acted

on through loss or inadvertence, may be resubmitted at any time within the 2 years after the distinguished act, achievement, or service for consideration to the appropriate awarding authority. Lost recommendations must be forwarded through the same official channels and are contingent upon the requirements described in paragraphs C3.3.6.1. through C3.3.6.3., below. Recommendations not so documented shall be returned without action. The resubmission must include the following:

C3.3.6.1. A copy of the original recommendation or its substantive equivalent. Minimally, the recommendations should be accompanied by statements, certificates, and affidavits corroborating the events or services involved. The person signing a reconstructed award recommendation must be identified clearly in terms of his or her official relationship to the intended recipient at the time of the act or during the period of service to be recognized.

C3.3.6.2. Conclusive evidence that the recommendation was officially placed

in command or staff channels in the prescribed time limit (paragraph C3.3.4., above).

C3.3.6.3. Conclusive evidence of the loss of the recommendation or the failure to act on the recommendation through inadvertence.

### C3.3.7. Reconsideration of Disapproved Recommendations

C3.3.7.1. A request for reconsideration of a disapproved or downgraded recommendation must be placed in official channels within 1 year from the date of the awarding authority's decision. One time reconsideration by the award authority shall be conclusive. However, a Member of Congress can request a review of a proposal for the award or presentation of a decoration (or the upgrading of a decoration) that is not authorized to be presented or awarded due to limitations established by law or policy for timely submission of a recommendation (reference (e)).

C3.3.7.2. Recommendations are submitted for reconsideration only if new, substantive and material information is furnished and the time limits specified in paragraph C3.3.7.1., above, do not prevent such action. Requests for reconsideration must be forwarded through the same official channels as the original recommendation. The additional justification for reconsideration must be in letter format, not to exceed two single-spaced typewritten pages. A copy of the original recommendation, with all endorsements, and the citation must be attached.

C3.3.7.3. If the reconsideration is approved and when a lesser decoration has already been approved, action is taken by the awarding authority to revoke the lesser awarded Defense decoration.

## C3.4. SPECIFIC PROVISIONS

### C3.4.1. Defense Distinguished Service Medal (DDSM)

C3.4.1.1. Authorized by E.O. 11545 (reference (i)).

C3.4.1.2. The DDSM shall only be awarded to officers of the Armed Forces of the United States whose exceptional performance of duty and contributions to national security or defense have been at the highest levels. Such officers have direct and ultimate responsibility for a major activity or program that significantly influences the policies of the U.S. Government. Only under the most unusual circumstances will

the DDSM be awarded as an impact award for outstanding TDY achievement. The DDSM is specifically intended to recognize exceptionally distinguished service and to honor an individual's accomplishments over a sustained period.

C3.4.1.2.1. Normally, such broad responsibilities shall be held by only the most senior officers whose duties bring them into direct and frequent contact with the Secretary of Defense and the other senior officials within the Government. Examples of such positions are the Chairman of the Joint Chiefs of Staff; the Chiefs and the Vice Chiefs of the Military Services, including the Commandant and the Assistant Commandant of the Marine Corps; and the CINCs and the Deputy CINCs of the Unified Combatant Commands.

C3.4.1.2.2. The DDSM also may be awarded to other senior officers who serve in positions of great responsibility, or to an officer whose direct and individual contributions to national security or defense are recognized as being so exceptional in scope and value as to be equivalent to contributions normally associated with positions encompassing broader responsibilities.

C3.4.1.3. The DDSM, as the highest Defense decoration, may only be awarded by the Secretary of Defense. Under no circumstances may the awarding authority be delegated.

C3.4.1.4. The DDSM shall be placed in precedence after the MOH and the Distinguished Service Crosses of the Armed Forces, but before the Distinguished Service Medals of the Armed Forces.

C3.4.1.5. All recommendations for award of the DDSM to members of the Chairman of the Joint Chiefs of Staff, or the Unified Combatant Command Headquarters or activities reporting to or through the Chairman of the Joint Chiefs of

Staff, shall be processed through the Chairman of the Joint Chiefs of Staff, for recommendation. These recommendations shall not be boarded at the Joint Staff level. The Director, Joint Staff, for the Chairman of the Joint Chiefs of Staff, shall forward his recommendations to the Chief, Military Personnel Division, Personnel and Security Directorate, WHS, for boarding and processing. Recommendations should be submitted to arrive at the Joint Staff no later than 90 days before the desired presentation date.

C3.4.1.6. All other recommendations for award of the DDSM shall be

submitted to the Chief, Military Personnel Division, Personnel and Security Directorate, Washington Headquarters Services (WHS), for boarding and processing.

Recommendations should be submitted to the WHS no later than 90 days before the desired presentation date.

#### C3.4.2. Defense Superior Service Medal (DSSM)

C3.4.2.1. Authorized by E.O.11904 (reference (j)).

C3.4.2.2. The DSSM shall be awarded only to members of the Armed Forces of the United States who, after February 6, 1976, rendered superior meritorious service in a position of significant responsibility. Only under the most unusual circumstances will DSSM be awarded as an impact award for outstanding TDY achievement. The DSSM is specifically intended to recognize exceptionally superior service, and to honor an individual's accomplishments over a sustained period.

C3.4.2.3. The DSSM shall be awarded only by the Secretary of Defense.

C3.4.2.3.1. The Director, Joint Staff, for the Chairman of the Joint Chiefs of Staff has been delegated approval or disapproval authority for Service members assigned to the Joint Staff, and those Service members assigned to Joint organizations. That authority may not be delegated further.

C3.4.2.3.2. Approval or disapproval authority for all other qualifying Service members is delegated to the DA&M, OSD, for the ASD(FMP). That authority may not be further delegated.

C3.4.2.4. The DSSM shall be placed in precedence after the MOH, the Distinguished Service Crosses of the Services, the DDSM, the Distinguished Service Medals of the Services, and the Silver Star, but before the Legion of Merit.

C3.4.2.5. Recommendations approved by the Chairman of the Joint Chiefs of Staff shall be processed entirely by the Joint Staff. All other recommendations shall be

forwarded to the Chief, Military Personnel Division, Personnel and Security Directorate, WHS, for processing. Recommendations should be submitted no later than 90 days before the desired presentation date.

#### C3.4.3. Defense Meritorious Service Medal (DMSM)

C3.4.3.1. Authorized by E.O. 12019 (reference (k)).

C3.4.3.2. The DMSM shall only be awarded to members of the Armed Forces of the United States who, after November 3, 1977, distinguished themselves by noncombat meritorious achievement or service. Only under the most unusual circumstances will the DMSM be awarded as an impact award for outstanding TDY achievement. The DMSM is specifically intended to recognize exceptionally meritorious service performance and to honor an individual's accomplishments over a sustained period.

C3.4.3.3. The DMSM shall be awarded in the name of the Secretary of Defense.

C3.4.3.3.1. Authority to award the DMSM is hereby delegated to the following:

C3.4.3.3.1.1. The DA&M for Service members assigned to the OSD; the DoD Field Activities; the joint DoD activities that report directly to an OSD Principal Staff Assistant or for which the Secretary of a Military Department has been designated as an "Executive Agent"; the multilateral and bilateral organizations; and the other offices in the Executive Branch, the Executive Agencies and Departments, or the independent establishments and Government corporations. (See "United States Government Manual 1987/88," (reference (l)).)

C3.4.3.3.1.2. The Director, Joint Staff for Service members assigned to the Joint Staff and those Agencies and activities reporting directly to the Chairman of the Joint Chiefs of Staff that are not delegated approval authority for that decoration.

C3.4.3.3.1.3. The Commanders in Chief of the Unified or Combined Commands, for Service members assigned to their respective Headquarters or joint activities directly under their operational control. They also may approve that award for the commander, his or her staff, and other Service members attached to a JTF as individuals (not as members of an assigned and/or attached unit).

C3.4.3.3.1.4. The Supreme Allied Commander, Europe; the Supreme Allied Commander, Atlantic; the U.S. Representative to the Military Committee, NATO;

the Defense Advisor, U.S. Mission NATO; and the CINC, North American Aerospace Defense Command (NORAD), for Service members assigned in their respective headquarters or associated Agencies.

C3.4.3.3.1.5. The Directors of Defense Agencies (except the Defense Advanced Research Projects Agency (DARPA) and Defense Security Assistance Agency (DSAA)), for Service members assigned to their respective Agencies.

C3.4.3.3.1.6. The Commander, U.S. Forces Korea, for U.S. Service members assigned to their headquarters or joint activities reporting directly to that command.

C3.4.3.3.1.7. The President, National Defense University (NDU), for Service members assigned to the University, the National War College, and the Industrial College of the Armed Forces.

C3.4.3.3.1.8. The Commandant, Armed Forces Staff College, for Service members assigned to that College.

C3.4.3.3.2. That authority may be delegated further at the discretion of the awarding authority to general or flag officers of the Armed Forces of the United States in the grade of O-7 or civilian equivalents when they occupy established command or staff positions. Such authority must be delegated in writing and documentation maintained indefinitely by the organization receiving the authority.

C3.4.3.4. The DMSM shall take precedence after the DSSM, the Legion of Merit, and the Bronze Star Medal, but before the Military Services' Meritorious Service Medal.

C3.4.3.5. Recommendations for the DMSM shall be submitted to the appropriate approval authority for processing. In those instances where the approval authority rests with the DA&M, OSD, or the Director, Joint Staff, the recommendation shall be submitted for processing to the Chief, Military Personnel Division, Personnel and Security Directorate, WHS, or the DJS no later than 90 days before the desired presentation date.

#### C3.4.4. Joint Service Commendation Medal (JSCM)

C3.4.4.1. Authorized by the Secretary of Defense, June 25, 1963.

C3.4.4.2. The JSCM shall be awarded only to members of the Armed Forces of the United States who, after January 1, 1963, distinguished themselves by meritorious achievement or service.

C3.4.4.3. The JSCM shall be awarded in the name of the Secretary of Defense.

C3.4.4.3.1. Authority to award the JSCM is hereby delegated to the following:

C3.4.4.3.1.1. The DA&M, OSD, or designee, for awards to Service members assigned to the OSD; the DoD Field Activities; the joint-DoD activities that report directly to an OSD Principal Staff Assistant or for which the Secretary of a Military Department has been designated as an "Executive Agent"; the multilateral and bilateral organizations; and the other offices in the Executive Branch, Executive Agencies and Departments, or independent establishments and Government corporations. (See "The United States Government Manual 1987/88" (reference (I)).)

C3.4.4.3.1.2. The Director, Joint Staff, for Service members assigned to the Joint Staff and to those joint activities reporting directly to or through the Chairman of the Joint Chiefs of Staff, or the Joint Staff, that are not delegated approval authority.

C3.4.4.3.1.3. The CINCs of the Unified or Combined Commands for Service members assigned to their respective Headquarters or joint activities directly under their operational control. They also may approve that award for the commander, his or her staff, and other Service members attached to a JTF as individuals (not as members of an assigned and/or attached unit).

C3.4.4.3.1.4. The Supreme Allied Commander, Europe; the Supreme Allied Commander, Atlantic; the U.S. Representative to the Military Committee, NATO; the Defense Advisor, U.S. Mission NATO; and the CINC, NORAD, for Service members assigned their respective commands or associated Agencies.

C3.4.4.3.1.5. The Directors of Defense Agencies (except the DARPA and the DSAA), for Service members assigned to their respective Agencies.

C3.4.4.3.1.6. The Commander, U.S. Forces Korea, for Service members assigned to their headquarters and to those joint activities reporting directly to that command.



C3.4.4.3.1.7. The President, NDU, for Service members assigned to the University, National War College, Industrial College of the Armed Forces, and Armed Forces Staff College.

C3.4.4.3.1.8. The Commandant, Armed Forces Staff College, for Service members assigned to the College.

C3.4.4.3.1.9. The Executive Director, Military Postal Service Agency, for Service members assigned to his or her Agency.

C3.4.4.3.1.10. The Commander, Military Entrance Processing Command.

C3.4.4.3.2. That authority may be delegated further at the discretion of the awarding authority to general or flag officers of the Armed Forces of the United States in the grade of O-7 or civilian equivalent, when they occupy established command or staff positions. Such authority must be delegated in writing.

C3.4.4.4. The JSCM shall take precedence with, but before, the Service Commendation Medals. A bronze "V" is authorized if the citation is for an act or service involving direct participation in combat operations during the period June 25, 1963 to March 31, 1976. Effective April 1, 1976, the "V" device is authorized if the citation is approved for valor (heroism) in a designated combat area.

C3.4.4.5. Recommendations for the JSCM shall be submitted to the appropriate approval authority for processing. In those instances where the approval authority rests with the DA&M, OSD, or the Director, Joint Staff, the recommendation shall be submitted for processing to the Chief, Military Personnel Division, Personnel and Security Directorate, WHS, or the Joint Staff no later than 90 days before the desired presentation date.

#### C3.4.5. Joint Service Achievement Medal (JSAM)

C3.4.5.1. Authorized by the Secretary of Defense, August 3, 1983.

C3.4.5.2. The JSAM shall be awarded only to members of the Armed Forces of the United States below the grade of O-6 who, after August 3, 1983, distinguished themselves by outstanding performance of duty and meritorious achievement.

C3.4.5.3. The JSAM shall be awarded in the name of the Secretary of Defense.

C3.4.5.3.1. Authority to award the JSAM is hereby delegated to the following:

C3.4.5.3.1.1. The Secretary of Defense or the OSD Principal Staff Assistants for Service members assigned to either the OSD, the DoD Field Activities, or the joint DoD activities for which a Principal Staff Assistant has been designated "Executive Agent for the Secretary of Defense."

C3.4.5.3.1.2. The DA&M, OSD, or designee for Service members assigned to multilateral and bilateral organizations; and other offices with the Executive Branch, Executive Agencies and Departments, or independent establishments and Government corporations. (See "The United States Government Manual 1987/88" (reference (I)).)

C3.4.5.3.1.3. The DJS, for Service members assigned to the Joint Staff and to the joint activities reporting directly to the Chairman of the Joint Chiefs of Staff that are not delegated approval authority for that decoration.

C3.4.5.3.1.4. The CINCs of Unified or Combined Commands for Service members assigned to their respective Headquarters or joint activities directly under their operational control. They also may approve that award for the commander, his or her staff, and other Service members attached to a JTF as individuals (not as members of an assigned and/or attached unit).

C3.4.5.3.1.5. The Supreme Allied Commander, Europe; the Supreme Allied Commander, Atlantic; the U.S. Representative to the NATO Military Committee; the Defense Advisor, U.S. Mission NATO; the CINC, NORAD; and the Commander, U.S. Forces Korea, for Service members assigned to their respective commands or Agencies, as reflected in joint manpower documents.

C3.4.5.3.1.6. The Directors of Defense Agencies (except the DARPA and the DSAA) for Service members assigned to their respective Agencies.

C3.4.5.3.1.7. The President, NDU, for Service members assigned to the University, the National War College, the Industrial College of the Armed Forces, and the Armed Forces Staff College.

C3.4.5.3.1.8. The Executive Director, Military Postal Service Agency, for Service members assigned to that activity.

C3.4.5.3.1.9. The Secretary of a Military Department who has been designated previously as the "Executive Agent for a joint function" by the Secretary of Defense, the Deputy Secretary of Defense, or the Chairman of the Joint Chiefs of Staff.

C3.4.5.3.1.10. The Commander, Military Entrance Processing Command.

C3.4.5.3.2. That authority may be delegated further in writing to an officer in the grade of O-6 in the Armed Forces of the United States or to a civilian of equivalent rank who is occupying an established command or staff position.

C3.4.5.3.3. The authority to disapprove recommendations is given to officers with award authority.

C3.4.5.4. The JSAM shall take precedence with, but before, the Achievement Medals of the Armed Forces.

C3.4.5.5. Recommendations for the JSAM shall be submitted to the appropriate approval authority for processing. In those instances where the approval authority rests with the individuals specified in paragraphs C3.4.5.3.1.1. and C3.4.5.3.1.2., above, recommendations shall be submitted after approval to the Chief, Military Personnel Division, Personnel and Security Directorate, WHS, for processing.

**Figure C3.F1. Sample Format for Award Recommendation**

MEMORANDUM FOR (approval authority)  
THROUGH: (if applicable)

SUBJECT: Recommendation for Award of the (as applicable)

Under the provisions of DoD 1348.33-M, (date), the following Service member is recommended for award of the (as applicable):

- a. (Grade, name, Service, and social security number.)
- b. (Organization of assignment.)
- c. (Title and duty assignment at the time of act or service. Include Service, Joint Manpower Program paragraph, and/or line number or Joint Duty Authorization List, number, as applicable).
- d. (Inclusive dates for which recommended.)
- e. Service member to be (reassigned permanent change of station on \_\_\_\_\_), (relieved from active duty on \_\_\_\_\_). (If presentation is desired at gaining activity provide forwarding address of the servicing military personnel office.)
- f. (If presentation is desired before departure, state required presentation date and provide complete mailing address. If the decoration, citation, and certificate are to be hand carried by a representative of the unit, provide name and telephone number of contact.)
- g. (Previous Defense awards and inclusive dates.)
- h. No other award for this Service member for this action is pending, and no previous award has been made for the act or service described herein. (It is the responsibility of the recommending official to ensure compliance with this policy.)

Attached is a narrative description of (achievement performed or service rendered);  
Instructions: The narrative should be typewritten and should provide specific, factual,  
and concrete examples of exactly what the Service member did, how it was done, what

*DoD 1348.33-M, September 1996*

benefits or results were realized, and why or how such benefits or results significantly exceeded superior performance of duty.

(Signature of Recommending Official)

Attachments - 3

1. Narrative
2. Citation
3. Supporting documentation (if appropriate)

## C4. CHAPTER 4

### THE JOINT MERITORIOUS UNIT AWARD

#### C4.1. INTRODUCTION

C4.1.1. Unit awards recognize entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies, or extraordinary situations that involve national interests. They are not intended to recognize single, individual actions, or the actions of a sub-element of a unit or organization, but instead to acknowledge the combined efforts of every member of a unit or organization.

C4.1.2. Appendix 2 describes the U.S. unit awards that have been authorized for the Armed Forces of the United States. Until 1981, the accomplishments of joint activities could only be recognized by Service unit awards. Due to the very nature of those activities and the varying criteria among the Services, it became necessary to establish a means by which joint activities could be recognized. With the JMUA, the Department of Defense provides a consistent means for recognizing such activities.

C4.1.3. The JMUA, awarded in the name of the Secretary of Defense, is intended to recognize joint units and activities for meritorious achievement or service, superior to that which is normally expected. The policies and procedures pertaining to that unique award are outlined in sections C4.2. through C4.8., below.

#### C4.2. ELIGIBILITY REQUIREMENTS

C4.2.1. All joint units and activities (as defined in Chapter 1, paragraph C1.2.1.) are eligible for award of the JMUA in recognition of exceptionally meritorious conduct in the performance of outstanding service. However, a unit or activity's outstanding

accomplishment of its normally assigned and expected mission is not in and of itself sufficient justification for award approval. Instead, qualifying achievements must be superior to that which is expected under one of the following conditions and should be operational in nature.

C4.2.1.1. During action in combat with an armed enemy of the United States.

C4.2.1.2. In a declared national emergency situation.

C4.2.1.3. Under extraordinary circumstances that involve national interests.

C4.2.2. The JMUA shall not be awarded to any DoD activity that has received any other unit award for the same achievement or period of service.

C4.2.3. Only those members of the Armed Forces of the United States who were present at the time and directly participated in the service or achievement for 30 days or more, or for the period cited if less than 30 days, shall be authorized to wear the JMUA ribbon. Members must be permanently assigned or attached by official orders to the joint unit receiving the JMUA. Local commanders may waive, on an individual basis, the 30-day minimum time requirement for individuals (e.g., Reserve personnel on active duty and TDY and/or TAD personnel), who, in the opinion of the commander contributed directly to the achievement cited, and were assigned on official orders to the awarded unit during the approved time frames.

C4.2.4. A JTF headquarters may be awarded the JMUA. If a JTF headquarters is awarded the JMUA, every member permanently assigned or attached TDY or TAD to the JTF headquarters is eligible to wear the JMUA ribbon. Assigned and/or attached (including TDY and/or TAD) status is determined by official orders that specify the JTF headquarters as the duty unit.

C4.2.5. Service units or individuals deployed in support of a JTF, but not assigned and/or attached to the JTF by official orders, are not eligible for the JMUA, even if they are under the operational control of the JTF. The Services may award appropriate Service unit awards to their units assigned and/or attached to a JTF.

### C4.3. PREPARATION OF RECOMMENDATIONS

C4.3.1. Recommendation for the JMUA must be in narrative form (see Figure

C4.F1., below). Minimally, the recommendation must include the following:

C4.3.1.1. Name and location of unit, activity, or organization.

C4.3.1.2. Inclusive dates for the award.

C4.3.1.3. Citation.

C4.3.1.4. A narrative justification containing specific and factual data about what the activity accomplished, how it was done, what the benefits or results were, and why or how the achievement or service significantly exceeded normal unit duty performance. The narrative justification shall not exceed three single-spaced typewritten pages. Supporting documents, as appropriate, may be attached.

C4.3.1.5. A listing of qualifying Service members attached but not permanently assigned, detailing full name, rank and/or rate, social security number, branch of Service, and permanent unit at the time of the award period. That list must be sorted or grouped by branch of Service.

C4.3.2. Award recommendations shall be endorsed by commanders at all levels.

#### C4.4. SUBMISSION OF RECOMMENDATIONS

Recommendations for the JMUA shall be submitted through command channels, as follows:

C4.4.1. Recommendations for joint activities that report directly to an OSD Principal Staff Assistant or to the Secretary of a Military Department, for which he or she has been designated the "Executive Agent for the Secretary of Defense," shall be forwarded through those channels and to the Chief, Military Personnel Division, WHS. DA&M will forward a copy of the approval letter to the Deputy Assistant Secretary of Defense (Military Manpower and Personnel Policy) (DASD(MPP)), Office of the ASD(FMP).

C4.4.2. Recommendations for joint activities that report directly to or through the Chairman of the Joint Chiefs of Staff shall be forwarded to the Director, Joint Staff.



#### C4.5. APPROVAL AUTHORITY

The JMUA is awarded in the name of the Secretary of Defense; however, authority to award is delegated to the following:

C4.5.1. The ASD(FMP), or designee, for activities that report directly to an OSD Principal Staff Assistant or for which the Secretary of a Military Department has been designated the "Executive Agent for the Secretary of Defense." ASD(FMP) delegated authority to Director, Administration and Management, to approve or disapprove JMUA and grant exceptions to policy for award recommendations under the Deputy Under Secretary of Defense for Personnel and Readiness Memorandum (reference (m)).

C4.5.2. The Chairman of the Joint Chiefs of Staff, or designee, for activities that report directly to or through the Chairman of the Joint Chiefs of Staff.

#### C4.6. RECONSIDERATION

A Member of Congress can request a review of a proposal for the award or presentation of a decoration (or the upgrading of a decoration) that is not authorized to be presented or awarded due to limitations established by law or policy for timely submission of a recommendation (reference (a)).

#### C4.7. MANNER OF WEAR

C4.7.1. The JMUA shall have precedence after the Presidential Unit Citation, but before the Military Service unit awards.

C4.7.2. An oak-leaf cluster is authorized for wear for each additional award of the JMUA.

C4.7.3. Civilians within an organization awarded the JMUA will be awarded a civilian JMUA lapel pin.

C4.7.4. Streamers shall be obtained by the unit through normal supply channels. Eligible units of a JTF awarded the JMUA are authorized streamers in accordance with their Service's policies.

## C4.8. EXCEPTIONS TO POLICY

Requests for exceptions to policies or determinations about eligibility for the JMUA shall be forwarded through appropriate command channels to the Chief, Military Personnel Division, Personnel and Security Directorate, WHS. WHS is authorized to approve, disapprove, and grant exceptions to policy for JMUA under the Deputy Under Secretary of Defense for Personnel and Readiness Memorandum (reference (m)). The DJS has authority to grant exceptions for those units who report directly to, or through the Chairman of the Joint Chiefs of Staff. Disapproval of requests may be made at any level having an established command or staff position authorized in the grade of O-8.

Figure C4.F1. Sample Format for JMUA Recommendation

(Letterhead of Initiating Joint Activity)

MEMORANDUM FOR MILITARY PERSONNEL DIVISION, PERSONNEL AND  
SECURITY DIRECTORATE, WASHINGTON  
HEADQUARTERS SERVICES,  
OR THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF

SUBJECT: Recommendation for Award of the Joint Meritorious Unit Award (JMUA)

Under the provisions of DoD 1348.33-M, the following DoD activity is recommended for award of the JMUA:

- a. Unit, activity, or organization.
- b. Location, such as installation, city, State, and country.
- c. Inclusive dates (YYMMDD) for which recommended.

d. Previous JMUEAs awarded to this DoD activity (inclusive dates (YYMMDD)).

No other unit award is pending for this DoD activity regarding this action, and no unit award has been made previously for the achievement or service described herein.

Attached is a narrative description of the achievement performed or service rendered:

(Instructions: The narrative should be specific and factual, providing concrete examples of exactly what the recommended unit did, how it was done, what benefits or results were realized, and why or how the achievement or service significantly exceeded normal unit duty performance.)

(Signature of Recommending Official)

Attachments - 5

1. Narrative
2. Citation
3. Supporting Documentation (if required)
4. Service member listing (IAW paragraph C4.3.1.5., above)
5. Eligible ships and/or subordinate units (if required)

Figure C4.F2. Sample Citation - JMUA

SAMPLE CITATION

Department of Defense

Seal

CITATION

To Accompany the Award of the JOINT MERITORIOUS UNIT AWARD

to the (unit, activity, or organization)

The (unit, activity, or organization) distinguished itself by exceptionally meritorious (achievement or service) from (inclusive dates (YYMMDD)). During this period. . .

(Instructions: Prepare in smooth form, limiting the body of the citation to 16 double-spaced typewritten lines. If it is necessary to extend the citation beyond 16 lines, single spacing shall be acceptable. Leave a 1/2-inch space above the seal line so that the seal can be affixed to the citation. The body of the citation shall be straightforward in style, with short, simple, direct, and accurate facts. The narrative must be unclassified.)

By their exemplary performance of duty, the members of the (unit, activity, or organization) have brought great credit to themselves and to the Department of Defense.

## C5. CHAPTER 5

### U.S. NON-MILITARY DECORATIONS

#### C5.1. PURPOSE

The purpose of this Chapter is to furnish policy guidance to the Military Departments about the recognition and wearing of U.S. non-military decorations.

#### C5.2. POLICY

C5.2.1. Members of civilian groups recognized under Section 1123, title 10, U.S.C. (reference (f)) shall not receive military decorations if the recognized group had a civilian system of decorations. Such civilian decorations are considered by the Department of Defense as equivalent to military awards that would have been issued to military members for similar acts, achievements, or periods of service. That policy conforms to DoD guidance that prevents multiple awards for the same acts, achievements, or periods of service. (See Chapter 3, paragraph C3.2.10., above.)

C5.2.2. Members of the Armed Forces of the United States who are authorized to accept and wear U.S. non-military decorations shall observe the following when wearing such decorations or the ribbons symbolic, thereof:

C5.2.2.1. U.S. non-military decorations shall be worn immediately following U.S. military decorations and preceding service medals.

C5.2.2.2. Normally, when a Service member has been awarded and is authorized to wear more than one U.S. non-military decoration, such decorations shall be worn in the order of date of acceptance. However, there are two exceptions to that policy. For members of the Military Services, when two or more decorations from the same Agency are worn, the order shall be in accordance with the precedence established by the awarding Agency regardless of date of acceptance. For members of the U.S. Coast Guard, precedence for all U.S. non-military decorations shall be determined by the Commandant, U.S. Coast Guard.

C5.2.2.3. No U.S. non-military decoration shall be worn on the Service member's uniform, unless at least one U.S. military decoration or service medal is worn at the same time.

## C6. CHAPTER 6

### DoD SERVICE MEDALS

#### C6.1. INTRODUCTION

C6.1.1. Service medals, campaign medals, and service ribbons denote participation by a Service member in a campaign, war, national emergency, expedition, or the fulfillment of specified Service requirements in a creditable manner. Those awards

take precedence immediately after non-military decorations and are normally worn in the order earned. However, actual precedence varies depending on the Service member's branch of Military Service. Appendix 4 describes all the U.S. service medals, campaign medals, and service ribbons that have been authorized for the Armed Forces of the United States.

C6.1.2. Since World War II, there have been over 100 service medals, campaign medals, and service ribbons authorized. In most instances, the Military Services control the policies as they pertain to their Service members. However, there are nine service medals that are considered Defense service awards and, as such, the policies fall under the purview of the ASD(FMP). Those service awards are as follows:

C6.1.2.1. Prisoner of War Medal.

C6.1.2.2. National Defense Service Medal.

C6.1.2.3. Antarctica Service Medal.

C6.1.2.4. Armed Forces Expeditionary Medal.

C6.1.2.5. Vietnam Service Medal.

C6.1.2.7. Armed Forces Service Medal.

C6.1.2.8. Humanitarian Service Medal.

C6.1.2.9. Military Outstanding Volunteer Service Medal.

C6.1.3. Policies and procedures for non-Defense service awards and their appurtenances are determined by the Secretary concerned and, as such, appropriate Military Service regulations should be consulted in determining a Service member's entitlement to a particular award.

## C6.2. PRISONER OF WAR (POW) MEDAL

### C6.2.1. Eligibility Requirements

C6.2.1.1. Authorized by Section 1128 of title 10, U.S.C. (reference (o)).

C6.2.1.2. Authorized for any person who, while serving in any capacity with the U.S. Armed Forces, was taken prisoner and held captive after April 5, 1917.

C6.2.1.2.1. Civilians and Foreign Nationals. The POW Medal shall be issued only to U.S. and foreign civilians who have received credit for U.S. military service, as determined by the DoD Civilian and/or Military Service Review Board and Advisory Board under DoD Directive 1000.20 (reference (p)). The period of creditable military service must include the period of captivity from date of capture through date of release. While no minimum time period of captivity exists as eligibility criteria for the POW Medal, the Services should determine each case on its merits using the language in 10 U.S.C. and the Secretary of Defense Memoranda (references (e), (f) and (q)). The Secretary of Defense authorized on January 27, 1990, the POW Medal for the Philippine Commonwealth Army and Recognized Guerrilla Unit Veterans who were held captive between December 7, 1941 and September 26, 1945.

C6.2.1.2.2. Missing in Action. The POW Medal only shall be issued to the legal next-of-kin (NOK) of military personnel or civilians who have received credit for U.S. Military Service and whose POW status officially has been confirmed and recognized as such by the Military Departments. The NOK of persons listed as "missing, but for whom there is no evidence of having been a POW" shall not be issued the POW Medal. Return of remains, in and of itself, does not constitute evidence of POW status. The NOK of the POWs who die in captivity may be issued the POW Medal irrespective of the length of the captivity period.

C6.2.1.2.3. Hostages, Detainees, and Internees. The POW Medal shall be issued only to those taken prisoner by foreign armed forces that are hostile to the United States, under circumstances which the Secretary concerned finds to have been comparable to those under which persons have generally been held captive by enemy armed forces during periods of armed conflict. For that medal, armed conflicts are defined as "World War I, World War II, Korean Conflict, Vietnam Era and Southwest Asia Conflict."

C6.2.1.3. Character of Service. Any person convicted by a U.S. military tribunal of misconduct or a criminal charge or whose discharge is less than honorable

based on actions while a POW is ineligible for the medal. The POWs whose conduct was not in accord with the Code of Conduct and whose actions are documented by U.S. military records, are ineligible for the medal. Resolution of questionable cases shall

be the responsibility of the Secretaries concerned.

C6.2.2. Subsequent Awards. No more than one POW Medal shall be awarded. For subsequent acts justifying award of the medal, service stars shall be awarded and worn on the suspension and service ribbon of the medal. A period of captivity terminates on return to U.S. military control. Escapees who do not return to U.S. military control and are recaptured by an enemy do not begin a new period of captivity for subsequent award of the POW Medal.

C6.2.3. Presentation. While service medals (unlike decorations for valor, meritorious achievement, and service) are not normally presented in formal military ceremonies, military representatives of the Active and Reserve components may participate in POW Medal presentation ceremonies, if requested, under guidance and procedures issued by the Secretaries of the Military Departments. Additionally, veterans organizations, former POW associations, public officials, etc., may receive and present the medal to former POWs or their NOK. Engraving of the POW Medal, if desired, shall be at the expense of the recipient.

C6.2.4. Manner of Wearing. Section 1128 of title 10, U.S.C., "Prisoner-of-War Medal: Issue," (reference (o)) establishing the POW Medal specifies that it shall be displayed immediately following decorations awarded for individual heroism, meritorious achievement, or meritorious service, and before any other service medal, campaign medal, or service ribbon authorized to be displayed. To ensure consistency among the Services, the POW Medal shall be placed ahead of the Good Conduct Medal in the order of precedence.

C6.2.5. Posthumous Awards. The POW Medal may be awarded posthumously and, when so directed, may be presented to such representatives of the deceased as the Secretary concerned considers appropriate.

C6.2.6. Procedures for Issuing the POW Medal. The Military Departments shall receive requests for, and issue, the POW Medal to eligible individuals or their NOK, as follows:

C6.2.6.1. All requests for the POW Medal will be initiated by eligible former POWs, or their NOK, using a personal letter addressed to the appropriate Service Records Center located at 9700 Page Boulevard, St. Louis, Missouri 63132-5199.



C6.2.6.2. Veterans organizations, former POW associations, public officials, etc., may receive requests for the medal from former POWs, or their NOK, and forward them to the appropriate Service Records Center. Such organizations and/or individuals would agree to receive the medals and subsequently present, or forward, them to the requester.

C6.2.6.3. After verification of POW status and character of service of the former POW, the medal shall be forwarded through mail in accordance with the desires of the requester (directly to the requester or to a third party for presentation). A cover letter explaining the background and symbolism of the medal shall accompany the medal.

C6.2.6.4. The Services shall issue the medal to eligible active duty former POWs and reflect the award in appropriate records.

### C6.3. NATIONAL DEFENSE SERVICE MEDAL (NDSM)

#### C6.3.1. Eligibility Requirements

C6.3.1.1. Authorized by E.O. 10448 and the Secretary of Defense Memorandum (references (r) and (s)).

C6.3.1.1.1. Honorable active service as a member of the Armed Forces of the United States for any period between June 27, 1950 and July 27, 1954, or between January 1, 1961 and August 14, 1974. During those periods, Service members in the following categories shall NOT be eligible for the NDSM:

C6.3.1.1.1.1. Members of the Guard and Reserve Forces on short tours of active duty to fulfill training obligations under an inactive duty training program.

C6.3.1.1.1.2. Any Service member on TDY or TAD to serve on boards, courts, commissions, and similar organizations.

C6.3.1.1.1.3. Any Service member on active duty for the sole purpose of undergoing a physical examination.

C6.3.1.1.2. Honorable service as a member of the Armed Forces of the United States for any period between August 2, 1990 and November 30, 1995. Service members on active duty, members of the Selected Reserve in good standing, and members of other than the Selected Reserve who were called to active duty shall also

be eligible. During that period, Service members in the following categories shall NOT be considered eligible:

C6.3.1.1.2.1. Any Service member on active duty for the sole purpose of undergoing a physical examination.

C6.3.1.1.2.2. Any member of the Individual Ready Reserve, the Inactive National Guard or the Standby or Retired Reserve whose active duty service was for training only, or to serve on boards, courts, commissions, and similar organizations.

C6.3.1.2. Exceptions to policy criteria in paragraphs C6.3.1.1.1. and C6.3.1.1.2., above, may be granted by the Military Departments.

C6.3.1.3. Notwithstanding these limitations, any member of the United States Coast Guard or the Reserve or Guard Forces of the Armed Forces who, between January 1, 1961 and August 14, 1974, became eligible for award of either the AFEM or the Vietnam Service Medal or between August 2, 1990 and November 30, 1995, became eligible for award of the Southwest Asia Service Medal shall be eligible for award of the NDSM.

C6.3.2. Subsequent Award. A bronze service star shall be worn on the suspension and service ribbon of the NDSM by Service members who earned the medal during two different periods of eligibility (e.g., during the period 1961 through 1974, and during the period 1990 through 1995).

C6.3.3. Posthumous Awards. The NDSM may be awarded posthumously.

## C6.4. ANTARCTICA SERVICE MEDAL

### C6.4.1. Eligibility Requirements

C6.4.1.1. Any person who, from January 2, 1946, to a date to be announced, meets any of the following qualifications shall be eligible to receive the Antarctica Service Medal: (For that award, Antarctica is defined as the "area south of latitude 60S." The Antarctica Service Medal is authorized by DoD Instruction 1348.9, "Antarctica Service Medal," (reference (t)).)

C6.4.1.1.1. Any member of the Armed Forces of the United States, U.S. citizen, or resident alien of the United States, who as a member of a U.S. expedition,

participates in or has participated in scientific, direct support, or exploratory operations in Antarctica.

C6.4.1.1.2. Any member of the Armed Forces of the United States, U.S. citizen, or resident alien of the United States, who participates in or has participated in a foreign Antarctic expedition in Antarctica in coordination with a U.S. expedition and who is or was under the sponsorship and approval of competent U.S. Government authority.

C6.4.1.1.3. Any member of the Armed Forces of the United States who participates in, or has participated in, flights as a member of the crew of an aircraft flying to or from the Antarctic continent in support of operations in Antarctica.

C6.4.1.1.4. Any member of the Armed Forces of the United States, U.S. citizen, or resident alien of the United States who serves or has served in a U.S. ship operating south of latitude 60S in support of U.S. programs in Antarctica.

C6.4.1.1.5. Any person, including citizens of foreign nations, not fulfilling the qualifications under paragraphs C6.4.1.1.1. through C6.4.1.1.4., above, or paragraph C6.4.1.2., below, but who participates in or has participated in a U.S. Antarctic expedition in Antarctica at the invitation of a participating U.S. Agency may be given the award by the Secretary of the Department under whose cognizance the expedition falls, provided the commander of the military support force, as senior U.S. representative in Antarctica, considers that the member has performed outstanding and exceptional service and shared the hardships and hazards of the expedition.

C6.4.1.2. Subsequent to June 1, 1973, minimum time limit for award is 30 days under competent orders to duty at sea or ashore, south of latitude 60S. Individuals assigned to duty at an outlying station on the Antarctic continent may qualify for the award after 15 days. Effective July 1, 1987, flight crews of aircraft providing logistics support from outside the Antarctic area may qualify for the award after 15 missions (one flight in and out during any 24-hour period equals one mission). The days do not have to be consecutive.

C6.4.2. Subsequent Awards. No Service member shall be authorized to receive more than one Antarctica Service Medal. Subsequent awards shall be denoted by wearing of appropriate devices on the suspension and service ribbon of the medal.

#### C6.4.3. Devices

C6.4.3.1. Clasps. Personnel who stay on the Antarctic continent during the winter months shall be eligible to wear a bronze clasp with the words "Wintered Over" on the suspension ribbon of the medal. A gold clasp is authorized for the second

wintering-over period, and a Silver clasp is worn to denote the third or subsequent wintering-over period. Not more than one clasp shall be worn on the suspension ribbon of the medal.

C6.4.3.2. Disk. The first wintering-over eligibility shall be denoted by a bronze disk worn on the service ribbon of the medal. A gold disk shall represent the second wintering-over period. A Silver disk shall represent the third or subsequent wintering-over period. No more than one disk may be worn on the service ribbon.

C6.4.4. Manner of Wearing. The Antarctica Service Medal shall take precedence immediately after the Korean Service Medal.

C6.4.5. Posthumous Awards. The Antarctica Service Medal may be awarded posthumously.

## C6.5. ARMED FORCES EXPEDITIONARY MEDAL (AFEM)

### C6.5.1. Eligibility Requirements

C6.5.1.1. Personnel Eligible. The AFEM, authorized by E.O. 10977 (reference (u)), may be awarded to members of the Armed Forces of the United States who after July 1, 1958:

C6.5.1.1.1. Participate, or have participated, as members of U.S. military units in a U.S. military operation in which Service members of any Military Department participate, in the opinion of the Joint Chiefs of Staff, in significant numbers.

C6.5.1.1.2. Encounter during such participation foreign armed opposition, or are otherwise placed, or have been placed, in such position that, in the opinion of the Joint Chiefs of Staff, hostile action by foreign armed forces was imminent even though it did not materialize.

C6.5.1.2. Categories of Operations. The AFEM may be authorized for the following three categories of operations:

C6.5.1.2.1. U.S. military operations.

C6.5.1.2.2. U.S. operations in direct support of the United Nations (U.N.).

C6.5.1.2.3. U.S. operations of assistance for friendly foreign nations.

### C6.5.1.3. Definitions

C6.5.1.3.1. The "area of operations" is defined as follows:

C6.5.1.3.1.1. The foreign territory on which troops have actually landed or are present and specifically deployed for the direct support of the designated military operation.

C6.5.1.3.1.2. Adjacent water areas in which ships are operating, patrolling, or providing direct support of operations.

C6.5.1.3.1.3. The air space above and adjacent to the area in which operations are being conducted.

C6.5.1.3.2. "Direct support" is defined as services being supplied to the combat forces in the area of operations by ground units, ships, and aircraft provided it involves actually entering the designated area. That includes ships and aircraft providing fire, patrol, guard, reconnaissance, or other military support.

C6.5.1.4. Degree of Participation. Service members must be bona fide members of a unit engaged in the operation or meet one or more of the following criteria:

C6.5.1.4.1. Be engaged in direct support for 30 consecutive days in the area of operations (or for the full period when an operation is less than 30 days duration) or for 60 nonconsecutive days provided this support involves entering the area of operations.

C6.5.1.4.2. Be engaged in actual combat, or duty that is equally as hazardous as combat duty, during the operation with armed opposition, regardless of time in the area.

C6.5.1.4.3. Participate as a regularly assigned crew member of an aircraft flying into, out of, within, or over the area in support of the military operations.

C6.5.1.5. Limitations on Awarding Medals. The medal shall be awarded only for operations for which no other U.S. campaign medal is approved. However, this does not prevent award eligibility for subsequent on-going operations if the associated campaign medal has been terminated. No individual shall be eligible for both the AFEM and a campaign medal awarded during a single tour in the designated operation.

For operations in which personnel of only one Military Department participate, the medal shall be awarded only if there is no other suitable award available to that

Department. The military service of the Service member on which qualification for the award of the AFEM is based shall have been honorable.

C6.5.1.6. Election of the AFEM or Vietnam Service Medal. Service members who earned the AFEM for service in Vietnam between July 1, 1958 and July 3, 1965, may elect to receive the Vietnam Service Medal instead of the AFEM. However, no Service member may be issued both medals for service in Vietnam.

C6.5.1.7. Wear of the Armed Forces Expeditionary Medal (AFEM) and Southwest Asia Service Medal (SWASM). Service members who earned the SWASM and subsequently become eligible at any time for the Operation SOUTHERN WATCH AFEM may wear both awards, with the exception of those who become eligible for both awards during one tour in Southwest Asia (SWA). Service members who become eligible for both awards during their initial tour in SWA may elect to receive either the SWASM or the AFEM, but may not be issued both medals for a single tour in SWA. Service members who become eligible for both awards during their initial tour in SWA and elect to receive the SWASM may be awarded the AFEM for participation in Operation SOUTHERN WATCH during a subsequent tour in SWA under the Under Secretary of Defense for Personnel and Readiness Memorandum (reference (v)).

C6.5.2. Approval of Operations. Subsequent to July 1, 1958, the Joint Chiefs of Staff shall designate U.S. military operations that qualify for the AFEM, and they shall specify the degree of participation in designated operations warranting award of the medal. Appendix 5 identifies those operations that have been approved by the Joint Chiefs of Staff for award of the AFEM.

C6.5.3. Subsequent Awards. No more than one medal shall be awarded to any one Service member. For each succeeding operation justifying such awards, a service star shall be awarded and worn on the suspension and service ribbon of the medal.

C6.5.4. Manner of Wearing. The AFEM shall take precedence immediately after the Antarctica Service Medal.

C6.5.5. Posthumous Awards. The AFEM may be awarded posthumously and, when so awarded, may be presented to such representative of the deceased, as may be deemed appropriate by the Secretary concerned.

## C6.6. VIETNAM SERVICE MEDAL

### C6.6.1. Eligibility Requirements

#### C6.6.1.1. General

C6.6.1.1.1. Authorized by E.O.11231 (reference (w)).

C6.6.1.1.2. Awarded to all members of the Armed Forces of the United States serving at any time between July 4, 1965 and March 28, 1973, in Vietnam, its contiguous waters, or airspace, thereover.

C6.6.1.1.3. Awarded to all members of the Armed Forces of the United States serving at any time between July 4, 1965 and March 28, 1973, in Thailand, Laos, or Cambodia, or the airspaces, thereover, and in direct support of operations in Vietnam.

C6.6.1.1.4. Service members qualified for the AFEM by reasons of service between July 1, 1958 and July 3, 1965, in an area for which the Vietnam Service Medal was authorized subsequently shall remain qualified for that medal. Upon application, any such Service member may be awarded the Vietnam Service Medal instead of the AFEM for such service. However, no Service member shall be entitled to both awards.

C6.6.1.1.5. For that award, Vietnam and the contiguous waters are defined as "from a point on the east coast of Vietnam at the juncture of Vietnam with China southeastward to 21 degrees N. latitude, 108 degrees, 15 minutes E. longitude; thence, southward to 18 degrees N. latitude, 108 degrees, 15 minutes E. longitude; thence southeastward to 17 degrees, 30 minutes N. latitude, 111 degrees E. longitude; thence, southward to 11 degrees N. latitude, 111 degrees E. longitude; thence, southwestward to 7 degrees N. latitude, 105 degrees E. longitude; thence, westward to 7 degrees N. latitude, 103 degrees E. longitude; thence, northward to 9 degrees, 30 minutes N. latitude, 103 degrees E. longitude; thence, northeastward to 10 degrees, 15 minutes N. latitude, 104 degrees, 27 minutes E. longitude; thence, northward to a point on the west coast of Vietnam at the juncture of Vietnam with Cambodia."

#### C6.6.1.2. Specific

C6.6.1.2.1. Personnel Eligible. To be eligible a Service member must be as follows:

C6.6.1.2.1.1. Attached to or regularly serving for one, or more, days with an organization participating in or directly supporting ground (military) operations.

C6.6.1.2.1.2. Attached to or regularly serving for one, or more, days aboard a naval vessel directly supporting military operations.

C6.6.1.2.1.3. Actually participate as a crew member in one or more aerial flights directly supporting military operations.

C6.6.1.2.1.4. Serve on temporary duty for 30 consecutive days or 60 nonconsecutive days. Those time limitations may be waived for personnel participating in actual combat operations.

C6.6.1.2.2. Limitation on Medal. The medal shall be awarded only for operations for which no other U.S. campaign medal is approved. No Service member may be issued both the Vietnam Service Medal and the AFEM for service in Vietnam, and furthermore they shall be entitled to no more than one award of the Vietnam Service Medal.

C6.6.2. Stars. A bronze service star shall be worn on the suspension and service ribbon of the Vietnam Service Medal for the Service member's participation during the approved campaign periods. Appendix 6 identifies those campaigns that have been approved.

C6.6.3. Posthumous Awards. The Vietnam Service Medal may be awarded posthumously.

## C6.7. SOUTHWEST ASIA SERVICE MEDAL (SWASM)

### C6.7.1. Eligibility Requirements

#### C6.7.1.1. General

C6.7.1.1.1. Authorized by E.O. 12754 (reference (x)).



C6.7.1.1.2. Individuals authorized that award must have served in support of Operation DESERT SHIELD or DESERT STORM in one or more of the following areas from August 2, 1990 through November 30, 1995: the Persian Gulf, Red Sea, Gulf of Oman, Gulf of Aden, that portion of the Arabian Sea that lies north of 100 N. latitude and west 680 E. longitude, as well as the total land areas of Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar, and the United Arab Emirates.

C6.7.1.1.3. Individuals serving in Israel, Egypt, Turkey, Syria, and Jordan (including the airspace and territorial waters) directly supporting combat operations from January 17, 1991 through November 30, 1995 shall also be eligible for award of the medal.

C6.7.1.2. Specific. To be eligible, a Service member must be:

C6.7.1.2.1. Attached to or regularly serving for one or more days with an organization participating in ground and/or shore (military) operations.

C6.7.1.2.2. Attached to or regularly serving for one or more days aboard a naval vessel directly supporting military operations.

C6.7.1.2.3. Actually participating as a crew member in one or more aerial flights directly supporting military operations in the areas designated in paragraph C6.7.1.1.2., above.

C6.7.1.2.4. Serving on temporary duty for 30 consecutive days or 60 nonconsecutive days. Those time limitations may be waived for people participating in actual combat operations.

## C6.7.2. Awarding

C6.7.2.1. The Southwest Asia Service Medal may be awarded posthumously.

C6.7.2.2. Each Military Department may grant exceptions to the eligibility criteria outlined in paragraph C6.8.1.2., below, and shall prescribe appropriate regulations for administrative processing, awarding and wearing of the Southwest Asia Service Medal, ribbon, and appurtenances.

C6.7.3. Stars. One bronze service star shall be worn on the suspension and

service ribbon of the Southwest Asia Service Medal for participation in each campaign period (i.e., an individual who participated in one campaign would wear the medal and/or service ribbon with one star). The first campaign period is designated as the "Defense of Saudi Arabia" with corresponding dates of August 2, 1990 through January 16, 1991. The second campaign is designated "Liberation and Defense of Kuwait" from January 17, 1991 to April 11, 1991. The third and final campaign, is designated the "Southwest Asia Cease Fire Campaign," and extends from April 12, 1991 through November 30, 1995. Service members eligible for the SWASM based on participation in Operation PROVIDE COMFORT will wear the medal and service ribbon with star.

## C6.8. ARMED FORCES SERVICE MEDAL (AFSM)

### C6.8.1. Eligibility Requirements

C6.8.1.1. General. The Armed Forces Service Medal (AFSM), authorized by E.O. 12985 (reference (y)), may be awarded to members of the Armed Forces of the United States who, after June 1, 1992:

C6.8.1.1.1. Participate, or have participated, as members of United States military units, in a United States military operation that is deemed to be a significant activity; and

C6.8.1.1.2. Encounter no foreign armed opposition or imminent threat of hostile action.

C6.8.1.2. Specific. Service members must be members of a unit participating for 1 or more days in the operation within the designated area of eligibility, or meet one or more of the following criteria:

C6.8.1.2.1. Be engaged in direct support for 30 consecutive days in the area of eligibility (or for the full period when an operation is of less than 30 days duration) or for 60 nonconsecutive days provided this support involves entering the area of eligibility.

C6.8.1.2.2. Participate as a regularly assigned crew member of an aircraft flying into, out of, within, or over the area of eligibility in support of the operation.

### C6.8.1.3. Qualifying Operations

C6.8.1.3.1. The AFSM may be authorized for significant United States military activities for which no other United States campaign or service medal is appropriate, such as:

C6.8.1.3.1.1. Peacekeeping operations.

C6.8.1.3.1.2. Prolonged humanitarian operations.

C6.8.1.3.2. The AFSM may be awarded for United States military operations in direct support of the United Nations (U.N.) or the North Atlantic Treaty Organization (NATO), and for operations of assistance to friendly foreign nations.

### C6.8.1.4. Guidelines

C6.8.1.4.1. The AFSM provides recognition to participants who deploy to the designated area of eligibility for the qualifying operation. Outstanding or

meritorious performance of non-deployed or remotely located support units and individuals is not justification for award of the AFSM. Such performance may be recognized by appropriate unit and/or individual decorations.

C6.8.1.4.2. Because the AFSM may be awarded for a prolonged humanitarian operation, distinction between the AFSM and the Humanitarian Service Medal (HSM) must be maintained.

C6.8.1.4.2.1. The HSM is an individual award, presented to individuals who are physically present at the site of immediate relief and who directly contribute to and influence the humanitarian action. The HSM is only awarded for service during the identified "period of immediate relief" eligibility for the HSM terminates once (if) the humanitarian action evolves into an "established ongoing operation beyond the initial emergency condition."

C6.8.1.4.2.2. The AFSM is a theater award, authorized for presentation to all participants who meet eligibility requirements established for a designated operation.

C6.8.1.4.2.3. For operations in which all deployed participants are

awarded the HSM and for which the "period of immediate relief" coincides with the duration of significant deployed operations, award of the AFSM is not authorized.

C6.8.1.4.2.4. Humanitarian operations for which some (or all) participants are awarded the HSM, which continue beyond the "period of immediate relief."

#### C6.8.1.5. Definitions

C6.8.1.5.1. "Significant activity" is defined as a United States military operation considered to be of such a high degree of scope, impact, and national or international significance as to warrant the permanent commemoration and recognition afforded by award of a campaign or service medal.

C6.8.1.5.2. "Area of eligibility" is defined as follows:

C6.8.1.5.2.1. The foreign territory on which troops have actually landed or are present and specifically deployed for the operation.

C6.8.1.5.2.2. Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation.

C6.8.1.5.2.3. The air space above and adjacent to the area in which operations are being conducted.

C6.8.1.5.3. "Direct support" is defined as services being supplied to participating forces in the area of eligibility by ground units, ships, and aircraft provided it involves actually entering the designated area of eligibility. This includes units, ships, and aircraft providing logistic, patrol, guard, reconnaissance, or other military support within the designated area of eligibility.

#### C6.8.1.6. Limitations on Awarding Medals

C6.8.1.6.1. AFSM shall be awarded only for operations for which no other United States campaign or service medal is approved.

C6.8.1.6.2. For operations in which personnel of only one Military Department participate, the AFSM shall be awarded only if there is no other suitable

award available to that Department.

C6.8.1.6.3. The military service of the Service member on which qualification for the award of the AFSM is based shall have been honorable.

C6.8.1.6.4. Award of the AFSM is not authorized for participation in national or international exercises.

C6.8.1.6.5. The AFSM shall not be awarded for NATO or U.N. operations not involving significant, concurrent United States military support operations.

C6.8.2. Approval and Designation of Area of Eligibility. The Joint Chiefs of Staff shall designate United States military operations subsequent to June 1, 1992 that qualify for the AFSM.

C6.8.3. Subsequent Awards. No more than one medal shall be awarded to any one Service member. Second and subsequent awards will be denoted by 3/16-inch bronze service stars. A 3/16-inch Silver star will be worn instead of 5 bronze stars.

C6.8.4. Manner of Wearing. The AFSM shall take precedence immediately before the Humanitarian Service Medal.

C6.8.5. Posthumous Awards. The AFSM may be awarded posthumously and, when so awarded, may be presented to such representative of the deceased as may be deemed appropriate by the Secretary concerned.

## C6.9. HUMANITARIAN SERVICE MEDAL (HSM)

### C6.9.1. Eligibility Requirements

C6.9.1.1. General. The Humanitarian Service Medal, authorized by E.O. 11965 (reference (z)), may be awarded to members of the Armed Forces of the United States and their Reserve components who, subsequent to April 1, 1975, distinguished themselves as individuals or as members of U.S. military units or ships by meritorious, direct participation in a significant military act, or operation of a humanitarian nature. Direct participation is defined as being physically present at the designated location, having directly contributed to and influenced the action. Designated location is the immediate site(s) of the humanitarian operations as defined by the Presidential request

for assistance in the United States or the Department of State (DOS) for overseas areas. When appropriate, the local commander in his or her recommendation may propose specific clarification of designated boundaries based on the intent of the Presidential or Department of State request. Specifically excluded from eligibility are Service members or elements remaining at geographically separated locations or who were assigned to the location but did not make a direct contribution to nor influenced the action. Award of the Humanitarian Service Medal does not prevent or conflict with other medals or ribbons awarded on the basis of unit achievement, or of individual valor, achievement, or meritorious service. No Service member shall be entitled to more than one award of the Humanitarian Service Medal for participation in the same military act or operation of a humanitarian nature.

C6.9.1.2. Specific. The following types of military acts or operations may qualify for award of the Humanitarian Service Medal:

C6.9.1.2.1. Significant assistance in the event of national or international disasters, natural or man-made, such as, but not limited to, earthquakes, floods, hurricanes, typhoons, or conflagrations.

C6.9.1.2.2. Relief to a starvation area.

C6.9.1.2.3. Evacuation of personnel from an area threatened by a hostile force.

C6.9.1.2.4. Support or resettlement of refugees or evacuees.

C6.9.1.2.5. Other significant military activities, directly related to humanitarian service, as designated in Military Service regulations. These must be

above and beyond routine actions. For example, normal Search and Rescue (SAR) operations conducted by specially trained SAR units would not be eligible for HSM consideration. Similarly, in accordance with the laws and traditions of the seas, the rescue of stricken vessels by naval units would not normally be eligible.

C6.9.1.2.6. Acts or operations of a similar nature, as determined by the award approval authority.

C6.9.1.3. Guidelines. Services rendered in the act or operation being considered must meet the following criteria:

C6.9.1.3.1. Be of a major significance.

C6.9.1.3.2. Provide immediate relief, relieve human suffering, and should save lives (property may be a factor).

C6.9.1.3.3. Must have affected the outcome of the situation (non-action could produce definite consequences).

C6.9.1.3.4. Must have specific dates and must be restricted to the period of "immediate relief." Periods beyond immediate relief are considered established ongoing operations beyond the initial emergency conditions and these periods are no longer eligible for the Humanitarian Service Medal.

C6.9.1.3.5. Must have evidence that the emergency assistance was:

C6.9.1.3.5.1. Requested by the President of the United States for assistance in the United States (such as, Presidential Emergency Declaration or established contingency plans issued under Presidential authority).

C6.9.1.3.5.2. Requested by the DOS for overseas areas.

C6.9.1.4. Exclusions. The Humanitarian Service Medal may not be awarded for services rendered in domestic disturbances involving law enforcement, equal rights demonstrations, or protection of properties.

#### C6.9.2. Submission of Recommendations

C6.9.2.1. Recommendations for the Humanitarian Service Medal originating within a Defense Agency shall be forwarded through appropriate command and staff channels, to include the responsible OSD Principal Staff Assistant, to DASD(MPP).

C6.9.2.2. Recommendations for the Humanitarian Service Medal originating within a Military Service shall be forwarded to the Secretary of the Military Department concerned.

C6.9.2.3. Recommendations for Humanitarian Service Medal involving the Unified Combatant Commands shall be submitted to the DJS.

C6.9.2.4. Recommendations for the Humanitarian Service Medal involving U.S. Coast Guard units or personnel shall be submitted to the Commandant, U.S. Coast Guard.

C6.9.2.5. When multi-Service participation is involved, an information copy of the recommendation shall be sent to the Secretary of the Military Department of the Service members involved.

C6.9.2.6. Recommendations must be entered into command channels in two years of the military act or operation to be recognized.

C6.9.2.7. Upon approval of the recommendation, the award authority shall direct the command authority, who is an officer in the grade of O-6 or a civilian of equivalent rank, to ensure the action of a Service Record entry and award of the medal to the participating individuals. In the case of multi-Service participation, commanders must ensure the personnel servicing centers of all Service members who participated are informed of action required.

C6.9.3. Recommendations. Recommendations for the Humanitarian Service Medal must include the following:

C6.9.3.1. A written justification fully explaining and attesting to the humanitarian aspects of the services rendered by Service members in the act or operation being recommended. The Humanitarian Service Medal is an INDIVIDUAL award. As such, only those individuals who meet the specific requirements and guidelines in paragraph C6.9.1., above, shall be eligible for award of the Humanitarian Service Medal.

C6.9.3.2. Forwarding endorsements that make specific recommendations for approval or disapproval.

C6.9.3.3. Endorsement of the CINC having authority and/or responsibility for the affected area of responsibility outside the Continental United States.

C6.9.3.4. Documentation of the Presidential or the DoS for assistance.

C6.9.4. Award Approval Authority



C6.9.4.1. Award of the Humanitarian Service Medal for the DoD Components shall be authorized by the Military Service Secretaries, DASD(MPP), and the DJS (for organizations reporting to or through Chairman of Joint Chiefs of Staff) for the Secretary of Defense, and that authority may be further delegated. The Secretary of Transportation has delegated approval authority to the Commandant, U.S. Coast Guard, and that authority may not be further delegated.

C6.9.4.2. Once the recommendation of an operation or action has been authorized, determination of individual eligibility may be delegated to such level of the operational or administrative chain of command as deemed appropriate by the approval authority. Such authority shall not be delegated below the level of O-6 command or civilian equivalent. It is the prerogative of the service centers to determine the need for recordkeeping, such as name lists. Commanders receiving the eligibility delegation must ensure the personnel servicing centers of all participating Service members are informed of the required action. This is true particularly when multi-Service participation occurs.

C6.9.4.3. Authority to disapprove recommendations for award of the Humanitarian Service Medal for noncompliance with established criteria contained in this Manual is hereby delegated to the CINCs.

C6.9.5. Eligible Operations. See Appendix 7 for those acts or operations that have been approved by the Department of Defense for award of the Humanitarian Service Medal.

C6.9.6. Subsequent Awards. No more than one Humanitarian Service Medal shall be awarded to any Service member. For subsequent acts or operations justifying award of the medal, service stars shall be awarded and worn on the suspension and service ribbon of the medal.

C6.9.7. Manner of Wearing. The Humanitarian Service Medal shall be worn immediately after the Armed Forces Service Medal.

C6.9.8. Posthumous Awards. The Humanitarian Service Medal may be awarded posthumously and, when so directed, may be presented to such representatives of the deceased as the Secretary concerned or the Commandant, U.S. Coast Guard, considers appropriate.

## C6.10. MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL (MOVSM)

### C6.10.1. Eligibility Requirements

C6.10.1.1. General. The Military Outstanding Volunteer Service Medal (MOVSM), authorized by E.O. 12830 (reference (aa)), may be awarded to members of the United States Armed Forces and their Reserve components, who subsequent to December 31, 1992, perform outstanding volunteer community service of a sustained, direct, and consequential nature.

C6.10.1.2. Specific. To qualify for award of the MOVSM, a Service member volunteer service must:

C6.10.1.2.1. Be to the civilian community, to include the military family community.

C6.10.1.2.2. Be significant in nature and produce tangible results.

C6.10.1.2.3. Reflect favorably on the Service member's Military Department and the Department of Defense.

C6.10.1.2.4. Be of a sustained and direct nature.

### C6.10.1.3. Guidelines

C6.10.1.3.1. While there is no specific time period to qualify for the MOVSM (for example 500 hours of community service within 24 calendar months), approval authorities shall ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time, not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purpose of this award, attending membership meetings or social events of a community service group is not considered qualifying service, while manning a community crisis action telephone line for a sustained period of time is considered qualifying service. The overall level of volunteer participation and impact of an individual's community service is key to determining whether award of the MOVSM is justified.

C6.10.1.3.2. The MOVSM recognizes service provided to a community over time, therefore multiple awards of the MOVSM during a single tour of duty are not authorized. However, a sustained record of significant community service performed

during successive tours may be considered by approval authorities when adjudicating recommendations for award of the MOVSM.

C6.10.1.3.3. Service recognized by award of the MOVSM shall be of a voluntary nature, not detailed or tasked, nor performed as part of a military mission (for example, a unit project).

C6.10.1.4. Approval Authority. Award of the MOVSM may be approved by the Assistant Secretary of Defense for Force Management Policy, the Secretaries of the Military Departments, and the Director of the Joint Staff (for joint commands or organizations that report to or through the Chairman of the Joint Chiefs of Staff). That authority may be further delegated to commanders authorized to award their Service Achievement Medal under the ASD(FMP) Memorandum (reference (bb)).

C6.10.1.5. Manner of Wearing. The MOVSM shall take precedence immediately after the Humanitarian Service Medal.

C6.10.1.6. The Secretaries of the Military Departments and the Director of the Joint Staff shall establish procedures to ensure compliance with this MOVSM policy as required. (Provide data for each community activity supported. No more than one activity is required.)

Figure C6.F1. Sample Format - MOVSM Nomination

OPTIONAL NOMINATION FORMAT  
MILITARY OUTSTANDING VOLUNTEERS SERVICE MEDAL

I. NOMINEE'S NAME GRADE SSAN SERVICE UNIT SERVICING MIL PERS  
OFFICE

II. PERIOD FOR WHICH NOMINATED \_\_\_\_\_

III. DESCRIPTION OF COMMUNITY SERVICE

(Provide data for each community activity supported. No more than one activity is required.)

A. COMMUNITY ACTIVITY NAME ADDRESS PHONE POINT OF CONTACT

1. BRIEF DESCRIPTION OF MISSION AND POPULATION SERVED

2. PERIOD OF SERVICE \_\_\_\_\_

3. BRIEF DESCRIPTION OF SERVICE RENDERED; IMPACT/RESULTS ACHIEVED; APPROXIMATE HOURS CONTRIBUTED

B. COMMUNITY ACTIVITY NAME ADDRESS PHONE POINT OF CONTACT

NOTE: TO LIST SERVICE WITH ADDITIONAL ACTIVITIES CONTINUE ON PLAIN

BOND PAPER IN THE ABOVE FORMAT.

IV. TOTAL HOURS COMMUNITY SERVICE THIS PERIOD \_\_\_\_\_

V. SUPERVISOR'S NAME GRADE DUTY TITLE SIGNATURE DATE

VI. COMMANDER'S COMMENTS

VII. COMMANDER'S CERTIFICATION

This individual performed outstanding volunteer service to the community of a sustained, direct, and consequential nature and is recommended for award of the Military Outstanding Volunteer Service Medal. Their service throughout this period was honorable.

COMMANDER'S NAME GRADE DUTY TITLE SIGNATURE DATE

VIII. MILITARY SERVICE AWARD APPROVAL AUTHORITY

APPROVED DISAPPROVED

AWARDING AUTHORITY NAME GRADE DUTY TITLE SIGNATURE DATE

## C7. CHAPTER 7

### FOREIGN DECORATION AND SERVICE AWARDS

#### C7.1. INTRODUCTION

C7.1.1. Section 7342 of title 5, U.S.C. (reference (cc)) provides for employees of the U.S. Government, including members of the Armed Forces of the United States, to accept gifts or decorations from a foreign government under certain conditions. No employee of the Department of the Defense, however, may accept, request, or otherwise encourage the offer of a decoration from a foreign government. When possible, employees shall refuse to accept such decorations. Refer to DoD Directive 1005.13 (reference (dd)) for the policies and procedures applicable to the acceptance of gifts from foreign governments.

C7.1.2. Conforming to the consent of Congress, it is the policy of the Department of Defense that awards from foreign governments may be accepted only in recognition of active combat service or for outstanding or unusually meritorious performance. Activities normally undertaken by the Armed Forces of the United States in support of an ally during peacetime are not considered sufficient to merit foreign individual or unit decorations.

#### C7.2. GENERAL PROVISIONS

C7.2.1. As used in this Chapter, the following terms apply:

C7.2.1.1. Decorations. Any order, device, medal, badge, insignia, emblem, or award tendered by or received from a foreign government. Although a foreign government may label or consider an item to be a decoration, that designation in itself does not mean the item shall be considered a decoration by the U.S. Government. The key factor is whether the item is similar in nature to individual decorations awarded by the U.S. Government.

C7.2.1.2. Employee. Every member of the Armed Forces of the United States, or a member of the family and household of any such person. For that explanation, "member of the family and household" means a relative by blood, marriage, or adoption who is a resident of the household.

C7.2.1.3. Employing Component. The DoD Component in which the recipient is appointed, employed, or enlisted. If a recipient is not so serving, but is a spouse or

dependent of a serving individual, then the employing DoD Component is that in which the serving individual is appointed, employed, or enlisted.

C7.2.1.3.1. The Military Departments are considered the employing DoD Component for all military and civilian personnel assigned to that Department. The Military Departments also act as the employing DoD Component for all personnel, military and civilian, either directly employed or assigned to the Headquarters of the Unified Combatant Commands.

C7.2.1.3.2. The OSD is the employing DoD Component for its military and civilian personnel and those of the Chairman of the Joint Chiefs of Staff, the DARPA, the DSAA, Service members assigned outside the Department of Defense, the DoD Field Activities, and the other DoD activities not specifically designated as "an employing DoD Component."

C7.2.1.3.3. The Defense Agencies (except the DARPA and the DSAA) are the employing DoD Components for civilian and military personnel assigned to duty with them.

C7.2.1.3.4. Foreign Government. Includes any unit of foreign governmental authority (including any foreign national, state, local, and municipal government) or any international or multinational organization whose membership is composed of the agents or representatives of any of these foreign governments.

C7.2.1.3.5. Outstanding or Unusually Meritorious Performance. Performance of duty determined by the employing DoD Component to have contributed to an unusually significant degree toward the furtherance of good relations between the United States and the foreign government tendering the decoration. That requires that the service be of national significance to the foreign government and that it be performed under exceptionally difficult, extraordinary, or hazardous conditions.

C7.2.2. As used in this Chapter, the following responsibilities apply:

C7.2.2.1. The ASD(FMP) shall develop policy and provide guidance regarding the acceptance, retention, and wearing of decorations offered by foreign governments.

C7.2.2.2. The Assistant Secretaries of Defense (International Security Affairs and International Security Policy) shall make recommendations to the Under Secretary of Defense for Policy as they pertain to the acceptance and retention of foreign decorations. That shall include, when appropriate, a recommendation from the

C7.2.2.3. The Heads of the DoD Components, or their designees, shall:

C7.2.2.3.1. Approve or disapprove employee acceptance of decorations from foreign governments for employees, units, or activities of their DoD Component. This authority may be delegated. However, if the recipient of the decoration is in fact the Head of the DoD Component the approval or disapproval determination must be deferred to the ASD(FMP).

C7.2.2.3.2. Implement procedures in section C7.4., below, to comply with policies pertaining to the acceptance, retention, and wearing of decorations offered by foreign governments.

C7.2.2.4. The DA&M, OSD, shall implement sections of this chapter for OSD civilian and military personnel, as defined in paragraph C7.2.1., above.

C7.2.3. Prior Congressional Consent. Congressional authority has been given to the Armed Forces of the United States to accept decorations proffered by friendly foreign governments in recognition of service performed during the periods indicated in paragraphs C7.2.3.1. through C7.2.3.4., below. However, the decorations must have been presented and accepted by the intended recipient before the expiration date of the applicable law.

C7.2.3.1. World War II -- December 7, 1941 through July 24, 1948 (Pub. L. No. 80-134 (1947), reference (ee)).

C7.2.3.2. Berlin Airlift -- June 26, 1948 through September 20, 1951 (Pub. L. No. 81-503 (1950), reference (ff)).

C7.2.3.3. Korean Conflict -- June 27, 1950 through July 27, 1955 (Pub. L. No. 83-354 (1953), reference (gg)).

C7.2.3.4. Vietnam Era -- March 1, 1961 through March 28, 1974 (Pub. L. No. 89-257 (1965), reference (hh)).

### C7.3. SPECIFIC PROVISIONS

C7.3.1. The provisions of Section 7342 of title 5, U.S.C. (reference (cc)) apply to the following:

C7.3.1.1. All members of the Armed Forces of the United States on active duty and all civilian employees of the Department of Defense.

C7.3.1.2. All members of the Reserve components of the Armed Forces of the United States, whether or not on active duty.

C7.3.1.3. All retired members of the Regular Armed Forces of the United States who are entitled to pay.

C7.3.1.4. A member of the family and household of military and civilian personnel designated in paragraphs C7.3.1.1. through C7.3.1.3., above, and all spouses (unless legally separated) and their dependents, as defined in Section 152 of title 26, U.S.C. (reference (ii)).

C7.3.2. The provisions of reference (ii), however, do not apply to the following:

C7.3.2.1. Foreign decorations presented or awarded posthumously to a former member of the Armed Forces of the United States.

C7.3.2.2. Foreign decorations awarded for services while the recipient was a member of the armed forces of a friendly foreign nation, provided the award was made before employment of the recipient by the U.S. Government.

C7.3.2.3. Foreign decorations in the nature of individual skill badges, awards, or similar devices presented as a result of exemplary participation in official military exchange programs.

C7.3.2.4. Decorations for service in the Republic of Vietnam (RVN) accepted on or after March 1, 1961, but no later than March 28, 1974.

C7.3.3. A decoration from a multilateral organization other than the U.N. may be accepted only with the concurrence of the Secretary of State, in accordance with E.O. 11446 (reference (jj)).



C7.3.4. A decoration accepted without approval by the employing DoD Component shall become the property of the United States and shall be reported as a gift. Decorations that become the property of the United States and are not retained by the employing DoD Component shall be reported to the General Services Administration as excess personal property under the procedures established in DoD Directive 1005.13, "Gifts from Foreign Governments," reference (dd).

#### C7.4. PROCEDURES

C7.4.1. Normally, senior representatives of the Government of the United States are notified initially by representatives of a foreign government of the intent to proffer a decoration to a member of the Armed Forces of the United States. At that point, a determination shall be made by the employing DoD Component as to whether acceptance is authorized.

C7.4.2. If the intended recipient receives the initial notification, he or she must notify the employing DoD Component to determine whether acceptance is authorized. Circumstances may arise where an advance authorization cannot be made and, in such cases, Service members may make token acceptance of a foreign decoration, presented by or for a friendly foreign government. However, such token acceptance does not constitute an official acceptance, which may only be authorized by the Service member's employing DoD Component.

C7.4.3. Regardless of whether the Service member receives the initial notification or makes token acceptance of a decoration, the Service member must immediately submit a request through command channels requesting permission to accept the decoration. Failure to request permission to accept, retain, or wear the decoration shall result in the decoration becoming the property of the United States and shall be deposited by the recipient with his or her employing DoD Component for disposal, as prescribed by law. Requests to accept, retain, or wear the decoration shall contain at a minimum the following:

C7.4.3.1. Full name, grade, and social security number.

C7.4.3.2. Title of decoration, country offering it, date and place of

presentation, and name and title of person making the presentation.

C7.4.3.3. Recipient's organization and station, and a brief description of the duty assignment during the period being recognized by the decoration.

C7.4.3.4. A statement of the service for which the decoration was awarded. Enclose a copy of the citation if one accompanied the decoration; if not, indicate in the request that no citation accompanied the decoration. (Attach a translation if the citation is not in English.)

## C7.5. FOREIGN SERVICE AWARDS AND DECORATIONS

C7.5.1. The following non-U.S. service medals have been authorized for acceptance as indicated:

C7.5.1.1. Philippine Defense Ribbon. (A full-size medal is now available from the Philippine Government for this award.)

C7.5.1.1.1. Awarded for combat service in the defense of the Philippines from December 8, 1941 to June 15, 1942, if the Service member was:

C7.5.1.1.1.1. A member of the Bataan or Manila Bay Forces or of a unit, ship, or airplane under enemy attack.

C7.5.1.1.1.2. Assigned or stationed in the Philippine territories or waters for at least 30 calendar days during the period indicated in paragraph C7.5.1.1.1.1., above.

C7.5.1.1.2. A Service member who meets both conditions cited in paragraph C7.5.1.1.1., above, is authorized to wear a bronze star on the service ribbon.

C7.5.1.2. Philippine Liberation Ribbon. (A full-size medal is now available from the Philippine Government for this award.)

C7.5.1.2.1. Awarded for participation in the liberation of the Philippines from October 17, 1944 to September 3, 1945, if the Service member did the following:

C7.5.1.2.1.1. Participated in the initial landing operations on Leyte

or adjoining islands from October 17, 1944 to October 20, 1944. Service members are considered to have participated in such operations if they landed on Leyte or the adjoining islands, were on a ship in the waters of the Philippines, or a crew member of an airplane that flew over Philippine territories during the period indicated.

C7.5.1.2.1.2. Participated in any engagement against enemy forces during the campaign on Leyte and the adjoining islands. Service members are considered to have participated in such operations if they were assigned to ground, naval, or air units actually under enemy attack.

C7.5.1.2.1.3. Served in the Philippine Islands or aboard ships in the waters of the Philippines for at least 30 calendar days during the period indicated in paragraph C7.5.1.2.1., above.

C7.5.1.2.2. Service members who meet two of the conditions in paragraph C7.5.1.2.1., above, are authorized to wear a bronze star on the service ribbon. Service members meeting all three conditions shall wear two bronze stars.

C7.5.1.3. Philippine Independence Ribbon. (A full-size medal is now available from the Philippine Government for this award.) Awarded to Service members who are recipients of both the Philippine Defense and Philippine Liberation ribbons.

C7.5.1.4. United Nations Service Medal (Korea). Awarded to members of the Armed Forces of the United States who participated in the U.N. action in Korea and who are also eligible for the Korean Service Medal.

#### C7.5.1.5. United Nations Medal

C7.5.1.5.1. Authorized by the Secretary General of the U.N. for specific U.N. missions and actions. E.O. 11139 (reference (kk)) authorizes the Secretary of Defense to approve acceptance and wear by U.S. Service members who meet criteria specified by the Secretary General of the United Nations.

C7.5.1.5.2. United Nations Medal (UNM) is an all encompassing term used to describe the basic bronze medallion, with the U.N. emblem and the letters U.N. on the obverse, suspended from a ribbon.

C7.5.1.5.3. Each U.N. mission or action for which a UNM is awarded is commemorated by a suspension and service ribbon of unique colors and design. The ribbon and medallion combination take on the name of the specific operation for which the combination was created; for example, the operation in the former Republic of Yugoslavia is the United Nations Protection Force (UNPROFOR), yielding the UNPROFOR Medal.

C7.5.1.5.4. Procedures for approval, acceptance and wear of an UNM by U.S. Service members include:

C7.5.1.5.4.1. The Secretary General of the U.N. will offer to award a UNM to the Secretary of Defense for U.S. participants in designated U.N. missions or actions, will provide specific award eligibility criteria, and will determine eligibility of individual participants.

C7.5.1.5.4.2. The Secretary of Defense is approval authority for acceptance wear of UNM offered for specific U.N. missions or actions. A list of U.N.

missions and actions for which the Secretary of Defense has approved acceptance of a UNM by eligible U.S. military participants is at Appendix 1.

C7.5.1.5.4.3. If approved by the Secretary of Defense, U.S. Service members who meet the criteria may accept and wear the first UNM with unique suspension and service ribbon for which they qualify. To recognize subsequent awards (if approved by the Secretary of Defense) for service in a different U.N. mission or action, the Service member will affix a bronze service star to the first U.N. suspension and service ribbon awarded.

C7.5.1.5.4.4. A UNM will normally be awarded by the Chief of the U.N. Mission to qualifying U.S. Service members prior to their departure from service with the U.N.

C7.5.1.6. Republic of Vietnam Campaign Medal. Awarded to members of the Armed Forces of the United States who between March 1, 1961 and March 28, 1973:

C7.5.1.6.1. Served for 6 months in South Vietnam during the period indicated in Chapter 6, section C6.5., above.

C7.5.1.6.2. Served outside the geographical limits of South Vietnam and

contributed direct combat support to the RVN Armed Forces for an aggregate of six months. Only members of the Armed Forces of the United States who meet the criteria established for the AFEM (Vietnam) or the Vietnam Service Medal during the period of service required are considered to have contributed direct combat support to the RVN Armed Forces.

C7.5.1.6.3. Did not complete the length of service required in either paragraphs C7.5.1.6.1. or C7.5.1.6.2., above, but who, during wartime, were:

C7.5.1.6.3.1. Wounded by the enemy (in a military action).

C7.5.1.6.3.2. Captured by the enemy during action or in the line of duty, but later rescued or released.

C7.5.1.6.3.3. Killed in action or in the line of duty.

C7.5.1.6.4. Were assigned in Vietnam on January 28, 1973, and who served a minimum of 60 calendar days in Vietnam during the period January 29, 1973 to March 28, 1973.

C7.5.1.7. Inter-American Defense Board (IADB) Medal and Ribbon. The IADB medal and ribbon were authorized by the Ninety-first Session of the IADB on December 11, 1945. The Deputy Secretary of Defense Memorandum (reference (II)), authorized the acceptance and wearing of the IADB medal and ribbon by members of the Armed Forces of the United States. The IADB shall be awarded permanently to members of the Armed Forces of the United States who have served on the IADB for at least one year as the Chair of the board, delegates, advisers, officers of the staff, officers of the secretariat, or officers of the Inter-American Defense College. The IADB ribbon shall have the same precedence as the United Nations Service Medal, but the IADB ribbon shall rank below the United Nations Service Medal when the wearer has been awarded both decorations. The IADB medal or badge is worn in accordance with Service policy.

C7.5.1.8. Multinational Force and Observers Medal. Awarded to members of the Armed Forces of the United States who, after August 3, 1981, have served with the Multinational Force and Observers for at least 90 cumulative days. Approval for

members of the Armed Forces of the United States to accept and wear that medal was granted by the Deputy Secretary of Defense Memorandum (reference (mm)).

#### C7.5.1.9. Kuwait Liberation Medal (Saudi Arabia)

C7.5.1.9.1. Authorized by the Government of Saudi Arabia to members of the Coalition Forces who participated in Operation DESERT STORM and the liberation of Kuwait. The Deputy Secretary of Defense Memorandum, reference (nn), authorized the acceptance and wearing of the Kuwait Liberation Medal by members of the Armed Forces of the United States.

C7.5.1.9.2. To be eligible, U.S. military personnel must have:

C7.5.1.9.2.1. Served in support of operation DESERT STORM between January 17 and February 28, 1991, in one or more of the following areas:

C7.5.1.9.2.1.1. The Persian Gulf;

C7.5.1.9.2.1.2. The Red Sea;

C7.5.1.9.2.1.3. The Gulf of Oman;

C7.5.1.9.2.1.4. That portion of the Arabian Sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude;

C7.5.1.9.2.1.5. The Gulf of Aden; or

C7.5.1.9.2.1.6. The total land areas of Iraq, Kuwait, Saudi Arabia, Omar, Bahrain, Qatar, and the United Arab Emirates.

C7.5.1.9.2.2. Have been, as follows:

C7.5.1.9.2.2.1. Attached to or regularly serving for one or more days with an organization participating in ground and/or shore operations;

C7.5.1.9.2.2.2. Attached to or regularly serving for one or more days aboard a naval vessel directly supporting military operations;

C7.5.1.9.2.2.3. Actually participating as a crew member in one

or more aerial flights supporting military operations in the areas designated above; or

C7.5.1.9.2.2.4. Serving on temporary duty for 30 consecutive days during this period. That time limitation may be waived for people participating in actual combat operations.

C7.5.1.9.3. The Kuwait Liberation Medal may be awarded posthumously.

C7.5.1.9.4. The Deputy Chief of Staff, Personnel, of each Service, and the Director, Joint Staff, are authorized to grant exceptions to policy for award of that medal. Since the eligibility period and geographic boundaries were specified by the Government of Saudi Arabia, those criteria may not be waived.

C7.5.1.9.5. The Kuwait Liberation Medal shall follow the Republic of Vietnam Campaign Medal in precedence, as in C7.5.1.6., above.

C7.5.1.9.6. The Military Departments shall prescribe appropriate regulations for the administrative processing, awarding, and wearing of the Kuwait Liberation Medal, ribbon, and appurtenances.

#### C7.5.1.10. Kuwait Liberation Medal (Kuwait)

C7.5.1.10.1. Authorized by the Government of Kuwait to members of the United States military who participated in Operations DESERT SHIELD and DESERT STORM. The Secretary of Defense Memorandum (reference (oo)) authorized the acceptance and wearing of the Kuwait Liberation Medal (K) by members of the Armed Forces of the United States.

C7.5.1.10.2. To be eligible, U.S. military personnel must have:

C7.5.1.10.2.1. Served in support of Operation DESERT SHIELD and DESERT STORM between August 2, 1990 and August 31, 1993, in one or more of the following areas:

C7.5.1.10.2.1.1. The Arabian Gulf;

C7.5.1.10.2.1.2. The Red Sea;

C7.5.1.10.2.1.3. The Gulf of Oman;

C7.5.1.10.2.1.4. That portion of the Arabian Sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude;

C7.5.1.10.2.1.5. The Gulf of Aden; or

C7.5.1.10.2.1.6. The total land areas of Iraq, Kuwait, Saudi Arabia, Omar, Bahrain, Qatar, and the United Arab Emirates.

C7.5.1.10.2.2. Have been, as follows:

C7.5.1.10.2.2.1. Attached to or regularly serving for one or more days with an organization participating in ground and/or shore operations;

C7.5.1.10.2.2.2. Attached to or regularly serving for one or more days aboard a naval vessel directly supporting military operations;

C7.5.1.10.2.2.3. Actually participating as a crew member in one or more aerial flights directly supporting military operations in the areas designated above; or

C7.5.1.10.2.2.4. Serving on temporary duty for 30 consecutive days or 60 nonconsecutive days during this period. That time limitation may be waived for people participating in actual combat operations.

C7.5.1.10.3. The Kuwait Liberation Medal may be awarded posthumously.

C7.5.1.10.4. The Deputy Chief of Staff, Personnel, of each Service, and the Director, Joint Staff, are authorized to grant exceptions to policy for award of Kuwait Liberation Medal (K). Since the eligibility period and geographic boundaries were specified by the Government of Kuwait, those criteria may not be waived.

C7.5.1.10.5. The Kuwait Liberation Medal (K) shall follow the Kuwait Liberation Medal from the government of Saudi Arabia in precedence, as in paragraph C7.5.1.9., above.

C7.5.1.10.6. The Military Departments shall prescribe appropriate regulations for the administrative processing, awarding, and wearing of the medal, ribbon, and appurtenances.



### C7.5.1.11. NATO Medal

C7.5.1.11.1. Authorized by the Secretary General of NATO for specific NATO operations. In accordance with Executive Order 11446 (reference (jj)), the Secretary of Defense, with concurrence of the Secretary of State, may approve acceptance and wear by U.S. Service members who meet criteria specified by the Secretary General of NATO.

C7.5.1.11.2. Acceptance of the NATO Medal has been approved for U.S. military personnel who serve under NATO command or operational control in direct support of NATO operations in the former Republic of Yugoslavia, or as designated by SACEUR, from 1 July 1992 through a future date to be determined.

C7.5.1.11.3. The NATO Medal shall have the same precedence as the United Nations Medal, but shall rank immediately below the United Nations Medal when the wearer has been awarded both decorations.

C7.5.1.11.4. The NATO medal presentation set received from a NATO representative may include a ribbon clasp denoting the specific operation for which the award was made. U.S. Service members are authorized to retain the ribbon clasp if presented; however, the wearing of ribbon clasps with the NATO medal or service ribbon is not authorized for U.S. Service members. U.S. Service members may wear only the basic medal or service ribbon.

C7.5.1.11.5. To recognize subsequent awards (if approved by the Secretary of Defense) for service in a different NATO operation, U.S. Service members will affix a bronze service star to the NATO Medal suspension ribbon and service ribbon.

C7.5.1.11.6. The NATO Medal will normally be presented by the Allied Command Europe headquarters exercising operational command or control over U.S. military units or individuals prior to their departure from service with NATO.

C7.5.2. The following non-U.S. ribbons have been authorized for wear, as indicated:

C7.5.2.1. Philippine Republic Presidential Unit Citation. For service in defense and liberation of the Philippines during World War II. Also subsequently awarded to Army, Navy, and Marine Corps units for selected disaster relief operations.

C7.5.2.2. Republic of Korea Presidential Unit Citation. For service in Korea from June 27, 1950 to July 27, 1953.

C7.5.2.3. Vietnam Presidential Unit Citation. For humanitarian assistance given during August-September 1954 in evacuation of civilians from North and Central Vietnam.

C7.5.2.4. Republic of Vietnam Gallantry Cross with Palm Unit Citation. Awarded by the RVN to units for valorous combat achievements.

C7.5.2.5. Republic of Vietnam Civil Actions Unit Citation. Awarded by the RVN to units in recognition of meritorious civil action service.

## ARMED FORECES DECORATIONS FOR FOREIGN MILITARY PERSONNEL

### C8.1. INTRODUCTION

C8.1.1. It is the DoD policy to recognize individual acts of heroism, extraordinary achievement or meritorious achievement on the part of Service members of friendly foreign nations when such acts have been of significant benefit to the United States or materially contributed to the successful prosecution of a military campaign by Armed Forces of the United States. Such acts or achievements shall be recognized through the award of an individual U.S. decoration.

C8.1.2. U.S. campaign and service medals shall not be awarded to members of foreign military establishments.

C8.1.3. The provisions of this Chapter do not apply to the following:

C8.1.3.1. Emblems, badges, or trophies awarded for the attainment of a prescribed degree of skill, proficiency, or excellence of performance.

C8.1.3.2. The Antarctica Service Medal awarded to citizens of foreign nations.

C8.1.3.3. Other recognition awarded in accordance with the DoD Incentive Awards Program outlined in DoD Directive 5120.15 (reference (pp)).

C8.1.4. With the exception of the decorations identified in paragraphs C8.2.1. and C8.2.3., below, the Secretary of Defense shall approve all proposals to award U.S. military decorations to foreign nationals.

### C8.2. DECORATIONS TO FOREIGN NATIONALS

C8.2.1. Decorations for Foreign Military Personnel Engaged in Direct Support of Operations

C8.2.1.1. Foreign military personnel in ranks comparable to the grade of O-6, and below, at the time the act was performed and at the time the decoration is presented, may be awarded:

C8.2.1.1.1. The Silver Star, the Distinguished Flying Cross, the Bronze Star, or the Air Medal for valorous acts in actual combat in direct support of operations.

C8.2.1.1.2. The Soldier's Medal, the Navy and Marine Corps Medal, or the Airman's Medal for heroic acts in direct support of operations, but not involving actual combat.

C8.2.1.1.3. The Bronze Star for meritorious service in direct support of combat operations.

C8.2.1.2. The award of those decorations listed in paragraphs C8.2.1.1.1. through C8.2.1.1.3., above, to foreign military personnel shall be based on an act or service that would satisfy the criteria governing the award of the decoration to a member of the Armed Forces of the United States.

C8.2.1.3. Those decorations shall be awarded by the Secretary concerned or, as designated.

C8.2.1.4. Before the awarding of any decoration listed in paragraph C8.2.1., above, the approving authority shall coordinate with the appropriate U.S. Embassy to ensure that the decoration is consistent with the overall interests of the United States.

## C8.2.2. Legion of Merit

C8.2.2.1. The Legion of Merit, in the following degrees, is awarded to individuals who distinguish themselves by "exceptional meritorious conduct in performance of outstanding service" to the United States according to Executive Order 9260, "Legion of Merit," reference (qq):

C8.2.2.1.1. Degree of Chief Commander. Awarded by the President of the United States, upon the recommendation of the Secretary of Defense, after concurrence by the Secretary of State, to the foreign chiefs of state or the heads of government.

C8.2.2.1.2. Degree of Commander. Awarded by the Secretary of Defense, after the concurrence of the Secretary of State, to individuals holding a rank equivalent to a U.S. Military Service Chief of Staff, or higher position, but not to chiefs of state.

C8.2.2.1.3. Degree of Officer. Awarded by the Secretary of Defense, after the concurrence of the Secretary of State, to individuals of the following rank or position:

C8.2.2.1.3.1. Officers of general or flag rank serving in positions below the equivalent of a U.S. Military Service Chief of Staff.

C8.2.2.1.3.2. Officers in ranks parallel with colonel or equivalent, for service in positions comparable to those normally held by general or flag officers in the Armed Forces of the United States.

C8.2.2.1.3.3. Foreign military attaches.

C8.2.2.1.4. Degree of Legionnaire. Awarded by the Secretary of Defense, after the concurrence of the Secretary of State, to all others eligible under Executive Order 9260 (reference (qq)).

C8.2.2.2. Certificates and citations to accompany recommendations for the Legion of Merit shall be prepared, as follows:

C8.2.2.2.1. Degree of Chief Commander

C8.2.2.2.1.1. The certificate shall be prepared for signature of the President at the lower right and signature of the Secretary of Defense at the lower left.

C8.2.2.2.1.2. The citation shall be prepared for signature of the Secretary of Defense and for affixing of the DoD seal.

C8.2.2.2.2. Degrees of Commander, Officer, and Legionnaire

C8.2.2.2.2.1. The certificate shall be prepared for signature of the Secretary of Defense at the lower right and the Head of the DoD Component or the Unified Commander initiating the recommendation at the lower left.

C8.2.2.2.2.2. The citation shall be prepared for signature of the Secretary of Defense and for affixing the DoD seal.

C8.2.3. Awards of a Military Department Meritorious Service Medal, Commendation Medal, or Achievement Medal

C8.2.3.1. The Meritorious Service Medal, Commendation Medal, or Achievement Medal of a particular Military Department may be awarded to a member of the armed forces of a friendly foreign nation who, after June 1, 1962, distinguished himself or herself by extraordinary achievement or meritorious service that has been of mutual benefit to a friendly nation and the United States, according to E.O. 11448 (reference (rr)) and Presidential Memorandum (reference (ss)).

C8.2.3.2. The awarding of any of those decorations to a member of the armed forces of a friendly foreign nation shall be based on an act or a service that would satisfy the criteria governing the award of that decoration to a member of that Military Department.

C8.2.3.3. Those decorations may be awarded by the Secretary concerned or by such officers as he or she may designate.

C8.2.3.4. Those decorations may not be awarded to a general or flag officer of a friendly foreign nation without the approval of the Secretary of Defense.

### C8.3. RESPONSIBILITIES

C8.3.1. THE HEADS OF THE DoD COMPONENTS AND THE UNIFIED COMBATANT COMMANDERS shall ensure that awards to foreign military personnel clearly meet the requirements of section C8.2., above, and that those recommendations exceeding the 6-month period specified in paragraph 8.4.4., below, are disapproved, unless due to simple administrative delay or unusual circumstances. A full explanation shall be required for those cases forwarded beyond the 6-month period.

C8.3.2. THE HEAD OF THE DoD COMPONENT, OR THE UNIFIED COMBATANT COMMANDER, initiating the recommendation of an award to a member of a foreign military establishment shall request the pertinent military counterintelligence organization to conduct a counterintelligence records check in conjunction with the initiation of the award recommendation.

C8.3.3. THE DIRECTOR, DEFENSE INTELLIGENCE AGENCY, shall review the award recommendations, and conduct counterintelligence and biographic file checks to ensure the foreign military nominee has committed no act or engaged in any activity wherein the award of a U.S. decoration would cause embarrassment to the United States and shall provide the recommending DoD Component or Unified Combatant Commander with a statement of concurrence or nonconcurrence.

C8.3.4. THE UNDER SECRETARY OF DEFENSE FOR POLICY shall coordinate, in the OSD, the recommendations for an award requiring Secretary of Defense approval, and shall obtain a statement of concurrence from the Secretary of State, or designated representative, when required.

C8.3.5. THE DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS), shall maintain a stock of Legion of Merit certificates for all the DoD Components and the Unified Combatant Commands.

#### C8.4. PROCEDURES

C8.4.1. On receipt of the counterintelligence check, the initiating DoD Component or Unified Combatant Commander shall forward it to the DIA for review. The DIA shall prepare and return to the recommending DoD Component or Unified Combatant Command a biographic sketch together with a statement of concurrence in the proposed award and citation.

C8.4.2. A recommendation from a DoD Component or an Unified Combatant Commander for an award requiring approval of the Secretary of Defense or a higher authority shall include the items in paragraphs C8.4.2.1. through C8.4.2.6., below. Recommendations initiated by Unified Combatant Commanders may bypass the Service and Chairman of the Joint Chiefs of Staff coordination. However, information copies should be provided.

C8.4.2.1. Covering memorandum to the Secretary of Defense recommending approval and, where appropriate, a proposed memorandum for the Secretary of Defense to the President recommending approval.

C8.4.2.2. Approved citation and, where appropriate, the approved certificate.

C8.4.2.3. Biographic sketch on the individual to receive the award.

C8.4.2.4. Statement of concurrence by the U.S. Chief of Mission and the U.S. Defense Attache (if one is assigned) to the country of the recipient of the award.

C8.4.2.5. Statement of concurrence from the DIA.

C8.4.2.6. Additional documentation supporting the recommendation.

C8.4.3. If considered desirable, the USD(P) should request the Department of State to obtain the foreign country's clearance for the award.

C8.4.4. Recommendation for an award should reach the USD(P) in six months after completion of the period of service for which the award is being recommended to ensure coordination with the DOS. On clearance by that office, the recommendation then shall be forwarded to the OSD for appropriate action.

C8.4.5. After the award is approved, the recommending DoD Component or Unified Combatant Commander shall:

C8.4.5.1. Make necessary arrangements, coordinating with the appropriate Ambassador or U.S. Defense Attache, for presenting the award. Once approved, unnecessary security or administrative processing should be avoided to ensure prompt recognition is given to the intended recipient.

C8.4.5.2. Ensure that a miniature medal is included in the award package to be presented to the individual.

C8.4.6. Scheduling of presentation ceremonies and public announcements regarding individual awards shall be avoided until approval of the award is granted.



## C9. CHAPTER 9

### OFFICE OF THE SECRETARY OF DEFENSE IDENTIFICATION BADGE

#### C9.1. INTRODUCTION

The Office of the Secretary of Defense Identification Badge (hereafter referred to as the "OSD Badge"), authorized under 10 U.S.C. 1125 (reference (tt)), provides a distinct identification of military staff members while assigned and, after reassignment, indicates that the Service member has satisfactorily served on the Secretary of Defense's staff.

#### C9.2. POLICY

C9.2.1. Description of the OSD Badge. The OSD Badge consists of a Silver sunburst of 33 rays and a gold annulate with 13 stars on which is imposed an eagle with a shield on its breast grasping 3 crossed arrows. The OSD Badge is produced in two dimensions, a full-size (2 inches in diameter) and a miniature badge (1 1/2 inches in diameter).

##### C9.2.2. Manner of Wearing

C9.2.2.1. The uniform regulations of the Military Services shall govern the wearing of the OSD Badge.

C9.2.2.2. Lapel pin replicas of the OSD Badge are not issue items. Purchased through civilian sources or the Pentagon Tri-Service clothing sales, they may be worn by the civilian OSD staff at their own discretion.

#### C9.3. ELIGIBILITY

C9.3.1. Temporary. The Chief, Military Personnel Division, Personnel and

Security Directorate, WHS, shall issue one full-size and one miniature OSD Badge to all Service members during inprocessing, when they are assigned on a permanent basis to any of the following organizational elements:

C9.3.1.1. The immediate Offices of the Secretary and the Deputy Secretary of Defense.

C9.3.1.2. The Offices of the USDs.

C9.3.1.3. The Offices of the ASDs.

C9.3.1.4. The Office of the Comptroller of the Department of Defense.

C9.3.1.5. The Office of the GC, DoD.

C9.3.1.6. The Office of the Inspector General of the Department of Defense (IG, DoD).

C9.3.1.7. The Offices of the ATSDs or Deputy Secretary of Defense.

C9.3.1.8. The Office of the Defense Advisor, U.S. Mission to NATO.

C9.3.1.9. The Offices of the Directors of Net Assessment, Operational Test and Evaluation (OT&E), the Ballistic Missile Defense Organization (BMDO), the Advance Research Projects Agency (ARPA), the DSAA, and the DA&M.

C9.3.1.10. The DoD Field Activities.

## C9.3.2. Permanent

C9.3.2.1. Active Duty Service Members. On completion of 1 year of duty with any of the elements specified in paragraph C9.3.1., above, a Service member, including a Reserve component officer serving on a statutory tour or enlisted member serving under the 10 U.S.C. (reference (tt)) shall be entitled to permanent possession of the OSD Badge, if any of the following criteria is satisfied:

C9.3.2.1.1. Assignment to the permanent staff in an authorized billet charged against the OSD personnel ceiling on or after January 31, 1961, for no less than

one year.

C9.3.2.1.2. Temporarily assigned with OSD, approved by the DA&M, OSD, for no less than one year. That includes the OSD Fellowship Program.

C9.3.2.1.3. Any combination of paragraphs C9.3.2.1.1. and C9.3.2.1.2., above, totaling more than 1 year.

C9.3.2.2. Reserve Components. Members of the Reserve components who are assigned to any of the organizational elements specified in paragraph C9.3.1., above, shall be entitled to permanent possession of the OSD Badge, if they have been assigned

to an individual mobilization augmentee position for not less than two years and have performed at least 24 days of active duty for training in such position, on or after January 1, 1979.

#### C9.4. ISSUANCE OF CERTIFICATE OF ELIGIBILITY

A certificate of eligibility shall be prepared by the Chief, Military Personnel Division; Personnel and Security Directorate, WHS, and shall constitute the authority for purchase of permanent issue of the OSD Badge. It must be authorized and approved by one of the following:

C9.4.1. The Secretary of Defense.

C9.4.2. The Deputy Secretary of Defense.

C9.4.3. The USD.

C9.4.4. The ASD.

C9.4.5. The GC, DoD.

C9.4.6. The IG, DoD.

C9.4.7. The Assistant to the Secretary of Defense.

C9.4.8. The Defense Advisor, U.S. Mission to NATO.

C9.4.9. The Directors of Net Assessment, OT&E, BMDO, the ARPA, the DSAA,

and the DA&M OSD; or the DoD Field Activities.

## C9.5. PROCEDURES

C9.5.1. The Chief, Military Personnel Division, Personnel and Security Directorate, WHS, shall provide the completed SD Form 525, "Office of the Secretary of Defense Identification Badge Certificate," to the approving official for presentation.

C9.5.2. The authorizing official shall:

C9.5.2.1. Complete the endorsement of the notice of eligibility and return it to the Chief, Military Personnel Division, Personnel and Security Directorate, WHS.

C9.5.2.2. Present the certificate to the recipient.

## C10. CHAPTER 10 APPURTENANCES

### C10.1. SERVICE DEVICES

Devices are affixed to service or suspension ribbons to denote additional awards or participation in a specific event. Numerous devices have been authorized for the various decorations and service awards awarded to members of the Armed Forces of the United States. In most instances, the Services determine the manner in which these devices shall be worn. However, in the case of Defense awards, the devices to be worn are determined by the ASD(FMP). The devices that have been authorized for wear on the service and suspension ribbons of Defense awards are:

C10.1.1. Oak-Leaf Cluster. Oak-leaf clusters are issued in three sizes and two colors. The larger size is worn on the suspension ribbon of the medal, the middle size on the service ribbon, and the smaller size on the miniature medals and ribbons. The two colors are bronze and Silver. The bronze oak-leaf cluster is used for the 2nd through the 5th, 7th through 10th, etc., entitlement or award. A Silver oak-leaf cluster is used for the 6th, 11th, and so forth, entitlement or award, or instead of five bronze

oak-leaf clusters. The oak-leaf cluster is worn on the service and suspension ribbon of all Defense decorations and the JMUA (with the exception of the Coast Guard).

C10.1.2. Service Stars. The service star is a bronze or Silver five-pointed star, 3/16 inch in diameter. A Silver star is worn instead of five bronze service stars. The service star is worn on the Prisoner of War Medal, the National Defense Service Medal, the Korean Service Medal, the Armed Forces Expeditionary Medal, the Vietnam Service Medal, the Humanitarian Service Medal, the Southwest Asia Service Medal, the Armed Forces Service Medal, and the Military Outstanding Volunteer Service Medal.

C10.1.3. Antarctica Service Medal Clasp. That is a bronze, gold, or Silver bar, 1/4-inch wide and 1/2-inches long, bearing the words "Wintered Over." It is worn only on the suspension ribbon of the medal. The clasp is authorized for personnel who stay on the Antarctic continent during the winter months. The bronze clasp represents the first winter-over, the gold clasp the second winter, and the Silver clasp the third and later winters. Only one clasp may be worn on the suspension ribbon.

C10.1.4. "V" (Valor) Device. That device is a metallic bronze, letter "V" that represents valor. It is worn on the suspension and service ribbon of the JSCM when the medal was awarded for acts or service involving direct participation in combat

operations on or after June 25, 1963. (When worn with gold stars, the "V" device is always worn centered on the service ribbon. When worn with oak-leaf clusters, the "V" device is worn to the wearer's right of the clusters. Only one "V" device is worn, regardless of the number of times earned.)

## C10.2. GOLD STAR LAPEL BUTTON

C10.2.1. The Gold Star Lapel Button authorized by 10 U.S.C. 1126 (reference (uu)) is made up of a gold star 1/4 inch in diameter mounted on a purple disk 3/4 inch in diameter. The star is surrounded by gold laurel leaves in a wreath 5/8 inch in diameter. The opposite side bears the inscription, "United States of America Act of Congress, August 1966," with space for engraving the initials of the recipient. The button shall be available with pin-joint and safety-catch fastener or with pin and clutch-type fastener at the option of the recipient. (That button is identical to those previously authorized, except for the date of enactment inscribed on the reverse. Gold Star Lapel Buttons inscribed "August 1947" may be issued until present inventories are exhausted.)

C10.2.2. The Gold Star Lapel Button shall be distributed to the widow, widower (remarried or not), each parent (mother, father, stepmother, stepfather, mother through adoption, father through adoption, and foster parents who stood in loco parentis), each child, each brother, each sister, each half-brother, each half-sister, each step-child, and each adopted child of a member of the Armed Forces of the United States who lost his or her life under any of the following conditions:

C10.2.2.1. During World War I, World War II, or any subsequent period of armed hostilities in which the United States was engaged before July 1, 1958.

C10.2.2.2. While engaged in an action against an enemy of the United States; while engaged in military operations involving conflict with an opposing foreign force; or while serving with friendly forces engaged in an armed conflict in which the United States is not a belligerent party against an opposing armed force any time since June 30, 1958.

### C10.3. SERVICE FLAG AND LAPEL BUTTON

C10.3.1. Definitions. For this section, the following definitions apply:

C10.3.1.1. Members of the Immediate Family. Includes wife, husband, mother, father, stepmother, stepfather, parent through adoption, foster parents who stand or stood in loco parentis, children, stepchildren, children through adoption, brothers,

sisters, half brothers, and half sisters of a member of the Armed Forces of the United States.

C10.3.1.2. Organization. Includes those group organizations such as churches, schools, colleges, fraternities, sororities, societies, and places of business with which the member of the Armed Forces of the United States was or is associated.

#### C10.3.2. Policy

C10.3.2.1. The Service flag authorized by Section 176, title 36, U.S.C. (reference (vv)) may be displayed in a window of the place of residence of persons who are members of the immediate family of Service members serving in the Armed Forces of the United States during any period of war or hostilities in which the Armed Forces of the United States may be engaged, for the duration of such period of war or hostilities.

C10.3.2.2. The Service flag may be displayed by an organization to honor the members of that organization serving in the Armed Forces of the United States during any period of war or hostilities in which the Armed Forces of the United States may be engaged, for the duration of such period of war or hostilities.

C10.3.2.3. The Service Lapel Button authorized by 10 U.S.C. 1123 (reference (n)) may be worn by members of the immediate family of Service members serving in the Armed Forces of the United States during any period of war or hostilities in which the Armed Forces of the United States may be engaged, for the duration of such period of war or hostilities.

C10.3.3. Delegation of Authority. The Secretary of the Army is hereby designated to act as the Executive Agent of the Secretary of Defense for granting certificates of authority for the manufacture and sale of Service flags and Service Lapel Buttons conforming to the approved design described herein; providing appropriate design instructions to manufacturers; and administering the provisions of 36 U.S.C. 181 (reference (ww)), under which any person, firm, or corporation who manufactures such Service flag or Service Lapel Button without having first obtained such a certificate of authority, or otherwise violates reference (ww), shall, on conviction thereof, be fined not more than 1,000 dollars.

#### C10.3.4. Design

C10.3.4.1. A design for the Service flag is approved, as follows:

C10.3.4.1.1. Flag for Immediate Family. On a white rectangular field a blue star or stars within a red border.

C10.3.4.1.1.1. The number of blue stars shall correspond to the number of Service members from the "immediate family" who are symbolized on the flag.

C10.3.4.1.1.2. The flag horizontally displayed shall have the stars arranged in a horizontal line or lines with one point of each star up (Figure C10.F1.).

C10.3.4.1.1.3. The flag described in paragraphs C10.3.4.1.1.1. and



C10.3.4.1.1.2., above, may be displayed vertically (Figure C10.1.).

C10.3.4.1.1.4. If the Service member symbolized is killed or dies while serving, from causes other than dishonorable, the star representing that individual shall have superimposed thereon a gold star of smaller size so that the blue forms a border. When the flag is suspended, as against a wall, the gold star shall be to the right of, or above, the blue star (Figure C10.F1.).

C10.3.4.1.2. Flag for Organizations. The flag for organizations shall correspond to that described for an immediate family in paragraphs C10.3.4.1.1.1. through C10.3.4.1.1.4., above, subject to the following additional provisions:

C10.3.4.1.2.1. Instead of using a separate star for each Service member, one star may be used with the number of Service members indicated by Arabic numerals, which shall appear below the star.

C10.3.4.1.2.2. If any Service members are deceased, as determined under the circumstances cited in paragraph C10.3.4.1.1.4., above, a gold star shall be placed nearest the staff, or above the blue star in the case of a flag used in a vertical display (Figure C10.F1.). Below that star shall be the Arabic numerals.

C10.3.4.1.2.3. The gold stars in both cases shall be smaller than the blue stars so that the blue shall form a border. The numerals in all cases shall be in blue.

C10.3.4.1.3. Color and Relative Proportions. The shades of colors used in the flag and the relative proportions shall be in accordance with manufacturing instructions furnished to licensed manufacturers by the Department of the Army.

C10.3.2.2. Service Lapel Button. The Service Lapel Button shall be a blue star on a white rectangular field within a red border, 3/16 inch x 3/8 inch in over-all size (Figure C10.F1.) The shades of colors and the detailed dimensions shall be in accordance with manufacturing instructions furnished to licensed manufacturers by the Department of the Army.

### C10.3.5. Display of the Service Flag

C10.3.5.1. The Service flag shall be treated with dignity and respect. When displayed with the flag of the United States, the Service flag shall be of approximately equal size, but never larger than the flag of the United States. The flag of the United States shall occupy the position of honor.

C10.3.5.2. When the Service flag is displayed other than by being flown from a staff, it shall be suspended either horizontally or vertically.

C10.3.5.3. Users are cautioned against the use of the Service flag for advertising purposes. It shall not be embroidered on such articles as cushions, handkerchiefs; etc., printed, or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discarded; or used as any portion of a costume or athletic uniform. Advertising signs shall not be fastened to a staff or halyard from which the Service flag is flown.

C10.3.5.4. For cautions against the improper use of the Service flag, users should be guided generally by Section 176 of title 36, U.S.C. (reference (vv)), which apply to the flag of the United States of America.

#### C10.3.6. Wearing of the Service Lapel Button

C10.3.6.1. The blue star of the Service lapel button worn by members of the immediate family shall signify that one or more Service members are serving in the Armed Forces of the United States under the conditions specified in paragraph C10.3.2.3., above. Multiple blue stars are not authorized.

C10.3.6.2. A person eligible to wear the Gold Star Lapel Button, section C10.2., above, may wear the Service lapel button in conjunction therewith, if that person is also entitled to wear the Service Lapel Button under paragraph C10.3.2.3., above. A gold star is not authorized as part of the Service Lapel Button.

#### C10.3.7. Application for Licensing

C10.3.7.1. Applicants desiring to enter into the manufacture and sale of the Service flag or the Service Lapel Button should address applications to the Director, The Institute of Heraldry, 9325 Gunston Road, Suite 112, Fort Belvoir, VA

22060-5576.

C10.3.7.2. A certificate of authority to manufacture and sell the Service flag or the Service Lapel Button shall be granted only on agreement in writing by the applicant that he or she shall not deviate in the manufacture or sale of the approved official Service flag or Service Lapel Button, as described in this chapter. The certificate of authority shall refer to Section 181 of title 36, U.S.C. (reference (ww)).

C10.3.7.3. Drawings and instructions for the Service flag and the Service Lapel Button shall be provided to manufacturers with the issuance of their certificates of authority.

C10.3.8. Purchase of Service Flag and Service Lapel Button. Service flags and Service Lapel Buttons must be procured from commercial sources. The Government does not have authority to manufacture, issue, or sell Service flags or Service Lapel Buttons.

Figure C10.F1. Service Flag for Immediate Family and Organizations



## AP1. APPENDIX 1

## U.S. MILITARY DECORATIONS

AP1.1.1. This Appendix contains a brief description of the various decorations that have been authorized for the Armed Forces of the United States:

AP1.1.2. Those decorations include the following:

AP1.1.2.1. MOH (U.S. Navy, U.S. Marine Corps, U.S. Coast Guard)

AP1.1.2.1.1. Authorized by Section 6241 of title 10, U.S.C., "Medal of Honor" (reference (xx)).

AP1.1.2.1.2. Awarded pursuant to 10 U.S.C. 6241 (U.S. Navy and U.S. Marine Corps Service members) and 14 U.S.C. (U.S. Coast Guard Service members) (references (xx) and (yy)) by the President of the United States in the name of the Congress. The MOH may be awarded to Service members of the U.S. Navy, the U.S. Marine Corps, and the U.S. Coast Guard who distinguish themselves conspicuously by gallantry and intrepidity at the risk of their lives above and beyond the call of duty under any of the following circumstances:

AP1.1.2.1.2.1. While engaged in an action against an enemy of the United States.

AP1.1.2.1.2.2. While engaged in military operations involving conflict with an opposing foreign force.

AP1.1.2.1.2.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

AP1.1.2.2. MOH (U.S. Army)

AP1.1.2.2.1. Authorized by Congress through "A Resolution to Provide for the Presentation of Medals of Honor," July 12, 1862, as amended.

AP1.1.2.2.2. Awarded pursuant to 10 U.S.C. 3741 (reference (zz)) by the President of the United States in the name of the Congress. The MOH may be awarded to members of the U.S. Army who distinguish themselves conspicuously by gallantry and

intrepidity at the risk of their lives above and beyond the call of duty under any of the following circumstances:

AP1.1.2.2.2.1. While engaged in an action against an enemy of the United States.

AP1.1.2.2.2.2. While engaged in military operations involving conflict with an opposing foreign force.

AP1.1.2.2.2.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

#### AP1.1.2.3. MOH (U.S. Air Force)

AP1.1.2.3.1. The basis for the U.S. Air Force medal is the legislation authorizing the U.S. Army medal. It was authorized specifically for the U.S. Air Force upon enactment of Section 8741 of title 10, U.S.C. (reference (aaa)).

AP1.1.2.3.2. Awarded pursuant to Section 8741 of title 10, U.S.C. (reference (aaa)), by the President of the United States in the name of the Congress. The MOH may be awarded to members of the U.S. Air Force who distinguish themselves conspicuously by gallantry and intrepidity at the risk of their lives above and beyond the call of duty under any of the following conditions:

AP1.1.2.3.2.1. While engaged in an action against an enemy of the United States.

AP1.1.2.3.2.2. While engaged in military operations involving conflict with an opposing foreign force.

AP1.1.2.3.2.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

#### AP1.1.2.4. Brevet Medal (U.S. Marine Corps)

AP1.1.2.4.1. Authorized by the Secretary of the Navy, June 7, 1921.

AP1.1.2.4.2. In recognition of distinguished service and conduct in the presence of the enemy during the Mexican War, the Civil War, the Spanish-American War, the Philippine Insurrection, and the Boxer Rebellion in China, brevet commissions

for bravery in action were conferred on selected officers of the Marine Corps. However, no medal or badge accompanied the commission.

AP1.1.2.4.3. In 1921, based on a recommendation by the Commandant of the U.S. Marine Corps, Major General John A. Lejeune, the Brevet Medal was established. That medal was to be awarded to all those whose brevet commissions were confirmed by the U.S. Senate. At the time the Brevet Medal was authorized, it was awarded to 23 officers, 3 of whom already held the MOH. However, the Brevet Medal decoration is no longer awarded by the Department of the Navy.

#### AP1.1.2.5. Distinguished Service Cross

AP1.1.2.5.1. Authorized by Section 3742 of title 10, U.S.C. (reference (bbb)).

AP1.1.2.5.2. Awarded pursuant to Section 3742 of title 10, U.S.C. (reference (bbb)) to Service members who, while serving in any capacity with the U.S. Army, distinguish themselves by extraordinary heroism not justifying the award of the MOH under any of the following circumstances:

AP1.1.2.5.2.1. While engaged in an action against an enemy of the United States.

AP1.1.2.5.2.2. While engaged in military operations involving conflict with an opposing foreign force.

AP1.1.2.5.2.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

#### AP1.1.2.6. Navy Cross

AP1.1.2.6.1. Authorized by Section 6242 of title 10, U.S.C. (reference (ccc)).

AP1.1.2.6.2. Awarded pursuant to Section 6242 of title 10, U.S.C. (reference (ccc)) to persons who, while serving in any capacity with the U.S. Navy or U.S. Marine Corps, distinguish themselves by extraordinary heroism not justifying the award of the MOH under any of the following circumstances:

AP1.1.2.6.2.1. While engaged in an action against an enemy of the United States.

AP1.1.2.6.2.2. While engaged in military operations involving conflict with an opposing foreign force.

AP1.1.2.6.2.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not belligerent party.

#### AP1.1.2.7. Air Force Cross

AP1.1.2.7.1. Authorized by Section 8742 of title 10, U.S.C., "Air Force Cross: Award," (reference (ddd)).

AP1.1.2.7.2. Awarded pursuant to Section 8742 of title 10, U.S.C. (reference (ddd)) to Service members who, while serving in any capacity with the U.S. Air Force, distinguish themselves by extraordinary heroism not justifying the award of the MOH under any of the following circumstances:

AP1.1.2.7.2.1. While engaged in an action against an enemy of the United States.

AP1.1.2.7.2.2. While engaged in military operations involving conflict with an opposing foreign force.

AP1.1.2.7.2.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

#### AP1.1.2.8. Defense Distinguished Service Medal

AP1.1.2.8.1. Authorized by E.O. 11545 (reference (i)).

AP1.1.2.8.2. Awarded by the Secretary of Defense to any military officer of the United States who, while assigned to a joint staff or activity, distinguishes himself or herself by exceptionally meritorious service in a position of unique and great responsibility. It shall not be awarded to any officer, for a period of service for which a Service Distinguished Service Medal, or similar decoration, has been awarded.

#### AP1.1.2.9. Certificate of Merit

AP1.1.2.9.1. Authorized through "An Act to Establish the Certificate of Merit," March 3, 1847.



AP1.1.2.9.2. Originally the certificate was created to recognize privates in the U.S. Army for gallantry in action or for specially meritorious service in peacetime. For over 50 years, the Certificate of Merit was a certificate that was awarded by the President of the United States. However, in 1905 a medal was designed for holders of that certificate.

AP1.1.2.9.3. In 1918, the Congress discontinued the Certificate of Merit Medal. Holders of that obsolete medal, on request and with the surrender of their Certificate of Merit Medal, were authorized award of the Distinguished Service Medal. Sixteen years later, the policy was changed and those whose Certificates had been replaced by Distinguished Service Medals were authorized to have them replaced instead with the Distinguished Service Cross.

AP1.1.2.9.4. During its 71-year history, a total of 1,211 enlisted members of the U.S. Army received the Certificate of Merit Award.

#### AP1.1.2.10. Distinguished Service Medal

AP1.1.2.10.1. The U.S. Army Medal was authorized by the Secretary of War on January 12, 1918 and subsequently authorized by Congress through the "Fiscal Year 1919 Army Appropriations Act," July 9, 1918. The U.S. Navy medal is authorized by Section 6243 of title 10, U.S.C. (reference (eee)). The basis for the U.S. Air Force medal is the legislation authorizing the U.S. Army medal; the U.S. Air Force design change was done in 1961. The U.S. Coast Guard medal is authorized by Section 492 of title 14, U.S.C. (reference (fff)).

AP1.1.2.10.2. Awarded pursuant to Section 3743 of title 10, U.S.C. (U.S. Army Service members) (reference (ggg)), Section 6243 of reference (eee) (U.S. Navy and U.S. Marine Corps Service members), Section 8743 of reference (hhh) (U.S. Air Force Service members), and Section 492 of title 14, U.S.C. (reference (fff)) (U.S. Coast Guard Service members). The Distinguished Service Medal is awarded to Service members who, while serving in any capacity of the Armed Forces of the United States, distinguish themselves by exceptionally meritorious service to the Government in a duty of great responsibility.

#### AP1.1.2.11. Transportation Distinguished Service Medal

AP1.1.2.11.1. Authorized by Executive Order 12824 (reference (iii)).

AP1.1.2.11.2. Awarded by the Secretary of Transportation to a member of the Coast Guard who has provided exceptionally meritorious service in a duty of great

responsibility while assigned in the Department of Transportation, or in other activities under the responsibility of the Secretary of Transportation, either national or international, as may be assigned by the Secretary.

AP1.1.2.11.3. The Transportation Distinguished Service Medal shall be worn and be placed in precedence immediately above the Coast Guard Distinguished Service Medal.

#### AP1.1.2.12. Silver Star

AP1.1.2.12.1. For U.S. Army (Section 3746 of title 10, U.S.C. (reference (jjj))) and U.S. Air Force Service (Section 8746 of title 10, U.S.C. (reference (kkk))) members, authorized through "An Act to Establish the Army Silver Star Medal," December 15, 1942. For U.S. Navy and U.S. Marine Corps Service members, authorized by Act of Congress, August 7, 1942 (Public Law 702). The Army Silver Star was originally known as the "Citation Star" and authorized by the same Legislation which established the Distinguished Service Cross, July 9, 1918. In 1942, the Citation Star was replaced by the Silver Star.

AP1.1.2.12.2. Awarded pursuant to Section 3746 of title 10, U.S.C. (reference (jjj)) (U.S. Army Service members), Section 6244 of reference (III) (U.S. Navy, U.S. Marine Corps, or U.S. Coast Guard Service members), and Section 8746 of reference (kkk), (U.S. Air Force Service members). The Silver Star may be awarded to any individual -- military, civilian, or foreign -- who, while serving in any capacity with the Armed Forces of the United States, distinguishes himself or herself by gallantry in action under any of the following circumstances:

AP1.1.2.12.2.1. Against an enemy of the United States.

AP1.1.2.12.2.2. While engaged in military operations involving conflict with an opposing foreign force.

AP1.1.2.12.2.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

### AP1.1.2.13. Defense Superior Service Medal

AP1.1.2.13.1. Authorized by Executive Order 11904 (reference (j)).

AP1.1.2.13.2. Awarded by the Secretary of Defense to any member of the Armed Forces of the United States who has rendered superior meritorious service in a

position of significant responsibility while assigned to a joint activity and whose performance cannot be recognized properly by any other Defense medal.

### AP1.1.2.14. Legion of Merit

AP1.1.2.14.1. Authorized by Congress through Stat. 743, July 20, 1942 and subsequently by Executive Order 9260 (reference (qq)).

AP1.1.2.14.2. Awarded pursuant to 10 U.S.C. 1121 (reference (mmm)), to a member of the Armed Forces of the United States without degree. However, awards to members of foreign armed forces are made in the degree of Chief Commander, Commander, Officer, and Legionnaire. The first two degrees are comparable in rank to the Distinguished Service Medal and are usually awarded to heads of state and to commanders of armed forces, respectively. The last two degrees are comparable in rank to the award of the Legion of Merit to U.S. Service members.

AP1.1.2.14.3. The Navy, Marine Corps and Coast Guard authorize the letter "V" on the Legion of Merit. (The Navy did not authorize the letter "V" between April 1974 and August 1990.)

### AP1.1.2.15. Distinguished Flying Cross

AP1.1.2.15.1. Authorized by Sections 3749-6245-8749 of title 10, U.S.C., "Distinguished Flying Cross: Award; Limitations" and Section 492 of title 14, U.S.C., "Distinguished Flying Cross" (reference (nnn)).

AP1.1.2.15.2. Awarded pursuant to Section 3749 of reference (nnn) (U.S. Army Service members), Section 6245 of reference (nnn) (U.S. Navy and U.S. Marine Corps Service members), Section 8749 of reference (nnn) (U.S. Air Force Service members), and Section 492a, 14 U.S.C. (reference (nnn)) (U.S. Coast Guard Service members). The Distinguished Flying Cross may be awarded to any persons who, after April 6, 1917, while serving in any capacity with the United States Armed Forces,

distinguish themselves by heroism or extraordinary achievement while participating in aerial flight.

AP1.1.2.15.3. In the Navy and USMC, the performance of an act of heroism after April, 1974, shall be recognized by a "V" device worn on the suspension and service ribbon of the medal.

#### AP1.1.2.16. Soldier's Medal

AP1.1.2.16.1. Authorized by the same legislation that established the Distinguished Flying Cross, July 2, 1926.

AP1.1.2.16.1.2. Awarded pursuant to Section 3750, 10 U.S.C. (reference (ooo)) to members of the Armed Forces of the United States or of a friendly foreign nation who, while serving in any capacity with the U.S. Army, distinguish themselves by heroism not involving actual conflict with an enemy.

#### AP1.1.2.17. Navy and Marine Corps Medal

AP1.1.2.17.1. Authorized by the same legislation which established the Navy Silver Star Medal, August 7, 1942.

AP1.1.2.17.2. Awarded pursuant to Section 6246 of title 10, U.S.C. (reference (ppp)) to any person who, while serving in any capacity with the U.S. Navy or the U.S. Marine Corps, distinguishes himself or herself by heroism not involving actual conflict with the enemy.

#### AP1.1.2.18. Airman's Medal

AP1.1.2.18.1. The basis for the Airman's Medal is the legislation authorizing the Soldier's Medal, July 2, 1926, as amended July 6, 1960 (reference (qqq)). It was specifically authorized for the Air Force through enactment of Section 8750 of title 10, U.S.C. (reference (qqq)).

AP1.1.2.18.2. Awarded pursuant to Section 8750 of reference (qqq) to members of the Armed Forces of the United States or foreign military personnel who, while serving in any capacity with the United States Air Force, distinguish themselves by

heroism involving voluntary risk of life under conditions other than those of actual conflict with an enemy.

#### AP1.1.2.19. Coast Guard Medal

AP1.1.2.19.1. Authorized through Section 493 of title 14, U.S.C. (reference (rrr)).

AP1.1.2.19.2. Awarded pursuant to Section 493 of title 14, U.S.C. (reference (rrr)) to any person who, while serving in any capacity with the U.S. Coast Guard, distinguishes himself or herself by heroism not involving actual conflict with any enemy.

#### AP1.1.2.20. Bronze Star

AP1.1.2.20.1. Authorized by Executive Order 9419, "Bronze Star Medal," February 4, 1944, superseded by Executive Order 11046 (reference (sss)).

AP1.1.2.20.2. Awarded to any person who, after December 6, 1941, while serving in any capacity with the Armed Forces of the United States, distinguishes himself or herself by heroic or meritorious achievement or service, not involving participation in aerial flight, under any of the following circumstances:

AP1.1.2.20.2.1. While engaged in an action against an enemy of the United States.

AP1.1.2.20.2.2. While engaged in military operations involving conflict with an opposing foreign force.

AP1.1.2.20.2.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

AP1.1.2.20.3. When the Bronze Star is awarded for heroism, a bronze letter "V" (for valor) is worn on the suspension and service ribbon of that medal.

#### AP1.1.2.21. Purple Heart

AP1.1.2.21.1. Established by General George Washington -- known as the "Badge of Military Merit" -- on August 7, 1782. Revived as the Purple Heart in 1932 by General Douglas MacArthur (War Department General Orders No. 3, as amended (reference (ttt))) and Navy authority is Executive Order 9277 (reference (ttt))).

AP1.1.2.21.2. Awarded to any member of the Armed Forces of the United States or any civilian national of the United States who, while serving under competent authority in any capacity with one of the U.S. Armed Forces, after April 5, 1917, has been wounded, killed, or who has died or may hereafter die of wounds received under any of the following circumstances:

AP1.1.2.21.2.1. In action against an enemy of the United States.

AP1.1.2.21.2.2. In action with an opposing armed force of a foreign country in which the Armed Forces of the United States are or have been engaged.

AP1.1.2.21.2.3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

AP1.1.2.21.2.4. As a result of an act of any such enemy of opposing armed forces.

AP1.1.2.21.2.5. As the result of an act of any hostile foreign force.

AP1.1.2.21.2.6. After March 28, 1973, as a result of an international terrorist attack against the United States or a foreign nation friendly to the United States.

AP1.1.2.21.2.7. After March 28, 1973, as a result of military operations while serving outside the territory of the United States as part of a peacekeeping force.

AP1.1.2.21.2.8. A Service member who is killed or wounded in action as the result of action by friendly weapon fire while directly engaged in armed conflict, other than as a result of an act of an enemy of the U.S., unless (in the case of a wound) the wound is the result of willful misconduct of the member under Section 1129 of title 10, U.S.C. (reference (uuu))).

AP1.1.2.21.2.9. Before April 25, 1962, while held as a prisoner of war (or while being taken captive) in the same manner as a former prisoner of war who is wounded on or after that date while held as a prisoner of war (or while being taken captive under Section 521, DoD Authorization Act for 1996 (reference (vvv))).

#### AP1.1.2.22. Defense Meritorious Service Medal

AP1.1.2.22.1. Authorized by Executive Order 12019 (reference (k)).

AP1.1.2.22.2. Awarded in the name of the Secretary of Defense to any active duty member of the Armed Forces of the United States who, while serving in a joint activity, distinguishes himself or herself by noncombat meritorious achievement or service. The required achievement or service, while of lesser degree than that required for award of the DSSM, nevertheless must have been accomplished with distinction.

#### AP1.1.2.23. Meritorious Service Medal

AP1.1.2.23.1. Authorized by Executive Order 11448, as amended (reference (rr)).

AP1.1.2.23.2. Awarded to members of the Armed Forces of the United States who distinguish themselves by outstanding noncombat meritorious achievement or service to the United States. Normally, the acts or services rendered must be comparable to that required for the Legion of Merit, but in a duty of lesser though considerable responsibility.

#### AP1.1.2.24. Air Medal

AP1.1.2.24.1. Authorized by Executive Order 9158, as amended (reference (www)).

AP1.1.2.24.2. Awarded to any person who, while serving in any capacity with the Armed Forces of the United States, subsequent to September 8, 1939, distinguishes himself or herself by heroic or meritorious achievement while participating in an aerial flight.

AP1.1.2.24.3. Subsequent to April 1974, the letter "V" may be authorized by the Navy and Marine Corps.

#### AP1.1.2.25. Aerial Achievement Medal

AP1.1.2.25.1. Authorized by the Secretary of the Air Force, February 5, 1988.

AP1.1.2.25.2. Awarded for sustained meritorious achievement while participating in aerial flight.

#### AP1.1.2.26. Joint Service Commendation Medal

AP1.1.2.26.1. Authorized by the Secretary of Defense Memorandum, June 25, 1963 (reference (xxx)).

AP1.1.2.26.2. Awarded in the name of the Secretary of Defense to members of the Armed Forces of the United States who, while assigned to a joint activity after January 1, 1963, distinguish themselves by meritorious achievement or service.

AP1.1.2.26.3. Letter "V" is authorized for wear by all the Services (reference (yyy)).

#### AP1.1.2.27. Army Commendation Medal

AP1.1.2.27.1. Authorized by the Secretary of War, December 18, 1945, as the Commendation Ribbon with Metal Pendant. Redesignated the Army Commendation Medal by DA General Order 10, March 31, 1960.

AP1.1.2.27.2. Awarded to members of the Armed Forces of the United States who, while serving in any capacity with the U.S. Army after December 6, 1941, distinguish themselves by heroism, meritorious achievement, or meritorious service. The award may also be made to members of the armed forces of a friendly foreign nation who, after June 1, 1962, distinguish themselves under similar circumstances of mutual benefit to the friendly nation and the United States.



AP1.1.2.27.3. The Army authorizes wear of the Letter "V" device.

#### AP1.1.2.28. Navy and Marine Corps Commendation Medal

AP1.1.2.28.1. Authorized by the Secretary of the Navy, January 11, 1944 -- originally known as the "Navy Commendation Ribbon." On March 22, 1950, the Secretary of the Navy established the metal pendant for that award. On August 11, 1960, the Secretary of the Navy changed the name of the award to the "Navy Commendation Medal" and on August 19, 1994, he changed the name of the award to the "Navy and Marine Corps Commendation Medal."

AP1.1.2.28.2. Awarded to persons who, while serving in any capacity with the U.S. Navy or U.S. Marine Corps (including foreign military personnel and members of U.S. Reserve components on active or in inactive duty), distinguish themselves after December 6, 1941, by heroic or meritorious achievement or service.

AP1.1.2.28.3. The Navy and the Marine Corps authorize the letter "V" device.

#### AP1.1.2.29. Air Force Commendation Medal

AP1.1.2.29.1. Authorized by the Secretary of the Air Force, March 28, 1958.

AP1.1.2.29.2. Awarded to members of the Armed Forces of the United

States, below the grade of O-7 and foreign military personnel, who, while serving in any capacity with the Department of the Air Force, distinguish themselves by outstanding achievement or meritorious service.

#### AP1.1.2.30. Coast Guard Commendation Medal

AP1.1.2.30.1. Authorized by the Secretary of the Treasury, August 26, 1947 -- originally known as "Commendation Ribbon with Metal Pendant." Redesignated as the "Coast Guard Commendation Medal" by the Commandant, U.S. Coast Guard, October 2, 1959.

AP1.1.2.30.2. Awarded to members of the Armed Forces of the United States, serving in any capacity with the U.S. Coast Guard, for meritorious service

resulting in unusual and outstanding achievement rendered while the U.S. Coast Guard is serving under Department of Transportation jurisdiction.

AP1.1.2.30.3. The Coast Guard authorizes letter the "V" device.

#### AP1.1.2.31. Joint Service Achievement Medal

AP1.1.2.31.1. Authorized by DoD Directive 1348.28, March 29, 1984 (reference (zzz)).

AP1.1.2.31.2. Awarded in the name of the Secretary of Defense to members of the Armed Forces of the United States, below the grade of O-6, who, while assigned to a joint activity after August 3, 1983, distinguish themselves by meritorious achievement or service. The required achievement or service, while of lesser degree than that required for award of the JSCM, must have been accomplished with distinction.

#### AP1.1.2.32. Army Achievement Medal

AP1.1.2.32.1. Authorized by the Secretary of the Army, April 10, 1981.

AP1.1.2.32.2. Awarded to members of the Armed Forces of the United States or foreign military personnel, who, while serving in any capacity with the U.S. Army in a noncombat area on or after August 1, 1981, distinguish themselves by meritorious service or achievement. The required achievement or service, while of lesser degree than that required for award of the Army Commendation Medal, must have been accomplished with distinction. The Army Achievement Medal shall not be awarded to general or flag officers.

#### AP1.1.2.33. Navy and Marine Corps Achievement Medal

AP1.1.2.33.1. Authorized by the Secretary of the Navy, May 1, 1961 -- the award was originally known as the "Secretary of the Navy Commendation for Achievement." Redesignated the "Navy Achievement Medal" by the Secretary of the Navy July 17, 1967; on August 19, 1994, the award was again redesignated the "Navy and Marine Corps Achievement Medal."

AP1.1.2.33.2. Awarded to members of the U.S. Navy and U.S. Marine Corps in the rank of O-4 and below, for service performed on or after May 1, 1961.

The Navy and Marine Corps Achievement Medal shall be awarded for professional and/or leadership achievement in a combat or noncombat situation based on sustained performance or specific achievement of a superlative nature.

AP1.1.2.33.3. The Navy and Marine Corps authorized the letter "V" during Vietnam and subsequent to August 2, 1990.

#### AP1.1.2.34. Air Force Achievement Medal

AP1.1.2.34.1. Authorized by the Secretary of the Air Force, October 12, 1980.

AP1.1.2.34.2. Awarded to members of the Armed Forces of the United States and foreign military personnel, below the rank of O-6, after September 30, 1981, who, while serving in any capacity with the U.S. Air Force, distinguish themselves by meritorious service or achievement.

#### AP1.1.2.35. Coast Guard Achievement Medal

AP1.1.2.35.1. Authorized by the Commandant, U.S. Coast Guard, June 4, 1968.

AP1.1.2.35.2. Awarded to any member of the Armed Forces of the United States for service performed on or after April 1, 1967, while serving with U.S. Coast Guard units. Specifically, the award shall be given for professional and/or leadership achievement in a combat or noncombat situation based on sustained performance or specific achievement of a superlative nature.

AP1.1.2.35.3. Coast Guard authorizes the letter "V" device.

AP1.1.2.36. Commandant's Letter of Commendation Ribbon (U.S. Coast Guard)

AP1.1.2.36.1. The Commandant's Letter of Commendation is among the oldest of the awards presented to members of the U.S. Coast Guard. The ribbon was established on March 17, 1979.

AP1.1.2.36.2. Awarded to any member of the Armed Forces of the

United States serving in any capacity with the U.S. Coast Guard for an act or service resulting in unusual or outstanding achievement, whose performance is lesser than that required for the Coast Guard Achievement Medal.

#### AP1.1.2.37. Combat Action Ribbon

AP1.1.2.37.1. Authorized by the Secretary of the Navy, February 17, 1969.

AP1.1.2.37.2. Awarded to members of the U.S. Navy, the U.S. Marine Corps, and the U.S. Coast Guard, operating under the control of the U.S. Navy, in the grade of O-6, or below, who have actively participated in ground or surface combat. Personnel who earned the Combat Infantryman Badge while members of the U.S. Army may be authorized to wear the Combat Action Ribbon instead. The principal eligibility criterion is that the Service members must have participated in a ground or surface combat fire fight or action during which they were under enemy fire and their performance while under fire must have been satisfactory.

AP1.1.2.37.3. A Service member, whose eligibility has been established in combat in any of the following listed operations, is authorized the award of the Combat Action Ribbon. Only one award per operation is authorized, as follows:

Southeast Asia	1 Mar 61 - 15 Aug 73
Dominican Republic	28 Apr 65 - 21 Sep 66
USS LIBERTY (AGTR 5)	8 Jun 67 - 9 Jun 67
USS PUEBLO (AGER 2)	23 Jan 68
Operation FREQUENT WIND	28 Apr 75 - 30 Apr 75
Operation Mayaquez	15 May 75
Grenada	24 Oct 83 - 2 Nov 83
Lebanon	20 Aug 82 - 1 Aug 84
Persian Gulf-Specific Units designated by SECNAV.	
Operation Just Cause	20 Dec 89 - 31 Jan 90
Operation Desert Storm	17 Jan 91 - 28 Feb 91
Operation Restore Hope	5 Dec 92 - 31 Mar 95

AP1.1.2.37.4. Ribbon bars are issued to personnel certified eligible; however, a medal is not authorized and a citation or certificate shall not be issued. For

Service members who qualify in two or more operations, subsequent awards shall be indicated by the use of a Gold Star on the ribbon.

## AP2. APPENDIX 2

## U.S. UNIT AWARDS

AP2.1.1. Unit awards recognize entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies, or extraordinary situations that involve national interests. They are not intended to recognize individual actions, but to acknowledge the combined efforts of the organization. With exception of the JMUA, the Secretaries concerned are responsible for the policies and procedures involving their Service unit awards. Specifics are outlined in Service Directives or, in the case of the JMUA, in Chapter 4 of this Manual and should be consulted for further information.

AP2.1.2. The following paragraphs, AP2.1.2.1. through AP2.1.2.13., below, provide a brief description of the various unit awards authorized for the Armed Forces of the United States:

AP2.1.2.1. Presidential Unit Citation

AP2.1.2.1.1. The Navy Presidential Unit Citation was authorized by Executive Order 9050 (reference (aa)). The equivalent award for Army units was known as the Distinguished Unit Citation and was authorized by Executive Order 9057, as superseded by Executive Order 10694 (reference (aaaa)). Both awards were subsequently redesignated the "Presidential Unit Citation."

AP2.1.2.1.2. Awarded in the name of the President of the United States to units of the Armed Forces of the United States and cobelligerent nations for extraordinary heroism in action against an armed enemy occurring on, or after, October 16, 1941, for U.S. Navy and U.S. Marine Corps units, and on or after December 7, 1941, for U.S. Army units. The unit must have displayed such gallantry, determination, and esprit de corps in accomplishing its mission under extremely difficult and hazardous conditions to have set it apart and above other units participating in the same campaign. The degree of heroism required is the same as that which would be required for award of a Distinguished Service Cross to an individual.

AP2.1.2.1.3. Army and Air Force Service members, when authorized, shall wear an oak-leaf cluster for each additional award of the President Unit Citation. Navy and Marine Corps Service members shall wear the 3/16-inch bronze and Silver star to denote subsequent unit awards. In addition to oak-leaf clusters and bronze and Silver

stars, the following devices are authorized specifically for wear on the service ribbon of the Presidential Unit Citation:

AP2.1.2.1.3.1. Gold "N" for the Presidential Unit Citation awarded to the U.S.S. NAUTILUS (SSN 571) for the period July 22, 1958 to August 5, 1958.

AP2.1.2.1.3.2. Bronze Globe for the Presidential Unit Citation awarded to the U.S.S. TRITON (SSR(N) 586) for the period February 16, 1960 to May 10, 1960.

#### AP2.1.2.2. Joint Meritorious Unit Award

AP2.1.2.2.1. Authorized by DoD Directive 1348.27, July 22, 1982 (reference (bbbb)).

AP2.1.2.2.2. Awarded in the name of the Secretary of Defense to joint activities for meritorious achievement or service, superior to that which is normally expected, under any of the following conditions:

AP2.1.2.2.2.1. During action in combat with an armed enemy of the United States.

AP2.1.2.2.2.2. In a declared national emergency situation.

AP2.1.2.2.2.3. Under extraordinary circumstances that involve national interests.

AP2.1.2.2.3. Service members, when authorized, shall wear an oak-leaf cluster for each additional award of the JMUA.

#### AP2.1.2.3. Valorous Unit Award (Army)

AP2.1.2.3.1. Awarded by the Department of the Army to units of the Armed Forces of the United States for extraordinary heroism in action against an armed enemy of the United States under any of the following conditions:

AP2.1.2.3.1.1. When engaged in military operations involving conflict with an opposing foreign force.

AP2.1.2.3.1.2. While serving with friendly forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party for actions occurring on or after August 3, 1963.

AP2.1.2.3.2. The Valorous Unit Award requires a lesser degree of gallantry, determination, and esprit de corps than that required of the Presidential Unit Citation.

AP2.1.2.3.3. Service members, when authorized, shall wear a bronze oak-leaf cluster for each additional award of the Valorous Unit Award they receive.

#### AP2.1.2.4. Meritorious Unit Commendation (Army)

AP2.1.2.4.1. Awarded by the Department of the Army to units for exceptionally meritorious conduct in performance of outstanding services for at least six continuous months during the period of military operations against an armed enemy occurring on or after January 1, 1944. Service in the combat zone is not required; however, it must be directly related to the combat effort.

AP2.1.2.4.2. Service members, when authorized, shall wear a bronze oak-leaf cluster for each additional award of the Meritorious Unit Award (Army) they receive.

#### AP2.1.2.5. Navy Unit Commendation

AP2.1.2.5.1. Authorized by the Secretary of the Navy, December 18, 1944.

AP2.1.2.5.2. Awarded by the Secretary of the Navy to any unit of the U.S. Navy or U.S. Marine Corps which, subsequent to December 6, 1941, distinguished itself by either of the following:

AP2.1.2.5.2.1. Outstanding heroism in action against the enemy, but not sufficient to warrant award of the Presidential Unit Citation.

AP2.1.2.5.2.2. Extremely meritorious service not involving combat, but in support of military operations that was outstanding when compared to other units performing similar service. The Navy Unit Commendation may be awarded to other units of the Armed Forces of the United States and of friendly foreign nations serving with the Armed Forces of the United States provided such units meet the standards established by the Department of the Navy.

AP2.1.2.5.3. Bronze stars are worn by Navy and Marine Corps to denote second and subsequent awards.



#### AP2.1.2.6. Air Force Outstanding Unit Award

AP2.1.2.6.1. Authorized by the Secretary of the Air Force, January 6, 1954.

AP2.1.2.6.2. Awarded by the Secretary of the Air Force to units that have distinguished themselves by exceptionally meritorious service or outstanding achievement that clearly sets the unit above and apart from similar units. The service or achievement may be in the following:

AP2.1.2.6.2.1. Performance of exceptionally meritorious service of national or international significance.

AP2.1.2.6.2.2. Accomplishment of a specific outstanding achievement of national or international significance.

AP2.1.2.6.2.3. Combat operations against an armed enemy of the United States.

AP2.1.2.6.2.4. Military operations involving conflict with or exposure to hostile actions by an opposing foreign force.

AP2.1.2.6.3. Certain devices, depending on the circumstances, may be worn on the service ribbon:

AP2.1.2.6.3.1. Oak-Leaf Cluster. A bronze oak-leaf cluster for subsequent awards when authorized.

AP2.1.2.6.3.2. "V" Device. A bronze "V" device when the award of the Air Force Outstanding Unit Award is made to a unit for combat or direct combat support.

#### AP2.1.2.7. Coast Guard Unit Commendation

AP2.1.2.7.1. Authorized by the Commandant, U.S. Coast Guard, January 1, 1963.

AP2.1.2.7.2. Awarded by the Commandant to any U.S. Coast Guard unit that distinguished itself by valorous or extremely meritorious service in support of U.S. Coast Guard operations. Such operations are noncombatant in nature and are considered outstanding when compared to other units performing similar service. The

*DoD 1348.33-M, September 1996*

Coast Guard Unit Commendation may be awarded to other units of the Armed Forces provided such units meet the standards established by the U.S. Coast Guard.

AP2.1.2.7.3. The Operational Distinguishing Device (Silver letter "O") may be worn on the Service ribbon of the Coast Guard Unit Commendation when authorized. Gold stars are worn to denote subsequent awards.

AP2.1.2.7.4. On January 2, 1990, the Commandant approved the awarding of unit commendations to civilian personnel when appropriate.

#### AP2.1.2.8. Army Superior Unit Award

AP2.1.2.8.1. Authorized by the Secretary of the Army, April 8, 1985.

AP2.1.2.8.2. Awarded by the Chief of Staff, U.S. Army, for outstanding meritorious performance of a unit of a uniquely difficult and challenging mission under extraordinary circumstances that involved the national interest during peacetime. The unit must display such outstanding devotion and superior performance of exceptionally difficult tasks as to set it apart and above other units with similar missions.

#### AP2.1.2.9. Meritorious Unit Commendation (Navy)

AP2.1.2.9.1. Authorized by the Secretary of the Navy, July 17, 1967.

AP2.1.2.9.2. Awarded by the Secretary of the Navy to any unit of the U.S. Navy or U.S. Marine Corps that distinguished itself, by either valorous or meritorious achievement considered outstanding when compared to other units performing similar service, but not sufficient to justify award of the Navy Unit Commendation. Service may be under either combat or noncombat conditions.

AP2.1.2.9.3. Bronze stars are worn by Navy and Marine Corps to denote second and subsequent awards.

#### AP2.1.2.10. Air Force Organizational Excellence Award

AP2.1.2.10.1. Authorized by the Secretary of the Air Force, August 26, 1969.

AP2.1.2.10.2. The Air Force Organizational Excellence Award is intended

to recognize the achievements and accomplishments of U.S. Air Force organizations or activities that do not meet the eligibility requirements for the Air Force Outstanding Unit Award.

AP2.1.2.10.3. Certain devices, depending on the circumstances, may be worn on the Service ribbon:

AP2.1.2.10.3.1. Oak-Leaf Cluster. A bronze oak-leaf cluster for subsequent awards when authorized.

AP2.1.2.10.3.2. "V" Device. A bronze "V" device when the award of the Air Force Organizational Excellence Award is made to a unit for combat or direct combat support.

#### AP2.1.2.11. Coast Guard Meritorious Unit Commendation

AP2.1.2.11.1. Authorized by the Commandant, U.S. Coast Guard, November 13, 1973.

AP2.1.2.11.2. Awarded by the Commandant, U.S. Coast Guard, to any unit of the U.S. Coast Guard which has distinguished itself by either valorous or meritorious achievement or service in support of U.S. Coast Guard operations. Such operations are noncombatant in nature and are outstanding when compared to other units performing similar service but not sufficient to justify award of the Coast Guard Unit Commendation Medal. The Coast Guard Meritorious Unit Commendation Medal may be awarded to other units of the Armed Forces provided such units meet the standards established by the U.S. Coast Guard.

AP2.1.2.11.3. The Operational Distinguishing Device (Silver letter "O") may be worn on the Service ribbon of the Coast Guard Meritorious Unit Commendation Medal when authorized. Gold stars are worn to denote subsequent awards.

#### AP2.1.2.12. Coast Guard Meritorious Team Commendation

AP2.1.2.12.1. Authorized by the Commandant on December 22, 1993.

AP2.1.2.12.2. Awarded by the Commandant and subordinate awarding authorities to groups or teams which do not constitute a Coast Guard unit (i.e., non-OPFAC small groups, such as teams, detachments, or sub-units). To justify this

award, the individual members of these groups must have performed service which made a significant contribution to the group's overall outstanding accomplishment of a study, process, mission, etc. The service performed as a group or team must be of a character comparable to that which would merit the award of the Commandant's Letter of Commendation or higher to an individual.

AP2.1.2.12.3. The Operational Distinguishing Device shall be worn on the ribbon bar if specifically authorized by the citation. Gold stars are worn to denote subsequent awards.

#### AP2.1.2.13. Navy "E" Ribbon

AP2.1.2.13.1. Authorized by the Secretary of the Navy.

AP2.1.2.13.2. That ribbon denotes permanent duty on and/or with ships or squadrons that won the battle efficiency competitions subsequent to July 1, 1974.

AP2.1.2.13.3. The ribbon bar with one "E" device is worn for the first award. An additional "E" is worn for second and third awards. One wreathed "E" is worn to denote four or more awards.

#### AP2.1.2.14. Coast Guard "E" Ribbon

AP2.1.2.14.1. Authorized by the Commandant of the Coast Guard on September 25, 1990.

AP2.1.2.14.2. Awarded by the area commanders, that ribbon provides visible recognition for personnel of cutters earning the overall operational readiness "E" award during refresher training. All personnel serving aboard their unit for more than 50 percent of the period during which it undergoes refresher training are eligible for the "E" ribbon. Personnel serving less than 50 percent of the period, or personnel who are on leave or TAD during the evolution are not eligible, unless specifically recommended by the commanding officer.

DoD 1348.33-M, September 1996

## AP3. APPENDIX 3

## DoD ACTIVITIES AWARDED THE JOINT MERITORIOUS UNIT AWARD

DoD Activity	Inclusive Dates
Electronic Warfare During Close Air Support Joint Test Force	15 Mar 76 - 30 Sep 82
Armed Forces Institute of Pathology, Washington, DC	22 Mar 77 - 3 Sep 86
Atlantic Command Electronic Intelligence Center	1 Jan 79 - 31 Dec 83
4477 <sup>th</sup> Test and Evaluation Squadron (USAF)	1 Feb 79 - 1 Feb 84
Joint Deployment Agency	1 May 79 - 14 Apr 87
U.S. Defense Attache Office, San Salvador, El Salvador	1 Oct 79 - 30 Apr 81
Joint Communications Support Element, U.S. Readiness Command	1 Nov 79 - 31 Dec 83
Defense Language Institute English Language Center	1 Jan 80 - 30 Jun 83
Intelligence Center Pacific	1 Sep 80 - 21 Mar 83
Joint Special Operations Support Element, U.S. Readiness Command	30 Sep 80 - 30 Sep 84
Joint United States Military Mission for Aid to Turkey, United States European Command	18 Dec 80 - 30 Jun 86
United States Military Group El Salvador (1 <sup>st</sup> Award)	1 Jan 81 - 7 Jun 85
United States Military Liaison Mission to CINC, Group of Soviet Forces in Germany, United States European Command (EUCOM)	1 Jan 81 - 31 Mar 85
Defense Nuclear Agency	1 Jul 81 - 30 Jun 84
Commander in Chief, Allied Forces Southern Europe Band	1 Oct 81 - 31 Mar 83
U.S. Liaison Office Morocco	1 Oct 81 - 30 Jun 83
Office of Military Cooperation Cairo, Egypt	1 Oct 81 - 30 Sep 83
U.S. Defense Attache Office Nicosia, Cyprus	1 Jun 82 - 31 Dec 83
Defense Mapping Agency	1 Jun 82 - 1 Jun 84
U.S. Defense Attache Office, Tel Aviv, Israel	1 Jun 82 - 31 Mar 85
HQ, U.S. Military Observer Group, U.N. Truce Supervision Organization, Jerusalem, Israel	5 Jun 82 - 5 Jun 83

U.S. Defense Attache Office, Beirut, Lebanon	8 Jun 82 - 30 Sep 84
U.S. Military Entrance Processing Command	1 Jul 82 - 30 Apr 85
U.S. Military Training Mission to Saudi Arabia (1 <sup>st</sup> Award)	22 Jul 82 - 31 Dec 84
U.S. EUCOM Defense Analysis Center (2 Awards)	1 Aug 82 - 9 Apr 84 (and) 1 Aug 82 - 2 Jul 87
U.S. EUCOM Defense Analysis Center	1 Aug 82 - 2 Jul 87
Naval Explosive Ordnance Disposal Technology Center, Indian Head, MD	20 Aug 82 - 7 Jun 84
Joint Strategic Target Planning Staff, Offutt AFB, NE	1 Oct 82 - 30 Sep 85
Defense Fuel Region Caribbean, Defense Logistics Agency	1 Nov 82 - 31 Jan 84
Campaign Management Control Activity	1 Mar 83 - 31 Jan 85
Central American Joint Intelligence Team, DIA	27 May 83 - 1 Jun 86

*DoD 1348.33-M, September 1996*

DoD Activity	Inclusive Dates
Amphibious Construction Battalion Two	2 Jul 83 - 30 Oct 84
White House Communications Agency (1 <sup>st</sup> Award)	1 Aug 83 - 31 Jul 85
Joint U.S. Military Aid Group Greece	1 Sep 83 - 8 Aug 86
Joint Special Operations Command	21 Oct 83 - 28 Oct 83
DIA, Foreign Acquisition Team (Grenada)	30 Oct 83 - 16 Nov 83
U.S. Military Training Mission to Saudi Arabia (2nd Award)	1 Jan 84 - 1 Oct 86
4477 <sup>th</sup> Test and Evaluation Squadron, 57 <sup>th</sup> Fighter Weapons Wing, Tactical Air Command (2 <sup>nd</sup> Award)	2 Feb 84 - 1 Feb 87
U.S. Defense Attache Office, Islamabad, Pakistan	1 Apr 84 - 1 Apr 86
U.S. Military Liaison Mission to the CINC, Soviet Western Group of Forces, (U.S. EUCOM)	1 Apr 84 - 1 Oct 90
Strategic Defense Initiative Organization	24 Apr 84 - 30 Apr 86
Fourth Allied Tactical Air Force Signal Group	1 Jul 84 - 30 Jun 86
JTF- Bravo, Honduras, U.S. Southern Command (1 <sup>st</sup> Award)	1 Aug 84 - 31 Jul 87
U.S. Liaison Office, Kuwait	1 Oct 84 - 30 Sep 86
Advanced Medium Range Air-to-Air Missile Joint System Program Office, U.S. Pacific Command	1 Oct 84 - 31 Dec 86
Joint Casualty Resolution Center, U.S. Pacific Command	1 Jan 85 - 30 Jun 86
NAVSTAR Global Positioning Joint Program Office (1 <sup>st</sup> Award)	1 Jan 85 - 31 Dec 86
Armed Forces Courier Service	1 Jan 85 - 1 Jan 87
Special Intelligence Squadron, U.S. Army Office of Military Support, Fort George G. Mead, MD	1 Feb 85 - 3 Nov 89
Elements of the DIA	1 Jun 85 - 1 Jun 86
Remote Operations Facility, Airborne, National Security Agency/Central Security Services (NSA/CSS)	14 Jun 85 - 30 Jun 85
U.S. Defense Attache Office, Tunis, Tunisia	1 Aug 85 - 1 Dec 86

White House Communications Agency (2 <sup>nd</sup> Award)	1 Aug 85 - 31 Aug 89
Joint Special Operations Command and Certain of its Forces, Joint Special Operations Command	8 Oct 85 - 11 Oct 85
Joint Electronic Warfare Center, San Antonio, TX	8 Jan 86 - 30 Sep 86
U.S. Defense Attache Office, Manila, Republic of the Philippines	31 Jan 86 - 26 Feb 86
Defense Attache Office, Managua, Nicaragua	1 Aug 86 - 31 Mar 89
United States Military Group El Salvador (2 <sup>nd</sup> Award)	1 Oct 86 - 2 Jun 89
U.S. Military Training Mission to Saudi Arabia (3 <sup>rd</sup> Award)	2 Oct 86 - 1 Jul 89
U.S. Defense Attache Office, Moscow	22 Oct 86 - 1 Mar 87
Armed Forces Medical Intelligence Center	1 Jan 87 - 31 Mar 90
U.S. Liaison Office, Abu Dhabi, United Arab Emirates	1 Jan 87 - 31 Mar 91
Defense Courier Service (1 <sup>st</sup> Award)	2 Jan 87 - 31 Dec 88
U.S. Military Group, Ecuador	6 Apr 87 - 30 Nov 89
HQ, U.S. Transportation Command	17 Apr 87 - 1 Oct 89

*DoD 1348.33-M, September 1996*

DoD Activity	Inclusive Dates
Menwith Hill Station, North Yorkshire, England, NSA/CSA (1 <sup>st</sup> Award)	1 May 87 - 1 Sep 88
Defense Attache Office, Panama City, Panama	21 Jun 87 - 1 Jan 90
Operations/Telecommunications/Computer Services Organizations, NSA/CSS	28 Jun 87 - 15 Dec 88
Office of Military Cooperation, Bahrain, Central Command (CENTCOM)	1 Aug 87 - 31 Dec 89
USCINCPAC Airborne Command Post	1 Sep 87 - 20 Apr 89
U.N. Command Military Armistice Commission Secretariat (U.S. PACOM)	15 Sep 87 - 15 Sep 89
U.S. Military Observer Group, United Nations Truce Supervision Organization	1 Oct 87 - 1 Oct 88
Aviation Squadron HQ, 1 <sup>st</sup> Special Forces Operational Detachment-DELTA (Airborne)	1 Oct 87 - 16 Jun 89
Defense Attache Office, Bogota, Columbia, DIA	1 Oct 87 - 30 Sep 90
Defense Advisor, U.S. Mission to NATO, Brussels, Belgium	1 Jan 88 - 31 Dec 88
On-Site Inspection Agency	15 Jan 88 - 31 Dec 88
Defense Attache Office, Rangoon, Burma	1 Mar 88 - 15 Oct 89
Operation Praying Mantis	18 Apr 88 - 19 Apr 88
DoD Manager's Space Transportation System Contingency Support Office	1 Jul 88 - 30 Jun 90
Joint Casualty Resolution Center and Liaison Office, Bangkok	1 Sep 88 - 31 Jul 89
JTF-Bravo, Honduras, U.S. Southern Command (SOUTHCOM)(2 <sup>nd</sup> Award)	1 Jan 89 - 31 Dec 89
NAVSTAR Global Positioning System Joint Program Office (2 <sup>nd</sup> Award)	1 Jan 89 - 28 Feb 91
National Security Council to the White House	20 Jan 89 - 20 Jan 93
JTF-5 U.S. Pacific Command (PACOM)	10 Feb 89 - 9 Feb 91
JTF-4 U.S. Atlantic Command (LANTCOM)	27 Feb 89 - 2 Apr 91
Office of the Department of Defense Coordinator for Drug Enforcement Policy	22 Apr 89 - 19 Jan 93

and Support, Office of the Secretary of Defense	
HQ, U.S. SOUTHCOM	11 May 89 - 31 Jan 90
Defense Attache Office, Beijing, People's Republic of China	19 May 89 - 10 Jun 89
Joint Communications Support Element (JCSE)	19 May 89 - 13 Jan 90
U.S. Military Training Mission, Riyadh, Saudi Arabia (4 <sup>th</sup> Award)	2 Jul 89 - 30 Apr 91
HQ, EUCOM	1 Sep 89 - 31 Aug 91
The Office of the USD(P)	1 Oct 89 - 21 May 91
Joint Strategic Target Planning Staff	1 Oct 89 - 1 Dec 90
Joint Staff	1 Oct 89 - 31 Mar 91
Special Intelligence Squadron, U.S. Army Office of Military Support	4 Nov 89 - 19 Dec 91
United States Military Group El Salvador (3 <sup>rd</sup> Award)	11 Nov 89 - 23 Dec 89
Joint Special Operations Command and Selected Units	17 Dec 89 - 16 Jan 90
HQ, JFT-South (U.S. Southern Command)	18 Dec 89 - 18 Jan 90
Defense Attache Office, Monrovia, Liberia	26 Dec 89 - 12 Oct 90
Armed Forces Element, U.S. Arms Control and Disarmament Agency	1 Jan 90 - 31 Jul 91
U.S. Military Group - El Salvador	1 Jan 90 - 16 Jan 92
HQ, Special Operations Command South	1 Feb 90 - 31 Dec 93
White House Military Office (1st Award)	1 Jul 90 - 10 Dec 90
HQ, U.S. Special Operations Command	1 Aug 90 - 30 Oct 93

119

APPENDIX 3

*DoD 1348.33-M, September 1996*

DoD Activity	Inclusive Dates
Office of National Security Affairs, Office of the Vice President	2 Aug 90 - 26 Feb 91
Defense Logistics Agency	2 Aug 90 - 28 Feb 91
HQ, U.S. CENTCOM	2 Aug 90 - 21 Apr 91
Denver Field Station, NSA/CSA	2 Aug 90 - 28 Feb 91
Cruise Missile Support Activity, USLANTCOM	2 Aug 90 - 28 Feb 91
DARPA	2 Aug 90 - 28 Feb 91
Menwith Hill Station, North Yorkshire, England, NSA/CSA (2 <sup>nd</sup> Award)	2 Aug 90 - 1 Mar 91
HQ, U.S. Space Command	2 Aug 90 - 2 Mar 91
Defense Mapping Agency Aerospace Center (2 <sup>nd</sup> Award)	2 Aug 90 - 12 Mar 91
United States Pacific Command Cruise Missile Support Activity, PACOM	2 Aug 90 - 15 Mar 91
Joint Electronic Warfare Center	2 Aug 90 - 15 Mar 91
Defense Information Systems Agency	2 Aug 90 - 15 Mar 91
Defense Mapping Agency Hydrographic/Topographic Center (2 <sup>nd</sup> Award)	2 Aug 90 - 31 Mar 91
Staff of Commander, Maritime Air Forces, Mediterranean	2 Aug 90 - 23 Mar 91
Office of Defense Cooperation, Netherlands	2 Aug 90 - 25 Mar 91
Office of Defense Cooperation, Spain	2 Aug 90 - 25 Mar 91
Joint Signal Group Allied Land Forces and Sixth Tactical Air Force	2 Aug 90 - 31 Mar 91
Immediate OSD and Deputy Secretary of Defense	2 Aug 90 - 31 Mar 91
Directorate for Correspondence and Directives, WHS	2 Aug 90 - 31 Mar 91



Sixth Allied Tactical Air Force	2 Aug 90 - 31 Mar 91
Joint U.S. Mil Mission for Aid to Turkey	2 Aug 90 - 31 Mar 92
Military Assistance Program, Amman, Jordan	2 Aug 90 - 21 Apr 91
HQ, Special Operation Command and Control, King Fahd International Airport (CENTCOM)	2 Aug 90 - 15 Apr 91
U.S. Office of Military Cooperation, Muscat, Oman	2 Aug 90 - 21 Apr 91
Office of the Assistant Secretary of Defense for Reserve Affairs	2 Aug 90 - 31 May 91
U.S. Office of Military Cooperation, Bahrain	2 Aug 90 - 15 Jun 91
HQ, U.S. Transportation Command	2 Aug 90 - 31 Jul 91
U.S. Office of Military Cooperation, Cairo, Egypt	2 Aug 90 - 30 Nov 91
American Forces Information Services (AFIS)	2 Aug 90 - 1 Aug 91
Office of the Assistant Secretary of Defense (Public Affairs)	2 Aug 90 - 2 Aug 91
Joint U.S. Military Mission for Aid to Turkey	2 Aug 90 - 30 Sep 91
Defense Mapping Agency Combat Support Center (2 <sup>nd</sup> Award)	2 Aug 90 - 30 Sep 91
Joint Communications Support Element (JCSE) CENTCOM	4 Aug 90 - 21 Apr 91
Headquarters Allied Air Forces Southern Europe, Allied Command Europe	7 Aug 90 - 15 Mar 91
NATO Airborne Warning and Control System E-3A Component	7 Aug 90 - 16 Mar 91
NSA/CSS Representative Central Command/Forward (NCR CENTCOM/FWD)	7 Aug 90 - 22 Apr 91
Defense Courier Service (2 <sup>nd</sup> Award)	9 Aug 90 - 31 May 91
Armed Services Medical Regulating Office	15 Aug 90 - 31 Mar 91
Joint Task Force Six	1 Oct 90 - 30 Sep 92
Joint Strategic Target Planning Staff	2 Dec 90 - 31 May 92

DoD Activity	Inclusive Dates
Joint Surveillance Target Attack Radar	11 Dec 90 - 10 Apr 91
JTF PROVEN FORCE (EUCOM)	23 Dec 90- 31 Mar 91
Joint Special Operations Task Force SOCOM	28 Jan 91 - 4 Mar 91
Special U.S. Liaison Advisor, Korea	1 Mar 91 - 28 Feb 94
Defense Reconstruction Assistance Office, Kuwait	7 Mar 91 - 30 Mar 91
Combined Task Force PROVIDE COMFORT	5 Apr 91 - 16 Jul 91
Joint Task Force Four	6 Apr 91 - 30 Apr 92
Joint Communications Support Element	22 Apr 91 - 30 Jan 93
HQ, Special Operations Command Central	22 Apr 91 - 5 Apr 94
JTF-SEA ANGEL	10 May 91 - 13 Jun 91
JFT-FIERY VIGIL	10 Jun 91 - 28 Jun 91
Defense Equal Opportunity Management Institute	14 Jun 91 - 31 May 96
Joint Intelligence Center Pacific	3 Jul 91 - 1 Apr 94
Combined Task Force PROVIDE COMFORT II	17 Jul 91 - 30 Jun 93
HQ, U.S. Transportation Command	1 Aug 91 - 30 Jun 93
EUCOM Joint Analysis Center	1 Oct 91 - 1 Oct 93

Joint Task Force Guantanamo	22 Nov 91 - 2 Jul 93
Joint Task Force Full Accounting	21 Jan 92 - 28 Feb 93
U.S. Military Observer Detachment - Jerusalem, U.N. Truce Supervision Organization (4 <sup>th</sup> Award)	1 Mar 92 - 1 Mar 95
U.S. Office of Mil Cooperation, Kuwait	1 Apr 92 - 30 Jun 94
HQ, U.S. European Command	1 Apr 92 - 31 Dec 94
Defense Evaluation Support Activity	1 May 92 - 30 June 95
White House Military Office (2 <sup>nd</sup> Award)	1 Jun 92 - 31 Jan 93
U.S. Component on Iraq, Chemical Destruction Group, U.N. Special Commission on Iraq	18 Jun 92 - 14 Jun 94
HQ, U.S. Strategic Command	1 Jun 92 - 22 Sep 93
Unified Task Force Somalia	5 Dec 92 - 4 May 93
U.S. Office of Mil Cooperation, Cairo	1 Jul 92 - 30 Jun 94
HQ, U.S. Atlantic Command	1 Jul 92 - 31 Oct 94
HQ, U.S. Central Command	1 Aug 92 - 4 May 93
Defense Plant Representative Office, McDonnell Douglas, Long Beach, CA	1 Aug 92 - 31 Jan 95
HQs, Joint Task Force Provide Relief	17 Aug 92 - 8 Dec 92
U.S. Army Office of Military Support	26 Aug 92 - 31 Aug 93
Joint Task Force Southwest Asia	26 Aug 92 - 31 May 95
HQ, U.S. Pacific Command	1 Sep 92 - 30 Sep 95
Unified Task Force Somalia	5 Dec 92 - 4 May 93
Defense Nuclear Agency (2 <sup>nd</sup> Award)	1 Jan 93 - 31 May 95
Joint Task Force PROVIDE PROMISE	1 Feb 93 - 31 Jan 94
Military Liaison Office, Mogadishu, Somalia	4 May 93 - 15 Sep 94
Ballistic Missile Defense Organization	13 May 93 - 19 Jun 95

DoD Activity	Inclusive Dates
HQ, U.S. Transportation Command	1 Jul 93 - 30 Jun 96
Joint Special Ops Command (Task Force Ranger)	22 Aug 93 - 25 Oct 93
U.S. Army Office of Military Support	1 Sep 93 - 31 May 95
JSCENTCOM Intel Spt Element Group 2, Somalia	7 Sep 93 - 15 Sep 94
United States Military Observer Group, Washington	1 Oct 93 - 14 April 96
U.S. Liaison Office, Kenya	6 Oct 93 - 23 Mar 95
Joint Communications Support Element	19 Oct 93 - 12 Mar 95
Joint Advanced Strike Technology Program Office	1 Jan 94 - 31 Aug 95
North Atlantic Treaty Organization	1 Jan 94 - 31 Dec 95
U.S. Arms Control and Disarmament Agency	1 Jan 94 - 31 Jan 96
Joint Task Force PROVIDE PROMISE	1 Feb 94 - 31 Jan 95
HQ, U.S. Southern Command	1 Feb 94 - 15 Oct 95
Defense Logistics Agency	17 Feb 94 - 1 Oct 95

HQ, Special Operations Command Central	6 Apr 94 - 16 Mar 95
Combined Task Force PROVIDE COMFORT	1 May 94 - 30 Jun 95
Joint Task Force 160	20 May 94 - 8 Feb 96
Joint Task Force 160	24 May 94 - 8 Feb 96
The Joint Staff (to include OCJCS and DIA/J-2)	1 Jun 94 - 1 Jan 95
Bureau of Political - Military Affairs	1 Jul 94 - 31 Dec 95
Defense Mapping Agency	21 Jul 92 - 30 Apr 96
Joint Task Force SUPPORT HOPE	23 Jul 94 - 7 Oct 94
Defense Information Systems Agency	29 Jul 94 - 1 Jul 96
Joint Task Force Distant Haven	19 Aug 94 - 31 Oct 94
Johnston Atoll, Field Command	23 Aug 94 - 17 Oct 94
Joint Task Force Safe Haven	26 Aug 94 - 1 Mar 95
HQ, Joint Special Ops Task Force 188	4 Sep 94 - 30 Jan 95
HQ, Joint Task Force 180	11 Sep 94 - 24 Oct 94
HQ, Joint Pysch Ops Task force (Haiti)	11 Sep 94 - 24 Oct 94
HQ, Combined Joint Task Force 190	11 Sep 94 - 14 Jan 95
HQ, U.N. Mission in Haiti	1 Oct 94 - 31 May 95
Joint Interagency Task Force West	1 Oct 94 - 1 Apr 96
U.S. Office of Mil Cooperation, Kuwait	7 Oct 94 - 10 Dec 94
HQ, U.S. Military Training Mission, Saudi Arabia	8 Oct 94 - 15 Dec 94
HQ, U.S. Central Command	8 Oct 94 - 16 Mar 95
U.N. Command Military Armistice Commission	17 Dec 94 - 30 Dec 94
HQ, Multi-National Forces - Haiti	4 Jan 95 - 31 Mar 95
Combined Task Force UNITED SHIELD	9 Jan 95 - 3 Mar 95
Joint Task Force PROVIDE PROMISE	1 Feb 95 - 15 Mar 96
Joint Task Force Safe Border	11 Mar 95 - 25 Jul 95
Joint Interagency Task Force East	12 Jun 95 - 4 Aug 95

DoD Activity	Inclusive Dates
HQ, U.S. Forces Haiti	1 Jun 95 - 29 Oct 95
HQ, U.N. Mission in Haiti	1 Jun 95 - 29 Oct 95
USCINCEUR (FWD) C2 Det (Operation Quicklift)	3 Jul 95 - 11 Aug 95
HQ, U.S. Forces Haiti	30 Oct 95 - 5 Mar 96
Joint Logistics Support Group	20 Jan 96 - 15 Apr 96

#### AP4. APPENDIX 4

#### U.S. SERVICE MEDALS, CAMPAIGN MEDALS, AND SERVICE RIBBONS

##### AP4.1.1. The Navy Good Conduct Medal, originally in the form of a badge,

authorized in the late 1800s, was the first award specifically designed to recognize the Military Service of an individual. Since that time there have been over 80 different service medals, campaign medals, and service ribbons designed.

AP4.1.2. The following paragraphs, AP4.1.2.1. through AP4.1.2.9., are brief descriptions of the various service medals, campaign medals, and service ribbons that have been authorized for the Armed Services of the United States. With the exception of Defense awards, the Secretaries concerned are responsible for the policies and procedures involving their service awards. Specific eligibility requirements are outlined in Service directives or, in the case of Defense awards, this Manual and should be consulted in determining an individual's eligibility. The Chairman of the Joint Chiefs of Staff is authorized to make exceptions to policy on U.S. service medals and campaign medals. That authority may not be delegated below the DJS.

#### AP4.1.2.1. Navy Good Conduct Medal

AP4.1.2.1.1. Established by the Secretary of the Navy, April 26, 1869.

AP4.1.2.1.2. Awarded on a selective basis to recognize 3 years of continuous active duty, above average conduct, and proficiency by enlisted Service members in the regular U.S. Navy or U.S. Naval Reserve.

AP4.1.2.1.3. A bronze star shall be worn on the suspension and service ribbon of the Navy Good Conduct Medal for subsequent awards of the medal.

#### AP4.1.2.2. Marine Corps Good Conduct Medal

AP4.1.2.2.1. Established by the Secretary of the Navy, July 20, 1896.

AP4.1.2.2.2. Awarded on a selective basis to recognize 3 years of continuous active duty to enlisted Service members in the Regular U.S. Marine Corps or U.S. Marine Corps Reserve to recognize good behavior and faithful service in the U.S. Marine Corps.

AP4.1.2.2.3. A bronze star shall be worn on the suspension and service ribbon of the Marine Corps Good Conduct Medal for subsequent awards of the medal.

### AP4.1.2.3. Dewey Medal

AP4.1.2.3.1. Authorized through "An Act to Commemorate the Victory of Manila Bay, May 1, 1898," June 3, 1898.

AP4.1.2.3.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who were assigned to any of the following ships on May 1, 1898:

AP4.1.2.3.2.1. U.S.S. OLYMPIA

AP4.1.2.3.2.2. U.S.S. CONCORD

AP4.1.2.3.2.3. U.S.S. BOSTON

AP4.1.2.3.2.4. U.S.S. RALEIGH

AP4.1.2.3.2.5. U.S.S. MCCULLOCH

AP4.1.2.3.2.6. U.S.S. BALTIMORE

AP4.1.2.3.2.7. U.S.S. PETREL

AP4.1.2.3.3. The medal was also known as the "Manila Bay Medal" and commemorated the Battle of Manila Bay.

### AP4.1.2.4. Cardenas Medal of Honor

AP4.1.2.4.1. Authorized through "A Resolution to Establish the Cardenas Medal of Honor," May 3, 1900.

AP4.1.2.4.2. Awarded exclusively to members of the U.S. Revenue Cutter HUDSON for action during the Spanish-American War. Intended to recognize the gallantry of the officers and men of the USRC HUDSON who, in the face of enemy fire, towed the U.S.S. WINSLOW out of range of the enemy guns at Cardenas Harbor.

### AP4.1.2.5. Specially Meritorious Medal

AP4.1.2.5.1. Authorized through Public Resolution 17, March 3, 1901.

AP4.1.2.5.2. Awarded to U.S. Navy and U.S. Marine Corps Service members for acts of specially meritorious military service, other than in combat, during the war with Spain. Service members who qualified for subsequent awards wore an inscribed bronze bar on the suspension ribbon of the medal; however, that medal was seldom awarded.

#### AP4.1.2.6. Sampson Medal

AP4.1.2.6.1. Authorized through the same legislation which established the Specially Meritorious Medal, March 3, 1901.

AP4.1.2.6.2. Awarded to U.S. Navy and U.S. Marine Corps Service members by the Secretary of the Navy for Military Service of unusual merit in the waters of the West Indies and on the shores of Cuba between April 27 and August 14, 1898.

AP4.1.2.6.3. A bronze bar, bearing the name of the Service member's ship, was worn on the suspension ribbon of the medal.

#### AP4.1.2.7. Spanish Campaign Medal (Army)

AP4.1.2.7.1. Established by the Secretary of War in 1905.

AP4.1.2.7.2. Awarded for Military Service in, or on the high seas en route to, any of the following countries:

AP4.1.2.7.2.1. Cuba between May 11 and July 17, 1898.

AP4.1.2.7.2.2. Puerto Rico between July 24 and August 13, 1898.

AP4.1.2.7.2.3. Philippine Islands between June 30 and August 16, 1898.

#### AP4.1.2.8. Philippine Campaign Medal (Army)

AP4.1.2.8.1. Established by the Secretary of War in 1905.

AP4.1.2.8.2. Awarded for Military Service in the Philippine Islands under any of the following conditions:

AP4.1.2.8.2.1. Ashore between February 4, 1899 and July 4, 1902.

AP4.1.2.8.2.2. Ashore in the Department of Mindanao between February 4, 1899 and December 31, 1904.

AP4.1.2.8.2.3. Against the Pulajanes on Leyte between July 20, 1906 and June 30, 1907, or on Samar between August 2, 1904 and June 30, 1907.

AP4.1.2.8.2.4. With any of the following expeditions:

AP4.1.2.8.2.4.1. Against Pala on Jolo between April and May 1905.

AP4.1.2.8.2.4.2. Against Datu Ali on Mindanao in October 1905.

AP4.1.2.8.2.4.3. Against hostile Moros on Mount Bud-Dajo, Jalo in March 1906.

AP4.1.2.8.2.4.4. Against hostile Moros on Mount Bagsac, Jolo, between January and July 1913.

AP4.1.2.8.2.4.5. Against hostile Moros on Mindanao or Jolo between 1910 and 1913.

AP4.1.2.8.2.5. In any action against hostile natives in which U.S. troops were killed or wounded between February 4, 1899 and December 31, 1913.

#### AP4.1.2.9. China Campaign Medal

AP4.1.2.9.1. Established by the Secretary of War in 1905.

AP4.1.2.9.2. Awarded for military service ashore in China with the Peking Relief Expedition between June 20, 1900 and May 27, 1901.

#### AP4.1.2.10. Philippine Congressional Medal

AP4.1.2.10.1. Established by Congress through 34 Stat. 621, June 29, 1906.

AP4.1.2.10.2. Awarded for military service meeting all the following conditions:

AP4.1.2.10.2.1. Under a call of the President and entered the U.S. Army between April 21 and October 26, 1898.



AP4.1.2.10.2.2. Served beyond the date on which entitled to discharge.

AP4.1.2.10.2.3. Was ashore in the Philippine Islands between February 4, 1899 and July 4, 1902.

AP4.1.2.11. Civil War Campaign Medal (Army)

AP4.1.2.11.1. Established by the Secretary of War in 1907.

AP4.1.2.11.2. Awarded for military service between April 15, 1861 and April 9, 1865, or in Texas between April 15, 1861 and August 20, 1866.

AP4.1.2.12. Indian Campaign Medal

AP4.1.2.12.1. Established by the Secretary of War in 1907.

AP4.1.2.12.2. Awarded for military service in a campaign against any tribes or in any areas listed in paragraphs AP4.1.2.12.2.1. through AP4.1.2.12.2.11., below, during those indicated periods.

AP4.1.2.12.2.1. Southern Oregon, Idaho, northern California, and Nevada between 1865 and 1868.

AP4.1.2.12.2.2. Comanches and confederate tribes in Kansas, Colorado, Texas, New Mexico, and Indian Territory between 1867 and 1875.

AP4.1.2.12.2.2.1. Modoc War in 1872 and 1873.

AP4.1.2.12.2.2.2. Apaches in Arizona in 1873.

AP4.1.2.12.2.2.3. Northern Cheyenne and Sioux in 1876 and 1877.

AP4.1.2.12.2.2.4. Nez Perce War in 1877.

AP4.1.2.12.2.2.5. Bannock War in 1878.

AP4.1.2.12.2.2.6. Northern Cheyenne in 1878 and 1879.

AP4.1.2.12.2.2.7. Sheep-Eaters, Piutes, and Bannocks between June and October 1879.

AP4.1.2.12.2.2.8. Utes in Colorado and Utah between September 1879 and November 1880.

AP4.1.2.12.2.2.9. Apaches in Arizona and New Mexico in 1885 and 1886.

AP4.1.2.12.2.2.10. Sioux in South Dakota between November 1890 and January 1891.

AP4.1.2.12.2.2.11. Hostile Indians in any action in which U.S. troops were killed or wounded between 1865 and 1891.

AP4.1.2.13. Civil War Campaign Medal (Navy)

AP4.1.2.13.1. Authorized by the Secretary of the Navy, June 27, 1908.

AP4.1.2.13.2. Awarded to U.S. Navy and U.S. Marine Corps Service members for military service during the Civil War between April 15, 1861 and April 9, 1865.

AP4.1.2.14. Spanish Campaign Medal (Navy and Marine Corps)

AP4.1.2.14.1. Authorized by the Secretary of the Navy, June 27, 1908.

AP4.1.2.14.2. Awarded to U.S. Navy and U.S. Marine Corps Service members for military service afloat or on shore in Cuba, Puerto Rico, the Philippines, or Guam between April 20, 1898 and December 10, 1899.

AP4.1.2.15. Philippine Campaign Medal (Navy)

AP4.1.2.15.1. Authorized by the Secretary of the Navy, June 27, 1908.

AP4.1.2.15.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who served on shore in the Philippine Islands between February 4, 1899 and July 4, 1902, or on shore in Nundanoa, cooperating with the U.S. Army between February 4, 1898 and December 31, 1904. Additionally, Service members serving on certain vessels in the area were also authorized that medal.

AP4.1.2.16. China Relief Expedition Medal

AP4.1.2.16.1. Authorized by the Secretary of the Navy, June 27, 1908.

AP4.1.2.16.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who served on shore in China with the Peking Relief Expedition between May 24, 1900 and May 27, 1901. Also, Service members assigned to the following ships at the same time were eligible for the award:

AP4.1.2.16.2.1. U.S.S. BROOKLYN

AP4.1.2.16.2.2. U.S.S. IRIS

AP4.1.2.16.2.3. U.S.S. NASHVILLE

AP4.1.2.16.2.4. U.S.S. NEWARK

AP4.1.2.16.2.5. U.S.S. WHEELING

AP4.1.2.16.2.6. U.S.S. ZAFIRO

AP4.1.2.16.2.7. U.S.S. BUFFALO

AP4.1.2.16.2.8. U.S.S. MONOCACY

AP4.1.2.16.2.9. U.S.S. NEW ORLEANS

AP4.1.2.16.2.10. U.S.S. SOLACE

AP4.1.2.16.2.11. U.S.S. YORKTOWN

AP4.1.2.17. Army of Cuban Pacification Medal

AP4.1.2.17.1. Established by the Secretary of War in 1909.

AP4.1.2.17.2. Awarded for military service in Cuba between October 6, 1906 and April 1, 1909.

AP4.1.2.18. Navy Cuban Pacification Medal

AP4.1.2.18.1. Authorized by the Secretary of the Navy, August 13, 1909.

AP4.1.2.18.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who served ashore in Cuba between September 12, 1906 and April 1, 1909, or

attached to certain ships in the same period of time.

#### AP4.1.2.19. Nicaraguan Campaign Medal

AP4.1.2.19.1. Authorized by President Woodrow Wilson's letter, "Authority for Nicaraguan Campaign Badges," September 22, 1913 (reference (cccc)).

AP4.1.2.19.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who served in Nicaragua, or aboard the following ships, between July 29 and November 14 , 1912:

AP4.1.2.19.2.1. U.S.S. ANNAPOLIS

AP4.1.2.19.2.2. U.S.S. CLEVELAND

AP4.1.2.19.2.3. U.S.S. DENVER

AP4.1.2.19.2.4. U.S.S. MARYLAND

AP4.1.2.19.2.5. U.S.S. CALIFORNIA

AP4.1.2.19.2.6. U.S.S. COLORADO

AP4.1.2.19.2.7. U.S.S. GLACIER

AP4.1.2.19.2.8. U.S.S. TACOMA (landing party)

#### AP4.1.2.20. Army of Cuban Occupation Medal

AP4.1.2.20.1. Established by the Secretary of War in 1915.

AP4.1.2.20.2. Awarded for military service in Cuba between July 18, 1898 and May 20, 1902.

#### AP4.1.2.21. Mexican Service Medal (Army)

AP4.1.2.21.1. Established by the Secretary of War in 1917.

expeditions or engagements. AP4.1.2.21.2. Awarded for military service in any of the following

AP4.1.2.21.2.1. Vera Cruz Expedition (Mexico) -- between April 24 and November 26, 1914.

AP4.1.2.21.2.2. Punitive Expedition (Mexico) -- between March 14, 1916 and February 7, 1917.

AP4.1.2.21.2.3. Buena Vista, Mexico -- December 1, 1917.

AP4.1.2.21.2.4. San Bernardino Canon, Mexico -- December 26, 1917.

AP4.1.2.21.2.5. LeGrulla, Texas -- January 8 through 9, 1918.

AP4.1.2.21.2.6. Pilares, Mexico -- March 28, 1918.

AP4.1.2.21.2.7. Nogales, Arizona -- between November 1 through 5, 1915, or on August 27, 1918.

AP4.1.2.21.2.8. El Paso, Texas, and Juarez, Mexico -- June 15 through 16, 1919.

AP4.1.2.21.2.9. Any action against hostile Mexican forces in which U.S. troops were killed or wounded between April 12, 1911 and February 7, 1917.

AP4.1.2.22. Haitian Campaign Medal (Navy)

AP4.1.2.22.1. Authorized by the Secretary of the Navy, June 22, 1917.

AP4.1.2.22.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who served in Haiti between July 9 and December 6, 1915, or were assigned to ships serving in the Haitian Campaign.

AP4.1.2.23. Mexican Service Medal (Navy)

AP4.1.2.23.1. Authorized by the Secretary of the Navy, February 11, 1918.

AP4.1.2.23.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who served ashore during the Vera Cruz Expedition between April 21 through 23, 1914. Also, awarded to Service members who served aboard certain ships between April 21 and November 26, 1914, and between March 14, 1916 and February 7, 1917.

AP4.1.2.24. Spanish War Service Medal (Army)

AP4.1.2.24.1. Established by Congress through "An Act to Commemorate Service in the Spanish War," July 9, 1918, 40 Stat. 873.

AP4.1.2.24.2. Awarded for military service between April 20, 1898 and April 11, 1899 to Service members not eligible for the Spanish Campaign Medal.

AP4.1.2.25. Mexican Border Service Medal (Army)

AP4.1.2.25.1. Authorized by the same legislation which established the Spanish War Service Medal. (See paragraph AP4.1.2.24.1., above.)

AP4.1.2.25.2. Awarded to members of the U.S. National Guard and the Regular U.S. Army for military service on the Mexican Border between May 9, 1916 and March 24, 1917, or with the Mexican Border Patrol between January 1, 1916 and April 6, 1917. Service members eligible for the Mexican Service Medal were ineligible for the Mexican Border Service Medal.

AP4.1.2.26. Army of Puerto Rican Occupational Medal

AP4.1.2.26.1. Established by the Secretary of War, February 4, 1919.

AP4.1.2.26.2. Awarded for military service in Puerto Rico between August 14 and December 10, 1898.

AP4.1.2.27. World War I Victory Medal

AP4.1.2.27.1. Established by Congress through "An Act to Establish a World War Service Medal," in 1919.

AP4.1.2.27.2. Awarded for combat service between April 6, 1917 and November 11, 1918, or with either of the following expeditions:

AP4.1.2.27.2.1. American Expeditionary Forces in European Russia between November 12, 1918 and August 5, 1919.

AP4.1.2.27.2.2. American Expeditionary Forces in Siberia between November 23, 1918 and April 1, 1920.

AP4.1.2.27.3. U.S. Navy and U.S. Marine Corps Service Members. Awarded to all persons in the Naval Service who served on active duty between April 6, 1917 and November 11, 1918, or who entered the Naval Service on or after November 12, 1918 and before March 30, 1920, and served not less than 10 days on shore in Northern Russia or Siberia, or who were attached to one of the following vessels:

AP4.1.2.27.3.1. U.S.S. ALBANY

AP4.1.2.27.3.2. U.S.S. BROOKLYN

AP4.1.2.27.3.3. U.S.S. DES MOINES

AP4.1.2.27.3.4. U.S.S. EAGLE NO. 1

AP4.1.2.27.3.5. U.S.S. EAGLE NO. 2

AP4.1.2.27.3.6. U.S.S. EAGLE NO. 3

AP4.1.2.27.3.7. U.S.S. NEW ORLEANS

AP4.1.2.27.3.8. U.S.S. SACRAMENTO

AP4.1.2.27.3.9. U.S.S. SOUTH DAKOTA

AP4.1.2.27.3.10. U.S.S. YANKTON

AP4.1.2.27.4. Recipients of the World War I Victory Medal, depending on the individual circumstances, were authorized to wear either clasps (battle or service) and service stars with the medal.

AP4.1.2.27.4.1. Battle Clasp (Army)

AP4.1.2.27.4.1.1. A Bronze Bar with the name of the campaign

or the words "Defense Sector," and a Star at each end of the inscription. Recipients must have actually been present for duty under competent orders in the combat zone during the period in which the unit was engaged in combat. Only one "Defensive Sector" clasp may be awarded to Service members for military service in one or more engagements not included in any named campaign.

AP4.1.2.27.4.1.2. Authorized battle clasps for Army Service members are as follows:

AP4.1.2.27.4.1.2.1. Cambrai

AP4.1.2.27.4.1.2.2. Somme Defense

AP4.1.2.27.4.1.2.3. Lys

AP4.1.2.27.4.1.2.4. Aisne

AP4.1.2.27.4.1.2.5. Montdidier-Noyon

AP4.1.2.27.4.1.2.6. Champagne-Marne

AP4.1.2.27.4.1.2.7. Aisne-Marne

AP4.1.2.27.4.1.2.8. Somme Offensive

AP4.1.2.27.4.1.2.9. Oise-Aisne

AP4.1.2.27.4.1.2.10. Ypres-Lys

AP4.1.2.27.4.1.2.11. St. Mihiel

AP4.1.2.27.4.1.2.12. Meuse-Argonne

AP4.1.2.27.4.1.2.13. Vittorio-Veneto

AP4.1.2.27.4.1.2.14. Defensive Sector

AP4.1.2.27.4.1.3. Authorized battle clasps for Naval personnel



are as follows:

Aisne	1 Jun 1918 to 5 Jun 1918
Aisne-Marne	18 Jul 1918 to 20 Jul 1918
St. Mihiel	12 Sep 1918 to 16 Sep 1918
Meuse-Argonne*	29 Sep 1918 to 10 Oct 1918

#### AP4.1.2.27.4.1.4. Navy and Marine Corps Defense - Sector

Clasps:

Toulon-Troyon (Lorraine)	18 Mar 1918 to 13 May 1918
Chateau-Thierry (Ile de France)	6 Jun 1918 to 16 Jul 1918
Marbache (Lorraine)	6 Aug 1918 to 16 Aug 1918
Limey (Lorraine)	10 Sep 1918 to 11 Sep 1918

(\* Only one Meuse-Argonne battle clasp to a Service member.)

#### AP4.1.2.27.4.2. Service Clasp (Navy)

AP4.1.2.27.4.2.1. A bronze bar with the name of the country or duty performed inscribed, thereon. Awarded to Service members not eligible for battle

clasps. Army Service members may wear one clasp for military service in each country, whereas U.S. Navy and U.S. Marine Corps Service members may only wear one service clasp.

AP4.1.2.27.4.2.2. Authorized service clasps are as follows:

AP4.1.2.27.4.2.2.1. Transport. Regularly attached to a transport or cargo vessel for one voyage across the North Atlantic between April 6, 1917 and November 11, 1918.

AP4.1.2.27.4.2.2.2. Escort. Regularly attached to an escort vessel for one voyage across the North Atlantic between April 6, 1917 and November 11, 1918.

AP4.1.2.27.4.2.2.3. Armed Guard. Regularly attached to an armed guard vessel for one voyage across the North Atlantic between April 6, 1917 and November 11, 1918.

AP4.1.2.27.4.2.2.4. Grand Fleet. Regularly attached to any vessel forming part of the Grand Fleet between December 9, 1917 and November 11,

1918.

AP4.1.2.27.4.2.2.5. Patrol. For service on the high seas on such duty east of the 37th meridian and north of the equator between April 6, 1917 and November 11, 1918, and on the high seas of the Atlantic Ocean north of the equator between May 25 and November 11, 1918.

AP4.1.2.27.4.2.2.6. Submarine. Same criteria as paragraph AP4.1.2.27.4.2.2.5., above.

AP4.1.2.27.4.2.2.7. Destroyer. Same criteria as paragraph AP4.1.2.27.4.2.2.5., above.

AP4.1.2.27.4.2.2.8. Aviation. Same criteria as paragraph AP4.1.2.27.4.2.2.5., above.

AP4.1.2.27.4.2.2.9. Naval Battery. For service on such duty from July 10 to November 11, 1918.

AP4.1.2.27.4.2.2.10. White Sea. For service on any vessel that made a Russian port during such service from April 6, 1917 to November 11, 1918,

or any combatant ship in a Russian port on the White Sea not less than 10 days from November 12, 1918 to July 31, 1919.

AP4.1.2.27.4.2.2.11. Asiatic. For service on any vessel that made a Siberian port during such service from April 6, 1917 to November 11, 1918, or any combatant ship in a Siberian port not less than 10 days from November 12, 1918 to March 30, 1920.

AP4.1.2.27.4.2.2.12. Mine Laying. For service on such duty from May 26, 1918 to November 11, 1918.

AP4.1.2.27.4.2.2.13. Mine Sweeping. For service on such duty from April 6, 1917, until mine sweeping was completed.

AP4.1.2.27.4.2.2.14. Salvage. For service on such duty from April 6, 1917 to November 11, 1918.

AP4.1.2.27.4.2.2.15. Atlantic Fleet. For service on such duty from May 25, 1918 to November 11, 1918.

AP4.1.2.27.4.2.2.16. Overseas. For service on shore in allied or enemy countries of Europe from April 6, 1917 to November 11, 1918.

AP4.1.2.27.4.2.2.17. Mobile Base. For service on tenders and repair vessels on such duty east of the 37th meridian and north of the equator between April 6, 1917 and November 11, 1918.

AP4.1.2.27.4.2.2.18. Submarine Chasers. For service on the high seas on such duty east of the 37th meridian and north of the equator between April 6, 1917 and November 11, 1918, and on the high seas of the Atlantic Ocean north of the equator between May 25, 1918 and November 11, 1918.

AP4.1.2.27.4.2.2.19. West Indies. Authorized for those Navy and Marine Corps Service members who served in Haiti, Santo Domingo, Cuba, or the Virgin Islands between April 6, 1917 and November 11, 1918, both dates inclusive.

AP4.1.2.27.4.2.2.20. Russia. (For Naval personnel) Service on shore in Northern Russia from November 12, 1918 to July 31, 1919.

AP4.1.2.27.4.2.2.21. Siberia. (For Naval personnel) Service on shore in Siberia from November 12, 1918 to March 30, 1920.

AP4.1.2.27.4.2.2.22. France. (For Naval personnel) Those who sailed from the United States before to November 11, 1918, enroute to France, regardless of the date of arrival in that country or the fact that they returned to the United States without disembarking.

AP4.1.2.27.4.2.2.23. England. Same as paragraph AP4.1.2.27.4.2.2.22., above.

AP4.1.2.27.4.2.2.24. Italy. Same as paragraph AP4.1.2.27.4.2.2.22., above.

### AP4.1.2.27.4.3. Service Stars

AP4.1.2.27.4.3.1. U.S. Army Service Members. One bronze star worn on the service ribbon of the World War I Victory Medal denotes possession of each battle clasp. A Silver star is worn instead of five bronze service stars. No star is worn to denote possession of a service clasp.

AP4.1.2.27.4.3.2. U.S. Navy and U.S. Marine Corps Service Members. One bronze star shall be worn on the service ribbon of the World War I Victory Medal instead of clasp authorized. When a Service member has been commended as the result of the recommendation of the board of awards by the Secretary of the Navy for performance of duty during World War I not justifying the award of a MOH, a Distinguished Service Medal, or a Navy Cross, he or she shall wear a Silver star for each citation.

AP4.1.2.27.4.4. A Bronze Maltese Cross shall be worn on the service ribbon for those officers and enlisted Service members of the U.S. Marine Corps and Medical Corps, U.S. Navy, who were attached to the American Expeditionary Forces in France any time between April 6, 1917 and November 11, 1918, and who are not entitled to any battle clasp provided for by War Department General Orders No. 83.

#### AP4.1.2.28. Coast Guard Good Conduct Medal

AP4.1.2.28.1. Authorized by the Commandant, U.S. Coast Guard, May 18, 1921.

AP4.1.2.28.2. Awarded on a selective basis to enlisted Service members in the Regular U.S. Coast Guard or the U.S. Coast Guard Reserve who have been recommended by their commanding officer or district superintendent for proficiency in

rating, sobriety, obedience, industry, courage, and neatness throughout a specified period of Service.

AP4.1.2.28.3. Bronze service stars are awarded and worn on the suspension and service ribbon of the Coast Guard Good Conduct Medal for second or subsequent awards of the medal.

#### AP4.1.2.29. Dominican Campaign Medal

AP4.1.2.29.1. Authorized by the Secretary of the Navy, December 29, 1921.

AP4.1.2.29.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who served in Santo Domingo, Dominican Republic, or were attached to specific ships between May 5 and December 4, 1916.

AP4.1.2.30. Haitian Campaign Medal (1919 to 1920)

AP4.1.2.30.1. Authorized by the Secretary of the Navy, December 29, 1921.

AP4.1.2.30.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who were engaged in operations (ashore or afloat) in Haiti between April 1, 1919 and June 15, 1920.

AP4.1.2.31. NC-4 Medal

AP4.1.2.31.1. Authorized by Congress through "An Act to Commemorate the First Transatlantic Flight," February 9, 1929.

AP4.1.2.31.2. Created by the Congress and intended to recognize the achievements of the seven Service members of the NC-4 Flying Boat in making the first successful transatlantic flight in May 1919.

AP4.1.2.32. Second Nicaraguan Campaign Medal

AP4.1.2.32.1. Authorized by the Secretary of the Navy, November 8, 1929.

AP4.1.2.32.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who participated in operations in Nicaragua between August 27, 1926 and January 2, 1933.

AP4.1.2.33. Yangtze Service Medal

AP4.1.2.33.1. Authorized by the Secretary of the Navy, April 28, 1930.

AP4.1.2.33.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who participated in operations in the Yangtze River Valley, China between September 3, 1926 and October 21, 1927, and between March 1, 1930 and December

31, 1932. Also awarded to Service members on shore duty in Shanghai or in the valley of the Yangtze River with a landing force during the same periods of time.

#### AP4.1.2.34. Byrd Antarctic Expedition Medal

AP4.1.2.34.1. Authorized by Congress through "An Act to Commemorate the Byrd Expedition," May 23, 1930.

AP4.1.2.34.2. Intended to express the admiration of the Government and the American people for the members of Byrd Antarctic Expedition of 1928 through 1930. Issued to Admiral Byrd in gold, his officers in Silver, and to other personnel in bronze.

#### AP4.1.2.35. Second Byrd Antarctic Expedition Medal

AP4.1.2.35.1. Authorized by Congress through "An Act to Commemorate the Second Byrd Antarctic Expedition," June 2, 1936.

AP4.1.2.35.2. Awarded to members of the Second Byrd Antarctic Expedition who spent the winter night (6 months) at Little America or who commanded either one of the expedition ships throughout the expedition (1933 through 1935).

#### AP4.1.2.36. Navy and Marine Corps Expeditionary Medals

AP4.1.2.36.1. Authorized by the Secretary of the Navy, August 15, 1936.

AP4.1.2.36.2. Awarded to U.S. Navy and U.S. Marine Corps Service members who have actually landed on foreign territory and engaged in operations against armed opposition or operated under circumstances deemed to merit special recognition and for which no campaign medal has been awarded.

#### AP4.1.2.36.3. The most recently authorized expeditions are:

Cuba	3 Jan 1961 - 23 Oct 1962
Thailand	16 May 1962 - 10 Aug 1962

Indian Ocean/Iran/Yemen	8 Dec 1978 - 6 Jun 1979
Iran/Indian Ocean	21 Nov 1979 - 20 Oct 1981
Lebanon	20 Aug 1982 - 31 May 1983
Libya	20 Jan 1986 - 27 Jun 1986
Persian Gulf	1 Feb 1987 - 23 Jul 1987
Panama	1 Apr 1980 - 19 Dec 1986
	1 Feb 1990 - 13 Jun 1990
Liberia (Sharp Edge)	5 Aug 1990 - 21 Feb 1991
Rwanda (Distant Runner)	7 Apr 1994 - 18 Apr 1994

AP4.1.2.36.4. Recipients of the Navy or Marine Corps Expeditionary Medals, depending on the circumstances, are authorized to wear certain devices with the award.

AP4.1.2.36.4.1. Wake Island Clasp and Silver "W" Device. U.S. Navy and U.S. Marine Corps Service members who served in the defense of Wake Island, December 7 through December 22, 1941, are authorized to wear a clasp inscribed with the words "Wake Island" on the suspension ribbon on the medal and a Silver "W" on the service ribbon.

AP4.1.2.36.4.2. Bronze Star. A bronze star is authorized to be worn on the suspension and service ribbon of the Navy and Marine Corps Expeditionary Medals for participation in subsequent expeditions.

#### AP4.1.2.37. Naval Reserve Medal

AP4.1.2.37.1. Authorized by the Secretary of the Navy, September 12, 1938.

AP4.1.2.37.2. Awarded for each 10-year period of honorable military service in the Naval Reserve before September 12, 1958. Military service after September 12, 1958, only shall be accredited toward the Armed Forces Reserve Medal.

#### AP4.1.2.38. Selected Marine Corps Reserve Medal

AP4.1.2.38.1. Established by the Secretary of the Navy, February 19, 1939.

AP4.1.2.38.2. Awarded to Service members of the U.S. Marine Corps Reserve who, subsequent to July 1, 1925, have fulfilled certain designated military service requirements within any 4-year period of service in the Selected Marine Corps Reserve. On January 1, 1996, the requirements changed to a 3-year period of service.

AP4.1.2.38.3. A bronze star is worn on the suspension and service ribbon to denote subsequent awards.

#### AP4.1.2.39. China Service Medal

AP4.1.2.39.1. Authorized by the Secretary of the Navy, July 1, 1942.

AP4.1.2.39.2. Authorized by the Secretary of the Navy, for the period after WWII, January 22, 1945.

AP4.1.2.39.3. Awarded to U.S. Navy and U.S. Marine Corps Service member who served on shore in China or who were attached to any of the vessels that operated in support of the operations in China between July 7, 1937 and September 7, 1939.

AP4.1.2.39.4. The period of eligibility was subsequently extended on March 6, 1947. During the second period, the medal was awarded to Service members of the U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard during operations in China between September 2, 1945 and April 1, 1957. Military services performed in the Asiatic-Pacific area between September 2, 1945 and March 2, 1946, shall not be credited toward individual eligibility for the China Service Medal, unless the Service member is already eligible for the Asiatic-Pacific Campaign Medal for military service performed before September 2, 1945.

AP4.1.2.39.5. Not more than one award of the China Service Medal (extended) shall be given to any Service member. Service members, who previously earned the China Service Medal for the period 1937 through 1939 shall be issued a bronze star instead of a second award for qualifying military service during the extended period of 1945 through 1957.

#### AP4.1.2.40. American Defense Service Medal

AP4.1.2.40.1. Authorized by Executive Order 8808 (reference (dddd)). Promulgated by War Department Bulletin 17 and Navy Department General Orders No. 172.



AP4.1.2.40.2. Awarded to all U.S. Navy and U.S. Marine Corps Service members who served on active duty at any time between September 8, 1939 and December 7, 1941. Service members in the U.S. Army were required to have had served for a period of at least 12 months.

AP4.1.2.40.3. Recipients of the American Defense Service Medal, depending on the circumstances, were authorized to wear certain devices with the award.

#### AP4.1.2.40.3.1. Service Clasps

AP4.1.2.40.3.1.1. Foreign Service. Awarded to U.S. Army Service members for service outside the continental United States (CONUS), as crew members of a vessel sailing ocean waters, flights over ocean waters, or as an assigned member of an organization stationed outside the CONUS.

AP4.1.2.40.3.1.2. Fleet Clasp. Awarded to U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard Service members for military service on the high seas while regularly attached to any vessel or aircraft squadron in the Atlantic, Pacific, or Asiatic Fleets, to include vessels operating directly under the Chief of Naval Operations.

AP4.1.2.40.3.1.3. Base Clasp. Awarded to U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard Service members for military service on shore at bases and naval stations outside the United States, including military service in Alaska and Hawaii.

AP4.1.2.40.3.2. Service Star. Possession of a service clasp is denoted by wearing of a bronze star on the service ribbon of the American Defense Service Medal. The star may not be worn if the letter "A" device is authorized.

AP4.1.2.40.3.3. Letter "A" Device. A bronze letter "A" is authorized for those Service members who served on board vessels operating in actual or potential belligerent contact with Axis Forces in the Atlantic Ocean between June 22 and December 7, 1941.

#### AP4.1.2.41. Army Good Conduct Medal

AP4.1.2.41.1. Authorized by Executive Order 8809, as amended (reference (eeee)).

AP4.1.2.41.2. Awarded on a selective basis to enlisted Service members of the Regular U.S. Army who distinguished themselves by exemplary behavior, efficiency, and fidelity throughout a specified period of continuous enlisted service.

AP4.1.2.41.3. Good Conduct Medal Clasps are awarded and worn on the suspension and service ribbon of the Army Good Conduct Medal for second or subsequent awards of the medal.

#### AP4.1.2.42. Army of Occupation of Germany Medal

AP4.1.2.42.1. Established by Act of Congress, November 21, 1941 (reference (ffff)).

AP4.1.2.42.2. Awarded for military service with the occupation forces in Germany or Austria and/or Hungary between November 12, 1918 and July 11, 1923. U.S. Navy and U.S. Marine Corps Service members attached to or assigned to U.S. Army units in the designated countries and between the cited dates also are eligible for that award.

#### AP4.1.2.43. American Campaign Medal

AP4.1.2.43.1. Authorized by Executive Order 9265, as amended (reference (gggg)).

AP4.1.2.43.2. Awarded to Service members serving outside the CONUS in the American Theater for at least 30 days between December 7, 1941 and March 2, 1946, or who served during that period for an aggregate period of 1 year in the CONUS.

AP4.1.2.43.3. Service stars were authorized for both U.S. Army and U.S. Navy Service members to indicate participation in certain engagements with the enemy.

AP4.1.2.43.4. Boundaries of the American Theater are as follows:

AP4.1.2.43.4.1. Eastern Boundary. From the North Pole, south along the 75th meridian west longitude to the 77th parallel north latitude, thence southeast through the Davis Strait to the intersection of the 40th parallel north latitude and the 35th meridian west longitude, thence south along the meridian to the 10th parallel north latitude, thence southeast to the intersection of the equator and the 20th meridian west longitude, thence south along the 20th meridian west longitude to the South Pole.

AP4.1.2.43.4.2. Western Boundary. From the North Pole, south along the 141st meridian west longitude to the east boundary of Alaska, thence south and southeast along the Alaska boundary to the Pacific Ocean, thence south along the 130th meridian to its intersection with the 30th parallel north latitude, thence southeast to the intersection of the equator and the 100th meridian west longitude, thence south to the South Pole.

#### AP4.1.2.44. Asiatic-Pacific Campaign Medal

AP4.1.2.44.1. Authorized by Executive Order 9265, as amended (reference (gggg)).

AP4.1.2.44.2. Specific eligibility requirements are outlined in appropriate Service regulations. Awarded to Service members under one of the following conditions:

AP4.1.2.44.2.1. Assigned outside the CONUS in the Asiatic-Pacific Theater for at least 30 days between December 7, 1941 and March 2, 1946.

AP4.1.2.44.2.2. Was an evader or escapee in the combat zone or recovered from a POW status in the combat zone during the time limitations of the campaign. The POWs shall not be accorded credit for the time spent in confinement or while otherwise in restraint under enemy control.

AP4.1.2.44.3. Service stars were authorized for both U.S. Army and U.S. Navy Service members to indicate participation in certain engagements with the enemy. Additionally, certain Service members may be eligible for the "Arrowhead" device. Such a device denotes participation in a combat parachute jump, combat glider landing, or amphibious assault landing.

AP4.1.2.44.4. Boundaries of the Asiatic-Pacific Theater are as follows:

AP4.1.2.44.4.1. Eastern Boundary. Coincident with the western boundary of the American Theater.

AP4.1.2.44.4.2. Western Boundary. From the North Pole south along the 60th meridian east longitude to its intersection with the east boundary of Iran, thence south along the Iranian boundary to the Gulf of Oman and the intersection of the 60th meridian east longitude, thence south along the 60th meridian east longitude to the South Pole.

#### AP4.1.2.45. European-African-Middle Eastern Campaign Medal

AP4.1.2.45.1. Authorized by Executive Order 9265, as amended (reference (gggg)).

AP4.1.2.45.2. Specific eligibility requirements are outlined in appropriate Service regulations; however, those conditions are similar to those for the Asiatic-Pacific Campaign Medal.

AP4.1.2.45.3. Service stars and the "Arrowhead" device (Asiatic-Pacific Campaign Medal) were authorized for Service members. Specifics are maintained by the Services.

AP4.1.2.45.4. Boundaries of the European-African-Middle Eastern Theater are:

AP4.1.2.45.4.1. Eastern Boundary. Coincident with the western boundary of the Asiatic-Pacific Theater.

AP4.1.2.45.4.2. Western Boundary. Coincident with the eastern boundary of the American Theater.

#### AP4.1.2.46. Women's Army Corps Service Medal

AP4.1.2.46.1. Authorized by Executive Order 9365, (reference (hhhh)).

AP4.1.2.46.2. Awarded for military service in both the Women's Army Auxiliary Corps between July 10, 1942 and August 31, 1943, and the Women's Army Corps between September 1, 1943 and September 2, 1945.

#### AP4.1.2.47. Peary Polar Expedition Medal

AP4.1.2.47.1. Authorized by Congress through "An Act to Commemorate the 1908-1909 Peary Polar Expedition," January 28, 1944.

AP4.1.2.47.2. Awarded to certain members of the Peary Polar Expedition of 1908 through 1909 to commemorate their service in the field of science and polar exploration by aiding in the discovery of the North Pole by Admiral Robert E. Peary.

**AP4.1.2.48. World War II Victory Medal**

AP4.1.2.48.1. Authorized by Pub. L. No. 79-135 (1945), 59 Stat. 461, (reference (iii)).

AP4.1.2.48.2. Awarded to all members of the Armed Forces of the United States or the government of the Philippine Islands who served on active duty at any time between December 7, 1941 and December 31, 1946.

**AP4.1.2.49. United States Antarctic Expedition Medal**

AP4.1.2.49.1. Authorized by Congress, September 24, 1945 (reference (jijj)).

AP4.1.2.49.2. Awarded to members of the United States Antarctic Expedition of 1939 through 1941. Intended to recognize their contributions to the Nation in the field of polar expedition and science.

**AP4.1.2.50. Marine Corps Reserve Ribbon**

AP4.1.2.50.1. Authorized by the Secretary of the Navy, December 17, 1945.

AP4.1.2.50.2. Awarded by the Commandant of the U.S. Marine Corps for each 10-year period of honorable military service in the U.S. Marine Corps Reserve between December 17, 1945 and December 17, 1965. Military service after December 17, 1965, shall only be accredited toward the Armed Forces Reserve Medal.

**AP4.1.2.51. Army of Occupation Medal**

AP4.1.2.51.1. Established by the Secretary of War in 1946.

AP4.1.2.51.2. Awarded for military service of 30 or more consecutive days of duty in one of the occupied territories after World War II. Military service in the European-African-Middle Eastern Theater between May 9 and November 8, 1945, and in the Asiatic-Pacific Theater between September 3, 1945 and March 2, 1946, shall

only be considered if the Service member received the applicable theater campaign medal for military service in the theater before the inclusive periods previously mentioned.

AP4.1.2.51.2.1. Army of Occupation of Germany (Exclusive of Berlin). Military service between May 9, 1945 and May 5, 1955. Military service with a unit designated by the Department of the Army as "having met the requirements for, or the individual award of, the Berlin Airlift device" shall also qualify the Service member for the Army of Occupation Medal.

AP4.1.2.51.2.2. Army of Occupation of Austria. Military service between May 9, 1945 and July 27, 1955.

AP4.1.2.51.2.3. Army of Occupation of Berlin. Military service between May 9, 1945 and October 2, 1990.

AP4.1.2.51.2.4. Army of Occupation of Italy. Military service between May 9, 1945 and September 15, 1947 in the compartment of Venezia Giulia e Zara, the Province of Udine, or with a unit in Italy designated by the Secretary of the Army.

AP4.1.2.51.2.5. Army of Occupation of Japan. Military service between September 3, 1945 and April 27, 1952, in the main and offshore islands of Japan, the Ryukyu Islands, and Bonin-Volcano Islands. Military service that meets the requirements for the Korean Service Medal shall not be counted in determining eligibility.

AP4.1.2.51.2.6. Army of Occupation of Korea. Military service between September 3, 1945 and June 29, 1949.

AP4.1.2.51.3. Service Clasps and Devices. Recipients of the Army of Occupation Medal, depending on the circumstances, are authorized to wear the following devices.

AP4.1.2.51.3.1. Army of Occupation Medal Clasp. Bronze bar with the word "Germany" or "Japan" inscribed, thereon.

AP4.1.2.51.3.2. Berlin Airlift Device. Awarded for military service of 92 consecutive days, between June 26 and September 30, 1949, with a unit credited with participation in the Berlin Airlift.

#### AP4.1.2.52. Navy Occupation Service Medal

AP4.1.2.52.1. Authorized by the Secretary of the Navy, January 22, 1947.

AP4.1.2.52.2. Awarded for military service in one of the occupied territories after World War II. Specific eligibility requirements are outlined in U.S. Navy regulations, but the general criteria for the various areas are as follows:

AP4.1.2.52.2.1. European-African-Middle Eastern Area. Duty performed from May 8, 1945, to the dates indicated below. Military service between May 8 and November 8, 1945, shall not be credited unless the Service member was already eligible for the European-African-Middle Eastern Campaign Medal for military service performed prior to May 8, 1945 are as follows:

Italy	December 15, 1947
Trieste	October 25, 1954
Germany (except Berlin)	May 5, 1955
Austria	October 25, 1955
Berlin	October 2, 1990

AP4.1.2.52.2.2. Asiatic-Pacific Area. Duty performed from September 2, 1945 and April 27, 1952. Military service between September 2, 1945 and March 2, 1946, shall not be credited, unless the Service member was already eligible for the Asiatic-Pacific Campaign Medal. Additionally, the military service that meets the requirements for the Korean Service Medal shall not be counted in determining eligibility.

AP4.1.2.52.3. Service Clasps and Devices. Recipients of the Navy Occupation Medal, depending on the circumstances, are authorized to wear the following devices:

AP4.1.2.52.3.1. Clasps. Appropriate clasps marked "Europe" and "Asia" shall be worn on the suspension ribbon of the Navy Occupation Medal.

AP4.1.2.52.3.2. Berlin Airlift Device. Awarded for military service of 90 consecutive days or more with units participating in direct support of the Berlin Airlift between June 26, 1948 and September 30, 1949.

#### AP4.1.2.53. Medal for Humane Action

AP4.1.2.53.1. Authorized by an Act of Congress, July 20, 1949 (63 Stat. 477) (reference (kkkk)).

AP4.1.2.53.2. Awarded to members of the Armed Forces of the United States, and to others when recommended for meritorious participation, for Service in

the Berlin Airlift. Service must have been for at least 120 days during the period June 26, 1948 and September 30, 1949, and in the following prescribed boundaries of the Berlin Airlift operations area:

AP4.1.2.53.2.1. NORTHERN BOUNDARY: 54th parallel north  
latitude

AP4.1.2.53.2.2. EASTERN BOUNDARY: 14th meridian east  
longitude

AP4.1.2.53.2.3. SOUTHERN BOUNDARY: 48th parallel north  
latitude

AP4.1.2.53.2.4. WESTERN BOUNDARY: 5th meridian west  
longitude

AP4.1.2.53.3. Posthumous award of the medal may be made for any person who lost his and/or her life while, or as a direct result of, participating in the Berlin Airlift, without regard to length of service, if otherwise eligible.

#### AP4.1.2.54. National Defense Service Medal

AP4.1.2.54.1. Authorized by Executive Order 10448, as amended and Executive Order 12776 (references (r) and (lll)).

AP4.1.2.54.2. Eligibility requirements and criteria for this award are listed in Chapter 6, paragraphs C6.1.2.4. through C6.1.2.7.



## AP4.1.2.55. Air Force Longevity Service Award

AP4.1.2.55.1. Authorized by the Secretary of the Air Force, November 25, 1947.

AP4.1.2.55.2. Awarded to all Service members of the U.S. Air Force who complete four years of honorable active or Reserve military service. Subsequent periods of military service shall be denoted by an oak-leaf cluster worn on the service ribbon.

## AP4.1.2.56. Armed Forces Reserve Medal

AP4.1.2.56.1. The Armed Forces Reserve Medal is authorized under Executive Order number 13013, amending Executive Order 10163 (reference

(mmmm)), and may be awarded to members or former members of the Reserve components of the Armed Forces of the United States who meet one or more of the following three criteria:

AP4.1.2.56.1.1. The member has completed a total of 10 years honorable and satisfactory military service in one or more Reserve components including annual active duty and inactive duty training provided:

AP4.1.2.56.1.1.1. Such ten years of service was performed within a period of twelve consecutive years;

AP4.1.2.56.1.1.2. Such service shall not include service in a Regular component of the Armed Forces, including the Coast Guard, but any period of time during which Reserve service is interrupted by service in a Regular component of the Armed Forces shall be excluded in computing, and shall not be considered a break in the said period of twelve consecutive years; and

AP4.1.2.56.1.1.3. Such service shall not include service for which the Naval Reserve Medal or the Marine Corps Reserve Medal has been or may be awarded.

AP4.1.2.56.1.2. On or after August 1, 1990, the member was called to active duty and served under Sections 12301(a), 12302, 12304, 12406 of title 10, U.S.C., or Chapter 15, or, in the case of the United States Coast Guard Reserve, Section

712 of title 14, U.S.C.

AP4.1.2.56.1.3. On or after August 1, 1990, the member volunteered and served on active duty in support of specific U.S. military operations or contingencies designated by the Secretary of Defense, as defined in Section 101(a)(13) of title 10, U.S.C. (reference (nnnn)).

AP4.1.2.56.2. The hourglass is awarded under paragraph AP4.1.2.56.1.1., above, as follows: Upon completion of the first 10 year-period award, a bronze hourglass shall be awarded. Upon completion of the second 10 year-period award, a Silver hourglass shall be awarded. Upon completion of the third 10 year-period award, a gold hourglass shall be awarded. Upon completion of the fourth 10 year-period award, a gold hourglass followed by a bronze hourglass shall be awarded. The "M" device is awarded under paragraphs AP4.1.2.56.1.2. and AP4.1.2.56.1.3., above, as follows: When a member qualifies for the "M" Device, the bronze "M" shall be awarded, positioned on the ribbon and medal, and a number shall be included on the ribbon and medal. No more than one Armed Forces Reserve Medal may be awarded to any one

person. Multiple periods of service during one designated contingency (under paragraphs AP4.1.2.56.1.2. and AP4.1.2.56.1.3., above) shall count as one "M" Device award.

AP4.1.2.56.3. Appropriate wear of the ribbon shall be as follows: If no "M" device is authorized, the appropriate hourglass shall be positioned in the center of the ribbon. If no hourglass is authorized, the "M" device shall be positioned in the center of the ribbon, followed by Arabic numerals indicating the number of times the device has been awarded (e.g., 2 to 99--no number is worn for the first award). If both the hour glass and the "M" device are awarded, the hourglass(s) shall be positioned in first position on the ribbon (at the wearer's right), the "M" device in middle position, and the number of times the "M" device has been awarded in the remaining position (at the wearer's left).

AP4.1.2.56.4. Active Guard and Reserve (AGR) members who receive orders changing their current duty status (legal authority under which they perform duty), their duty location, or assignment to support a contingency operation are eligible for the award of the "M" device.

AP4.1.2.57. Korean Service Medal

AP4.1.2.57.1. Authorized by Executive Order 10179, as amended (reference (oooo)).

AP4.1.2.57.2. Awarded to Service members who participated in operations in the Korean area between June 27, 1950 and July 27, 1954.

AP4.1.2.57.3. Recipients of the Korean Service Medal, depending on the circumstances, are authorized to wear the following devices with the award:

AP4.1.2.57.3.1. Service Star. A bronze service star for each campaign. Campaigns and inclusive dates are listed in the various Service regulations.

AP4.1.2.57.3.2. Arrowhead Device. To denote participation in a combat parachute jump, combat glider landing, or amphibious assault landing (U.S. Army Service members).

#### AP4.1.2.58. Antarctica Service Medal

AP4.1.2.58.1. Authorized by DoD Instruction 1348.9 (reference (t)).

AP4.1.2.58.2. Awarded to any member of the Armed Forces of the United States, U.S. citizen, or resident alien of the United States who, after January 1, 1946, to a date to be announced, served on the Antarctic continent, or in support of U.S. operations there.

AP4.1.2.58.3. Personnel who remain on the Antarctic continent during the winter months shall be eligible to wear the "Wintered Over" clasp and disk. That clasp shall be worn on the suspension ribbon of the medal, and the disk shall be worn on the bar ribbon. In each instance those devices shall be awarded in bronze for the first winter, in gold for the second winter, and Silver for three or more winters.

#### AP4.1.2.59. Armed Forces Expeditionary Medal

AP4.1.2.59.1. Established by Executive Order 10977 (reference (u)).

AP4.1.2.59.2. Awarded to members of the Armed Forces of the United States who, after July 1, 1958, participated in U.S. military operations, U.S. operations in

direct support of the United Nations, or U.S. operations of assistance for friendly foreign nations.

AP4.1.2.59.3. Service stars are awarded for participation in subsequent operations. However, participation in two or more engagements in the same operation does not qualify for the bronze star.

AP4.1.2.60. Noncommissioned Officer (NCO) Professional Military Education (PME) Graduate Ribbon (Air Force)

AP4.1.2.60.1. Authorized by the Secretary of the Air Force, August 28, 1962.

AP4.1.2.60.2. Awarded to graduates of a certified U.S. Air Force NCO PME school, phases II, III, and IV. Award of the ribbon is retroactive for graduates of a certified NCO leadership school. Successful completion of more than one PME school entitles an enlisted Service member to a bronze oak-leaf cluster on the service ribbon.

AP4.1.2.61. Small-Arms Expert Marksmanship Ribbon (Air Force)

AP4.1.2.61.1. Authorized by the Secretary of the Air Force on August 28, 1962.

AP4.1.2.61.2. Awarded to all U.S. Air Force Service members who after

January 1, 1963, qualify as "expert" in small-arms marksmanship with either the M-16 rifle or issue handgun. Qualification as "expert" in both weapons after June 22, 1972, shall be denoted by a bronze service star worn on the service ribbon.

AP4.1.2.62. Coast Guard Reserve Good Conduct Medal

AP4.1.2.62.1. Initially established as the "Coast Guard Reserve Meritorious Service Ribbon" on February 1, 1963, by the Commandant, U.S. Coast Guard. Renamed the "Coast Guard Reserve Good Conduct Medal," September 3, 1981.

AP4.1.2.62.2. Awarded on a selective basis to Coast Guard enlisted Reservists on inactive duty who fulfill with distinction the obligations of inactive Reservists, such as excellent attendance at drills, proficiency in rate, and development of leadership qualities for a 3-year period.

AP4.1.2.62.3. A bronze service star is awarded and worn on the service ribbon and suspension ribbon of the Coast Guard Reserve Good Conduct Medal to denote second and subsequent awards of the medal.

AP4.1.2.63. Air Force Good Conduct Medal

AP4.1.2.63.1. Authorized by the Secretary of the Air Force, June 1, 1963.

AP4.1.2.63.2. Awarded to enlisted Service members of the U.S. Air Force for exemplary conduct during a 3-year period of military service while in the active military service of the United States. Successive awards are denoted by oak-leaf clusters worn on the suspension and service ribbon of the medal.

AP4.1.2.64. Air Reserve Forces Meritorious Service Medal

AP4.1.2.64.1. Authorized by the Secretary of the Air Force, April 1, 1964, as amended May 1, 1973.

AP4.1.2.64.2. Awarded for exemplary behavior, efficiency, and fidelity during a 4-year period while serving in an enlisted status in the U.S. Air Reserve Forces. Subsequent awards shall be denoted by an oak-leaf cluster worn on the suspension and service ribbon of the medal.

AP4.1.2.65. Naval Reserve Meritorious Service Medal

AP4.1.2.65.1. Established by the Secretary of the Navy, June 22, 1964.

AP4.1.2.65.2. Awarded on a selective basis to U.S. Navy Reservists who, during any three-consecutive years subsequent to July 1, 1958, fulfill with distinction the obligations of inactive Reservists.

AP4.1.2.65.3. A bronze star is worn on the suspension and service ribbon of the Naval Reserve Meritorious Service Medal to denote subsequent awards.

AP4.1.2.66. Vietnam Service Medal

AP4.1.2.66.1. Authorized by Executive Order 11231 (reference (w)).

AP4.1.2.66.2. Awarded to all Service members of the Armed Forces who, between July 4, 1965 and March 28, 1973, served in the following areas of Southeast Asia.

AP4.1.2.66.2.1. In Vietnam and the contiguous waters or airspace thereover.

AP4.1.2.66.2.2. In Thailand, Laos, or Cambodia or the airspace, thereover, and in direct support of operations in Vietnam.

#### AP4.1.2.67. Combat-Readiness Medal

AP4.1.2.67.1. Authorized by the Secretary of the Air Force, March 9, 1964.

AP4.1.2.67.2. Awarded to U.S. Air Force, U.S. Air Force Reserve Service members, and Service members of other Services after August 1, 1960, for sustained individual combat or mission readiness or preparedness for direct weapon-system employment. Specifically, a Service member must meet all the following criteria:

AP4.1.2.67.2.1. Member of a unit subject to combat readiness reporting.

AP4.1.2.67.2.2. Individually certified as combat and/or mission ready and been subject to a continuous individual positional evaluation program, according to a major command or higher headquarters standards.

AP4.1.2.67.2.3. Complete 24 months of sustained combat and/or mission readiness with no more than a 120 calendar-day break.

AP4.1.2.67.3. Subsequent awards of the Combat Readiness Medal shall be denoted by wearing a bronze oak-leaf cluster on the suspension and service ribbons of the medal.

#### AP4.1.2.68. Outstanding Airman of the Year Ribbon

AP4.1.2.68.1. Authorized by the Secretary of the Air Force, February 21,

1968.

AP4.1.2.68.2. Awarded to enlisted Service members of the U.S. Air Force who are nominated by their respective major commands and field operating Agencies for competition in the 12 Outstanding Airmen of the Year Program. Award of the ribbon is retroactive to June 1970. Subsequent awards of the ribbon shall be denoted by an oak-leaf cluster worn on the ribbon.

AP4.1.2.69. Army Reserve Components Achievement Medal

AP4.1.2.69.1. Authorized by the Secretary of the Army, October 30, 1971.

AP4.1.2.69.2. Awarded for exemplary behavior, efficiency, and fidelity while serving as a member of a U.S. Army National Guard Unit, Reserve Troop Program Unit, or as an Individual Mobilization Augmentee.

AP4.1.2.69.3. Subsequent awards of the medal shall be denoted by the wearing of an oak-leaf cluster on the service and suspension ribbon of the Army Reserve Components Achievement Medal.

AP4.1.2.70. U. S. Air Force Basic Military Training (BMT) Honor Graduate Ribbon

AP4.1.2.70.1. Authorized by the Chief of Staff, U.S. Air Force, April 3, 1976.

AP4.1.2.70.2. Awarded to honor graduates of BMT who, after July 29, 1976, demonstrate excellence in all phases of academic and military training.

AP4.1.2.71. Coast Guard Arctic Service Medal

AP4.1.2.71.1. Authorized by the Commandant, U.S. Coast Guard, May 20, 1976.

AP4.1.2.71.2. Awarded to Service members of the U.S. Coast Guard who, subsequent to January 1, 1946, have served aboard U.S. Coast Guard ships or aircraft for a specified period in the Polar regions of the Arctic Circle, or participated in U.S. Coast Guard Arctic Programs, as determined by the Commandant.

AP4.1.2.71.3. For all deployments after January 1, 1989, a bronze service star is authorized to be worn on the suspension ribbon and ribbon bar to denote each subsequent period of eligibility. A Silver service star denotes a sixth award.

#### AP4.1.2.72. Humanitarian Service Medal

AP4.1.2.72.1. Authorized by Executive Order 11965 (reference (z)).

AP4.1.2.72.2. Awarded to members of the Armed Forces of the United States who, after April 1, 1975, distinguished themselves by meritorious direct participation in a significant military act or operation of a humanitarian nature.

AP4.1.2.72.3. Subsequent awards shall be denoted by the wearing of a service star on the suspension and service ribbon of the medal.

#### AP4.1.2.73. Air Force Overseas Ribbon

AP4.1.2.73.1. Authorized by the Chief of Staff, U.S. Air Force, October 12, 1980.

AP4.1.2.73.2. Before January 6, 1986, the ribbon was awarded to Air Force and Air Force Reserve members credited with completion of an overseas tour on or after September 1, 1980. Air Force and Air Force Reserve members serving as of January 6, 1986, or later are entitled to reflect all Air Force overseas tours credited during their career. A Service member may wear both ribbons, if appropriate. The short-tour ribbon takes precedence over the long-tour ribbon when both are worn. Subsequent awards are denoted by oak-leaf clusters.

#### AP4.1.2.74. Air Force Recognition Ribbon

AP4.1.2.74.1. Authorized by the Chief of Staff, U.S. Air Force, October 12, 1980.

AP4.1.2.74.2. Awarded to individual U.S. Air Force recipients of special trophies and awards, as outlined in U.S. Air Force regulations. Subsequent awards shall be denoted by a bronze oak-leaf cluster worn on the service ribbon.

#### AP4.1.2.75. Air Force Training Ribbon



AP4.1.2.75.1. Authorized by the Chief of Staff, U.S. Air Force, October 12, 1980.

AP4.1.2.75.2. Before December 19, 1986, the ribbon was awarded to Air Force members who completed initial Air Force accession training after August 14, 1974. Subsequent to December 19, 1986, all Air Force members who completed Air Force accession training regardless of when the training was completed are authorized the ribbon. Devices are now authorized to be placed on the ribbon.

AP4.1.2.76. Army Service Ribbon

AP4.1.2.76.1. Authorized by the Secretary of the Army, April 10, 1981.

AP4.1.2.76.2. Awarded, effective August 1, 1981, to all Service members of the Regular U.S. Army, U.S. Army National Guard, and U.S. Army Reserve for successful completion of initial entry training.

AP4.1.2.77. NCO Professional Development Ribbon (Army)

AP4.1.2.77.1. Authorized by the Secretary of the Army, April 10, 1981.

AP4.1.2.77.2. Awarded, effective August 1, 1981, to all enlisted Service members of the Regular U.S. Army, the Army National Guard, and the U.S. Army Reserve for successful completion of designated NCO professional development courses.

AP4.1.2.77.3. Numerical devices shall be awarded and worn on the NCO Professional Development Ribbon to denote the highest completed level of NCO development completed. Devices to be used are as follows:

AP4.1.2.77.3.1. "1" - Basic Level

AP4.1.2.77.3.2. "2" - Advanced Level

AP4.1.2.77.3.3. "3" - First Sergeants' Level

AP4.1.2.78. Overseas Service Ribbon (Army)

AP4.1.2.78.1. Authorized by the Secretary of the Army, April 10, 1981.

AP4.1.2.78.2. Awarded, effective August 1, 1981, to all members of the Regular U.S. Army, the U.S. Army National Guard, and the U.S. Army Reserve for successful completion of an overseas tour. The Overseas Service Ribbon shall not be awarded for overseas service recognized by another service medal.

AP4.1.2.78.3. Numerical devices shall be awarded and worn on the Overseas Service Ribbon to denote completion of subsequent overseas tours.

#### AP4.1.2.79. Coast Guard Restricted Duty Ribbon

AP4.1.2.79.1. Established by the Commandant, U.S. Coast Guard, March 3, 1984.

AP4.1.2.79.2. Awarded to U.S. Coast Guard Service members who have completed a PCS tour of duty at a shore unit where accompanying dependents are not authorized. Service members assigned to TDY to such a restricted unit are not authorized that award.

AP4.1.2.79.3. A bronze service star is awarded and worn on the service ribbon to denote second and subsequent awards.

#### AP4.1.2.80. Coast Guard Sea Service Ribbon

AP4.1.2.80.1. Established by the Commandant, U.S. Coast Guard, March 3, 1984.

AP4.1.2.80.2. Awarded to U.S. Coast Guard Service members who have completed a minimum of 12 months of cumulative sea duty on a U.S. Coast Guard cutter 65 feet or more in length in an active status, in commission, or in service.

AP4.1.2.80.3. A bronze service star is authorized for each additional three years of such sea duty. A Silver service star denotes a sixth award.

#### AP4.1.2.81. Coast Guard Basic Training Honor Graduate Ribbon

AP4.1.2.81.1. Established by the Commandant, U.S. Coast Guard, March 3, 1984.

AP4.1.2.81.2. Effective April 1, 1984, U.S. Coast Guard Service members in the top 3 percent of each U.S. Coast Guard recruit training graduating class are eligible for that award. Prior service members who graduated from other than U.S. Coast Guard recruit training are not eligible.

#### AP4.1.2.82. Prisoner of War (POW) Medal

AP4.1.2.82.1. Authorized by Section 1128 of title 10, U.S.C. (reference (o)).

AP4.1.2.82.2. Authorized for issue to any person who, while serving in any capacity with the Armed Forces, was taken prisoner and held captive after April 5, 1917.

AP4.1.2.82.2.1. While engaged in an action against an enemy of the United States.

AP4.1.2.82.2.2. While engaged in military operations involving conflict with an opposing foreign force.

AP4.1.2.82.2.3. While serving with friendly forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

AP4.1.2.82.2. For a person to be eligible for issuance of a POW Medal, the person's conduct must have been honorable for the period of captivity that serves as the basis for the issuance.

#### AP4.1.2.83. Sea Service Deployment Ribbon

AP4.1.2.83.1. Authorized by the Secretary of the Navy.

AP4.1.2.83.2. That ribbon recognizes the unique and demanding nature of sea service and the arduous duty attendant with deployment subsequent to August 15, 1974.

#### AP4.1.2.84. Navy Arctic Service Ribbon

AP4.1.2.84.1. Authorized by the Secretary of the Navy, June 3, 1987.

AP4.1.2.84.2. Awarded to U.S. Navy and Marine Corps officers and enlisted personnel or civilian citizens, national or resident aliens of the United States, who participate in operations in support of the Arctic Warfare Program.

AP4.1.2.84.3. Minimum time limits for the award are 28 days, consecutive or nonconsecutive, above the arctic circle. For personnel working at remote ice camps and divers working under the ice, each day of duty shall count as two days when determining award eligibility.

AP4.1.2.84.4. This award is retroactive to January 1, 1982. There are no provisions for subsequent awards.

#### AP4.1.2.85. Naval Reserve Sea Service Ribbon

AP4.1.2.85.1. Authorized by the Secretary of the Navy, June 3, 1987.

AP4.1.2.85.2. Awarded to officers and enlisted personnel of the U.S. Navy and U.S. Naval Reserve for active duty, Selected Reserve, or any combination of active or Selected Reserve service after August 15, 1974, aboard a Naval Reserve ship or its Reserve unit or an embarked active or Reserve staff, for a cumulative total of 24 months. Specific eligibility requirements are outlined in U.S. Navy regulations.

AP4.1.2.85.3. Subsequent awards shall be denoted by a 3/16-inch bronze star.

#### AP4.1.2.86. Navy and Marine Corps Overseas Service Ribbon

AP4.1.2.86.1. Authorized by the Secretary of the Navy, June 3, 1987.

AP4.1.2.86.2. Awarded to officers and enlisted personnel of the U.S. Navy, U.S. Naval Reserve, U.S. Marine Corps, and U.S. Marine Corps Reserve for overseas service.

AP4.1.2.86.3. Active duty personnel must serve 12 months consecutive or accumulative duty at overseas duty station. Inactive Reservists must serve 30 consecutive days, or 45 cumulative days, of active duty for training or temporary active duty to be eligible for that award. Beginning date of eligibility is August 15, 1974. Specific eligibility requirements are outlined in U.S. Navy regulations.

AP4.1.2.86.4. Subsequent award shall be denoted by a 3/16-inch bronze star.

**AP4.1.2.87. Navy Recruiting Service Ribbon**

AP4.1.2.87.1. Authorized by the Secretary of the Navy, February 2, 1989.

AP4.1.2.87.2. Awarded to officer and enlisted personnel of the United States Navy and Naval Reserve, to include Active Duty for Special Work (ADSW) personnel (formally TEMAC) in support of recruiting and Naval Reserve personnel.

**AP4.1.2.88. Coast Guard Special Operations Service Ribbon**

AP4.1.2.88.1. Authorized by the Commandant, U.S. Coast Guard, July 1, 1987.

AP4.1.2.88.2. Awarded to any member of the Armed Forces of the United States serving in any capacity with the Coast Guard who, after July 1, 1987, participates in a Coast Guard special operation not involving combat.

AP4.1.2.88.3. A bronze service star is awarded and worn on the service ribbon to denote a subsequent award.

**AP4.1.2.89. Southwest Asia Service Medal**

AP4.1.2.89.1. Authorized by Executive Order 12754 (reference (x)).

AP4.1.2.89.2. Awarded to members of the Armed Forces of the United States serving within the specific area designated by the Secretary of Defense and meeting the criteria outlined in Chapter 6, section C6.6.

**AP4.1.2.90. Coast Guard Bicentennial Unit Commendation**

AP4.1.2.90.1. Authorized by the Commandant of the Coast Guard on January 2, 1990.

*DoD 1348.33-M, September 1996*

AP4.1.2.90.2. Awarded to all Coast Guard members, included selected Reservists, civilians, and auxiliarists, serving satisfactorily during any period from June 4, 1989 to August 4, 1990. The Bicentennial Unit Commendation may not be awarded to any individual whose entire service subsequent to June 4, 1989 is not honorable. Personnel of other Services who were assigned to and served with the Coast Guard during that period are also eligible for that award.

AP4.1.2.90.3. The Operational Distinguishing Device is not authorized.

DoD 1348.33-M, September 1996

## AP5. APPENDIX 5

## OPERATIONS APPROVED FOR AWARD OF THE AFEM

## U.S. MILITARY OPERATIONS

Lebanon	1 Jul 58 - 1 Nov 58
Taiwan Straits	23 Aug 58 - 1 Jan 59
Quemoy and Matsu Islands	23 Aug 58 - 1 Jun 63
Berlin	14 Aug 61 - 1 Jun 63
Cuba	24 Oct 62 - 1 Jun 63
Congo	23 Nov 64 - 27 Nov 64
Dominican Republic	28 Apr 65 - 21 Sep 66
Korea	1 Oct 66 - 30 Jun 74
Cambodia <sup>1</sup>	11 Apr 75 - 13 Apr 75
Vietnam <sup>2</sup>	29 Apr 75 - 30 Apr 75
Mayaguez Operation	15 May 75
Grenada Operation (URGENT FURY)	23 Oct 83 - 21 Nov 83
Eldorado Canyon (Attacks against forces in Libya)	12 Apr 86 - 17 Apr 86
Panama (Operation JUST CAUSE) <sup>3</sup>	20 Dec 89 - 31 Jan 90
Haiti (Operation UPHOLD DEMOCRACY)	16 Sep 94 - 31 Mar 95

## U.S. OPERATIONS IN DIRECT SUPPORT OF THE U.N.

Congo	14 Jul 60 - 1 Sep 62
Somalia (Operation RESTORE HOPE) <sup>4</sup>	5 Dec 92 - 31 Mar 95
Somalia (UNITED SHIELD)	5 Dec 92 - 31 Mar 95
Iraq (SOUTHERN WATCH)	1 Dec 95 - TBD

## U.S. OPERATIONS OF ASSISTANCE FOR FRIENDLY FOREIGN NATIONS

Vietnam	1 Jul 58 - 3 Jul 65
Laos	19 Apr 61 - 7 Oct 62

Cambodia	29 Mar 73 - 15 Aug 73
Thailand <sup>4</sup>	29 Mar 73 - 15 Aug 73
Lebanon <sup>5</sup>	1 Jun 83 - 1 Dec 87
Persian Gulf <sup>6</sup>	24 Jul 87 - 1 Aug 90
Persian Gulf (Operation SOUTHERN WATCH)	1 Dec 95 - TBD

<sup>1</sup> Evacuation of Cambodia - Operation EAGLE PULL.

<sup>2</sup> Evacuation of Vietnam - Operation FREQUENT WIND.

<sup>3</sup> Besides the U.S. military forces who participated in Operation JUST CAUSE in the area of operations, as defined by the Chairman of the Joint Chiefs of Staff, the U.S.S. Vreeland (FF 1068), and other Service-designated aircrew members who participated in actual air operations outside of the CONUS including aerial refueling, combat air patrol, and airborne warning and control in direct support of the military Operation JUST CAUSE, are also authorized award of the AFEM.

<sup>4</sup> Only those in direct support of Cambodia and Somalia operations.

<sup>5</sup> Department of the Navy Service members awarded the Navy and Marine Corps Expeditionary Medals since June 1, 1983, and who meet the degree of participation criteria for the AFEM have the option of accepting either their Service Expeditionary Medal or the AFEM.

<sup>6</sup> Only those participating in, or in direct support of, Operation EARNEST WILL.



## AP6. APPENDIX 6

## VIETNAM CAMPAIGNS and/or SOUTHWEST ASIA CAMPAIGNS

## VIETNAM CAMPAIGNS

Vietnam Advisory Campaign	15 Mar 62 - 7 Mar 65
Vietnam Defense Campaign	8 Mar 65 - 24 Dec 65
Vietnam Counteroffensive Campaign	25 Dec 65 - 30 Jun 66
Vietnam Counteroffensive Phase II	1 Jul 66 - 31 May 67
Vietnam Counteroffensive Phase III	1 Jun 67 - 29 Jan 68
Tet Counteroffensive	30 Jan 68 - 1 Apr 68
Vietnam Counteroffensive Phase IV	2 Apr 68 - 30 Jun 68
Vietnam Counteroffensive Phase V	1 Jul 68 - 1 Nov 68
Vietnam Counteroffensive Phase VI	2 Nov 68 - 22 Feb 69
Tet 69 Counteroffensive	23 Feb 69 - 8 Jun 69
Vietnam Summer-Fall 1969	9 Jun 69 - 31 Oct 69
Vietnam Winter-Spring 1970	1 Nov 69 - 30 Apr 70
Sanctuary Counteroffensive	1 May 70 - 30 Jun 70
Vietnam Counteroffensive Phase VII	1 Jul 70 - 30 Jun 71
Consolidation I	1 Jul 71 - 30 Nov 71
Consolidation II	1 Dec 71 - 20 Mar 72
Vietnam Cease-Fire Campaign	30 Mar 72 - 28 Jan 73

## SOUTHWEST ASIA CAMPAIGNS

Defense of Saudi Arabia	2 Aug 90 - 16 Jan 91
-------------------------	----------------------

*DoD 1348.33-M, September 1996*

## AP7. APPENDIX 7

APPROVED OPERATIONS FOR AWARD OF THE  
HUMANITARIAN SERVICE MEDAL

OPERATIONS	INCLUSIVE DATES	GEOGRAPHIC AREA
Evacuation of Laos	1 Apr 75 -15 Aug 75	Laos
New Life	1 Apr 75 - 1 Nov 75	Vietnam
Baby Lift	4 Apr 75 - 9 May 75	Vietnam
Eagle Pull	12 Apr 75	Cambodia
Frequent Wind	29 Apr 75 - 30 Apr 75	Vietnam
Guatemala Earthquake Disaster Relief	4 Feb 76 - 30 Jun 76	Guatemala
NMCB 40	10 May 76 - 31 Jul 76	
NMCB 1	29 Jul 76 - 15 Sep 76	
Lion Assistance	7 May 76 - 4 Jun 76	Italy
Typhoon Pamela Disaster Relief	1 May 76 -15 Jun 76	Guam
Typhoon Olga Disaster Relief	25 May 76 - 1 Jun 76	Philippines
Teton Dam Disaster Relief	5 Jun 76 - 19 Jun 76	Idaho
Beirut Evacuation	20 Jun 76 - 27 Jul 76	Lebanon
Big Thompson Flood Disaster Relief	31 Jul 76 - 3 Aug 76	Colorado
Bolivian Commercial Air Disaster	13 Oct 76 - 21 Oct 76	Bolivia
Turkey Earthquake Disaster	24 Nov 76 - 22 Jan 77	Turkey
Eniwetok Radiological Cleanup	24 Jan 77 - 15 Apr 80	Eniwetok

Snow-Go	30 Jan 77 - 8 Feb 77	New York
Port-au-Prince Disaster Relief	22 Mar 77 - 1 Jun 77	Haiti
Canary Islands Commercial Aircraft Disaster	28 Mar 77 - 30 Mar 77	Canary Islands
Aircraft Disaster (Armed Forces Institute of Pathology) 28 Mar 77 - 22 Apr 77		
Appalachian Flood Relief	6 Apr 77 - 30 Jun 77	KY, VA, and WV
Johnstown Flood Relief	20 Jul 77 - 16 Aug 77	Pennsylvania
North Carolina Flood Relief	6 Nov 77 - 21 Dec 77	North Carolina
Washington State Flood Relief	2 Dec 77 - 31 Jan 78	Washington
Snow Blow/Snow Blow II	26 Jan 78 - 18 Feb 78	CT, IN, MA, ME, MI, NH, OH, and RI
Naples Relief	18 Apr 78 - 21 Apr 78	Italy
Zaire Airlift	19 May 78 - 27 May 78	Zaire
Texas Flood Relief	3 Aug 78 - 15 Aug 78	Texas
Jonestown, Guyana Disaster Relief	20 Nov 78 - 20 Dec 78	Guyana
Sri Lanka Disaster Relief	27 Nov 78 - 13 Dec 78	Sri Lanka
Louisiana Tornado Disaster Relief	3 Dec 78 - 31 Dec 78	Louisiana

167

APPENDIX 7

*DoD 1348.33-M, September 1996*

OPERATIONS	INCLUSIVE DATES	GEOGRAPHIC AREA
Iran Evacuation	8 Dec 78 - 20 Feb 79	Iran
North Illinois Snow Removal	19 Jan 79 - 25 Jan 79	Illinois
Iran Evacuation	19 Feb 79 - 25 Feb 79	Iran
U.S.S. KINKAID		
U.S.S. HOEL		
U.S.S. DECATUR		
U.S.S. LASALLE		
U.S.S. TALBOT		
Admin. Support Unit Bahrain		
Jackson, Mississippi, Flood Relief	8 Apr 79 - 9 Jul 79	Mississippi
Falls - Vernon, Texas Tornado Disaster Relief	10 Apr 79 - 21 Apr 79	Texas
Red River of the North Flood Relief	17 Apr 79 - 2 May 79	Minnesota
	20 Apr 79 - 30 Apr 79	North Dakota
Nicaragua Evacuation (Noncombants)	11 Jun 79 - 31 Jul 79	Nicaragua
Cheyenne Tornado Disaster	16 Jul 79 - 29 Jul 79	Wyoming
Operation Boat People	21 Jul 79 - 30 Jun 84	Southeast Asia
U.S.S. REASONER (FF 1063)	7 Jun 78	
U.S.S. FLASHER (SSN 613)	14 Jul 78 - 15 Jul 78	
U.S.S. FRANCIS HAMMOND (FF 1067)	9 Aug 78 - 14 Aug 78	
U.S.S. WHIPPLE (FF 1062)	22 Aug 78	
U.S.S. DOWNES (FF 1070)	3 Apr 79	
U.S.S. ROBERT E. PERRY (FF 1073)	5 May 79 - 9 May 79	
U.S.S. LYNDE McCORMICK (DDG-8)	9 Jun 79 - 31 Jul 79	
U.S.S. SAFEGUARD (ARS 25)	13 Jun 79 - 17 Jun 79	
U.S. Naval Station, Cubi Point	21 Jul 79 - 18 Jan 80	Philippines

Graves Registration Effort	10 Aug 79 - 15 Sep 79	Panama
Jamaican Disaster Relief	14 Aug 79 - 23 Dec 79	Jamaica
Dominica Disaster Relief	31 Aug 79 - 30 Nov 79	Dominica
Dominican Republic Disaster Relief	1 Sep 79 - 26 Oct 79	Dominican Republic
Hurricane Frederick Relief	12 Sep 79 - 23 Feb 80	Alabama
Hurricane Relief	12 Sep 80 - 22 Sep 80	Mississippi
Gallup Indian Medical Center Relief	3 Oct 79 - 15 Apr 80	New Mexico
Indochina Refugee Relief	26 Oct 79 - 30 Apr 80	Thailand
Majuro Atoll Disaster Relief	27 Nov 79 - 8 Jan 80	Marshall Islands
Colombia Earthquake Relief	13 Dec 79 - 30 Dec 79	Colombia
Nicaragua Disaster Relief	17 Dec 79 - 8 Jan 80	Nicaragua
Azores Earthquake Disaster	1 Jan 80 - 15 Jan 80	Azores
San Bernardino Flood and Mud Slide Disaster	8 Feb 80 - 15 Mar 80	California
Liberian Assistance (U.S. Military Mission, Liberia)	12 Apr 80 - 22 May 80	Liberia
Costa Rica	21 Apr 80 - 27 Apr 80	Costa Rica
Iran Hostage Rescue	24 Apr 80 - 25 Apr 80	Iran
Cuban Refugee Resettlement	27 Apr 80 - 19 Feb 82	Florida Straits
Mount St. Helens Volcano Relief	18 May 80 - 28 May 80	Washington
Island, Nebraska, Tornado Relief	3 Jun 80 - 18 Jun 80	Nebraska

168

APPENDIX 7

*DoD 1348.33-M, September 1996*

OPERATIONS	INCLUSIVE DATES	GEOGRAPHIC AREA
Haiti Hurricane Relief	6 Aug 80 - 21 Aug 80	Haiti
Saint Lucia Hurricane Relief U.S.S. PATTERSON (FF 1061)	7 - 9 Aug 80	Saint Lucia
Haitian Refugee Resettlement	23 Sep 80 - 30 Apr 82	Puerto Rico
Algeria Earthquake Disaster	12 Oct 80 - 21 Oct 80	Algeria
Italian Disaster Relief	26 Nov 80 - 7 Dec 80	Italy
Typhoon Dinah Disaster Relief	26 Nov 80 - 13 Dec 80	Saipan
Federal Aviation Agency Air Traffic Controller Support	3 Aug 81 - 1 Jul 83	United States
RPS DATU KALANTI AW (PS 76) Rescue	21 Sep 81 - 24 Sep 81	Luzon Straits
San Francisco Area Flood Relief	4 Jan 82 - 12 Mar 82	California
Air Florida Crash Recovery	13 Jan 82 - 27 Jan 82	Washington, DC
FT. Wayne, Indiana Flood Relief	19 Mar 82 - 21 Mar 82	Indiana
Paris, Texas Tornado Disaster Relief	25 Apr 82 - 29 Apr 82	Texas, Chiqui River
Bridge Disaster Relief	21 May 82 - 2 Jul 82	Panama
Lebanon Evacuation	23 - 25 Jun 82	Lebanon
Tunisia Flood Relief	2 Nov 82 - 22 Apr 83	Tunisia
Hurricane Iwa Relief	25 Nov 82 - 29 Nov 82	Hawaii

Mississippi River Flood	2 Dec 82 - 30 Jun 83	Lower Valley Mississippi (AR, IL, KY, LA, MS, MO, & TN)
New Baden, Illinois Tornado Disaster Relief	2 Dec 82 - 12 Dec 82	Illinois
Southeast Missouri Flood Relief	3 Dec 82 - 10 Dec 82 21 Dec 82 - 22 Dec 82	Missouri
Yemen Earthquake Disaster Relief	17 Dec 82 - 29 Dec 82	Yemen
California Flood Relief	24 Jan 83 - 15 Jul 83	California
Medical Support to Central America (Project Green Earth)	9 Feb 83 - 25 May 84	El Salvador
Fiji Islands Cyclone Disaster Relief	9 Mar 83 - 26 Mar 83	Fiji Islands
Popayan Earthquake Disaster Relief	31 Mar 83 - 8 Apr 83	Colombia
Utah Flood Relief	30 Apr 83 - 1 Jul 84	Utah
Coalinga Earthquake Relief Operations	2 May 83 - 18 May 83	California
Peru Flood Relief	26 Jun 83 - 1 Jul 83	Peru
Costa Rica Earthquake Disaster Relief	5 Jul 83 - 13 Jul 83	Costa Rica
Cholera Epidemic - Truk Island	7 Sep 83 - 12 Dec 83	Micronesia
Merchant Vessel LICA LU Rescue WHITEPLAINS (AFS 4) Helicopter Combat Support Squadron Three, Detachment 106	25 Oct 83	Pratas Islands
Grenada Rescue (URGENT FURY) USFORCARIB Disaster Relief Survey Team	27 Oct 83 - 6 Nov 83	Grenada

OPERATIONS	INCLUSIVE DATES	GEOGRAPHIC AREA
Turkey Earthquake Disaster Relief	31 Oct 83 - 14 Nov 83	Turkey
Animal Disease Eradication	10 Nov 83 - 12 Mar 84	IN, MD, NJ, PA & VA
Agalega Island Disaster Relief U.S.S. FIFE (DD 991) Helicopter Anti-Submarine Squadron Light 37, Detachment 3	13 Dec 83	Mauritius
Beirut Evacuation	10 Feb 84 - 12 Feb 84	Lebanon
Water Disaster Relief NAVFAC Antigua NMCB 62 Det	15 Mar 84 - 18 Jun 84	Antigua
North Carolina Tornado Disaster	28 Mar 84 - 19 Apr 84	North Carolina
Cyclone Kamisy Disaster Relief U.S.S. HECTOR (AR 7)	23 Apr 84 - 30 Apr 84	Madagascar
Barnveld, Wisconsin, Tornado	8 Jun 84	Wisconsin
Eastern Nebraska Flood	13 Jun 84 - 15 Sep 84	Nebraska
Operation INTENSE LOOK	8 Aug 84 - 1 Oct 84	Suez Canal & Red Sea

Operation TRANSFER	29 Sep 84 - 30 Sep 84	South Korea
Operation SHEEBA 1		
Hurricane Diana Relief Operation	10 Sep 84 - 8 Oct 84	North Carolina
Rescue of Survivors of Pacific Protector	19 Oct 84	Persian Gulf
Preventive Medicine Operation	21 Apr 85 - 14 May 85	Somalia
Mali Raft Famine Relief Operation	23 May 85 - 31 Oct 85	Mali
Mercer County Tornado Relief	31 May 85 - 1 Jun 85	Pennsylvania
Cheyenne, Wyoming, Flood Relief	1 Aug 85 - 5 Aug 85	Wyoming
Hurricane Elena Relief Operation	29 Aug 85 - 8 Sep 85	Mississippi
Mexico City Earthquake	19 Sep 85 - 4 Oct 85	Mexico
Disaster Relief for Puerto Rico	6 Oct 85 - 21 Oct 85	Puerto Rico
Sugar Grove, West Virginia Flood Relief Operation (Navy)	4 Nov 85 - 22 Nov 85	West Virginia
Virginia Flood Relief Operation	4 Nov 85 - 25 Nov 85	Virginia
West Virginia Flood Relief (Army and Army National Guard)	5 Nov 85 - 28 Nov 85	West Virginia
Colombia Disaster Relief Operation	16 Nov 85 - 20 Dec 85	Colombia
California Flood Relief	14 Feb 86 - 16 Mar 86	California
Western Nevada Flood Relief	17 Feb 86 - 21 Feb 86	Nevada
Typhoon Namu	27 May 86 - 29 May 86	Solomon Islands
Lake Nyos Disaster Relief Operation	25 Aug 86 - 26 Sep 86	Cameroon
Northern Illinois Flood Relief	29 Sep 86 - 1 Oct 86	Illinois
El Salvador Earthquake Relief	10 Oct 86 - 20 Oct 86	El Salvador
Typhoon Kim	3 Dec 86 - 23 Dec 86	Saipan
Babuyan Island Relief Operation	15 Dec 86 - 19 Dec 86	Philippines

170

APPENDIX 7

OPERATIONS	INCLUSIVE DATES	GEOGRAPHIC AREA
Typhoon Tusi	24 Jan 87 - 8 Mar 87	American Samoa
Cyclone Uma Disaster Relief	13 Feb 87 - 18 Feb 87	Republic of Vanuatu
Ecuador Earthquake Disaster Relief	5 Mar 87 - 5 Apr 87	Ecuador
Kum-Gang Valley Flood Relief	15 Jul 87 - 26 Jul 87	South Korea
Operation Firebreak	5 Sep 87 - 15 Sep 87	United States
Operation Pocket Planner 1	Nov 87	
Typhoon Nina Relief Operation	25 Nov 87 - 21 Dec 87	Turk, Micronesia
U.S.S. CHANDLER Rescue of PIVOT	12 Dec 87	Persian Gulf
Korean Freighter Hyundai 7	25 Dec 87	Korea
Tropical Cyclone Anne	16 Jan 88 - 19 Jan 88	Solomon Islands
Costa Rica Flood Relief Operation	31 Jan 88 - 5 Feb 88	Costa Rica

Greenland Sledge Dog Relief	9 Feb - 29 Apr 88	Greenland
Pakistan Ammunition Depot Relief	10 Apr 88 - 18 May 88	Pakistan
Rescue of Vessel Elvira	9 Aug 88	
Burma Evacuation of U.S. Persons	15 Aug - 30 Sep 88	Burma
Firefighting, Western United States	19 Aug 88 - 6 Oct 88	United States
Inner Passage 88 (Sudan)	25 Aug - 10 Sep 88	Sudan
Hurricane Gilbert Disaster Relief	24 Sep - 1 Oct 88	United States
Costa Rica Flood Relief Operation	28 Oct - 3 Nov 88	Costa Rica
South Dakota Forest Fire	26 Jul 88 - 30 Jul 88	South Dakota
Grand Forks Flood Relief	7 Apr 89 -13 Apr 89	Nebraska
Grosse Tete Tornado Relief	8 Jun 89 - 14 Jun 89	United States
Soviet Burn Victims	9 Jun 89 - 23 Jun 89	Soviet Union
United Airlines Flight 232 Crash	19 Jul 89 - 20 Jul 89	Sioux City, Iowa
Typhoon Judy Flood Relief	25 Jul 89 - 27 Jul 89	South Korea
Operation Firebreak	28 Jul - 25 Aug 89	Oregon/Idaho
Ethiopian Search and Rescue	Aug 89	Ethiopia
Evacuation of U.S. Embassy, Beirut	6 September 1989	Beirut, Lebanon
Hurricane Hugo	18 Sep - 24 Nov 89	VI, PR, SC, NC, KY
Loma Prieta Earthquake, CA	17 Oct - 13 Dec 89	San Francisco, CA
Huntsville Tornado Relief Operation	15 Nov 89 - 30 Nov 89	Alabama
Islands of Basco and Ibayat, Batanes Province	12 Dec 89 - 21 Dec 89	Philippines
Operation ATLAS RAIL	3 Feb 90 - 19 Mar 90	Tunisia
Alabama Flood Relief Operation	16 Mar 90 - 4 Apr 90	Alabama
Operation Amigo (JTF Bravo)	13 May 90 - 19 May 90	Honduras
Island of Luzon Earthquake	16 Jul 90 - 18 Sep 90	Luzon
Evacuation of Kuwait and Iraq Military Assistance Program Office Amman, Jordan	6 Aug 90 - 30 Sep 90	Kuwait/Iraq
Operation Firebreak 90	9 Aug 90 - 21 Aug 90	California/Oregon

OPERATIONS	INCLUSIVE DATES	GEOGRAPHIC AREAM
Joliet/Will County Tornado Relief	28 Aug 90 - 29 Aug 90	Illinois
Korean Flood Relief Operation	11 Sep 90 - 12 Sep 90	South Korea
Okefenokee Wildfire Operation	30 Sep 90 - 15 Oct 90	Georgia
Western Washington Floods	10 Nov 90 - 24 Nov 90	Washington
Kuwait Reconstruction Effort	26 Feb 91 - 31 Dec 91	Kuwait
Task Force PROVIDE COMFORT	5 Apr 91 - 14 Jun 91	Iraq/Turkey
Costa Rican Disaster Relief	22 Apr - 3 May 91	Costa Rica
Operation Helping Hand	22 Apr 91 - 4 May 91	Panama/Costa Rica

Tropical Cyclone 02B Relief Operation Sea Angel	30 Apr 91 - 13 Jun 91 10 May 91 - 13 Jun 91	Bangladesh
Tropical Storm Zelda Relief Operation Baker-Mifanilla II	6 Dec 91 - 22 Feb 92 10 Jul 92 - 27 Jul 92	Marshall Islands Madagascar
Operation PROVIDE HOPE (On-Site Inspection Agency, DOS)	1 - 31 Aug 92 and 1 Oct 92 - 30 Apr 93	Commonwealth of Independent States
Joint Task Force - GTMO I	22 Nov 91 - 31 Jan 92	Guantanamo Bay, Cuba
Operation DEPREM	14 Mar 92 - 20 Mar 92	Erzincan, Turkey
Task Force PROV COMFORT-II	15 Jun 91 - 15 Apr 92	Iraq/Turkey
Operation PROVIDE HOPE (USTRANSCOM Aircrews only)	5 Feb 92 - 27 Apr 92	Commonwealth of Independent States
Joint Task Force - GTMO II	1 Feb 92 - 30 Apr 92	Guantanamo Bay, Cuba
Mount Etna Volcano Disaster	11 Apr 92 - 25 Apr 92	Sicily
Angolan Relief Operation	12 Sep 91 - 1 Jun 92	Luanda, Angola
Joint Task Force - GTMO III	1 May 92 - 30 Jun 92	Guantanamo Bay, Cuba
Joint Task Force - Marianas	28 Aug 92 - 19 Sep 92	Marianas
Joint Task Force - Hawaii	12 Sep 92 - 8 Nov 92	Hawaii
Hurricane Andrew Disaster Relief	23 Aug 92 - 10 Nov 92 26 Aug 92 - 8 Oct 92	Florida
Joint Task Force PROV RELIEF	18 Aug 92 - 4 Dec 92	Somalia
Joint Task Force PROV REFUGE	11 Feb 93 - 11 Mar 93	Marshall Islands
Ecuador Flood Relief Operation	29 Mar 93 - 1 May 93	Ecuador
Task Force PROV COMFORT-III	16 Apr 92 - 31 Jul 93	Iraq/Turkey
Task Force PROV COMFORT-III (Third Increment)	16 Apr 92 - 31 Jul 93	Northern Iraq, Kuwait
Mississippi River Flood Operation	9 Jul - 20 Aug 93	Illinois, Iowa, Missouri, Nebraska, Wisconsin, Kansas, S. Dakota, N. Dakota

OPERATIONS	INCLUSIVE DATES	GEOGRAPHIC AREA
Operation Bridge Lift	20 Jul 93 - 20 Aug 93	Nepal
Cambodia Demining Operation	1 Aug 93 - 30 Sep 95	Cambodia
Northridge Earthquake Relief Op.	17 Jan 94 - 25 Feb 94	Northridge, California
Joint Task Force 160 (Operation SEA SIGNAL)	20 May 94 - 15 Apr 96	Haiti, Guantanamo Bay, Cuba



Columbian Earthquake Relief Effort	6 Jun 94 - 28 Jun 94	Columbia
Southeast Flood Disaster Relief	7 Jul 94 - 19 Aug 94	Georgia, Alabama, Florida
Joint Task Force SPT HOPE	20 Jul 94 - 7 Oct 94	Rwanda
Joint Task Force - SURINAME	19 Aug 94 - 31 Oct 94	Suriname
Joint Task Force - SAFE HAVEN	26 Aug 94 - 3 Mar 95	Panama
Joint Task Force 180/190 and MNF Haiti (UPHOLD/ RESTORE DEMOCRACY)	10 Sep 94 - 31 Mar 95	Haiti
Oklahoma City Bombing Disaster Relief Operation	19 April 95 - 3 May 95	Oklahoma City, Oklahoma
Joint Special Operations Task Force Eritrea and Ethiopia	30 May 95 - 30 Sep 95	Eritrea/Ethiopia
Russia Relief Operation	13 Jun 95 - 17 Oct 95	Vladivostok, Russia
Joint Task Force - PROMPT RETURN	21 Jul 95 - 10 Aug 95	Wake Island
Hurricane Marilyn Disaster Relief Operation	16 Sep 95 - 1 Oct 95	Puerto Rico
Hurricane Opal Disaster Relief Operation	4 Oct 95 - 13 Oct 95	Alabama, Florida

<sup>1</sup> Inclusive dates and location are classified. Supporting documentation maintained by the Chairman of the Joint Chiefs of Staff.

AP8.1.1. Citations for the Defense Distinguished Service Medal, Defense Superior Service Medal, Defense Meritorious Service Medal, Joint Service Commendation Medal, and Joint Service Achievement Medal shall be prepared on 8 1/2 x 11 inch plain bond paper. Parchment paper or other suitable paper stock may be used. Command seals may be imprinted if desired to enhance the quality and esthetic value of the citation. Citations shall be prepared as shown in paragraph AP8.1.11., below.

AP8.1.2. Local manufacture of citations is not authorized. DoD printed heading citations shall be used until current stock levels are depleted.

AP8.1.3. The opening sentence must identify the awardee by grade, name, duty assignment (except where the act was not performed as part of a duty assignment), location, and date (or inclusive dates).

AP8.1.4. The citation is a short description of the act, achievement, or service. Be specific on facts and confine to no more than two sentences, if possible. Avoid superfluous adjectives and other embellishment.

AP8.1.5. Confine the closing to one sentence, which will personalize the summation, by use of the awardee's name and his or her attributes.

AP8.1.6. In citations for "retirement awards" use the word "long" (closing sentence) only for over 30 years of service.

AP8.1.7. Do not use the words "singularly" and "great" in the closing sentence of citations for the Joint Service Achievement Medal.

AP8.1.8. Do not use code names in citations, nor any abbreviations, other than Jr., Sr., II, and so on, following the Service member's name. For compound grade titles, such as first lieutenant, staff sergeant, and so on, spell out the complete grade title in the opening sentence, and then use the short title in the balance of the citation. Example: lieutenant, sergeant, etc.

AP8.1.9. Award certificates will be used without reference to number of oak leaf clusters.

## AP8.1.10. Samples:

## DEFENSE DISTINGUISHED SERVICE MEDAL

## OPENING SENTENCE:

General Anthony J. Jones, United States Army, distinguished himself by exceptionally distinguished service as (duty assignment) OR (while assigned to (office) from (month year) to (month year)).

## NARRATIVE DESCRIPTION:

During this period, the outstanding leadership and ceaseless efforts of General Jones resulted in major contributions to national security of the United States.

## CLOSING SENTENCE:

(PCS Award)

Through his distinctive accomplishments, General Jones reflects great credit upon himself, the United States Army, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, General Jones culminated a (long and) distinguished career in the service of his country and reflects great credit upon himself, the United States Army, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, General Jones reflected great credit upon himself, the United States Army, and the Department of Defense.

## DEFENSE SUPERIOR SERVICE MEDAL

## OPENING SENTENCE:

Colonel Anthony J. Jones, United States Army, distinguished himself by exceptionally superior service as (duty assignment) OR (while assigned to (office) from (month year) to (month year)).

## NARRATIVE DESCRIPTION:

During this period, the outstanding leadership and ceaseless efforts of Colonel Jones resulted in major contributions to national security of the United States.

## CLOSING SENTENCE:

(PCS Award)

Through his distinctive accomplishments, Colonel Jones reflects great credit upon himself, the United States Army, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, Colonel Jones culminated a (long and) distinguished career in the service of his country and reflects great credit upon himself, the United States Army, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Colonel Jones reflected great credit upon himself, the United States Army, and the Department of Defense.

I recommend that "reflected" in the closing sentences be changed to "reflects" with the exception of Posthumous Awards.

**DEFENSE MERITORIOUS SERVICE MEDAL****OPENING SENTENCE:**

Major Anthony J. Jones, United States Army, distinguished himself by exceptionally meritorious service (achievement) as (duty assignment) OR (while assigned to (office) from (month year) to (month year)).

**NARRATIVE DESCRIPTION:**

During this period, the outstanding professional skill, leadership, and ceaseless efforts of Major Jones resulted in major contributions to the effectiveness and success of various nationally critical programs.

OR

In this important assignment, Major Jones' outstanding leadership and devotion to duty were instrumental factors in the resolution of many problems of major importance to the Department of Defense.

**CLOSING SENTENCE:**

Through his distinctive accomplishments, Major Jones reflected great credit upon himself, the United States Army, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, Major Jones culminated a (long and) distinguished career in the service of his country and reflected great credit upon himself, the United States Army, and the Department of Defense.

(Separation Award)

Through his distinctive accomplishments and while serving his country, Major Jones reflected great credit upon himself, the United States Army, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive

accomplishments, Major Jones reflected great credit upon himself, the United States Army, and the Department of Defense (Office of the Secretary of Defense).

(Impact/PCS Award)

Through his distinctive accomplishments, Major Jones reflected credit upon himself, the United States Air Force, and the Department of Defense (Office of the Secretary of Defense).

**JOINT SERVICE COMMENDATION MEDAL****OPENING SENTENCE:**

Lieutenant Commander Andrea J. Jones, United States Navy, distinguished herself by exceptionally meritorious service (achievement) as (duty assignment and office) or (while assigned to (office) from (month year) to (month year)).

**NARRATIVE DESCRIPTION:**

During this period, Commander Jones' outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas in the field of ( ) and in developing and implementing research projects capable of solving these problems.

**CLOSING SENTENCE:**

Through her distinctive accomplishments, Commander Jones reflected credit upon herself, the United States Navy, and the Department of Defense.

(Retirement Award)

Through her distinctive accomplishments, Commander Jones culminated a (long and) distinguished career in the service of her country and reflected credit upon herself, the United States Navy, and the Department of Defense.

(Separation Award)

Through her distinctive accomplishments and while serving her country, Commander Jones reflected credit upon herself, the United States Navy, and the Department of Defense.

(Posthumous Award)

In the dedication of her service to her country and through her distinctive accomplishments, Commander Jones reflected credit upon herself, the United States Navy, and the Department of Defense.

*DoD 1348.33-M, September 1996***JOINT SERVICE ACHIEVEMENT MEDAL****OPENING SENTENCE:**

Staff Sergeant Anthony J. Jones, United States Air Force, distinguished himself by exceptionally meritorious achievement as (duty assignment) OR (while assigned to (office) from (month year) to (month year)).

**NARRATIVE DESCRIPTION:**

Sergeant Jones' demonstrated outstanding professional skill, knowledge, and interservice leadership in organizing, developing and reforming the administrative requirements for the Department of Defense Variable Housing Allowance Study Group.

**CLOSING SENTENCE:**

Through his distinctive accomplishments, Sergeant Jones reflected credit upon himself, the United States Air Force, and the Department of Defense.



**AP8.1.11. SAMPLE OF COMPLETED CITATION****SAMPLE OF COMPLETED CITATION  
(1" - 1 1/2" Margin)**

**CITATION TO ACCOMPANY THE AWARD OF  
(one space or two returns)  
THE DEFENSE MERITORIOUS SERVICE MEDAL  
(one space or two returns)  
TO  
(one space or two returns)  
ANTHONY J. JONES**

Lieutenant Colonel Anthony J. Jones, United States Air Force, distinguished himself by exceptionally meritorious service as Assistant Director, Personnel Administration and Services, Office of the Assistant Secretary of Defense for Force Management Policy, from July 1993 to June 1996. Among his numerous accomplishments, Colonel Jones played a key role in the development of the most comprehensive revision of enlisted administrative separation policy and personnel assignment process ever undertaken by the Department of Defense. The distinctive accomplishments of Colonel Jones reflect great credit upon himself, the United States Air Force, and the Office of the Secretary of Defense.

\*Not to exceed 16 single space lines.

\*Portrait TMS RMN 14 pt.

*DoD 1348.33-M, September 1996***AP9. APPENDIX 9****U.N. OPERATIONS FOR WHICH MEMBERS OF THE U.S. ARMED FORCES MAY ACCEPT  
AND WEAR THE UNITED NATIONS MEDAL**

1. United Nations Truce Supervisory Organization in Palestine	Jun 1948 - TBA
2. United Nations Military Observer Group in India and Pakistan	Jan 1949 - TBA
3. United Nations Observation Group in Lebanon	Jun 1958 - Dec 1958
4. United Nations Security Forces, Hollandia (UNSFH)	Dates Unknown
5. United Nations Iraq/Kuwait Observation Group	Apr 1991 - TBA
6. United Nations Mission for the Referendum in Western Sahara	May 1991 - TBA
7. United Nations Advance Mission in Cambodia	Oct 1991 - Mar 1992
8. United Nations Transitional Authority in Cambodia	Feb 1992 - TBA
9. United Nations Protection Force in Yugoslavia	Feb 1992 - TBA
10. United Nations Mission in Haiti	Sep 23, 1994 - TBA
11. United Nations Opn Somalia (include U.S. Quick Reaction Force) Apr 24 1992 - TBA	





Department of Defense  
**INSTRUCTION**

NUMBER 1336.1  
January 6, 1989

---

---

Incorporating Through Change 3, February 28, 2003  
ASD(F&P)

SUBJECT: Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)

- References: (a) DoD Instruction 1336.1, "Certificate of Release or Discharge from Active Duty (DD Form 214 Series)," December 14, 1978 (hereby canceled)
- (b) Deputy Assistant Secretary of Defense (Manpower and Reserve Affairs) Memorandum, "Discontinuation of the Use of Certain Information of Separation Documents Issued to Individuals," March 27, 1974 (hereby canceled)
  - (c) Deputy Assistant Secretary of Defense (Manpower and Reserve Affairs) Memorandum, "Discontinuation of the Use of Certain Information on Separation Documents Issued to Individuals," May 13, 1974 (hereby canceled)
  - (d) through (m), see [enclosure 5](#)

1. REISSUANCE AND PURPOSE

1.1. Reissues [reference \(a\)](#) to consolidate into a single document pertinent portions of [reference \(b\)](#), [\(c\)](#), [\(d\)](#), and [\(e\)](#); and

1.2. Prescribes procedures concerning the preparation and distribution of revised DD Form 214 to comport with the requirements of [references \(e\)](#) and [\(f\)](#) and the control and publication of separation program designators (SPDs).

2. APPLICABILITY AND SCOPE

2.1. The provisions of this Instruction apply to the Office of the Secretary of Defense, the Military Services, the Joint Staff, and the Defense Agencies (hereafter referred to as "DoD Components"). The term "Military Services," as used here, refers to

the Army, Navy, the Air Force, the Marine Corps and, by agreement with the Department of Transportation, to the Coast Guard.

2.2. Its provisions include procedures on the preparation and distribution of DD Forms 214, 214-ws, and 215 ([enclosures 1, 2, and 3](#)) which record and report the transfer or separation of military personnel from a period of active duty. (NOTE: Computer-generated formats are acceptable substitutes provided Assistant Secretary of Defense (Force Management and Personnel) approval is obtained.) DD Forms 214 and 215 (or their substitutes) will provide:

2.2.1. The Military Services with a source of information relating to military personnel for administrative purposes, and for making determinations of eligibility for enlistment or reenlistment.

2.2.2. The Service member with a brief, clear-cut record of the member's active service with the Armed Forces at the time of transfer, release, or discharge, or when the member changes status or component while on active duty.

2.2.3. Appropriate governmental agencies with an authoritative source of information which they require in the administration of Federal and State laws applying to personnel who have been discharged, otherwise released, or transferred to a Reserve component while on active duty.

2.3. Its provisions include procedures on the control and distribution of all lists of SPDs.

### 3. POLICY AND PROCEDURES

3.1. Administrative Issuance or Reissuance of DD Forms 214 and 215.

3.1.1. The DD Form 214 will normally be issued by the command from which the member was separated. In those instances where a DD Form 214 was not issued, the Services concerned may establish procedures for administrative issuance.

3.1.2. The DD Form 214, once issued, will not be reissued except:

3.1.2.1. When directed by appropriate appellate authority, Executive order, or by the Secretary concerned.

3.1.2.2. When it is determined by the Service concerned that the original DD Form 214 cannot be properly corrected by issuance of a DD Form 215 or if the correction would require issuance of more than two DD Forms 215.

3.1.2.3. When two DD Forms 215 have been issued and an additional correction is required.

3.1.3. Whenever a DD Form 214 is administratively issued or reissued, an appropriate entry stating that fact and the date of such action will be made in Block 18, Remarks, of the DD Form 214 unless the appellate authority, Executive order, or Secretarial directive specifies otherwise.

3.2. The Military Services will ensure that every member (except as limited in [3.2.2.](#), and excluding those listed in [3.3.](#)) being separated from the Military Services is given a completed DD Form 214 describing relevant data regarding the member's service, and the circumstances of termination. DD Form 214 may also be issued under other circumstances prescribed by the Military Service concerned. A continuation sheet, if required, will be bond paper, and will reference: the DD Form 214 being continued; information from blocks 1 through 4; the appropriate block(s) being continued; the member's signature, date; and the authorizing official's signature. DD Forms 214 are not intended to have any legal effect on termination of the member's service.

3.2.1. Release or Discharge from Active Service

3.2.1.1. The original of DD Form 214 showing separation from a period of active service with a Military Service, including release from a status that is legally determined to be void, will be physically delivered to the separatee prior to departure from the separation activity (a) on the effective date of separation; or (b) on the date authorized travel time commences.

3.2.1.1.1. Copy No. 4, containing the statutory or regulatory authority, reentry code, SPD code, and narrative reason for separation also will be physically delivered to the separatee prior to departure, if he/she so requested by initialing Block 30, Member Requests Copy 4.

3.2.1.1.2. Remaining copies of DD Form 214 will be distributed on the day following the effective date of separation (see [3.5.](#)).

3.2.1.2. When separation is effected under emergency conditions which preclude physical delivery, or when the recipient departs in advance of normal departure time (e.g., on leave in conjunction with retirement; or at home awaiting separation for disability), the original DD Form 214 will be mailed to the recipient on the effective date of separation.

3.2.1.3. If the separation activity is unable to complete all items on the DD Form 214, the form will be prepared as completely as possible and delivered to the separatee. The separatee will be advised (a) that a DD Form 215 will be issued by the Military Service concerned when the missing information becomes available; and (b) that

it will not be necessary for the separatee to request a DD Form 215 for such information (see [3.5.3.](#)).

3.2.1.4. If an optical character recognition format is utilized by a Military Service, the first carbon copy of the document will be physically delivered or mailed to the separatee as prescribed in [subparagraphs 3.2.1.1.](#), [3.2.1.2.](#), and [3.2.1.3.](#) of this section.

3.2.2. Release for Active Duty Training, Full-Time Training Duty, or Active Duty for Special Work. Personnel being separated from a period of active duty for training, full-time training duty, or active duty for special work will be furnished a DD Form 214 when they have served 90 days or more, or when required by the Secretary concerned for shorter periods. Personnel shall be furnished a DD Form 214 upon separation for cause or for physical disability regardless of the length of time served on active duty.

3.2.3. Continuing on Active Duty. Members who change their status or component, as outlined below, while they are serving on active duty will be provided a completed DD Form 214 upon:

3.2.3.1. Discharge for immediate enlistment or reenlistment (optional--at the discretion of the Military Services). However, Military Services not providing the DD Form 214 will furnish the member a DD Form 256, "Honorable Discharge Certificate," and will issue instructions requiring those military offices that maintain a member's records to provide necessary Service data to the member for application to appropriate civilian individuals, groups, and governmental agencies. Such data will include Service component, entry data and grades. (See [subparagraph 3.4.10.](#))

3.2.3.2. Termination of enlisted status to accept an appointment to warrant or commissioned officer grade.

3.2.3.3. Termination of a temporary appointment to accept a permanent warrant or commission in the Regular or Reserve components of the Armed Forces.

3.2.3.4. Termination of an officer appointment in one of the Military Services to accept appointment in another Service.

3.3. DD Form 214 need not be prepared for:

3.3.1. Personnel found disqualified upon reporting for active duty and who do not enter actively upon duties in accordance with orders.

3.3.2. Personnel whose active duty, active duty for training, full-time training duty or active duty for special work is terminated by death.

3.3.3. Personnel being removed from the Temporary Disability Retired List.

3.3.4. Enlisted personnel receiving temporary appointments to warrant or commissioned officer grades.

3.3.5. Personnel whose temporary warrant or commissioned officer status is terminated and who remain on active duty to complete an enlistment.

3.3.6. Personnel who terminate their Reserve component status to integrate into a Regular component.

3.3.7. Personnel separated or discharged who have been furnished a prior edition of this form, unless that form is in need of reissuance for some other reason.

3.4. Preparation. The Military Departments will issue instructions governing the preparation of DD Form 214, consistent with the following:

3.4.1. DD Form 214 is an important record of service that must be prepared accurately and completely. Any unavoidable corrections and changes made in the unshaded areas of the form during preparation shall be neat, legible and initialed on all copies by the authenticating official. The recipient will be informed that making any unauthorized change or alteration of the form will render it void.

3.4.2. Since DD Form 214 is often used by civilian personnel, abbreviations should be avoided.

3.4.3. Copies of DD Form 214 transmitted to various governmental agencies shall be legible, especially those provided to the Veterans Administration (Department of Veterans Affairs, effective March 15, 1989, in accordance with Section 18(a), [reference \(m\)](#)) and the Department of Labor.

3.4.4. The authority for a member's transfer or discharge will be cited by reference to the appropriate Military Service regulation, instruction, or manual, followed by the appropriate separation program designator on copies 2, 4, 7, and 8 only. A narrative description to identify the reason for transfer or separation will not be used on copy 1.

3.4.5. To assist the former Service member in employment placement and job counseling, formal inservice training courses successfully completed during the period covered by the form will be listed in Block 14, Military Education; e.g., medical, dental, electronics, supply, administration, personnel or heavy equipment operations. Training courses for combat skills will not be listed. See the 1978 Guide to the Evaluation of Educational Experiences in the Armed Services ([reference \(g\)](#)), for commonly accepted course titles and abbreviations.

3.4.6. For the purpose of reemployment rights (DoD Directive 1205.12, [reference \(h\)](#)), all extensions of service, except those under 10 U.S.C. 972 ([reference \(e\)](#)),



are considered to be at the request and for the convenience of the Government. In these cases, Block 18 of DD Form 214 will be annotated to indicate, "Extension of service was at the request and for the convenience of the Government."

3.4.7. When one or more of the data items on the DD Form 214 are not available and the document is issued to the separatee, the applicable block(s) will be annotated "See Remarks." In such cases, Block 18 will contain the entry "DD Form 215 will be issued to provide missing information." When appropriate, Block 18 will also reflect the amount of disability pay, and the inclusive dates of any nonpay/excess leave days.

3.4.8. The authorizing official (E-7, GS-7 or above) will sign the original in ink ensuring that the signature is legible on all carbon copies. If not, a second signature may be necessary on a subsequent carbon copy. The authorized official shall be an E-7, GS-7, or higher grade, except that the Service concerned may authorize chiefs of installation separation activities (E-5, GS-5, or above) to serve in this capacity if designated in writing by the responsible commander and/or director (O-4, or above).

3.4.9. The following are the only authorized entries in Block 24, Character of Service, as appropriate: "Honorable," "Under Honorable Conditions (General)," "Under Other Than Honorable Conditions," "Bad Conduct," "Dishonorable," or "Uncharacterized." When a discharge has been upgraded, the DD Form 214 will be annotated on copies 2 through 8 in Block 18 to indicate the character of service has been upgraded; the date the application for upgrade was made; and the effective date of the corrective action.

3.4.10. The date entered in Block 12.a. shall be the date of enlistment for the earliest period of continuous active service for which a DD Form 214 was not previously issued. For members who have previously reenlisted without being issued a DD Form 214, and who are being separated with any discharge characterization except "Honorable," the following statement shall appear as the first entry in Block 18., "Remarks," on the DD Form 214: "CONTINUOUS HONORABLE ACTIVE SERVICE FROM (applicable date) UNTIL (applicable date)." The "from" date shall be the date of initial entry into active duty, or the first day of service for which a DD Form 214 was not previously issued, as applicable; the "until" date shall be the date before commencement of the current enlistment.

3.4.11. For Service members retiring from active duty enter in Block 18., "Subject to active duty recall by Service Secretary."

3.4.12. For Service members being transferred to the Individual Ready Reserve, enter in Block 18., "Subject to active duty recall and/or annual screening."

3.5. Distribution. The Military Services will prescribe procedures governing the distribution of copies of the DD Forms 214 and 215, consistent with their internal requirements, and the following:

3.5.1. DD Form 214

3.5.1.1. Copy No. 1 (original). To the member.

3.5.1.2. Copy No. 2. To be used as the Military Services' record copy.

3.5.1.3. Copy No. 3. To the Veterans Administration (Department of Veterans Affairs, effective March 15, 1989, in accordance with Section 18(a), [reference \(m\)](#)), Data Processing Center (214), 1614 E. Woodward Street, Austin, Texas 78772. A reproduced copy will also be provided to the hospital with the medical records if the individual is transferred to a VA hospital. If the individual completes VA Form 21-5267, "Veterans Application for Compensation or Pension," include a copy of the DD Form 214 with medical records forwarded to the VA regional office having jurisdiction over the member's permanent address. When an individual is in Service and enlisting or reenlisting in an active duty status or otherwise continuing on active duty in another status, copy No. 3 will not be forwarded to the VA.

3.5.1.4. Copy No. 4. To the member, if the member so requested by having initialed Block 30. If the member does not request this copy, it may be retained in the master military personnel record, to be available in case the member requests a copy later.

3.5.1.5. Copy No. 5. *To Lockheed Martin Information Technology, U.S. Department of Labor, Federal Claims Control Center, P.O. Box 785070, Orlando, FL 32878-5070.*

3.5.1.6. Copy No. 6. To the appropriate State Director of Veterans Affairs (see [enclosure 4](#)), if the member so requested by having checked "Yes" in Block 20, "Member Requests Copy Be Sent to Director of Veterans Affairs." The member must specify the State. If the member does not request the copy be mailed, it may be utilized as prescribed by the Military Service concerned.

3.5.1.7. Copies No. 7 and 8. To be distributed in accordance with regulations issued by the Military Service concerned.

3.5.1.8. Additional Copy Requirements. Discharged Alien Deserters. Provide one reproduced copy of Copy No. 1 to the U.S. Department of State, Visa Office - SCA/VO, State Annex No. 2, Washington, DC 20520, to assist the Visa Office in precluding the unwarranted issuance of visas to discharged and alien deserters in accordance with DoD Directive 1325.2 ([reference \(i\)](#)). Place of birth will be entered in Block 18.

3.5.2. DD Form 214-ws. Utilized to facilitate the preparation of DD Form 214. The document will be used and disposed of in accordance with regulations issued by the Military Service concerned.

3.5.3. DD Form 215. Utilized to correct errors in DD Form 214 discovered after the original has been delivered and/or distribution of copies of the form has been made, and to furnish to separatee information not available when the DD Form 214 was prepared. The distribution of DD Form 215 will be identical to the distribution of DD Form 214.

3.5.4. Requests for Copies of DD Form 214 Subsequent to Separation. Agencies maintaining a separatee's DD Form 214 will provide a copy only upon written request by the member. Agencies will provide the member with one copy with the Special Additional Information section, and one copy with that information deleted. In the case of DD Forms 214 issued prior to 1 July 1979, Agencies will provide the member with one copy containing all items of information completed, and one copy with the following items deleted from the form: specific authority and narrative reason for separation, reenlistment eligibility code, and separation program designator/number.

3.5.4.1. In those cases where the member has supplied an authorization to provide a copy of the DD Form 214 to another individual or group, the copy furnished will not contain the Special Additional Information section or, in the case of DD forms issued prior to 1 July 1979, those items listed in 3.5.4., above.

3.5.4.2. A copy will be provided to authorized personnel for official purposes only.

3.6. Procurement. Arrangements for procurement of DD Forms 214, 214-ws, and 215 will be made by the Military Services.

3.7. Modification of Forms. The modification of the content or format of DD Forms 214, 214-ws, and 215 may not be accomplished without prior authorization of the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)). Requests to add or delete information will be coordinated with the other Military Services in writing, prior to submission to the ASD(FM&P). If a Military Service uses computer capability to generate forms, the items of information may be arranged, the size of the information blocks may be increased or decreased, and copies 7 and/or 8 may be deleted at the discretion of the Service.

#### 4. RESPONSIBILITIES

4.1. The DD Forms 214 and 215 are a source of significant and authoritative information used by civilian and governmental agencies to validate veteran eligibility for benefits. As such, they are valuable forms and, therefore, vulnerable to fraudulent use.

Since they are sensitive, the forms must be safeguarded at all times. They will be transmitted, stored, and destroyed in a manner that will prevent unauthorized use. The Military Services will issue instructions consistent with the following:

4.1.1. All DD Forms 214 will be surprinted with a reproducible screen tint using appropriate security ink on Blocks 1, 3, 4.a, 4.b, 12, and 18 through 30. In addition Blocks 1, 3, 5, and 7 of the DD Form 215 will be similarly surprinted to make alterations readily discernible. No corrections will be permitted in the screened areas.

4.1.2. All forms will be secured after duty hours.

4.1.3. All obsolete forms will be destroyed.

4.1.4. All forms to be discarded, including those that are blank or partially completed, and reproduced copies of DD Form 214, will be destroyed. No forms will be discarded intact.

4.1.5. Blank forms given to personnel for educational or instructional purposes, and forms maintained for such use, are to be clearly voided in an unalterable manner.

4.1.6. The commander or commanding officer of each unit or activity authorized to issue DD Form 214 will appoint, in writing, a commissioned officer, warrant officer, enlisted member (grade E-7 or above), or DoD civilian (GS-7 or above) who will requisition, control, and issue blank DD Forms 214 and 215. The Service concerned may authorize an E-5 or GS-5 to serve in this capacity.

4.1.7. The Military Services will monitor the use of DD Form 214 and review periodically its issuance to insure compliance with procedures for safeguarding.

4.2. The DD Form 214-ws will contain the word "WORKSHEET" on the body of the form (see [enclosure 2](#)). This DD Form 214-ws will be treated in the same manner as the DD Form 214.

4.3. The Military Services will issue appropriate instructions to separation activities stressing the importance of the DD Forms 214 and 215 in obtaining veterans benefits, reemployment rights, and unemployment insurance.

4.4. Standard separation program designator (SPD) codes for officer and enlisted personnel developed under the provisions of DoD Instruction 5000.12 ([reference \(j\)](#)) are published in DoD 5000.12-M ([reference \(k\)](#)).

4.4.1. Requests to add, change, or delete an SPD code shall be forwarded by the DoD Component concerned with appropriate justification to the Assigned Responsible Agency accountable for evaluating, recommending approval of, and maintaining such codes:

Department of the Navy  
Office of The Chief of Naval Operations  
(Attention: 0P-161), Room 1514, Arlington Annex  
Washington, DC 20350-2000

4.4.2. Requests to add, change, or delete an SPD code will be submitted in accordance with section 5., DoD Instruction 5000.12 ([reference \(j\)](#)), with prior written approval by the ASD(FM&P), or his/her designee.

4.5. All lists of SPD codes, including supplemental lists, published by the DoD Components will be stamped "For Official Use Only" and will not be furnished to any agency or individual outside the Department of Defense.


4.5.1. Appropriate provisions of the Freedom of Information Act ([reference \(l\)](#)) will be used to deny the release of the lists to the public. An individual being separated or discharged is entitled access only to his/her SPD code. It is not intended that these codes stigmatize an individual in any manner. They are intended for internal use by the Department of Defense in collecting data to analyze statistical reporting trends that may, in turn, influence changes in separation policy.

4.5.2. Agencies or individuals who come into the possession of these lists are cautioned on their use because a particular list may be outdated and not reveal correctly the full circumstances relating to an individual's separation or discharge.

## 5. EFFECTIVE DATE AND IMPLEMENTATION

5.1. This Instruction is effective January 1, 1989. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 180 days.

5.2. Forward copies of implementing documents, and any changes thereto, to the Veterans Administration (Department of Veterans Affairs, effective March 15, 1989, in accordance with Section 18(a), [reference \(m\)](#)) and the Department of Labor.



Grant S. Green, Jr.  
Assistant Secretary of Defense  
(Force Management and Personnel)

Enclosures - 5

- E1. [DD Form 214, Certificate of Release or Discharge from Active Duty](#)
- E2. [DD Form 214-ws, Certificate of Release or Discharge from Active Duty \(Worksheet\)](#)
- E3. [DD Form 215, Correction to Certificate of Release or Discharge from Active Duty](#)
- E4. [State Directors of Veterans Affairs](#)
- E5. [References, continued](#)

E1. ENCLOSURE 1

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY					
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4a. GRADE, RATE OR PAY	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. STATION WHERE SEPARATED			
9. COMMAND TO WHICH TRANSFERRED			10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$		
11. PRIMARY SPECIALTY (List number, title, and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)		12. RECORD OF SERVICE			
		a. DATE ENTERED AD THIS PERIOD	YEAR(S)	MONTH(S)	DAY(S)
		b. SEPARATION DATE THIS PERIOD			
		c. NET ACTIVE SERVICE THIS PERIOD			
		d. TOTAL PRIOR ACTIVE SERVICE			
		e. TOTAL PRIOR INACTIVE SERVICE			
		f. FOREIGN SERVICE			
		g. SEA SERVICE			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)			
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		<input type="checkbox"/>	YES	NO	
b. HIGH SCHOOL GRADUATE OR EQUIVALENT		<input type="checkbox"/>	YES	NO	
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		<input type="checkbox"/>	YES	NO
18. REMARKS					
L					
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)		b. NEAREST RELATIVE (Name and address - include ZIP Code)			
20. MEMBER REQUESTS COPY # BE SENT TO		DIRECTOR OF VETERANS AFFAIRS		<input type="checkbox"/> YES <input type="checkbox"/> NO	
21. SIGNATURE OF MEMBER BEING SEPARATED		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature)			

DD FORM 214, FEB 2000

PREVIOUS EDITION IS OBSOLETE.

MEMBER - 1

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY			
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH	
3. SOCIAL SECURITY NUMBER		4. GRADE, RATE OR RANK	
5. PAY GRADE		6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)	
7a. PLACE OF ENTRY INTO ACTIVE DUTY		7b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)	
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		8b. STATION WHERE SEPARATED	
9. COMMAND TO WHICH TRANSFERRED		10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)		12. RECORD OF SERVICE	
A		a. DATE ENTERED AD THIS PERIOD	
		b. SEPARATION DATE THIS PERIOD	
		c. NET ACTIVE SERVICE THIS PERIOD	
		d. TOTAL PRIOR ACTIVE SERVICE	
		e. TOTAL PRIOR INACTIVE SERVICE	
		f. FOREIGN SERVICE	
		g. SEA SERVICE	
		h. EFFECTIVE DATE OF PAY GRADE	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)	
M			
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		YES	NO
b. HIGH SCHOOL GRADUATE OR EQUIVALENT		YES	NO
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES
18. REMARKS			
L			
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.			
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)		b. NEAREST RELATIVE (Name and address - include ZIP Code)	
20. MEMBER REQUESTS COPY # BE SENT TO		DIRECTOR OF VETERANS AFFAIRS	
21. SIGNATURE OF MEMBER BEING SEPARATED		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature)	
		E	
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)			
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (include upgrades)	
25. SEPARATION AUTHORITY		26. SEPARATION CODE	27. REENTRY CODE
28. NARRATIVE REASON FOR SEPARATION			
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)			30. MEMBER REQUESTS COPY # (if 0)



CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY			
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH	
3. SOCIAL SECURITY NUMBER		4. GRADE, RATE OR RANK	
5. PAY GRADE		5. DATE OF BIRTH (YYYYMMDD)	
6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		7a. PLACE OF ENTRY INTO ACTIVE DUTY	
7b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)		8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND	
8b. STATION WHERE SEPARATED		9. COMMAND TO WHICH TRANSFERRED	
10. SGLI COVERAGE		10. NONE	
10. AMOUNT: \$		11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)	
12. RECORD OF SERVICE		12. YEAR(S)	
12. MONTH(S)		12. DAY(S)	
12. a. DATE ENTERED AD THIS PERIOD		12. b. SEPARATION DATE THIS PERIOD	
12. c. NET ACTIVE SERVICE THIS PERIOD		12. d. TOTAL PRIOR ACTIVE SERVICE	
12. e. TOTAL PRIOR INACTIVE SERVICE		12. f. FOREIGN SERVICE	
12. g. SEA SERVICE		12. h. EFFECTIVE DATE OF PAY GRADE	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods served)		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)	
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		15b. HIGH SCHOOL GRADUATE OR EQUIVALENT	
16. DAYS ACCRUED LEAVE PAID		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION	
19. REMARKS			
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.			
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)		19b. NEAREST RELATIVE (Name and address - include ZIP Code)	
20. MEMBER REQUESTS COPY 5 BE SENT TO		DIRECTOR OF VETERANS AFFAIRS	
21. SIGNATURE OF MEMBER BEING SEPARATED		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature)	
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)			
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (include upgrades)	
26. NARRATIVE REASON FOR SEPARATION			
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)		30. MEMBER REQUESTS COPY 4 (If field)	

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY							
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER			
4a. GRADE, RATE OR RANK	5. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)				
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)					
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. STATION WHERE SEPARATED					
9. COMMAND TO WHICH TRANSFERRED			10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$				
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)  <b>A</b>		12. RECORD OF SERVICE					
		a. DATE ENTERED AD THIS PERIOD	YEAR(S)	MONTH(S)	DAY(S)		
		b. SEPARATION DATE THIS PERIOD					
		c. NET ACTIVE SERVICE THIS PERIOD					
		d. TOTAL PRIOR ACTIVE SERVICE					
		e. TOTAL PRIOR INACTIVE SERVICE					
		f. FOREIGN SERVICE					
		g. SEA SERVICE					
		h. EFFECTIVE DATE OF PAY GRADE					
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)  <b>M</b>		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)					
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
b. HIGH SCHOOL GRADUATE OR EQUIVALENT		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
18. REMARKS  <b>L</b>  <small>The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefits program.</small>							
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)		b. NEAREST RELATIVE (Name and address - Include ZIP Code)					
20. MEMBER REQUESTS COPY # BE SENT TO		DIRECTOR OF VETERANS AFFAIRS		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
21. SIGNATURE OF MEMBER BEING SEPARATED		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature)  <b>E</b>					
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)							
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (include upgrade)					
25. SEPARATION AUTHORITY		26. SEPARATION CODE	27. REENTRY CODE				
28. NARRATIVE REASON FOR SEPARATION							
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)				30. MEMBER REQUESTS COPY # (If none)			

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY			
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH	
3. SOCIAL SECURITY NUMBER		4. GRADE, RATE OR RANK	
5. PAY GRADE		5. DATE OF BIRTH (YYYYMMDD)	
6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		7a. PLACE OF ENTRY INTO ACTIVE DUTY	
7b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)		8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND	
8b. STATION WHERE SEPARATED		9. COMMAND TO WHICH TRANSFERRED	
10. SGLI COVERAGE		NONE	
AMOUNT: \$		11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)	
A		12. RECORD OF SERVICE	
a. DATE ENTERED AD THIS PERIOD		YEAR(S)	
b. SEPARATION DATE THIS PERIOD		MONTH(S)	
c. NET ACTIVE SERVICE THIS PERIOD		DAY(S)	
d. TOTAL PRIOR ACTIVE SERVICE			
e. TOTAL PRIOR INACTIVE SERVICE			
f. FOREIGN SERVICE			
g. SEA SERVICE			
h. EFFECTIVE DATE OF PAY GRADE			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)	
M			
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		YES	
b. HIGH SCHOOL GRADUATE OR EQUIVALENT		NO	
16. DAYS ACCRUED LEAVE PAID		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION	
P		YES	
		NO	
18. REMARKS			
L			
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.			
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)		19b. NEAREST RELATIVE (Name and address - include ZIP Code)	
20. MEMBER REQUESTS COPY 5 BE SENT TO		DIRECTOR OF VETERANS AFFAIRS	
21. SIGNATURE OF MEMBER BEING SEPARATED		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature)	
E			
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)			
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (include upgrades)	
25. NARRATIVE REASON FOR SEPARATION			
26. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)		27. MEMBER REQUESTS COPY 4 (Initials)	

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY			
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH	
3. SOCIAL SECURITY NUMBER		4. GRADE, RATE OR RANK	
5. PAY GRADE		5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)	
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. STATION WHERE SEPARATED	
9. COMMAND TO WHICH TRANSFERRED		10. SGLI COVERAGE AMOUNT: \$ <input type="checkbox"/> NONE	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)  <b>A</b>		12. RECORD OF SERVICE	
		a. DATE ENTERED AD THIS PERIOD	
		b. SEPARATION DATE THIS PERIOD	
		c. NET ACTIVE SERVICE THIS PERIOD	
		d. TOTAL PRIOR ACTIVE SERVICE	
		e. TOTAL PRIOR INACTIVE SERVICE	
		f. FOREIGN SERVICE	
		g. SEA SERVICE	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)  <b>M</b>		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)	
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		<input type="checkbox"/> YES <input type="checkbox"/> NO	
b. HIGH SCHOOL GRADUATE OR EQUIVALENT		<input type="checkbox"/> YES <input type="checkbox"/> NO	
16. DAYS ACCRUED LEAVE PAID		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
18. REMARKS  <b>P</b>  <b>L</b>  The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.			
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)		b. NEAREST RELATIVE (Name and address - include ZIP Code)	
20. MEMBER REQUESTS COPY 4 BE SENT TO		DIRECTOR OF VETERANS AFFAIRS <input type="checkbox"/> YES <input type="checkbox"/> NO	
21. SIGNATURE OF MEMBER BEING SEPARATED		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature)  <b>E</b>	
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)			
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (include programs)	
25. NARRATIVE REASON FOR SEPARATION			
26. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)		30. MEMBER REQUESTS COPY 4 (If/when)	

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY							
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER			
4a. GRADE, RATE OR RANK	4b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)				
7a. PLACE OF ENTRY INTO ACTIVE DUTY		7b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)					
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		8b. STATION WHERE SEPARATED					
9. COMMAND TO WHICH TRANSFERRED			10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$				
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)  <b>A</b>		12. RECORD OF SERVICE					
		a. DATE ENTERED AD THIS PERIOD	YEAR(S)	MONTH(S)	DAY(S)		
		b. SEPARATION DATE THIS PERIOD					
		c. NET ACTIVE SERVICE THIS PERIOD					
		d. TOTAL PRIOR ACTIVE SERVICE					
		e. TOTAL PRIOR INACTIVE SERVICE					
		f. FOREIGN SERVICE					
		g. SEA SERVICE					
		h. EFFECTIVE DATE OF PAY GRADE					
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)  <b>M</b>		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)					
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
15b. HIGH SCHOOL GRADUATE OR EQUIVALENT		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
18. REMARKS  <b>L</b>  The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.							
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)		19b. NEAREST RELATIVE (Name and address - include ZIP Code)					
20. MEMBER REQUESTS COPY # BE SENT TO		DIRECTOR OF VETERANS AFFAIRS		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
21. SIGNATURE OF MEMBER BEING SEPARATED		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, and signature)  <b>E</b>					
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)							
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (include upgrades)					
25. SEPARATION AUTHORITY		26. SEPARATION CODE	27. REENTRY CODE				
28. NARRATIVE REASON FOR SEPARATION							
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)				30. MEMBER REQUESTS COPY # (Include)			

DD FORM 214, FEB 2000

PREVIOUS EDITION IS OBSOLETE.

SERVICE - 7

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY			
1. NAME (Last, First, Middle) <b>S</b>		2. DEPARTMENT, COMPONENT AND BRANCH	
3. SOCIAL SECURITY NUMBER		4. GRADE, RATE OR RANK	
5. PAY GRADE		5. DATE OF BIRTH (YYYYMMDD)	
6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		7a. PLACE OF ENTRY INTO ACTIVE DUTY	
7b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)		8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND	
8b. STATION WHERE SEPARATED		9. COMMAND TO WHICH TRANSFERRED	
10. SGLI COVERAGE AMOUNT: \$		NONE <input type="checkbox"/>	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) <b>A</b>		12. RECORD OF SERVICE	
		YEAR(S) MONTH(S) DAY(S)	
		a. DATE ENTERED AD THIS PERIOD	
		b. SEPARATION DATE THIS PERIOD	
		c. NET ACTIVE SERVICE THIS PERIOD	
		d. TOTAL PRIOR ACTIVE SERVICE	
		e. TOTAL PRIOR INACTIVE SERVICE	
		f. FOREIGN SERVICE	
		g. SEA SERVICE	
		h. EFFECTIVE DATE OF PAY GRADE	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) <b>M</b>		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)	
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		YES <input type="checkbox"/> NO <input type="checkbox"/>	
b. HIGH SCHOOL GRADUATE OR EQUIVALENT		YES <input type="checkbox"/> NO <input type="checkbox"/>	
16. DAYS ACCRUED LEAVE PAID		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
18. REMARKS <b>L</b>			
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.			
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)		b. NEAREST RELATIVE (Name and address - include ZIP Code)	
20. MEMBER REQUESTS COPY 3 BE SENT TO		DIRECTOR OF VETERANS AFFAIRS YES <input type="checkbox"/> NO <input type="checkbox"/>	
21. SIGNATURE OF MEMBER BEING SEPARATED		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) <b>E</b>	
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)			
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (Include upgrades)	
25. SEPARATION AUTHORITY		26. SEPARATION CODE	
		27. REENTRY CODE	
28. NARRATIVE REASON FOR SEPARATION			
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)		30. MEMBER REQUESTS COPY 4 (If/when)	

DD FORM 214, FEB 2000

PREVIOUS EDITION IS OBSOLETE.

SERVICE - 8

E2. ENCLOSURE 2

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY						
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER		
4a. GRADE	4b. RATE OR RANK	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)			
7a. PLACE OF ENTRY INTO ACTIVE DUTY			7b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			8b. STATION WHERE SEPARATED			
9. COMMAND TO WHICH TRANSFERRED				10. SGLI COVERAGE AMOUNT: \$		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)			12. RECORD OF SERVICE			
			a. DATE ENTERED AD THIS PERIOD	YEAR(S)	MONTH(S)	DAY(S)
			b. SEPARATION DATE THIS PERIOD			
			c. NET ACTIVE SERVICE THIS PERIOD			
			d. TOTAL PRIOR ACTIVE SERVICE			
			e. TOTAL PRIOR INACTIVE SERVICE			
			f. FOREIGN SERVICE			
			g. SEA SERVICE			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)			14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)			
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM				YES	NO	
15b. HIGH SCHOOL GRADUATE OR EQUIVALENT				YES	NO	
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION				YES NO	
18. REMARKS						
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.						
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)			19b. NEAREST RELATIVE (Name and address - include ZIP Code)			
20. MEMBER REQUESTS COPY 3 BE SENT TO				DIRECTOR OF VETERANS AFFAIRS	YES NO	
21. SIGNATURE OF MEMBER BEING SEPARATED			22. OFFICIAL AUTHORIZED TO SIGN (Typed name and title)			
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)						
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (include upgrade)				
25. SEPARATION AUTHORITY		26. SEPARATION CODE		27. REENTRY CODE		
28. NARRATIVE REASON FOR SEPARATION						
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)				30. MEMBER REQUESTS COPY 4 (Print)		

DD FORM 214WS, FEB 2000

PREVIOUS EDITION IS OBSOLETE.

E3. ENCLOSURE 3

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY					
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER (Use, Service Number if applicable)	
4. MAILING ADDRESS (include ZIP Code)					
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:					
ITEM NO.	CORRECTED TO READ				
	REPARATION DATES ON DD FORM 214 BEING CORRECTED:				
	S A M P L E				
6. DATE (YYYYMMDD)		7. OFFICIAL AUTHORIZED TO SIGN			
		8. TYPED NAME (Last, First, Middle Initial)	9. GRADE	10. TITLE	11. SIGNATURE

DD FORM 215, FEB 2000

PREVIOUS EDITION IS OBSOLETE.

MEMBER - 1



CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

**CORRECTION TO DD FORM 214,  
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER <i>(Also, Service Number, if applicable)</i>	
4. MAILING ADDRESS (Include ZIP Code)					
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW					
ITEM NO.		CORRECTED TO READ			
SEPARATION DATE ON DD FORM 214 BEING CORRECTED:					
M P L E					
6. DATE (YYYYMMDD)		7. EMPLOYER ASSIGNED TO WORK			
		a. TYPED NAME (Last, First, Middle, Initial)		b. GRADE	c. TITLE
					d. SIGNATURE

DD FORM 215, FEB 2000 PREVIOUS EDITION IS OBSOLETE SERVICE - 2

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

**CORRECTION TO DD FORM 214,  
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER <i>(Also, Service Number if applicable)</i>	
4. MAILING ADDRESS (Include ZIP Code)					
5. ORIGINAL DD FORM 214 BE CORRECTED AS INDICATED BELOW:					
ITEM NO.		CORRECTED TO READ			
REPARATION DATE OF DD FORM 214 BEING CORRECTED:					
<b>S A M P L E</b>					
6. DATE (YYYYMMDD)		7. SERVICE NUMBER TO WHICH		8. SIGNATURE	
9. TYPE OF ERROR (Last, First, Middle)		10. GRADE		11. TITLE	

DD FORM 215, FEB 2000 PREVIOUS EDITION IS OBSOLETE. VETERANS ADMINISTRATION - 3

**CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES** **ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID**

**CORRECTION TO DD FORM 214,  
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

<b>1. NAME</b> (Last, First, Middle)		<b>2. DEPARTMENT, COMPONENT AND BRANCH</b>		<b>3. SOCIAL SECURITY NUMBER</b> <small>(Also, Service Number, if applicable)</small>	
<b>4. MAILING ADDRESS</b> (Include ZIP Code)					
<b>5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:</b>					
<b>ITEM NO.</b>	<b>CORRECTED TO READ</b>				
	REPARATION DATE: GOOD FORM 214 BEING CORRECTED:	S A M P L E			
<b>6. DATE</b> (YYYYMMDD)		<b>7. OFFICIAL AUTHORIZED TO SIGN</b>			
		<b>8. TYPED NAME</b> (Last, First, Middle Initial)	<b>9. GRADE</b>	<b>10. TITLE</b>	<b>11. SIGNATURE</b>

DD FORM 215, FEB 2000 PREVIOUS EDITION IS OBSOLETE. MEMBER - 4

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY			
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH	
4. MAILING ADDRESS (Include ZIP Code)		3. SOCIAL SECURITY NUMBER <small>(Also, Service Number, if applicable)</small>	
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:			
(ITEM NO)	CORRECTED TO READ		
SEPARATION DATE ON DD FORM 214 BEING CORRECTED:			
S A M P L E			
6. DATE (YYYYMMDD)	7. OFFICER AUTHORIZED TO SIGN		
	8. TYPED NAME (Last, First, Middle Initial)	9. GRADE	10. TITLE
			11. SIGNATURE

DD FORM 215, FEB 2000

PREVIOUS EDITION IS OBSOLETE.

DEPARTMENT OF LABOR - 5

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

**CORRECTION TO DD FORM 214,  
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER <i>(Also, Service Number if applicable)</i>	
4. MAILING ADDRESS (Include ZIP Code)					
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:					
ITEM NO.	CORRECTED TO READ				
	SEPARATION DATE ON DD FORM 214 BEING CORRECTED:				
<b>S A M P L E</b>					
6. DATE (YYYYMMDD)		7. OFFICIAL AUTHORIZED TO SIGN			
		a. PRINT NAME (Last, First, Middle, initial)	b. GRADE	c. TITLE	d. SIGNATURE

DD FORM 215, FEB 2000 PREVIOUS EDITION IS OBSOLETE. STATE DIRECTOR OF VETERANS AFFAIRS - 6

**CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES**      **ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID**

**CORRECTION TO DD FORM 214,  
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

1. NAME (Last, First, Middle)	2. DEPARTMENT, COMPONENT AND BRANCH	3. SOCIAL SECURITY NUMBER <small>(Also, Service Number if applicable)</small>
4. MAILING ADDRESS (Include ZIP Code)		
5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW:		
(REV. NO.)	CORRECTED TO READ	
SEPARATION DATE ON DD FORM 214 BEING CORRECTED:		
S A M P L E		
6. DATE <small>(YYYYMMDD)</small>	7. OFFICIAL AUTHORIZED TO SIGN	
	8. TYPED NAME (Last, First, Middle Initial)	9. GRADE
		10. TITLE
	11. SIGNATURE	

DD FORM 215, FEB 2000
PREVIOUS EDITION IS OBSOLETE.
SERVICE - 7

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY			
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH	
4. MAILING ADDRESS (Include ZIP Code)		3. SOCIAL SECURITY NUMBER <small>(Also, Service Number, if applicable)</small>	
5. ORIGINAL DD FORM 214 # CORRECTED AS INDICATED BELOW:			
ITEM NO.	CORRECTED TO READ		
	DEPARTMENT NAME OF DD FORM 214 BEING CORRECTED:		
	S A M P L E		
6. DATE (YYYYMMDD)	7. CORRECTED BY (Name)		
	8. TYPE OF ERROR (Last, First, Middle, Initial)	9. GRADE	10. TITLE
			11. SIGNATURE

DD FORM 215, FEB 2000

PREVIOUS EDITION IS OBSOLETE.

SERVICE - 8

E4. ENCLOSURE 4

STATE DIRECTORS OF VETERANS AFFAIRS

ALABAMA

Director  
Department of Veterans Affairs  
P.O. Box 1509  
Montgomery, AL 36192-3701

DELAWARE

Chairman  
Commission of Veterans Affairs  
P.O. Box 1401  
Dover, DE 19901

ALASKA

Director  
Division of Veterans Affairs  
Department of Military & Veterans Affairs  
3601 C Street, Suite 620  
Anchorage, AK 99503

DISTRICT OF COLUMBIA

Chief  
Office of Veterans Affairs  
941 North Capitol Street, N.E.  
Room 1211 F  
Washington, DC 20421

AMERICAN SAMOA

Veterans Affairs Officer  
Office of Veterans Affairs  
American Samoa Government  
P.O. Box 2586  
Pago Pago, AS 96799

FLORIDA

Director  
Division of Veterans Affairs  
P.O. Box 1437  
St. Petersburg, FL 33731

ARIZONA

Director of Veterans Affairs  
Arizona Veterans Service Commission  
3225 N. Central Avenue, Suite 910  
Phoenix, AZ 85012

GEORGIA

Commissioner  
Department of Veterans Service  
Floyd Veterans Memorial Bldg,  
Suite E-970  
Atlanta, GA 30334

ARKANSAS

Director  
1200 West 3rd, Room 105  
Box 1280  
Little Rock, AR 72201

GUAM

Office of Veterans Affairs  
P.O. Box 3279  
Agana, Guam 96910

CALIFORNIA

Director  
Department of Veterans Affairs  
1227 O Street, Room 200A  
Sacramento, CA 95814

HAWAII

Director  
Department of Social Services & Housing  
Veterans Affairs Section  
3949 Diamond Head Road  
Honolulu, HI 96809-0339



COLORADO

Director  
Division of Veterans Affairs  
Department of Social Services  
1575 Sherman Street, Room 122  
Denver, CO 80203

IDAHO

Administrator  
Division of Veterans Service  
P.O. Box 7765  
Boise, ID 83707

CONNECTICUT

Commandant  
Veterans Home and Hospital  
287 West Street  
Rocky Hill, CT 06067

ILLINOIS

Director  
Department of Veterans Affairs  
208 West Cook Street  
Springfield, IL 62705

INDIANA

Director  
Department of Veterans Affairs  
707 State Office Building  
100 N. Senate Avenue  
Indianapolis, IN 46204

MICHIGAN

Director  
Michigan Veterans Trust Fund  
P.O. Box 30026,  
Ottawa Bldg, No. Tower,  
3rd Floor  
Lansing, MI 48909

IOWA

Administrator  
Veterans Affairs Division  
7700 N.W. Beaver Drive  
Camp Dodge  
Johnston, IA 50131-1902

MINNESOTA

Commissioner  
Department of Veterans Affairs  
Veterans Service Building,  
2nd Floor  
St. Paul, MN 55155

KANSAS

Executive Director  
Kansas Veterans Commission  
Jayhawk Tower, Suite 701  
700 S.W. Jackson Street  
Topeka, KS 66603-3150

MISSISSIPPI

President  
State Veterans Affairs Board  
120 North State Street  
War Memorial Building,  
Room B-100  
Jackson, MS 39201

KENTUCKY

Director  
Kentucky Center for Veterans Affairs  
600 Federal Place - Room 1365  
Louisville, KY 40202

MISSOURI

Director  
Division of Veterans Affairs  
P.O. Drawer 147  
Jefferson City, MO 65101

LOUISIANA

Executive Director  
Department of Veterans Affairs  
P.O. Box 94095, Capitol Station  
Baton Rouge, LA 70804-4095

MONTANA

Administrator  
Veterans Affairs Division  
P.O. Box 5715  
Helena, MT 59604

MAINE

Director  
Bureau of Veterans Services  
State Office Building  
Station 117  
Augusta, ME 04333

NEBRASKA

Director  
Department of Veterans Affairs  
P.O. Box 95083, State Office Building  
Lincoln, NE 68509

MARYLAND

Executive Director  
Maryland Veterans Commission  
Federal Bldg. - Room 110  
31 Hopkins Plaza  
Baltimore, MD 21201

NEVADA

Commissioner  
Commission for Veterans Affairs  
1201 Terminal Way, Room 108  
Reno, NV 89520

MASSACHUSETTS

Commissioner  
Department of Veterans Services  
100 Cambridge Street, - Room 1002  
Boston, MA 02202

NEW HAMPSHIRE

Director  
State Veterans Council  
359 Lincoln Street  
Manchester, NH 03103

NEW JERSEY

Director  
Division of Veterans Programs & Special Services  
143 E. State Street, Room 505  
Trenton, NJ 08608

OREGON

Director  
Department of Veterans Affairs  
Oregon Veterans Building  
700 Summer Street, N.E.  
Suite 150  
Salem, OR 97310-1270

NEW MEXICO

Director  
Veterans Service Commission  
P.O. Box 2324  
Santa Fe, NM 87503

PENNSYLVANIA

Director  
Department of Military Affairs  
Bureau for Veterans Affairs  
Fort Indiantown Gap, Bldg 5-0-47  
Annville, PA 17003-5002

NEW YORK

Director  
Division of Veterans Affairs  
State Office Building #6A-19  
Veterans Highway  
Hauppauge, NY 11788

PUERTO RICO

Director  
Bureau of Veterans Affairs & Human Resources  
Department of Labor  
505 Munoz Rivera Avenue  
Hato Rey, PR 00918

NORTH CAROLINA

Asst Secretary for Veterans Affairs  
Division of Veterans Affairs  
227 E. Edenton Street  
Raleigh, NC 27601

RHODE ISLAND

Chief  
Veterans Affairs Office  
Metacom Avenue  
Bristol, RI 02809

NORTH DAKOTA

Commissioner  
Department of Veterans Affairs  
15 North Broadway, Suite 613  
Fargo, ND 58102

OHIO

Director  
Division of Soldiers Claims & Veterans  
Affairs  
State House Annex, Room 11  
Columbus, OH 43215

OKLAHOMA

Director  
Department of Veterans Affairs  
P.O. Box 53067  
Oklahoma City, OK 73152

TEXAS

Executive Director  
Veterans Affairs Commission of Texas  
Box 12277, Capitol Station  
Austin, T x78711

UTAH

No DVA

VERMONT

Director  
Veterans Affairs Office  
State Office Building  
Montpelier, VT 05602

VIRGINIA

Director  
Division of War Veterans Claims  
210 Franklin Road, S.W.  
Room 1002  
P.O. Box 809  
Roanoke, VA 24004

SOUTH CAROLINA

Director  
Department of Veterans Affairs  
Brown State Office Building  
1205 Pendleton Street  
Columbia, SC 29201

SOUTH DAKOTA

Director  
Division of Veterans Affairs  
500 East Capitol Avenue  
State Capitol Building  
Pierre, SD 57501-5083

TENNESSEE

Commissioner  
Department of Veterans Affairs  
215 8th Avenue, North  
Nashville, TN 37203

WEST VIRGINIA

Director  
Department of Veterans Affairs  
605 Atlas Building  
Charleston, WV 25301-9778

WISCONSIN

Secretary  
Department of Veterans Affairs  
P.O. Box 7843  
77 North Dickinson Street  
Madison, WI 53707

WYOMING

No DVA

VIRGIN ISLANDS

Director  
Division of Veterans Affairs  
P.O. Box 890  
Christiansted  
St. Croix, VI 00820

WASHINGTON

Director  
Department of Veterans Affairs  
P.O. Box 9778, Mail Stop PM-41  
Olympia, WA 95804

E5. ENCLOSURE 5

REFERENCES, continued

- (d) Assistant Secretary of Defense (Manpower and Reserve Affairs) Memorandum, "Discontinuation of the DD Form 214," June 16, 1975 (hereby canceled) as further amended by Deputy Assistant Secretary of Defense (Military Personnel Policy) Memorandum, "Recommendation Concerning Request/Decline From Showing Offer of Narrative Reason for Separation," January 25, 1978 (hereby canceled)
- (e) Section 1168 of title 10, United States Code, "Discharge or Release from Active Duty: Limitations," and Section 972, "Enlisted Members: Required to Make Up Time Lost"
- (f) [DoD Directive 1332.14](#), "Enlisted Administrative Separations," January 28, 1982
- (g) 1986 Guide to the Evaluation of Educational Experience in the Armed Services
- (h) [DoD Instruction 1205.12](#), "Assistance to be Provided Members of the Armed Forces in Exercising Reemployment Rights for Obtaining Employment or Training," January 15, 1969
- (i) [DoD Directive 1325.2](#), "Desertion and Unauthorized Absence," August 20, 1979
- (j) DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures," April 27, 1965
- (k) DoD 5000.12-M, "Manual for Standard Data Elements," October 1986
- (l) 5 U.S.C. 552, as amended by Public Law 93-502
- (m) Public Law 100-527, "Department of Veterans Affairs Act," 25 October 1988

# DOG TAGS

---

Requests for replacement dog tags should be answered as follows:

“Identification tags (dog tags) are issued for identification and casualty reporting purposes in the event of the death of an active service member. There are no provisions for reissuance of dog tags after separation.”

---

- ✧ [Index Chart](#)
- ✧ [Air Force Medals Sidebar](#)

- 
- ✧ [Air Medal](#)
  - ✧ [American Campaign Medal](#)
  - ✧ [American Defense Service Medal](#)
  - ✧ [Antarctica Service Medal](#)
  - ✧ [Armed Forces Expeditionary Medal](#)
  - ✧ [Armed Forces Reserve Medal](#)
  - ✧ [Army Aviator Badge](#)
  - ✧ [Army Commendation Medal](#)
  - ✧ [Army of Occupation of Germany WWI](#)
  - ✧ [Army of Occupation Medal WWII](#)
  - ✧ [Asiatic Pacific Campaign Medal](#)
  - ✧ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ✧ [Belgian Fourragère](#)
  - ✧ [Bronze Star Medal](#)
  - ✧ [Combat Infantryman Badge](#)
  - ✧ [Combat Medical Badge](#)
  - ✧ [Commendation Ribbon w/Metal Pendant](#)
  - ✧ [Distinguished Flying Cross](#)
  - ✧ [Distinguished Service Cross](#)
  - ✧ [Distinguished Service Medal](#)
  - ✧ [Distinguished Unit Citation](#)
  - ✧ [Diver Badges](#)
  - ✧ [Drill Sergeant Identification Badge](#)
  - ✧ [Driver and Mechanic Badge](#)
  - ✧ [European African Middle Eastern Campaign Medal](#)
  - ✧ [Expert Infantryman Badge](#)
  - ✧ [Explosive Ordnance Disposal Badges](#)

## Drill Sergeant Identification Badge



Embroidered Cloth Badge



Metal Badge

The Commandant of the Drill Sergeant course may award this badge upon successful completion of the Drill Sergeant course and assignment as a drill sergeant to a training command. The Commandant of the Drill Sergeant School will authorize the permanent wear of the badge to eligible personnel by memorandum. Officers are authorized to wear this badge if it was permanently awarded to them while in an enlisted status.

The badge may be revoked if the recipient is removed from the position of a drill sergeant for cause, regardless of the amount of time the individual has served in the position in a satisfactory manner. Authority to revoke the badge is delegated to commanders of U.S. Army training centers and commandants of drill sergeant schools. Commanders of U.S. Army training centers may further delegate the revocation authority to commanders in the grade of colonel or higher who have the authority to remove soldiers from drill sergeant duties and withdraw skill qualification identifier (SQI) "X."

The Drill Sergeant Identification Badge was established 15 January 1958.

Authorized Device/Appurtenance: None

Dates Authorized: Korea

Type of award: Identification Badge

**Specific requirements** for this award are contained in [Army Regulation AR 600-8-22: paragraph 8-42](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ÿ [Honorable Service Lapel Button WWII](#)
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
- ÿ [Legion of Merit](#)
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)



ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

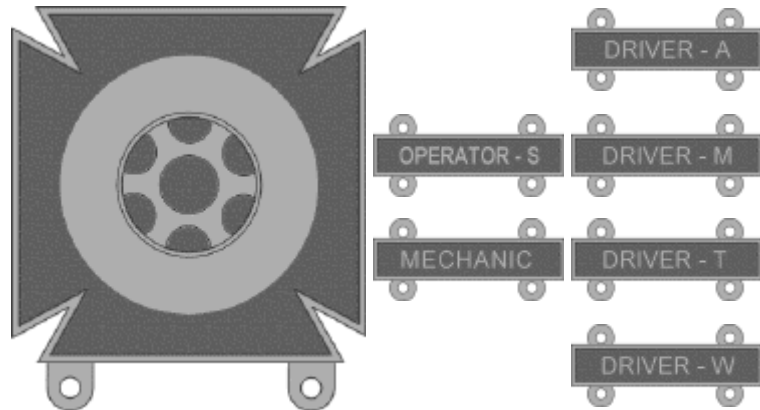
ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Driver and Mechanic Badge



The Driver and Mechanic Badge is awarded to drivers, mechanics, and special equipment operators to denote the attainment of a high degree of skill in the operation and maintenance of motor vehicles.

Bars with the following inscriptions are currently authorized for display on the badges:

OPERATOR - S (for special mechanical equipment)

MECHANIC (for automotive or allied vehicles)

DRIVER - A (for amphibious vehicles)

DRIVER - M (for motorcycles)

DRIVER - T (for tracked vehicles)

DRIVER - W (for wheeled vehicles)

The Driver and Mechanic Badge was established 28 July 1942.

Authorized Device/Appurtenance: See Above

Dates Authorized: WWII and Korea

Type of award: Skill Badge

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 8-32](#).

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

---

# DRUG/ALCOHOL REHABILITATION PROGRAM

---

Section 408 of the **Drug Abuse Office and Treatment Act of 1972** gives special protection to the records of a service member's participation in the Drug and Alcohol Rehabilitation Program. **ALL** records affected by this Act, which includes treatment, rehabilitation, and training of drug/alcohol abuse patients, **AND** rehabilitation failure, are subject to strict confidentiality rules. The records covered by the Act are:

- Drug treatment/rehabilitation/training that did not end before March 21, 1972
- Alcohol treatment/rehabilitation/training that did not end before May 14, 1974

Screen **all** personnel, health, and clinical records affected by the Act for participation in the rehabilitation program. Look for these records within:

Administrative Discharge paperwork

Health record, recorded on:

SF 502, Clinical Record Narrative Summary or  
SF 600, Chronological Record of Medical Care.

For **Navy & Marine Corps** records, also:

Review ALL Service Record Book pages, including:

Chronological History of Assignments  
NAVPERS 601 (13)

In **Navy & Marine Corps** records look for such references as:

- ARC (Alcohol Rehabilitation Center), such as:
  - ARC, Miramar, CA
  - ARC, Norfolk VA
  - ARC, Jacksonville, FL
- NDRC (Naval Drug Rehabilitation Center), such as:
  - NDRC, Miramar, CA
  - NDRC, Norfolk, VA
- CAAC (Counseling and Assistance Center)
- ARD (Alcohol Rehabilitation Department)
- NADAP (Naval Alcohol and Drug Abuse Program)
- Level II and III treatment and aftercare programs

**REMEMBER**, the Act pertains **ONLY** to records of participation in a rehabilitation program. While screening a record you might find the service member was **discharged** for drug use, or was **disciplined** for drug use or alcohol intoxication, or was **treated** for drug or alcohol intoxication. These facts do not automatically indicate participation in a rehabilitation program. However, view them as "**red flags**" and examine the record very carefully for mention of program participation.

**All records of program participation are protected, even those of rehabilitation failure.**

Rehabilitation failure occurs when a member refuses to attend level II or III treatment, fails to successfully complete a level II or III aftercare program, or has an alcohol- or drug-related incident anytime following completion of level II or III treatment (regardless of when member received treatment).

**If the record contains evidence of program participation, withhold all related documents. Send requester NA Form 13078 and advise:**

“According to Federal law, we are unable to comply with this request insofar as it pertains to certain records. Regulations prescribe a specific form of release authorization which must state the **SPECIFIC TYPE OF TREATMENT INVOLVED**, and the purpose for which the records are needed. If you will have (insert name of individual) complete, sign, and return the attached form, we will contact him/her regarding release authorization for those records, and consider your request further.”

**IT IS NOT NECESSARY TO SCREEN THE RECORDS IF THE REQUESTER IS:**

- A Veteran seeking own records
- A **Federal** routine use
- A Third-Party who furnishes an authorization signed by the veteran that specifically authorizes the release of drug/alcohol rehabilitation records
- A Third-Party who furnishes a court order or subpoena signed by a judge of competent jurisdiction.

---

**Source:** [NPRC 1865.103](#)

---

# SUSPENSE DUE DATES

Last Updated: 6/23/2016

When you mark a CMRS request with the status of Suspense, you also must:

- ÿ Select a Suspense Reason from the menu options
- ÿ Enter a Due Date appropriate for the reason indicated
- ÿ Add a Request Note for further clarification if needed

Use the following table as a guide for establishing Due Dates:

<b>SUSPENSE REASON</b>	<b>SUSPENSE REASON DEFINITION</b>	<b>DUE DATE</b>
Archived Request	Waiting for CMRS record to be unarchived (IT Ticket Submitted)	1 Workday
Brittle Records	Record being copied by staff in Brittle Records, Room 303	Brittle Room Technician will set according to type of request and backlog
CPR (Annex)	Waiting medical record/information from CPR (Annex), Valmeyer	7 workdays
DPRIS	Waiting for electronic record response from DPRIS	2 workdays
Duplicates	Technician has identified an associated request that is not an exact duplicate and is waiting on a record or information to answer both cases	Set according to type of action pending on the original request
External Procurement	Waiting information/ record from an external source (e.g. FBI fingerprint card) <ul style="list-style-type: none"> <li>ÿ FBI</li> <li>ÿ FRCs</li> <li>ÿ State Offices</li> <li>ÿ VA RMC</li> <li>ÿ VAROs</li> </ul>	15 workdays 5 workdays 10 workdays 20 workdays 10 workdays
Liaison Office	Waiting on reply/record return from onsite Liaison office	10 workdays

	before completing the case (Core 2 Only)	
List Case	Request from one requestor for multiple veterans	Set according to type of action pending on the original request
Microfiche	Waiting for Microfiche information or reproduction	5 workdays
Org Records	<p>Waiting for record/ information from Organizational Records</p> <ul style="list-style-type: none"> <li>ÿ Service number, JAG tapes</li> <li>ÿ Pay vouchers, QMD, SGO, casualty fiche</li> <li>ÿ Card files (AF awards, drop cards, officer pay)</li> <li>ÿ Medicals (clinical, O/P, dental, mental health, etc.)</li> <li>ÿ Unit-type (M/R, rosters, sick logs, flight, etc.)</li> <li>ÿ Other</li> </ul>	<p>2 workdays 2 workdays 10 workdays 10 workdays 10 workdays 10 workdays</p>
Other – See Note	Suspense Reason not listed, Request Note added. Review Request Note to determine reason request is in Suspense.	
Preservation Treatment	<p>Record requires preservation treatment which may take considerable time</p> <p>NOTE: In most instances, you will need to reconstruct in cases where the record goes to Preservation.</p> <ul style="list-style-type: none"> <li>ÿ Can't reconstruct</li> <li>ÿ HAZMAT record</li> </ul>	<p>2 workdays 3 months (for each suspense period required)</p>
Re-scan	Waiting for a re-scan of incoming attachments	3 workdays
Requester	<p>Additional information has been requested from the requestor to process the case</p> <ul style="list-style-type: none"> <li>ÿ Phone/e-mail contact: Follow-up needed</li> <li>ÿ Mail/fax contact: Follow-up needed</li> <li>ÿ No follow-up required (allow CMRS to manage request and auto-close at the appropriate time)</li> </ul>	<p>2 workdays 10 workdays 45 calendar days</p>
Search	Waiting for uncommon or subsequent search	10 workdays



	actions to be completed	
Verification Search	Indicates wait for a verification search  Y Non VALO chargeout Y VALO chargeout	5 workdays 30 workdays

For priority and separation document cases, you may enter Due Dates less than those shown above, if it is in the customer's interest or will help to meet the Center's 10-day cycle time goal.

---

---

# Electronic/Digital Signatures

---

## Accepting Electronic or Digital Signatures on Requests for Non-Archival Records


NPRC is currently working with NARA's General Counsel and the service departments to clarify the use of digital and electronic signatures in the release of information from military records. This entry will be revised as needed when a final policy is developed. Until that time, following are interim instructions for accepting electronic or digital signatures on requests for non-archival records (signatures are not required for release of archival records since they are open to the public).

### Acceptable Electronic Signatures

Some electronic signatures are simply another format of physical signatures, when an individual signs an electronic pad with a finger or stylus, and that signature is transferred to paper.

This type of signature is acceptable to release information from military records for all request types.

### Examples of Acceptable Electronic Signatures:

X I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information provided is true and correct.	
Signature: 	Date: April 26, 2015

We are also able to accept electronic signatures of judges, but **only if submitted by a court on a subpoena**. See the Legal Demands CRG entry for more details. (Link to <http://mprweb1.nara.gov/crg/Legaldem.html> paragraph titled [Legal Demands](#).)

This type of signature is acceptable **only** on subpoenas signed by judges and submitted by a court.

### Unacceptable Electronic Signatures

We will **not** accept electronic or digital signatures that are just typed names, and might have a statement included saying "this document digitally signed"; or a pin number; or may refer to a digital certificate that verifies the authenticity of the signature. **This type is not acceptable for any request except a subpoena signed by a judge**. See the Legal Demands CRG entry for more details. (Link to <http://mprweb1.nara.gov/crg/Legaldem.html> paragraph titled [Legal Demands](#).)

In addition, any signature that merely uses a type font to make it look like a handwritten signature is unacceptable.

### Examples of Unacceptable Electronic Signatures

---

Cross-referenced under **Digital/Electronic Signatures**



# Electronic/Digital Signatures

## Accepting Electronic or Digital Signatures on Requests for Non-Archival Records


NPRC is currently working with NARA's General Counsel and the service departments to clarify the use of digital and electronic signatures in the release of information from military records. This entry will be revised as needed when a final policy is developed. Until that time, following are interim instructions for accepting electronic or digital signatures on requests for non-archival records (signatures are not required for release of archival records since they are open to the public).

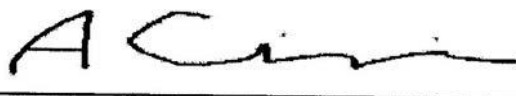
### Acceptable Electronic Signatures

Some electronic signatures are simply another format of physical signatures, when an individual signs an electronic pad with a finger or stylus, and that signature is transferred to paper.

This type of signature is acceptable to release information from military records for all request types.

### Examples of Acceptable Electronic Signatures:

<input checked="" type="checkbox"/> I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information provided is true and correct.	
Signature: 	Date: April 26, 2015

Signature: 	Date: 02/29/2016
--	------------------

<b>BY THE COURT:</b>	
<u>/s/ David R. Strawbridge</u> Hon. David R. Strawbridge United States Magistrate Judge	

We are also able to accept electronic signatures of judges, but **only if submitted by a court on a subpoena**. See the [Legal Demands](#) CRG entry for more details

This type of signature is acceptable **only** on subpoenas signed by judges and submitted by a court.

### Unacceptable Electronic Signatures

We will **not** accept electronic or digital signatures that are just typed names, and might have a statement included saying "this document digitally signed"; or a pin number; or may refer to a digital certificate that verifies the authenticity of the signature. **This type is not acceptable for any request except a subpoena signed by a judge**. See the [Legal Demands](#) CRG entry for more details.

In addition, any signature that merely uses a type font to make it look like a handwritten signature is unacceptable.

### Examples of Unacceptable Electronic Signatures

Job applicant's signature ▶ E-Signed by SCOTTBIGWOOD 0420 (pin#) 11/10/15 13:03:25 Date 11/10/2015

Name: **Derek Bryant MPA**

Signature: Signed by: Derek Bryant MPA  
Date & Time: 08 May 2015 11:24:09 -04:00

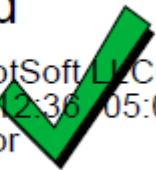
/s/ George Michael Jones  
George Michael Jones  
Attorney for Plaintiff

Signature *Emily Muhlhausen*

Timestamp 02/18/2010 04:21 PM EST

Signature valid

Digitally signed by PlotSoft LLC  
Date: 2013.05.06 21:12:36 -05:00  
Reason: I'm the author  
Location: USA



---

# Email Addresses for Archival Operations

*Last update: 06/15/2017*

---

EMAIL ADDRESSES for the NATIONAL ARCHIVES-ST. LOUIS (RL)

30 November 2015

The Archival Operations Branch (RL-SL) of the National Archives-St. Louis has three separate, but similar, email addresses. The following guidelines should help you determine the correct address to use when you have a question, comment, or request involving archival records.

---

[stlsearch.archives@nara.gov](mailto:stlsearch.archives@nara.gov) is the address of Archival Search. Send a message to this address when you have questions involving searches for the following types of records:

- Navy WWI Enlisted (all NV Registry)
- Navy WWII Enlisted (NV Registry for last names through Jakubetz and Non-Registry for last names starting with Jakubiak)
- Marine Corps WWI Enlisted (MC Registry, covering all enlisted service numbers through 251262)
- Auxiliary files with QMP and QMC service codes.

Also, use this address to request Selective Service Registrations Cards and Classification Transcripts when needed for reconstruction purposes.

**PLEASE- do NOT use email for requests that should be ordered through CMRS.**

---

[stlarr.archives@nara.gov](mailto:stlarr.archives@nara.gov) is the address of the Archival Research Room (ARR), which is also known as the Public Research Room. Send a message to this address when a record needed for a pending case is charged out to the ARR.

ETs and Coaches use this address to request refunds of archival fees.

Researchers (including members of the public) use this address to obtain information about viewing records in the ARR.

---

[stl.archives@nara.gov](mailto:stl.archives@nara.gov) is the address to use for **all other** questions or comments on archival records (procedures, fee waivers, release policies, and related topics).

Use this address when a request is specifically seeking a record in one of the series listed in the CRG article "Non-OMPF Archival Records" so the request can be reassigned to an employee of the National Archives-St. Louis (RL).

Some of the most commonly requested non-OMPF archival records are:

- Selective Service System Registration Cards/Classification Ledgers
- Courts Martial case files
- Civilian Personnel Folders before 1952

- VAXC Files with VA Claim numbers before 3,999,999
  - Casualty Files (Navy, Marine Corps, Air Force),
  - Individual Deceased Personnel Files (Navy, Air Force)
  - Burial Case Files (pre-WWII)
-

---

# EMPLOYMENT SUITABILITY REQUESTS

---

If a request is submitted on a form **specifically** designed to verify military service, you may answer the request on the form. However, if the request form was designed to verify civilian service, **DO NOT USE THE FORM**. Instead, make a reply on NA Form 13072, Summary of Service.

**If the request asks for service data:** Furnish (1) branch, (2) dates of **active duty (do NOT provide dates of active duty for training)**, (3) character and type of separation, and, (4) if requested, final grade. If ONLY basic service data is requested and the form submitted is not appropriate for reply (see above), furnish the requester a **simple** Statement of Service.

**If the request asks for a DD Form 214:** Furnish a deleted separation document UNLESS the requester is a routine user or the veteran has specifically authorized the release of an undeleted separation document.

**If the request asks for disciplinary data:**

- **Air Force:** Furnish copies of court-martial orders ONLY. Veteran must SPECIFICALLY authorize the release of Non-Judicial Punishment/Articles 15 documents.
- **All other services:** Furnish copies of court-martial orders and non-judicial punishment/Article 15 documents.

**If the request asks for academic training information:** See instructions outlined under [Training](#) in this case reference guide.

**If the request asks for a personal evaluation of veteran's character and abilities:** Advise the requester that, "This center does not offer opinions regarding character and abilities of former military personnel."

- Also, see [NPRC 1865.16 Part 5, Item 19, "Employers. prospective"](#)

**If the request asks for salary figures:** Advise the requester to contact the appropriate military finance center.

**If the request asks for medical data:** Furnish a copy of the SF 88, Report of Medical Examination (i.e., final physical). NOTE: If veteran discharged for physical disability, check if disability is documented on SF 88. If not, review record further for Medical Board Survey.

**IMPORTANT!** You must REVIEW the final physical and/or Medical Board Survey for any derogatory, psychiatric, or substance abuse data. If data of this nature appears on the forms, see [NPRC 1865.103](#) for further instructions concerning detrimental and confidential information.

---

Source: [NPRC 1865.50](#)

---



Figure 2-9.2: **Enlisted service numbers assigned to the National Guard**

### **ENLISTED SERVICE NUMBERS ASSIGNED TO THE NATIONAL GUARD**

During 1940 and 1941 the National Guard units were called to active duty. Service numbers allocated to these personnel range from 20,000,000 to 20,999,999. There is no known break out of these numbers by state. The only known break out was by the Army Corps which were in effect at the time. These were identified by the third number of the service number (2,070,000 indicated the seventh Corps).

From this period on, service numbers were allocated by state and are as follows:

#### **FIRST ARMY**

Connecticut	21,000,000 to 21,139,999
Maine	21,190,000 to 21,259,999
Massachusetts	21,260,000 to 21,619,999
New Hampshire	21,620,000 to 21,689,999
New Jersey	21,690,000 to 21,809,999 22,700,000 to 22,789,999
New York	21,900,000 to 22,699,999
Rhode Island	22,790,000 to 22,859,999
Vermont	22,860,000 to 22,909,999

**SECOND ARMY**

Delaware	21,140,000 to 21,189,999
District of Columbia	22,910,000 to 22,959,999
Kentucky	23,170,000 to 23,269,999
Maryland	23,270,000 to 23,379,999
Ohio	23,380,000 to 23,729,999
Pennsylvania	23,730,000 to 24,259,999
Virginia	24,260,000 to 24,409,999
West Virginia	24,410,000 to 24,479,999

**THIRD ARMY**

Alabama	24,480,000 to 24,619,999
Florida	24,620,000 to 24,729,999
Georgia	24,730,000 to 24,879,999
Mississippi	24,880,000 to 24,959,999
North Carolina	24,960,000 to 25,109,999
South Carolina	25,110,000 to 25,249,999
Tennessee	25,250,000 to 25,409,999

**FOURTH ARMY**

Arkansas	25,410,000 to 25,490,999
Louisiana	25,500,000 to 25,629,999
New Mexico	25,630,000 to 25,679,999
Oklahoma	25,680,000 to 25,839,999
Texas	25,840,000 to 25,239,999

**FIFTH ARMY**

Colorado	26,240,000 to 26,329,000
Illinois	26,330,000 to 26,779,999
Indiana	22,960,000 to 23,169,999
Iowa	26,780,000 to 26,919,999
Kansas	26,920,000 to 27,009,999
Michigan	27,010,000 to 27,339,999
Minnesota	27,340,000 to 27,499,999
Missouri	27,500,000 to 27,659,999
Nebraska	26,600,000 to 27,729,999

North Dakota	27,730,000 to 27,789,999
--------------	--------------------------

South Dakota	27,790,000 to 27,849,999
--------------	--------------------------

Wisconsin	27,850,000 to 28,019,999
-----------	--------------------------

Wyoming	28,020,000 to 28,039,999
---------	--------------------------

### **SIXTH ARMY**

Arizona	28,040,000 to 28,089,999
---------	--------------------------

California	28,000,000 to 28,639,999
------------	--------------------------

Idaho	28,640,000 to 28,709,999
-------	--------------------------

Montana	28,710,000 to 28,759,999
---------	--------------------------

Nevada	28,760,000 to 28,769,999
--------	--------------------------

Oregon	28,770,000 to 28,909,999
--------	--------------------------

Utah	28,910,000 to 28,969,999
------	--------------------------

Washington	28,970,000 to 29,029,999
------------	--------------------------

### **OVERSEAS AREAS**

Hawaii	29,030,000 to 29,119,999
--------	--------------------------

Alaska	29,240,000 to 29,249,999
--------	--------------------------

Commonwealth of Puerto Rico	29,120,000 to 29,239,999
-----------------------------	--------------------------

Unused

29,250,000 to 29,999,999

---

---

# ESTATE SETTLEMENT, IDENTIFICATION OF HEIRS, AND WILLS

---

Requests received from banks, administrators of estates, etc., for **proof of death** to cash bonds, collect insurance principals, settle estates, etc., are processed by providing requested information only to the extent required by the Freedom of Information Act. Furnish additional **REQUESTED** information only with the written consent of the next of kin.

Some items releasable under FOIA applicable to estate settlement:

- Name
- Service number (not social security number)
- Dates of service
- Place of birth
- Date and geographical location of death
- Place of burial

For a complete list of items releasable, see [NPRC 1864.113, Chapter 1, paragraph 4, Freedom of Information Act \(FOIA\) Requests](#) and [NPRC 1864.102, Privacy Act implementation in NPRC reference servie operations](#).

**DO NOT** furnish the last known address in response to requests received for the whereabouts of the veteran, NOK or emergency addressee to settle estate. **Offer to forward, without a fee**, requests which are **clearly in the best interest** of the veteran or NOK. If member is deceased, forward request to emergency address of NOK and advise requester.

If requester is a **foreign** financial institution or **foreign** private commercial concern, coordinate with the respective service department. **DO NOT** furnish address. **DO NOT** offer to forward.

---

**SOURCE:** [NPRC 1865.16](#) AND [NPRC 1865.49](#)

---

- ÿ [Index Chart](#)
- ÿ [Army Medals Sidebar](#)

- 
- ÿ [Air Force Commendation Medal](#)
  - ÿ [Air Force Cross](#)
  - ÿ [Air Force Good Conduct Medal](#)
  - ÿ [Air Force Longevity Service Award](#)
  - ÿ [Air Force Outstanding Unit Award](#)
  - ÿ [Airman's Medal](#)
  - ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation Medal](#)
  - ÿ [Asiatic-Pacific Campaign Medal](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Gold Star Lapel Button](#)
  - ÿ [Good Conduct Medal \(Army\)](#)
  - ÿ [Honorable Service Lapel Button WWII](#)
  - ÿ [Korea Defense Service Medal](#)
  - ÿ [Korean Service Medal](#)
  - ÿ [Legion of Merit](#)
  - ÿ [Medal For Humane Action](#)
  - ÿ [Medal of Honor](#)
  - ÿ [National Defense Service](#)

## European-African-Middle Eastern Campaign Medal



This medal is awarded for service in the European-African-Middle Eastern Theater between 7 Dec 41 and 8 Nov 45 under any of the following conditions:

1. Permanent assignment
2. Passenger status or on TDY for 30 consecutive days or 60 nonconsecutive days
3. In active combat against the enemy, if personnel were awarded a combat decoration or furnished a certificate by the unit's commander stating that they participated in combat.

Personnel who were assigned or attached members of units during the period for which campaign participation credit or assault landing credit was accorded to the unit are awarded the bronze service star and arrowhead, respectively, to denote their participation in the action.

**The European-African-Middle Eastern (EAME) Campaign Medal was established on 6 November 1942.**

Medal

- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Medal](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart](#)
  
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
  
- ÿ [United Nations Medal](#)
- ÿ [United Nations Service Medal](#)
  
- ÿ [World War II Victory Medal](#)

---

Devices

**Authorized Device/Appurtenance:** [Bronze Service Stars, Arrowhead](#)

**Dates Authorized:** WWII

**Type of award:** Army Service Medal

**Additional information** about this award is contained in Department of Defense [MANUAL OF MILITARY DECORATIONS AND AWARDS: AP4.1.2.45. page 146.](#)

Authorized Campaigns for the European-African-Middle Eastern (EAME) Campaign Medal:

- Egypt-Libya 11 Jun 42 - 12 Feb 43
- Air Offensive, Europe 4 Jul 42 - 5 Jun 44
- Algeria-French Morocco 8-11 Nov 42
- Tunisia 12 Nov 42 - 13 May 43
- Sicily 14 May 43 - 17 Aug 43
- Naples-Foggia 18 Aug 43 - 21 Jan 44
- Anzio 22 Jan 44 - 24 May 44
- Rome-Arno 22 Jan 44 - 9 Sep 44
- Normandy 6 Jun 44 - 24 Jul 44
- Northern France 25 Jul 44 - 14 Sep 44
- Southern France 15 Aug 44 - 14 Sep 44
- Northern Apennines 10 Sep 44 - 4 Apr 45
- Rhineland 15 Sep 44 - 21 Mar 45
- Ardennes-Alsace 16 Dec 44 - 25 Jan 45
- Central Europe 22 Mar 45 - 11 May 45
- Po Valley 5 Apr 45 - 8 May 45
- Antisubmarine 7 Dec 41 - 2 Sep 45
- Ground Combat 7 Dec 41 - 2 Sep 45
- Air Combat 7 Dec 41 - 2 Sep 45



- ż [Index Chart](#)
- ż [Air Force Medals Sidebar](#)

- 
- ż [Air Medal](#)
  - ż [American Campaign Medal](#)
  - ż [American Defense Service Medal](#)
  - ż [Antarctica Service Medal](#)
  - ż [Armed Forces Expeditionary Medal](#)
  - ż [Armed Forces Reserve Medal](#)
  - ż [Army Aviator Badge](#)
  - ż [Army Commendation Medal](#)
  - ż [Army of Occupation of Germany WWI](#)
  - ż [Army of Occupation Medal WWII](#)
  - ż [Asiatic Pacific Campaign Medal](#)
  - ż [Aviation \(Aircraft Crewmember\) Badge](#)
  
  - ż [Belgian Fourragère](#)
  - ż [Bronze Star Medal](#)
  
  - ż [Combat Infantryman Badge](#)
  - ż [Combat Medical Badge](#)
  
  - ż [Commendation Ribbon w/Metal Pendant](#)
  - ż [Distinguished Flying Cross](#)
  - ż [Distinguished Service Cross](#)
  - ż [Distinguished Service Medal](#)
  - ż [Distinguished Unit Citation](#)
  - ż [Diver Badges](#)
  - ż [Drill Sergeant Identification Badge](#)
  - ż [Driver and Mechanic Badge](#)
  
  - ż [European African Middle Eastern Campaign Medal](#)
  - ż [Expert Infantryman Badge](#)
  - ż [Explosive Ordnance Disposal Badges](#)

## European-African-Middle Eastern Campaign



The European-African-Middle Eastern (EAME) Campaign Medal was awarded to personnel for service within the European-African-Middle Eastern Theater between 7 December 1941 and 8 November 1945 under any of the following conditions:

- On permanent assignment.
- In a passenger status or on temporary duty for 30 consecutive days or 60 days not consecutive.
- In active combat against the enemy and was awarded a combat decoration or furnished a certificate by the commanding general of a corps, higher unit, or independent force that he actually participated in combat.
- The western boundary of EAME Theater is from the North Pole, south along the 75th meridian west longitude to the 77th parallel north latitude, then southeast through Davis Strait to the intersection of the 40th parallel north latitude and the 35th meridian west longitude, then south along the meridian to the 10th parallel north latitude, then southeast to the intersection of the Equator and the 20th meridian west longitude, then along the 20th meridian west longitude to the South Pole. The eastern boundary



ż [Special Forces Tab](#)

ż [United Nations Medal](#)

ż [United Nations Service Medal](#)

ż [Women's Army Corps  
Service Medal](#)

ż [World War I Victory Button](#)

ż [World War I Victory Medal](#)

ż [World War II Victory Medal](#)

---

ż [Arrowhead](#)

ż [Berlin Airlift Device](#)

ż [Clasps](#)

ż [Numerals](#)

ż [Oak Leaf Cluster](#)

ż [Service Star](#)

ż [Ten-Year Device](#)

ż ["V" Device](#)

ż [Weapons Qualification](#)

- Central Europe 22 Mar 45 - 11 May 45
- Po Valley 5 Apr 45 - 8 May 45
- Antisubmarine 7 Dec 41 - 2 Sep 45
- Ground Combat 7 Dec 41 - 2 Sep 45
- Air Combat: 7 Dec 41 - 2 Sep 45

Figure 1: Example of completed GSA Form 7208, VIP Control Card

NAME DOE, John Q		DATE OF BIRTH [REDACTED]
SERIAL NUMBER(S) [REDACTED]	SOCIAL SECURITY NO. [REDACTED]	
BRANCH AND DATES OF MILITARY SERVICE Sept 1, 1943 thru Oct 14, 1946 (Army)		
AGENCY AND DATES OF FEDERAL SERVICE July 1951 thru March 1962 (GSA)		
VIP STATUS Current member of White House STAFF		
REMARKS: Source Data: Weekly Compilation of Pres. Docs. 12/8-12/84 p. 47		

GENERAL SERVICES ADMINISTRATION      VIP CONTROL CARD      GSA FORM 7208 (11/75)

Figure A-2: Example of NA Form 13087, to request record from another branch within NPRC (page)

<b>REQUEST FOR RECORDS</b>		<b>PRIORITY LEVEL:</b> <input checked="" type="checkbox"/> ROUTINE <input type="checkbox"/> SECOND <input type="checkbox"/> FIRST	
(Justify all requests in this category)			
TO: <input type="checkbox"/> Air Force Search Sec. Rm 2335 <input checked="" type="checkbox"/> Army Search Sec. Rm 3205 <input type="checkbox"/> Navy Search Sec. Rm 3355			
<b>IDENTIFYING INFORMATION</b>			
1. LAST NAME - FIRST NAME - MIDDLE INITIAL <i>Anderson, Steven B.</i>		2. SERIAL NUMBER [REDACTED]	3. SOCIAL SECURITY NUMBER [REDACTED]
4. BRANCH OF SERVICE <input type="checkbox"/> AIR FORCE <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> COAST GUARD <input type="checkbox"/> MARINE CORPS		5. SERVED AS <input type="checkbox"/> OFFICER <input checked="" type="checkbox"/> ENLISTED	6. REGISTRY NUMBER
7. PRESENT MILITARY STATUS <input type="checkbox"/> NONE <input type="checkbox"/> ACTIVE <input type="checkbox"/> RESERVE <input type="checkbox"/> RETIRED			
Indicate Branch of Service			
8. YEAR OF LAST SEPARATION OR APPROXIMATE DATES OF SERVICE: <i>1946</i>			
9. OTHER IDENTIFYING DATA (Not required if Items 1 thru 6 are furnished)			
DATE OF BIRTH _____		PLACE OF BIRTH _____	VA CLAIM NUMBER _____
10. NATURE OF RECORDS DISCLOSED <input checked="" type="checkbox"/> PERSONNEL <input checked="" type="checkbox"/> MEDICAL <input type="checkbox"/> OTHER (Specify)			
11. PURPOSE OF DISCLOSURE (Must be completed for all non-D.O.D. requests) <i>VA Claim</i>			
NOTE: Under provisions of the Privacy act of 1974 the agency to which a record is disclosed is responsible for maintaining an accounting of any further disclosure by that agency. Exception: These provisions do not apply to the National Research Council which may not further disclose records/information without the veteran's authorization.			
<b>SEARCH REPORT</b>			
12. <input type="checkbox"/> RECORDS LOCATED AND ATTACHED			
<input type="checkbox"/> RECORDS CHARGED TO _____		DATE _____	
<input type="checkbox"/> RECORDS LOCATED IN			
<input type="checkbox"/> "B" REGISTRY FILE	<input type="checkbox"/> CONSOLIDATED REGISTRY FILE	<input type="checkbox"/> SERVICE REGISTRY FILE	<input type="checkbox"/> COAST GUARD
<input type="checkbox"/> NAVY WWI	<input type="checkbox"/> NAVY PWWI	<input type="checkbox"/> NAVY MEDICAL	<input type="checkbox"/> NAVY OFFICERS
<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> NAVY WWI		
13. SERVICE NUMBER/NAME VERIFICATION <input type="checkbox"/> OK <input type="checkbox"/> CANNOT VERIFY <input type="checkbox"/> CORRECT NAME OR SERVICE NUMBER			
REMARKS:			
		Date: _____ Searched by: _____	
RETURN TO:			
<input type="checkbox"/> OFFICE OF PERSONNEL MANAGEMENT, Rm 190 <input type="checkbox"/> U.S. SECRET SERVICE, Rm 180 <input type="checkbox"/> FEDERAL BUREAU OF INVESTIGATION, Rm 170 <input type="checkbox"/> NATIONAL RESEARCH COUNCIL, Rm 1725 <input type="checkbox"/> ENLISTED ELIGIBILITY ACTIVITY, Rm 4615 <input type="checkbox"/> DEFENSE INVESTIGATIVE SERVICE, Rm 4305 <input type="checkbox"/> U.S. AIR FORCE/O.S.I., Rm 220C <input type="checkbox"/> RESEARCH ROOM, Rm 1885		NPRC(MPR) <input type="checkbox"/> AIR FORCE, _____ Rm _____ <input type="checkbox"/> NAVY, _____ Rm _____ <input type="checkbox"/> ARMY, _____ Rm _____ <input type="checkbox"/> RECORDS RECONSTRUCTION, _____ Rm _____  INQUIRY CHARGE CODE: _____	
Signature of Requester _____		TEL. NO. _____	DATE _____
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13087 (REV. 10-90)	

**FIGURE 1: Excerpt from 32 CFR 286a.42, Disclosures to commercial enterprises****(b) Release of personal information.**

(2) Commercial enterprises may present a signed consent statement setting forth specific conditions for release of personal information. Statements such as the following, if signed by the individual, are considered valid:

I hereby authorize the Department of Defense to verify my Social Security Number or other identifying information and to disclose my home address and telephone number to authorized representatives of (name of commercial enterprise) so that they may use this information in connection with my commercial dealings with that enterprise. All information furnished will be used in connection with my financial relationship with (name of commercial enterprise).

(3) When a statement of consent as outlined in paragraph (b)(2) of this section is presented, provide the requested information if its release is not prohibited by some other regulation or statute.

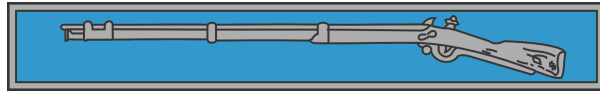
(4) Blanket statements of consent that do not identify specifically the Department of Defense or any of its components, or that do not specify exactly the type of information to be released, may be honored if it is clear that the individual is signing the consent statement intended to obtain a personal benefit (for example, a loan to buy a house) and was aware of the type information that would be sought. Care should be exercised in these situations to release only the minimum amount of personal information essential to obtain the benefit sought.

(5) Do not honor requests from commercial enterprises for official evaluation of personal characteristics, such as evaluation of personal financial habits.

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Expert Infantryman Badge



The Expert Infantryman Badge is awarded to personnel who must meet Department of the Army established testing requirements and must possess a military occupational specialty within Career Management Field 11 (Infantry) or 18 (Special Forces), less MOS 18D.

The Expert Infantryman Badge was established in 1943.

Authorized Device/Appurtenance: None

Dates Authorized: WWII, Korea

Type of award: Skill Badge

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 8-9](#)

Orders are issued for this award

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)



ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Explosive Ordnance Disposal Badges



There are three types of Explosive Ordnance Disposal (EOD) badges authorized for award. They are the Basic, Senior and Master. All badges require assignment to specific TOE/TDA EOD positions and recommendation by the commander, in addition to the following:

- a. Explosive Ordnance Disposal (EOD) Badge: Must have MOS 55D (enlisted) or 91E (officer), complete prescribed instruction and perform satisfactorily for 18 months for the award to become permanent.
- b. Senior Explosive Ordnance Disposal Badge: Must have been awarded the basic EOD Badge and (effective 1 May 1989) have served 36 cumulative months in an EOD position following award of the basic badge.
- c. Master Explosive Ordnance Disposal Badge (Not fire related): Must have been awarded the Senior EOD Badge and served 60 months in a TOE/TDA officer of NCO EOD position, since award of the senior badge.

The Explosive Ordnance Disposal Specialist and the Explosive Ordnance Disposal Supervisor Badges were established on 31 July 1957. In June 1969, the Master EOD Badge was authorized. At the same time, the designation of the supervisor's badge was changed to Senior EOD Badge and the EOD Specialist Badge was changed to EOD Badge.

Authorized Device/Appurtenance: None

Dates Authorized: Korea

Type of award: Skill Badge

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 8-21](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.112B  
September 12, 1997

**SUBJECT: External sources of information used in the records reconstruction process**

1. **Purpose.** This memorandum provides guidance regarding the availability of external sources of information which may be used to assist in the records reconstruction process.
2. **Cancellation.** This memorandum cancels NPRC 1865.112A.
3. **Reason for revision.** This memorandum is revised to update procedures, references to organizational elements, and forms used in the records reconstruction process.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in the Records Reconstruction Branch, Correspondence Sections; and the Air Force Reference Branch, Special Inquiries Section.
5. **Instructions.** This memorandum is intended for use in conjunction with NPRC Memorandums [1865.104](#), General background and reference information concerning Records Reconstruction Branch; [1865.107](#), Miscellaneous correspondence procedures unique to Records Reconstruction Branch; and [1865.111](#), Internal sources of information used in the records reconstruction process. Guidance regarding the availability of external sources of information is contained in the attachment.
6. **Forms.** This memorandum provides for use of the following forms:
  - NA Form 13023, Request for Military Records/Information (VA Files)
  - NA Form 13024, Delay Notice Card
  - NA Form 13026, MPR-CPR Request/Reply Form
  - NA Form 13045, Informal Information Reply
  - NA Form 13055, Request for Information Needed to Reconstruct Medical Data
  - NA Form 13069, FBI Identification Letter
  - NA Form 13098, NPRC Routing Slip
  - NA Form 13103, Request for Service Data
  - NA Form 13160, Fax Request for Military Records/Information
  - DD Form 214, Report of Separation from Active Duty
  - VA Form 3101, Request for Information
  - SSS Form No. 1, Registration Card
  - SSS Form No. 2, Classification Ledger
  - WD/DA AGO R-5297, Reference Card

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.112B CHGE 1  
July 1, 1998

**SUBJECT: External sources of information used in the records reconstruction process**

1. **Purpose.** This memorandum transmits a change to NPRC 1865.112B.

2. **Explanation of change.** This memorandum has been updated to reflect a change in the mailing address of data procurement requests to the Federal Bureau of Investigation (FBI) using NA Form 13069, FBI Identification Letter.
3. **Instructions.** Remove pp. 15/16 of ch. 3, and insert revised pages.

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.112B CHGE 2  
April 15, 2004

SUBJECT: **External sources of information used in the records reconstruction process**

1. **Purpose.** This memorandum transmits a change to NPRC 1865.112B.
2. **Explanation of change.** This memorandum has been updated to include an additional external source for separation documents at the Library of Virginia.
3. **Instructions.** Remove pp. 5/6 of Chapter 2, Part 2, and insert revised pages 5/6 and 6.1/6.2. Remove pp. 25/26 of Figure 2-9.1 and insert revised pages. Remove pp. 49/50 of Figure 2-10 and insert revised pages.

R. L. HINDMAN  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, MO 63132-5100

NPRC 1865.112B CHGE 3  
June 18, 2004

SUBJECT: **External sources of information used in the records reconstruction process**

1. **Purpose.** This memorandum transmits a change to NPRC 1865.112B.
2. **Explanation of change.** This memorandum has been updated to reflect changes regarding release policy and contract information for Selective Service records.
3. **Instructions.** Remove pp. 1/2 of Ch. 3, and insert revised pages.

R. L. HINDMAN  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, MO 63132-5100

NPRC 1865.112B CHGE 4  
April 6, 2005

**SUBJECT: External sources of information used in the records reconstruction process**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1865.112B.
2. **Explanation of change.** Instructions for requesting information from state offices have been updated. Email address for requesting Army court-martial case numbers has been updated. Several phone numbers in Figure 2-10 have been updated.
3. **Instructions.** Remove pp. 5-8 and 37-40 of Ch. 2 and insert revised pages.

R. L. HINDMAN  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.112B CHGE 5  
October 15, 2005

**SUBJECT: External sources of information used in the records reconstruction process**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1865.112B.
2. **Explanation of changes.** Addresses and phone numbers in Figure 2-10, for Kentucky and Missouri, have been updated.
3. **Instructions.** Remove pp. 37/38 and 41/42 of Figure 2-10 and insert revised pages.

R. L. HINDMAN  
Director

---

**TABLE OF CONTENTS**  
**CHAPTER 1: GENERAL INFORMATION AND PROCEDURES**

Paragraph Title	Paragraph Number
<a href="#">Meaning of "external source of information"</a>	1
<a href="#">General policy regarding the use of external sources</a>	2
<a href="#">Types of available external sources of information</a>	3
<a href="#">Procedures for procuring information from external sources</a>	4

---

**CHAPTER 2: GUIDE TO PRIMARY EXTERNAL SOURCES OF INFORMATION**

**PART 1. THE DEPARTMENT OF VETERANS AFFAIRS (VA)**

Paragraph Title	Paragraph Number
<a href="#">Background</a>	1
<a href="#">VA claims files</a>	2
<a href="#">Location of VA claims files</a>	3
<a href="#">Index to VA files (BIRLS)</a>	4
<a href="#">Criteria for determining whether to request information from VA records source</a>	5
<a href="#">Requesting information from a VA records source</a>	6
<a href="#">Referring requesters directly to the VA for assistance</a>	7

**PART 2. MILITARY RECORDS IN STATE OFFICES**

<b>Paragraph Title</b>	<b>Paragraph Number</b>
<a href="#">Background</a>	<a href="#">8</a>
<a href="#">Categories of records maintained by state offices</a>	<a href="#">9</a>
<a href="#">Addresses and phone numbers of state records holding offices</a>	<a href="#">10</a>
<a href="#">Requesting information/copies of documents from state offices</a>	<a href="#">11</a>
<a href="#">Information furnished from state offices</a>	<a href="#">12</a>

**PART 3. NARA FACILITIES**

<b>Paragraph Title</b>	<b>Paragraph Number</b>
<a href="#">Background</a>	<a href="#">13</a>
<a href="#">Introduction to military courts-martial records</a>	<a href="#">14</a>
<a href="#">Obtaining court-martial case number</a>	<a href="#">15</a>
<a href="#">Requesting information from courts-martial records</a>	<a href="#">16</a>
<a href="#">Determining discharge date from courts-martial proceedings</a>	<a href="#">17</a>
<a href="#">Verification of pardons</a>	<a href="#">18</a>
<a href="#">Figure 2-4.1 Typical sample of a BIRLS printout</a>	
<a href="#">Figure 2-4.2 XC folders located at NARA facilities</a>	
<a href="#">Figure 2-5.1 DLT - Criteria for determining whether initial data procurement request or referral action is appropriate</a>	
<a href="#">Figure 2-5.2 DLT - Criteria for determining initial and subsequent steps concerning data procurement requests and referral actions</a>	
<a href="#">Figure 2-6.1 Sample of completed data procurement request to VA</a>	
<a href="#">Figure 2-6.2 Sample of completed data procurement request to NARA facility</a>	
<a href="#">Figure 2-7 Listing of states serviced by VA Insurance Centers</a>	
<a href="#">Figure 2-9.1 Guide to Military Records in State Offices</a>	
<a href="#">Figure 2-9.2 Enlisted service numbers assigned to the National Guard</a>	
<a href="#">Figure 2-10 Addresses and phone numbers of state offices</a>	
<a href="#">Figure 2-11 Sample of completed data procurement request to state office</a>	
<a href="#">Figure 2-16.1 Sample of completed data procurement request to National Archives</a>	
<a href="#">Figure 2-16.2 Sample of completed data procurement request to WNRC</a>	
<a href="#">Figure 2-16.3 Army GCM &amp; SPCM accession numbers and stack numbers at the Washington National Records Center (WNRC)</a>	
<a href="#">Figure 2-16.4 Air Force Court-Martial Order accession and stack numbers at WNRC</a>	

**CHAPTER 3.GUIDE TO MISCELLANEOUS EXTERNAL SOURCES OF INFORMATION****PART 1. SELECTIVE SERVICE SYSTEM RECORDS**

<b>Paragraph Title</b>	<b>Paragraph Number</b>
<a href="#">Background</a>	<a href="#">1</a>
<a href="#">Description of SSS records</a>	<a href="#">2</a>
<a href="#">Specific location of SSS records</a>	<a href="#">3</a>
<a href="#">Requesting SSS information</a>	<a href="#">4</a>
<a href="#">SSS information furnished</a>	<a href="#">5</a>
<a href="#">Release of Selective Service System records under the Privacy Act</a>	<a href="#">6</a>

**PART 2. GUIDE TO FEDERAL BUREAU OF INVESTIGATION (FBI) RECORDS**



Paragraph Title	Paragraph Number
<a href="#">Background</a>	<a href="#">7</a>
<a href="#">Obtaining information from the FBI</a>	<a href="#">8</a>
<a href="#">Handling requests from sources that normally maintain contact with the FBI</a>	<a href="#">9</a>
<a href="#">Information furnished by the FBI</a>	<a href="#">10</a>

### PART 3. MILITARY RECORDS PERTAINING TO SPECIAL CATEGORIES OF VETERANS

Paragraph Title	Paragraph Number
<a href="#">Background</a>	<a href="#">11</a>

### PART 4. GUIDE TO MILITARY RECORDS IN COUNTY, MUNICIPAL, AND VETERANS AFFAIRS OFFICE

Paragraph Title	Paragraph Number
<a href="#">Separation documents in county and city recorders' offices</a>	<a href="#">12</a>
<a href="#">Separation documents (or Statements of Service) in county veterans service offices</a>	<a href="#">13</a>
<a href="#">Separation documents (or Statements of Service) in files of veterans organizations</a>	<a href="#">14</a>
<a href="#">Verification of military service contained in personnel records of state, municipal, or private employers</a>	<a href="#">15</a>
<a href="#">Figure 3-2.1 Sample of Selective Service Registration Card</a>	
<a href="#">Figure 3-2.2 Sample of Selective Service Classification Ledger</a>	
<a href="#">Figure 3-3.1 NARA locations for Selective Service Records</a>	
<a href="#">Figure 3-3.2 Selective Service System Classifications for WWI, WWII, and PWWII through 1976</a>	
<a href="#">Figure 3-4 Sample of completed data procurement request to a NARA facility for Selective Service Records</a>	
<a href="#">Figure 3-8 Sample of completed NA Form 13069, FBI Identification Letter</a>	
<a href="#">Figure 3-11 Guide to Military Records Sources Pertaining to Special Categories of Veterans</a>	

---

## CHAPTER 1: GENERAL INFORMATION AND PROCEDURES

1. **Meaning of "external source of information."** An "external source of information," for purposes of this memo, is any source OUTSIDE the National Personnel Record Center (MPR) that maintains official military service and medical data which may be used to assist in the records reconstruction process.
2. **General policy regarding the use of external sources.** The general policy of the Records Reconstruction Branch regarding the use of external sources of information is the following: Every effort shall be made to reconstruct the requested military information through the use of internal sources of information before resorting to external sources. For more detailed instructions see [figs. 2-5.1](#) and [2-5.2](#).
3. **Types of available external sources of information.**
  - a. **Primary external sources of information.** There are several primary external sources of information available which may be used to assist in the reconstruction process. The types of records available and data procurement procedures for primary external sources of information are contained in [ch. 2](#). A list of the primary external sources of information is provided below. They include:
    - Department of Veterans Affairs (VA), Records Management Center (RMC);

- VA Regional Offices (VARO's);
- NARA facilities (including CPR); and
- State Offices.

b. **Miscellaneous external sources of information.** Miscellaneous external sources of information are, in general, last resort avenues in attempting to reconstruct military data. They are consulted less frequently than primary external sources. (This is due to various reasons, including lack of personnel to provide prompt responses to NPRC requests.) In some cases, however, a miscellaneous external source may be the best available means of obtaining desired information. The types of records available and data procurement procedures for miscellaneous external sources of information are contained in [ch. 3](#). Miscellaneous external sources of information include:

- Records of the Selective Service System;
- The Federal Bureau of Investigation (FBI);
- Office of Personnel Management (OPM);
- Records of the Railroad Retirement Board
- Arlington National Cemetery;
- The National Archives;
- County and Municipal Offices; and
- Veterans Organizations.

c. **Additional external sources of information.** Since this memo provides guidance only on the use of primary and miscellaneous external sources of information, correspondence personnel should be made aware of other external sources that may be useful. The Directory of Military Personnel and Related Records, a National Personnel Records Center (NPRC) reference handbook, contains an extensive listing of sources that maintain categories of records not found at NPRC. Such records include organization, installation, unit, orders, historical files, intelligence investigative files, passenger lists, transportation files, and command personnel type records. In each case the custodian of the files is shown and an address is provided in [app. 1](#) of the Directory. All correspondence personnel involved in records reconstruction actions should review the Directory to become knowledgeable of other depositories of military records or information not mentioned in this memo.

#### 4. **Procedures for procuring information from external sources.**

a. **Initial procurements.** Procedures for making initial (first) procurements to external sources of information are contained in [chs. 2](#) and [3](#) of this memo. When a subsequent procurement (second procurement, etc.) is needed, correspondence personnel shall supplement the appropriate procedure with the instructions in [b](#), below.

b. **Second procurements, etc.** When it is necessary to make a second procurement to an external source of information, correspondence personnel SHALL NOT return the case to the suspense file. Instead, the case shall be kept at the desk of the technician/clerk until a reply is received. Correspondence personnel shall call (telephone) the external source, when possible, to expedite service on second procurement cases. (They shall also request that information be returned to their attention.) When it is not possible to call the external source, a note should be written on the form to indicate that the case is on the technician's desk and that this is a second procurement. (Telephone calls to CPR or to the FBI should be made by a lead technician.)

---

## CHAPTER 2: GUIDE TO PRIMARY EXTERNAL SOURCES OF INFORMATION

### PART 1: THE DEPARTMENT OF VETERANS AFFAIRS (VA)

1. **Background.** The Department of Veterans Affairs (formerly the Veterans Administration) maintains additional files on veterans of the armed services of the United States. These files are kept separate from the veteran's military service files and are created in response to requests for VA benefits or upon the purchase of VA insurance. Following the 1973 fire at NPRC, these files became an invaluable source of information in the records reconstruction process.

2. **VA claims files.** The VA maintains a claims file on each veteran who has received, or is receiving, VA benefits. These files usually contain any or all of the following information, depending on the type of claim(s) filed:

- Separation document;
- Statement of service (from previously submitted VA-3101, Request for Information);
- Health, medical, and dental records;
- Reports of investigation of in-service injuries;
- Physical Evaluation Board Proceedings;
- Physical Review Council Decisions;
- Marital or dependency status;
- Copies of medical examinations and surveys;
- Facts and circumstances on OTH discharges;
- Records of courts-martial;
- Reports of investigation;
- Board of Officers Proceedings;
- Pay grade data; and
- Report of Death (in-service).

### 3. **Location of VA claims files.**

- a. **VA servicing area.** VA claims folders are maintained at the VA facility servicing the area in which the veteran resides, until approximately two years after the last action is taken. These facilities include VA Regional Offices (VARO's), VA Centers (VAC's), and the VA Central Office.
- b. **VA, RMC.** After the two year period of inactivity, the claims folders on living veterans are transferred to the RMC, St. Louis, MO. Generally, the claims folder is kept at RMC until after the death of the veteran.
- c. **NARA facilities.** The claims folders on deceased veterans (XC files) are sent to the appropriate NARA facility for storage. An "X" prefix is added to the original claim file number to indicate that the veteran is deceased.

### 4. **Index to VA files (BIRLS).**

1. **General information.** VA insurance and claims folders are filed by the appropriate file number and indexed into the Beneficiary Identification and Records Locator Subsystem (BIRLS) in Austin, Texas. BIRLS is the VA's automated index and locator system to all VA files. It contains an individual entry for each VA file showing the veteran's name, claim and/or insurance number, service number, varying amounts of military service information, and the location of the file folder. Access to the BIRLS system is by special arrangement with the VA.
2. **BIRLS printout.** A BIRLS printout may be generated after an inquiry to the BIRLS system. It identifies the facility that has the file folder by showing the station number or BIRLS code number of the facility. (See [fig. 2-4.1](#) for a typical sample of a BIRLS printout.) An inclusive list of the VA stations with their respective station numbers and addresses is provided in the latest revision of [NPRC 1865.37](#), General information on VA Form 3101 requests, [app. B](#). A list of NARA facilities that store XC folders is provided in [fig. 2-4.2](#).
3. **Requesting a BIRLS check.** When necessary, technicians shall request a BIRLS check by completing NA Form 13098, NPRC Routing Slip. Forward to the NRPMO-M for processing.
5. **Criteria for determining whether to request information from a VA records source.** Correspondence personnel shall use the case decision logic tables provided in [figs. 2-5.1](#) and [2-5.2](#) as the general guides for determining whether to request data from a VA records source. The DLT in [fig. 2-5.1](#) shows which action to take first in the process of reconstructing military data. The DLT's in [fig. 2-5.2](#) provide more detailed instructions to follow when the initial action fails to produce the requested information.

**NOTE:** In many instances, as indicated in the DLT in [fig. 2-5.1](#), appropriate requesters shall be referred directly to the VA for information.

6. **Requesting information from a VA records sources.** Whenever it is appropriate to procure data from a facility that maintains VA claims files, correspondence personnel should follow the procedures outlined below:

a. **Data procurement request to VA facility.** To procure data from a VA facility, prepare NA Form 13023, Request for Military Records/Information (VA Files), in triplicate, as shown in [fig. 2-6.1](#). Dispatch the original and third copy to the VA facility (attach BIRLS printout if request is being sent to RMC). Place the second copy of the form along with the inquiry and other related documents in the file folder. Send the requester a delay notice using NA Form 13024, Delay Notice Card, and make a note in the file that it was sent. Prepare the folder to be accessioned into the suspense file.

**EXCEPTION:** DO NOT procure information from the Manila VARO, Puerto Rico VARO, or the VA Central Office.

b. **Data procurement request for XC folder information.** To procure information from an XC folder which is located at a NARA facility, prepare NA Form 13160, Fax Request for Military Records/Information, checking the appropriate location in the top of the form. (See [fig. 2-6.2](#).) Forward the original to NRPMR, Headquarters. Place the copy of NA Form 13160 along with the inquiry and other related documents in the file folder. Send the requester a delay notice using NA Form 13024 and make a note in the file that it was sent. Prepare the folder to be accessioned into the suspense file.

**EXCEPTION:** For requests to CPR, DO NOT accession folder into the suspense file or send a delay notice. The technician shall hold the folder until the response is received.

7. **Referring requesters directly to the VA for assistance.** When it is appropriate to refer a requester directly to the VA for assistance, prepare NA Form 13045, Informal Information Reply, in duplicate checking the appropriate block(s) and providing the VA claim number, if available. File the copy in the record. If a request is for information about VA insurance or a VA insurance policy, then refer the requester to the appropriate VA Insurance Center as outlined in [fig. 2-7](#) using NA Form 13045.

---

## PART 2: MILITARY RECORDS IN STATE OFFICES

8. **Background.** Shortly after the 1973 fire at NPRC, all offices of the state Adjutant General were contacted and asked to furnish information about the kinds of military records maintained in their facilities. This led to further contacts with other state offices such as veterans' assistance offices, libraries, and archives. As a result of these contacts, a fairly clear picture of the military personnel records maintained in state offices had emerged by the time NPRC began processing fire-related inquiries on October 23, 1973.

9. **Categories of records maintained by state offices.** [Fig. 2-9.1](#) contains information about five major categories of records at state offices that may be used to assist in the records reconstruction process. Background information about these five categories of records is provided below.

a. **WWI service record cards, rosters, etc.** Following WWI, the War Department compiled a record card on each person who served during the war. These cards, which contain a complete statement of service, organization assignments, wounds, awards, etc., were distributed to the states on the basis of residence shown in the service record. Some states apparently used these cards to compile and publish complete rosters in book form. A few of these rosters have been obtained by NPRC and are kept in the Records Reconstruction Branch library. States that still maintain the original WWI cards are indicated in [fig. 2-9.1](#).

b. **Selective Service System copies of Reports of Separation.** Some years ago the Selective Service System (SSS) initiated a records disposal program for registration files maintained in local boards. These files which contain the SSS copy of DD Form 214, Report of Separation from Active Duty (or equivalent separation document), were scheduled to be destroyed when registrants reached age 26. Before destroying the files, Selective Service instructed its field offices to cooperate with any state agency that expressed an interest in the records. As a result, many states

were given the separation documents of their veterans before the remaining records were destroyed. The states that retained copies of the separation documents of their veterans are indicated in [fig. 2-9.1](#).

**NOTE:** Do not confuse the SSS information in this chapter with the SSS information discussed in [ch. 3](#).

- c. **National Guard records.** National Guard service is in general, not Federal government service but under certain circumstances, National Guardsmen may be called into Federal service. (This was especially true during World Wars I and II when all National Guardsmen were called into active Federal service by order of the President.) Records on National Guardsmen are maintained by the offices of the state Adjutant General (AG), and to varying degrees, these records contain verification of active Federal service. In some states the AG's office can only verify Federal service that preceded the National Guard service. Correspondence personnel shall not send a request to the office of a state Adjutant General unless there is reason to believe the person served in the National Guard. [Fig. 2-9.2](#) contains a list of National Guard enlisted service numbers and the states which issued those numbers.
  - d. **Bonus Files.** Many states paid a bonus to their veterans who had honorable (or otherwise satisfactory) service during various periods of military conflict. Some states kept complete records of these bonus payments including a verification of the veteran's military service. Periods of military conflict for which a bonus was paid include the Mexican Border Period, WWI, WWII, and the Korean Conflict period. A list of states that have Bonus Files are identified in [fig. 2-9.1](#).
  - e. **Files created by state agencies that provide assistance to veterans.** All states have an office or agency in charge of veterans' affairs. They are known by various titles such as: Department (or Division) of Veterans' Affairs, Veterans Service Commission (or Office), and State Veterans Council. These offices provide a variety of services to veterans but are primarily concerned with assisting veterans in filing claims for Federal and state benefits. In providing assistance to veterans, many state agencies have accumulated extensive files on their veterans including copies of reports of separation and other official documents. (See [fig. 2-9.1](#).)
10. **Addresses and phone numbers of state records holding offices.** The office which maintains each category of records is indicated in [fig. 2-9.1](#) by one of three footnotes as follows:
- a. Footnote 1. Office of the state Adjutant General
  - b. Footnote 2. State Department of Veterans Affairs, Veterans Service Commission, or similar title
  - c. Footnote 3. State archives, library, historical society, etc.

The complete addresses and telephone numbers of state records-holding offices are provided in [fig. 2-10](#). An asterisk (\*) in the table (see [fig. 2-9.1](#)) indicates that additional explanatory notes will be found in the state listing (see [fig. 2-10](#)). If a state has no records in a particular category, then the word "NO" will appear in the table for that category of records.

11. **Requesting information/copies of documents from state offices.** To request documents from the Library of Virginia, use the form titled "Library of Virginia Separation Document Request" found in Get Form in Microsoft Word. Complete the form in full and fax to the number shown on the form.

To request information/copies of documents from all other state offices, correspondence personnel shall call, fax, or email the appropriate office and place the case in suspense.

12. **Information furnished from state offices.** State offices normally send any documents via fax. Occasionally, some offices will mail the requested documents. If the search for requested information is negative, the state offices will usually send a fax indicating requested information is not available.

The Library of Virginia will respond by returning the request form via fax to the technician. If no documents were found, the block titled 'Unable to locate any documents for this veteran' will be checked. If legible documents were found, they will be sent via fax with the request form. If the documents are of such poor quality that faxing would render them illegible, the documents will be photocopied and mailed to

the technician. The Library will advise the technician by faxing the request form with the block titled 'Document located but unable to fax due to poor copy; hard copy will be mailed' checked.

---

### PART 3: NARA FACILITIES

13. **Background.** There are three types of military records available at NARA facilities that may be used to assist in the records reconstruction process. They are: XC files, Selective Service System records, and military courts-martial records. Since information about XC files and Selective Service System records is provided in other portions of this memo (XC file information is covered in [ch. 2, par. 6](#); SSS records information is covered in [ch. 3, pt. 1](#)), only military courts-martial records information is covered in this part.
14. **Introduction to military courts-martial records.** General and special courts-martial case files of Army and Air Force veterans are maintained by the National Archives (NWDT1) and the Washington National Records Center (NWRW). Information or copies of courts-martial proceedings may be requested if needed to reconstruct military service data.
15. **Obtaining court-martial case number.**
  - a. **Requests pertaining to ARMY service.** The court-martial case number of a veteran of the Army may be listed on the Finding Aid Report (FAR) as a QM J entry. If the FAR is negative and evidence of the court-martial proceeding is indicated, then request a search of the Judge Advocate General (JAG) tapes. Requests should be submitted to [Linda.Erickson@hqda.army.mil](mailto:Linda.Erickson@hqda.army.mil)
  - b. **Requests pertaining to AIR FORCE service.** To obtain a court-martial case number that pertains to Air Force service, technicians should contact the Air Force JAG at (202) 767-1539 or [amanda.alvey@pentagon.af.mil](mailto:amanda.alvey@pentagon.af.mil) by e-mail.
16. **Requesting information from courts-martial records.**
  - a. **Requests pertaining to Army service.** To request information from the courts-martial records of an Army veteran, correspondence personnel should prepare NA Form 13160 as shown in [figs. 2-16.1](#) or [2-16.2](#). (Army courts-martial cases dating through 1938 are in the custody of the National Archives (NWDT1) and [fig. 2-16.1](#) should be followed. Cases dating from 1939 and after are in the custody of WNRC (NWRW) and [fig. 2-16.2](#) should be followed.) Dispatch the original NA Form 13160 to NRPMP, Headquarters, to be faxed. Place the copy of the form in the file folder. Send the requester a delay notice using NA Form 13024 and make a note in the file that it was sent.  
**NOTE:** Accession number, box number, and stack numbers, for courts-martial cases at WNRC may be obtained from [figs. 2-16.3](#) and [2-16.4](#).
  - b. **Requests pertaining to Air Force service.** To request information from the courts-martial records of veterans of the Air Force, correspondence personnel should follow the same procedures as in subpar. a, above. Note, however, that all Air Force courts-martial cases (for the fire-related period) are in the custody of WNRC, including those with case numbers below 211,960.
17. **Determining discharge date from courts-martial proceedings.** Documents from courts-martial proceedings should be requested to ascertain the date of discharge. Discharges ordered by court-martial can be executed immediately, or they can be suspended, with discharge delayed until release from confinement or completion of appellate review.
  - a. **Sentence is "affirmed or approved" and "executed".** The date of the last court-martial order is used as the date of discharge.
  - b. **Sentence is "suspended".** Compute the date of discharge by adding the confinement time (sentence of months and/or years) to the date adjudged, after checking for evidence of reductions in confinement time. If discharge was suspended and date of parole is stated, use that as the date of discharge. In some cases, the subject may be restored to duty with no discharge action taken.

- c. **QM documents.** Any QM document pertaining to a Dishonorable or Bad Conduct Discharge should only be used as supporting documentation. These documents (vouchers, special orders, or a WD/DA AGO R-5297, Reference Card) can be helpful in clarifying confinement whether the court-martial was executed or suspended and whether the sentence to confinement was modified, but dates shown should always be used in conjunction with the court-martial to determine the date of discharge.

**CAUTION:** When reviewing courts-martial proceedings, the words, "modified," "suspended," "remitted," or "rescinded" indicate a change to the original proceedings which may affect a change in the discharge date.

For additional information regarding Courts-Martial proceedings refer to the Military Justice Procedure, Technical Manual 27-55 (1945) in the NRPMR library.

18. **Verification of pardons.** If the requester indicates that a pardon was granted for a court-martial, refer the requester to the address shown below. The requester should furnish the following: the name on the application for pardon, name of the convicted, date of the application for pardon, date and place of conviction, date of the pardon (at least month and year), and the offense. For information on pardons pertaining to priority cases contact the same office at (202) 616-6070. Calls should be kept to a minimum.

U. S. Pardon Attorney  
U. S. Department of Justice  
500 1st St., NW  
Washington, DC 20530

---

## CHAPTER 3: GUIDE TO MISCELLANEOUS EXTERNAL SOURCES OF INFORMATION

### PART 1: SELECTIVE SERVICE SYSTEM RECORDS

1. **Background.** The Selective Service System (SSS) Registration and Classification Records are located in various NARA facilities. These records consist of SSS Form No. 1, Registration Cards and SSS Form No. 102, Classification Ledger. The primary value of these records in the records reconstruction process is they provide proof of entry into military service.
2. **Description of SSS records.**
  - a. **SSS Registration Cards.** SSS Registration Cards contain general information about the registrant such as name, date of birth, address, and race. They are arranged alphabetically by the city or town, county, and/or local board within each state file. The SSS Registration Card file is used as a finding aid for Classification Records. (See [fig. 3-2.1](#).)
  - b. **SSS Classification Ledger.** SSS Classification Ledgers are arranged numerically by registration number within each state file. All ledgers contain a one-line entry for each registrant that note items such as date registrant reported to the induction station (this is also the date of entry if registrant was accepted) and the branch of service assigned. Ledgers for the WWII period and later often show the veteran's date of separation. (See [fig. 3-2.2](#).)
3. **Specific location of SSS records.**
  - a. **World War I period.** All SSS Registration and Classification Records for the WWI period are located at the NARA, Southeast Region (NRC). These records pertain to males born after September 12, 1873, but before September 12, 1900.
  - b. **World War II period.** SSS records for the WWII period have been transferred to various NARA facilities depending on the registrant's home state of residency at the time of registration or induction (see [fig. 3-3.1](#) for appropriate location). These records pertain to males born during the period September 12, 1900, through December 31, 1921.
  - c. **Post World War II.** Remaining SSS records for registrants born on or after January 1, 1922, are also in the custody of various NARA facilities depending on the home state of residency. (See [fig. 3-](#)

[3.1](#) for appropriate location.)

**NOTE:** [Fig. 3-3.2](#) provides a list of SSS classifications for the WWI, WWII, and PWWII periods through 1976. This listing may be helpful in deciphering the meanings of various codes furnished on SSS records. Note also, that some SSS classification codes have slightly different meanings/wordings depending on the year of classification.

#### 4. **Requesting SSS information.**

- a. **World War I period.** To request WWI SSS information from the Southeast Region (NRC), prepare NA Form 13160 as shown in [fig. 3-4](#). Dispatch the original to NRPMP, Headquarters, to be faxed. Place the copy of the form along with the inquiry and other related documents in the file folder. Prepare the folder to be accessioned in the Suspense File.
  - b. **World War II or Post World War II.** To request WWII or Post WWII SSS information from NARA facility, technicians shall follow the same procedure as in subpar. a, above. The appropriate location from which to request WWII or Post WWII SSS records information may be determined by consulting [fig. 3-3.1](#).
5. **SSS information furnished.** NARA facilities generally furnish photocopies of Registration and Classification Records, if available. If the search of SSS records is negative, that information will be provided.
6. **Release of Selective Service System records under the Privacy Act.** All Selective Service System records except WWI records (see note) fall under restrictions placed on their release by the SSS. This means that although NRC may have obtained copies of Selective Service registration or classification records in order to verify military service, technicians must abide by the Privacy Act regarding release of such documents if a requester asks for copies. The technician MAY send a copy of a classification record to anyone, but may send a copy of a registration record ONLY to the registrant or to the next of kin of the registrant if the requester provides proof of the death of the registrant. If a requester who is NOT the registrant or next of kin asks NRC for a copy of a registration record from the WWII or Post WWII periods, or asks for a classification record but there is none in the OMPF, the requester must be advised to submit that request directly to the Selective Service System.

The requester may visit the SSS Website at [www.sss.gov](http://www.sss.gov). The Website provides a request form that can be downloaded after clicking on **history/records**, then **records**.

If the form is not used, a letter may be sent to the SSS, including the registrant's full name, date of birth, and address (including county, if known) at the time of registration. The letter must be signed. The form or letter may be faxed to 703-605-4071 or mailed to:

Selective Service System  
National Headquarters  
Records Section/PIA  
Arlington, VA 22209-2425

If the requester has a question for the SSS, suggest that they visit the Website or call the SSS at 703-605-4100.

**NOTE:** Technicians may send copies of entire WWI SSS records obtained from the NARA Southeast Region. These records have been accessioned by the National Archives and there are no restrictions on release of any of the information in these records.

---

## PART 2. GUIDE TO FEDERAL BUREAU OF INVESTIGATION (FBI) RECORDS

7. **Background.** The Federal Bureau of Investigation (FBI) has individual military fingerprint cards on most veterans who were born in 1913 or after. (Military fingerprint cards are screened and destroyed when 79 years old.) These cards contain information such as the veteran's name, service number, date of birth,



and date of entry into service. (These records do not show date of separation or character of service.) The primary value of these records in the records reconstruction process is they provide proof of entry into service.

**NOTE:** THE FBI SHALL BE USED ONLY AS A LAST RESORT. IN URGENT CASES, SUPERVISORS MAY CALL.

8. **Obtaining information from the FBI.** Other than those requests described in [par. 9](#), below, the correspondence technician may decide that a check of FBI fingerprint files is necessary. In these cases, correspondence personnel may obtain information from the FBI by preparing NA Form 13069, FBI Identification Letter, in duplicate, as shown in [fig.3-8](#). Dispatch the original of NA Form 13069 to the FBI. Place the copy of the form in the file folder. Send the requester a delay notice using NA Form 13024 and make a note in the file that it was sent. Prepare the folder to be accessioned into the suspense file.
9. **Handling requests from sources that normally maintain contact with the FBI.** Correspondence personnel SHOULD NOT request information from the FBI when handling requests from sources that normally maintain contact with the FBI; e.g., police and sheriff departments; penal/mental/correctional/disciplinary institutions; government, social, and welfare agencies. On requests from these sources, if all efforts to locate the record fail and a negative reply is in order, then the technician shall suggest that the requester contact the FBI for records.
10. **Information furnished by the FBI.** The FBI will return NA Form 13069 with the requested information furnished in the lower right hand corner of the form (within FBI's official stamp). If the search for the subject veteran is negative in FBI files, the NA Form 13069 will indicate "negative."

---

### PART 3. MILITARY RECORDS PERTAINING TO SPECIAL CATEGORIES OF VETERANS

11. **Background.** In some cases, additional records were created on veterans who can be grouped into special categories. These records often contain verification of military service. [Fig. 3-11](#) provides a list of external sources that maintain information on special categories of veterans. Instructions for obtaining information from these sources is contained in [fig. 3-11](#).

---

### PART 4. GUIDE TO MILITARY RECORDS IN COUNTY, MUNICIPAL, AND VETERANS AFFAIRS OFFICES

12. **Separation documents in county and city recorders' offices.** Many veterans had their separation papers recorded in county and city recorders' offices. Recorders of deeds furnish copies of documents upon request of the veteran. Correspondence personnel shall not contact such offices, but requesters should be reminded of this source when appropriate.
13. **Separation documents (or Statements of Service) in county veterans service offices.** Some of the county veterans service offices have created a file on each veteran who applied for assistance, or whose family applied for assistance. In some cases the files include copies of separation documents. Correspondence personnel shall not contact such offices, but should remind the requester of the possibility that these offices may have some information regarding their military service.
14. **Separation documents (or Statements of Service) in files of veterans organizations.** Some of the veterans organizations; e.g., American Legion, VFW, DAV, etc., have created a file on each veteran who has applied for membership in these organizations. These files normally contain some proof of satisfactory military service. Many of these organizations have retained a copy of the veterans' separation papers. Correspondence personnel shall not contact such organizations, but should remind the requester of the possibility that these organizations may have some information on their military service.
15. **Verification of military service contained in personnel records of state, municipal, or private employers.** Many employers give credit for time spent in the military service. The evidence of military service then becomes part of the official employment record. While such evidence would not always be acceptable for the purpose indicated, it would probably suffice when nothing else is available. Requesters should be reminded of this source of information when other internal and external sources fail to provide verification of military service.

Figure 3-11: **Guide to Military Records Sources Pertaining to Special Categories of Veterans** (Part 1 of 2 - [Next](#))

<b>GUIDE TO MILITARY RECORDS SOURCES PERTAINING TO SPECIAL CATEGORIES OF VETERANS</b>		
<b>Rule</b>	<b>IF the veteran</b>	<b>THEN verification of military service may be obtained from:</b>
1	<p>was later employed by the Federal government:</p> <p>a. and is now separated from such employment,</p> <p>b. and has been retired under Civil Service,</p> <p>c. and is still employed by the Federal government,</p>	<p>the Official Personnel Folder (OPF) at CPR. In order to obtain a copy of the discharge certificate or verification of military service, prepare NA Form 13026, MPR-CPR Request/Reply Form, as shown on fig. 3-11, part 3 of 3.</p> <p>the retirement records at the Office of Personnel Management, Employee Services and Records Center, P.O. Box 45, Boyers, PA 16017. Refer the requester to the address above. (This action will normally be taken only after a check for OPF at CPR has been made and is negative.)</p> <p>the Official Personnel Folder of the employing personnel office. In such cases, suggest to the requester that he/she visit the personnel office and obtain verification of military service from the OPF.</p>
2	was later employed by a railroad company (1956-1977).	the records of the Railroad Retirement Board that are located at the NARA, Great Lakes Region (Chicago), NRDC. To obtain military service data from these records, technicians shall first contact the Railroad Retirement Board and request an accession number and file location. (Call Chuck Mierzwa at (312) 751-3363.) Prepare NA Form 13160, in duplicate, and dispatch the original to NRPMR, Headquarters. (Include the accession number and file location on the form.)
3	is deceased and buried at Arlington National Cemetery or a soldiers' home,	<p>burial records located at Arlington National Cemetery. Prepare NA Form 13103. Address form to:</p> <p>Superintendent Arlington National Cemetery Arlington, VA 22211</p>
4	or a member of his/her family filed an application for cemeterial or head-stone services prior to 1964,	application records located at the National Archives (NWDT1). Prepare NA Form 13160 in duplicate and dispatch the original to NRPMR, Headquarters.
5	was in the Army (or Army Air Corps), and killed in action overseas during WWII or Korean Conflict,	<p>Casualty Reports and other misc. records located at the Dept. of the Army. Prepare NA Form 13103. Address form to:</p> <p>Hdqts., Dept. of the Army (DAPC-PED-F) 2461 Eisenhower Ave. Hoffman Blvd. #1 Alexandria, VA 22331-0482</p>
6	was a member of an air crew shot down overseas during WWII,	missing air crew records located at the National Archives (NWDT2). Prepare NA Form 13160, in duplicate, and dispatch original to NRPMR, Headquarters.



---

# FAMILY ADVOCACY PROGRAM (FAP)

---

Family Advocacy records detail the treatment of families for spousal abuse and child abuse or neglect. Besides medical reports, FAP records contain mental health evaluations, investigative reports, and case review committee reports.

- **Department of the Air Force:** These records should **NOT** be filed in the service record, although references or referrals may be found. If a request is received for these records, follow same procedures as those outlined under the [AIDS/HIV](#) category in this guide.
- **Department of the Army:** These records should **NOT** be filed in the service record, although references or referrals may be found. FAP records are not retired to this Center. Provide the following address to inquiries concerning those records:

[\[00586\]](#)

Brooke Army Medical Center  
ATTN: Legal Section, Patient Administration Division  
Building 1028  
Fort Sam Houston, TX 78234-6200

- **Department of the Navy:** These records should **NOT** be filed in the service record, although references or referrals may be found. Some Navy FAP records have been retired to NPRC as organizational records. If a request is received for these records, send the request to:

[\[00587\]](#)

Bureau of Medicine and Surgery  
Health Care Operations (MED-03)  
2300 E. Street NW  
Washington, DC 20372-5300

---

**Source:** [NPRC 1865.103](#)

---

## Family Member Prefix Codes (FMP)

Last Update: 6/18/2014

VALUE	DESCRIPTION
A00	ARMY DECEASED SPONSOR
A11	ARMY EXTENDED ACTIVE DUTY (AD)
A12	ARMY RESERVE
A13	ARMY AD RECRUIT
A14	ARMY CADET
A15	ARMY NATIONAL GUARD
A21	ARMY RESERVE OFFICER TRAINING CORPS (ROTC}
A22	ARMY RESERVE-INACTIVE DUry TRAINING
A23	ARMY NATIONAL GUARD-INACTIVE DUTY TRAINING (IADT)
A24	ARMY FORMER AD TRANSITION ASSISTANCE ACT
A25	ARMY DEPENDENT -FORMER AD TRANSITION ASSISTANCE ACT
A26	ARMY APPLICANT/REGISTRANT
A27	ARMY FORMER SERVICE MEMBER FOR MATERNlry
A28	ARMY NEWBORN OF FORMER SERVICE MEMBER
A29	ARMY NEWBORN OF DEPENDENT DAUGHTER
A31	ARMY LENGTH OF SERVICE RETIREES
A32	ARMY PERMANENT DISABILITY RETIRED LIST (PDRL)
A33	ARMY TEMPORARY DISABILITY RETIRED LIST {TDRL)
A36	ARMY TRICARE RES SELECT MEMBER
A37	ARMY TRICARE RES SELECT FAMILY MEMBER
A41	ARMY DEPENDENT OF AD-EXCLUDES FORMER SPOUSE
A43	ARMY DEPENDENT OF LIVING RETIRED. EXCLUDES FORMER SPOUSE
A44	ARMY FAMIly MEMBER TRANSITIONAL COMP
A45	ARMY DEPENDENT OF DECEASED AD. EXCLUDES FORMER SPOUSE
A47	ARMY DEPENDENT OF DECEASED RETIRED, EXCLUDES FORMER SPOUSE
A48	ARMY UNREMARIED FORMER SPOUSE
A49	ARMY DEPENDENT OF UNREMARIED FORMER SPOUSE
B11	NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) EXTENDED AD
B26	NOAA APPLICANT/REGISTRANT

B29	NOAA NEWBORN OF DEPENDENT DAUGHTER
B31	NOAA LOS RETIREES
B32	NOAA PDRL
B33	NOAA TDRL
B37	NOAA TRICARE RES SELECT FAMILY MEMBER
B41	NOAA DEPENDENT OF AD, EXCLUDES FORMER SPOUSE
B43	NOM DEPENDENT OF LIVING RETIRED. EXCLUDES FORMER SPOUSE
B44	NOAA FAMILY MEMBER TRANSITIONAL COMP
B45	NOAA DEPENDENT OF DECEASED AD, EXCLUDES FORMER SPOUSE
B47	NOAA DEPENDENT OF DECEASED RETIRED, EXCLUDES FORMER SPOUSE
B48	NOAA UNREMARIED FORMER SPOUSE
B49	NOAA DEPENDENT OF UNREMARIED FORMER SPOUSE
C00	COAST GUARD DECEASED SPONSOR
C11	COAST GUARD EXTENDED AD
C12	COAST GUARD RESERVE
C13	COAST GUARD AD RECRUIT
C14	COAST GUARD CADET
C21	COAST GUARD ROTC
C22	COAST GUARD RESERVE-IADT
C24	COAST GUARD FORMER AD TRANSITION ASSISTANCE ACT
C25	COAST GUARD DEPENDENT -FORMER AD TRANSITION ASSISTANCE ACT
C26	COAST GUARD APPLICANT/REG ISTRANT
C27	COAST GUARD FORMER SERVICE MEMBER FOR MATERNITY
C28	COAST GUARD NEWBORN OF FORMER SERVICE MEMBER
C29	COAST GUARD NEWBORN OF DEPENDENT DAUGHTER
C31	COAST GUARD LOS RETIREES
C32	COAST GUARD PDRL
C33	COAST GUARD TDRL
C36	COAST GUARD TRICARE RES SELECT MEMBER
C37	COAST GUARD TRICARE RES SELECT FAMILY MEMBER
C41	COAST GUARD DEPENDENT OF AD, EXCLUDES FORMER SPOUSE
C43	COAST GUARD DEPENDENT OF LIVING RETIRED, EXCLUDES FORMER SPOUSE
C44	COAST GUARD FAMILY MEMBER TRANSITIONAL COMP

C45	COAST GUARD DEPENDENT OF DECEASED AD. EXCLUDES FORMER SPOUSE
C47	COAST GUARD DEPENDENT OF DECEASED RETIRED, EXCLUDES FORMER SPOUSE
C48	COAST GUARD UNREMARRIED FORMER SPOUSE
C49	COAST GUARD DEPENDENT OF UNREMARRIED FORMER SPOUSE
F00	AIR FORCE DECEASED SPONSOR
F11	AIR FORCE EXTENDED AD
F12	AIR FORCE RESERVE
F13	AIR FORCE AD RECRUIT
F14	AIR FORCE CADET
F15	AIR NATIONAL GUARD
F21	AIR FORCE ROTC
F22	AIR FORCE RESERVE-IADT
F23	AIR NATIONAL GUARD-IADT
F24	AIR FORCE FORMER AD TRANSITION ASSISTANCE ACT
F25	AIR FORCE DEPENDENT -FORMER AD TRANSITION ASSISTANCE ACT
F26	AIR FORCE APPLICANT/REGISTRANT
F27	AIR FORCE FORMER SERVICE MEMBER FOR MATERNITY
F28	AIR FORCE NEWBORN OF FORMER SERVICE MEMBER
F29	AIR FORCE NEWBORN OF DEPENDENT DAUGHTER
F31	AIR FORCE LOS-RETIREE
F32	AIR FORCE PDRL
F33	AIR FORCE TDRL
F36	AIR FORCE TRICARE RES SELECT MEMBER
F37	AIR FORCE TRICARE RES SETECT FAMILY MEMBER
F41	AIR FORCE DEPENDENT OF AD, EXCLUDES FORMER SPOUSE
F43	AIR FORCE DEPENDENT OF LIVING RETIRED, EXCLUDES FORMER SPOUSE
F44	AIR FORCE FAMILY MEMBER TRANSITIONAL COMP
F45	AIR FORCE DEPENDENT OF DECEASED AD, EXCLUDES FORMER SPOUSE
F47	AIR FORCE DEPENDENT OF DECEASED RETIRED, EXCLUDES FORMER SPOUSE
F48	AIR FORCE UNREMARRIED FORMER SPOUSE
F49	AIR FORCE DEPENDENT OF UNREMARRIED FORMER SPOUSE
K51	STATE DEPARTMENT EMPLOYEE-OVERSEAS
K52	STATE DEPARTMENT DEPENDENT-OVERSEAS

K53	OTHER FEDERAL AGENCY/DEPARTMENT EMPLOYEE
K54	OTHER FEDERAL AGENCY/DEPARTMENT DEPENDENT
K55	DEPARTMENT OF DEFENSE (DOD) REMOTE AREA EMPLOYEE- CONUS
K56	DOD REMOTE AREA DEPENDENT-CONUS
K57	DOD OCCUPATIONAL HEALTH
K58	DISABILITY RETIREMENT EXAMINATION
K59	OTHER U.S. CIVILIAN EMPLOYEES/DEPENDENTS
K61	VETERANS ADMINISTRATION
K62	OFFICE OF WORKER'S COMPENSATION
K63	SERVICE HOME-NOT MILITARY RETIREE
K64	OTHER FEDERAL AGENCY/DEPARTMENT
K65	CONTRACT EMPLOYEE
K66	FEDERAL PRISONER
K67	AMERICAN INDIAN, ALEUTIAN, ESKIMO
K68	MICRONESIA, SAMOAN, TRUST TERRITORY
K69	OTHER (INCLUDES HIGH SCHOOL ROTC)
K71	INTERNATIONAL MILITARY ENLISTED TRAINING/SALES
K72	NATO MILITARY PERSONNEL
K73	NATO DEPENDENT
K74	NON-NATO MILITARY PERSONNEL
K75	NON-NATO DEPENDENT
K76	FOREIGN CIVILIAN
K77	FOREIGN CIVILIAN DEPENDENT
K78	PRISONER OF WAR/INTERNEE
K79	OTHER FOREIGN NATIONALS
K80	NATO COALITTON FORCES (OCONUS)
K81	DESIGNEE OF DEPARTMENT OF DEFENSE
K82	DESIGNEE-US SECRETARY. ARMY
K83	DESIGNEE-US SECRETARY, NAVY
K84	DESIGNEE-US SECRETARY, AF
K91	CIVILIAN, HUMANITARIAN
K92	CIVILIAN EMERGENCY
K93	MEDICARE CIVILIAN EMERGENCY
K94	MEDICAID CIVILIAN EMERGENCY
K99	PATIENTS NEC, OTHER
M00	MARINE DECEASED SPONSOR
M11	MARINE EXTENDED AD



M12	MARINE RESERVE
M13	MARINE AD RECRUIT
M22	MARINE RESERVE-IADT
M24	MARINE FORMER AD TRANSITION ASSISTANCE ACT
M25	MARINE DEPENDENT -FORMER AD TRANSITION ASSISTANCE ACT
M26	MARINE APPLICANT/REGISTRANT
M27	MARINE FORMER SERVICE MEMBER FOR MATERNITY
M28	MARINE NEWBORN OF FORMER SERVICE MEMBER
M29	MARINE NEWBORN OF DEPENDENT DAUGHTER
M31	MARINE LOS-RETIREE
M32	MARINE PDRL
M33	MARINE TDRL
M36	MARINE TRICARE RES SELECT MEMBER
M37	MARINE TRICARE RES SELECT FAMILY MEMBER
M41	MARINE DEPENDENT OF AD. EXCLUDES FORMER SPOUSE
M43	MARINE DEPENDENT OF LIVING RETIRED, EXCLUDES FORMER SPOUSE
M44	MARINE FAMILY MEMBER TRANSITIONAL COMP
M45	MARINE DEPENDENT OF DECEASED AD, EXCLUDES FORMER SPOUSE
M47	MARINE DEPENDENT OF DECEASED RETIRED. EXCLUDES FORMER SPOUSE
M48	MARINE UNREMARRIED FORMER SPOUSE
M49	MARINE DEPENDENT OF UNREMARRIED FORMER SPOUSE
N00	NAVY DECEASED SPONSOR
N11	NAVY EXTENDED AD
N12	NAVY RESERVE
N13	NAVY AD RECRUIT
N14	NAVY CADET
N21	NAVY ROTC
N22	NAVY RESERVE-IADT
N24	NAVY FORMER AD TRANSITION ASSISTANCE ACT
N25	NAVY DEPENDENT .FORMER AD TRANSITION ASSISTANCE ACT
N26	NAVY APPLICANT/REGISTRANT
N27	NAVY FORMER SERVICE MEMBER FOR MATERNITY
N28	NAVY NEWBORN OF FORMER SERVICE MEMBER
N29	NAVY NEWBORN OF DEPENDENT DAUGHTER
N31	NAVY LOS-RETIREE

N32	NAVY PDRL
N33	NAVY TDRL
N36	NAVY TRICARE RES SELECT MEMBER
N37	NAVY TRICARE RES SELECT FAMILY MEMBER
N41	NAVY DEPENDENT OF AD. EXCLUDES FORMER SPOUSE
N43	NAVY DEPENDENT OF LIVING RETIRED, EXCLUDES FORMER SPOUSE
N44	NAVY FAMILY MEMBER TRANSITIONAL COMP
N45	NAVY DEPENDENT OF DECEASED AD, EXCLUDES FORMER SPOUSF
N47	NAVY DEPENDENT OF DECEASED RETIRED, EXCLUDES FORMER SPOUSE
N48	NAVY UNREMARIED FORMER SPOUSE
N49	NAVY DEPENDENT OF UNREMARIED FORMER SPOUSE
P00	PUBLIC HEALTH SERVICE (PHS} EXTENDED AD
P11	PUBIIC HEALTH SERVICE (PHS) EXTENDED AD
P12	PHS RESERVE
P22	PHS RESERVE-IADT
P26	PHS APPLICANT/REGISTRANT
P28	PHS NEWBORN OF FORMER SERVICE MEMBER
P29	PHS NEWBORN OF DEPENDENT DAUGHTER
P31	PHS LOS-RETIREE
P32	PHS PDRL
P33	PHS TDRL
P37	PHS TRICARE RES SELECT FAMILY MEMBER
P41	PHS DEPENDENT OF AD, EXCLUDES FORMER SPOUSE
P43	PHS DEPENDENT OF LIVING RETIRED, EXCLUDES FORMER SPOUST
P44	PHS FAMILY MEMBER TRANSITIONAL COMP
P45	PHS DEPENDENT OF DECEASED AD, EXCLUDES FORMER SPOUSE
P47	PHS DEPENDENT OF DECEASED RETIRED, EXCLUDES FORMER SPOUSE
P48	PHS UNREMARIED FORMER SPOUSE
P49	PHS DEPENDENT OF UNREMARIED FORMER SPOUSE
R72	RECIPROCAT MEDICAL HEALTH CARE AGREEMENT(RMHCA).NATO MILITARY
R73	RMHCA DEPENDENT-NATO MILITARY
R74	RMHCA NON-NATO MILITARY

## R75 | RMHCA DEPENDENT NON-NATO MILITARY

VALUE	DESCRIPTION
01	1ST CHILD
02	2ND CHILD
03	3RD CHILD
04	4TH CHILD
05	5TH CHILD
06	6TH CHILD
07	7TH CHILD
08	8TH CHILD
09	9TH CHILD
10	10TH CHILD
11	11TH CHILD
12	12TH CHILD
13	13TH CHILD
14	14TH CHILD
15	15TH CHILD
16	16TH CHILD
17	17TH CHILD
18	18TH CHILO
19	19TH CHILD
20	SPONSOR
30	SPOUSE OF SPONSOR
31	FORMER SPOUSE 1OF SPON'R
32	FORMER SPOUSE 2 OF SPON'R
33	FORMER SPOUSE 3 OF SPON'R
34	FORMER SPOUSE 4 OF SPON'R
35	FORMER SPOUSE 5 OF SPON'R
36	FORMER SPOUSE 6 OF SPON'R
37	FORMER SPOUSE 7 OF SPON'R
38	FORMER SPOUSE 8 OF SPON'R
39	FORMER SPOUSE 9 OF SPON'R
40	MOTHER/STEPMOTHER-SPONSOR
45	FATHER/STEPFATHER-SPONSOR
50	MOTHER-IN-LAW OF SPONSOR
55	FATHER-IN-LAW OF SPONSOR
60	OTH AUTHORIZED DEPENDENTS

61	OTH AUTHORIZED DEPENDENTS
62	OTH AUTHORIZED DEPENDENTS
63	OTH AUTHORIZED DEPENDENTS
64	OTH AUTHORIZED DEPENDENTS
65	OTH AUTHORIZED DEPENDENTS
66	OTH AUTHORIZED DEPENDENTS
67	OTH AUTHORIZED DEPENDENTS
68	OTH AUTHORIZED DEPENDENTS
69	OTH AUTHORIZED DEPENDENTS
90	BENEFI AUTHORIZED-STATUTE
91	BENEFI AUTHORIZED-STATUTE
92	BENEFI AUTHORIZED-STATUTE
93	BENEFI AUTHORIZED-STATUTE
94	BENEFI AUTHORIZED-STATUTE
95	BENEFIAUTHORIZED-STATUTE
98	CIVILIAN EMERGENCIES
99	ALL OTHERS, NEC

## FBI

**Details:** Individual military fingerprint cards on most veterans.

- Branches: All
- Timeframe: Destroyed when 79 years old. Currently the FBI does not have cards for anyone born prior to 1929.

### How to request:

- Prepare [FBI Military Service Information Request Form](#) on computer so that it is completely legible; do not complete form by hand.
- Provide as much information as possible in the column on the left, titled "Information Furnished by Requesting Agency". Include full middle names or initials. If name variations are available, include them in the "Additional Information" block.
- Review and correct any typos or misspellings before printing the form.
- Verify that your contact information is on the form (name, phone #, fax #).
- If request is high priority (burial, etc.) clearly stamp form in blank area on right upper half of the [FBI Military Service Information Request Form](#) with appropriate high priority stamp.
- Fax completed form to the number listed on the form.

***Samples of documents returned to technician:*** The FBI will return the [FBI Military Service Information Request Form](#) by either fax or mail. If no data is found, the FBI will check the top box in the lower half of the form which states that they were unable to locate military information on the individual.

### Sample of Routine Request to FBI (FBI Military Service Information Request Form)

FBI MILITARY SERVICE INFORMATION REQUEST FORM	
<u>Fax to FBI Civil Name Index Section at 304-625-9820</u>	
INFORMATION FURNISHED BY REQUESTING AGENCY	FBI CHECKMARK IS VERIFICATION THAT INFORMATION IS CORRECT. IF NOT, INFORMATION IS SUPPLIED BELOW.
LAST NAME Smith	√
FIRST NAME John	
MIDDLE NAME OR INITIAL Michael	
DOB 2/17/1951	
SEX M	
SSN # 123-45-6789	
POB	
RACE	
BRANCH	
SERVICE #	

SERVICE #		
DATE OF ENTRY		
PLACE OF ENTRY		
DATE OF DEATH		
ADDITIONAL INFORMATION: aka Mike Smith		

BASED ON THE INFORMATION FURNISHED, WE WERE UNABLE TO LOCATE ANY MILITARY INFORMATION FOR THE ABOVE INDIVIDUAL.

COMPLETE DATE OF BIRTH IS REQUIRED TO CONDUCT A SEARCH OF THE CRIMINAL OR CIVIL DATABASE.

CIVIL FILES 75+PURGE COMPLETED (YEAR OF BIRTH 1928 AND BEFORE).

INFORMATION PROVIDED ON: \_\_\_\_\_, PLEASE RECHECK YOUR FILES. IF INFORMATION IS STILL NEEDED, THE REQUEST MUST COME FROM YOUR SUPERVISOR.

SINCE NEITHER FINGERPRINTS NOR AN IDENTIFYING NUMBER WHICH IS INDEXED IN OUR FILES ACCOMPANIED YOUR REQUEST, THE FBI CANNOT GUARANTEE IN ANY MANNER THAT THIS MATERIAL CONCERNS THE INDIVIDUAL IN WHOM YOU SHOW INTEREST.

Requester James Caseworker, Archives Technician		Agency NARA, NPRC, NRPM-4B
Date 9/29/2009	Fax # 314-801-1234	Phone # 314-801-5678

**Sample of High Priority Request to FBI**

FBI MILITARY SERVICE INFORMATION REQUEST FORM

Fax to FBI Civil Name Index Section at 304-625-9820

**BURIAL**

INFORMATION FURNISHED BY REQUESTING AGENCY	√	FBI CHECKMARK IS VERIFICATION THAT INFORMATION IS CORRECT. IF NOT, INFORMATION IS SUPPLIED BELOW.
LAST NAME Smith		
FIRST NAME John		
MIDDLE NAME OR INITIAL Michael		
DOB 2/17/1951		
SEX M		
SSN # 123-45-6789		
POB		

RACE		
BRANCH		
SERVICE #		
DATE OF ENTRY		
PLACE OF ENTRY		
DATE OF DEATH		
ADDITIONAL INFORMATION: aka Mike Smith		

BASED ON THE INFORMATION FURNISHED, WE WERE UNABLE TO LOCATE ANY MILITARY INFORMATION FOR THE ABOVE INDIVIDUAL.

COMPLETE DATE OF BIRTH IS REQUIRED TO CONDUCT A SEARCH OF THE CRIMINAL OR CIVIL DATABASE.

CIVIL FILES 75+PURGE COMPLETED (YEAR OF BIRTH 1928 AND BEFORE).

INFORMATION PROVIDED ON: \_\_\_\_\_, PLEASE RECHECK YOUR FILES. IF INFORMATION IS STILL NEEDED, THE REQUEST MUST COME FROM YOUR SUPERVISOR.

SINCE NEITHER FINGERPRINTS NOR AN IDENTIFYING NUMBER WHICH IS INDEXED IN OUR FILES ACCOMPANIED YOUR REQUEST, THE FBI CANNOT GUARANTEE IN ANY MANNER THAT THIS MATERIAL CONCERNS THE INDIVIDUAL IN WHOM YOU SHOW INTEREST.

Requester James Caseworker, Archives Technician		Agency NARA, NPRC, NRPM-4B
Date 9/29/2009	Fax # 314-801-1234	Phone # 314-801-5678

**Sample of completed Request from FBI**

**FBI MILITARY SERVICE INFORMATION REQUEST FORM**

Fax to FBI Civil Name Index Section at 304-625-9820

INFORMATION FURNISHED BY REQUESTING AGENCY	√	FBI CHECKMARK IS VERIFICATION THAT INFORMATION IS CORRECT. IF NOT, INFORMATION IS SUPPLIED BELOW.
LAST NAME Smith	✓	
FIRST NAME John	✓	
MIDDLE NAME OR INITIAL Michael	✓	
DOB 2/17/1951	✓	
SEX M		

SSN # 123-45-6789	✓
POB	
RACE	
BRANCH	
SERVICE #	9867435
DATE OF ENTRY	3/26/49
PLACE OF ENTRY	HOUSTON, TX
DATE OF DEATH	
ADDITIONAL INFORMATION: aka Mike Smith	

- BASED ON THE INFORMATION FURNISHED, WE WERE UNABLE TO LOCATE ANY MILITARY INFORMATION FOR THE ABOVE INDIVIDUAL.
- COMPLETE DATE OF BIRTH IS REQUIRED TO CONDUCT A SEARCH OF THE CRIMINAL OR CIVIL DATABASE.
- CIVIL FILES 75+PURGE COMPLETED (YEAR OF BIRTH 1928 AND BEFORE).
- INFORMATION PROVIDED ON: \_\_\_\_\_, PLEASE RECHECK YOUR FILES. IF INFORMATION IS STILL NEEDED, THE REQUEST MUST COME FROM YOUR SUPERVISOR.

SINCE NEITHER FINGERPRINTS NOR AN IDENTIFYING NUMBER WHICH IS INDEXED IN OUR FILES ACCOMPANIED YOUR REQUEST, THE FBI CANNOT GUARANTEE IN ANY MANNER THAT THIS MATERIAL CONCERNS THE INDIVIDUAL IN WHOM YOU SHOW INTEREST.

Requester James Caseworker, Archives Technician		Agency NARA, NPRC, NRPM-4B
Date 9/29/2009	Fax # 314-801-1234	Phone # 314-801-5678

**Sample of Completed Request from FBI when No Information is Located**

**FBI MILITARY SERVICE INFORMATION REQUEST FORM**

Fax to FBI Civil Name Index Section at 304-625-9820

INFORMATION FURNISHED BY REQUESTING AGENCY	✓	FBI CHECKMARK IS VERIFICATION THAT INFORMATION IS CORRECT. IF NOT, INFORMATION IS SUPPLIED BELOW.
LAST NAME Smith		
FIRST NAME John		
MIDDLE NAME OR INITIAL Michael		



DOB 2/17/1951		
SEX M		
SSN # 123-45-6789		
POB		
RACE		
BRANCH		
SERVICE #		
DATE OF ENTRY		
PLACE OF ENTRY		
DATE OF DEATH		
ADDITIONAL INFORMATION: aka Mike Smith		

BASED ON THE INFORMATION FURNISHED, WE WERE UNABLE TO LOCATE ANY MILITARY INFORMATION FOR THE ABOVE INDIVIDUAL.

COMPLETE DATE OF BIRTH IS REQUIRED TO CONDUCT A SEARCH OF THE CRIMINAL OR CIVIL DATABASE.

CIVIL FILES 75+PURGE COMPLETED (YEAR OF BIRTH 1928 AND BEFORE).

INFORMATION PROVIDED ON: \_\_\_\_\_, PLEASE RECHECK YOUR FILES. IF INFORMATION IS STILL NEEDED, THE REQUEST MUST COME FROM YOUR SUPERVISOR.

SINCE NEITHER FINGERPRINTS NOR AN IDENTIFYING NUMBER WHICH IS INDEXED IN OUR FILES ACCOMPANIED YOUR REQUEST, THE FBI CANNOT GUARANTEE IN ANY MANNER THAT THIS MATERIAL CONCERNS THE INDIVIDUAL IN WHOM YOU SHOW INTEREST.

Requester James Caseworker, Archives Technician		Agency NARA, NPRC, NRPM-4B
Date 9/29/2009	Fax # 314-801-1234	Phone # 314-801-5678

Primary Sources

---

# Fees: Archival Record and a Non-Archival Record

*(These are requests from the veteran; next of kin (NOK), if veteran is deceased; or an authorized 3rd Party)*

---

**A request for a complete copy of an archival and a non-archival record and both are chargeable:** Process the archival record in accordance with the [Archival Response Guide](#) . Complete the appropriate **Order for Archival Record Reproduction Services** form (or archival invoice); charge the permissible amount for the number of **archival record** copies provided. **Do not charge a fee for the non-archival record.** Send customer the archival invoice form; the copies from the non-archival record and suspend request until payment is received for the archival record. Use the following Get Paragraph to respond to the request: [PP » Archival » Request Payment-Archival and Non-Archival Rclds](#). If payment for the archival record is not received, the request will automatically close and the archival record is returned to file.

**Note:** For information about how to process legal cases that may involve a charge for photocopies and certification, see [Fees: Certified Copies for an Archival and Non-Archival Record under Legal Demands and Requests for Authenticated or Certified Copies](#).

---

Figure 1: Standard form 180, Request Pertaining to Military Records, illustrated to show the location of the four basic items of identifying information.

REQUEST PERTAINING TO MILITARY RECORDS		Please read instructions on the reverse. If more space is needed, use plain paper.																	
<p><b>PRIVACY ACT OF 1974 COMPLIANCE INFORMATION.</b> The following information is provided in accordance with 5 U.S.C. 552(a)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and E.O. 9397 of November 22, 1943. Disclosure of the information is voluntary. The principal purpose of the information is to assist the facility servicing the records in locating and verifying the correctness of the requested records or information to answer your inquiry. Routine uses of the information as established and published in accordance with 5 U.S.C. (a)(4)(D)</p>		<p>include the transfer of relevant information to appropriate Federal, State, local, or foreign agencies for use in civil, criminal, or regulatory investigations or prosecution. In addition, this form will be filed with the appropriate military records and may be transferred along with the record to another agency in accordance with the routine uses established by the agency which maintains the record. If the requested information is not provided, it may not be possible to service your inquiry.</p>																	
SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)																			
1. NAME USED DURING SERVICE (Last, first, and middle)	2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH																
FIELDS, CARL ERIC	██████████	██████████	ASHLAND, KY																
5. ACTIVE SERVICE, PAST AND PRESENT (For an effective records search, it is important that ALL service be shown below)																			
BRANCH OF SERVICE (Also, show last organization, if known)		DATES OF ACTIVE SERVICE																	
U. S. NAVY U. S. COAST GUARD		<table border="1"> <thead> <tr> <th>DATE ENTERED</th> <th>DATE RELEASED</th> <th>Check one</th> <th>SERVICE NUMBER DURING THIS PERIOD</th> </tr> <tr> <th></th> <th></th> <th>OFF-CEIL</th> <th>EN-LISTED</th> </tr> </thead> <tbody> <tr> <td>66MAR24</td> <td>69DEC19</td> <td></td> <td>XX</td> </tr> <tr> <td>76FEB09</td> <td>80FEB08</td> <td></td> <td>X</td> </tr> </tbody> </table>		DATE ENTERED	DATE RELEASED	Check one	SERVICE NUMBER DURING THIS PERIOD			OFF-CEIL	EN-LISTED	66MAR24	69DEC19		XX	76FEB09	80FEB08		X
DATE ENTERED	DATE RELEASED	Check one	SERVICE NUMBER DURING THIS PERIOD																
		OFF-CEIL	EN-LISTED																
66MAR24	69DEC19		XX																
76FEB09	80FEB08		X																
6. RESERVE SERVICE, PAST OR PRESENT # "None," check here <input type="checkbox"/>																			
a. BRANCH OF SERVICE		b. DATES OF MEMBERSHIP																	
USNR-R		FROM 69DEC20 TO 72MAR23																	
		c. Check one OFF-CEIL <input type="checkbox"/> EN-LISTED <input checked="" type="checkbox"/>																	
		d. SERVICE NUMBER DURING THIS PERIOD																	
		██████████																	
7. NATIONAL GUARD MEMBERSHIP (Check one): <input type="checkbox"/> a. ARMY <input type="checkbox"/> b. AIR FORCE <input type="checkbox"/> c. NONE																			
d. STATE	e. ORGANIZATION	f. DATES OF MEMBERSHIP																	
		FROM TO																	
		g. Check one OFF-CEIL <input type="checkbox"/> EN-LISTED <input type="checkbox"/>																	
		h. SERVICE NUMBER DURING THIS PERIOD																	
8. IS SERVICE PERSON DECEASED		9. IS (WAS) INDIVIDUAL A MILITARY RETIREE OR FLEET RESERVIST																	
<input type="checkbox"/> YES <input type="checkbox"/> NO # "yes," enter date of death.		<input type="checkbox"/> YES <input type="checkbox"/> NO																	
SECTION II - REQUEST																			
1. EXPLAIN WHAT INFORMATION OR DOCUMENTS YOU NEED; OR, CHECK ITEM 2; OR, COMPLETE ITEM 3		2. IF YOU ONLY NEED A STATEMENT OF SERVICE check here <input type="checkbox"/>																	
MEMBER WILL BE DISCHARGED ON THE DATE STATED IN BLOCK #6 AND THE NECESSARY SERVICE FORMS ARE NOT AVAILABLE IN THE MEMBERS SERVICE JACKET.																			
3. LOST SEPARATELY		This contains information normally needed by the surviving next of kin, or by the next of kin, and should be furnished only to the next of kin (Xm).																	

**Figure 1-13.5: Dept of the Air Force separation program numbers (SPN) and separation program designators (SPD) (part 11 of 11)**

<input checked="" type="checkbox"/> AIR FORCE <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/> OFFICER		
SPN/SPD	AUTHORITY	REASON
700	Series as announced by HQ USAF	Early Release Programs.
900	AFR 39-10	Regular Air Force - reenlisting on expiration term of service (ETS).
901	AFR 39-10 AFM 39-9	AF Reserve and Air National Guard enlisting in Regular Air Force on ETS from extended active duty.
902	AFR 39-14	Regular Air Force - reenlisting prior to ETS.
904	AFR 39-14	AF Reserve and Air National Guard enlisting in Regular Air Force prior to ETS.
905	AFR 39-15	Regular Air Force resignation and reenlisting.
908	AFM 35-7	Voluntary retirement of airman with immediate recall to active duty.

Figure 2: **VA Form 3101, Request for Information, (manually-generated) illustrated to show the location of the four basic items of identifying information.**

1A. ADDRESS CODE		VETERANS ADMINISTRATION REQUEST FOR INFORMATION			18. TYPE OF CLAIM	
13 (KPRC)					ORIGINAL EDUCATION	
2. SEPARATION FORMS ON FILE		3. DATA REQUESTED				
<input checked="" type="checkbox"/> 1000 <input type="checkbox"/> 1001		<input checked="" type="checkbox"/> 1002 <input type="checkbox"/> 1003 <input type="checkbox"/> 1004 <input type="checkbox"/> 1005				
4. BRANCH OF SERVICE						
<input checked="" type="checkbox"/> ARMY		<input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> NATIONAL GUARD (Army) <input type="checkbox"/> NATIONAL GUARD (Air) <input type="checkbox"/> OTHER (Specify)
FROM VA Regional Office 1000 Liberty Avenue Pittsburgh, PA 15222			311/213:RH/sj		SS [REDACTED]	
8. LAST NAME - FIRST NAME - MIDDLE INITIAL (Under which served)				9A. ALL SERVICE NOS.		7. INSURANCE NO.
DOE, JOHN L.				[REDACTED]		[REDACTED]
10. DATE OF BIRTH		11. PLACE OF BIRTH		19B. SOCIAL SECURITY NO.		19. DATE OF DEATH
[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]
13. DATE ENTERED ACTIVE DUTY		14. DATE SEPARATED FROM ACTIVE DUTY		15. CHARACTER OF SEPARATION OR DISCHARGE		16. LAST GRADE, RATE OR RANK AND ORGANIZATION
A. 1/14/77		2/28/79		under honorable conditions		1956 COMM GP (AFCS)
B.						
C.						
17. ALLEGED DISEASE OR INJURY		18. DATES OF TREATMENT		19. PLACE OF TREATMENT		20. TYPE (Check) HOSPITAL <input type="checkbox"/>
A.						
B.						

Figure 3: VA Form 3101-4, Request for Information, (computer-generated) illustrated to show the location of the four basic items of identifying information.

ROUT/COLOR-CODE.....C/O DATE.....SEARCHER.....ADDRESS-CODE 12  
SSAN/SN.....NAME.....SVC-CODE REGISTRY-NO.....  
[REDACTED] NORRIS RICHARD P.....PM N 4 214 592 RUN DATE: 03/08/88  
RUN TIME: 16.12  
RUN PAGE: 00552  
INQ PAGE: 00001

=====REQUEST FOR INFORMATION VA FORM 70-3101-4 JUL 1986=====

DATE 03-05-88 VA-INS-NO.....VA-FILE-NO.....  
TYPE-OF-REQUEST ORIGINAL: 1. NAME NORRIS, RICHARD, P  
TYPE-OF-CLAIM DISABILITY 2. SSAN [REDACTED]  
DATA-REQUESTED MEDICAL 3. SERVICE-BRANCH ARMY  
4. DATE-OF-BIRTH [REDACTED]  
5. PLACE-OF-BIRTH ORLANDO FL  
6. DATE-OF-DEATH

VETERANS ADMINISTRATION (452)  
901 GEO. WASHINGTON BLVD  
WICHITA KS 67211 ORIGINATING-UNIT ADJUDICATION 2112

7. ENT ACT DUTY A 09-19-80 B	8. SEP ACT DUTY 09-01-84	9. CHAR [REDACTED]	10. SVC NUMBER [REDACTED]	11. LAST GRADE, RATE, RANK, AND/OR ORGANIZATION O-3 ARMY	12. SEP FOR ON FILE YES
---------------------------------------	--------------------------------	-----------------------	---------------------------------	--	-------------------------------

13. SUBSEQUENT-RES/RET-STATUS NONE 14. TERMINAL-DATE..... 15. REF.....  
16. ALLEGED DISEASE..... 17. ONSET-DATES..... 18. PLACE-OF-DEATH.....

Figure 5: NA Form 13012, Return Slip for VA Inquiry, returning previously sent NA Form 13075.

RETURN SLIP FOR VA INQUIRY

We cannot locate the records needed to reply to your request. Before a more extensive search is made, additional information is required as indicated below.

- Verify branch of service and name used during service (last, first, middle). Furnish ALL names used by the veteran.
- Verify or furnish ALL service numbers and social security number. The service/social security number you gave is assigned to \_\_\_\_\_.
- Furnish in item 21 dates of any service (active, Reserve or National Guard) after date(s) shown in item 14. Include branch of service for dates shown. If National Guard, furnish name of state.
- Furnish in items 22a through 22c present status of individual, i.e., Reserve, Retired, etc.
- Furnish date and place of entry into service.
- Furnish home address at time of entry into service (street, city, county, state).
- Please furnish copy of latest separation form on file.
- If veteran received inpatient treatment, furnish name of hospital and approximate dates of hospitalization. If not, furnish full organizational designation (unit and subunit) to which assigned at time of illness or injury.
- Furnish full organizational designations (units and subunits) and approximate dates of assignment thereto.
- If veteran has any documents (i.e., Special Orders, letters, commendation, etc) pertaining to his military service, suggest he submit copies in support of his claim. Any documents submitted could facilitate search of auxiliary records.

Other NA Form 13075 was not completed as requested. Please complete specific items checked on attached NA Form 13075 and return.

NATIONAL PERSONNEL RECORDS CENTER, NARA  
(Military Personnel Records)  
9700 Page Boulevard  
St. Louis, Missouri 63132

NCP Mo-M G. Green  
Date 3/11/88

PLEASE RETURN THIS FORM WITH YOUR REPLY

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA FORM 13012 (9-85)

**Figure 6: Codes for AFEES and Major Commands Responsible for Control and Issuance of Temporary Identification Numbers (TIN)**

Code	Location
01	Montgomery, AL
02	Phoenix, AZ
03	Little Rock, AR
04	Fresno, CA
05	Los Angeles, CA
06	Oakland, CA
07	Denver, CO
08	New Haven, CT
09	Jacksonville, FL
10	Coral Gables, FL
11	Atlanta, GA

Code	Location
44	Columbus, OH
45	Oklahoma City, OK
46	Portland, OR
47	Harrisburg, PA
48	Philadelphia, PA
49	Pittsburgh, PA
50	Wilkes-Barre, PA
51	Providence, RI
52	Columbia, SC
53	Sioux Falls, SD
54	Knoxville, TN



12	Boise, ID
13	Chicago, IL
14	Indianapolis, IN
15	Des Moines, IA
16	Ashland, KY
17	Louisville, KY
18	New Orleans, LA
19	Shreveport, LA
20	Bangor, ME
21	Portland, ME
22	Baltimore, MD
23	Boston, MA
24	Springfield, MA
25	Detroit, MI

55	Memphis, TN
56	Nashville, TN
57	Abilene, TX
58	Amarillo, TX
59	Dallas, TX
60	El Paso, TX
61	Houston, TX
62	San Antonio, TX
63	Salt Lake City, UT
64	Richmond, VA
65	Roanoke, VA
66	Seattle, WA
67	Spokane, WA
68	Beckley, WV

26	Minneapolis, MN
27	Jackson, MS
28	Kansas City, MO
29	St. Louis, MO
30	Butte, MT
31	Omaha, NE
32	Manchester, NH
33	Newark, NJ
34	Albuquerque, NM
35	Albany, NY
36	Buffalo, NY
37	New York City, NY
38	Syracuse, NY

69	Fairmount, WV
70	Milwaukee, WI
74	Ft. Hamilton, NY
79 1	First US Army
79 2	Third US Army
79 3	Fourth US Army
79 4	Fifth US Army
79 5	Sixth US Army
79 6	USAREUR
79 7	USARPAC
79 8	USARSO (Panama)
79 9	USARSO (Puerto Rico)
80 0	USARAL

39	Charlotte, NC
40	Raleigh, NC
41	Fargo, ND
42	Cincinnati, OH
43	Cleveland, OH

80 1	MDW
80 2	USARCPC
80 3	USAAC
80 4	NGB

Figure 6: NA Form 13054, Return of Inquiry

RETURN OF INQUIRY	
#1	<input type="checkbox"/> We are unable to answer your request as written, because it lacks sufficient information and/or an appropriate signature. Please complete the attached Standard Form 180 to the best of your ability and return it to this Center. Be sure also to return this form, the original request, and any other attached papers. Please pay particular attention to any part of the Standard Form 180 that might be checked or circled.
#2	<input type="checkbox"/> We have also enclosed NA Form 13075 and/or NA Form 13055. After you complete the SF 180, you may also need to fill out one or both of these. The NA Forms 13075 and 13055 are needed ONLY if you want information or papers concerning a person who was discharged from the Army before 1960; or was discharged from the Air Force before 1964 and has a last name that comes alphabetically between Hubbard, James E. and Z. The records of such veterans may have been lost in the fire here in 1973. If so, the additional information will be needed to locate alternate sources of information which may enable this Center to reconstruct service/medical record data lost in the fire. <ul style="list-style-type: none"> <li>a. Fill out NA Form 13075 if you are asking for papers or information from a military service record, such as verification of dates and character of service.</li> <li>b. Fill out NA Form 13055 if you need information concerning medical treatment while in service.</li> </ul>
#3	<input type="checkbox"/> If the requested record was probably lost in the fire, as described above, AND you are requesting medals/awards, please send us a copy of the separation document (WD AGO Form 53-55, DD Form 214, etc.) and/or any copies of award citations, if available. These documents will help us to verify entitlement to the medal(s)/award(s), and if you can provide such documentation for all of the requested medals/awards, you will not need to complete the NA Form 13075. Even if you can provide such documentation, you will still need to fill out the NA Form 13075 if you need other assistance besides medals/awards.
#4	<input type="checkbox"/> Please fill out the enclosed NA Form 13055 or NA Form 13042 and return it to us along with this form, your original request, and any other attached papers.
#5	<input type="checkbox"/> Department of Defense Directive 5400.11 Encl. 5 prohibits furnishing the public with rosters (lists) or compilations of names and home addresses, or single addresses of current or former service members. We are sorry, therefore, that we are unable to furnish the information requested.
#6	<input type="checkbox"/> Matters of this kind are under the jurisdiction of the Veterans Administration. Please contact the nearest Veterans Administration Office.
#7	<input type="checkbox"/> Matters of this kind are under the jurisdiction of the office shown below. Please contact that office.
#8	<input type="checkbox"/> This Center has no means of verifying or proving a person's statement that he/she performed no military service. We are, therefore, unable to process your inquiry.
#9	<input type="checkbox"/> We must have the information that we previously requested before we can search for the records needed to answer your inquiry.
#10	<input type="checkbox"/> Copies of the requested forms are enclosed.
#11	<input type="checkbox"/> The enclosed authorization is not sufficient for this Center to release military personnel or medical records. Please have the veteran sign an authorization (parts 5 and 7 of section II of the attached Standard Form 180), specifying that we can release military records to you/your agency.
#12	<input type="checkbox"/> The military record needed to answer your inquiry is not in our files. If the record were here on July 12, 1973, it would have been in the area that suffered the most damage in the fire here on that date and may have been destroyed. Although there are alternate sources available which often can be used to reconstruct basic military data, these sources do not contain the particular type of information needed in this case. We regret, therefore, that we will not be able to provide the assistance that you have requested.
#13	<input type="checkbox"/> The parent or legal guardian must sign the request if the records needed are those of a minor or a person who has been declared mentally incompetent. The legal guardian should furnish a copy of the court appointment.
NCPM  NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132 DATE:	
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION <span style="float: right;">NA FORM 13054 (REV. 7-88)</span>	

---

## File Without Action (FWOA) Guidelines and Processing True Duplicates

*Date Posted in CRG: 10/21/2013*

---

### Background

Tracking duplicate requests in the Case Management Reporting System (CMRS) is easy and comprehensive. Once the duplicate request(s) is located, certain conditions will determine if the technician should work it or file it without action (FWOA). The information below will help in this decision-making process:

### Reasons to consider FWOA:

**NOTE: Do NOT file without action a Congressional request unless you contact the caseworker to get permission to close it.**

**NOTE: For all FWOAs, you must include in the CMRS Note Applet the action(s) taken and reference the Service Request (SR) Number where your **COMPLETE** reply is located.**

1. The requester gives you permission to close the request by telephone or email. **See second note above.**
2. You receive a Congressional and a Routine Request that ask for the same information/document(s) from the same service member's record. Call the individual, who submitted the Routine Request, and explain that you will respond to the Congressional Request and ask for permission to close the Routine Request.

Under the Routine SR Number, update CMRS Note Applet with the outcome of your conversation with requester, as well as under the Congressional SR Number. Make sure to reference the Routine SR Number under the Congressional SR Number and the Congressional SR Number under the Routine SR Number. **See both notes above.**

3. You receive a Congressional Request but you just recently answered a Routine Request that asked for the same information/document(s) from the same service member's record. Call the Congressional Office, and explain to the caseworker that the request from their office is a duplicate of a Routine Request you recently answered and let the caseworker know the information/document(s) you furnished. Ask for permission to close the Congressional SR Number.

Under the Congressional SR Number, as well as the Routine SR Number, update the CMRS Note Applet with the outcome of your conversation with caseworker and reference the Routine SR Number under the Congressional SR Number and the Congressional SR Number under the Routine SR Number. **See both notes above.**

4. You receive two Congressional Requests from two different Congressional Offices (Senate/House of Representatives). They are both on behalf of the same constituent who wants to receive the same information/document(s) from the same service member's record. Call the Congressional Office that submitted the most recent request and explain that the constituent submitted the same request to another Congressional Office (give name of office) and ask caseworker for permission to close duplicate request.

Under each Congressional SR Number, update CMRS Note Applet with the outcome of your conversation with caseworker and include the appropriate Congressional SR Number. If caseworker does not agree to let you close duplicate request, your only other option is to reply to both requests. **See both notes above.**

**NOTE: For all FWOAs, you must include in the CMRS Note Applet the action(s) taken and reference the Service Request (SR) Number that will have your **COMPLETE** reply.**

5. You receive multiple open requests from the same requester. The same address is on each request and the requester wants the same information/document(s) from the same service member's record. Respond to the SR Number that has the search request attached to it and FWOA the other open SR Numbers. **See above note.**
6. You receive multiple open requests and you have a closed request--all are dated within a few days of each other and from the same requester. The same address is on each request and requester wants the same information/document(s) from the same service member's record. FWOA the open requests. **See above note.**
7. You receive multiple open requests from the same requester. The same address is on each request, but each request wants something different. Provide an all-inclusive reply in the SR Number that has the search request attached to it and FWOA the other SR Numbers. Enter in the CMRS Note Applet of each closed SR Number the SR Number you will complete. In the SR Number you will complete, include in the CMRS Note Applet the information/document(s) requested in each closed SR Number and address each item in you reply. **See above note.**
8. Incoming Attachments for non-fire related or fire-related requests do not contain enough information to locate a record after checking all available, pertinent alternate sources for the information. You should contact the requester for additional information

or furnish to requester appropriate form to complete and return. If requester is contacted and cannot furnish any additional information, get permission to close the request. If you cannot reach requester by phone or email, suspend request and send one of the forms and pattern letters or paragraphs indicated in the table below:

<b><i>If additional...</i></b>	<b><i>Then...</i></b>
service information is needed	furnish NA Form 13075 and the following response document when no service information is located: <a href="#">Get PL » Record Not Located » Record Not Located-Sent NA Form 13075.docx</a> . If located service is incomplete, send the following response document: <a href="#">Get PL » Record Not Located » Record not Located-Alternate 13075 Letter.docx</a> .
fire-related medical information is needed	furnish NA Form 13055 and appropriate pattern paragraph: <a href="#">Medical Records»Requesting Additional Information NA 13055 (fire related)</a> or <a href="#">Get PP » Fire Related Records » BIRLS Negative. NA 13055 for VA Claim Only</a> .
non-fire related medical information (for service member or dependent) is needed	furnish NA Form 13042 and appropriate pattern paragraph: <a href="#">Get PP » Medical Records » Treatment Record at Annex » Requesting Additional Information NA 13042</a> .

*For all of the above circumstances, you must suspend the request for 45 days and request will automatically close, or call requester—before the 45 days—to find out if the requester has any additional information to furnish. If not, ask requester for permission to close the request.*

**Processing True Duplicates:**

1. If you are assigned open *duplicate* SR Numbers, inspect the CMRS Search Request Applet to make sure there is no search request attached to the duplicate SR Numbers that you FWOA. You should work the SR Number that has the executed search request; otherwise, the record gets “locked” under a closed FWOA SR Number, and the search request cannot be released until it is re-associated with the SR Number that will be worked.
2. If you have an open SR Number from a service member and another open request(s) for the same service member is assigned to a different technician, check to see which SR Number has the executed search action. If it is yours, have the other open SR Number(s) reassigned to you. However, if the SR Number with the executed search action is assigned to someone else, have your open SR Number(s) reassigned to that technician by your ET or Coach.
3. When an Out of Center date on a closed SR Number is within 14 days of the date of an assigned duplicate open SR Number, you are permitted to FWOA the open SR Number if phone call to requester, notes in the Out of Center CMRS Note Applet, and/or response document indicates the Out of Center SR Number was satisfied.

**When not to FWOA:**

1. If **pending** SR Numbers for the same service member are neither Congressional Requests nor true duplicates, as explained above, they are considered to be “associated requests.” The technician should work these SR Numbers and not FWOA.
2. If a SR Number is assigned to WGUEST and there is no signature page, **Do NOT** FWOA or have the SR Number reassigned to you. Have your Coach or ET cancel the WGUEST SR Number.
3. If a SR Number worked by a technician on another team is closed, but the associated record under that SR Number still shows “In Core,” have any open SR Numbers you may later receive reassigned by your coach or ET to the technician who completed the SR Number. The military record is probably with that person.
4. If a negative reply was previously furnished under a SR Number and there are no notes included to indicate the technician’s effort to search or query available, pertinent alternate sources (such as AAD, BIRLS, VA Index, OR SN and etc) to locate the information/document requested, have your Coach or ET reassign request(s) you may later receive to the previous technician’s Coach or ET.

5. If a request is received without a signature for copies of documents from a Non-Archival record, **DO NOT FWOA**. Call requester or send a blank SF-180 along with a letter explaining we did not receive the proper authorization to release requested information/document(s) and suspend the SR Number for 45 days. If you reach requester by phone, ask requester to fax his/her signature to your Team's fax number and to include your name and SR Number in the fax.
  6. If a request is received without a signature for copies of documents from an Archival OMPF, **DO NOT FWOA**. If the request is for copies of documents from an Archival OMPF that can be identified in Registry (query by service number or name and verify service number matches), order the record and work according to the instructions provided in the [Archival Response Guide](#).
-

# Figure 7: NA Form 13075, Questionnaire About Military Service

## QUESTIONNAIRE ABOUT MILITARY SERVICE

THIS FORM IS USED WHEN MORE INFORMATION IS NEEDED TO LOCATE A RECORD. PLEASE SUPPLY AS MUCH INFORMATION AS POSSIBLE. PLEASE BE SURE TO INCLUDE YOUR ORIGINAL INQUIRY WHEN YOU RETURN THIS FORM: WE DID NOT KEEP A COPY.

NAME(S) USED DURING SERVICE (and nicknames, if any)  
 last first middle

BRANCH OF SERVICE:  ARMY  AIR FORCE  NAVY  MARINE CORPS  COAST GUARD

SERVED AS:  ENLISTED  OFFICER

WAS SERVICE SIX MONTHS ACTIVE DUTY FOR TRAINING ONLY?  YES  NO

SERIAL/SERVICE NUMBER(S): \_\_\_\_\_

MONTH/DAY/YEAR OF BIRTH: \_\_\_\_\_ MONTH/DAY/YEAR OF DEATH: \_\_\_\_\_

CITY AND STATE (OR COUNTRY) WHERE BORN: \_\_\_\_\_

MONTH, DAY, AND YEAR OF ENLISTMENT, INDOCTION, OR COMMISSION: \_\_\_\_\_ CITY AND STATE OF RECRUITING OFFICE, OR NUMBER OF LOCAL SELECTIVE SERVICE BOARD: \_\_\_\_\_ VETERAN'S SELECTIVE SERVICE NUMBER: \_\_\_\_\_

CAMP OR STATION (RECEPTION CENTER) SENT TO AFTER ENLISTMENT OR INDOCTION: \_\_\_\_\_

PLACE OF BASIC TRAINING (SHOW "OUTFIT" AND CAMP OR STATION): \_\_\_\_\_

HOME ADDRESS	AT TIME OF ENTRY INTO SERVICE	AT TIME OF RELEASE FROM ACTIVE DUTY
	STREET: _____ CITY: _____	STREET: _____ CITY: _____
	COUNTY: _____ STATE: _____	COUNTY: _____ STATE: _____

LIST BELOW ALL UNITS OR "OUTFITS" SERVED WITH DURING MILITARY SERVICE. SHOW COMPLETE ORGANIZATIONAL DESIGNATION (COMPANY OR BATTERY, BATTALION, AND REGIMENT, SQUADRON, GROUP, AND WING, ETC.). ALSO SHOW GEOGRAPHICAL LOCATION (CAMP, BASE, AND COUNTRY). INDICATE ANY REENLISTMENT AND DATE.

OUTFIT, LOCATION, AND DATE RELEASED FROM ACTIVE DUTY:	INCLUSIVE DATES (MONTH/DAY/YEAR)
	FROM TO

IF YOU HAVE PAPERS THAT PERTAIN TO THE PERIOD(S) OF SERVICE LISTED ABOVE, PLEASE SEND US COPIES. FOR EXAMPLE: SEPARATION DOCUMENT(S), ORDERS, AWARD CITATIONS, OR ENVELOPES WITH A MILITARY RETURN ADDRESS. YOU MAY BE ABLE TO OBTAIN A COPY OF THE REPORT OF SEPARATION FROM A FORMER EMPLOYER OR THE RECORDER'S OFFICE OF THE CITY OR COUNTY WHERE THE VETERAN LIVED JUST AFTER SEPARATION/DISCHARGE.

DID THE VETERAN EVER:

- FILE A CLAIM FOR VETERANS ADMINISTRATION BENEFITS?  NO  YES IF YES, SHOW CLAIM NUMBER: \_\_\_\_\_ AND CITY AND STATE WHERE CLAIM WAS FILED: \_\_\_\_\_
- SERVE IN THE RESERVES AFTER RELEASE FROM THE PERIOD OF ACTIVE DUTY SHOWN ABOVE?  NO  YES IF YES, SHOW MONTH AND YEAR FROM: \_\_\_\_\_ TO: \_\_\_\_\_ AND BRANCH OF SERVICE IF DIFFERENT FROM ABOVE: \_\_\_\_\_
- RECEIVE A STATE BONUS FOR MILITARY SERVICE?  NO  YES IF YES, SHOW STATE: \_\_\_\_\_ AND MONTH AND YEAR PAID: \_\_\_\_\_
- SERVE IN THE NATIONAL GUARD?  NO  YES IF YES, SHOW STATE: \_\_\_\_\_ AND MONTH/YEAR SERVED FROM: \_\_\_\_\_ TO: \_\_\_\_\_
- RETIRE FROM MILITARY SERVICE?  NO  YES IF YES, SHOW MONTH/YEAR RETIRED: \_\_\_\_\_
- HAVE ACTIVE DUTY IN ANY OTHER MILITARY SERVICE BRANCH IN LATER YEARS?  NO  YES IF YES, SHOW BRANCH: \_\_\_\_\_ AND MONTH/YEAR FROM: \_\_\_\_\_ TO: \_\_\_\_\_
- WORK FOR THE FEDERAL GOVERNMENT AS A CIVILIAN?  NO  YES IF YES, SHOW AGENCY: \_\_\_\_\_ AND MONTH/YEAR EMPLOYED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PLEASE SHOW PHONE NUMBER (Including Area Code) WHERE YOU MAY BE REACHED DURING THE DAY: \_\_\_\_\_

PURPOSE FOR WHICH INFORMATION OR DOCUMENTS ARE NEEDED: \_\_\_\_\_

SIGNATURE OF VETERAN (or next of kin if veteran is deceased, such as unmarried widow or widower, daughter or son, mother or father, sister or brother): \_\_\_\_\_

RELATIONSHIP TO DECEASED VETERAN: \_\_\_\_\_ VETERAN'S SOCIAL SECURITY NUMBER: \_\_\_\_\_

--- PLEASE REMEMBER TO RETURN YOUR ORIGINAL INQUIRY ---

TODAY'S DATE: \_\_\_\_\_

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION: Authority for the collection of the information is 44 U.S.C. 2907 and 3102 and E.O. 9297 of November 22, 1983. Disclosure of the information is required. The disclosure purposes of the information is to assist the National Personnel Records Center in locating and verifying the completeness of the individual records of information to answer your inquiry. Release uses of the information is established and determined in accordance with 5 U.S.C. 552A. (E) (1) (D) includes the transfer of records information to appropriate Federal, State, local, or foreign agencies for use in civil, criminal, or regulatory investigations or prosecution. In addition, this form and its data with the appropriate military or civilian records and may be transferred along with the records to another agency in accordance with the terms established by the agency which transmits the records. If the requested information is not provided, it may not be possible to answer your inquiry.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 13075 (REV. 10-88)



# FIREARMS PERMIT

---

If request is from a law-enforcement office for service data for the purpose of granting a firearms permit, send requested data. (Routine use-law enforcement)

---

**Source:** [NPRC 1865.16, Appendix A](#)

---

---

# Flight/Flight Training Records

---

## AIR FORCE

Air Force officer flight records and flight training records may be located within the service record; however, they are more likely to be found in NPRC's collection of microfilmed organizational records.

**NOTE:** Flight *training* records should NOT be confused with officer flight records, which provide a cumulative total of the officer's career flying time. Flight training records are usually documented by and within the early years of an officer's career, and may be included in the flight records.

If the request pertains to records (either type) from 1911 through 1995, request an OR search. Provide OR section with the veteran's name and service/social security number and the LAST MONTH AND YEAR flown, if known. If only the last year is known, request a search of the month of December. NOTE: The Air Force has not created flight records since 1995.

If requester insists on additional searches (by month/year), use pattern paragraph Personnel Related Information >> Flight Records - Air Force Officer to advise requester that additional records will be made available for review on-site at this Center.

---

**Source:** [NPRC 1865.68](#) & [NPRC 1865.120](#)

---

## ARMY

**Note:** NPRC Memo 1865.68, Figure 1, Item 5 shows that flight training records from 1969-1979 are available at Fort Rucker, AL. Recently, the Chief of Records Management at Fort Rucker indicated that there are no flight training records from 1969-1979 or for any other period available at Fort Rucker. The flight training records are given to the soldier at graduation. If he/she does not graduate, any records are deleted or destroyed, and nothing is given to the soldier. [NPRC 1865.68](#) will be updated at a later date.

---

**Source:** [NPRC 1865.68](#)

---

## NAVY AND MARINE CORPS

If (only) **Aviation Training Jackets (ATJs)** are requested, advise the requestor to contact: the Navy [\[00453\]](#): CNATRA, Chief of Naval Air Training, 250 Lexington Boulevard, Suite 102, Corpus Christi, TX 78419-5941. Don't confuse these records with Navy flight records: see information regarding Navy flight records.

Per OPNAVINST 3710.7U, para 10.5.1.2, "...information needed to reconstruct a lost or destroyed OPNAV 3760/31, Aviators Flight Log Book, can be regenerated from the NALDA database and may be obtained by e-mailing a request to NAVAIRSYSCOM, at [naldahlp@logistics.navair.navy.mil](mailto:naldahlp@logistics.navair.navy.mil)."

**Naval Air Systems Command (NAVAIRSYSCOM)** recreates log books for all Navy and USMC aviators past and present. They have detailed flight records for both officers and enlisted back to January 1988, and annual summaries for officers only for years prior to January 1988. Any veteran

who needs assistance in this area should send email to the email address provided above or in the table.

Mailing address: They prefer to keep all correspondence via email.

**Source:** SECNAVINST 5212.5D, 22 April 1998

**See the following table to assist in determining the disposition of flight/flight training records for each branch of the military:**

FLIGHT RECORDS		FLIGHT TRAINING RECORDS
<b>WHAT ARE THEY?</b>		
Documentation of flying time, including aircraft type, hours flown, & cumulative career flying time.		Documentation of training only. Does not include flying time, aircraft type, cumulative hours, etc.
<b>WHERE ARE THEY?</b>		
<b>AIR FORCE</b>		
<p>Officers only; no enlisted records retained</p> <p>May be in OMPF</p> <p>1911-1995 may be on microfilm/microfiche in OR</p> <p>After 1995, flight records were given to veteran at separation</p>		<p>Officers only; no enlisted records retained</p> <p>May be contained in flight records in OR</p> <p>If not in flight records, no other source</p>
<b>ARMY</b>		
<p>Officers only; no enlisted records retained</p> <p>Prior to 1998, may be in OMPF</p> <p>If DPRIS record, search Professional History Group</p> <p>Flight records may also contain flight training records</p> <p>Members with current military status should contact their Military Aviation Unit</p> <p>After 1998, given to veteran at separation; no duplicate records available</p>		<p>Officers only; no enlisted records retained</p> <p>Given to individual upon graduation. If individual did not graduate, training records destroyed</p> <p>If available, summary documents may be included in flight records</p> <p>If not in flight records, no other source</p>

**NAVY/MARINE CORPS**

Either destroyed or given to veteran at separation. May be recreated by contacting NAVAIRSYSCOM at [naldahlp@logistics.navair.navy.mil](mailto:naldahlp@logistics.navair.navy.mil)

Officer and enlisted training records only (no flight records, manifests, passenger lists, etc) may be at [\[00453\]](#): CNATRA , Chief of Naval Air Training, 250 Lexington Boulevard, Suite 102, Corpus Christi, TX 78419-5941, but destroyed after 50 years

May also have been given to veteran at separation

---

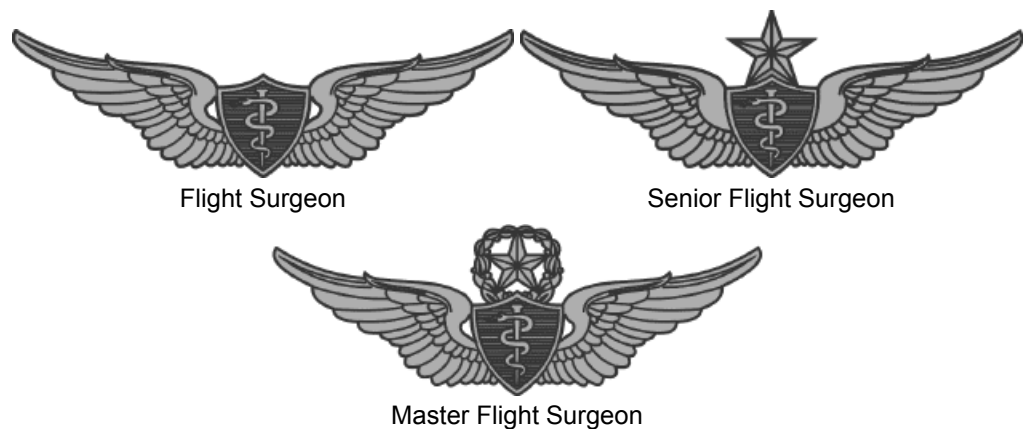
**Source:** [NPRC 1865.68](#) & [NPRC 1865.120](#)

---

- Y [Index Chart](#)
- Y [Air Force Medals Sidebar](#)

- 
- Y [Air Medal](#)
  - Y [American Campaign Medal](#)
  - Y [American Defense Service Medal](#)
  - Y [Antarctica Service Medal](#)
  - Y [Armed Forces Expeditionary Medal](#)
  - Y [Armed Forces Reserve Medal](#)
  - Y [Army Aviator Badge](#)
  - Y [Army Commendation Medal](#)
  - Y [Army of Occupation of Germany WWI](#)
  - Y [Army of Occupation Medal WWII](#)
  - Y [Asiatic Pacific Campaign Medal](#)
  - Y [Aviation \(Aircraft Crewmember\) Badge](#)
  - Y [Belgian Fourragère](#)
  - Y [Bronze Star Medal](#)
  - Y [Combat Infantryman Badge](#)
  - Y [Combat Medical Badge](#)
  - Y [Commendation Ribbon w/Metal Pendant](#)
  - Y [Distinguished Flying Cross](#)
  - Y [Distinguished Service Cross](#)
  - Y [Distinguished Service Medal](#)
  - Y [Distinguished Unit Citation](#)
  - Y [Diver Badges](#)
  - Y [Drill Sergeant Identification Badge](#)
  - Y [Driver and Mechanic Badge](#)
  - Y [European African Middle Eastern Campaign Medal](#)
  - Y [Expert Infantryman Badge](#)
  - Y [Explosive Ordnance Disposal Badges](#)
  - Y [Flight Surgeon Badges](#)
  - Y [French Fourragère](#)
  - Y [Glider Badge](#)
  - Y [Gold Star Lapel Button](#)
  - Y [Good Conduct Medal](#)
  - Y [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  - Y [Honorable Service Lapel Button WWII](#)

## Flight Surgeon Badges



The Flight Surgeon Badge is awarded to any Army Medical Corps officer who satisfactorily completes the training and other requirements prescribed by [AR 600-105](#). There are three levels of Flight Surgeon Badges authorized for award:

The Flight Surgeon Badge (originally approved as the Aviation Medical Officer Badge)

The Senior Flight Surgeon Badge (formerly the Flight Surgeon)

Master Flight Surgeon Badge (formerly the Senior Flight Surgeon)

The Flight Surgeon Badge may be awarded by The Commanding General, U.S. Army Aviation Center and Fort Rucker. The badge is awarded to those U.S. medical officers who have been awarded an aeronautical designation per AR 600-105, and to foreign military personnel who complete the training and the requirements prescribed by AR 600-105. All other awards will be made by The Surgeon General.

Senior and Master Flight Surgeon Badges (established 12 August 1963) may be awarded by The Surgeon General or the Chief, National Guard Bureau to National Guard personnel.

The Flight Surgeon Badge was established on 28 December 1956

Authorized Device/Appurtenance: None

Dates Authorized: Korea

Type of award: Skill Badge

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 8-18](#)

- ÿ [Korea Defense Service Medal](#)
  - ÿ [Korean Service Medal](#)
  
  - ÿ [Legion of Merit](#)
  
  - ÿ [Medal of Honor](#)
  - ÿ [Medal of Humane Action](#)
  - ÿ [Meritorious Unit Commendation](#)
  - ÿ [Mexican Border Service Medal](#)
  - ÿ [Mexican Service Medal](#)
  
  - ÿ [National Defense Service Medal](#)
  - ÿ [Netherlands Orange Lanyard](#)
  
  - ÿ [Parachute Rigger Badge](#)
  - ÿ [Parachutist Badges](#)
  - ÿ [Pearl Harbor Commemorative Medal](#)
  - ÿ [Philippine Defense Ribbon](#)
  - ÿ [Philippine Independence Ribbon](#)
  - ÿ [Philippine Liberation Ribbon](#)
  - ÿ [Philippine Republic Presidential Unit Citation](#)
  - ÿ [Presidential Unit Citation](#)
  - ÿ [Prisoner of War Medal](#)
  - ÿ [Purple Heart Medal](#)
  
  - ÿ [Ranger Tab](#)
  - ÿ [Republic of Korea Korean War Service Medal](#)
  - ÿ [Republic of Korea Presidential Unit Citation](#)
  
  - ÿ [Silver Star](#)
  - ÿ [Soldier's Medal](#)
  - ÿ [Special Forces Tab](#)
  
  - ÿ [United Nations Medal](#)
  - ÿ [United Nations Service Medal](#)
  
  - ÿ [Women's Army Corps Service Medal](#)
  - ÿ [World War I Victory Button](#)
  - ÿ [World War I Victory Medal](#)
  - ÿ [World War II Victory Medal](#)
- 
- ÿ [Arrowhead](#)
  - ÿ [Berlin Airlift Device](#)
  - ÿ [Clasps](#)
  - ÿ [Numerals](#)
  - ÿ [Oak Leaf Cluster](#)
  - ÿ [Service Star](#)
  - ÿ [Ten-Year Device](#)
  - ÿ ["V" Device](#)
  - ÿ [Weapons Qualification](#)

# Flight Record

**Details:** Collection of officer flight records and flight training records.

- Branches: Air Force
- Timeframe: 1911-1995

**How to request:** Create an OR search request through CMRS.

*Samples of documents returned to technician:*

**Sample of Individual Flight Record**

NO. 1  
(Rev. 6 Aug. 49)

# INDIVIDUAL FLIGHT RECORD

## PILOT

(1) SHEET NO. 27

(2) PERIOD OR April YEAR 1949

PREPARING ORGANIZATION		(6) ORIG. EXPI. DATE	(9) NAME: LAST FIRST MIDDLE	
18th Ftr Wg 67th Ftr Sqdn		Pilot 8 Sep 44	BREWER, OWEN T.	
(3) AF OR COMAND	(4) GR (GROUP OR SQ)	(7) PRESENT RATING & DATE	(10) YEAR OF BIRTH	(11) GRADE
18th Ftr Wg	67th Ftr Sqdn	Pilot 8 Sep 44	[REDACTED]	2nd Lt. READ
(5) STATION		(8) TYPE INST. CEST. & DATE	(12) A.S.R.	
CAF B APO 74		White 24 Jan 48	AO-941716	

TABLE I

DATE	AIRCRAFT TYPE MODEL SERIES	MISSION SYMBOL	NO. LANDING	CLASSIFICATION OF FIRST-PILOT-FLYING-TIME												COMMAND PILOT	CO-PILOT	TD	FROM
				FIRST PILOT		DAY			NIGHT			HOOD	C	CP					
				P	IP	CONTACT	WEATHER INSTR.	OVER THE TOP	CONTACT	WEATHER INSTR.	OVER THE TOP								
17	18	19	20	21	22	23	24	25	26	27	28								
5	P-51D	T-12N	1	2:30		1:45				0:45									
5	P-51D	T-16	1	0:30		0:30													
6	P-51D	T-9	1	5:10		5:10													
7	P-51D	T-16	1	2:15		2:15													
7	P-51D	T-14G	1	1:30		1:30													
8	P-51D	T-12F	1	2:45		2:45													
12	P-51D	T-14A	1	2:15		1:15						1:00							
13	P-51D	T-14A	1	1:50		1:35						0:15							
13	P-51D	T-14A	1	1:30		1:30													
13	P-51D	T-12F	1	2:30						2:30									
19	P-6P	T-15	1		1:00	1:00													
19	P-6P	T-15	1	1:00		0:10						0:50							
21	P-51D	T-15	1	2:00		1:30						0:30							
22	P-51D	T-14	1	2:05		1:20						0:45							
25	P-51D	T-15	1	2:10		1:10						1:00							
25	P-51D	T-12N	1	2:10						2:10									
26	P-51D	T-14G	1	2:00		1:40						0:20							
27	P-51D	T-15	1	2:00		1:30						0:30							
29	P-51D	T-1	1	1:35		1:35													
25	T-5E	S-27	6	1:15		1:15													

\*\*\*CLOSED OUT, END OF MONTH\*\*\*

(30) TOTALS THIS SHEET	39	1	29		5		5											
(31) AIRCRAFT FORWARDED FROM SHEET NO. 26	642	39	572	19	3	40	0	1	75	0	30							
(32) TOTALS TO DATE	681	40	604	19	3	75	0	1	80	0	30							
(33) TYPED NAME OF OPERATIONS OFFICER CERTIFYING	WILLIAM L. WARD										(34) SIGNATURE OF OPERATIONS OFFICER	[Signature]						
											(35) GRADE	Capt.						





# Examples of Officer Appointment Letters

## Source of Commission: Service Academy

DAPC-OPD-PA-SAA

5 June 1974

SUBJECT: Appointment as a Second Lieutenant in the Regular Army

Second Lieutenant [REDACTED]  
United States Military Academy  
West Point, New York 10996

1. The President of the United States has appointed you a second lieutenant in the Regular Army, effective and with rank from 5 June 1974. Your Social

## Source of Commission: Reserve Officer Training Corps (ROTC)



DEPARTMENT OF THE ARMY  
HEADQUARTERS  
FIRST ROTC REGION  
FORT BRAGG, NORTH CAROLINA 28307-

ATOA-PA-C

13 JUN 1980

SUBJECT: Appointment as a Reserve Commissioned Officer of the Army Under Title 10, United States Code, Sections 591, 593, 2104, 2106 and 2107

THRU: Professor of Military Science  
Polytechnic Institute of New York  
Brooklyn, New York 11201

Branch of service  
to which assigned: CM

TO: Second Lieutenant [REDACTED]  
[REDACTED]  
[REDACTED]

1. The Secretary of the Army has directed that you be informed that by direction of the President you are appointed a Reserve commissioned officer of the United States Army, effective on your acceptance, in the grade shown in address above.



# FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Last Updated: 12/4/2014

## REMINDER

If the requested record is archival, the instructions below do NOT apply.

Follow the procedures in the [Archival Response Guide](#).

The Freedom of Information Act (FOIA) provides the public access to Federal records except for those protected from disclosure by one of nine exceptions in the law or by one of three special record exclusions. Exemption 6 of the FOIA allows the government to withhold information from personnel and medical files that would constitute a clearly unwarranted invasion of personal privacy. According to the Department of Defense (DOD), information not considered an unwarranted invasion of privacy and releasable by NPRC is shown on the below list, [INFORMATION THAT CAN BE RELEASED UNDER FOIA](#). A FOIA request may not always cite "FOIA"; the inquiries may also be identified by references to Public Law 93-502, or 5 U.S.C. 552 (or a CFR citation, such as 32 CFR 806).

Note: If the request is from a reporter or media outlet, see also the [Media Cases or Special Inquiries](#) of this guide.

If a request is asking for SPECIFIC information that is releasable under FOIA, provide only what is requested. Do not routinely provide all data that is covered under FOIA.

If a routine request cites FOIA and asks only for specific documents or information that are NOT releasable under FOIA, the request may be returned if it lacks the release authorization of the veteran or NOK. This is NOT considered a denial. See [1865.16, par. 9](#).

For inquiries in which the information requested is partially releasable, process the request as shown below:

### ARMY RECORDS:

Provide the releasable information to the requester and forward the request and the record to the office shown below. Be sure to inform requester of referral.

[\[00148\]](#)

Department of the Army  
Army Human Resources Command  
Attn: AHRC-PDR-H  
1600 Spearhead Division Avenue Dept 420  
Fort Knox, KY 40122-5402

### AIR FORCE RECORDS:

Provide the releasable information to the requester and forward the request and the record to the office shown below. Be sure to inform requester of referral.

[\[00143\]](#)

HQ AFPC/DS1F (FOIA)  
550 C Street W  
JBSA-Randolph AFB, TX 78150

#### NAVY MEDICAL RECORDS:

Provide the releasable information to the requester and forward the request and the record to [\[00168\]](#): Navy Personnel Command, PERS 312B RM 354, 1 Archives Drive, St Louis, MO 63138. Be sure to notify the requester of the referral.

#### NAVY PERSONNEL RECORDS:

Provide the releasable information to the requester and refer the request and the record to [\[00166\]](#): Commander, Navy Personnel Command, PERS-312 Records Support Branch, 5720 Integrity Drive, Millington, TN 38055-3120. Be sure to notify the requester of the referral.

#### MARINE CORPS RECORDS:

Provide the releasable information to the requester and forward the request and the record to [\[00176\]](#): Commandant of the Marine Corps, ATTN: Office of Legislative Affairs (OLAC), 3000 Marine Corps, Pentagon, Room 4C553, Washington, DC 20350 for Congressional requests and [\[00641\]](#): Commandant of the Marine Corps, HQ, U.S. Marine Corps (MMSB), 2008 Elliot Road, Suite 114, Quantico, VA 22134-5030 for routine requests. Be sure to notify the requester of the referral.

#### COAST GUARD RECORDS:

Provide the releasable information to the requester and forward the request and the record to the office shown below. Be sure to notify the requester of the referral.

 [\[00187\]](#)

Commander, CG Personnel Service Center  
Attn: PSC (BOPS-C-MR)  
2703 Martin Luther King Jr. Ave SE  
Washington, DC 20593-7200

---

## Transcribing Data from the Record

Transcribing data from the record is the safest way to answer a FOIA request. Transcription makes you more conscious of what you're sending and decreases the chance of sending information you should not send. Also, most releasable items can easily be recorded on the FOIA release form.

Please be very careful when responding to third-party FOIA requests when you note that a previous FOIA response was made and is filed in the record. The previous response could have been made when NPRC was using a different listing of releasable information. This different listing included items such as date of birth, marital status, dependents' names and dates of birth, and home address, if deceased. We no longer release that information. If, in order to save time, you use a copy of this previous listing as part of your current response, you will be violating the Privacy Act and DoD regulations. Check that FOIA form in the record! Use the current Form 13164 to make your response.

---

## Sending Documents from the Record

---

Sending documents is often the fastest way to answer a FOIA request. Remember, however, the documents are simply the manner in which you're choosing to provide releasable information. Be careful. It is easy to send a document that provides releasable information and more. You might overlook the unreleasable information or forget to delete it.

Be selective when choosing documents. For example: avoid sending NAVPERS 601, page 9 from a WWII record and NAVPERS 601, page 13 from a PWW record. These are administrative pages on which all sorts of unreleasable information may appear. Conversely, NAVPERS 601, page 5 from a PMM record would be a good choice because it's limited to the history of assignments. Information found on AF documents Forms 7 & 11, and WD66, and Army documents DA Form 20 and DA Form 2-1 may also be copied, but you need to screen them carefully and make necessary deletions. If you use several documents to provide information (DA Form 20 and DA Form 2-1), it is permissible to "cut and paste" to a single sheet (or more, if needed) of information.

When FOIA-releasable information is sent in response to a third-party request in which the requester does not have the release authorization of the veteran or deceased veteran's next of kin, it is important to retain documents to show exactly what information was released. The following guidelines apply:

If the most efficient way to respond is to send copies of record documents (either in addition to the FOIA form or without it), be sure to do one or both of the following:

1. File a copy of each deleted document you send (showing all deletions made) in the OMPF.
  2. If you send any documents that do not require deletions, list those documents in the Request Note applet. Do NOT make file copies of documents that do not contain any deletions.
- 

## The Compromise

---

Most releasable items can easily be recorded on the FOIA release form. But other items-- assignments and their geographical location, decorations--can be time consuming to transcribe especially if the veteran had many years of service. Try the compromise of transcribing as much information as possible and providing as few documents as possible.

---

## INFORMATION THAT CAN BE RELEASED UNDER FOIA

---

### REMINDER

If the requested record is archival, the instructions below do NOT apply.

Follow the procedures in the [Archival Response Guide](#).

**NAME:** Last, first, and complete middle name (or initial if not shown)

**BRANCH/COMPONENT OF SERVICE:** Provide the appropriate branch, component, or both (e.g. United States Air Force [*branch*] Reserve [*component*]).

**SERIAL/SERVICE NUMBERS:** ALL service numbers, to include any prefix, such as AR, AF, US, BR, B, etc.

NOTE: Social Security Numbers are **NOT** serial or service numbers. SSNs are identifiers only; they are only identifiers. If military service is under an SSN instead of a serial/service number, type "none." To explain why you provided "none," **copy** and **paste** next to "none" the comment shown in the example below:

*Example*

**BRANCH OF SERVICE AND SERIAL/SERVICE NUMBER(S):** *Army/none*  
 ("None" means the record is filed by the social security number and not releasable.)

**DATES OF SERVICE:** You may run the active and inactive dates together (e.g. January 1, 1966 to December 31, 1972). But in some cases, it is more helpful to show the exact dates of active duty (e.g. June 1, 1966 to May 31, 1968). NOTE: Although not required, "start to finish" dates can be shown: delayed entry (inactive), active duty, and reserve (inactive). Some of these dates will not apply to all veterans.

**DUTY STATUS:** (For example, Discharged, Retired, Died in Service [non-combat related death], Killed in Action, or Died of Wounds)

**RANK/GRADE:** Last rank/grade achieved (*This is the final rank at time of discharge, retirement, or death; if grade [e.g. E-2, O-5] is only available, provide it.*): See Navy and Coast Guard conversion list for ranks ([1775-1969](#), [1970-Present](#)).

**SALARY:** N/A (this information is rarely shown in records). You may choose to refer the requester to the appropriate Defense Finance and Accounting Center.

**SOURCE OF COMMISSION:** This applies to only officers. Look for their "Letter of Appointment," to get this information. If unavailable, show N/A. Since this does NOT apply to enlisted personnel, indicate N/A as your response. Source of Commission is one of four possibilities:

**Service Academy** – United States Military Academy (Army); United States Naval Academy (Navy/Marine Corps); United States Air Force Academy; or United States Coast Guard Academy

**OCS/OTS** – Officer Candidate School/Officer Training School

**ROTC** – Reserve Officer Training Corps

**Direct** – Battlefield Commission during "wartime" or by application (usually for medical doctors, lawyers, etc.)

As for Warrant Officers, their source of commission would be by way of Warrant Officer Candidate School or Direct (by application).

"At the direction of the President of the United States" **IS NOT** a source of commission. See these [examples](#) to help you determine the source of commission.

**PROMOTION SEQUENCE NUMBERS:** N/A (This information is rarely shown in military records. It is found in promotion packets, but these packets are not usually maintained in the service record as a

permanent document. In the majority of cases, the response should be N/A.)

**ASSIGNMENTS AND THEIR GEOGRAPHICAL LOCATIONS:** Provide in the most convenient format. Be sure to black out non-releasable information if copies are used. But do NOT black out reference to an individual's Military Occupation Specialty (MOS), Air Force Specialty Code (AFSC), or Navy Enlisted Classification (NEC)

**MILITARY EDUCATION:** List all military schooling but not specialized training like Code of Conduct, Military Justice, etc. The list will NOT include the final grade or course standing.

**DECORATIONS AND AWARDS:** The acronyms or abbreviations for the decorations/awards must be spelled out. Provide copies of citations, if available. Based on their [criteria](#), include the automatic awards on the FOIA form.

**TRANSCRIPT OF COURTS-MARTIAL TRIALS:** This means records of the proceedings—not orders or entries relating to the court-martial. Your response will be "Not on file," because proceedings are not usually in the record. **Do NOT** use "N/A" ("Not available in the record").

**PHOTOGRAPH:** If any original [photograph](#) is in a record, do NOT provide it to any requester, even if the record contains duplicate photographs. Make a photocopy of the original to furnish to the requester. If the OMPF contains a negative, do NOT take the negative out of its protective sleeve or try to make a print. Follow the procedures in [the Request for Photographs](#) CRG entry.

**PLACE OF ENTRY:** City/state or installation/state (For multiple periods of service, provide each place of entry. Include the year in parenthesis after each place of entry; this is not required but helpful.)

Examples:

St. Louis, MO (1958)/Ft. McCoy, WI (1961)

**PLACE OF SEPARATION:** installation/state (For multiple periods of service, provide each place of separation. Include the year in parenthesis after each place of separation; this is not required but helpful.) See note below for additional information.

Examples:

Ft. McCoy, WI (1964)/Travis AFB, CA (1972)

**NOTE:** Unless reserve or National Guard service requested--for place of separation--use the location at the end of active service (Release/Relief from Active Duty). Add clarification, if needed--not required, but helpful. For example, if you include reserve service (Discharge), enter it like this: Newark, NJ/RCPAC, St. Louis, MO (not physically present).

**IF VETERAN IS DECEASED:**

**PLACE OF BIRTH:** City and state

**DATE OF DEATH:** Month/day/year

**LOCATION OF DEATH:** city and state (country if not the USA)

**PLACE OF BURIAL:** name of cemetery, city, state (country, if not USA)

\* N/A denotes information not available in records



# Automatic Medals and Their Criteria

## World War I

- **WW I Victory Medal** – active service from April 6, 1917 to November 11, 1918

(For each campaign a battle clasp is issued [e.g. Meuse-Argonne with battle clasp] or give Defensive Sector [e.g. Defensive Sector with battle clasp])

- **WW I Victory Button** – active service from April 6, 1917 to November 11, 1918

## World War II

- **Honorable Service Lapel Button World War II** – active service between Sep 8, 1939 and Dec 31, 1946
- **American Defense Service Medal** - Service between September 8, 1939, and December 7, 1941
- **World War II Victory Medal** – active service between Dec 7, 1941 and Dec 31, 1946
- **Bronze Star Medal (BSM)** – if source documents authorize Combat Infantryman Badge (CIB) or Combat Medical Badge (CMB) or if source document shows the BSM and veteran has CIB/CMB, show as Bronze Star Medal w/1st Oak Leaf Cluster

## Post World War II

- **United Nations Service Medal** – if authorized Korean Service Medal (*Do NOT confuse with other United Nations Medals. This medal is specific to Korea.*)
- **National Defense Service Medal** – active (Honorable or Under Honorable Conditions) service during the following periods: June 27, 1950 – July 27, 1954; January 1, 1961 – August 14, 1974; August 2, 1990 – November 30, 1995 and 2001 to date to be determined
- **Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge** – if **Army** veteran is authorized the Vietnam Service Medal (*This award is not automatic for Air Force, Navy, Marine Corps, and Coast Guard veterans.*)
- **Korea Defense Service Medal** – active service in the Republic of Korea from July 28, 1954 to date to be determined

---

Source: [NPRC 1864.113](#)

---

# FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Last Updated: 10/8/2014

## REMINDER

If the requested record is archival, the instructions below do NOT apply.

Follow the procedures in the [Archival Response Guide](#).

The Freedom of Information Act (FOIA) provides the public access to Federal records except for those protected from disclosure by one of nine exceptions in the law or by one of three special record exclusions. Exemption 6 of the FOIA allows the government to withhold information from personnel and medical files that would constitute a clearly unwarranted invasion of personal privacy. According to the Department of Defense (DOD), information not considered an unwarranted invasion of privacy and releasable by NPRC is shown on the below list, [INFORMATION THAT CAN BE RELEASED UNDER FOIA](#). A FOIA request may not always cite "FOIA"; the inquiries may also be identified by references to Public Law 93-502, or 5 U.S.C. 552 (or a CFR citation, such as 32 CFR 806).

Note: If the request is from a reporter or media outlet, see also the [Media Cases or Special Inquiries](#) of this guide.

If a request is asking for SPECIFIC information that is releasable under FOIA, provide only what is requested. Do not routinely provide all data that is covered under FOIA.

If a routine request cites FOIA and asks only for specific documents or information that are NOT releasable under FOIA, the request may be returned if it lacks the release authorization of the veteran or NOK. This is NOT considered a denial. See [1865.16, par. 9](#).

For inquiries in which the information requested is partially releasable, process the request as shown below:

### ARMY RECORDS:

Provide the releasable information to the requester and forward the request and the record to the office shown below. Be sure to inform requester of referral.

[\[00148\]](#)

U.S. Army Human Resources Command  
Army Personnel and Records Division  
ATTN: AHRC-PDR-VIB  
1600 Spearhead Division Avenue Dept 420  
Fort Knox, KY 40122-5402

### AIR FORCE RECORDS:

Provide the releasable information to the requester and forward the request and the record to the office shown below. Be sure to inform requester of referral.

[\[00143\]](#)

HQ, AFPC/DPDXID  
550 C Street West, Suite 48  
Randolph AFB, TX 78150-4750

#### NAVY MEDICAL RECORDS:

Provide the releasable information to the requester and forward the request and the record to [\[00168\]](#): Navy Personnel Command, PERS 312B RM 354, 1 Archives Drive, St Louis, MO 63138. Be sure to notify the requester of the referral.

#### NAVY PERSONNEL RECORDS:

Provide the releasable information to the requester and refer the request and the record to [\[00166\]](#): Commander, Navy Personnel Command, PERS-312 Records Support Branch, 5720 Integrity Drive, Millington, TN 38055-3120. Be sure to notify the requester of the referral.

#### MARINE CORPS RECORDS:

Provide the releasable information to the requester and forward the request and the record to [\[00176\]](#): Commandant of the Marine Corps, ATTN: Office of Legislative Affairs (OLAC), 3000 Marine Corps, Pentagon, Room 4C553, Washington, DC 20350 for Congressional requests and [\[00641\]](#): Commandant of the Marine Corps, ATTN: FOIA/PA Office (ARSF), 2 Navy Annex, Room 3134, Washington, DC 20308-1775 for routine requests. Be sure to notify the requester of the referral.

#### COAST GUARD RECORDS:

Provide the releasable information to the requester and forward the request and the record to the office shown below. Be sure to notify the requester of the referral.

[\[00187\]](#)

Commander, USCG (PSC-BOPS-MR)  
4200 Wilson Blvd, Suite 1100  
Arlington, VA 20598-7200

---

## Transcribing Data from the Record

Transcribing data from the record is the safest way to answer a FOIA request. Transcription makes you more conscious of what you're sending and decreases the chance of sending information you should not send. Also, most releasable items can easily be recorded on the FOIA release form.

Please be very careful when responding to third-party FOIA requests when you note that a previous FOIA response was made and is filed in the record. The previous response could have been made when NPRC was using a different listing of releasable information. This different listing included items such as date of birth, marital status, dependents' names and dates of birth, and home address, if deceased. We no longer release that information. If, in order to save time, you use a copy of this previous listing as part of your current response, you will be violating the Privacy Act and DoD regulations. Check that FOIA form in the record! Use the current Form 13164 to make your response.

---

## Sending Documents from the Record

Sending documents is often the fastest way to answer a FOIA request. Remember, however, the documents are simply the manner in which you're choosing to provide releasable information. Be careful. It is easy to send a document that provides releasable information and more. You might overlook the unreleasable information or forget to delete it.

Be selective when choosing documents. For example: avoid sending NAVPERS 601, page 9 from a WWII record and NAVPERS 601, page 13 from a PWW record. These are administrative pages on which all sorts of unreleasable information may appear. Conversely, NAVPERS 601, page 5 from a PMM record would be a good choice because it's limited to the history of assignments. Information found on AF documents Forms 7 & 11, and WD66, and Army documents DA Form 20 and DA Form 2-1 may also be copied, but you need to screen them carefully and make necessary deletions. If you use several documents to provide information (DA Form 20 and DA Form 2-1), it is permissible to "cut and paste" to a single sheet (or more, if needed) of information.

When FOIA-releasable information is sent in response to a third-party request in which the requester does not have the release authorization of the veteran or deceased veteran's next of kin, it is important to retain documents to show exactly what information was released. The following guidelines apply:

If the most efficient way to respond is to send copies of record documents (either in addition to the FOIA form or without it), be sure to do one or both of the following:

1. File a copy of each deleted document you send (showing all deletions made) in the OMPF.
2. If you send any documents that do not require deletions, list those documents in the Request Note applet. Do NOT make file copies of documents that do not contain any deletions.

---

## The Compromise

---

Most releasable items can easily be recorded on the FOIA release form. But other items-- assignments and their geographical location, decorations--can be time consuming to transcribe especially if the veteran had many years of service. Try the compromise of transcribing as much information as possible and providing as few documents as possible.

---

## INFORMATION THAT CAN BE RELEASED UNDER FOIA

---

### REMINDER

If the requested record is archival, the instructions below do NOT apply.

Follow the procedures in the [Archival Response Guide](#).

**NAME:** Last, first, and complete middle name (or initial if not shown)

**BRANCH/COMPONENT OF SERVICE:** Provide the appropriate branch, component, or both (e.g. United States Air Force [*branch*] Reserve [*component*]).

**SERIAL/SERVICE NUMBERS:** ALL service numbers, to include any prefix, such as AR, AF, US, BR, B, etc.

NOTE: Social Security Numbers are **NOT** serial or service numbers. SSNs are identifiers only; they are only identifiers. If military service is under an SSN instead of a serial/service number, type "none." To explain why you provided "none," **copy and paste** next to "none" the comment shown in the example below:

*Example*

**BRANCH OF SERVICE AND SERIAL/SERVICE NUMBER(S):** *Army/none*  
 ("None" means the record is filed by the social security number and not releasable.)

**DATES OF SERVICE:** You may run the active and inactive dates together (e.g. January 1, 1966 to December 31, 1972). But in some cases, it is more helpful to show the exact dates of active duty (e.g. June 1, 1966 to May 31, 1968). NOTE: Although not required, "start to finish" dates can be shown: delayed entry (inactive), active duty, and (inactive) reserve. Some of these dates will not apply to all veterans.

**DUTY STATUS:** (For example, Discharged, Retired, Died in Service [non-combat related death], Killed in Action, or Died of Wounds)

**RANK/GRADE:** Last rank/grade achieved (*This is the final rank at time of discharge, retirement, or death; if grade [e.g. E-2, O-5] is only available, provide it.*): See Navy and Coast Guard conversion list for ranks ([1775-1969](#), [1970-Present](#)).

**SALARY:** N/A (this information is rarely shown in records). You may choose to refer the requester to the appropriate Defense Finance and Accounting Center.

**SOURCE OF COMMISSION:** This applies to only officers. Look for their "Letter of Appointment," to get this information. If unavailable, show N/A. Since this does NOT apply to enlisted personnel, indicate N/A as your response. Source of Commission is one of four possibilities:

**Service Academy** – United States Military Academy (Army); United States Naval Academy (Navy/Marine Corps); United States Air Force Academy; or United States Coast Guard Academy

**OCS/OTS** – Officer Candidate School/Officer Training School

**ROTC** – Reserve Officer Training Corps

**Direct** – Battlefield Commission during "wartime" or by application (usually for medical doctors, lawyers, etc.)

As for Warrant Officers, their source of commission would be by way of Warrant Officer Candidate School or Direct (by application).

"At the direction of the President of the United States" **IS NOT** a source of commission.

**PROMOTION SEQUENCE NUMBERS:** N/A (This information is rarely shown in military records. It is found in promotion packets, but these packets are not usually maintained in the service record as a permanent document. In the majority of cases, the response should be N/A.)

**ASSIGNMENTS AND THEIR GEOGRAPHICAL LOCATIONS:** Provide in the most convenient format. Be sure to black out non-releasable information if copies are used. But do NOT black out

reference to an individual's Military Occupation Specialty (MOS), Air Force Specialty Code (AFSC), or Navy Enlisted Classification (NEC)

**MILITARY EDUCATION:** List all military schooling but not specialized training like Code of Conduct, Military Justice, etc. The list will NOT include the final grade or course standing.

**DECORATIONS AND AWARDS:** The acronyms or abbreviations for the decorations/awards must be spelled out. Provide copies of citations, if available. Based on their [criteria](#), include the automatic awards on the FOIA form.

**TRANSCRIPT OF COURTS-MARTIAL TRIALS:** This means records of the proceedings—not orders or entries relating to the court-martial. Your response will be "Not on file," because proceedings are not usually in the record. **Do NOT** use "N/A" ("Not available in the record").

**PHOTOGRAPH:** If any original [photograph](#) is in a record, do NOT provide it to any requester, even if the record contains duplicate photographs. Make a photocopy of the original to furnish to the requester. If the OMPF contains a negative, do NOT take the negative out of its protective sleeve or try to make a print. Follow the procedures in [the Request for Photographs](#) CRG entry.

**PLACE OF ENTRY:** City/state or installation/state (For multiple periods of service, provide each place of entry. Include the year in parenthesis after each place of entry; this is not required but helpful.)

Examples:

St. Louis, MO (1958)/Ft. McCoy, WI (1961)

**PLACE OF SEPARATION:** installation/state (For multiple periods of service, provide each place of separation. Include the year in parenthesis after each place of separation; this is not required but helpful.) See note for additional information.

Examples:

Ft. McCoy, WI (1964)/Travis AFB, CA (1972)

**NOTE:** Unless reserve or National Guard service requested--for place of separation--use the location at the end of active service (Release/Relief from Active Duty). Add clarification, if needed--not required, but helpful. For example, if you include reserve service (Discharge), enter it like this: Newark, NJ/RCPAC, St. Louis, MO (not physically present).

**IF VETERAN IS DECEASED:**

**PLACE OF BIRTH:** City and state

**DATE OF DEATH:** Month/day/year

**LOCATION OF DEATH:** city and state (country if not the USA)

**PLACE OF BURIAL:** name of cemetery, city, state (country, if not USA)

\* N/A denotes information not available in records

## World War I

- **WW I Victory Medal** – active service from April 6, 1917 to November 11, 1918

**(For each campaign a battle clasp is issued [e.g. Meuse-Argonne with battle clasp] or give Defensive Sector [e.g. Defensive Sector with battle clasp])**

- **WW I Victory Button** – active service from April 6, 1917 to November 11, 1918

## **World War II**

- **Honorable Service Lapel Button World War II** – active service between Sep 8, 1939 and Dec 31, 1946
- **World War II Victory Medal** – active service between Dec 7, 1941 and Dec 31, 1946
- **Bronze Star Medal (BSM)** – if source documents authorize Combat Infantryman Badge (CIB) or Combat Medical Badge (CMB) or if source document shows the BSM and veteran has CIB/CMB, show as Bronze Star Medal w/1st Oak Leaf Cluster

## **Post World War II**

- **United Nations Service Medal** – if authorized Korean Service Medal (***Do NOT confuse with other United Nations Medals. This medal is specific to Korea.***)
- **National Defense Service Medal** – active (Honorable or Under Honorable Conditions) service during the following periods: June 27, 1950 – July 27, 1954; January 1, 1961 – August 14, 1974; August 2, 1990 – November 30, 1995 and 2001 to date to be determined
- **Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge** – if **Army** veteran is authorized the Vietnam Service Medal (*This award is not automatic for **Air Force, Navy, Marine Corps, and Coast Guard** veterans.*)
- **Korea Defense Service Medal** – active service in the Republic of Korea from July 28, 1954 to date to be determined.

---

Source: [NPRC 1864.113](#)

---

---

# Foreign National Requests

---

**The FNO File.** - A foreign national overseas (FNO) is an employee of the Federal government who is not a U S Citizen and who worked outside of the United States and its territories and possessions. Some FNO records are added to the file after being pulled from other record groups. The FNO file is maintained in alphabetical order. See NPRC 1867.59 for additional details.

Period of service	Location
1951 and prior	Agency Record Groups
1952 - 4/1/1965	Consolidated Record Group
4/1/1965 to present	Registry FNO Files

These cases should be referred to the following address for completion.

[\[00638\]](#)

National Personnel Records Center  
Annex Correspondence Section  
ATTN: AFN-C  
1411 Boulder Boulevard  
Valmeyer, IL 62295

---

Source: NPRC 1867.59

---



Figure 2-22: Form 22A, PA, Personal Record, Army of the Philippines, Page 1 of 5  
Page 2, Page 3, Page 4 and Page 5

CIV. GUER. Q

**PERSONAL RECORD**

ARMY OF THE PHILIPPINES

ZAMORA FRUSTINO BAUTISTA [REDACTED]

(Last Name) (First Name) (Middle Name) (ASN)

BONGABONG NUEVA ECILJA

(City) (Province)

Jd. Guer

(City Address)

Called to duty SAN ISIDRO NUEVA ECILJA on the 15 day of SEPT

Enlisted at

194 3 By CAPT. ELETO For SOUTHERN NUEVA ECILJA SECTOR

(Name of Officer of Authority) (Name, unit, & Br. of Serv.)

for service in the Philippine Army to serve in the grade of PFC.

duration of the war plus 6 months.

**DECLARATION OF APPLICANT**

When and where were you born? [REDACTED] BONGABONG NUEVA ECILJA

(Date) (City) (Province)

How old are you? 20 Years 1 Months 29 days

Are you a citizen of the Philippines? YES, if not what citizenship do you claim? NONE

What is your race? BROWN Nationality? PHILIPINO

Education: number of years, Grammar School NONE High School NONE College NONE

What is your civilian trade or occupation? FARMER

Have you ever been convicted for a felony by a military court? NO

Civil Court? NO. If yes, give details NONE

To the best of your knowledge and belief are you sound and well? YES

Previous military services: active or inactive (reserve-national Guard). NONE

I DECLARE THAT THE ABOVE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

#19 [REDACTED] THUMBMARK

(Signature)

Witness: [Signature]

(Signature)

[Signature]

(Grade & Organization)

Verified at MONTEBAN RIZAL By [Signature]

(Name of APO) (Certifying Officer)

Date [REDACTED] [REDACTED]

FORM 22-A PA 2019-AG Printing Plant-9-18-45-40M

Figure 2-22: Form 22A, PA, Personal Record, Army of the Philippines, Page 1 of 5  
Page 2, Page 3, Page 4 and Page 5

CITY GUER. Q

**PERSONAL RECORD**

ARMY OF THE PHILIPPINES

ZAMORA FRUSTINO BUTISTA [REDACTED]

(Last Name) (First Name) (Middle Name) (ASN)

(City Address) BONGABONG NUEVA ECILJA

(City) (Province)

Called to duty Jd. Guer

Enlisted at SAN ISIDRO NUEVA ECILJA on the 15 day of SEPT

194 3 By CAPT. ELETO For SOUTHERN NUEVA ECILJA SECTOR

(Name of Officer of Authority) (Name, unit, & Br. of Serv.)

for service in the Philippine Army to serve in the grade of PFC.  
duration of the war plus 6 months.

**DECLARATION OF APPLICANT**

When and where were you born? [REDACTED] BONGABONG NUEVA ECILJA

(Date) (City) (Province)

How old are you? 20 Years 1 Months 29 days

Are you a citizen of the Philippines? YES, if not what citizenship do you claim? NONE

What is your race? BROWN Nationality? PHILIPINO

Education: number of years, Grammar School NONE High School NONE College NONE

What is your civilian trade or occupation? FARMER

Have you ever been convicted for a felony by a military court? NO

Civil Court? NO. If yes, give details NONE

To the best of your knowledge and belief are you sound and well? YES

Previous military services: active or inactive (reserve-national Guard). NONE

I DECLARE THAT THE ABOVE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

#19 [REDACTED] THUMBMARK

(Signature)

Witness: [Signature]

(Signature)

[Signature]

(Grade & Organization)

Verified at MONTEBAN RIZAL By [Signature]

(Name of APO) (Certifying Officer)

Date [REDACTED] [REDACTED]

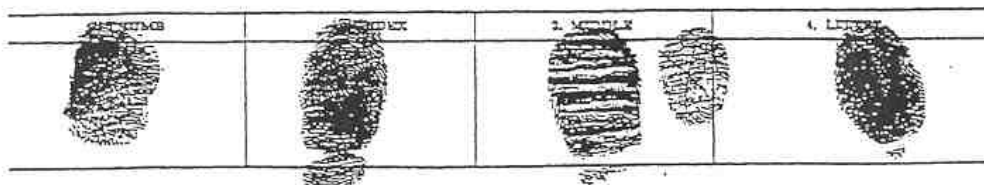
FORM 22-A PA 2019-AG Printing Plant-9-18-45-40M



Figure 2-24: Form 22A, PA, Personal Record, Army of the Philippines, Page 3 of 5

FINGERPRINTS OF RIGHT HAND

Fingerprint impressions will be made in this space in the case of every individual processed for active service in the Army of the Philippines.



OATH AND CERTIFICATE OF ENLISTMENT

Province of \_\_\_\_\_ )  
City, Town, or Military Post \_\_\_\_\_ ) SS

I, \_\_\_\_\_, a citizen of the Philippine Islands do hereby acknowledge to have \_\_\_\_\_  
 \* (voluntarily enlisted on \_\_\_\_\_  
 \* (reported for active duty \_\_\_\_\_  
 day of \_\_\_\_\_ 194\_\_\_\_, as a soldier in the Army of the Philippines for the period of the duration of war plus six months, under the conditions prescribed by law, unless sooner discharged by proper authority; and do also agree to accept from the Commonwealth of the Philippines such bounty, pay, rations, and clothing as are or may be established by law. And I do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States and to the Commonwealth of the Philippines; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I'll obey the orders of the President of the United States and the President, Commonwealth of the Philippines and the orders of the officers appointed over me according to rules and articles of War.

\_\_\_\_\_  
(Signature)

I CERTIFY THAT THE ABOVE OATH WAS SUBSCRIBED AND DULY SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 194\_\_\_\_. I FURTHER CERTIFY THAT THIS SOLDIER WAS MINUTELY INSPECTED BY ME PREVIOUS TO HIS SUBSCRIPTION TO THE OATH; THAT TO THE BEST OF MY JUDGMENT AND BELIEF HE FULFILLS ALL LEGAL REQUIREMENTS; AND THAT IN ENLISTING HIM INTO THE SERVICE OF THE COMMONWEALTH OF THE PHILIPPINES, I HAVE STRICTLY OBSERVED THE REGULATIONS WHICH GOVERN THE RECRUITING SERVICE. I FURTHER CERTIFY THAT THE ABOVE OATH, AS FILLED IN, WAS READ TO THE APPLICANT BEFORE HIS SUBSCRIPTION THERETO:

\_\_\_\_\_  
(Signature-Name Typed - Grade & Org)

\* Strike out words not applicable

Form 22-A

Figure 2-25: Form 22A, PA, Personal Record, Army of the Philippines, Page 4 of 5

NEAREST RELATIVE AND PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

Nearest Relative CELESTINA BAUTISTA  
(Other than wife or minor child)

Relationship: MOTHER Address [REDACTED]  
No. Barrio, Municipality-Province

Person to be Notified in Case of Emergency FLORENTINO ZAMORA  
Name in full

Relationship: FATHER Address [REDACTED]  
If friend, state so No. Barrio, Municipality-Province

NOTES:

1. The purpose of this Form is an acknowledgement of original entry into service, either USAFFE OR GUERRILLA.
2. The Oath is to be administered. Use Enlisted Men's Oath for Enlisted Men, Officer's Oath for Officers as shown on Page 5.
3. Only one (1) copy required—Forward to TAG PA

Form 22-A

2054—AG Printing Plant—3-18-43—10M

Figure 2-26: Form 22A, PA, Personal Record, Army of the Philippines, Page 5 of 5

OATH OF OFFICE

OFFICER PERSONNEL

I, \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)  
 having been appointed a \_\_\_\_\_, Army of the Philippines, on  
 \_\_\_\_\_, 194 \_\_\_\_\_, do solemnly swear (or affirm) that I will support  
 and defend the Constitution of the Philippine Commonwealth and the Constitution of the  
 United States of America against all enemies, foreign or domestic, that I will bear true faith and  
 allegiance to the cause, that I take this obligation freely, without any mental reservation or  
 purpose of evasion; that I will well and faithfully discharge the duties of the office upon which  
 I am about to enter. SO HELP ME GOD.

\_\_\_\_\_  
(Signature)  
 \_\_\_\_\_  
(Grade & Organization / Br of Serv)

SUBSCRIBED AND SWORN TO BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_  
 194 \_\_\_\_\_, at \_\_\_\_\_

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

Figure 2-3. Form N-246 Page 2

APPLICANT: DO NOT FILL OUT THIS PAGE

CERTIFICATION OF MILITARY OR NAVAL SERVICE

- Name correctly shown on front of form.
- Name as shown in records: \_\_\_\_\_

ACTIVE SERVICE

1. ENTERED SERVICE AT	2. ON	3. SERVED TO	4. BRANCH OF SERVICE	5. STATE WHETHER SERVING HONORABLY. IF SEPARATED, STATE WHETHER UNDER HONORABLE CONDITIONS. IF OTHER THAN HONORABLE, GIVE FULL DETAILS. ALWAYS COMPLETE ITEM 11.

RESERVE OR NATIONAL GUARD SERVICE

6. BRANCH OF SERVICE	7. CHECK WHICH		8. BEGAN	9. ENDED	10. STATE WHETHER SERVING HONORABLY. IF SEPARATED, STATE WHETHER UNDER HONORABLE CONDITIONS. IF OTHER THAN HONORABLE, GIVE FULL DETAILS. ALWAYS COMPLETE ITEM 11.
	RESERVE	N. GUARD.			

11. STATEMENT REGARDING ALIENAGE. (Complete this item on ALL cases.)

- Record shows this person WAS NOT discharged on account of alienage.
- Record shows this person WAS discharged on account of alienage. Details: \_\_\_\_\_

12. REMARKS. Use for continuation of any of above items. You should also show in the space below any DEROGATORY INFORMATION in your records relating to the serviceman's character, loyalty to the United States, disciplinary actions, convictions or other matters touching on his fitness for citizenship.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complete this block if subject is a "Lodge Act enlistee" - 64 Stat. 316 (Army). Subsequent to enlistment under Lodge Act on \_\_\_\_\_, subject entered \_\_\_\_\_ (the United States, American Samoa, Swains Island, or the Canal Zone) at the port of \_\_\_\_\_ pursuant to Military orders \_\_\_\_\_ via \_\_\_\_\_

I CERTIFY that the information here given concerning the service of the person named on the face of this form according to the records of \_\_\_\_\_ (Name of department or organization)

[ SEAL ] \_\_\_\_\_ (Official Signature) \_\_\_\_\_  
 Date \_\_\_\_\_, \_\_\_\_\_ By \_\_\_\_\_

Figure 2-2. Form N-426, Request for Certification of Military or Naval Service

Page 2

OMB No. 1115-0022

U.S. Department of Justice  
Immigration and Naturalization Service

Request for Certification of  
Military or Naval Service

ALIEN REGISTRATION NO. _____		DATE OF REQUEST	
<p>For use in connection with my petition for naturalization, please complete the certification of military service on the reverse and furnish it to the office of the Immigration and Naturalization Service shown in the address block below. The information shown below is furnished to help locate and identify my military records. APPLICANT: FURNISH AS MUCH INFORMATION AS POSSIBLE. IF YOU WERE ISSUED A REPORT OF SEPARATION, DD FORM 214, ATTACH A COPY. FILL IN THE BLANKS ON THIS PAGE ONLY. PLEASE TYPE OR PRINT CLEARLY. PRESS FIRMLY--ALL COPIES MUST BE LEGIBLE. (DO NOT USE PENCIL) (SUBMIT IN TRIPLICATE)</p>			
NAME USED DURING ACTIVE SERVICE (Last, first, middle)		SOCIAL SECURITY NO.	DATE OF BIRTH
			PLACE OF BIRTH
<p>For an effective records search, it is important that ALL periods of service be shown below. (Use blank sheet(s) if more space is needed.)</p>			
ACTIVE SERVICE:			
BRANCH OF SERVICE <i>(Show also last organization, if known.)</i>	DATE ENTERED ON ACTIVE DUTY	DATE RELEASED FROM ACTIVE DUTY	CHECK WHICH OFFICER ENLISTED
			SERVICE NUMBER DURING THIS PERIOD
RESERVE OR NATIONAL GUARD SERVICE: <input type="checkbox"/> If none, check <input type="checkbox"/> None			
BRANCH OF SERVICE	CHECK WHICH RESERVE N. GUARD	DATE MEMBERSHIP BEGAN	DATE MEMBERSHIP ENDED
			CHECK WHICH OFFICER ENLISTED
			SERVICE NUMBER DURING THIS PERIOD
ARE YOU A MILITARY RETIREE OR FLEET RESERVIST? <input type="checkbox"/> No <input type="checkbox"/> Yes			
SIGNATURE (Present Name)		PRESENT ADDRESS (Number, Street, City, State and ZIP Code)	

**INSTRUCTIONS TO CERTIFYING OFFICER**

Persons who are serving or have served honorably under specified conditions in the armed forces of the United States, inclusive of the reserve components of the armed forces of the United States, are granted certain exemptions from the general requirements for naturalization. The law requires such service to be established by a duly authenticated copy of the records of the executive department having custody of the record of service, showing whether the serviceman served honorably in an active-duty status, a reserve-duty status, or both, and whether each separation from the service was under honorable conditions. For that purpose, the certified statement on the reverse of this form, executed under the seal of your department, is required and should cover not only the period(s) of service shown above, but any other periods of service (active, reserve, or both) rendered by the serviceman/woman.

The reverse of this form should be completed, or the information called for furnished by separate letter, and the form and letter returned to the office of the Immigration and Naturalization Service at the address in the box immediately below.

Immigration and Naturalization Service

RETURN TO  
 Please type or print complete return address Include ZIP code.



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1824.2  
June 30, 2002

**SUBJECT: List of current local NA and GSA forms controlled by NPRC**

1. **Purpose.** This memorandum transmits a revised list of current local NA and GSA forms that are controlled and maintained by NPRC.
2. **Cancellation.** NPRC 1824.2T is canceled.
3. **General.** Each form listed in the attachment to this memorandum is identified by number, title or description, edition date, and reference (if applicable). This listing includes only those NA and GSA forms controlled by NPRC.
4. **Instructions.** Appendices A and B are attached for the use of all personnel of the National Personnel Records Center as a source of updated NPRC forms information and for obtaining form numbers, titles and current edition dates.

R. L. HINDMAN  
Director

**Appendix A.** List of current local NA forms controlled by NPRC

FORM NO.	TITLE OR DESCRIPTION	EDITION DATE	REFERENCE
NA 13003 (F: 6861)	Request for Amendment(s) to Computer Index	3/98	NPRC 1865.108
NA 13004 (F: 6858)	Request for Computer Search	8/85	NPRC 1865.24, 105, 108
NA 13005 (F: 6875)	Certificate for Lost or Destroyed Discharge/Conservation Corps	10/00	NPRC 1864.106, 1867.32
NA 13006 (F: 6878)	Pay Transcript - Post Office Employee	1/96	NPRC 1867.16
NA 13006A (F: 13067)	Pay Transcript - (Continuation Sheet)	3/86	NPRC 1867.16
NA 13007 (F: 6939)	Inbound Shipment Register	9/85	NPRC 1867.51
NA 13008	Loan or Transfer of Records	02/02	NPRC 1864.113 NPRC

(F: 6963)			1865.6, 12, 38, 47, 52, 84, 87, 98
NA 13010 (F: 6990)	Certification of Discharge from Draft	9/85	NPRC 1864.106, 1865.51
NA 13012 (F: 6998)	Return Slip for VA Inquiry	2/96	NPRC 1865.20, 1865.109
NA 13013 (F: 7013)	File Chargeout Card	9/85	NPRC 1864.112, 1865.2, 31, 1867.38
NA 13015 (F: 7234)	Congressional Control Card	9/85	NPRC 1865.12, 1867.55
NA 13017 (F: 6886)	Reply to Medical Records/X-Ray Requests	3/96	NPRC 1864.107, 1867.26, 27, 55, 1865.112
NA 13018 (F: 7093)	Reply to NPRC Inquiry	5/96	NPRC 1865.2, 1867.5, 13, 1865.107, 111
NA 13018A	Reply to NPRC Inquiry - Telephone Inquiries	8/96	
NA 13018B	Reply to NPRC Inquiry - Telephone Inquiries/ARMY	5/96	
NA 13018E	Reply to NPRC Inquiry - Returned Request/Offer to Forward	8/96	NPRC 1865.49
NA 13018F	Reply to NPRC Inquiry - Returned Request/Offer to Forward (Fire Related)	5/96	NPRC 1865.49
NA 13018G	Reply to NPRC Inquiry - Returned Request/More Information Needed	5/96	
NA 13018H	Reply to NPRC Inquiry - Returned Request/Unable to Forward	8/96	NPRC 1865.49
NA 13018I	Reply to NPRC Inquiry - Requests For Address(es)	8/96	NRPM 89-13, NPRC 1865.49
NA 13018J	Reply to NPRC Inquiry - Requests For Addresses	8/96	NCPM 89-13
NA 13020	Response to Request	9/96	NPRC 1865.110

(F: 7135)	Concerning Entitlement to Awards		
NA 13021 (F: 7149)	Admissibility in Evidence of Copies of Records Authenticated by the NPRC	9/85	NPRC 1864.107
NA 13022 (F: 6880)	Returned Request Form	8/99	NPRC 1867.24, NPRC 1864.113
NA 13023 (F: 7161)	Request for Military Records/Information (VA Files)	7/97	NPRC 1840.8, 1865.112
NA 13024 (F: 7164)	Delay Notice Card	8/96	NPRC 1865.107, 111, 112
NA 13025 (F: 7171)	Return of Medical Records (FL)	9/85	
NA 13026 (F: 7172)	MPR-CPR Request/Reply Form (With Search Report)	2/02	NPRC 1865.105, 111, 112, 113, 1867.26
NA 13027 (F: 6913)	Court Order Requirements	12/99	NPRC 1864.107, 1867.45, 61
NA 13028 (F: 7192)	FOIA Request	6/00	NPRC 1840.8, 1865.105
NA 13029 (F: 7204)	Request for Records (CPR)	8/85	
NA 13031 (F: 7287)	Referral of Outside Applicant	9/86	
NA 13032 (F: 6901)	Reply to Request for Rosters/Addresses	9/96	NPRC 1865.49
NA 13034 (F: 7242)	Notification of Receipt of FOIA Request	1/96	NPRC 1840.8, 1864.113
NA 13035 (F: 7243)	Concealment, Removal, or Mutilation of Records	4/98	NPRC 1864.108, 112, 6060.3
NA 13036 (F: 7245)	Authorization for Release of Military Medical Patient Records	12/99	
NA 13037 (F: 7275)	Transcript/Statement of Federal Service	9/85	NPRC 1867.5,7, 10, 18, 32, 47

NA 13038 (F: 6954)	Certification of Military Service	4/01	NPRC 1864.106, 1865.2, 51, 65, 107
NA 13039 (F: 7283)	Delay Card (Recon)	3/97	NPRC 1865.107
NA 13040A (F: 6791D)	Authentication Certificate (CPR)	9/85	NPRC 1804.1, 1864.106, 107, 1867.61
NA 13040B (F: 6791C)	Authentication Certificate (MPR)	9/85	NPRC 1804.1, 1864.106, 107,
NA 13041 (F: 6851)	Statement of Service	5/02	NPRC 1865.2, 12, 50, 51, 60, 107
NA 13041A (F: 6851A)	Canceled		
NA 13042 (F: 6853)	Request for Information Needed to Locate Medical Records	7/01	NPRC 1865.20, 1864.112
NA 13042A (F: 6857)	Request for Medical/Dental Records	9/85	NPRC 1865.38
NA 13042B (F: 6857A)	Request for Medical/Dental Records and Other Information	9/85	
NA 13043 (F: 7231)	Genealogical and Public Access to Records	7/01	NPRC 1865.20
NA 13044 (F: 7230)	Reply Concerning Military Records	10/01	NPRC 1865.6, 51, 60, 68, 72, 80, 83, 119
NA 13045 (F: 6923)	Informal Information Reply	02/02	NPRC 1865.6, 51, 68, 80, 107, 119
NA 13046 (F: 6941)	Response to Request for Separation Documents/Information	10/01	NPRC 1865.51, 65
NA 13047	Reply to Request for Information	8/96	NPRC 1865.49, 50, 111
NA 13048 (F: 6881 & 6965)	Fee Information Reply	6/96	NPRC 1852.1, 2, 1865.22, 49
NA 13051 (F: 7004)	Transmittal	4/99	NPRC 1865.6, 31, 38, 52, 72, 109, 1864.113

NA 13052 (F: 6911)	Report of Death	1/96	NPRC 1865.118
NA 13053 (F: 6993)	NPRC Acknowledgement/ Referral	4/99	NPRC 1864.103, 112, 1865.6, 12, 22, 31, 38, 52, 60, 72, 83, 84, 98, 101, 107, 110, 118
NA 13054 (F: 7133)	Return of Inquiry	2/02	NPRC 1865.20, 22, 49, 109
NA 13055 (F: 7284)	Request for Information needed to Reconstruct Medical Data	6/01	NPRC 1840.8, 1864.112, 1865.20, 105, 107, 111, 112, 113
NA 13056 (F: 6876)	Response Letter	7/00	NPRC 1867.5, 7, 10, 11, 19, 20, 24, 32, 55
NA 13059 (F: 6994)	Transmittal of and/or Entitlement to Awards	4/01	NPRC 1865.12, 110
NA 13060 (F: 6903)	Referral	5/96	NPRC 1865.2, 6, 112
NA 13061 (F: 6879)	Request for GED, USAFI, Other Test Scores, or PREP Transcripts	3/99	NPRC 1840.8, 1865.68
NA 13062 (F: 6933)	Release of Information	2/02	NPRC 1864.113, 1865.49, 50, 51, 107
NA 13064 (F: 6883)	Reply to Request Involving Relief Agencies	8/99	6KPCR 84-05, NPRC 1867.5, 32
NA 13065 (F: 6885)	Response Involving Unverified Employment	9/85	NPRC 1867.5
NA 13066 (F: 6867)	Search Report (CPR)	3/90	NPRC 1867.47, 59, 60
NA 13068 (F: 6856)	Walk-in Request for OPM Records or Information	8/99	NPRC 1864.112
NA 13069 (F: 6860)	FBI Identification Letter	6/98	NPRC 1865.105, 112
NA 13070 (F: 6891)	Return of Documents	9/85	
NA 13071 (F: 6894)	Statement Concerning Christmas Assistant	9/85	NPRC 1867.16, 47

	Employment		
NA 13072 (F: 6910)	Summary of Military Service	4/01	NPRC 1865.2, 50 60
NA 13074 (F: 6991)	Verification of Mustering Out Pay	1/98	NPRC 1865.101
NA 13075 (F: 7160)	Questionnaire about Military Service	6/01	NPRC 1840.8, 1864.112, 1865.2, 8, 12, 20, 22, 24, 101, 105, 107, 109, 113
NA 13076 (F: 7281)	Report of Search of Organizational Records	9/85	
NA 13077 (F: 7020)	Report of Searching Actions	7/95	NPRC 1865.31, 114
NA 13078 (F: 6854)	Preliminary Form for Release of Military Medical Patient Records	8/86	
NA 13079 (F: 6877)	Verification of Military Service	3/92	NPRC 1865.42
NA 13080 (F: 6895)	Telephone Request for Civilian Personnel Records	9/85	NPRC 1867.45, 55
NA 13081 (F: 6915)	Change of Record Request	2/96	NPRC 1865.65, 110
NA 13082 (F: 7264)	Response to Freedom of Information Act Requests	7/98	NPRC 1864.113
NA 13083 (F: 7196)	Telephone Request for General Purpose Record	9/85	NPRC 1867.26, 45, 55
NA 13085 (F: 6847)	Armed Forces Discharge Certificate - Worksheet	7/01	NPRC 1865.2, 72
NA 13086 (F: 6855)	Verbal or Telephone Inquiry	8/90	NPRC 1865.8, 12, 42
NA 13087 (F: 6957)	Request for Records	10/01	NPRC 1820.2, 1864.108, 112, 1865.2, 22, 31
NA 13088 (F: 6865)	Reply to Request for VA Records	8/96	NPRC 1867.38

NA 13089 (F: 7272)	Batch, Task, and Audit Sheet	1/00	NPRC 1865.115, 1872.5, 4430.1
NA 13092 (F: 7269)	Audit Sheet (Corr Oper)	9/85	NPRC 4430.1
NA 13093 (F: 7270)	Batch and Task Sheet (Corr Oper)	1/00	NPRC 1872.5, 4430.1
NA 13094 AF (F: 7169)	Air Force Branch Pending Workload Feeder Report	11/97	
NA 13094 AR (F: 7169)	Army Reference Branch Pending Workload Feeder Report	11/97	
NA 13094 C (F: 7169)	Reference Service Branch Pending Workload Feeder Report	2/98	
NA 13094 N (F: 7169)	Navy Branch Pending Workload Feeder Report	11/97	
NA 13094 R (F: 7169)	Records Reconstruction Branch Pending Workload Feeder Report	11/97	
NA 13095 (F: 6884)	Batch and Task Sheet, Search, CPR	1/00	NPRC 1867.58, 1867.59, 4430.1
NA 13096 (F: R6-984)	Finding Aid Report	9/85	NPRC 1865.24,31, 104, 105, 106, 108, 109, 111, 114, 6240.4
NA 13097 (F: 7286)	Inquiry/Birls Control Sheet	9/85	
NA 13098 (F: 6852)	NPRC Routing Slip	02/02	NPRC 1840.8, 1864.113, 1865.2, 6, 12, 38, 107, 109, 111, 112, 113, 6240.4
NA 13099 (F: 7273)	Search Data Sheet	8/85	NPRC 1867.26, 61
NA 13102 (F: 148 & 203)	Interim Acknowledgment and Followup	3/88	
NA 13103 (F: 6917)	Request for Service Data	7/97	NPRC 1865.105, 107, 112

NA 13104 (F: 6927)	Multiple Purpose Correspondence Form	9/85	NPRC 1865.6, 12, 38, 68, 80, 82, 87
NA 13105 (F: 6932)	NPRC Search Request and Reply	5/01	NPRC 1820.2, 1865.2, 12, 38, 42, 68, 84, 105, 106, 107, 110, 113, 119, 120
NA 13106 (F: 6934)	Birth Information	2/96	NPRC 1865.118, 1867.33
NA 13107 (F: 6900)	Request for Discharge Review	12/95	NPRC 1865.65
NA 13108 (F: 6936)	Military Service Data of Employee and Relatives	6/92	NPRC 6240.4, 3610.6, 6060.3, 6240.4
NA 13109 (F: 6862)	Records Storage Area Access Card Assignment/Deletion	9/85	NPRC 3830.3, 6060.3, 6050.2, 6240.7
NA 13113 (F: 6866)	Chargeout/Cross Reference	9/85	NPRC 1864.112, 1867.26, 29, 59, 60
NA 13114 (F: 6948)	Dispensary Permit	9/85	NPRC 6060.3
NA 13115 (F: 7034)	Chargeable Case Control	12/93	NPRC 1852.2
NA 13120 (F: 7268)	Telephone Contact Report (NRPMR)	10/85	
NA 13121 (F: 7202)	Report of Lost or Damaged Identification or Records Storage Access Badge	12/85	NPRC 6060.3, 6240.1, 2, 7
NA 13122	Reply to Subpoena/Court Order	1/97	NPRC 1864.107
NA 13123 (F: 7134)	Routing Aids for File Problems	12/85	
NA 13129 (F: 7169A)	Individual Pending Workload Report	2/86	
NA 13130 (F: 7208)	VIP Control Card	3/86	
NA 13131 (F: 7073)	Important Notice	3/89	NPRC 1865.2, 31, 42, 65, 6240.4



NA 13132 (F: 6859)	Accounting of Disclosure	6/86	NPRC 1864.112, 1867.47
NA 13135 (F: 7099)	Reply to Follow-Up Request	10/86	NPRC 1864.101, 113, 1865.2
NA 13136 (F: 7100)	Request for Finding Aids Information	10/86	NPRC 1867.59, 60
NA 13137 (F: 7037)	Key Punch Operator's - Information Sheet	10/86	NPRC 1865.108
NA 13138	Quarterly FOIA Statistical Report	6/00	NPRC 1864.113
NA 13139 (F: 7141)	File Authorization	3/87	NPRC 1865.2
NA 13140 (F: 6850)	Wanted Card	3/90	NPRC 1867.60
NA 13141 (F: 6896)	County Agriculture Employment Payroll Search Report, St. Louis	5/87	
NA 13142	State Retirement/Teacher Certification	5/02	NPRC 1867.18
NA 13144 (F: 7184)	Work Order	8/87	NPRC 5800.1
NA 13145 (F: 7002)	Individual Learning Chart	10/01	NPRC 3610.5, 9
NA 13146 (F: 6848)	Room or Area Security Inspection	7/88	NPRC 6240.1
NA 13147 (F: 3425)	FRC Holdings Control Input - Consolidated	12/89	NPRC 1867.51
NA 13149 (F: NPRC TF 87-6)	Batch Sheet - Amendments	6/90	NCPM 87-52
NA 13150 (F: NPRC TF 87-5)	Batch Sheet - Records Accessions	6/90	NCPM 87-52
NA 13151	Reply to Request for Organizational Records (Medical)	02/02	

NA 13152	Reply to Request for Organizational Records (Non-Medical)	2/93	
NA 13153 (F: NPRC TF 90-1)	Air Force Index Input Form	1/91	
NA 13155 (F: NPRC TF 91-2)	Batch and Task Sheet (Mailroom)	2/96	
NA 13156	NARA Homeless Veteran Correspondence Cover Sheet	5/92	NPRC 1865.117
NA 13157	Fee Information Reply - Organization Records	5/92	NPRC 1852.1
NA 13158	Billing List for NPRC Services	2/93	NPRC 1852.1
NA 13160	Fax Request for Military Records/Information	8/01	
NA 13161	Wastepaper Delivery Order	4/95	
NA 13162	Special Inquiries Section-Control Card	4/96	
NA 13163	Alternative Work Schedule (AWS) Employee Selection Format	10/98	
NA 13164	Information Releasable Under the Freedom of Information Act	2/02	
NA 13165 (F: NPRC TF 98-1)	Reply Regarding Social Security Inquiry	04/01	
NA 13167 (New)	Individual Development Plan	01/02	

#### Appendix B. List of current local GSA forms controlled by NPRC

FORM NO.	TITLE OR DESCRIPTION	EDITION DATE	REFERENCE
GSA 6893	CPR Finding Aid Card	5/68	

GSA 7237	NPRC Records Storage Area Access Register	8/76	NPRC 6240.7
----------	--	------	-------------

## Form Numbers and Names

This job aid lists, in alphabetical order, the various types of forms that are used in the processing of cases.

Instructions for use: The various forms are identified in alphabetical order by form number. The name of the form is provided immediately following the number. The forms are identified on multiple pages in the left column first, and the list continues to the right column before proceeding to the next page.

<b>AF Form 7</b> , Airman's Military Record	<b>AF Form 909</b> , Airman Performance Reports
<b>AF Form 11</b> , Officer's Military Record	<b>AF Form 910</b> , Airman Performance Reports
<b>AF Form 42</b> , Records Shipment List	<b>AF Form 911</b> , Airman Performance Reports
<b>AF Form 190</b> , USAF Reserve Personnel Record Card for Retention, Promotion, and Retirement	<b>AF Form 1226</b> , Record of Court-Martial Convictions and Time Lost
<b>AF Form 458</b> , Statement of Tour of Duty	<b>AF Form 1383</b> , Annual Statement of Credits
<b>AF Form 526</b> , ANG/USAF Point Credit Summary	<b>AF Form 1383a</b> , Annual Statement of Credits
<b>AF Form 565-4</b> , Clinical Record Cover Sheet	<b>AF Form 1613</b> , Statement of Service
<b>AF Form 707</b> , Officer Evaluation Reports	<b>AF Form 1712</b> , Uniform Military Personnel Record
<b>AF Form 712</b> , Air Reserve Forces Retirement Credit Summary	

### Form Numbers and Names (continued)

<b>CG 3034</b> , Point Card (Reserve)	<b>DA Form 1383</b> , Annual or Terminal Statement of Retirement Points
<b>CG 3301</b> , Enlistment Contract	<b>DA Form 2172</b> , Records Shipment List
<b>CG 3303</b> , Achievement Sheet	<b>DA Form 2985-1R</b> , Alcohol and Drug Abuse Control Program Admission Information
<b>CG 3305</b> , Leave Record	<b>DA Form 2985-2R</b> , Individual Patient Data System Alcohol and Drug Abuse Control Program Intake Record
<b>CG 3307</b> , Administrative Remarks	<b>DA Form 2985-3R</b> , Individual Patient Data System Alcohol and Drug Abuse Control Program Follow-up Record
<b>CG 3312A</b> , Personnel Action	<b>DA Form 3593</b> , Army Reserve Retirement Credit Card
<b>CG 4175</b> , Coast Guard Reserve Annual or Terminal Statement of Retirement Points	<b>DA Form 3647</b> , Clinical Record Cover Sheet
<b>CSC Form BRI 46-143</b> , Verification of U. S. Military Service	<b>DA Form 4465</b> , ADAPCP Military Client Intake and Follow-up Record
<b>DA Form 2-1</b> , Personnel Qualification Record, Part II	<b>DARP Form 249-2-E</b> , Chronological Statement of Retirement Points
<b>DA Form 20</b> , Enlisted Qualification Record	<b>DARP Form 606</b> (Automated)
<b>DA Form 24</b> , Service Record	<b>DAS Form 54</b> , Request for Official Military Personnel File, Microfiche, or Paper Document

<b>DA Form 66</b> , Officer Qualification Record	<b>DD Form 3</b> , Application for Gold Star Lapel Button
--	---

### Form Numbers and Names (continued)

<b>DD Form 4</b> , Enlistment/Reenlistment Document - Armed Forces of the United States	<b>DD Form 303CG</b> , Certificate in Lieu of Lost or Destroyed Discharge (Coast Guard)
<b>DD Form 13</b> , Statement of Service	<b>DD Form 303N</b> , Certificate in Lieu of Lost or Destroyed Discharge (Navy)
<b>DD Form 47</b> , Enlistment Contract	<b>DD Form 363 series</b> , Certificate of Retirement
<b>DD Form 149</b> , Application for Correction of Military or Naval Records	<b>DD Form 418</b> , Data for Payment of Retired Armed Forces Personnel
<b>DD Form 214</b> , Certificate of Release or Discharge from Active Duty	<b>DD Form 481</b> , Clinical Record Cover Sheet
<b>DD Form 215</b> , Correction to DD Form 214, Certificate of Release or Discharge from Active Duty	<b>DD Form 728</b> , Doctor's Orders
<b>DD Form 220</b> , Active Duty Report	<b>DD Form 877</b> , Request for Medical/Dental Records or Information
<b>DD Form 256MC</b> , Honorable Discharge Certificate (Marine Corps)	<b>DD Form 1141</b> , Record of Exposure to Occupational Ionizing Radiation
<b>DD Form 257MC</b> , General Discharge Certificate (Marine Corps)	<b>DD Form 1300</b> , Report of Casualty

<b>DD Form 293</b> , Application for Review of Discharge or Separation from the Armed Forces of the United States	<b>DD Form 1351-2</b> , Travel Vouchers
<b>DD Form 303A</b> , Certificate in Lieu of Lost or Destroyed Discharge (Army)	<b>GSA Form 7034</b> , Chargeable Case Control
<b>DD Form 303AF</b> , Certificate in Lieu of Lost or Destroyed Discharge (Air Force)	<b>GSA Form 7093</b> , Reply to Inquiry (NCP)

### Form Numbers and Names (continued)

<b>N-426</b> , Request for Certification of Military or Naval Service	<b>NA Form 13032</b> , Reply to Request for Rosters/Address
<b>NA Form 13004</b> , Request for Computer Search	<b>NA Form 13036</b> , Authorization for Release of Military Medical Patient Records
<b>NA Form 13008</b> , Loan or Transfer of Records	<b>NA Form 13038</b> , Certification of Military Service
<b>NA Form 13010</b> , Certification of Discharge from Draft	<b>NA Form 13039</b> , Delay Card (Reconstruction)
<b>NA Form 13012</b> , Return Slip for VA Inquiry	<b>NA Form 13040A</b> , Authentication Certificate (CPR)
<b>NA Form 13013</b> , File Chargeout Card	<b>NA Form 13040B</b> , Authentication Certificate (MPR)
<b>NA Form 13017</b> , Reply to Medical Records/X-ray Requests	<b>NA Form 13041</b> , Statement of Service

<b>NA Form 13018</b> , Reply to Inquiry (NCP)	<b>NA Form 13042</b> , Request for Information Needed to Locate Medical Records
<b>NA Form 13018-I</b> , Reply to Inquiry (NCP)	<b>NA Form 13042B</b> , Request for Medical/Dental Records and Other Information
<b>NA Form 13020</b> , Response to Request Concerning Entitlement to Awards	<b>NA Form 13044</b> , Reply Concerning Military Records
<b>NA Form 13024</b> , Delay Notice Card	<b>NA Form 13045</b> , Informal Information Reply
<b>NA Form 13027</b> , Court Order Requirements	<b>NA Form 13046</b> , Response to Request for Separation Documents/Information

### Form Numbers and Names (continued)

<b>NA Form 13047</b> , Reply to Request for Information	<b>NA Form 13072</b> , Summary of Military Service
<b>NA Form 13048</b> , Fee Information Reply	<b>NA Form 13074</b> , Verification of Mustering-Out Pay
<b>NA Form 13051</b> , Transmittal	<b>NA Form 13075</b> , Questionnaire About Military Service
<b>NA Form 13052</b> , Report of Death	<b>NA Form 13075-A</b> , Military Service Questionnaire (FL)
<b>NA Form 13053</b> , NPRC Acknowledgement/Referral	<b>NA Form 13077</b> , Report of Searching Action
<b>NA Form 13054</b> , Return of Inquiry	<b>NA Form 13079</b> , Verification of Military Service



<b>NA Form 13055</b> , Request for Information Needed to Reconstruct Medical Data	<b>NA Form 13078</b> , Preliminary Form for Release of Military Medical Patient Records
<b>NA Form 13059</b> , Transmittal of and/or Entitlement to Awards	<b>NA Form 13081</b> , Change of Record Request
<b>NA Form 13060</b> , Referral	<b>NA Form 13085</b> , Armed Forces Discharge Certificate Worksheet
<b>NA Form 13061</b> , Request for GED, USAFI, Other Test Scores, or PREP Transcripts	<b>NA Form 13098</b> , NPRC Routing Slip
<b>NA Form 13062</b> , Release of Information	<b>NA Form 13103</b> , Request for Service Data
<b>NA Form 13063</b> , Inquiry Return (with SF 180)	<b>NA Form 13104</b> , Multiple Purpose Correspondence Form

### Form Numbers and Names (continued)

<b>NA Form 13105</b> , NPRC Search Request and Reply	<b>NAVPERS 601-8</b> , Leave Record
<b>NA Form 13106</b> , Birth Information	<b>NAVPERS 601-11</b> , Record of Naval Reserve
<b>NA Form 13107</b> , Request for Discharge Review	<b>NAVPERS 601-13</b> , Administrative Remarks
<b>NA Form 13111</b> , Billing Notice	<b>NGB Form 22</b> , Report of Separation and Record of Service
<b>NA Form 13131</b> , Important Notice	<b>NGB Form 23</b> , Retirement Credits Record

<b>NA Form 13140</b> , Wanted Card	<b>Probation Form 11A</b> , Authorization to Release Confidential Military Information
<b>NA Form 13151</b> , Reply to Request for Organizational Records (Medical)	<b>Probation Form 14B</b> , Request for Military Service Data
<b>NAVMC 118-5</b> , Record of Time Lost, Promotion, Reduction, Examination for Promotion	<b>Probation Form 14C</b> , Request for Medical History Data
<b>NAVMC 118-11</b> , Administrative Remarks	<b>Regional Form R6-7043</b> , Inquiry Return (with SF 180)
<b>NAVMC 798</b> , Reserve Retirement Credit Report	<b>SF 88</b> , Report of Medical Examination
<b>NAVMC 798-A</b> , Reserve Retirement Credit Report	<b>SF 89</b> , Report of Medical History
<b>NAVPERS 601-4</b> , Navy Occupation and Training History	<b>SF 135</b> , Records Transmittal and Receipt

### Form Numbers and Names (continued)

<b>SF 180</b> , Request Pertaining to Military Records	<b>SF 519A</b> , Radiologic Consultation Requests/Reports
<b>SF 502</b> , Clinical Record Narrative Summary	<b>SF 520</b> , Electrocardiographic Record
<b>SF 504</b> , Medical Record - History	<b>SF 539</b> , Abbreviated Medical Record

<b>SF 505</b> , Medical Record - History	<b>SF 541</b> , Cyneecologic Cytology
<b>SF 509</b> , Medical Record - Progress Notes	<b>SF 600</b> , Chronological Record of Medical Care
<b>SF 510</b> , Nursing Notes	<b>SF 813</b> , Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions
<b>SF 511</b> , Vital Signs Record	<b>WD AGO Form 53</b> , Report of Separation
<b>SF 513</b> , Clinical Record Consultation Sheet	<b>WD AGO Form 54</b> , Report of Separation
<b>SF 514</b> , Laboratory Reports	<b>WD AGO Form 55</b> , Report of Separation
<b>SF 515</b> , Tissue Examination	<b>WD AGO Form 40</b> , Certificate of Disability for Discharge
<b>SF 516</b> , Operation Report	<b>WD AGO Form 100</b> , Separation Qualification Record
<b>SF 519</b> , Radiologic Consultation Requests/Reports	<b>VA Form 3101</b> , Request for Information

Figure 2-10. Form SSA-654-U4, Certification by Uniformed Services (Reverse)

REQUEST FOR INFORMATION FROM UNIFORMED SERVICES				TOE 420
<b>1. IDENTIFICATION OF VETERAN (to be completed by Social Security Administration)</b>				
NAME USED IN SERVICE (Last, first, middle)		DATE OF BIRTH	DATE OF DEATH	SOCIAL SECURITY NUMBER
<b>PERIODS OF ACTIVE MILITARY SERVICE</b>				
BRANCH OF SERVICE	DATE ACTIVE DUTY BEGAN	DATE MEMBERSHIP ENDED	SERVICE NUMBER	RATE OR RANK
PERIODS OF MILITARY RESERVE MEMBERSHIP DATING AFTER DUTY SHOWN ABOVE. IF NONE, CHECK THIS BLOCK. <input type="checkbox"/>				
BRANCH OF SERVICE	DATE MEMBERSHIP BEGAN	DATE MEMBERSHIP ENDED	SERVICE NUMBER	RATE OR RANK
PRESENT STATUS (or status at death): <input type="checkbox"/> Military Retiree <input type="checkbox"/> Discharged (No current military status)				
<b>2. CERTIFICATION REQUESTED (Social Security will check applicable blocks)</b>				
<input type="checkbox"/> active service after Sept. 7, 1939 (Part A on reverse)		<input type="checkbox"/> retired or retainer pay (Part B on reverse)		<input type="checkbox"/> evidence of age or date of birth in military file (Part C on reverse)
REMARKS BY SOCIAL SECURITY ADMINISTRATION:				
<b>INSTRUCTIONS FOR UNIFORMED SERVICE OR GSA RECORDS CENTER</b>				
<p>In all cases, please verify the veteran's name and service number furnished by the Social Security Administration. If identical with the military file, check "Yes" in the spaces provided on the reverse of this form; if different, check "No" and enter the name and/or service number shown in the military file.</p> <p>Then certify the information requested by the Social Security Administration in item 2 above. All applicable items in the block are to be filled in by the certifying organization. If you need additional space or remarks are appropriate, use the "Remarks" space on the reverse.</p> <p>The duplicate copy of this form should be kept in the veteran's military file whenever a certification about retired or retainer pay (Part B) is furnished. If there is ever a subsequent change made in the retirement record which affects the information furnished, the Social Security Administration should be advised accordingly.</p> <p><b>PART A</b> - This information permits the Social Security Administration to determine whether the veteran had active military or naval service during World War II (September 16, 1940-July 24, 1947) or post-World War II (July 25, 1947-December 31, 1956) for which military service wage credits may be granted. List each period of service and identify all periods of service designated as "active duty for training."</p> <p><b>PART B</b> - Social Security needs this information to determine whether wage credits are precluded because another Federal Agency has determined that a periodic benefit is payable based in whole or part on active military service in World War II or post-World War II.</p> <p>Military retired pay is based on the WW II or post-WW II period of service, as the case may be, if active service in the period has ever been directly credited (used) in establishing eligibility to the retired pay, or in computing the amount of such pay. Transfer to the Fleet Naval (or Marine Corps) Reserve is treated the same as a normal retirement for purposes of completing this form. A decision to retire an individual, when officially approved, constitutes a retirement even though for any reason no retired pay is ever made.</p> <p>Items 1(c) and (d) - Active service was "used" in establishing eligibility to retired pay if it comprises part of the total minimum service required for retirement according to the provisions of law under which the veteran was actually retired. The fact that he was eligible for retirement under some other provision of law is immaterial.</p> <p>Item 2(a) - Retired pay is "fixed" when one of several applicable formulas for computing retirement pay is selected. If the individual is given the option of deciding which formula is to be used, the pay is not "fixed" until the selection is made and approved.</p> <p>Items 2(a), (b) and (c) - A "multiple of active service" is that number used to represent years of active service when computing retirement pay. For purposes of this multiple, fractions of one-half year or more of active service are counted as a whole year. However, when computing longevity retirement and pay from the Public Health Service, the multiple is the last full year.</p> <p>Item 3 - The terms "active duty" and "active duty for training" have the same meaning as defined in Sec. 102 of Public Law 881, 84th Congress (Servicemen's and Veterans' Survivor Benefits Act).</p> <p><b>PART C</b> - This information is requested where proof of the veteran's age is needed to adjudicate his Social Security claim.</p> <p>The oldest record giving the veteran's date of birth or age should be certified. However, if a later record contains discrepant date of birth or age, certify that record as well. (The "Remarks" block may be used as necessary.)</p> <p>When certifying age, it is important to show the date as of which the age was given. For example, some World War I discharge or separation records may show the veteran's age when he entered service. In this case, the date of entry into service is the "Date As of Which Age Was Given" while the date of discharge may be the "Date Record Established."</p>				
(Originating Office) <b>SOCIAL SECURITY ADMINISTRATION</b>		The information requested in item 2 above is needed by the Social Security Administration to adjudicate a claim based on the account of the above veteran. All available identifying information has been provided.		
		SIGNATURE OF SSA OFFICIAL		
		TITLE		DATE
Form SSA-654-U4 (5-80)				

Figure 2-9. Form SSA-654-U4, Certification by Uniformed Services

page 2

TOE 420

DEPARTMENT OF HEALTH AND HUMAN SERVICES SOCIAL SECURITY ADMINISTRATION

CERTIFICATION BY UNIFORMED SERVICES

In response to the request on the reverse of this form the following information is hereby certified.

NAME OF VETERAN AS SHOWN IN MILITARY FILE SERVICE NUMBER SAME AS FURNISHED BY SSA YES NO SAME AS FURNISHED BY SSA YES NO

A-CERTIFICATION ABOUT ACTIVE SERVICE AFTER SEPTEMBER 7, 1939

1. DATE(S) OF ENTRY INTO ACTIVE SERVICE 2. DATE(S) OF SEPARATION FROM ACTIVE SERVICE 3. CHARACTER OF SEPARATION... 4. If period of service was less than 90 days... 5. IF A PERIOD OF SERVICE HAD AN ENTRY DATE AFTER 12/31/46...

B-SERVICE DEPT. CERTIFICATION ABOUT RETIRED OR RETAINER PAY

IF THE VETERAN WAS NEVER RETIRED or TRANSFERRED TO THE FLEET RESERVE, check this box. Sign and return the form without answering items 1, 2 and 3 below.

- 1. (a) Was this veteran an enlisted member of the Army, Air Force, Navy, Marine Corps, or Coast Guard... (b) Was this veteran ever retired or transferred to the Fleet Naval (or Marine Corps) Reserve... (c) Was active service after September 15, 1940... (d) Was active service after July 24, 1947... 2. (a) Has the retirement (or retainer) pay of this individual ever been fixed under a formula... (b) Was this multiple increased because of active service occurring after September 15, 1940... (c) Was this multiple increased because of active service occurring after July 24, 1947... 3. Did the veteran have active duty or active duty for training after December 31, 1956?

C-CERTIFICATION OF EVIDENCE OF AGE OR DATE OF BIRTH IN MILITARY FILE

NAME OF RECORD OR DOCUMENT DATE RECORD ESTAB. PLACE OF BIRTH DATE OF BIRTH AGE (if date of birth not given) DATE AS OF WHICH AGE WAS GIVEN REMARKS BY CERTIFYING ORGANIZATION

NAME OF CERTIFYING ORGANIZATION SIGNATURE RANK OR TITLE DATE

Form SSA-654-U4 (5-80)

---

# FORMER SPOUSE PROTECTION ACT REQUESTS

---

The Former Spouse Protection Act provides benefits to former spouses of retired veterans who meet certain eligibility requirements. Although it is the responsibility of the service department to determine eligibility, NPRC provides records/information to assist in this determination.

## AIR FORCE

### **Inquiries received from the service department, and the veteran is retired from ACTIVE service.**

Furnish a certified Statement of Service (DD Form 13, AF form 1613, or NA Form 13041). If the record does NOT contain a COMPLETE record of service, loan the record along with the request using CMRS Core L&T procedures to:

[\[00521\]](#)  
Air Force Personnel Center  
HQ AFPC/DPSIRP  
550 C Street W  
JBSA-Randolph AFB, TX 78150

### **Notify requester of referral.**

---

### **Inquiries received from the service department, and the veteran is retired from the RESERVES.**

Loan the record with the request using CMRS Core L&T procedures to:

[\[00520\]](#)  
Air Reserve Personnel Center  
HQ ARPC/DPTOCW (Contact Center)  
18420 E Silver Creek Ave Bldg 390 MS 68  
Buckley AFB, CO 80011

### **Notify requester of referral.**

---

### **Requests received directly from the former spouse, his/her duly appointed representative, or another source.**

ADVISE requester as follows: "Contact your nearest Air Force installation to obtain information regarding the Former Spouse Protection Act."

---

## ARMY

Requests from any source are loaned with the appropriate record using CMRS Core L&T procedures to:

[\[00148\]](#)

Department of the Army  
Army Human Resources Command  
Attn: AHRC-PDR-H  
1600 Spearhead Division Avenue Dept 420  
Fort Knox, KY 40122-5402

**Notify requester of referral.**

---

**NAVY, MARINE CORPS, AND COAST GUARD.**

Requests from any source are loaned with the appropriate record using CMRS Core L&T procedures to:

**Navy**

[\[00583\]](#)

Navy Personnel Command  
ATTN: PERS-313D  
5720 Integrity Drive  
Millington, TN 38055-3130

**Marine Corps**

[\[00178\]](#)

Commandant U.S. Marine Corps  
Personnel Management Support Branch  
2008 Elliot Road, Room 203  
Quantico, VA 22134-5030

**Coast Guard**

[\[00580\]](#)

Commander, Military Personnel Command (MPC-S-3)  
U.S. Coast Guard  
2100 2nd Street, SW  
Washington, DC 20593-0001

**Notify requester of referral**

---

**Source:** [NPRC 1865.60](#)

---

<

Figure 1-7: Former spouse's letter



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 154TH COMBAT SUPPORT GROUP (TAG)  
WELLS AIR FORCE BASE, MO 64791

REPLY TO  
ATTN OF: 554CSG/DPMAC

10 JAN 95

SUBJECT: Request for Statement of Service

TO: NPRC/NCPMF  
9700 Page Boulevard  
St. Louis, MO 63132

1. Request this office be furnished an official statement of service on the retired Air Force member identified below:

VANPATTON, DOUGLAS L., [REDACTED]  
(LAST NAME) (FIRST NAME) (MIDDLE INITIAL) (SSAN)  
1978 DEC 01 [REDACTED]/CHARLOTTE MI  
DATE OF RETIREMENT DATE AND PLACE OF BIRTH (IF AVAILABLE)

2. Member's unremarried former spouse has requested benefits under PL 97-252, Former Spouse Protection Act. In order to verify eligibility, we must review a statement of service covering the member's entire period of service.

NAME OF FORMER SPOUSE MANERVIA (NMN) VANPATTON  
DATE OF MARRIAGE TO SERVICE MEMBER 1957 MAY 17  
DATE MARRIAGE WAS TERMINATED BY DECREE OF DIVORCE, DISSOLUTION OR ANNULMENT 1980 JUL 16

3. If documentation for statement of service is not available, request this correspondence and MPerR be forwarded to Hq AFMPC/PMCDO, Randolph AFB, TX 78150 (or Hq ARPC/DPAAR, Denver, CO 80280 if member retired under provisions of 10 USC 1331) and advise this office of the referral.

BARBARA L. CASON, DAFC  
Chief, Customer Service Center

*Readiness is our Profession*



National Archives and Records Administration  
National Personnel Records Center

NARA  
Staffonly



---

## NRP Notice

---

Date : April 9, 2001

Reply to

Attn of : NRP

Subject : Forms Sent to Agencies

To :           NRPS                   NRPMZ  
              NRPM               NRPMF  
              NRPM1            NRPMA  
              NRPM2            NRPMN  
              NRPM3            NRPMO  
              NRPM4            NRPMR  
              BPR Project Respond

I want to clarify my recent guidance that forms alone may be used to respond directly to agencies, while information and forms sent to all other requesters require cover letters. Agencies include governmental offices at all levels, e.g., federal, state, sheriffs' departments, etc. Veterans groups, Veterans Services Officers, employment agencies and private businesses are NOT government agencies and therefore require cover letters to transmit information and forms.

Please contact Linda Torrusio at x4236 if you have any questions.

R. L. Hindman  
Director

---

[Back to NPR Memo Index](#)

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1864.113B  
April 18, 2003

**SUBJECT: Freedom of Information Act (FOIA) Requests**

1. **Purpose.** This memorandum issues instructions for processing requests made under the Freedom of Information Act (FOIA)(5 U.S.C. 552).
2. **Cancellation.** NPRC 1864.113A is canceled.
3. **Reason for revision.** NPRC 1864.113 is revised to update guidelines for processing requests.
4. **Instructions.** The instructions for completing FOIA requests are contained in the attachment.
5. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13022, Returned Request Form  
NA Form 13028, FOIA Request  
NA Form 13034, Notification of Receipt of FOIA Request  
NA Form 13164, Information Releasable Under the Freedom of Information Act

R.L. HINDMAN  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1864.113B CHGE 1  
June 9, 2003

**SUBJECT: Freedom of Information Act (FOIA) Requests**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.113B.
2. **Explanation of change.** The referral addresses used when there is partially releasable information have been updated.
3. **Instructions.** Remove pp. 1 thru 3, Chapter 2, and insert revised pages.

R.L. HINDMAN  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1864.113B CHGE 2  
September 26, 2005

**SUBJECT: Freedom of Information Act (FOIA) requests**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.113B.
2. **Explanation of change.** Instructions have been added regarding retention of copies of deleted documents and/or transcribing information when responding to Freedom of Information Act requests from third-party requesters who do not have the release authorization of the subject of the record.
3. **Instructions.** Remove p. 3 of Chapter 2 and pp. 1/2 of Chapter 3 and insert revised pp.

R.L. HINDMAN  
Director

---

Attachment

TABLE OF CONTENTS

<i>Paragraph title</i>	<i>Paragraph number</i>
------------------------	-------------------------

**CHAPTER 1. FOIA REQUESTS**

<a href="#">Background</a>	<a href="#">1</a>
<a href="#">Definition of Freedom of Information Act request</a>	<a href="#">2</a>
<a href="#">Relation to Privacy Act</a>	<a href="#">3</a>
<a href="#">Recognizing FOIA requests</a>	<a href="#">4</a>

**CHAPTER 2. FOIA REQUEST PROCEDURES - 9700 PAGE**

<a href="#">Data entry in CMRS</a>	<a href="#">1</a>
<a href="#">Form of reply</a>	<a href="#">2</a>
<a href="#">Acknowledgement of receipt/delay notice</a>	<a href="#">3</a>

<a href="#">Department of Defense disclosure guidelines</a>	<a href="#">4</a>
<a href="#">Specific information requested</a>	<a href="#">5</a>
<a href="#">Request lacking release authorization</a>	<a href="#">6</a>
<a href="#">Information partially releasable</a>	<a href="#">7</a>
<a href="#">Transcribing data from the record</a>	<a href="#">8</a>
<a href="#">Sending documents from the record</a>	<a href="#">9</a>
<a href="#">Combining data transcription and photocopies</a>	<a href="#">10</a>
<a href="#">Documenting what information is released</a>	<a href="#">11</a>

### CHAPTER 3. FOIA REQUEST PROCEDURES - 111 WINNEBAGO

<a href="#">Action in mailroom</a>	<a href="#">1</a>
<a href="#">Action in Reference Service Branch</a>	<a href="#">2</a>
<a href="#">Reporting</a>	<a href="#">3</a>
<a href="#">Figure 3-1.1. NA Form 13028, FOIA Request</a>	
<a href="#">Figure 3-1.2. NA Form 13022, Returned Request Form</a>	
<a href="#">Figure 3-1.3. NA Form 13034, Notification of Receipt of FOIA Request</a>	

---

### CHAPTER 1. FOIA REQUESTS

#### 1. **Background.**

- a. **Original act.** The Freedom of Information Act (P.L. 90-23, June 5, 1967) had little effect on release procedures at NPRC because it specifically excluded from its provisions personnel

and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

b. **Amendments.** As with the original Act, the 1974 amendments to the Freedom of Information Act (P.L. 93-502, November 21, 1974) and subsequent amendments, had little impact on NPRC's release policies. They did, however, require certain special procedures, including (1) a determination and acknowledgment within 20 working days of receipt of request as to whether or not the requested information could be furnished, and (2) an annual statistical report on requests made under the Act.

2. **Definition of Freedom of Information Act request.** To qualify as a FOIA request, each request must reasonably describe the records/information requested, be in writing, and indicate clearly that it is being requested under provisions of the Act.
3. **Relation of Privacy Act.** All inquiries received at NPRC are now considered as coming under the Privacy Act insofar as release policies, accounting for disclosures, and other special provisions are concerned. This also applies to inquiries that mention the Freedom of Information Act; however, the special provisions of this memo must also be considered when processing FOIA inquiries.
4. **Recognizing FOIA requests.** It is extremely important that employees recognize all requests identified as coming under the Freedom of Information Act. This can be accomplished by looking for one of the following three references (on the envelope or in the request):

FOIA request  
Public Law 93-502  
5 U.S.C. 552 (or a CFR citation, such as 32 CFR 806)

Employees must look for any reference to FOIA on letters or request forms and on pages attached to any request form. It is important to recognize all FOIA requests promptly.<sup>1</sup>

## CHAPTER 2. FOIA REQUEST PROCEDURES, 9700 PAGE

1. **Data entry in CMRS.** Data entry personnel identify FOIA requests in CMRS by clicking in the box for FOIA Flag. The flag (checkmark) indicates that the requester cited the Freedom of Information Act (FOIA). Checking the flag will automatically change the priority level of routine requests to medium priority.
2. **Form of reply.** In responding to FOIA requests, core technicians will use the appropriate pattern paragraphs, pattern letters, or forms found on the Word Toolbar Buttons; Get Parag., Get Letter, or Get Form.
3. **Acknowledgement of receipt/delay notice.** If the request will not be answered within 20 working days, a delay notice is sent to the requester by Core 5, Headquarters. A post card is generated from CMRS information.
4. **Department of Defense disclosure guidelines.** 32 CFR 286, 32 CFR 286a, and Defense Privacy Board decisions list items of information pertaining to military personnel which normally may be released WITHOUT an unwarranted invasion of privacy.

Name

Dates of Service

Rank/Grade

Date of rank/grade

\* Salary

Present and past duty assignments (including geographical location)

\* Future assignments which have been finalized

\* Office phone number

Source of commission

Military education level

Promotion sequence number

NOTE: Actual awards and decorations are *not* releasable. Information concerning entitlement and copies of award citations *are* releasable.

Decorations and Awards

—————→

Education/schooling (military)

\*\* Duty Status

Photograph (non-releasable data, such as social security number, recorded on the photo must be deleted)

Records of courts-martial trials (unless classified)

Serial/service numbers. (Those issued prior to the use of the social security number as the service number. See [subpar. 18b of NPRC 1864.102](#) for further details.)

Place of induction and separation

If requested, the above items normally may be released without the veteran's consent. For deceased service personnel, the following items also may generally be released:

Place of birth

Date and geographical location  
of death

Place of burial

\* These items obviously relate to active duty personnel only.

\*\* Records processed at NPRC generally concern individuals with discharged or retired status.

5. **Specific information requested.** If a request is asking for SPECIFIC information that is releasable under FOIA, *provide only what is requested*. Do not routinely provide all data that is covered under FOIA.
6. **Request lacking release authorization.** If a routine request cites FOIA and asks only for specific documents or information that are NOT releasable under FOIA, the request may be returned if it lacks the release authorization of the veteran or NOK. This is NOT considered a denial. See [1865.16, par. 9](#).
7. **Information partially releasable.** When the information requested is partially releasable, provide the releasable information to the requester and forward the request and the record to the office shown below. Be sure to inform requester of the referral.

a. **Army records:**

AR-PERSCOM (ZCC-A)  
1 Reserve Way  
St. Louis, MO 63132-5200

b. **Air Force Records.**

HQ, AFPC/ MSID (FOIA)  
550 C Street West, Suite 48  
Randolph AFB, TX 78150-4750

c. **Navy medical records.**

Navy Medical Liaison at 9700 Page Ave.

d. **Navy personnel records:**

Navy Personnel Command  
5720 Integrity Drive  
Millington, TN 38055-3130

e. **Marine Corps records:**

Marine Corps Liaison Office at 9700 Page Ave.

f. **Coast Guard records:**

Commander, Military Personnel Command  
 G-CIM-2  
 2100 Second Street, SW  
 Washington, DC 20593-0001

8. **Transcribing data from the record.** Transcribing data from the record is the safest way to answer a FOIA request. Transcription makes you more conscious of what you're sending and decreases the chance of sending information you should not send. Also, most releasable items can easily be recorded on NA Form 13164, Information Releasable Under the Freedom of Information Act. If you need more space, you also may transcribe into the response letter.

Be very careful when responding to third-party FOIA requests when you note that a previous FOIA response was made and is filed in the record. The previous response could have been made when NPRC was using a different listing of releasable information. This different listing included items such as date of birth, marital status, dependents' names and dates of birth, and home address, if deceased. We no longer release that information.

9. **Sending documents from the record.** Sending documents is often the fastest way to answer a FOIA request. Remember, however, the documents are simply the manner in which you're choosing to provide releasable information. Be careful. It is easy to send a document that provides releasable information and more. You might overlook information that is not releasable or forget to delete it. Be selective when choosing documents. For example, avoid sending NAVPERS 601, page 9, from a WWII record and NAVPERS 601, page 13, from a PWW record. These are administrative pages on which all sorts of information that is not releasable may appear. Conversely, NAVPERS 601, page 5, from a PMM record would be a good choice because it's limited to the history of assignments. Information found on AF documents, Forms 7 & 11, and WD66; and Army documents, DA Form 20 and DA Form 2-1, may also be copied, but you need to screen them carefully and make necessary deletions. If you are using several documents to provide information (DA Form 20 and DA Form 2-1), it is permissible to "cut and paste" to a single sheet (or more, if needed).

10. **Combining data transcription and photocopies.** Most releasable items can easily be recorded on NA Form 13164. Other items; e.g., assignments and their geographical locations or decorations, can be time consuming to transcribe, especially if the veteran had many years of service. In these cases, transcribe as much information as possible and provide photocopies of documents on the remaining items.

11. **Documenting what information is released.** When FOIA-releasable information is sent in response to a third-party request in which the requester does not have the release authorization of the veteran or deceased veteran's next of kin, it is important to retain documentation to show exactly what information was released. The following guidelines apply:

If the most efficient way to respond is to send copies of record documents (either in addition to, or instead of, transcribing as described in [par. 8](#), above), be sure to do one or both of the following:

- a. File a copy of each deleted document you send (showing all deletions made) in the OMPF.
- b. If you send any documents that do not require deletions, list those documents in the Request Note applet. Do NOT make file copies of documents that do not contain any deletions.

---

**CHAPTER 3. FOIA REQUEST PROCEDURES - 111 WINNEBAGO**



1. **Action in mailroom.** Attach NA Form 13028, FOIA Request, to all FOIA requests as they are identified. See [fig. 3-1.1](#). Attach appropriate color code tab to FOIA cases.
  - a. **Request lacks sufficient identifying information.** Return request for additional information using NA Form 13022, Returned Request Form. See [fig. 3-1.2](#).
  - b. **Registry location can be determined.** Complete NA Form 13034, Notification of Receipt of FOIA Request, Part 1, and send to requester. See [fig. 3-1.3](#). Code and route inquiry as a routine request.
  - c. **Registry location cannot be determined and service is subsequent to April 1, 1965.** Handle as a routine negative.
  - d. **Inquiry concerns general purpose record holdings.** Complete NA Form 13034, Part 2, and send to requester. Code and route inquiry as a routine request.
2. **Action in Reference Service Branch.**
  - a. **Official Personnel Folders (OPF's).** Instructions for processing FOIA requests pertaining to OPF's are contained in NPRC 1867.6, Restrictions and release policies for Official Personnel Folders.
  - b. **General purpose records.** Instructions for processing FOIA requests pertaining to general purpose records are contained in NPRC 1867.27, Release and access guide, General Reference Branch.
  - c. **Acknowledgements.** All FOIA requests forwarded to the reference branch should have been acknowledged when the mailroom sent the requester NA Form 13034. Any FOIA request which has NOT been acknowledged shall be brought to the supervisor's attention. The supervisor shall ensure immediate completion and dispatch of the reply.
  - d. **Processing order.** Process FOIA requests along with all others bearing the same color code tabs. Be sure to complete the appropriate portions of NA Form 13028 as the case is processed. When a case is completed, give the NA Form 13028 to the section chief.
  - e. **Form of reply.** Responses to FOIA requests should make maximum use of existing "NA" forms. Only in the most unusual circumstances should a lengthy, composed reply be necessary. It should be handwritten unless the technician's writing or printing is illegible. If the reply to a FOIA request includes a copy of one or more documents from the OPF, see [NPRC 1864.102C, Privacy Act implementation in NPRC reference service operations, subpar. 8.b.](#)
3. **Reporting.** Reference Service Branch is responsible for ensuring that data is entered from collected NA Forms 13028 in the Performance Measurement and Reporting System (PMRS), FOIA Log. The FOIA log is submitted to the Office of Regional Records Services on a quarterly basis.

End Notes:

<sup>1</sup> removed "be" from "Employees must be look" as a typo made in the original memo.

---

# Freefall Parachutist Badge

**Added: 6/16/2016**

---

The Department of the Army does not issue the Military Freefall Parachutist Badge in either its Basic or Jumpmaster level. If this badge is shown in the record or specifically requested, copy and paste the following paragraph into your response letter.

Requests for award of the Military Freefall Parachutist Badge (Basic or Jumpmaster) should be submitted to:

 [\[00725\]](#)

Commander

U.S. Army John F. Kennedy Special Warfare Center & School

ATTN: AFJK-GPD- SA

Fort Bragg, NC 28307-5000

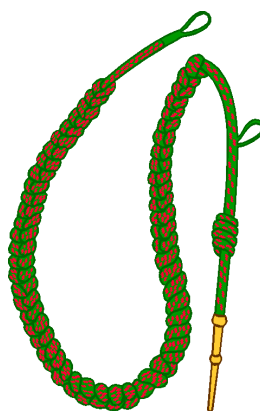
Requests should include the veteran's name, rank, SSN, MOS, copy of official jump record (DA Form 1307), and any other supporting documents, such as graduation or qualification certificates.

You may also purchase the badge from civilian dealers in military insignia. For vendors, we suggest you search the web for 'Military Insignia' or "Military Medals".

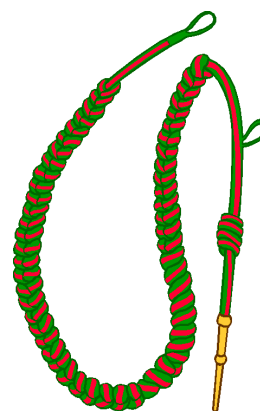
- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

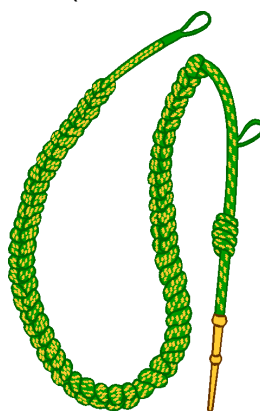
## French Fourragère



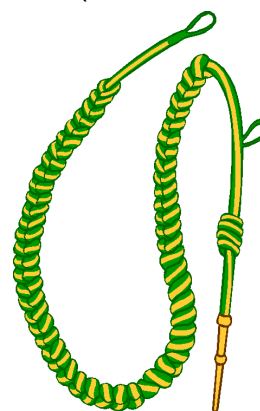
WWI (Two Citations)



WWII (Two Citations)



WWI (Four Citations)



(WWII (Four Citations)

The French fourragère may be awarded by the French government if a unit was cited twice in the dispatches. Award of the fourragère is not automatic and requires a specific decree of the French government. The fourragère is the same colors as the ribbon for the Croix de Guerre. If a unit is cited four times, the fourragère colors are changed to that of the French Medaille Militaire instead of the Croix de Guerre. The French Fourragère is authorized for both permanent and temporary wear. Personnel assigned to a unit which was awarded the fourragère may wear the fourragère while assigned to the unit.

The French Fourragere was established: Unknown.

Authorized Device/Appurtenance: None

Dates Authorized: WWI, WWII

Type of award: Foreign Unit Award

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 9-18](#)

Information can be verified from [DA Pamphlet 672-1](#) (Unit Citation and Campaign Participation Credit Register)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

# Frequently Asked Questions about Redacting

## Posted on: 7/14/2014

Question	Answer
1. Do I redact the entire social security number (SSN) on copies?	Yes, redact the entire SSN.
2. Do I redact next of kin's (NOK) home addresses?	<p>a. <b>Do NOT</b> redact the NOK's home addresses, when the response is sent to the veteran; his/her authorized representative; NOK of deceased veteran; or their authorized representative (e.g. attorney, guardian, <b>power of attorney</b>, Member of Congress, etc).</p> <p>b. Redact the NOK's home addresses, when the response is sent to an authorized third party (e.g. adverse attorney, prospective employer, etc). See <a href="#">Note 2</a> for additional information.</p> <p><b>Note 1:</b> <i>A representative acting on behalf of the veteran or NOK requires the veteran or a deceased veteran NOK's <a href="#">WRITTEN CONSENT</a> The consent <b>MUST</b> identify the representative, and it should clearly grant access to the veteran's record. It <b>MUST</b> be dated and remains in effect for one year. Either in writing or verbally, <a href="#">Members of Congress</a> or their staff members may imply they have the veteran's consent.</i></p> <p><b>Note 2:</b> <i>You <b>MUST</b> <a href="#">redact separation documents</a> sent to third parties unless the veteran or NOK of a deceased veteran authorizes a non-redacted copy. On separation documents printed July 1, 1979 or later, the NOK's address is shown in item 19b; so redact item 19b if it is different from 19a even if a non-redacted copy is authorized.</i></p>
3. Do I redact the NOK's SSN, date of birth (DOB), and other personal identifiable information (PII)?	<p>a. With the exception of <a href="#">NOK's home addresses</a>, you <b>CANNOT</b> release the <a href="#">PII of other individuals named in a veteran's record</a> Therefore, redact PII before providing copies. For information on redacting, see <a href="#">Redaction of Restricted Information on Photocopied Documents</a>.</p> <p>b. If you receive a request from the veteran, his/her representative or NOK of a deceased veteran or their representative and it <b>specifically asks for NOK's PII to apply for benefits</b>, you should <b>discuss this with your ET or Coach</b>. Then enter in the CMRS Note Applet a notation about action taken. <b>You will rarely receive a request like this.</b></p>

<p>4. What is the 10-digit number that is shown next to the veteran's name, and should I redact it too?</p>	<p>The 10-digit number is known as DoD's Identification (ID) Number. It is similar to the service/serial numbers soldiers and sailors used until the early 70's.</p> <p><b>Do NOT</b> redact the veteran or other veterans' 10-digit DoD ID Number when sending a response to the veteran, his/her representative, NOK of a deceased veteran/their authorized representative, or third party requesters.</p> <p><b>NOTE:</b> <i>Since the 10-digit DoD ID number has been around less than 10 years, it is more commonly seen in the Defense Personnel Records Information Retrieval System (DPRIS).</i></p>
<p>5. Do I redact the sponsor's SSN when furnishing dependents copies of their clinical or outpatient military treatment facility record(s)?</p>	<p>a. Most times you redact the sponsor's SSN from copies furnished to the sponsor's dependent(s). However, if records include the 10-digit DoD ID Number, you <b>do NOT</b> need to redact this number. For additional information, see the note and 5b below.</p> <p><b>NOTE:</b> <i>The age of a dependent child eligible for the military healthcare system (or TRICARE) is from birth until age 21 (or 23 if in college). He or she is the sponsor's unmarried biological or adopted child. Stepchildren are included. However, if the step child is not adopted by the sponsor, eligibility ends if the sponsor divorces the child's parent. A dependent child under age 18 is not eligible to submit a request as he or she is a minor. Eligibility may extend beyond the age of 21 or 23 if the child is severely disabled.</i></p> <p><i>After age 23, a child who is not severely disabled is no longer eligible to participate in the military healthcare system or take advantage of benefits from other agencies. It would be extremely unlikely that there would be a need to provide a non-redacted copy of his or her medical record(s). Determination of benefit eligibility is made by the service department using data in the Defense Enrollment Eligibility Reporting System (DEERS) and non-military documents, such as birth or marriage certificates.</i></p> <p>b. If a request from a dependent <b>specifically asks for his or her sponsor's SSN to participate in a military healthcare system or to apply for other benefits</b>, you should <b>discuss this with your ET or Coach</b>. Then enter in the CMRS Note Applet a notation about action taken. <b>You will rarely receive a request like this.</b></p>

Printer Version: [Sample](#)

# GED, USAFI, DANTES or PREP Scores, Transcripts and Certificates

**Background.** General Educational Development (GED) tests are a group of five subject tests which, when passed, certify that the taker has high school-level academic skills. The GED is sometimes referred to as a General Equivalency Diploma or General Education Diploma. Some training programs were conducted for the military branches by contracting with various schools and colleges and were offered to servicemen in their off-duty time by the Educational Services Program of the United States Armed Forces Institute (USAFI). The records and tests formerly held by USAFI were then held by the Defense Activity for Non-Traditional Educational Support (DANTES). From 1971 through 1976 some military service personnel attended overseas Department of Defense Dependent Schools (DODDS) and participated in the Pre-Discharge Education Program (PREP) to obtain their high school diplomas.

Most employers, civilian schools, and colleges allow academic credit for these educational programs. Some of the educational documents may be on file, others may not. Frequently, technicians will need to refer requesters to the agency holding the records. The Department of Defense has a single website for information on all off-duty educational programs, scores, transcripts, and certificates.

To obtain information and order forms for GED, USAFI, DODDS Pre-Discharge Education Program (PREP), DANTES, CLEP, and DSST, veterans should go to <http://getcollegecredit.com/contact/> or call 1-877-392-6433. There is no mailing address available to request GED records.

**Procedure - Providing Scores, Transcripts and Certificates.** For these requests follow the steps below.

Step	Action								
1	<p data-bbox="302 1381 1398 1451">Order records and review for requested scores, transcripts or certificates. The documents listed below by service may contain requested information:</p> <table border="1" data-bbox="358 1486 1377 2018"> <thead> <tr> <th data-bbox="358 1486 643 1566">Service</th> <th data-bbox="643 1486 1377 1566">Forms</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 1566 643 1682">Air Force</td> <td data-bbox="643 1566 1377 1682">AF Form 7 DD Form 214</td> </tr> <tr> <td data-bbox="358 1682 643 1833">Army</td> <td data-bbox="643 1682 1377 1833">DA Form 20 or 2-1 DA Form 669 DD Form 214</td> </tr> <tr> <td data-bbox="358 1833 643 2018">Marine Corps Navy Coast Guard</td> <td data-bbox="643 1833 1377 2018">USAFI Form 642.15, Military Test Report NAVPERS 601 (4) NAVMC 118 (8) Enlisted Qualification Card</td> </tr> </tbody> </table>	Service	Forms	Air Force	AF Form 7 DD Form 214	Army	DA Form 20 or 2-1 DA Form 669 DD Form 214	Marine Corps Navy Coast Guard	USAFI Form 642.15, Military Test Report NAVPERS 601 (4) NAVMC 118 (8) Enlisted Qualification Card
Service	Forms								
Air Force	AF Form 7 DD Form 214								
Army	DA Form 20 or 2-1 DA Form 669 DD Form 214								
Marine Corps Navy Coast Guard	USAFI Form 642.15, Military Test Report NAVPERS 601 (4) NAVMC 118 (8) Enlisted Qualification Card								



Note: At the end of this CRG is a sample [GED certificate](#).

<b>2</b>	Determine response from table below:		
	<b>IF record is...</b>	<b>AND documents on file...</b>	<b>THEN...</b>
	found	fully satisfy the request	respond with the requested documents.
		partially satisfy the request	respond with the requested documents and refer the requester to the agency. From the MSWord CMRS tab, select <a href="#">Get Paragraph &gt; Personnel Related Information &gt; GED, USAFI, DANTES or PREP Scores, Transcripts and Certificates, Partial Info.</a>
		do not satisfy the request	refer the requester to the agency. From the MSWord CMRS tab, select <a href="#">Get Paragraph &gt; Personnel Related Information &gt; GED, USAFI, DANTES or PREP Scores, Transcripts and Certificates, Info Not on File.</a>
	not found	not on file	refer the requester to the agency. From the MSWord CMRS tab, select <a href="#">Get Paragraph &gt; Personnel Related Information &gt; GED, USAFI, DANTES or PREP Scores, Transcripts and Certificates, Info Not on File.</a>
<b>3</b>	Assemble response letter, make copies, and dispatch.		

Last update: Update published 6/23/2016.



**UNITED STATES ARMED FORCES INSTITUTE  
MADISON 3, WISCONSIN**

**MILITARY TEST REPORT**

The distribution of USAFI Military Test Reports for the various services is indicated below:

Please review carefully the information on the reverse side of this form concerning USAFI tests.

USAAMC  
ATTN: ARMY EDUC CENTER  
FT SILL OKLA 73504

EXAMINEE'S NAME (LAST-FIRST-INITIAL)										SERVICE NO.		BR. OF SERVICE		DATE TEST COMPLETED	
DOE, JOHN										123456789		A		0169	
HIGH SCHOOL LEVEL GENERAL EDUCATIONAL DEVELOPMENT TESTS															
TEST FORM	TEST ONE		TEST TWO		TEST THREE		TEST FOUR		TEST FIVE		RTY RATING *	RATING CODE			
	STD. SCORE	U. S. PCTL.	STD. SCORE	U. S. PCTL.	STD. SCORE	U. S. PCTL.	STD. SCORE	U. S. PCTL.	STD. SCORE	U. S. PCTL.		S	S - SATISFACTORY	U - UNSATISFACTORY	
T	40	16	38	12	37	10	41	18	53	62	S		I - INCOMPLETE		
COLLEGE LEVEL GENERAL EDUCATIONAL DEVELOPMENT TESTS															
TEST FORM	TEST ONE		Rating	TEST TWO		Rating	TEST THREE		Rating	TEST FOUR		Rating	RATING CODE		
	STD. SCORE	U. S. PCTL.		STD. SCORE	U. S. PCTL.		STD. SCORE	U. S. PCTL.		STD. SCORE	U. S. PCTL.		S - SATISFACTORY	U - UNSATISFACTORY	
NUMBER AND TITLE OF COURSE OR TEST												Rating	RATING CODE		
														D - WITH DISTINCTION	S - SATISFACTORY
													U - UNSATISFACTORY	OI - 59 PERCENTILE	

\*THIS BLOCK IDENTIFIES A RETEST. 1 - 1ST RETEST 2 - 2ND RETEST

**ARMY** - Original and two copies to Army Education Center. Original for Army Education Center Records.

→ This copy of report for Personnel Records Section.

Green copy for examinee.

**NAVY** - Original and Examinee's Copy forwarded to the Commanding Officer.

→ This copy of report for Chief of Naval Personnel (Pers E).

**AIR FORCE** - Original and two copies to Education Services Officer. Original for Education Services Officer's Records.

→ This copy of report for Custodian, Unit Personnel Records.

Green copy for examinee.

**MARINE CORPS** - Original and examinee's copy forwarded to the Commanding Officer.

→ This copy of report for Commandant of the Marine Corps.

**COAST GUARD** - Original and examinee's copy forwarded to the Commanding Officer; ATT: Education Officer.

→ This copy of report for Commandant Coast Guard (EP-1).

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.86B  
March 8, 1982

SUBJECT: **Genealogical requests**

1. **Purpose.** This memorandum provides instructions for answering requests for genealogical information or copies of records to be used for genealogical research.
2. **Cancellation.** NPRC 1865.86A is canceled.
3. **Reasons for revision.**
  - a. NPRC 1865.86A is updated to make instructions for processing genealogical requests more complete and understandable.
  - b. A revised response from for genealogical requests is included, along with processing instructions for all affected branches.
  - c. Incoming Mail Unit personnel can now turn many requests around by sending Regional Form R6-7231, Genealogical Statement, to requester. For each non-fire-related request turned around in the Mail Section, computer time is saved, and one search action, one correspondence action, and one refile action are eliminated.
4. **Applicability.** This memorandum is applicable to the incoming mail units of the Military Operations Branch; the correspondence sections of the Records Reconstruction Branch; and the correspondence sections of the Navy, Air Force, and Army reference branches.
5. **Instructions.** Instructions are contained in the attachment.
6. **Forms.** This memorandum provides for the use of the following forms:
  - GSA Form 6851, Statement of Service.
  - Regional Form R6-6933, Release of Information.
  - Regional Form R6-7231, Genealogical Statement.
  - Standard form 180, Request Pertaining to Military Records.

DAVID L. PETREE  
Director

---

## GENEALOGICAL REQUESTS

1. **Sources and purposes of requests.** Requests are received from various sources and for various purposes. The most prevalent are:
  - a. Relatives of deceased veterans--for use in preparing family histories or genealogies; and
  - b. Genealogical researchers or general public--for genealogical information or disclosure of documents.
2. **Request forms.** Genealogical requests are received by letter and on various types of forms, including [Standard Form 180, Request Pertaining to Military Records](#), and Regional Form R6-7231, Genealogical Statement ([Fig. 1](#)).
3. **Instructions for Incoming Mail Units of the Mail Section (6NCPMO-M).**
  - a. **Fire-related requests.** Probe computer and handle as follows:

- (1) **"B" file hit.** Code for correspondence and forward to Air Force Search and File Section.
- (2) **"R" file hit.** Code for correspondence and forward to Army search and File Section.
- (3) **"QM" hit or negative response.** Forward directly to Records Reconstruction Branch.

b. **Non-fire-related requests.** See [fig. 2](#).

#### 4. Instructions for Records Reconstruction Branch correspondence sections.

- a. **Requests for information which is not available in the record.** Send Regional Form R6-6933, Release of Information, to the requester, checking the following pars.:

The military record needed to answer this inquiry is not in our files. If the record was here on July 12, 1973, it would have been in the area that suffered the most damage in the fire here on that date and may have been destroyed. There are alternate record sources available:

which often can be used to reconstruct the information required. Complete the attached form as completely as possible and return to this center.

but these sources do not contain the particular type of information requested. We regret that we cannot be of assistance in this matter.

- b. **Requests for which a statement of service seems appropriate (e.g., if it appears the dates of service will be useful to the requester).** Send GSA Form 6851, Statement of Service, to the requester, checking the following blocks, in addition to any other appropriate blocks.

A statement of service is shown on the reverse side.

The military record needed to answer this inquiry is not in our files. If the record was here on July 12, 1973, it would have been in the area that suffered the most damage in the fire here on that date and may have been destroyed. There are alternate record sources available:

which can be used to verify two week periods of active duty for training (ADT) for Army and Air Force personnel; it is also possible to verify reserve service other than ADT for Army personnel only. In order to assist us, please furnish dates of reserve service or ADT or both (month, day, and year) and complete organizational assignments (company, battalion, regiment or squadron, group, wing). After receipt of the requested data, we will search all available records sources.

but these sources do not contain the particular type of information requested. We regret that we cannot be of assistance in this matter.

*but additional information of a genealogical nature cannot be reconstructed.*

- c. **Requests for information which is available in the record.** Occasionally, a near-complete record is found in the "B" file. When this happens, proceed as follows:

- (1) **FOIA request.** Furnish FOIA items.
- (2) **Non-FOIA request.** Send Regional Form R6-7231 to requester.

#### 5. Instructions for the correspondence sections of the Navy, Army, and Air Force reference branches. See [fig. 3](#).

6. **References.** The latest versions of the following NPRC memorandums may be consulted for additional information:

- [NPRC 1852.1](#), Information and instructions on fee cases (9700 Page);
- [NPRC 1864.102](#), Privacy Act implementation in NPRC reference service operations; and
- [NPRC 1864.113](#), Freedom of Information Act (FOIA) requests.

Figure 2: **Guidelines for Mail Section, Incoming Mail Units, for processing non-fire-related genealogical requests**

FOIA request?	If request is from:	on:	then, the Incoming Mail Units:
No	Genealogical researchers or general public for genealogical information or disclosure (photocopies) of documents.	Regional Form R6-7231 (see <a href="#">fig. 1</a> )	Code for correspondence and refer to appropriate search section. Process as a fee case.
		SF 180	Dispatch Regional Form R6-7231 to the requester.
		Other types of correspondence	
Yes*	Genealogical researchers or general public for genealogical information and veteran's authorization not included.	Any form or letter	Code for correspondence and refer to appropriate search section. Process as a fee case.
No	Veteran's next of kin (veteran deceased) for genealogical information or disclosure of documents.	Regional Form 6-7231	Code for correspondence and refer to appropriate search section.
		SF 180	Dispatch Regional Form R6-7231 to the requester.
		Other types of correspondence	
Yes*	Veteran's next of kin (veteran deceased) for genealogical information.	Any form or letter	Code for correspondence and refer to appropriate search section.
<p>* If request cites FOIA but does not contain enough information to identify a record, put a check mark by the item(s) needed to locate record, on the reverse side of Regional Form R6-7231, and dispatch to requester.</p>			

Figure 3: **Guidelines for the Army, Navy, and Air Force correspondence sections for processing genealogical requests**

--	--	--	--

FOIA request?	If request is from:	on:	then, the Army, Air Force, & Navy correspondence Sections:
Yes or No	Genealogical researchers or general public for genealogical information or disclosure (photocopies) of documents.	Regional Form R6-7231	Furnish FOIA items and process as a FOIA fee case.*
Yes	Genealogical researchers or general public for genealogical information and veteran's authorization not included.	Any form or letter	Furnish FOIA items and process as a FOIA fee case.*
Yes or No	Veteran's next of kin (veteran deceased) for genealogical information or disclosure (photocopies) of documents.	Regional Form R-7231	Furnish requested information or photocopies.
Yes	Veteran's next of kin (veteran deceased) for genealogical information.	Any form or letter	Furnish requested information or photocopies.
<p><b>*SPECIAL NOTE:</b> If there is only one photograph in the military record, it may be furnished only to the veteran or next of kin. Any additional photographs may be released under FOIA.</p>			

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

INCLS. CHGS 1 & 2  
NPRC 1865.104  
April 14, 1987

**SUBJECT: General Background and reference information concerning Records Reconstruction Branch**

1. **Purpose.** This memorandum issues and transmits general background information about Records Reconstruction Branch; and provides basic information for understanding the records reconstruction process.
2. **Applicability.** This memorandum is applicable to all Records Reconstruction Branch personnel.
3. **Instructions.** General background information and reference material concerning Records Reconstruction Branch are contained in the Attachment.
4. **Forms.** This memorandum provides for use of the following forms:  
  
NA Form 13096, Finding Aid Report.  
VA Form 3101, Request for Information.

DAVID L. PETREE  
Director

---

1. **General information**

- a. **Policy statement regarding lost records.** As a result of the NPRC (9700 Page) July 1973 fire, the Center's responsibility for assisting veterans and their families, as well as providing service to authorized governmental sources, took on a wholly new and greatly expanded aspect. Regardless of the fact that many master personnel and medical records were lost in the fire, the burden of providing proof of military service remains with NPRC.
  - b. **Reconstruction through auxiliary sources.** Procedures for responding to reference service requests include responsibility for locating, through auxiliary sources, any existing documentation.
  - c. **Records Reconstruction Branch (NRPMR).** NRPMR was established to provide reference service and records reconstruction service for U.S. Army and Air Force records lost or damaged as a result of the fire.
2. **Fire-related records.** U.S. Army and Air Force records destroyed or damaged by the July '73 fire include:

Army WWI (11/1/12 - 9/7/39)

Army WWII (9/8/39 - 12/31/46)

Army PWWII (1/1/47 - 12/31/59)

Air Force (9/25/47 - 12/31/63  
(with surnames of Hubbard through Z))

Some Army reservist records through 1963.)

### 3. **Description of registry files established after the July 1973 fire.**

- a. **"B" registry file.** The "B" registry file was established September 14, 1973, to include all records recovered from fire and water damaged file areas. As lost records were recovered, a "B" file folder was established and accessioned into the "B" registry file. These records are stored on the first floor (9700 Page). During April 1974, use of the "B" prefix was discontinued.
- b. **"R" registry file.** The "R" registry file was established in April 1974, and includes file folders established as a result of records reconstruction efforts. Those records with an "R" prefix registry number up to and including R8025920 are stored on the third floor. Records with an "R" prefix registry number R8025921 and higher are stored on the second floor, module 10.
- c. **"S" registry file.** The "S" registry file (Suspense File) was established in February 1976. It is maintained by the Search and Control Section (NRPMR-S) as a means of controlling data procurement action requests resulting from efforts at reconstructing records lost or damaged in the fire. All folders accessioned into the "S" file remain there on a temporary basis. Upon completion of data procurement and reconstruction actions, the "S" file number is deleted from the computerized index. If an "R" or "B" prefix registry number is not already assigned, an "R" prefix registry number is assigned and the folder is accessioned into the "R" registry file.
- d. **"Auxiliary" registry file.** The "auxiliary" registry file was established in 1974 to include various categories of personnel-related, medical, and payroll records. This file is used as a supplemental source of information in the records reconstruction process. See [NPRC 1865.111](#), Internal sources of information used in the records reconstruction process, [fig. 1](#) for specific information found in these records. Records are added to this file on a continuing basis as new "auxiliary" sources are identified.

### 4. **Service codes and registry number prefixes for the "auxiliary" registry file.** A service code and registry number prefix are assigned to identify the specific type of record in the "auxiliary" registry file. The codes and prefixes assigned to each type of record are as follows:

#### a. **QM C -**

(a) Army hospital clinical record cover sheets and/or nominal index (admission cards) for military personnel. The three groups of digits in the registry number designate respectively the box #, folder #, and page #, for the desired record. (See [fig. 1](#).)

**EXCEPTIONS:** For boxes 7174-7176; 7195-7198; and 7200-7228, the first four digits of the registry number are the box number; the last six digits are the clinical registry number sequentially assigned to each record in the box. (See [fig. 2](#).)



- (b) A QM C service code on a FAR can also represent the existence of a Letterman General Hospital record which is stored on microfilm. The FAR will indicate an index number in the data field normally used for the registry number of the auxiliary file location. (See [fig. 2.](#)) The first four digits of the index number identify the box containing the appropriate reel of microfilm and the last six digits are the clinical registry number and identifies specific frames on the reels. The Letterman medical cards will be within the same numbered breaks as shown above. The microfilm consists primarily of medical cards created during the period 1906 to 1955 at Letterman General Hospital. The records were prepared for every individual hospitalized at Letterman, and usually show a diagnosis and treatment. In disability discharge cases they may contain a character of discharge and authority.
- b. **QM D** - Army discharge special orders and collections of separation documents. The three groups of digits in the registry number designate respectively the box #, folder #, and page #, for the desired record. (See [fig. 3.](#))
- c. **QM E** - Enlistment/induction service number registers showing date and place of entry into service. The three groups of digits in the registry number designate respectively the box #, ledger or folder #, and page #, for the desired record. (See [fig. 4.](#))
- d. **QM J** - Information from the Judge Advocate General (JAG) microfilm index. NA Form 13096, Finding Aid Report (FAR), indicates veteran's name, service number, and Court Martial Case Number. The Case Number is in the last six digits of the data field normally used for registry number auxiliary file location. (See [fig. 5.](#))
- e. **QM P** - Pay records (final pay vouchers and payrolls). The registry numbers for this file concerning World War I and II records designate only the folder in which record is to be found. (See [fig. 6.](#)) The registry numbers for this file concerning Post World War II and some WWII records designate the box in which the record is located along with a folder # and page #. (See [fig. 7.](#))
- f. **QT D** - Indexing information from the California Military Benefit Index Cards. The FAR indicates an index number in the data field normally used for registry number auxiliary file location. (See [fig. 8.](#)) The index number identifies specific frame(s) on the microfilm. The microfilm contains information pertaining to Californians discharged from the armed forces, and, in most cases, a copy of the veteran's separation document. This file contains information from WWI up to recent times.
- g. **QTH** - Surgeon General's Office (SGO) Hospital Admission Card File which pertains to data concerning some Army hospital admissions during WWII and the Korean Conflict. The FAR indicates three groups of numbers in the data field normally used for registry number auxiliary file location. The three groups of digits designate respectively the listing year, the microfiche page #, and the frame #.
- NOTE:** The FAR will NOT indicate the veterans' name, only the service number. (See [fig. 20.](#)) This information is used to locate each related record on a microfiche listing. To interpret the coded record a blowback copy is made of the microfiche page. The codes are then entered to a computer screen format which interprets each code and generates a printout.
- h. **QTK** - (Korean Casualty File) - Entries on this file appear on the FAR with a "QT" service code and a "K 0000 000 000" registry number. The FAR identifies a veteran listed in the Korean Casualty File, i.e., casualties and POW's of the Korean Conflict. (See [fig. 9.](#)) The Korean Casualty File contains three separate microfiche listings, each sorted into a

different sequence. These listings arrange the complete file in alphabetical order; list the veterans alphabetically by home county and state; and provide an alphabetical extract of Prisoners of War.

- i. **QTP** - (Philippine POW's) - Index cards that contain information on U.S. Army personnel who were stationed in the Philippines in December 1941. The three groups of digits in the registry number designate respectively the box #, folder #, and item #, for the desired record. (See [fig. 10.](#)) This file is especially useful in cases involving Philippine Scout service.
- j. **QTW** - Paper records and back-up microfilm for WWII Prisoners of War listed in alphabetical order. The FAR indicates veteran's name, service number, date of capture, and date of release or return to military control. (See [fig. 11.](#))
- k. **QT\*** - A "QT" service code and an "\*" 0000 000 000" registry number indicates an entry on the American Battle Monuments Commission (ABMC) web pages at [\[00126\]: American Battle Monuments Commission \(ABMC\)](#). This source of information identifies WWII dead interred in American military cemeteries on foreign soil and WWII and Korean missing or lost or buried at sea. (See [fig. 12.](#))

- 5. **Supplemental NPRC auxiliary records sources.** In addition to those auxiliary records entered into the computerized registry system, NPRC holdings include a multitude of supplemental sources of information to assist in the records reconstruction process. See [NPRC 1865.111, pars. 10 thru 14](#), for supplemental auxiliary records most often used in the records reconstruction process.
- 6. **NCPMR library materials.** The NCPMR library contains important source materials to assist in the reconstruction of records. Among the vast holdings of source material are: Records Used in Reconstruction of Military Service Data (which inventories all NPRC auxiliary sources); and the Monograph on Military Personnel and Related Records of the War Department 1912-1939. These two issuances are invaluable sources for explaining the evolution of the U.S. Army and Air Force, and for introducing typical military documents/records utilized in records reconstruction.
- 7. **Definition of data/records procurement.** A data/records procurement action specifically means seeking additional sources OUTSIDE NPRC (Page) to complete the response to the requester. It includes requests to NPRC (Winnebago) for additional information, as well as, soliciting other Federal, State, or local agencies for information (see NPRC Memorandum [1865.112](#), External sources of information used in the records reconstruction process). A data procurement request does not include organizational or auxiliary records searching at NPRC (Page).
- 8. **Receipt of requests with FAR indicating "B"/"R" file folder(s).** All routine requests with FAR indicating "B" and/or "R" prefix registry number(s) are received in NRPMR with record attached. If the FAR also indicates a "QM"/"QT" service code, the auxiliary record is not secured prior to receipt in NRPMR. After analysis of the case, the "QM/QT" record may be subsequently requested by correspondence personnel.
- 9. **Receipt of reference request with FAR indicating "QM/QT" service code.** Requests received in NRPMR, with FAR indicating only "QM/QT" service code, are sent directly from the mailroom to NRPMR-S where they are reviewed by the Analysis and Control Technician. The technician determines whether the "QM/QT" record should be pulled/searched, or whether an initial data procurement action is more appropriate.

10. **Order of precedence in selecting appropriate auxiliary record source.** In some instances, there can be no standard rule for the order in which auxiliary sources are to be used.
  - a. **Factors to consider.** Decisions regarding which auxiliary source to use shall be determined by examination of various factors involved in the request. Factors to consider are: type of information requested; amount and kind of information furnished; period of service involved; and urgency of request.
  - b. **Use of more than one source.** In most instances information requested may be available from one or more of the many known sources. It may be necessary to check some of these record sources merely to determine whether the subject did, in fact, serve as claimed or to obtain information to assist in further records reconstruction efforts.
11. **Veterans Administration (VA).** The VA is an important outside source of information in the records reconstruction process. The VA maintains a separate record on each veteran who has received, or is receiving, VA benefits. For more in-depth information regarding the VA, see [NPRC1865.112, Chapter 1](#).
  - a. **VA's Beneficiary Identification and Records Locator Subsystem(BIRLS).** After the initial probe of the NPRC Registry System, fire-related requests, from sources other than the VA, are routed by NRPMO-M personnel for a BIRLS probe if no record or if only auxiliary (QM/QT) records are located at NPRC. The specific location of a VA claim folder is obtained from the BIRLS response. Upon receipt, the BIRLS response is attached to the corresponding reference request. See figs. [13](#), [14](#), [15](#), [16](#), [17](#) and [18](#) for samples of BIRLS responses.
  - b. **BIRLS response with SSAN as claim number.** In the early 1970's, the VA began using an individual's Social Security Account Number (SSAN) as their respective VA claim number. All BIRLS responses that reference a Social Security Account Number as the VA claim number shall be considered a "negative" BIRLS. In most cases documentation on file with the VA would not assist in the reconstruction efforts. (See [fig. 17](#).)
  - c. **BIRLS response with multiple veterans records.** If NRPMO-M receives a negative response from the initial BIRLS probe, an additional probe may be keyed using the individual's name. The alpha search may result in a print out with multiple veterans listed. (See [fig. 18](#).) Using the data shown on the print out; e.g., SS #, SVC #, EOD, and/or RAD, technicians may be able to identify the veteran who is the subject of the inquiry.
  - d. **Requests from the VA.** VA offices are required to search all their own records sources before submitting VA Form 3101, Request for Information, to NPRC. Therefore, requests from the VA are not routed initially for a BIRLS probe.
12. **Reference requests not appropriate for reconstruction.** Even though it is determined that a record has been lost in the fire, reconstruction action should not be taken under certain circumstances. For instructions on removing these requests from the reference service pipeline, see [NPRC 1865.107, ch. 1-5](#).
  - a. **General rules.** All reference requests shall be reviewed prior to initiating reconstruction efforts for the following:
    - for information not releasable under the current release policy and laws
    - requests that do not contain sufficient information to reconstruct the record

- requests concerning records for which NRPMP is not responsible for providing reference service.

b. **Requests for certain types of information.** Specific information requested may not have been made a matter of record or, even if recorded, will not be found in ANY alternate sources within or outside NPRC. Examples of these types of requests are:

- any kind of test scores
- birth certificate (not to be confused with requests for birth data, i.e., proof of birth)
- marriage license
- naturalization papers.
- address (if address does not appear in record)

c. **Miscellaneous requests.** Other requests may be encountered that should not be permitted to get into the data procurement or reconstruction pending workload. Technicians shall be particularly alert for these, and bring any doubtful requests to their supervisor's attention.

13. **Army Reserve Personnel Center (ARPERCEN) computer probes.** In some instances, ARPERSCOM computer probes should be requested in order to determine the status and location of a record. These probes are primarily used when the requester indicates 20 or more years of service or recent military service. See [fig. 19](#) for samples of ARPERSCOM computer probes.
14. **Referral of auxiliary records and S files.** Auxiliary records (original documents) must not be referred to elements outside of NPRC(MPR). File folders indicating an "S" prefix registry number (Suspense File) shall not be referred from NRPMP. The S file must be deleted and accessioned as an R file. This is commonly referred to as a "Batch 99" action. See [NPRC 1865.107.ch. 1-11](#) for instructions on accession and deletion actions.
15. **Information concerning service numbers.** Occasionally, even though a service number has been furnished by the requester, evidence of service cannot be found. Perhaps in these instances, efforts to obtain the branch of service and approximate dates of service from the requester have been unsuccessful. The service number in these cases can be the key to determining era and sometimes branch of service and, in turn, provide a shortcut for determining alternate auxiliary records sources. [Appendix A](#) contains information about service numbers that may assist in the records reconstruction process.
-

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.2C  
March 22, 1991

SUBJECT: **General information and instructions relating to reference service**

1. **Purpose.** This memorandum transmits general information and instructions relating to reference service.
2. **Cancellation.** NPRC 1865.2B and NPRC 1865.5B are canceled.
3. **Nature of revision.** This revision updates procedures and combines NPRC 1865.2B and NPRC 1865.5B.
4. **Information and instructions.** Paragraph titles, denoting the various subjects covered in this memo, appear in the Table of Contents, and also appear in the comprehensive index issued with the NPRC 1865.1 series.
5. **Forms.** This memorandum provides for the use of the following forms:

OF 41, Routing and Transmittal Slip.  
NA Form 13013, File Chargeout Card.  
NA Form 13018, Reply to Inquiry (NCP).  
NA Form 13038, Certification of Military Service.  
NA Form 13041, Statement of Service.  
NA Form 13060, Referral.  
NA Form 13072, Summary of Military Service.  
NA Form 13075, Questionnaire About Military Service.  
NA Form 13085, Armed Forces Discharge Certificate - Worksheet.  
NA Form 13086, Verbal or Telephone Inquiry.  
NA Form 13087, Request for Records.  
NA Form 13098, NPRC Routing Slip.  
NA Form 13105, NPRC Search Request and Reply.  
NA Form 13131, Importance Notice.  
NA Form 13135, Reply to Follow-up Request.  
NA Form 13139, File Authorization.  
Standard Form 14, Telegraphic Message.  
Standard Form 180, Request Pertaining to Military Records.  
DD Form 214, Report of Separation from Active Duty.  
DD Form 256, Honorable Discharge Certificate.  
National Personnel Records Center NOTICE

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132 5100

NPRC 1865.2C CHGE 1  
September 21, 2006

**SUBJECT: General information and instructions relating to reference service**

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.2C.
2. **Explanation of changes.** Subpar. 5d. has been revised to emphasize and explain the requirement to work with only one record at a time.
3. **Instructions.** Remove pp. 3/4 and insert the revised pp.

R. L. HINDMAN  
Director

**TABLE OF CONTENTS****GENERAL INFORMATION AND INSTRUCTIONS RELATING TO REFERENCE SERVICE**

<b>Paragraph Titles</b>	<b>Paragraph Numbers</b>
<a href="#">Effective responses</a>	<a href="#">1</a>
<a href="#">Proper approach to answering a reference inquiry</a>	<a href="#">2</a>
<a href="#">"In TODAY - OUT TOMORROW"</a>	<a href="#">3</a>
<a href="#">Accuracy</a>	<a href="#">4</a>
<a href="#">Care of records and inquiries</a>	<a href="#">5</a>
<a href="#">General statement on release policy</a>	<a href="#">6</a>
<a href="#">Extent of information to be furnished</a>	<a href="#">7</a>
<a href="#">General policy on choosing the form of reply</a>	<a href="#">8</a>
<a href="#">Replies in which information is not released</a>	<a href="#">9</a>
<a href="#">Manner of showing dates on correspondence</a>	<a href="#">10</a>
<a href="#">Retention of evidence of reply</a>	<a href="#">11</a>
<a href="#">Referral and delay notices</a>	<a href="#">12</a>
<a href="#">Negative replies</a>	<a href="#">13</a>
<a href="#">Requests returned for more information, release authorization, etc.</a>	<a href="#">14</a>
<a href="#">Disposition of follow-ups</a>	<a href="#">15</a>
<a href="#">Feedback on inaccuracies or shortcomings of the reference service directives</a>	<a href="#">16</a>
<a href="#">Addressing correspondence to Office of Federal Records Centers and other NARA offices</a>	<a href="#">17</a>
<a href="#">Special instructions on particular reference service problem areas</a>	<a href="#">18</a>
<a href="#">Appendix A</a> <a href="#">Special Instructions on Particular Reference Service Problem Areas</a>	
<a href="#">Appendix B</a> <a href="#">Mailing Addresses of Records Centers</a>	

**GENERAL INFORMATION AND INSTRUCTIONS RELATING TO REFERENCE SERVICE**

1. **Effective responses.** The primary mission of the military reference branches and the Records Reconstruction Branch is to provide an information service to the public and to other government agencies.

- a. **Forms.** Most of this service is provided through NA forms. In responding to a request, use the form specified in appropriate NPRC memorandums, and check most appropriate box(es). If additional information must be given, use space at bottom of form to write in what is needed. If no form is applicable, use NA Form 13018, Reply to Inquiry, (NCP), or letterhead. Be sure to fill in forms completely and correctly.
- b. **Letters.** In rare cases, letters must be written ([see subpar. 8b](#)) Use the U. S. Government Correspondence Manual, the official guide for the preparation of NPRC correspondence. In addition, follow these general guidelines:
  - (1) Be tactful, concise, and courteous.
  - (2) Address reply to points raised in inquiry.
  - (3) Write in simple terms and use a conversational tone.
  - (4) Do not hesitate to apologize for delays or to express regret when appropriate.
  - (5) Briefly answer all questions, and explain matters in logical order.
  - (6) End letter in friendly fashion. For example: "We hope that this information will be of assistance to you."
- c. **Abbreviations.** Use only well-known abbreviations, short titles, or organization symbols. If abbreviation may not be well-known to requester, spell out the term, and then show the abbreviation in parentheses, for example, National Personnel Records Center (NPRC). The abbreviation may be used thereafter.

2. **Proper approach to answering a reference inquiry.** Before beginning the reply to a reference inquiry, a correspondence technician should double-check the following:

- a. Is the requester authorized to receive the information or document? Check release policies for the type of inquiry at hand. [See also par. 6.](#)
- b. Do you have the right record? Be certain that record is correctly identified and that it is for the person named in the inquiry. Be certain that all documents contained in the record belong to the individual whose records are being requested. [See Checklist.](#)
- c. Is the record complete and does it contain enough information for an adequate reply?
- d. Is the inquiry signed by the requester?
- e. Have you read the inquiry carefully to make sure you understand fully what is wanted and what it is wanted for?
- f. Is it proper for NPRC to respond, or should some other agency or custodian make the reply?
- g. Is a fee chargeable? See [NPRC 1852.1](#), Information and Instructions on fee cases (9700 Page).
- h. Is a delay notice required? [See NPRC 1864.103](#), Delay notices.

3. **"IN TODAY - OUT TOMORROW."**

- a. The policy of Federal records centers is to provide a response to all routine requests for reference service within one workday of receipt. Backlogs are not acceptable. All inquiries must be searched and answered with a sense of urgency.

- b. Achieving the goal of fast reference service requires some employees to perform several tasks. Upper grade correspondence archives technicians may be called on to work various types of cases. Experienced searchers may be called upon to work in correspondence if required to keep cases moving. Seasonal peak workloads, exceeding the productive capacity of a branch, may require curtailing or denying leave until peak is past.

#### 4. Accuracy.

- a. **Accuracy in providing reference service is the goal of NPRC.** A high degree of accuracy must be maintained in extracting and releasing information from records. (See NPRC 4430.1E, ch. 2, Quality audit of work.)
- b. **There is one item of information on which there must be 100% accuracy: CHARACTER OF SEPARATION.** Since this one item has such a direct and immediate effect on a veteran's welfare, there can be no errors. If there is any doubt as to character of separation, consult the supervisor. Take care to note asterisks, footnotes, determination sheets, etc., denoting CHANGE OF CHARACTER OF DISCHARGE subsequent to discharge. No reason or excuse can be accepted for incorrectly reporting the character of separation.

#### 5. Care of records and inquiries.

- a. **Handling records.** Care must be taken not to damage records. This is particularly true of older records or records recovered from the fire, since they are brittle and easily torn. If the record is fire-related and brittle, it should be copied to capture all data before it becomes lost. Records should not be pulled through the Acco fasteners. Use extreme caution when returning them to jackets, and when securing them with rubber bands. On manila folders, run the rubber bands lengthwise around the folder so as not to damage the name tab.
- b. **Records and inquiries in unauthorized areas.** Records and inquiries are not carried into washrooms, or the cafeteria.
- c. **Markings on inquiries.** Write any notations regarding searching actions or other processing matters on search or routing forms. The only notations permitted on the inquiry are routing codes; registry number; notations concerning the sending of a delay or referral notice; or of a DD Form 214, Report of Separation from Active Duty.
- d. **"One record at a time" policy.** Center employees must exercise extreme care to ensure that (1) the contents of records are not mixed during handling and (2) protected personal information is not disclosed inadvertently to unauthorized sources. For this reason, technicians will have only one record on their desks while working a case or bar coding folders. Other records must be kept on carts, open shelves (no closed cabinets or desk drawers), or a separate surface from the desktop. Exceptions are allowed if a case requires multiple records for the same veteran (e.g. pers and med, med and clinical) or if a technician must correct mixed records.

#### 6. General statement on release policy.

- a. **Careful analysis and astute judgment required.** Furnishing information from military personnel records is a matter which requires thorough understanding of release policies. These are set forth in the instructions on each type of inquiry and in various other release issuances. (See [NPRC 1865.16](#), release and access guide, latest revision.) Care must be exercised to ensure that: (1) the persons requesting the information or documents are entitled or authorized to receive it; (2) the purpose for which the information is desired is in accord with pertinent laws, regulations, or policies on disclosing specific types of information, and (3) releasing the information would not be an unwarranted disclosure of personal data.



When granting access to records to persons whose records are involved (or their representatives), it may be necessary to remove certain documents from the file. In general terms, the documents that should be removed are those pertaining to security, investigative reports, and records which might be injurious to the well-being of the person concerned, such as psychiatric records.

- b. **Exceptional cases.** There are instances when you should not apply a policy statement literally. Judgment should be founded upon the basic philosophy governing release of information from military personnel records: the nature of the record is privileged and confidential; and the best interest of the individual whose records are involved must be protected. However, these policies should not restrict the furnishing of information in response to bona fide requests. When NPRC policy statements are silent on a particular point or question, technicians should apply the corresponding policies of the Armed Forces. Should doubt still exist, discuss the matter with your supervisor.
7. **Extent of information to be furnished.** The details on what information to furnish in response to specific types of requests are set forth in the various reference service instructions. Respond to any inquiry only to the extent of the requested information plus whatever explanation may be necessary to clarify. If the inquiry does not state what information is wanted, do not speculate. Return it with an appropriate form asking for further explanation as to what is wanted. In addition, use common sense and logic in furnishing information, and follow NPRC release policies. (See [NPRC 1865.16](#) latest revision.)
  8. **General policy on choosing the form of reply.** The form of reply is usually indicated in the instructions on each type of inquiry--see appropriate NPRC memorandum. If a special form is not prescribed, or if there is no covering instruction, the following general policy should be observed.
    - a. **Forms and form letters.** Forms and form letters reduce the time required to provide a response. Always attempt to reply to a reference inquiry with a form or form letter. If none are applicable, use NA Form 13018, Reply to Inquiry (NCP), or letterhead. NA Form 13135, Reply to Follow-up Request, has been developed specifically for responding to follow-up requests.
    - b. **Letter replies.** See the Government Correspondence Manual for instructions on when to use formal and when to use informal letterhead. For reasons of economy, letter replies are to be held to a minimum. They should be used, however, in any case where courtesy demands a letter. The following are some examples of the type of inquiry calling for letter replies, either composed, made up of correspondex paragraphs, or a combination of both:
      - (1) Complaints, other than "tracers" for which reply is made on the tracer itself. [See NPRC 1864.101](#), Workflow control procedures and priority levels in reference service, for definition of complaints.
      - (2) Inquiries of a controversial nature, such as allegations made against record facts.
      - (3) Letters from high officials of the Government expressing a personal interest in the matter at hand. (Most requests from Members of Congress must be answered by letter--see [NPRC1865.12](#), Congressional inquiries at NPRC(MPR).)
    - c. **NA Form 13041, Statement of Service, and NA Form 13072, Summary of Military Service.** These are the two forms for furnishing military service data when reply is not made on the request itself or on specially prescribed forms.
    - d. **Replying on the request form.** This method should be used to the maximum possible when a more formal reply is not considered necessary. Many inquiries are designed so the reply can be entered on the form. If sufficient space is available and the request is submitted in

duplicate, use the request form. Print the word "TO" in front of the letterhead or the return address. If the inquiry cannot then be folded properly for mailing in a window envelope, prepare a mailing envelope.

- e. **File copy.** Keep file copy of all action taken. There are several exceptions to this rule for Records Reconstruction Branch. If: (1) no record is located and an NA Form 13075, Questionnaire About Military Service, is sent to the requester (the inquiry is returned); (2) no record is located and the request is returned because it lacks proper signatory authority; or (3) no record is located and an NA Form 13060, Referral, is sent referring the requester to the VA.

## 9. **Replies in which information is not released.**

- a. **Reasons for not releasing the information requested.** The reasons for not releasing information to a requester are: (1) nonentitlement (the requester is not eligible to receive the information); (2) authorization is required (the veteran's or NOK); (3) military department regulations or DoD Privacy Board regulations do not permit release; and/or (4) the research involved is prohibitive (more important work takes priority).
- b. **Uniform policy required.** A uniform approach is needed on requests which lack proper authorization, since these usually lead to additional correspondence, sometimes from Members of Congress, often in the form of a complaint. Replies to requests for information which is not releasable under the Freedom of Information Act (FOIA) or under military regulations must be signed by branch chief. Discuss any problem cases with section chief. If letter is appropriate, be courteous and give full explanation as to why request cannot be granted. In cases where part of the request is being granted and part is not, the section chief should review the response. In cases where no information is being released, advise requester of the right to appeal.

**NOTE:** NPRC is not a denial authority and cannot refuse to release information from a record to the subject of that record. Only the legal custodian (military department) can deny access to a record.

10. **Manner of showing dates on correspondence.** When the military service departments transferred personnel records to GSA in 1960, an agreement was reached whereby GSA would use civilian style dates; i.e., month, day, and year. Since the services themselves use a different style (day, month, year), it is very important that the month be written out (or abbreviated) in all NPRC communications prepared on NA forms or letterhead. Do not use numerals to indicate months. The military services may interpret a date written as 5-1-51 as either May 1, 1951, or January 5, 1951. **EXCEPTION: Some military forms are completed under specific delegation by the various branches.** On these, the military style is used for showing dates.

## 11. **Retention of evidence of reply.**

- a. **Requests submitted in original only.** When an employee of a correspondence section uses the inquiry to transmit documents or information to the requester, a photocopy of the inquiry must be kept in the record. Indicate on the file copy the documents which were sent. If the case is one requiring the preparation of the following:

NA Form 13085, Armed Forces Discharge Certificate - Worksheet;

NA Form 13038, Certification of Military Service;

DD Form 256, Honorable Discharge Certificate;

Be sure to date and file a copy in the record (in addition to a copy of the transmittal) **FOR FIRST REQUEST ONLY**. If a copy of NA Form 13085 is already in the record, a new NA Form 13085 is not prepared unless an error was made on the first NA Form 13085. [See d](#), below, for methods of filing copies of replies in organizational records.

**NOTE:** In cases where the inquiry is returned for identification purposes, it is not necessary to retain a photocopy in file. Attach National Personnel Records Center NOTICE form to the inquiry informing the requester to return all correspondence when writing to the Center subsequently on the same subject. For Army and Air Force reference branches and Records Reconstruction Branch, when reply is made by an appropriate NA form, prepare an original and one copy. File copy of reply in the service record. For Navy Reference Branch, [see subpar. 11e\(2\)](#).

- b. **Requests submitted in duplicate.** If request is in duplicate, complete the reply in duplicate and file the copy. For organizational records, see [d](#), below. When transmitting documents, be sure to note on the retained copy which documents were sent and the date.
- c. **Verbal or telephone inquiry.** File a copy of completed NA Form 13086, Verbal or Telephone Inquiry, in the record together with a copy of any other NA form furnished. See [NPRC 1865.8](#), Inquiries received by telephone at NPRC(MPR), for instructions on verbal and telephone inquiries.
- d. Methods of filing evidence of replies in organizational records. Use the following order of precedence for filing evidence of replies in organizational records. File a copy of inquiry and reply:

(1) In the individual personnel or medical record if it was initially withdrawn to assist in answering the inquiry.

(2) In the organizational record file unit (paper records only) from which the information/record was withdrawn if the personnel record is not withdrawn. A copy of the inquiry is placed in each file location.

**NOTE:** File copy of transmittal is used as chargeout card on loans and transfers.

(3) In the special transitory file (one-year retention; collect one year and destroy). This option is used only when neither of the above is appropriate. In cases where the required organizational records are withdrawn from a number of different file locations (e.g., Air Force clinicals), place a copy of the NA Form 13013, File Chargeout Card, in each file location and place the file copy of the reply in the individual personnel or medical folder or, if there is no folder, in the transitory file.

- e. Dual action requests (Navy and Marine Corps). When request is for service and medical information and BOTH service and medical information are released:

(1) Reply made on original request form. File a copy of reply in both service and medical records. Request photocopies when insufficient number of copies is furnished by requester.

(2) Reply made on appropriate NA form. Prepare original and two copies. File copy of reply in service record and file request and copy of reply in medical record. Annotate copies of reply by writing in lower right corner the date copies are filed.

**NOTE:** When request is for service and medical information, and only service or medical information is furnished, file copy of reply and inquiry in record from which information is extracted.

12. **Referral and delay notices.** Copies of referrals of requests from congressional offices and other VIP's are retained in the record or in the transitory file if there is no record. File copies (a photocopy) of Freedom of Information Act (FOIA) referrals are always kept. Aside from this, copies of referrals are not kept unless special conditions warrant, such as when it appears the Center may become further involved. This is determined on an individual basis. Inquiries which must be delayed are noted in the lower right corner to show form of the first delay notice (use word "delayed"), the date it was sent, and initials of the archives technician who sent it. A file copy of the second delay action letter, if necessary, is retained with the original inquiry.
13. **Negative replies.**
  - a. **Organizational records.** The Organizational Records Section maintains a special transitory file, by month and then alphabetically, of negative replies (one-year retention). Hold one year and destroy.
  - b. **All other.**
    - (1) **Records not found in registry file.** When initially advising that the pertinent records or information cannot be found (or properly identified), file copies of the correspondence are not normally kept. If, however, there have been extensive but unsuccessful attempts to locate the record, then a file copy is kept. If necessary, prepare a folder in which to file military documents/information procured from other sources, the copy of the request and reply, and any other papers (search reports, routing slips, correspondence, etc.) which document the action taken to locate the record.
      - (a) If a positive Finding Aid Report (FAR) indicates the record's proper registry location but the record cannot be located, the new folder which is established by the C6 correspondence technician, is marked "Temporary File" and the registry number location is recorded on the manila jacket.
      - (b) If the appropriate FAR's are negative by all identifiers, and if NPRC is responsible for reconstructing military data to respond to the inquiry, the correspondence section chief establishes a file containing procured documents/information, correspondence, and search reports and then requests that a registry number be assigned. Follow this procedure only when it has been established that the individual is actually separated from military service (i.e., positive BIRLS, etc.). The request and folder are forwarded to Data Conversion Unit, on an OF 41, Routing and Transmittal Slip.
      - (c) In those cases where registry number cannot be located and NPRC is NOT responsible for reconstructing military data, the correspondence and search reports are forwarded to the service department without establishing a file or assigning a registry number.
    - (2) **Records not found in "B" or "R" files.** An "R" file is established by Records Reconstruction Branch, NCPMR, when reconstruction of records process takes place.
    - (3) **Navy Alphabetical File.** If inquiry pertains to Navy Alphabetical File, prepare Temporary File only if chargeout card is in file. When Temporary File is established, file in appropriate Navy Alphabetical record block.
    - (4) **Information not releasable.** When advising that the record or information cannot be released to the veteran or next of kin, but that it can be released to a physician, etc., copies of NPRC replies are kept.

14. **Requests returned for more information, release authorization, etc.** Copies of correspondence and forms returning inquiries for more information needed to locate the record, for proper authorization, or for a signed signature instead of a typed or printed one, are not normally kept. Attach National Personnel Records Center NOTICE when returning the inquiry to the requester.
15. **Disposition of follow-ups.** Follow-up requests are processed by correspondence personnel. Take no action on follow-up if evidence is found indicating the original inquiry has been answered within seven workdays prior to the date of the follow-up. Upon supervisory approval, file the follow-up without action. If the original inquiry was answered more than seven workdays prior to the date of the follow-up, make photocopy of previous action taken. Prepare NA Form 13135, Reply To Follow-up Request, in duplicate. Send original NA Form 13135 and photocopy of previous action taken, to the requester. File duplicate NA Form 13135, previous action taken and follow-up request in the record.
16. **Feedback on inaccuracies or shortcomings of the reference service directives. All users of the "1865 and 1864" series of directives are encouraged to communicate any shortcomings or problems concerning these directives to the Chief, Management Systems Staff (NCPS).** The method of communication can be an OF 41, Routing and Transmittal Slip, or simply a sheet of paper and should be done as soon as the deficiency is noticed. These messages should be sent through supervisory channels to NCPS. This type of feedback helps to keep the NPRC reference service directives current and accurate. This procedure is not meant to interfere with the NARA Employees Suggestion Program. Employees should continue to use the Suggestion Program as directed by NPRC 3620.1C, NPRC suggestion program.
17. **Addressing correspondence to the Office of Federal Records Centers and other NARA offices.** It is important that correspondence being sent to the following offices is correctly addressed.
  - a. Following is a list of the correct addresses for some of our Washington offices:

Office of Federal Records Centers:  National Archives and Records Administration (NC) Washington, DC 20408  Military Reference Branch:  National Archives and Records Administration (NNRM) Washington, DC 20408  General Archives Branch:  National Archives and Records Administration (NNDG) Washington, DC 20409
--

- b. A complete list of records center addresses showing the geographical area served by each is contained in [app. B](#). An example of the correct way to address mail to the records centers follows:

Director  
Federal Records Center  
380 Trapelo Road  
Waltham, MA 02154

18. **Special instructions on particular reference service problem areas.** [App. A](#) sets forth a number of special situations or occurrences which, when encountered in the reference service operations, require special handling, but which do not lend themselves for coverage in other instructions of this series.

---

## Appendix A: **Special Instructions on Particular Reference Service Problem Areas**

### 1. ***Inquiries that do not merit a reply.***

- a. Repetitious letters occasionally are received from veterans, or someone writing in their behalf, after every possible effort to help the veteran has been made. Additionally, letters occasionally are received that contain a general complaint about NARA or military officials, activities, or policies, and which do not appear to merit a reply or indicate that a reply would serve a useful purpose. Correspondence which could be categorized as "nuisance" but which involves no military service record should be destroyed. Also included in this category are the so-called "pen pal," "crank" letters, and letters from inmates of mental institutions. The instructions set forth below are to be followed in these cases.

**NOTE:** This does not include repetitious letters from the next of kin concerning an Army person's death in service. In these cases, refer the request, with records attached, to ARPERCEN for necessary action. This includes requests from anyone (such as Members of Congress) writing in behalf of the family members.

- b. Inquiries of the types mentioned above are forwarded, with records attached, to the branch chief to determine if the inquiry may be filed without action. If it is determined that the inquiry does not merit a reply, prepare an NA Form 13139, File Authorization ([fig. A-1](#)), and place it in the record of the person concerned. This form should be maintained as the topmost document at all times.

2. ***Inquiries containing obscene language or threats.*** Correspondence which includes obscene or threatening language--or indecent photos--should be routed to the branch chief along with an opinion as to whether the correspondence should be reported to U. S. Postal Service or to other officials as appropriate. Inquiries of this type normally are detected in the Incoming Mail Units and should not reach the operating elements.

### 3. ***Inquiries that cannot or should not be answered because of the nature of the information requested.***

- a. **Description.** Some inquiries ask NPRC to perform historical research and although the information may be releasable, it would not be possible to answer these inquiries. While it is impossible to illustrate the many types of inquiries that might come under this heading, the following are a few examples:

(1) Statistical, tactical, or logistical matters.

(2) Numbers of persons with a given name who served during a given period, war, etc., or at a given time.

- (3) The first service person (or organization) involved in a given military action or incident.
- (4) The first service person killed at a given place or in a given action or incident.
- (5) The first service person to receive a given award or decoration.
- (6) The first WAAC, WAC, WAVE, etc.
- (7) The youngest person at a given time or place, given grade, etc.
- (8) Possibility of a person of a given age to have held a given rank or grade.
- (9) Persons who served in two or more wars or in two or more of the Armed Forces.
- (10) The names (and addresses) of all persons who served from a given locality (town, county, area, etc.)

b. **Instructions.** Inquiries containing questions or asking for information along the lines listed above are to be referred to the branch chief. If the inquiry asks for the above types of information ALONG WITH other information that is normally furnished by the correspondence elements, the service date is extracted by the correspondence technician and furnished with the inquiry to the branch chief for inclusion in the reply. Branch chief may choose to handle the matter by telephone. Whether by phone or letter, he/she explains why the Center is unable to comply with the request. This may involve an explanation of our records holdings, how they are arranged, release policies if applicable, and in some cases it may be possible to suggest another source for the requester to contact.

c. **Related instructions.** This paragraph is related to the following instructions, which should also be consulted:

(1) **[NPRC 1865.49](#), Requests for last known address or "whereabouts" information.** (These are sometimes submitted in list form which, in some cases, requires denial or partial denial because of the amount of research involved.)

(2) **[NPRC1865.86](#), Genealogical requests.** Requests for information needed in genealogical research; for information on military achievements of individuals, etc.

#### 4. **Requests for forms to be used in requesting information/documents from this Center and for general information about this Center.**

a. **Dual requests for records information/documents and for request forms ([SF 180](#)).** The operating elements of the military reference branches and Records Reconstruction Branch will supply Standard Forms 180 when they are requested along with service record data or copies of documents. This is limited to requests for 25 or less Standard Forms 180. If more than 25 copies are requested, attach a Routing and Transmittal Slip (OF 41) addressed to the Chief, Inquiry Analysis & Distribution Section, with notation calling attention to the request for forms.

b. **Requests for Standard Forms 180 only.** These will be handled exclusively by the Inquiry Analysis Units.

c. **Requests for general information about NPRC's functions, release policies, capabilities, requirements for proper requests, etc.** These should be referred to Management Systems Staff (NCPS) for reply. If a request is for this type of information, correspondence technicians answer the records portion and inform the requester a separate

reply concerning the other part of the request is forthcoming. See [NPRC 1804.1](#), Signature authority, Center correspondence.

## 5. ***Inquiries involving records in two or more file locations.***

### a. ***Responsibilities.***

(1) Inquiries indicating service in two or more branches of the Armed Forces are coded to the reference branch having responsibility for the LATEST records. That branch is then responsible for completing the entire request. If the request is only for records covering an earlier period of service, code to branch having responsibility for those records.

(2) If, while processing an inquiry in which only one branch of service was indicated, the technician discovers from the record that the person had subsequent service in another branch, that technician completes the inquiry by requesting the appropriate records. Such requests are not routed to the branch responsible for the latest service, nor, are they returned to the mailroom for recoding. Obvious coding errors, however, should be brought to the attention of the Inquiry Analysis and Distribution Section Chief.

b. ***Instructions, correspondence cases.*** Complete branch's portion of reply. Prepare NA Form 13087, Request for Records, [fig. A-2](#), and send it to the search section of indicated branch. Enter all essential identifying information and show code on which record is to be charged. Retain inquiry. When records are received, complete case. ***On red tag cases, attach red tag to NA Form 13087 to ensure priority handling.*** In extremely urgent cases, correspondence archives technician may go to other branch and obtain records.

**NOTE:** The same procedures are followed if organizational records are required to complete the request except NA Form 13105, NPRC Search Request and Reply, is used to request search.

### c. ***Inquiries involving Records Reconstruction Branch.***

(1) ***Inquiry Analysis Units.*** Requests involving Records Reconstruction Branch and another branch of service should always be sent to other branch first, regardless of which had prior or subsequent service.

(2) ***Reference branch.*** Correspondence archives technician completes branch's portion of reply and sends to requester, noting on reply form that information on additional service will be forthcoming under separate cover from Records Reconstruction Branch (NCPMR). Retain copy of inquiry and reply for file. Send inquiry, copy of reply, and any relevant service data, enlistment contracts, shipping articles, or later correspondence relating to fire-related service records to NCPMR-C on NA Form 13098, NPRC Routing Slip. NCPMR-C completes its portion of reply and sends it to requester.

(3) ***Prior service.*** If inquiry is sent first to NCPMR, and prior service in another branch is discovered, NCPMR may return request to Inquiry Analysis Units to be sent to branch of prior service, unless there is some information with which it can work. Miscoded inquiries sent to NCPMR will be returned to Inquiry Analysis Units to be recoded and sent to correct reference branch.

d. ***Delay notice.*** Any time records are requested from another source in order to complete an inquiry, consideration must be given under [NPRC 1864.103](#) as to whether delay notice should be sent.



- e. **Exception to above.** Above is not intended to apply to those rare cases wherein only MISCELLANEOUS records (usually medicals) are found in block to which inquiry was coded, and OFFICIAL record is found in another records block. These requests, with miscellaneous records, are to be forwarded for answering to section having official record.

## 6. **Policy regarding combining records from two or more record blocks.**

**General rule - Air Force Reference Branch personnel.** Records for the same veteran pulled from two or more record blocks, such as the "B" file or "F" Registry files are combined. The records covering the various periods of service in the same branch of service for the same veteran are consolidated under the highest registry number. Be sure to enter the consolidated (combined) folder into the computerized registry index under both social security number and service number so that prior periods of service under the service number can be located. Follow the procedures outlined in [NPRC 1865.114](#) (formerly NPRC 1864.96), Changes/corrections to identification data for military personnel/medical records indexed by the computer, [rule 2 of fig. 1](#), to update the computer.

- a. **General rule - Army Reference Branch personnel.** Same as a above, except that records for the same veteran pulled from two or more records blocks may be combined if they come from the "B" file or "A" Registry files.
- b. **General rule - Navy Reference Branch personnel.** Remember that officer and enlisted records for the same veteran cannot be combined. It is possible to combine two or more enlisted records for the same veteran which may be located in the "N" files. Follow the same procedures for officer records which may be located in the "N" files. Use the procedures outlined in [NPRC 1865.114, rule 2 of fig. 1](#), to update the computer. **Do not attempt to combine pre-registry Navy records.**
- c. **Exception.** The rule set forth [in a](#), above, does not preclude the bringing together of miscellaneous documents or portions of records, such as medical records, relating to the SAME period of service, but found in separate record blocks. These are records that should have been filed together. When combining such records, always make sure the chargeout for the record not being returned to file is pulled. ALSO, if the registry index is involved, make sure the necessary amendments to the index are made. See [NPRC 1865.114](#).
- d. **Special instructions on movement of organizational records for file in military personnel records.** This action is taken **ONLY in rare cases**, specified by the supervisor and section chief. When removing file item from organizational record for placement in military personnel record, use NA Form 13013, File Chargeout Card, or NA Form 13131, Important Notice, as a cross-reference to the new file location. Complete the form to show name and service number of the person in whose record the item is to be filed, and, in blank space, the designation of the record block in which the personnel record is located.

7. **Instructions on recording officer service numbers on enlisted jackets of former Navy and Marine Corps personnel.** When an officer service number is determined for an enlisted member who was discharged to accept a commission, and the officer number is not shown in the enlisted file, record it on the face of the enlisted jacket adjacent to the enlisted service number; e.g., OFFICER SN: 42645. Do this only when the enlisted and officer files are brought together (not combined) to process an inquiry. If the inquiry only involves the officer file, do not make extra search or effort to determine if the officer number is recorded in the enlisted file.

8. **Requests regarding records already disposed of.** When military reference branches or Records Reconstruction Branch receive requests which involve records already disposed of, those

requests should be answered in the appropriate correspondence unit but must be sent to the Office of the Branch Chief for approval prior to dispatch.

## Appendix B: **Mailing Addresses of Records Centers**

### **MAILING ADDRESSES OF RECORDS CENTERS**

#### ***NATIONAL RECORDS CENTERS***

<b><i>Area served</i></b>	<b><i>Address and phone number</i></b>
(National center for designated records of the military departments and the U. S. Coast Guard.)	National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132-5100 <b>(314) 801-0800</b>
(National center for personnel and pay records of separated civilian employees of all Federal agencies, and other designated records.)	National Personnel Records Center (Civilian Personnel Records) 111 Winnebago Street St. Louis, MO 63118-4199 <b>(314) 801-9250</b>
District of Columbia, Maryland, Virginia, and West Virginia	Washington National Records Center Washington, DC 20409 <b>FTS: 8-763-7000</b>

#### ***FEDERAL RECORDS CENTERS***

Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island	Federal Records Center 380 Trapelo Road Waltham, MA 02154 <b>FTS: 8-839-7745</b>
New York, New Jersey, Puerto Rico, Virgin Islands and the Panama Canal Zone	Federal Records Center Building 22, Military Ocean Terminal Bayonne, NJ 07002-5388 <b>FTS: 8-823-7161</b>
Delaware and Pennsylvania	Federal Records Center 5000 Wissahickon Avenue Philadelphia, PA 19144 <b>FTS: 8-486-5588</b>
Kentucky, North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, and Florida	Federal Records Center 1557 St. Joseph Avenue East Point, GA 17055 <b>FTS: 8-246-7438</b>
Illinois, Wisconsin and Minnesota, and U. S. Courts records for Indiana, Michigan, and Ohio	Federal Records Center 7358 South Pulaski Road Chicago, IL 60629 <b>FTS: 353-0164</b>

Indiana, Michigan and Ohio except U. S. Courts records	Federal Records Center 3150 Springboro Road Dayton, OH 45439 <b>FTS: 8-774-2878</b>
Kansas, Iowa, Nebraska, and Missouri except greater St. Louis area (Missouri only- <a href="#">see National Personnel Records Center, Civilian Records</a> )	Federal Records Center 2312 East Bannister Road Kansas City, MO 64131 <b>FTS: 8-926-7272</b>
Texas, Oklahoma, Arkansas, Louisiana, and New Mexico	Federal Records Center 4900 Hemphill Street, P. O. 6216 Fort Worth, TX 76115 <b>FTS: 8-334-5515</b>
North Dakota, South Dakota, Colorado, Wyoming, Utah and Montana	Federal Records Center Bldg. 48, Denver Federal Center P. O. Box 25307 Denver, CO 80225 <b>FTS: 8-776-0801</b>
Nevada (except Clark County), California (except Southern California), and American Samoa	Federal Records Center 1000 Commodore Drive San Bruno, CA 94066 <b>FTS: 8-470-9015</b>
Clark County Nevada, Southern California: (Counties of San Louis Obispo, Kern, San Bernadino, Santa Barbara, Ventura, Los Angeles, Riverdale, Orange, Imperial, Inyo, and San Diego), and Arizona	Federal Records Center Federal Bldg., 24000 Avila Road Laguna Niguel, CA 92677-6719 <b>FTS: 8-796-4220</b>
Washington, Oregon, Idaho, Alaska, Hawaii, and Pacific Ocean area (except Samoa)	Federal Records Center 6125 Sand Point Way, NE Seattle, WA 98115 <b>FTS: 8-392-6503</b>

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.37B  
July 12, 1990

**SUBJECT: General information on VA Form 3101 requests**

1. **Purpose.** This memorandum issues and transmits information of a general nature about VA Form 3101 requests. This memorandum contains the background and reference information pertinent to the working of VA cases. The detailed procedural instructions for processing regular VA Form 3101 requests are found in NPRC 1865.38. VA requests for basic pay data are covered in NPRC 1865.41.
2. **Cancellation.** NPRC 1865.37A is canceled.
3. **Reason for revision.** NPRC 1865.37 is revised to reflect addresses for the VA Regional Offices including their station numbers. A sample of the automated VA 3101 is included also.
4. **Applicability.** This memorandum is applicable to the correspondence employees of each reference branch and to the Record Reconstruction Branch and to the Incoming Mail Unit.
5. **Forms.** This memorandum provides for the use of the following forms:

VA Form 07-3101, Request for Information.

VA Form 07-3101a, Request for Information.

DD Form 214, Certificate of Release or Discharge from Active Duty

**THIS MEMORANDUM INCORPORATES THE FOLLOWING CHANGES:**

Change 1	January 21, 1992
Change 2	March 23, 1992
Change 3	November 25, 1992
Change 4	March 1, 1994
Change 5	April 15, 1994
Change 6	July 15, 1994
Change 7	October 6, 1995
Change 8	April 30, 1997
Change 9	February 13, 1998
Change 10	October 30, 1998

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.37B CHGE 11  
March 10, 2000

**SUBJECT: General information on VA Form 3101 requests**

1. **Purpose.** This memorandum transmits page changes to NPRC 1865.37B.
2. **Explanation of changes.** Par. 6 has been updated to include the Website of VA facilities. App. B has been updated to reflect the current addresses of Department of Veterans Affairs Stations.
3. **Instructions.** Remove pp. 3/4, and pp. 5/6 of app. B and insert revised pp.

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.37B CHGE 12  
October 30, 2000

**SUBJECT: General information on VA Form 3101 requests**

1. **Purpose.** This memorandum transmits page changes to NPRC 1865.37B.
2. **Explanation of changes.** App. B has been updated to reflect the current addresses of Department of Veterans Affairs Stations.
3. **Instructions.** Remove pp. 1/2, and pp. 5/6 of app. B and insert revised pp.

R. L. HINDMAN  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.37B CHGE 13  
March 26, 2001

**SUBJECT: General information on VA Form 3101 requests**

1. **Purpose.** This memorandum transmits page changes to NPRC 1865.37B.
2. **Explanation of changes.** App. B has been updated to reflect the new address for the VARO, in Decatur, GA.
3. **Instructions.** Remove pp. 1/2, and insert revised pp.

R. L. HINDMAN  
Director

---

**GENERAL INFORMATION ON DEPARTMENT OF VETERANS AFFAIRS REQUESTS**

1. **Department of Veterans Affairs responsibilities.** The Department of Veterans Affairs (VA) is primarily responsible for administering the Federal laws providing benefits to veterans and their dependents.

2. **Federal laws relating to veterans.** General information on the Federal laws providing benefits to veterans and their dependents which pertain to VA requests processed by NPRC will be found in [Appendix A](#).
3. **Types of VA claims.** Claims for benefits are filed with the VA Offices by the former service person or dependent of a deceased service person. The types of applications or claims are:
  - a. Disability Compensation.
  - b. Pension (Disability or Death).
  - c. Death or Death Compensation.
  - d. Burial Allowance.
  - e. Body Held.
  - f. Hospitalization.
  - g. Domiciliary.
  - h. Dental.
  - i. Insurance (Waiver, Claim, Application, SGLI).
  - j. Education (Title II).
  - k. Loan (Title III).
  - l. Unemployment Compensation (Title XV SSA).
4. **Type of benefits.** Types of benefits awarded former service persons or their dependents are:
  - a. **Compensation and Dependency and Indemnity Compensation (DIC).** These are monetary benefits awarded for service-connected death or disability. They may be awarded to a former service person who performed wartime or peacetime service, or to widows, children, and dependent parents of deceased former service persons.
  - b. **Pension.** Pension is a monetary benefit awarded for non-service connected death or disability. It is payable only to former service persons who served in time of war and to widows and children of deceased former service persons who had wartime service. It is also payable to the widow and children of a veteran whose death in service was not in line of duty if he had two years good service on the enlistment prior to death.
  - c. **Hospitalization.** The VA operates 162 hospitals. Admission is authorized on a priority basis for former service persons. Dependents are admitted if the veteran has permanent and total service connected disability or if he/she died of a service connected disability.
  - d. **Education.** Monetary benefits may be provided for veterans and in-service personnel. If the veteran died of a service connected disability or died while having or has a total disability permanent in nature resulting from a service connected disability, his/her dependents may be authorized education benefits. Vocational rehabilitation may be provided to veterans with service connected disabilities.
  - e. **Loans.** Home loan guarantees and loans are provided for wartime and peacetime veterans or the unremarried spouse of a veteran who died of service connected disabilities

or is a prisoner of war or missing in action for over 90 days.

- f. **Burial allowance and burial plot allowance.** The deceased veteran must have been discharged under conditions other than dishonorable and have been a wartime veteran; or a peacetime veteran entitled to service connected disability compensation at the time of death or discharge or retired for disability incurred in the line of duty.
- g. **Insurance.** National Service Life Insurance, Servicemen's Group Life Insurance, or Veterans Group Life Insurance.
- h. **Other benefits.** Other benefits include specially adapted homes, specially equipped automobiles, and clothing allowance for veterans with service connected disabilities.

5. **Wartime service.** The periods of war, as defined by the VA, for the purpose of VA benefits are as follows:

- a. **Mexican Border Service.** May 9, 1916, through April 5, 1917. This service is creditable only for veterans who served one or more days during this period in Mexico, on the border thereof, or in waters adjacent thereto. "On the border thereof" has been defined as including the entire states of Arizona, California, New Mexico, and Texas, and the nations of Guatemala and British Honduras. "In the waters adjacent thereto" is defined as the waters (including islands therein) which are within 750 nautical miles (863 statute miles) of the coast of the mainland of Mexico.
- b. **World War I.** April 6, 1917, through November 11, 1918. This period is extended through April 1, 1920, for those veterans who served with the United States military forces in, or on the waters adjacent to, Russia. For compensation and pension purposes only, World War I service includes any period after November 11, 1918, through July 1, 1921, provided the veteran served on active duty in Armed Forces for any period between April 5, 1917, through November 11, 1918.
- c. **World War II.** December 7, 1941, through December 31, 1946. For compensation purposes, if the veteran was on active duty on December 31, 1946, continuous active duty thereafter through July 25, 1947, is considered World War II service. For purposes of Vocational Rehabilitation and Education and Loan Guaranty program, the period beginning September 16, 1940, through July 25, 1947, is considered World War II service.
- d. **Korean Conflict.** June 27, 1950, through January 31, 1955.
- e. **Vietnam Era.** August 5, 1964, through May 7, 1975. GI Bill education benefits accrue to individuals entering military service before January 1, 1977.
- f. **Persian Gulf War.** August 2, 1990, through date to be prescribed by Presidential proclamation or law.

6. **Department of Veterans Affairs Stations.** When the name, location, and zip code of any VA station are needed, they may be obtained from [Appendix B](#), which is a list of the offices with which NPRC deals most frequently. Additional information can be obtained from the VA's Homepage at [www.va.gov](http://www.va.gov). Click on "[Facilities Locator](#)" at the bottom of the page.

## 7. Request forms.

- a. **VA Form 07-3101.** VA Form 07-3101, Request for Information, referred to generally as VA Form 3101, is the primary form used by the VA to request service and medical data and

records for processing claims filed by veterans or their next of kin. See [Fig. 1](#) for an example of an automated VA Form 3101 and [Fig. 2](#) for manual VA Form 3101.

- b. **VA Form 07-3101a.** VA Form 3101a, Request for Information, [Fig. 3](#) is an alternate method used by the VA to request records. A copy of the veteran's DD Form 214, Certificate of Release or Discharge from Active Duty, or equivalent, SHOULD be attached to the VA Form 3101a upon receipt from the VA. In this way the VA does not need to transcribe the information from the DD Form 214 to the VA Form 3101a. If the VA 3101a with DD Form 214 attached requests verification of service (item 4, service block checked) the VA is asking for verification or confirmation that the DD Form 214 attached is authentic and not fraudulent. NPRC personnel will compare the DD Form 214 sent by the VA with the DD Form 214 in the service record.

## Appendix A. General Information Concerning Federal Statutes Relating to Veterans

1. **SERVICEMEN'S READJUSTMENT ACT OF 1944, PUBLIC LAW 346, 78TH CONGRESS.** This Act is also known as the "G. I. Bill of Rights" and was enacted to provide Federal Government aid for the readjustment in civilian life of World War II veterans who performed active military service on or after September 16, 1940, and prior to July 25, 1947. It provides for hospitalization; education; loans for the purchase or construction of homes, farms and business properties; employment; and readjustment allowance for unemployed veterans.
2. **ARMED FORCES VOLUNTARY RECRUITMENT ACT OF 1945, PUBLIC LAW 190, 79TH CONGRESS.** This Act was enacted to stimulate volunteer enlistments in the regular enlistments of the Armed Forces. It provides, in part, that for the purpose of entitlement to certain benefits under the Servicemen's Readjustment Act of 1944, service during World War II was to be considered not terminated until the expiration of the enlistment contract of those individuals enlisting or reenlisting within one year after October 6, 1945.
3. **VETERANS' READJUSTMENT ACT OF 1952, PUBLIC LAW 550, 82ND CONGRESS.** This law was enacted for the purpose of assisting in the readjustment from military to civilian life for persons who served in the Armed Forces on or after June 27, 1950, and prior to February 1, 1955, by providing vocational readjustment; educational opportunities, home, farm and business-loan benefits; unemployment compensation benefits; and employment assistance.
4. **SERVICEMEN'S AND VETERANS' SURVIVOR BENEFITS ACT, PUBLIC LAW 881, 84TH CONGRESS.** This law was enacted to provide benefits for the survivors of servicemen and veterans. Under Title II of this Act, widows, children and dependent parents are entitled to dependency and indemnity compensation when the member involved dies on or after January 1, 1957, from the following:
  - a. Disease or injury incurred or aggravated in line of duty while on active duty or inactive duty for training.
  - b. Injury incurred or aggravated in line of duty while on inactive duty training.
  - c. A disability compensable under laws administered by the Veterans Administration.
5. **VETERANS' BENEFITS ACT OF 1957, PUBLIC LAW 56, 85TH CONGRESS.** This law was enacted to consolidate into one Act, and to simplify and make more uniform, the laws administered by the Veterans Administration relating to compensation, pension, hospitalization, and burial benefits. Under this law the Administrator has authority to make all rules and regulations which are necessary or appropriate to carry out the laws administered by the



Veterans Administration and are consistent therewith. This includes regulations with respect to the nature and extent of proof and evidence and the method of taking and furnishing them in order to establish rights to benefits under such laws, the form of application by claimants under such laws, the methods of making investigations and medical examinations, and the manner and form of adjudications and awards. With certain exceptions, the decisions of the Administrator on any question of law or fact concerning a claim for benefits or payment under any law administered by the Veterans Administration shall be final and conclusive and no other official or any court of the United States shall have power or jurisdiction to review any such decision.

6. **EX-SERVICEMEN'S UNEMPLOYMENT COMPENSATION ACT OF 1958, PUBLIC LAW 848, 85TH CONGRESS.** This law amended Title XV of the Social Security Act to extend unemployment compensation to certain ex-servicemen and vested in the Secretary of Labor the responsibility for its administration. The Veterans Administration agreed to make available to the Secretary of Labor or the State Unemployment Security Agencies information from its records relative to the military service of an applicant for benefits under this Act. If the required information is not available from the Veterans Administration records, it will be obtained from the service department concerned by use of VA Form 3101 bearing the legend "Unemployment Compensation."
7. **TITLE 38, U. S. C., VETERANS' BENEFITS.** This Title enacted by Public Law 857, 85th Congress, approved September 2, 1958, is an Act to consolidate into one Act all the laws administered by the Veterans Administration. Veterans' Benefits Act of 1957, Public Law 56, 85th Congress, was repealed by Title 38, U.S.C.
8. **PUBLIC LAW 492, 86TH CONGRESS (SERVICEMEN'S AND VETERANS' SURVIVOR BENEFITS ACT, PUBLIC LAW 881, 84TH CONGRESS, AMENDMENT THERETO.** This Act liberalizes the standard for determining a monthly rate of dependency and indemnity compensation payable to the widows of certain veterans who died of service-connected causes, such rate (\$120.00 plus 12% of the veteran's basic pay) is generally computed on the basic pay for the rank held by the veteran at the time of his death in service or his last discharge. If greater payment would result, the Act permits use of the basic pay for a higher rank than that held at the time of death or discharge, where the veteran has satisfactorily served in such higher rank on active duty for six months or more and within 120 days of his death or discharge.
9. **PUBLIC LAW 101, 87TH CONGRESS (LIBERALIZED SERVICE REQUIREMENTS FOR PENSION).** One of the basic eligibility requirements for pension is 90 days or more creditable wartime service. This law permits the combining of two or more separate periods of service during more than one war to meet the 90 days service requirement for pension. Prior law permitted the combining of two or more periods of service only if performed during a single period of war.
10. **PUBLIC LAW 102, 87TH CONGRESS (TRAVEL TIME COUNTED AS ACTIVE SERVICE).** This law includes as active duty the travel time necessary for the veteran to proceed to his home by the most direct route from place of discharge, and in any event, until midnight of the day of discharge. The law not only affects service-connected benefits for disability or death incurred during such travel time, but this travel time also counts toward the 90-day service requirement for pension eligibility.
11. **PUBLIC LAW 138, 87TH CONGRESS (SPECIAL PENSION INCREASE FOR PERSONS ON MEDAL OF HONOR ROLL).** This law increased from \$10.00 to \$100.00 the special monthly pension rate for persons on Army, Navy and Air Force Medal of Honor Roll; lowered the age requirement from 65 to 50; and eliminated the requirement of Honorable Discharge from service. The benefit is payable in addition to active duty pay or any gratuitous VA benefit and is based upon certification from the appropriate service department that the Medal of Honor holder has been entered on the Special Medal of Honor Roll. The age requirement was further reduced

to 40 years by Public Law 651, 88th Congress, and this requirement was removed by Public Law 311, 89th Congress.

12. **PUBLIC LAW 134, 88TH CONGRESS.** This Act increases the basic monthly rate of dependency and indemnity compensation (DIC) payable to widows of certain veterans who died of service-connected causes. The rate of DIC under this Act is \$120.00 plus 12% of the veteran's basic pay. The old rate of DIC, under Public Law 881, 84th Congress, was \$112.00 plus 12% of the veteran's basic pay.
13. **PUBLIC LAW 214, 89TH CONGRESS (SERVICEMEN'S GROUP LIFE INSURANCE).** This Act provides special indemnity insurance for members of the Armed Forces. They are automatically insured for \$10,000 unless they elect not to be insured or to be insured in the amount of \$5,000. The insurance remains in effect for 120 days after separation or release from active duty. During this period a member may convert to an individual policy with an insurance company qualified to participate in the program.
14. **PUBLIC LAW 358, 89TH CONGRESS.** Extended loan guaranty benefits to active duty service personnel and post-Korean veterans with sufficient qualifying service; established funding fee requirement of post-Korean veterans obtaining home loans; increased direct loan maximum.
15. **PUBLIC LAW 501, 89TH CONGRESS.** This Act contains a table of basic pay rates for military personnel effective July 1, 1966.
16. **PUBLIC LAW 622, 89TH CONGRESS.** Eliminates the requirement that a person must have served in the higher rank or rating within 120 days of death or last separation.
17. **PUBLIC LAW 96, 91ST CONGRESS.** Amends the pay basis for Dependency and Indemnity Compensation (DIC) from an amount based on the veteran's actual pay status (grade and years of service) to a flat amount for each pay grade.
18. **PUBLIC LAW 189, 91ST CONGRESS.** This law amends the War Claims Act of 1948 to include prisoners of war captured during the Vietnam conflict.
19. **PUBLIC LAW 291, 91ST CONGRESS (SERVICEMEN'S GROUP LIFE INSURANCE).** Increases from \$10,000 to \$15,000 the maximum amount of insurance authorized under the servicemen's group life insurance (SGLI) program. Extends coverage to all reservists, members of the National Guard, and ROTC members while engaged in authorized training duty and while traveling to and from such duty.
20. **PUBLIC LAW 506, 91ST CONGRESS.** Authorized VA to guarantee or make mobile home, mobile home lot, refinancing and certain condominium loans; eliminated all dates for expiration of loan guaranty entitlement; provided for direct loans to supplement specially adapted housing grants; ended the funding fee requirement.
21. **PUBLIC LAW 198, 92ND CONGRESS.** Provides that Mexican Border Service qualifies as wartime service if veteran served in the prescribed area for one or more days during the specified period.
22. **PUBLIC LAW 43, 93RD CONGRESS (NATIONAL CEMETERIES ACT OF 1973).** Transfers national cemeteries from the Department of the Army to the Veterans Administration. Specifically excluded: Arlington National Cemetery, the cemeteries at the three military academies, at the U. S. Soldiers' and Airmen's Home, and at the U.S. Naval Home, and the cemeteries operated by the Department of the Interior.

23. **PUBLIC LAW 289, 93RD CONGRESS.** Increases from \$15,000 to \$20,000 the maximum amount of insurance authorized under Servicemen's Group Life Insurance program (SGLI); extends full coverage to certain non-Regulars; creates a new \$20,000 term policy for people who leave active duty from the date of the bill and, on application, to those discharged with the four years preceding it; and provides that dividends, beginning January 1, will be paid to Korea-era servicemen who held Veterans Special Term Life Insurance.
  24. **PUBLIC LAW 82, 93RD CONGRESS (VETERANS HEALTH CARE EXPANSION ACT OF 1973).** This Act amends Title 38 U.S.C. to provide improved and expanded medical and nursing home care; a CHAMPUS-type program for dependents and survivors; sickle cell anemia screening; improve recruitment retention of DM&S personnel; maintain bed and treatment capacities of all VA facilities and improve structural safety of VA facilities.
  25. **PUBLIC LAW 77, 90TH CONGRESS.** Establishes the dates for the periods of war, (enacted August 31, 1967).
  26. **PUBLIC LAW 569, 93RD CONGRESS.** Removed compelling reason requirement for restoration of loan guaranty entitlement; increased guaranty amount of \$17,500 and limits on mobile home and/or lot loans; ended the farm and business loan programs.
  27. **PUBLIC LAW 324, 94TH CONGRESS.** Increased guaranty for mobile home and/or lot loans from 30 to 50 percent; increased direct loan maximum to \$33,000; extended eligibility to veterans who served exclusively between World War II and the Korean conflict.
  28. **PUBLIC LAW 491, 94TH CONGRESS (ALLIED VETERANS).** This Act amends Title 38 U.S.C. 109 by adding (c) to provide hospital and medical care with U. S. to certain members of armed forces of Czechoslovakia or Poland who participated in armed conflict with an enemy of the U. S. during WWI or WWII.
  29. **PUBLIC LAW 502, 94TH CONGRESS.** Provides a new education benefit program for persons entering service after December 31, 1976. The "Post-Vietnam Veterans' Educational Assistance Act" is a voluntary contributory matching-program.
  30. **PUBLIC LAW 581, 94TH CONGRESS (VETERANS OMNIBUS HEALTH CARE ACT OF 1976).** This law amends Title 38, U.S.C. to improve the quality of hospital care, medical services and nursing home care in Veterans' Administration health care facilities; to make certain technical and conforming amendments; and for other purposes.
  31. **PUBLIC LAW 126, 95TH CONGRESS (ENACTED OCTOBER 8, 1977).** This law amended Title 38, U.S.C. regarding the VA's definition of "eligibility for complete separation," and consequently, the veteran's eligibility for VA benefits.
  32. **PUBLIC LAW 102-25, 102ND CONGRESS (PERSIAN GULF WAR VETERANS' BENEFITS ACT OF 1991).** This law amended Title 38, U.S.C. to add the Persian Gulf War as an official "period of war" for the purpose of veterans' benefits.
-

---

## APPENDIX 3-A. GENERAL RELEASE GUIDE FOR MEDICAL RECORDS

March 31, 1997 NPRC 1865.103A

---

Medical records are releasable to the following requesters under the following conditions and circumstances, **UNLESS** the records contain potentially detrimental information (see [ch. 3-2](#) and [app. 3-B](#)); or confidential information (see [ch. 3-5](#) and [app. 3-C](#)).

1. Veteran with signed written request.
2. Next of kin (NOK) of deceased veteran with proof of death and evidence of kinship.
3. Legal guardian with court order adjudging the veteran incompetent and appointing the requester as the guardian.
4. Members of Congress with a copy of correspondence indicating they are working on behalf of the veteran or NOK.
5. Veteran's attorney or other personal representative **with written authorization of veteran**.
6. Insurance firms for medical data needed in determining eligibility for insurance or in settling claims **with written authorization of veteran and stating the name of the company which is authorized to review the medical records**.
7. State, county, & municipal hospitals, health departments, and medical research facilities, **with written authorization of veteran, unless routine use of medical records**.
8. Private nongovernmental medical or psychiatric institution or professional practitioner **with written authorization of veteran**. Examples are: private doctors, private hospitals, medical and psychiatric institutes, clinics, sanitariums, nursing homes, psychiatrists, special research groups (often a part of a university or hospital).

**NOTE:** The Privacy Act provides that a person showing compelling circumstances affecting the health or safety of another individual can be granted access to information or documents if notification is transmitted to the last known address of the individual whose records are involved. If the request is for the purpose of **EMERGENCY** medical treatment, individual consideration is given as to whether the release authorization requirement should be waived. Consult the section chief.

**NOTE:** See the latest revision of NPRC 1865.16, apps. [B-2](#), [C-2](#), [C-3](#), and [D-2](#), for routine uses of the medical records systems.

---

## GETTING PROOF OF DEATH

**Background:** For non-archival records, NARA employees are to get proof of death before releasing records to next of kin or others authorized by the next of kin. The Defense Privacy Office recently issued this proof of death requirement for veteran records and it is a long standing NARA requirement for former federal civilian employee records.

TO get proof of death for a...	GO to the procedure in...
veteran	<a href="#">Table 1</a>
former federal civilian employee	<a href="#">Table 2</a>

[Table 3](#) at the end of this CRG repeats and summarizes the valid proofs of death for quick reference.

**Table 1. Procedure to get proof of death for veteran.** This requirement to get proof of death of veteran is specified in memo NPRC 1865.16(series), Release and Access Guide for Military Personnel and Related Records at the NPRC, and on SF Form 180 (Rev. 09/08), Request Pertaining to Military Records. Follow the steps below.

STEP	ACTION						
1	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">IF...</th> <th style="text-align: center;">THEN...</th> </tr> </thead> <tbody> <tr> <td>archival</td> <td>process request following the CRG, <a href="#">Release of Information from Archival OMPFs</a>.</td> </tr> <tr> <td>non-archival</td> <td>go to step 2.</td> </tr> </tbody> </table> <p>Review record.</p>	IF...	THEN...	archival	process request following the CRG, <a href="#">Release of Information from Archival OMPFs</a> .	non-archival	go to step 2.
IF...	THEN...						
archival	process request following the CRG, <a href="#">Release of Information from Archival OMPFs</a> .						
non-archival	go to step 2.						
2	<p>Review documents provided by requester.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">IF...</th> <th style="text-align: center;">THEN...</th> </tr> </thead> <tbody> <tr> <td>                     one of the following documents is provided:                     <ul style="list-style-type: none"> <li>• death certificate</li> <li>• newspaper article (obituary) or death notice</li> <li>• coroner's report of death</li> <li>• funeral director's signed statement of death, or</li> <li>• verdict of coroner's jury</li> </ul> </td> <td>                     this is proof the veteran is deceased.                       Process request                 </td> </tr> </tbody> </table>	IF...	THEN...	one of the following documents is provided: <ul style="list-style-type: none"> <li>• death certificate</li> <li>• newspaper article (obituary) or death notice</li> <li>• coroner's report of death</li> <li>• funeral director's signed statement of death, or</li> <li>• verdict of coroner's jury</li> </ul>	this is proof the veteran is deceased.  Process request		
IF...	THEN...						
one of the following documents is provided: <ul style="list-style-type: none"> <li>• death certificate</li> <li>• newspaper article (obituary) or death notice</li> <li>• coroner's report of death</li> <li>• funeral director's signed statement of death, or</li> <li>• verdict of coroner's jury</li> </ul>	this is proof the veteran is deceased.  Process request						

		following the CRG.
	death occurred outside the United States, any document similar to one of the preceding five, or a report of death signed by a United States consul or other agent of the State Department	this is proof the veteran is deceased.  Process request following the CRG.
	above documents not provided	go to step 3.

3	<p>Research on-line resources:</p> <ul style="list-style-type: none"> <li>• [00667]: <a href="#">Social Security Death Index</a> <i>Note: If SSN is not shown in OMPF, it may be contained on a previous request.</i></li> <li>• Beneficiary Identification Records Locator System (BIRLS)</li> <li>• [00668]: <a href="#">VA Gravesite Locator</a> (if buried at a VA cemetery in the US)</li> <li>• [00126]: <a href="#">American Battle Monuments Commission (ABMC)</a> (if buried at a US cemetery overseas)</li> </ul> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">IF...</th> <th style="text-align: left;">THEN...</th> </tr> </thead> <tbody> <tr> <td>there is an indication of death in the database</td> <td>                     this is proof the veteran is deceased.                       Document the source and findings in CMRS notes.                       Process request following the CRG.                 </td> </tr> <tr> <td>there is no indication of death</td> <td>go to step 4.</td> </tr> </tbody> </table>	IF...	THEN...	there is an indication of death in the database	this is proof the veteran is deceased.  Document the source and findings in CMRS notes.  Process request following the CRG.	there is no indication of death	go to step 4.
IF...	THEN...						
there is an indication of death in the database	this is proof the veteran is deceased.  Document the source and findings in CMRS notes.  Process request following the CRG.						
there is no indication of death	go to step 4.						

4	<p>Research documents or correspondence in the record.</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>		

	<table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>                     the record contains one of the following:                     <ul style="list-style-type: none"> <li>• DD Form 1300, Report of Casualty</li> <li>• a previous request for a death benefit, such as VA Form 3101 or PIES request, a request from a funeral home or cemetery, or</li> <li>• a previous request from the veteran's next of kin in which NPRC accepted that the veteran was deceased and honored the request</li> </ul> </td> <td>                     this is proof the veteran is deceased.                       Process request following the CRG.                 </td> </tr> <tr> <td>the above documents are not in the record</td> <td>go to step 5.</td> </tr> </tbody> </table>	IF...	THEN...	the record contains one of the following: <ul style="list-style-type: none"> <li>• DD Form 1300, Report of Casualty</li> <li>• a previous request for a death benefit, such as VA Form 3101 or PIES request, a request from a funeral home or cemetery, or</li> <li>• a previous request from the veteran's next of kin in which NPRC accepted that the veteran was deceased and honored the request</li> </ul>	this is proof the veteran is deceased.  Process request following the CRG.	the above documents are not in the record	go to step 5.
IF...	THEN...						
the record contains one of the following: <ul style="list-style-type: none"> <li>• DD Form 1300, Report of Casualty</li> <li>• a previous request for a death benefit, such as VA Form 3101 or PIES request, a request from a funeral home or cemetery, or</li> <li>• a previous request from the veteran's next of kin in which NPRC accepted that the veteran was deceased and honored the request</li> </ul>	this is proof the veteran is deceased.  Process request following the CRG.						
the above documents are not in the record	go to step 5.						
5	<p>For a well known person, is the death publicized, for example, in the newspaper, on television, or on the internet?</p> <table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>                     this is proof the veteran is deceased.                       Process request following the CRG.                 </td> </tr> <tr> <td>no</td> <td>go to step 6.</td> </tr> </tbody> </table> <p><i>Note: If person's death is disputed, this is not valid proof; for example, Jimmy Hoffa's death is disputed.</i></p>	IF...	THEN...	yes	this is proof the veteran is deceased.  Process request following the CRG.	no	go to step 6.
IF...	THEN...						
yes	this is proof the veteran is deceased.  Process request following the CRG.						
no	go to step 6.						
6	<p>There is no proof the veteran is deceased.</p> <ul style="list-style-type: none"> <li>• Contact the requester to get proof of death.</li> <li>• If you must send letter to get proof of death, use <b>GET PARAGRAPH&gt;&gt;RELEASE OF INFORMATION&gt;&gt;PROOF OF DEATH.</b></li> <li>• Place case in <a href="#">suspense</a>.</li> </ul>						

**Table 2. Procedure to get proof of death of former federal civilian employee.** This requirement to get proof of death for former federal civilian employee is specified in memo NPRC 1840.11(series), NPRC Civilian Personnel Records (CPR) Mail Coding and Routing Guide. Follow the steps below.

STEP	ACTION
1	

IF...	THEN...
archival	process request following the CRG, <a href="#">Archival Civilian Personnel Records, Release of Information.</a>
non-archival	go to step 2.

Review record.

2

Find former employee's date of birth (DOB), as documented in the OPF.

IF date of birth is...	THEN...
100 years or more ago	<p>presume that the former employee is deceased.</p> <p>Process request following the relevant NPRC memorandum.</p>
less than 100 years ago	go to step 3.

3

Review evidence provided by requester

IF...	THEN...
<p>one of the following documents is provided:</p> <ul style="list-style-type: none"> <li>• death certificate</li> <li>• newspaper article (obituary) or death notice</li> <li>• coroner's report of death</li> <li>• funeral director's signed statement of death, or</li> <li>• verdict of coroner's jury</li> </ul>	<p>this is proof the former employee is deceased.</p> <p>Process request following the relevant NPRC memorandum.</p>
death occurred outside the United States, and any document similar to one of the preceding five, or a	this is proof the former



report of death signed by a United States consul or other agent of the State Department is provided	employee is deceased.  Process request following the relevant NPRC memorandum.
above documents are not provided	go to step 4.

4

Research documents or correspondence in the record

IF...	THEN...
the record contains one of the following: <ul style="list-style-type: none"> <li>• a previous request from the former employees next of kin in which NPRC accepted that the former employee was deceased and honored the request</li> <li>• Standard Form 50, Notification of Personnel Action, or</li> <li>• official notice of death</li> </ul>	this is proof the former employee is deceased.  Process request following the relevant NPRC memorandum.
the above documents are not in the record	go to step 5.

5

For a well known person, is the death publicized, for example, in the newspaper, on television, or on the internet?

IF...	THEN...
yes	this is proof the former employee is deceased.  Process request following the relevant NPRC memorandum.
no	go to step 6.

	<i>Note: If person's death is disputed, this is not valid proof; for example, Jimmy Hoffa's death is disputed.</i>						
6	<p>Research [00667]: <a href="#">Social Security Death Index</a> <i>Note: If SSN is not shown in OPF, it may be contained on a previous request.</i></p> <table border="1"> <thead> <tr> <th>IF there is ...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>a match to the Death Index</td> <td> <p>this is proof the former employee is deceased.</p> <p>Document the source and findings in the file.</p> <p>Process request following the relevant NPRC memorandum.</p> </td> </tr> <tr> <td>there is no match</td> <td>go to step 7.</td> </tr> </tbody> </table>	IF there is ...	THEN...	a match to the Death Index	<p>this is proof the former employee is deceased.</p> <p>Document the source and findings in the file.</p> <p>Process request following the relevant NPRC memorandum.</p>	there is no match	go to step 7.
IF there is ...	THEN...						
a match to the Death Index	<p>this is proof the former employee is deceased.</p> <p>Document the source and findings in the file.</p> <p>Process request following the relevant NPRC memorandum.</p>						
there is no match	go to step 7.						
7	<p>There is no proof the former employee is deceased.</p> <ul style="list-style-type: none"> <li>• prepare and send NA Form 13022 to requester to get proof of death.</li> <li>• when response received, complete case.</li> </ul>						

**Table 3. Valid Proof of Death.** The following summary shows valid proof of death in table form for quick reference by category. Only one proof is required.

Category	Valid Proof of Death
Requester document	<ul style="list-style-type: none"> <li>• death certificate</li> <li>• newspaper article</li> <li>• obituary</li> <li>• death notice</li> <li>• coroner's report of death</li> <li>• funeral director's signed statement of death</li> <li>• verdict of coroner's jury</li> <li>• report of death signed by a United States consul or other agent of the State Department</li> </ul>
File document	<ul style="list-style-type: none"> <li>• previous request from the next of kin in which NPRC accepted that the person was deceased and honored the request</li> <li>• Standard Form 50, Notification of Personnel Action</li> </ul>

	<ul style="list-style-type: none"> <li>• DD Form 1300, Report of Casualty</li> <li>• VA Form 3101 request for a death benefit</li> <li>• PIES request for a death benefit</li> <li>• request from a funeral home or cemetery</li> </ul>
Online Resources	<ul style="list-style-type: none"> <li>• [00667]: <a href="#">Social Security Death Index</a></li> <li>• [00668]: <a href="#">VA Gravesite Locator</a></li> <li>• [00126]: <a href="#">American Battle Monuments Commission (ABMC)</a></li> <li>• VA BIRLS database</li> </ul>
Well-known person	<p>The death is publicized, for example, in the newspaper, on television, or on the internet.</p> <p><i>Note: If person's death is disputed, this is not valid proof; for example, Jimmy Hoffa's death is disputed.</i></p>
Deceased person's age	<p>100 years or more ago</p> <p><i>Note: This is valid proof of death for civilian records only.</i></p>

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Glider Badge



The Glider Badge was issued to personnel who were assigned or attached to a glider or airborne unit or to the Airborne Department of the Infantry School; satisfactorily completed a course of instruction, or participated in at least one combat glider landing into enemy-held territory. Effective May 3, 1961, the Glider Badge is no longer awarded.

The Glider Badge was established 2 June 1944.

Authorized Device/Appurtenance: None

Dates Authorized: WWII and Korea

Type of award: Combat Badge

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 8-33](#).

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

- [ÿ Index Chart](#)
- [ÿ Air Force Medals Sidebar](#)

## Gold Star Lapel Button



- 
- [ÿ Air Medal](#)
  - [ÿ American Campaign Medal](#)
  - [ÿ American Defense Service Medal](#)
  - [ÿ Antarctica Service Medal](#)
  - [ÿ Armed Forces Expeditionary Medal](#)
  - [ÿ Armed Forces Reserve Medal](#)
  - [ÿ Army Aviator Badge](#)
  - [ÿ Army Commendation Medal](#)
  - [ÿ Army of Occupation of Germany WWI](#)
  - [ÿ Army of Occupation Medal WWII](#)
  - [ÿ Asiatic Pacific Campaign Medal](#)
  - [ÿ Aviation \(Aircraft Crewmember\) Badge](#)
  - [ÿ Belgian Fourragère](#)
  - [ÿ Bronze Star Medal](#)
  - [ÿ Combat Infantryman Badge](#)
  - [ÿ Combat Medical Badge](#)
  - [ÿ Commendation Ribbon w/Metal Pendant](#)
  - [ÿ Distinguished Flying Cross](#)
  - [ÿ Distinguished Service Cross](#)
  - [ÿ Distinguished Service Medal](#)
  - [ÿ Distinguished Unit Citation](#)
  - [ÿ Diver Badges](#)
  - [ÿ Drill Sergeant Identification Badge](#)
  - [ÿ Driver and Mechanic Badge](#)
  - [ÿ European African Middle Eastern Campaign Medal](#)
  - [ÿ Expert Infantryman Badge](#)
  - [ÿ Explosive Ordnance Disposal Badges](#)

The Gold Star Lapel Button is awarded to widows, widowers, parents and certain next of kin, of military personnel who lost their lives during World War I (6 April 1917 to 3 March 1921); WWII (8 September 1939 go 25 July 1947); any subsequent period of armed hostilities in which the United States was engaged before 1 July 1958 (United Nations action in Korea, 27 June 1950 to 27 July 1954); or who lost their lives after 30 June 1958, while engaged in an action against an enemy of the United States; or while engaged in military operations involving conflict with an opposing foreign force; or while serving with friendly foreign forces engaged in an armed conflict in which the US is not a belligerent party against an opposing Armed Force. On the reverse is space for engraving the initials of the recipient. Click here for instructions to issue the [Gold Star Lapel Button](#).

The Gold Star Lapel Button was established 1 August 1947.

Authorized Device/Appurtenance: None

Dates Authorized: WWI, WWII, Korea

Type of award: Lapel Button

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 6-18](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)



ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

- [ÿ Index Chart](#)
- [ÿ Army Medals Sidebar](#)

- 
- [ÿ Air Force Commendation Medal](#)
  - [ÿ Air Force Cross](#)
  - [ÿ Air Force Good Conduct Medal](#)
  - [ÿ Air Force Longevity Service Award](#)
  - [ÿ Air Force Outstanding Unit Award](#)
  - [ÿ Airman's Medal](#)
  - [ÿ Air Medal](#)
  - [ÿ American Campaign Medal](#)
  - [ÿ American Defense Service Medal](#)
  - [ÿ Antarctica Service Medal](#)
  - [ÿ Armed Forces Expeditionary Medal](#)
  - [ÿ Armed Forces Reserve Medal](#)
  - [ÿ Army Commendation Medal](#)
  - [ÿ Army of Occupation Medal](#)
  - [ÿ Asiatic-Pacific Campaign Medal](#)
  - 
  - [ÿ Bronze Star Medal](#)
  - 
  - [ÿ Distinguished Flying Cross](#)
  - [ÿ Distinguished Service Medal](#)
  - 
  - [ÿ European African Middle Eastern Campaign Medal](#)
  - 
  - [ÿ Gold Star Lapel Button](#)
  - [ÿ Good Conduct Medal \(Army\)](#)
  - 
  - [ÿ Honorable Service Lapel Button WWII](#)
  - 
  - [ÿ Korea Defense Service Medal](#)
  - [ÿ Korean Service Medal](#)
  - 
  - [ÿ Legion of Merit](#)
  - 
  - [ÿ Medal For Humane Action](#)
  - [ÿ Medal of Honor](#)
  - 
  - [ÿ National Defense Service](#)

## Good Conduct Medal (Army)



The Army Good Conduct Medal was authorized by Executive Order 8809, on June 28, 1941, for award to enlisted men who shall have honorably completed three continuous years of active military service subsequent to Aug. 26, 1940, and who are recommended by their commanding officers for exemplary behavior, efficiency, and fidelity. Persons awarded this medal must have had character and efficiency ratings of excellent or higher throughout the qualifying period, including time spent in attendance at service schools, and there must have been no convictions by court martial.

During wartime, the Army Good Conduct Medal may be awarded on completion of one year of continuous service rather than three. Executive Order 9323, March 31, 1943, lowered this time limit for service during the Second World War, and it was amended by Executive Order 10444 on April 10, 1953, applying the one-year ruling to the Korean Conflict, (1950-1954) and to any future period in which the United States is at war, including the war in Vietnam, (1964-1973).

Only one Good Conduct Medal may be awarded to any individual. Additional awards of the medal are indicated by a bar, with loops or knots indicating additional awards. Clasps are in bronze (one to five awards), Silver (five to nine awards), and gold for ten or more awards. An individual who is awarded a

[Medal](#)

- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Medal](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart](#)
  
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
  
- ÿ [United Nations Medal](#)
- ÿ [United Nations Service Medal](#)
  
- ÿ [World War II Victory Medal](#)

Good Conduct Medal while serving in another branch of service and is then awarded an Army Good Conduct Medal would wear both medals and ribbon bars.

**The Good Conduct Medal was established on June 28, 1941.**

**Authorized Device:** [Clasps, bars, loops and knots](#) (Click BACK button to return)

**Dates Authorized:** WWII, Korea, until May 31, 1963 for Air Force personnel

**Type of award:** Conduct Medal

**Additional information** about this award is contained in Department of Defense [MANUAL OF MILITARY DECORATIONS AND AWARDS: AP4.1.2.41. page 143](#)

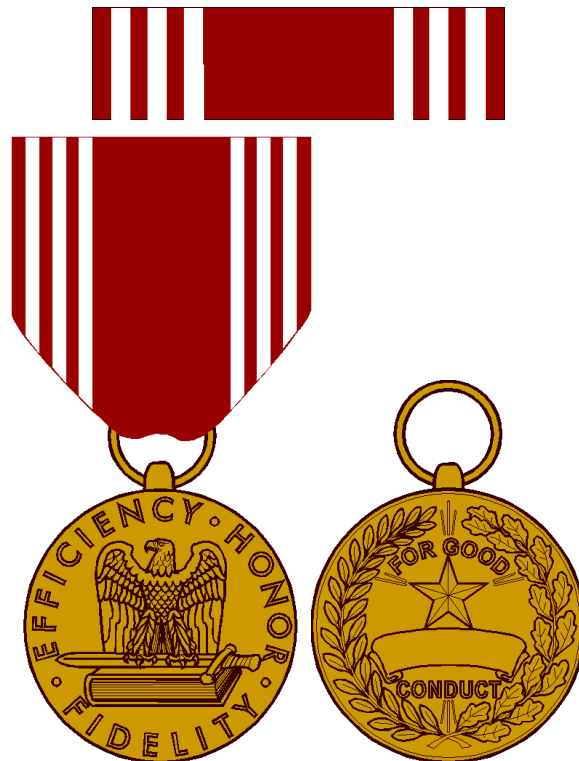
---

[Devices](#)

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Good Conduct Medal



The Good Conduct Medal is awarded for exemplary behavior, efficiency, and fidelity in active Federal Military service. It is awarded on a selective basis to each enlisted soldier who distinguishes himself from among his/her fellow soldiers by their exemplary conduct, efficiency, and fidelity throughout a specified period of continuous enlisted active Federal military service. Qualifying periods of service include honorable completion of three years of service after 27 August 1940; one year service after 7 December 1941 while the United States is at war; and award for the first award for service after 27 June 1950 upon completion of at least one year of service if separated prior to three years. The immediate commander must approve the award and the award must be announced in permanent orders.

Only one Good Conduct Medal may be awarded to any individual. Additional awards of the medal are indicated by a bar, with loops or knots indicating additional awards. Clasps are in bronze (two to five awards), Silver (six to ten awards), and gold (eleven to fifteen awards). An individual who is awarded a good conduct medal while serving in another branch of service and is then awarded an Army Good Conduct Medal would wear both medals and ribbon bars.

Good Conduct Medal **certificates** are not authorized for service before 1981.

The Good Conduct Medal was established on June 28, 1941.

Authorized Device/Appurtenance: Loops/Knots (See [Clasps](#))

Dates Authorized: WWII, Korea

Type of award: Conduct Medal

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 4-1](#)

Orders are issued for this award

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ÿ [Honorable Service Lapel Button WWII](#)
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
- ÿ [Legion of Merit](#)
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

Figure 7: **Grades and Ranks of the Armed Forces**

Rank	U S A F	U S A	U S C G	U S M C	U S N	Rank	U S A F	U S A	U S C G	U S M C	U S N
Airman	*				*	Sergeant	*	*		*	
Basic Airman	*					Acting Sergeant				*	
Airman 1st, 2nd & 3rd class	*					Field Music Sergeant				*	
Senior Airman	*					First Sergeant		*		*	
						Gunnery Sergeant				*	
Captain	*	*	*	*	*	Acting Gunnery Sergeant				*	
						Master Gunnery Sergeant				*	
Colonel	*	*		*		Master Sergeant	*	*		*	
Lieutenant Colonel	*	*		*		Acting Master Sergeant				*	
						Chief Master Sergeant	*				
Corporal		*		*		Senior Master Sergeant	*				
Acting Corporal				*		Paymaster Sergeant				*	
Lance Corporal				*		Platoon Sergeant		*		*	
						Mess Sergeant		*		*	
Ensign			*		*	Quartermaster Sergeant				*	
						Sergeant Major		*		*	
Lieutenant			*		*	Staff Sergeant	*	*		*	
1st Lieutenant	*	*		*		Acting Staff Sergeant				*	
2nd Lieutenant	*	*		*		Supply Sergeant		*		*	
Lieutenant (j.g.)			*		*	Technical Sergeant	*	*		*	
Brevet 2nd Lieutenant	*					Master Technical Sergeant				*	
Rank	U S A F	U S A	U S C G	U S M C	U S N	Rank	U S A F	U S A	U S C G	U S M C	U S N
Lieutenant Colonel	*	*		*		Specialist Four					
						thru Specialist Nine		*			
Lieutenant Commander			*		*						
						Steward Recruit			*		
Major	*	*		*							

					Technician 3rd, 4th &					
Petty Officer 1st class			*	*	5th Grade		*			
Petty Officer 2nd class			*	*						
Petty Officer 3rd class			*	*	Warrant Officer (W-1)			*	*	*
Chief Petty Officer			*	*	Warrant Officer, j.g. (W-1)	*	*			
Master Chief Petty Officer			*	*	Chief Warrant Officer					
					(W-2, W-3, W-4)	*	*			
Private		*		*	Commissioned Warrant Officer					
Private First Class		*		*	(W-2, W-3, W-4)			*	*	*
Recruit		*			Quartermaster Clerk					*
Seaman Recruit, etc.			*	*	Chief Quartermaster Clerk					*
Seaman			*	*	Paymaster Clerk					*
Seaman Apprentice			*	*	Chief Paymaster Clerk					*
Seaman Recruit			*	*						



**HOURLY SALARY TABLE TO BE USED FOR THE CALCULATION OF AWARDS ONLY**

SALARY TABLE NO. 2003-GS

2003 GENERAL SCHEDULE

INCORPORATING A 3.1% INCREASE

<b>STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>GS-1</b>	\$7.30	\$7.54	\$7.77	\$8.02	\$8.26	\$8.40	\$8.64	\$8.89	\$8.90	\$9.11
<b>2</b>	\$8.20	\$8.39	\$8.66	\$8.90	\$8.99	\$9.26	\$9.52	\$9.78	\$10.05	\$10.31
<b>3</b>	\$8.94	\$9.24	\$9.54	\$9.84	\$10.13	\$10.43	\$10.72	\$11.02	\$11.33	\$11.63
<b>4</b>	\$10.04	\$10.38	\$10.70	\$11.04	\$11.37	\$11.71	\$12.05	\$12.38	\$12.71	\$13.05
<b>5</b>	\$11.24	\$11.61	\$11.97	\$12.35	\$12.72	\$13.10	\$13.48	\$13.86	\$14.23	\$14.60
<b>6</b>	\$12.52	\$12.94	\$13.35	\$13.76	\$14.20	\$14.61	\$15.03	\$15.44	\$15.86	\$16.28
<b>7</b>	\$13.91	\$14.37	\$14.85	\$15.31	\$15.76	\$16.24	\$16.69	\$17.16	\$17.61	\$18.09
<b>8</b>	\$15.41	\$15.92	\$16.42	\$16.95	\$17.47	\$17.98	\$18.50	\$19.00	\$19.52	\$20.03
<b>9</b>	\$17.02	\$17.58	\$18.16	\$18.72	\$19.28	\$19.86	\$20.42	\$20.99	\$21.56	\$22.13
<b>10</b>	\$18.74	\$19.37	\$19.99	\$20.61	\$21.24	\$21.87	\$22.49	\$23.12	\$23.73	\$24.36
<b>11</b>	\$20.59	\$21.28	\$21.96	\$22.65	\$23.34	\$24.02	\$24.71	\$25.40	\$26.08	\$26.76
<b>12</b>	\$24.68	\$25.51	\$26.33	\$27.16	\$27.97	\$28.80	\$29.62	\$30.45	\$31.26	\$32.08
<b>13</b>	\$29.34	\$30.33	\$31.31	\$32.28	\$33.26	\$34.23	\$35.22	\$36.20	\$37.18	\$38.16
<b>14</b>	\$34.68	\$35.84	\$36.99	\$38.16	\$39.30	\$40.46	\$41.61	\$42.77	\$43.93	\$45.09
<b>15</b>	\$40.79	\$42.16	\$43.52	\$44.87	\$46.24	\$47.59	\$48.96	\$50.32	\$51.67	\$53.04

Figure 22: GSA Form 6850, Wanted Card

GENERAL SERVICES ADMINISTRATION <b>WANTED CARD</b>	
DATE OF THIS CARD 3-24-77	REGISTRY NUMBER 1234 567
LAST NAME - FIRST NAME - MIDDLE INITIAL Jones, Barney S.	
SERVICE NUMBER/SSAN [REDACTED]	
OTHER IDENTIFYING DATA IF SERVICE NUMBER IS NOT AVAILABLE (MOR, Latest Home Address, Military Organization, DPOB) DOB - [REDACTED] Air Force - 1964	
THE RECORD IN THIS CASE IS WANTED BY:	
UNIT, SECTION, ROOM NUMBER Air Force Corr. Unit Rm 2400	
REMARKS:	
<p><u>NOTE TO PERSON PREPARING THIS CARD:</u> If this record is charged out, attach this card to the chargeout in file.</p> <p><u>NOTE TO FILE/REFILE CLERK:</u> If you have anything to file for this person, send it with this card to the unit checked above. Be sure to place a chargeout card in file showing the recharge information.</p>	
GSA FORM 6850 SEP 69	

GENERAL SERVICES ADMINISTRATION <b>WANTED CARD</b>	
DATE OF THIS CARD	REGISTRY NUMBER
LAST NAME - FIRST NAME - MIDDLE INITIAL	
SERVICE NUMBER/SSAN	
OTHER IDENTIFYING DATA IF SERVICE NUMBER IS NOT AVAILABLE (MOR, Latest Home Address, Military Organization, DPOB)	
THE RECORD IN THIS CASE IS WANTED BY:	
UNIT, SECTION, ROOM NUMBER	
REMARKS:	
<p><u>NOTE TO PERSON PREPARING THIS CARD:</u> If this record is charged out, attach this card to the chargeout in file.</p> <p><u>NOTE TO FILE/REFILE CLERK:</u> If you have anything to file for this person, send it with this card to the unit checked above. Be sure to place a chargeout card in file showing the recharge information.</p>	
GSA FORM 6850 SEP 69	



Figure 24: **GSA Form 6957, Request for Records**

REQUEST FOR RECORDS		<input checked="" type="checkbox"/> ROUTINE <input type="checkbox"/> PRIORITY <input type="checkbox"/> EMERGENCY	
TO: <input checked="" type="checkbox"/> Air Force Search Sec. Rm. 2375 <input type="checkbox"/> Army Search Sec. Rm 3455 <input type="checkbox"/> Navy Search Sec. Rm 3355			
IDENTIFYING INFORMATION			
1. LAST NAME - FIRST NAME - MIDDLE INITIAL		2. SN	3. DATE
YOSSARIAN, WALTER H.		AF17727270	
4. BRANCH OF SERVICE			5. REGISTRY NUMBER
<input type="checkbox"/> ARMY <input checked="" type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD			F1362171
6. PRESENT MILITARY STATUS			
<input checked="" type="checkbox"/> NONE <input type="checkbox"/> ACTIVE <input type="checkbox"/> RESERVE <input type="checkbox"/> RETIRED			
<i>Indicate Branch of Service</i>			
7. YEAR OF LAST SEPARATION OR APPROXIMATE DATES OF SERVICE:			
1969			
8. OTHER IDENTIFYING DATA (Not required if Items 1 thru 5 are furnished)			
DATE OF BIRTH _____ PLACE OF BIRTH _____ VA CLAIM NUMBER _____			
9. NATURE OF RECORDS DISCLOSED			
<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> MEDICAL <input type="checkbox"/> OTHER <small>(Specify)</small>			
10. PURPOSE OF DISCLOSURE (Must be completed for all non-D.O.D. requests)			
NOTE: Under provisions of the Privacy Act of 1974 the agency to which a record is disclosed is responsible for maintaining an accounting of any further disclosure by that agency. Exception: These provisions do not apply to the National Research Council which may not further disclose records/information without the veteran's authorization.			
SEARCH REPORT			
11. <input type="checkbox"/> RECORDS LOCATED AND ATTACHED			
<input checked="" type="checkbox"/> RECORDS CHARGED TO <u>NC.PMF-C</u> DATE <u>5/1/79</u>			
<input type="checkbox"/> RECORDS NOT LOCATED IN			
<input type="checkbox"/> "B" REGISTRY FILE <input type="checkbox"/> CONSOLIDATED REGISTRY FILE <input type="checkbox"/> SERVICE REGISTRY FILE <input type="checkbox"/> COAST GUARD <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> NAVY AND			
<input type="checkbox"/> NAVY WWII <input type="checkbox"/> NAVY PWII <input type="checkbox"/> NAVY MEDICAL <input type="checkbox"/> NAVY OFFICERS <input type="checkbox"/>			
12. SERVICE NUMBER/NAME VERIFICATION			
<input checked="" type="checkbox"/> OK <input type="checkbox"/> CANNOT VERIFY <input type="checkbox"/> CORRECT NAME OR SERVICE NUMBER			
REMARKS:			
Date: <u>5/11/79</u> Searched by: <u>B.J</u>			
RETURN TO:			
<input type="checkbox"/> CIVIL SERVICE COMMISSION, Rm 190 <input type="checkbox"/> U. S. SECRET SERVICE, Rm 180 <input type="checkbox"/> FEDERAL BUREAU OF INVESTIGATION, Rm 170 <input type="checkbox"/> NATIONAL RESEARCH COUNCIL, Rm 250 <input type="checkbox"/> ENLISTED ELIGIBILITY ACTIVITY, Rm 4615 <input type="checkbox"/> DEFENSE INVESTIGATIVE SERVICE, Rm 4415 <input type="checkbox"/> GSA OFFICE OF INVESTIGATION, Rm 3150		NPRC(MPR) <input type="checkbox"/> AIR FORCE, _____ Rm _____ <input checked="" type="checkbox"/> NAVY, <u>CORRESPONDENCE</u> Rm <u>3353</u> <input type="checkbox"/> ARMY, _____ Rm _____ <input type="checkbox"/> _____ INQUIRY CHARGE CODE: _____	
SIGNATURE OF REQUESTER		TEL. NO.	DATE
Darcy Jones		3-7112	5/10/79
GENERAL SERVICES ADMINISTRATION		U.S. GPO 1977 755-090-3043 Region No. 6	GSA FORM 6957 (REV. 5-77)

Figure 25: GSA Form 6963, Loan or Transfer of Records

LOAN OR TRANSFER OF RECORDS		DATE OF REQUEST 3/3/79	REGISTRY NUMBER N2246419
LAST NAME - FIRST NAME - MIDDLE INITIAL - SERVICE NUMBER - SOCIAL SECURITY NUMBER Seaman, Jerome S.			DATE OF LAST SEPARATION 4/21/74
REQUESTING/RECEIVING AGENCY		Date of Reply:	
<input type="checkbox"/> ARPC, CAC, 7300 EAST 1st AVENUE, DENVER, CO 80280	<input type="checkbox"/> USMC, WASHINGTON, D. C.		
(Office Symbol and Name)	(Office Symbol and Name)		
<input type="checkbox"/> USAFMPC, RANDOLPH AFB, TX 78148	<input type="checkbox"/> USCG, WASHINGTON, D. C. 20591		
(Office Symbol and Name)	(Office Symbol and Name)		
<input checked="" type="checkbox"/> BUPERS, DEPARTMENT OF THE NAVY, WASHINGTON, D. C. P3822	<input type="checkbox"/> U. S. Army EPRC, FT. BENJAMIN HARRISON, IN 46249		
(Office Symbol and Name)	(Office Symbol and Name)		
<input type="checkbox"/> BUMED, DEPARTMENT OF THE NAVY, WASHINGTON, D. C.	<input type="checkbox"/>		
(Office Symbol and Name)			
REMARKS			
RETURN RECORDS TO: NPRC, (MPR), St. Louis, MO 63132		INITIAL TO RETURN P.T.	DATE RETURNED
<input type="checkbox"/> CONSOLIDATED REGISTRY FILE	<input type="checkbox"/> AIR FORCE REFERENCE BRANCH		
<input type="checkbox"/> ARMY REFERENCE BRANCH	<input checked="" type="checkbox"/> NAVY REFERENCE BRANCH		
GENERAL SERVICES ADMINISTRATION		GSA FORM 6963 (REV. 1/72)	

Figure 3: GSA Form 7013, File Chargeout Card

<b>J</b>		<b>OUT</b>			
REGISTRY NR.	SVC NR., SSN OR DGB	NAME (LAST, FIRST, M I) OR REGISTRY NR.		SVC NR., SSN OR DGB	
		TWILLEY, ALBERT M.		1324657	
	DATE	INITIALS	CHARGED TO	DATE	INITIALS
			FCS OBI	(TODAY)	H.S.
REGISTRY NR.	SVC NR., SSN OR DGB	NAME (LAST, FIRST, M I) OR REGISTRY NR.		SVC NR., SSN OR DGB	
	DATE	INITIALS	CHARGED TO	DATE	INITIALS
REGISTRY NR.	SVC NR., SSN OR DGB	NAME (LAST, FIRST, M I) OR REGISTRY NR.		SVC NR., SSN OR DGB	
	DATE	INITIALS	CHARGED TO	DATE	INITIALS
REGISTRY NR.	SVC NR., SSN OR DGB	NAME (LAST, FIRST, M I) OR REGISTRY NR.		SVC NR., SSN OR DGB	
	DATE	INITIALS	CHARGED TO	DATE	INITIALS
	SVC NR., SSN OR DGB	NAME (LAST, FIRST, M I) OR REGISTRY NR.			
	DATE	INITIALS	CHARGED TO	DATE	INITIALS
GSA ADMINISTRATION CHARGEOUT CARD			GENERAL SERVICES ADMINISTRATION FILE CHARGEOUT CARD		
GSA FORM 7013 MAY 59			GSA FORM 7013 MAY 59		

Figure 23: GSA Form 7073, Important Notice

# IMPORTANT NOTICE

RECORD GROUP \_\_\_\_\_ TO \_\_\_\_\_ HAVE BEEN PERMANENTLY REMOVED FROM THIS FILE LOCATION AND TRANSFERRED TO NRCR DATA RECORDS FROM \_\_\_\_\_ TO \_\_\_\_\_. AND RECORDS INPUT SECTION FOR ASSIGNMENT OF DIFFERENT REGISTRY NUMBERS.

INDIVIDUAL RECORD

NAME: Spratt John L REGISTRY NUMBER: N 2273645  
(Last) (First) (Middle Initial)

SSN: \_\_\_\_\_ SH: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

RECORD TRANSFERRED TO NRCR DATA AND RECORDS INPUT SECTION FOR REENTRY INTO REGISTRY FILE UNDER A DIFFERENT REGISTRY NUMBER.

RECORD TRANSFERRED TO RCPAC FOR FILING THERE. THE RECORD WILL EVENTUALLY BE RETURNED TO NRCR FOR ENTRY INTO THE REGISTRY FILE.

RECORD TRANSFERRED TO REGISTRY FILE. IT WILL NOT BE REFILED HERE.

RECORD TRANSFERRED TO SECURITY VAULT, ROOM 3075

RECORD FILED UNDER DIFFERENT IDENTIFICATION AS FOLLOWS:

Name \_\_\_\_\_  
(Last) (First) (Middle Initial)

SSN: \_\_\_\_\_ SH: \_\_\_\_\_ OOB: \_\_\_\_\_ REGISTRY NO. \_\_\_\_\_

INSTRUCTIONS TO FILE CLERK

DO NOT FILE A RECORD OR INTERFILE MATERIAL UNDER THESE NUMBERS OR NAMES.

RETURN INSTEAD TO YOUR SUPERVISOR WITH THE INFORMATION SHOWN ABOVE

DO NOT ATTACH ANY PAPERS TO THIS CARD.	DO NOT REMOVE THIS CARD FROM FILE WITHOUT PROPER AUTHORITY.	CLERK <u>NR</u>	UNIT <u>NCPMN-SA</u>	DATE <u>5/17/79</u>
--	---	--------------------	-------------------------	------------------------

GENERAL SERVICES ADMINISTRATION GSA FORM 7073 (REV. 12/70)



Figure 21: GSA Form 7108, Flag

# FLAG

# STOP

SEE INSTRUCTIONS BELOW BEFORE PLACING ANY INTERFILE MATERIAL IN THIS RECORD

Name James L. Danner SN/SSH  Reg. No. 3333333

### SEND ALL INTERFILE MATERIAL TO:

BRANCH Army Reference Branch

SECTION: Correspondence UNIT: WIF ROOM: 2222

Date 7.3.77 Initials J.A.

NOTE TO FILE/REFILE CLERK: If you have any material to file for this person, send it with the records to the unit shown above. Be sure to place a chargeout card in file showing the chargeout information.

NAVY & MARCOR CASES: If the master medical record folder is refiled, this card and attached GSA Form 6963 may be removed from file and destroyed.

Figure 15: **GSA Form 7134, Routing Aids for File Problems**

**ROUTING AIDS FOR FILE PROBLEMS**

DATE 5/25/79 EMPLOYEE'S NAME Jan Roth

NO FOLDER OR CARD FOUND IN FILE WHERE THIS REFILE/INTERFILE ITEM BELONGS

RECORDS BLOCK AND BOX NUMBER SEARCHED (Navy alphabetical files only) \_\_\_\_\_

FOLDER SENT TO \_\_\_\_\_ DATE \_\_\_\_\_

FOLDER OR INTERFILE MATERIAL IS WANTED AT \_\_\_\_\_ DATE \_\_\_\_\_

UNABLE TO GET INTO CARTON OR DRAWER BECAUSE \_\_\_\_\_

OTHER: File item out of order in batch.

---

GENERAL SERVICES ADMINISTRATION GSA FORM 7134 (REV. 4/79)

Figure 19: **GSA Form 7257, Attention**

# ATTENTION

NO RECORD OR CHARGEOUT INFORMATION WAS FOUND FOR THIS REGISTRY NUMBER DURING THE INDEX CONVERSION FROM CONSOLIDATED REGISTRY NUMBER 4921117 TO THE ABOVE NUMBER.

024

NPRC . P 1 217 996

JONES ROBERT L AF

## NOTE TO FILE CLERK

IF JACKET IS FOUND FOR THE ABOVE NUMBER, RETURN BOTH THE JACKET AND THIS CARD TO YOUR SUPERVISOR FOR NECESSARY ACTION.

GSA FORM 7257 (4/70)

Figure 20: **GSA Form 7258, Warning**

# WARNING

CHARGEOUT INFORMATION WAS FOUND FOR CONSOLIDATED  
REGISTRY NUMBER 492 1117  
DURING THE CONVERSION TO THE ABOVE NUMBER.  
CHARGEOUT INFORMATION FOUND IS ATTACHED.

024

NPRC F 1 217 996

JONES ROBERT L AF

## NOTE TO FILE CLERK

IF A JACKET IS BEING REFILED FOR THE ABOVE NUMBER, RETURN THIS CARD, THE  
ATTACHED CHARGEOUT CARD AND THE JACKET TO YOUR SUPERVISOR FOR NECESSARY  
ACTION.

GSA FORM 7258 (4/78)

Figure 2-19: **GSXRP (PA) Form No. 9, Claim for Arrears in Pay and Quarters Allowance Page 2 of 4**

FULL NAME	RELATIONSHIP	AGE	Indicate "Alive" or "Dead" giving definite or approximate date of death.
TO	DECEASED	YRS	death.
Felomina Arangorin Anila	mother	38	Living (Claimant)
Agapito Perez	father	30	Deceased 17 NOV., 37
Merina A Perez	sister	27	Living
Virginia A Perez	sister	24	Living
Gregorio A Perez	Deceased soldier		
Auria A Perez	sister	20	Living
Ermina A Perez	sister	17	Living
Acarisio A Perez	brother	16	Living
Pedencio A Perez	brother	13	Living
Marcial A Perez	brother	11	Living
Grandparents Unknown			

(6) - That the decedent left no will (no will).  
(line out)

(7) That my marriage with the deceased was not legally dissolved prior to his death, and that I have not remarried since his death; OR I have subsequently married  
Not applicable on, Not applicable (Date)  
at \_\_\_\_\_ (Place).

(8) (a) Were you present with the deceased at the time of his death?

Answer: Yes

(b) If you were not present at the time of death, did you at any time see the body of the deceased? Answer: (If yes, give date, location and circumstances.)  
Not applicable

(c) To the best of your knowledge what were the circumstances and cause of death?

That when he was with Guerrilla my son contracted malaria thus causing his death on 23 March, 1934.

(If answers to questions (a) and (b) are both NO the following must be answered)

(d) When and from whom did you first learn of death?  
Not applicable

(e) Did you receive a death certificate or notice of death from any Municipal or Military office or headquarters?

Not Applicable

(f) When did you first receive a death certificate or notice of death?

Not applicable

(g) Attach all death certificates or notices or death of decedent received by you.

(h) Where were you when notice of death was received?

Not applicable

(i) Were you told of death of deceased by any public official or army officer? If so by whom and when?

Not applicable

GSXRP(PA) Form No. 9 (15 Dec 45)

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Guard, Tomb of the Unknown Soldier Identification Badge



The Tomb of the Unknown Soldier Identification Badge will be authorized by the Commanding Officer, 1st Battalion (Reinforced), 3d U.S. Infantry (The Old Guard), for wear by each member of the Guard, Tomb of the Unknown Soldier, during their assignment to that duty.

Effective 17 Dec 1963, the Commanding Officer, 1st Battalion, 3d U.S. Infantry, may authorize the wearing of the badge as a permanent part of the uniform for personnel who have served honorably for a minimum of 9 months, which need not be continuous, as a member of the Guard, Tomb of the Unknown Soldier, and who are recommended by the Commanding Officer, Honor Guard Company, 1st Battalion, 3d U.S. Infantry.

This award is retroactive to 1 February 1958 for personnel in the Active Army. Former soldiers may apply to HRC, Alexandria, VA.

The Tomb of the Unknown Soldier Identification Badge was established on 9 September 1957.

Authorized Device/Appurtenance: None

Dates Authorized: After 1 February 1958

Type of award: Identification Badge

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 8-41](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)



Figure 2-9.1: **Guide to Military Records in State Offices**(Part 7 of 7)

	Has WW I Coverage (Service Record Cards Rosters, Etc.)	Has SSS Copies of Reports of Separation (WW II and Later, Unless Otherwise Shown)	Has NG Records Which Usually Include Verification of Any Federal Service	Has State Bonus Records Which Usually Contain Verification of Active Service	Maintains "Case" Files on VA and State Claims. May Contain Verification of Service.
Utah	Yes 1	Yes 3	Yes 1-dating From WWII	No	No
Vermont	Yes 2	Yes 2-dating From 12-7-41	Yes 2-dating From 1946	WWI, WWII, & Korea 2*	No
Virginia	Yes 3-dating From 1915-1923	Yes 3*	Yes 1-dating From 1946	No	No
Virgin Islands	No	Yes 2	No	No	Yes 2
Washington	No	No	Yes 1-dating From 1890	WWII & Korea 2	Yes 2
West Virginia	Yes 1* & 3*	Yes 1-dating From 1940-1946; & 1949-1977	Yes 1-dating From 1921	Mexican Border 3*; WWI, WWII & Korea 2	No
Wisconsin	Yes 2	Yes 2-dating From WWI	Yes 1-dating From 1880	WWI 2	Yes 2-dating From 1943
Wyoming	Yes 1	Yes 1-dating From WWII	Yes 1-dating From 1880s	No	No
<p>FOOTNOTES: 1-Records in custody of State Adjutant General; 2-Records in custody of State Department of Veterans' Affairs or similar office; 3-Records in custody of state library, archives, records Center, etc.</p> <p>* See additional information for this state in fig. 2-10.</p>					

Figure 2-9.1: **Guide to Military Records in State Offices** (Part 2 of 7 - [Next](#))

	Has WW I Coverage (Service Record Cards Rosters, Etc.)	Has SSS Copies of Reports of Separation (WWII and Later, Unless Otherwise Shown)	Has NG Records Which Usually Include Verification of Any Federal Service	Has State Bonus Records Which Usually Contain Verification of Active Service	Maintains "Case" Files on VA and State Claims. May Contain Verification of Service.
D.C.	Yes 1a	Yes 1a-dating from 1940	Yes 1a-dating from 1882; 1b	No	No
Florida	Yes 1*	No	Yes 1-dating from 1914	No	No
Georgia	Yes 2*	Yes 3-dating from 1960	Yes 3-full span	No	Yes 2-dating from 1923
Hawaii	Yes 1, 2c	Yes 1-dating from 1940; 2b, 2c, 2d, & 2e	Yes 1-dating from 1940	WW II-2c, 2d, 2e	Yes 2a
Idaho	No	No	Yes 1-dating from 1926-1941; 1947 to date	No	Yes 2-since 1966
Illinois	Yes 1	Yes 2	Yes 1*-dating from 1862	WWI & WWII, & Korea 3	Yes 2*-dating from WWI
Indiana	Yes 2*	Yes 1*  2*	Yes 1-dating from 1922	WWII & Korea 2	No

FOOTNOTES: 1-Records in custody of State Adjutant General; 2-Records in custody of State Department of Veterans' Affairs or similar office; 3-Records in custody of state library, archives, records Center, etc.

\* See additional information for this state in fig. 2-10.

Figure 2-9.1: **Guide to Military Records in State Offices** (Part 5 of 7 - [Next](#))

	Has WW I Coverage (Service Record Cards Rosters, Etc.)	Has SSS Copies of Reports of Separation (WW II and Later, Unless Otherwise Shown)	Has NG Records Which Usually Include Verification of Any Federal Service	Has State Bonus Records Which Usually Contain Verification of Active Service	Maintains "Case" Files on VA and State Claims. May Contain Verification of Service.
New Jersey	Yes 1	No	Yes 1-dating from 1913	No	Yes 2-dating from WWII
New Mexico	Yes 1	No	Yes 1	WWI, WWII, & Korea 2*	Yes 2
New York	No	No	Yes 1-dating From 1921	WWI & WWII 2	Yes 2*
North Carolina	Yes 1* & 3*	Yes 3*-dating from 1940-1948	Yes 1*	No	Yes 2
North Dakota	Yes 2*	Yes 1*-dating from 1912-1946 2-dating from 1950-1964	Yes 1-dating from 1903	Mexican Border, WWI, WWII, & Korea 1	Yes 2
Ohio	Yes 1 & 2*	Yes 1* & 2*	Yes 1-dating From 1925	WWI 1	No
Oklahoma	Yes 2*	No	Yes 1*	No	No
Oregon	No	No	Yes 1	WWI & WWII 2	Yes 2
<p>FOOTNOTES: 1-Records in custody of State Adjutant General; 2-Records in custody of State Department of Veterans' Affairs or similar office; 3-Records in custody of state library, archives, records Center, etc.</p> <p>* See additional information for this state in fig. 2-10.</p>					

# HAZARDOUS DUTY PAY AND COMBAT ZONE PAY

---

There are over 70 separate pays, allowances or benefits of one type or another that make up the military compensation system.

Personnel engaged in flying duty as a non-crew member, parachute jumping, explosive demolition, handling toxic fuel, flight deck duty, experimental stress duty, etc. earns \$150 per month for Hazardous Duty Pay. One exception to the \$150 per month for parachute jumping, is authority to pay \$225 per month for HALO jumps.

Members meeting the performance requirements for more than one type of hazardous duty pay during the same period are entitled to receive payment for a maximum of two types of hazardous duty pay provided they were assigned to a unit whose mission requires the performance of both types of hazardous duty involved.

Generally questions about pay should be answered as listed under [Pay Records](#). Questions about **Hazardous Duty Areas** and **Combat Zone tax status** are decisions made by the Internal Revenue Service. Refer the requester to IRS Publication 3, which may be downloaded from: <http://www.irs.gov/pub/irs-pdf/p3.pdf>.

---

---

# HOME LOANS

---

Many veterans are entitled to benefits which enable them to obtain home loans based on their military service. Most of the cases we process are for information required to obtain a "Certificate of Eligibility" from the Department of Veterans Affairs (VA). If a request for a "214 for a home loan" is received, it is important to determine if the veteran performed active duty, and/or active duty for training purposes only. The VA requires different types of documents from individuals in each classification. The following information will assist you in providing the documents needed by veterans to process their applications for "Home Loans".

---

## **Former Members of ALL service branches who performed ACTIVE DUTY only:**

Provide copies of *all* DD Forms 214.

---

## **Former Members of the Reserve and National Guard Forces:**

To qualify for the VA Six-Year Reservist Program, the former service member must prove he accumulated enough retirement points *each year of his military obligation* so that each year is considered a satisfactory qualifying year.

## **USAFR and ANG, USNR, USMCR, USCGR (Not USAR):**

If the veteran indicates that he needs retirement points for VA or for HOME LOAN, furnish the DD Form 214, discharge order, and all retirement points shown in the record. You must document each year of service; however, if you find evidence that an individual did not attend all periods of two week ADT, this does NOT mean that you have an "incomplete" record. Send all available evidence. The documents listed below contain retirement points.

If no credit point forms are in the record, and there is an indication that the service member was in the inactive reserve, furnish a statement of service or copies of the record pages to verify service, and advise requester, "No reserve participation indicated."

---

## **Where to Find Retirement Points:**

**USAFR and ANG:** AF 190, AF 458, AF 526\*, AF 712, AF 1383 and 1383a, DD 220, NGB 23

\*AF Forms 526 used from 1972-1974, show creditable service in alphabetical character "A" on page 1, and numerical character "1" on page 2. The forms dated 1975-1978 show five numerical characters in codes 1 through 5, but only code "1" is creditable. Forms dated 1979 and subsequent years show nine numerical characters in codes 1 through 9, but only codes "1 to 5" are creditable. Check the summary sheets for the total active duty points received during the subject year(s). If codes 1 through 5 are used, the totals should balance.

**USNR:** NAVPERS 601 (11)

**USMCR:** NAVMC 798 and/or computerized print-out in record "Reserve Retirement Credit Report".

**USCGR:** CG 3034, CG 4175

## Incomplete Documentation in Record

### USNR and USCG Records ONLY:

Carefully review complete record for all ADT information; if record is really incomplete and you believe there is missing information needed by the veteran, provide all available information and suggest that the veteran contact the following office for additional assistance:

#### USNR:

[\[00166\]](#)

Commander, Navy Personnel Command  
PERS-312 Records Support Branch  
5720 Integrity Drive  
Millington, TN 38055-3120

#### USCGR:

[\[00580\]](#)

Commander, Military Personnel Command (MPC-S-3)  
U.S. Coast Guard  
2100 2nd Street, SW  
Washington, DC 20593-0001

**USMCR Records ONLY:** If record is incomplete, contact the MCLNO for assistance.

### USAFR and ANG Records ONLY:

Incomplete record, refer request & record to:

[\[00520\]](#)

Air Reserve Personnel Center  
HQ ARPC/DPTOCW (Contact Center)  
18420 E Silver Creek Ave Bldg 390 MS 68  
Buckley AFB, CO 80011

---

## Former Members of the US ARMY RESERVE

***The above instructions do not apply to former members of the USAR.*** The VA requires a specific form, such as DARP Form 606, which is RARELY found in the record. The USAR did not routinely prepare these forms, which document the reservists' retirement points. **IF** you find this form in the record and it **COMPLETELY** documents all USAR service, you may send it. ***ALL OTHER CASES MUST BE REFERRED TO AHRC, WITH THE SERVICE RECORD.***

#### USAR:

[\[00148\]](#)

DEPARTMENT OF THE ARMY  
ARMY HUMAN RESOURCES COMMAND  
ATTN: AHRC-PDR-H  
1600 Spearhead Division Avenue Dept 420  
Fort Knox, KY 40122-5402

## **Former Members of the Army National Guard**

Send copies of NGB Form 22, NGB Form 23 (ACDUTRA dates), and any DD Form 214 that may have been issued. If information is not found in the record, suggest that the requester contact the Office of the Adjutant General of the state in which service was performed. DO NOT L&T the record to the state office. See the following website for the correct state address (Follow the TAG Roster links; they will take you to information about that particular state): <http://www.army.mil>.

---



- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

## Honorable Service Lapel Button WWII



- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

The Honorable Service Lapel Button WWII is awarded for honorable federal service between 8 September 1939 and 31 December 1946. The Honorable Service Lapel Button has been referred to as the "ruptured duck."

The Honorable Service Lapel Button was established on 9 June 1925.

Authorized Device/Appurtenance: None

Dates Authorized: WWII

Type of award: Lapel Button

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 6-17](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

# IDENTIFICATION CARDS (Military Retirees and Dependents)

---

If requester needs verification of service to obtain an identification card, SEND a copy of the retirement order and all DD Forms 214. ALSO furnish the address of the nearest RAPIDS site.

---

**Source:** [NPRC 1865.85](#)

---

# U. S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) REQUESTS

Requests from INS for verification of service are received on Form N-426, Request for Certification of Military or Naval Service.

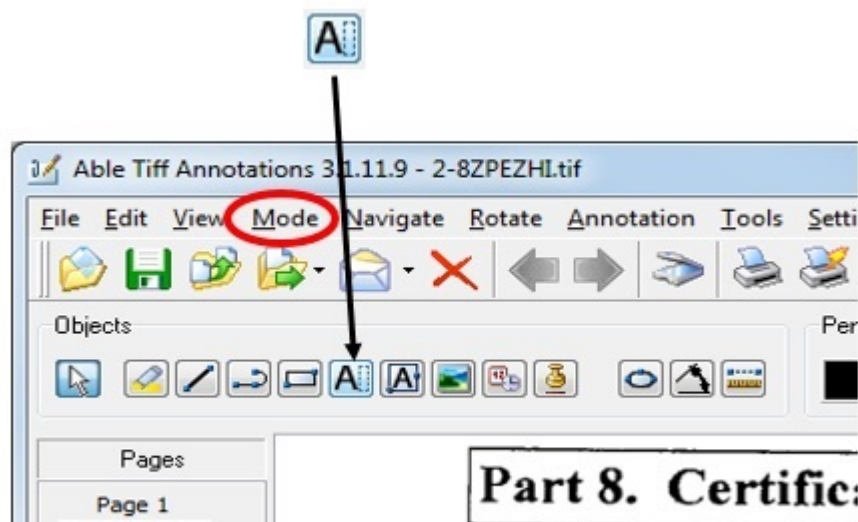
There may be 2 versions of the Form N-426 submitted. If you receive the newest version, dated 08/04/2015, use the first instruction titled "Form N-426 version dated 08/04/2015". For older versions, see the [instructions](#) titled "Form N-426 versions before 08/04/2015."

## ***Form N-426 version dated 08/04/2015***

### **VERIFY THE FOLLOWING:**

**Verify the veteran's name, SSN, and/or date of birth to ensure the correct record has been received.**

NOTE: You can add text boxes to fill in the blocks on the INS form online. With the form open in the incoming attachment in CMRS, select the Mode menu, then click the "Text" icon to draw a text box on the form in which you can then type the information.



### **Part 5. Character of Service.**

Verify the dates of service the requester entered in Part 3. If dates are correct, check "Yes" if service is honorable. Check "No" if dates are incorrect or service is other than honorable.

If you check “No”, you must enter an explanation in Part 7, Remarks.

### **Part 6. Separation Information.**

Answer questions 1 through 3. If you select “Other” in question 2, you must provide the character of separation in Part 7, Remarks.

Question 3: Aliens of foreign countries who served in the Armed Forces of the United States and who are discharged because of their alien status are permanently ineligible for citizenship. Check the record thoroughly to determine whether the person was discharged because of alienage. NOTE: Discharge for alienage may not be shown on separation document. You must carefully review the service record.

### **Part 7. Remarks.**

Enter any details from Parts 5 and 6.

Enter any derogatory information found in the record. Include information regarding article 15s, courts martial, other than honorable discharges, civilian arrests, etc.

If additional space is needed, continue in Part 9.

### **Part 8. Certification.**

If available, you may use the NPRC stamp and your signature in lieu of completing the “Name of Department” and “Official Signature” fields.

If stamp is not available, enter “National Personnel Records Center” in the “Name of Department” field.

Technician will sign the Official Signature field, and type name and title (Archives Technician) in the appropriate block.

Enter the NPRC Customer Service phone number, including area code, in the “Daytime Telephone Number” block. Leave email address blank. Enter current date.

### **Form N-426 versions before 08/04/2015**

#### **VERIFY THE FOLLOWING:**

- 1. Veteran’s Name**
- 2. Dates of Active Duty** (Show each separate enlistment and extension, even if veteran had no break in service)
- 3. Dates of Reserve or National Guard service**
- 4. Alienage.** Aliens of foreign countries who served in the Armed Forces of the United States and who are discharged because of their alien status are permanently ineligible for citizenship. Check the record thoroughly to determine whether the person was discharged because of alienage. NOTE: Discharge for alienage may not be shown on separation document. So again, you must carefully review the service record.
- 5. Courts Martial or Derogatory Actions** (including items such as civil arrests, NJPs, article 15s, other than honorable discharges.)
- 6. Lodge Act Enlistee.** Complete this item if veteran is a foreigner who enlisted in a foreign country in the U.S. Army after June 1950. Show original date of entry into the United States pursuant to military orders, and the port of entry. After the word “via” enter “Military Transportation.”

**Source:** [NPRC 1865.60](#)

---

---

# INCOMPLETE/OPEN PERSONNEL RECORDS

---

## Incomplete Personnel Records

If a personnel record does not contain pertinent documents such as enlistment contract, discharge data, duty stations, or the record does not possess sufficient data to answer an inquiry, consider the record incomplete.

Incomplete records often have a complete record of one term of service, but no document relating to a veteran's other term of service. Check for an additional record in the NPRC Registry System under an alternate number (e.g., try the SSAN if the record in hand was identified under the Service Number). An alphabetical probe may reveal a record filed under an incorrect SSAN or Service Number very similar to the correct one.

A missing separation document does not signal an incomplete record if there are other documents sufficient to verify service. Prepare an NA Form 13038. Also, a missing retirement order does not mean the record is incomplete. If the retiree insists on a copy of the order, loan and transfer the record to the service department. If the personnel record is actually incomplete, and you cannot answer the inquiry, loan and transfer the record to the service department. Be sure to send the requester a referral card or letter.

If you have a fiche record and it contains no mention that the record is being retired incomplete, and it also contains prior correspondence (inquiries), determine if all fiche are in record. It is possible that a previous correspondence clerk failed to return all the fiche to the jacket.

If so, you can request the master fiche from the appropriate liaison office, if service was in the Navy or Marine Corps. A Navy jacket should contain at minimum a 1E, 2E, and 3E fiche. A Marine Corps jacket should contain at minimum a field fiche, service fiche, and health fiche.

Requests for Army fiche may be submitted to AR-PERSCOM; however, they may be difficult to obtain. Certain Army military documents were permanently saved in **PERMS** by AR-PERSCOM, starting in the mid 1980's through current records. See your team coach for assistance in requesting a PERMS search.

Contact the Air Force Branch Chief for assistance in obtaining AF fiche from CPR. To locate the AF master fiche, you must have **date of discharge** and the **date the F file was accessioned** into the NPRC Registry System. The Air Force retired master microfiche in a haphazard manner, and they are very difficult to search.

If you cannot obtain the master microfiche for Army or Air Force service, loan and transfer the record and the request.

---

## Open Service Records.

The term "open service record" is defined in two ways.

1. Records in the Center's custody which pertain to deserters who have never been returned to military control. (See [NPRC 1865.98](#)).



2. This term is also defined as a record which has no indication of a discharge action which would close out the record. This latter definition is found in the Reference Service Agreement between NARA and the U. S. Army. This term has come to be used to define **any** record in NPRC's custody which has not been closed out.

“Open Service Records” should be loaned and transferred to the service department **ONLY** if you cannot answer the inquiry with available information. If the requester is an Army or Air Force retiree and the retirement order is missing, provide the date of retirement using available documents. ***DO NOT loan and transfer unless the requester insists upon a copy of the order.***

---

**Source:** [NPRC 1865.98](#) and Reference Service Agreement between NARA and the U. S. Army

---

**Figure 2-6.3: Index for Post World War orders covering enlistment information for Air force personnel**

<b>LACKLAND AIR FORCE BASE, TEXAS</b> <b>(1947 - 1953 on film)</b> <b>(1954 - 1963 in paper form)</b>			
YEAR	ISSUING HEADQUARTERS	TYPE RECORDS	ITEM NO.
1947	Indoctrination Division	Personnel Memos	83
1948	Indoctrination Division	Personnel Memos	154
1949	Indoctrination Division	Letter Orders	179
1950	Headquarters, Lackland Air Force Base and 3700 AF Indoctrination Wing 207	Letter Orders	206
1951	Headquarters, Lackland Air Force Base	Letter Orders	286
1952	Headquarters, Lackland Air Force Base	Letter Orders	294
1953	Military Training Wing	Letter Orders	3709
<b>SAMPSON AIR FORCE BASE, NEW YORK</b> <b>(Activated January 13, 1951)</b>			
1951	Headquarters, Sampson Air Force Base and	Letter Orders	1215

	3650 AF Indoctrination Wing		
1952	Indoctrination Division	Letter Orders	1171
1953	Headquarters, Sampson Air Force Base and 3650 Military Training Wing	Letter Orders	602

**PARKS AIR FORCE BASE, CALIFORNIA  
(Activated October 8, 1951)**

1952	Headquarters, Parks Air Force Base	Letter Orders	2680
1953	Headquarters, Parks Air Force Base	Letter Orders	2516

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1852.2H  
February 25, 1994

SUBJECT: **Information and instructions on fee cases (111 Winnebago)**

1. **Purpose.** This memorandum issues information and instructions on fee cases at 111 Winnebago.
2. **Cancellation.** NPRC 1852.2G is canceled.
3. **Reason for revision.** This memorandum is revised to update procedures and forms used in processing fee cases.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in the Mail & Data Input Section and all personnel involved in responding to requests for information from civilian personnel records, military dependent medical records, or administrative records.
5. **Instructions.** Instructions for processing fee cases are contained in the attachment.
6. **Forms.** This memorandum provides for the use of the following forms:
  - NA Form 13048, Fee Information Reply
  - NA Form 13115, Chargeable Case Control
  - GSA Form 687, Register of Remittances Received

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1852.2H CHGE 1  
September 11, 1998

SUBJECT: **Information and instructions on fee cases (111 Winnebago)**

1. **Purpose.** This memorandum transmits page changes to NPRC 1852.2H.
2. **Explanation of change.** The day of the week that deposits are made has been added.
3. **Instructions.** Remove pp 1-6, Chapter 4 and insert revised pp.

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1852.2H CHGE 2  
August 26, 2002

SUBJECT: **Information and instructions on fee cases (111 Winnebago)**

1. **Purpose.** This memorandum transmits page changes to NPRC 1852.2H.
2. **Explanation of change.** The FOIA Fee Schedules for DoD and NARA Administrative records have been revised to reflect changes published in the Federal Register and Code of Federal Regulations.
3. **Instructions.** Remove pp 5/6, Chapter 1 and insert revised pp.

R. L. HINDMAN  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1852.2H CHGE 3  
November 14, 2005

SUBJECT: **Information and instructions on fee cases (111 Winnebago)**

1. **Purpose.** This memorandum transmits page changes to NPRC 1852.2H.
2. **Explanation of change.** With the concurrence of the Office of Personnel Management (OPM), effective October 1, 2005, NPRC (CPR) will use the NARA fee schedule for copies and certifications of Official Personnel Folders instead of the OPM FOIA fee schedule. Reference: NR memo, dated October 3, 2005, FY 2006 Federal Records Center Billing System Guidance.

3. **Instructions.** Remove pp. 1/2, 3/4, and 7/8 of Chapter 1, and insert revised pp.

R. L. HINDMAN  
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1852.2H CHGE 4  
September 15, 2007

SUBJECT: **Information and instructions on fee cases (111 Winnebago)**

1. **Purpose.** This memorandum transmits page addition to NPRC 1852.2H.
2. **Explanation of change.** This adds Chapter 6, Fee Desk Related Duties of Others. It includes instructions for the Mailroom lead, which adds the requirement to receive checks and safeguard checks until transferred to the fee clerk. It includes instructions for the Fee Clerk Supervisor, which requires the supervisor to audit and sign fee deposits before transmission to the Federal Reserve.
3. **Instructions.** Remove pp. i and ii and insert revised pages. Add Chapter 6, p. 1 and 2.

R. L. HINDMAN  
Director

#### TABLE OF CONTENTS

<u>Paragraph Titles</u>	<u>Paragraph Numbers</u>
<b><u>CHAPTER 1. GENERAL INFORMATION</u></b>	
<a href="#">Authority</a>	1
<a href="#">Chargeable services</a>	2
<a href="#">Nonchargeable services</a>	3
<a href="#">NA Form 13115, Chargeable Case Control</a>	4
<a href="#">General rules</a>	5
<a href="#">The Freedom of Information Reform Act of 1986</a>	6
<a href="#">Figure 1-2 Chargeable and nonchargeable services</a>	
<a href="#">Figure 1-4 NA Form 13115, Chargeable Case Control</a>	
<a href="#">Figure 1-6 FOIA fee schedules</a>	
<u>Paragraph Titles</u>	<u>Paragraph Numbers</u>
<b><u>CHAPTER 2. INSTRUCTIONS FOR MAIL READERS</u></b>	
<a href="#">Responsibilities</a>	1
<a href="#">Routing inquiries with remittance</a>	2
<a href="#">Routing chargeable inquiries</a>	3
<b><u>CHAPTER 3. INSTRUCTIONS FOR PERSONNEL RESPONDING TO REQUESTS</u></b>	
<a href="#">Responsibilities</a>	1
<a href="#">Completion of NA Form 13115</a>	2
<a href="#">Nonchargeable inquiries</a>	3
<b><u>CHAPTER 4. INSTRUCTIONS FOR FEE CLERK</u></b>	
<a href="#">Responsibilities</a>	1
<a href="#">Fee schedules</a>	2
<a href="#">Fee operation forms</a>	3
<a href="#">No charges for services and remittance received</a>	4
<a href="#">Charges for services and remittance received</a>	5
<a href="#">Charges for services and no remittance received</a>	6
<a href="#">Processing of remittance in response to billing</a>	7
<a href="#">Blank checks</a>	8
<a href="#">Checks returned due to insufficient funds</a>	9
<a href="#">Interest penalty on delinquent fee cases</a>	10
<a href="#">Payment in advance</a>	11
<a href="#">Fee cases involving reference service at both CPR and MPR</a>	12
<a href="#">Audits</a>	13

[Retention of documents](#) [14](#)

[Figure 4-2](#) [User charges \(32 CFR 204\)](#)

[Figure 4-3.1](#) [NA Form 13048. Fee Information Reply](#)

[Figure 4-3.2](#) [GSA Form 687. Register of Remittances Received](#)

<u>Paragraph Titles</u>	<u>Paragraph Numbers</u>
<b><u>CHAPTER 5. INSTRUCTIONS FOR RESEARCH ROOM PERSONNEL</u></b>	
<a href="#">Responsibilities</a>	<a href="#">1</a>
<a href="#">Advising visitor of fee system</a>	<a href="#">2</a>
<a href="#">Chargeable services</a>	<a href="#">3</a>
<a href="#">Processing fee cases</a>	<a href="#">4</a>
<b><u>CHAPTER 6. FEE DESK RELATED DUTIES OF OTHERS</u></b>	
<a href="#">Mailroom Lead</a>	<a href="#">1</a>
<a href="#">Fee Clerk Supervisor</a>	<a href="#">2</a>

## CHAPTER 1. GENERAL INFORMATION

1. **Authority.** Various authorities provide for the charging of fees for reproduction and authentication of records. These include the Code of Federal Regulations, 32 CFR, Parts 204 and 286; and 36 CFR, Parts 1250 and 1258.
2. **Chargeable services.** Every employee should be familiar with the types of chargeable services routinely provided by the National Personnel Records Center. [Fig. 1-2](#) lists these services.
3. **Nonchargeable services.** Certain services are excluded or excepted from charges. Examples of such services are provided in [fig. 1-2](#).
4. **NA Form 13115, Chargeable Case Control.** NA Form 13115 is used to control fee cases within the Center. (See [fig. 1-4](#).) Accurate assessment of fees requires cooperation among mail readers, all personnel involved in responding to requests, the Research Room attendant, and the fee clerk.
  - a. **Part I.** Part I of the form provides for entry of information about the subject of record and the requester. This part can be completed by mail clerks, fee clerks, the Research Room attendant, or personnel responding to requests.
  - b. **Part II.** Part II of the form requires completion by personnel responding to requests. All time spent on fee cases must be accounted for, including search, clerical processing, professional research, and photocopy machine time. Appropriate blocks should be checked to reflect the circumstances about the case.
  - c. **Part III.** Part III of the form is completed by the fee clerk or the Research Room attendant.
5. **General rules.**
  - a. Evidence of EVERY inquiry pertaining to a record must be entered in that record. This information is absolutely necessary for proper determination of fee cases.
  - b. In chargeable cases, either the request or the tracer, but not both, is chargeable.
  - c. Only one copy of each requested document will be sent to a requester at any one time.
6. **The Freedom of Information Reform Act of 1986.**
  - a. **Effect on fees.** The Freedom of Information Reform Act (FOIA) of 1986 required agencies to completely change their fee schedules for services related to processing FOIA requests, as well as the criteria for waiving these fees. As a result, there are very few situations in which a fee will be chargeable.
  - b. **Categories of requesters.** Charges for FOIA requests are based on the category of the requester. Each request must be analyzed to determine the category of the requester. The FOIA identifies requesters in the following categories: commercial use requesters, educational institution requesters, news media representative requesters, non commercial scientific institution requesters, and all other requesters. To assist in determining the category of the requester the following definitions shall be used:
    - (1) **Commercial use requester.** One who is seeking information for a use or purpose that furthers the commercial, trade, or profit interest of the requester or the person on whose behalf the request is made.
    - (2) **Educational institution requester.** A preschool, a public or private elementary or secondary school, an institution of undergraduate higher education, an institution of graduate higher education, an institution of professional education, and an institution of vocational education, which operates a program or programs of scholarly research. The request must serve the scholarly research goals of the institution or school rather than the individual goals of the requester. A request from a student in furtherance of the completion of a course of instruction does not qualify as an educational institution request.
    - (3) **News media representative requester.** Any person actively gathering news for an entity that is organized and operated to publish or broadcast news to the public.
    - (4) **Non commercial scientific institution requester.** An institution that is not operated on a basis that furthers the commercial, trade, or profit interests of any person or organization, and which is operated solely for the purpose of conducting scientific research, the results of which are not intended to promote any particular product or industry.

(5) **All other requesters.** Any person who does not fit into any of the above categories.

c. **FOIA fee schedules.**

(1) **DoD records.** 32 CFR 286 contains the FOIA fee schedule which is used to determine the cost of processing requests for DoD records made by members of the public that either explicitly or implicitly invoke the FOIA. (See [fig. 1-6.](#))

(2) **NARA administrative records.** 36 CFR 1250 contains the FOIA fee schedule which is used to determine the cost of processing requests for NARA administrative records made by members of the public that either explicitly or implicitly invoke the FOIA. (See [fig. 1-6.](#))

(3) **OPM records.** 36 CFR 1258 contains the fee schedule which is used to determine the cost of processing requests for OPM records made by members of the public that either explicitly or implicitly invoke the FOIA. (See [fig. 1-6.](#))

d. **Fee waivers.** Fee waivers apply only to requests for DoD and NARA administrative records. EXCEPT THOSE FROM COMMERCIAL USE REQUESTERS, the first 100 copies and/or the first two hours of searching are without charge. In addition, there is an automatic waiver of fees if they are calculated to be less than \$15.00 for DoD records, or less than \$10.00 for NARA records. Multiple requests from a single requester or from those acting in behalf of a single requester in an effort to take advantage of a waiver of fees may create a situation in which the waiver should be denied. Such cases should be brought to the attention of NRPC.

## CHAPTER 2. INSTRUCTIONS FOR MAIL READERS

1. **Responsibilities.** Mail readers perform the initial reading of an inquiry to determine if it is chargeable or potentially chargeable. The inquiry is then coded and routed to the appropriate action element.
2. **Routing inquiries with remittance.** Inquiries containing checks, money orders, cash, or other valuable enclosures are immediately routed to the fee clerk with the remittance attached. This action is taken in all cases, whether or not the inquiry is chargeable.
3. **Routing chargeable inquiries.** For inquiries which are determined to be chargeable/potentially chargeable (including FOIA requests), and which DO NOT include remittance, COMPLETE PART I OF NA FORM 13115. Attach form to inquiry. Code and route to appropriate action element.

## CHAPTER 3. INSTRUCTIONS FOR PERSONNEL RESPONDING TO REQUESTS

1. **Responsibilities.** Center personnel who prepare responses to inquiries perform a review of the inquiry to determine if charges are required. Inquiries determined to be chargeable are routed through the fee desk, NCPCO M, for processing. The only exceptions are those inquiries received from the Research Room. These are delivered back to the Research Room attendant.
2. **Completion of NA Form 13115.** If it is determined that an inquiry is chargeable, complete Part I, if not already completed, and Part II of NA Form 13115. Route NA Form 13115 and the response to the inquiry to the fee clerk. Inquiries from the Research Room, determined to be chargeable, also require completion of NA Form 13115.
3. **Nonchargeable inquiries.** If it is determined that an inquiry is NOT chargeable, and an NA Form 13115 has been attached by the mailroom and shows no remittance has been received, the NA Form 13115 shall be destroyed and the case shall be processed as a normal non fee inquiry. DO NOT send the reply through the fee clerk.

## CHAPTER 4. INSTRUCTIONS FOR FEE CLERK

1. **Responsibilities.** The fee clerk is responsible for:
  - a. Making fee determinations;
  - b. Returning inquiry to requester for additional information if necessary to identify records subject to fee charges;
  - c. Controlling remittances received and maintaining billing files and various logs;
  - d. Sending all fees collected to NCPMO-M for deposit;
  - e. Notifying supervisor of requesters who repeatedly fail to respond to billing notification;
  - f. Sending tracers to the appropriate branch for follow-up actions;
  - g. Generating delinquency report on the first of each month; and
  - h. Sending follow-up billings with assessed late charges.
2. **Fee schedules.**
  - a. **DoD records.** There are two fee schedules applicable to DoD records. These are:
    - (1) **User Charges.** 32 CFR 204 contains the User Charges which are used to determine the cost of services rendered to the public. (See [fig. 4-2.](#))
    - (2) **FOIA fee schedule.** The FOIA fee schedule which is used to determine the cost of processing requests for DoD records is shown in [fig. 1-6.](#)
  - b. **NARA administrative records.** The FOIA fee schedule which is used to determine the cost of processing requests for NARA records is shown in [fig. 1-6.](#)
  - c. **OPM records.** The FOIA fee schedule which is used to determine the cost of processing requests for OPM records is shown in [fig. 1-6.](#)
  - d. **U.S. Courts of Appeals, U.S. District Courts, and U.S. Bankruptcy Courts records.** The fees for these records are as follows: \$ .50 per copy; \$2.00 for authentication/certification (whether the certification is applied onto the document or a separate instrument).

3. **Fee operation forms.** The fee clerk primarily uses three forms to process fee cases. These are:

a. **NA Form 13115.** This form is used by the Center to control fee cases. (See [fig. 1-4.](#))

(1) **Inquiry received with remittance.** If the inquiry is received with a remittance, prepare NA Form 13115 in duplicate, completing Part I and partially completing Part III. Follow procedures for deposits in [subpar. 5a.](#) Original of form accompanies inquiry to appropriate action element. Place copy of form in suspense file. **EXCEPTION:** If inquiry is received with a remittance to cover ONLY Federal Express charges, NA Form 13115 is not prepared.

(a) Case returned from action element. When the case is returned to the fee clerk with Part II of NA Form 13115 completed, pull the suspense file copy. The remainder of Part III is then completed. The fee clerk uses the form to show fee calculations and document appropriate actions. If a refund is NOT indicated, the duplicate copy of the form is destroyed.

(b) Case not returned from action element. A response with an NA Form 13115 should be returned to the fee clerk. If not received within 45 days, send tracer to the appropriate action element to inquire about the status of the case. After an additional 30 days, if the response and NA Form 13115 have not been routed to the fee clerk, a note will be forwarded through the Branch Chief, NCPCO, and the Assistant Director to the appropriate office.

(c) Case completed. When the case is completed, file NA Form 13115, with related information, by the deposit/refund number. See [par. 14](#) for retention of documents.

(2) **Inquiry received without remittance.** An original NA Form 13115 will be initiated by the mailroom or appropriate action element and forwarded to the fee clerk with the response. No copy of the form is needed. Part III is completed by the fee clerk showing fee calculations and documenting appropriate action.

b. **NA Form 13048, Fee Information Reply.** This form is used to respond to the requester. Copies are maintained by the fee clerk to control pending payments. (See [fig. 4-3.1.](#)) **REMINDER:** When using the form for an initial billing, enter the current rate of interest for assessing late charges.

c. **GSA Form 687, Register of Remittances Received.** This form is used to record deposits of remittances received and refunds. Each register is assigned a number, and each entry on the register is also numbered in sequential order. The combination of these numbers becomes the control number for each transaction. (See [fig. 4-3.2.](#))

(1) **Deposits.** Complete form on a daily basis to document deposit of remittances received. Checks and money orders are submitted to MPR fee clerk along with GSA Forms 687 every Thursday.

(2) **Refunds.** A separate GSA Form 687 is prepared on a daily basis, as needed, to list refunds. Duplicate copies of NA Form 13115 documenting the corresponding refund actions are delivered to NCPS (Budget) with GSA Forms 687 with the weekly deposit.

(3) **Federal Express.** A separate register is prepared for Federal Express deposits.

4. **No charges for services and remittance received.**

a. **Less than \$15.00 cash or any amount check or money order received.** Check appropriate blocks on NA Form 13048 and return the remittance to the requester. Retain copy of completed NA Form 13048 for file. Probe Registry File (if appropriate), code inquiry, and route to action element for processing. Annotate on the request that the remittance was returned.

b. **\$15.00 or more in cash received.** Convert cash to a money order at the RAC Credit Union as soon as possible. Prepare NA Form 13115 in duplicate. Check "Deposit" and annotate deposit number and date of action. Also check "Refund" and annotate the amount refunded, the refund control number, and the date of the action. List the deposit and the refund on separate GSA Forms 687. Attach copy of NA Form 13115 to refund register. Complete NA Form 13048 to notify the requester of the refund. File original NA Form 13115 and copy of NA Form 13048 in completed file. Probe Registry File (if appropriate), code inquiry, and route to action element for processing. Annotate on the request that the remittance was refunded.

5. **Charges for services and remittance received.**

a. **Correct remittance received.** The amount of the remittance received covers the charges. Deposit of remittance is required. List deposit on GSA Form 687. Prepare NA Form 13115 in duplicate. Check "Deposit" and annotate deposit number and date of action. File copy of NA Form 13115 in suspense file until case is returned from action element. Upon return, complete NA Form 13048 in duplicate. Transmit reply to requester using original NA Form 13048. Annotate on NA Form 13115 that case is completed. File copy of response with NA Form 13115 in completed file.

b. **Remittance received in excess of charges.** The amount of the remittance received is in excess of charges. A refund is required if remittance exceeds charges by more than \$1.00. In Part III of NA Form 13115, check "Refund" and annotate the amount refunded, the refund control number, and the date of the action. List the refund on GSA Form 687. Attach a copy of NA Form 13115 to refund register. Complete NA Form 13048 in duplicate indicating refund. Transmit reply to requester using original NA Form 13048. Annotate on NA Form 13115 that case is completed. File copy of response with NA Form 13115 in completed file.

c. **Inadequate remittance.** The amount received DOES NOT cover charges. A billing is required if the amount due exceeds \$1.00. In Part III of NA Form 13115, check "Billing" and annotate the amount due and the date of action. Complete NA Form 13048 in duplicate indicating fee. Transmit reply to requester using original NA Form 13048. File copy of reply with NA Form 13115 in suspense file. When payment is received, follow procedures for deposit of remittance as outlined in [subpar. 5a.](#) above. If payment is not received within 30 days, the case becomes delinquent and an interest penalty is assessed. (See [par. 10.](#))

6. **Charges for services and no remittance received.** A billing is required. Follow billing procedures as outlined in [subpar. 5c.](#) above.

7. **Processing of remittance in response to billing.** Retrieve NA Form 13115 from suspense file. Check "Payment Received" and annotate the deposit number and date. Deposit remittance as stated in [subpar. 5a.](#) Annotate on NA Form 13115 that case is completed. File NA Form 13115 and related material in completed file.

8. **Blank checks.** Blank checks received with requests are returned to the requester along with NA Form 13048 indicating that blank checks are not accepted. If the request is later determined to be a fee case, the requester will be charged when the response is sent.



9. **Checks returned due to insufficient funds.** When a check that was a payment for a fee case is returned due to insufficient funds, the fee clerk sends a notice and a photocopy of the returned check to the requester informing them that the check was returned. When a replacement check is received, the fee clerk annotates on GSA Form 687 with other deposits.
10. **Interest penalty on delinquent fee cases.** Review monthly delinquent report to identify payments which are delinquent; i.e., unpaid after 30 days of original billing notice.
- Second billing.** Thirty days after the initial billing, send a second NA Form 13048. The second billing notice, if sent to other than a local, state, or Federal agency, will reflect a new amount due consisting of the unpaid fee, an interest penalty charge, and a \$15.00 administrative fee (late charge). The current interest penalty is 6% of the unpaid fee.
  - Third billing.** If the fee remains unpaid thirty days after the second billing notice, a third billing notice will be sent. The new amount due will be the amount due from the second billing plus another interest penalty (currently 6% of the original unpaid fee).
  - Further action needed.** All fee cases which have an original fee of more than \$15.00, and are delinquent thirty days after the third billing notice, are forwarded to NCPS (Budget) for further action. Those involving unpaid fees of \$100.00 or more will be sent to NAJ for referral to a collection agency. If the unpaid fee is less than \$100.00, a letter denying future service, pending receipt of the delinquent fee, will be sent to the requester. The fee clerk will be notified of the action taken.
- NOTE:** Interest and late charges may be added to delinquent fees only if the revised NA Form 13048 (10/92 edition) was used for the original billing.
11. **Payment in advance.** There are certain types of inquiries for which NPRC requires either full or partial payment **BEFORE FURNISHING THE REQUESTED INFORMATION.**
- Partial payment.** Rosters (usually of CCC or WPA workers) are sometimes requested for conducting historical research for organizing reunions or for similar reasons. Requests for rosters are identified in the mailroom and are routed directly to the Chief, Civilian Reference Branch. A response is sent to the requester, stating the following:  
  
This Center has in its custody some rosters for certain organizations and certain periods. Copies of available rosters may be furnished if you are able to provide the geographical location and the complete organizational designation of the organization that created it. (Without such information, we cannot locate the desired record.)  
  
It is necessary for us to charge a fee for furnishing this type of service, since locating the roster requires extensive research and processing time. Time is also required to delete restricted personal information from the photocopies provided. We are unable to predict the exact cost of servicing your request, since most roster cases take many hours to complete.  
  
If you wish us to service your request, please return your request to us with a check for \$\_\_\_\_\_, payable to the National Personnel Records Center. Any difference between your payment and the actual charges will be refunded or billed to you, as appropriate.  
  
We must also caution that roster requests have a low priority at this Center, since our primary function is to process requests pertaining to Federal employees' personnel records. As a result, you should not expect a response to your request for several weeks.
  - Full payment.** Full payment is required for delinquent accounts. Occasionally, frequent users of NPRC's services (usually insurance companies) fail to pay outstanding debt(s). The fee clerk should be aware of such offenders by reviewing the delinquent report and should bring any subsequent requests from them to the attention of the supervisor. If the supervisor determines that the inquiry should be returned, transmit the inquiry by checking the appropriate block on NA Form 13048.
12. **Fee cases involving reference service at both CPR and MPR.** Fee case charges/refunds are controlled by the fee clerk who initiates the action.
- Referral of fee case to MPR.** Some requests identified as fee cases at CPR are referred to MPR for completion. NA Form 13115, with fee charges for CPR services annotated, are attached to inquiry and referred to MPR fee clerk. The case and form are completed and sent to CPR fee clerk who suspends the case for collection.
  - Referral of fee case from MPR.** Some requests identified as fee cases at MPR are referred to CPR for completion. Equivalent procedures as outlined in a, above, apply. The CPR fee clerk checks the 9700 Page address block on the NA Form 13048 sent to the requester.
13. **Audits.** An administrative audit is conducted semiannually by NCPS (Budget). The results of these audits are submitted to the Center Director.
14. **Retention of documents.** Documents maintained in connection with the fee systems are cut off annually at the end of the fiscal year, then destroyed 3 years from date of cut off. The authority for this is contained in the General Records Schedules, GRS 6, Item 4.

---

## CHAPTER 5. INSTRUCTIONS FOR RESEARCH ROOM

- Responsibilities.** The Research Room attendant is responsible for: advising visitors that the service provided may be chargeable under the NPRC fee system; charging and collecting the required fees; and delivering fees to the fee clerk on a daily basis.
- Advising visitor of fee system.** Inform visitor, as soon as possible, that the service requested may/will be chargeable under the NPRC fee system. Also advise that the fee is payable as soon as the service is provided, unless other arrangements have been made. Payment may be made by any of the following methods: exact amount of cash, or check or money order made out to the National Personnel Records Center.
- Chargeable services.** The Research Room attendant will use [figs. 1-2](#), [1-6](#), and [4-2](#) to verify if services are chargeable and determine the appropriate fee. Normally, fees will be charged for services provided to investigative agents employed by private industry and private researchers or historians (those not under contract to, or employed by, a government agency).
- Processing fee cases.**
  - Correspondence section involvement.** If it is determined by correspondence personnel that the service provided requires charging a fee, Parts I and II of NA Form 13115 will be completed and attached to the requested documents and then delivered to the Research Room. When delivery is made, the Research Room attendant shall make a copy of the original signed request form and give the original to the branch representative for filing in the record.
  - Determining fee.** From the information provided on the NA Form 13115, the Research Room attendant will determine the total fee and will annotate Part III of the form. Prepare an original and two copies of NA Form 13048. Check the first block and fill in the total fee for services

rendered.

- c. **Payment received.** If the fee is paid, place into a small envelope, seal, and write the amount of remittance received on the outside of the envelope. Date and initial all copies of the NA Form 13048 and print the word "PAID" across the front of the form. The original of this form is given to the visitor, along with any documents provided. The first copy is stapled to the cash envelope and the NA Form 13115 and hand carried to the fee clerk. The second copy is retained in the Research Room for one year.
- d. **Payment not received.** If payment is not received, secure a mailing address from the individual. Check the first block on NA Form 13048 and complete the form. Advise the requester that if payment is not received in thirty days, a second billing notice will be mailed to his/her address and interest and late charges will be assessed. The original NA Form 13048 is given to the visitor with requested documents. The first and second copies of this form, along with the NA Form 13115, are routed to the fee clerk. Annotate the NA Form 13115, "Remittance Not Received. Billing notice issued to requester."

#### CHAPTER 6. FEE DESK RELATED DUTIES OF OTHERS

1. **Mailroom Lead.** The mail room lead shall receive and safeguard all fee desk remittances receive including cash and checks. The Mailroom lead shall receive checks by logging the checks in a ledger indicating amount, check number, date and remitter. The Mailroom lead shall safeguard checks by placing them in a locked container (key lock is sufficient) until delivery to the fee desk clerk. The Mailroom lead shall annotate the log when the checks have been transferred to the fee clerk. From receipt until deposit all checks shall be in the control of the mailroom lead or the fee clerk. Checks shall not be left unattended on desks.
2. **Fee Clerk Supervisor.** To help prevent fraud or errors the fee desk clerk supervisor shall review and audit all deposits before submission of the Fee Deposit to the Federal Reserve. The supervisor shall verify the accuracy of the deposit and shall sign the deposit in addition to the Fee Clerk. Periodical the supervisor shall verify the checks attached to the deposit match against the check/remittance log in the mail room.

Figure 1-2. **Chargable and nonchargeable services**

#### CHARGEABLE SERVICES

Requests for the reproduction or certification of any record, paper, or document of the records of the U.S. Courts of Appeals, U.S. District Courts, and U.S. Bankruptcy Courts.

Requests for military dependent medical records from insurance companies (or similar organizations) to which we respond by furnishing copies of medical records.

Requests for NARA operating records.

Requests from third parties (such as scholars, researchers, historians, etc.) who are not acting for the direct benefit of the subject of the record. (Fees may be charged whether the requester has the written authorization of the subject of the record or not.)

Requests from estate investigators and probate researchers.

Requests submitted by court order or subpoena when the court order or subpoena was requested by an attorney who is not acting for the subject of the record.

Requests from third parties for information releasable under the Freedom of Information Act.

#### NONCHARGEABLE SERVICES

Requests from the person who is the subject of the record.

Requests from a Federal, state, or local government office, including a Congressional office.

Requests from an accredited medical facility, physician, or dentist (if the request is for military dependent medical records).

Requests from the legal representative, legal guardian, or next of kin of the subject of the record.

Figure 1-4. **NA Form 13115, Chargeable Case Control**

## CHARGEABLE CASE CONTROL

**PART I - IDENTIFYING DATA & INFORMATION REQUESTED**

SUBJECT OF INQUIRY:	REGISTRY #/ RECORDS BLOCK:
SERVICE BRANCH/AGENCY:	SSAN/SN:
INFORMATION REQUESTED:	DOB:
	FOIA CITED: <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME AND ADDRESS OF REQUESTER:	

**PART II - SERVICES RENDERED**

SEARCH TIME:	CLERICAL PROCESSING TIME:	PROFESSIONAL RESEARCH TIME:
PHOTOCOPYING TIME:	NUMBER OF PHOTOCOPIES PROVIDED:	
FORWARDING SERVICE: <input type="checkbox"/> YES <input type="checkbox"/> NO	OTH SEPARATION: <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME AND ADDRESS OF ADVERSE ATTORNEY:		
ADVERSE ATTORNEY: <input type="checkbox"/> YES <input type="checkbox"/> NO		
CERTIFICATION & VALIDATION WITH SEAL: <input type="checkbox"/> YES <input type="checkbox"/> NO		CLERK'S INITIALS:

**PART III - FEE INFORMATION**

DATE REC'D:	AMOUNT REC'D:
TYPE OF REMITTANCE: <input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CHARGE	
REMITTANCE #:	REMITTANCE DATE:
BUSINESS REF #:	

FEE CALCULATIONS:	AMOUNT CHARGEABLE		
	DEPOSIT	DEPOSIT #:	DATE:
	BILLING	AMT DUE:	DATE:
	REFUND	AMT REFUNDED:	DATE:
	PAYMENT REC'D	CONTROL #:	DATE:
	CASE COMPLETED	DEPOSIT #:	DATE:

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 13115 (REV. 12-93)

Figure 1-6. FOIA fee schedules (Part 1 of 2)

FOIA FEE SCHEDULES		
CATEGORY OF REQUESTER	DOD RECORDS	NARA ADMINISTRATIVE RECORDS
<b>Commercial Use</b>	Clerical searching/reviewing .....\$20 per hr	Clerical searching.....\$16 per hr or fraction thereof

	Professional searching/reviewing .....\$44 per hr  Each copy.....\$ .15  (Less than \$15 - No Charge)	Professional searching (GS-9 & above).....\$33 per hr or fraction thereof  Reviewing.....\$33 per hr or fraction thereof  Each copy.....\$ .20  (Less than \$10 - No Charge)
<b>Educational Institution</b>  <b>News Media</b>  <b>Non-Commercial Scientific Institution</b>	First 100 copies are without charge, thereafter, each copy.....\$ .15  (Less than \$15 - No Charge)	First 100 copies are without charge, thereafter, each copy.....\$ .20  (Less than \$10 - No Charge)
<b>All Others</b>	First two hours of search time, and first 100 copies are without charge, thereafter;  Clerical searching.....\$20 per hr  Professional searching.....\$44 per hr  Each copy.....\$ .15  (Less than \$15 - No Charge)	First two hours of search time, and first 100 copies are without charge, thereafter;  Clerical searching.....\$16 per hr or fraction thereof  Professional searching.....\$33 per hr or fraction thereof  Each copy.....\$ .20  (Less than \$10 - No Charge)

Figure 1-6. Fee schedule for OPM records (Part 2 of 2)

FEE SCHEDULE FOR OPM RECORDS	
Product/Service	Fee
Minimum reproductions mail order	\$10.00
Paper to paper copies (up to and including 11 in. by 17 in.)	\$0.50 per copy
Record certification	\$6.00 per copy

Figure 4-2. User Charges (32 CFR 204)

<p><b>USER CHARGES (32 CFR 204)</b></p> <p>Requests for medical records of military dependents.</p> <p>SEARCHING AND PROCESSING:</p> <p style="padding-left: 40px;">Less than one hour \$ 8.30</p> <p style="padding-left: 40px;">Per hour \$13.25</p> <p>Professional search or research (GS-0 and above), to be established at actual hourly salary.</p> <p>COPIES:</p> <p style="padding-left: 40px;">One to six \$ 3.50</p> <p style="padding-left: 40px;">Each additional copy \$ .10</p> <p>OFFICIAL NARA SEAL:</p>
---

Seal (litigation cases)  
\$ 5.20

Figure 4-3.1. NA Form 13048, Fee Information Reply

FEE INFORMATION REPLY	DATE
<p><b>PLEASE NOTE:</b> We charge nominal fees for furnishing certain information and documents. Normally, this fee is collected before the service is rendered. Items checked on this form provide information about this fee requirement.  <b>PLEASE RETURN THIS REPLY, AND YOUR ORIGINAL INQUIRY, IF YOU WRITE AGAIN ON THIS MATTER.</b></p>	
<p>SUBJECT: _____</p>	
<p><input type="checkbox"/> The total fee for services rendered: \$ _____                  Advance payment: \$ _____                  Balance due: \$ _____ Please remit this amount within 30 days.                  Refund due: \$ _____ This amount will be sent to you by government check.</p> <p><b>IF BALANCE DUE IS NOT RECEIVED WITHIN 30 DAYS, YOU WILL BE SUBJECT TO LATE CHARGES, A _____% INTEREST CHARGE, AND REFERRAL TO A COLLECTION AGENCY.</b></p>	
<p><input type="checkbox"/> No fee is required for the service requested/furnished. <input type="checkbox"/> We cannot accept blank checks as prepayment.</p> <p><input type="checkbox"/> The payment you submitted is returned _____</p> <p><input type="checkbox"/> You did not provide enough information to enable us to respond to your request. If you submit additional information, your request will be processed further.</p> <p><input type="checkbox"/> If you resubmit your request with additional information, please resubmit your payment.</p> <p><input type="checkbox"/> We cannot yet determine the exact amount of the fee that will be due. When our reply is completed, you will be notified of the actual fee assessed for our services.</p> <p><input type="checkbox"/> There usually is no charge for a replacement copy of a separation document. In some cases, however, a fee may be required, depending on the character of separation and the purpose of the request.</p> <p><input type="checkbox"/> We are unable to furnish the public with rosters (lists) of names with home addresses. If, however, you wish to have correspondence forwarded to the last known address of the veteran, enclose your correspondence in an UNSEALED, STAMPED ENVELOPE with the VETERAN'S NAME typed or printed on the front. DO NOT INCLUDE A RETURN ADDRESS on the envelope. Please explain why you wish to contact the veteran. Since this Center has no way of knowing if the address we have is correct or if the letter will be delivered, items of value SHOULD NOT be included. FOR EACH LETTER, THERE IS A CHARGE OF \$ _____. Please remit an amount sufficient to cover the total.</p> <p><input type="checkbox"/> Our records indicate that we have not received payment for previous services. We will not answer further requests until full payment is made. The amount due is \$ _____ on our billing dated _____.</p> <p><input type="checkbox"/> Your request has been sent to our reference service element for processing.</p> <p><input type="checkbox"/> We have forwarded your record(s) to the address you provided.</p> <p><input type="checkbox"/> Please see enclosed reply.</p> <p><input type="checkbox"/></p>	
<p><input type="checkbox"/> All payments should be made by check or money order, payable to the NATIONAL PERSONNEL RECORDS CENTER and mailed to the address checked below. Payments from outside the United States must be made by international money order payable in U.S. dollars. PLEASE RETURN THIS FORM WITH YOUR REMITTANCE TO ENSURE PROPER CREDITING OF YOUR ACCOUNT.</p>	
<p>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION</p>	<p>NCP</p> <p>NATIONAL PERSONNEL RECORDS CENTER</p> <p><input type="checkbox"/> Military Personnel Records 9700 Page Avenue St. Louis, MO 63132-5100</p> <p><input type="checkbox"/> Civilian Personnel Records 111 Winnebago Street St. Louis, MO 63118-4199</p>
<p>NA FORM 13048 (REV. 10-92)</p>	

Figure 4-3.2. GSA Form 687, Register of Remittances Received



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132 5100

NPRC 1852.1  
March 1, 2004

**SUBJECT: Information and instructions on fee cases (9700 Page)**

1. **Purpose.** This memorandum issues information and instructions on fee cases at 9700 Page.
2. **Cancellation.** NPRC 1852.1L is canceled.
3. **Reason for revision.** This memorandum is revised to update procedures and forms used in processing fee cases.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in the Mail & Data Input Section, Research Room, and all personnel involved in responding to requests for information from military or administrative records.
5. **Instructions.** Instructions for processing fee cases are contained in the attachment.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13048, Fee Information Reply  
NA Form 13115, Chargeable Case Control  
GSA Form 687, Register of Remittances Received  
GSA Form 2935, FBF (TID) General Purpose Coding Document  
GSA Form 2951, NEAR Input Transmittal  
Standard Form 215, Deposit Ticket  
OF 41, Routing and Transmittal Slip

R.L. HINDMAN  
Director

**TABLE OF CONTENTS**

**CHAPTER 1. GENERAL INFORMATION**

<i>Paragraph Titles</i>	<i>Paragraph Numbers</i>
<a href="#">Authority</a>	<a href="#">1</a>
<a href="#">System requirements</a>	<a href="#">2</a>
<a href="#">Chargeable services</a>	<a href="#">3</a>
<a href="#">Nonchargeable services</a>	<a href="#">4</a>
<a href="#">Control of fee cases</a>	<a href="#">5</a>
<a href="#">General rules</a>	<a href="#">6</a>
<a href="#">The Freedom of Information Reform Act of 1986</a>	<a href="#">7</a>
<a href="#">Figure 1-3</a>	<a href="#">Chargeable services</a>
<a href="#">Figure 1-4</a>	<a href="#">Nonchargeable services</a>

**CHAPTER 2. INSTRUCTIONS FOR MAILROOM PERSONNEL**

<a href="#">Responsibilities</a>	<a href="#">1</a>
<a href="#">Fee Case flag</a>	<a href="#">2</a>
<a href="#">Overnight Delivery flag</a>	<a href="#">3</a>
<a href="#">Receipt of cash, checks, or money orders</a>	<a href="#">4</a>

**CHAPTER 3. INSTRUCTIONS FOR PERSONNEL RESPONDING  
TO REQUESTS AND SUPPORT STAFFS**

<a href="#">Responsibilities</a>	<a href="#">1</a>
<a href="#">Personnel responding to requests</a>	<a href="#">2</a>
<a href="#">Support Staffs</a>	<a href="#">3</a>

**CHAPTER 4. INSTRUCTIONS FOR FEE OPERATION**

<a href="#">Responsibilities</a>	<a href="#">1</a>
<a href="#">Fee schedules</a>	<a href="#">2</a>
<a href="#">Fee waivers</a>	<a href="#">3</a>

<a href="#">Fee application programs and reporting systems</a>	<a href="#">4</a>
<a href="#">Types of fee operation actions</a>	<a href="#">5</a>
<a href="#">Fee operation forms</a>	<a href="#">6</a>
<a href="#">Blank checks</a>	<a href="#">7</a>
<a href="#">Audits</a>	<a href="#">8</a>
<a href="#">Fee operation filing</a>	<a href="#">9</a>
<a href="#">Retention of documents</a>	<a href="#">10</a>
<a href="#">Figure 4-2.1</a>	<a href="#">User charges (32 CFR 204)</a>
<a href="#">Figure 4-2.2</a>	<a href="#">FOIA fee schedules</a>
<a href="#">Figure 4 6.1</a>	<a href="#">Disposition of Forms</a>
<a href="#">Figure 4-6.2</a>	<a href="#">Standard Form 215, Deposit Ticket</a>
<a href="#">Figure 4-6.3</a>	<a href="#">GSA Form 2935, FBF (TID) General Purpose Coding Document</a>

---

## CHAPTER 1. GENERAL INFORMATION

1. **Authority.** Various authorities provide for the charging of fees for reproduction and authentication of records. These include the Code of Federal Regulations, 32 CFR, Parts 204 and 286; and 36 CFR, Parts 1250 and 1258.
2. **System requirements.** The fee operation requires the knowledge and use of the NARA Order Fulfillment and Accounting System Training Guide (POS), NPRC's Fee Assessment Program, Billing List Application, Case Management and Reporting System, and Task.
3. **Chargeable services.** Every employee should be familiar with the types of chargeable services routinely provided by the National Personnel Records Center. [Fig. 1-3](#) lists these services
4. **Nonchargeable services.** Certain services are excluded or excepted from charges. Examples of such services are provided in [fig. 1-4](#).
5. **Control of fee cases.** The Case Management and Reporting System (CMRS) is used to report and control fee cases within the Center. Accurate assessment of fees requires cooperation from all Center employees involved in the processing of fee cases including mailroom personnel, all personnel responding to requests, and the fee clerks located in the Research Room.
6. **General rules.**
  - a. Evidence of EVERY inquiry pertaining to a record must be entered in that record. This information is absolutely necessary for proper determination of fee cases.
  - b. In chargeable cases, either the request or the tracer, but not both, is chargeable.
  - c. Only one copy of each requested document will be sent to a requester at any one time.
  - d. Inquiries from military and other federal agencies, including congressional offices, are not subject to fees. In addition, state and local government agencies, as well as foreign governments, are not charged fees.
  - e. Requesters listed as "routine uses" in the latest revision of [NPRC 1865.16, Release and access guide for military personnel and related records at NPRC](#), are not subject to fees.
7. **The Freedom of Information Reform Act of 1986.**
  - a. **Effect on fees.** The Freedom of Information Reform Act (FOIA) of 1986 required agencies to completely change their fee schedules for services related to processing FOIA requests, as well as the criteria for waiving these fees. As a result, there are very few situations in which a fee will be chargeable.
  - b. **Categories of requesters.** Charges for FOIA requests are based on the category of the requester. Each request must be analyzed to determine the category of the requester. The FOIA identifies requesters in the following categories: commercial use requesters, educational institution requesters, news media representative requesters, non commercial scientific institution requesters, and all other requesters. To assist in determining the category of the requester the following definitions shall be used:
    - (1) **Commercial use requester.** One who is seeking information for a use or purpose that furthers the commercial, trade, or profit interest of the requester or the person on whose behalf the request is made.
    - (2) **Educational institution requester.** A preschool, a public or private elementary or secondary school, an institution of undergraduate higher education, an institution of graduate higher education, an institution of professional education, and an institution of vocational education, which operates a program or programs of scholarly research. The request must serve the scholarly research goals of the institution or school rather than the individual goals of the requester. A request from a student in furtherance of the completion of a course of instruction does not qualify as an educational institution request.



(3) **News media representative requester.** Any person actively gathering news for an entity that is organized and operated to publish or broadcast news to the public.

(4) **Non commercial scientific institution requester.** An institution that is not operated on a basis that furthers the commercial, trade, or profit interests of any person or organization, and which is operated solely for the purpose of conducting scientific research, the results of which are not intended to promote any particular product or industry.

(5) **All other requesters.** Any person who does not fit into any of the above categories.

c. **FOIA fee schedules** are listed in [fig. 4-2.2](#).

Figure 1-3. **Chargeable services**

CHARGEABLE SERVICES
Forwarding mail service and whereabouts information as indicated in latest revision of <a href="#">NPRC 1865.49, Requests for last know addresses or "whereabouts" information</a> .
Requests for organizational records search.
Requests for rosters for the purpose of reunions, historical research, or contacting former unit members to renew friendships.
Requests for NARA operating records.
Requests for medical and dental records of former service personnel and their dependents when received from other than the member or dependent, medical facilities, physicians, dentists, or legal representatives. These requests are usually received from insurance companies.
Requests for copies of training and education transcripts and certificates, verification of attendance and course completion from service schools and other facilities. (Not chargeable if request is from a foreign student.)
Requests for statements of service from insurance companies.
Requests for copies of board proceedings (court martial, Board of Officer proceedings, medical, or discharge review).
Requests for copies of effectiveness reports; e.g., APR's - OER's Performance Ratings.
Requests for information and/or documents concerning military occupational specialties, birth data, reason for discharge, test scores (except GED and USAFI).
Miscellaneous factual data to be furnished to estate investigators and probate researchers.
Requests for personnel/medical records from parties whose interests are adverse to the veteran, for use in civil actions where the U.S. is not a party. (These requests are usually received from attorneys NOT representing the veteran.)
Request for copies of orders; e.g., General, Special, Court Martial, Retirement.
Requests from veterans with service characterized as Other Than Honorable (Undesirable or Bad Conduct) or Dishonorable, for copies of separation documents, statements of service, or Certificates of Military Service. (Not chargeable if requested for financial benefits or for review or change in type of discharge or correction of records.)

Figure 1-4. **Nonchargeable services**

NONCHARGEABLE SERVICES
Services requested by members of the U.S. Armed Forces in their capacity as Service members.
Services requested by members of the U.S. Armed Forces who are in a casualty status, or requested by their next of kin or legal representative, or requested by any source, when it relates to a casualty.
The address of record of a member or former member of the U.S. Armed Forces when the address is available readily through a directory (locator) service, and when the address is requested by a member of the U.S. Armed Forces or by a relative or a legal representative of a member of the U.S. Armed Forces or when the address of record is requested by any source for the purpose of paying monies or forwarding property to a member or former member of the U.S. Armed Forces.
Services requested by or on behalf of a member or former member of the U.S. Armed Forces or, if deceased, his or her next of kin or legal representative that pertain to the following: <ul style="list-style-type: none"> <li>• Information required to obtain financial benefits REGARDLESS of the terms of separation from the Service.</li> </ul>

- Document showing membership and military record in the Armed Forces if discharge or release was under honorable conditions.
- Information relating to a decoration or award or required for memorialization purposes.
- Review or change in type of discharge or correction of records.
- Personal documents, such as birth certificates, when such documents are required to be furnished by the member.
- Services that are furnished free in accordance with statutes or executive orders.
- Information from or copies of medical and dental records or X-ray films of patients or former patients of military medical or dental facilities, when such information is required and requests for such data are: (1) submitted by an accredited medical facility, physician, or dentist; or (2) requested by the patient, his or her next of kin, or legal representative.
- Services involving confirmation of employment, disciplinary or other records, and salaries of active or separated civilian or military personnel, when requested by prospective employers or recognized sources of inquiry for credit or financial purposes.
- Services requested by and furnished to a Member of Congress for official use.
- Services requested by state, territorial, county, or municipal government, or an agency thereof, that is performing a function related to or furthering of a DoD objective.
- Services requested by a court, when the service will serve as a substitute for personal court appearance of a military or civilian employee of DoD.
- Services requested by a nonprofit organization that is performing a function related to or furthering an objective of the Federal Government or that is in the interest of public health and welfare, including education.
- Services requested by an individual or corporation that is performing a function related to or furthering an objective of the Federal Government, when the cost of such services would be chargeable to a Federal Government contract or grant held by the individual or corporation.
- Services requested by donors with respect to their gifts.
- Requests for occasional and incidental services (including requests from residents of foreign countries), that are not requested often, when it is determined administratively that a fee would be inappropriate for the occasional and incidental services.
- Requests from Federal employees for the completion of claims for reimbursement under the Federal Employees Health Benefit Act of 1959.
- Administrative services provided by reference or reading rooms to inspect public records, excluding copies of records or documents furnished.
- Requests for military locator service by financial organizations that are located on DoD installations.

Requests for military locator service by financial organizations that are engaged in the direct deposit program and that are not located on DoD installations. Requests for an address of record shall include the following:

- A statement that the financial organization is listed as a direct deposit recipient in the current U.S. Treasury Bureau of Accounts, "Financial Organizations Directory."
- A statement that the individual, whose address is being requested, has his or her pay forwarded as a direct deposit by a DoD disbursing officer.
- The individual's financial organization's account number.

Services rendered in response to requests for classification review of DoD classified records, submitted under Executive Order 12065 and implemented by 32 CFR part 159. Such services consist of the work performed in conducting the classification review or in granting and completing an appeal from a denial of declassification following such review.

Services of a humanitarian nature performed in such emergency situations as life-saving transportation for non-U.S. Armed Forces patients, search and rescue operations, and airlift of personnel and supplies to a disaster site. This does not mean that inter- and intra-Governmental agreements to recover all or part of costs should not be negotiated. Rather, it means the recipient or beneficiary will not be assessed a "user charge."

## CHAPTER 2. INSTRUCTIONS FOR MAILROOM PERSONNEL

1. **Responsibilities.** Mailroom personnel entering CMRS data determine if a case is chargeable or potentially chargeable.
2. **Fee Case flag.** For new requests which are determined to be chargeable/potentially chargeable (including FOIA requests), the Fee Case Flag is checked in CMRS (Request Information). A checkmark (flag) indicates that the request is a fee case or requester included cash/check/money order with a NEW request. These requests will require fee clerk action before the request can be closed.

NOTE: DO NOT enter as a request if the remittance was received as a result of a previous NPRC billing notice.

3. **Overnight Delivery flag.** If the request is accompanied by a payment for overnight delivery via Federal Express (FedEx), check the box for Overnight Delivery.
4. **Receipt of cash, checks, or money orders.** Insert cash, check, or money order in a plain white envelope. Write the CMRS Request Number on the front of the envelope. Place sealed envelope in the out box designated for the Fee Desk in the mailroom manager's office.

If cash, check, or money order is accompanied by NA Form 13048, Fee Information Reply, or reference is made in the correspondence that the fees enclosed are for payment of services, place the payment with accompanying correspondence in the white envelope.

### CHAPTER 3. INSTRUCTIONS FOR PERSONNEL RESPONDING TO REQUESTS AND SUPPORT STAFFS

1. **Responsibilities.** Personnel who prepare responses to inquiries perform a review of the inquiry to determine if charges are required. If it is determined that the request is a fee case, check to be sure the Fee Case Flag is checked in CMRS in Request Information. If the Fee Case Flag was checked in error, DO NOT remove the check mark. Once the case is completed, the case needs to be routed through the Fee Desk for possible refund. If the response to the case is to be sent via Federal Express (FedEx), the Overnight Delivery box must also be checked in Request Information.
2. **Personnel responding to requests.**
  - a. Complete the case and Response Information with the number of copies, amount of time expended on the case, and check Fee Seal Flag, if appropriate. Update Request Note with comments indicating service rendered or verification of information needed to determine fee case status; e.g., "legal copies of (registry number) prepared - sent for certification," or "called and copies are for adverse attorney."
  - b. When sending a fee case to the Support Staff, be sure to identify it clearly as a fee case so that it will be handled appropriately. Staple an OF-41, Routing and Transmittal Slip, to the flap of the mailing envelope. DO NOT SEAL ENVELOPE. In the remarks section of OF-41, write in large letters "FEE CASE-RESEARCH ROOM." Be sure to attach the bar code. This includes FedEx envelopes.
3. **Support Staffs.** Wand the case In Dispatch. Do not put the envelope in a blue bin. Responses to fee requests must go first to the Fee Desk in the Research Room before they can go to Outgoing Mail. This applies to all FedEx mailers as well as manila envelopes. Depending on the urgency, Support Staff may hand-carry the response directly to the Fee Desk or place it in one of the brown "messenger" envelopes addressed to the Research Room. DO NOT send or deliver records to the Fee Desk.

### CHAPTER 4. INSTRUCTIONS FOR FEE OPERATION

1. **Responsibilities.** The Research Room attendant assigned to the fee operation is responsible for:
  - a. Returning fees when no charges are assessed;
  - b. Making fee determinations on fee cases;
  - c. Controlling remittances received and maintaining billing system files and various logs;
  - d. Updating reporting systems;
  - e. Sending fees and supporting documents collected for the Trust Fund for deposit;
  - f. Sending fees and supporting documents collected for Federal Express mailings for deposit;
  - g. Sending or delivering copies of deposits and supporting documentation to appropriate offices;
  - h. Preparing documentation for refunds;
  - i. Sending or delivering copies of refunds and supporting documentation to appropriate offices;
  - j. Notifying supervisor of requesters who repeatedly fail to respond to billing notification;
  - k. Generating delinquency report on the first of each month;
  - l. Sending follow up billings with assessed late charges; and
  - m. Advising visitors to the Research Room that service may be chargeable. Charging and collecting fees from visitors.
2. **Fee schedules.** There are two fee schedules applicable to DoD records and one applicable to requests for NARA administrative records.
  - a. **User Charges.** 32 CFR 204 contains the User Charges which are used to determine the cost of services rendered to the public for DoD records. (See [fig. 4-2.1.](#))
  - b. **FOIA fee schedules.** (See [fig. 4-2.2.](#))

(1) **DoD records.** 32 CFR 286 contains the FOIA fee schedule which is used to determine the cost of processing requests for DoD records made by members of the public that either explicitly or implicitly invoke the FOIA.

(2) **NARA administrative records.** 36 CFR 1250 contains the FOIA fee schedule which is used to determine the cost of processing requests for NARA administrative records made by members of the public that either explicitly or implicitly invoke the FOIA.

3. **Fee waivers.** For all FOIA requests, EXCEPT THOSE FROM COMMERCIAL USE REQUESTERS, the first 100 copies and/or the first two hours of searching are without charge. In addition, there is an automatic waiver of fees if they are calculated to be less than \$15.00 for DoD records, or less than \$10.00 for NARA records. Multiple requests from a single requester or from those acting in behalf of a single requester in an effort to take advantage of a waiver of fees may create a situation in which the waiver should be denied. Such cases should be brought to the attention of NRPM.

#### 4. **Fee application programs and reporting systems.**

a. **NPRC's Fee Assessment Program.** This is an NPRC application program developed to record all actions required in the fee operation and create necessary forms and reports. To access the program, click on the Fee Desk icon on the PC desktop. Instructions for using the program can be found under Help (Fee Desk Procedures)

b. **NARA Order Fulfillment and Accounting System (POS).** POS is an acronym for Point of Sale transaction. This is a NARA based system that is used to record billing actions that meet specific criteria. **To meet the criteria the payment must be for the exact amount of the first billing and all actions must be completed within thirty (30) days (including the receipt of payment).** All other payments (advance deposits, FedEx, those including interest and fees) and refunds are not processed using this system. Customers that normally meet this criteria are private companies that review records in the Research Room.

To access the program, use the PC in Research Room that is dedicated for the POS program. Reference the NARA Order Fulfillment and Accounting System (POS) Training Guide for instructions on using this program or the Help button in the program.

c. **Billing List Application.** This is an NPRC application program developed to track billings for private companies that review records in the Research Room. This program is used as an initial step to record activity by these customers. To access the program, click on the Billing List icon. Instructions for using the program can be found under File and Application Documentation.

If the bill is paid within thirty (30) days, the action is further documented using POS. If the customer does not pay the bill within 30 days, the action is recorded using the Fee Assessment Program.

d. **Case Management and Reporting System (CMRS).** CMRS is used to record and track all fee cases within the Center. The fee clerk checks this system by the case reference number to be sure appropriate fields referencing fees have been populated with correct information and makes changes as needed. (See Chapters [2](#) and [3](#).)

Information recorded in CMRS (copies and time) are used to calculate and document charges. The fee clerk creates Notes in CMRS documenting actions taken. Upon completion, the status of the case is changed from "In Dispatch" to "Fee Work Done" and then to "Closed." The fee clerk then wands out the case.

e. **TASK.** The Task reporting system is used to record the number of Trust Fund photocopies and certifications for MPR's fee operation.

5. **Types of fee operation actions.** The following are the different types of actions requiring fee desk processing. Instructions for processing these actions are located in Fee Desk Procedures and the Billing List Application.

a. **Returned money.** A remittance received with a request that is not chargeable and needs to be returned to the requester.

b. **Payment in cash.** A remittance received in cash that may or may not relate to a chargeable case. NOTE: Cash must be converted to a money order.

c. **Advanced deposit.** A remittance received with a request that is chargeable and needs to be deposited.

d. **Billings (new request).** A new request received at the Center that is chargeable. The case has been completed and requires billing action.

e. **Additional billings.** A request that was received with an advanced deposit. The case has been completed and results in additional charges to the requester (exceeding the amount received).

f. **Delinquent account.** Bill not paid within 30 days and the balance is over \$15.00.

g. **2nd and 3rd billings.** Subsequent billing actions taken with penalties and interest when payment has not been received in 30 days and 60 days, respectively, after original bill was sent.

h. **Payment received.** A remittance received from a customer as a result of a billing notice.

i. **Deposits.** Remittance received and sent forward to the Federal Reserve Bank.

j. **Refund.** Amount owed to a customer as the result of fees collected that exceed the amount of the billing.

- k. **Federal Express mailings.** Remittance received from customer to have the response sent overnight via Federal Express (FedEx). NOTE: Excluded from billings and collections for the Trust Fund.
- 6. **Fee operation forms.** The forms used in the fee operation are either generated from the Fee Assessment Program or prepared manually by the fee clerk. The fee clerk enters pertinent data in the program/on the form, prints the forms or reports (if generated from the system), and sends/delivers original and copies in accordance with instructions. See [fig. 4-6.1](#) for further instructions on the disposition of forms.
  - a. **NA Form 13115, Chargeable Case Control.** Part III of this form is used by the fee clerk to record fees, show fee calculations, and document appropriate action. The instructions and samples of these forms can be found in the Fee Desk Procedures. To access the form, click on Reports and NA Form 13115.
  - b. **NA Form 13048, Fee Information Reply.** This form is used to respond to the requester. Copies are maintained by the fee clerk to control pending payments. The instructions and samples of these forms can be found in the Fee Desk Procedures. To access the form, click on Reports and NA Form 13048.
  - c. **GSA Form 687, Register of Remittances Received.** This form is used to record deposits of remittances received for MPR services and remittances received for FedEx mailings. A separate register is used to record these actions. The instructions and samples of these forms can be found in the Fee Desk Procedures.
    - (1) **Deposits.** A separate register, GSA Form 687, is prepared on a weekly basis, or as needed, to list deposits of remittances received for MPR services. To access the form, click on Reports and Deposit.
    - (2) **Federal Express mailings.** A separate register, GSA Form 687, is prepared for deposits related to FedEx mailings. To access the form, click on Reports and FEDX Deposit.
  - d. **GSA Form 2951, NEAR Input Transmittal.** This form is used to record and transmit refunds recorded on NA Form 13115. It is prepared on a weekly basis, or as needed, to list refunds. To access the form, click on Reports and Refunds.
  - e. **Standard Form 215, Deposit Ticket.** This form is completed manually and is used to deposit funds to the Federal Reserve Bank. See [fig. 4-6.2](#) for a sample of this form.
  - f. **GSA Form 2935, FBF (TID) General Purpose Coding Document.** This form is completed manually to document deposits reported to GSA, (6BCE). See [fig. 4-6.3](#) for a sample of this form.
- 7. **Blank checks.** Blank checks or checks limiting the amount charged are returned to the requester along with NA Form 13048 indicating that these types of checks are not accepted. If the request is later determined to be a fee case, the requester will be charged when the response is sent.
- 8. **Audits.** An administrative audit is conducted semiannually by NRPS (Budget). The results of these audits are submitted to the Center Director.
- 9. **Fee operation filing.** Files are maintained containing documentation relating to deposits, refunds, and completed actions on Federal Express mailings.
- 10. **Retention of documents.** Documents maintained in connection with the fee systems are cut off annually at the end of the fiscal year, then destroyed 3 years from date of cut off. The authority for this is contained in the General Records Schedules, GRS 6, Item 4.

Figure 4-2.1. **User Charges**

<b>USER CHARGES (32 CFR 204)</b>	
A. <b>FULL CHARGE CASES</b> - Fees for searching, processing, copies, and official seals are charged in the following cases:	
<b>TYPE OF CASE:</b>	<b>FEES:</b>
Medical and dental records requested for purposes other than further medical treatment (usually from insurance companies or adverse attorneys),	<b>SEARCHING AND PROCESSING:</b> Less than one hour.....\$ 8.30 Per hour.....\$13.25  <b>COPIES</b> .....\$ .10 each
Litigation, Board of Proceedings Court-Martial Records  Organizational Records, Morning Reports, Rosters  All other services not specifically provided for above but which are chargeable consistent with the provisions of 32 CFR 204.	<b>SEARCHING AND PROCESSING:</b> Less than one hour.....\$ 8.30 Per hour.....\$13.25  <b>COPIES:</b> One to six.....\$3.50 Each additional copy.....\$ .10  <b>OFFICIAL NARA SEAL:</b> Seal (litigation cases)....\$5.20

B. <b>PARTIAL CHARGE CASES</b> - Fees for photocopies or forwarding service in the following cases:	
<b>TYPE OF CASE:</b>	<b>FEES:</b>
Schooling, Training Transcripts, Certificates	First copy.....\$3.50 Each additional copy.....\$ .45
Officers' Efficiency Reports (OER's), Airmen Performance Reports (APR's), Military Occupational Specialties (MOS)	One to six.....\$3.50 Each additional copy.....\$ .10
Separation Documents, Statements of Service, or Certification of Military Service for individuals with Other than Honorable Discharges (see fig. 1-4 for exclusions and exceptions)	Each copy.....\$5.20
Forwarding service for requests for addresses	Each item.....\$3.50

Figure 4-2.2. **FOIA fee schedules**

<b>FOIA FEE SCHEDULES</b>		
<b>CATEGORY OF REQUESTER</b>	<b>DOD RECORDS</b>	<b>NARA ADMINISTRATIVE RECORDS</b>
<b>Commercial Use</b>	Clerical searching/reviewing .....\$20 per hour  Professional searching/reviewing .....\$44 per hour  Each copy.....\$ .15  (Less than \$15 - No Charge)	Clerical searching.....\$16 per hour or fraction thereof  Professional searching (GS-9 & above).....\$33 per hour or fraction thereof  Reviewing.....\$33 per hour or fraction thereof  Each copy.....\$ .20  (Less than \$10 - No Charge)
<b>Educational Institution</b>  <b>News Media</b>  <b>Non-Commercial Scientific Institution</b>	First 100 copies are without charge, thereafter, each copy.....\$ .15  (Less than \$15 - No Charge)	First 100 copies are without charge, thereafter; Each copy.....\$ .20  (Less than \$10 - No Charge)
<b>All Others</b>	First two hours of search time, and first 100 copies are without charge, thereafter;  Clerical searching.....\$20 per hour  Professional searching.....\$44 per hour  Each copy.....\$ .15  (Less than \$15 - No Charge)	First two hours of search time, and first 100 copies are without charge, thereafter;  Clerical searching.....\$16 per hour or fraction thereof  Professional searching.....\$33 per hour or fraction thereof  Each copy.....\$ .20  (Less than \$10 - No Charge)

Figure 4-6.1. **Disposition of forms**

TYPE OF ACTION	FORMS USED	PURPOSE	DISPOSITION
----------------	------------	---------	-------------

<p><b>No charge for services - Returned money:</b></p> <p>Less than \$15.00 <i>in cash or any amount in check or money order</i> is received.</p> <p>\$15.00 or more in cash is received</p>	<p>NA Form 13048</p> <p>NA Form 13048</p> <p>NA Form 13115</p> <p>GSA Form 687</p> <p>GSA Form 2951</p> <p>SF 215</p> <p>GSA Form 2935</p> <p>POS documentation</p>	<p>To notify customer of action taken.</p> <p>To notify customer of action taken.</p> <p>To document deposit and refund actions.</p> <p>To record deposit of money order.</p> <p>To transmit refund documents.</p> <p>To document deposits in bank.</p> <p>To document deposits to 6BCE.</p> <p>To document deposits in POS</p>	<p>-Original to customer with remittance enclosed. -Copy of form with photocopy of remittance attached to Monthly Returned Money Folder.</p> <p>-Original to customer with remittance enclosed. -Copy of form with photocopy of remittance attached to Monthly Returned Money Folder.</p> <p>-Original to Deposit Folder. -Copy to Refund Folder. -Copy attached to GSA 2951.</p> <p>-Original to Deposit Folder. -Copy to NRPS (Budget).</p> <p>-Original mailed to 6BCE. -Copy to NRPS (Budget). -Original to Refund Folder.</p> <p>-Original to Federal Reserve Bank (FRB).with money order via FedEx. -Copy to NRPS (Budget). -Copy to Deposit Folder.</p> <p>-Original mailed to 6BCE. -Copy faxed to 6BCE. -Copy to NRPS (Budget). -Copy to Deposit Folder.</p> <p>-Various documentation generated by system is filed in the Deposit Folder.</p>
<p><b>Advanced deposit:</b></p>	<p>NA Form 13115</p> <p>GSA Form 687</p> <p>SF 215</p> <p>GSA Form 2935</p>	<p>To document fee received.</p> <p>To record deposit of check or money order.</p> <p>To document deposit in bank.</p> <p>To document deposit to 6BCE.</p>	<p>-Original to Deposit Folder. -Place check in deposit envelope.</p> <p>-Original to Deposit Folder. -Copy to NRPS (Budget).</p> <p>-Original to Federal Reserve Bank (FRB).with money order via FedEx. -Copy to NRPS (Budget). -Copy to Deposit Folder.</p> <p>-Original mailed to 6BCE. -Copy faxed to 6BCE. -Copy to NRPS (Budget). -Copy to Deposit Folder.</p>
<p><b>Billings (new request):</b></p>	<p>NA Form 13115</p> <p>NA Form 13048</p>	<p>To calculate and document charges.</p> <p>To notify customer of billing.</p>	<p>-Original to Monthly Billings Folder.</p> <p>-Original mailed with response. -Copy attached to NA 13115.</p>
<p><b>Additional billings:</b></p>	<p>NA Form 13115</p> <p>NA Form 13048</p>	<p>To calculate and document charges and amount owed (charges - advanced deposit = amount owed).</p> <p>To notify customer of billing.</p>	<p>-Original to Monthly Billings Folder.</p> <p>-Original mailed with response. -Copy attached to NA 13115.</p>
<p><b>Delinquent account - 2nd and 3rd billings:</b></p>	<p>NA Form 13115</p>	<p>To calculate penalties and interest charges and document new total</p>	<p>-Attach to original NA 13115 from initial billing.</p>

	NA Form 13048	To notify customer of new billing amount.	-Original mailed with response. -Copy attached to NA 13115 (2nd and 3rd).
<b>Payment received - Deposits:</b>	NA Form 13115	To record remittance received and deposit.	-Original to Deposit Folder. -Copy attached to GSA 687 (deposit register).
	GSA Form 687	To record deposit of check or money order.	-Original to Deposit Folder. -Copy to NRPS (Budget).
	SF 215	To document deposit in bank.	-Original to Federal Reserve Bank (FRB).with money order via FedEx. -Copy to NRPS (Budget). -Copy to Deposit Folder.
	GSA Form 2935	To document deposit to 6BCE.	-Original mailed to 6BCE. -Copy faxed to 6BCE. -Copy to NRPS (Budget). -Copy to Deposit Folder.
	POS documentation	To document deposits in POS	-Various documentation generated by system is filed in the Deposit Folder.
<b>Refund:</b>	NA Form 13115	To document refund action.	-Original to Refund Folder. -Copy attached to GSA 2951.
	GSA Form 2951	To transmit refund documents.	-Original mailed to 6BCE. -Copy to NRPS (Budget). -Original to Refund Folder.
	NA Form 13048	To notify customer of refund.	-Original to customer. -Copy to NRPS (Budget). -Copy to Refund Folder.
<b>Federal Express mailings:</b>	NA 13115	To document fee charged.	-Original to NRPS (Budget). -Copy to FedEx Monthly Folder with copy of check.
	GSA Form 687	To record deposit.	-Original to NRPS (Budget) with check. -Copy to FedEx Monthly folder.

Figure 4-6.2. Standard Form 215, Deposit Ticket

STANDARD FORM 215 (REV. 5-90)  
 DESCRIBED BY DEPT. OF TREASURY  
 TFM 5-300u 215-103

**DEPOSIT TICKET**

DEPARTMENT OF THE TREASURY  
 FINANCIAL MANAGEMENT SERVICE  
 NSN 7540-01-019-9452

DEPOSIT NUMBER (1) 692884	DATE PRESENTED OR MAILED TO BANK (2) 101603 M M D D Y Y	B-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC) (3) 47-00-0016	AMOUNT (4) \$325.85	DATE CONFIRMED (5)
------------------------------	---	---	------------------------	-----------------------

(6) AGENCY USE  
 314-P01-0775

(7) NAME AND ADDRESS OF DEPOSITORY  
 NATIONAL ARCHIVES + RECORD ADMINISTRATION  
 NATIONAL PERSONNEL RECORD CENTER  
 ATNI/NRPM5-FEE DESK  
 9700 PAGE RM 1885  
 ST. LOUIS, MO 63132

FEDERAL RESERVE BANK OF ST. LOUIS  
 411 LOCUST ST., ST. LOUIS, MO 63102

Figure 4-6.3. GSA Form 2935, FBF (TID) General Purpose Coding Document



FBF (TID) GENERAL PURPOSE CODING DOCUMENT															
A	SUB DES	APPROP CODE	ORGANIZATION CODE	BUDG ACT	OBJ CLASS	FUNCT CODE	COST ELEM	DOCUMENT NUMBER		DOCUMENT NUMBER	FUND OR COMMITMENT ID.	CD - Check Digit			
								ACT NUMBER	CD						
1		355	M061C103B0	10	25	R110536				MAR03075					
2			P												
3			P												
4			P												
5			P												

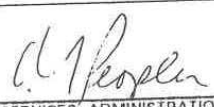
  

B	VENDOR NUMBER	VENDOR INVOICE NUMBER	ML FDCD	FLC	ACT. CODE	GL DEBIT	GL CREDIT	AMOUNT	AI VT						
1					2	C2	1033	4111	0			132585			
2															
3															
4															
5															

C	TREASURY			PROSPECTUS/PROJECT NUMBER	WORK AUTHORIZATION NUMBER	WORK ITEM	BUILDING NUMBER	CC	TL	LABOR HOURS	PR RE	IRS			
	MO	DAY	YR												
1							R1E1010100			4177					
2															
3															
4															
5															

PREPARED BY 	DATE 10/16/03	PAGE 1 OF 1 PAGES
---	------------------	-------------------

GENERAL SERVICES ADMINISTRATION

GSA FPMR 2935 (REV. 10-01-02)

## Information from Military Record Releaseable under FOIA

This information will be included in the coming revision to Figure 2-3 in NPRC 1864.113 dated December 31, 1986.

NPRC employees may release the following items of information from a military record in response to a FOIA request, without an unwarranted invasion of the subject's personal privacy. (These items may be released without the veteran's consent.)

- Name
- Dates of Service
- Rank/Grade
- Salary \*
- Present and past duty assignments (including geographical location)
- Future assignments which have been finalized \*
- Office phone number \*
- Source of commission
- Military education level
- Promotion sequence number \*
- Decorations and Awards -----
- Duty Status

NOTE: Actual awards and decorations are not releasable. Information concerning entitlement and copies of award citations are releasable.

- Photograph (non-releasable data, such as social security number, recorded on the photo must be deleted)
  
- Records of courts-martial trials (unless classified)
  
- Serial/service numbers. (Those issued prior to the use of the social security number as the service number. [See subpar. 18b of NPRC 1864.102](#) for further details.)
  
- Place of Induction and Separation

This list is based on DoD Directive 5400.11 and on recent Privacy Board decisions. For deceased service personnel, the following items also may be released:

- Date and geographical location of death
  
- Place of burial
  
- Place of Birth

\* Items that relate to active duty personnel are not likely to be in the records at the National Personnel Records Center.

Note that although the Privacy Act, as interpreted by the OMB Guidelines of July 9, 1975, does not protect the records of deceased individuals from disclosure, the Freedom of Information Act authorized the withholding of some data to protect the privacy of the next of kin.

Although FOIA provides for the above items to be released without the veteran's consent, it is important to remember that if there is reason to suspect an unethical or improper use on the part of the requester, the request is forwarded to appropriate official of the Armed Forces concerned. [NPRC Memorandum 1864.102](#) (current revision) also offers definitive guidelines and instructions on the Privacy and Freedom of Information Acts.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 2140.1  
November 30, 2001

**SUBJECT: Information Technology (IT) Operations at NPRC**

1. **Purpose.** This memorandum provides policy and procedural guidelines for IT operations at NPRC.
2. **Applicability.** This memorandum is applicable to all NPRC employees.
3. **References.**

[NARA 802, August 23, 2000, Subject: Appropriate Use of NARA Office Equipment](#)  
[NARA 815, May 31, 2001, Subject: New Desktop Software Requests](#)

4. **Instructions.** Information and instructions for the use of the IT systems at NPRC are contained in the attachment.
5. **Forms.** This memorandum provides for the use of the following forms:

NHTOS-0003 (04-01), Software/Hardware Request  
NRPM User Account Request Form (Unnumbered, electronic form accessible in Word) for Novell NetWare,  
GroupWise Email, and CMS accounts

R. L. HINDMAN  
Director

---

## ATTACHMENT

1. **IT Systems at NPRC.** IT systems at NPRC consist of the following:
  - a. **Novell Network.** This system controls all user access to the files on the network. Users are subject to the following guidelines:
    - (1) **User identification (userid).** A Novell userid is required for access to the Department of Veterans Affairs (VA) Austin Automation Center (AAC), the Case Management System (CMS), GroupWise, and any other files stored on the network.
    - (2) **Account request.** User account request forms are available in Microsoft Word, under the "NewUserForms" tab. (Open Word, access FILE, access NEW, access NewUserForms tab) New user account information will be given to requesting supervisor, who should provide this information to the user.
    - (3) **Passwords.** User passwords are private and are **not** to be disclosed to anyone under any circumstances.
    - (4) **User information changes.** Managers must report any change of user information To Information Technology Operations Staff (NHTOS) within **24 hours** of change (i.e., employee transferred to another core/team, phone number changes, retirement, resignation, etc.) This may be done by sending an e-mail to [stlhelp@nara.gov](mailto:stlhelp@nara.gov).
    - (5) **Account verification.** Periodic verification of user accounts will be required by NHTOS. A listing will be sent to each manager, who will make any necessary corrections to the listing and return it to NHTOS within 3 days of receipt.

For assistance with day-to-day operational problems, contact:  
**St. Louis Help Desk: (314) 538-4411; e-mail: [stlhelp@nara.gov](mailto:stlhelp@nara.gov)**

- b. **Case Management System (CMS).** The CMS tracks all inquiries received by NPRC Military Personnel Records (MPR) for processing. It monitors the progress of each case from receipt to completion and dispatch. Users of CMS are subject to the following guidelines:
  - (1) **User identification.** Userids should be requested by core/branch chief and should be sent to Janet Thomason, NHTOS, Room 4590, (314) 538-4405. She will verify that the correct security level (see table, below) has been requested (Manager, Read Only, Support, or Technician) and will forward the request to the contract staff for entry into the CMS user database. Any questions on appropriate security level selection should also be addressed to Janet Thomason.

(2) **Account requests.** User Account request forms are available in Microsoft Word, under the "NewUserForms" tab. (Open Word, access FILE, access NEW, access NewUserForms tab.) New user account information will be given to requesting supervisor, who should provide this information to the user.

(3) **Passwords.** User passwords are private and are **not** to be disclosed to anyone under any circumstances.

(4) **User information changes.** Managers must report any change of user information to NHTOS within **24 hours** of change (i.e., employee transferred to another core/team, phone number changes, retirement, resignation, etc.) This may be done by sending an e-mail to **stlhelp@nara.gov**.

(5) **Account verification.** Periodic verification of user accounts will be required by NHTOS. A listing will be sent to each manager, who will make any necessary corrections to the listing and return it to NHTOS within 3 days of receipt.

**CMS Functions and Appropriate Security Levels**

Function	CMS Security Level
Archives Technician	Technician
Data Entry	Support
Records Retrieval	Support
Supervisor	Manager

Any suggestions for additions or changes to CMS should be directed to Deborah Hilton, Assistant Project Manager, NRP(BPR), Room 2015 East, (314) 538-4322; e-mail: **deborah.hilton@nara.gov**

**For assistance with day-to-day operational problems, contact:  
St. Louis Help Desk: (314) 538-4411; e-mail: stlhelp@nara.gov**

c. **Austin Automation Center (AAC).** NARA data is maintained by the Department of Veterans Affairs (VA) Austin Automation Center (AAC) in Austin, Texas (Registries for MPR and CPR, NARS-5, TASK, CARS; online data entry of Falcon/Condor data, etc., as well as BIRLS). Unix programs and userids for data entry of TASK, CARS, NARS-5, etc., are maintained by the AAC.

NPRC Systems:

- MPR – Military Personnel Registry System
- PIRS – Patient Index Registry System
- MRRS – Medical Reporting Registry System
- CPR – Civilian Personnel Registry System
- XRAY – Military X-Ray Registry System

## Record Centers Nationwide Systems:

NARS-5	- Record Centers Registry System
SIS	- Space Information Systems
CIPS	- Center Information Processing System
CARS	- Center Automated Report System
TASK	- Task/Manpower Report System

(1) Users of AAC are subject to the following guidelines:

(a) **Account requests.** User Account request forms are available in Microsoft Word, under the "NewUserForms" tab. (Open Word, access FILE, access NEW, access NewUserForms tab.) Request should be signed by employee's supervisor as "Requesting Official" and that supervisor's supervisor as "Approving Official." Forms should be sent to:

MPR - Rob Coan, NRPS, Room 2076, (314) 538-4104

Ron Conner, NRPS, Room 2076, (314) 538-4082

CPR - Richard Townsend, NRPC, Room 164, (314) 538-5723

(b) **Passwords.** User passwords are private and are **not** to be disclosed to anyone under any circumstances.

(c) **User information changes.** Managers must report any change of user information to Rob Coan or Ron Conner, NRPS, or Richard Townsend, NRPC, within 24 hours of change (i.e., employee transferred to another core/team, phone number changes, retirement, resignation, etc.) NRP will convey validated user count to NHTOS monthly.

**For assistance with day-to-day operational problems contact:  
AAC Help Desk: (512) 326-6780**

d. **NRP applications.** The following applications are maintained by Rob Coan, NRPS. He should be contacted directly on issues relating to these systems.

- (1) **Backlog Program.** Prepares the daily backlog figures and Reference Service Status Report.
- (2) **Billing List.** Records services on account for frequent users in the Research Room.
- (3) **Charts.** Produces the charts at the entry point to the Cores and their Team.
- (4) **Fee Desk.** Tracks fee cases in the Mailroom, used for accepting advance deposits, billings and collections.
- (5) **NARA Performance Metrics.** Reports Metrics information to NR collected from NRPMZ and the legacy branches.
- (6) **Overtime.** Prepares the overtime report.
- (7) **Production Attainability.** Justifies the changes made to standards in productivity.
- (8) **Procurement Survey.** Evaluates the promptness of service of the agencies from which we procure information.
- (9) **Philippine Army.** Tracks special projects in Philippine Army section.
- (10) **RAPP.** Evaluates the TASK codes used for productivity purposes on a quarterly basis.
- (11) **Updated SGO!** Decodes SGO records stored on film.

- (12) **Validate.** Security application controls access to other applications.
- (13) **Strength.** Case Assignment Profiles, used as communication tool between the Team Leaders and the Records Retrieval Branch to individualize the case mixture.
- (14) **TASK Master Listing.** Produces a copy of the TASK Master Listing from an FTP copy of the TASKTSK file on the Unix server.
- (15) **Log.** A logging program reconciles NARS5 and TASK at CPR.
- (16) **Parking List.** Tracks Parking lot assignments (MOB/Carver).
- (17) **Intermitt (IMAN).** Tracks intermittent actions in Budget.
- (18) **Recruit.** Tracks recruit actions for Budget.
- (19) **OASIS.** Index of Desert Storm/Desert Shield participants.
- (20) **Gulf War Index.** Index of Gulf War participants.
- (21) **Phone List.** Places the MPR phone list into HTML. Database used by NRPS to update the MPR phone List.
- (22) **Key list.** Places the Key list used in the CRG into HTML. Database used by NRPS to update memo 1865.1.

**For assistance with these applications, contact Rob Coan, NRPS, Room 2076, (314) 538-4104; e-mail: robert.coan@nara.gov**

e. **AR-PERSCOM Pernet.** AR-PERSCOM system which includes access to AR-PERSCOM's registries and Retirement Points.

- (1) **User identification.** Userids and requests for password resets should be requested from:

Rob Coan, NRPS, Room 2076, (314) 538-4104  
Ron Conner, NRPS, Room 2076, (314) 538-4082

- (2) **User information changes.** Managers must report any change of user information to Rob Coan or Ron Conner, NRPS, within 24 hours of change (i.e., employee transferred to another core/team, phone number changes, retirement, resignation, etc.)
- (3) **Passwords.** User passwords are private and are **not** to be disclosed to anyone under any circumstances.

**For assistance with day-to-day operational problems contact:  
AR-PERSCOM Help Desk: (314) 592-0000, ext. 0101**

2. **IT Equipment.** The following guidelines are applicable regarding NPRC IT equipment:

- a. **Responsibilities.** A chart indicating the organizational breakdown of IT services/responsibilities in St. Louis is shown as [Figure 1](#) of this attachment.
  - (1) NRPMO retains overall responsibility for the inventory, storage and disposal of all IT equipment. Inventory control bar-codes will be obtained through NRPMO.
  - (2) NHTOS will establish and maintain (keep current) a listing, or similar inventory tracking system, of all IT equipment, providing all applicable serial numbering, equipment description, location, relocation, and disposal information. As changes occur, information regarding this listing, or system will be provided to NRPMO.
- b. **Relocation of Existing IT Equipment:**
  - (1) Prior to relocation, requester should send request to branch/core chief.
  - (2) Branch/Core chief will forward approved request to the St. Louis Help Desk (NHTOS) Room 4590, (314) 538-4411, e-mail: [stlhelp@nara.gov](mailto:stlhelp@nara.gov).
  - (3) NHTOS will task contract staff with the relocation. The Help Desk will coordinate a time for relocation with requesting office.
  - (4) All relocation of IT equipment will be reflected on updated inventory listings, or other tracking system, and provided to NRPMO.

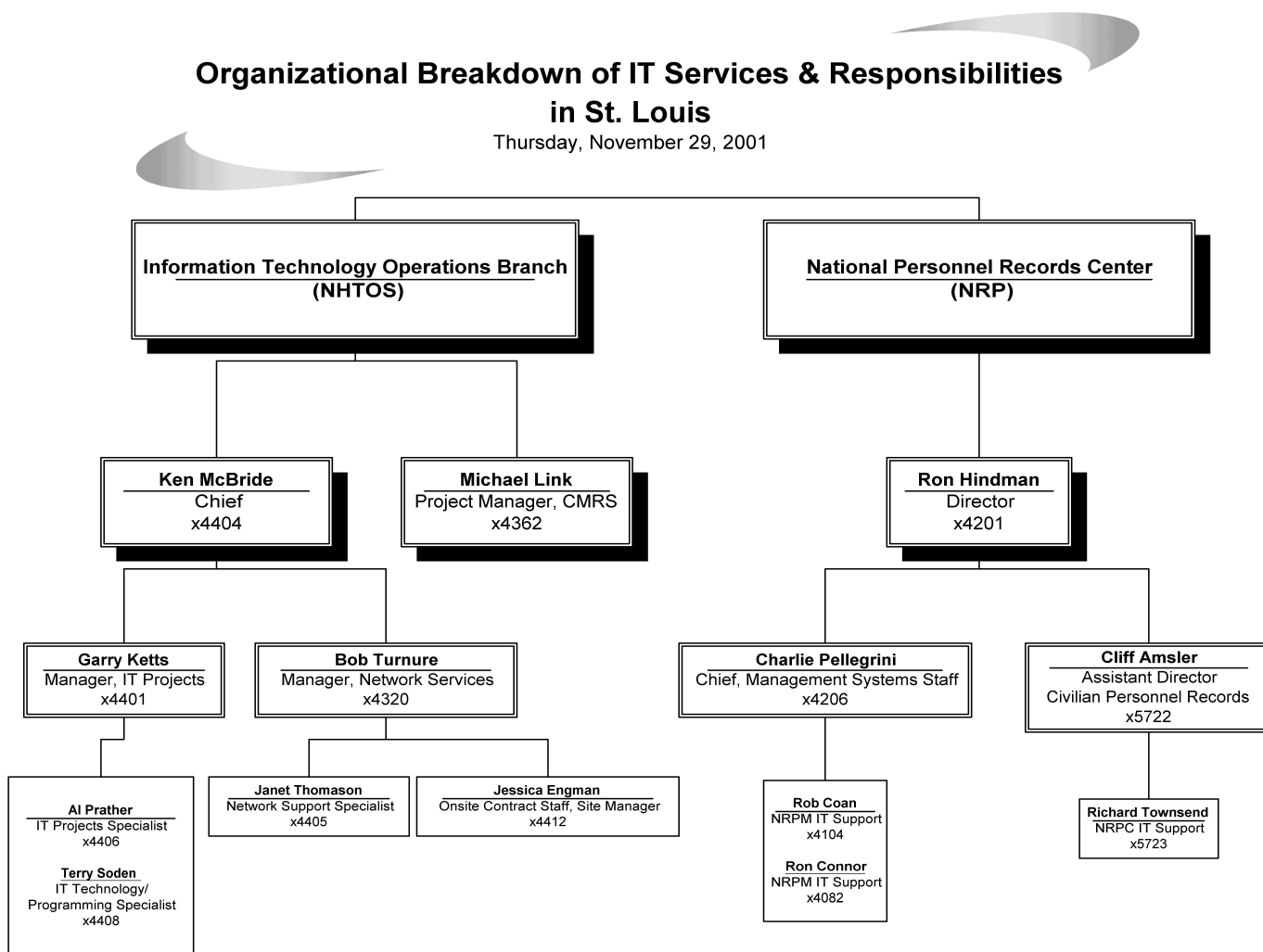
c. **Excess/Surplus IT Equipment.** Disposal of IT equipment having reached the "end of its useful life," will be reflected on updated inventory listings, or other tracking system, and provided to NRPMO. Official guidance for disposal of equipment is located at:

[http://www.nara-at-work.gov/nara\\_policies\\_and\\_guidance/legacy-notice/fy2003/2003\\_012.html](http://www.nara-at-work.gov/nara_policies_and_guidance/legacy-notice/fy2003/2003_012.html)

d. **Installation of software.** The St. Louis Help Desk (NHTOS) Room 4590, (314) 538-4411, e-mail: [stlhelp@nara.gov](mailto:stlhelp@nara.gov), must be notified before the installation of *any* software on *any* desktop. This includes software related to NARA business as well as personal software brought from outside NPRC. Windows features/options and appropriate Internet files are excluded.

e. **Software/Hardware purchases.** All purchases of software or hardware must be approved by the Director, NRP through NHTOS, and coordinated with NRPMO. The Software/Hardware Request form, NHTOS-0003 (04-01) is available in Microsoft Word, under the "ITRequestForms" tab. (Open Word, access FILE, access NEW, access ITRequestForms tab.) The form must be completed and coordinated through NHTOS. Certain IT projects may require submission of a formal Product Plan for approval of the Investment Review Team (IRT). NHTOS will notify the requester when this is necessary, and provide assistance in the preparation/submission of the formal plan. In addition, all requests for new software must also follow the procedures established in [NARA 815, New Desktop Software Requests](#).

Figure 1: **Organizational Breakdown of IT Services and Responsibilities in St. Louis**





# Inherent Resolve Campaign Medal

Last Update: 07/08/2016

## THE BACKGROUND INFORMATION IS FOR YOUR INFORMATION AND IS NOT TO BE INCLUDED IN YOUR REPLY.

The Inherent Resolve Campaign Medal (IRCM) is a new award for members of all service branches. Eligibility is retroactive to 15 June 2014. Respond according to the veteran's branch of service.

**Air Force, Marine Corps, & Coast Guard:** NPRC currently does not have military records for USAF, USMC, or USCG personnel and will refer those requests in accordance with the [Case Reference Guide \(CRG\)](#).

**Navy:** Requests for this medal from current, former, or the NOK of Navy personnel will be referred to the Navy Medals Team as per the [CRG](#).

**Army:** This medal is not available for issuance through the Army medals web form. Reply to any request by copying and pasting the paragraph and referral address below into your response letter:

The specific medal that you are requesting (Inherent Resolve Campaign Medal) is not processed by the National Personnel Records Center. This medal may be awarded retroactively to June 15, 2014. To apply for this specific medal, you must apply directly to: Address ID: 00726

Army Human Resources Command  
Awards & Decorations Branch  
(AHRC-PDP-A)  
1600 Spearhead Division Ave.  
Fort Knox, KY 40122-5408

If available, include as much supporting documentation as available, such as: DD Form 214, DD Form 1610 (Travel Order), Officer or NCO evaluation reports, a memo signed by the former Battalion Commander (or higher Commander), Deployment and/or Redeployment orders, certificate(s) of appreciation and similar type documents showing service in Iraq and/or Syria after June 15, 2014.

**Background:** The Army has provided eligibility requirements for award of the Inherent Resolve Campaign Medal to soldiers who have served in Iraq and/or Syria since 15 June 2014. Inherent resolve is the U.S. and allied campaign that targets military operations against the Islamic State group. The area of eligibility, or AOE, for the campaign encompasses the land areas of Iraq and Syria, and the contiguous waters of each of those countries extending out 12 nautical miles, and the airspace above those land mass areas and water. The medal was established by an executive order and secretary of defense memo on 30 March 2016, and in the Defense Department military decorations manual on 15 May 2016. Army policies are contained in the most current version of Army Regulation 600-8-22 (Military Awards).



**Criteria:** Soldiers qualify for the medal if they were permanently assigned, attached or detailed to a unit operating in the AOE for 30 consecutive days, or 60 non-consecutive days, or who meet one of the following criteria, regardless of time spent in the AOE:

- Was engaged in combat during an armed engagement in the AOE
- Was wounded, injured or killed, or medically evacuated from the AOE, while engaged in an operation or on official duties.

Soldiers serving as air crew members are credited for one day of eligibility for each day that they fly into, out of, or within or over the AOE. Soldiers who are assigned to a unit operating in Iraq, but who are supporting the unit from a location in Kuwait, are not eligible for the Inherent Resolve Campaign Medal unless they are physically in Iraq for 30 consecutive days, or 60 non-consecutive days.

Soldiers who have been awarded the Global War of Terrorism Expeditionary Medal (GWOTEM) for qualifying service in Iraq and/or Syria during 15 June 2014-30 March 2016 remain qualified for that medal. If they want to replace the GWOTEM with the Inherent Resolve Campaign Medal they may do so by applying to the Army. However, soldiers are not authorized to wear both medals at the same time. Soldiers are not entitled to dual medals for the same act, achievement or period of service in the same operating area. The GWOTEM is not authorized for service in Iraq or Syria that occurred after 30 March 2016. Soldiers are only authorized the Inherent Resolve Campaign Medal for service after that date. Separate bronze campaign stars (formerly called bronze service stars) will be worn on the medal and ribbon to recognize subsequent campaign phases.

#### **Campaigns:**

- Abeyance (15 June 2014 – 24 November 2015)
- Intensification (25 November 2015 – date to be determined)

The Inherent Resolve Campaign Medal may be awarded posthumously but is not authorized for award to foreign personnel.

# INPATIENT (CLINICAL) RECORDS

Last updated: 6/18/2014

---

## [Background](#)

[When to search for inpatient \(clinical\) records](#)

[Information Needed to Conduct Inpatient \(Clinical\) Record Search](#)

[Records not in the Patient Index Retrieval System \(PIRS\) or Medical Registry System \(MRS\)](#)

[Records in the Patient Index Retrieval System \(PIRS\) or Medical Registry System \(MRS\)](#)

[Records at Valmeyer \(Civilian Personnel Records Center\)](#)

[What clinical documents to send](#)

[Other Things to Know](#)

---

## **Background:**

Treatment records created during a service member's hospital stay are called inpatient (or clinical) records. Each year, military treatment facilities (MTF) or hospitals send their records to NPRC, (CPR) Valmeyer for storage. When requested through CMRS "Medical Registry Requests" view or manually through "Create Medical Search" smart-scripts, the staff at Valmeyer searches for these records.

**When to search for inpatient (clinical) records:** Few veterans know the difference between "inpatient" and "outpatient" records or know that these records are filed separately. Rarely do veterans know to ask for "inpatient/clinical" records. Typically, they submit non-specific requests for "medical records." While you do not have to order a search for inpatient (clinical) records in response to every medical records request, you must attempt to satisfy the requester's need(s). Analyze the request carefully to pick up on subtle clues that might indicate the type of medical record the requester actually wants.

## **THINK "CLINICAL RECORD(S)" if a requester:**

- mentions being admitted to a hospital
- asks for records of surgery or treatment for a serious illness or injury (e.g., hepatitis, broken back, etc.)
- says he/she was wounded in action or involved in an auto (or any other serious) accident
- writes a second time for his/her medical records and says, "you didn't send me all my records"

**NOTE:** *Military personnel, retirees, or their dependents may receive medical treatment outside of their designated branch of service. This means Army sponsors (military personnel) and their dependents may go to a Navy medical treatment facility, if an Army facility is not nearby.*

---

# INFORMATION NEEDED TO CONDUCT INPATIENT (CLINICAL) RECORD SEARCH:

---

1. Patient's name and status when treated (i.e., service member, dependent, retiree)
2. Social security number, and/or service number of member/sponsor
3. Type of record (inpatient or outpatient)
4. Date(s) and place(s) of treatment
5. Nature of illness, injury, or treatment \*

\*This data might not be needed if you locate inpatient (clinical) records in CMRS Patient Index Retrieval System (PIRS) or Medical Registry System (MRS).

**NOTE:** *If veteran provides only the (geographical) location of treatment in Vietnam, check [Vietnam Military Hospitals](#) job aid in the Case Reference Guide. It will assist you in determining which hospital(s) the veteran may have received treatment.*

[Additional information regarding inpatient \(clinical\) records stored at NPRC](#)

If the veteran did not provide enough information for a search:

1. Look inside the military record for clinical record summaries, old VA Forms 3101, or previous requests that may provide additional information to conduct a search.
2. For insufficient information, **SEND** requester a NA Form 13042, **Request for Information Needed to Locate Medical Records**, and [suspend](#) request.

---

## Records not in the Patient Index Retrieval System (PIRS) or Medical Registry System (MRS)

---

If both PIRS and MRS queries are negative for the record, you will have to create a search in medical records smart-scripts ([See Page \(6\)](#)). The smart-scripts for medical records are no longer available under the "OR Requests" view. Access them through "Create Medical Search" in the "Medical Record Details" applet.

**The following explains negative CMRS PIRS queries:**

When we first started using PIRS, its database did not contain all hospitalizations. Therefore, if hospitalized during the years in the branches of service shown below, a negative query is common. Simply follow the instruction in the above paragraph.

**Treatment at an Air Force facility between 1951\* and 1971**

**Treatment at an Army facility between 1955 \* and 1970**

**Treatment at a Navy facility before 1965**

If the inpatient record has not yet been retired to NPRC, Valmeyer will indicate "Record not yet retired." Both systems are extremely valuable tools to provide assistance in identifying the existence of inpatient (clinical) records.

**\* Special Note Regarding Clinical Record Libraries (CRL):**

**Air Force:** The Air Force began retiring inpatient (clinical) records separate from its OMPFs in 1957 and Army started in 1960. If the retiring facility was a CRL, the Air Force record may have been retired as early as **1951** and the Army record in **1955**. Make sure the treating facility was not a CRL before giving a negative reply.

**Army:** The Army began retiring inpatient (clinical) records separately from OMPF's in 1960. However, if the retiring facility was a CRL, the record may have been retired as early as **1955**. Make sure the treating facility was not a CRL before giving a negative reply.

A list of Clinical Record Libraries is found in [NPRC 1865.121, Appendix 2-D](#).

## Records in the Patient Index Retrieval (PIRS) or Medical Registry System (MRS)

A positive PIRS or MRS query in CMRS **does NOT** necessarily mean records are on file at Valmeyer. Then again a negative query **does NOT** mean the person was not in the hospital. An actual search for the inpatient (clinical) record must be conducted before making a final determination about the status of a record.

CMRS PIRS consists of the following records:

- Treatment at an Air Force facility after 1971
- Treatment at an Army facility after 1970
- Treatment at a Navy facility after 1964
- Dependent treated at Naval facility

The CMRS MRS records are only the ones retired to NPRC after June 2003. Treatment and/or separation dates may have been from a much earlier date. Military Treatment Facilities can and have retired older records from any timeframe into this system.

Family Member Prefix (FMP) Codes are relative to both PIRS and MRS:

<a href="#">Family Member Prefix (FMP) Codes</a>	
1st – 19th dependent child of sponsor	01–19
Veteran/sponsor	20
Spouse (or former spouse) of sponsor	30-39
Mother or stepmother of sponsor	40
Father or stepfather of sponsor	45
Mother-in-law of sponsor	50
Father-in-law of sponsor	55
Other authorized dependents of sponsor	60–69

Beneficiary authorized by statute	90–95
Civilian emergency	98
Not elsewhere classified	99
If the query shows an FMP number not on the listing, compare date and place of treatment on the screen with information furnished in the request.	

---

## Records at Valmeyer (Civilian Personnel Records Center)

---

All MTF (inpatient, outpatient, mental health, etc) records for military personnel, retirees, and their dependents are stored at Valmeyer. In CMRS, technicians submit search requests for these records in PIRS, MRS, or smart-scripts whenever PIRS and MRS queries are negative. See [Medical Treatment Facility \(MTF\) Records Ordering and Routing Procedures](#).

---

## What Clinical Documents to Send

---

For each inpatient record request, you should thoroughly examine it to determine what the requester specifically needs. However, for most cases, you should provide copies of the following documents:

- *Clinical Record Cover Sheet* (branch specific or Department of Defense Form – DA Form 3647, DD Form 481, or AF Form 565–4)
- SF 516, *Operation Report*
- SF 515, *Tissue Examination*
- SF 502, *Clinical Record Narrative Summary*

NOTE: If there is no Narrative Summary, furnish the following:

SF 539, *Abbreviated Medical Record*  
 SF 504 and 505, *Medical Record – History*  
 SF 509, *Medical Record – Progress Notes*  
 DD Form 728 and/or SF 508, *Doctor’s Orders*  
 SF 513, *Clinical Record Consultation Sheet*

Unless specifically requested, do **NOT** furnish the following:

SF 514, *Laboratory Reports*  
 SF 519 and 519A, *Radiologic Consultation Requests/Reports*  
 SF 510, *Nursing Notes*  
 SF 511, *Vital Signs Records*  
 SF 541, *Gynecologic Cytology*

---

# OTHER THINGS TO KNOW

---

The earliest Navy clinical records at NPRC date back to the 1940s.

Valmeyer maintains the outpatient records for military dependents and retirees in addition to inpatient (clinical) records.

These records are filed according to the year and place of treatment. The records MTFs send to Valmeyer have two filing arrangements. MTFs compile treatment records over the years, combine them into one folder, and assign them to one location. Or they might create multiple folders and assign them to several different locations.

If a request contains insufficient information for a search, you should return it; **SEND** an NA Form 13042 and [suspend](#) it.

---

The following memorandums **do NOT** reflect recent changes, but they may serve as a source of reference for information not covered in this entry.

**Source:** [NPRC 1865.121](#) and [NPRC 1865.103](#)

---

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.20E  
April 14, 1988

**SUBJECT: Inquiries lacking sufficient identifying and/or locator data**

1. **Purpose.** This memorandum provides instructions for handling inquiries that do not show enough information for normal routing and processing.
2. **Cancellation.** This memorandum cancels NPRC memorandum 1865.20D.
3. **Reason for cancellation.** NPRC 1865.20D is canceled in order to update procedures used in handling inquiries that lack sufficient identifying information and to reflect the use of current forms.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in the Incoming Mail Units 1 and 2 of the Military Operations Branch, Mail Section (NCPMO-M).
5. **Instructions.** Guidance regarding the handling of inquiries which lack sufficient identifying and/or locator data is contained in the attachment.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13012, Return Slip for VA Inquiry  
NA Form 13042, Request for Information Needed to Locate Medical Records  
NA Form 13043, Genealogical Statement  
NA Form 13054, Request for More Information  
NA Form 13055, Request for Information Needed to Reconstruct Medical Data  
NA Form 13063, Inquiry-Return  
NA Form 13075, Questionnaire About Military Service  
NA Form 13075A, Questionnaire About Military Service (FL)  
SF-180, Request Pertaining to Military Records  
VA Form 3101, Request for Information (manually-generated)  
VA Form 3101-4, Request for Information (computer-generated)  
VA Form 3101a, Request for Information  
DD Form 214, Certificate of Release or Discharge from Active Duty

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.20E CHGE 1  
August 26, 1988

**SUBJECT: Inquiries lacking sufficient identifying and/or locator data**



1. **Purpose.** This memorandum transmits page changes to NPRC 1865.20E.

2. **Explanation of change.**

- a. NA Form 13054, Request for More Information, has been revised considerably. As a result, references to that form, which is now called Return of Inquiry, have been changed throughout NPRC 1865.20E. Also, this memorandum no longer provides for the use of NA Form 13063, Inquiry-Return, since Mailroom personnel can now use the revised NA Form 13054 to transmit the [SF 180, Request Pertaining to Military Records](#).
- b. [Para. 9](#) has been rewritten to emphasize the kinds of information needed on requests for pre-registry records, rather than just defining what the pre-registry records are.
- c. Figs. [1](#) and [3](#) have been changed to remove personal identifiers and an erroneous date has been corrected in [fig. 1](#).
- d. References to VA Forms 3101, Request for Information, have been changed to eliminate the number prefixes, i.e., 07 and 70. The VA may change these prefixes from time to time, but this does not mean that there has been any change to the content of the form.
- e. This memorandum no longer provides for the use of the two-sided NA Form 13075A, Questionnaire About Military Service. Only the one-sided version, NA Form 13075, is referred to. [Fig. 7](#) has been changed to consist of only NA Form 13075, rather than NA Form 13075A with both a front and back.

3. **Instructions.**

- a. Remove transmittal page of NPRC 1865.20E (basic) and insert revised transmittal page.
- b. Remove pp. ½, 3 and 4, and 5-14, and insert revised pp.

DAVID L. PETREE  
Director

---

1. **Inquiries with insufficient identifying information.** Mailroom personnel shall NOT make efforts to service an inquiry when it does not contain enough information for a routine records search. It is desirable that each inquiry contain the four basic items of identifying information, which are:

- a. **Complete name of subject veteran.**
- b. **Service number (SN).**

**NOTE:** The SN may be identical to the social security account number (SSAN) for periods of service after 1969 or 1972 (see [par. 6](#)).

- c. **Dates of military service.**
- d. **Branch of service.**

**HOWEVER:** Service number, dates, and branch are not all needed in all cases. See paragraphs [5](#), [6](#), [7](#), and [8](#) for exceptions.

**NOTE:** Incoming Mail Unit employees are also responsible for returning requests which lack proper signature authority. See NPRC Memorandum [1865.16](#), Release and access guide for military personnel and related records at NPRC.

2. **Identifying information obtainable by requester.** A great amount of time can be wasted trying to identify a service record when the writer did not furnish sufficient data. Mailroom personnel shall return the inquiry when it appears that either the veteran or the third party, who initiated the inquiry, DID NOT try to obtain all necessary identifying data. The writer may state "not available" or "NA" when the information is obtainable with only a little effort on the requester's part. Requests from the Veterans Administration, Social Security Administration, veterans counselors, prospective employers, probation officers, and others who have direct contact with the veteran shall always be returned if they lack sufficient identifying information. It is the requester's responsibility to furnish the data. (See [fig. 4.](#))
3. **Location of four basic items of identifying information.** The most commonly used request forms that are received in the Incoming Mail Units are the: [SF-180, Request Pertaining to Military Records](#); VA Form 3101, Request for Information, (manually-generated); and VA Form 3101-4, Request for Information, (computer-generated). Figs. [1](#), [2](#) and [3](#) provide samples of these request forms and illustrate the location of the four basic items of identifying information.
4. **Completeness/legibility of name and attached documents.** In order for mailroom personnel to consider processing an inquiry, the requester must provide a legible and complete inquiry.
  - a. **Name used during service.** If the requester fails to provide a complete or legible name, which is needed to identify the subject veteran, then mailroom personnel shall return the inquiry to the requester. (See [fig. 4.](#))
  - b. **Attached documents.** If the requester fails to furnish legible photocopies of required documents with the inquiry, then mailroom personnel shall return the inquiry to the requester. For example, VA Form 3101-a, Request for Information, must be received in the Incoming Mail Units with an attached legible photocopy of a DD-214, Certificate of Release or Discharge from Active Duty, or equivalent. (See [fig. 4.](#))
5. **Correct service number (SN).** Mailroom personnel should be able to identify obviously incorrect service numbers. Individuals separated after the dates shown in [app. A](#) should have been assigned a service number. Information on the makeup of service numbers for all the military branches is provided in [app. B](#).
6. **Social Security Account Number (SSAN) as the identifier.** The military service departments discontinued using the SN as the identifier and commenced using the SSAN as the identifier on the following dates:
 

• Army and Air Force	July 1, 1969
• Navy and Marine Corps	January 1, 1972
• Coast Guard	October 1, 1974
7. **Dates or period of service.** It is preferable that an inquiry include both the entrance and separation dates. However, the separation date alone is generally acceptable for routing action. Descriptive terms such as "WWI," "WWII," "Korean Conflict," or "Vietnam Era," are also acceptable. Service numbers and their prefixes also contain clues as to the period of service. (See [app. B.](#))

**NOTE:** The dates are not needed if service was so recent that the records would be located in the registry files. Use of the SSAN as the service number is sufficient evidence of such recent service.

8. **Branch of service.** Mailroom personnel shall return an inquiry to the requester if the branch of service is not shown, unless the branch can be determined easily in other ways or is not needed. The prefix of the service number sometimes can tell what the branch is (see [fig. B-2](#)). Sometimes the envelope will have been addressed to the particular branch of service, even though there may not be any such indication in the request itself. The branch of service is not needed if the social security number is provided and was in fact used as the service number for that veteran. Mailroom personnel should assume, in the absence of evidence to the contrary, that if the social security number is the only one provided, then it is the proper identifier. Contrary evidence would be for the requester to have provided either dates of service prior to the conversion dates, or other clues such as reference to WWI, WWII, Korea, or some other era prior to the conversion dates.
9. **Inquiries that relate to records in the pre-registry collection.** The pre-registry collection consists of records of Navy and Marine Corps veterans who were discharged before 1964 (Navy officers before 1968). There are different groups of records within this collection, and various filing systems. Also, some records belonging to particular groups could instead have been reaccessioned into the registry system. A familiarity with the different filing situations and what kinds of information are needed in which cases, is necessary to make the best decisions on whether to send the request back for more information.
  - a. **Records filed by service number.** When the record is filed by service number, it is as important for the person reading the request to have that number as it is when the record is in the registry system. Pre-registry Marine Corps enlisted and officer records and Navy officer records are usually filed by service number.
  - b. **Records filed alphabetically.** Navy enlisted personnel records through 1963 and medical records for Navy and Marine Corps officers and enlisted personnel separated between 1911 and 1963 are filed alphabetically, including the middle name. Different combinations of information are needed to help determine whether to send the request to Navy Search or to send it back for more information. The service number is not absolutely necessary to find these records, but it is vital that the middle name, or at least the initial, be included (or that there be an indication on the request that there is no middle name). It is also essential that there be some way to tell one record from another if more than one person has the same name. This can be accomplished with the service number or the date of birth. The decision on whether to return the request could also be based in part on how common the name is. This is a matter of judgement, but an uncommon first name and last name combination, including the middle name, could be sufficient to justify an alphabetical search, if some other partial information is included in the request and could be compared with information in the record, such as hometown or duty assignments.
10. **Forms and procedures for returning initial inquiries.** When it is appropriate to return the initial inquiry to the requester, mailroom personnel shall use the forms and procedures as shown in [fig. 4](#).
11. **Previously returned inquiries that are received again which still lack identifying information.** Mailroom personnel shall carefully review those inquiries that are being returned from the requester, after the initial contact with NPRC (MPR), and still lack identifying information. An incomplete item on a form is one that the requester has not attempted to answer. Any item that is answered with such words as "Don't know," "Can't remember," "Unknown," "Not available," etc., is also incomplete. However, these responses indicate that the

requester cannot recall more information. If necessary, the forms shall be returned to the requester in the following manner:

- a. **VA Forms 3101 previously returned with NA Form 13075, Questionnaire About Military Service.** Using NA Form 13012, Return Slip for VA Inquiry, return the NA Form 13075 and the inquiry as shown in [fig. 5](#).
- b. **Inquiries previously returned with NA Form 13054, Return of Inquiry.** Return the inquiry again, sending the same NA Form 13054 and whatever other form(s) had been attached to the initial response. Check the ninth block on the NA Form 13054 (see [fig. 6](#)), which states: "We must have the information that we previously requested before we can search for the records needed to answer your inquiry." Sign the signature block again and enter the current date alongside the previous date.

**Appendix A: Chart for determining whether to return inquiries because service number was not furnished**

<b>Ask for service number --</b>	
--if individual was in the	and service ended during this or a later year
<b>ARMY</b>	
Enlisted	1918
Officer	1922
<b>NAVY</b>	
<b>AIR FORCE</b> (Army before Sept 1947)	1947
<b>MARINE CORPS</b>	
Enlisted	1942
Officer	1944

COAST GUARD	
Enlisted	1931
Officer	1950

Do not ask requester for service number if service ended before the years shown.

## Appendix B: **Service Number Information**

### SERVICE NUMBER INFORMATION

- 1. Introduction.** It was not until February 28, 1918, that the first service number was issued to an enlisted man. Master Sergeant Arthur B. CREAN holds the unique distinction of receiving Army service number 1. Officers did not receive service numbers until June 1921. General Pershing, who was then Chief of Staff, received the number O-1.
- 2. Periods of issuance of service numbers.** Tables attached as [Fig. B-1](#) contain service number series broken down by issuance periods as short as feasible. When not feasible to break down by short periods, an effort was made to break down series into periods closely corresponding with those covered by specific records groups, some of which were lost in the July 1973 NPRC fire. For easy reading, numbers are entered in the "Series" column in the conventional style with a comma between each three digits starting from the right, however, no relationship between this and the way numbers are encountered in correspondence and on military records is intended. The most prevalent style in which numbers are encountered in correspondence and records is depicted by the following:

Air Force	00 000 000 (older usage) or 00000000 (until 7-1-69)
Army	00 000 000 or 00000000
Coast Guard	000-000; 000-000
Marine Corps	000000
Navy	000000 for Officers 000-00-00 (older usage) for Enlisted 000-00-00 or B00 00 00 (until 7-1-71) for Enlisted

Many groups of numbers issued out of their normal sequence may be inaccurately or incompletely accounted for in this brief table. These are numbers, for instance, which were surplus due to an over estimate of needs in the area or category for which initially set aside. In these cases, however, the tables indicate general trends. "EM" means enlisted personnel (including draftees), men as well as women. "Ofcr" means officers and includes warrant officers.

- 3. Service number prefixes and suffixes.** The majority of prefixes and suffixes were for Air Force and Army. None are known to have been used with Coast Guard service numbers.

For Marine Corps, only "O" (Officer) and "W" (Women) were used. Navy used "W." In addition, beginning in December 1965, Navy enlisted personnel received six digit numbers with a letter prefix. The first series used was "B10 00 00 thru B99 99 99." When all these were used, succeeding letters of the alphabet were assigned with the same series of numbers, however, letters which may have resulted in confusion with other letters or with other identification numbers were not used. The various prefixes and suffixes assigned are contained in [Fig.B-2](#).

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.8F  
January 15, 1990

**SUBJECT: Inquiries received by telephone at NPRC (MPR)**

1. **Purpose.** This memorandum issues instructions and guidance for handling requests received at NPRC (MPR) by telephone other than those received through the automated telephone operation or other formalized and approved telephone request systems.
2. **Cancellation.** NPRC 1865.8E and NPRC 7140.1 are canceled.
3. **Reasons for revision.** This memorandum is revised to reflect (a) the elimination of telephone operations in several branches; (b) the consolidation and automation of these telephone operations in the Reference Service Support Branch; and (c) the need for all personnel to respond appropriately to telephone inquiries which bypass the automated telephone answering system and other formal telephone request systems established at NPRC.
4. **Instructions.** The instructions for responding to telephone inquiries, are contained in the attachment.
5. **Forms.** This memorandum provides for the use of the following forms:
  - NA Form 13075, Questionnaire about Military Records
  - NA Form 13086, Verbal or Telephone Inquiries
  - Standard Form 180, Request Pertaining to Military Records

DAVID L. PETREE  
Director

---

**INQUIRIES RECEIVED BY TELEPHONE**

1. **General.** The instructions and guidance provided in this attachment are for use by each NPRC employee when responding to telephone requests which bypass the automated telephone answering system and other formal telephone request systems established at the Center. In responding to these telephone inquiries, keep in mind that **VIRTUALLY ALL INQUIRIES RECEIVED AT NPRC FOR INFORMATION FROM RECORDS MUST BE SUBMITTED IN WRITING.**
2. **Requests for general information.**
  - a. **Center Address.** The correct mailing address for NPRC (MPR) is:
    - National Personnel Records Center
    - (Military Personnel Records)
    - 9700 Page Boulevard
    - St. Louis, MO 63132-5100
  - b. **Release policy.** The basic release policies for records located at NPRC are:

(1) A service person can obtain almost any information contained in his/her record upon written request.

(2) The next of kin (if the veteran is deceased) and many local, state, and federal government offices are authorized to receive most types of information from a military personnel and/or medical record, but the requests must be IN WRITING. Refer to [NPRC 1865.16](#) for the specific release policy governing a specific request.

(3) Other requesters must have a release authorization signed by the veteran or, if the veteran is deceased, the next of kin.

c. **Freedom of Information Act Requests.** Requests made under the provisions of the Freedom of Information Act (FOIA) must be IN WRITING, describe the records needed reasonably well, and indicate clearly that the request is being made under the provisions of the Act.

d. **Requirements of a release authorization.** A release authorization must contain the following elements:

(1) It must be signed by the subject of the record or, if the subject is deceased, by the next of kin;

(2) It must be dated and must be one year old or less;

(3) It must clearly specify the types of records to be released and clearly specify the party to whom the records/information can be released; and

(4) It must specify that the subject of the record realizes that his/her military records will be reviewed or photocopied.

e. **Routine requests.** If circumstances do not warrant emergency action on the part of NPRC, offer to send the caller a copy of [SF 180, Request Pertaining to Military Records](#), and when appropriate, NA Form 13075, Questionnaire about Military Records.

3. **Requests related to a medical emergency.** A medical emergency is considered to be a situation of life-threatening nature in which military personnel and/or medical records are needed for immediate emergency medical treatment. In most cases, the requester will be requesting clinical records. All such calls should initially be handled by a supervisor or lead archives technician. After determining that a medical emergency exists, the call should be transferred as described below based upon which medical facility provided the treatment.

a. **Request for treatment records from a Navy facility.** Emergency calls requesting information from clinical treatment records of a Navy medical facility are transferred to the Navy Medical Records Liaison Officer located at 9700 Page Boulevard. The Liaison Officer will request the appropriate records.

b. **Requests for treatment records from Army or Air Force treatment facilities.** Emergency calls requesting information from clinical treatment records of an Army or Air Force treatment facility are transferred to the Organizational Records Section, Army Reference Branch. Requests involving the clinical records of most dependents are referred to the Records Information telephone number at NPRC's Winnebago facility (Commercial 314-425-5761 or FTS 279-5761). If doubt exists regarding the location of the dependent record, refer the caller to the Organizational Records Section, Army Reference Branch (Commercial 314-263-7146 or FTS 273-7146).



c. **Information needed to locate clinical treatment (organizational) records.** If necessary, obtain the following information to locate clinical treatment records by completing NA Form 13086, Verbal or Telephone Inquiry:

- (1) Place of treatment
- (2) Patient registry number (if available)
- (3) Dates of treatment (month and year) (inpatient only)
- (4) Type of medical records needed (inpatient, outpatient, or psychiatric).
- (5) Patient status (active, retired, VA beneficiary, dependent, etc.). **NOTE:** For dependents, obtain the sponsor's name and SSAN.

Be sure to obtain the name of the requester, the medical facility he/she is representing and the FTS or commercial telephone number. Do not accept an Autovon number as the Center does not have access to this telephone system. The time of the call as well as the date should be placed on NA Form 13086. Identify the request as a medical emergency. Should the requester need the medical records (or copies), a written request is necessary.

4. **Congressional interest telephone request.** Congressional inquiries receive first priority handling. All telephone inquiries from the offices of Senators and Members of Congress are transferred to the Special Inquiries Section, Reference Service Support Branch. The Special Inquiries Section handles all Congressional requests directed to this Center.

Requests from other agencies seeking information from this Center or its holdings so the CALLER can respond to a Congressional inquiry are not transferred to the Special Inquiries Section. Inform the caller to submit the request in writing.

5. **Follow-up requests.** Respond to a caller who is attempting to determine the status of a written inquiry previously sent to this Center by advising the caller of the normal response time to a written request (obtain current response time from the supervisor). If the caller has not received a response at the end of that time, he/she should resubmit the request in writing. If the caller indicates a deadline is near, refer the call to a supervisor or lead archives technician.

6. **Requests for records not stored at NPRC.** Refer the caller to another office or agency if it can be determined from the information provided that the record is not at NPRC. The chart in [figure 1](#) may be used to determine the location of military personnel and medical records. The chart also provides addresses to which the caller may write. Other references for records location information include the NPRC "Directory of Military Personnel and Related Records" and [NPRC 1865.112](#), External sources of information used in the records reconstruction process. If asked to provide a telephone number, inform the caller that the number is not available at the Center and that a written request will be required.

**(NOTE:** In emergency situations or where extenuating circumstances exist, provide telephone numbers if available.)

7. **Collect calls.** NPRC does not accept collect calls from any source.

---

Figure 3: Instructions for completing discharge certificates (Part 2 of 4)



from the Armed Forces of the United States of America

*This is to certify that*

████████████████████ Corporal REGULAR ARMY

*was Honorably Discharged from the*

**United States Army**

*on the* 1st *day of* March 1970 *This certificate is awarded*

*as a testimonial of Honest and Faithful Service*

*John W. Frost*  
 \_\_\_\_\_  
 John W. Frost  
 Colonel, U.S. Army  
 Acting Commander

DD FORM NO. 1304 1 MAY 58

# Appendix B: Instructions for completing Part B of SSA Form-654 for Army Personnel (Page 7 of 12 - [Next](#))

CHART B - OFFICERS (cont)

RETIREMENT REQUIREMENT	1a	1b	1c	1d	COMPUTING RETIRED PAY	2a	2b	2c
<p>RETIRED BEFORE 1 OCT 49</p> <p>(1) Regular Army Officer. 15 yr minimum rqmt until Jun 48, when yr of svc was increased to 20 yr. (If off performed svc prior to 12 Nov 18, no minimum required.)</p>	NO NO	YES YES	NO YES (If rqmt not met before - 1c, 16 Sep 40 1d, 25 Jul 47)	NO YES	<p>If pay based on WW I Svc . . . . .</p> <p>If pay based on svc. . . . .</p> <p>Indiv who has 30 yr svc pay would have been recomputed on yr of svc after enactment of Career Compensation Act of 49 even if originally based on WW I svc. If less than 30 yr svc, contact USAFAC as to whether pay is based on svc prior to 12 Nov 18 or yr of svc.</p>	NO YES	- YES (If 29 1/2 yr not compl before - 2b, 16 Sep 40 2c, 25 Jul 47)	- YES
<p>(2) Non-Regular Officer - Active (Res or AUS). 20 yr svc required.</p>	SAME AS ABOVE				SAME AS ABOVE	SAME AS ABOVE		
<p>AFTER 1 OCT 49</p> <p>(1) Regular Army Officer, 20 yr minimum svc required. (If officer performed svc prior to 12 Nov 18, no minimum required.)</p>	SAME AS ABOVE				<p>Entitled to WW I pay under new pay rates as provided by Career Comp Act of 49. Contact USAFAC as to whether rec show svc prior to 12 Nov 18. If no WW I svc, pay based on yr of svc formula .</p>	SAME AS ABOVE		
<p>(2) Non-Regular Officers retired after 1 Oct 49. 20 yr active svc required.</p>	NO	YES	YES (If 20 yr not comp before - 1c, 16 Sep 40 1d, 25 Jul 47)	YES	Pay based on yr of svc.	YES	YES (If 29 1/2 yr not compl before - 2b, 16 Sep 40 2c, 25 Jul 47)	YES
<p>Title 10, USC, Sec 3913, formerly Sec 509(h) &amp; 514(d), Officers Personnel Act 7 Aug 47 (PL 381-80th Cong), as amended by Act 12 Jul 60 (PL 616-86th Cong). RA Promotion List Major, Capt or 1st Lt not recommended for permanent promotion. Minimum 20 yr service.</p>	NO	YES	YES *(If rqmt not met before - 1c, 16 Sep 40 1d, 25 Jul 47)*	YES	Pay based on yr of svc.	SAME AS ABOVE		

**Figure 1: Instructions for preparing DA Form 1577, Authorization of Issuance of Awards (Part 2 of 2)****PREPARING DA FORM 1577. AUTHORIZATION FOR ISSUANCE OF AWARDS**

ITEM 1 Veteran's Name, Social Security Number or service number  
Constituent's name (if congressional)

Above "Authorization for Issuance of Awards" enter - office symbol

ITEM 2 U. S. Army Soldier and Biological Chemical Command  
IMMC, Soldier System Directorate  
700 Robbins Avenue  
P. O. Box 57997  
Philadelphia, PA 19111-7997

ITEM 3 Current date

ITEM 4 Shows the award codes

ITEM 5 Enter corresponding award code in numerical order (shown in item 4) for the award you are authorizing/if no code number, type out name of award

ITEM 6 Enter number of service stars and kind (bronze or silver), as appropriate

ITEM 7 Enter number of oak leaf clusters and kind (bronze or silver), as appropriate

ITEM 8 Enter number of arrowheads authorized

ITEM 9 Enter number of clasps authorized

ITEM 10 Enter number of "V" devices authorized

ITEM 11 Enter as appropriate

ITEM 12 Enter any additional information pertaining to case, denial of awards or awards explanations; approximate number of days veteran may expect to receive medals; fee for second or subsequent requests

Underneath "Official Business" enter name and address of individual receiving awards

Bottom of Item 12 - signature block of section chief

National Personnel Records Center  
9700 Page Avenue  
St. Louis, MO 63132-5100



Figure 2-1: Instructions for providing service information and medical records to the VA (part 3 of 3)

20. FURNISH SERVICE REC.

( ) AVAILABLE REQUESTED RECORDS FORWARDED.

( ) ITEMS 1, AND 2 OR 10 (WHICHEVER WAS THE IDENTIFIER) AND 7-9 VERIFIED CORRECT.

( ) ITEMS 1, AND 2 OR 10 (WHICHEVER WAS THE IDENTIFIER) AND 7-9 VERIFIED CORRECT. EXCEPT

SERVICE DATA REQUESTED →

ALL RECORDS, IF ANY, IN OUR CUSTODY REGARDING THIS SUBJECT WERE LOST IN THE FIRE IN JULY 1973

*KPCRA J. Dale 12-16-86*  
*See attached 13075.*

RECORDS SIGNATURE AND TITLE

( ) AVAILABLE REQUESTED RECORDS FORWARDED.

( ) ITEMS 1, AND 2 OR 10 (WHICHEVER WAS THE IDENTIFIER) AND 7-9 VERIFIED CORRECT.

( ) ITEMS 1, AND 2 OR 10 (WHICHEVER WAS THE IDENTIFIER) AND 7-9 VERIFIED CORRECT. EXCEPT

MEDICAL RECORDS REQUESTED →

No medical records on file at NPRC.  
NOTE: Fire related service.  
Refer to VA Program Guide 21-1, Section B for further guidance.

*KPCRA J. Dale 12-16-86*  
*See attached 13055.*

SIGNATURE AND TITLE

( ) AVAILABLE REQUESTED RECORDS FORWARDED.

( ) ITEMS 1, AND 2 OR 10 (WHICHEVER WAS THE IDENTIFIER) AND 7-9 VERIFIED CORRECT.

( ) ITEMS 1, AND 2 OR 10 (WHICHEVER WAS THE IDENTIFIER) AND 7-9 VERIFIED CORRECT. EXCEPT

SERVICE AND MEDICAL RECORDS REQUESTED →

No medical/Service records on file at NPRC.  
NOTE: Fire related service.  
Refer to VA Program Guide 21-1, Section B for further guidance.

*KPCRA J. Dale 12-16-86*  
*See attached 13075 & 13055.*

RECORDS ( ) X-RAYS ( ) CLINICAL RECORDS ( ) SIGNATURE AND TITLE ( ) DATE  
( ) PHYSICAL ( ) DENTAL RECORDS

## APPENDIX 3-C. INSTRUCTIONS FOR RELEASING RECORDS CONTAINING CONFIDENTIAL INFORMATION - March 31, 1997 NPRC 1865.103A

<b>REQUESTER</b>	<b>SPECIAL INSTRUCTIONS</b>	<b>FURTHER ACTION</b>
Veteran and Federal routine uses	None. (Send all relevant records.)	None
All others	<p>Use the following paragraph to deny all data relating to rehabilitation:</p> <p>"According to Federal law, we are unable to comply with this request insofar as it pertains to certain records. Regulations prescribe a specific form of release authorization which must state the SPECIFIC TYPE OF TREATMENT INVOLVED, and the purpose for which the records are needed. If you will have (<i>insert name of individual</i>) complete, sign, and return the attached form, we will contact him/her regarding release authorization for those records, and consider your request further."</p>	<p>Attach NA Form 13078, Preliminary Form for Release of Military Medical Patient Records, for requester to give to veteran. Return record to file.</p> <p>If NA Form 13078 is returned, send veteran NA Form 13036, Authorization for Release of Military Medical Patient Records, writing in "drug abuse" or "alcohol abuse" under "Specific Type of Treatment Involved." (See <a href="#">fig. 3-C-1.</a>) Return record to file. Upon receipt of the authorization send records to requester.</p>

**NOTE:** If the veteran authorizes the requester to receive copies of confidential information, then provide the information. For court order cases, see the latest revision of [NPRC 1864.107](#).

Figure 1-6: **Instructions for telephone technicians on follow-up** (part 4 of 7- [Next](#))

<b>REPLY TO INQUIRY (NCP)</b>	DATE
SUBJECT:	Your reference
	Date of Inquiry
<p><i>The answer to your inquiry is furnished below. This abbreviated form of reply has been adopted as a means of supplying information speedily.</i></p> <p>We have been unsuccessful in our efforts to verify your service or provide the data requested from available information. Please complete the attached NA Form 13075-A, Questionnaire About Military Service, and return it to this Center. Upon receipt of your completed NA Form 13075-A, we will make further attempts to reconstruct the information requested from alternate record sources.</p> <p>We apologize for the delay and inconvenience and appreciate your patience.</p>	
	<p>NCP</p> <p>NATIONAL PERSONNEL RECORDS CENTER  <input type="checkbox"/> Military Personnel Records            9700 Page Boulevard            St. Louis, MO 63132  <input type="checkbox"/> Civilian Personnel Records            111 Winnebago Street            St. Louis, MO 63118</p>
<p>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION <span style="float: right;">NA FORM 13018 (9-85)</span></p>	



Figure 1-6: **Instructions for telephone technicians on follow-up** (part 6 of 7- [Next](#))

<b>REPLY TO INQUIRY (NCP)</b>	DATE
<b>SUBJECT:</b>	Your reference
	Date of Inquiry

*The answer to your inquiry is furnished below. This abbreviated form of reply has been adopted as a means of supplying information speedily.*

We are furnishing the attached NA Form 13038, Certification of Military Service, in lieu of the requested document. This will verify your military service, and may be used for any official purpose. (Or other appropriate statement.)

Your medical records are not on file at this Center. We have been unsuccessful in our efforts to determine whether or not your medical records are on file with the Veterans Administration. We suggest you contact the VA Regional Office, \_\_\_\_\_; address (street, city, state, zip). Your VA Claim Number is \_\_\_\_\_; be sure to include that number in all correspondence with the VA. If the VA is unable to help you, please complete the attached NA Form 13055, Request for Information Needed to Reconstruct Medical Data, and return it to this Center. Upon receipt of your completed NA Form 13055, we will make further attempts to reconstruct the information requested from alternate records sources. Unfortunately, these sources generally show only dates of treatment and line of duty status. They rarely show diagnosis or treatment.

We apologize for the delay and inconvenience and appreciate your patience.

	NCP  NATIONAL PERSONNEL RECORDS CENTER <input type="checkbox"/> Military Personnel Records 9700 Page Boulevard St. Louis, MO 63132 <input type="checkbox"/> Civilian Personnel Records 111 Winnebago Street St. Louis, MO 63118
--	---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
NA FORM 13018 (9-85)

Figure 1-6: Instructions for telephone technicians on follow-up actions (part 7 of 7)

<b>REPLY TO INQUIRY (NCP)</b>	DATE
SUBJECT:	Your reference
	Date of Inquiry
<i>The answer to your inquiry is furnished below. This abbreviated form of reply has been adopted as a means of supplying information speedily.</i>	
<p>Your medical records are not on file at this Center. We have been unsuccessful in our efforts to determine whether or not your medical records are on file with the Veterans Administration. We suggest you contact the VA Regional Office, _____ address (street, city, state, zip). Your VA Claim Number is _____; be sure to include that number in all correspondence with the VA. If the VA is unable to help you, please complete the attached NA Form 13055, Request for Information Needed to Reconstruct Medical Data, and return it to this Center. Upon receipt of your completed NA Form 13055, we will make further attempts to reconstruct the information requested from alternate records sources. Unfortunately, these sources generally show only dates of treatment and line of duty status. They rarely show diagnosis or treatment.</p> <p>We have been unsuccessful in our efforts to verify your service or provide the data requested from available information. Please complete the attached NA Form 13075-A, Questionnaire About Military Service, and return it to this Center. Upon receipt of your completed NA Form 13075-A, we will make further attempts to reconstruct the information requested from alternate records sources.</p> <p><u>We apologize for the delay and inconvenience and appreciate your patience.</u></p>	
	NCP  NATIONAL PERSONNEL RECORDS CENTER <input type="checkbox"/> Military Personnel Records 9700 Page Boulevard St. Louis, MO 63132 <input type="checkbox"/> Civilian Personnel Records 111 Winnebago Street St. Louis, MO 63118
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	NA FORM 13018 (9-85)

Figure 1-6: **Instructions for telephone technicians on follow-up actions** (part 5 of 7 - [Next](#))

<b>REPLY TO INQUIRY (NCP)</b>	DATE
SUBJECT:	Your reference
	Date of Inquiry

*The answer to your inquiry is furnished below. This abbreviated form of reply has been adopted as a means of supplying information speedily.*

Your medical records are not on file at this Center. We have been unsuccessful in our efforts to determine whether or not your medical records are on file with the Veterans Administration. We suggest you contact the VA Regional Office, \_\_\_\_\_ address (street, city, state, zip) \_\_\_\_\_. Your VA Claim Number is \_\_\_\_\_; be sure to include that number in all correspondence with the VA. If the VA is unable to help you, please complete the attached NA Form 13055, Request for Information Needed to Reconstruct Medical Data, and return it to this Center. Upon receipt of your completed NA Form 13055, we will make further attempts to reconstruct the information requested from alternate records sources. Unfortunately, these sources generally show only dates of treatment and line of duty status. They rarely show diagnosis or treatment.

We apologize for the delay and inconvenience and appreciate your patience.

	<p style="text-align: center;">NCP</p> <p><b>NATIONAL PERSONNEL RECORDS CENTER</b>  <input type="checkbox"/> Military Personnel Records  9700 Page Boulevard  St. Louis, MO 63132  <input type="checkbox"/> Civilian Personnel Records  111 Winnebago Street  St. Louis, MO 63118</p>
--	---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 13018 (9-85)

**FIGURE 3: INSTRUCTIONS FOR VERIFYING AND REPORTING SERVICE AND MEDICAL DATA**

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA specifically requests:	and if:	clerk will:
1	<p>Verification of any or all of items 1, 2, 6*, 7, 8, and/or 9 and 10. (computer-generated VA Form 3101 requests)</p> <p>Verification of any or all of items 8, 9, 12*, 13, 14 and/or 15. (manually-generated VA Form 3101 requests)</p>	all items to be checked are verified correct	check center box in the response/endorsement portion of the form. (See <a href="#">figures 4 and 5.</a> )
See also <a href="#">fig. 18</a> if the VA submits a separation document for verification of service data.			
2	<p>Verification of any or all of items 1, 2, 6*, 7, 8, and/or 9 and 10. (computer-generated VA Form 3101 requests)</p> <p>Verification of any or all of items 8, 9, 12*, 13, 14 and/or 15. (manually-generated VA Form 3101 requests)</p>	Any of the items to be checked are incorrect or are not shown	check box on right in the response/endorsement portion of the form and show number(s) of incorrect or missing item(s), followed by correct information. An example of this appears in <a href="#">figures 6 and 7.</a>
See also <a href="#">fig. 18</a> if the VA submits a separation document for verification of service data.			

<p><b>"NOTE CONCERNING ITEM", or 12, DATE OF DEATH: When this item is completed by the VA, verify ONLY if occurred in service. If death occurred after separation from active duty, do not verify.</b></p>			
3	<p>Verification of any or all of items 1, 2, 6*, 7, 8, and/or 9 and 10. (computer-generated VA Form 3101 requests)</p> <p>Verification of any or all of items 8, 9, 12*, 13, 14 and/or 15. (manually-generated VA Form 3101 requests)</p>	<p>requests involves an Army veteran whose active service started before 11/1/12 and he was still serving on that date, and if the records covering the period before 11/1/12 are not at NPRC</p>	<p>enter on VA 3101: "serving on Nov. 1, 1912."</p>
4	<p>Verification of any or all of items 1, 2, 6*, 7, 8, and/or 9 and 10. (computer-generated VA Form 3101 requests)</p> <p>Verification of any or all of items 8, 9, 12*, 13, 14 and/or 15. (manually-generated VA Form 3101 requests)</p>	<p>Veteran had more than one period of active service and records contain copy of statement of service</p>	<p>furnish a copy of the SOS or send a duplicate microfiche. Place an asterisk in "Other record" in the enclosure block and another asterisk and the words "Statement of Service" elsewhere in the response block. Do not verify items of service</p>

	A	B	C
R U L E	<p>If guide in figure 1 or figure 2 calls for, or if VA specifically requests:</p>	<p>and if:</p>	<p>clerk will:</p>
5	<p>Verification of any or all of items 1, 2, 6*, 7, 8, and/or 9 and 10. (computer-</p>	<p>records show veteran had prior service in another branch and VA</p>	<p>furnish branch of service, service number, and dates of prior service only if shown in records at hand -- do not look elsewhere. If service is not</p>

	<p>generated VA Form 3101 requests)</p> <p>Verification of any or all of items 8, 9, 12*, 13, 14 and/or 15. (manually-generated VA Form 3101 requests)</p>	<p>specifically asks that question</p>	<p>shown in records at hand, ask VA.. to submit a separate request for verification of service in another branch.</p>
6	<p>Verification of any or all of items 1, 2, 6*, 7, 8, and/or 9 and 10. (computer-generated VA Form 3101 requests)</p> <p>Verification of any or all of items 8, 9, 12*, 13, 14 and/or 15. (manually-generated VA Form 3101 requests)</p>	<p>veteran had continuous periods of honorable active service</p>	<p>verify or furnish only the date of FIRST entry on active duty and the LAST date of separation from active duty unless instructed to do otherwise in specific cases.</p>
7	<p>Verification of any or all of items 1, 2, 6*, 7, 8, and/or 9 and 10. (computer-generated VA. Form 3101 requests)</p> <p>Verification of any or all of items 8, 9, 12*, 13, 14 and/or 15. (manually-generated VA. Form 3101 requests)</p> <p><a href="#">*See note on 1st page of this table.</a></p>	<p>veteran enlisted for 3 or 6 months active duty training under the Reserve Forces Act of 1955 or Reserve Enlistment Program of 1963</p>	<p>verify or furnish ACDUTRA dates and enter in the response block: "RFA-55 (3 or 6) months ACDUTRA," or "REP-63 (3 or 6) months ACDUTRA." as applicable. <b>NOTE:</b> Do not verify short periods of ACDUTRA for which a separation document was not prepared unless specifically asked to do s) by VA. If separation document was prepared for ACDUTRA, verify but let VA. know service was ACDUTRA.</p>
8	<p>Verification of any or all of items 1, 2, 6*, 7, 8, and/or 9 and 10. (computer-generated VA. Form 3101 requests)</p>	<p>veteran entered active WWI service (Federal) from a state National Guard as was:</p> <p>a. discharged within 3 months of date of entry</p>	<p>furnish statement as to whether he was physically examined and accepted for Federal service.</p>

	Verification of any or all of items 8, 9, 12*, 13, 14 and/or 15. (manually-generated VA. Form 3101 requests)		
		b. physically disqualified for Federal service	state that he is considered by the Army to have performed active Federal service during the period of Mexican Border service, if any, and include the dates of WWI service.

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
9	Verification of any or all of items 1, 2, 6*, 7, 8, and/or 9 and 10. (computer-generated VA. Form 3101 requests)  Verification of any or all of items 8, 9, 12*, 13, 14 and/or 15. (manually-generated VA. Form 3101 requests)	veteran was discharged from draft  (WWI) because of;  a. rejection	enter one of the following statements, as appropriate, in the response block:  <b>"Inducted (<i>date</i>); rejected at camp and was discharged from the draft (<i>date</i>), by reason of (<i>giving reason for rejection</i>)."</b>
		b. cancellation of draft	<b>"Inducted (<i>date</i>) by (<i>local board, city, and state</i>). He was discharged from the draft (<i>dated</i>). by reason of cancellation of the draft."</b>

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
10	Verification of any	veteran was separated	furnish copies of any documents that

or all of items 1, 2, 6\*, 7, 8, and/or 9 and 10. (computer-generated VA Form 3101 requests)

Verification of any or all of items 8, 9, 12\*, 13, 14 and/or 15. (manually-generated VA Form 3101 requests)

[\\*See note on 1st page of this table](#)

from active service under conditions other than honorable (Undesirable, Bad Conduct, Dishonorable, etc.) and:

a. service record contains documents that describe the steps that led up to the discharge and/or that provide other derogatory or complimentary information about the veteran. Such documents would include, but not necessarily be limited to;

(1) MC, CG, and Navy

(2) Air Force and Army

- a letter from the immediate commander stating reasons why the person should be discharged
- statement(s) of supervisor(s)
- summaries or copies of any Article 15's (non-judicial punishment)
- reports of investigation, such as criminal investigation
- all records of military criminal charges preferred (charge sheet) and records of conviction by court

will help the VA to make a fair determination of the veteran's eligibility for benefits. There will more likely not be a packet, and the documents will have to be located among the other papers in the record.

furnish originals (but see exceptions below) of any documents that will help the VA to make a fair determination of the veteran's eligibility for benefits. There may be a packet of such papers referred to as the (Facts and Circumstances."

**NOTE:** Send copies, not originals, if documents pertain to Army or Air Force Board of Officer Proceedings and PL 95-126 is involved. If the veteran was discharged solely as a result of a court martial, furnish a copy of the court martial order that originally imposed the sentence. Also send a copy of the court martial order which affirmed the sentence. Ensure that a copy of each order remains in the record.

**NOTE:** The kinds of documents available, and the number of them, will vary not only among the different branches of service, but also depending on the exact nature of the discharge and the era in which it occurred. Also, if documents are on microfiche and a duplicator is available, send duplicate(s).

\*When sending Field Board Hearing, be sure that the commanding officer's transmittal letter also is included, along with all enclosures and the Pers F3 letter authorizing discharge.



<p>martial (court martial orders)</p> <ul style="list-style-type: none"> <li>• Board of Officer Proceedings</li> <li>• Physical Evaluation Board</li> <li>• Field Board Hearing (Navy)*</li> </ul>	
<p>b. requests specifies court-martial proceedings</p>	<p>furnish copy of court-martial orders from the service record.</p>
<p>c. Court Martial proceedings are not in the service record</p>	<p>seek copy of proceedings from Organizational Records Section, using NA Form 13015, NPRC Search Request and Reply. On the form, clerk will include veteran's organization at the time of the CM, plus location and date. NOTE: If the request indicates, or the service record shows, that the veteran received a Bad Conduct Discharge as the result of a Special or General Court Martial, the proceedings would not be in the OR Section. Rather, see NPRC 1865.69, Fig. 28, <b>(NOTE: Cancelled Memo)</b> and forward request to the correct location, using NA Form 13051. Notify VA of the referral #.</p>
<p>d. request specifically asks for Physical Evaluation Board papers or a report of investigation, but there is none in the service record</p> <p>(1) MC, CG, and Navy</p> <p>(2) Air Force and Army</p>	<p>refer request to Director (232), VARPC, P. O. Box 5020, St. Louis, MO 63115, using NA Form 13051 and notifying VA of the referral #.</p> <p>reply in remarks section, either "No Physical Evaluation Board papers found in file," or "No report of investigation found in file."</p>

		e. papers available to answer the inquiry, as described in item a, above, are stamped "FOR OFFICIAL USE ONLY"	furnish available documents without making copies, except sends duplicate microfiche when file copy is on fiche.
		f. papers available to answer the inquiry, as described in item a, above, are stamped "CONFIDENTIAL"	send service record and the VA request to the appropriate service department for possible downgrading action. Route through branch chief for authorization to dispatch. Notify VA of referral #1.
		g. Navy enlisted person was given an administrative discharge by reason of undesirable discharge and records contain no substantiating evidence	send case and records to C6 Navy correspondence clerk for determination of character of discharge. <b>NOTE:</b> This situation normally is found in cases in which discharges occurred before 1924.
		h. Navy officer was discharged under other than honorable conditions	Refer request to NMPC-312, using NA Form 13051, and notify VA of referral #1.
		i. record is fire-related and no papers are available relevant to the circumstances surrounding discharge	furnish reason for discharge, if available, and use fire stamp which states: "All records, if any, in our custody regarding this subject were lost in the fire in July 1973."

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
11	Verification of any or all of items 1, 2, 6*, 7, 8, and/or 9 and 10. (computer-	discharge is being reviewed by the Review or Correction Board for: a. Army personnel	refer the inquiry to ARPERCEN Special Actions Branch, Room 4565, using NA Form 13051, Transmittal. If the record was charged out for a discharge review, the clerk specifies

<p>generated VA Form 3101 requests)</p> <p>Verification of any or all of items 8, 9, 12*, 13, 14, and/or 15. (manually-generated VA Form 3101 requests)</p> <p><a href="#">*See note on 1st page of this table.</a></p>	<p><b>NOTE: For Special Review Projects separate procedures are issued as required</b></p>	<p>PAS-AD on the transmittal; if it was charged out for the Correction Board, the code to be used is PAS-AA. Notify the VA office of the referral #.</p>
	<p>b. All other branches</p>	<p>Information requesting VA office that records have been lent to the service department for review or correction of the discharge and suggest that the request be resubmitted in 90 days if the information is still needed.</p>

	A	B	C
<p>R U L E</p>	<p>If guide in figure 1 or figure 2 calls for, or if VA specifically requests:</p>	<p>and if:</p>	<p>clerk will:</p>
<p>12</p>	<p>Verification of any or all of items 1, 2, 6*, 7, 8, and/or 9 and 10. (computer-generated VA Form 3101 requests)</p> <p>Verification of any or all of items 8, 9, 12*, 13, 14, and/or 15. (manually-generated VA Form 3101 requests)</p> <p><a href="#">*See note on 1st page of this table.</a></p>	<p>discharge was changed by Review or Correction Board (including Special Programs)</p> <p><b>See also <a href="#">fig. 18</a> if the VA submits a separation document for verification of service data. This rule applies to <a href="#">fig. 18</a> if discharge was changed by Review or Correction Board.</b></p>	<p>enter in the response/endorsement block of VA 3101:</p> <p>(1) The board, special program/project, or authority for changing the character of discharge. <b>INDICATE THE TYPE OF DISCHARGE GRANTED.</b></p> <p>Examples: "Upgrade under DoD Discharge Review Review Program (Special) to _____ Discharge." "Upgrade under Presidential Proclamation 4313 to _____ discharge."</p> <p>(2) Date applied for upgrade (shown on application).</p> <p>(3) Date discharge was upgraded.</p>

			<p>(4) Character of discharge BEFORE upgrade.</p> <p><b>NOTE:</b> Upgraded discharges granted under either the Ford Presidential Proclamation 4313 (January 19, 1977) or Carter Program (April 4, 1977) SHOULD include the above items (1 thru 4) on November 1, 1972, edition of DD Form 214 in the record. A copy of that DD 214 attached to VA 3101 is sufficient. Records not containing an amended DD 214 are IBR'd to C5 for thorough record examination to determine items 1 thru 4. If sufficient information is not in record, refer the request and record to the service branch for determination, using NA Form 13051. Notify the VA of the referral #.</p> <p>information is not in record, refer the request and record to the service branch for determination, using NA Form 13051. Notify the VA of the referral #.</p>
--	--	--	--

# **NOTE:** In rules 10, 11, and 12, referrals, and notifications of referrals, may be made on any of the forms that would be consistent with existing instructions on referral notices, such as VA Form 3101; NA Form 13053, National Personnel Records Center Acknowledgement/Referral; or NA Form 13051, Transmittal.

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
13	Character, conduct, and/or efficiency ratings		Forward request with records to the VA Liaison Officer for disposition. Do <b>NOT</b> furnish any information from or copies of these records.

14	Eligibility for complete separation	veteran not eligible for complete separation	<p>enter in the response block the following:</p> <p>"Veteran was not eligible for complete separation when discharged on (date)." (See <a href="#">figures 9 and 10.</a>) <b>NOTE:</b> See <a href="#">NPRC 1865.107 fig 2-7</a> for instructions on processing fire related inquiries.</p>
----	-------------------------------------	--	--

Cases involving PL 95-126 (veteran received dishonorable or 'other than honorable' discharge).

**If the VA asks:**

"Was the veteran eligible for complete separation prior to (date of dishonorable or other than honorable discharge)? If not, please state date(s) on which this individual completed the period(s) of active service for which he/she was obligated at the time(s) of induction of reenlistment(s)."

**And the veteran was not eligible for complete separation, enter in the response block:**

- (1) "Veteran was not eligible for complete separation prior to (date)."
- (2) Include the date of original enlistment/induction, term of active duty, and show date active duty obligation would terminate.
- (3) Include the reason or authority for separation, if separated before date of dishonorable or OTH discharge (e.g., for purpose of reenlistment).
- (4) If the obligation was extended, include an explanation of the extension; such as, number of days and dates of 'time lost,' or extended by Executive Order # for specified period.

**EXAMPLES:**

(1) Veteran was not eligible for complete separation prior to (date of Dishonorable Discharge). Enlisted 1-2-72 for 4 years which would terminate 1-1-76. Reenlisted 12-1-75 for 3 years. Separation 11-30-75 for sole purpose of reenlistment. (In this example, date of Dishonorable Discharge was 6-6-76 and record shows no time lost.)

(2) Veteran was not eligible for complete separation prior to (date of OTH). Minority enlistment 3-1-62 to 2-7-66. Extended 33 days 'time lost'--AWOL 2-7-66. (In this example "date of OTH" is 3-12-66.)

(3) Veteran was not eligible for complete separation prior to (date of OTH). Inducted 9-2-49 for 2 years active duty which would terminate 9-1-51, but was extended 12 months by Executive Order 10270 (July 6, 1951). (In this example "date of OTH" is 8-6-52).

**NOTE:** If the term of original active duty obligation and the date when the original commitment would have been completed cannot be determined, refer the record and request

to the appropriate service department. Notify the VA of the referral. NCPMR refers Army cases to DARP-PAS-EAV.

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA specifically requests:	and if:	clerk will:
14	Continued	veteran eligible for complete separation	show when veteran was eligible for complete separation prior to the separation under conditions other than honorable. See following <b>NOTE</b> .

**NOTE ON DETERMINING ELIGIBILITY FOR COMPLETE SEPARATION:** The criteria to be used in determining whether or not a veteran was eligible for complete separation include: (1) The period for which enlisted or inducted, (2) the period(s) for which enlistment was voluntarily or involuntarily extended, and (3) the authority for discharge or release from active duty. Consult the following directives when making a determination.

- a. **Army.** WD Circular 101, February 26, 1919; WD Circular 154, march 29, 1919.
- b. **Army and Air Force.** Disposition Form dated October 1947, from Management Staff Division, AGO, Washington, DC, to Records Administration Center, TAGO, St. Louis, MO, concerning point system and length of service; and Memorandum dated December 9, 1947, from Chief Clerk, MPRC, to elements of MPRC, concerning point system and length of service; and AFPMP-4 Message 78/52 dated April 24, 1942, for Air Force personnel only.
- c. **Navy.** See [fig. 9](#).
- d. **Marine Corps.** MarCor SOP, Par 8002.
- e. **Coast Guard.** Commandant's Circular No. 35-46; USCG Personnel Bulletin No. 94-45; and Personnel Circulars Numbers 47-50, 2-52, and 26-52.

	A	B	C
--	---	---	---

R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
15	Verification of service in Russia	a. veteran entered service at any time between 11/12/18 and 4/1/20, inclusive, and did not have at least one day or prior service during the WW I period (4/6/17 thru 11/11/18)	furnish a statement as to whether or not the veteran served in Russia. Furnish the <b>ACTUAL</b> dates of service in Russia only upon specific request.
		b. records of a Navy or Marine Corps veteran do not show service in Russia but records do show he served aboard a vessel while it was moored or operating in Russian waters between 11/12/18 and 4/1/20, inclusive, and he did not have prior service at any time during the WW I period	furnish a statement that he was aboard (name of vessel) which was moored or operating in Russian waters. The following Naval vessel are credited with having operated within the Russian area:  Albany, Eagle No. 1, New Orleans, Yankton, Brooklyn, Eagle No. 2, Sacramento, Des Moines, Eagle No. 3, South Dakota  <b>NOTE:</b> If allegation is made that veteran served aboard a vessel other than those listed above, check the ships listings filed in the Navy Correspondence Section, or contact the National Archives in Washington, DC.
		c. Record/request indicates Russian Railway Service Corps (10/9/17 thru 4/1/20)	Code case C6. A computer printout list of names and 'A' Registry numbers of veterans of Russian Railway Service is located in Army Search Section (NCPMA-S). Members considered part of U.S. Army during WW I. <b>NOTE:</b> Russian Railway Service become federally recognized as creditable military service on March 30, 1971.

16	Verification of service in Moro Province	a. veteran participated as a member of an expedition or landing party in operations against armed opposition in the Moro Province between 7/3/02 and 7/15/03	furnish a statement that the veteran did or did not participate as a member of an expedition against opposition in the Moro Province.
		b. records do not substantiate service in Moro Province	check the ships log or other organization records. If no record is found, furnish a negative report.

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
17	Ninety-day statement  <b>NOTE:</b> for pension benefits <i>war-time</i> creditable service is requested.	a. veteran had 90 days or more creditable active service. See <a href="#">NOTES</a> at end of this rule for definitions of creditable and noncreditable service	furnish or stamp the response block with the following statement: "Veteran had 90 days or more creditable active service (which includes one or more days wartime service), exclusive of furlough time and other noncreditable service." (See <a href="#">figures 6 and 7.</a> )
		b. veteran had 90 days or more non-creditable active service only. See <a href="#">NOTES</a> at end of this rule for definitions of creditable and noncreditable service	furnish the following statement: "Veteran did not have 90 days or more creditable active service."
		c. veteran had less than 90 days noncreditable	furnish the following statement: "Veteran did not have 90 days or



<p>active service only. See <a href="#">NOTES</a> at the end of this rule for definitions of creditable and non-creditable service</p>	<p>more creditable active service."</p>
<p>d. veteran had more than 90 days total active service but less than 90 days creditable service after deducting noncreditable time</p>	<p>furnish inclusive dates and type of noncreditable time. See <a href="#">NOTES</a> at end of this rule for definition of noncreditable time.</p>
<p>e. veteran had less than 90 days active wartime service, including noncreditable time</p> <p>(1) if separated by reason of disability</p> <p>(2) if separation was <b>NOT</b> by reason of disability</p>	<p>furnish reason for separation. Do <b>NOT</b> furnish noncreditable time unless specifically requested by VA.</p> <p>furnish only the reason for separation, the line of duty status, and the disease or injury for which discharged.</p> <p>furnish only the reason for separation and forward all available medical records. (See <a href="#">figure 4</a> and <a href="#">figure 5</a>.)</p>
<p>f. veteran was dishonorably discharged</p>	<p>do not furnish 90 day statement unless specifically requested by VA</p>

**NOTES CONCERNING CREDITABLE AND NONCREDITABLE SERVICE:**

1. **Creditable active service.** Creditable active service is not necessarily all wartime service. If the veteran served at least one day during wartime, the entire period of active service is to be considered in computing the 90 days creditable service. Two or more war periods may be added to obtain 90 days creditable service. See [NPRC 1865.37, par. 5](#) of definition of wartime service.

a. **Computing 90 Days Creditable Service.** Having determined that at least one day was spent in wartime service, begin with the first day of active service and count days in service. Use a calendar to determine the number of days in each month. Do Not use an average of 30 days per month in your computations. If the month of February is involved in

**computation of active service, check the leap year index below (1b), for the possibility of a 29th day of February in that particular year.**

**b. *Leap Year Index.*** The following are years in which February had or will have 29 days:

1880 1896 1912 1928 1944 1960 1976 1992  
 1884 \* 1916 1932 1948 1964 1980 1996  
 1888 1904 1920 1936 1952 1968 1984 2000  
 1892 1908 1924 1940 1956 1972 1988 2004

\* 1900 was *not* a leap year; centenary year is a leap year *only* every 400 years: 1600, 2000, 2400.

**c. *Other than honorable separations.*** If person was separated under other than honorable conditions (undesirable, bad conduct, etc., but NOT including dishonorable), include this period of service in computing the 90 days creditable service.

**2. *Noncreditable service.*** The following periods will not be counted as creditable active wartime service:

- a. All periods of furlough time (industrial/agricultural/farm, definite or indefinite type furloughs).
- b. Time lost on absence without leave (without pay), under arrest (without acquittal), in desertion, and while undergoing sentence of court-martial.
- c. Tours of active duty "peace time" only.
- d. All periods of Active Duty for Training.

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA specifically requests:	and if:	clerk will:
18	Travel time	a. veteran served in the Army	forward VA inquiry with records to ARPERCEN (living veterans - PAS-

			<p>EAV; deceased - PAS-AC, for necessary action and disposition.</p>
		b. veteran served in branch other than Army	<p>(1) determine travel time by:</p> <p>(a) Computing the number of miles traveled from the place of separation from active duty to the veteran's official home of record. Use AFM 177-135, Official Table of Distances, and a map of the United States to determine the mileage. (NO travel time will be credited to persons who were at their homes on the date of separation.)</p> <p>(b) computing the number of days travel allowed for the miles traveled. Compute in terms of whole days. Any fraction of a day is counted as a whole day. See figures 4 and 5 for the number of days allowed for the miles traveled. <b>NOTE:</b> Requests for "Travel Outside" is not a request for travel time, but a request for verification of overseas service.</p> <p>(2) prepare Worksheet for Travel Time (<a href="#">figure 13</a>). File a copy in a transitory file in the processing unit for 90 days and then destroy.</p> <p>(3) insert the amount of travel time computed in the response/endorsement block on the VA 3101. If no travel time is credited, state: "Under 38 USC 106, travel time has been determined to be 0 days."</p> <p>(4) forward completed VA 3101 with records to authorized person for signature, as follows:</p> <p>(a) Air Force and Coast Guard cases to Section Chief.</p> <p>(b) Navy and Marine Corps cases to appropriate Liaison Officer.</p>

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
19	Medical/dental/health records	<p>a. medical records are on file in the personnel or medical records jacket</p>	<p>furnish all available medical records, such as health records, clinical records (those filed with the personnel records), medical cards, dental records, and physical examinations. Do NOT check records for duplicates or to determine whether allegation (if any) is covered. If a period of service was with the Army from 1942-1945 or 1950-1954, obtain a FAR or check FAR's attached to request for the existence of a QT H (SGO) record. If positive, prepare NA Form 13105, NPRC Search Request, and route to NCPMR-S for a printout of the SGO record. Send original SGO printout to VA and retain a copy for the file. <b>NOTE:</b> In Navy and MarCor cases, do NOT send the abstract of service. See <a href="#">figure 14</a> and <a href="#">figure 15</a> for a completed VA 3101 showing medical/health records being forwarded.</p>
		(1) only the original of DDS Form 221 or WDAGO Form 21 (5-1-46 ed.) is on file	detach and furnish pages 3 and 4 of DSS Form or pages 2 and 3 of WDAGO Form 21. Enter veteran's name and service number in right margin of pages 3 and 2 respectively. <b>NOTE:</b> Special care should be taken when medical records partially burned or in poor condition are sent to VA.
		(2) only the original of AF Form 356, Proceedings and	send a machine copy. Do <b>NOT</b> send original.

<p>Findings of USAF Physical Evaluation Board is on file</p>	
<p>(3) Marine Corps health records are in microfiche format</p>	<p>send original microfiche. Annotate 3101 showing fiche record. File a copy of VA Form 3101 in fiche envelope.</p>
<p>b. medical record not found  (1) Army fire related</p>	<p>return VA 3101, give appropriate fire stamp and attach NA 13055, Request for Information Needed to Reconstruct Medical Data.</p>
<p>(2) Army non fire-related, Air Force, and Coast Guard personnel  (a) no allegations made</p>	<p>complete VA 3101 and insert "None found" in the appropriate enclosure block. Include the following statement in the response/endorsement block. If the date and treatment facility are furnished, an effort will be made to secure the clinical record." <b>NOTE:</b> For Navy and MarCor cases prepare an extra copy of the VA 3101 and a file folder. File the copy of the VA 3101 together with all search reports in the new folder. Send the folder to be filed in the Navy medical records block.</p>
<p>(b) allegation made  i. date, place, and type of treatment NOT furnished by VA</p>	<p>complete case as outlined in <a href="#">rule 19b(2)(a)</a> above.</p>
<p>ii. date, place, and type of treatment furnished</p>	<p>send delay notice and forward case and records to NCPMA-O for action. Use NA Form 13098, Routing Slip, for this. If service data have also been requested, verify this and complete signature block ("Service Information") before sending case to</p>

	<p>NCPMA-O. NCPMA-O takes following action:</p> <p>If the clinical records have been retired here, send all available clinical records for the person concerned.</p> <p>If clinical records for the named facility have been retired but records for the service person concerned are not included, enter the following statement: "Clinical records for (year) form (hospital) are on file but do not contain any records for the person concerned. If veteran was treated at another medical facility, please furnish date and treatment facility and a further effort will be made to secure the desired records.'</p> <p>If clinical records for the named facility have not been retired, suggest VA contact the facility and give the address. If a second request is received and we have previously advised VA to contact the hospital, prepare and send NA Form 13042-A (<a href="#">figure 16</a>) to the hospital. Send copy of form to VA as an enclosure to VA 3101 and place copy of form in the file</p>
<p>(3) Navy and MarCor personnel</p>	<p>Route to Navy Medical Liaison Officer. See <a href="#">NPRC 1865.103, ch. 2, par. 2.</a></p>
<p>c. dental records (specifically requested) not found</p>	<p>send physical examinations to VA. and inform that office that dental records were not located. If the physical examinations cannot be found, inform VA. of this fact. For special instructions on Navy and Marine Corps, see <a href="#">NPRC 1865.103, ch. 2, par. 2.</a></p>
<p>d. request is a "supplemental" request</p>	<p>take action as outlined in <a href="#">rule 19b(2)(b)</a></p>

		and medical records previously furnished VA. do not cover allegation	
--	--	--	--

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
20	Clinical records	a. clinical records are filed with personnel records	furnish all available clinical records only if they are part of the personnel or health jacket.
		b. clinical records are not filed with personnel records and:  (1) VA. does not furnish sufficient information to search hospital clinical records	make negative reply and include the following statement: "If date and treatment facility are furnished, an effort will be made to secure the clinical records."
		(2) date and place of hospitalization furnished by VA.	follow <a href="#">rule 19b(2)(b)(ii)</a> above.
		(3) veteran treated at a civilian or U.S. Public Health Service Hospital and records are not at NPRC	make negative reply and furnish dates and places of treatment, if available. Do not make an effort to secure the medical records.

	A	B	C

R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
21	Unit type (organization records) data	one of the following conditions exists: a. medical/health or clinical records do not cover allegation and VA. specifically requests such data b. request pertains to Navy or MarCor veteran whose outpatient treatment was prior to 1953 c. information from the unit type records has not previously been furnished the VA. and request is not the first request for the specific records	requests search of NCPMA-O or NCPMR-B records. NCPMA-O or NCPMR-B extracts and furnishes pertinent information as shown in the unit type records. Make copies of the records only if practical to do so.
22	Entrance and/or separation X-ray films	a. request indicates that search was NOT made at CPR	return VA. 3101 to VA. and suggest that they contact NPRC (CPR), 111 Winnebago Street, St. Louis, Missouri 63118, as these films are filed at that Center.
		b. request indicates that search at CPR was negative	complete VA. 3101 by entering "None Found" in the enclosure block before the work "X-rays."

**NOTE: All X-ray films taken at Armed Forces Entrance Stations are retired to NPRC (CPR), 111 Winnebago Street, St. Louis, MO 63118**

A	B	C
---	---	---



R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
23	Interim X-ray films		reply in remarks section "Interim X-ray films are retained at treatment facility for 5 years after the end of the calendar year in which they were taken and then destroyed."
24	Report of the disabilities and percentages for which severance pay was paid	information is in the records	furnish the percentage for which severance pay was paid.
		information is <b>NOT</b> in the records	return VA. 3101 to VA. and suggest that they contact the appropriate finance center for the percentage for which severance pay was paid.
25	Occupational exposure to ionizing radiation	DD Form 1141 or DD Form 8 in record	furnish DD Form 1141, Record of Exposure of Occupational Ionizing Radiation or DD Form 8 if service was prior to 1958.
		DD Form 1141 or DD Form 8 not found in record  (1) Air Force	refer request to:  OEHL/RZ Brooks AFB, TX 78235-5501
		(2) Coast Guard	refer request to:  Commandant, U.S. Coast Guard (GPIM-2) Attn: Mr. James Veazey Washington, DC 20593-0001

		(3) Army fire-related	furnish a negative reply and advise that it cannot be reconstructed.
		(4) Navy and MC	refer request to:  Bureau of Medicine Naval Dosimetry Center Code 0406 Bethesda, MD 20889-5000
		(5) Army non-fire-related	for exposure occurring during 1963 and later refer request to:  Chief, U.S. Army Ionizing Radiation Army Dosimetry Center Attn: AMXTM-CE-DCR Lexington, Ky 40511-5102  furnish a negative reply if exposure was before 1963.

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
26	Pay grade data	veteran held the highest grade/rating at separation	furnish the equivalent pay grade from the record or the appropriate grade conversion table. <b>NOTE:</b> See <a href="#">NPRC 1865.107, fig. 2-5</a> , for instructions on processing fire related inquiries.
		veteran held a higher grade/rating	refer VA. 3101 and record to the appropriate military service department for determination. Prepare NA Form 13008, Loan or Transfer of Records, as a

			<p>transmittal. Show "Pay grade determination" in remarks. Check the appropriate address block as follows:</p> <p><i>Air Force.</i> Send to:</p> <p>AFMPC San Antonio, TX 78233</p> <p>Office symbol: "DPMDOA" for enlisted personnel and "DPMDOO" for officers</p> <p><i>Army.</i> Send to:</p> <p>ARPERCEN (living veterans - PAS-EAV; deceased - PAS-AC)</p> <p><i>Coast Guard.</i> Send to:</p> <p>Commandant, USCG Washington, DC 20593-0001</p> <p><i>Marine Corps.</i> Send to:</p> <p>Commandant USMC (MMRB-10) Quantico, VA. through MCLNO</p> <p><i>Navy.</i> Send to:</p> <p>NMPC (312) Washington, DC through NAVLNO</p>
--	--	--	--

	A	B	C
R U L E	If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:	and if:	clerk will:
27	201 file	(1) Air Force	send copy of AF Form 7, Airman Military Record, or equivalent (enlisted), or AF Form 11, Officer Military Record, or equivalent

	(officer), and all derogatory and complimentary material.
(2) Army non-fire-related	send copy of DA Form 20, Enlisted Qualification Record, or equivalent, or DA Form 66, Officer Qualification Record, or equivalent, and all derogatory and complimentary material.
(3) Army fire-related a. service record available (WWII - service record book)	send copies of pages 4 through 8 of the service Record and all derogatory and complimentary material.
b. service record available (PWWII - flat record)	send copies of pages 1 through 3 of the Service Record and all derogatory and complimentary material.
c. service record not available	return VA. 3101 with fire stamp. If service has not been verified and the request does not contain sufficient data to reconstruct record, attach NA 13075, Questionnaire About Military Service. See <a href="#">1865.107, fig. 2-1, Part 3 of 3</a> .
(4) Marine Corps	send copies of pages 3, 9, 12, and 13 of the Enlisted Personnel File (or equivalent pages from records of other eras) and all other derogatory and complimentary material.
(5) Navy	send copies of pages 4 through 9 and 13 of the enlisted Service Jacket (or equivalent pages from records of other eras) and all other derogatory and complimentary material.

		<p><b>NOTE: Efficiency ratings and/or information about character and conduct may be sent directly to the VA in response to a general request for a "201 file." However, note the distinction between Rule 27 and Rule 13, which states that when character, conduct, and/or efficiency ratings are specifically requested, the request and records are forwarded to the VA Liaison Officer for disposition.</b></p>
		<p>(6) Coast Guard</p> <p>send copies of CG Forms 3303 through 3307 and CG Form 3312A and all derogatory and complimentary material.</p> <p><b>NOTE:</b> Some examples of derogatory material are court-martial records, articles 15's, letters of reprimand, and counseling reports. Examples of complimentary material are citations for awards and decorations, and letters of appreciation or commendation. Performance reports and efficiency ratings could be derogatory or complimentary.</p>

	A	B	C
<p>R U L E</p>	<p>If guide in figure 1 or figure 2 calls for, or if VA. specifically requests:</p>	<p>and if:</p>	<p>clerk will:</p>
<p>28</p>	<p>Records of exposure to herbicides, defoliants, or Agent Orange</p>		<p>send a copy of DD Form 214 if no specific document is requested and the DD Form 214 contains evidence of service in Southeast Asia. Send specific documents if requested. If DD Form 214 does not contain the required evidence and other specific documents are not requested, send copies of appropriate forms that verify service in Southeast Asia; e.g.,</p>

			Army - DA Form 20 DA Form 66 Air Force - AF Form 7 AF Form 11 Navy - NAVPERS 601-12 NAVPERS 601-13 Marine Corps - NAVMC 118(3) - PD NAVMC 118(9) - PD Sea & Air Travel Embarkation Slips Coast Guard - CG Form 3307
--	--	--	---

---

# INSTRUMENTALITY OF WAR REQUESTS

---

Instrumentality of War requests are usually received from OPM offices and concern whether or not a veteran's disability was incurred as a result of enemy action.

## Army

If the information is requested by OPM, and it is not shown clearly in the record (e.g., retirement orders; DD Form 424, Certification of Information for Retirement Pay, or information shown in the PEB - Physical Evaluation Board, such as the DA Form 199), refer the request and the record to:

[\[00148\]](#)

Department of the Army  
Army Human Resources Command  
Attn: AHRC-PDR-H  
1600 Spearhead Division Avenue Dept 420  
Fort Knox, KY 40122-5402

## Air Force

If the information is requested by OPM, and it is not shown clearly in the record (e.g., retirement orders; DD Form 424, Certification of Information for Retirement Pay), refer the request and the record to:

[\[00521\]](#)

Air Force Personnel Center  
HQ AFPC/DPSIRP  
550 C Street W  
JBSA-Randolph AFB, TX 78150

## Navy and Marine Corps

Do **NOT** review the record. Refer the request and the record to the appropriate address listed below:

[\[00583\]](#)

Navy Personnel Command  
ATTN: PERS-313D  
5720 Integrity Drive  
Millington, TN 38055-3130

[\[00182\]](#)

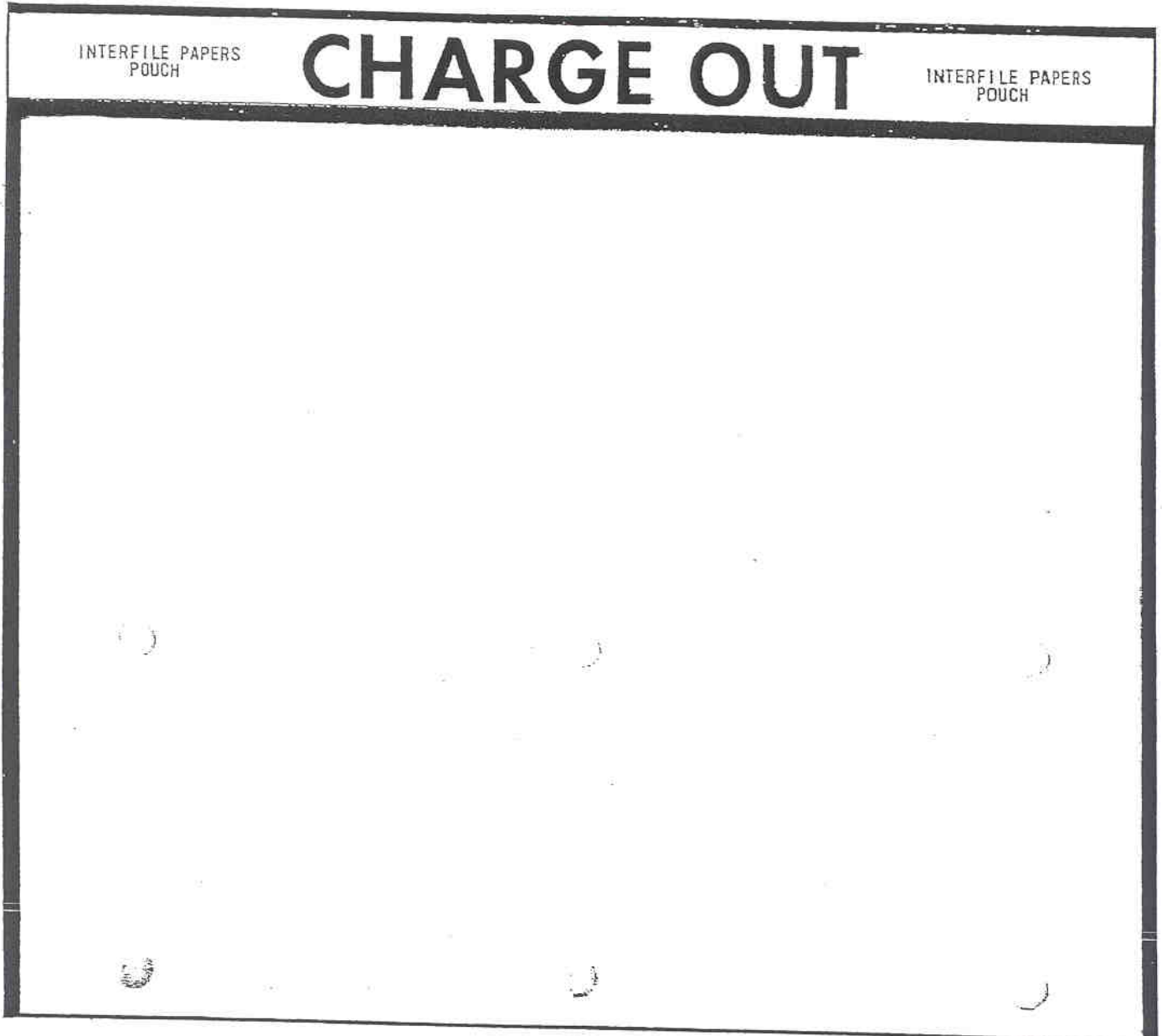
CMC  
HQMC MMSB - 10  
2008 Elliott Road

Suite 201  
Quantico, VA 22134-5030

---



Figure 18: **Interfile Papers Pouch**



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

Includes chges. 1 & 2  
NPRC 1865.111  
May 27, 1988

**SUBJECT: Internal sources of information used in the records reconstruction process**

1. **Purpose.** This memorandum provides guidance regarding the availability of internal sources of information located within the NPRC which may be used to assist in the records reconstruction process.
2. **Applicability.** The provisions of this memorandum are applicable to personnel in the Correspondence Sections of the Records Reconstruction Branch.
3. **Instructions.** This memorandum is intended for use in conjunction with NPRC Memorandums [1865.104](#), General background and reference information concerning Records Reconstruction Branch, and [1865.107](#), Miscellaneous correspondence procedures unique to Records Reconstruction Branch. Guidance regarding the availability and uses of internal sources of information is contained in the attachment.
4. **Forms.** This memorandum makes use of the following forms:
  - NA Form 13018, Reply to Inquiry
  - NA Form 13024, Delay Notice Card
  - NA Form 13026, MPR-CPR Request/Reply Form
  - NA Form 13047, Reply to Request for Information
  - NA Form 13055, Request for Information to Reconstruct Medical Data
  - NA Form 13075A, Questionnaire About Military Service
  - NA Form 13096, Finding Aid Report
  - NA Form 13098, NPRC Routing Slip
  - NA Form 13105, NPRC Search Request and Reply
  - VA Form 3101, Request for Information

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, MO 63132-5100

NPRC 1865.111 CHGE 1  
January 12, 1989

**SUBJECT: Internal sources of information used in the records reconstruction process**

1. **Purpose.** This memorandum transmits revised pages for NPRC 1865.111.
2. **Explanation of changes.** This memorandum has been revised to reflect a change in the searching responsibilities for Letterman General Hospital medical cards (QM C), California Military Benefit Cards (QT D), and the Korean Casualty File (QT K) from NRPMR-O to NRPMR-

S; to include data and instructions for processing requests that pertain to furnishing information from the Surgeon General's Office (SGO) Hospital Admission Card File (QT H); and to provide samples of these records.

### 3. **Instructions.**

- a. Remove pp. 1/2 and insert revised pp. 1/2.
- b. Remove pp. 3/4 and insert revised pp. 3 through 4.2.
- c. Remove pp. 9/10 and insert revised pp. 9/10.
- d. Remove pp. 17/18 and insert revised pp. 17 thru 18.4.

DAVID L. PETREE  
Director

---

1. **Purpose in using internal sources.** Internal sources of information are used to reconstruct military data when the information needed to respond to a reference service request is not available in the individual's military record as a result of the 1973 fire at 9700 Page. Internal sources of information are primarily used to reconstruct military service and/or medical information.
2. **Introduction to primary internal sources of information.** There are numerous internal sources of information located within the NPRC (MPR) which may be used to assist in the records reconstruction process. The primary sources of information are the: Auxiliary Registry File; VA Master Index Tape; Service Number Index Tape; and various organizational records. The remainder of this memorandum: provides background information on these record sources; describes the purpose in requesting searches of these record collections; and provides instructions on obtaining these records in order to respond to reference service requests.  
  
**NOTE:** As defined in [NPRC 1865.104](#), General background and reference information concerning Records Reconstruction Branch, [par. 7](#), 111 Winnebago (CPR) is considered a data/records procurement source outside of 9700 Page. For the purpose of this memorandum only, X-ray and pay voucher records located at CPR are considered as primary internal sources of information.
3. **Additional sources of information.** While this memorandum provides instructions on the use of the PRIMARY internal sources of information, correspondence personnel should also be aware of other reference material that is available; e.g., Monograph of Records Used in Reconstruction of Military Service Data, Monograph of Military Personnel and Related Records of the War Department 1912-1939, and the NCPMR library. All technicians involved in records reconstruction actions should review the Monographs and become familiar with the library materials to gain an understanding of the types of records and kinds of information available in these records.
4. **Deciding whether information/records from an internal source should be requested.** In order to determine whether a search request for an internal source of information is appropriate, the correspondence technician shall review the inquiry, any attached documentation, and the contents of the R/B file. (See [NPRC 1865.107](#), Miscellaneous correspondence procedures unique to Records Reconstruction Branch, [par. 3](#).) After a review of these materials, the technician shall analyze the available information and determine if there is sufficient data to respond to the reference service request. If there is INSUFFICIENT data to respond to the inquiry, then the technician shall decide whether the information/records from an internal source

can be used to reconstruct the requested information. The technician is responsible for identifying the most appropriate internal source(s) of information.

## 5. *Auxiliary registry file.*

- a. **Background.** The auxiliary registry file was established in 1974 to include various categories of personnel-related, medical, and payroll records. See [par. 4](#) of [NPRC 1865.104](#) for a description of each of these types of records, along with the related service code (QM/QT) and the registry number prefix used to identify the specific type of record. Most of the auxiliary registry file records are located in the Search and Control Section (NRPMR-S) of the Records Reconstruction Branch.
- b. **Purpose in using QM/QT records.** Auxiliary registry file records may be used to obtain a variety of service/medical information. For example, pay vouchers normally contain the date and character of discharge, and in some cases, the date and place of entry. In order to decide whether a QM/QT record may assist in responding to a reference service request, an Auxiliary Registry File Records Information Sheet, listing those auxiliary registry file records collections located at 9700 Page, is provided in [fig. 1](#). This attachment shows the kinds of information found in the various QM/QT records.

6. **Criteria for determining whether a search request for a QM record is appropriate.** In most instances where the initial computer probe failed to locate a military service record, the appropriate QM record/information will be provided to the Correspondence Sections (NRPMR-A) without a search request. However, if an R or B file exists, or if the QM record/information is not attached to the inquiry, then correspondence personnel shall decide whether the QM records should be searched. To assist correspondence technicians in deciding whether QM records should be searched, before other reconstruction actions are initiated, a case decision logic table (DLT) is provided in [fig. 2](#). The DLT also identifies which QM record(s) should be searched.

**NOTE:** [Fig. 2](#) also illustrates the conditions under which external sources of information (data procurement) or referral action should be initiated by correspondence personnel.

[NPRC1865.112](#), External sources of information used in the records reconstruction process, provides a more detailed explanation of external sources and their uses.

- a. **Additional information regarding QM C records (Letterman General Hospital).** If the DLT indicates that the QM C record should be searched, and the requester indicates treatment received at Letterman General Hospital, then request the QM C record from NRPMR-S. (See [par. 8](#)).
- b. **Information regarding QM J records.** NPRC is in the process of adding information from the Judge Advocate General (JAG) Tapes to the auxiliary registry file under the service and prefix codes QM J. Note the absence of QM J entries from [fig. 2](#). This is because a QM J entry on NA Form 13096, Finding Aid Report (FAR), provides the technician with the court martial case number. Therefore, a search request is unnecessary. However, if the court martial case number is needed to verify service, and the FAR does not indicate a QM J entry, then request a search of the JAG tapes (see [par. 8](#)). After positive identification, the searcher will furnish NRPMR-A with the court martial case number on the request form. If Air Force service is indicated, the searcher will preface the court martial case number with "AFGCM" (Air Force General Court Martial); or "AFSPCM" (Air Force Special Court Martial).

7. **Criteria for determining whether a search request for a QT record is appropriate.** In most instances where the initial computer probe failed to locate a military service record, the appropriate QT record/information will be provided to NRPMR-A without a search request.

However, if an R or B file exists, or if the QT record/information is not provided, then correspondence personnel shall decide whether the QT records should be searched. To assist correspondence technicians in deciding whether QT records should be searched, the following information is provided concerning each type of QT record:

- a. **QT \* (American Battle Monuments Commission).** When the FAR indicates the existence of a QT \* record, check the American Battle Monuments Commission web site at [00126]: [American Battle Monuments Commission \(ABMC\)](#) if any of the following information is needed to respond to the request: Service Number, home state, date of death, place of death/burial, rank at death, awards, and/or organization.
- b. **QT D (California Military Benefit Index Cards).** If the QT D record is needed to verify service, and the FAR indicates the existence of a QT D record, then request the record from NRPMR-S.
- c. **QT H \*Surgeon General's Office (SG) Hospital Admission Card File).** When the FAR indicates the existence of a QT H record, prepare and route search request to NRPMR-S for the following:
  - (1) **Requests for medical information on VA Form 3101.** ALWAYS obtain and send available SGO information in response to VA requests for medical records.
  - (2) **Requests from other sources.** Obtain and send SGO information when:
    - (a) The requester specifically asks for SGO information;
    - (b) The requester asks for all records of treatment from a specific year or years, and there is at least one SGO hit for a year that is either a specified year or within a year or two of a specified year;
    - (c) The requester specifically mentions that the information is being sought with regard to a VA claim, and the circumstances of the case are such that complete copies would ordinarily be sent to the veteran;
    - (d) No other medical records (or only incomplete medical records) are available; or
    - (e) The requester makes a specific allegation which is not covered in the complete medical records.
- d. **QT K (Korean Casualty File).** Search and Control (NRPMR-S) personnel are responsible for searching the microfiche related to the QT K records. If the FAR indicates the existence of a QT K record, correspondence personnel should use discretion in determining whether to have the QT K record searched. See [fig. 1](#) to assist in making this determination.
- e. **QT P (Philippine POW Cards).** If the FAR indicates the existence of a QT P record, the correspondence technician shall use discretion in determining whether to have the QT P record searched. Use [fig. 1](#) to assist in making this determination.
- f. **QT W (WWII POW's).** If the request pertains to prisoner of war (POW) status during WWII, and the FAR indicates QT W, use the date of capture and the date of release or

**NOTE:** DO NOT request search of QT H record if the request is for medical records AND NO allegation of specific treatment is made AND complete medical records are available.

return to military control, as shown on the FAR, to respond to the inquiry.

**NOTE:** A search request is unnecessary. However, if the request is for SERVICE AND POW information, and the separation document is not attached, then the appropriate auxiliary registry file record(s) shall be requested by correspondence personnel.

8. **Requesting a search of the auxiliary registry file.** All search requests for auxiliary registry file records shall be forwarded to the Records Reconstruction Branch, Search and Control Section (NRPMR-S) for processing. To request a search for a QM/QT record, correspondence personnel shall use NA Form 13105, NPRC Search Request and Reply. When using this form, correspondence personnel shall complete the requested search items on the left side of the form. (See [fig. 3.](#)) The right side of the form will be completed by the searcher.

**NOTE:** This form shall be used to request searches of records in the stack area, on microfilm, or on microfiche. When preparing NA Form 13105 to request SGO information (QT H), indicate the source of your request; e.g., SSA, VA, veteran, etc. in the upper right hand corner of the form.

9. **Responses to search requests for QM/QT records.** In response to search requests, NRPMR-S personnel will either furnish the original record(s), photocopies of the record(s), or provide pertinent information on the search request depending on the type of record(s) requested. For example, in response to a search request for a QM E record, the searcher will write the enlistment date next to the appropriate entry on the search request. More detailed information regarding the responses to search requests for the various types of QM/QT records is provided below:

- a. **Response to search request for QM D or QM P record.** The requested QM D or QM P record may be a single name or a multiple name document.

(1) **Single name document.** A single name document may either be one single sheet or a group of documents. For example, a single name pay voucher may have an attached order listing several names. This is still considered to be a single name document. The requested document or group of documents will be removed from the file and forwarded to NRPMR-A. After correspondence personnel complete the case, these single name documents then become part of the reconstructed "R" record. (See [fig. 4.](#))

(2) **Multiple name document.** The multiple name document is only removed from the file for photocopying by search personnel.

(a) Multiple name pay voucher. In response to a search request for a multiple name pay voucher the technician will normally receive a photocopy of four pages: the front cover, the reverse of the front cover or the page containing the discharge authority (usually page 2), and any additional pages where the individual's name and/or signature appears. A red check mark will be placed next to the veteran's name wherever it appears on the voucher. (See [fig. 5.](#))

(b) Multiple name discharge order. In response to a search request for a multiple name discharge order, the technician will receive a photocopy of the first page (front) of the order. If the veteran's name does not appear on the first page of the order, then a copy of both sides of the order will be furnished. The front page usually contains the discharge authority. A red check mark will be placed next to the veteran's name where it appears. (See [fig. 6.](#))

- b. **Response to search request for QM C record.** In response to a search request for a QM C record, the technician will receive the requested clinical record from the NRPMR-S file area( see [fig. 7.1](#)); or a blowback copy of the medical card from NRPMR-S microfilm sources. (See [fig. 7.2](#))
  - c. **Response to search request for QT D record.** In response to a search request for a QT D record, the technician will receive blowback copies of the requested record from NRPMR-S microfilm sources. (See [fig. 7.3](#).)
  - d. **Response to search request for QT H record.** In response to a search request for a QT H record, the technician will receive a blowback copy of the applicable microfiche page and two copies of a printout which decodes the information from the fiche. (See [fig. 7.4](#).)
- NOTE:** One copy of the printout is sent to the requester and the other retained as a file copy. Because the printout DOES NOT CONTAIN the name of the patient, it is imperative that the printout be checked thoroughly to determine if the information pertains to the subject individual. If there is any doubt as to whether the information pertains to the subject veteran, then the correspondence technician should seek assistance from the immediate supervisor or lead technician.
- e. **Response to search request for QT K record.** In response to a search request for a QT K record, the technician will receive a blowback copy of the requested record from NRPMR-S microfiche sources. (See [fig. 7.5](#).)
  - f. **Response to search request for QT P record.** In response to a search request for a QT P record, the technician will receive the requested Philippine POW card from the NRPMR-S file area. (See [fig. 8](#).)

#### 10. **VA Master Index Tape (VA Index).**

- a. **Background.** Prior to January 1972, the Veterans Administration (VA) maintained a card index with the name and partial information about each veteran who had insurance applications and conversions, and veterans who had filed claims with their agency. There were also cards for veterans who were paid a World War I bonus. This card system covered the period from 1917 to January 1972, and contained the names of over 34,000,000 veterans. In 1974, the NPRC was able to obtain a copy of this microfilm index. The VA Master Index tapes are filed in microfilm file cabinets located in the Search and Control Section office area and are searched by NRPMR-S personnel.
- b. **Purpose in requesting searches of the VA Index.** The VA Index may be used to verify or obtain a variety of service information. This information may include the veteran's name, service number, date of birth, VA claim #, dates of entry and discharge, home address at time of enlistment/induction, VA insurance number, and in some cases, the first organization to which the individual was assigned.
- c. **Requesting searches of the VA index.** Correspondence personnel should use NA Form 13105 to request a search of the VA Index. The searcher will furnish ALL the information as shown on the VA Index card, regardless of whether or not the information is requested. (See [fig. 10](#).)

#### 11. **Service Number Index Tape (SN Index).**

- a. **Background.** The Service Number Index Tape (SN Index) provides Army WWII enlistment/reenlistment dates. The microfilm covers the period from January 1, 1940 through September 1946. Computer cards were completed for each veteran. The SN Index tapes are filed in microfilm file cabinets, located in the Search and Control Section office area, and are searched by NRPMS-S personnel. ([Electronic ASNF](#))
- b. **Purpose in requesting searches of the SN Index.** The purpose in requesting a search of the SN Index is primarily to verify or obtain the date of enlistment/induction. The cards record the following information: service number, name, date of enlistment (or reenlistment), rank at time of enlistment, and in some cases, the year of birth.
- c. **Requesting searches of the SN Index.** Correspondence personnel shall use NA Form 13105 to request a search of the SN Index. (See [fig. 11.](#))
  - (1) **Before and after dates.** NRPMS-A personnel shall request the dates of enlistment for the individuals shown immediately "before and after" the service number of the individual originally requested, when the veteran has two periods of service and the date of entry for the first period of service is needed. If the requested service number is skipped on the film, the searcher will furnish the service numbers "before and after" with the enlistment dates. The NA Form 13105 will be annotated "before" and "after". (See [fig. 11.](#))
  - (2) **E.R.C. STATISTICAL.** Some of the SN Index cards also carry a notation which reads: "E.R.C. STATISTICAL." This notation stands for "Enlisted Reserve Corps." In these cases the date the veteran began active duty may differ from the date the veteran enlisted in the reserve. If "E.R.C. STATISTICAL" is noted on the card, the searcher will annotate "ERC" on the NA Form 13105.

## 12. X-rays at CPR.

- a. **Background.** During the early 1940's, the Department of the Army began requiring a routine chest X-ray as part of the induction physical examination. In the later 1940's a chest X-ray was also required a few days prior to discharge. (This practice was continued by the Air Force in 1947 when it became an independent branch of service.) The X-rays provide name, service number, rank, and date and place of X-ray. Occasionally, additional information such as unit may be annotated. These X-rays are stored at CPR, 111 Winnebago.
- b. **Purpose in requesting searches of X-rays.** Since X-rays were taken just prior to entrance or separation from service, the dates provided are not exact dates of entry and/or separation from service. However, the approximate dates can be used to make further searches.
- c. **Requesting searches of X-rays from CPR.** Correspondence personnel shall use NA Form 13026, MPR-CPR Request/Reply Form, to request a search of X-rays from 111 Winnebago. As X-rays are primarily filed in service number order, NRPMS-A personnel must furnish the correct service number and name of the veteran. In addition, the approximate dates of service (if known) shall be provided on NA Form 13026. (See [fig. 12.](#))

**NOTE:** See [NPRC 1865.112](#) for more detailed information regarding data procurement procedures.

## 13. Final Payroll Vouchers at CPR.



- a. **Background and purpose in requesting searches of final payroll vouchers at CPR.** The screening of payroll records at CPR is an ongoing project. Some final payroll vouchers for officers and enlisted personnel from 1938-1942 are located at CPR (111 Winnebago). These records, like those in the QM P auxiliary registry file, provide basic service and pay information.

**NOTE:** These records will NOT be indicated on the FAR as a QM P.

- b. **Requesting searches of final payroll vouchers from CPR.** Correspondence personnel shall use NA Form 13026 to request a final payroll voucher from 111 Winnebago. At a minimum, NRPMR-A personnel shall furnish the name and service number on the request. (See [fig. 13.](#))

**NOTE:** See [NPRC 1865.112](#) for more detailed information regarding data procurement procedures.

#### 14. [Organizational records sources.](#)

- a. **Background.** Organizational records (OR) are supplementary records created by specific organizations within the military services and may pertain to either personnel related matters or administration. Personnel related records contain additional information on service personnel and their dependents which may be used to supplement incomplete Official Military Personnel Folders. Non-personnel related records pertain to the functional aspects of the military organizations, and not the individual service person. Most of the organizational records used in the records reconstruction process are located in the Records Reconstruction Branch office area. Search requests pertaining to these records are serviced by OR technicians in NRPMR-O.
- b. **Determining if organizational records should be searched.** In order to decide whether the contents of an organizational record may assist in responding to a reference service request, an Organizational Records Information Sheet is provided in [fig. 14.](#) The information sheet lists the organizational records that are most commonly used in the records reconstruction process. In addition, the information sheet shows the kinds of information found in the various organizational records, and the information that is needed in order to conduct a search of these records.

**NOTE:** OR searches shall be requested only if sufficient information is available to conduct a search. The period of time to be searched shall be limited to not more than three months and the organizational designation must be more complete than just the regiment or division level organization.

- c. **Requesting a search of organizational records.** To request a search of organizational records, correspondence personnel shall use NA Form 13105. (See [fig. 15.](#)) Route the original and one copy of NA Form 13105 to NRPMR-O. A third copy of the form shall be placed in the IBR file when a "B" or "R" record is available.

**NOTE:** All requests for OR searches will be returned to the technician who made the request, whether or not a record is attached to the case, except for VA Forms 3101, Request for Information, as described in [subpar. 14d](#), below.

- d. **Referring inquiries to NRPMR-O.** OR searchers are responsible for responding directly to VA Forms 3101 when:
- the request is for medicals only

- the medical records are not available and
- a completed NA Form 13055, Request for Information to Reconstruct Medical Data, is attached

Under these circumstances, the correspondence technician shall route the request to NRPMR-O using NA Form 13098, NPRC Routing Slip, and report the case as an IBR.

**15. *Combining the use of internal sources of information in the records reconstruction process.***

- Initial steps.*** Specific steps shall be taken by correspondence personnel in order to utilize internal sources of information to the maximum extent. When available and appropriate, the auxiliary registry file records (QM/QT) shall be used according to the procedures and conditions prescribed in pars. [6](#) and [7](#).
- Negative FARS and BIRLS responses.*** When both the FAR and the BIRLS response are negative, or the BIRLS response is negative with the QM/QT records NOT FOUND or inappropriate to use for reconstruction purpose, specific steps shall be taken in order to utilize other internal sources of information. In order to assist correspondence personnel in their reconstruction efforts, Decision Logic Tables (DLT's) are provided in figs. [16](#) and [17](#).

**NOTE:** [Fig. 16](#) refers to enlisted personnel and [fig. 17](#) refers to officers.

---

---

# INVESTIGATION REPORTS

---

The basic provisions for the Privacy Act, as it applies to military and civilian records at NPRC, are to provide safeguards for an individual against an invasion of personal privacy by—

- Permitting the individual to determine what records pertaining to him/her are maintained.
- Permitting the individual to prevent records pertaining to him/her from being used or made available for purposes other than the purpose for which they were created, and
- Permitting the individual to gain access to his/her records, to have copies made of all or any portion thereof, and to correct or amend such records.

Under the Privacy Act, agencies may exempt certain types of records from certain provisions of the Act. However, the system of records must specifically exempt a category or type of records in order to prevent its disclosure. Investigative material compiled for law enforcement purposes is exempt from the Privacy Act. If investigative reports are found in the military service record, they are not releasable. Requesters should be referred to:

## Coast Guard, Air Force, Marine Corps, and Navy

 [\[00094\]](#)

National Archives and Records Administration  
Archives 1 Reference Services Branch (RDT1)  
700 Pennsylvania Avenue, NW  
Washington, DC 20408-0001

## Army

[\[00151\]](#)

Criminal Investigation Division  
ATTN: Army Crime Records Center  
6010 Sixth Street  
Fort Belvoir, VA 22060

---

**Source:** [NPRC 1864.102](#) and Directory of Military Personnel and Related Records

---

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.72B  
June 15, 1994

**SUBJECT: Issuance and reissuance of original discharge and retirement certificates**

1. **Purpose.** This memorandum transmits instructions for handling requests for the issuance and reissuance of original discharge and retirement certificates.
2. **Cancellation.** This memorandum cancels NPRC 1865.72A and fig. 27 of NPRC 1865.69, Miscellaneous inquiries not covered in individual memorandums.
3. **Reason for revision.** This memorandum is revised to update addresses and procedures used in handling requests for the issuance and reissuance of original discharge certificates; and to include instructions for the issuance and reissuance of retirement certificates.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in correspondence operations.
5. **Instructions.** Instructions for processing requests for issuance or reissuance of original discharge and retirement certificates are contained in the Attachment.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13008, Loan or Transfer of Records  
NA Form 13018, Reply to Inquiry (NCP)  
NA Form 13044, Reply Concerning Military Records  
NA Form 13051, Transmittal  
NA Form 13053, NPRC Acknowledgement/Referral  
NA Form 13085, Armed Forces Discharge Certificate Worksheet  
SF 180, Request Pertaining to Military Records  
DD Form 256 series, Honorable Discharge Certificate  
DD Form 257 series, General Discharge Certificate  
DD Form 363 series, Certificate of Retirement  
NGB Form 22, Report of Separation and Record of Service

DAVID L. PETREE  
Director

---

**ATTACHMENT**

1. **General.** Original discharge certificates are only issued/reissued by NPRC under specific circumstances. If it can be determined, with reasonable assurance, that an original discharge certificate was issued to the veteran at the time of discharge from the military service, then process the request in accordance with the procedures outlined in the latest revision of [NPRC 1865.51](#), Request for replacement of separation document. Before issuing a discharge certificate, the requester must state that the original discharge certificate was NEVER received. [Fig. 1](#) provides background information on discharge certificates.

**NOTE:** Air Force Reference Branch does not issue discharge certificates unless the original is found in the record (see [par. 3](#) and [NPRC 1865.51](#)).

2. **Authorized requesters.** A request for issuance or reissuance of an original discharge certificate is considered for action if it is from the veteran or the surviving spouse. If a request is received from other than the authorized requesters, return the request using NA Form 13044, Reply Concerning Military Records. Check the block that indicates that discharge certificates or certificates in lieu are only issued to the veteran or surviving spouse.
3. **Original discharge certificate in record.** In processing any request for issuance or reissuance of a discharge certificate, if the original certificate is found in the record, furnish this, provided of course the requester is eligible to receive it.
4. **Insufficient time elapsed for certificate to have reached veteran.** Always consider whether there has been sufficient time for the certificate to have been prepared and to have reached the veteran. If not, advise the requester of the date of discharge and state that if the certificate is not received within the next 60 days to complete [Standard Form 180, Request Pertaining to Military Records](#). Furnish a blank [SF 180](#).
5. **Action.** If it is determined that the issuance or reissuance of an original discharge certificate is appropriate, then follow the procedures in the attached figures. [Fig. 2](#) provides a table for determining the action for these requests. [Fig. 3](#) provides instructions for completing discharge certificates.
6. **Type of discharge certificates.** DD Form 256, Honorable Discharge Certificate, and DD Form 257, General Discharge Certificate, are the only two types issued or reissued by NPRC. These two documents are used for both officer and enlisted personnel. The service record indicates the type of discharge to which the person is entitled. (See latest revision of [NPRC 1865.3](#), Reference service source document guides.) If the veteran received an OTH discharge, return inquiry using NA Form 13018, Reply to Inquiry (NCP), and state, "The Armed Forces do not issue discharge certificates to individuals who received a (*type of discharge*)."
7. **Use of NA Form 13085, Armed Forces Discharge Certificate Worksheet.** This form is intended for use when the certificate is typed by someone other than the person who extracts the information from the record. Aside from that, it may be used on an optional basis.
8. **Requests for DD Form 363, Certificate of Retirement.**
  - a. **Air Force.** Using NA Form 13051, Transmittal, forward requests to AFMPC/DPM (DOA1 for enlisted members and DOO1 for officers), Randolph AFB, TX. Attach a copy of the retirement orders. **DO NOT send the records.** Notify the requester of the referral using NA Form 13053, NPRC Acknowledgement/Referral. If the request is from a retired reservist, forward request along with copy of the retirement orders to ARPC, Denver, CO, using NA Forms 13051 and 13053, as previously described.
  - b. **Navy.** The Department of the Navy no longer reissues retirement certificates. Respond to the requester using NA Form 13018. Attach copies of the record service pages showing retirement date and write the following statement:  
  
"The Department of the Navy does not issue replacement Retirement Certificates. Attached are copies of service record pages showing date of retirement."
  - c. **All others.** Using NA Form 13008, Loan or Transfer of Records, forward the request and records to the appropriate address as shown below. Notify the requester of the referral using NA Form 13053. Under remarks write:

"Request for Certificate of Retirement."

- Army: → **ARPERSCOM (PSP-T)** ←
- Marine Corps: Commandant, USMC, Quantico, VA
- Coast Guard: Commandant, USCG, Washington, DC

Figure 1: **Background information on discharge certificates**

## BACKGROUND INFORMATION ON DISCHARGE CERTIFICATES

1. **Background.** Although military discharge certificates are, as a rule, issued at time of discharge, a great many individuals for various reasons have left the service without receiving one. This accounts for the occasional receipt in NPRC of requests for issuance of original discharge certificates. To a far greater extent, the Center is called upon to **REISSUE** discharge certificates because of correction of character of discharge or because of other corrections in the record. Such corrections must first be approved by the proper military authorities, who then issue a directive or notification which comes to NPRC as authority to effect the change in the record, and in some cases, to reissue the discharge certificate. Discharge certificates may be reissued for any of the following, but not all inclusive, reasons:

- a. **Name.** To show correct name when entirely different from the name recorded on the records and the original separation document.
- b. **Character of discharge.** When a military Discharge Review Board or Board of Correction authorizes a change in character of discharge.
- c. **Numerous errors.** When the original certificate contains numerous errors.
- d. **Removal of derogatory remarks.** When the request is for removal of certain entries from the original certificate that should not have been included, such as remarks concerning medical information or specific reason for the discharge when it is uncomplimentary.

### 2. **Periods when discharge certificates were NOT issued.**

- a. **Eligibility to receive.** It is known that the following service members, though eligible, did NOT receive discharge certificates:
  - **Army.** Some WWI officers whose service was terminated by resignation; officers who held inactive temporary AUS commissions which were terminated April 1, 1953, "by operation of law;" and some of the officer and enlisted personnel of the Army Reserve.
  - **Navy.** Enlisted members during the periods November 1, 1916 to June 5, 1925, and November 17, 1942 to July 1, 1947, if they reenlisted immediately in the Navy.
  - **Marine Corps.** Reserve officers during WWII period discharged to enlist in the Regular Marine Corps; and enlistees in the Reserves who accepted a discharge to enlist in the Regular Marine Corps during the years 1952 - 1953.

b. **NOT eligible to receive.** Prior to February 1, 1948, Naval officers were not "discharged" in the sense of being awarded a formal certificate. Also, Naval officers separated by dismissal pursuant to sentence of a General Courts-Martial are not entitled to a certificate of discharge. (See [NPRC 1865.51.](#))

Figure 2: **Table for determining response to request for discharge certificate**

R U L E	IF	THEN
1	<b>Service person was properly entitled to a discharge certificate, but for some reason one was never issued:</b>	
	a. Air Force:	Forward the request and record to AFPC/DPPRSO, Randolph AFB, TX. Use NA Form 13008, checking appropriate address block.
	b. Army:	Prepare discharge certificate (see <a href="#">Fig. 3</a> )
	c: Navy:	
	(1) Enlisted members	Prepare discharge certificate. (see <a href="#">Fig. 3</a> )
	(2) Officers	Checking appropriate address block on NA Form 13008, forward request and record to NMPC, Attn: 313D, Wash., DC.
	d. Marine Corps	Prepare discharge certificate. (see <a href="#">Fig. 3</a> )

	e. Coast Guard	Checking appropriate address block on NA Form 13008, forward request and record to Commandant, USCG, Wash., DC.
2	<b>Reservist claims nonreceipt of certificate after reserve obligation is completed:</b>	
	a. Air Force:	Forward request and record to Air Force Liaison
	b. Air National Guard:	Furnish NGB 22, Report of Separation and Record of Service. If receive second request, refer requester to Adjutant General's office in the state in which served.
	c. Army:	Prepare discharge certificate.
	d. Navy:	
	(1) Enlisted members	Prepare discharge certificate.
	(2) Officers	See <a href="#">rule 1c(2)</a> .
	e. Marine Corps:	Prepare discharge certificate.
	f. Coast Guard:	See <a href="#">rule 1e</a> .
3	<b>Corrective</b>	



	<b>action</b> (See <a href="#">Fig. 1</a> ):	
	a. Air Force:	See <a href="#">rule 1a</a> .
	b. Army:	Reissue discharge certificate
	c. Navy:	
	(1) Enlisted members	Reissue discharge certificate.
	(2) Officers	See <a href="#">rule 1c(2)</a> .
	d. Marine Corps:	Reissue discharge certificate. <b>NOTE:</b> Type the word, "DUPLICATE" in the lower lefthand corner of the certificate.
	e. Coast Guard:	See <a href="#">rule 1e</a> .

Figure 3: **Instructions for completing discharge certificates** (Part 1 of 4)

## INSTRUCTIONS FOR COMPLETING DISCHARGE CERTIFICATES

1. **General.** Discharge certificates are prepared in original only. No punctuation is to be used on these forms. When discharge certificates are reissued because of some corrective action, type in CAPS, "CORRECTED COPY" in the center of the top margin.
2. **Army, DD Forms 256A or 257A.** (See [part 2, this fig.](#)) Prepare these documents in the following manner:
  - a. **First line.** Center service member's full name in CAPS, service number or social security number, as appropriate, rank or grade, and service component.

- b. **Second line.** Day, month, and year of discharge are entered in the appropriate spaces.
  - c. **Third line.** These documents are preprinted and presigned with the appropriate Army official's name.
3. **Navy, DD Forms 256N or 257N.** (See [part 3, this fig.](#)) Prepare these documents in the following manner:
  - a. **First line.** Center service member's full name in CAPS, service or social security number, as appropriate, rank, and service component (USN or USNR).
  - b. **Second line.** [Same as 2b. above.](#)
  - c. **Third line.** Navy Liaison Officer's name and rank in CAPS.
  - d. **Signature.** Forward to Navy Liaison Office for signature.
4. **Marine Corps, DD Forms 256MC or 257MC.** (See [part 4, this fig.](#)) Prepare these documents in the following manner:
  - a. **First line.** Center service member's rank, full name in CAPS, and service number or social security number, as appropriate.
  - b. **Second line.** [Same as 2b. above.](#)
  - c. **Third line.** Marine Corps Liaison Officer's name and rank in CAPS.
  - d. **Signature.** Forward to Marine Corps Liaison Office for signature.
  - e. **Reissuance.** If certificate is being reissued, type the word "DUPLICATE" in the lower left hand corner.

**FIGURE 1: GUIDE FOR PROCESSING COMPUTER-GENERATED VA FORM 3101 REQUESTS**

ITEMS FOR FORM 3101 COMPLETED BY DEPT. OF VETERANS AFFAIRS				BASIC RULES
(Type of claim)	ITEM 12 (Separation forms on file)	(Data requested)	APPLICABLE BASIC RULES	
A	B	C	D	
DISABILITY	YES	SERVICE	3, 4, 11, 12	
" " " "	NO	"	18, or 1, 2, 3, 4, 11	
" " " "	YES or NO	MEDICAL	11, 13	
PENSIONS	YES	SERVICE	3, 5, 6, 9, 11	
" " " "	NO	"	1, 2, 3, 5, 6, 9, 11	
" " " "	YES or NO	MEDICAL	11,13	
DEATH	YES	SERVICE	3, 4, 6, 11, 12	
" " " "	NO	"	1, 2, 3, 4, 6, 11	

1. Verify items 1, 2, and 10 (if applicable).
2. Verify items 6 through 9. See rules 1 through 13 in figure 3 for detailed instructions.
3. If continuous periods of service ended under conditions OTH, show latest date eligible for complete separation. See rule 14 in figure 3.
4. If veteran entered active service between 11/12/18 and 4/1/20, inclusive, and did not have prior active service during WWI, state whether or not veteran served in Russia. See rule 15, figure 3.
5. Furnish 90-day statement. See rule 17 in figure 3.
6. If veteran had less than 90 days total active wartime service, furnish reason for separation. See rule 17c in figure 3.

" " " "	YES or NO	MEDICAL	11, 13
BURIAL	YES	SERVICE	3, 4, 8, 11, 12
" " " "	NO	"	1, 2, 3, 4, 8, 11
" " " "	YES or NO	MEDICAL	11, 13
BODY HELD	YES	SERVICE	3, 4, 8, 10, 11
" " " "	NO	"	1, 2, 3, 4, 8, 10, 11
" " " "	YES or NO	MEDICAL	11,13
HOSP. OR DOMICILIARY	YES	SERVICE	3, 4, 8, 11, 12
" " " "	NO	"	1, 2, 3, 4, 8, 11
" " " "	YES or NO	MEDICAL	11, 13
DENTAL	YES	SERVICE	3, 4, 11, 12
" " " "	NO	"	1, 2, 3, 4, 11

- 7. Furnish reason for separation from active duty.
- 8. If veteran had peacetime service only, show reason for separation. If separation by reason of disability, show line of duty and disease or injury.
- 9. Furnish date of birth or age at time of entrance on active duty.
- 10. Furnish latest home address.
- 11. Furnish information and/or records requested in item 20. (See rules 14 thru 18 in figure 3 for instructions on eligibility for complete separation, travel time, 90-day statement, Russian service, and service in Moro Province.)
- 12. If VA has not indicated in item 20 what is needed, and if nothing is to be automatically furnished in relation to the entry in the "Type of Claim" block, ask VA to specify what is needed.
- 13. Furnish all available medical records, including dental records and physical examinations. See

" " " "	YES or NO	MEDICAL	11, 13
INSURANCE WAIVER	YES	SERVICE	3, 4, 11, 12
" " " "	NO	"	1, 2, 3, 4, 11
" " " "	YES or NO	MEDICAL	11, 13
INSURANCE CLAIM	YES	SERVICE	11, 12
" " " "	NO	"	1, 11, 14
" " " "	YES or NO	MEDICAL	11, 13
INSURANCE APPLICATION	YES	SERVICE	11, 12
" " " "	NO	"	1, 2, 7, 11
" " " "	YES or NO	MEDICAL	11, 13
EDUCATION	YES	SERVICE	11, 12
" " " "	NO	"	1, 11, 15
" " " "	YES or NO	MEDICAL	11, 13

rules 19 thru 23 in figure 3.

- 14. Furnish character of separation for last period of service only. Also furnish reason for separation from last period of service when reports of physical examinations are not furnished.
- 15. Furnish copy of DD Form 214 from each period of service extending beyond Jan. 31, 1955, (or as requested). Show copy as an enclosure to VA 3101. (When an extra copy of DD 214 is on file, send it to VA.) Do not enclose DD 214 in a VA envelope unless some other records are also being sent.
- 16. Verify items 1, 3, 7, 8, 9, 10, and 11 on VA Form 3101.
- 17. Furnish any copies of previously verified VA Forms 3101.
- 18. When information sought can be provided by furnishing a copy of each separation document, send a copy Instead of verifying data on VA Form 3101. Show copy as an enclosure in the reply portion of the

LOANS	YES	SERVICE	11, 12
" " " "	NO	"	1, 2, 11
" " " "	YES or NO	MEDICAL	11, 13
UNEMPLOYMENT	YES	SERVICE	3, 11, 12
" " " "	NO	"	1, 3, 11
" " " "	YES or NO	MEDICAL	11, 13
REBUILT FOLDER	YES	SERVICE	11, 16, 17
" " " "	NO	"	11, 16, 17
" " " "	YES NO	MEDICAL	11, 13
JOBS BILL	YES	SERVICE	11,12
" " " "	NO	"	1, 11, 15
" " " "	YES NO	MEDICAL	11, 13

VA Form 3101.  
 (When an extra copy of separation document is on file, send it to VA.)  
 Do not enclose document in a VA envelope unless some other records are also being sent.

UNCLAS

FROM: HQ AFPC //DPPP//

TO: AL ALPERSCOM

INFO: AL 8106  
HQ AFPC RANDOLPH AFB TX//DPPPRA//

SUBJECT: KOREAN DEFENSE SERVICE MEDAL (KDSM)

1. IN FEBRUARY 2004, THE DEPARTMENT OF DEFENSE (DOD) APPROVED THE KOREAN DEFENSE SERVICE MEDAL (KDSM) FOR AWARD TO AIR FORCE ACTIVE DUTY, RESERVE, AND GUARD PERSONNEL AS RECOGNITION FOR MILITARY SERVICE IN THE REPUBLIC OF KOREA AND THE SURROUNDING WATERS AFTER 28 JULY 1954 AND ENDING ON SUCH A FUTURE DATE AS DETERMINED BY THE SECRETARY OF DEFENSE. THE FOLLOWING IS CRITERIA FOR AWARD AND PROCEDURES TO CLAIM ENTITLEMENT TO THE KDSM.

2. ELIGIBILITY: INDIVIDUALS MUST HAVE BEEN ASSIGNED, ATTACHED, OR MOBILIZED TO UNITS OPERATING OR SERVING ON ALL THE LAND AREA OF THE REPUBLIC OF KOREA, AND THE CONTINGUOUS WATERS OUT TO 12 NAUTICAL MILES, AND ALL AIRSPACE ABOVE ALL THE LAND AREA OF KOREA AND WATER AREAS. TO BE ELIGIBLE FOR AWARD OF THE KDSM, PERSONNEL MUST HAVE BEEN PHYSICALLY PRESENT IN THE AREAS ABOVE FOR 30 CONSECUTIVE OR 60 NONCONSECUTIVE DAYS, OR MUST MEET ONE OF THE FOLLOWING:

A. BE ENGAGED IN ACTUAL COMBAT DURING AN ARMED ENGAGEMENT, REGARDLESS OF THE TIME IN THE AREAS OF ELIGIBILITY

B. KILLED, WOUNDED, OR INJURED IN THE LINE OF DUTY AND REQUIRED MEDICAL EVACUATION FROM THE AREA OF ELIGIBILITY

C. WHILE PARTICIPATING AS A REGULARLY ASSIGNED AIRCREW MEMBER FLYING SORTIES INTO, OUT OF, WITHIN OR OVER THE AREA OF ELIGIBILITY IN SUPPORT OF MILITARY OPERATIONS. EACH DAY THAT ONE OR MORE SORTIES ARE FLOWN IN ACCORDANCE WITH THESE CRITERIA SHALL COUNT AS 1 DAY TOWARD THE 30 OR 60 DAY REQUIREMENT

D. PERSONNEL WHO SERVE(D) IN OPERATIONS AND EXERCISES CONDUCTED IN THE AREAS OF ELIGIBILITY ARE CONSIDERED ELIGIBLE FOR THE KDSM AS LONG AS THE BASIC TIME CRITERIA IS MET. DUE TO EXTENSIVE TIME PERIOD FOR KDSM ELIGIBILITY, THE NONCONSECUTIVE SERVICE PERIOD FOR ELIGIBILITY REMAINS CUMULATIVE THROUGHOUT THE ENTIRE PERIOD.

3. WEAR: THE KDSM SHALL BE POSITIONED ABOVE THE ARMED FORCES SERVICE MEDAL. ONLY ONE AWARD OF THE KDSM IS AUTHORIZED FOR ANY INDIVIDUAL, REGARDLESS OF THE NUMBER OF DAYS OVER 30/60, TOURS, TDYS, OR DEPLOYMENTS SERVED IN THE AREAS OF ELIGIBILITY. THE KDSM MAY BE AWARDED POSTHUMOUSLY.

4. CLASSIFICATION: ALTHOUGH THE KDSM IS A SERVICE MEDAL, IT DOES NOT PRECLUDE AWARD OF THE OVERSEAS SHORT OR LONG TOUR RIBBONS. ADDITIONALLY, IT DOES NOT PREVENT OR COUNT AGAINST AWARD OR RECEIPT OF INDIVIDUAL DECORATIONS, DOD/AF CAMPAIGN OR SERVICE MEDALS. AWARD OF THE KDSM DOES NOT PREVENT AWARD OF OTHER TYPES OF RECOGNITION NORMALLY ASSOCIATED WITH DEPLOYMENT OR PERMANENT CHANGE OF ASSIGNMENT OF STATION. THE KDSM WILL NOT HAVE ANY ASSOCIATED PROMOTION POINTS UNDER THE WEIGHTED AIRMAN PROMOTION SYSTEM.
5. AVAILABILITY: THE INITIAL KDSM WILL BE ISSUED TO AIR FORCE ACTIVE DUTY, RESERVE, AND GUARD PERSONNEL BY THEIR SERVICING MPFS UPON AVAILABILITY. HOWEVER, IF DESIRED, MEMBERS MAY PURCHASE THE MEDAL AT THEIR OWN EXPENSE THROUGH AAFES. THE KDSM WILL BE AVAILABLE VIA AAFES WITHIN APPROXIMATELY 3 - 6 MONTHS (: NSN 8455-01-512-7138)
6. AFPC/MPF RESPONSIBILITY: AFPC WILL PERFORM A BATCH UPDATE IN MILPDS, ONCE THE UPDATE CODE IS AVAILABLE IN THE FALL 2004, TO UPDATE THE KDSM TO AIR FORCE ACTIVE DUTY, RESERVE, AND GUARD PERSONNEL WHO HAVE BEEN CREDITED WITH AN OVERSEAS SHORT TOUR TO KOREA. AFTER THE UPDATE HAS BEEN COMPLETED BY AFPC, WE WILL INFORM THE MPFS THE UPDATES HAVE BEEN COMPLETED. THE MPFS WILL ADVISE THEIR BASE POPULACE AND INFORM MEMBERS TO CHECK THEIR DECORATIONS VIA THE VMPF. IF A MEMBER BELIEVES THEY ARE ENTITLED TO THE KDSM AND IT WAS NOT UPDATED BY AFPC, THE CUSTOMER WILL CONTACT THE AIR FORCE CONTACT CENTER AT DSN 665-5000, OR 1-800-616-3775. THE MEMBER MUST PROVIDE DOCUMENTATION (TDY ORDER/TRAVEL VOUCHER, OPR/EPR/LOE, OR DECORATION CITATION SHOWING LOCATION AND DURATION OF SERVICE IN KOREA) TO THE AIR FORCE CONTACT CENTER TO VERIFY ELIGIBILITY FOR THE KDSM. AFTER VERIFYING ELIGIBILITY, THE CONTACT CENTER WILL UPDATE THE AWARD AND NOTIFY THE MEMBER TO CHECK THEIR DECORATIONS VIA VMPF. THE MILPDS UPDATE CODE FOR THE KDSM IS PROJECTED TO BE "KD" AND IS SCHEDULED TO BE AVAILABLE IN THE FALL 2004.
7. AIR FORCE ACTIVE DUTY, RESERVE, AND GUARD PERSONNEL RESPONSIBILITY: IF THE BATCH UPDATE IN MILPDS DID NOT UPDATE THE KDSM, THESE INDIVIDUALS MUST REQUEST UPDATE OF THE KDSM THROUGH THE AIR FORCE CONTACT CENTER. USING THE PROCEDURS IDENTIFIED IN PARA 6 ABOVE. TO PROVE ENTITLEMENT, EACH INDIVIDUAL MUST PROVIDE DOCUMENTATION (TDY ORDER/TRAVEL VOUCHER, OPR/EPR/LOE, OR DECORATION CITATION) SHOWING LOCATION AND DURATION OF SERVICE IN KOREA.
8. AIR FORCE VETERANS, RETIREES, OR THEIR NEXT OF KIN RESPONSIBILITY: REQUEST FOR AWARD OF THE KDSM MUST BE SUBMITTED TO THE NATIONAL PERSONNEL RECORDS CENTER (NPRC), WWW.ARCHIVES.GOV, IN ST. LOUIS, MO. NPRC'S ADDRESS IS: NATIONAL PERSONNEL RECORDS CENTER, 9700 PAGE AVENUE, ST. LOUIS, MO 63132-5100. REQUESTS SHOULD INCLUDE DOCUMENTS CLEARLY PROVING SERVICE AND DATES IN KOREA, SUCH AS TDY/PCS ORDERS, PERFORMANCE REPORTS, LETTER OF EVALUATIONS, FLIGHT RECORDS, DECORATION CITATION, RECORD REVIEW RIP, MEDICAL DOCUMENTS, OR DD FORM 214 (DISCHARGE FORM).
9. AIR FORCE RESERVE/GUARD VETERANS, RETIREES, AND NEXT OF KIN



RESPONSIBILITY: REQUEST FOR AWARD OF THE KDSM FROM RESERVE/GUARD VETERANS AND RETIREES UNDER THE AGE OF 60 MUST BE SUBMITTED TO HQ AIR RESERVE PERSONNEL CENTER (ARPC), 6760 IRVINGTON PLACE 4000, DENVER CO 80280-4000. REQUESTS FROM RESERVE/GUARD VETERANS/RETIREES OVER THE AGE OF 60 AND NEXT-OF-KIN OF DECEASED RESERVE /GUARD VETERANS/RETIREES MUST BE SENT TO THE NATIONAL PERSONNEL RECORDS CENTER, 9700 PAGE AVENUE, ST LOUIS MO 63132-5100. REQUESTS SHOULD INCLUDE DOCUMENTS, IF AVAILABLE, CLEARLY PROVING SERVICE AND DATES IN KOREA, SUCH AS TDY/PCS ORDERS, PERFORMANCE REPORTS, LETTER OF EVALUATIONS, FLIGHT RECORDS, DECORATION CITATION, RECORD REVIEW RIP, MEDICAL DOCUMENTS, OR DD FORM 214 (DISCHARGE FORM).

10. NATIONAL PERSONNEL RECORDS CENTERS RESPONSIBILITY: NPRC WILL USE DOCUMENTS SUCH AS TDY/PCS ORDERS, PERFORMANCE REPORTS, LETTER OF EVALUATIONS, FLIGHT RECORDS, DECORATION CITATION, RECORD REVIEW RIP, MEDICAL DOCUMENTS, OR DD FORM 214 (DISCHARGE FORM) TO VERIFY INDIVIDUALS SERVICED IN KOREA. ONCE ENTITLEMENT HAS BEEN VERIFIED, NPRC WILL UPDATE THE KDSM TO THE DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY.

11. AIR FORCE ACTIVE DUTY, RESERVE, AND GUARD PERSONNEL SHOULD ADDRESS QUESTIONS/COMMENTS TO THE CONTACT CENTER AT DSN 665-5000, OR 1-800-616-3775. RESERVE/GUARD VETERANS AND RETIREES UNDER THE AGE OF 60 SHOULD ADDRESS QUESTIONS TO HQ AIR RESERVE PERSONNEL CENTER AT (303) 679-6134. RESERVE/GUARD VETERANS/RETIREES OVER THE AGE OF 60 AND NEXT-OF-KIN OF DECEASED RESERVE /GUARD VETERANS/RETIREES SHOULD ADDRESS QUESTIONS TO THE NATIONAL PERSONNEL RECORDS CENTER CUSTOMER SERVICE CENTER AT (314) 801-0800. MPFS SHOULD CONTACT THEIR MAJCOM COUNTERPARTS TO RESOLVE OR ADDRESS QUESTIONS/COMMENTS OR OBTAIN ADDITIONAL INFORMATION. MAJCOMS MAY ADDRESS QUESTIONS OR CONCERNS ON THIS MESSAGE TO HQ AFPC/DPPRA, DSN 665-2516/2520.

---

DTG 9 FEB 04

FROM: HQ, HRC USA//AHRC-PDO-PA//

TO: AIG 7406

INFO: ARSTAF  
COMCFLCC DOHA KUWAIT KU//C1//  
COMUSARCENT-CDRUSATHIRD FT MCPHERSON GA//AFRD-PA//  
CDRFORSCOM FT MCPHERSON GA//AFAG-PSS-S//  
USCINCENT MACDILL AFB FL//CCJ1-MPSA//  
HQ, HRC USA//AHRC-PDO-PA//

UNCLASSIFIED

SUBJECT: KOREA DEFENSE SERVICE MEDAL (KDSM) - IMPLEMENTING INSTRUCTIONS

- A. AR 600-8-22, MILITARY AWARDS, DATED 25 FEB 95.
- B. DOD 1348-33, MANUAL OF MILITARY DECORATIONS AND AWARDS.
- C. SECTION 543, 2003 NATIONAL DEFENSE AUTHORIZATION ACT.
  1. THE SECRETARY OF DEFENSE APPROVED THE IMPLEMENTING INSTRUCTIONS AND CRITERIA FOR THE KDSM ON 3 FEB 04.
  2. THE KOREA DEFENSE SERVICE MEDAL (KDSM) IS AUTHORIZED TO MEMBERS OF THE ARMED FORCES WHO HAVE SERVED ON ACTIVE DUTY IN SUPPORT OF THE DEFENSE OF THE REPUBLIC OF KOREA FROM 28 JULY 1954 TO A DATE TO BE DETERMINED. THE AREA OF ELIGIBILITY ENCOMPASSES ALL LAND AREA OF THE REPUBLIC OF KOREA, AND THE CONTIGUOUS WATER OUT TO 12 NAUTICAL MILES, AND ALL AIR SPACES ABOVE THE LAND AND WATER AREAS.
  3. EFFECTIVE 3 FEB 04, THE OVERSEAS SERVICE RIBBON (OSR) IS NO LONGER AUTHORIZED FOR OVERSEAS TOURS IN THE REPUBLIC OF KOREA. A SEPARATE MESSAGE WILL BE TRANSMITTED ADDRESSING PREVIOUS AWARDS OF THE OSR FOR NORMAL OVERSEAS TOURS IN THE REPUBLIC OF KOREA AND THE ARMED FORCES EXPEDITIONARY MEDAL (AFEM) FOR SERVICE IN THE REPUBLIC OF KOREA FROM 1 OCT 66 TO 30 JUN 74.
  4. CRITERIA. SERVICE MEMBERS MUST HAVE BEEN ASSIGNED, ATTACHED, OR MOBILIZED TO UNITS OPERATING IN THE AREA OF ELIGIBILITY FOR 30 CONSECUTIVE OR FOR 60 NONCONSECUTIVE DAYS, OR MEET THE FOLLOWING CRITERIA:
    - (A) BE ENGAGED IN COMBAT DURING AN ARMED ENGAGEMENT, REGARDLESS OF THE TIME IN THE AREA OF ELIGIBILITY.
    - (B) IS WOUNDED OR INJURED IN THE LINE OF DUTY AND REQUIRES

## MEDICAL EVACUATION FROM THE AREA OF ELIGIBILITY.

(C) WHILE PARTICIPATING AS A REGULARLY ASSIGNED AIR CREWMEMBER FLYING SORTIES INTO, OUT OF, OR WITHIN THE AREA OF ELIGIBILITY IN DIRECT SUPPORT OF MILITARY OPERATIONS. EACH DAY THAT ONE OR MORE SORTIES ARE FLOWN IN ACCORDANCE WITH THESE CRITERIA SHALL COUNT AS ONE DAY TOWARD THE 30 OR 60-DAY REQUIREMENT.

(D) PERSONNEL WHO SERVE IN OPERATIONS AND EXERCISES CONDUCTED IN THE AREA OF ELIGIBILITY ARE CONSIDERED ELIGIBLE FOR THE AWARD AS LONG AS THE BASIC TIME CRITERIA IS MET. DUE TO EXTENSIVE TIME PERIOD FOR KDSM ELIGIBILITY, THE NONCONSECUTIVE SERVICE PERIOD FOR ELIGIBILITY REMAINS CUMULATIVE THROUGHOUT THE ENTIRE PERIOD.

5. THE KDSM MAY BE AWARDED POSTHUMOUSLY TO ANY SOLDIER WHO LOST HIS/HER LIFE WITHOUT REGARD TO LENGTH OF SUCH SERVICE.

6. ONLY ONE AWARD OF THE KDSM IS AUTHORIZED FOR ANY INDIVIDUAL.

7. IN ORDER OF PRECEDENCE THE KDSM WILL BE WORN BELOW THE GLOBAL WAR ON TERRORISM SERVICE MEDAL (GWOTSM) AND ABOVE THE ARMED FORCES SERVICE MEDAL (AFSM).

8. USA HRC - ALEXANDRIA WILL COMPLETE A ONE-TIME TOP LOAD TO PERSONNEL SYSTEMS TO ADD THE KDSM TO ACTIVE DUTY SOLDIER'S PERSONNEL RECORDS WHO HAVE COMPLETED THEIR OVERSEAS SERVICE TOURS BEFORE 3 FEB 04. MILITARY PERSONNEL DIVISIONS/PERSONNEL SERVICE COMPANIES WILL UPDATE PERSONNEL QUALIFICATION RECORDS OF QUALIFIED SOLDIERS WHO COMPLETE THEIR TOURS ON OR AFTER 4 FEB 04 USING THIS MESSAGE AS AUTHORITY. AUTHORIZED ABBREVIATION USED TO ANNOTATE SECTION VIII OF THE ORB AND ITEM 9 OF THE DA FORM 2-1, AND SUBMISSIONS CODE TO UPDATE THE OMPF ARE AS FOLLOWS:

DECODE	DATA CODE	ITEM 9, 2-1/ORB NSN	
KDSM	KM	KDSM	8455-01-512-7138

9. IAW PARAGRAPH 1-44, AR 600-8-22, COMMANDERS MAY SUBMIT REQUISITIONS FOR AVAILABLE MEDALS THROUGH NORMAL SUPPLY CHANNELS. MEDALS WILL BE AVAILABLE IN THE SUPPLY SYSTEM BY MAY 04. THE NSN IS PROVIDED ABOVE.

10. APPROPRIATE ENTRY WILL BE MADE ON THE DD FORM 214 (ITEM 13) TO ADD AWARD OF THE KDSM.

11. REQUESTS FOR AWARD OF THE KDSM TO VETERANS, RETIREES, OR THEIR NEXT OF KIN WILL BE SUBMITTED TO THE NATIONAL PERSONNEL RECORDS CENTER (NPRC), WWW.ARCHIVES.GOV, IN ST. LOUIS, MO. NPRC'S ADDRESS IS: NATIONAL PERSONNEL RECORDS CENTER, 9700 PAGE AVENUE, ST. LOUIS, MO 63132-5100. REQUESTS WILL INCLUDE DOCUMENTS SUPPORTING SERVICE IN KOREA FROM 28 JULY 1954 TO DATE TO BE DETERMINED. NPRC WILL ADD THE KDSM TO THE DD FORM 214 BY ISSUING A DD FORM 215 (CORRECTION TO DD

FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY).

12. MEMBERS OF THE ARMY RESERVE AND NATIONAL GUARD SHOULD CONTACT THEIR CURRENT RECORDS CUSTODIAN TO HAVE THEIR RECORDS UPDATED.

13. POINTS OF CONTACT FOR THIS MESSAGE ARE MS. HARRIS DSN 221-4761, COMM (703) 325-4761 AND SSG MIZNER AT DSN 221-9171 OR COMM (703) 325-9171.

---

---

# Key to Korean Casualty File

---

**Disposition****Subject:** Korean War Casualty File**To:** Dir Adm Svc Dir, TAGO**From:** CG, USADATCOM**Date:** 22 JAN 1965**Attn:** AGAR**Comment 1:** (Mr. Reed/mlm/74564)

1. During the month of April 1964, a representative of the Comptroller, TACO conducted a general management survey of the Data Preparation Branch, Data Processing Division, USADATCOM. The survey report subsequently received from that official included a recommendation that action be taken to convert the punched card file of Korean War casualties to magnetic tape. The objective of this recommendation was to dispose of a relatively inactive file of approximately 110,000 punched cards.
2. In response to that recommendation, a plan was developed to convert the card file to two identical magnetic tape records sequenced alphabetically by state, county within state, and within country. This sequencing of data was dictated by past experience indicating that future research activity would be based largely on requests from the general public for name listings by state and country of residence. The plan included provisions for (1) destruction of the card file, (2) retention of one tape by USADATCOM for a five-year period, and (3) shipment of the second tape, together with a listing, to the Army Records Center, St. Louis, Missouri. This plan was concurred in by Mr. Ollon D. McCool during a telephone conversation with Mr. Linto Reed, of this Command, on or about 20 July 1964.
3. Pursuant to that verbal agreement, a magnetic tape record and listing of the Korean War casualties are inclosed for storage at the Army Records Center. The listing (three volumes) is arranged in the same sequence as the tape record with each state beginning on a new page. Individual items of information contained in each casualty record are printed in separate columns. A key to the column headings, record format, and codes printed on the listing is also inclosed to facilitate its use as a source of historical information.

**FOR THE COMMANDER:****J. M. GARDNER**

Colonel, AGC

Deputy Commander

---

**Subject:** Korean War Casualty File**To:** CO, USARCEN**From:** Chief, Rec Mgt Div, TAGO**Date:** 10 FEB 1965**Attn:** AGAR**Comment 2:** (Mr. Gordon/52010/bap)

1. The material discussed in paragraph 3, comment 1, is forwarded for retention in USARCEN.
2. Representatives of Staff Support Division, TAGO, have examined the inclosed material and determined it would not be useful for answering inquiries for casualty statistical information. Staff Support Division utilizes other sources for answering casualty statistical inquiries routed to that activity for action in accordance with TAGO Mail Routing Manual.

OLLON D. McCOOL  
Chief, Records Management Division, TAGO

---

# KOREAN CASUALTY FILE

## Contents

[Key to Column Headings](#)

[Record Format](#)

[Mock up of a sample Korean Casualty File -Alphabetic List](#)

[Type of Casualty and Detail Codes](#)

[Casualty Group Codes](#)

[Place of Disposition Codes](#)

[Grade and Grade Codes](#)

[Branch of Service Codes](#)

[Place of Casualty](#)

[Date of Casualty](#)

[State of Residence Codes](#)

[Date of Disposition](#)

[Race Code](#)

[Racial Group Code](#)

[Service Number Prefix](#)

[Line of Duty Code](#)

[Disposition of Evacuation Code](#)

[Component Codes](#)

---

## Key to Column Headings

<b>HEADING</b>	<b>ITEM DESCRIPTION</b>
----------------	-------------------------

Name	Name
SVCNO	Service Prefix and Number
GR	Grade
C	Grade Code
BR	Branch
PL	Place of Casualty
DTCAS	Date of Casualty
ST	State of Residence
CO	County of Residence
TY	Type of Casualty
D	Detail Code
G	Group Code
PD	Place of Disposition
DTDIS	Date of Disposition
YB	Year of Birth (Death Only)
MOS	Military Occupational Specialty
TPSN	Troop Program Sequence Number
EL	Element Sequence
UNIT	Unit Number
R	Race
K	Component
L	Line of Duty
E	Disposition of Evacuations

## Record Format

<u>ITEM DESCRIPTION</u>	<u>RECORD POSITION</u>	<u>CODE REFERENCE</u>
Name	1-18	
Service Prefix and Number	19-28	(TAB K)
Grade	29-31	SR 330-210-1 (TAB A)
Grade Code	32	SR 330-210-1 (TAB A)
Branch	33-34	SR 330-295-1 (TAB B)
Place of Casualty	35-36	SR 330-180-2 (TAB C)
Date of Casualty - Day	37-38	(TAB C)
Month	39-40	
Year	41	
State of Residence	42-43	SR 330-170-1 (TAB D)
County of Residence	44-46	SR 330-170-1

Type of Casualty	47-49	SR 330-10-3 (TAB E)
Detail Code	50	SR 330-10-3 (TAB E)
Group Code	51	(TAB F)
Place of Disposition	52-53	SR 330-180-2 (TAB G)
Date of Disposition - Day	54-55	(TAB H)
Month	57	
Year	58	
Blank	56	
Year of Birth (Death Only)	59-60	SR 615-25-25 (TAB H)
MOS	61-65	TM 12-406
Organization TPSN	66-70	SR 330-105-1
Element Sequence	71-72	SR 330-105-1
Unit Number	73-76	SR 330-105-1
Race	77	SR 330-215-1 (TAB I)
Component	78	SR 330-205-1 (TAB J)
Line of Duty	79	(TAB K)
Disposition of Evacuations	80	(TAB K)
Blank	81-84	
Record Mark	85	

## Mock up of a sample Korean Casualty File -Alphabetic List

KOREAN CASUALTY FILE - ALPHABET LIST												PAGE 683	
NAME	SERVICE NUMBER	GRADE	PLACE CASULTY	DATE CASULTY	RESIDENT STATE	COUNTY	TYPE CASULTY	DETAIL CD	GROUP CD	PLACE DISPO	DATE DISPO	K	E
GREEN HUGHLAN D	US55246916	PFC	LN	2211B	62	049	EVC	4	4	V0	06 1C	7	4
GREEN IRVIN	RA14361449	PV2	LN	0106A	47	079	EVC	4	6	V0	29 6A	1	2
GREEN ISIAH	US51081762	PV2	LN	1610A	23	061	RTD	4	F		25 1B	7	
GREEN J C	US52118711	PV2	LN	0206C	53	061	RTD	5	F		17 7C	7	
GREEN JAMES	RA12327093	RV2	L5	2508&	23	061	EVC	4	6	V0	20 9&	1	2

## Type of Casualty and Detail Codes

	CASUALTY CODE	PREVIOUS CODE
Killed in Action	KIA	1
Died as result of missile wound received in action	DOW	2
Died as result of nonmissile wound received in action	DON	B
Died as result of being gassed in action	DGA	K
Died as result of radiation received in action	DRA	S
Died of other injuries received in ac action	DOI	3
Seriously wounded in action by missile	SWA	4
Seriously wounded in action by othan than missile	SWO	D
Seriously gassed in action	SIG	M



Seriously exposed to radiation in action	SIR	U
Wounded in action by missile, hospitalized	LWA	5
Wounded in action by other than missile, hospitalized	LWO	E
Gassed in action, hospitalized	LWG	N
Exposed to radiation in action, hospitalized	LWR	V
Otherwise seriously injured in action	SIA	6
Otherwise injured n action, hospitalized	LIA	F
Missing in action	MIA	7
Prisoner-of-War	POW	8
Captured	CAP	H
Interned	INT	9

## Casualty Group Codes

<u>CASUALTY STATUS</u>	<u>CODE</u>	<u>GROUP CODE</u>
KIA	KIA	1
Missing in Action, KIA	KIA	1
DOW or DOI (US)	DOW	2
DOW, DOI, DOW (FECOM)	DOW	B
	DOI	
Died-Nonbattle (US)	EVC	3 (5 in pos 80)
Died-Nonbattle (FECOM)	DNB	C
Separated from Army (US)	EVC	4 ( 3 or 4 in pos 80)
Current Wounded (US)	EVC	5 (blank or 1 in pos 80)
Current Wounded (FECOM)	LWA	E
	SWA	
	SIA	
	LIA	
	LWO	
	SWO	
Returned to Duty (US)	EVC	6 (2 in pos 80)
Returned to Duty (FECOM)	RTD	F
Missing in Action	MIA	K
Missing in Action, DNB	DNB	J
Missing in Action, RMC	RMC	M
Missing in Action, Declared Dead	DOD	Q
Current Captured or Interned	POW	S
	CAP	
Captured, Killed in Action	KIA	V
Captured, DOW or DOI	DOW	X
	DOI	
	DON	
Captured, Died nonbattle	DIE	W
Captured, returned to military control	RMC	U

## Place of Disposition Codes

V1 1st Army	V5 5th Army
Conn	Colo
Me	Ill
Mass	Ind
N. H.	Iowa
N. J.	Kans
N. Y.	Mich
R. I.	Minn
Vt.	Mo
	Neb
V2 2nd Army	N. D.
Del	S. D.
D. C.	Wisc
Ky	Wyo
Md	
Ohio	V6 6th Army
Pa	Ariz
Va	Calif
W. Va	Ida
	Mont
V3 3rd Army	Nev
Ala	Ore
Fla	Utah
Ga	Wash
Miss	
N. C.	Q1 Alaska
S. C.	W3 Hawaiian Islands
Tenn	W4 Mariani, Guam
	E6 Panama Canal
V4 4th Army	E3 Puerto Rico
Ark	L9 Okinawa
La	S1 Philippine Islands
N. Mex	A2 Breset Col Sec Canada
Okla	00 At Sea
Tex	L5 South Korea
	LN North Korea
	L7 Japan

## Grade and Grade Codes

GRADE ABBREV	CODE	DESIGNATION
G A	A	General of the Army
GEN	A	General
LTG	A	Lieutenant General

M G	A	Major General
B G	A	Brigadier General
COL	B	Colonel
LTC	C	Lieutenant Colonel
MAJ	D	Major
CPT	E	Captain
1LT	F	First Lieutenant
2LT	G	Second Lieutenant
CSN	S	Contract Surgeon
CW4	U	Chief Warrant Officer 4
CW3	V	Chief Warrant Officer 3
CW2	W	Chief Warrant Officer 2
JW1	X (alpha)	Warrant Officer, Junior Grade
MSG	1 (num)	Master Sergeant
SFC	3	Sergeant First Class
SGT	4	Sergeant
CPL	5	Corporal
PFC	6	Private First Class
PV2	7	Private E-2
PV1	8	Private E-1

## Branch of Service Codes

AG	Adjutant General's Corps
AN	Army Nurse Corps
AR	Armored
AS	Asst Chief of Staff G-2 (ASA)
AT	Artillery
CH	Chaplains
CI	Asst Chief of Staff G-2 (CIC)
CM	Chemical Corps
DE	Dental Corps
EN	Corps of Engineers
FI	Finance Corps
GC	General Staff Corps
GO	General Officers
G2	Asst Chief of Staff, G-2
IG	Inspector General's Corps
IN	Infantry
JA	Judge Advocate General's Corps
MC	Medical Corps
MD	Medical Department
MP	Military Police
MS	Medical Service Corps
NG	National Guard Bureau

NO No Branch Assignment  
 OD Ordnance Corps  
 PM The provost Marshal General  
 PR Professors USMA  
 QM Quartermaster Corps  
 SC Signal Corps  
 SP Special Services  
 TC Transportation Corps  
 VC Veterinary Corps  
 WC Women's Army Corps  
 WS Women's Medical Service Corps

**OTHER SERVICES**

AF U. S. Air Force  
 CG U. S. Coast Guard  
 GE Coast and Geodetic Survey  
 MA U. S. Marine Corps  
 NA U. S. Navy  
 PH U. S. Public Health Service

## Place of Casualty

(Partial list from SR 330-10-3)

L0 Indo - China Sector  
 L1 Tibet Sector  
 L2 Mongolia Sector  
 L3 Honan Sector  
 L4 Manchuria Sector  
 L5 South Korea Sector  
 LN North Korea Sector  
 L6 North Japan Sector  
 L7 South Japan Sector  
 L8 South China Sector  
 L9 Formosa Sector

## Date of Casualty

Day 01-31  
 Month 01-12  
 Year "12" zone 1950 E &  
     A       1951  
     B       1952  
     C       1953

## State of Residence Codes

11	Connecticut	70	Colorado
12	Maine	72	Iowa
13	Massachusetts	73	Kansas
14	New Hampshire	74	Minnesota
15	Rhode Island	75	Missouri
16	Vermont	76	Nebraska
		77	North Dakota
21	Delaware	78	South Dakota
22	New Jersey	79	Wyoming
23	New York		
		83	New Mexico
31	Maryland	84	Oklahoma
32	Pennsylvania	85	Texas
33	Virginia	87	Arkansas
34	District of Columbia	88	Louisiana
41	Alabama	91	California
42	Florida	92	Idaho
43	Georgia	93	Montana
45	Mississippi	94	Nevada
46	North Carolina	95	Oregon
47	South Carolina	96	Utah
48	Tennessee	97	Washington
		98	Arizona
51	Indiana		
52	Kentucky	RO	Alaska
53	Ohio	R1	Panama Canal
54	West Virginia	R2	Hawaii
		R4	Puerto Rico
61	Illinois	R5	U. S. at large
62	Michigan	R6	U. S. Possessions
63	Wisconsin	R8	At Sea

## Date of Disposition

Day	01 - 31		
Month	1 - 9	Jan - Sep	
	O	Oct	
	J	Nov	
	K	Dec	
Year	"12" Zone	1950	&
	A	1951	
	B	1952	

C

1953

Note: Position 56 is normally blank. A minus (-) sign in this position identifies sick and wounded personnel returned to military control upon agreement of U. N.

Year of Birth - Last two digits of year.

Note: Position 59 is normally numeric. The zone portion of an alphabetic character represents SCARWAF.

---

## Race Code

1 White
2 Negro
3 Chinese
4 Japanese
5 Hawaiian
6 American Indian
7 Filipino
P Philippine National
8 Puerto Rican (Other than Negro)
Q Puerto Rican (Negro)
9 Others

---

## Racial Group Code

1 Caucasian
A Caucasian (Insular Puerto Rican)
2 Negroid
B Negroid (Insular Puerto Rican)
C Mongolian
E Malayan
6 Indian (American)

---

## Service Number Prefix

The Ampersand (&) following the officer service number prefix has been changed to a dash (-) on the tape records.

---

## Line of Duty Code

Not used on punched card records. The significance of the dashes which were punched in certain card records is not known. Dashes in this field have been removed from the tape records.

---

## Disposition of Evacuation Code

- |                                     |
|-------------------------------------|
| 1 Still in Hospital                 |
| 2 Returned to duty                  |
| 3 Separated (Other than disability) |
| 4 Separated for disability          |
| 5 Deaths                            |
- 

## Component Codes

- |            |  |
|------------|--|
| 1          | USA - RA                                 |
| 2          | USA - RA, 21 Months                      |
| 3          | Organized Reserve Corps (ORC)            |
| L          | Enlisted Personnel ORC (ERC)             |
| 4          | NGUS                                     |
| 5          | Philippine Scouts (PS)                   |
| N          | PS                                       |
| 6          | AUS - 12 months                          |
| 0          | AUS - Philippine Citizen                 |
| 7          | AUS - 21 months                          |
| 8          | AUS - Enlisted or Inducted prior to 1948 |
| A, C, D, F | Air Force                                |
-

# South Korea Ambassador for Peace Medal

Last Update: 03/20/2017

---

The South Korea Ambassador for Peace Medal is a foreign commemorative medal for veterans of the Korean War. To answer any requests for this medal, copy and paste the following paragraph into your response letter.

The South Korea Ambassador for Peace Medal is a foreign commemorative medal for veterans of the Korean War. It is not issued by the service branches or by the National Personnel Records Center. To receive this medal, veterans must contact their nearest South Korean embassy or consulate for an application. A list of Korean embassy and consular offices may be found at <http://www.embassy.org/embassies/kr-other.html>.

---



[ÿ Index Chart](#)  
[ÿ Air Force Medals Sidebar](#)

---

[ÿ Air Medal](#)  
[ÿ American Campaign Medal](#)  
[ÿ American Defense Service Medal](#)  
[ÿ Antarctica Service Medal](#)  
[ÿ Armed Forces Expeditionary Medal](#)  
[ÿ Armed Forces Reserve Medal](#)  
[ÿ Army Aviator Badge](#)  
[ÿ Army Commendation Medal](#)  
[ÿ Army of Occupation of Germany WWI](#)  
[ÿ Army of Occupation Medal WWII](#)  
[ÿ Asiatic Pacific Campaign Medal](#)  
[ÿ Aviation \(Aircraft Crewmember\) Badge](#)

[ÿ Belgian Fourragère](#)  
[ÿ Bronze Star Medal](#)

[ÿ Combat Infantryman Badge](#)  
[ÿ Combat Medical Badge](#)

[ÿ Commendation Ribbon w/Metal Pendant](#)  
[ÿ Distinguished Flying Cross](#)  
[ÿ Distinguished Service Cross](#)  
[ÿ Distinguished Service Medal](#)  
[ÿ Distinguished Unit Citation](#)  
[ÿ Diver Badges](#)  
[ÿ Drill Sergeant Identification Badge](#)  
[ÿ Driver and Mechanic Badge](#)

[ÿ European African Middle Eastern Campaign Medal](#)  
[ÿ Expert Infantryman Badge](#)  
[ÿ Explosive Ordnance Disposal Badges](#)

## Korea Defense Service Medal



This medal is awarded to members of the Armed Forces of the United States who have been assigned, attached, or mobilized to units operating in the area of eligibility for thirty consecutive or for sixty non-consecutive days, or who meet the following criteria:

- Be engaged in combat during an armed engagement, regardless of the time in the area of eligibility;
- Is wounded or injured in the line of duty and requires medical evacuation from the area of eligibility;
- While participating as a regularly assigned aircrew member flying sorties into, out of, or within the area of eligibility in direct support of military operations. Each day that one or more sorties are flown in accordance with these criteria shall count as one day toward the 30 or 60 day requirement;
- Personnel who serve in operations and exercises conducted in the area of eligibility are considered for the award as long as the basic time criteria are met. Due to the extensive time period for KDSM eligibility, the non-consecutive service period for eligibility remains cumulative throughout the entire period.

[ÿ Flight Surgeon Badges](#)  
[ÿ French Fourragère](#)  
  
[ÿ Glider Badge](#)  
[ÿ Gold Star Lapel Button](#)  
[ÿ Good Conduct Medal](#)  
[ÿ Guard, Tomb of the Unknown Soldier Identification Badge](#)  
  
[ÿ Honorable Service Lapel Button WWII](#)  
  
[ÿ Korea Defense Service Medal](#)  
[ÿ Korean Service Medal](#)  
  
[ÿ Legion of Merit](#)  
  
[ÿ Medal of Honor](#)  
[ÿ Medal of Humane Action](#)  
[ÿ Meritorious Unit Commendation](#)  
[ÿ Mexican Border Service Medal](#)  
[ÿ Mexican Service Medal](#)  
  
[ÿ National Defense Service Medal](#)  
[ÿ Netherlands Orange Lanyard](#)  
  
[ÿ Parachute Rigger Badge](#)  
[ÿ Parachutist Badges](#)  
[ÿ Pearl Harbor Commemorative Medal](#)  
[ÿ Philippine Defense Ribbon](#)  
[ÿ Philippine Independence Ribbon](#)  
[ÿ Philippine Liberation Ribbon](#)  
[ÿ Philippine Republic Presidential Unit Citation](#)  
[ÿ Presidential Unit Citation](#)  
[ÿ Prisoner of War Medal](#)  
[ÿ Purple Heart Medal](#)  
  
[ÿ Ranger Tab](#)  
[ÿ Republic of Korea Korean War Service Medal](#)  
[ÿ Republic of Korea Presidential Unit Citation](#)  
  
[ÿ Silver Star](#)  
[ÿ Soldier's Medal](#)

The Area of eligibility encompasses all land area of the Republic of Korea, and the continuous water out to 12 nautical miles, and all air spaces above the land and water areas.

The Korea Defense Service Medal was established on 2 December 2002.

Authorized Device/Appurtenance: No devices are authorized for this medal: only one award of the KDSM is authorized for any individual.

Dates Authorized: Awarded for qualifying service **on or after July 28, 1954.**

Type of award: Army Service Medal

Army Regulation 600-8-22: (Not in the current regulation)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

[ÿ Index Chart](#)  
[ÿ Air Force Medals Sidebar](#)

---

[ÿ Air Medal](#)  
[ÿ American Campaign Medal](#)  
[ÿ American Defense Service Medal](#)  
[ÿ Antarctica Service Medal](#)  
[ÿ Armed Forces Expeditionary Medal](#)  
[ÿ Armed Forces Reserve Medal](#)  
[ÿ Army Aviator Badge](#)  
[ÿ Army Commendation Medal](#)  
[ÿ Army of Occupation of Germany WWI](#)  
[ÿ Army of Occupation Medal WWII](#)  
[ÿ Asiatic Pacific Campaign Medal](#)  
[ÿ Aviation \(Aircraft Crewmember\) Badge](#)

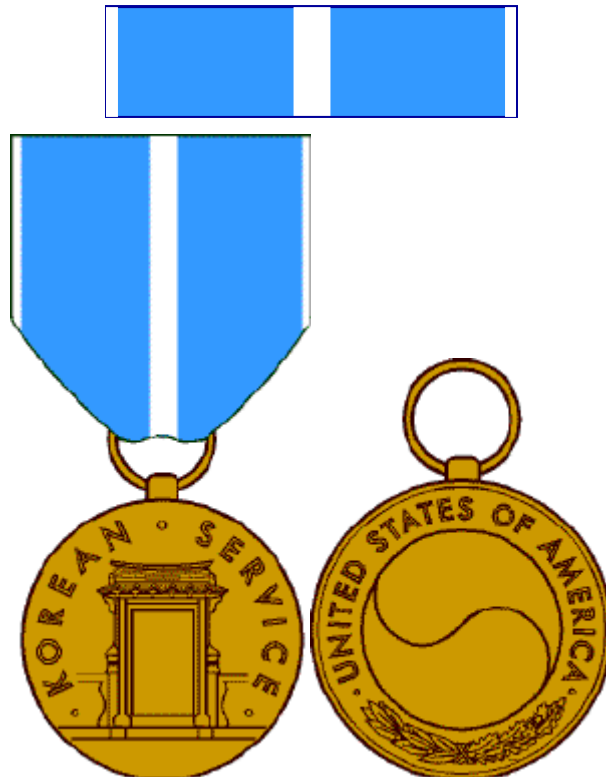
[ÿ Belgian Fourragère](#)  
[ÿ Bronze Star Medal](#)

[ÿ Combat Infantryman Badge](#)  
[ÿ Combat Medical Badge](#)

[ÿ Commendation Ribbon w/Metal Pendant](#)  
[ÿ Distinguished Flying Cross](#)  
[ÿ Distinguished Service Cross](#)  
[ÿ Distinguished Service Medal](#)  
[ÿ Distinguished Unit Citation](#)  
[ÿ Diver Badges](#)  
[ÿ Drill Sergeant Identification Badge](#)  
[ÿ Driver and Mechanic Badge](#)

[ÿ European African Middle Eastern Campaign Medal](#)  
[ÿ Expert Infantryman Badge](#)  
[ÿ Explosive Ordnance Disposal Badges](#)

## Korean Service Medal



The Korean Service Medal was awarded for service between 27 June 1950 and 27 July 1954 under and of the following conditions:

- Within the territorial limits of Korea in waters immediately adjacent thereto: or
- With a unit under the operational control of the Commander-in-Chief, Far East, other than those units within the territorial limits of Korea, which has been designated by the Commander-in-Chief, Far East, as having directly supported the military efforts in Korea; or
- Was furnished an individual certificate by the Commander-in-Chief, Far East, testifying to material contribution made in direct support of the military efforts in Korea.

The Korean Service Medal was established on 8 November 1950.

Authorized Device/Appurtenance: Bronze Service Stars, Arrowhead

Dates Authorized: Korea (27 June 1950 to 27 July 1954)

Type of award: Army Service Medal

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 5-9](#)

Information can be verified from [DA Pamphlet 672-1](#) (Unit Citation and Campaign Participation Credit Register)

Authorized Campaigns for the Korean Service Medal:

UN Defensive	27 Jun - 15 Sep 50	UN Summer-Fall Offensive	9 Jul - 27 Nov 51
UN Offensive	16 Sep - 2 Nov 50	Second Korean Winter	28 Nov 51 - 30 Apr 52
CCF Intervention	3 Nov 50 - 24 Jan 51	Korean, Summer-Fall 1952	1 May - 30 Nov 52
First UN Counteroffensive	25 Jan - 21 Apr 51	Third Korean Winter	1 Dec 52 - 30 Apr 53
CCF Spring Offensive	22 Apr - 8 Jul 51	Korean, Summer 1953	1 May - 27 Jul 53

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ÿ [Honorable Service Lapel Button WWII](#)
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
- ÿ [Legion of Merit](#)
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

---

# LEGAL DEMANDS and REQUESTS FOR AUTHENTICATED or CERTIFIED COPIES

*Last Modified: 7/26/2017*

---

[What are Authenticated Copies and Certified Copies?](#)

[Sending Authenticated and Certified Copies -- Four Rules](#)

[Preparing NA Form 13040-B](#)

[Fees: Certified Copies for an Archival and Non-Archival Record](#)

[Legal Demands](#)

[Routine Uses](#)

[Non-Routine Uses](#)

[Court Order Requirements](#)

[Medical Records](#)

[Alcohol and Drug Rehabilitation Records](#)

[Special Circumstances Involving Legal Cases](#)

[Questions to Ask Yourself When responding to an Inquiry](#)

[Legal Glossary](#)

[Obtaining Federal Personnel and Medical Records \(Military or Civilian\) Pursuant to Court Order or Subpoena](#)

[Court Order Requirements, NA Form 13027](#)

[Worker's Compensation Information Sheet](#)

---

## WHAT ARE AUTHENTICATED COPIES AND CERTIFIED COPIES?

**Authenticated** copies are documents reproduced on legal-size paper (8 1/2 x 14"), then bound, ribboned, and placed under an authentication slip (NA Form 13040-B) and signed by an agency official authorized to sign for the Archivist of the United States. (Correspondence technicians do not possess this authority.) The agency official, usually a core manager or assistant core manager ("Acting") in the absence of core manager, certifies that the reproductions are a "true" and "correct" copy of records in the agency's custody. No redactions are made to the copies. When authenticated copies are sent, use Get [Pattern Letter»Legal Demands»Valid Court Order with Judge's Signature.docx](#). This letter includes the same information as NA Form 13021 and is loosely inserted underneath the authentication slip.

**Certified** copies are documents reproduced on legal-size paper (8 1/2 x 14"), then prepared the same as authenticated copies EXCEPT that any third-party personal identifiers in the records are redacted UNLESS the requester is a "routine user" of the records. DD Forms 214 (or the equivalent older versions) are not redacted when sending certified copies, regardless of the requester. When certified copies are sent (whether or not redacted) the letter that includes our agency's court order requirements (NA Form 13027) is furnished in place of using the letter indicated above or sending NA Form 13021.

---

## SENDING AUTHENTICATED AND CERTIFIED COPIES--FOUR RULES

1. Always send authenticated copies for legal demands.
2. Carefully evaluate routine use requests to determine whether to send authenticated or certified copies.
3. Send certified copies, when requested, in response to "non-routine use" requests provided the veteran or next of kin's written or digital authorization is furnished; and in cases where the veteran/next of kin authorization is present and the requester provides an affidavit or record certification form to be filled out.
4. If the request is not a legal demand, not a routine use, or does not include a release authorization, send a copy of our [Court Order Requirements. \(NA Form 13027\)](#)

**NOTE: If the records are needed for litigation (court or "legal" purposes), send copies of all requested records—not an extract—whether or not copies are under seal/ribbon.**

---

## PREPARING NA FORM 13040-B

Since Core Technicians are now using DPRIS to access electronic service records for Army veterans, NPRC will be authenticating or certifying complete copies of records under two different authorities. Therefore, NA Form 13040-B has been revised to include a checkbox for records held at NPRC that are certified under the authority of the Archivist, and a checkbox for electronic records obtained from DPRIS that are certified under the authority of the Department of the Army.

The process for preparing NA Form 13040-B is listed below:

1. Core Technicians will be responsible for preparing NA Form 13040-B. The form should be accessed in CMRS under Get Forms>>>NA Forms>>>NA Form 13040-B.
2. Core Technicians should select the correct checkbox to indicate whether the records are being authenticated or certified under the Department of the Army (records were accessed through DPRIS), under the Archivist (records are held at NPRC) or both if the veteran has paper records held at NRPC and electronic records held by the Army.
3. Since a copy of this form must be retained by NPRC, it is important to create this form as an attachment to the response document. This will ensure it is retained in CMRS for future reference.
4. Once NA Form 13040-B is prepared for the Core Manager's signature along with an appropriate response document and the veteran's record has been screened for third party information (if necessary), submit the package to your support staff to bind, ribbon and affix a seal to the documents in preparation for routing to the Core Manager. **Note:** Support Staff are responsible for copying the veteran's record prior to screening by Core Technicians.
5. Core Manager reviews and signs NA Form 13040-B. The request is processed out of core.

## FEES: CERTIFIED COPIES FOR AN ARCHIVAL AND NON-ARCHIVAL RECORD



(Work archival record in accordance with the [Archival Response Guide](#))

- When we have an archival record and non-archival record (and both are chargeable), we will process as archival and will not charge any non-archival fees.
  - Complete appropriate (archival invoice form) NPRC Test Form 2009...with Certification - the archival invoice form will cover the archival and non-archival record.
  - Send customer archival invoice that will be processed by the archival fee desk when payment is received.
  - After receipt of payment the technician will prepare one certified package consisting of the archival record copies on top followed by the non-archival record copies: see [NOTE under NON-ROUTINE USES](#).
  - If payment is not received within the time allotted, the request is automatically closed and the (archival and non-archival) records are returned to file.
- 

## LEGAL DEMANDS

### What is a legal demand?

A legal demand is a court order or subpoena signed by a judge of a “court of competent jurisdiction.” A “court of competent jurisdiction” is defined as either a state or federal court. While court orders can be signed by a clerk of the court and subpoenas signed by anyone, NPRC does **NOT** consider them valid legal demands.

A legal demand can be: (1) an original manually signed by a judge; (2) a photocopy or reproduction of the original signed by a judge; (3) a photocopy or reproduction of the original which has the stamped, printed signature of the judge; or (4) an electronic signature (eSignature) of a judge. **Note: A judge's eSignature is only accepted from a court.** If you cannot read the signature (because it's illegible) or you are unsure about whether the signature belongs to a judge, telephone the court or the attorneys involved. Upon receipt of a legal demand, NPRC furnishes **authenticated** copies to a recipient named in the demand, usually an attorney or the clerk of the court.

### Legal Demands and Age

Unlike a release authorization, there is **NO age limit** on a legal demand. However, if a legal demand is over a year old save yourself unnecessary labor by telephoning the attorney(s) involved. The case may have been tried already, plea bargained (if a criminal prosecution), or settled (if a civil suit).

### Legal Demands and Courts

**Federal Courts** - can issue legal demands affecting or interfering with the conduct of NPRC. Most federal trials are held in U.S. district courts. The only name they have is “United States District Courts.” Occasionally, you will also see court orders from the “U.S. Claims Court,” which hears cases in which an individual or corporation sues the U.S. government.

**Non-Federal Courts** - (state and lower courts) do not have the authority to issue legal demands affecting or interfering with our conduct. Still, we furnish authenticated copies to state and lower courts so long as the release of the records is not restricted by federal law or by the armed force whose records are involved. There are a variety of names for state and lower courts, including:

Superior Court  
Circuit Court

Chancery Court  
District Court  
Court of Common Pleas  
Magistrate Court  
Justice of the Peace Court  
Municipal or County Court

---

## ROUTINE USES

### Some ROUTINE USERS Who Receive Authenticated Copies

#### Federal Agencies

A federal agency may be a part of litigation between the agency and the person whose records are involved. When this occurs, we will provide authenticated copies for an agency's use in litigation. Besides U.S. Attorneys in the Justice Department, NPRC receives requests from such federal offices as the U.S. Treasury Department, the U.S. Postal Service, and the FBI.

#### The Armed Forces

Letterhead requests are often received from the Office of the Judge Advocate General (JAG) for copies of records, possibly in connection with a lawsuit filed against a service department. If the armed force requesting the record is the legal custodian of the record, furnish **authenticated** copies immediately. If the armed force requesting the record **is not** the legal custodian of the record (example, a request from the Department of the Army concerns a Marine Corps record), ask the liaison officer how to process the inquiry. The liaison officer (for Navy and USMC) may want to telephone the requester for details about the inquiry before authorizing the release of records. No instructions exist when Army, Air Force, or Coast Guard records are involved. Regarding Coast Guard records, if in doubt, **Loan and Transfer** them to Coast Guard HQ.

#### U.S. Attorneys

U.S. Attorneys are the main administrators of federal law enforcement in the Justice Department. There is a U.S. Attorney in every federal judicial district. Requests from U.S. Attorneys are usually submitted as subpoenas. We will honor these requests (subpoenas) if they are signed by either a U.S. Attorney or an Assistant U.S. Attorney (AUSA). If not signed by a U.S. Attorney or AUSA, the request is returned for signature.

#### State Workers Compensation Offices

A worker's compensation subpoena or order is **NOT** considered a legal demand because a judge of a "court of competent jurisdiction" does not sign it. Records are furnished directly to the board because it is a state routine use of records. **NOTE:** The names of these judges can vary from state to state.

Any documents released must be sent directly to the state board. If the request does not contain the address of the state board, the technician must attempt to locate the address by phone or by searching online. If unable to obtain an address, respond with the Workman's Compensation Letter and Information Handout Sheet in Get Paragraph—Legal Demands. Place the case in suspense in CMRS, with reason of Requestor and a 45 day due date.

Often a worker's compensation subpoena or order, signed by the Administrative Law Judge, will direct you to send the records to a third party, perhaps the employer's attorney(s) or a copy service. **DO NOT FOLLOW THIS DIRECTIVE.** If records are to be sent to a third party, the requestor must

produce either a **valid legal demand** (signed by a judge of a "court of competent jurisdiction"); or the **veteran's written or digital (signature) consent**. ([See Sample information sheet at the end of this section of the guide](#)).

### Guardians Ad Litem

A Guardian Ad Litem is a person appointed by the court to protect the interests of a minor or legally incompetent person in a lawsuit. The Guardian Ad Litem will probably submit a subpoena that he or she has signed. The subpoena is honored only if the Guardian Ad Litem also sends a copy of the court appointment.

### Certified Copies are provided to:

#### State and Local Offices and Agencies

Requests from state and local offices and agencies are submitted by attorneys called a "prosecuting attorney," "county attorney," "district attorney," or "state's attorney." Requests will also be signed by an assistant attorney. If the requester indicates the records are needed for litigation, send **certified, but not redacted**, copies.

#### Grand Juries

A Grand Jury is a body of citizens whom the court summons to decide whether and against whom it should file criminal charges. It decides whether there is enough evidence to bring a person to trial. A grand jury may investigate possible criminal behavior or corruption. It has broad investigative powers, including **subpoena power**. Because the grand jury is an investigative body, NPRC sends certified copies in response to a grand jury subpoena.

---

## NON-ROUTINE USES

### With the Written or digital (Signature) Consent of the Veteran



**NOTE:** DD Forms 214 (or equivalent older versions) are not redacted when sending certified copies, regardless of the requester. Third-party personal identifiers in the records must be redacted when the requester is a non-routine user, following the usual redaction policies in the CRG at Redacting PII.

### Attorneys

#### Veteran's Attorney

The veteran's attorney may be a private attorney or a public defender. Send **redacted, certified** copies--if requested. Otherwise, send regular copies.

#### Adverse Attorney

The adverse attorney is the attorney in a civil suit that is **NOT** representing the subject of the records. Send redacted, certified copies--if requested. If not requested, send regular copies. NPRC **always** bills the adverse attorney in a civil suit. In CMRS use the following procedures to bill adverse attorneys:

- In the Response Information applet check the Fee-Seal Flag field.

*Note: A check in this field indicates the documents are provided as part of a fee case and are sealed with a NARA Official Seal. Check mark is entered by the technician completing the request and used by the fee desk to establish billing.*

- In Fee-Copies field enter the number of copies furnished.

*Note: This is the number of copies provided in response to a request for chargeable services. Click on drop down arrow and enter the number of pages furnished. **REQUIRED entry if the FEE Flag is checked.***

- In Fee-Time field enter length of time in minutes.

*Note: This is the length of time spent working the request. Click on drop down arrow and click the number of minutes spent working the request. **REQUIRED entry if the FEE Case Flag is checked.***

## Copy Services

Copy services are companies hired by attorneys to obtain and reproduce records. Often the copy service will submit its own subpoena. **DO NOT** honor it. However, if the request includes an acceptable release authorization from the veteran, **redacted, certified copies** are furnished to the person(s) named in the release authorization. Always contact the copy service if you can't determine if they are working for the veteran's attorney or the adverse attorney. When copy services work for adverse attorneys, we bill them. Follow the same billing procedure as indicated above under adverse attorney.

**NOTE:** When NPRC responds to a subpoena or court order (civil case) issued at the request of the adverse attorney, the technician must also send a copy of the response document to the last known address of the individual whose records were released or to the individual's attorney. However, it is not necessary to seek a more current address than the one provided in the record if an address is not provided in the request. If you can verify the veteran's death (from acceptable documentation provided by the requester or one of our online proof of death links), no notification to the next-of-kin or other party is required.

If ONLY copies of an Archival record are being sent to the Adverse Attorney there is no need to inform the veteran or the veteran's attorney.

If copies of BOTH Non-Archival and Archival records are being sent to the adverse attorney, the veteran or veteran's attorney must be notified.

---

## COURT ORDER REQUIREMENTS

Send an [NA Form 13027, Court Order Requirements](#), in reply to a request which is not a legal demand, not a routine use, or does not include the authorization of the veteran. The form explains that NPRC requires a court order or subpoena signed by a judge and cites the authority for this requirement. It also explains what personal information is needed to locate a record in our custody.

---

## MEDICAL RECORDS

If **all medical records** are requested, you must send the health record. In addition, send any clinical records on file in either of the following two situations: (1) if the request is a true legal demand (court

order or subpoena signed by a judge of a "court of competent jurisdiction") or (2) if the request specifically asks for clinical or hospitalization records.

(See encyclopedia entry for [clinical records](#).)

If **all medical records** are requested and the health record was lent to the VA or retired to the Records Management Center, you must advise the requester about the health record's location and send any clinical records on file.

If **x-rays** are requested, advise the requester, "X-rays cannot be loaned to the court. However, they may be loaned to a physician appointed by the court, who will testify to the reading of the x-rays."

If **mental health** or **psychiatric documents** are in the record, they may be released for a legal demand or routine use. If the request is from the veteran's attorney with the written or digital (signature) consent of the veteran, take the following action:

1. Army/Air Force/Navy/Marine Corps. Provide the documents to the attorney, but insert the **caution statement** listed below in the response.
2. Coast Guard. Forward the records to the service department for a determination.

If you are sending the mental health or psychiatric documents in reply to a legal demand or routine use include the following **caution statement**:

"Some of the information contained in these records may prove injurious to the physical or mental health of the subject of the record if released to him/her; therefore, appropriate measures should be taken to ensure that this information is not disclosed to the individual except to the extent that such disclosure is essential to the issues of the pending proceedings."

---

## ALCOHOL AND DRUG REHABILITATION RECORDS

If a **legal demand** is received and records involve participation in the military's Alcohol and Drug Rehabilitation Program the records must be sent to the **clerk of the court**. If demand directs you to send records to an attorney(s), telephone the attorney and obtain the address for the clerk of the court.

If request is from a **Federal** routine use, send the records.

If request is from a **State** routine use, withhold only the documents/records pertaining to the rehabilitation program and send an NA Form 13078. (Prosecuting Attorneys and Workers Compensation Offices are examples of state routine uses.)

If you are sending records because of an **authorization from the veteran**, withhold only the documents/records pertaining to the rehabilitation program and send an NA Form 13078 **UNLESS** the authorization specifically allows the release of rehabilitation records.

---

## SPECIAL CIRCUMSTANCES INVOLVING LEGAL CASES

### Request for Deposition or Court Appearance

A **deposition** is a pre-trial statement of a witness under oath, taken in question and answer form as it would be in court. Depositions may be oral or in the form of written questions. NPRC DOES NOT appear for oral depositions or respond to depositions in the form of written questions unless a party to the action. Authenticated or certified copies of the record will be furnished instead.

If you receive a legal demand for a **court appearance**, telephone attorney(s) involved, and explain to him/her that our agency's policy is to provide records in lieu of a court appearance. (See [NPRC 1864.107](#) for additional information.)

### **Motion to Quash**

A **motion to quash** is an application before the court to cancel or overthrow a subpoena, order, injunction, etc. If you receive a copy of a motion to quash a legal demand (from the veteran or his attorney), telephone the adverse attorney (the party seeking the records) and advise him or her that NPRC will take no further action until the judge has ruled on the matter. If you receive a telephone call from the veteran or his/her attorney claiming a motion to quash has been filed, advise caller to fax you a copy of the motion.

### **United States IS a Party to the Litigation**

If the U.S. government, a specific agency of the U.S. government, or possibly the head of a U.S. government agency is either the plaintiff or defendant in a lawsuit, ask the appropriate liaison officer about how to process the inquiry. If an inquiry involves a Coast Guard record, **Loan and Transfer** the record.

### **The law firm of Berry & Berry**

Berry & Berry is a law firm handling a class action suit concerning asbestos exposure. In response to court orders issued on behalf Berry & Berry, send **regular** copies of the military personnel and health record. Do **NOT** redact information from the record.

---

## **QUESTIONS TO ASK YOURSELF WHEN RESPONDING TO AN INQUIRY**

Was the record in the custody of NPRC or obtained from DPRIS?

Who is the plaintiff/defendant?

Is the United States a party?

Is this a civil or criminal case?

Is the subpoena or court order signed by a state or federal court judge?

Is requester a routine use? If yes, is it a state or federal routine use?

Is the requester an adverse attorney? Is this a fee case?

Where should the records be sent? What does the subpoena/order or release authorization direct?

Do I need to send a cc to the veteran or his/her attorney?

Are there psychiatric or alcohol/drug abuse treatment records?

Does this case involve anyone in the news? Is this a controversial issue? If the answer to either of these questions is yes, and the record concerns Navy or USMC service, ask the appropriate liaison officer for guidance.

**For additional information about legal demands, see [NPRC 1864.107](#)**

**For additional information about routine uses, including Workers Compensation Offices, and non routine uses, see [NPRC 1865.16](#)**

---

## LEGAL GLOSSARY

(Following is a glossary of legal terminology and expressions that you will find helpful)

**Administrative Law Judge** - the presiding officer at an administrative hearing with power to administer oaths, take testimony, issue subpoenas, rule on questions of evidence, regulate the course of proceedings, and make agency determinations of fact. The officer does not sit as a law judge, and his/her power is essentially one of recommendation. The Administrative Law Judge's decision can be appealed to the agency for which he or she hears cases, and then to a court of law.

**Administrator** - one appointed to handle the affairs of a person who has died intestate [without leaving a valid will]. Administrators cannot obtain a complete copy of a deceased veteran's record without the written authorization of the next of kin.

**Admissible Evidence** - evidence that can be legally and properly introduced in a civil or criminal trial.

**Affidavit** - a written ex-parte statement made or taken under oath before an officer of the court or a notary public or other person who has been duly authorized so to act. An affiant is one who makes such a statement.

**At Issue** - the contested points in a lawsuit are said to be "at issue"

**Capital Case** - a criminal prosecution involving the death penalty

**Cause** - a lawsuit, litigation or action; any question civil or criminal, litigated or contested before a court of law

**Chancellor** - name used in some states to signify any judge sitting in a court of chancery. A chancery court is guided primarily by equitable [fair] doctrine. Examples: bankruptcy court. Some states with chancery courts: Delaware, Tennessee, Mississippi.

**Civil Action** - mostly involve the settlement of private conflicts among people or institutions such as businesses. Many civil cases involve domestic relations issues--divorce, child support, custody, and the like. Personal injuries probably account for more claims, called tort actions, than any other cause. In civil cases, the people or businesses involved in disputes file suits.

**Class Action** - a lawsuit brought by one or more persons on behalf of a larger group

**Clerk of the Court** - a court officer whose duty it is to keep records, issue formal writings, enter judgements and the like

**Commissioner, or Court Commissioner** - a person appointed by a judge to find facts, hear testimony, or perform a specific function connected with certain types of cases. A commissioner is not a state or federal court judge, and therefore has no authority to sign a legal demand for military records.

**Conservatorship** - the legal right given to a person to manage the property or financial affairs of a person deemed incapable of doing that for him or herself. Conservators have somewhat less responsibility than guardians. For a request submitted by a Conservator, follow guidance provided under [Conservatorship or Executor of Estate](#)

**Continuance** - the adjournment or postponement to a later date of an action pending in court

**Criminal Action** - involve the upholding of public or official codes of behavior. In a criminal case, the government brings charges against the person or business who supposedly committed the crime.

**Decree** - an order of the court

**Discovery** - formal process of trial preparation in which the parties exchange information to find out details relevant to witnesses. It also reveals other evidence each side will present at trial. Discovery allows the parties to know before the trial begins what facts the other may present. The trial judge may set a deadline date by which all information to be used at trial must be revealed.

**Et Al** - and others

**Executor** - a person who either expressly or by implication is appointed by a testator [one who dies leaving a will] to carry out the testator's directions concerning the dispositions made under the will. For a request submitted by a Executor, follow guidance provided under [Conservatorship or Executor of Estate](#).

**Ex-Parte** - in behalf of, on the application of, one party, by or for one party. An ex-parte judicial proceeding is one brought for the benefit of one party only, without notice to or challenge by an adverse party. It refers to an application made by one party to a proceeding in the absence of the other.

**Guardian** - one who legally has care and management of the person or estate, or both, of an incompetent who cannot act for himself; an officer or agent of the court who is appointed to protect the interests of minors or incompetent persons and to provide for their care, welfare, education, maintenance and support. A legally appointed guardian may receive a copy of the veteran's record provided he/she includes a copy of the court papers appointing him/her as a guardian with the request.

**Indictment** - an accusation by an grand jury charging a person with a crime

**Justice of the Peace** - a local magistrate empowered to try minor cases, administer oaths, and perform marriages. This office has been abolished in most states, with similar powers transferred to municipal or district courts.

**Litigants** - the parties involved in a lawsuit

**Magistrate** - a judicial officer exercising some of the functions of a judge; it can include inferior judicial officers such as justices of the peace. United States Magistrates (i.e., federal magistrates) are appointed by federal court judges. These magistrates' powers include the ability to hear and determine any pre-trial motion pending before the court, to conduct hearings, including evidentiary hearings, and to submit proposed findings of facts and recommendations for disposition.



**Motion** - an application to the court requesting an order or rule in favor of the applicant. Motions may be made orally, or more formally, in writing, by a Notice of Motion. They may be determined without notice to the adverse parties [ex-parte] or argued by adverse parties.

**Notary Public** - a public officer under civil and commercial law, authorized to administer oaths, to attest to and certify certain types of documents, to take depositions, and to perform certain acts in commercial matters. The seal of the notary public authenticates a document. In many jurisdictions attorneys can act as notaries.

#### **Parties:**

**Plaintiff/Petitioner** - the “state” or “people of the state” in a criminal prosecution; the person bringing the suit, the offended party in a civil suit.

**Defendant/Respondent** - person being criminally prosecuted; the person or institution against whom a civil suit is filed. The plaintiff’s name will always appear first. Examples: The State of Michigan v. John Doe or Jones v. Smith.

**Power of Attorney** - an instrument in writing by which one person, as principal, appoints another as his agent and confers upon him the authority to perform certain specified acts or kinds of acts on behalf of the principal. The primary purpose of the power of attorney is to evidence the authority of the agent to third parties with whom the agent deals. If a requester has a valid Power of Attorney, he/she may obtain a copy of the veteran's record. However, the extent of a Power of Attorney varies. Therefore, it is important to carefully review the document to determine if the Power of Attorney authorizes the designated individual to receive personnel or medical records.

**Public Defender** - a government lawyer who provides legal defense services to a poor person accused of a crime

**Settlement** - a compromise achieved by the adverse parties in a civil suit before final judgment, whereby they agree between themselves upon their respective rights and obligations, thus avoiding a trial

**Stipulation** - an agreement, admission, or concession made by parties in a judicial proceeding or by their attorneys

**Subpoena** - an order issued under the authority of a court to compel a witness to appear and testify

**Subpoena Duces Tecum** - type of subpoena issued by a court at the request of one of the parties to a suit requiring a witness to bring to court or to a deposition any relevant documents that are under the witness’s control

**Workers' Compensation** - various state and federal laws which seek to provide benefits to workers and their families as compensation for work-related injuries, diseases, and deaths. Under these laws, employers compensate individuals for injuries, including medical expenses and permanent or temporary disability, regardless of who was at fault. Families will get benefits if the worker dies because of an injury. Workers’ compensation laws not only cover injuries that occur on the job, but they also cover “occupational diseases” resulting from on-the-job exposure, such as asbestosis, silicosis, and black lung disease, if the job presents a greater risk of getting the disease than other jobs. All states have some type of workers’ compensation. State laws vary in the amount of benefits provided but are similar to each other. Workers’ compensation boards or courts exist in most states with jurisdiction to review cases arising under the laws.

In workers’ compensation, an injured or ill employee submits a claim to the employer’s insurance carrier and to the workers’ compensation agency in the state. If the claim is not challenged by the

employer, payment is made by the insurance company. If the employee is unsatisfied with the award or the employer contests the claim, a hearing is scheduled and evidence relating to the circumstances of injury and extent of injury is presented before a workers' compensation judge (sometimes called an administrative law judge, hearing examiner, or hearing officer) who will decide the matter.

In most states, if a workers' compensation law covers an individual, it prohibits the individual from filing a civil suit against the employer for conditions covered by the law. In many states, though, the worker can still sue other negligent parties who may have played a role. Such parties could include coworkers, producers of defective machinery, etc.

---

## **OBTAINING FEDERAL PERSONNEL AND MEDICAL RECORDS (MILITARY OR CIVILIAN) PURSUANT TO COURT ORDER OR SUBPOENA**

---

### **COURT ORDER REQUIREMENTS**

Access to military or civilian personnel and medical records on file at the National Personnel Records Center, St. Louis, Missouri, may be gained pursuant "to the order of a court of competent jurisdiction." Valid court orders should be addressed to this Center. Subpoenas qualify as orders of a court of competent jurisdiction only if they have been signed by a judge. To be valid, court orders must also be signed by a judge. Authority for these requirements is 5 U.S.C. 552a(b)(11), as interpreted by *Doe vs. DiGenova*, 779 F. 2d. 74 (D.C. Cir. 1985), and *Stiles vs. Atlanta Gas and Light Company*, 453 F. Supp. 798 (N.D. Ga. 1978).

Please furnish the address of the clerk of the court so that photocopies may be furnished in the form of a certificate under seal to the clerk of the court issuing the order. Or, the photocopies may be sent to a recipient other than the clerk of the court as long as the order of the court names another recipient and gives the appropriate address. Under applicable Federal Law, photocopies so certified shall be admitted into evidence as original records 44 U.S.C. Sec. 2116(b). It is also helpful to furnish the names and addresses of attorneys involved.

The court order must describe the records and information desired in sufficient detail to identify them with accuracy. A minimum of detail would include as many of the following as possible: The complete name, service number, social security number, date of birth, branch of service or Federal agency by which employed, and dates of military service (active, reserve, or retired) or of Federal employment. If clinical treatment records are needed, include also the dates, places, and type(s) of treatment given. The court order should be addressed and sent to:

[\[00216\]](#)

National Personnel Records Center  
(Military Personnel Records)  
1 Archives Drive  
St. Louis, MO 63138

---

## **WORKERS' COMPENSATION INFORMATION SHEET**

Access to military personnel/medical records in the custody of the National Personnel Records Center is limited by the Privacy Act of 1974 (5 U.S.C. 552a), and Department of Defense Regulations. The Privacy Act permits release of information from these records, without the permission of the veteran, to a "routine use" of the records. The Department of Defense has determined that State Workers' Compensation Boards/Offices are generally considered to be routine uses of the records. This exception applies only to the Boards/Offices of each state, however, and not to third parties representing another interest. Even if the State Board/Office specifies release to a third party, we will comply by sending the information only to the routine use, i.e., the State Board/Office. Therefore, please submit one of the following:

1. The address of the State Board/Office of Workers' Compensation where the information can be sent. Without the veteran's authorization, we will provide information only to the "routine use."
2. The signed and dated authorization of the veteran or his designated representative, specifically, directing that information from the military record be provided to you. Authorization can be a written or digital signature, but it must be dated within the last year. If veteran is legally incompetent, the designated legal representative or guardian must sign the request and furnish a copy of the court appointment or power of attorney (POA) that clearly places the individual over the veteran's affairs. It should be specific enough to mention the disclosure of records.

**Note:** *The above time limit requirement for a valid signature does not necessarily apply to court ordered appointments or POAs. Each will be evaluated to determine if it is in compliance with current regulations.*

---

**Source:** [NPRC 1864.107](#) and [NPRC 1865.16](#)

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1864.107D  
May 9, 1997

**SUBJECT: Legal demands for records and/or information**

1. **Purpose.** This memorandum issues instructions for processing legal demands for records and/or information. These instructions do **NOT** apply to a request for certified or authenticated copies received from a routine use of the record, the veteran, or a third party who has the written authorization of the veteran (e.g., a record copy service or a veteran's representative including an attorney).
2. **Cancellation.** NPRC 1864.107C is canceled.
3. **Reason for revision.** This memorandum is revised to:
  - a. provide instructions on when to search the Patient Retrieval System (PRS);
  - b. provide instructions on how to process legal demands for medical records that are loaned/sent or retired to the Department of Veterans Affairs; and
  - c. update forms.
4. **Applicability.** This memorandum is applicable to all reference branch correspondence personnel and Records Reconstruction Branch correspondence personnel.
5. **Definitions.**
  - a. **Subpoena Duces Tecum.** This is a REQUEST issued by a court. It may be directed to a person requiring his/her attendance at a particular time and place to testify. It also requires that he/she bring with him/her certain papers or records in his/her possession or under his/her control which may tend to clarify the subject matter of the trial or hearing. In February 1981, the Office of Management and Budget reaffirmed its earlier guidance that a subpoena duces tecum signed by a clerk of the court did not constitute a proper court order under the provisions of subsection (b)(11) of the Privacy Act, 5 U.S.C. 552a. A subpoena duces tecum signed by a judge becomes a court order as defined in [subpar. 5b](#) below.
  - b. **Court order.** This term refers to a DEMAND from a judge of a court for records, or authenticated copies thereof, or for the testimony of a representative of NPRC in deposition form, which may tend to clarify the subject matter of the trial or hearing.
  - c. **Deposition.** A testimony of a witness taken under oath, but out of court, and reduced to writing, to be used in trying some question of fact in a Court of Justice.
  - d. **Criminal action.** A prosecution for a crime brought in the name of a government entity, and which is based upon the assumption that the injury done is to the public generally, as opposed to a private person. An injury to a private person is compensated by a civil suit for damages even when the injury involves a crime.

e. **Civil action.** Every action presented for trial other than criminal.

f. **Adverse attorney.** In a civil action, the attorney NOT representing the subject of the record requested.

6. **Instructions.** The instructions for handling the various types of legal demands under different situations are found in the attachment.

## 7. **Forms.**

AF Form 7, Airman's Military Record  
 AF Form 11, Officer's Military Record  
 DA Form 20, Enlisted Qualification Record  
 NA Form 13017, Reply to Medical Records/X-Ray Requests  
 NA Form 13021, Admissibility in Evidence of Copies of Records Authenticated  
 by the National Personnel Records Center  
 NA Form 13027, Court Order Requirements  
 NA Form 13040-A, Authentication Certificate (CPR)  
 NA Form 13040-B, Authentication Certificate (MPR)  
 NA Form 13122, Reply to Subpoena/Court Order  
 VA Form 07-3101, Request for Information

DAVID L. PETREE  
 Director

---

## LEGAL DEMANDS FOR RECORDS AND/OR INFORMATION

1. **Request sources.** Legal demands, which are court orders/subpoenas signed by a judge, come from the various types of courts of the judicial branch of government at all levels in the United States, both Federal and non-Federal. A subpoena signed by an attorney or the clerk of the court is not a valid legal demand.

**NOTE:** We frequently receive requests, often via subpoena, for authenticated copies of records from various routine users such as U. S. Attorneys, Office of the Judge Advocate General, Federal Bureau of Investigation, U. S. Army Criminal Investigative Division, U. S. Air Force Office of Special Investigations, etc. These requesters do not have to submit court orders for authenticated copies but can receive them upon written request. For case processing instructions, see the most current version of [NPRC1865.16](#), Release and access guide for military personnel and related records at NPRC. Responses to requests from the sources cited above are not the subject of this NPRC memorandum.

A subpoena from a state workmen's compensation office is not a valid legal demand. Moreover, an administrative law judge of a workers compensation office is **NOT** a judge of a court of competent jurisdiction. NPRC provides certified copies of documents or information to state workmen's compensation offices as a routine use of the records. The documents or information can be released to that office only upon receipt of a subpoena signed by a Magistrate or Administrative Law Judge. The records may only be released to the Magistrate or Administrative Law Judge. Be aware that the titles of hearings examiners for state workmen's compensation agencies vary from state to state.

2. **Value of records in court proceedings.** Courts of law submit subpoenas signed by a judge or court orders for records because of the value of these records in court proceedings. This value

is indicated in Section 1733, Title 28, U. S. Code (1995 edition):

(a) Books or records of account or minutes of proceedings of any department or agency of the United States shall be admissible to prove the act, transaction or occurrence as a memorandum of which the same were made or kept.

(b) Properly authenticated copies or transcripts of any books, records, papers or documents of any department or agency of the United States shall be admitted in evidence equally with the originals thereof.

**NOTE:** This paragraph is informational only and is not to be cited as a reference in any response to a request.

3. **Authority for NPRC to respond to legal demands.** [See Appendix A.](#)

- a. **Federal courts.** The basic authority allowing a response by NPRC to court orders issued by courts is contained in Section 1254.8(a), Title 36, Code of Federal Regulations. This authority, however, is subject to restrictions imposed by the respective armed force or agency whose records are involved, as brought out in this memorandum. See also Section 1254.32.
- b. **Non-Federal courts.** State and lower courts do not have the authority to issue legal demands affecting or interfering with the conduct of Federal activities. However, legal demands made on NPRC by or through non-Federal courts should be handled in a manner similar to requests from Federal courts; photocopies of the records may be produced if not restricted by law or by the respective armed force or agency whose records are involved.
- c. **Authority for NPRC to authenticate copies of records.** On occasion, attorneys telephone concerning NPRC's authority to maintain records or to authenticate photocopies of records. Or, the attorney may want to address/send the court order to a specific branch chief or archives technician. [Appendix A](#) outlines four general subjects which attorneys may ask about and the authority NPRC may cite in responding to those questions. Refer questions of a more complicated nature to the assistant branch chief or branch chief.

4. **Requirements for proper court orders (legal demands).**

- a. **General.** Exact requirements for an acceptable legal demand cannot be precisely outlined, as the procedures of the different courts vary. An overall appraisal of each legal demand must be made to determine sufficiency. Each demand must be examined considering the following factors as well as the special conditions/restrictions in [par. 6](#) before honoring any request.
- b. **Duplicate copies.** Either the original or duplicate copy of the legal demand is acceptable.
- c. **Nature/purpose.** Requests should state the nature of the legal action and the parties involved. Those from United States courts should indicate whether the United States Government is a party to the litigation. This will often eliminate the need for follow-up telephone calls for more information.
- d. **Contents/wording.** The requirements for the proper contents/wording of a legal demand are outlined on NA Form 13027, Court Order Requirements. (See [fig. 1](#)) **Be sure to**

**note that it is not always necessary to send the authenticated copies of the records to the clerk of the court.** With few exceptions (see [subpar. 6b\(2\)](#) and [9d](#) below), if the court order names another recipient and gives the appropriate address, the photocopies are sent to that designated party.

- e. **Signature.** Court Orders must be signed by the judge of the court. Subpoenas, including those from a grand jury, must be signed by a judge to be honored as a legal demand. Any of the following are acceptable:

(1) An original manually signed by a judge,

(2) A photocopy or reproduction of the original manually signed by a judge, or

(3) A photocopy or reproduction of the original which has the stamped, printed signature of the judge.

This third type does not have a manual signature on the copy submitted to NPRC. However, since there are criminal penalties attached to requesting or obtaining records covered by the Privacy Act under false pretenses, NPRC can reasonably rely on a judge's stamped, printed signature as adequate evidence of the validity of the legal demand.

If you cannot determine if the signature is that of the issuing judge, clerk of the court, or an attorney, the archives technician telephones the attorney or court for verification of the signature.

**NOTE:** If a legal demand does not meet any one of the criteria outlined above, it should be returned by using the NA Form 13027.

- f. **Court seal.** Legal demands need not necessarily bear the court seal. However, the court seal on a legal demand may compensate for some other suspected deficiency in determining the acceptability of the demand.
- g. **Age of legal demands.** The date a legal demand was issued should not normally be a determining factor of its acceptability unless it specifies a date of trial or date required that is well past. If there is a question concerning the age, a telephone call to the attorney or court involved may be necessary for verification purposes.
- h. **Requests for information as to how a legal demand should be prepared.** These should be answered primarily by furnishing a copy of NA Form 13027. Read the paragraphs to attorneys who telephone NPRC seeking information on what criteria are necessary to submit a valid court order to this Center.

5. **Action on legal demands if requirements are not met.** Upon receipt of a legal demand which is not considered sufficient, return the demand with a properly annotated NA Form 13027. A court order should meet the criteria outlined in the first two paragraphs on the NA Form 13027 or it should not be honored.

## 6. Action if requirements are met.

- a. **Legal demands involving litigation in which the United States is a party.** Legal demands which involve the United States government can be identified by noting that either the Plaintiff or the Defendant listed is the United States government, a specific agency of the United States government, or possibly the head of a United States government agency. When a legal demand listing the United States as a party is received,

forward the legal demand and pertinent records to the appropriate office of the armed force, employing agency, or legal custodian for processing. If the National Archives and Records Administration is a party to the litigation, coordinate with NRPC/NRPM in requesting advice through the NARA General Counsel (GC).

b. **Legal demands involving litigation in which the United States is not a party.**

(1) **Conditions for forwarding to the armed force or agency concerned.** If any of the following conditions exist, forward the legal demand and pertinent records to the appropriate office of the armed force or agency concerned.

(a) Records concern anyone prominent in the news.

(b) A controversial issue is involved.

(c) Some information is available that raises doubt as to the materiality, relevance, or usefulness of the requested information in the litigation.

(d) Records concern a person with some type of current military status.

**NOTE FOR NRPMN ONLY:** If case involves Navy medical records only, case need not be forwarded if otherwise proper for action by NPRC.

(2) **Security classified records.** On rare occasions, a record or documents in the record needed to respond to a legal demand may be security classified. The armed force or agency whose records are involved are to be informed of the request through the branch chief.

(3) **Conditions in (1) and (2), above, not present.** If none of the foregoing conditions exist, take action as indicated below:

(a) **NPRC response to routine court orders.** Respond to court orders (or a subpoena signed by a judge) by furnishing authenticated copies of records under authentication certificate (see [figs. 2](#) and [3](#)) transmitted by letter or NA Form 13122, Reply to Subpoena/Court Order, (see [fig. 4](#)) to the clerk of the court. If a formal letter is used as a transmittal, the language used on NA Form 13122 is to be followed. If the court order does not specify to whom the records are to be sent, the records are to be sent to the clerk of the court. Records may be released to a recipient other than the court if:

(i) The stipulation (signed by the subject of the record or a representative of the person whose records are involved) names another recipient; or,

(ii) The order of the court names another recipient.

Also attach a copy of NA Form 13021, Admissibility in Evidence of Copies of Records Authenticated by the National Personnel Records Center. (See [fig. 5](#)) See pars. [9](#) and [10](#) for further details.

**NOTE:** When NPRC responds to a subpoena or court order (civil case) issued at the request of the adverse attorney, a carbon copy of the transmittal form/letter must be sent to the last known address of the individual whose records were released, or to his/her attorney. It is not necessary to seek a more current address than that provided in the record if one is not provided in the request. If the subject of the records involved is known to be deceased, no notification to the next-of-kin or other party is required.



(b) ***NPRC response to a FEDERAL court order or subpoena signed by a judge requesting a personal appearance in court.*** When a subpoena or court order issued by a Federal court (and signed by a judge) requesting a representative of NPRC to appear in court with records is SERVED ON an NPRC representative, or upon learning that such a demand is forthcoming, attempt to obtain agreement with the attorney or court representative concerned to satisfy the request by furnishing authenticated copies of the records. Explain that such copies are admissible in evidence in accordance with Section 2116(b), Title 44, U.S.C. If this is agreed to, process in the same manner as a court order (see [subpar. 6b\(3\)\(a\)](#), above). If agreement cannot be reached to furnish photocopies of the records, coordinate with NRPC/NRPM in requesting advice through the NARA General Counsel (NGC).

(c) ***NPRC response to a STATE court order or subpoena signed by a judge requesting a personal appearance in court.*** When a subpoena duces tecum issued by a State or lower court requesting a representative of NPRC to appear in court with records is SERVED ON an NPRC representative, retain the demand and furnish authenticated copies, following instructions in [subpar. 6b\(3\)\(a\)](#), above. If this action is contested, explain the action, by letter or telephone call, using [subpar. 3b](#) of the attachment as a basis. If an actual complaint regarding the action is received, coordinate with NRPC/NRPM in seeking advice through the NARA General Counsel (NGC).

(d) ***Depositions.*** If the U. S. Government has no interest in the litigation involved, legal demands for NPRC representatives to testify in deposition form at this Center (or any other U. S. Government property) are not honored. Records or copies are not taken to any other location for use by NPRC personnel in testifying in deposition form. If NPRC's response is protested, or if the deposition is requested for use in litigation in which the U. S. Government has an interest, coordinate with NRPC/NRPM in requesting advice from the NARA General Counsel (NGC).

## **7. Certifying information and/or attesting to absence of information.**

***Certifying information.*** There are instances when it is better to provide a brief, authenticated statement of record facts than it is to furnish copies of the records under seal. In some cases the legal demand calls for such a statement. If the policies outlined in this part permit release, furnish a certificate of the desired information on formal letterhead (see [fig. 6](#)). Forward certificate to the court, using either a NA Form 13122, or a letter of transmittal.

- a. ***Attesting to absence of information (excluding NRPMR).*** When a legal demand calls for information which, if it existed, should be in the files at NPRC but which cannot be found, furnish a certificate attesting to the fact that, after diligent search, no record or entry of the nature specified is found to exist in the records at NPRC.

**NOTE:** NRPCR personnel should also include a statement notifying the lawyer or court to contact the current or last employing office of the individual concerned. Use the completed sample (see [fig. 7](#)) as a guide. Forward certificate to the court, using either an NA Form 13122, or a formal letter.

- b. ***Attesting to absence of information (NRPMR).*** If a legal demand calls for information which, if it existed, would have been on the sixth floor prior to July 12, 1973, furnish a certificate indicating that extensive efforts to locate the record have been unsuccessful. Use the samples ([figs. 8](#) and [9](#)) as guides. Forward certificate to the court using NA Form 13122.

- c. **Combined certificate of record facts and absence of other record facts.** There are instances when it is necessary to both certify given record facts and at the same time attest to the absence of other data. When this happens, combine the two certificates on formal letterhead stationery. Example:

<p>C E R T I F I C A T E</p> <p>I HEREBY CERTIFY that the official records of the Department of the Army in the physical custody of the National Archives and Records Administration filed at the National Personnel Records Center, (9700 Page Ave., or 111 Winnebago St., as appropriate) St. Louis, Missouri (63132-5100 or 63118-4199) show that John J. Doe, service number 00 000 000, gave his beneficiaries as Mrs. Mary Doe, wife, and John J. Doe, Jr., son. Mrs. Doe's address is shown as 1000 Plover Street, Chicago, Illinois.</p> <p>I HEREBY FURTHER CERTIFY that after a diligent search of the records covering the service of John J. Doe, service number 00 000 000, in the United States Army from August 5, 1948, to August 4, 1952, no entry indicating any overseas service during that period has been found.</p>
--

8. **Certifying copies of records AND attesting to the record facts or absence thereof.** There are cases which require both a certification of copies of records and an attestation to record facts contained in other records (or absence of such record facts). Prepare authentication certificate for the former (see [figs. 2](#) and [3](#)) and a certificate on formal letterhead stationery for the latter (see [figs. 6](#) and [7](#)).

9. **Selecting and arranging records to be photocopied and furnished.**

- a. **Information not releasable because of subject matter.** Records of a discharge review board are excluded when photocopies are made or information is furnished from a military record. If proceedings are specifically requested, forward the legal demand and pertinent records to the appropriate office of the armed force or agency concerned. If questions arise as to whether a particular document or paper (e.g., pay records, prison records) is considered to be a part of the personnel or medical record, consult the "categories of records in the system" description in the appropriate system of records. These may be obtained by contacting the management analyst in the Office of the Director (NRP) who serves as the liaison to the NARA General Counsel.
- b. **Selecting and assembling records comprising a complete medical history of an individual.** When a complete medical history of an individual is sought and the subject of the court order is a veteran, the record is reviewed for any medical records and for any indication that the service member was a patient in a military hospital. Documents in the record which can reveal patient status include clinical cover sheets in the outpatient medical records and assignment history extracts such as the DA Form 20, Enlisted Qualification Record; AF Form 7, Airman's Military Record; AF Form 11, Officer's Military Record, and pages 5, 12, or 13 in Navy/Marine Corps records. If NRPC has responded to any requests from the Department of Veterans Affairs, the request/response form, VA Form 07-3101, Request for Information, may also be a source of the patient status of the veteran. If the veteran served in the military subsequent to 1964, use the on-line computer

to search the Patient Retrieval System (PRS) in addition to reviewing the record. The PRS is checked to determine if there are entries in the system which would indicate that the individual had been hospitalized. If the PRS inquiry results in a screen display of an entry or entries, a clinical record may exist in NPRC holdings and a search for that clinical record should be initiated.

If the subject of the court order is a dependent or a retiree, the PRS must be probed to determine if there are any entries to indicate that a clinical record may be in the NPRC holdings. The outpatient treatment records of a dependent or the post retirement outpatient treatment records of a military retiree can be searched only if the requester provides the last date and place of treatment. The PRS is of no value in searching for these outpatient records.

Please see the latest version of [NPRC 1865.103, par. 1-9](#), for procedures used to request searches for clinical records.

c. **Selecting and assembling medical records.**

(1) Separate records to be photocopied, temporarily setting aside duplicates and such nonmedical papers as letters, orders, etc.

(2) Do not attempt to assemble the selected records in chronological order.

(3) Replace the records assembled for copying and the miscellaneous material temporarily set aside in (1), above, in the records folder/jacket.

d. **Drug/alcohol abuse patient records.** The records covered by the Drug Abuse Office and Treatment Act of 1972 are records maintained in connection with the treatment, rehabilitation and training of drug/alcohol abuse patients. It is the court's responsibility to weigh the public interest and the need for disclosure against the injury of the patient when treatment, rehabilitation, and training records are involved. These types of records are rarely found in records at NPRC. When such records are found, the entire response should be sent to the clerk of the court. (See the latest version of [NPRC 1865.103](#) for more information.) Most information on drug/alcohol abuse found in military records are collateral and incidental entries which NPRC is not required to screen. Such collateral and incidental entries in the records are provided when requested and as directed by a court of competent jurisdiction.

e. **Mental health records.** Mental health records may be released as directed by the court. Be sure to alert the court to these records by checking the appropriate block of the NA Form 13122.

f. **Selecting and assembling records, other than complete sets of medical records.** Remove duplicates, routing slips, notes, etc., and arrange papers to be copied in no particular order. Assemble the copies for authentication. Replace the originals in the record in same order as the photocopies.

10. **Forwarding completed replies for authentication and dispatch.** Route completed reply to appropriate official for signature. See latest revision of [NPRC 1804.1](#), Signature authority, Center correspondence, for proper signature authority. After authentication, dispatch to NRPMO-M or NRPCO-M, as appropriate.

11. **Action when health records are not at NPRC.**

**NOTE:** Even if conditions described in paragraphs [11a](#) or [11b](#) below exist, a probe of the Patient Retrieval System must still be made and any appropriate searches are to be conducted.

1. ***Pertinent medical records loaned to Department of Veterans Affairs (VA)***. If a VA 3101 or other document in file indicates that the health record was loaned/sent to the VA, inform the requester and provide the VA toll free number and Claim Number for assistance in locating the requested records. If a part of the record is on loan to the VA, certify the records on file at this Center. DO NOT check BIRLS for the claim folder location, check mark the appropriate block on the NA Form 13122 to inform the court that the records have been loaned to the VA; provide the VA Claim Number and VA toll free number.
2. ***Pertinent medical records retired to Department of Veterans Affairs (VA), Records Management Center (RMC)***. The military service departments, except the Coast Guard now retire the military health record to the RMC. (See the latest revision of [NPRC1865.103](#), Requests involving health records of former military members, [par. 1-13.](#)) Use the NA Form 13122, check mark the appropriate block to inform the court that the requested record was not retired to this Center, and provide the VA Claim Number and VA toll free number.
3. ***Records divided between Page and Winnebago***. When it is discovered that a portion of the records are at Page and a portion at Winnebago, the technician at the building who initially receives the request should prepare the record to be photocopied and authenticated. The technician's supervisor or section chief should then telephone the other building to request photocopies of the remaining records. The supervisor or section chief who places the telephone call should remind the supervisor or section chief who receives the call that the request is first priority. Inform the court or attorney concerned, as appropriate, of the delay. The case is suspended and when the records arrive from the other building, one certification and response, signed by the Director, is made.

**NOTE:** When x-rays located at Winnebago are specifically requested as part of a court order received at Page, a copy of the court order is forwarded to Winnebago for separate reply. This is done because x-rays are not duplicated, authenticated, or normally forwarded to the court.

4. ***Records divided between NPRC and another depository (except the Department of Veterans Affairs, see [subpars 11a](#) and [11b](#) above)***. Reply to the part pertaining to NPRC and refer the request to the other depository for completion of action. Inform the court or the attorney concerned, as appropriate, of this referral. Use the telephone if urgent.
5. ***Misaddressed legal demands***. Contact the court or attorney and inform them that records are not located at NPRC. Ask if the court order should be forwarded to the proper custodian or sent back to originator.
12. ***Fees***. Fees may be charged for authenticated copies of records provided in response to subpoenas and court orders issued at the request of an adverse attorney. Records copy services are not charged unless the request for records is from the adverse attorney. This is true, however, only in civil actions in which the United States is not a party. See the latest revisions of [NPRC 1852.1](#) and NPRC 1852.2 for information and instructions regarding applicable fees for litigation cases.
13. ***Loan of x-rays to the court***. X-rays may be loaned to a physician appointed by the court upon/after receipt of a proper court order. The x-ray should not be sent to the clerk of the court. In these cases, the following statement may be added to the NA Form 13017, Reply to Medical

## Records/X-Ray Requests:

X-rays cannot be loaned to the court. However, they may be loaned to a physician appointed by the court, who will testify to the reading of the x-rays.

14. **Special instructions for NRPMPR.**

- a. **Negative BIRLS and VA index.** If the computer index does not indicate that a record or auxiliary record source is available, the BIRLS index and VA tapes are checked. If the latter sources also prove to be negative, telephone the attorney and offer to send a certificate attesting to the loss of the record.
- b. **Auxiliary record(s) at NPPRC.** If the computer index does not indicate the presence of a military record, but does indicate that an auxiliary record is present at NPPRC, assemble the available auxiliary record information prior to telephoning the attorney. To avoid misunderstandings, the attorney should be informed that verification of service and character of separation is all that can be furnished.
- c. **Requested records recovered after the fire.** If the records necessary to answer the request were recovered after the fire, explain the condition of the records. This courtesy helps to avoid any misunderstandings when the records are received in court. If documents recovered from the fire provide proof that the medical records were loaned to the VA, furnish the VA Claims Number and suggest the requester call the VA toll free number for assistance in locating the claims folder. Include a statement in the cover letter indicating that the records were in the area which suffered the most damage in the fire here on July 12, 1973.
- d. **Medical records not on file.** If the court order seeks medical records and if BIRLS is positive, furnish the VA Claims Number and suggest the requester contact the VA toll free number for assistance in locating the claims folder to see if medical records may have been loaned to the VA prior to the fire.

15. **Personnel identifiers in authenticated copies of military records.** The Privacy Act has established that pursuant to an order of a court of competent jurisdiction, a record may be disclosed without the written consent of the individual involved. In addition, it requires that the agency make reasonable efforts to serve notice on an individual when any record on that individual is made available through legal process. However, NPPRC employees should make no deletions of personal identifiers prior to disclosing records in response to a court of competent jurisdiction. NPPRC is not obligated to notify individuals (other than the subject of the record) that information has been made available through compulsory legal process. **WHEN A RECORD IS FOUND TO CONTAIN NAMES AND PERSONAL IDENTIFIERS OTHER THAN THOSE OF THE SUBJECT OF THE RECORD**, NPPRC employees should include the following statement in the transmittal letter to the court, or check the appropriate block on NA Form 13122:

The copies of the enclosed military records contain the names of and certain personal information relating to individuals other than the veteran named in the court order. Under the Privacy Act of 1974, such personal information should be safeguarded. Further release of this information should be in accordance with the rules and regulations implementing the Privacy Act of 1974.

---

## Appendix A: **Authority for NPRC to authenticate copies of records**

### 1. **If challenged regarding the legal custody of records stored at NPRC, the following references may be of help:**

#### **36 CFR 1252.2**

Federal records center records (hereafter referred to as "FRC records" means records which, pending their deposit with the National Archives of the United States or their deposition in any other manner authorized by law, have been transferred to a Federal records center operated by NARA.

#### **36 CFR 1254.32 FRC records (see the following paragraph)**

Requests for access to records on deposit in Federal records centers shall be addressed directly to the appropriate agency or to the FRC director at the address shown in Part 1253. The use of FRC records is subject to access rules prescribed by the agency from which the records were transferred. When the agency's rules permit, NARA makes FRC records available to requesters. When access is precluded by these rules and restrictions, the FRC director will refer to the responsible agency the requests and any appeals for access, including those made under the Freedom of Information Act.

#### **36 CFR 1252.2 Federal records centers**

"Federal records centers" include the Washington National Records Center, National Personnel Records Center, and the Federal Records Centers located at National Archives Centers listed in Section 1253.6.

### 2. **If challenged regarding the authority for NPRC to honor legal demands:**

NPRC is authorized to honor legal demands pertaining to records on file at this Center if no restrictions have been imposed by the agency that transferred the records (to this Center). If restrictions have been imposed by the transferring agency, the authority issuing the legal

demand is so notified and asked to take up the matter with the transferring agency. Reference 36 CFR Section 1254.8 here quoted in part:

Section 1254.8 subpoenas and other legal demands for records transferred to the National Archives and Records Administration.

(a) Access to records transferred to a Federal records center is controlled by the instructions and restrictions imposed on NARA by the Federal agency that transferred the records to the Federal records center. NARA will honor a subpoena duces tecum or other legal demand for the production of these records, to the extent required by law, if the transferring agency has imposed no restrictions. When the transferring agency has imposed restrictions, NARA will notify the authority issuing the subpoena or other legal demand that NARA must abide by the agency-imposed restrictions and will request the authority to pursue the matter directly with the transferring agency.

### 3. Only the "Director" may be served with a court order:

The "Director" is the only person at NPRC who may be served a court order. Reference 36 CFR 1254.8(b), here quoted in part:

(b) The Archivist of the United States, the Director of the Legal Services Staff (NSL) or his designee, and the Director of the Federal Records Center in which the records are stored are the only NARA officials authorized to accept a subpoena or other legal demand for records transferred to a Federal records center.

36 CFR 1252.2 "Director" means the head of a Presidential library, the head of an office of the National Archives division, branch, or unit responsible for servicing records, or the head of a Federal center.

## IMPORTANT

**NOTE:** For employees at 111 Winnebago, the court order may be sent to the Director, NPRC, NARA, 111 Winnebago, as outlined on NA Form 13027, Court Order Requirements.

### 4. If challenged regarding NPRC authority to authenticate copies of records and admissibility in evidence of copies so authenticated, the following paragraph will be helpful:

The official seal of the National Archives of the United States is affixed to these certificates. The admissibility in evidence of certificates affixed with this seal and certified by the Archivist is established by 44 U.S.C. 2116(b), here quoted:

(b) There shall be an official seal for the National Archives of the United States which shall be judicially noticed. When a copy or reproduction, furnished under this

section, is authenticated by the official seal and certified by the Archivist, the copy or reproduction shall be admitted in evidence equally with the original from which it was made.

**NOTE:** NPRC uses the National Archives and Records Administration, 1985, Seal to authenticate copies of records.

---



- [ÿ Index Chart](#)
- [ÿ Air Force Medals Sidebar](#)

## Legion of Merit

- 
- [ÿ Air Medal](#)
  - [ÿ American Campaign Medal](#)
  - [ÿ American Defense Service Medal](#)
  - [ÿ Antarctica Service Medal](#)
  - [ÿ Armed Forces Expeditionary Medal](#)
  - [ÿ Armed Forces Reserve Medal](#)
  - [ÿ Army Aviator Badge](#)
  - [ÿ Army Commendation Medal](#)
  - [ÿ Army of Occupation of Germany WWI](#)
  - [ÿ Army of Occupation Medal WWII](#)
  - [ÿ Asiatic Pacific Campaign Medal](#)
  - [ÿ Aviation \(Aircraft Crewmember\) Badge](#)
  - [ÿ Belgian Fourragère](#)
  - [ÿ Bronze Star Medal](#)
  - [ÿ Combat Infantryman Badge](#)
  - [ÿ Combat Medical Badge](#)
  - [ÿ Commendation Ribbon w/Metal Pendant](#)
  - [ÿ Distinguished Flying Cross](#)
  - [ÿ Distinguished Service Cross](#)
  - [ÿ Distinguished Service Medal](#)
  - [ÿ Distinguished Unit Citation](#)
  - [ÿ Diver Badges](#)
  - [ÿ Drill Sergeant Identification Badge](#)
  - [ÿ Driver and Mechanic Badge](#)
  - [ÿ European African Middle Eastern Campaign Medal](#)
  - [ÿ Expert Infantryman Badge](#)
  - [ÿ Explosive Ordnance Disposal Badges](#)



The Legion of Merit, the first United States decoration created specifically for award to citizens of other nations, was established by an Act of Congress of July 20, 1942 amended by an executive order of March 15, 1955. It is conferred on officers and enlisted men of the Armed Forces of the United States and on nations of other countries "who shall have distinguished themselves by exceptionally meritorious conduct in the performance of outstanding services" since September 8, 1939, the date of the President's proclamation of the state of emergency that led to World War II. The Legion of Merit may be awarded for combat or noncombat services; in the case of American military personnel, if the award is for combat service it is shown by the wearing of a combat "V."

The Legion of Merit is also the first award to have different degrees. If a holder of the Legion of Merit in one degree is subsequently given another such award, it is never in a degree lower than the original one. The degrees of Chief Commander and Commander are conferred on members of foreign governments only and are awarded for services comparable to

those for which the Distinguished Service Medal is given to members of the United States Armed Forces.

The Legion of Merit was established on July 20, 1942.

Authorized Device/Appurtenance: Awarded in Degrees, V Device (if applicable)

Dates Authorized: WWI, WWII, Korea

Type of award: Individual Army Decoration

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 3-12](#)

Orders are issued for this award

**This award is accompanied by a certificate and, if awarded for heroism or valor, also a citation.**

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ÿ [Honorable Service Lapel Button WWII](#)
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
- ÿ [Legion of Merit](#)
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

## Levels of Complexity

This job aid lists, in alphabetical order, the various types of cases that are grouped by complexity level.

Instructions for use: The six Complexity Levels are identified in order from the simplest to the most complex. The types of cases are listed alphabetically in the left column first, and the list continues to the right column before proceeding to the next page. Some cases are listed twice, if the case is known by more than one name.

### Casework Complexity - Level 1 Basic (L1B)

All Separation Documents (DD Form 214)	Certification of Military Service (NA Form 13038)
All Enlistment Contracts (DD Form 4)	Discharge / Reenlistment Record (AF Form 1166)
All Reports of Death (DD Form 1300)	Discharge Certificate (DD Form 256/257)
Certificate in Lieu of Discharge (NA Form 303)	Home Loan (No Reserve Duty)

### Casework Complexity - Level 1 Intermediate (L1I)

AF Form 7 and 11	Delayed Entry Program
Agent Orange Payment Progress	Disciplinary Data
After Action Reports	DODDS Transcripts
Allotments	Dog Tags
Article 15	Drivers License Information

Beneficiary Data	Efficiency / Fitness Reports
Birth Data	Employment Suitability
Bonds	Exemplary Rehabilitation Certification
Burials	Fitness / Efficiency Reports
Certificates (Navy: Honorary / Continuous Service / Hospital Intern)	Forfeiture of Pay
Citizens Military Training Camp	General Classification Scores
Classification Records	Grade
DA Form 20 and 2-1	High School Transcripts
DD Form 93	Histories – Unit / Ships
DD Form 215	ID Cards and Tags
Death Certificate	Immunization Records

### **Casework Complexity - Level 1 Intermediate (L1I)**

Insurance (SGLI / VGLI)	Photographs
Insurance Company Requests	Police Department Requests

IQ Test Scores	Presidential Pardons
Job Service Centers	Pretrial Service Agencies
Leave Information	POW Status
Lost / Destroyed Baggage	Probation and Parole
Marital Status	Radiation Exposure
Marriage Certificates	Rank (Grade)
Medals (Navy, MC, CG)	Security Clearances
Medical Records	Statement of Service (Simple)
NJP – Non-Judicial Punishment	Station Assignments List
OPM Requests	Syphilis Register
Orders	Test Scores
Organizational Listings	Veterans Homes
Penal Institution Requests	VEAP

Performance Reports

Wills

**Casework Complexity - Level 1 Advanced (L1A)**

201 File (Complete Copy)	Discharge Review
Academic Records	Draft Status
Accident Reports	Drill Reports
ADT – Active Duty for Training	Estimated Earnings
Board Proceedings	Facts and Circumstances
Bonuses (State)	Flight Records
Bureau of Employment Compensation	Foreign Service
Campaigns	Former Spouses
Chemical Exposure	Fraudulent Enlistment
Civilian Records	FOIA
Complete Copy (201 File)	Furloughs
Confinement Records	Genealogy

Courts Martials	General Purpose Records
Derogatory Information	Gold Star Records
DFAS Cases	Historical (personal / family)
Discharge (Narrative)	Home Loan (Reserve Duty)

### **Casework Complexity - Level 1 Advanced (L1A)**

Homeless Veterans	Navy Service Record Book
Hospital Requests	Navy Enlisted Classification (NEC) Code
INS Requests	Navy Officer Billet Classification (NOBC)
Investigation Reports (CID)	Non-Nationals
Indebtedness, Complaints	Occupational Specialty Code
Last Known Address	OPM Request (813)
Line of Duty	Organizational Lists (fire)
L&T Request, copies to field units	Passenger Lists / Manifests
Loyalty	Paternity Claim



Medals (Air Force, Army)	Pension
MARCOR Record Pages	Philippine Scouts
MOS	Professional Jackets (Navy)
Morning Reports	Public Law
Mustering Out Pay	Purchase Orders
Naturalization Preference	Ratings Qualifications / USCG

### **Casework Complexity - Level 1 Advanced (L1A)**

RE-Code Explanation	State Bonuses
Retirement Eligibility	Statement of Service (Complicated)
Retirement Points	Student Army Training Corps
Rosters	TDR Leave
ROTC	TDY / TAD
Schooling	Time Lost
Ships Deck Logs	Unit Movement

Sick Reports	Whereabouts
SSA Requests	

### Casework Complexity - Level 2 Basic (L2B)

Amendments of Records	Estate Settlements
Authentication of Records	Hazardous Peacetime Service
Autopsy Reports	Identification of Heirs
Biographical Sketches	Legal Requests
Bonus – WWI Adjusted Compensation	Memorializations
Bureau of ATF	Name Change
Citizenship, forfeiture	Pensions, Navy
Combat Pay Appeals	Presidential Pardons / Proclamations
Congressional, routine	Public Laws
Death, Facts / Circumstances	Record Review / Research Room
Disability Rating	Retired / Retainer Pay

Discharge from Draft, explanation	Russian Railway Service Corps
Discharge Review Board, explanation	Travel Time
Eligibility, complete separation	Workers Compensation
Embassies / Legations, request	

### **Casework Complexity - Level 2 Intermediate (L2I)**

Burial Calls for National Cemetery	Deletion of Records
Complaints, High Level	Media Requests
Completed Cases, FWOA	White House Cases
Congressional, complicated	

### **Casework Complexity - Level 2 Advanced (L2A)**

Center Policy, Explanations	Case Investigation / Resolution
List Cases, level determination	Sensitive Cases: Employee's Military Records / Witness Protection Program
Completed Cases, review	

# LINE OF DUTY (LOD) INVESTIGATION REPORTS

---

## Army and Air Force

If the report is not in the record, advise the requester that “No report of investigation found in file.” There is no alternate source for the report.

## Navy, Marine Corps, and Coast Guard

If no record of investigation is found in the record, advise the requester to contact:

[\[00197\]](#)

Department of Veterans Affairs  
Records Management Center (RMC)  
Post Office Box 5020  
St. Louis, MO 63115-5020

---

Source: [NPRC 1865.38](#)

---

# LIST CASES

*Last Modified: 09/23/2004*

---

A list case is a request in which more than one name is submitted for action.

What are examples of list cases?

- A single letter/form requesting information about two or more veterans
- A letter/form request with an attached listing of multiple names

What should not be considered as a list case?

- Multiple SF 180s, Request Pertaining to Military Records, or other request forms (SF 813, DD 877, DFAS form, etc.) received in the same envelope
- Several individual request forms or letters received under one fax transmittal sheet from the same requester, such as a Congressional office
- Requests that qualify as special projects (refer to [NRP 2004-15](#) memorandum)

The manner in which NPRC responds to list cases is based on the type of information requested, whether or not the records are on file here, and our release/access policies. The procedures for routing and determining what, if any, special handling will take place in responding to a list case are set forth in the NPRC source document.

---

**Source:** [NPRC 1865.22](#)

---

# LIST CASES

*Last Modified: 09/23/2004*

---

A list case is a request in which more than one name is submitted for action.

What are examples of list cases?

- A single letter/form requesting information about two or more veterans
- A letter/form request with an attached listing of multiple names

What should not be considered as a list case?

- Multiple SF 180s, Request Pertaining to Military Records, or other request forms (SF 813, DD 877, DFAS form, etc.) received in the same envelope
- Several individual request forms or letters received under one fax transmittal sheet from the same requester, such as a Congressional office
- Requests that qualify as special projects (refer to [NRP 2004-15](#) memorandum)

The manner in which NPRC responds to list cases is based on the type of information requested, whether or not the records are on file here, and our release/access policies. The procedures for routing and determining what, if any, special handling will take place in responding to a list case are set forth in the NPRC source document.

---

**Source:** [NPRC 1865.22](#)

---

Appendix C: **List of Available Army Military Award Certificates**

**ARMY MILITARY AWARD CERTIFICATES**  
**(Available for veterans at NPRC)**

<b>Form number</b>	<b>Title</b>
DA Form 4980-2	Distinguished Service Cross Certificate (1)
DA Form 4980-3	Distinguished Service Medal Certificate (1)
DA Form 4980-4	Silver Star Certificate (1)
DA Form 4980-5	Bronze Star Medal Certificate (1)
DA Form 4980-6	Soldier's Medal Certificate (1)
DA Form 4980-7	Distinguished Flying Cross Certificate (1) (Heroism)
DA Form 4980-8	Distinguished Flying Cross Certificate (1) (Achievement) (1)
DA Form 4980-9	Air Medal Certificate (1)
DA Form 4980-10	Purple Heart Certificate (1)
DA Form 4980-11	Legion of Merit Certificate (1)
DA Form 4980-12	Meritorious Service Medal Certificate (1)

DA Form 4980-14	Army Commendation Medal Certificate (2)
DA Form 4980-18	Army Achievement Medal Certificate (2)
DA Form 4950	Army Good Conduct Medal (Not available prior to Jan. 1, 1981)

**Notes:**

(1) Sensitive Form (Controlled Required)

(2) Accountable Form (Controlled Required)

---



---

**Appendix 2-A. Listing of Air Force medical facilities**

---

**NOTE: Although not marked, all Vietnam locations have been closed since @1975; the end of the Vietnam War.**

---

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

---

Academy, USAF, CO

Adair AFS, Disp., OR

Albrook AFB, Disp., CZ, APO NY

Almaden AFS, Med. Aid Sta., CA

Altus AFB, OK

Amarillo AFB, TX

Andersen AFB, Clinic, Guam, APO SF

Andrews AFB (Malcolm Grow Hosp.), Wash., DC

\*Ankara, Turkey, APO NY (\*closed or pending closure)

Antigo AFS, Disp., WI

Armish Maag, Hosp., Teheran, Iran, APO NY

Arnold AFS, Clinic, TN

Aschaffenburg, Disp., Germany

Ashiya, Hosp., Japan, APO SF

Athenai Airport, Greece, APO NY

Avalon AS, Disp., Australia, APO SF

Aviano AB, Italy, APO NY

Bainbridge AB, Disp., GA

Baldy Hughes AFS, Canada

Baltimore, Disp., MD

Barksdale AFB, LA

Barstow AFB, Disp., FL

Beale AFB, CA

Benguerir AB, Disp., Morocco, APO NY

\*Bergstrom AFB, TX (\*closed or pending closure)

Biggs AFB, TX

\*Bitburg AB, Germany, APO NY (\*closed or pending closure)

Blaine AFS, Disp., WA

Blytheville AFB, AR

Bossier AB, Disp., LA

Brindisi, Italy, APO NY

Brookley AFB, AL

Brooks AFB, TX

Bruntingthorpe, Disp., England APO NY

Bryan AFB, TX

Burderop Park, England, APO NY

Burtonwood, England APO NY

Camp des Loges, APO NY

Camp New Amsterdam, Netherlands, APO NY

Cannon AFB, NY

\*Carswell AFB, TX (\*closed or pending closure)

\*Castle AFB, CA (\*closed or pending closure)

\*Chanute AFB, IL (\*closed or pending closure)

Charleston AFB, SC

Chateauroux, Hosp. France, APO NY

Chaumont AB, Disp., France, APO NY

Chennault AFB, LA

Ching Chuan Kang AB, Hosp., APO SF

Chitose AB, Japan, APO SF

\*Clark AB, Philippines, APO SF (\*closed or pending closure)

Clinton-Sherman AFB, OK

Columbus AFB, MS

Condon AFS, OR

Cottonwood AFS, ID  
Craig AFB, AL  
Custer AFS, Disp., MI  
Davis-Monthan AFB, AZ  
Dobbins AFB, GA  
Dover AFB, DE  
Dow AFB, ME  
Dreux AB, France, APO NY  
Duluth Airport, MN  
Dyess AFB, TX  
Edwards AFB, CA  
Eglin AFB, FL  
Eielson AFB, AK  
Ellington AFB, TX  
Ellsworth AFB, SD  
Elmendorf AFB, AK  
\*England AFB, LA (\*closed or pending closure)  
Ent AFB, Disp., CO  
Erding AS, Germany, APO NY  
Ernest Harmon AFB, Newfoundland, APO NY  
Ethan Allen AFB, Disp., VT  
Evreux/Fauville AB, France, APO NY  
Fairchild AFB, WA  
F. E. Warren AFB, WY  
Forbes, HOSP., KS  
Fortuna AFS, MT  
Foster AFB, TX  
Freising, Germany, APO NY  
Fuchu AS, Japan, APO SF

Furstenfeldbruck AB, Germany, APO NY

Geiger Field, WA

\*George AFB, CA (\*closed or pending closure)

Giebelstedt aux Field, Disp., Germany, APO NY

Glasgow AFB, MT

Goodfellow AFB, TX

Goose AB, Labrador, APO NY

Graham AB, FL

Grand Forks AFB, ND

Gray AFB, TX

Greenville AFB, MS

\*Griffiss AFB, NY (\*closed or pending closure)

\*Grissom AFB, IN (\*closed or pending closure)

\*Hahn AB, Germany (\*closed or pending closure)

Hakata/SGR, Disp., Japan, APO SF

Hamilton, Hosp., CA

Hancock Field, NY

Hickam AFB, HI

Hill AFB, UT

Hof Saale, Germany, APO NY

Holloman AFB, NM

\*Homestead AFB, FL (\*closed or pending closure)

Hondo AFB, TX

Houma AFS, Disp., LA

Howard AFB, CZ, APO Miami

Hunter AFB, GA

Incirlik AB, Turkey, APO NY

\*Iraklion, AS, Crete, APO NY (\*closed or pending closure)

Istanbul, Turkey, APO NY

Itami AB, Disp., Japan, APO SF  
Itazuke AB, Disp., Japan, APO SF  
Izmir, Turkey, APO NY  
James Connally AFB, TX  
Johnson AS, Japan, APO SF  
Johnston Island AB, APO SF  
Kadena AB, Okinawa, APO SF  
Kaiserslautern, Disp., Germany, APO NY  
Kamloops AS, Canada  
Karamursel, Turkey, APO NY  
Kaufbeuren AB, Disp., Germany, APO NY  
Keesler AFB, MS  
Keflavik AB, Hosp., Iceland  
Kelly AFB, TX  
Kenai (Wildwood) AFS, Disp., AK, APO Seattle  
Kimpo AB, Disp., Korea, APO SF  
Kincheloe AFB, MI  
Kindley AFB, Bermuda, APO NY  
Kingsley Field, OR  
Kirknewton, Disp., Scotland, APO NY  
Kirksville AFS, MO  
Kirtland AFB, NM  
\*K. I. Sawyer AFB, MI (\*closed or pending closure)  
Klamath AFS, CA  
Korat AB, Thailand, APO SF  
Kunsan AB, Korea, APO SF  
Lackland AFB (Wilford Hall Hosp.), TX  
Ladd AFB, Hosp., AK, APO Seattle  
Lajes Field, Azores, APO NY

Landsberg AB, Germany  
Langerkopf, Disp., Germany, APO NY  
Langley AFB, VA  
Laon AB, Disp., France, APO NY  
Lakenheath, APO NY  
Laredo, Hosp., TX  
Larson AFB, WA  
Laughlin AFB, TX  
L. G. Hanscom Field, MA  
Lincoln AFB, NE  
Little Rock AFB, AR  
\*Lockbourne AFB, OH (\*closed or pending closure)  
Long Beach, Disp., CA  
\*Loring AFB, ME (\*closed or pending closure)  
Los Angeles AFS, CA  
\*Lowry AFB, CO (\*closed or pending closure)  
Luke AFB, AZ  
MacDill AFB, FL  
Macton Isle, Disp., Philippines, APO SF  
Malden AFB, Disp., MO  
Malmstrom AFB, MT  
Manhattan Beach AFS, Disp., NY  
Marana AFB, AZ  
\*March AFB, CA (\*closed or pending closure)  
\*Mather AFB, CA (\*closed or pending closure)  
Maxwell AFB, AL  
McCord AFB, WA  
McClellan AFB, CA  
McConnell AFB, KS

McCoy AFB, FL

McGhee Tyson Airport, Disp., TN

McGuire AFB, NJ

Memphis Airport, Disp., TN

Miles City AFS, MT

Minneapolis-St. Paul Airport, MN

Minot AFB, ND

Misawa AB, Japan, APO SF

Mitchel AFB, NY

Moody AFB, GA

Moore AB, Disp., TX

Moron AB, (Med. Aid Sta.) Spain, APO NY

Mountain Home AFB, ID

Mt. Hebo AFS, OR

\*Myrtle Beach AFB, SC (\*closed or pending closure)

Nagaya AB, Hosp., Japan, APO SF

Naha AB, Disp., Okinawa, APO SF

Nakon Phanom Airport, Thailand, APO SF

Narasarssauk AB, Disp., Greenland, APO NY

Naselle, AFS, WA

Nellis AFB, NV

Neubiberg AB, Disp., Germany, APO NY

\*Newark AFS, OH (\*closed or pending closure)

New Castle Airport, Disp., DE

Niagara Falls Airport, NY

Niigata AB, Disp., Japan

North Bend AFS, OR

\*Norton AFB, CA (\*closed or pending closure)

Nouasseur AB, Hosp., Morocco

Offutt AFB, NE  
O'Hare Internat. Airport, Disp., IL  
Olmsted AFB, PA  
Orlando AFB, FL  
Orly Airport, Disp., France  
Osan AB, Korea, APO SF  
Osceola AS, WI  
Oslo, Norway, APO NY  
Othello AFS, WA  
Otis AFB, Disp., MA  
Oxnard AFB, CA  
Paine AFB, WA  
Palermo AFS, NJ  
Palm Beach AFB, FL  
Parks AFB, CA  
Patrick AFB, FL 32925  
\*Pease AFB, NH (\*closed or pending closure)  
Pepperrell AFB, Hosp., Newfoundland, APO NY  
Perrin AFB, TX  
Peshawar AFS, Disp., APO NY  
Peterson Field, CO 80914  
Phalsbourg AB, Disp., France, APO NY  
Pinecastle AFB, Disp., FL  
\*Plattsburg AFB, NY (\*closed or pending closure)  
Poitiers, Disp., France, APO NY  
Pope AFB, NC  
Portland Airport Hosp., OR  
Prewque Isle AFB, ME  
Prestwick AB, Disp., Scotland, APO NY



Rabat Sale, Disp., Morocco, APO NY

RAF Alconbury, England, APO NY

\*RAF Bentwaters, England, APO NY (\*closed or pending closure)

RAF Brize Norton, England, APO NY

RAF Chelveston, England, APO NY

\*RAF Chicksands, England, APO NY (\*closed or pending closure)

\*RAF Greenham Common, England, APO NY (\*closed or pending closure)

\*RAF Lakenheath, England, APO NY (\*closed or pending closure)

RAF Manston, England, APO NY

RAF Sealand, Wales, APO NY

RAF Sturgate, Disp., England, APO NY

RAF Upper Heyford, England, APO NY

RAF West Drayton, England, APO NY

Ramay, Hosp., Puerto Rico, APO NY

Ramstein AB, Germany, APO NY

Randolph AFB, TX

Red Bluff AFS, Disp., CA

Reese AFB, TX

\*Rhein-Main AB, Germany, APO NY (\*closed or pending closure)

\*Richards-Gebaur AFB, MO (\*closed or pending closure)

\*Rickenbacker AFB, OH (\*closed or pending closure)

Robins AFB, GA

Rockville AFS, IN

Rota, Spain

Rothwesten, Disp., APO NY

Sampson AFB, NY

\*San Vito Dei Normanni, Italy, APO NY (\*closed or pending closure)

Saudi Arabia, Disp., APO NY

Schilling AFB, KS

Schonfeld ACW, Disp., Germany, APO NY

Scott AFB, IL

Sculthorpe, Disp., England, APO NY

Selfridge AFB, MI

\*Sembach AB, Germany, APO NY (\*closed or pending closure)

Seoul, Korea, APO SF

Sevilla, Hosp., Spain, APO NY

Sewart AFB, TN

Seymour Johnson AFB, NE

Shaw AFB, SC

Shemya AFB, AK, APO Seattle

Sheppard AFB, TX

Shiroi AB, Japan, APO SF

Sidi Slimane AB, Morocco, APO NY

Sioux City, Airport Disp., IA

\*Sondrestrom AB, Greenland, APO NY (\*closed or pending closure)

South Ruislip, Hosp., England, APO NY

Spangdahlem AB, Germany, APO NY

Spence AB, GA

Spokane Airport, WA

Stead AFB, Disp., NV

Stewart AFB, Disp., NY

Suffolk County AFB, Disp., NY

Tachikawa AB, Japan, APO SF

Tainan, Hosp., Taiwan, APO SF

Takhli, Thailand, APO SF

Taranto, Disp., Italy, APO NY

Teheran, Hosp., Iran, APO NY

Thailand, Usarsup, APO SF

Thule AB, Greenland, APO NY

Tinker AFB, OK

\*Tokyo, Honshu, Hosp., Japan, APO SF (\*closed or pending closure)

Tokyo International Airport Dispensary, Japan, APO SF

\*Torrejon AB, Spain, APO NY (\*closed or pending closure)

Toul-Rosiere AB, Disp., France, APO NY

Travis AFB (David Grant Hosp.), CA

Trier AB, Germany, APO NY

Truax AFB, Disp., WI

Turner AFB, Hosp., GA

Tyndall AFB, FL

Ubon, Hosp., Thailand, APO SF

Udorn Afd, Thailand, APO SF

U-Tapao Afd, Thailand, APO SF

Vance AFB, OK

Vandenberg AFB, CA

Vietnam, Bien Hoa AB Clinic, APO SF

Vietnam, Binh Thuy AB Disp., APO SF

Vietnam, Cam Ranh Bay Hosp., APO SF

Vietnam, Da Nang AB Clinic, APO SF

Vietnam, Nha Trang Airport, APO SF

Vietnam, Phan Rang AB, Disp., APO SF

Vietnam, Phu Cat AB, Disp., APO SF

Vietnam, Pleiku AB, Hosp., APO SF

Vietnam, Tan Son Nhut AB, Hosp., APO SF

Vietnam, Tuy Hoa AB, Disp., APO SF

Vincent AFB, ZA

Wadena AFS, MN

Walker AFB, NM

Walson AFH, Fort Dix, NJ

Waverly AFS, IA

Webb AFB, TX

Wendover AFB, Disp., VT

Werenhof Kaserne, Kirchheimbodunden, Germany, APO NY

Westover Clinic, MA

Wethersfield, Hosp., England, APO NY

Wheeler AFB, Disp., APO SF

Wheelus AB, Hosp., Tripoli, Libya

Whiteman AFB, MO

\*Wiesbaden, Germany, APO NY (\*closed or pending closure)

Wildflecken Annex, Hosp., Germany, APO NY

Wildwood AFS, AK, APO Seattle

\*Williams AFB, AZ (\*closed or pending closure)

Wimpole Park, England, APO NY

Wright Patterson AFB, OH

\*Wurtsmith AFB, MI (\*closed or pending closure)

Youngstown Airport, Disp., OH

\*Zaragoza AB, Spain, APO NY (\*closed or pending closure)

\*Zweibrucken AB, Germany, APO NY (\*closed or pending closure)

USAF Clinic, Alconbury, APO NY

---

---

**Appendix 2-B. Listing of Army medical facilities**

---

**NOTE: Although not marked, all Vietnam locations have been closed since @1975; the end of the Vietnam War.**

---

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Numbered](#)

---

Fort Allen, Puerto Rico

Fort Amador, Canal Zone, APO NY

Annville, Disp., PA

Arlington Hall Army Clinic, VA

Asmara, USAH, Ethiopia, APO NY

Aschaffenberg, USAH, Germany, APO NY

Augsberg, USAH, Germany, APO NY

Bad Aibling, Disp., Germany, APO NY

Bad Cannstat, USAH, Germany, APO NY

Bad Hersfeld, Germany, APO NY

Bad Kissengen, Clinic, Germany, APO NY

Bad Kreuznach, USAH, Germany, APO NY

Bad Nauheim, Disp., Germany, APO NY

Bad Toelz, USAH, Germany, APO NY

Bamberg, Disp., Germany, APO NY

Bangkok, USAH, Thailand, APO SF

Bassett, USAH, Ft. Wainwright, AK, APO Seattle

Baumholder, Clinic, Germany, APO NY

Bayonne, Clinic, NJ

Beaumont AH, Ft. Sam Houston, TX

\*Ft. Benjamin Harrison (Hawley ACH), IN (\*closed or pending closure)

Ft. Benning (Martin AH), GA

Bertchtesgaden, Disp., Germany, APO NY

Berlin AH, Germany, APO NY

Black Hills, Disp., Igloo, SD  
Fort Bliss, TX  
Boston, Disp., MA  
Braconne, Disp., France, APO NY  
Bremerhaven AH, Germany, APO NY  
Brooke AH (Ft. Sam Houston), TX  
Brooklyn Disp., NY  
Fort Buchanan, Clinic, PR, APO NY  
Burtonwood, Clinic  
Bussac, AH, France, APO NY  
Butzbach, Disp., Germany, APO NY  
Fort Campbell, KY  
Captieux, Disp., France, APO NY  
Carlisle Barracks, Clinic, PA  
Fort Carson, CO  
Casteau, AH, Belgium, APO NY  
Cedar Rapids, AH, IA  
Fort Chaffee, AH, AR  
Chicago, Disp., IL  
Chinon, AH, France, APO NY  
Chitose, Disp., Japan, APO SF  
Fort Clayton, CZ, APO NY  
Croix Chapeau, AH, France, APO NY  
Dachau, Disp., Germany, APO NY  
Darmstadt, Disp., Germany, APO NY  
Defense Electronics, Supply Center, Dayton, OH  
Damp des Loges, Disp., APO NY  
Fort Detrick, Disp., MD  
Detroit, Disp., MI

\*Fort Devens (Cutler ACH), MA (\*closed or pending closure)  
Dewitt, AH, VA (Ft. Belvoir)  
Dexheim, Disp., Germany, APO NY  
\*Fort Douglas, Disp., UT (\*closed or pending closure)  
Dover, Clinic, NJ  
Camp Drum, NY  
\*Dugway Proving Ground, Clinic, UT (\*closed or pending closure)  
Edgewood Arsenal, MD  
Encino, Disp., CA  
Erie Army Depot, Disp., OH  
Etain, Disp., France, APO NY  
Fort Eustis (McDonald AH), VA  
Fitzsimmons GH, CO  
Fontainebleau, Disp., France, APO NY  
Forrestal Processing Activity, Wash., DC  
Frankfurt, Germany, APO NY  
Fulda, Clinic, Germany, APO NY  
Germisch, Disp., Germany, APO NY  
Fort Gordon, GA  
Giessen, Clinic, Germany, APO NY  
Grafenwohr, Disp., Germany, APO NY  
Granite City, Clinic, IL  
Greater Pittsburgh Airport, Clinic, PA  
Fort Greeley, Clinic, AK, APO Seattle  
Fort Gulick, CZ  
Fort Hamilton, NY  
Hampton Roads, Disp., Norfolk, VA  
Hanau, Clinic, Germany, APO NY  
Camp Hanford, AH, WA

Hardy Barracks, Disp., APO NY  
Harrisburg, Disp., PA  
Hawaii, Med. Services, APO SF  
Fort Hayes, Disp., OH  
Heidelberg, Germany  
Herzogenaurach, Disp., Germany, APO NY  
Camp Hill, VA  
Hohenfels, AH, Germany, APO NY  
Fort Holabird, Clinic, MD  
Honshu, AH, Japan, APO SF  
Fort Hood (Darnall AH), TX  
Fort Huachuca, AZ  
Hunter (Tuttle AH), GA  
Huntingdonshire, England, APO NY  
Idar-Oberstein, Disp., Germany, APO NY  
Indiantown Gap, GA  
Ingrandes, Disp., APO  
Ireland AH, Ft. Knox, KY  
Irwin AH, Ft. Riley, KS  
Fort Jackson (Moncrief AH), SC  
Fort Jay, AH, NY  
Camp Leroy Johnson, AH, LA  
Camp Kilmer, Disp., NJ  
Kimbrough AH, Ft. Meade, MD  
Kirk AH, Aberdeen PG, MD  
Kitzengen, Disp., Germany, APO NY  
Fort Kobbe, Disp., CZ  
La Leu, Disp.  
Landshut, Disp., Germany



Landstuhl, Germany  
Fort Lawton, Disp., WA  
Fort Leavenworth (Munson AH), KS  
Fort Lee, (Kenner AH), VA  
Leghorn AH, Italy, APO NY  
\*Letterman AH, CA (\*closed or pending closure)  
Fort Lewis, Disp., WA  
\*Lexington-Blue Grass, Clinic, KY (\*closed or pending closure)  
Camp Lucas, Disp., MI  
Fort MacArthur, CA  
Madigan GH (Ft. Lewis), WA  
Mainz, Disp., Germany, APO NY  
Maison Fort, Disp., France, APO NY  
Fort Mason, Disp., CA  
McAfee, AH, NM  
Fort McClellan, AL  
Camp McCoy, WI  
Fort McNair, Clinic, Wash., DC  
Fort McPherson, GA  
Metz, Disp., France, APO NY  
Milwaukee, Disp., WI  
Minneapolis, Clinic, MN  
Fort Monroe, VA  
Muenchweiler, AH, Germany, APO NY  
Munich, AH, Germany, APO NY  
Fort Myer (Andrew Rader Clinic), VA  
\*Navaho Army Depot, Disp., AZ (\*closed or pending closure)  
Neubrucke AH, Germany, APO NY  
New Cumberland Army Depot, Disp., PA

New Orleans, Disp., LA  
New York City, Disp., NY  
Fort Niagara, Disp., NY  
Nurnburg, AH, Germany, APO NY  
Oakland, Disp., CA  
Oberammergau, Disp., Germany, APO NY  
Oberursel, Disp., Germany, APO NY  
Ogden, Disp., UT  
Olivet, Disp., France, APO NY  
\*Fort Ord (S. B. Hays ACH), CA (\*closed or pending closure)  
Orleans, AH, France, APO NY  
Paris, Disp., France, APO NY  
Parmasens, AH, Germany, APO NY  
Patterson, AH, NJ  
Pedricktow, Disp., NJ  
Pennsylvania Mili. District, Disp., PA  
Pentagon, Disp., Wash., DC  
Camp Perry, Disp., OH  
Petaluma, Disp., CA  
Philadelphia, Clinic, PA  
Picatinny Arsenal, NJ  
Camp Pickett, Clinic, VA  
Pine Bluff, Clinic, AR  
Fort Polk, LA  
Preum, Disp., Germany, APO NY  
Pusan, AH, Korea, APO SF  
Red River, Clinic, TX  
Redstone Arsenal, AL  
Walter Reed, GH, Wash., DC

Regensburg, AH, Germany, APO NY  
Fort Richardson, Disp., Alaska, APO Seattle  
Richmond, Disp., VA  
Richmond Blue-Grass, Clinic, KY  
Fort Ritchie, Clinic, MD  
Camp Roberts, Disp., CA  
Rock Island, Disp., IL  
Rocky Mountain Arsenal, CO  
Rodriguez, AH, PR, APO NY  
Rothwesten, Clinic, Germany, APO NY  
Fort Rucker (Lyster AH), AL  
Ryukyu Island, AH, Okinawa, APO SF  
Sacramento, Clinic, CA  
Saigon, AH-Drug Treatment Center, APO SF  
Saigon, HSAS, Vietnam, APO SF  
Saigon, AH, Vietnam, APO SF  
St. Louis, Clinic, MO  
Fort Sam Houston, Disp., TX  
Sandia Base, NM  
San Fernando, Disp., CA  
Saran, Disp., France, APO NY  
Schenectady, Disp., NY  
Schofield Barracks, Disp., APO SF  
Schwabisch, Germany, APO NY  
Selfridge, Clinic, MI  
Seneca Army Depot, NY  
Seoul, MH, Korea, APO SF  
Fort Shafter, Disp., Hawaii, APO SF  
Sharpe, Clinic, CA

\*Fort Sheridan, IL (\*closed or pending closure)

Sierra, Clinic (see Herlong), CA

Fort Sill (Reynolds AH), OK

Fort Slocum, Disp., NY

South Park, Disp., (see Greater Pittsburgh) PA

Fort Stewart, GA

Fort Story, Disp., VA

Straubling, Disp., Germany

Taegu, Korea, APO SF

Tappan, Disp., NY

Tehran, Iran, APO NY

Tobyhanna, Clinic, PA

Tooele Army Depot, UT

Fort Totten, Disp., NY

Toul, Disp., France, APO NY

Tripler AH, HI

Trois Fontaines, Disp., France, APO NY

Tuslog, Det. 27, APO NY

Camp Tuto, Greenland, APO NY

Two Rock Ranch, Disp., CA

Uijongbu, AH, Korea, APO SF

Vachingen, Disp., Germany, APO NY

Valley Forge, GH, PA

Verdun, AH, France, APO NY

Verona, Disp., Italy

Vicenza, AH, Italy, APO NY

Vilseck, Disp., Germany, APO NY

Vint Hill Farms, Clinic, VA

Vitry le Francois, Disp., France

Fort Wadsworth, Disp., NY

\*Walson AH, Fort Dix, NJ (\*closed or pending closure)

Fort Wayne, Disp., MI

Weed AH (see Ft. Irwin), CA

Wertheim, Disp., Germany, APO NY

West Point MA, NY

West Point, AH-Cadets, NY

Whittier, Disp., Alaska, APO Seattle

Wildflecken, Disp., Germany, APO NY

Wildwood Disp., Alaska, APO Seattle

Fort Wolters (Beach AH), TX

Womack AH, Ft. Bragg, NC

Fort Leonard Wood, MO

Wurzburg, Germany

Yakima Firing Center, WA

Yuma Proving Ground, Clinic, AZ

Camp Zama, AH, Japan, APO SF

1st Med. Bn., 1st Inf. Div.

1st Transportation Corps, Bn., FPO SF

2nd Armored Div. Aid Station

2nd Bn., 48th Inf., APO NY

2nd Field Hosp., APO NY

2nd Inf. Div. Disp., Ft. Benning, GA

2nd Surgical Hosp., Vietnam

3rd Field Hosp., APO SF (Saigon)

3rd BG Disp., 12th Infirmary

3rd Surgical Hosp., APO SF (Vietnam)

4th Cavalry Disp., APO SF

4th Field Hosp., Camp Drum, NY

4th Gen. Disp., APO NY  
4th Inf. Div., APO SF  
4th Tac. Hosp.  
5th Field Hosp., APO SF  
5th Inf. Div., APO SF  
5th Surg. Hosp., APO NY  
6th Convalescent Center, Cam Ranh Bay  
6th Inf. Regt. Disp., APO NY  
7th Field Hosp., APO SF  
7th Div. Inf., APO  
7th Surg. Hosp., APO SF (Vietnam)  
8th Inf., Disp.  
8th Evac. Hosp., APO  
8th Field Hosp., APO SF (Vietnam)  
8th U. S. Army - Field Medical Cards  
9th Div. Artillery  
9th Field Hospital, Nha Trang  
9th Inf. Div.  
9th Med. Disp., APO NY  
10th Gen. Disp., APO NY  
11th Evac. Hosp., APO SF  
11th Gen. Disp., APO NY  
11th Med. Bn.  
11th USA Disp., APO SF  
12th Field Hosp., APO SF  
12th Evac. Hosp., Cu Chi  
12th Gen. Disp., APO NY  
13th Gen. Disp., APO NY  
14th Inf. Disp., APO SF

14th Gen. Disp., APO SF  
14th Infirmary, APO SF  
14th Field Hosp., APO NY  
15th Med. Bn., APO SF  
17th Field Hosp., APO SF (Vietnam)  
18th Surg. Hosp., APO SF (Vietnam)  
20th Med. Det., APO NY  
21st Field Artillery Bn., APO  
22nd Disp., Ft. Lewis, WA  
22nd Surg. Hosp., APO SF (Phu Bai)  
24th Evac. Hosp. (Long Binh)  
24th Inf. Div., APO NY  
24th Gen. Disp., APO NY  
24th Med. Det., APO NY  
25th Med. Bn., APO SF (Cu Chi)  
25th Aviation Bn., APO SF  
25th Station Hosp., APO NY  
27th Inf., APO SF  
27th Surgical Hospital, Chu Lai  
28th Gen. Hosp., APO NY  
29th Evac. Hosp., APO SF (Vietnam)  
30th Field Hosp., APO NY  
30th Med. Det., APO NY  
31st Field Hosp., APO NY  
31st Med. Det., APO NY  
34th Armored Regt.  
35th Disp., APO SF  
36th Evac. Hospital, Vung Tau  
36th Med. Det., APO SF

36th Tactical Hosp., APO NY  
37th Tuslog, APO NY  
38th Tac. Hosp., APO  
42nd Field Hosp., Ft. Bragg  
43rd Surg. Hosp., APO SF  
44th Surg. Hosp., APO SF  
45th Surg. Hosp., APO SF (Tay Ninh)  
45th Field Hosp., APO NY  
47th Inf. Regt. Disp., Ft. Lewis, WA  
48th Surgical Hosp., APO SF  
48th Tac. Hosp. APO NY  
49th Tac. Hosp., APO NY  
50th Tac. Hosp. APO NY  
51st Field Hosp.  
60th Station Hosp., APO NY  
61st Gen. Disp., APO NY  
64th Field Hosp., APO Seattle  
65th Eng. Bn., APO SF  
66th Tac. Hosp., APO  
67th Evac. Hosp., Vietnam  
69th Armored Regt., APO SF  
71st Evac. Hosp., Pleiku  
81st Maintenance Bns., APO NY  
85th Evac. Hosp., APO SF (Vietnam)  
85th Tac. Hosp., APO NY  
91st Evac. Hosp., Vietnam  
93rd Evac. Hosp., Long Binh  
95th Evac. Hosp., Da Nang  
105th Med. Bn., Goldsboro, NC



106th Gen. Hosp., APO SF  
110th Gen. Hosp., Ft. Snelling MN  
117th Tac. Hosp., APO NY  
118th Med. Disp., APO NY  
120th Med. Det., APO NY  
121st Evac. Hosp., Seoul, APO SF  
136th Tank Bn.  
148th Evac. Hosp.  
185th Gen. Disp., APO  
187th Med. Disp., APO NY  
188th Gen. Disp., APO NY  
196th Station Hosp., APO NY  
215th Gen. Disp.  
218th Gen. Disp., APO SF  
249th General Hospital, Japan  
269th Med. Det., APO NY  
290th Gen. Disp., APO NY  
301st Field Hosp., Ft. Sam Houston  
304th Med. Bn.  
312th Evac. Hosp., APO SF (Chu Lai)  
317th Sta. Hosp., APO NY  
317th Tac. Hosp., APO NY  
319th Sta. Hosp.  
332nd Gen. Disp.  
349th Gen. Disp.  
354th Tac. Hosp.  
385TH Gen. Disp., APO NY  
386TH Gen. Disp.  
514th Med. Co., APO Seattle

522nd Med. Det., APO NY  
536th Gen. Disp., APO NY  
539th Gen. Disp., APO NY  
540th Gen. Disp., APO NY  
542nd Med. Clearing House  
542nd Med. Disp., APO NY  
543rd Gen. Disp., APO SF  
546th Gen. Disp., APO NY  
547th Gen. Disp., APO NY  
548th Gen. Disp., APO SF  
608th Tac. Hosp., APO NY  
616th Med. Co., APO SF  
652nd Tac. Hosp., APO NY  
731st Gen. Disp., APO NY  
760th Med. Det., APO NY  
809th Eng. Bn., Disp., APO SF  
867th Med. Group, APO NY  
868th Med. Group, APO NY  
913th Med. Det., APO NY  
914th Med. Det., APO NY

---

Figure 1-13.3: **Listing of authorized separation documents by type and date of separation** (part 1 of 5 - [Next](#))

ENLISTED MEN SEPARATION FORMS - ISSUANCE TABLE		
CHARACTER AND TYPE OF SEPARATION	DATE OF SEPARATION	FORMS AUTHORIZED AT SEPARATION
RELEASED FROM EXTENDED ACTIVE DUTY - HONORABLE - (General - Under Honorable Conditions after 1 Jul 47	16 Sep 40 to 31 Jul 43	WDAGO 280
	1 Aug 43 to 31 Oct 44	WDAGO 53 w/WDAGO 280
	1 Nov 44 to 31 Dec 49	WDAGO 53-280
	1 Jan 50 to 16 Oct 60	DD 217A w/DD 214
	17 Oct 60 to Current	DD 214
<p><b>NOTE:</b> WDAGO 53-280 or DD 214 was not completed for reserve members ordered to extended active duty and released to Reserve or NG control, or completely discharged, with less than 91 days active service before 22 Jan 52. After 22 Jan 52, all members ordered to extended active duty, regardless of time served, should have been issued DD 214.</p>		
3 or 6 MO ACDUTRA (RFA 55) RELEASE FROM ACTIVE DUTY HONORABLE OR GENERAL (Under Honorable Conditions)	9 Aug 55 to 30 Jun 56	DA 1270
	1 Jul 56 to Current	DD 214 (27 Jun 56 to Dec 58 both 1270 & 214 issued)
ACTIVE DUTY FOR TRAINING ONLY (Reserverist Ordered for 90 days or less)	9 May 49 to Current	None
DISCHARGE AD - HONORABLE	1 Nov 12 to 5 Apr 17	Form 525, AGO
	6 Apr 17 to 2 Jul 21	Form 525, AGO
	3 Jul 21 to 30 Apr 24	Form 525, AGO
	1 May 24 to 15 Sep 40	WDAGO 55
	16 Sep 40 to 31 Jul 43	WDAGO 55
	1 Aug 43 to 31 Oct 44	WDAGO 55 w/WDAGO 53
	1 Nov 44 to 5 Oct 45	WDAGO 53-55
	6 Oct 45 to 31 Dec 49	WDAGO 53-55
	1 Jan 50 to 22 Jan 52	WDAGO 55 w/DD 214
23 Jan 52 to Current	DD 256A w/DD 214	
<p><b>NOTE:</b> DD 214 was not issued active duty personnel, other than to members of AUS, who were discharged and reenlisted between 22 July 52 &amp; 24 Feb 57. (Discharge Certificate was issued all.)</p>		

Figure 1-13.3: **Listing of authorized separation documents by type and date of separation** (Part 2 of 5 - [Next](#))

ENLISTED MEN		
SEPARATIONS FORMS - ISSUANCE TABLE		
CHARACTER AND TYPE OF SEPARATION	DATE OF SEPARATION	FORMS AUTHORIZED AT SEPARATION
RETIREMENT	6 Apr 17 to Current	DA Form 494, later DD 363A
DROPPED FROM ROLLS 6 MO ACDUTRA (RFA 55)	10 Aug 56 to Current	Copy of Special Orders
VOID ENLISTMENT MINORITY	Prior to 11 Jan 60 11 Jan 60 to 12 Apr 62 13 Apr 62 to Current	Determined by TAGO that no form was authorized Copy Special Orders DD 256A or DD 257A w/DD 214

Figure 1-13.3: **Listing of authorized separation documents by type and date of separation** (part 3 of 5 - [Next](#))

OFFICERS		
SEPARATION FORMS - ISSUANCE TABLE		
CHARACTER AND TYPE OF SEPARATION	DATE OF SEPARATION	FORMS AUTHORIZED AT SEPARATION
RELEASED FROM EXTENDED ACTIVE DUTY - HONORABLE	3 Jul 21 to 17 Jul 41	None. Special Order issued.
	18 Jul 41 to 31 Jul 43	WDAGO 280
	1 Aug 43 to 31 Oct 44	WDAGO 280 & WDAGO 53
	1 Nov 44 to 5 Oct 45	WDAGO 53-98
	6 Oct 45 to 31 Dec 49	WDAGO 53-98
	1 Jan 50 to 16 Oct 60	DD 217A & DD 214
3 OR 6 MO ACDUTRA (RFA 55) RELEASE OR DISCHARGE FROM ACTIVE MILITARY SERVICE	17 Oct 60 to Current	DD 214
	9 Aug 55 to 30 Jun 56 1 Jul 56 to Current	DA 1270 DD 214 (27 Jun 56 to Dec 58 both 1270 & 214 issued)
ACTIVE DUTY FOR TRAINING ONLY (Reserve Members ordered for 90 days or less including AD with CCC)	3 Jul 21 to Current	None. Special Order issued.
DISCHARGE FROM ACTIVE DUTY - HONORABLE	6 Apr 17 to 2 Jul 21	WDAGO 0729
	3 Jul 21 to 17 Jul 41	Special Orders & Discharge Letter
	18 Jul 41 to 31 Jul 43	WDAGO 280 & Discharge Letter
	1 Aug 43 to 5 Oct 45	WDAGO 53-97
	6 Oct 45 to 10 Feb 48	WDAGO 53-97
	11 Feb 48 to 31 Dec 49	WDAGO 55 & Part II, WDAGO 53-98
	1 Jan 50 to 16 Jun 52 17 June 52 to Current	WDAGO 55 & DD 214 DD 256A & DD 214
RESIGNATION ACTIVE DUTY - HONORABLE	6 Apr 17 to 2 Jul 21	WDAGO 0729
	3 Jul 21 to 17 Jul 41	Special Order & Discharge Letter

Figure 1-13.3: **Listing of authorized separation documents by type and date of separation** (part 4 of 5 - [Next](#))

<b>OFFICERS</b>		
<b>SEPARATIONS FORMS - ISSUANCE TABLE</b>		
<b>CHARACTER AND TYPE OF SEPARATION</b>	<b>DATE OF SEPARATION</b>	<b>FORMS AUTHORIZED AT SEPARATION</b>
<b>DISCHARGE ACTIVE DUTY - GENERAL (Under Honorable Conditions)</b>	11 Feb 48 to 11 Aug 49	DA Form 398 w/PART II, WDAGO 53-98
	12 Aug 49 to 31 Dec 49	WDAGO 398 w/PART II, WDAGO 53-98
	1 Jan 50 to 16 Jun 52	DA AGO 398 w/DD 214
	17 Jun 52 to Current	DD 257A w/DD 214
<b>OTHER THAN HONORABLE - ACTIVE DUTY Resignation/Discharge Resignation Resignation for Good of the Service</b>	6 Apr 17 to 2 Jul 21	Orders
	3 Jul 21 to 17 Jul 41	Orders & Discharge Ltr
	18 Jul 41 to 31 Jul 43	Ltr of Acceptance of Resignation
	1 Aug 43 to 31 Oct 44	WDAGO 53 w/Ltr of Acceptance of Resignation
<b>WITHOUT SPECIFICATION AS TO CHARACTER (Resignation or Discharge)</b>	1 Aug 43 to 31 Oct 44	WDAGO 53 w/Ltr of Resignation or Dis- charge
	1 Nov 44 to 10 Feb 48	Part II, WDAGO 53-98 w/Ltr of Resignation or Discharge
<b>DISCHARGE - DISHONORABLE (Warrant Officers - Result GCMO)</b>	12 Jun 56 to Current	DD 260A w/DD 214
<b>DISMISSAL - Result of GCMO</b>	6 Apr 17 to 2 Jul 21	Discharge Orders
	3 Jul 21 to 17 Jul 41	Discharge Orders
	18 Jul 41 to 31 Jul 43	Copy GCMO
	1 Aug 43 to 31 Oct 44	WDAGO 53 w/copy GCMO
	1 Nov 44 to 10 Feb 48	WDAGO 53-99
	11 Feb 48 to 31 Dec 49	Copy GCMO
	1 Jan 50 to Current	Copy GCMO w/DD 214

Figure 1-13.3: **Listing of authorized separation documents by type and date of separation** (part 5 of 5)

OFFICERS		
SEPARATION FORMS - ISSUANCE TABLE		
CHARACTER AND TYPE OF SEPARATION	DATE OF SEPARATION	FORMS AUTHORIZED AT SEPARATION
DISCHARGE FROM INACTIVE RESERVE (Regardless of whether or not extended active duty was performed)	1 Jul 16 to 10 Feb 48 (Whether or not discharge was honorable)	None
	11 Feb 48 to Current (Honorable/General Disch)	None
	11 Feb 48 to Current (All separations under Other Than Honorable Conditions)	None
RETIREMENT - DECEASED PERSONNEL	1 Nov 12 to Current	WDAGO 0599 changed 4 Jan 51 to DD 363A
DEPARTMENTAL TRANSFER (Officer on Active Duty)	Prior to 31 Dec 49	PART II 53-98
	1 Jan 50 to 16 Jun 52	DD 214
	17 Jun 52 to Current	DD 214
<b>NOTE: Prior to 16 Jun 52, DD 214 was issued only upon specific request of officer.</b>		
<b>NOTE: 1. No Discharge Certificate is issued in the following circumstances:</b>		
<ul style="list-style-type: none"> <li>a. Removal from office under Criminal Code of the United States.</li> <li>b. Dropped from Rolls of the Army.</li> <li>c. Vacation of commission by reason of acceptance of incompatible military or civil status.</li> <li>d. Dismissal.</li> </ul>		
2. After 22 Nov 49, no Report of Separation issued officers on extended active duty who were commissioned in Regular Army.		
3. Inactive AUS officers whose temporary appointments terminated 1 Apr 53 by operation of law.		

---

## Appendix 2-C. Listing of Navy medical facilities

Annapolis, MD

Beaufort, SC

Bethesda, MD

Bremerton, WA

Camp Butler, Okinawa (Support/Evac Hospital)

Camp Lejeune, NC

Camp Pendleton, CA

Charleston, SC

Chelsea, MA (Boston)

Cherry Point, NC

Corpus Christi, TX

Da Nang Naval Hospital (closed since @ 1975, the end of the Vietnam War)

\*Great Lakes, IL (\*closed or pending closure)

Guam, MI FPO SF

Guantanamo Bay, Cuba, FPO NY

Jacksonville, FL

Key West, FL

Lemoore, CA

\*Long Beach, CA (\*closed or pending closure)

\*Memphis, Millington, TN (\*closed or pending closure)

Naples, Italy, FPO NY

Newport, RI

Oakland, CA

Whidbey Island, Oak Harbor, WA

Okinawa (Support/Evac Hospital)

\*Orlando, FL (\*closed or pending closure)

Patuxent River, MD



Pensacola, FL 32523

\*Philadelphia, PA (\*closed or pending closure)

Port Hueneme, CA

Portsmouth, NH

Portsmouth, VA

Quantico, VA

Quonset Point, RI

Roosevelt Roads, P.R., FPO NY

Rota, Spain, FPO NY

St. Albans, L.I., NY

San Diego, CA

\*Subic Bay, Luzon, P.I., FPO SF (\*closed or pending closure)

Taipei, Taiwan, China, APO SF

Yokosuka, Japan, FPO Seattle

USS Repose (AH-16)

USS Sanctuary (AH-17)

1st Marine Medical Battalion (1st Division)

3rd Marine Medical Battalion (3rd Division)

---

Figure 2-7: **Listing of states serviced by VA Insurance Centers**

DEPARTMENT OF VETERANS AFFAIRS INSURANCE CENTERS

Insurance records of residents from the following (Eastern) states are located at:

Department of Veterans Affairs  
Regional Office and Insurance Center  
P.O. Box 8079  
Philadelphia, PA 19101

Alabama	Maryland	Puerto Rico
Connecticut	Massachusetts	(including Virgin Islands)
Delaware	Michigan	Rhode Island
District of Columbia	New Hampshire	South Carolina
Florida	New Jersey	Tennessee
Georgia	New York	Vermont
Kentucky	North Carolina	Virginia
Maine	Ohio	West Virginia
	Pennsylvania	

Insurance records of residents from the following (Western) states are located at:

Department of Veterans Affairs  
Regional Office and Insurance Center  
Bishop Henry Whipple Bldg.  
Fort Snelling  
St. Paul, MN 55111

Alaska	Kansas	Oklahoma
Arizona	Louisiana	Oregon
Arkansas	Minnesota	South Dakota
California	Mississippi	Texas
Colorado	Missouri	Utah
Hawaii	Montana	Washington
Idaho	Nebraska	Wisconsin
Illinois	Nevada	Wyoming
Indiana	New Mexico	
Iowa	North Dakota	

Figure 2-47: Listing of Variations of Letters in Spelling of Philippines Names

VARIATIONS OF LETTERS IN SPELLING  
OF PHILIPPINE NAMES

<u>From</u>	<u>To</u>	<u>Or</u>	<u>Or</u>
A	O	U	
B	V	P	
C	G	K	S
D	T		
E	I	Y	
F	P		
G	C	K	J
H	J		
I	Y	E	
J	H		
K	C	G	
L	IL	LI	
M	N		
O	A	U	
P	F	B	V
Q	G	K	C
R	PR		
S	C	Z	
T	D		
V	B	P	F
W	U		
Y	I	E	
Z	C	S	

Note. Name may be preceded by the following prefixes, and alternatively, these prefixes may be dropped from the name:

DE, DEL, DELA, DELOS

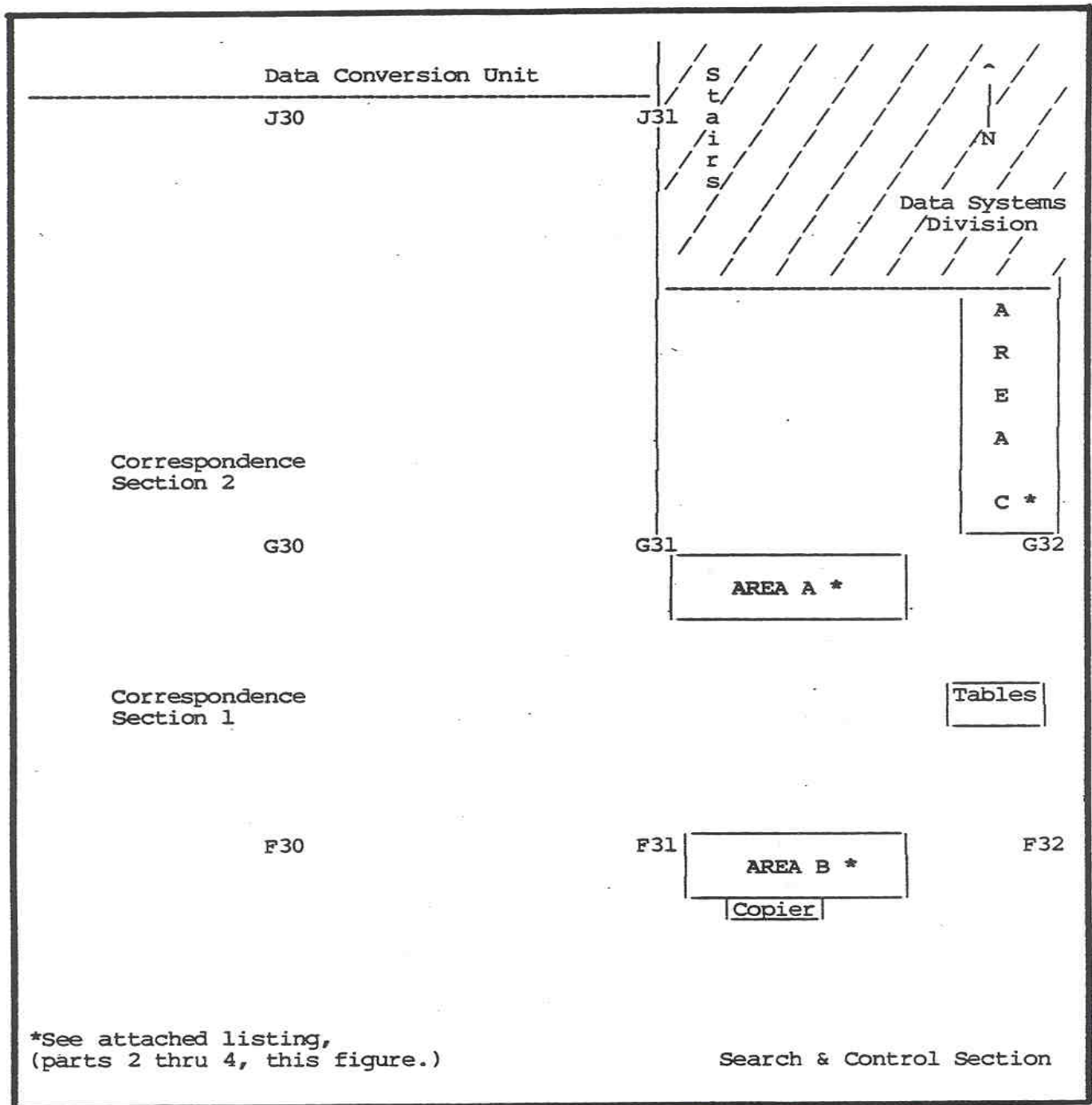
Figure 1: **Location of Military Personnel and Medical Records.**

BRANCH	CURRENT STATUS OF SERVICE MEMBER	WHERE TO WRITE ADDRESS CODE ▼
AIR FORCE	Discharged, deceased, or retired with pay (See paragraph 1, above, if requesting health record)	14
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2
	Current National Guard enlisted not on active duty in the Air Force	13
COAST GUARD	Discharged, deceased, or retired (See paragraph 1, above, if requesting health record.)	14
	Active, reserve, or TDRL	3
MARINE CORPS	Discharged, deceased, or retired (See paragraph 1, above, if requesting health record.)	14
	Individual Ready Reserve or Fleet Marine Corps Reserve	5
	Active, Selected Marine Corps Reserve, or TDRL	4
ARMY	Discharged, deceased, or retired (See paragraph 1, above, if requesting health record.)	14
	Reserve; or active duty records of current National Guard members who performed service in the U.S. Army before 7/1/72.	7
	Active enlisted (including National Guard on active duty in the U.S. Army) or TDRL enlisted.	9
	Active officers (including National Guard on active duty in the U.S. Army) or TDRL officers.	8
	Current National Guard enlisted not on active duty in Army (including records of Army active duty performed after 6/30/72)	13
	Current National Guard officers not on active duty in Army (including records of Army active duty performed after 6/30/72)	12
NAVY	Discharged deceased, or retired (See paragraph 1, above, if requesting health record.)	14
	Active, reserve, or TDRL	10

## ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) - where to write/send this form

<b>1</b> Air Force Personnel Center 550 C Street West Randolph AFB, TX 78150	<b>5</b> Marine Corps Reserve Support Command (Code MM1) 15303 Andrews Road Kansas City, MO 64147-1207	<b>8</b> U.S. Total Army Personnel Command 200 Stoval Street Alexandria, VA 22332-0400	<b>12</b> Army National Guard Readiness Center NGB-ARP 111 S. George Mason Dr. Arlington, VA 22204-1382
<b>2</b> Air Reserve Personnel Center/DSMR 6760 E. Irvington Pl. #4600 Denver, CO 80280-4000	<b>6</b> National Archives & Records Admin. Old Military and Civil Records (NWCTB-Military), Textural Services Division 700 Pennsylvania Ave, N.W. Washington, DC 20408-0001	<b>9</b> Commander USAEREC Attn: PCRE-F 8899 E. 56th St. Indianapolis, IN 46249-5301	<b>13</b> The Adjutant General (of the appropriate state, DC, or Puerto Rico)
<b>3</b> Commander CGPC-Adm-3 U.S. Coast Guard 2100 2nd Street, S.W.	<b>7</b> Commander U.S. Army Reserve Personnel Command <b>ATTN: ARPC-ZCC-B</b> 1 Reserve Way St. Louis, MO 63132-5200 <a href="#">(See note)</a>	<b>10</b> Naval Personnel Command 5720 Integrity Drive Millington, TN 38055-3130	<b>14</b> National Personnel Records Center (Military Personnel Records) 9700 Page Avenue St. Louis, MO 53132-5100
<b>4</b> Headquarters U.S. Marine Corps Personnel Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030		<b>11</b> Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020	

Figure 1-6: **Locations of organizational records and related finding aids in MRPMR** (Part 1 of 5 - [Next](#))



\*See attached listing, (parts 2 thru 4, this figure.)

Search & Control Section

Figure 1-6: **Locations of organizational records and related finding aids in NCPMR** (Part 2 of 5 - [Next](#))

### AREA A:

Paper records stored on six high/three wide shelving units; boxes are arranged two deep.

Starting from top to bottom (Rows 1-6) and left to right:

ROW #	FRONT	BACK	DESCRIPTION OF RECORD
1	X	X	Mexican Border Index Cards - Enlisted (1916-1917) Arranged by states in alpha order.
2	X		WWI Directories (1918-1919), Station Lists, Rolls and Rosters, Hospitals, and Misc. Units
2		X	WWI Directories (1919) Organizational
2	X	X	Misc. WWI Reference Material in alpha order
2	X		WWII AR Directories (6'40 - 10'43)
2		X	Misc. WWII Reference Material
2		X	WWI Reserve Officer Training Camps
3	X		WWII AR Directories (10'43 - 12'44)

3		X	WWI Reserve Officer Training Camps
4	X		-WWII Station Lists (11'44) -WWII AR Directories (12'44 - 1'46)
4		X	WWII Duplicate AR Directories
5	X		WWII and Post War Directories (2'46 - 12'59)
5		X	WWII AR Station Lists and Duplicate Directories
6	X	X	WWI Discharge from Draft

Figure 1-6: **Locations of organizational records and related finding aids in NCPMR** (Part 3 of 5 - [Next](#))

**AREA B:**

Paper records stored on six high/three wide shelving units; boxes are arranged two deep.

Starting from top to bottom (Rows 1-6) and left to right:

ROW #	FRONT	BACK	DESCRIPTION OF RECORD
1	X	X	Mexican Border Index Cards - Enlisted (1916-1917) Arranged by states in alpha order
2	X	X	Return of the Nurse Corps (1917-1920)

3	X		-Mexican Border Index Cards - Officers -SN Ledgers
3		X	Duplicate AF & AR Directories
4	X		-AF Directories (8'49 - 10'65) -U.S. Disciplinary Barracks - Court Martials -Duplicate AR Directories
4		X	-SN Ledgers -WWII Reference Material -Duplicate AR Directories
5	X		-Card File of AR and AF records/old location #'s -WWI Discharge Orders -WWI and WWII APO's
5		X	Empty
6	X		-WWI Discharge from Draft -Daily Report of Prisoners ('54-'55)
6		X	WWI Discharge from Draft

Figure 1-6: **Locations of organizational records and related finding aids in NCPMR** (Part 4 of 5 - [Next](#))

**AREA C:**

Paper records stored on six high/five wide shelving unit; boxes are arranged two deep.

Starting with first shelving unit (Units 1-5) and left to right.



Records consist of back up paper records for illegible microfilm.

<b>SHELVING UNIT #</b>	<b>SHELF #</b>	<b>DESCRIPTION OF RECORD</b>
1	3-4	WWI Sick Reports (1913-1921)
2	1-2 2-5 6	Report of Casualties and Changes WW I Report of Changes (Officers) WW I National Guard Papers
3	1-3 3-6	WW I Sick Reports (1913-1921) WW II & Post War Sick Reports (1940-1953)
4	1-6	WW II & Post War Sick Reports (1940-1953)
5	1-3 3-4 4 (Back) 5-6	WW II & Post War Sick Reports (1940-1953) WW I Morning Reports (1912-1939) WW II Morning Reports (1940-1946) WW II Morning Reports (1940-1946)

See part 5, this figure, for the layout of the remaining file areas located in NCPMR (AREAS D thru L). The index cards are stored in 12 drawer file cabinets at the west and east ends of the file areas (see AREAS E thru K). The microfilmed records are stored in 9 drawer file cabinets. As the OR searcher faces each of the microfilm file cabinet areas, the appropriate film can be located by following the attached layout and moving left to right in each area.

Figure 1-6: Locations of organizational records and related finding aids in NRPMP (Part 5 of 5)

		G32			
		AREA D	MICROFILM:		G33
			-AR Morning Reports (M/R) ('55-'59)		
			-PWW Rosters		
A I S L E					
AREA E	CARD INDEXES: -AR PWW M/R -PWW Station & Sector Codes -PWW Misc Units		MICROFILM: -AR PWW M/R ('50-'55)		
AREA F	-WWII M/R ('44-'46) -AAF Sick Books ('44-'50) -WWII Station & Sector Codes -WWII Misc Units		-AAF Sick Books ('40-6'51) -AR Sick Books ('40-2'53) -AR & AAF Patient Rosters ('40-'48) -AR PWW M/R ('47-'50)		
A I S L E					
AREA G	CARD INDEXES: -WWII AAF Rosters (EM & OFC) -WWII M/R ('40-'44) -WWII Station & Sector Codes -WWII Misc Units	F32	MICROFILM: -AR & AAF WWII M/R (10'44-12'46) -AAF Sick Books ('40-6'51)		F33
AREA H	-WWII Patients Roster Cross Reference -WWII Pass. List		-AAF WWII Rosters (EM & OFC) ('40-'43) -AR & AAF M/R ('40-10'44)		
A I S L E					
AREA I	CARD INDEXES: -WWII Patients Roster Cross Reference		MICROFILM: -WWI Sick Reports/Rolls (S/R) -WWI Daily Reports of Changes (DRC) -WWI Report of Sick & Wounded (RS&W) -WWI M/R -WWI Officers/Nurse Card File -WWI Army Field Clerks -WWI Registers of Enlistments -WWI Roster of Officers -WWI AR Discharge Officer's Index -AR WWII Rosters (EM & OFC) ('40-'43) -AAF WWII Rosters (EM) ('40-'43)		
AREA J	-AR WWII Sick Books -WWI Rosters -WWII AR Rosters (EM & OFC)		-AF M/R ('55-'59) -AF Publications ('47-'53) -AAF Publications ('40-'47) -WWI Muster Rolls and Rosters -WWI Sick Reports/ Rolls -Indexes to AF pubs. ('52-'60) located on top of microfilm file cabinets.		
A I S L E					
AREA K	CARD INDEXES: -AF MF ('46-'66)		MICROFILM: -AF M/R (9'47-'55) -Indexes to AF pubs. ('27-'51) located on top of microfilm file cabinets.	CARD INDEXES: -WWI M/R -WWI S/R -WWI DRC -WWI RS&W	

AREA L - WWI N. Carolina Cards  
WWI AAF Cards



---

# LOST AND MISSING SERVICE RECORDS (Non-Fire Related)

---

If a record that has been retired to NPRC cannot be located after numerous searches (both verification and misplaced), or if it was removed from the files to answer an inquiry and has not been returned to its proper file location within a reasonable time, the record is probably lost. A missing service record is one that has never been retired to NPRC. The following sections will assist you in responding to inquiries when the records are lost or missing (never retired to NPRC) records.

---

## RECONSTRUCTING LOST OR MISSING MILITARY PERSONNEL RECORDS (Non-Fire Related)

- [Navy Personnel Discharged Prior to July 1, 1976, and Marine Corps Personnel Discharged Prior to July 1, 1977](#)
  - [Navy Personnel Discharged on or after JULY 1, 1976, and Marine Corps Personnel Discharged on or after July 1, 1977](#)
  - [Army and Air Force Personnel](#)
- 

### NAVY PERSONNEL DISCHARGED PRIOR TO JULY 1, 1976, AND MARINE CORPS PERSONNEL DISCHARGED PRIOR TO 7/1/77

1. Obtain the health record and verify the service dates from record, if possible. Dates can often be taken from the enlistment exam, final physical, abstract of service, and chronological record of medical care. Create a temporary folder and file copies of all medical documents used to reconstruct service in the temporary folder. **Be careful about determining character.** The character of service may or may not be in the health record. If it is not, look at other data in record. If the veteran was separated by reason of "EE" (expiration of enlistment) or "EOS" (expiration of obligated service); if it appears the veteran was not reduced in rank; if it appears he had no time lost or disciplinary problems, you are fairly safe in determining a character. However, if the health record indicates that the member had time lost, disciplinary or psychiatric troubles, do not determine character. Also be wary of discharges for "Unsuitability" (The character can be either Honorable or General, Under Honorable Conditions). Always consult the appropriate liaison office if character is in doubt.
2. If you cannot verify service from the health record, probe the **BIRLS** system. If the BIRLS is positive, telephone the VARO or the Records Management Center (RMC) and ask that office to fax copies of any/all separation documents and VA 3101s which verify service. (There is a master list of telephone numbers for VAROs and adjudicators. Use the VA claim number's last two digits [called terminal digits] to obtain from the master list the telephone number for the correct adjudicator.) If the veteran served in the **Marine Corps**, and you cannot obtain a separation document or service verification on a VA 3101, **Loan and transfer** the health record with the request to Headquarters, USMC. Advise the requester of this action. That office can reconstruct service from unit diaries.

3. If the veteran served in the Navy before 1952, try a search of the **Navy enlisted tapes**. These tapes are photostatic copies of shipping articles (in card form). The front of the card shows the enlistment date, component, place, active duty date, home of record, and prior service. The back of the card may show the date of separation and character or may be blank. These tapes are located in the Navy Search Section.
4. If the veteran was a Navy nurse during World War II, try an OR search for the **Pro-Jacket**.
5. If the veteran was a reservist, try an OR search for **drill attendance cards**.
6. If veteran was an officer, try Navy and Marine Corps **officer registers** in the Navy reference library.
7. If veteran had **subsequent service in another branch of the armed forces** and the record is on file at NPRC, request that record. It may contain a separation document for the prior service or, at least, show the prior service on an enlistment contract.
8. If the record was loaned and transferred to the service department within the past year, ask the appropriate **liaison office** to check whether or not the record was returned, and, if yes, when. If the record was charged out to the service department several years ago, ask liaison office to determine if the veteran has any current status with the military.
9. If a discharge under other than honorable conditions is indicated, telephone the **Board for Correction of Naval Records or Discharge Review Board**. Perhaps veteran has an application before the board.
10. If you cannot reconstruct service from the above sources, compose a reply to veteran and advise him or her to send **copies of any/all documents relating to service**. You can also send an **NA Form 13075**. While this form is used primarily by the Records Reconstruction Branch, it can also elicit information which can help reconstruct Navy/Marine Corps data. If the completed NA Form 13075 reveals that the veteran served in the National Guard and the guard service was subsequent to the veteran's Navy, Marine Corps or Coast Guard service, the state Office of the Adjutant General may have a copy of the separation document and can fax it to NPRC. If the veteran lists the units with which he served and the veteran was in the Marine Corps, this information could be forwarded to Marine Corps HQ for a unit diary search. If the completed NA Form 13075 reveals that the veteran was employed at one time by the Federal Government, a separation document may be obtained from CPR. Check for the location of the Official Personnel Folder by probing the CPR registry system.

---

## NAVY PERSONNEL DISCHARGED ON OR AFTER JULY 1, 1976, AND MARINE CORPS PERSONNEL DISCHARGED ON OR AFTER JULY 1, 1977

Ask the appropriate liaison office to obtain the master microfiche from CPR. When master received, duplicate fiche and create a [temporary folder](#).

---

## ARMY AND AIR FORCE PERSONNEL

1. Probe the **BIRLS** system. If the BIRLS is positive, telephone the VARO or the Records Management Center (RMC) and ask that office to fax copies of any/all separation documents and VA 3101s which verify service. (There is a master list of telephone numbers for VAROs and adjudicators. Use the last two digits [which are referred to as terminal digits] of the VA Claim Number to obtain the telephone number for the correct adjudicator from the master list).

2. If veteran had subsequent service in another branch of the armed forces and the record is on file at NPRC, request that record. It may contain a separation document for the prior service or, at least, show the prior service on an enlistment contract.
3. If the record was loaned and transferred to the service department within the past year:
  - a. **Army:** Contact the agency (AR.-PERSCOM or U.S. TAPC) to determine if the record has been returned and, if yes, when? If record was charged out more than one year, check to see if veteran has any current military status.
  - b. **Air Force:** Contact the AF liaison office to check whether or not the record was returned, and, if yes, when. If the record was charged out to the service department several years ago, ask liaison office to determine if veteran has any current status with the military.
4. Determine if a master microfiche copy of the service record is available.
  - a. **Army:** If there is a possibility that a master microfiche existed, submit a written request (you can use ARPC-PRB-C, Apr 97 Form **OR** DARP Form 3871, May 92, these forms are not available through automation - make copies locally) to AR-PERSCOM for a copy of the microfiche. At this time there is no automated database available to NPRC to check for the existence of a microfiche/PERMS record. A master microfiche should exist for Active Army (Officer and Enlisted - Sergeant (E5) and above), USAR (Officer and Enlisted), National Guard Officers (not National Guard enlisted) with service between 1973 and 1992. Before 1972 microfiche was not used and after 1992 the Army started using PERMS.
  - b. **Air Force:** CPR maintains AF microfiche. To obtain an AF Microfiche from CPR we need four things:
    - (1) Veteran's Name
    - (2) SSN
    - (3) When the record was retired to NPRC
    - (4) Who retired it - AFPC or ARPC

We don't have accession numbers. The only way for CPR to find the Air Force fiche is for us to give them some idea of when it was retired to them and who retired it.

For the Air Force, records are retired to NPRC from only two places. Air Force personnel who are discharged, retired, or die while on active duty, have their records sent to NPRC from HQ Air Force Personnel Center (AFPC), Randolph AFB, TX. If they are discharged, retired or die while in the reserves, their records are retired to NPRC from HQ Air Reserve Personnel Center (ARPC), Denver, CO.

To find the date when the record was retired to NPRC, you check the **NPRC End of Month Registry Numbers**. You can find it at **Common on 'Stlmp2\Shared'(S:)** then click on **Registry**. The registry numbers shown are those that were the *last* record accessioned that month.

5. **Army PERMS:** Certain military documents were permanently saved by AR-PERSCOM, starting in the mid 1980's through current records. See your team coach for assistance in requesting a PERMS search.
6. If a discharge under other than honorable conditions is indicated, the veteran may have an application before the board.

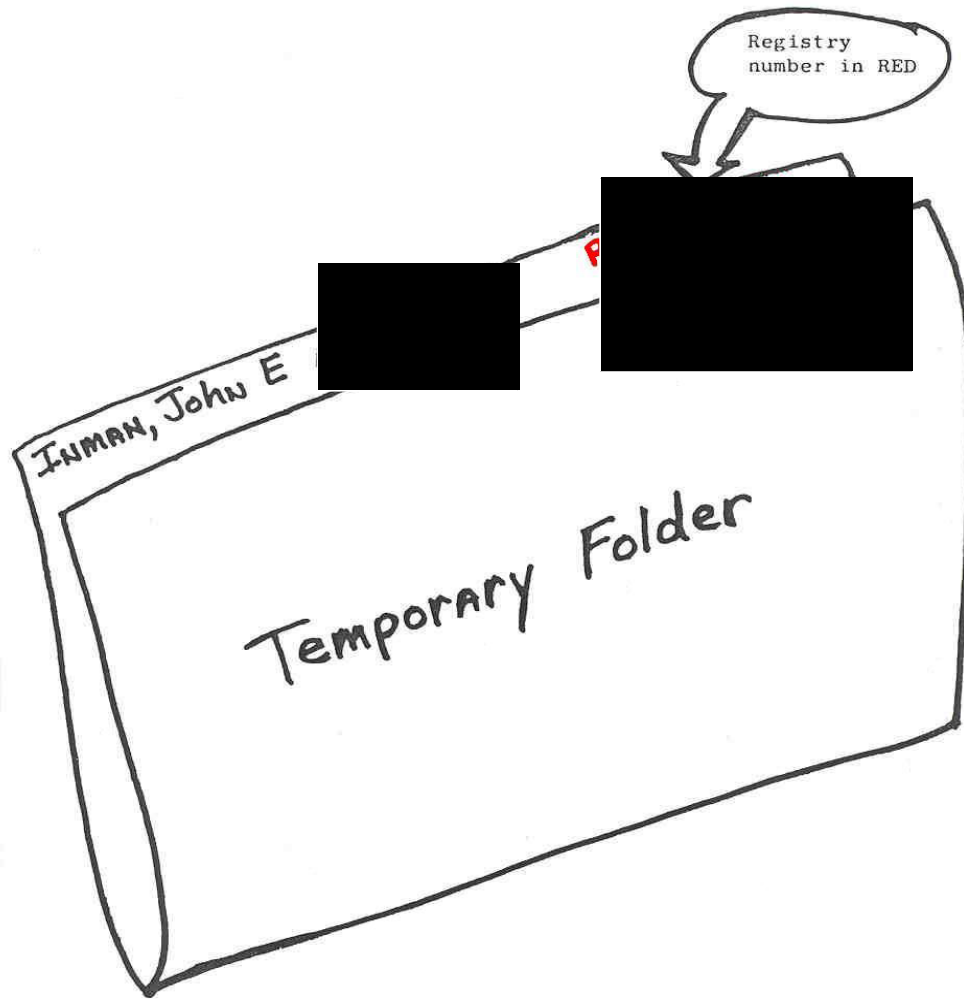
- a. **Army:** Telephone the Army Review Boards Agency Support Division (ARBA), which is located on the 4th floor of Bldg. 100.
  - b. **Air Force:** Contact the office of the Secretary of the Air Force (MIBR), at Randolph AFB, which is the office for the AF Discharge Review Board.
7. If you cannot reconstruct service from the above sources, compose a reply and ask the veteran to send copies of **any/all documents relating to service**. You can also send an **NA Form 13075**. While this form is used primarily by the Records Reconstruction Branch, it can also elicit information which can help reconstruct some Army and Air Force service. Examples of some information which the NA Form 13075 may elicit:
- a. **Service performed in the National Guard** subsequent to service in the Army or Air Force. The state Adjutant General's Office may have a copy of the separation document and will fax it to NPRC.
  - b. **Units of assignment in chronological order.** A search of morning reports can be conducted to verify dates/character of service. Air Force morning reports are available through June 30, 1966, and Army morning reports are generally available through September 30, 1974.
  - c. **Federal employment** (civil service). A military service data/separation document may be available at CPR.

**NOTE:** If you can verify service, but the request is for a complete copy of the service record, advise requester as follows:

"The military record needed to answer your inquiry was removed from the file area in order to respond to a prior request. An extensive search has been made to locate the record. Unfortunately, all efforts have proven unsuccessful. The file location has been flagged and upon locating the record, a complete copy of the record will be furnished to you.

"We are enclosing NA Form 13038, Certification of Military Service, which will verify your military service and may be used for any official purpose. The information used to prepare the NA Form 13038 was obtained from an alternate records source".

8. **Create a temporary folder** to be placed in the file location of the lost record. You will then prepare an NA Form 13131, Important Notice, and place it in the temporary folder, along with your completed case and record of all search/reconstruction actions.





# LOST LUGGAGE/PERSONAL EFFECTS

---

## Requests from Routine Uses

---

If a "Personal Effects Information Request" form is received from a naval supply center or depot, FURNISH THE FOLLOWING information or what information which is specifically requested:

1. Veteran's name and social security number
  2. Last known address in record
  3. Discharge date, character, and reason
  4. Name and address of next-of-kin
- 

## Requests from veterans

---

**Army.** Refer the veteran to:

[\[00589\]](#)

**Commander**

**Office of the Judge Advocate General**

**Fort George G. Meade, MD 20755-5360**

### All other services

Advise the veteran to contact the nearest appropriate service installation.

---

**Source:** Directory of Military Personnel and Related Records

---

Figure 2: Manual VA 3101

14. ADDRESS CODE		<b>REQUEST FOR INFORMATION</b>				18. TYPE OF CLAIM	
2. SEPARATION FORMS ON FILE <input type="checkbox"/> YES <input type="checkbox"/> NO		3. DATA REQUESTED <input type="checkbox"/> SERVICE <input type="checkbox"/> MEDICAL <input type="checkbox"/> DENTAL <input type="checkbox"/> CLINICAL <input type="checkbox"/> OTHER					
4. BRANCH OF SERVICE <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD (Army) <input type="checkbox"/> NATIONAL GUARD (Air) <input type="checkbox"/> OTHER (Specify)							
5A. NAME AND ADDRESS OF VA REQUESTING OFFICE				5B. ORIGINATING UNIT		6. FILE NO. (Include prefix)	
FROM						7. INSURANCE NO.	
8. LAST NAME - FIRST NAME - MIDDLE INITIAL (Under which served)				9A. ALL SERVICE NOS.		9B. SOCIAL SECURITY NO.	
10. DATE OF BIRTH		11. PLACE OF BIRTH		12. DATE OF DEATH			
13. DATE ENTERED ACTIVE DUTY		14. DATE SEPARATED FROM ACTIVE DUTY		15. CHARACTER OF SEPARATION OR DISCHARGE		16. LAST GRADE, RATE OR RANK AND ORGANIZATION	
A.							
B.							
C.							
17. ALLEGED DISEASE OR INJURY		18. DATES OF TREATMENT		19. PLACE OF TREATMENT		20. TYPE (Check) HOSPITAL <input type="checkbox"/> OP <input type="checkbox"/>	
A.							
B.							
C.							
21. ADDITIONAL INFORMATION REQUESTED							
22A. SUBSEQUENT RESERVE OR RETIRED STATUS <input type="checkbox"/> HOME <input type="checkbox"/> RESERVE OBLIGATION (Complete item 22B) <input type="checkbox"/> RETIRED (Complete item 22C) <input type="checkbox"/> UNKNOWN							
22B. OBLIGATION TERMINAL DATE				22C. RETIRED STATUS <input type="checkbox"/> IN PAY STATUS <input type="checkbox"/> NONPAY STATUS <input type="checkbox"/> TEMPORARY DISABILITY RETIRED LIST <input type="checkbox"/> RETIRED-STATUS UNKNOWN			
23. DATE				24. SIGNATURE AND TITLE OF VA OFFICIAL			
ENDORSEMENT-VERIFICATION BY SERVICE DEPARTMENT (Check applicable boxes): <input type="checkbox"/> AVAILABLE REQUESTED RECORDS FORWARDED <input type="checkbox"/> ITEMS 8 & 9, AND 12 THROUGH 15 VERIFIED CORRECT <input type="checkbox"/> ITEMS 8 & 9, AND 12 THROUGH 15 VERIFIED CORRECT, EXCEPT:							
NO. OF ENCLOSURES		ORIG. COPY		NO. ENCL. (Cont.)		ORIG. COPY	
HEALTH RECORDS				CLINICAL RECORDS		SERVICE INFORMATION	
PHYSICAL EXAMINATIONS AT ENTRANCE				X-RAYS		DATE	
				DENTAL RECORDS		SIGNATURE AND TITLE	
PHYSICAL EXAMINATIONS AT SEPARATION				MEDICAL RECORDS		DATE	
				OTHER RECORDS		SIGNATURE AND TITLE	

VA FORM 00-3101  
MAR 1984

Exception to SF 180  
Approved by General Services Administration, March 1969

EXISTING STOCKS OF VA FORM 60-3101,  
OCT 1974, WILL BE USED.

Figure 3: Manual VA 3101a

1A. ADDRESS CODE		VETERANS ADMINISTRATION <b>REQUEST FOR INFORMATION</b> (SEPARATION RECORDS ATTACHED)				1B. TYPE OF CLAIM		
INSTRUCTION - This form may be used in lieu of VA Form 07-3101 if a legible DD Form 214, or equivalent, is attached by stapling to the action copies forwarded to the military records activity.						2. FILE NO. (Include prefix)		
3. BRANCH OF SERVICE <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> ARMY NG <input type="checkbox"/> AIR NG <input type="checkbox"/> OTHER (Specify)				4. DATA REQUESTED <input type="checkbox"/> SERVICE <input type="checkbox"/> MEDICAL <input type="checkbox"/> DENTAL <input type="checkbox"/> OTHER		8. ALL SERVICE NOS.		
FROM	8A. NAME AND ADDRESS OF REQUESTING VA OFFICE			8B. ORIGINATING UNIT		7. SOCIAL SECURITY NO.		
	8. LAST NAME - FIRST NAME - MIDDLE INITIAL (Under which served)							
9. ALLEGED DISEASE OR INJURY		10. DATES OF TREATMENT		11. PLACE OF TREATMENT		12. TYPE (Check)		
A.						HOSPITAL	OP	
B.								
13. ADDITIONAL INFORMATION REQUESTED								
14. DATE				15. SIGNATURE AND TITLE OF VA OFFICIAL (Do not sign unless a legible DD Form 214 is attached)				
ENDORSEMENT BY SERVICE DEPARTMENT <input type="checkbox"/> AVAILABLE REQUESTED RECORDS FORWARDED <input type="checkbox"/> OTHER (Specify)								
NO. OF ENCLOSURES	ORIG	COPY	NO. ENCLS. (Cont.)	ORIG	COPY	SERVICE INFORMATION	DATE	SIGNATURE AND TITLE
HEALTH RECORDS			CLINICAL RECORDS			MEDICAL RECORDS	DATE	SIGNATURE AND TITLE
PHYSICAL EXAMINATIONS AT ENTRANCE			X-RAYS					
PHYSICAL EXAMINATIONS AT SEPARATION			DENTAL RECORDS					
			MEDICAL RECORDS					
			OTHER RECORDS					

VA FORM 00-3101a  
AUG 1976

Exception to SF 100  
Approved by General Services Administration, March 1969.

SUPERSEDES VA FORM 07-3101a, JUL 1971, AND 07-3101a, (TEST) DEC 1975, WHICH WILL NOT BE USED


# MARRIAGE CERTIFICATES

---

If marriage certificate is available in the OMPF, provide a copy to authorized requester. If no certificate is available, suggest requester contact the civil authorities in the state, county or city where the marriage was performed. If the marriage was performed by a Catholic Chaplain, the certificate may have been recorded with the Archdiocese for Military Service. Refer the requester to [00557]: Archdiocese for Military Service, P.O. Box 4469, Washington, DC 20017-0469. Web site: [00557]: <http://www.milarch.org/>.

---

# Master Listing

Link ID	Address Memo Websites Email Addresses Internal Links	Phone and contacts VA Information State Groups
 <b>00187</b>	<p>Commander, CG Personnel Service Center Attn: PSC (BOPS-C-MR) 2703 Martin Luther King Jr. Ave SE Washington, DC 20593-7200</p> <p>Priority/Routine Requests (referrals w/o record)</p> <p>This entry is used in the pattern paragraphs.</p>	<p>Telephone Contact(s):</p> <p>Fax: (202) 372-8440</p> <p>Voice <b>Public (Emergicies only)</b> Mike (202) 795-6375 Lamare</p> <p>Voice NPRC Only: Robin (202) 795-6372 Baker</p> <p>Group(s): CG</p>
<b>00269</b>	<p>Pennsylvania Department Of Military Affairs Michael Jould, Deputy Adjutant General Office Of The Deputy Adjutant General For Veterans Affairs Bldg S-0-47 Annville, PA 17003-5002</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>The Adjutant General's Office advises it has state bonus applications for WWI, WWII, and Korea. In order to search Korean bonus applications, the AG's office needs a service number.</p> <p>Most Pennsylvania veterans were urged to record their discharges with their county records officer. This was free and most veterans took advantage, particularly for WWII.</p> <p>Rank: MG</p> <p>Other Related Information The AG office has coordinated with State Archives to be its point of contact for record requests. For all requests, complete the form located at Get Forms&gt;Miscellaneous and Unnumbered Forms&gt;Pennsylvania State Archives Military Service Inquiry. Fax it to the number shown above or at the bottom of the form.</p> <p>Web Site(s): <a href="http://www.dmva.state.pa.us">www.dmva.state.pa.us</a></p> <p><a href="http://www.paveterans.state.pa.us">www.paveterans.state.pa.us</a></p> <p>Email Address(es): <a href="mailto:ra-va-info@state.pa.us">ra-va-info@state.pa.us</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (800) 547-2838</p> <p>Commercial: (717) 783-2669</p> <p>Fax: (717) 861-8589</p> <p>State: PENNSYLVANIA</p> <p>Group(s): AG, CS, SA</p>
<b>00443</b>	<p>3380 MSSQ/IMQD Keesler AFB, MS 39534-5000</p> <p>Air Force Academic Records (after 1967)</p> <p>Refer to the Air Training Command (ATC) base; wherever course was conducted.</p>	<p>Group(s): AF, ED</p>
<b>00442</b>		

	3498 ABG/IMQD Goodfellow AFB, TX 78908-5000  Air Force Academic Records (after 1967)  Refer to the Air Training Command (ATC) base; wherever course was conducted.	Group(s): AF, ED
<b>00444</b>	3700 ABG/IMQD Lackland AFB, TX 78236-5000  Air Force Academic Records (after 1967)  Refer to the Air Training Command (ATC) base; wherever course was conducted.	Group(s): AF, ED
<b>00446</b>	3750 ABG/IMQD Sheppard AFB, TX 76311-5065  Air Force Academic Records (after 1967)  Refer to the Air Training Command (ATC) base; wherever course was conducted.	Group(s): AF, ED
<b>00422</b>	Adjutant General 3501 Military Circle, NE Oklahoma City, OK 73111-4398  The Adjutant General's Office advises their records begin in late 1946 & 1952 when units were Federally recognized.  NPRC(MPR) was furnished discharge documents from 1940 thru 1971. These records are identified in the registry file index as "QMD."  Rank: Maj Gen  Email Address(es): <b><i>harry.wyatt@ok.ngb.army.mil</i></b>	Telephone Contact(s):  Commercial: Harry M. Wyatt (405) 228-5201 Fax: (405) 228-5524  State: OKLAHOMA  Group(s): AG, SA
<b>00413</b>	Adjutant General 4 Pembroke Road Concord, NH 03301-5652  Rank: Maj Gen  Email Address(es): <b><i>peter.fortier1@us.army.mil</i></b>	Telephone Contact(s):  Commercial: Peter Fortier (603) 225-1380 Fax: (603) 225-1257  State: NEW HAMPSHIRE  Group(s): AG, SA
<b>00414</b>	Adjutant General New Jersey Department of Military and Veterans' Affairs 101 Eggert Crossing Road Lawrenceville, NJ 08648-2805  Rank: MG  Email Address(es): <b><i>glenn.rieth@njdmava.state.nj.us</i></b>	Telephone Contact(s):  Commercial: Glenn K. Rieth (609) 530-6957 Fax: (609) 530-7097  State: NEW JERSEY  Group(s): AG, SA
<b>00368</b>	Adjutant General's Office Massachusetts National Guard Museum 44 Salisbury Street Worcester, MA 01609  Contains records relating to the Mexican War, Civil War, Spanish-American War and World War I.	Telephone Contact(s):  Voice: (508) 797-0334  State: MASSACHUSETTS  Group(s): SA

	<p>Web Site(s):  <a href="#">Massachusetts Archives</a></p>	
<b>00369</b>	<p>Adjutant General's Office  Military Records Branch  50 Maple Street  Milford, MA 01757</p> <p>The records are digitized. DD 214s are available for the following years: World War II (1940-1947); 1950 -1955; 1958-1973; 1980-to present; additional separation documents have been located, and they are working to fill in the gaps. Also, the Military Records Section has Bonus Locator Cards only.</p> <p>Web Site(s):  <a href="#">Massachusetts Archives</a></p>	<p>Telephone Contact(s):</p> <p>Fax: (508) 422-1997  Chief of Military Records Mr. Perna (508) 422-1998</p> <p>State: MASSACHUSETTS</p> <p>Group(s): SA</p>
<b>00722</b>	<p>AF STR Processing Center  ATTN: Release of Information  3370 Nacogdoches Road, Suite 116  San Antonio, TX 78217</p> <p>Air Force began sending Service Treatment Records to this facility after 1/1/2014.</p>	<p>Group(s): AF</p>
<b>00068</b>	<p>AFLOSA/JAJM  1500 West Perimeter Road, Suite 1130  Joint Base  Andrews AFB, MD 20762</p> <p>AF Court-martial records not at NPRC</p> <p>(To obtain a courts-martial case number that pertains to Air Force service, technicians should contact the Air Force JAG at <b>(240) 612-4834</b> or <b>amanda.alvey@pentagon.af.mil</b> by email.) - This note should be posted in discipli.html along with the address.</p> <p>Email Address(es):  <b>amanda.alvey@pentagon.af.mil</b></p>	<p>Telephone Contact(s):</p> <p>Voice: (202) 767-1539  Air Force JAG (240) 612-4834</p> <p>Group(s): AF</p>
<b>00117</b>	<p>Air Force Liaison Office  1 Archives Drive, Rooms 136 &amp; 138  St. Louis, MO 63138</p>	<p>Group(s): AF</p>
<b>00521</b>	<p>Air Force Personnel Center  HQ AFPC/DPSIRP  550 C Street W  JBSA-Randolph AFB, TX 78150</p> <p>Use to refer AF routine requests.</p>	<p>Telephone Contact(s):</p> <p>Voice: AHK40 (210) 565-2450  Fax: (210) 565-4021</p> <p>Group(s): AF</p>
<b>00063</b>	<p>Air Force Review Boards Agency  SAF/MRBR  550 C Street West, Suite 40  Randolph AFB, TX 78150-4742</p> <p>AF Discharge Review Board (DD 293)</p>	<p>Telephone Contact(s):</p> <p>Voice: (210) 565-4343</p> <p>Group(s): AF</p>
<b>00138</b>	<p>Air Force World Wide Locator Service</p> <p>Active duty only</p>	<p>Telephone Contact(s):</p> <p>Voice: (210) 565-2660</p> <p>Group(s): AF</p>

<b>00389</b>	<p>Air National Guard DC Air National Guard 2001 E. Capitol St. Washington, DC 20003-1719</p> <p>Web Site(s): <a href="http://www.airnationalguard.com">Air National Guard</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (202) 433-5114 Voice: (202) 433-5115</p> <p>State: DISTRICT OF COLUMBIA</p> <p>Group(s): AG, SA, WB</p>
<b>00688</b>	<p>Air Reserve Personnel Center (ARPC) DPSCW (Contact Center) Denver, CO</p> <p><b>Electronic Referrals Only</b></p>	<p>Group(s): AF</p>
<b>00662</b>	<p>Air Reserve Personnel Center HQ ARPC/DPTARA 18420 E Silver Creek Ave Bldg 390 MS 68 Buckley AFB, CO 80011</p> <p>All Core L &amp; T referrals and medals determinations.</p> <p>Referral address for AF Reserve Routine or Congressional requests (with records - Core L&amp;T)</p> <p>Used in Pattern Paragraphs and Pattern Letters.</p> <p>Web Site(s): <a href="http://www.arpc.af.mil">www.arpc.af.mil</a></p>	<p>Telephone Contact(s):</p> <p>For public use to check request status: (800) 525-0102 Vocie for DPTARA: (720) 847-3706</p> <p>Group(s): AF</p>
<b>00520</b>	<p>Air Reserve Personnel Center HQ ARPC/DPTOCW (Contact Center) 18420 E Silver Creek Ave Bldg 390 MS 68 Buckley AFB, CO 80011</p> <p>All referrals in electronic form or paper form</p> <ul style="list-style-type: none"> <li>• Referral address for reserve records not yet retired to this Center</li> <li>• Referral address for routine Air Reserve Personnel requests (records not retired to NPRC)</li> <li>• Referral address for Congressional and High Level Air Reserve Personnel requests without records.</li> </ul> <p>Used in Pattern Letters and Pattern Paragraphs and Autohot keys..</p> <p>Web Site(s): <a href="http://www.arpc.af.mil">www.arpc.af.mil</a></p>	<p>Telephone Contact(s):</p> <p>For public use to check request status: AHK14 (800) 525-0102 Voice DPTOCW: (720) 847-3436</p> <p>Group(s): AF</p>
<b>00223</b>	<p>Alabama Department Of Veterans Affairs W. Clyde Marsh, Commissioner P.O. Box 1509 Montgomery, AL 36102-1509</p> <p>The Department of Veterans Affairs advises that additional military records may be located in one or more of 67 county field offices. All inquiries should include any known Alabama address element that may assist in locating and researching all available records locations.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>No phone service available</p>	<p>Telephone Contact(s):</p> <p>Voice: (334) 242-5077 Fax: (334) 242-5102</p> <p>State: ALABAMA</p> <p>Group(s): CS, SA</p>




	<p>Web Site(s): <a href="http://www.va.state.al.us/">http://www.va.state.al.us/</a></p> <p>Email Address(es): <b><i>clyde.marsh@va.alabama.gov</i></b></p>	
<b>00285</b>	<p>Alabama Dept. of Archives and History 624 Washington Avenue P. O. Box 300100 Montgomery, AL 36130-0100</p> <p>Only have WWI Gold Star files</p> <p>Contact through the Internet</p> <p>Web Site(s): <a href="http://www.archives.state.al.us/index.html">www.archives.state.al.us/index.html</a></p>	<p>Telephone Contact(s):</p> <p>Voice: Patricia Wilson (334) 242-4435</p> <p>State: ALABAMA</p> <p>Group(s): SA</p>
<b>00682</b>	<p>Alaska Department Of Military And Vet Affairs Verdie Bowen, Director P.O. Box 5800, Rm B-216 Fort Richardson, AK 99505-0800</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://veterans.alaska.gov/">http://veterans.alaska.gov/</a> <a href="http://veterans.alaska.gov/">http://veterans.alaska.gov/</a> <a href="http://veterans.alaska.gov/">http://veterans.alaska.gov/</a></p> <p>Email Address(es): <b><i>verdie.bowen@alaska.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (907) 428-6016 Fax: (907) 428-6019</p> <p>State: ALASKA</p> <p>Group(s): CS, SA</p>
<b>00636</b>	<p>Alaska Territorial Guard P.O. Box 5750 Fort Richardson, AK 99505-5750</p>	<p>Telephone Contact(s):</p> <p>Voice: (907) 428-7000 Fax: (907) 428-7009 Toll Free: 1-800-479-2337</p> <p>Group(s): MI</p>
<b>00723</b>	<p>AMEDD Record Processing Center 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217</p> <p>Army began sending Service Treatment Records to this facility after 1/1/2014.</p>	<p>Group(s): AR</p>
<b>00126</b>	<p>American Battle Monuments Commission Courthouse Plaza II, Suite 500 2300 Clarendon Boulevard Arlington, VA 22201</p> <p>Information about overseas cemeteries and memorials</p> <p>This entry is used in the pattern paragraphs.</p> <p>Web Site(s): Information about American cemeteries and memorials located in foreign countries (can provide specific info/photos of grave sites and inscriptions on memorials) <a href="http://www.abmc.gov/">American Battle Monuments Commission (ABMC)</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 696-6897</p> <p>Group(s): MI, WB</p>
<b>00672</b>	<p>American Samoa Veterans &amp; Military Affairs Office Faimealelei Allen, Veterans Affairs Officer</p>	<p>Telephone Contact(s):</p> <p>Voice: (684) 633-4206</p>



	<p>P.O. Box 8586 Pago Pago, AS 96799</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Email Address(es): <b><i>anthonyallen_644@yahoo.com</i></b></p>	<p>Fax: (684) 633-2269</p> <p>State: AMERICAN SAMOA</p> <p>Group(s): CS, SA</p>
<b>00050</b>	<p>Appeals Maintenance Center 1722 "Eye" Street, N.W. Washington, DC 20421</p> <p>Email Address(es): <b><i>AMCMRSMailbox@vba.va.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: Primary: Randy Turner (202) 530-9262 x7742</p> <p>VA Elements: 397 AMC (Appeals Maintenance Center)</p> <p>Group(s): VA</p>
<b>00557</b>	<p>Archdiocese for Military Service P.O. Box 4469 Washington, DC 20017-0469</p> <p>Marriage Certificates see <a href="#">marriage</a>.</p> <p>Web Site(s): <a href="http://www.milarch.org/">http://www.milarch.org/</a></p>	<p>Group(s): MI</p>
<b>00116</b>	<p>Archives Section The Marine Corps History Division 3078 Upshur Ave Quantico, VA 22134</p> <p>Marine Corps Command Chronologies, After Action Combat Reports</p> <p>Email Address(es): <b><i>www.history.usmc.mil</i></b></p>	<p>Group(s): MC</p>
<b>00671</b>	<p>Arizona Department Of Veterans Services Joey Strickland 3839 North 3rd St, Suite 209 Phoenix, AZ 85012</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.azdvs.gov">http://www.azdvs.gov</a></p> <p>Email Address(es): <b><i>director@azdvs.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (602) 255-3373 Fax; (602) 255-1038</p> <p>State: ARIZONA</p> <p>Group(s): CS, SA</p>
<b>00286</b>	<p>Arkansas Department Of Veterans Affairs David Fletcher, Director 2200 Fort Roots Dr, Bldg 65, Rm 119 North Little Rock, AR 72114</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.veterans.arkansas.gov/">http://www.veterans.arkansas.gov/</a></p> <p>Email Address(es): <b><i>adva@arkansas.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (501) 370-3820 Fax: (501) 370-3829</p> <p>State: ARKANSAS</p> <p>Group(s): CS, SA</p>
<b>00287</b>	<p>Arkansas History Commission and State Archives One Capitol Mall</p>	<p>Telephone Contact(s):</p>


	<p>Little Rock, AR 72201</p> <p>Mr. Will only take requests by mail and <b>will charge a fee.</b></p> <p>Web Site(s):  <a href="http://www.state.ar.us/ahc/ahc.html">www.state.ar.us/ahc/ahc.html</a></p>	<p>Voice: Mr. Baker (501) 682-6900</p> <p>State: ARKANSAS</p> <p>Group(s): SA</p>
<b>00192</b>	<p>Arlington National Cemetery  Arlington, VA 22211</p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 607-8542  Fax: (703) 607-8583</p> <p>Group(s): MI</p>
<b>00585</b>	<p>Armed Forces Respository of Specimen Samples  for the Identification of Remains  16050 Industrial Drive, Suite 100  Gaithersburg, MD 20877-1413</p>	<p>Telephone Contact(s):</p> <p>Voice: (301) 319-0366</p> <p>Group(s): MI</p>
<b>00726</b>	<p>Army Human Resources Command  Awards &amp; Decorations Branch  (AHRC-PDP-A)  1600 Spearhead Division Ave.  Fort Knox, KY 40122-5408</p> <p>Inherent Resolve Campaign Medal</p>	<p>Group(s): AR</p>
<b>00388</b>	<p>Army National Guard  District of Columbia N. G. Armory  2001 East Capitol Street  Washington, DC 20003-1719</p> <p>Web Site(s):  <a href="http://Army National Guard">Army National Guard</a></p>	<p>Telephone Contact(s):</p> <p>Fax: (202) 433-3432  Commerical: (202) 433-5220</p> <p>State: DISTRICT OF COLUMBIA</p> <p>Group(s): AG, SA, WB</p>
<b>00678</b>	<p>Army Records Officer  Army Records Management Division  7701 Telegraph Road  Alexandria, VA 22315</p> <p>Used in Pattern Paragraph pertaining to After Action Reports.</p>	<p>Group(s): AR</p>
<b>00091</b>	<p>Army Recruiting Liaison Office  (USAREC LIAISON TEAM)  1 Archives Drive, Room 124  St. Louis, MO 63138</p> <p>Army Recruiting</p> <p>Email Address(es):  <b><i>eli.smith@usarec.army.mil</i></b></p>	<p>Group(s): AR</p>
<b>00669</b>	<p>Army Review Boards Agency  251 18th Street South, Suite 385  Arlington, VA 22202-3531</p> <p>Discharge review requests (DD 293); correction of record requests (DD 149) &amp; referral address for third party requests</p> <p>Applicants can also apply on-line at the listed web site.</p>	<p>Telephone Contact(s):</p> <p>Congressionals Rick (703) 545-5680  Schweigent</p> <p>Customer Service (703) 545-6900  (general public calls) :</p> <p>Routine Cases John Smith (703) 545-5669</p>

	Web Site(s): <a href="http://arba.army.pentagon.mil">http://arba.army.pentagon.mil</a>	Group(s): AR
<b>00145</b>	Board for Correction of Air Force Records SAF/MRBR 550 C Street West, Suite 40 Randolph AFB, TX 78150-4742  Board of Corrections AFBCMR (DD149)	Telephone Contact(s):  Voice: (210) 565-4802  Group(s): AF
<b>00586</b>	Brooke Army Medical Center ATTN: Legal Section, Patient Administration Division Building 1028 Fort Sam Houston, TX 78234-6200  Army Family Advocacy records	Group(s): AR
<b>00587</b>	Bureau of Medicine and Surgery Health Care Operations (MED-03) 2300 E. Street NW Washington, DC 20372-5300  Navy Family Advocacy records	Group(s): MI, NV
<b>00596</b>	Bureau of Naval Personnel PERS-0243 Washington, DC 20370  Muster Rolls	Group(s): NV
<b>00455</b>	Bureau of Public Debt 399 13th St., SW Washington, DC 20239  Veterans requesting information on whether or not a leave bond was received or cashed.	Group(s): MI
<b>00600</b>	Bureau of the Public Debt Department of the Treasury Parkersburg, WV 26106-1328  Savings Bonds	Group(s): MI
<b>00695</b>	California Department Of Veterans Affairs Peter J. Gravett, Secretary 1227 O Street, Rm 105 Sacramento, CA 95814  FOR MAILING COPY #6 OF DD FORM 214/215  Web Site(s): <a href="http://www.cdva.ca.gov/">www.cdva.ca.gov/</a>  Email Address(es): <b><a href="mailto:peter.gravett@cdva.ca.gov">peter.gravett@cdva.ca.gov</a></b>	Telephone Contact(s):  Voice: (916) 653-2573 Fax: (916) 653-2563  State: CALIFORNIA  Group(s): CS, SA
<b>00101</b>	Certificate Service U.S. Naval Institute Annapolis, MD 21402  Sea Certificates	Group(s): NV

00659	Chief, Marine Qualification Division ATTN: Career Pay Office HRC, Building 705, Room 231 705 Read Street Fort Eustis, VA 23604-5407	Group(s): MC
00452	Chief, Office of Personnel U.S. Coast Guard 2100 2nd St., SW Washington, DC 20593  U.S. Coast Guard Transcripts of Academic Records (courses attended, length of course, and grades attained)	Group(s): CG, ED
00182	CMC HQMC MMSB - 10 2008 Elliott Road Suite 201 Quantico, VA 22134-5030  Unit diaries	Telephone Contact(s):  Voice: (703) 784-5658  Group(s): MC
00681	CMRS Test address123 1 Archives Drive123 Spanish Lake, MO 63138123  Do not use for Shipping.  This address was created for testing Pattern Paragraph generation in CMRS.	VA Elements: 001 Spanish Lake  Group(s): FR
00453	CNATRA Chief of Naval Air Training 250 Lexington Boulevard, Suite 102 Corpus Christi, TX 78419-5941  Marine Corps and Navy Flight Training Records	Group(s): ED, MC, NV
00190	Coast Guard World Wide Locator Service  Active duty only	Telephone Contact(s):  Voice: (202) 267-2229  Group(s): CG
00684	 Coast Guard, Office of Military Personnel, PSC-PSD-MA (Medals and Awards) Stop 7200, 2703 Martin Luther King Jr Ave SE Washington, DC 20593-7200  Medals Only	Group(s): CG
00696	Colorado Division Of Veterans Affairs William H. Conroy, Director 1355 S. Colorado Blvd., Suite 113, Building C Denver, CO 80222  FOR MAILING COPY #6 OF DD FORM 214/215  Web Site(s): <a href="http://www.dmva.state.co.us/page/va">http://www.dmva.state.co.us/page/va</a>  Email Address(es): <a href="mailto:william.conroy@dmva.state.co.us">william.conroy@dmva.state.co.us</a>	Telephone Contact(s):  Voice: (303) 343-1268 Fax: (303) 343-7238  State: COLORADO  Group(s): CS, SA

<b>00539</b>	<p>COMMANDANT (CG-122)  Attn: Office of Military Personnel  U.S. Coast Guard, Stop 7907  2703 Martin Luther King Jr. Avenue, SE  Washington, D. C. 20593-7907</p> <p>Review of Discharge (DD293)</p>	Group(s): CG
<b>00728</b>	<p>COMMANDANT (CG-611)  ATTN: FOIA OFFICER  US COAST GUARD STOP 7710  2703 MARTIN LUTHER KING JR AVE SE  WASHINGTON DC 20593-7710</p> <p>Rosters and Muster</p>	Group(s): CG
<b>00176</b>	<p>Commandant of the Marine Corps  ATTN: Office of Legislative Affairs (OLAC)  3000 Marine Corps  Pentagon, Room 4C553  Washington, DC 20350</p> <p>(Congressional Only)</p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 693-6974  Voice: (703) 693-7193  Voice: (703) 693-7698</p> <p>Group(s): MC</p>
<b>00581</b>	<p>Commandant of the Marine Corps  HQ, U.S. Marine Corps (MMSB)  2008 Elliot Road, Suite 114  Quantico, VA 22134-5030</p> <p>Death in Service</p>	Group(s): MC
<b>00641</b>	<p>Commandant of the Marine Corps  HQ, U.S. Marine Corps (MMSB)  2008 Elliot Road, Suite 114  Quantico, VA 22134-5030</p> <p>FOIA Requests</p>	Group(s): MC
<b>00627</b>	<p>Commandant U.S. Marine Corps  Military Awards Branch (MMA)  2008 Elliott Road  Quantico, VA 22134-5130</p> <p>Congressional MC Medals requests</p>	Group(s): MC
<b>00178</b>	<p>Commandant U.S. Marine Corps  Personnel Management Support Branch  2008 Elliot Road, Room 203  Quantico, VA 22134-5030</p> <p>(Routine)  Marine Corps Routine inquiries</p>	<p>Telephone Contact(s):</p> <p>Voice: AHK34 (800) 268-3710</p> <p>Group(s): MC</p>
<b>00593</b>	<p>Commandant  Headquarters, U.S. Coast Guard  2100 2nd Street, SW  Washington, DC 20593</p> <p>Paternity and PTSD</p>	Group(s): CG
<b>00687</b>	Commandant, U.S. Army Quartermaster Center and School	Group(s): AR

	ATTN: ATSM-Q-MG (Historian) Fort Lee, VA 23801-1601  For use in PP.	
<b>00584</b>	Commandant, U.S. Coast Guard (LMJ) 2100 2nd Street, SW Washington, DC 20593-0001  Court Martial records which are not special courts martial (non BCD) and summary courts martial of enlisted personnel.	Group(s): CG
<b>00228</b>	Commandant, Veterans Home and Hospital 287 West Street Rocky Hill, CT 06067	Telephone Contact(s):  Voice: (203) 529-2571  State: CONNECTICUT  Group(s): SA
 <b>00516</b>	Commander CG Personnel Service Center (PSC) Attn: CRSC Coordinator (PSC-PSD-DE) US Coast Guard Stop 7200 2703 Martin Luther King Jr Ave SE Washington, DC 20593-7200  Coast Guard Combat-Related Special Compensation (CRSC)  Web Site(s): <a href="http://www.uscg.mil/hq/psc/customerconnection/crsc.htm">http://www.uscg.mil/hq/psc/customerconnection/crsc.htm</a>	Group(s): CG
<b>00576</b>	Commander Naval Sea Systems Command 1333 Isaac Hull Ave., SE Washington Navy Yard, DC 20376-1080  Naval Ship Asbestos Information	Telephone Contact(s):  Voice: 202-781-0000  Group(s): NV
 <b>00676</b>	COMMANDER ATTN: PSC (BOPS-C-MR) US COAST GUARD, STOP 7200 2703 MARTIN LUTHER JR AVE SE WASHINGTON DC, 20593-7200  Mailing label for eMilrecs record orders and Priority/Routine Core L&T Requests (referrals with records)  This entry is used in the pattern paragraphs.	Telephone Contact(s):  Fax: (202) 372-8440 Voice <b>Public</b> Mike (202) 795-6375 <b>(Emergicies only)</b> Lamare Voice NPRC Only: Robin (202) 795-6372 Baker  Group(s): CG
<b>00131</b>	Commander Directorate of Inmate Administration ATTN: ATZL-DBE 300 McPherson Ave Fort Leavenworth, KS 66027-1363  Prisoner records for all branches of service	Group(s): MI
<b>00523</b>	Commander Military Personnel Command (G-BPR) 2100 2nd Street, SW Washington, DC 20593  Still group photos for the Coast Guard for the period 1960-present.	Group(s): CG, MI

<b>00595</b>	<p>Commander Military Personnel Command ATTN: GPIM-2 2100 2nd Street, SW Washington, D.C. 20593-0001</p> <p>Requests for change of reenlistment code</p>	<p>Group(s): CG</p>
<b>00589</b>	<p>Commander Office of the Judge Advocate General Fort George G. Meade, MD 20755-5360</p> <p>Lost Luggage and Personnel Effects</p>	<p>Group(s): AR</p>
<b>00727</b>	<p>COMMANDER Personnel Service Center US Coast Guard STOP 7200 2703 Martin Luther King Jr. Ave. SE Washington, DC 20593-7200</p> <p>Rosters and Muster Rolls</p>	<p>Group(s): CG</p>
 <b>00725</b>	<p>Commander U.S. Army John F. Kennedy Special Warfare Center &amp; School ATTN: AFJK-GPD- SA Fort Bragg, NC 28307-5000</p> <p>Use for requests for the Military Freefall Parachutist Badge.</p>	<p>Group(s): AR</p>
<b>00533</b>	<p>Commander USAJFKSWCS ATTN: AIJK-GPB (C/s/1 SWTG LNO) Fort Bragg, NC 28310</p> <p>Diver Badges Requests</p>	<p>Group(s): AR</p>
<b>00580</b>	<p>Commander, Military Personnel Command (MPC-S-3) U.S. Coast Guard 2100 2nd Street, SW Washington, DC 20593-0001</p> <p>Death in Service, Social Security Administration</p>	<p>Group(s): CG</p>
<b>00542</b>	<p>Commander, Navy Personnel Command PERS-4912 Naval Reserve Information Branch 5720 Integrity Drive Millington, TN 38055-4910</p> <p>Referral office for requests for Navy Reserve members whose records have not been retired to NPRC (except Congressionals)</p> <p>This entry is used in the pattern paragraphs.</p>	<p>Group(s): NV</p>
<b>00166</b>	<p>Commander, Navy Personnel Command PERS-312 Records Support Branch 5720 Integrity Drive Millington, TN 38055-3120</p> <p>Referral office for Core L&amp;T Requests with records for Navy and Navy Reserve members (except see <a href="#">[00096]</a> for Congressionals).</p> <p>Referral office for Requests for Navy members whose records have not been retired to NPRC (except see <a href="#">[00096]</a> for Congressionals)</p>	<p>Telephone Contact(s):</p> <p>Voice: (901) 874-4885 Voice: AHK37 1-866-827-5672*4*1</p> <p>Group(s): NV</p>



	This entry is used in the pattern paragraphs.	
<b>00499</b>	<p>Commander, USAHRC  ATTN: AHRC-PDP-A, Dept 480  1600 Spearhead Division Avenue  Fort Knox, KY 40122-5408</p> <p>Cold War Recognition Certificate</p> <p>Web Site(s):  <a href="#">Cold War Recognition Certificate</a></p>	<p>Group(s): AR, WB</p>
<b>00189</b>	<p>Commanding Officer  Settlement Records  U.S. Coast Guard  Military Retired Pay Center  444 South East Quincy Street  Topeka, Kansas 66683</p>	<p>Telephone Contact(s):</p> <p>Pay records (retirees): (785) 339-3415  Recorded information for retirees : (800) 772-8724</p> <p>Group(s): CG</p>
<b>00188</b>	<p>Commanding Officer  Settlement Records  U.S. Coast Guard  Pay and Personnel Center  444 South East Quincy Street  Topeka, KS 66683</p> <p>Pay records (discharged personnel)</p>	<p>Telephone Contact(s):</p> <p>Voice: (785) 339-3540</p> <p>Group(s): CG</p>
<b>00110</b>	<p>Commanding Officer  USCG-National Maritime Center (NMC-421)  ATTN: Correspondence Section  100 Forbes Drive  Martinsburg, WV 25404</p> <p>Merchant Marine Verification of WWII Status of Service Data</p> <p>This entry is used in the pattern paragraphs.</p>	<p>Telephone Contact(s):</p> <p>Voice: (304) 433-3400</p> <p>Group(s): CG, MI</p>
<b>00697</b>	<p>Connecticut Department Of Veterans Affairs  Linda Spoonster Schwartz, Commissioner  287 West St  Rocky Hill, CT 06067</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s):  <a href="http://www.ct.gov/ctva">www.ct.gov/ctva</a></p> <p>Email Address(es):  <b><i>linda.schwartz@po.state.ct.us</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (860) 616-3600  Fax: (860) 616-3532</p> <p>State: CONNECTICUT</p> <p>Group(s): CS, SA</p>
<b>00229</b>	<p>Connecticut State Library  231 Capitol Avenue  Hartford, CT 06106</p> <p>Wants to know in request whether or not emergency - Priority in one day - routine in one week</p> <p>Requests should be submitted by Fax.</p> <p>Copy of WWI roster furnished to NPRC (MPR). May have WWII documents if the veteran applied for the state bonus.</p>	<p>Telephone Contact(s):</p> <p>Voice: Dick Roberts (860) 757-6580  Fax: (860) 757-6677</p> <p>State: CONNECTICUT</p> <p>Group(s): SA</p>

	<p>Web Site(s):  <a href="http://www.cslib.org/archives.htm">www.cslib.org/archives.htm</a></p>	
<b>00685</b>	<p>Commanding Officer (SES)  Coast Guard Pay and Personnel Center  444 Southeast Quincy Street  Topeka, KS 66683-3591</p> <p>Used for Catch 62 Requests</p>	<p>Telephone Contact(s):</p> <p>Voice: 785-339-2200  Fax: 785-339-3784</p> <p>Group(s): CG</p>
<b>00151</b>	<p>Criminal Investigation Division  ATTN: Army Crime Records Center  6010 Sixth Street  Fort Belvoir, VA 22060</p> <p>Army criminal records, retention is 40 years</p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 806-0459</p> <p>Group(s): AR</p>
<b>00347</b>	<p><b>Defense Finance &amp; Accounting Service</b></p> <p>Web Site(s):  Pay/Career info, POC, regulations, etc  <a href="#">DFAS</a></p> <p>BK00347W1  <a href="#">DFAS Customer Service</a></p>	<p>Telephone Contact(s):</p> <p>Customer Service (888) 332-7411</p> <p>Group(s): WB</p>
<b>00660</b>	<p>Defense Finance and Accounting Service -- Cleveland  DFAS-JBJ  Attn: General Processing  1240 East Ninth Street, Room 1569  Cleveland, OH 44199-2055</p> <p>For Marine Corps Retired and Annuitant Pay inquiries</p>	<p>Telephone Contact(s):</p> <p>USMC Retired/Separated Duty (800) 321-1080</p> <p>Group(s): MC</p>
<b>00591</b>	<p>Defense Finance and Accounting Service  Cleveland Center  P.O. Box 99191  Cleveland, OH 44199-1126</p> <p>Retired pay records for Air Force, Army, Marine Corps and Navy.</p>	<p>Group(s): AF, AR, MC, NV</p>
<b>00635</b>	<p>Defense Finance and Accounting Service  DFAS Indianapolis/JBDM  Records Management  8899 E 56th Street  Indianapolis, IN 46249-0002</p> <p>This entry is used in the pattern paragraphs</p>	<p>Group(s): AF</p>
<b>00194</b>	<p>Defense Finance and Accounting Service  U.S. Military Annuitant Pay  8899 E. 56th Street  Indianapolis, IN 46249-1300</p> <p>Pay records for widows and dependents of ALL DOD deceased military retirees</p> <p>Web Site(s):  <a href="http://www.dfas.mil/customerservice.html">http://www.dfas.mil/customerservice.html</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (800) 321-1080  Customer Service (888) 332-7411  Fax: (800) 982-8459</p> <p>Group(s): MI</p>
<b>00193</b>	<p>Defense Finance and Accounting Service</p>	<p>Telephone Contact(s):</p>

	<p>U.S. Military Retired Pay 8899 E. 56th Street Indianapolis, IN 46249-1200</p> <p>Pay records of ALL DOD military retirees and former spouses of ALL DOD military retirees</p> <p>Web Site(s): <a href="http://www.dfas.mil/customerservice.html">http://www.dfas.mil/customerservice.html</a></p>	<p>Voice: (800) 321-1080 Customer Service (888) 332-7411 Fax: (800) 469-6559</p> <p>Group(s): MI</p>
00085	<p>Defense Security Service Privacy Act Office 601 10th Street, Suite 128 Fort George G. Meade, MD 20755-5143</p> <p>Copies of DOD Security Clearances:</p>	<p>Telephone Contact(s):</p> <p>Customer Service: 1 (888) 282-7682</p> <p>Group(s): AF, AR, NV</p>
00698	<p>Delaware Commission Of Veterans Affairs Tony Davila, Executive Director 802 Silver Lake Blvd, Suite 100 Dover, DE 19904</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://veteransaffairs.delaware.gov/">http://veteransaffairs.delaware.gov/</a></p> <p>Email Address(es): <b><a href="mailto:antonio.davila@state.de.us">antonio.davila@state.de.us</a></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (302) 739-2792 Fax: (302) 739-2794</p> <p>State: DELAWARE</p> <p>Group(s): CS, SA</p>
00387	<p>Delaware Public Archives 121 Duke or York Street Dover, DE 19901</p> <p>The Delaware Public Archives Commission furnished NPRC (MPR) a copy of "Delaware's Role in World War II, 1940-1946" and microfilmed separation documents for WWI and Korea.</p> <p>They have nothing on file</p> <p>Web Site(s): <a href="#">Delaware Public Archives</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (302) 744-5000</p> <p>State: DELAWARE</p> <p>Group(s): SA</p>
00348	<p><b>Department of Defense</b></p> <p>Database (for all service branches)</p> <p>Web Site(s): <b>DoD</b> info &amp; links <a href="#">Department of Defense Information</a></p> <p>Dictionary of military terminology <a href="#">Dictionary of military terminology</a></p> <p>Joint acronyms <a href="#">Joint acronyms</a></p> <p>Military Occupational Specialties <a href="#">Military Occupational Specialties Database (Broken Link)</a></p>	<p>Group(s): WB</p>
00195	<p>Department of Defense Operator</p> <p>Commercial Telephone Number</p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 545-6700</p>

		Group(s): MI
<b>00522</b>	<p>Department of Defense Still Media Records Center Code SSRC Washington, DC 20374-1681</p> <p>Still group photos for the Air Force, Army, Navy, and Marine Corps for the period 1982-present.</p>	Group(s): AF, AR, MC, MI, NV
<b>00296</b>	<p>Department of Human Services 1390 Miller Street, Room 209 Honolulu, HI 96813</p>	<p>Telephone Contact(s):</p> <p>Voice: (808) 548-5976</p> <p>State: HAWAII</p> <p>Group(s): SA</p>
<b>00599</b>	<p>Department of the Air Force AF ROTC (ATC) Attn: RRFD Maxwell AFB, AL 36112-6663</p> <p>AF ROTC</p>	Group(s): AF
<b>00079</b>	<p>Department of the Army Freedom of Information and Privacy Office 7701 Telegraph Road, Suite 144 Alexandria, VA 22315-3905</p> <p>Army FOIA release office</p>	<p>Telephone Contact(s):</p> <p>Fax: (703) 428-6522 Phone: (703) 428-6500</p> <p>Group(s): AR</p>
<b>00160</b>	<p>DEPARTMENT OF THE ARMY ARMY HUMAN RESOURCES COMMAND ATTN: AHRC-PDP-A 1600 SPEARHEAD DIVISION AVENUE DEPT 480 FORT KNOX, KY 40122-5408</p> <p>Determination of Army awards including the Pearl Harbor Commemorative Medal To check status of awards request, use the Army Medals web site.</p> <p>Processes applications for the Korean War Service Medal.</p> <p>Web Site(s): <a href="#">Army Medals web site</a></p> <p><a href="#">Awards web site</a></p>	Group(s): AR
<b>00148</b>	<p>Department of the Army Army Human Resources Command Attn: AHRC-PDR-H 1600 Spearhead Division Avenue Dept 420 Fort Knox, KY 40122-5402</p> <p>Routine requests pertaining to discharged/retired personnel.</p>	<p>Telephone Contact(s):</p> <p>Customer service (Routine): AHK31 (888) 276-9472</p> <p>Group(s): AR</p>
<b>00647</b>	<p>DEPARTMENT OF THE ARMY ARMY HUMAN RESOURCES COMMAND ATTN: AHRC-SGS 1600 SPEARHEAD DIVISION AVENUE DEPT 100 FORT KNOX, KY 40122-5402</p>	Group(s): AR

	Congressional Requests	
<b>00604</b>	<p>DEPARTMENT OF THE ARMY U.S. ARMY HUMAN RESOURCES COMMAND ATTN: AARTS 1600 SPEARHEAD DIVISION AVENUE, DEPT. 410 FORT KNOX, KY 40122-0410</p> <p>Army in-service Training.</p> <p>Web Site(s): <a href="http://aarts.army.mil">http://aarts.army.mil</a></p>	Group(s): AR, ED
<b>00163</b>	<p>Department of the Navy Board for Correction of Naval Records 701 South Courthouse Road, Suite 1001 Arlington, VA 22204-2490</p> <p>Navy &amp; Marine Corps correction of records (DD 149)</p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 614-1402 Fax: (703) 614-9857</p> <p>Group(s): MC, NV</p>
<b>00180</b>	<p>Department of the Navy HQ, U.S. Marine Corps Manpower and Reserve Affairs (MRC) 3280 Russell Road Quantico, VA 22134-5103</p> <p>Casualty files for Marine Corps KIA and MIA</p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 784-9512</p> <p>Group(s): MC</p>
<b>00170</b>	<p>Department of the Navy Naval Historical Center 805 Kidder Breese SE Washington Navy Yard Washington, DC 20374-5060</p> <p>Navy ships, unit histories, and ship photographs</p> <p>Web Site(s): <a href="http://www.history.navy.mil">U.S. Navy Historical Center</a></p>	<p>Telephone Contact(s):</p> <p>Archives branch: (202) 433-3224 Deck logs: (202) 433-0824 Navy Dept. Library: (202) 433-4132 Photographic section: (202) 433-2765 Ships histories: (202) 433-3643</p> <p>Group(s): NV, WB</p>
<b>00409</b>	<p>Department of Veterans Affairs Lee Wayne Plaza Bldg. 2319 E. Lincolnway Sterling, IL 61081</p> <p>The Dept. of Veterans Affairs maintains a very complete record on all veterans, living and deceased. Also maintains a card file, alphabetically, on all veterans buried in the State of Illinois.</p> <p>Email Address(es): <b><i>Christine.Rhoades@Illinois.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Commercial: (815) 626-2468 Fax: (217) 782-4161</p> <p>State: ILLINOIS</p> <p>Group(s): SA</p>
<b>00603</b>	<p>Department of Veterans Affairs Regional Office and Insurance Center Bishop Henry Whipple Bldg. Fort Snelling St. Paul, MN 55111</p> <p>Insurance records of residents from the Western states</p>	Group(s): MI
<b>00602</b>	<p>Department of Veterans Affairs Regional Office and Insurance Center P.O. Box 8079 Philadelphia, PA 19101</p>	Group(s): MI

	Insurance records of residents from the Eastern states	
<b>00196</b>	<p>Department of Veterans Affairs Liaison Office, Prevedel 3rd Floor 9700 Page Avenue St. Louis, MO 63132</p>	<p>Telephone Contact(s):</p> <p>Voice: (314) 538-4278</p> <p>Group(s): MI</p>
<b>00197</b>	<p>Department of Veterans Affairs Records Management Center (RMC) Post Office Box 5020 St. Louis, MO 63115-5020</p> <p>Service medical records: Army separated on/after 10/16/92 Navy separated on/after 1/31/94 AF &amp; MC separated on/after 5/1/94 CG separated on/after 4/1/98. Also maintains inactive VA claim folders</p> <p>The VA has a new storage location. This cave site is owned by the VA and located in Neosha, Missouri. Certain records are being transferred from Goodfellow to this site. The BIRLS printout will show location 391 RC&amp;V.</p> <p>RMC will retrieve the folder from Neosha.</p>	<p>Telephone Contact(s):</p> <p>Primary: Floyd (314) 679-3700 Willoughby (50-99)</p> <p>Alternate: Tracy (314) 679-3723 Gayden (0-49)</p> <p>Emergencies after-hours: (314) 679-3728</p> <p>Fax 1: (314) 679-3730</p> <p>Fax 2: (314) 679-3731</p> <p>Fax 3: (314) 679-3732</p> <p>Toll Free AHK20 (800) 827-1000</p> <p>VA claim folders and AHK21 (888) 533-4558 service medical records retired from military separation points (VA XC Folders - Press 2 when prompted): Toll Free</p> <p>VA Elements: 376 St Louis</p> <p>Group(s): MI, VA</p>
<b>00328</b>	<p>Department of Veterans Affairs 1411 32nd Street S P. O. Box 9003 Fargo, ND 58106-9003</p> <p>Holds records dating after 1950.</p>	<p>Telephone Contact(s):</p> <p>Voice: (701) 239-7165</p> <p>State: NORTH DAKOTA</p> <p>Group(s): SA</p>
<b>00527</b>	<p>Department of Veterans Affairs Austin Automation Center (397) 1615 Woodward Street Austin, TX 78772</p> <p>Address for DD form 215, Copy 3.</p>	<p>Group(s): MI</p>
<b>00564</b>	<p>Department of Veterans Affairs Board of Veterans Appeals 811 Vermont Avenue NW Washington, D.C. 20420</p> <p>This is the address in Washington, DC for veterans requesting MED files from us and the files are under a "Notice of Disagreement".</p>	<p>Telephone Contact(s):</p> <p>Voice: (202) 565-5436</p> <p>Group(s): MI</p>
<b>00692</b>	<p>Department of Veterans Affairs Records Management Center St. Louis, MO</p> <p><b>Electronic Referrals Only</b></p>	<p>Group(s): VA</p>

<b>00265</b>	<p>Dept of the Army ATTN: MNP (Mr. Steven Essex) Building 25 1 Buffington Street Watervliet, NY 12189-4000</p> <p>Send requests intended for the Adjutant General's Office to this address. They only have records for the National Guard.</p>	<p>Telephone Contact(s):</p> <p>Commercial: Steven Essex (518) 272-6438 Fax: (518) 270-1530</p> <p>State: NEW YORK</p> <p>Group(s): AG, AR, SA</p>
<b>00624</b>	<p>Deputy Archivist (ND) National Archives at College Park 8601 Adelphi Road College Park, Maryland 20740-6001</p> <p>This address is referenced in the Pattern Paragraphs for appeals associated with FOIA requests.</p>	<p>Group(s): FR</p>
<b>00171</b>	<p>Deputy Assistant JAG (Military Justice) Office of the Judge Advocate General 716 Sicard Street SE Suite 1000 Washington, DC 20374-5047</p> <p>Court-martial records not at NPRC for Navy and Marine Corps veterans</p>	<p>Telephone Contact(s):</p> <p>Voice: (202) 685-7053</p> <p>Group(s): MC, NV</p>
<b>00614</b>	<p>Deputy Chief of Staff, Plans and Operations Headquarters United States Air Force Washington, D.C. 20330-5054</p> <p>This is the contact address for authorization to conduct research on Air Force Office Flight Records mentioned in the Pattern Paragraphs.</p>	<p>Group(s): AF</p>
<b>00111</b>	<p>DFAS-Cleveland Center Attn.: DFAS-CL/JFLAGB 1240 East 9th Street Cleveland, OH 44199-2005</p> <p>Navy/Naval Reserve pay records</p> <p>This entry is used in the pattern paragraphs.</p>	<p>Telephone Contact(s):</p> <p>Voice: (888) 332-7411 FAX: (216) 367-3666 Retired: AHK45 (888) 332-7411</p> <p>Group(s): MC, NV</p>
<b>00152</b>	<p>DFAS-Indianapolis Center Army Military Pay Operations Attn.: Verifications Section (Estimated Earnings) 8899 East 56th Street Indianapolis, IN 46249-0865</p> <p>Army and Army Reserve pay records</p> <p>This entry is used in the pattern paragraphs.</p> <p>Internal Link(s): <a href="#">(See address 00194)</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (888)-332-7411 #2 Fax: (317)-275-0123</p> <p>Group(s): AF, AR</p>
<b>00582</b>	<p>DHS Office of the General Counsel Board for Correction of Military Records 245 Murray Lane, Stop 0485 Washington, DC 20528</p> <p>For Coast Guard records charged out to the Board of Corrections and Correction of records ( DD 149)</p>	<p>Group(s): CG, MI</p>
<b>00433</b>	<p>Director State Veterans Affairs</p>	<p>Telephone Contact(s):</p>

	120 State St. Montpelier, VT 05620-4401  Bonus information consists of amount and date received.	Voice: (802) 828-3379  State: VERMONT  Group(s): SA
<b>00102</b>	Director of Aviation Safety Programs Naval Safety Center Naval Air Station Norfolk, VA 23511-5796  Navy aircraft accident reports	Group(s): NV
<b>00574</b>	Director of Occupational Safety, Health, and Support Programs Naval Safety Center Naval Air Station Norfolk, VA 23511  Motor vehicle accident and injury reports for Navy personnel	Group(s): NV
<b>00415</b>	Director Veterans Programs 143 E. State St., Rm. 505 Trenton, NJ 08608	Telephone Contact(s):  Voice: (609) 530-7051  State: NEW JERSEY  Group(s): SA
<b>00408</b>	Director Bureau of Management Information System U. S. Civil Service Commission 1900 E. Street, N. W. Washington, DC 20415  CPR related.  Records specifically authorized under criteria established under an Executive Order to be kept classified in the interest of national defense or foreign policy and are in fact properly classified pursuant to such Executive Order	Group(s): MI
<b>00592</b>	Director Marine Corps History and Museums Historical Branch Building 58 Washington Navy Yard, DC 20374-5680  Command chronologies and after action combat reports	Group(s): MC
<b>00362</b>	Director, Center for Veterans Affairs 1000 Federal Place, Room 136-J Louisville, KY 40223	Telephone Contact(s):  Voice: (502) 588-4447 Voice: (502) 588-4448  State: KENTUCKY  Group(s): SA
<b>00423</b>	Director, Department of Veterans Affairs 2311 North Central Avenue P. O. Box 53067 Oklahoma City, OK 73152	Telephone Contact(s):  Voice: (405) 521-3684  State: OKLAHOMA



	The Dept. of Veterans Affairs advises it has lists of officers and enlisted men who lost their lives in WWI. These are listed in alphabetical order by County of residence. The lists indicate whether veteran was killed in action, died of disease, wounds, or accident.	Group(s): SA
<b>00366</b>	<p>Director, Maryland Veterans Commission Federal Bldg. - Rm 110 31 Hopkins Plaza Baltimore, MD 21201</p> <p>The Maryland Veterans Commission advises it has a WWI book of discharges of veterans who entered service from Maryland which lists date of entry, date of discharge, type of discharge, &amp; generally age at time of entry. The Commission also has a WWII book which lists veterans names, service numbers, &amp; residence at time of entry.</p>	<p>Telephone Contact(s):</p> <p>Voice: (301) 962-4700</p> <p>State: MARYLAND</p> <p>Group(s): SA</p>
<b>00579</b>	<p>Discharge Review Boards Attn: Office of Military Personnel US Coast Guard, Stop 7907 2703 Martin Luther King, Jr. Avenue, SE Washington, D. C. 20593-7907</p> <p>For records charged out to the Discharge Review Board</p>	Group(s): CG
<b>00699</b>	<p>District Of Columbia Office Of Veterans Affairs Matthew Cary, Director 441 4th Street, NW, Suite 570 South Washington, DC 20001</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://ova.dc.gov/ova/site/default.asp">http://ova.dc.gov/ova/site/default.asp</a></p> <p>Email Address(es): <b>ova@dc.gov</b></p>	<p>Telephone Contact(s):</p> <p>Voice: (202) 724-5454 Fax: (202) 724-7117</p> <p>State: DISTRICT OF COLUMBIA</p> <p>Group(s): CS, SA</p>
<b>00553</b>	<p>Division of Historical and Cultural Affairs 21 The Green Dover, DE 19901</p> <p>Web Site(s): <a href="#">Delaware Division of Historical and Cultural Affairs</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (302) 736-7400 Fax: (302) 739-5660</p> <p>State: DELAWARE</p> <p>Group(s): SA</p>
<b>00398</b>	<p>Executive Secretary Veterans Affairs Commission P. O. Box 7765 Boise, ID 83707</p>	<p>Telephone Contact(s):</p> <p>Voice: (208) 334-1245</p> <p>State: IDAHO</p> <p>Group(s): SA</p>
<b>00200</b>	<p>Federal Bureau of Investigation (FBI) (Use ONLY for Congressionals, Special Inquiries, and Emergencies)</p> <p>Provide name/DOB to obtain DOE and SN (Our code: MOGSAOOOZ)</p>	<p>Telephone Contact(s):</p> <p>Voice: Pamala Sencindiver (304) 625-9735 Fax: (304) 625-9820</p> <p>Group(s): MI</p>
<b>00397</b>	Federal Records Center (Closed)	<p>VA Elements: 020 Bayonne</p>

	<p>Bayonne (See Lee's summitt <a href="#">[00213]</a>).</p> <p>New York, New Jersey, Puerto Rico, Virgin Islands and the Panama Canal Zone</p> <p>New York Federal Records Center at Bayonne, NJ closed before September 1998.</p> <p>The VA ID shown is the former VA ID and is for internal reference only.</p>	<p>Group(s): FR</p>
<b>00207</b>	<p>Federal Records Center 10 Conte Drive Pittsfield, Massachusetts 01201-8230</p> <p>Pittsfield</p>	<p>Telephone Contact(s):</p> <p>Voice: (413) 236-3603 Fax: (413) 236-3609</p> <p>VA Elements: 011 Pittsfield</p> <p>Group(s): FR</p>
<b>00219</b>	<p>Federal Records Center 1000 Commodore Drive San Bruno, CA 94066-2350</p> <p>San Bruno</p> <p>Nevada (except Clark County), California (except Southern California), and American Samoa</p>	<p>Telephone Contact(s):</p> <p>Voice: (650) 238-3500 Fax: (650) 238-3511</p> <p>VA Elements: 090 San Bruno</p> <p>Group(s): FR</p>
<b>00208</b>	<p>Federal Records Center 14700 Townsend Road Philadelphia, PA 19154-1025</p> <p>Philadelphia</p> <p>Delaware and Pennsylvania</p>	<p>Telephone Contact(s):</p> <p>Voice: (215) 305-2020 Fax: (215) 305-2038</p> <p>VA Elements: 021 Philadelphia</p> <p>Group(s): FR</p>
<b>00213</b>	<p>Federal Records Center 200 Space Center Drive Lee's Summit, Missouri 64064-1182</p> <p>KC/Lee's Summit</p> <p>New York, New Jersey, Puerto Rico, Virgin Islands</p> <p>Source for records previously stored at Bayonne, NJ facility.</p>	<p>Telephone Contact(s):</p> <p>Fax: (816) 268-8163 Becky McCrary (Procurements): (816) 268-8150 Christina Curtis (voice): (816) 268-8118</p> <p>VA Elements: 059 KC - Lee's Summit</p> <p>Group(s): FR</p>
<b>00214</b>	<p>Federal Records Center 2312 East Bannister Road Kansas City, MO 64131-3011</p> <p>KC/Bannister</p> <p>Kansas, Iowa, Nebraska, and Missouri except greater St. Louis area (Missouri only-see National Personnel Records Center, Civilian Records)</p>	<p>Telephone Contact(s):</p> <p>Voice: (816) 268-8000 Fax: (816) 268-8038</p> <p>VA Elements: 060 KC - Bannister</p> <p>Group(s): FR</p>
<b>00212</b>	<p>Federal Records Center 3150 Springboro Road</p>	<p>Telephone Contact(s):</p>


	Dayton, OH 45439-1883 Dayton Indiana, Michigan and Ohio except U. S. Courts records	Voice: (937) 425-0600 Fax: (937) 425-0641 VA Elements: 051 Dayton Group(s): FR
<b>00206</b>	Federal Records Center 380 Trapelo Road Waltham, MA 02452-6399 Boston Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island	Telephone Contact(s): Voice: (781) 663-0130 Fax: (781) 663-0154 VA Elements: 010 Boston Group(s): FR
<b>00210</b>	Federal Records Center 4712 Southpark Blvd. Ellenwood, GA 30294 Atlanta Kentucky, North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, and Florida	Telephone Contact(s): Voice: (404) 736-2892 Fax: (404) 736-2931 VA Elements: 040 Atlanta Group(s): FR
<b>00221</b>	Federal Records Center 6125 Sand Point Way, NE Seattle, WA 98115 Seattle Washington, Oregon, Idaho, Alaska, Hawaii, and Pacific Ocean area (except Samoa)	Telephone Contact(s): Voice: (206) 336-5115 Fax: (206) 336-5112 Reference (206) 336-5128 Transfer & Disposal (206) 336-5129 VA Elements: 100 Seattle Group(s): FR
<b>00211</b>	Federal Records Center 7358 South Pulaski Road Chicago, IL 60629-5898 Chicago Illinois, Wisconsin and Minnesota, and U. S. Courts records for Indiana, Michigan, and Ohio	Telephone Contact(s): Voice: (773) 948-9000 Fax: (312) 886-7883 Trust Fax: (773) 948-9051 Trust Voice: (773) 948-9030 VA Elements: 050 Chicago Group(s): FR
<b>00218</b>	Federal Records Center Bldg. 48, Denver Federal Center P. O. Box 25307 Denver, CO 80225 Denver North Dakota, South Dakota, Colorado, Wyoming, Utah and Montana	Telephone Contact(s): Voice: (303) 604-4760 Fax: (303) 604-4761 VA Elements: 080 Denver Group(s): FR
<b>00657</b>		

	<p>Federal Records Center 8801 Kingsridge Drive Dayton, OH 45458</p> <p>Dayton</p> <p>Indiana, Michigan and Ohio except U.S. Courts Records</p>	<p>Telephone Contact(s):</p> <p>Voice: (937) 425-0601 Fax: (937) 425-0650</p> <p>VA Elements: 052 Dayton</p> <p>Group(s): FR</p>
<b>00510</b>	<p>Federal Records Center 900 Market Street Philadelphia, Pennsylvania 19107-4292</p> <p>Philadelphia -Archives (Center City)</p> <p>Email Address(es): <b><i>philadelphia.archives@nara.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: 215-606-0100 Fax: 215-606-0116</p> <p>VA Elements: Philadelphia</p> <p>Group(s): FR</p>
<b>00700</b>	<p>Florida Department Of Veterans Affairs Mike Prendergast , Executive Director 4040 Esplanade Way, Suite 180 Tallahassee, FL 32399-0950</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://floridavets.org">http://floridavets.org</a></p> <p>Email Address(es): <b><i>exdir@fdva.state.fl.us</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (850) 487-1533 Fax: (850) 488-4001</p> <p>State: FLORIDA</p> <p>Group(s): CS, SA</p>
<b>00457</b>	<p>GED Testing Service One Dupont Circle Washington, DC 20036-1193</p> <p><b>GED</b> tests taken <b>overseas or shipboard</b> July 1, 1974 or later. Tests taken in the US, October 1, 1985 or later.</p> <p>General Education Development (GED) test scores are available from various sources depending upon the date and place the test was taken. Test scores from the former United States Armed Forces Institute (USAFI) are only available from the Defense Activity Non-Traditional Educational Support (DANTES). In order to obtain test scores or official transcript, include the following information in your request: name used in service, service number, social security number, date of birth and approximate dates and place of testing (military base, unit, etc.).</p>	<p>Group(s): ED</p>
<b>00295</b>	<p>Georgia Archives 5800 Jonesboro Road Morrow, GA 30260</p> <p>Copies of the WWI statement of service summary cards were furnished to NPRC.</p> <p>WWI draft registers by county, WWII service record book for Marion county, WWII and Korea overseas interments. Contact by phone</p> <p>Web Site(s): <a href="#">Georgia Archives</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (678) 364-3710</p> <p>State: GEORGIA</p> <p>Group(s): SA</p>
<b>00294</b>	<p>Georgia Department Of Veterans Services Pete Wheeler, Commissioner Floyd Veterans Memorial Building, Suite E-970 Atlanta, GA 30334-4800</p>	<p>Telephone Contact(s):</p> <p>Voice: (404) 656-2300 Fax: (404) 656-7006</p>

	<p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s):  <a href="http://sdvs.georgia.gov/portal/site/sdvs/">http://sdvs.georgia.gov/portal/site/sdvs/</a></p> <p>Email Address(es):  <b><i>gavetsvc@vs.state.ga.us</i></b></p>	<p>State: GEORGIA</p> <p>Group(s): CS, SA</p>
<b>00588</b>	<p>Governor  U.S. Naval Home  01800 East Beach Blvd.  Gulfport, MS 39501</p> <p>Naval Home Requests</p>	<p>Group(s): NV</p>
<b>00701</b>	<p>Guam Veterans Affairs Office  Fred Gofigan  P.O. Box 2950  Hagatna, Guam 96932</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s):  <a href="http://gvao.guam.gov/">http://gvao.guam.gov/</a></p> <p>Email Address(es):  <b><i>fred.gofigan@gvao.guam.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (671) 475-8388-94  Fax: (671) 475-8396</p> <p>State: GUAM</p> <p>Group(s): CS, SA</p>
<b>00702</b>	<p>Hawaii Office Of Veteran Services  459 Patterson Road, E-Wing, Room 1-A103  Honolulu, HI 96819</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s):  <a href="http://hawaii.gov/dod/ovs/">http://hawaii.gov/dod/ovs/</a></p> <p>Email Address(es):</p>	<p>Telephone Contact(s):</p> <p>Voice: (808) 433-0420  Fax: (808) 433-0385</p> <p>State: HAWAII</p> <p>Group(s): CS, SA</p>
<b>00297</b>	<p>Hawaii State Archives  Kekauluohi Building  Iolani Palace Grounds  Honolulu, HI 96813</p> <p>Nothing on file</p> <p>Email Address(es):  <b><i>archives@hawaii.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (808) 586-0329</p> <p>State: HAWAII</p> <p>Group(s): SA</p>
<b>00394</b>	<p>Hawaii:  Veterans Affairs Counselor  Hawaii Branch  P.O. Box 1562  Hilo, HI 96720</p>	<p>Telephone Contact(s):</p> <p>Voice: (808) 961-7390</p> <p>State: HAWAII</p> <p>Group(s): SA</p>
<b>00073</b>	<p>Headquarters AF  Air Force Historical Research Agency  ATTN: AFHRA/RSA  600 Chennault Circle, Bldg 1405  Maxwell AFB, AL 36112-6424</p> <p>AF Aircraft accident reports before 01 January 1956</p>	<p>Telephone Contact(s):</p> <p>Voice: (334) 953-2395</p> <p>Group(s): AF</p>

00066	Headquarters AF Air Force Safety Agency AFSA/IMRP 9750 Avenue G, Suite 236 Kirtland AFB, NM 87117-5671  AF Aircraft accident reports on or after 01 January 1956	Group(s): AF
00426	Headquarters R.I. National Guard Command Rediness Center 645 New London Avenue Cranston, RI 02920-3097  This is the Adjutant General  Rank: MG	Telephone Contact(s):  Commercial: Robert T. Bray (401) 275-4102 Fax: (401) 275-4338  State: RHODE ISLAND  Group(s): AG, SA
00693	Headquarters, US Marine Corps Personnel Management Support Branch (MMSB-20) Quantico, VA  <b>Electronic Referrals Only</b>	Group(s): MC
00447	HQ AETC/IMX (Records) 244 F Street East, Suite 1 Randolph AFB, TX 78150-4328  Air Force Academic Records (after 1967).  Actual base where course was conducted has closed.  <b>GED</b> - General Education Development test scores are available from various sources depending upon the date and place the test was taken.  Test scores from the former <b>United States Armed Forces Institute (USAFI)</b> are only available from the Defense Activity Non-Traditional Educational Support (DANTES).	Group(s): AF, ED
00143	HQ AFPC/DS1F (FOIA) 550 C Street W JBSA-Randolph AFB, TX 78150  FOIA release office  Email Address(es): <i>afpc.ds1f.foia.pa@us.af.mil</i>	Telephone Contact(s):  Voice: (210) 565-2751 Fax: (210) 565-6262  Group(s): AF
00142	HQ AFPC/IG 550 C Street West, Suite 1 Randolph AFB, TX 78150-4703  Active Duty only.  High level inquiries/Inquiries & Investigation. AF Congressionals.	Telephone Contact(s):  Voice: (210) 565-4614  Group(s): AF
00558	HQ USAF/A3OTF 1480 Air Force Pentagon Washington DC 20330  Requests for issuance and/or determination of Air Force aeronautical badges.	Group(s): AF
00611		

	HQ, AFPC/DPPPRK 550 "C" Street West, Suite 12 Randolph AFB, TX 78150-4714  Used in Pattern Paragraphs for Republic of Korea War Service Medal .	Group(s): AF
<b>00065</b>	HQ, AFOMS/SGEA Brooks AFB, TX 78235  Release of AF psychiatric clinical records Congressionals only: AFOMS/SGEA All Others: OEHL/RZ	Telephone Contact(s):  Voice: (210) 240-1110  Group(s): AF
<b>00141</b>	HQ, Air Force Personnel Center Attn: AFPC/DPSIDR 550 "C" Street West, Suite 12 Randolph AFB, TX 78150-4714  Air Force/Air Corps medals cases  FOR 13059 CORRECTIONS, CHANGES OR TO CANCEL -FAX THE FORM WITH COVER SHEET EXPLAINING WHAT YOU ARE REQUESTING  Web Site(s): <a href="#">For information/application for the Korean War Service Medal</a>	Telephone Contact(s):  Voice: (210) 565-2516 Voice: AHK48 (210) 565-4829 FAX Recognitions (210) 565-3578 (Medals)  Korean War Service Medal (800) 616-3775  Group(s): AF
<b>00703</b>	Idaho Division Of Veterans Services David Brasuell, Director 351 Collins Road Boise, ID 83702  FOR MAILING COPY #6 OF DD FORM 214/215  Web Site(s): <a href="http://www.veterans.idaho.gov/">http://www.veterans.idaho.gov/</a>  Email Address(es): <b>david.brasuell@veterans.idaho.gov</b>	Telephone Contact(s):  Voice: (208) 577-2310 Fax: (208) 577-2311  State: IDAHO  Group(s): CS, SA
<b>00302</b>	Illinois Department Of Veterans Affairs Daniel W. Grant, Director 833 South Spring Street P.O. Box 19432 Springfield, IL 62794-9432  State of Illinois Veterans Care  Illinois program to provide healthcare for veterans  FOR MAILING COPY #6 OF DD FORM 214/215  Web Site(s): <a href="http://www2.illinois.gov/veterans">http://www2.illinois.gov/veterans</a>  Email Address(es): <b>webmail@dva.state.il.us</b>	Telephone Contact(s):  Voice: (217) 782-6641 Fax: (217) 524-0344  State: ILLINOIS  Group(s): CS, SA
<b>00410</b>	Illinois State Archives Margaret Cross Norton Building Capitol Complex Springfield, IL 62756  "Roster of the Illinois National Guard & Illinois Naval Militia," listing those individuals Federalized in 1917 for WWI service, was furnished to the NPRC (MPR).	Telephone Contact(s):  Voice: John Reinhardt (217) 524-6700 Fax: (217) 782-3589  State: ILLINOIS  Group(s): SA

	<p>WWI discharge papers in poor shape due to fire - WWII and Korea sep docs from bonus files.</p> <p>Phone or Fax</p> <p>Web Site(s):  <a href="http://www.cyberdriveillinois.com/departments/archives/archives.html">www.cyberdriveillinois.com/departments/archives/archives.html</a></p>	
<b>00304</b>	<p>Indiana Department Of Veterans Affairs  Charles "Tom" Applegate, Director  302 W. Washington Street, Room E-120  Indianapolis, IN 46204-2738</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s):  <a href="http://www.in.gov/dva">http://www.in.gov/dva</a></p> <p>Email Address(es):  <b><i>capplegate@dva.state.in.us</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (317) 232-3910  Fax: (317) 232-7721</p> <p>State: INDIANA</p> <p>Group(s): CS, SA</p>
<b>00536</b>	<p>Indiana State Archives  6440 E. 30th Street  Indianapolis, IN 46219</p> <p>WWI service records  WWII and Korean separation documents</p> <p>Note: Mike prefers to be contacted via Fax.</p> <p>Email Address(es):  <b><i>arc@icpr.in.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: Michael Vetman (317) 591-5222  Fax: (317) 591-5324</p> <p>State: INDIANA</p> <p>Group(s): SA</p>
<b>00704</b>	<p>Iowa Department Of Veterans Affairs  Jodi Tymeson, Executive Director  7105 NW 70th Ave.  Camp Dodge, Bldg. 3663  Johnston, IA 50131-1824</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s):  <a href="https://va.iowa.gov/">https://va.iowa.gov/</a></p> <p>Email Address(es):  <b><i>idva.info@iowa.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (515) 242-5331  Fax: (515) 242-5659</p> <p>State: IOWA</p> <p>Group(s): CS, SA</p>
<b>00519</b>	<p>Joint Services Records Research Center (JSRRC)  Kingman Building 2C08  7701 Telegraph Road  Alexandria, VA 22315-3828</p> <p>Unit records research for PTSD and Agent Orange Claims (AF, Army and Navy Only). Also see <a href="#">PTSD</a>.</p>	<p>Telephone Contact(s):</p> <p>Voice: Judie Ferritto (703) 428-6801</p> <p>Group(s): AF, AR, NV</p>
 <b>00361</b>	<p>Kansas Commission On Veterans' Affairs  Jack Fowler, Executive Director  Jayhawk Tower  700 SW Jackson, Suite 701  Topeka, KS 66603-3743</p> <p>For service records from 1980 to current.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s):  <a href="http://www.kcva.org/">http://www.kcva.org/</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (785) 296-3976  Fax: (785) 296-1462</p> <p>State: KANSAS</p> <p>Group(s): CS, SA</p>





	Email Address(es): <b><i>bhayes@kcva.org</i></b>	
<b>00396</b>	Kauai: Veterans Affairs Counselor Kauai Branch P.O. Box 1707 Lihue, HI 96766	Telephone Contact(s):  Voice: (808) 245-4348  State: HAWAII  Group(s): SA
<b>00658</b>	Kentucky Department for Libraries and Archives P.O. Box 537 300 Coffee Tree Road Frankfort, KY 40602-0537  Web Site(s): <a href="#">Kentucky Department for Libraries and Archives</a>	Telephone Contact(s):  Voice (502) 564-8300  State: KENTUCKY  Group(s): SA
<b>00307</b>	Kentucky Department Of Veterans Affairs Ken Lucas, Commissioner 1111B Louisville Rd. Frankfort, KY 40601  Kentucky Department of Veterans Affairs  FOR MAILING COPY #6 OF DD FORM 214/215  Web Site(s): <a href="http://veterans.ky.gov/">http://veterans.ky.gov/</a>  Email Address(es): <b><i>ken.lucas@ky.gov</i></b>	Telephone Contact(s):  Voice: (502) 564-9203 Fax: (502) 564-9240  State: KENTUCKY  Group(s): CS, SA
<b>00350</b>	Korean Casualties  Web Site(s): For a list of Korean Conflict casualties and missing in action <a href="#">Korean Casualties</a>	Group(s): WB
<b>00349</b>	Library of Congress  Web Site(s): Catalogs, collections, research service, exhibitions, general information <a href="#">Library of Congress</a>	Group(s): WB
<b>00528</b>	Lockheed Martin Information Technology U.S. Department of Labor Federal Claims Control Center P.O. Box 785070 Orlando, FL 32878-5070  Address for DD form 215, Copy 5	Group(s): MI
<b>00363</b>	Louisiana Department Of Veterans Affairs Lane Carson, Secretary P.O. Box 94095 Baton Rouge, LA 70804-9095  The Dept. of Veterans Affairs advises it has a book listing WWI discharges by Parish.  The SSS copies of Report of Separation have actually been broken out	Telephone Contact(s):  Primary: Rickard (225) 219-5008 Blackwell Voice: Charmaine (225) 219-5000 Scott Fax: (225) 219-5590 Toll (877) 432-8982 (877 - geauxva)

	<p>into parishes. Call one of the numbers below to get phone number of parish. The veteran's home of record (HOR) or place where he entered service will be needed to request record.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.vetaffairs.la.gov">http://www.vetaffairs.la.gov</a></p> <p>Email Address(es): <b>veteran@la.gov</b></p>	<p>Free:</p> <p>State: LOUISIANA</p> <p>Group(s): CS, SA</p>
<b>00309</b>	<p>Louisiana State Archives 3851 Essen Lane Baton Rouge, LA 70809-2137</p> <p>No military records available at state archives</p> <p>Web Site(s): <a href="http://Louisiana State Archives">Louisiana State Archives</a></p>	<p>Telephone Contact(s):</p> <p>Acquisitions &amp; Processing: (225) 922-0105 Conservation Laboratory: (225) 922-1218 Records Management Section: (225) 925-7552 Research Library: (225) 922-1208</p> <p>State: LOUISIANA</p> <p>Group(s): SA</p>
<b>00445</b>	<p>Lowry AFB, CO</p> <p>"CLOSED"</p> <p>Air Force Academic Records (after 1967)</p> <p>If the course was taken at Lowery AFB, refer to <a href="#">Randolph AFB</a>.</p>	<p>Group(s): AF, ED</p>
<b>00365</b>	<p>Maine Bureau Of Veterans' Services Peter W. Ogden, Director 117 State House Station Augusta, ME 04333-0117</p> <p>The Bureau of Veteran Services advises it has WWI service record cards &amp; discharge papers. WWI rosters (in book form) were furnished to NPRC(MPR).</p> <p>The Bureau of Veteran Services also advises it has an incomplete collection of DD214's from WWII &amp; Korea. However, they do have Selective Service Cards relating to those veterans whose DD214's are missing</p> <p>Web Site(s): <a href="http://www.maine.gov/dvem/bvs/">Http://www.maine.gov/dvem/bvs/</a></p> <p>Email Address(es): <b>mainebvs@maine.gov</b></p>	<p>Telephone Contact(s):</p> <p>Voice: (207) 626-4468 Voice: (207) 430-6035 Fax: (207) 626-4471</p> <p>State: MAINE</p> <p>Group(s): CS, SA</p>
<b>00105</b>	<p>Marine Corps Historical Center 1254 Charles Morris Street, SE Washington, DC 20374</p> <p>Marine Corps historical records and unit histories (Moving to Quantico on July 1, 2005)</p>	<p>Group(s): MC</p>
<b>00184</b>	<p>Marine Corps Liaison Office</p> <p>There is no longer a MC Liaison Office in the building. See <a href="#">[00178]</a></p>	<p>Group(s): MC</p>
<b>00185</b>	<p>Marine Corps World Wide Locator Service</p> <p>Active duty only</p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 784-3942</p>

		Group(s): MC
<b>00183</b>	<p>Marine Forces Reserve 4400 Dauphine St. New Orleans, LA 70146-5400</p>	<p>Telephone Contact(s):</p> <p>Voice: (800) 255-5082 Fax: (816) 843-3077</p> <p>Group(s): MC</p>
<b>00705</b>	<p>Maryland Department Of Veterans Affairs Edward Chow, Jr., Secretary 16 Francis Street, 4th Floor Annapolis, MD 21401</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.mdva.state.md.us/">http://www.mdva.state.md.us/</a></p> <p>Email Address(es): <b><i>mdveteransinfo@mdva.state.md.us</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (410) 260-3838 Fax: (410) 216-7928</p> <p>State: MARYLAND</p> <p>Group(s): CS, SA</p>
<b>00706</b>	<p>Massachusetts Department Of Veterans Affairs Coleman Nee, Secretary 600 Washington St., 7th Floor Boston, MA 02111</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.mass.gov/veterans">http://www.mass.gov/veterans</a></p> <p>Email Address(es): <b><i>mdvs@vet.state.ma.u</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (617) 210-5480 Fax: (617) 210-5755</p> <p>State: MASSACHUSETTS</p> <p>Group(s): CS, SA</p>
<b>00395</b>	<p>Maui: Veterans Affairs Office - DHS Maui Branch 54 High Street, Rm. 125 Wailuku, HI 96793</p> <p>The Maui Branch advises it has discharge papers dating from 1917.</p>	<p>Telephone Contact(s):</p> <p>Voice: (808) 244-4266</p> <p>State: HAWAII</p> <p>Group(s): SA</p>
<b>00707</b>	<p>Michigan Department Of Military &amp; Veterans Affairs Jason Allen , Sr Deputy Director Of Vet Affairs 3423 N. Martin Luther King Jr. Blvd Lansing, MI 48906</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.michigan.gov/dmva">http://www.michigan.gov/dmva</a></p> <p>Email Address(es): <b><i>hessh@michigan.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (517) 335-6523 Fax: (517) 241-0674</p> <p>State: MICHIGAN</p> <p>Group(s): CS, SA</p>
<b>00371</b>	<p>Michigan Dept. of State Bureau of History Archives Section 3405 N. Logan Lansing, MI 48918</p>	<p>Telephone Contact(s):</p> <p>Voice: (517) 373-1408</p> <p>State: MICHIGAN</p> <p>Group(s): SA</p>

00120	<p>Military Evaluations Program Office American Council on Education One Dupont Circle, NW Washington, DC 20036-1193</p> <p>Evaluation of military training for college credit</p>	Group(s): ED, MI
00134	<p>Ministero della Difesa-Esecito Direzione Generale dei Servizi di Commissariato e Ammionistraivi Via XX Settembre No. 11 Rome, Italy</p> <p>Personnel Records of Italian POWs. According to the web site cited below these rosters are no longer available at this address.</p> <p>Web Site(s): <a href="http://www.de-coding.com">De-Coding WW II Italian Prisoner of War Rosters</a></p>	Group(s): MI
00133	<p>Ministry of Defense Bourne Avenue Hayes, Middlesex UB3 1RF UNITED KINGDOM</p> <p>British Military Records - Veteran was member of British Armed Forces or wants information about British troop transport ships</p>	Group(s): MI
00316	<p>Minnesota Department Of Veterans Affairs Larry Shellito, Commissioner 20 West 12th St, 2nd Floor, Room 206-C St. Paul, MN 55155-2006</p> <p>The Dept. of Veterans Affairs advises it has National Guard records from 6-27-50 to 7-27-53, covering those veterans who were called to active duty during the Korean Conflict and who received a state bonus.</p> <p>They have separation documents (including AUS) for WWII through Vietnam Era.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.mdva.state.mn.us/">http://www.mdva.state.mn.us/</a></p> <p>Email Address(es): <a href="mailto:larry.shellito@state.mn.us">larry.shellito@state.mn.us</a></p>	<p>Telephone Contact(s):</p> <p>Voice: Martha Gaylord (651) 296-2562 Fax: (651) 296-3954</p> <p>State: MINNESOTA</p> <p>Group(s): CS, SA</p>
00373	<p>Minnesota Historical Society 345 W. Kellogg Blvd. St. Paul, MN 55102-1906</p> <p>The Historical Society advises it has payroll records covering the Mexican Border Conflict.</p> <p>The SSS copies of Reports of Separation were broken out to each County Veterans Service officer.</p> <p>A fee is charged for services.</p>	<p>Telephone Contact(s):</p> <p>Division of Library, Publications and Collections (651) 296-6980 Family History HELP DESK (651) 296-2143</p> <p>State: MINNESOTA</p> <p>Group(s): SA</p>
00318	<p>Mississippi Veterans Affairs Board Adrian Grice, Executive Director 3466 Highway 80 East, P.O. Box 5947 Pearl, MS 39288-5947</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p>	<p>Telephone Contact(s):</p> <p>Voice: Voice: (877) 203-5632 Voice: (601) 576-4850 Fax: (601) 576-4868</p>

	<p>Web Site(s): <a href="http://www.vab.ms.gov">http://www.vab.ms.gov</a></p> <p>Email Address(es): <b><i>grice@vab.state.ms.us</i></b></p>	<p>State: MISSISSIPPI</p> <p>Group(s): CS, SA</p>
<b>00320</b>	<p>Missouri State Archives P.O. Box 778 Jefferson City, MO 65102</p> <p>Contact by telephone</p> <p>Web Site(s): <a href="http://www.sos.mo.gov/archives/">www.sos.mo.gov/archives/</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (573) 751-3280 Fax: (573) 526-7333</p> <p>State: MISSOURI</p> <p>Group(s): SA</p>
<b>00708</b>	<p>Missouri Veterans Commission Larry D. Kay, Executive Director 205 Jefferson Street 12th Floor Jefferson Building P.O. Drawer 147 Jefferson City, MO 65102</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.mvc.dps.mo.gov/">http://www.mvc.dps.mo.gov/</a></p> <p>Email Address(es): <b><i>movets.veteran@mvc.dps.mo.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (573) 751-3779 Fax: (573) 751-6836</p> <p>State: MISSOURI</p> <p>Group(s): CS, SA</p>
<b>00709</b>	<p>Montana Veteran Affairs Division Joe Foster P.O. Box 1007 Fort Harrison, MT 59636-1007</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://dma.mt.gov/mvad/default.asp">http://dma.mt.gov/mvad/default.asp</a></p> <p>Email Address(es): <b><i>jofoster@mt.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (406) 324-3741 Fax: (406) 324-3745</p> <p>State: MONTANA</p> <p>Group(s): CS, SA</p>
<b>00509</b>	<p>NARA - Northeast Region 201 Varick Street, 12th Floor New York, NY 10014</p> <p>New York</p> <p>Email Address(es): <b><i>newyork.archives@nara.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (866) 840-1752 Voice: 212-401-1620 Fax: 212-401-1638</p> <p>VA Elements: New York</p> <p>Group(s): FR</p>
<b>00222</b>	<p>NARA's Central Plains Region 17591 West 98th Street, #31-50 Lenexa, KS 66219</p> <p>KC/Lenexa</p>	<p>Telephone Contact(s):</p> <p>Voice: (913) 563-7605 Fax: (913) 563-7693</p> <p>VA Elements: KC - Lenexa</p> <p>Group(s): FR</p>
<b>00217</b>		

	<p>NARA-Southwest Region 1400 John Burgess Drive, Fort Worth, Texas 76140</p> <p>or</p> <p>NARA-Southwest Region P.O. Box 6216, Fort Worth, Texas 76115</p> <p>Fort Worth</p> <p>Texas, Oklahoma, Arkansas, Louisiana, and New Mexico</p> <p>More phone numbers may be found <a href="#">here</a>.</p>	<p>Telephone Contact(s):</p> <p>Voice: (817) 551-2000 FAX: (817) 551-2009</p> <p>VA Elements: 070 Fort Worth</p> <p>Group(s): FR</p>
00132	<p>National Air and Space Museum Smithsonian Institution P.O. Box 37012 Washington, DC 20013-7012</p> <p>Still Photographs: Air Force, prior to 1982</p>	<p>Group(s): AF</p>
00201	<p>National Archives and Records Administration (Archives II) 8601 Adelphi Road College Park, MD 20740-6001</p> <p><b>Being Vetted</b></p>	<p>Telephone Contact(s):</p> <p>Congressional: (301) 713-7340 General Information/Customer Service: (866) 272-6272</p> <p>VA Elements: UNK</p> <p>Group(s): FR, MI</p>
00202	<p>National Archives and Records Administration 700 Pennsylvania Avenue Washington, DC 20408</p>	<p>Telephone Contact(s):</p> <p>General Information: (202) 501-5400 Public Affairs/Media: (202) 501-5526</p> <p>Group(s): MI</p>
 00094	<p>National Archives and Records Administration Archives 1 Reference Services Branch (RDT1) 700 Pennsylvania Avenue, NW Washington, DC 20408-0001</p> <p>Coast Guard and Coast Guard Reserve records not at this Center dated 1936 and prior</p> <p>Unit records (after action reports, etc.) World War I to 1940</p> <p>This entry is used in the pattern paragraphs.</p>	<p>VA Elements: 101 Washington</p> <p>State: DC</p> <p>Group(s): CG, FR, MI</p>
 00691	<p>National Archives and Records Administration Archives 1 Reference Services Branch (RDT1) Washington, DC</p> <p><b>Electronic Referrals Only</b></p>	<p>VA Elements: 101 Washington</p> <p>State: DC</p> <p>Group(s): FR</p>
00123	<p>National Archives and Records Administration ATTN: Archives II Reference Section (NWCT2R) 8601 Adelphi Road, Room 2400 College Park, MD 20740-6001</p>	<p>Telephone Contact(s):</p> <p>FAX 301-837-1752 Primary 301-837-3510</p>

	<p>Unit records (after action reports, etc.) 1940 to Vietnam Also mission reports and missing air crew reports for WWII and Korea</p> <p>or records of the "Cadet Nurse Corps" of the PHS.</p> <p>This entry is used in the pattern paragraphs.</p> <p>Email Address(es): <b><i>archives2reference@nara.gov</i></b></p>	<p>Group(s): FR, MI</p>
<b>00121</b>	<p>National Archives and Records Administration Center for Electronic Records (NWRE) Reference Staff 8601 Adelphi Road College Park, MD 20740-6001</p> <p>Casualty lists of Korean and Vietnam conflicts by state</p>	<p>Telephone Contact(s):</p> <p>Voice: (301) 837-0470</p> <p>Group(s): MI</p>
<b>00729</b>	<p>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION TEXTUAL RECORDS 700 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20408-0001</p> <p>Roster and Muster Rolls</p>	<p>Group(s): CG, FR</p>
<b>00597</b>	<p>National Archives and Records Administration Textual Reference Branch (NWDT1) 700 Pennsylvania Avenue, Room 13W Washington, DC 20408</p> <p>Muster Rolls</p>	<p>Group(s): FR</p>
<b>00637</b>	<p>National Archives at St. Louis ATTN: RL-SL P.O. Box 38757 St. Louis, MO 63138-0757</p> <p>Archival Selective Service Requests prior to 1960</p>	<p>VA Elements: 062 ST LOUIS</p> <p>Group(s): FR, MI</p>
<b>00670</b>	<p>National Archives at St. Louis Attn: RL-SL P.O. Box 38961 St. Louis, MO 63138</p> <p>Return address for submission of Fees.</p>	<p>Group(s): FR</p>
<b>00237</b>	<p>National Guard Armory 2001 East Capitol Street Washington, DC 20003-1719</p> <p>Title: CG Service: AR Rank: MajGen</p> <p>Email Address(es): <b><i>david.wherley@dc.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Commercial: David F. Wherley, Jr. (202) 685-9862 Fax: (202) 433-5101</p> <p>State: DISTRICT OF COLUMBIA</p> <p>Group(s): AG, SA</p>
<b>00352</b>	<p><b>National Personnel Records Center</b></p> <p>Web Site(s): Military Personnel Records <a href="#">Military Personnel Records</a></p>	<p>Group(s): WB</p>

<b>00215</b>	National Personnel Records Center (Civilian Personnel Records) 1411 Boulder BLVD Valmeyer, IL 62295  St. Louis (CPR)  Scanning Pilot Project for VA Claims Files.	Telephone Contact(s):  CPR - Fax:: (618) 935-3042 CPR: (314) 801-2519  VA Elements: 061 St. Louis  Group(s): FR
<b>00216</b>	National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63138  St Louis (MPR)  National center for designated records of the military departments and the U. S. Coast Guard.  Web Site(s): <a href="#">Email Addresses</a>  AHK02 <a href="#">SF 180</a>  AHK03 <a href="#">VetRecs</a>	Telephone Contact(s):  Archival Research Room AHK52 (314) 801-0850 (ARR) Public: Archival Research Room FAX (314) 801-0608 (ARR): For Record Reviews and Credit Card Payments Burial Fax: AHK51 (314) 801-0764 Customer Service: AHK09 (314) 801-0800 Homeless Veteran Fax (314) 801-9201 Number Mailroom Fax: AHK05 (314) 801-9195 MPR Research Room: FAX (314) 801-0766 Signature Page Fax: AHK07 (314) 801-9049  VA Elements: 062 St. Louis  Group(s): FR
<b>00677</b>	National Personnel Records Center Archival Research Room 1 Archives Drive St. Louis, MO 63138  Used in a PP.	Group(s): FR
<b>00680</b>	National Personnel Records Center 1 Archives Drive St. Louis, MO 63138  This addresses is used in the Archival pattern paragraphs.	Group(s): FR
<b>00638</b>	National Personnel Records Center Annex Correspondence Section ATTN: AFN-C 1411 Boulder Boulevard Valmeyer, IL 62295	Group(s): FR
<b>00650</b>	National Personnel Records Center Annex 1411 Boulder Boulevard Valmeyer, IL 62295  St Louis (Annex)  National center for personnel and pay records of separated civilian employees of all Federal agencies, and other designated records.  This entry is used in the pattern paragraphs.	Telephone Contact(s):  Customer Service: AHK28 (314) 801-9250  VA Elements: 061 St. Louis  State: IL  Group(s): FR
<b>00679</b>	National Personnel Records Center	Group(s): FR




	<p>ATTN: Archival Operations, Room 340 1 Archives Drive St. Louis, MO 63138</p> <p>This addresses is used in the Archival pattern paragraphs.</p>	
<b>00618</b>	<p>National Personnel Records Center Attn: Sylvester Taylor Organizational Records 9700 Page Ave. St. Louis, MO 63132-5100</p> <p>Used in the Pattern Paragraphs as a contact address for Morning Report research for a fee.</p>	<p>Telephone Contact(s):</p> <p>Voice: Sylvester Taylor 1-314-801-9036</p> <p>Group(s): FR</p>
<b>00203</b>	<p>National Transportation Safety Board Office of Public Inquiries 490 L'Enfant Plaza, SW Washington, DC 20594</p> <p>Records of chartered military flight mishaps, accidents, etc.</p>	<p>Telephone Contact(s):</p> <p>Voice: (202) 382-6735</p> <p>Group(s): MI</p>
<b>00172</b>	<p>Naval Council of Personnel Records 720 Kennon Street, SE Room 309 (NDRB) Washington Naval Yard, DC 20374-5023</p> <p>Navy and Marine Corps discharge reviews (DD 293)</p>	<p>Telephone Contact(s):</p> <p>Voice: (202) 685-6600</p> <p>Group(s): MC, NV</p>
<b>00578</b>	<p>Naval Research Laboratory ATTN: Code 1230 4555 Overlook Ave., SW Washington, DC 20375-5322</p> <p>If record indicates that serviceman underwent chemical warfare tests at NRL, Bellevue, or Anacostia, furnish proof from service record and advise requester to contact</p>	<p>Group(s): NV</p>
<b>00173</b>	<p>Naval Reserve Personnel Center 4400 Dauphine Street New Orleans, LA 70149-7800</p> <p>Relocated after hurricane Katrina. DISESTABLISHED EFFECTIVE JUNE 23, 2006 See <a href="#">[00166]</a> or <a href="#">[00542]</a>.</p> <p>DO NOT REFER REQUESTS OR RECORDS TO NEW ORLEANS.</p>	<p>Group(s): NV</p>
<b>00673</b>	<p>Naval Service Training Command Officer Development (OD-4) NROTC/STA-21/MECEP Programs 250 Dallas St. Pensacola, FL 32508</p>	<p>Group(s): NV</p>
<b>00724</b>	<p>Navy Medicine Records Activity (NMRA) BUMED Detachment St. Louis 4300 Goodfellow Blvd., Building 103 St. Louis, MO 63120</p> <p>Navy and Marine Corps began sending Service Treatment Records to this facility after 1/1/2014.</p>	<p>Group(s): MC, NV</p>
<b>00598</b>	<p>Navy Personnel Command (PERS-00J6)</p>	<p>Telephone Contact(s):</p>

	5720 Integrity Drive Millington, TN 38055  Muster Rolls from the period 1976 to present.. Used in the Pattern Paragraphs as a contact	Voice: (901) 874-3165  Group(s): MI
<b>00583</b>	Navy Personnel Command ATTN: PERS-313D 5720 Integrity Drive Millington, TN 38055-3130  Former Spouse Protection Act Requests	Group(s): NV
<b>00099</b>	Navy Personnel Command Casualty Affairs ATTN: PERS-621 5720 Integrity Drive Millington, TN 38055-0000  Casualty files for Navy KIA and MIA	Telephone Contact(s):  Voice: (901) 874-4300  Group(s): NV
<b>00686</b>	Navy Personnel Command PERS 312 5751 Honor Drive Building 769 Room 158 Millington, TN 38055-3120  Used for Navy & MC Medals.	Group(s): MC, NV
<b>00168</b>	Navy Personnel Command PERS 312B RM 354 1 Archives Drive St Louis, MO 63138  <b>NO LONGER EXISTS</b>  Navy, Marine Corps and Coast Guard Medals  Email Address(es): <b>ANGELA.WHITE@NAVY.MIL</b> <b>DENA.MARTIN@NAVY.MIL as a cc:</b> <b>MONICA.GARNETT@NAVY.MIL</b> <b>vivian.tucker@navy.mil</b>	Telephone Contact(s):  Voice: Voice: (314) 538-2313 Voice: (314) 538-2314 Fax: (314) 538-2316 Customer Service: AHK43 (314) 538-2312  Group(s): CG, NV
<b>00675</b>	Navy Personnel Command PERS 312D1 5720 Integrity Drive Millington, TN 38055-3120  Used in PP for routine requests.	Group(s): NV
<b>00689</b>	Navy Personnel Command PERS 312D1, Millington TN  <b>Electronic Referrals Only</b>	Group(s): NV
<b>00690</b>	Navy Personnel Command Retired Records Section (PERS-321D2) St. Louis MO  <b>Electronic Referrals Only</b>	Group(s): NV

00096	<p>Navy Personnel Command-00L  Congressional Liaison Office  5720 Integrity Drive  Millington, TN 38055-0000</p> <p>Referral office for Congressional Inquiries</p>	<p>Telephone Contact(s):</p> <p>Voice: (901) 874-3350</p> <p>Group(s): NV</p>
00615	<p>Navy Reserve Personnel Center  5722 Integrity Drive  Bldg. 239  Millington, TN 38054</p> <p>This address is cited in the Pattern Paragraphs as the expected source of reply to the request we received from our customer.</p>	<p>Group(s): NV</p>
00174	<p>Navy World Wide Locator Service</p>	<p>Telephone Contact(s):</p> <p>General: (703) 545-6700  Navy active duty only: (901) 874-3378</p> <p>Group(s): NV</p>
00321	<p>Nebraska Department of Veterans Affairs  John Hilgert, Director  PO Box 95083  Lincoln, NE 68509-5083</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s):  <a href="http://www.vets.state.ne.us/">http://www.vets.state.ne.us/</a></p> <p>Email Address(es):  <b><i>john.hilgert@nebraska.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (402) 471-2458  Fax: (402) 471-2491</p> <p>State: NEBRASKA</p> <p>Group(s): CS, SA</p>
00563	<p>Neosha, MO</p> <p>Contact <a href="#">RMC</a>. RMC will retrieve the folder from Neosha.</p> <p>The VA has a new storage location. This cave site is owned by the VA and located in Neosha, Missouri. Certain records are being transferred from Goodfellow to this site. The BIRLS printout will show location 391 RC&amp;V.</p>	<p>VA Elements:  391 Neosha</p> <p>Group(s): VA</p>
00710	<p>Nevada Department Of Veterans Affairs  Caleb S. Cage, Executive Director  5460 Reno Corporate Dr, Suite 131  Reno, NV 89511</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s):  <a href="http://www.veterans.nv.gov/">http://www.veterans.nv.gov/</a></p> <p>Email Address(es):  <b><i>cagec@veterans.nv.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (775) 688-1653  Fax: (775) 688-1656</p> <p>State: NEVADA</p> <p>Group(s): CS, SA</p>
00412	<p>Nevada State Library  100 North Stewart Street  Carson City, NV 89701-4285</p> <p>The State Archivist indicates good coverage, alphabetically arranged dating from 1864 for records of the National Guard, State Militia, and Adjutant General.</p>	<p>Telephone Contact(s):</p> <p>Voice: (775) 687-5210</p> <p>State: NEVADA</p> <p>Group(s): SA</p>

<b>00711</b>	<p>New Hampshire Office Of Veterans Affairs Mary Morin, Director 275 Chestnut Street, Room 517 Manchester, NH 03101-2411</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.nh.gov/nhveterans/">http://www.nh.gov/nhveterans/</a></p> <p>Email Address(es): <b><i>mary.morin@vba.va.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (603) 624-9230 Fax: (603) 624-9236</p> <p>State: NEW HAMPSHIRE</p> <p>Group(s): CS, SA</p>
<b>00323</b>	<p>New Jersey Department Of Veterans Affairs Raymond L. Zawacki, Commissioner P.O. Box 340 Trenton, NJ 08625</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.state.nj.us/military/veterans/">http://www.state.nj.us/military/veterans/</a></p> <p>Email Address(es): <b><i>raymond.zawacki@njdmava.state.nj.us</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (609) 530-7045 Fax: (609) 530-7191 Toll-Free: (800) 324-0508</p> <p>State: NEW JERSEY</p> <p>Group(s): CS, SA</p>
<b>00416</b>	<p>New Mexico Department Of Veterans Affairs Timothy Hale, Secretary P.O. Box 2324 Santa Fe, NM 87504</p> <p>Most separation documents that are on file are after 1979.</p> <p>Bonus records are available from the Veterans Service Commission only if veteran has applied for a tax exemption.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.dvs.state.nm.us/">http://www.dvs.state.nm.us/</a></p> <p>Email Address(es): <b><i>timothy.hale@state.nm.us</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (505) 827-6300 Fax: (505) 827-6372 Toll Free: (866) 433-8387</p> <p>State: NEW MEXICO</p> <p>Group(s): CS, SA</p>
<b>00417</b>	<p>New York Division Of Veterans Affairs William Kraus, Acting Director 5 Empire State Plaza -28th Floor Albany, NY 12223-1551</p> <p>The Div. of Veterans Affairs advises it has Veterans Readjustment Allowance Records (52-20 &amp; 26-26 Clubs) for WWII and for after the year 2000. These records pertain to unemployment insurance payments made to veterans by the state of N.Y. A verification from the Div. of Veterans Affairs that an individual received this benefit is proof of honorable military service. However, the dates of service cannot be verified. In order to search these records the SSAN is needed</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.veterans.ny.gov/">http://www.veterans.ny.gov/</a></p> <p>Email Address(es): <b><i>wkraus@veterans.state.ny.us</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (518) 474-6114 Fax: (518) 474-6924</p> <p>State: NEW YORK</p> <p>Group(s): CS, SA</p>
<b>00607</b>	<p>New York Public Library Fifth Avenue and 42nd Street</p>	<p>Group(s): MI</p>

	New York, NY 10018  The pattern paragraphs refers our requester here as a possible source for additional information regarding Army Unit Histories in response to their fire related request.	
<b>00610</b>	Normandie Memoire 60eme Anniversaire Abbaye aux Dames Place Reine Mathilde BP 70067 14007 CAEN CEDEX 1 FRANCE  This address is used in Pattern Paragraphs to refer requesters of the Jubilee of Liberty Medal and activities associated with the anniversary of D-Day and the battle of Normandy.	Group(s): MI
<b>00418</b>	North Carolina Division Of Veterans Affairs Wayne Peedin, Interim Director 1315 Mail Service Center Raleigh, NC 27699-1315  FOR MAILING COPY #6 OF DD FORM 214/215  Web Site(s): <a href="http://www.doa.state.nc.us/vets/">http://www.doa.state.nc.us/vets/</a>  Email Address(es): <b><i>ncdva.aso@doa.nc.gov</i></b>	Telephone Contact(s):  Voice: (919) 807-4250 Fax: (919) 807-4260  State: NORTH CAROLINA  Group(s): CS, SA
<b>00712</b>	North Dakota Department Of Veterans Affairs Lonnie Wangen, Commissioner 4201 38th Street SW, Suite 104 Fargo, ND 58106-9003  FOR MAILING COPY #6 OF DD FORM 214/215  Web Site(s): <a href="http://www.nd.gov/veterans/">http://www.nd.gov/veterans/</a>  Email Address(es): <b><i>lwangen@nd.gov</i></b>	Telephone Contact(s):  Voice: (701) 239-7165 Fax: (701) 239-7166  State: NORTH DAKOTA  Group(s): CS, SA
<b>00713</b>	Northern Mariana Islands Division Of Veterans Affairs Ruth Coleman, Director Office Of Military/Veterans Affairs Commonwealth Of The Northern Mariana Is. P.O. Box 503416 Saipan, MP 96950  FOR MAILING COPY #6 OF DD FORM 214/215  Email Address(es): <b><i>ruthcoleman2003@yahoo.com</i></b>	Telephone Contact(s):  Voice: (670) 664-2650 Fax: (670) 664-2660  State: NORTHERN MARIANA ISLANDS  Group(s): CS, SA
<b>00393</b>	Oahu: Bureau of Conveyance 1151 Punchbowl St. Rms. 120 & 121 Honolulu, HI 96813	Telephone Contact(s):  Voice: (808) 587-0147  State: HAWAII  Group(s): SA
<b>00327</b>	Office of Archives & History 4610 Mail Service Center Raleigh, NC 27699-4610	Telephone Contact(s):  Voice: (919) 807-7280

	<p>Many of the records in the Division of Archives and History are arranged by county. Always try to furnish home address.</p> <p>Web Site(s):  <a href="#">Office of Archives &amp; History</a></p>	<p>Fax: (919) 733-8807  Sep Docs- WWI, WWII, Korean War (919) 807-7310</p> <p>State: NORTH CAROLINA</p> <p>Group(s): SA</p>
<b>00108</b>	<p>Office of Sealift Support  ATTN: Awards  Maritime Administration, Room W25-314  1200 New Jersey Avenue, SE  Washington, DC 20590</p> <p>Merchant Marine medals</p> <p>Contact  Deveeda Midgette  Vessel Transfer Officer  Office of Sealift Support</p> <p>Email Address(es):  <b><i>marinersmedals@dot.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: 202-366-2323  Voice: Deveeda Midgette 202-366-2354  Fax: 202-366-5904</p> <p>Group(s): MI</p>
<b>00694</b>	<p> Office of the Chairman of the Joint Chiefs of Staff  9999 Joint Staff Pentagon  Washington, DC 20318-9999</p> <p>Used to provide requesters seeking the Joint Chiefs of Staff Identification Badge mentioned in the CRG under "Defense Medals and Joint Service Medals".</p>	<p>Group(s): AF, AR</p>
<b>00153</b>	<p>Office of the Chief, Legislative Liaison  Department of the Army  The Pentagon  Washington, DC 20310</p> <p>Congressional liaison office</p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 697-2551</p> <p>Group(s): AR</p>
<b>00315</b>	<p>Office of the State Treasurer  Veterans Bonus Division  One Ashburton Place, 12th Floor  Boston, MA 02108</p> <p>Bonus records</p> <p>Web Site(s):  <a href="#">Massachusetts Veterans Bonus Division</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (617) 367-9333 X859</p> <p>State: MASSACHUSETTS</p> <p>Group(s): SA</p>
<b>00609</b>	<p>Office of Veterans Affairs  1600 Massachusetts Ave NW  Washington, DC 20036</p> <p>Referral address used in Pattern Paragraphs for obtaining the Philippine Defense Medal and the Philippine Independence Medal issued by the Republic of the Philippines.</p> <p>Philippine Liberation Medal  Philippine Independence Medal  Philippine Defense Medal  Philippine Presidential Unit Citation Badge  Philippine Military Civic Action Medal</p>	<p>Group(s): MI</p>
<b>00421</b>	<p>Ohio Department Of Veterans Service  Thomas N. Moe, Director</p>	<p>Telephone Contact(s):</p>

	<p>77 South High St, 7th Fl Columbus, OH 43215</p> <p>The Division of Soldiers Claims &amp; Veterans Affairs advises it has copies of discharge papers/separation documents for the following periods:</p> <p>WWI - Apr, 1917 to Nov, 1918; WWII - 12-7-41 to 9-2-45; Korea - 6-25-50 to 7-19-53; &amp; early 1960's (if served in Vietnam).</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://dvs.ohio.gov/">http://dvs.ohio.gov/</a></p> <p>Email Address(es): <b>ohiovet@dvs.ohio.gov</b></p>	<p>Voice: (614) 644-0898 Fax: (614) 728-9498 Records Office: (614) 466-5453</p> <p>State: OHIO</p> <p>Group(s): CS, SA</p>
<b>00714</b>	<p>Oklahoma Department Of Veterans Affairs Martha Spear, Director 125 S. Main, Rm 1B38 Muskogee, OK 74401</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.ok.gov/odva/">http://www.ok.gov/odva/</a></p> <p>Email Address(es): <b>mspear@odva.state.ok.us</b></p>	<p>Telephone Contact(s):</p> <p>Voice: (918) 781-7766 Fax: (918) 682-4685</p> <p>State: OKLAHOMA</p> <p>Group(s): CS, SA</p>
<b>00330</b>	<p>Oregon Department Of Veterans Affairs Jim Willis, Director 700 Summer St. NE Salem, OR 97301-1285</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.oregon.gov/odva/">http://www.oregon.gov/odva/</a></p> <p>Email Address(es): <b>odva@odva.state.or.gov</b></p>	<p>Telephone Contact(s):</p> <p>Voice: (503) 373-2000 Fax: (503) 373-2362</p> <p>State: OREGON</p> <p>Group(s): CS, SA</p>
<b>00577</b>	<p>Passport Services Correspondence Branch Department of State 1111 19th Street NW, Suite 510 Washington, DC 20522-1705</p>	<p>Group(s): MI</p>
<b>00425</b>	<p>Pennsylvania Historical and Museum Commission Pennsylvania State Archives 350 North Street Harrisburg, PA 17120-0090</p> <p>The Div. of Archives &amp; Manuscripts advises it has Muster Rolls from 1916 to 1917; Service Records &amp; Bonus Applications from 1917-1948; Draft Board Registration &amp; Induction Records from 1917-1948; Veterans Compensation &amp; Bonus File Records c. 1950; &amp; National Guard records from 1867-1969. When requesting information from this source furnish: complete name; township or county of residence at time of entering service; approximate period of service; &amp; date of birth. Information as to company, battalion, or regiment with which an individual served is beneficial.</p> <p>Most Pennsylvania veterans were urged to record their discharges with their county records officer. This was free and most veterans took advantage, particularly for WWII.</p>	<p>Telephone Contact(s):</p> <p>Voice: (717) 783-2669 Main Archives - Military Records (717) 783-3281 Option 2</p> <p>State: PENNSYLVANIA</p> <p>Group(s): SA</p>

	<p>These records are preferred to be requested by (1) Email and (2) calling the Main Archives phone Number.</p> <p>Web Site(s):  <a href="#">Military Records</a></p> <p><a href="#">Pennsylvania State Archives</a></p> <p><a href="#">Records Management</a></p> <p>Email Address(es):  <b><i>ra-statearchives@pa.gov</i></b></p>	
00135	<p>Personnel Records Unit  Library and Archives of Canada  395 Wellington Street  Ottawa, Ontario K1A0N3  Canada</p> <p>Canadian Military Personnel Records after 1918</p>	<p>Telephone Contact(s):</p> <p>Fax: (613) 947-8456</p> <p>Group(s): MI</p>
00649	<p>PMC</p>	<p>Telephone Contact(s):</p> <p>Primary: David Klusman 414-902-5083  Alternate: Gregory Silva 414-902-5715</p> <p>VA Elements:  330 PMC</p>
00458	<p>PROMETRIC  ATTN: DSST/CLEP Transcripts  1260 Energy Lane  St. Paul, MN 55108</p> <p><b>CLEP</b> - College Level examination Program</p> <p><b>DANTES Subject Standard Tests (DSST's)</b> after July 1, 1974.</p> <p><b>GED</b> - General Education Development test scores are available from various sources depending upon the date and place the test was taken.</p> <p>Test scores from the former <b>United States Armed Forces Institute (USAFI)</b> are only available from the Defense Activity Non-Traditional Educational Support (DANTES).</p>	<p>Group(s): ED</p>
00456	<p>PROMETRIC  ATTN: USAFI/GED Program  1260 Energy Lane  St. Paul, MN 55108</p> <p><b>GED</b> and <b>USAFI</b> tests taken on or prior to July 1, 1974, within the US, overseas or shipboard.</p> <p><b>GED</b> - General Education Development test scores are available from various sources depending upon the date and place the test was taken.</p> <p>Test scores from the former <b>United States Armed Forces Institute (USAFI)</b> are only available from the Defense Activity Non-Traditional Educational Support (DANTES).</p> <p>Web Site(s):  BK00456W2  <a href="#">General information website for DOD education programs</a>  <a href="http://www.dantes.doded.mil/dantes_web/examinations/transcripts.htm">www.dantes.doded.mil/dantes_web/examinations/transcripts.htm</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (877) 471-9860</p> <p>Group(s): ED</p>



	BK00456W1 <a href="#">Transcript Order Form</a> <a href="http://www.getcollegecredit.com/pdfs/dsst_clep_trnscript_pre74.pdf">http://www.getcollegecredit.com/pdfs/dsst_clep_trnscript_pre74.pdf</a>	
<b>00069</b>	Prometric DoDDS Program, 1260 Energy Lane, St. Paul, MN 55108.  <b>DODDS</b> (Department of Defense Dependent Schools) transcripts from the <b>overseas</b> for participation in <b>PREP</b> (Pre-Discharge Education Program) are available at the school up to four (4) years after attendance.  After that, the records are available from the address shown here.  For Panama school requests, go to this website for information.  Web Site(s): <a href="http://www.dodea.edu/students/transcripts.cfm">http://www.dodea.edu/students/transcripts.cfm</a>	Group(s): ED
<b>00109</b>	Public Health Data Center Gillis W. Long Hansen's Disease Center Carville, LA 70721  Merchant Marine hospitalization records (Some records only, not all)	Group(s): MI
<b>00715</b>	Puerto Rico Public Advocate For Veterans Affairs Agustin Montanez, Presiding Officer P.O. Box 11737 San Juan, PR 00910-1737  FOR MAILING COPY #6 OF DD FORM 214/215  Web Site(s): <a href="http://www.opv.gobierno.pr">www.opv.gobierno.pr</a>  Email Address(es):	Telephone Contact(s):  Voice: (787) 758-5760 Fax: (787) 758-5788  State: PUERTO RICO Group(s): CS, SA
<b>00545</b>	Records Request ATTN: G-1 1000 Halsey Avenue, Bldg 447 Marietta, GA 30060  Rank: Maj Gen  New number is sometimes automated: leave a message and call will be returned. Requests for records can be faxed without making a call.  Email Address(es): <b><i>nggag1epbarchives@ng.army.mil</i></b>	Telephone Contact(s):  Voice: JiJi Oh (678) 569-5385 Fax: (678) 569-3862  State: GEORGIA Group(s): AG, SA
<b>00508</b>	Regional Archives in Anchorage 654 West Third Avenue Anchorage, Alaska 99501-2145  Anchorage  Email Address(es): <b><i>alaska.archives@nara.gov</i></b>	Telephone Contact(s):  Voice: 907-261-7820 Fax: 907-261-7813  VA Elements: Anchorage Group(s): FR
<b>00220</b>	Regional Archives in Riverside (Perris)	Telephone Contact(s):

	<p>23123 Cajalco Road Perris, CA 92570-7298</p> <p>Riverside</p> <p>Clark County Nevada, Southern California: (Counties of San Louis Obispo, Kern, San Bernadino, Santa Barbara, Ventura, Los Angeles, Riverdale, Orange, Imperial, Inyo, and San Diego), and Arizona</p>	<p>Voice: (951) 956-2000 Fax: (951) 956-2029 Fax: (951) 956-2079</p> <p>VA Elements: 091 Laguna Niguel</p> <p>Group(s): FR</p>
<p><b>00450</b></p>	<p>Registrar Extension Course Institute/EDOR Gunter AF Station, AL 36114-5000</p> <p>Student records of the AF Air University Registrar (transcripts, test scores, and training records)</p>	<p>Group(s): AF, ED</p>
<p><b>00449</b></p>	<p>Registrar AF Institute of Technology Wright-Patterson AFB, OH 45433</p> <p>Student records of the AF Air University Registrar (transcripts, test scores, and training records)</p>	<p>Group(s): AF, ED</p>
<p><b>00514</b></p>	<p>Registrar's Office U. S. Naval Academy Annapolis, MD 21402</p> <p>Academy Records</p> <p>Web Site(s): <a href="http://www.navy.mil">U.S. Naval Academy</a></p>	<p>Group(s): ED, NV, WB</p>
<p><b>00515</b></p>	<p>Registrar's Office U.S. Coast Guard Academy New London, CT 06320</p> <p>Academy Records</p> <p>Web Site(s): <a href="http://www.uscg.edu">U.S. Coast Guard Academy</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (860) 444-8214</p> <p>Group(s): CG, ED, WB</p>
<p><b>00427</b></p>	<p>Rhode Island Division Of Veterans Affairs Diane Lucier, Interim Director 480 Metacom Avenue Bristol, RI 02809</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.dhs.ri.gov/veterans/veteransservices/tabid/307/default.aspx">http://www.dhs.ri.gov/veterans/veteransservices/tabid/307/default.aspx</a></p> <p>Email Address(es): <a href="mailto:dlucier@dhs.ri.gov">dlucier@dhs.ri.gov</a></p>	<p>Telephone Contact(s):</p> <p>Primary: Diane Lucier (401) 254-8429 Alternate: Toni Acampora (401) 254-8401 Voice: (401) 254-8495 Fax: (401) 254-8365</p> <p>State: RHODE ISLAND</p> <p>Group(s): CS, SA</p>
<p><b>00625</b></p>	<p>Royal Netherlands Embassy Defense Department, Military Attaché 4200 Linnean Avenue, N.W. Washington, DC 20008</p> <p>This address is referenced in the Pattern Paragraphs for those that may qualify for the Netherlands Military Order of William.</p> <p>Web Site(s): <a href="http://www.netherlands-embassy.org">www.netherlands-embassy.org</a></p>	<p>Group(s): MI</p>

<p><b>00513</b></p>	<p>Secretary of the Navy Council of Review Boards Attn: Combat-Related Special Compensation Branch 720 Kennon Street SE, Suite 309 Washington Navy Yard, DC 20374-5023</p> <p>Navy &amp; Marine Corps Combat-Related Special Compensation (CRSC)</p> <p>Web Site(s): <a href="http://www.hq.navy.mil/ncpb/crscb/combatrelated.htm">http://www.hq.navy.mil/ncpb/crscb/combatrelated.htm</a></p>	<p>Group(s): MC, NV</p>
<p><b>00640</b></p>	<p>Secretary of the Navy c/o General Counsel Navy Litigation Office 720 Kennon Street SE, Room 233 Washington Navy Yard, DC 20374-5013</p> <p>Navy Court Order and Subpoena</p>	<p>Group(s): MC, NV</p>
<p><b>00674</b></p>	<p>Selective Service System Data Management Center P.O. Box 94638 Palatine, IL 60094-4638</p> <p>Used in PPs.</p>	<p>Group(s): MI</p>
<p><b>00605</b></p>	<p>SMART Operations NETPDTC - N2, 6490 - Saufley Field Road Pensacola, FL 32509-5223</p> <p>Sailor/Marine/ACE Registry Transcript (SMART). Sailor and Marine in service training.</p>	<p>Telephone Contact(s): Voice: (877) 253-7122</p> <p>Group(s): ED, MC, NV</p>
<p><b>00667</b></p>	<p>Social Security Death Index</p> <p>Web Site(s): <a href="#">Social Security Death Index</a></p>	<p>Group(s): WB</p>
<p><b>00429</b></p>	<p>South Carolina Archives &amp; History Center 8301 Parklane Road Columbia, SC 29223</p> <p>The Dept. of Archives and history advises it has the following records:</p> <p>WWI Service Record Cards Muster Rolls and Enlistment Records - 1907-1922 (transferred from the office of the A.G.) Record of decorations for action between 1909-1918 Muster Rolls of Mexican Border Service - 1916-1917 "Official Roster" of S.C. soldiers - 1917-1918 Applications for WWI Victory Medals 1920-1921; and 1925-1926 Company files after induction - 1940-1943 (transferred from the office of the A.G.) Discharge and releases from military service - 1941-1943 (transferred from the A.G.) S.C. State Guard Enlistment Records - 1941-1947</p> <p>Web Site(s): <a href="http://www.state.sc.us/scdah/">http://www.state.sc.us/scdah/</a></p>	<p>Telephone Contact(s): Voice: (803) 896-6100 Fax: (803) 896-6198</p> <p>State: SOUTH CAROLINA</p> <p>Group(s): SA</p>
<p><b>00428</b></p>	<p>South Carolina Department Of Veterans Affairs Howard Metcalf , Interim Director 1205 Pendleton Street, Suite 461 Columbia, SC 29201</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p>	<p>Telephone Contact(s): Voice: (803) 734-0200 Fax: (803) 734-0197</p> <p>State: SOUTH CAROLINA</p>

	<p>Web Site(s):  <a href="http://www.oepp.sc.gov/va/benefits.html">http://www.oepp.sc.gov/va/benefits.html</a></p> <p>Email Address(es):  <b>va@oepp.sc.gov</b></p>	<p>Group(s): CS, SA</p>
<b>00716</b>	<p>South Dakota Department Of Veterans Affairs  425 E Capitol Avenue  Pierre, SD 57501</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s):  <a href="http://mva.sd.gov">http://mva.sd.gov</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (605) 773-3269  Fax: (605) 773-5380</p> <p>State: SOUTH DAKOTA</p> <p>Group(s): CS, SA</p>
<b>00430</b>	<p>South Dakota Division of Veterans Affairs  c/o VARO  2501 W 22nd Street  Sioux Falls, SD 57117</p>	<p>Telephone Contact(s):</p> <p>Commercial: (605) 333-6869  Fax: (605) 333-5316</p> <p>State: SOUTH DAKOTA</p> <p>Group(s): SA</p>
<b>00124</b>	<p>Special Media Archives Services Division  National Archives at College Park  8601 Adelphi Road  College Park, MD 20740-6001</p> <p>Still Photographs:  Air Force, Army, Navy, &amp; Marine Corps - prior to 1982  Coast Guard - prior to 1962</p>	<p>Group(s): AF, AR, CG, MC, NV</p>
<b>00225</b>	<p>State of Colorado  Department of Military and Veterans Affairs  6848 South Revere Parkway  Centennial, CO 80211-6709</p> <p>The Division of Veterans Affairs has an alphabetical listing of the names of individuals who entered the Armed Forces from Colorado during WWI. The listing is divided by county and shows name, rank or grade, branch or organization, and home post office. Sep Docs and other Documents available.</p>	<p>Telephone Contact(s):</p> <p>Fax: (720) 250-1589  Cindi Williams (720) 250-1560</p> <p>State: COLORADO</p> <p>Group(s): SA</p>
<b>00399</b>	<p>State of Missouri Archives</p> <p>Web Site(s):  Contains WWI Service Cards Database. Search by name for Missouri WW1 service card record info for years 1917 to 1919.  <a href="#">State of Missouri Archives</a></p>	<p>Group(s): WB</p>
<b>00374</b>	<p>State Veterans Home  4607 Lindbergh Dr.  Jackson, MS 39209</p> <p>Web Site(s):  <a href="#">Mississippi Veterans Booklet</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (601) 354-7205</p> <p>State: MISSISSIPPI</p> <p>Group(s): SA</p>
<b>00448</b>	<p>Student Records Branch  CCAF/RRRC  Maxwell AFB, AL 36112-6655</p>	<p>Group(s): AF, ED</p>

	Student records of the AF Community Chief, USAF College From January 1, 1968	
<b>00717</b>	<p>Tennessee Department Of Veterans Affairs Many-Bears Grinder, Commissioner 312 Rosa L. Parks Avenue Nashville, TN 37243</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.tn.gov/veteran/">http://www.tn.gov/veteran/</a></p> <p>Email Address(es): <b><i>tn.veterans@tn.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (615) 741-2931 Fax: (615) 741-4785</p> <p>State: TENNESSEE</p> <p>Group(s): CS, SA</p>
<b>00683</b>	<p>Tennessee State Library and Archives 403 Seventh Avenue North Nashville, TN 37243</p> <p>This office may be used primarily to obtain separation documents for reconstruction cases. They contain films that cover separation documents from 1920-1946 and 1946-1978.</p> <p>Note: They need the vets NAME, SN and Home of Record (City or County) to search the indexed file. Some items were placed on the film unindexed.</p> <p>Email Address(es): <b><i>reference.tsla@tn.gov</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: 615) 741-2764 Fax: (615) 253-6471</p> <p>State: TENNESEE</p> <p>Group(s): SA</p>
<b>00431</b>	<p>Texas Veterans Commission Thomas P. Palladino, Executive Director P.O. Box 12277 Austin, TX 78711-2277</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.tvc.state.tx.us/">http://www.tvc.state.tx.us/</a></p> <p>Email Address(es): <b><i>info@tvc.state.tx.us</i></b></p>	<p>Telephone Contact(s):</p> <p>Voice: (512) 463-5538 Fax: (512) 475-2395 Toll Free: (800) 252-8387</p> <p>State: TEXAS</p> <p>Group(s): CS, SA</p>
<b>00272</b>	<p>The Adjutant General #1 National Guard Rd. Columbia, SC 29201-4766</p> <p>The office of the Adjutant General advises it has WWI Roster. The SSS copies of Report of Separation that were furnished to the Adjutant General were used to compile an "Official Roster" for WWII. A copy has been furnished to NPRC(MPR).</p> <p>Service: AR Rank: MG</p> <p>Email Address(es): <b><i>stanhope.spears@sc.ngb.army.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Commercial: Stanhope S. Spears (803) 806-4217 (Ret)</p> <p>State: SOUTH CAROLINA</p> <p>Group(s): AG, SA</p>
<b>00248</b>	<p>The Adjutant General 100 Minuteman Parkway Frankfort, KY 40601-6168</p> <p>Service: AR Rank: MG</p>	<p>Telephone Contact(s):</p> <p>Commercial: Donald C. Storm (502) 607-1558 Fax: (502) 667-1558</p> <p>State: KENTUCKY</p>

	Email Address(es): <b>donald.storm@ky.ngb.army.mil</b>	Group(s): AG, SA
<b>00257</b>	The Adjutant General 1100 North Mail Street Helena, MT 59601  Service: AR Rank: MG	Telephone Contact(s):  Commercial: Randall D. Mosley (406) 324-3000 Fax: (406) 324-3010  State: MONTANA Group(s): AG, SA
<b>00276</b>	The Adjutant General 12953 South Minuteman Drive Draper, UT 84020-1776  Service: AR Rank: MG (  Email Address(es): <b>Brian.Tarbet@ut.ngb.army.mil</b>	Telephone Contact(s):  Commercial: Brian L. Tarbet (801) 523-4401 Fax: (801) 523-4677  State: UTAH Group(s): AG, SA
<b>00260</b>	The Adjutant General 1300 Military Road Lincoln, NE 68508-1090  Service: AF Rank: Maj Gen (NE)  Email Address(es): <b>Roger.Lempke@ne.ngb.army.mil</b>	Telephone Contact(s):  Commercial: Roger P. Lempke (402) 309-8210 Fax: (402) 309-7147  State: NEBRASKA Group(s): AG, SA
<b>00282</b>	The Adjutant General 1703 Coonskin Drive Charleston, WV 25311-1085  The Adjutant General's Office advises it has the following records:  <ul style="list-style-type: none"> <li>• a brief statement of service for WWI and WWII</li> <li>• some separation documents from WWII to mid 1976*</li> </ul> *Some separation documents are not clear.  Service: AR Rank: MG	Telephone Contact(s):  Commercial: Ronald Haynes (304) 561-6531 Commercial: Terry Knorr (304) 561-6722 Fax Requests: (304) 561-6518  State: WEST VIRGINIA Group(s): AG, SA
<b>00246</b>	The Adjutant General 2002 South Holt Road Indianapolis, IN 46241-4839  The Adjutant General has a WWI Gold Star Honor Roll (1914-1918) consisting of brief histories of men and women who died in WWI. Alphabetical by county. Also has WWII Honor List of Army only. The SSS copies of Reports of Separation are on microfilm and in most cases are very poor copies. Some are in alphabetical order, some not. Also has separation forms for Korean veterans from Indiana, and rosters showing only name, branch of service, and home address at time of service. Alphabetical by county. These records are all in addition to its regular National Guard records.	Telephone Contact(s):  Fax: (317) 247-3540 Commercial R. Martin Umbarger (317) 247-3559  State: INDIANA Group(s): AG, SA

	<p>Title: TAG Service: AR Rank: MG (IN)</p> <p>Email Address(es): <b><i>R.Martin.Umbarger@in.ngb.army.mil</i></b></p>	
<b>00255</b>	<p>The Adjutant General 2302 Militia Drive Jefferson City, MO 65101-1203</p> <p>Service: AR Rank: BG</p> <p>Email Address(es): <b><i>king.sidwell@mo.ngb.army.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Commercial: King E. Sidwell (573) 638-9710 Fax: (573) 638-9929</p> <p>State: MISSOURI</p> <p>Group(s): AG, SA</p>
<b>00253</b>	<p>The Adjutant General 2500 S. Washington Avenue Lansing, MI 48913-5101</p> <p>Service: AF Rank: Maj Gen</p> <p>Email Address(es): <b><i>Thomas.Cutler@mibatt.ang.af.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Fax: (517) 482-0356 Commercial Tom Cutler (517) 483-5507</p> <p>State: MICHIGAN</p> <p>Group(s): AG, SA</p>
<b>00247</b>	<p>The Adjutant General 2800 SW Topeka Boulevard Topeka, KS 66611-1287</p> <p>The State Adjutant General advises that the SSS copies of Report of Separation are exclusive of veterans of WWII, however statements of service are available on WWII veterans.</p> <p>Service: AF Rank: Maj Gen</p> <p>Email Address(es): <b><i>tod.bunting@ks.ngb.army.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Commercial: Tod M. Bunting (785) 274-1001 Fax: (785) 274-1682</p> <p>State: KANSAS</p> <p>Group(s): AG, SA</p>
<b>00273</b>	<p>The Adjutant General 2823 West Main Street Rapid City, SD 57702-8186</p> <p>Service: AF Rank: MG</p> <p>Email Address(es): <b><i>Michael.Gorman@sd.ngb.army.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Commercial: Michael A. Gorman (605) 737-6702 Fax: (605) 737-6677</p> <p>State: SOUTH DAKOTA</p> <p>Group(s): AG, SA</p>
<b>00266</b>	<p>The Adjutant General 2825 West Dublin Granville Road Columbus, OH 43235-2789</p> <p>Copy of the WWI roster was furnished to NPRC.</p> <p>The Adjutant General's Office also has service records of Ohioans who served on extended active duty during World War II and the Korean Conflict, consisting of copies of certificates of discharge and Reports of Separation.</p> <p>Service: AF Rank: MG</p> <p>Web Site(s): <a href="#">Adjutant General Listing</a></p>	<p>Telephone Contact(s):</p> <p>Commercial: Gregory L. Wayt (614) 336-7070 Records Section (614) 336-7308</p> <p>State: OHIO</p> <p>Group(s): AG, SA</p>

	<p><a href="#">Ohio Adjutant General's Office Contact Page</a></p> <p>Email Address(es): <b>greg.wayt@oh.ngb.army.mil</b></p>	
00242	<p>The Adjutant General 3949 Diamond Head Road Honolulu, HI 96816-4495</p> <p>Service: AR Rank: MG</p> <p>Email Address(es): <b>robert.lee@hi.ngb.army.mil</b></p>	<p>Telephone Contact(s):</p> <p>Fax: (808) 733-4238 Commercial Robert G. F. Lee (808) 733-4246</p> <p>State: HAWAII</p> <p>Group(s): AG, SA</p>
00244	<p>The Adjutant General 4040 West Guard Street Boise, ID 83705-5004</p> <p>Service: AR Rank: MG</p> <p>Email Address(es): <b>Llafrenz@imd.idaho.gov</b></p>	<p>Telephone Contact(s):</p> <p>Fax: (208) 422-6179 Commercial Lawrence F. Lafrenz (208) 422-5242</p> <p>State: IDAHO</p> <p>Group(s): AG, SA</p>
00258	<p>The Adjutant General 4105 Reedy Creek Road Raleigh, NC 27607-6410</p> <p>The Adjutant General's Office advises coverage of WWI records includes: alphabetical card file (1917 - 1919); &amp; a card file of those killed in action or died of disease (1917 - 1919).</p> <p>The Adjutant General's Office also advises it has coverage of NG records from: prior to WWI; &amp; 1947 to present.</p> <p>A duplicate set of WWI Service Record Cards for North Carolina has been furnished to NPRC (MPR).</p> <p>Title: TAG Service: AR Rank: MG</p> <p>Email Address(es): <b>william.ingram@nc.ngb.army.mil</b></p>	<p>Telephone Contact(s):</p> <p>Voice: Air NG (919) 664-6556 Voice: Army NG (919) 664-6513 Fax: (919) 664-6400</p> <p>State: NORTH CAROLINA</p> <p>Group(s): AG, SA</p>
00254	<p>The Adjutant General 4th Floor Veterans Service Bldg. 20 W. 12th Street St. Paul, MN 5515-2098</p> <p>The Adjutant General's Office advises it has Army National Guard records for the following:</p> <p>1946 - 1978 Officer Records 1950 - 1978 Enlisted Records</p> <p>This office also has records relating to the NG prior to WWI &amp; the Mexican Border Conflict.</p> <p>Title: TAG Service: AF Rank: MG</p> <p>Email Address(es): <b>larry.shellito@mn.ngb.army.mil</b></p>	<p>Telephone Contact(s):</p> <p>Commercial: Larry W. Shellito (651) 282-4666 Fax: (651) 282-4060</p> <p>State: MINNESOTA</p> <p>Group(s): AG, SA</p>



<b>00283</b>	The Adjutant General 5500 Bishop Boulevard Cheyenne, WY 82009-3220  Service: AF Rank: MG  Email Address(es): <b><i>edward.wright@wy.ngb.army.mil</i></b>	Telephone Contact(s):  Commercial: Edmond L. Wright (307) 772-5234 Fax: (307) 772-5010  State: WYOMING  Group(s): AG, SA
<b>00233</b>	The Adjutant General 5636 East McDowell Road Phoenix, AZ 85008-3495  Service: AR Rank: MG  Email Address(es): <b><i>david.rataczak@az.ngb.army.mil</i></b>	Telephone Contact(s):  Fax: (602) 267-2578 Commercial David P. Rataczak (602) 267-2710  State: ARIZONA  Group(s): AG, SA
<b>00251</b>	The Adjutant General 5th Regiment Armory Baltimore, MD 21201-2288  Service: AR Rank: Maj Gen  Email Address(es): <b><i>bruce.tuxill@md.ngb.army.mil</i></b>	Telephone Contact(s):  Fax: (410) 576-6079 Commercial Bruce F. Tuxill (410) 576-6097  State: MARYLAND  Group(s): AG, SA
<b>00235</b>	The Adjutant General 6848 South Revere Parkway Englewood, CO 80112-6703  Service: AF Rank: Maj Gen	Telephone Contact(s):  Commercial: Michael Edwards (303) 677-8800 Fax: (303) 677-8811  State: COLORADO  Group(s): AG, SA
<b>00243</b>	The Adjutant General 700 Northwest Beaver Drive Johnston, IA 50131-1902  Service: AF Rank: Maj Gen  Email Address(es): <b><i>ron.dardis@ia.ngb.army.mil</i></b>	Telephone Contact(s):  Commercial: G. Ron Dardis (515) 252-4211 Fax: (515) 252-4656  State: IOWA  Group(s): AG, SA
<b>00232</b>	The Adjutant General Camp J. T. Robinson North Little Rock, AR 72199  Service: AR Rank: MG	Telephone Contact(s):  Fax: (501) 212-5009 Commercial William Wofford (501) 212-5001  State: ARKANSAS  Group(s): AG, SA
<b>00252</b>	The Adjutant General Camp Keyes Augusta, ME 04333-0033  Service: AR Rank: MG	Telephone Contact(s):  Commercial: John W. Libby (207) 626-4205 Fax: (207) 626-4509  State: MAINE

	Email Address(es): <b><i>john.libby@me.ngb.army.mil</i></b>	Group(s): AG, SA
<b>00275</b>	The Adjutant General Camp Mabry Post Office Box 5218 Austin, TX 78763-5218  The Adjutant General's Office advises WWI cards indicate: date & place of enlistment; and date & place of discharge. Also has roster of 36th Division from 1914-1918.  The AG's office has list of Texans killed in WWI, WWII, & Korean conflict  Service: AF Rank: MG	Telephone Contact(s):  Commercial: Major General John F. (512) 782-5006 Nichols  Fax: (512) 782-5578  State: TEXAS  Group(s): AG, SA
<b>00280</b>	The Adjutant General Camp Murray, Building 1 Tacoma, WA 98430-5000  Service: AF Rank: Maj Gen  Email Address(es): <b><i>timothy.lowenberg@wa.ngb.army.mil</i></b>	Telephone Contact(s):  Commercial: Timothy J. (253) 512-8201 Lowenberg  Fax: (253) 512-8497  State: WASHINGTON  Group(s): AG, SA
<b>00440</b>	The Adjutant General Department of Military Affairs 2400 Wright Street Madison, WI 53708-8111  Rank: Maj Gen  Email Address(es): <b><i>al.wilkening@wi.ngb.army.mil</i></b>	Telephone Contact(s):  Commercial: Albert H. Wilkening (608) 242-3001 Fax: (608) 242-3111  State: WISCONSIN  Group(s): AG, SA
<b>00263</b>	The Adjutant General Department of Military Affairs State Programs Office, Room 201 47 Bataan Boulevard Santa Fe, NM 87505  Service: AF Rank: BG  Email Address(es): <b><i>kenny.montoya@nm.ngb.army.mil</i></b>	Telephone Contact(s):  Fax: (505) 474-1355 Commercial Kenny C. Montoya (505) 474-1202  State: NEW MEXICO  Group(s): AG, SA
<b>00238</b>	The Adjutant General First Regiment Road Wilmington, DE 19808-2191  Service: AR Rank: MG  Email Address(es): <b><i>frank.vavala@de.ngb.army.mil</i></b>	Telephone Contact(s):  Fax: (302) 326-7119 Fax: (302) 326-7196 Commercial Francis D. Vavala (302) 326-7001  State: DELAWARE  Group(s): AG, SA
<b>00249</b>	The Adjutant General Headquarters Building, Jackson Barracks New Orleans, LA 70146-0330	Telephone Contact(s):  Fax: (504) 278-6554 Commercial Bennett C. (504) 278-8211 Landreneau

	<p>Service: AR Rank: MG</p> <p>Email Address(es): <b><i>bennett.landreneau@la.ngb.army.mil</i></b></p>	<p>State: LOUISIANA</p> <p>Group(s): AG, SA</p>
<b>00274</b>	<p>The Adjutant General Houston Barracks Post Office Box 41502 Nashville, TN 37204-1501</p> <p>Service: AR Rank: MG</p> <p>Email Address(es): <b><i>gus.hagett@tn.ngb.army.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Commercial: Gus L. Hagett, Jr. (615) 313-3001 Fax: (615) 313-2688</p> <p>State: TENNESSEE</p> <p>Group(s): AG, SA</p>
<b>00268</b>	<p>The Adjutant General Oregon Military Department Post Office Box 14350 Salem, OR 97309-5047</p> <p>Service: AR Rank: MG</p>	<p>Telephone Contact(s):</p> <p>Commercial: Raymond F. Rees (503) 584-3991 Fax: (503) 584-3987</p> <p>State: OREGON</p> <p>Group(s): AG, SA</p>
<b>00239</b>	<p>The Adjutant General P. O. Box 1008 St. Augustine, FL 32085-1008</p> <p>The Adjutant General's Office advises it has publications on the following: Fatal Casualties for WWI, WWII, &amp; Korean Conflict; &amp; compiled summaries of service, casualties, &amp; list of citations for WWI.</p> <p>Service: AF Rank: Maj Gen</p> <p>Email Address(es): <b><i>douglas.burnett@fl.ngb.army.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Fax: (904) 823-0125 Commercial Douglas Burnett (904) 823-0100</p> <p>State: FLORIDA</p> <p>Group(s): AG, SA</p>
<b>00256</b>	<p>The Adjutant General P. O. Box 5027 Jackson, MS 39296-5027</p> <p>Service: AR Rank: Maj Gen</p> <p>Email Address(es): <b><i>harold.a.cross@us.army.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Commercial: Harold A. Cross (601) 313-6232 Fax: (601) 313-6251</p> <p>State: MISSISSIPPI</p> <p>Group(s): AG, SA</p>
<b>00234</b>	<p>The Adjutant General P.O. Box 269101 9800 Goethe Road Sacramento, CA 95827</p> <p>Some of the records (specifically those for last names beginning with the letters A, B, C, E, K, and P) were lost in a fire in December 1972.</p> <p>Copies of the California Military Benefit Index Cards for WWI, WWII and Korea were furnished to the NPRC (MPR). These records are identified in the registry file index as "QTD."</p> <p>Service: AR Rank: MG</p> <p>Email Address(es): <b><i>william.b.wade14.mil@mail.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Fax: (916) 854-3196 Commercial William H. Wade II (916) 854-4414</p> <p>State: CALIFORNIA</p> <p>Group(s): AG, SA</p>

<p><b>00259</b></p>	<p>The Adjutant General P.O. Box 5511 Bismarck, ND 58506-5511</p> <p>Holds records dating from 1950 and prior.</p> <p>Rosters of WWI, WWII, and Korean Conflict (in book form) have been furnished to NPRC (MPR).</p> <p>Service: AF Rank: MG</p>	<p>Telephone Contact(s):</p> <p>Commercial: David Sprynczynatyk (701) 333-2001 Fax: (701) 333-2017</p> <p>State: NORTH DAKOTA</p> <p>Group(s): AG, SA</p>
<p><b>00270</b></p>	<p>The Adjutant General Post Office Box 3786 San Juan, PR 00902-3786</p> <p>Service: AR Rank: Col</p> <p>Email Address(es): <b><i>david.carrionbaralt@us.army.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Commercial: David Carrion Baralt (787) 724-1295 Fax: (787) 723-6360</p> <p>State: PUERTO RICO</p> <p>Group(s): AG, SA</p>
<p><b>00434</b></p>	<p>The Adjutant General Virginia National Guard Building 316, Fort Pickett Blackstone, VA 23824-6316</p> <p>Rank: Major General (Daniel E. Long)</p> <p>(Personnel Action Office)</p>	<p>Telephone Contact(s):</p> <p>Commercial: Jan Hoff (434) 298-6191 Fax: (434) 298-6268</p> <p>State: VIRGINIA</p> <p>Group(s): AG, SA</p>
<p><b>00236</b></p>	<p>The Adjutant General National Guard Armory 360 Broad Street Hartford, CT 06105-3795</p> <p>Service: AR Rank: BG</p> <p>Email Address(es): <b><i>thaddeus.martin@ct.ngb.army.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Commercial: Historical Records (860) 524-4968</p> <p>State: CONNECTICUT</p> <p>Group(s): AG, SA</p>
<p><b>00230</b></p>	<p>The Adjutant General Post Office Box 5800 Fort Richardson, AK 99505-5800</p> <p>Service: AR Rank: MG</p> <p>Email Address(es): <b><i>craig.campbell@ak.ngb.army.mil</i></b></p>	<p>Telephone Contact(s):</p> <p>Fax: (907) 428-6019 Commercial Craig E. Campbell (907) 428-6003</p> <p>State: ALASKA</p> <p>Group(s): AG, SA</p>
<p><b>00346</b></p>	<p>The Adjutant General Directorate</p> <p>Web Site(s): Contains useful links to: Awards and Decorations, Casualty/Memorial Affairs, Institute of Heraldry <a href="https://www.hrc.army.mil/site/active/TAGD/index.htm">https://www.hrc.army.mil/site/active/TAGD/index.htm</a></p>	<p>Group(s): WB</p>
<p><b>00546</b></p>	<p>The Adjutant General of Guam 430 Army Drive, Building 300 Barrigada, GU 96913-4421</p>	<p>Telephone Contact(s):</p> <p>Voice: Donald J. Goldhorn 011 (671) 735-0400</p>

	RANK: MG (ret)	State: GUAM Group(s): AG, SA
<b>00245</b>	The Adjutant General of Illinois 1301 North MacArthur Boulevard Springfield, IL 62702-2399  Service: AR Rank: BG  Email Address(es): <b><i>william.enyart@us.army.mil</i></b>	Telephone Contact(s):  Commercial: William L. Enyart, Jr. (217) 761-3936 Fax: (217) 761-3419  State: ILLINOIS Group(s): AG, SA
<b>00555</b>	The Adjutant General Green Mountain Armory Camp Johnson Colchester, VT 05446-3004  Rank: Maj Gen  Email Address(es): <b><i>tagvt@vt.ngb.army.mil</i></b>	Telephone Contact(s):  Voice: Michael D. Dubie (802) 338-3124 Fax: (802) 338-3425  State: VERMONT Group(s): AG, SA
<b>00548</b>	The Adjutant General Office of the Adjutant General 2460 Fairview Drive Carson City, NV 89701-6807  Rank: Brig Gen	Telephone Contact(s):  Voice: Cindy Kirkland (775) 887-7302 Fax: (775) 887-7322  State: NEVADA Group(s): AG, SA
<b>00231</b>	The Adjutant General Post Office Box 3711 Montgomery, AL 36109-0711  The office of the Adjutant General advises it has personnel locator cards on all WWI personnel.  Service: AR Rank: MG  Email Address(es): <b><i>mark.bowen@al.ngb.army.mil</i></b>	Telephone Contact(s):  Fax: (334) 213-7511 Commercial C. Mark Bowen (334) 271-7200  State: ALABAMA Group(s): AG, SA
<b>00554</b>	The Adjutant General Virgin Islands National Guard 4031 La Grande Princess, Lot 1B Christiansted, VI 00820-4353  Rank: Col	Telephone Contact(s):  Voice: Timothy Lake (340) 712-7710 Fax: (340) 712-7782  State: VIRGIN ISLANDS Group(s): AG, SA
<b>00629</b>	The Air Historical Branch (RAF) Building 824 RAF Northolt West End Road Ruislip Middlesex HA4 6NG  U.K.	Telephone Contact(s):  Ask for the branch 020 8845 2300  Group(s): MI

	British Royal Air Force Historical Records	
<b>00439</b>	<p>The Archives &amp; History Library The Cultural Center Capitol Complex 1900 Kanawha Boulevard East Charleston, WV 25305-0300</p> <p>The office of Archives &amp; History advises it has WWI service record cards; &amp; burial &amp; cemetery records. This office also has some WWI bonus records, as well as the Mexican Border Conflict bonus records.</p> <p>Web Site(s): <a href="http://www.wvculture.org/history/archivesindex.aspx">http://www.wvculture.org/history/archivesindex.aspx</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (304) 558-0230</p> <p>State: WEST VIRGINIA</p> <p>Group(s): SA</p>
<b>00435</b>	<p>The Library of Virginia 800 East Broad Street Richmond, VA 23219-8000</p> <p>The Library of Virginia advises that WWI records are arranged by the county or city of induction. WWII separation documents (1942-1950) are arranged alphabetically by veteran's last name.</p>	<p>Telephone Contact(s):</p> <p>Fax: (804) 692-3556 General: (804) 692-3500 Reference: (804) 692-3888</p> <p>State: VIRGINIA</p> <p>Group(s): SA</p>
<b>00370</b>	<p>The Michigan Veterans Trust Fund POB 30104 Lansing, MI 48909</p>	<p>Telephone Contact(s):</p> <p>Voice: (517) 284-5203 Fax: (517) 284-5297</p> <p>State: MICHIGAN</p> <p>Group(s): SA</p>
<b>00351</b>	<p>The National Guard</p> <p>Web Site(s): Links to the state <a href="#">The National Guard</a></p>	<p>Group(s): WB</p>
<b>00204</b>	<p>The Selective Service System National Headquarters Public and Intergovernmental Affairs Arlington, Virginia 22209-2425</p> <p>Non-registration issues</p> <p>Web Site(s): <a href="http://www.sss.gov">http://www.sss.gov</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 605-4100 Fax: (703) 605-4071</p> <p>Group(s): MI</p>
<b>00367</b>	<p>The War Memorial Commission War Memorial Building Lexington &amp; Gay Sts. Baltimore, MD 21201</p> <p>WWI and WWII records in book form have been obtained from the Maryland Historical Society.</p> <p>Inquiries pertaining to WWII records should be sent here.</p>	<p>State: MARYLAND</p> <p>Group(s): SA</p>
<b>00088</b>	<p>U. S. Army AWOL/Deserter Apprehension Program ATTN: ATZK-PMF-D</p>	<p>Telephone Contact(s):</p> <p>Voice: (502) 626-3717</p>

	Old Ironsides Avenue, Bldg 1481 Fort Knox, KY 40121-5238  Deserter's records, 1940's to present	Voice: (502) 626-3718  Group(s): AR
<b>00644</b>	U. S. Marine Corps - Stop Loss  Web Site(s): Marine Corps Stop Loss <a href="https://www.manpower.usmc.mil/stoploss">https://www.manpower.usmc.mil/stoploss</a>  Email Address(es): <b><i>stoploss@usmc.mil</i></b>	State: WB  Group(s): MC, WB
<b>00613</b>	U. S. Mission to the United Nations Military Staff Committee 799 United Nations Plaza New York, NY 10017  Referral address used in the Pattern Paragraphs for United Nations medals.	Group(s): MI
<b>00401</b>	U.S. Air Force  Web Site(s): Miscellaneous information <a href="#">U.S. Air Force</a>	Group(s): WB
<b>00642</b>	U.S. Air Force - Stop Loss  Web Site(s): Stop Loss <a href="#">U.S. Air Force Personnel Center - Stop Loss</a>	Group(s): AF, WB
<b>00402</b>	U.S. Air Force Academy Colorado Springs, CO 80840-50000  Web Site(s): Information about the academy <a href="#">U.S. Air Force Academy</a>	Group(s): ED, WB
<b>00403</b>	U.S. Air Force Personnel Center Randolph AF Base  Web Site(s): Miscellaneous information <a href="#">U.S. Air Force Personnel Center</a>	Group(s): WB
<b>00405</b>	U.S. Army  Web Site(s): Miscellaneous information <a href="#">U.S. Army</a>	Group(s): WB
<b>00643</b>	U.S. Army - Stop Loss  Web Site(s): Army Stop Loss <a href="#">Army Stop Loss</a>  Email Address(es): <b><i>RetroStopLossPay@conus.army.mil</i></b>	Group(s): AR, WB

00155	<p>U.S. Army Center of Military History 103 3rd Avenue Ft. Lesley J. McNair, DC 20319-5058</p> <p>War Department General Orders</p>	<p>Telephone Contact(s): Voice: (202) 685-2706</p> <p>Group(s): AR</p>
00158	<p>U.S. Army Heritage and Education Center ATTN: Patron Services Division 950 Soldiers Drive Carlisle, PA 17013-5021</p> <p>Unit histories</p> <p>This entry is used in the pattern paragraphs.</p> <p>Web Site(s): <a href="http://www.carlisle.army.mil/ahec">www.carlisle.army.mil/ahec</a></p>	<p>Telephone Contact(s): Voice: (717) 245-3971 Fax: (717) 245-3711</p> <p>Group(s): AR</p>
00639	<p>U.S. ARMY HUMAN RESOURCE COMMAND ARMY PERSONNEL AND RECORDS DIVISION ATTN: AHRC-PDR-V 1600 SPEARHEAD DIVISION AVENUE DEPT 420 FORT KNOX, KY 40122-5402</p> <p>VA Benefits</p>	<p>Group(s): AR</p>
00076	<p>U.S. ARMY HUMAN RESOURCES COMMAND ARMY PERSONNEL RECORDS DIVISION - iPERMS ACCESS &amp; TECHNICAL SUPPORT ATTN: AHRC-PDR-RPA 1600 SPEARHEAD DIVISION AVENUE DEPT 420 FORT KNOX, KY 40122-5402</p> <p>Army records for current active duty officers</p> <p>Army records for current enlisted active duty personnel</p>	<p>Group(s): AR</p>
00648	<p>U.S. ARMY HUMAN RESOURCES COMMAND ARMY RESERVE COMPONENT (RC) RETIREMENTS ATTN: AHRC-PDR-RCR 1600 SPEARHEAD DIVISION AVENUE DEPT 420 FORT KNOX, KY 40122-5402</p> <p>Reservist's application for retired pay</p>	<p>Group(s): AR</p>
00162	<p>U.S. ARMY HUMAN RESOURCES COMMAND CASUALTY &amp; MEMORIAL AFFAIRS OPERATIONS DIVISION - PAST CONFLICT REPATRIATION BR ATTN: AHRC-PDC-R 1600 SPEARHEAD DIVISION AVENUE DEPT 450 FORT KNOX, KY 40122-5405</p> <p>POW/MIA records</p>	<p>Telephone Contact(s): Voice: (703) 325-5319</p> <p>Group(s): AR</p>
00161	<p>U.S. ARMY HUMAN RESOURCES COMMAND CASUALTY &amp; MEMORIAL AFFAIRS OPERATIONS DIVISION ATTN: AHRC-PDC 1600 SPEARHEAD DIVISION AVENUE DEPT 450 FORT KNOX, KY 40122-5405</p> <p>Casualty files for all Army and Army Air Corps, KIA, MIA or dead soldier. This entry is reference in the pattern paragraphs as a source for information from the Army Casualty File.</p>	<p>Group(s): AR</p>




00511	<p>U.S. ARMY HUMAN RESOURCES COMMAND COMBAT-RELATED SPECIAL COMPENSATION ATTN: AHRC-DZB-CRC 1600 SPEARHEAD DIVISION AVENUE DEPT 495 FORT KNOX, KY 40122-5409</p> <p>Army Combat-Related Special Compensation (CRSC)</p> <p>Web Site(s): <a href="https://www.hrc.army.mil/site/crsc/">https://www.hrc.army.mil/site/crsc/</a></p> <p>Email Address(es): <b>CRSC.info@us.army.mil</b></p>	Group(s): AR
00159	<p>U.S. ARMY HUMAN RESOURCES COMMAND ENLISTED PROCEDURES &amp; SOLDIER ACTION BRANCH ATTN: AHRC-EPO-P 1600 SPEARHEAD DIVISION AVENUE DEPT 332 FORT KNOX, KY 40122-5303</p> <p>Requests for change or waiver of reenlistment code</p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 325-4179</p> <p>Group(s): AR</p>
00537	<p>U.S. ARMY HUMAN RESOURCES COMMAND PROMOTIONS BRANCH ATTN: AHRC-PDV-P 1600 SPEARHEAD DIVISION AVENUE DEPT 472 FORT KNOX, KY 40122-5407</p> <p>Military Promotions Office</p>	Group(s): AR
00154	<p>U.S. Army Legal Services Agency U.S. Army Court of Criminal Appeals Attn: Scott Bailey 9275 Gunston Road Ft. Belvoir, Virginia 22060</p> <p>For General Courts Martial and Special Courts Martial case files resulting in BCD for 1977 and subsequent years provide this address.</p> <p>Court-martial records not at NPRC</p> <p>Email Address(es): <b>Jeffrey.Todd@us.army.mil</b></p>	<p>Telephone Contact(s):</p> <p>Voice: Jeffrey A. Todd 703.588.7928 (DSN 425) Fax: 703.696.8777 (DSN 426)</p> <p>Group(s): AR</p>
00406	<p>U.S. Army Military Academy West Point, NY 10996</p> <p>Web Site(s): Information about the academy <a href="#">U.S. Army Military Academy</a></p>	Group(s): ED, WB
00205	<p>U.S. Army Records Management and Declassification Agency Casey Building, Room 102 7701 telegraph Road Alexandria, VA 22315-3860</p> <p>PTSD and Agent Orange information</p>	<p>Telephone Contact(s):</p> <p>Voice: (703) 806-7835</p> <p>Group(s): MI</p>
00407	<p>U.S. Army Records Management and Declassification Agency</p> <p>Web Site(s): Army records disposition manual <a href="#">Army records disposition manual</a></p>	Group(s): WB

<b>00147</b>	<p>U.S. Army Reserve Command 1401 Deshler Street SW Fort McPherson, GA 30330-2000</p> <p>Headquarters for Army Reserve units.</p> <p>Personnel Records are not stored at this location</p>	<p>Telephone Contact(s):</p> <p>Voice: (404) 464-8500</p> <p>Group(s): AR</p>
<b>00404</b>	<p>U.S. Army Reserve Personnel Command</p> <p>Web Site(s): Miscellaneous information <a href="#">U.S. Army Human Resources Command</a></p> <p><a href="#">U.S. Army Reserve Personnel Command</a></p>	<p>Group(s): WB</p>
<b>00573</b>	<p>U.S. Army Safety Center Fort Rucker, AL 36362</p> <p>Accident and Incident Case Files</p>	<p>Group(s): AR</p>
<b>00529</b>	<p>U.S. Army TACOM Clothing and Heraldry (PSID) P.O. Box 57997 Philadelphia, PA 19111-7997</p> <p>Processes orders for and ships Army medals.</p> <p>Web Site(s): AHK17 <a href="http://veteranmedals.army.mil">http://veteranmedals.army.mil</a></p>	<p>Group(s): AR</p>
<b>00575</b>	<p>U.S. Army Transportation Museum Bldg. 300, Besson Hall Ft. Eustis, VA 23604-5259</p> <p>Information about USAT vessels</p>	<p>Group(s): AR</p>
<b>00601</b>	<p>U.S. Army Transportation School Marine Qualification Division ATTN: ATZF-OCT-S Fort Eustis, VA 23604-5407</p> <p>Sea Transcripts</p> <p>Web Site(s): <a href="#">Sea Transcripts</a></p>	<p>Telephone Contact(s):</p> <p>Voice: (757) 878-4623</p> <p>Group(s): AR</p>
<b>00353</b>	<p>U.S. Coast Guard</p> <p>Web Site(s): Miscellaneous information <a href="#">U.S. Coast Guard</a></p>	<p>Group(s): WB</p>
<b>00400</b>	<p>U.S. Congress</p> <p>Web Site(s): Congressional publications <a href="#">Congressional publications</a></p>	<p>Group(s): WB</p>
<b>00226</b>		

	U.S. Department of Veterans Affairs  Web Site(s): Information about the VA and veterans benefits <a href="#">U. S. Department of Veterans Affairs</a>	Group(s): WB
<b>00199</b>	U.S. Department of Veterans Affairs National Cemetery Administration (43A1) 810 Vermont Ave., NW Washington, DC 20420  Information about National Cemeteries, eligibility requirements, etc.  Web Site(s): <a href="#">VA National Cemetery System</a>	Telephone Contact(s):  Calverton: (631) 727-5410 Jefferson Barracks: (314) 260-8691 Jefferson Barracks: (314) 260-8692 Riverside: (909) 653-8417  Group(s): MI, WB
<b>00354</b>	U.S. Marine Corps  Web Site(s): Miscellaneous information <a href="#">U.S. Marine Corps</a>	Group(s): WB
<b>00454</b>	U.S. Merchant Marine Academy Kings Point New York, NY 11024  Scholastic records of U.S. Merchant Marine Academy (since 1942)	Group(s): ED, MI
<b>00358</b>	U.S. Naval Institute  Web Site(s): Historical, reference, and preservation information <a href="#">U.S. Naval Institute</a>	Group(s): WB
<b>00355</b>	U.S. Navy  Web Site(s): Miscellaneous information <a href="#">U.S. Navy</a>	Group(s): WB
<b>00645</b>	U.S. Navy - Stop Loss  Email Address(es): <b><i>NXAG_N132C@navy.mil</i></b>	Group(s): NV
<b>00356</b>	U.S. Navy Ships  Web Site(s): Ships histories <a href="#">U.S. Navy Ships</a>	Group(s): WB
<b>00590</b>	U.S. Office of Personnel Management Employee Service and Record Center P.O. Box 45 Boyers, PA 16017-0045  Federal Civilian Proof of Service	Group(s): MI
<b>00561</b>	U.S. Public Health Service Division of Commissioned Officers Support Corps 1101 Wooton Parkway	Telephone Contact(s):  Fax: (240) 453-6134

	Suite 100, Plaza Level Rockville, MD 20852  For records of a "Commissioned Officer" of the PHS.	Commerical: Mrs Potter (240) 453-6045  Group(s): MI
<b>00560</b>	U.S. Public Health Service Health Data Center National Hansen's Disease Programs 1770 Physicians Park Drive Baton Rouge, LA 70816  For the records of an individual that was treated at a PHS hospital.	Group(s): MI
<b>00512</b>	United States Air Force Disability Division (CRSC) 550 "C" Street West Ste 6 Randolph AFB TX 78150-4708  Air Force Combat-Related Special compensation (CRSC)  Web Site(s): <a href="http://www.afpc.randolph.af.mil/disability/CRSC/CRSCnew.htm">http://www.afpc.randolph.af.mil/disability/CRSC/CRSCnew.htm</a>	Telephone Contact(s):  Voice: (800) 616-3775 Voice: (210) 565-1600 Fax: (210) 565-1101  Group(s): AF
<b>00072</b>	United States Air Force Information Litigation Division Attn: AFLOA/JACL 1500 W. Perimeter Road, Suite 1370 Joint Base Andrews, MD 20762  Litigation and class action suits.	Telephone Contact(s):  Voice: (240) 612-4700  Group(s): AF
<b>00146</b>	USAF Historical Research Agency ATTN: Reference Division 600 Chenault Circle Maxwell AFB, AL 36112-6424  AF and Army Air Corps unit histories	Telephone Contact(s):  Inquiry Branch: (334) 953-7324 Reference: (334) 953-7648  Group(s): AF
<b>00071</b>	USAF Recruiting Liaison (NPRC) 345th USAF Recruiting Squadron 1 Archives Drive, Room 134 St. Louis, MO 63138  Air Force Recruiting	Group(s): AF
<b>00377</b>	USAF Randolph AFB  Individual e-mail addresses Format: Firstname.Lastname@randolph.af.mil  (You must have individual's first and last name) Example: Msgt Douglas Lewis at AFPC: e-mail: Douglas.Lewis@randolph.af.mil	Group(s): AF
<b>00626</b>	USANATO SHAPE CMR 450, Box 5100 APO AE 09705  This is a referral address used in the Pattern Paragraphs for those who may qualify for a North American Treaty Organization (NATO) Medal for an operation such as Kosovo, Yugoslavia, or etc.	Group(s): MI

<b>00718</b>	Utah Department Of Veterans Affairs Terry Schow, Executive Director 550 Foothill Blvd, Rm 202 Salt Lake City, UT 84113  FOR MAILING COPY #6 OF DD FORM 214/215  Web Site(s): <a href="http://veterans.utah.gov/">http://veterans.utah.gov/</a>  Email Address(es): <b>veterans@utah.gov</b>	Telephone Contact(s):  Voice: (801) 326-2372 Fax: (801) 326-2369  State: UTAH Group(s): CS, SA
<b>00432</b>	Utah State Archives 346 S. Rio Grande Salt Lake City, UT 84101-1106  Web Site(s): <a href="http://archives.utah.gov/main/">http://archives.utah.gov/main/</a>	Telephone Contact(s):  Voice: (801) 531-3848  State: UTAH Group(s): SA
<b>00382</b>	VA Central Office Washington, DC  NOTE: Do not procure data or refer requests to this office!	VA Elements: 101 Washington DC Group(s): VA
<b>00668</b>	VA Gravesite Locator  Web Site(s): <a href="#">VA Gravesite Locator</a>	Group(s): WB
 <b>00029</b>	VAC Federal Building 1 Federal Dr. Ft. Snelling St. Paul, MN 55111-4050  Use the email address for St Paul VARO. The current MRS and assistant will respond to request at the MRS in box which you e-mailed.  Email Address(es): <b>VAVBASPL/RO/MRS@va.gov</b>	Telephone Contact(s):  Primary: Drew Prestebak (612) 725-4292 Alternative: Michael Abel (612) 970-5758  VA Elements: 335 St Paul Group(s): VA
<b>00051</b>	VARO 1 VA Center Togus, ME 04330  Email Address(es): <b>VAVBATOG/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Ann Murphy-Heun (207) 623-8411 x5935 Alternate: James McGhee (207) 623-8411 x5648  VA Elements: 402 Togus - New England Group(s): VA
<b>00047</b>	VARO 1120 Vermont Ave., N.W. Washington, DC 20421  Email Address(es): <b>VAVBAWAS/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Christopher Reid (202) 530-9067 Alternate: Clifton Joiner (202) 530-9047  VA Elements: 372 WRO (Washington Regional Office) Group(s): VA

<b>00054</b>	VARO 2101 Elm St. Fargo, ND 58102  Email Address(es): <b>VAVBAFAR/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Jill Barnes (701) 451-4604 Alternate: Mike Olson (701) 451-4622  VA Elements: 437 Fargo  Group(s): VA
<b>00023</b>	VARO 536 S. Clark St. P. O. Box 8136 Chicago, IL 60680  Email Address(es): <b>VAVBACHI/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Alfonso Lopez (312) 980-4547 Alternate:  VA Elements: 328 Chicago  Group(s): VA
<b>00043</b>	VARO GPO Box 364867 San Juan, PR 00936  NOTE: Do not procure data or refer requests to this office!  Email Address(es): <b>VAVBASAJ/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Carmen Albino (787) 772-7437 Alternate: Astrid Perez (787) 772-7404  VA Elements: 355 San Juan  Group(s): VA
<b>00044</b>	VARO Manila FPO AP 96515  NOTE: Do not procure data or refer requests to this office!  Email Address(es): <b>VAVBAMPI/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Glenda Taylor 011-321-550-3848 Alternate: Lynn Quero 011-632-550-3875  VA Elements: 358 Manila  Group(s): VA
<b>00030</b>	VARO P.O. Box 25126 Denver, CO 80225  Email Address(es): <b>VAVBADEN/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: James Elton (303) 914-5733 Alternate: Tyler Bilyeu (303) 914-5723  VA Elements: 339 Denver  Group(s): VA
<b>00008</b>	VARO 1000 Liberty Avenue Pittsburgh, PA 15222  Email Address(es): <b>VAVBAPIT/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Nick Kresho (412) 395-6114 Alternate: Remi Roy (412) 395-6156  VA Elements: 311 Pittsburgh  Group(s): VA
<b>00016</b>	VARO 110 Ninth Ave., South	Telephone Contact(s):

	Nashville, TN 37203 Email Address(es): <b>VAVBANAS/RO/MRS@vba.va.gov</b>	Primary: William Turcott (615) 695-6124 Alternate: Cameron Clark (615) 695-6139 FAX: (615) 695-6050  VA Elements: 320 Nashville  Group(s): VA
<b>00042</b>	VARO 1201 Terminal Way Reno, NV 89520  Prefers E-Mail  Email Address(es): <b>VAVBAREN/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Patty Durham (775) 321-4766 Alternate: Rosemary L (775) 321-4723  VA Elements: 354 Riverside/Reno  Group(s): VA
<b>00033</b>	VARO 1301 Clay St., Rm. 1300N Oakland, CA 94612-5209  Prefers telephone calls.  Do not send a veteran's Personal Identifying Information (PII)  Email Address(es): <b>VAVBAOAK/RO/MRS@va.gov</b> <b>VAVBAOAK/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Roderick Ray (510) 637-6495x76867 Alternate: Brandon Redmon (916) 364-6732  Alternate: Theopolis Crump (510) 637-6170 Fax: (510) 637-6304  VA Elements: 343 Oakland  Group(s): VA
<b>00019</b>	VARO 1600 E. Woodrow Wilson Ave. Jackson, MS 39216  Email Address(es): <b>VAVBAJAC/RO/MRS</b> <b>WILLIAM.COKER@VA.GOV</b>	Telephone Contact(s):  Primary: Mickey Bates (601) 364-7055 Alternate: Candace Kimble (601) 364-7187 Alternate: Charlotte Linson (601) 364-7252 Alternate: Shunna Wilson (601) 364-4985 Alternate: William (Chan) Coker (601) 364-7087  VA Elements: 323 Jackson  Group(s): VA
<b>00059</b>	VARO 1601 Kirkwood Highway Wilmington, DE 19805  Email Address(es): <b>VAVBAWIM/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Joel Devich (302) 993-7246 Alternate: Frank Karas (302) 993-7227  VA Elements: 460 Wilmington  Group(s): VA
<b>00012</b>	VARO 1700 Clairmont Rd. Decatur, GA 30033-4032  Email Address(es): <b>angela.hatcher@va.gov</b>	Telephone Contact(s):  Primary: Angela Hatcher-Murray (404) 929-5732  VA Elements: 316 Atlanta  Group(s): VA

<p><b>00015</b></p>	<p>VARO 1801 Assembly Street Columbia, SC 29201</p> <p>Email Address(es): <b>VAVBACMS/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Joseph Gwaltney (803) 647-2711 Alternate: Mattie Powers (803) 647-2694</p> <p>VA Elements: 319 Columbia</p> <p>Group(s): VA</p>
<p><b>00006</b></p>	<p>VARO 20 Washington Place Newark, NJ 07102</p> <p>Email Address(es): <b>VAVBANEW/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Voice:</p> <p>Primary: James Clark (973) 297-3208 Alternate: Rance Robeson (973) 297-3257</p> <p>VA Elements: 309 Newark</p> <p>Group(s): VA</p>
<p><b>00049</b></p>	<p>VARO 2022 Camino Del Rio North San Diego, CA 92108</p> <p>Email Address(es): <b>Dan.ripoll@va.gov</b> <b>Joshua.j.smith@va.gov</b> <b>VAVBASDC/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Joshua Smith (619) 400-5377 Alternate: Dan Ripoll</p> <p>VA Elements: 377 San Diego</p> <p>Group(s): VA</p>
<p><b>00010</b></p>	<p>VARO 210 Franklin Road, SW Roanoke, VA 24011</p> <p>Prefers to be emailed...!!</p> <p>Email Address(es): <b>andrea.whitlow@va.gov</b> <b>VAVBAROA/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Heather Creasy (540) 597-1334 Primary: Myles Jackson (540) 597-1339 Alternate: Jobeth Jones (540) 597-1326</p> <p>VA Elements: 314 Roanoke</p> <p>Group(s): VA</p>
<p><b>00027</b></p>	<p>VARO 210 Walnut Street Des Moines, IA 50309</p> <p>Email Address(es): <b>Garret.Guilliams@va.gov</b> <b>Timothy.Tolliver3@va.gov</b> <b>VAVBADES/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Timothy Tollover (515) 323-7483 Alternate: Eric Weber (515) 362-7494 Alternate: Nayan Anderson (515) 323-7585</p> <p>VA Elements: 333 Des Moines</p> <p>Group(s): VA</p>
<p><b>00056</b></p>	<p>VARO 2360 East Pershing Blvd. Cheyenne, WY 82001</p> <p>Email Address(es): <b>VAVBACHY/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Mark Hawkins (307) 433-2716 Alternate: Geoffrey Gibson (307) 433-2726 Fax: (307) 433-2788</p> <p>VA Elements: 442 Cheyenne</p>




		Group(s): VA
<b>00003</b>	<p>VARO 245 W. Houston St. New York, NY 10014</p> <p>Email Address(es): <b>VAVBANYN/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Robin Taylor (212) 807-3917 Alternate: Tyrone Roark (212) 807-3005</p> <p>VA Elements: 306 New York</p> <p>Group(s): VA</p>
<b>00035</b>	<p>VARO 3225 North Central Ave. Phoenix, AZ 85012</p> <p>Email Address(es): <b>VAVBAPHO/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Heidi Macholl (602) 627-2927 Alternate: Leshiki Austin (602) 627-2951</p> <p>VA Elements: 345 Phoenix</p> <p>Group(s): VA</p>
<b>00018</b>	<p>VARO 345 Perry Hill Road Montgomery, AL 36109</p> <p>Email Address(es): <b>VAVBAMGY/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Patricia Fitzpatrick (334) 213- 3302 x3449 Alternate: Debra Roberson (334) 213-3469</p> <p>VA Elements: 322 Montgomery</p> <p>Group(s): VA</p>
<b>00026</b>	<p>VARO 400 South 18th St. St. Louis, MO 63103-2271</p> <p>Email Address(es): <b>VAVBASTL/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Fred Conklin (314) 552-9805 Alternate: Bryant Pilant (314) 552-9453</p> <p>VA Elements: 331 St Louis</p> <p>Group(s): VA</p>
<b>00005</b>	<p>VARO 450 Main Street Hartford, CT 06103</p> <p>Email Address(es): <b>MRSVBAHART@va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Allison Zmepra (860) 667-7901 Alternate: Chris Angeloni (860) 666-7391 Alternate: Kashia Szelag (860) 667-7905</p> <p>VA Elements: 308 Hartford</p> <p>Group(s): VA</p>
<b>00025</b>	<p>VARO 5000 W. National Ave., Bldg. 6 Milwaukee, WI 53295</p> <p>DD214's only--Nathan Nelson (fax only) 1-414-902-9436</p> <p><b>Fax number (fax) 1-414-902-9449 is only for Wisconsin homeless veterans. All other requests are to be faxed to 1-414-902-9415.</b></p>	<p>Telephone Contact(s):</p> <p><b>Fax: 414 902-9415</b></p> <p>Primary: Dave Johnson (414) 902-5078</p> <p>Alternate: Johnathan Bahde (414) 902-1804</p> <p>Fax: Wisconsin (414) 902-9449</p>

	Email Address(es): <b>VAVBAMIL/RO/MRS@vba.va.gov</b>	Homeless Veterans  VA Elements: 330 Milwaukee  Group(s): VA
00022	VARO 545 South Third St. Louisville, KY 40202  Email Address(es): <b>VAVBALOU/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Rex Morgan (502) 566-4409 Alternate: Melanie Duvall (502) 566-4404  VA Elements: 327 Louisville  Group(s): VA
00032	VARO 550 Foothill Dr. P. O. Box 581900 Salt Lake City, UT 84158-1900  No phone numbers exist for the current parties responsible for processing these requests. The emails are current. Should you obtain their phone numbers we will add them if reported to the CRG. Thank You.  Email Address(es): <b>James.Lewis@va.gov</b> <b>Jesus.SanJuan@va.gov</b> <b>MRS.VBASLC@VA.gov</b>	VA Elements: 341 Salt Lake  Group(s): VA
00057	VARO 5500 E. Kellogg Wichita, KS 67218  There is no Alternate.  Email Address(es): <b>VAVBAWIC/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: James Bower (316) 651-2934 Alternate: Kenneth Collins (316) 688-6727 Alternate: Susan Smith (316) 688-6843  VA Elements: 452 Wichita  Group(s): VA
00021	VARO 575 North Pennsylvania St. Indianapolis, IN 46204  Must be on letterhead, faxed and signed to ATTN: PRIVACY.  Email Address(es): <b>VAVBAIND/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Carl Deublebiss (317) 916-3821  Alternate: John Smith (317) 916-3083 Fax: Privacy (317) 916-3770 Privacy Department: Marvin McAtee (317) 916-3675  VA Elements: 326 Indianapolis  Group(s): VA
00011	VARO 640 Fourth Avenue Huntington, WV 25701  They prefer to have their requests sent by email.  Email Address(es): <b>VAVBAHUN/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: J. D. (Joel) Smith (304) 399-9427 Alternate: Allison Arbaugh (304) 399-9450  VA Elements: 315 Huntington  Group(s): VA

<p><b>00045</b></p>	<p>VARO 6900 Almeda Rd. Houston, TX 77030-4200</p> <p>Email Address(es): <b>VAVBAHOU/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary (00-49): Amanda Revis (713) 383-2360 Alternate (50-99): Maura Mayler (713) 383-2684</p> <p>VA Elements: 362 Houston</p> <p>Group(s): VA</p>
<p><b>00039</b></p>	<p>VARO 701 Clay Ave. Waco, TX 76799</p> <p>Prefers to be emailed..!!</p> <p>Email Address(es): <b>WACOMRS@va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Nancy Comeaux (254) 299-9244 Alternate: April Comb (254) 299-9633 Alternate: Blaine Davis (254) 299-9763 Alternate: Bonnie Michalak (254) 299-9666x4373 Alternate: Bryon Phillips (254) 299-9755 Alternate: Debbie Burke (254) 299-9830 Alternate: Ellen Rejda (254) 299-9870 Alternate: Kevin Bonin (254) 299-9909 Alternate: Kim Donna (254) 299-9581 Alternate: Lana James (254) 299-9275 Alternate: Lucas Castellanos (254) 299-9188 Alternate: Mickey Brindle (254) 299-9540 Alternate: Tamisha Gray (254) 299-9293 Alternate: Warren Prose (254) 299-9793 Alternate: Wayne Frorup (254) 299-9186 Alternate: Yahaira Crayton (254) 299-9625</p> <p>VA Elements: 349 Waco</p> <p>Group(s): VA</p>
<p><b>00037</b></p>	<p>VARO 805 West Franklin Street Boise, ID 83702-5560</p> <p>Email Address(es): <b>VAVBABI/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Scott Franklin (208) 429-2214 Alternate: Gina Stamper (208) 429-2167</p> <p>VA Elements: 347 Boise</p> <p>Group(s): VA</p>
<p><b>00020</b></p>	<p>VARO A. J. Celebrezze Federal Bldg. 1240 East Ninth Street Cleveland, OH 44199</p> <p>Larry prefers that we email him the requests at laurence.zietlow@va.gov. If you receive no reply to email, call one of the above phone numbers.</p> <p>Email Address(es): <b>laurence.zietlow@va.gov</b> <b>VAVBACLE/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):</p> <p>Primary: Larry Zietlow (216) 522-3530 x3421 Alternate: Peter Liviola (216) 522-3530 x3060</p> <p>VA Elements: 325 Cleveland</p> <p>Group(s): VA</p>
<p><b>00040</b></p>	<p>VARO Building 65, Fort Roots P. O. Box 1280 North Little Rock, AR 72115</p>	<p>Telephone Contact(s):</p> <p>Primary: Sam Brucks (303) 914-5499 x 3611 Alternate: Christina DeLough (501) 370-0422</p>

	Email Address(es): <b>Christina.DeLoch@va.gov</b> <b>Samuel.Brucks@va.gov</b>	VA Elements: 350 Little Rock  Group(s): VA
<b>00031</b>	VARO Dennis Chavez Federal Building 500 Gold Avenue, SW Albuquerque, NM 87102  Email Address(es): <b>VAVBAALB/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Christopher Sheirer (505) 346-4777 Alternate: William Bridges (505) 346-4404  VA Elements: 340 Albuquerque  Group(s): VA
<b>00034</b>	VARO Federal Building 11000 Wilshire Blvd. West Los Angeles, CA 90024  Email Address(es): <b>Denise Self (denise.self@va.gov)</b> <b>Michael Reeder (michael.reeder@va.gov)</b> <b>VAVBALAN/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Alternate: (email Denise Self (310) 235-6654 only) Primary: (email or Michael (310) 235-7556 Call) Reeder  VA Elements: 344 Los Angeles  Group(s): VA
<b>00004</b>	VARO Federal Building 111 West Huron St. Buffalo, NY 14202  Email Address(es): <b>VAVBABUF/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Jeff Farrar (716) 857-3260 Alternate: Skip Henning (716) 857-3113  VA Elements: 307 Buffalo  Group(s): VA
<b>00038</b>	VARO Federal Building 1220 SW Third Avenue Portland, OR 97204  Email Address(es): <b>VAVBAPOR/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Kristen Cook (503) 412-4695 Alternate: Chester Taylor (503) 412-4641 FAX: (503) 412-4733  VA Elements: 348 Portland  Group(s): VA
<b>00041</b>	VARO Federal Building 125 South Main Street Muskogee, OK 74401  Email Address(es): <b>VAVBAMUS/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Alan Hanrahan (918) 781-7575 x6942 Primary: Josh Newton (918) 781-7575 x6720  VA Elements: 351 Muskogee  Group(s): VA
<b>00014</b>	VARO Federal Building 251 North Main Street Winston-Salem, NC 27155	Telephone Contact(s):  Primary: Marvin Bennett (336) 251-0678 Alternate: Angie Hawks (336) 251-6913

	Email Address(es): <b>VAVBAWIN/RO/MRS@vba.va.gov</b>	VA Elements: 318 Winston-Salem  Group(s): VA
<b>00009</b>	VARO Federal Building 31 Hopkins Plaza Baltimore, MD 21201  Email Address(es): <b>VAVBABAL/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Tyrone Burrell (410) 230-4530 x2285 Alternate: Robin Cohen (410) 230-4530 x2065  VA Elements: 313 Baltimore  Group(s): VA
<b>00028</b>	VARO Federal Building 5631 South 48th Street Lincoln, NE 68516-4103  Email Address(es): <b>VAVBALIN/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Seth Jackson (402) 420-4271 Alternate: Luan Nguyen (win) (402) 420-4380  VA Elements: 334 Lincoln  Group(s): VA
<b>00036</b>	VARO Federal Building 915 Second Avenue Seattle, WA 98174  Send requests for separation documents or service information to VAVBASEAROMRS@vba.va.gov  Email Address(es): <b>Glenn.Ryder@va.gov</b> <b>Robert.Schneider</b> <b>VAVBASEAROMRS@vba.va.gov</b>	Telephone Contact(s):  Primary: George Koval (206) 341-8500X8901 Alternate: Glenn Ryder (206) 341-8616  VA Elements: 346 Seattle  Group(s): VA
<b>00002</b>	VARO Federal Center 380 Westminster Mall Providence, RI 02903  Web Site(s): <a href="#">Providence Regional Office</a>  Email Address(es): <b>VAVBAPRO/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Adam Coyle (401) 223-3766 Alternate: James Cuoto (401) 347-1312  VA Elements: 304 Providence  Group(s): VA
<b>00001</b>	VARO John F. Kennedy Building Government Center Boston, MA 02203  Email Address(es): <b>VAVBABOS/RO/MRS@vba.va.gov</b>	Telephone Contact(s):  Primary: Diane Javier (617) 367-7105 Alternate: Steven Campo (617) 303-5966  VA Elements: 301 Boston  Group(s): VA
<b>00052</b>	VARO N. Hartland Rd. White River Junction, VT 05001	Telephone Contact(s):  Primary: Caroline( Michelle) (802) 295-9363 x5335 Hernandez Alternate: Jeff Neily (802) 295-9363 x5321

	Email Address(es): <b>VAVBAWRJ/RO/MRS@vba.va.gov</b>	VA Elements: 405 White River Junction Group(s): VA
<b>00048</b>	VARO Norris Cotton Federal Building 275 Chestnut St. Manchester, NH 03103 Email Address(es): <b>VAVBAMAN/RO/MRS@vba.va.gov</b>	Telephone Contact(s): Primary: Donald Church (603) 222-5740 Alternate: Michael Kirouac (352) 376-1611 VA Elements: 373 Manchester Group(s): VA
<b>00055</b>	VARO P. O. Box 5046 2501 W. 22nd St. Sioux Falls, SD 57117 Email Address(es): <b>VAVBASUX/RO/MRS@vba.va.gov</b>	Telephone Contact(s): Primary: Marge Remacle-Taylor (605) 336-3230 x6068 Alternate: Teresa Wood (605) 333-3230 x6722 VA Elements: 438 Sioux Falls Group(s): VA
<b>00007</b>	VARO P. O. Box 8079 Philadelphia, PA 19101 Thomas prefers to be emailed directly Email Address(es): <b>MRS@vba.va.gov</b> <b>thomas.emanoff@va.gov</b>	Telephone Contact(s): Primary: Thomas Emanoff (215) 842-2000 x4612 VA Elements: 310 Philadelphia Group(s): VA
 <b>00024</b>	VARO P. V. McNamara Federal Bldg. 477 Michigan Avenue Detroit, MI 48226 Email Address(es): <b>VAVBADET/RO/MRS@vba.va.gov</b>	Telephone Contact(s): Primary: Mark Mayotte (313) 471-3738 VA Elements: 329 Detroit Group(s): VA
<b>00017</b>	VARO P.O. Box 1278 Gretna, LA 70054 Johnna prefers to be emailed directly. Email Address(es): <b>Johnna.Nelson@va.gov</b> <b>vavbanol/ro/mrs@vba.va.gov</b>	Telephone Contact(s): Voice: Jacquelyn Smith (504) 619-4438 Primary: Stefanie Bertram (504) 619-4525 Fax: (504) 252-4677 Alternative: Lisa Hines (504) 619-4479 VA Elements: 321 New Orleans (Temporary) Group(s): VA
<b>00013</b>	VARO P.O. Box 1437 St. Petersburg, FL 33731 Email Address(es): <b>Danielle Bender (60-79) &lt;Danielle.Bender@va.gov&gt;</b> <b>David Valentine (40-59) &lt;david.valentine@va.gov&gt;</b>	Telephone Contact(s): Primary: Lisa Blume (20-39) (727) 319-5800 x4826 Alternate: Danielle Bender (60-79) (727) 319-7669

	<p><b>Erika Hemani (00-19) &lt;ericka.hemani@va.gov&gt;</b>  <b>John Trombitas (80-99) &lt;john.trombitas@va.gov&gt;</b>  <b>Lisa Blume (20-39) &lt;lisa.blume@va.gov&gt;</b>  <b>VAVBASPT/RO/MRS@vba.va.gov</b></p>	<p>Alternate: David Valentine (727) 319-5800 x5956 (40-59)                  Alternate: Erika Hemani (00-19) (727) 319-5800 x7243                  Alternate: John Trombitas (727) 319-5800 x6619 (80-99)                  Fax: (727) 319-7756                  VA Elements:                  317 St Petersburg                  Group(s): VA</p>
<p><b>00053</b></p>	<p>VARO                  Williams St.                  Fort Harrison, MT 59636                  Email Address(es):  <b>VAVBAFHM/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):                  Primary: Clint Mingay (406) 495-3129                  Alternate: Clarissa Caunday (406) 495-2068                  VA Elements:                  436 Ft. Harrison                  Group(s): VA</p>
<p><b>00046</b></p>	<p>VARO Anchorage                  1201 North Muldoon Road                  Anchorage, Alaska 99504                  Email Address(es):  <b>VAVBAANC/RO/MRS@vba.va.gov</b></p>	<p>Telephone Contact(s):                  Primary: Crystal Kappelman (907) 433-1029                  Alternate: Natalie Clark (907) 433-1037                  VA Elements:                  363 Anchorage                  Group(s): VA</p>
<p><b>00058</b></p>	<p>VARO                  459 Patterson Rd.                  Honolulu, HI 96819                  Email Address(es):  <b>VSDDROGE2@vba.va.gov</b></p>	<p>Telephone Contact(s):                  Primary: Willie Rodgers (808) 433-0545                  Alternate: Rommel Dasman (808) 433-0514                  VA Elements:                  459 Honolulu                  Group(s): VA</p>
<p><b>00719</b></p>	<p>Vermont Office Of Veterans Affairs                  Clayton A Clark, Director                  118 State St.                  Montpelier, VT 05620                  FOR MAILING COPY #6 OF DD FORM 214/215                  Web Site(s):  <a href="http://www.va.state.vt.us/">http://www.va.state.vt.us/</a>                  Email Address(es):  <b>clayton.clark@state.vt.us</b></p>	<p>Telephone Contact(s):                  Voice: (802) 828-3379                  Fax: (802) 828-5932                  State: VERMONT                  Group(s): CS, SA</p>
<p><b>00298</b></p>	<p>Veterans Affairs Counselor                  101 Aupuni St., Room 212                  Hilo, HI 96720                  Telephone: (808) 933-0315</p>	<p>Telephone Contact(s):                  Voice: (808) 961-7390                  State: HAWAII                  Group(s): SA</p>

00300	<p>Veterans Affairs Counselor 333 Dairy Road Suite 106 Kahului, HI 96732</p>	<p>Telephone Contact(s):  Voice: (808) 245-4348  State: HAWAII  Group(s): SA</p>
00411	<p>Veterans Affairs Division Iowa Dept. of Public Defense Camp Dodge, 7700 NW Beaver Dr. Johnston, IA 50131-1902</p> <p>The Veterans Affairs Division advises it has Armed Forces Grave Registration records on veterans buried in the State of Iowa from the Revolutionary War thru the Vietnam War. These show name, date of birth, date of death, names of next of kin/survivor, place of death, place of burial, general service information and undertaker.</p> <p>Bonus claims files covering WWI, WWII, &amp; Korea were furnished to NPRC (MPR).</p> <p>The Veterans Affairs Division advises it has DD214's in Korean Bonus Files; &amp; a Federal Listing on Iowa veterans of the Mexican Border Service (1916) &amp; WWI (1917-1918).</p>	<p>Telephone Contact(s):  Voice: (515) 252-4313  State: IOWA  Group(s): SA</p>
00359	<p>Vietnam Casualties</p> <p>Web Site(s): For a list of Vietnam Conflict casualties and missing in action <a href="#">Vietnam Casualties</a></p>	<p>Group(s): WB</p>
00436	<p>Virgin Islands Office Of Veterans Affairs Morris D. Moorehead, Director 1013 Estate Richmond Christiansted, St. Croix, VI 00820</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.viova.org">www.viova.org</a></p> <p>Email Address(es): <b><i>morrisd5063@msn.com</i></b></p>	<p>Telephone Contact(s):  Voice: (340) 773-6663 Fax: (340) 692-9563  State: VIRGIN ISLANDS  Group(s): CS, SA</p>
00720	<p>Virginia Department Of Veterans Services Paul Galanti, Commissioner 900 E. Main Street Richmond, VA 23219</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.dvs.virginia.gov">http://www.dvs.virginia.gov/</a></p> <p>Email Address(es): <b><i>info@dvs.virginia.gov</i></b></p>	<p>Telephone Contact(s):  Voice: (804) 786-0286 Fax: (804) 786-0302  State: VIRGINIA  Group(s): CS, SA</p>
00437	<p>Washington Department Of Veterans Affairs John E. Lee, Director 1102 Quince St. SE Po Box 41150 Olympia, WA 98504</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Make inquires by email or phone.</p>	<p>Telephone Contact(s):  Voice: (800) 562-0132 Voice: (360) 725-2200 Fax: (360) 586-4393 Venus Bailey (360) 725.2222  State: WASHINGTON</p>



	<p>Web Site(s): <a href="http://www.dva.wa.gov/">http://www.dva.wa.gov/</a></p> <p>Email Address(es): <b>john@dva.wa.gov</b> <b>venusb@dva.wa.gov</b></p>	<p>Group(s): CS, SA</p>
00209	<p>Washington National Records Center 4205 Suitland Road Suitland, MD 20746</p> <p>Washington National Record Center</p> <p>Histories of academic training at Marine Corps schools, Quantico, VA (class standings and rosters, 1952-1967)</p> <p>Courts Martial (for use in reconstructing fire-related service data)</p> <p>District of Columbia, Maryland, Virginia, and West Virginia Washington National Records Center Washington, DC 20409</p>	<p>Telephone Contact(s):</p> <p>Voice: (301) 778-1510 Voice: (301) 778-1557 Fax: (301) 778-1561</p> <p>VA Elements: 030 WNRC</p> <p>Group(s): ED, FR, MC, MI</p>
00438	<p>West Virginia Division Of Veterans Affairs Keith Gwinn, Director 1321 Plaza East – Suite 109 Charleston, WV 25301-1400</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="http://www.wvs.state.wv.us/va/">http://www.wvs.state.wv.us/va/</a></p> <p>Email Address(es): <b>wvdva@wv.gov</b></p>	<p>Telephone Contact(s):</p> <p>Voice: (304) 558-3661 Fax: (304) 558-3662 Records Information: (304) 558-3540</p> <p>State: WEST VIRGINIA</p> <p>Group(s): CS, SA</p>
00441	<p>Wisconsin Department Of Veterans Affairs Daniel J. Naylor, Secretary 30 W. Mifflin St. PO Box 7843 Madison, WI 53707-7843</p> <p>The Dept. of Veterans Affairs advises it has Grave Registration records of veterans buried in the State of Wisconsin which include military records information.</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Please mail or fax requests.</p> <p>Web Site(s): <a href="http://dva.state.wi.us/">http://dva.state.wi.us/</a></p> <p>Email Address(es): <b>madison.records@DVA.state.WI.us</b> <b>wdvainfo@dva.state.wi.us</b></p>	<p>Telephone Contact(s):</p> <p>Voice: (608) 266-1311 Voice: (608) 266-3602 Voice: (608) 266-1315 Fax: (608) 264-7616 Eligibility Specialist Chad (608) 267-0403 (Fax) McCafferty</p> <p>State: WISCONSIN</p> <p>Group(s): CS, SA</p>
00721	<p>Wyoming Veterans Commission Larry Bartlebort, Director 5500 Bishop Blvd. Cheyenne, WY 82009</p> <p>FOR MAILING COPY #6 OF DD FORM 214/215</p> <p>Web Site(s): <a href="https://www.wy.ngb.army.mil/veterans/">https://www.wy.ngb.army.mil/veterans/</a></p> <p>Email Address(es): <b>wyovet@state.wy.us</b></p>	<p>Telephone Contact(s):</p> <p>Voice: (307) 772-5145 Fax: (307) 772-5202</p> <p>State: WYOMING</p> <p>Group(s): CS, SA</p>



---

# Army Master Recruiter Badge

---

The Department of the Army created a new badge. Paragraph 4 of Milper Message Number 11-123: Requirements for the Master Recruiter Badge states that "RETROACTIVE AWARD FOR THE MASTER RECRUITER BADGE IS NOT AUTHORIZED."

If a specific request for the this badge is received, copy and paste the following into your reponse:

Paragraph 4 of MilPer Message 11-123: Requirements for the the Master Recruiter Badge, states that "Retroactive award for the Master Recruiter Badge is not authorized." The Army is not currently issuing replacements for this badge, if authorized.



<b>Organizational Records Service Requests</b>				
<b>Type of Record Requested</b>	<i>Source of Request</i>			
	<b>Tenant Government Agencies (excluding HRC) (VA Form 3101 or NA Form 13105)</b>	<b>HRC (Army) (DARP Form 213)</b>	<b>Medical Treatment Facility (DD Form 877, On-Line MRS, and CIPS)</b>	<b>Other Authorized Requesters (e.g., Veteran, Next of Kin, Attorney)</b>
<b>Medical Records</b>				
Inpatient Records (non-MRS)	Annex	Core	Annex	Core
Inpatient Records (MRS)	Annex	Core	Annex	Core
Outpatient Records (non-MRS)	Annex	Core	Annex	Core
Outpatient Records (MRS)	Annex	Core	Annex	Core
Mental Health	Annex	Core	Annex	Core
Dental Records	Annex	Core	Annex	Core
Family Advocacy Program Records	Annex	Core		Core
SGO (Surgeon General Office)	OR	OR		Core
Sick Call Logs	OR	OR		Core
<b>Non-Medical Records</b>				
Morning Reports	OR	OR		Core
Army Rosters	OR	OR		Core
SIDPERS-PDC (Personnel Data Cards)		OR		Core

Zero Strength Balance Reports (ZSBR)		OR		Core
Naval Reserve Drill Reports		OR		Core
Navy Pro Jackets		OR		Core
Muster Rolls		OR		Core
Marine Corps Unit Diaries		OR		Core
Court Martials		OR		Core
Confinement Records (USN & USMC only)	OR	OR		Core
Air Force Awards & Decorations (Card File)	OR	OR		Core
Flight Records	OR	OR		Core
Academics	Annex	Core		Core
Publications (Orders)		Core		Core
Army Service Number Index (ASNF)	OR	OR		Core
VA Index	OR	OR		Core
Service Number Index	OR	OR		Core
Registry Auxiliary (QMP, QME, etc.)	OR (L&T)	OR (L&T)		Core

- ÿ [Index Chart](#)
- ÿ [Army Medals Sidebar](#)

- 
- ÿ [Air Force Commendation Medal](#)
  - ÿ [Air Force Cross](#)
  - ÿ [Air Force Good Conduct Medal](#)
  - ÿ [Air Force Longevity Service Award](#)
  - ÿ [Air Force Outstanding Unit Award](#)
  - ÿ [Airman's Medal](#)
  - ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation Medal](#)
  - ÿ [Asiatic-Pacific Campaign Medal](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Gold Star Lapel Button](#)
  - ÿ [Good Conduct Medal \(Army\)](#)
  - ÿ [Honorable Service Lapel Button WWII](#)
  - ÿ [Korea Defense Service Medal](#)
  - ÿ [Korean Service Medal](#)
  - ÿ [Legion of Merit](#)
  - ÿ [Medal For Humane Action](#)
  - ÿ [Medal of Honor](#)
  - ÿ [National Defense Service](#)

## Medal For Humane Action



The Medal for Humane Action is awarded to personnel who were assigned or attached to and present for duty for at least 120 days during the period 26 Jun 48 and 30 Sep 49, inclusive, with any of the units cited in Department of the Air Force general orders for participating in the Berlin Airlift or for direct support of the Berlin Airlift. The Medal for Humane Action may be awarded to foreign armed forces members and civilians (US and foreign) for meritorious participation in the Berlin Airlift. In each instance, however, an individual recommendation indicating meritorious participation is required. Persons whose lives were lost while participating in the Berlin Airlift, or as a direct result of participating in the Berlin Airlift, may be awarded the Medal for Humane Action without regard to the length of the service provided all other requirements are met.

**The Medal for Humane Action was established on 20 July 1949.**

**Authorized Device: None**

Dates Authorized: Berlin Airlift

Type of award: Army Service Medal

**Additional information** about this award is contained in Department of Defense [MANUAL OF MILITARY DECORATIONS AND AWARDS: AP4.1.2.53. page 149](#)

Medal

- ÿ Pearl Harbor Commemorative Medal
- ÿ Philippine Defense Medal
- ÿ Philippine Independence Ribbon
- ÿ Philippine Liberation Ribbon
- ÿ Philippine Presidential Unit Citation
- ÿ Presidential Unit Citation
- ÿ Prisoner of War Medal
- ÿ Purple Heart
  
- ÿ Republic of Korea Korean War Service Medal
- ÿ Republic of Korea Presidential Unit Citation
  
- ÿ Silver Star
  
- ÿ United Nations Medal
- ÿ United Nations Service Medal
  
- ÿ World War II Victory Medal

---

ÿ Devices

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Medal of Honor



**THE MEDAL OF HONOR IS NOT ISSUED BY NPRC. ALL REQUESTS SHOULD BE FORWARDED TO [00160]: U.S. ARMY HUMAN RESOURCES COMMAND, SOLDIER PROGRAM AND SERVICES DIVISION - AWARDS AND DECORATIONS BR, ATTN: AHRC-PDP-A, 1600 SPEARHEAD DIVISION AVENUE DEPT 480, FORT KNOX, KY 40122-5408.**

The Medal of Honor is awarded by the President, in the name of Congress, to a person who, while a member of the Army, distinguishes himself or herself conspicuously by gallantry and intrepidity at the risk of his or her life above and beyond the call of duty while engaged in action against an enemy of the United States; while engaged in military operations involving conflict with an opposing foreign force; or while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party. The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the individual above his or her comrades and must have involved risk of life. Incontestable proof of the performance of the service will be exacted and each recommendation for the award of this decoration will be considered on the standard of extraordinary merit.

The Medal of Honor was established in 1862.

Authorized Device/Appurtenance: Oak Leaf Cluster

Dates Authorized: WWI, WWII, Korea



Type of award: Individual Army Decoration

ÿ [Flight Surgeon Badges](#)  
ÿ [French Fourragère](#)

ÿ [Glider Badge](#)  
ÿ [Gold Star Lapel Button](#)  
ÿ [Good Conduct Medal](#)  
ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

ÿ [Honorable Service Lapel Button WWII](#)

ÿ [Korea Defense Service Medal](#)  
ÿ [Korean Service Medal](#)

ÿ [Legion of Merit](#)

ÿ [Medal of Honor](#)  
ÿ [Medal of Humane Action](#)  
ÿ [Meritorious Unit Commendation](#)  
ÿ [Mexican Border Service Medal](#)  
ÿ [Mexican Service Medal](#)

ÿ [National Defense Service Medal](#)  
ÿ [Netherlands Orange Lanyard](#)

ÿ [Parachute Rigger Badge](#)  
ÿ [Parachutist Badges](#)  
ÿ [Pearl Harbor Commemorative Medal](#)  
ÿ [Philippine Defense Ribbon](#)  
ÿ [Philippine Independence Ribbon](#)  
ÿ [Philippine Liberation Ribbon](#)  
ÿ [Philippine Republic Presidential Unit Citation](#)  
ÿ [Presidential Unit Citation](#)  
ÿ [Prisoner of War Medal](#)  
ÿ [Purple Heart Medal](#)

ÿ [Ranger Tab](#)  
ÿ [Republic of Korea Korean War Service Medal](#)  
ÿ [Republic of Korea Presidential Unit Citation](#)

ÿ [Silver Star](#)  
ÿ [Soldier's Medal](#)

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 3-8](#)

Orders are issued for this award

**This award is accompanied by a certificate and, if awarded for heroism or valor, also a citation.**

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

[ÿ Index Chart](#)  
[ÿ Air Force Medals Sidebar](#)

---

[ÿ Air Medal](#)  
[ÿ American Campaign Medal](#)  
[ÿ American Defense Service Medal](#)  
[ÿ Antarctica Service Medal](#)  
[ÿ Armed Forces Expeditionary Medal](#)  
[ÿ Armed Forces Reserve Medal](#)  
[ÿ Army Aviator Badge](#)  
[ÿ Army Commendation Medal](#)  
[ÿ Army of Occupation of Germany WWI](#)  
[ÿ Army of Occupation Medal WWII](#)  
[ÿ Asiatic Pacific Campaign Medal](#)  
[ÿ Aviation \(Aircraft Crewmember\) Badge](#)  
  
[ÿ Belgian Fourragère](#)  
[ÿ Bronze Star Medal](#)  
  
[ÿ Combat Infantryman Badge](#)  
[ÿ Combat Medical Badge](#)  
  
[ÿ Commendation Ribbon w/Metal Pendant](#)  
[ÿ Distinguished Flying Cross](#)  
[ÿ Distinguished Service Cross](#)  
[ÿ Distinguished Service Medal](#)  
[ÿ Distinguished Unit Citation](#)  
[ÿ Diver Badges](#)  
[ÿ Drill Sergeant Identification Badge](#)  
[ÿ Driver and Mechanic Badge](#)  
  
[ÿ European African Middle Eastern Campaign Medal](#)  
[ÿ Expert Infantryman Badge](#)  
[ÿ Explosive Ordnance Disposal Badges](#)

## Medal of Humane Action



The Medal of Humane Action was awarded for qualifying service between **26 June 1948 and 30 September 1949**, in direct support of the Berlin Airlift. It was awarded for 120 consecutive days of service in, or in direct support of, the Berlin airlift, within the following prescribed boundaries:

- Northern Boundary - 54th parallel north latitude.
- Eastern Boundary - 14th meridian east longitude.
- Southern Boundary - 48th parallel north latitude.
- Western Boundary - 5th meridian west longitude.

The Medal of Humane Action was established on 20 July 1949.

Authorized Device/Appurtenance: None

Dates Authorized: Berlin Airlift

Type of award: Army Service Medal

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 5-10](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

# MEDALS, AWARDS, AND DECORATIONS

Last update: 07/8/2015

## Official Awards Regulations--for specific criteria for every medal

Air Force [http://static.e-publishing.af.mil/production/1/af\\_a1/publication/afi36-2803/afi36-2803.pdf](http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2803/afi36-2803.pdf)

Army [www.apd.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/r600\\_8\\_22.pdf](http://www.apd.army.mil/epubs/DR_pubs/DR_a/pdf/web/r600_8_22.pdf)

- [AFGHANISTAN CAMPAIGN MEDAL \(ACM\)](#)
- [AIR FORCE, ARMY AIR CORPS \(AAC\) and ARMY AIR FORCE \(AAF\)](#)
- [ARMED FORCES RESERVE MEDAL](#)
- [ARMY](#)
- [COLD WAR RECOGNITION CERTIFICATE](#)
- [DEFENSE AND JOINT SERVICE MEDALS, ARMY AND AIR FORCE](#)
- [DETERMINATIONS - AIR FORCE](#)
- [DETERMINATIONS - ARMY](#)
- [GLOBAL WAR ON TERRORISM MEDALS](#)
- [GOLD STAR LAPEL BUTTON](#)
- [IRAQ CAMPAIGN MEDAL \(ICM\)](#)
- [KOREA DEFENSE SERVICE MEDAL](#)
- [LAPEL BUTTON FOR NEXT OF KIN OF DECEASED PERSONNEL](#)
- [MERCHANT MARINE](#)
- [NATO MEDAL](#)
- [NAVY, MARINE CORPS and COAST GUARD](#)
- [ONLINE SOURCES OF INFORMATION FOR ARMY MEDALS](#)
- [OTHER THAN HONORABLE DISCHARGE](#)
- [PEARL HARBOR COMMEMORATIVE MEDAL](#)
- [REPUBLIC OF KOREA KOREAN WAR SERVICE MEDAL](#)
- [SENDING MEDALS TO CORRECTIONAL INSTITUTIONS OR PRISONS](#)
- [WEAPONS QUALIFICATION BADGES](#)

### Related Jobaids:

- [AIR FORCE AWARDS 1939-1963, FIRE RELATED PERIOD](#)
  - [ARMY AWARDS 1912-1959, FIRE RELATED PERIOD](#)
- A book that lists Air Force recipients of the MOH, DSM and DSC is available to technicians as a resource was scanned and placed on the S drive, under [USAF MOH DSC DSM awards](#) (View "all files" in order to view the PDF documents).

Awards and medals are issued when the originals have been lost, destroyed, or rendered unfit for use through no fault of the person to whom they were given. NPRC has responsibility for providing verification of entitlement for some awards for the Army and Air Force; however, NPRC does *not* furnish the actual awards. For Air Force awards, NA Form 13059, Transmittal of And/Or Entitlement to Awards is prepared and forwarded to the Air Force Personnel Command for issuance of the awards. Army awards requests are created on line and submitted electronically to the U.S. Army Tank Automotive and Armament Command for issuance of the awards.

## OTHER THAN HONORABLE DISCHARGE

Individuals who were discharged under other than honorable conditions are not entitled to any medals **earned during the less than honorable period of service**.

An other than honorable discharge may be characterized as Bad Conduct Discharge, Dishonorable Discharge, Undesirable Discharge, or Under Other than Honorable Conditions Discharge. For medals issuance purposes, a General Under Honorable Conditions Discharge will be processed in the same manner as an Honorable Discharge.

When a veteran had only one period of service and the entire period is other than honorable, no medals will be issued. Respond using the pattern paragraph **Medals-Entitlement & Eligibility for Issuance-Medals Request for Under Other than Honorable Conditions**. Provide a list of awards earned for purchase from civilian dealers.

If a veteran had **more than one period of service**, and at least one period resulted in an **honorable or general under honorable conditions discharge**, he may be issued only the medals earned during the honorable period(s) and a list of the medals earned during the less than honorable period provided.

## AIR FORCE, ARMY AIR CORPS (AAC) and ARMY AIR FORCE (AAF)

The Department of the Air Force is responsible for servicing requests for awards earned by members of the AAC or AAF who served prior to July 1, 1948. When requested, copies of any information pertaining to awards and commendations should be furnished.

### Instructions for preparing the NA Form 13059:

- NA Form 13059 must be typed - no handwritten NA Form 13059 will be accepted.
- The NA Form 13059 must be completed with either initials or a signature on the "Prepared By" line.
- If the record shows both a SN and SSN, both numbers need to be placed on the NA Form 13059.

**NOTE:** A review of the record should be made to ensure replacement medals have not been issued. If the record contains a previously issued NA Form 13059, do not process another request. Inform the veteran the Air Force only replaces the medals on a one time basis. If the veteran is deceased, the Air Force will issue a replacement set on a one time basis to the primary next of kin (NOK). The Department of the Air Force defines primary NOK as the following:

#### Unmarried deceased veteran with no children

- If parent(s) is living, parent(s) is the primary next of kin (PNOK).
- If parent(s) is not living, sibling(s) is the PNOK (*order of birth does not matter*).
- If parent(s) not living and no sibling(s) - grandparent(s) served in "loco-parentis" status - grandparent(s) is PNOK

#### Married deceased veteran

- If spouse is living, spouse is the PNOK.

#### Unmarried (single, divorced, unremarried widow or widower) deceased veteran with children

- If veteran had children, children are the PNOK (*proper proof of kinship might be required & order of birth does not matter*).

#### Three copies of NA Form 13059 are prepared and dispatched as follows:

- Send original to [\[00141\]](#): HQ, Air Force Personnel Center, Attn: AFPC/DPSIDR, 550 "C" Street West, Suite 12, Randolph AFB, TX 78150-4714
- Send a copy to the requester
- Place a copy in the record

The National Personnel Records Center does not process requests for replacement of certificates of decoration. Most requests can be satisfied with a copy of the award citation, or order. If a requester insists on having a certificate of decoration replaced, refer the inquiry and the record to [\[00141\]](#): HQ, Air Force Personnel Center, Attn: AFPC/DPSIDR, 550 "C" Street West, Suite 12, Randolph AFB, TX 78150-4714. Congressional inquiries are referred to [\[00142\]](#): HQ AFPC/IG, 550 C Street West, Suite 1, Randolph AFB, TX 78150-4703.

If the original certificate is found in the record, it should be sent to the veteran or the NOK, after making a copy and placing the copy inside the record.

If the veteran requests his awards be listed on his separation document, a DD Form 215, Correction to DD Form 214, Certificate of Release or Release or Discharge from Active Duty, should be prepared.

#### FREQUENT ERRORS NOTED ON NA FORM 13059 - PER RANDOLPH AFB

- Good Conduct Medal (Army) w/Loops: A Loop cannot be a "1". Loops start with the number "2", etc
- The Presidential Unit Citation (PUC), formerly the Distinguished Unit Citation, is located on the **left-hand side** of NA Form 13059. This is the one issued by the United States. If you are issuing a foreign PUC (e.g. Republic of Korea, Philippine Presidential Unit Citation Badge, or etc) use the Presidential Unit Citation \_\_\_\_ (Note 1) located on the **right-hand side** of NA Form 13059. This particular PUC is for **FOREIGN AWARDS ONLY**.

#### DETERMINING ENTITLEMENT TO AF, AAC and AAF MEDALS:

If the veteran/NOK has requested "medals," the following service record documents should be used to identify those medals to which the individual was entitled:

Report of Separation  
 AF Form 7, Airman's Military Record  
 AF Form 11, Officer's Military Record  
 AF Form 1712, Uniform Military Personnel Record  
 Service record book, orders, citations, etc.

#### Air Force Unit Awards

An excellent source for information about Air Force unit awards is available at the following website:

<http://www.afpc.af.mil/library/awards/index.asp>

Unit awards will be verified by searching the Air Force unit book, AFP 900-2, Volume 1, Books 1 and 2.

[Book 1](#) covers Air Force units in numerical order, from the 1st Aerial Port Group through the 317th Maintenance Squadron, for World War I, World War II, Korea, and Vietnam.

[Book 2](#) covers units in first numeric, then alphabetical order, from the 317th Motor Vehicle Squadron through Willford Hall USAF Hospital, for World War I, World War II, Korea, and Vietnam.

Newer unit awards can be searched on the Air Force website at

<http://http://access.afpc.af.mil/AwardsDMZNet40/Default.aspx>

NOTE: All of the linked unit award sources above are official Air Force sources. Using these sources to verify a unit award is NOT making a determination of the award. The eligibility to the unit award has already been made by the Air Force, and those eligible units are then compiled into the books and database.

When the service record was lost in the fire and a computer search fails to identify a B or R file, ask the requester to submit a copy of the separation document. If the requester does not have a copy, check the VA Index for possible VA claim number. If positive, run BIRLS and procure the separation document. Complete NA Form 13059 upon receipt of the separation document.

If the request is for a specific medal and documentation is not found on in the military personnel record, request a search of the Awards Card File. The cards have been alphabetically consolidated for surnames A through G. Searches involving surnames H through Z must be conducted by the specific medal. The file contains awards for the years 1939 through 1963. Provide the veteran's name, service number and denote the specific medal veteran is

requesting. A list of the medals in the card file is located in NPRC 1865.110. If an entry is found for the veteran, OR will provide a copy of the card or transcribe the award info on NA Form 13105.

**NOTE:** The majority of the awards found in the card file are personal awards, such as the Purple Heart Medal, Bronze Star Medal, etc. However, some unit awards are also included. The unit awards are arranged by the number of the unit, from 1 through 83, such as the 1st medal Group or the 83rd Military Police Group. There are no numbers higher than 83. Some units are listed by alpha, A through W. (e.g. Western Pacific Command). When the request concerns a fire-related record and you have not been able to locate a copy of the separation document, you may submit a request to OR for a search of the Awards Card File.

**POW Medal for AF/AAC/AAF:** Applications should be submitted on DD Form 2510, Prisoner of War Medal Application/Information. However, other forms of correspondence are acceptable if all of the required information has been provided and proper authorization is received. **The Department of the Air Force is responsible for determining eligibility for and issuance of the medal.** The veteran/NOK must provide the complete name, service number, date and place of birth, branch of service, dates confined as POW, and the unit of assignment when captured. Additional information that may be helpful is place of imprisonment and disposition after release or escape. The request, with all enclosures and NA Form 13059, should be forwarded to [\[00141\]](#): HQ, Air Force Personnel Center, Attn: AFPC/DPSIDR, 550 "C" Street West, Suite 12, Randolph AFB, TX 78150-4714, along with copies of the following:

- Separation document or equivalent
- FAR showing POW dates
- Any evidence in the service record which pertains to POW status (e.g. telegrams, casualty reports, etc.)

#### EXCHANGING ARMED FORCES EXPEDITIONARY MEDAL (AFEM) FOR VIETNAM SERVICE MEDAL (VSM)

A former service member may elect to exchange the AFEM for the VSM provided the requirements of DoD 1348.22 V2, item 17, Vietnam Service Medal (VSM) are met. When these requests are received, Core Loan and Transfer (Core L&T) the request (or web signature page), record, and CMRS All Service Details page with notation(s) to [\[00141\]](#): HQ, Air Force Personnel Center, Attn: AFPC/DPSIDR, 550 "C" Street West, Suite 12, Randolph AFB, TX 78150-4714. Air Force Personnel Command (AFPC) will determine eligibility for the exchange and prepare a DD Form 215.

The requirements for the exchange are indicated below:

Para (a) (2) allows service members who qualified for award of the AFEM by reason of service in Vietnam between July 1, 1958 and July 4, 1965, to exchange their AFEM for the VSM, essentially making the VSM retroactive to July 1, 1958. However, service members are prohibited award of both the VSM and the AFEM for the same period of service in Vietnam.

#### IF UNABLE TO DETERMINE ENTITLEMENT TO MEDALS (AF/AAC/AAF):

This Center has limited authority concerning the determination of eligibility for awards. NPRC 1865.110 contains a list of awards for which NPRC cannot determine eligibility. (Note: In addition to the awards listed, NPRC cannot make a determination for award of the Good Conduct Medal for AF/AAC/AAF personnel.) AF Regulation 900-48, Awards, Ceremonies and Honors contains information about these awards, in addition to DoD Manual 1348.33M.

When unable to verify all medals, issue those verified by the record on the NA Form 13059. Refer to the appropriate Air Force office for determination of the remaining medal(s) that could not be verified.

Forward the request, all records of search actions, and loan and transfer the record to the following:

If former member of the AF Reserve: [\[00662\]](#)

Air Reserve Personnel Center  
HQ ARPC/DPTARA  
18420 E Silver Creek Ave Bldg 390 MS 68  
Buckley AFB, CO 80011

If a former member of the Regular Air Force: [\[00141\]](#)

HQ, Air Force Personnel Center  
Attn: AFPC/DPSIDR  
550 "C" Street West, Suite 12  
Randolph AFB, TX 78150-4714

If a former member of the Army Air Corps/Army Air force, **prior to July 1, 1948:** [\[00141\]](#)

HQ, Air Force Personnel Center  
Attn: AFPC/DPSIDR  
550 "C" Street West, Suite 12  
Randolph AFB, TX 78150-4714

**Aeronautical Badges** (i.e. Pilot, Navigator/Observer, Flight Surgeon, Flight Nurse, Air Crew Member, or Parachutist): If the record verifies authorization to the badge, forward a copy of the request and a copy of the specific document verifying the award to [\[00558\]](#): HQ USAF/A3OTF, 1480 Air Force Pentagon, Washington DC 20330. If a determination is needed, use the Core L&T process to forward the record and request to the same address.

#### REFERENCES:

##### [NPRC 1865.110](#)

Air Force Pamphlet, AFP 900-2, Unit Decorations, Awards and Campaign Participation Credits

- **Volume I** deals with units which are entitled to and/or have received the following decorations and honors through 1969
- **Volume II** contains information on unit decorations and honors from 1970 through 1980
- **Volume III** contains information on unit decorations and awards approved from 1981 through 1983

ARMY



On November 4, 1998, the function of processing Army replacement medals and certain certificates was transferred to the National Personnel Records Center (NPRC). The Memorandum Of Agreement (MOA) establishes guidelines and responsibility in regard to processing requests from veterans for replacement of Army medals and certain certificates. The MOA also stipulates that NPRC will not make Army award determinations. They will be forwarded to [\[00160\]](#): **DEPARTMENT OF THE ARMY, ARMY HUMAN RESOURCES COMMAND, ATTN: AHRC-PDP-A, 1600 SPEARHEAD DIVISION AVENUE DEPT 480, FORT KNOX, KY 40122-5408**. Specific instructions for forwarding requests to U.S. Army Human Resources Command are outlined below.

If only a partial list of medals can be verified from the record or other official documentation, issue those medals on the Army medals web form. Refer to AHRC for determination of the remaining medal(s) that could not be verified. Ensure that your response letter, the request letter, or CMRS Notes specifies which medal(s) need to be determined.

**Purple Heart determinations:** Send a copy of the request, and **PHOTOCOPIES** of as many of the following documents as are available, to U.S. Army Human Resources Command:

- Separation document (DD 214, WD AGO 53-55, 53-98)
- Form 20, 2-1, or 66
- Medical documents pertaining to wounds
- SGO listings
- Telegram notification to next-of-kin
- Casualty notice
- Other award citations that mention wound
- Morning reports/hospital records (if available)
- If POW, repatriation physical/sworn statements of witnesses

**DO NOT send Purple Heart requests to U.S. Army Human Resources Command without documentation.** If nothing is available pertaining to wounds received in action, request additional documentation from the veteran before forwarding.

**Medal of Honor (MOH) requests:** *If there is documentation*, either in the record or submitted by the requestor, to show Medal of Honor was recommended or awarded, send a copy of the request and photocopies of the documentation to U.S. Army Human Resources Command. Notify requester of referral. *If a separation document shows an individual was awarded the Medal of Honor*, forward request to U.S. Army Human Resources Command and notify requester of referral. Do not attempt to verify any other awards; U.S. Army Human Resources Command will handle the entire case. *If there is no documentation available*, do not send to U.S. Army Human Resources Command. Use the pattern paragraph set up for MOH requests.

**Brigadier General 07 and above requests:** *If the General himself is writing*, send request to U.S. Army Human Resources Command and notify requester. *If the General is deceased*, NPRC will handle the request like a routine medals case.

**For all other determinations**, send a copy of the request and photocopies of all pertinent documentation to U.S. Army Human Resources Command and notify requester of referral. At a minimum, ALWAYS SEND a copy of the request, and - if available - photocopies of 214 (or equivalent) and Form 20 (or equivalent). Ensure that your response letter, the request letter, or CMRS Notes specifies which medal(s) need to be determined.

**In addition to Army award determinations, U.S. Army Human Resources Command is also responsible for:**

- Requests for awards that were recommended but never approved, e.g., no orders cut.
- Requests where the veteran thinks he should have gotten an award but did not.
- Requests to upgrade an existing award to something higher.

In these cases, send a copy of the request and any pertinent documentation, always including the 214 and Form 20 when available, and notify the requester that the request has been forwarded. *If there is no documentation available* for the specific medal requested, you might need to use the National Defense Authorization Act (NDAA) paragraph to respond to the requester.

**Routine requests handled by NPRC:** NPRC verifies entitlement to Army awards, and then the U.S. Army Tank Automotive and Armament Command in Philadelphia processes the 'order' and ships awards to requesters. Requests are submitted to Philadelphia via the **Army Awards Web Interface**. Requests will be honored from the original recipient of the award, or if deceased, from his or her primary next of kin in the following order: **Surviving spouse, eldest child, father or mother, eldest sibling, or eldest grandchild**. The types of medals awarded to Army members fall into the following categories: Military decorations, unit awards, foreign decorations and service awards, service medals, badges and appurtenances. If a customer wants to contact the U.S. Army Tank Automotive and Armament Command in Philadelphia, you may give the following address [\[00529\]](#): **U.S. Army TACOM, Clothing and Heraldry (PSID), P.O. Box 57997, Philadelphia, PA 19111-7997. Do not give out the phone number.**

**National Guard medal requests.** Requests from National Guard (NG) veterans requesting replacement medals for their active duty service will be processed, if the records are available in NPRC's holdings. Requests for medals for which records are not available, or for state awards, will be returned to the veteran with instructions to contact the Adjutant General of the state in which he/she served.

#### ARMY AWARDS WEB INTERFACE:

Effective October 7, 2002, the **Army awards web application** replaced DA Form 1577, Authorization for Issuance of Awards, as the way requests are submitted to Philadelphia for processing. Specific instructions may be found at the following links:

[How to Create an Award Request](#)

[Review Process](#)

[How to Correct an Award Request](#)

[How to Delete an Award Request](#)

[How to Check the Status of a Request](#)

[How to Change an Address](#)

[How to use the 'Medals Information' Link](#)

## ONLINE SOURCES OF INFORMATION FOR ARMY MEDALS

### US ARMY HUMAN RESOURCES COMMAND, FORT KNOX, KY MILITARY AWARDS BRANCH (formerly known as PERSCOM)

- Proponent of the Army Awards Program
- Creates policy and eligibility criteria
- Determines eligibility for medals that NPRC is unable to verify from record or from documents submitted by veteran or next of kin
- Issues Medal of Honor
- Issues awards to living General Officers

**Military Awards Branch Website:** <https://www.hrc.army.mil/tagd/awards%20and%20decorations%20branch>

#### AR 600-8-22 Military Awards 11 December 2006

Available online at the following address: [Index to Army Regulation 600-8-22](#)

Army Regulation 600-8-22 is the official Army regulation for awards issuance. Provides detailed eligibility criteria for all Army awards.

To acquire information on a medal or a time period that is not covered in the regulation, search the **Army Messages** on the Military Awards Branch website. These messages provide up-to-date information and specific criteria for newer medals. Available online at <https://www.hrc.army.mil/tagd/awards%20and%20decorations%20related%20messages>

#### DA Pamphlet 672-1 Unit Citation & Campaign Participation Credit Register July 1961

#### DA Pamphlet 672-3 Unit Citation & Campaign Participation Credit Register 29 January 1988

Department of the Army Pamphlets 672-1 and 672-3 provide verification of **unit awards**, **foreign awards**, **campaign credit** for bronze service stars, **occupation duty credit** for the Army of Occupation Medal, and **assault landing credit** for the bronze arrowhead device. They are arranged numerically by unit name, followed by an alphabetical section by unit name. Those soldiers assigned to and present for duty with the unit during the cited period may wear the award permanently. Both unit books are available online.

DA Pam 672-1 was compiled in 1961 and covers units engaged in **World War II** and the **Korean War**. [DA Pam 672-1.pdf](#).

DA Pam 672-3 was compiled in 1988 and covers units from 1960 until 1987, including the **Vietnam War**. [p672\\_3.pdf](#)

Also review these [recent additions](#) to the above Department of the Army Pamphlets, for unit awards approved retroactively.

#### Awards Database

AHRC has a **database containing some general orders for Vietnam-era awards**. Orders from any other era are not available from AHRC. In order to locate orders in the database, NPRC technicians must supply the following information to AHRC:

- Year the order was issued
- Headquarters that published the order (1st Infantry Division, 101st Airborne, etc. Usually the division to which the soldier was assigned at the time of the action for which he was decorated.)
- Veteran's full name, SSN, service number if any
- Name of the award in question

Send a request for a database search by either fax or email. Fax to 502-613-4531, or email requests to [usarmy.knox.hrc.mbx.tagd-awards@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-awards@mail.mil).

Be sure to state that you are requesting an awards database search. Include the required information listed above, your name and phone number, and your fax number so that the orders, if located, can be faxed to you. **Do NOT provide the above e-mail or fax number to anyone outside of NARA to request copies of Army orders from this awards database.**

#### Medal of Honor

- Most prestigious award issued by the service departments
- Also known as 'Congressional Medal of Honor'
- **CANNOT be issued by NPRC**, only by Army Human Resources Command (AHRC), Alexandria, VA

Requests asking why a veteran received the Medal of Honor can easily be answered using the **Medal of Honor (MOH) website** <http://www.history.army.mil/moh.html>

Full narrative citations are posted on this site for each period of hostilities in which the MOH has been awarded.

Any request asking for initial issuance of the Medal of Honor or reissuance of a lost Medal of Honor must be forwarded to AHRC for action.

#### AUXILIARY SOURCES OF INFORMATION (Mostly Army, but some other branches):

**Organizational Records** - clinical records, morning reports, rosters, etc.

**General Orders for Vietnam-Era Awards** - Requests for a search of the Vietnam-Era Award General Orders (GO) will be recorded daily and transmitted weekly via FAX to U.S. Army Human Resources Command Awards Branch. VIP and congressional cases may be telephoned in to U.S. Army Human Resources Command. NOTE: These orders are filed by division or Major Command and the year; therefore, that information is very important when making a request to U.S. Army Human Resources Command. Check OMPF/discharge for unit and refer to DA PAM 672-3.

**CD-ROM listing of Gulf War Veterans (Desert Storm/Desert Shield)** - A CD-Rom is available which provides the dates veterans served in Southwest Asia during Desert Storm and Desert Shield.

**Prisoner of War Books WWI, WWII, and Korea** - Books are in alpha order and include service number and rank.

**Silver Star, Distinguished Service Cross, Distinguished Service Medal, and Congressional Medal of Honor Recipients** - We have fairly comprehensive **Silver Star** and **Distinguished Service Cross** lists for each war, from WW2 through Vietnam, plus WW1 Army Air Corps (AAC) recipients of the DSC. The lists are alphabetical, but most (see exceptions below) do not contain service numbers. They contain only general order number, year, and headquarters that published the order.

These lists, plus some other awards-related information, are in two separate loose-leaf books, both in the Team 5C area, Room 2077. The smaller, black book pertains only to members of the AAC/Army Air Forces (AAF), and then the Air Force. It contains DSC recipients during WW1, WW2 and Korea, and it DOES include service numbers for WW2 and Korea. This book also contains AAC/AAF and USAF members who received the

1. **Distinguished Service Medal** during WW2 through April 1960-INCLUDING SERVICE NUMBERS; and
2. **Congressional Medal of Honor** during WW1, WW2, and Korea. Extensive biographies are included on each man.

**Casualty Listing of WWII and Korean service members** - An alpha listing which is useful for Purple Heart verification. Contains all branches of service.

**General Order Books WWI** - Book of veterans that served during World War I, listed by unit.

**Purple Heart Policies for WWII** - Policy binder for award of Purple Heart during World War II.

**General Orders for various awards during the 1950s** – Microfiche index book of units listing fiche location of Recommendations for Awards, General Orders showing veteran is entitled to the Purple Heart and other awards during the 1950s.

**Microfiche Index and General Order awards for WWII and Korea** – Fiche index that shows what microfiche to check to find a General Order number for awards, by division and year, during World War II and Korea.

**Precedent Files WWI** - Precedent files of specific award cases of rulings made for World War I.

**Microfiche of Korean POW Listings** – Microfiche listing of Korea POW's in alpha order.

**WWI Card Files and Orders** – Alpha card file of Army veterans who were entitled to the Silver Star, Purple Heart and Campaign Stars during World War I. Does not show campaign stars; however, some show locations of service.

### **VERIFYING ENTITLEMENT TO MEDALS (Army: non-fire-related cases)**

When verifying entitlement to medals review all the source documents show below if found in the record:

DD Form 214 (or equivalent), Separation Document  
 DA Form 20, Enlisted Qualification Record  
 DA Form 66, Officer Qualification Record  
 DA Form 24, Service Record  
 ORB, Officer Record Brief  
 ERB, Enlisted Record Brief  
 DA Form 2-1, Personnel Qualification Record, Part II  
 Orders, citations, etc.

Review the entire record, in addition to the documents above, if the requester asks for a specific medal.

If the above source documents show entitlement to a campaign medal or service medal, but do not indicate the number of service stars to which the veteran is entitled, the technician **must** review the unit books (DA Pamphlets 672-1 or 672-3) and determine the correct number of service stars to attach to the medal. Links to the unit books follow:

[http://www.apd.army.mil/pdffiles/p672\\_1.pdf](http://www.apd.army.mil/pdffiles/p672_1.pdf) **World War II & Korea**

[Medals-p672-3.pdf](#) **Vietnam**

For more detailed information about the unit books, see the [Online Sources of Information for Army Medals](#) section of this guide.

If specific medal(s) is/are requested, review above suggested documents for verification. If documentation is not found, review the entire OMPF for general orders, citation, etc. to substantiate the requester's entitlement to the desired medal(s).

If evidence is not found in the service record, search appropriate auxiliary sources. If these sources do not produce results, furnish negative reply to the requester. Suggest the requester submit copies of any supporting documentation in their possession.

An excellent source for information about Army awards is available at the following web site: <http://veteranmedals.army.mil/awardg&d.nsf>. Pay particular attention to lower and upper case letters when accessing this web site.

If the requester again requests the medals, but provides no or inadequate documentation, refer the case to U.S. Army Human Resources Command. If there is evidence in the OMPF that the case has already been reviewed and the award disapproved, send the requester a DD Form 149, Application for Correction of Military or Naval Records under the Provisions of Title 10, US Code Sec. 1552.

### **VERIFYING ENTITLEMENT TO MEDALS (Army: fire-related cases)**

Using Official or Unofficial documents to respond to fire related medals requests. In accordance with [NRPM 2009-03, Instructions for annotating documents received from unofficial sources](#), reconstruction cases will retain the same verification rules now in practice.

Please use the following guidelines when processing these requests:

- **Primary Procedure** - Medals will be verified with official documentation as identified in the [Guide to Reconstruction Sources job](#).
- **Alternate Procedure** - Unofficial documentation can be used to issue medals, if...
  - there is no official documentation **for reconstruction cases only**;

- o dates and character of service have been verified through official sources provided in the guide above;
- o medals **are not** related to benefits;
- o no high level award(s) like the Medal of Honor (see **NOTE** below), Distinguish Service Cross, Purple Heart, Silver Star, or etc is being claimed;
- o unofficial document does not appear to be altered.

The Expert Technician or Coach must assist in this decision making process and enter in notes under the CMRS service request number that unofficial documentation used to issue medals.

**NOTE:** The Medal of Honor (MOH) **CANNOT be issued by NPRC**. Only Army Human Resources Command (AHRC), Ft. Knox, KY [00160] can determine eligibility for this award. See above information under Army for further guidance about how these requests are processed.

With the exception of MOH, if a General Order (GO) number is furnished with a high level award on an unofficial document, conduct a search of Microfiche Index and General Order awards for WW II and Korea. Add a note in CMRS to indicate that the G.O. file was checked and the medal verified or no information was found.

If the official or unofficial source document shows entitlement to a campaign medal or service medal, but does not indicate the number of service stars to which the veteran is entitled, the technician **must** review the unit books (DA Pamphlets 672-1 or 672-3) and determine the correct number of service stars to attach to the medal. Links to the unit books follow:

[http://www.apd.army.mil/pdf/files/p672\\_1.pdf](http://www.apd.army.mil/pdf/files/p672_1.pdf) DA Pam 672-1 World War II & Korea

[http://www.apd.army.mil/pdf/files/p672\\_3.pdf](http://www.apd.army.mil/pdf/files/p672_3.pdf) DA Pam 672-3 1960-1987

For more detailed information about the unit books, see the [Online Sources of Information for Army Medals](#) section of this guide. The following are the basic medals, NOT automatic medals, for each war or conflict:

### Korea

- National Defense Service Medal – Honorable active service between June 27, 1950 through July 27, 1954
- Korea Service Medal (if served in Korea between June 27, 1950, and July 27, 1954)
- United Nations Service Medal (if served in Korea on behalf of the United Nations between June 27, 1950, and July 27, 1954)

### World War II

- WWII Victory Medal- Honorable service between December 7, 1941, and December 31, 1946
- Honorable Service Lapel Button (Ruptured Duck) - Honorable service between September 8, 1939, and December 31, 1946
- Bronze Star Medal (based on the award of the CIB or CMB between December 7, 1941 and September 2, 1945, or for Defense of Philippines between December 7, 1941, and May 10, 1942)
- American Campaign Medal – Service within the American Theater between December 7, 1941, and March 2, 1946, and meets additional criteria
- American Defense Service Medal – Service between September 8, 1939, and December 7, 1941
- European-African Middle Eastern Campaign Medal (if served in the appropriate theater between December 7, 1941, and November 8, 1945)
- Asiatic-Pacific Campaign Medal (if served in the appropriate theater between December 7, 1941, and March 2, 1946)
- Women's Army Corps Service Medal – Service in the Women's Army Auxiliary Corps between July 10, 1942, and August 31, 1943, or in the Women's Army Corps between September 1, 1943, and September 2, 1945.

### World War I

- WWI Victory Medal – Service between April 6, 1917, and November 11, 1918, OR with the American Expeditionary Forces (AEF) in European Russia from November 12, 1918 to August 5, 1919, OR with AEF in Siberia from November 23, 1918, to April 1, 1920.
- WWI Victory Button (Bronze) – Same requirements as WWI Victory Medal.
- WWI Victory Button (Silver) – In addition to the requirements for WWI Victory Button (Bronze), must have been wounded in action or killed in action. Verification of a "wound chevron" would entitle the veteran to a Silver Victory Button.
- Army of Occupation of Germany Medal – Service in Germany or Austria-Hungary between November 12, 1918, and July 11, 1923.

**Pre-World War I** – In 1981, the Army, as well as the other military services, discontinued manufacture of pre-World War I service medals.

### Certificates

Certificates are issued for decorations only. No certificate will be issued to the veteran without an order. **Exception:** a certificate can be created without an order for the Bronze Star Medal, only if awarded based on the award of the Combat Infantryman Badge or Combat Medical Badge, during World War II only. Use the following paragraph in the "**For**" section of the certificate: "**meritorious achievement in ground combat against the armed enemy during World War II in the \_\_\_\_\_ Theater of Operations.**" (Use either Asiatic-Pacific or European-African-Middle Eastern in the blank space.)

- List of Army Decorations with Certificates:
  - Medal of Honor
  - Distinguished Service Cross
  - Distinguished Service Medal
  - Silver Star
  - Legion of Merit
  - Distinguished Flying Cross
  - Soldier's Medal
  - Bronze Star Medal
  - Purple Heart
  - Meritorious Service Medal
  - Air Medal
  - Army Commendation Medal
  - Army Achievement Medal

- Good Conduct Medal (for first award only earned on or after January 1, 1981, and for retirement on or after January 1, 1981)

## Citations

Citations are normally issued in an original only at the time of the award. If found in the OMPF provide a photocopy upon request.

## Purple Heart

Requests for the Purple Heart not supported by documentation (other than while POW) are returned to the requester with instructions to provide medical records, assigned unit, and date of injury. It is NOT the responsibility of NPRC to procure medical records on fire-related cases to substantiate entitlement to the Purple Heart. Upon receipt of documentation from the requester, NPRC will check organizational/auxiliary records sources for evidence to support request, and forward packet to PRESCOM, Awards Branch for determination. Requests for Purple Heart as a result of being a POW are handled in the same manner. In addition to providing any available supporting documentation from our in-house sources, NPRC will verify POW status prior to forwarding to U.S. Army Human Resources Command.

## Army Weapons Qualification Badges

The Army issues qualification badges to those who qualify with various weapons. The badges are issued in three levels. From lowest to highest, they are: Marksman, Sharpshooter, and Expert. You may also see levels called 1st Class and 2nd Class; 1st Class is equivalent to Sharpshooter and 2nd Class is equivalent to Marksman. If you see the notation "Fam" or "Familiarization" in a record, this indicates that the veteran did not qualify with that weapon and is not entitled to a weapons badge. You may also see only a score listed; we are not able to determine a badge when only a numeric score is given.

Weapons badges are most commonly found on the DD Form 214 in the Decorations & Medals block; and on the DA Form 20, 2-1, or 66 in block 29, Qualification in Arms, and block 41, Awards and Decorations. (NOTE: Older versions of these record documents may have different block numbers.) The record may also contain orders for weapons badges. In the absence of documentation in the record, we cannot make determinations of eligibility for weapons qualification badges.

Various types of weapons are grouped together under a bar, which is attached to the badge to indicate the weapon with which the veteran has qualified. Multiple bars can be attached to one badge; therefore, if a veteran qualified as an expert with a rifle, a pistol, and a hand grenade, he will be issued only one badge with 3 bars attached to it. A list of the allowable bars is shown in the automated Army medals issuance form, and in AR 600-8-22, chapter 8, table 8-2.

In the Army automated medals issuance form, use the CTL key to add additional weapons to a badge; for example, Expert Badge with Rifle Bar and Grenade Bar. You will not issue two separate Expert Badges.

If the weapon named in the record is not shown on the list of allowable bars, see the CRG item titled [Weapons Conversion List](#) to determine which bar to use. For example, if the veteran qualified with a howitzer, there is no bar called "Howitzer". For this weapon, you would issue the Field Artillery bar.



If the veteran qualified at more than one level with the same weapon, he will be issued only the highest badge earned with that weapon. Be sure to look at all the DD Forms 214 and all versions of the DA Forms 20, 2-1, or 66 to ensure that the highest qualification is identified.



Sharpshooter Badge with Pistol Bar

Weapons badges are abbreviated in the record in various ways. For a Marksman Badge, you may see MM, MKM, M, or MMQUALBDG, with a weapon named after it. The Sharpshooter Badge may be shown as SS, SPS, S, or SSQUALBDG. The Expert Badge may be entered as EXP, EX, X, or EXQUALBDG. Be aware that the acronym "BAR" on a document may also stand for "Browning Automatic Rifle".

Expert Badge with multiple bars attached

## REFERENCES:

[NPRC 1865.124](#)

**Army Regulation 600-8-22** which provides the Department of the Army policy, criteria, and administrative instructions concerning individual military decorations, Good Conduct Medal, service medals and service ribbons, combat and special skill badges and tabs, unit decorations, and trophies and similar devices awarded in recognition of accomplishments. It also prescribes the policies and procedures concerning foreign decorations.

---

## COLD WAR RECOGNITION CERTIFICATE

---

Section 1084 of the Fiscal Year 1998 National Defense Authorization Act (NDAA) required the Secretary of Defense to develop a certificate to recognize the service and sacrifices rendered by members of the Armed forces and Government civilian personnel during the Cold War period, September 2, 1945 to December 26, 1991. On November 4, 1997, the 105th Congress passes, and the President signed into law, a bill that authorizes the development of a Cold War certificate. This Center will respond to requests for copies of documentation to support eligibility for the Cold War Recognition Certificate. However, the certificates will not be issued by this Center.

Acceptable documents for proof of service for military:

DD Form 214 or WD AGO Form 53-55 or equivalent  
Oath of Office – Military Personnel or Letter of Appointment

Acceptable documents for proof of service for civilian personnel:

Standard Form 50  
 Standard Form 2809  
 Award certificate with employee's name, service or agency and dates  
 Retirement forms with employee's name, service or agency and dates

Information about eligibility criteria and applications are available at website:

[Cold War Recognition Certificate](#)

Federal civilian personnel who require proof of service should send a written inquiry to:

[00590]

U.S. Office of Personnel Management  
 Employee Service and Record Center  
 P.O. Box 45  
 Boyers, PA 16017-0045

### GOLD STAR LAPEL BUTTON

The Gold Star Lapel Button may be issued to widows, parents, and next of kin (NOK) of members of the U.S. Armed Forces who lost their lives:

- During WWI, WWII, or any subsequent period of armed hostilities in which the U.S. was engaged before July 1, 1958 (United Nations actions in Korea, June 27, 1950 to July 27, 1954).
- After June 30, 1958, while engaged in military operations with an imposing foreign force; or while in service with friendly foreign forces and engaged in an armed conflict, in which the U.S. was not a belligerent party against an imposing armed force.
- After March 28, 1973 as a result of an international terrorist attack against the U.S. or a foreign nation friendly to the U.S., recognized as such an attack by the Secretary of Defense.
- During military operations while serving outside the US (including commonwealths, territories, and possessions of the U.S.) as part of a peacekeeping force.

Requests may be submitted by the following methods:

1. **DD Form 3**, Application for Gold Star Lapel Button.
2. **Letter or correspondence**, when sufficient qualifying documentation not found in the OMPF is provided by the NOK.

**General Processing.** Request will be processed by using the Army Medals web application or NA Form 13059, as appropriate. Process requests in the following manner, supplying any additional or corrected information:

**Army requests:** Using the Army Medals web application, complete the Award Request form. Indicate whether or not there is a cost associated with issuance of the award. Effective April 2006, initials will no longer be engraved on Gold Star Lapel Buttons for Army.

**Air Force requests:** Prepare NA Form 13059. (Initials are not engraved on Gold Star Lapel Buttons for AF).

**Navy/Marine Corp/Coast Guard requests:** See [NAVY, MARINE CORPS and COAST GUARD](#) table for instructions.

Source: [NPRC 1865.110](#)

### LAPEL BUTTON FOR NEXT OF KIN OF DECEASED PERSONNEL

(Army Information)

**Lapel Button for Next of Kin of Deceased Personnel.** The Lapel Button, Next of Kin of Deceased Personnel is provided to widows(ers), parents, and primary next of kin of armed services members who lose their lives while serving on active duty or while assigned in an Army Reserve or Army National Guard unit in a drill status. The button consists of a gold star within a circle (commemorating honorable service) surrounded by sprigs of oak (referring to the Army, Navy, Air Force, and Marine Corps).

One lapel button will be furnished without cost to the widow or widower, to each of the parents, each child, stepchild, child through adoption, brother, half brother, sister, and half sister of a member of the Armed Forces who lost his or her life while on active duty. The term widow or widower includes those who have since remarried, and the term parents includes mother, father, stepmother, stepfather, mother through adoption, father through adoption, and foster parents who stood in place of a parent.

**Notice that the award can be issued to more than one family member and it is not limited to just the primary NOK.**

The Lapel Button, Next of Kin of Deceased Personnel is authorized for issue retroactive to March 29, 1973. The next of kin of soldiers who died since that date may request issue of the button by writing to the NPRC. Furnish the name, grade, SSN, and date of death of the deceased soldier. The names and relationships of the next of kin must also be provided.

**Army requests:** Using the Army Medals web application, complete the Award Request form. Indicate whether or not there is a cost associated with issuance of the award.

Source: [Army Regulation 600-8-22](#)



**Gold Star Lapel Button (GSLB) and  
 Lapel Button for Next Of Kin Of Deceased Personnel (LBNOKDP)**

**COMPARED:**

	<b>Gold Star Lapel Button (Army, AF)</b>	<b>Lapel Button For Next Of Kin Of Deceased Personnel (Army)</b>
<b>Eligible Dates</b>	Active service during WWI, WWII, Korean War	Retroactive to March 29, 1973. Not issued to anyone deceased prior to that date.
	OR while engaged in armed conflict after June 30, 1958	
	OR as a result of a terrorist attack after March 28, 1973	
	OR during military operations outside the US as part of a peacekeeping force	
<b>Area of Eligibility</b>	Veteran must have died in a combat zone/terrorist attack, but death does not have to be due to enemy action. Purple Heart is NOT required to receive Gold Star Lapel Button.	Veteran must have died while on active duty or in drill status in the Army Reserve or Army National Guard in any location. Death does not have to be due to enemy action.
<b>Eligible Recipients</b>	Widow/widower (including those remarried), parents, stepparents, foster parents, child(ren), stepchild(ren), adopted child(ren), sibling(s), half sibling(s). Note that one or all of the above may receive the Gold Star Lapel Button; not limited to primary next of kin or 1 award only.	Widow/widower (including those remarried), parents, stepparents, foster parents, child(ren), stepchild(ren), adopted child(ren), sibling(s), half sibling(s). Note that one or all of the above may receive the Gold Star Lapel Button; not limited to primary next of kin or 1 award only.

**MERCHANT MARINE**

On January 19, 1988, the Secretary of the Air Force determined that the service of the "American Merchant Marine" in oceangoing service during the period December 7, 1941 and August 15, 1945 would be considered "active duty." The former Merchant Marine must apply to have this service credited by completing DD Form 2168, Application for Discharge of Members or Survivor of Member of Group Certified to Have Performed Active Duty With The Armed Forces of the United States. The form should be forwarded to [\[00110\]](#): Commanding Officer, USCG-National Maritime Center (NMC-421), ATTN: Correspondence Section, 100 Forbes Drive, Martinsburg, WV 25404.

**Requests for medals earned should be referred to** [\[00108\]](#): Office of Sealift Support, ATTN: Awards, Maritime Administration, Room W25-314, 1200 New Jersey Avenue, SE, Washington, DC 20590

If an R file has been established, **do not** loan and transfer the record.

**NATO Medal**

If the personnel record indicates entitlement to a NATO medal or if specifically requested, suggest to the requester to contact [\[00626\]](#): USANATO SHAPE, CMR 450, Box 5100, APO AE 09705 and send any supporting documentation he/she may have including any supporting documents obtained from our office.

**PEARL HARBOR COMMEMORATIVE MEDAL**

On November 5, 1990, legislation was passed which established a congressional medal to honor those members of the Armed Forces who were in Hawaii and those civilian employees of the War and Navy Departments who were killed or wounded at Pearl Harbor on December 7, 1941. Presentations of the Pearl Harbor Commemorative Medal to eligible personnel or their next of kin were planned to coincide with the 50th anniversary of the attack on Pearl Harbor. The estimated number of former military service personnel who were eligible to receive the medal was about 105,500. There were 68 civilian employees reported killed at Pearl Harbor. An estimate of the number of civilian employees wounded in the attack is not available.

**Navy/Marine Corps/Coast Guard**

**Navy/Marine Corp/Coast Guard requests:** See [NAVY, MARINE CORPS and COAST GUARD](#) table for instructions.

**Army**

This medal is not distributed through normal supply channels. Do not attempt to issue using the Army medals web form. If the record of a former Army member indicates that he served at Pearl Harbor on December 7, 1941, forward the request to the service department for issuance, and notify the requestor. Use the pattern paragraph in 'Get Paragraph' under **Medals-Miscellaneous Medals and Information-Pearl Harbor Commemorative Medal (Army Only)** to respond. **Include copy of separation document and/or other documentation of eligibility with the referral letter.**

Forward request to: [\[00160\]](#)

DEPARTMENT OF THE ARMY  
ARMY HUMAN RESOURCES COMMAND  
ATTN: AHRC-PDP-A

1600 SPEARHEAD DIVISION AVENUE DEPT 480  
 FORT KNOX, KY 40122-5408

If the requestor specifically asks for the Pearl Harbor Commemorative Medal and the record does not verify eligibility and there is sufficient information available, conduct a search of alternate sources or organizational records to verify service in Pearl Harbor on December 7, 1941. Treat the request as any other Army medals determination by forwarding the request, pertinent documents, and the results of any search actions to the address above in Alexandria, Virginia, for a determination of eligibility.

If searches of alternate sources are negative, if they do not indicate that the veteran served at Pearl Harbor on December 7, 1941, or if there is insufficient information to conduct a search, ask the requestor to provide documentation of eligibility or more information in order to conduct a search.

**Air Force, Army Air Force, and Army Air Corps**

If the record of a former Air Force, Army Air Force, or Army Air Corps member indicates that he served at Pearl Harbor on December 7, 1941, issue the Pearl Harbor Commemorative Medal using the NA Form 13059. Write in the award on a blank line on the NA Form 13059.

If the requestor specifically asks for the Pearl Harbor Commemorative Medal and the record does not verify eligibility and there is sufficient information available, conduct a search of alternate sources or organizational records to verify service in Pearl Harbor on the specified date. Send the results of searching actions and **loan and transfer the record with the request** to:

Routine Requests: [\[00141\]](#)

HQ, Air Force Personnel Center  
 Attn: AFPC/DPSIDR  
 550 "C" Street West, Suite 12  
 Randolph AFB, TX 78150-4714

Congressional Requests: [\[00142\]](#)

HQ AFPC/IG  
 550 C Street West, Suite 1  
 Randolph AFB, TX 78150-4703

If searches of alternate sources are negative, if they do not indicate that the veteran served at Pearl Harbor on December 7, 1941, or if there is insufficient information to conduct a search, ask the requestor to provide documentation of eligibility or more information in order to conduct a search.

---

**REPUBLIC OF KOREA KOREAN WAR SERVICE MEDAL**

---

**Description.** On August 20, 1999, the Secretary of Defense approved the acceptance and wearing of the Republic of Korea Korean War Service Medal (ROKKWSM) in recognition of the sacrifices of United States veterans of the Korean War.

This is a foreign award from the Korean government. Note that this award is different from the Korean Service Medal (KSM), which is a United States award first issued to U.S. military personnel in 1950. A [comparison](#) of the criteria for the two awards is shown below.

**Effective January 30, 2006, the Air Force will no longer provide this medal for veterans of all branches of service. Each service department will respond to requests from its own veterans.**

**Procedures.** The National Personnel Records Center may be asked by requestors to provide documents that verify entitlement; to explain eligibility criteria; or to correct their records to add this medal.

IF REQUEST IS:	REPLY
1. For specific documents to verify eligibility	Send documents that verify service in Korea between June 25, 1950, and July 27, 1953, including but not limited to: <ul style="list-style-type: none"> <li>• DD Form 214 or DD Form 215 covering that time period</li> <li>• Assignment orders</li> <li>• TDY orders and travel vouchers</li> <li>• Citations for decorations (such as Purple Heart or Bronze Star Medal) that mention service in Korea</li> <li>• Casualty reports</li> </ul>
2. For issuance of the medal	<p><i>Navy/Marine Corps/Coast Guard Veterans:</i> See <a href="#">NAVY, MARINE CORPS and COAST GUARD</a> table for instructions.</p> <p><i>Army or Air Force Veterans:</i></p> <ul style="list-style-type: none"> <li>• Do <b>not</b> forward to the service departments.</li> <li>• Provide the KWSM application form.</li> <li>• Tell the requestor to complete the application and send it directly to the service department                             <ul style="list-style-type: none"> <li>➢ Army <a href="#">[00160]</a>: DEPARTMENT OF THE ARMY, ARMY HUMAN RESOURCES COMMAND, ATTN: AHRC-PDP-A, 1600 SPEARHEAD DIVISION AVENUE DEPT 480, FORT KNOX, KY 40122-5408</li> <li>➢ Air Force <a href="#">[00141]</a>: HQ, Air Force Personnel Center, Attn: AFPC/DPSIDR, 550 "C" Street West, Suite 12, Randolph AFB, TX 78150-4714</li> </ul> </li> <li>• If requestor states or implies that he needs documents to verify eligibility, include copies in your reply as shown in #1 above.</li> </ul>



<p>3. For DD Form 215 adding medal</p>	<p>Issue <a href="#">DD Form 215</a> if the veteran's record (or documentation provided by the requester) meets the <a href="#">criteria</a> for this award. The DD215 may be issued whether or not the medal has been issued by the service department IF the veteran clearly meets the eligibility criteria. In questionable cases, follow procedures in #2 above.</p>
<p>4. For criteria for KWSM or how to apply</p>	<ul style="list-style-type: none"> <li>•</li> </ul> <p>Send requestors the information/application packet found in <a href="#">Get Paragraph-Medals-Korean War Service Medal-KWSM Info Sheet</a>.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>If further information is needed, refer to service department websites and offices responsible for KWSM determinations, as follows:</p> <ul style="list-style-type: none"> <li>➢ Army <a href="#">[00160]</a>: DEPARTMENT OF THE ARMY, ARMY HUMAN RESOURCES COMMAND, ATTN: AHRC-PDP-A, 1600 SPEARHEAD DIVISION AVENUE DEPT 480, FORT KNOX, KY 40122-5408</li> <li>➢ Air Force <a href="#">[00141]</a>: HQ, Air Force Personnel Center, Attn: AFPC/DPSIDR, 550 "C" Street West, Suite 12 , Randolph AFB, TX 78150-4714</li> <li>➢ Navy/Marine Corps/Coast Guard <a href="#">[00168]</a>: Navy Personnel Command, PERS 312B RM 354, 1 Archives Drive, St Louis, MO 63138</li> </ul>

**KSM and ROKKWSM compared:**

	<p><b>Korean Service Medal (U.S. Award)</b></p>	<p><b>Korean War Service Medal (Foreign Award)</b></p>	<p><b>Korea Defense Service Medal (U.S. Award)</b></p>
<p>Dates of Service</p>	<p>27 Jun 50 - 27 Jul 54</p>	<p>25 Jun 50 - 27 Jul 53</p>	<p>28 July 1954 to a date to be determined (currently, to the present date)</p>
<p>Area of Eligibility</p>	<p>Service members who participated in operations in the Korean Theater of Operations (North and South Korea, Korean waters, and the air over North and South Korea and Korean waters).</p>	<p>Within the territorial waters, landmass, or airspace over the Korean peninsula.</p>	<p>The Republic of Korea, surrounding waters, and all airspace above the land and water areas of Korea.</p>
<p>Eligibility Criteria</p>	<ul style="list-style-type: none"> <li>• While a member of a designated combat or service unit in the Korean Theater;</li> <li>• While assigned to a combat or service unit, other than one within the Korean Theater, which was designated by the Commander, Far East Air Force (FEAF), as having directly supported the military operations in the Korean Theater;</li> <li>• While a member of a designated headquarters of the FEAF that exerted a distinct and contributory effort to the military operations in the Korean Theater;</li> <li>• While TDY with a designated unit or headquarters for 30 consecutive or 60 nonconsecutive days; or</li> <li>• While in actual combat against the enemy.</li> </ul>	<ul style="list-style-type: none"> <li>• While on permanent assignment in the area of eligibility (AOE), or</li> <li>• While TDY in the AOE for 30 consecutive or 60 nonconsecutive days, or</li> <li>• While as a crewmember of aircraft in aerial flight over Korea, participating in actual combat operations or in support of combat operations.</li> </ul>	<ul style="list-style-type: none"> <li>• On active duty in the area of eligibility (AOE) for 30 consecutive or 60 non-consecutive days OR</li> <li>• Be engaged in combat during an armed engagement, regardless of time in the area, OR</li> <li>• Be killed, wounded, or injured in the line of duty and required medical evacuation from the AOE</li> <li>• Participated as a regularly assigned crewmember flying sorties into, out of, within, or over the AOE. Each day a sortie is flown counts as 1 day toward the 30 or 60 day minimum requirement.</li> <li>• Served in operations or exercises in the AOE and met the time criteria.</li> </ul>
<p>Subsequent Awards/ Appurtenances</p>	<ul style="list-style-type: none"> <li>• Bronze Service Star for each campaign</li> <li>• Arrowhead Device for participation in a combat parachute jump, combat glider landing, or amphibious assault landing (U.S. Army).</li> </ul>	<p>None; only one award authorized. No appurtenances authorized</p>	<p>None; only one award authorized. No appurtenances authorized.</p>
<p>Documentation Needed for Verification</p>	<ul style="list-style-type: none"> <li>• DD Form 214</li> <li>• DD Form 215</li> <li>• DA Form 20 or 2-1</li> <li>• NGB Form 22</li> <li>• Records showing unit of assignment (Assignment orders, TDY orders/Travel Voucher, Special Order, Citation for Decoration)</li> <li>• Efficiency/Performance Reports</li> </ul>	<ul style="list-style-type: none"> <li>• AF Form 7 or 11</li> <li>• DD Form 214</li> <li>• DD Form 215</li> <li>• DA Form 20 or 2-1</li> <li>• NGB Form 22</li> <li>• Records showing unit of assignment (Assignment orders, TDY orders/Travel Voucher, Special Order, Citation for Decoration)</li> <li>• Efficiency/Performance Reports</li> </ul>	<ul style="list-style-type: none"> <li>• AF Form 7 or 11</li> <li>• DD Form 214</li> <li>• DD Form 215</li> <li>• DA Form 20 or 2-1</li> <li>• NGB Form 22</li> <li>• Records showing unit of assignment (Assignment orders, TDY orders/ Travel Voucher, Special Orders, Citation for Decoration)</li> <li>• Efficiency/ Performance Reports</li> </ul>

For all branches of the military:

**Korea Defense Service Medal (KDSM) not to be confused with the Korean Service Medal (KSM).**

**KDSM** is for service in Korea from the "end" (28 July 1954) of the Korean "War" to the present (and retroactively awarded). The **KSM** is for service in Korea during the Korean "War."

**UPDATED 4/15/2014**

Both the Army and the Air Force have received stock of the KDSM. The temporary procedures implemented in April are no longer in effect. It is not necessary to issue the KDSM alone on a separate web form, or on a separate NA Form 13059. The KDSM may now be grouped with other Army medals on a single web form; and grouped with other Air Force medals on the NA Form 13059.

[Abbreviated Criteria for the KDSM](#)[Full Text of the Army Instructions](#)[Full Text of the Air Force Instructions](#)[Verifying Entitlement to the KDSM](#)[Procedure for Issuing the KDSM-Army](#)[Procedure for Issuing the KDSM-Air Force](#)[Procedure for Issuing the KDSM-Navy/Marine Corps](#)[Preparation of DD Form 215](#)**Abbreviated Criteria for the KDSM**

1. Members of the Armed Forces who served on active duty in the Republic of Korea, surrounding waters, and all airspace above the land and water areas of Korea.
2. Service must have been between July 28, 1954, and a date to be determined by the Secretary of Defense. At this time, all dates from July 28, 1954, to the present are eligible.
3. Service members must have been assigned, attached, or mobilized to units in the area of eligibility for a minimum of 30 consecutive days or 60 nonconsecutive days, **OR**:
  - a. Be engaged in combat during an armed engagement, regardless of the time in the area
  - b. Be killed, wounded, or injured in the line of duty and required medical evacuation from the area of eligibility
  - c. Participated as a regularly assigned air crewmember flying sorties into, out of, within, or over the area of eligibility. Each day that a sortie is flown counts as 1 day toward the 30 or 60 day requirement.
  - d. Personnel who served in operations and exercises conducted in the area of eligibility are eligible for the KDSM as long as the time criteria is met.
4. Only one award of the KDSM is authorized for any individual regardless of the length of time served in the area of eligibility. No appurtenances are authorized.
5. Service members who qualify for the Armed Forces Expeditionary Medal (AFEM) for service in Korea between 1 October 1966 and 30 June 1974 are eligible for both the AFEM and the KDSM if all criteria are met.

**VERIFYING ENTITLEMENT TO THE KDSM**

The following record documents may contain information indicating entitlement to the KDSM:

- TDY orders
- Travel vouchers
- Performance reports
- Award citations
- AF Form 7
- Army Form 2-1, 20, or 66
- Separation documents
- Flight orders
- Any official document showing dates and duration of service in Korea

**ARMY*****If KDSM is verified by record documents:*****Routine Requests/Congressional Requests/Priority Requests**

Issue the KDSM on the Army medals web form in the same manner as any other Army award.

***If KDSM cannot be verified from record documents:***

Respond to the customer asking him to provide official documentation that verifies the location and duration of service in Korea. Use the pattern paragraph **Medals-Korea Defense Service Medal-More Info Needed** to respond. Place the case in suspense with the reason of 'requester'.

Upon receipt of more information, if documents submitted are sufficient to authorize the medal, issue KDSM; if documents submitted are insufficient or unclear, submit to Army Human Resources Command in Alexandria, VA, for a determination using [established procedures](#). ([See Medals-Army Determination](#))

**AIR FORCE*****If KDSM is verified by record documents:*****Routine Requests/Congressional Requests/Priority Requests**

Use NA Form 13059 to issue the KDSM in the same manner as any other Air Force award.

***If KDSM cannot be verified from record documents:***

Respond to the customer asking him to provide official documentation that verifies the location and duration of service in Korea. Use the pattern paragraph **Medals-Korea Defense Service Medal-More Info Needed** to respond. Place the case in suspense with reason of "Requester".

Upon receipt of additional information, if documents submitted are sufficient to authorize the medal, issue KDSM; if documents submitted are insufficient or unclear, respond to requestor using the pattern paragraph **Medals-Korea Defense Service Medal-Air Force Not Verified**

**NAVY/MARINE CORPS/Coast Guard**

See [NAVY, MARINE CORPS and COAST GUARD](#) table for instructions.

**PREPARATION OF DD FORM 215, CORRECTION TO DD FORM 214**

If requested by the customer, NPRC will prepare DD Form 215 to add the Korea Defense Service Medal to the DD Form 214, following the established procedures for [preparation of the 215](#).

**GLOBAL WAR ON TERRORISM MEDALS**

Two new awards have been established by Executive Order 13289: **the Global War on Terrorism Expeditionary Medal (GWOTEM)** and the **Global War on Terrorism Service Medal (GWOTSM)**.

[Air Force Global War on Terrorism Expeditionary Medal](#)

[Air Force Global War on Terrorism Service Medal](#)

[Navy/Marine Corps Global War on Terrorism Medals](#)

[Army Global War on Terrorism Expeditionary Medal](#)

[Army Global War on Terrorism Service Medal](#)

[Full text of the Air Force Instructions](#)

[Full text of the Army Instructions](#)

[Verifying Entitlement to the GWOTEM and GWOTSM](#)

**AIR FORCE**

Both medals have been added to the NA Form 13059. These medals may be issued effective immediately.

An individual may receive both the GWOTEM and the GWOTSM if he meets the requirements of both awards; however, the same period of service establishing eligibility for one award cannot be used to justify eligibility for the other.

No appurtenances are authorized for either medal at this time.

Criteria for each medal follows.

 **GLOBAL WAR ON TERRORISM EXPEDITIONARY MEDAL**

**Under no condition will any individual serving in the United States receive the GWOTEM.** Only those serving within one of the areas of eligibility are eligible for the GWOTEM.

1. Authorized to individuals who **deployed abroad** for service in global war on terrorism operations **on or after September 11, 2001, to a date to be determined.**
2. Initial award is limited to individuals **deployed abroad in Operation Enduring Freedom and Operation Iraqi Freedom in the following specific geographic areas of eligibility:**

Afghanistan <a href="#">See Restriction Below</a>	Algeria	Arabian Sea <a href="#">See Restriction Below</a>	Azerbaijan	Bab el Mandeb	Bahrain	Bosnia-Herzegovina
Bulgaria (Bourgas)	Chad	Columbia	Crete	Cyprus	Diego Garcia	Djibouti
Egypt	Eritrea	Ethiopia	Georgia (former Soviet state)	Guantanamo Bay, Cuba	Gulf of Aden	Gulf of Aqaba
Gulf of Oman	Gulf of Suez	Hungary	Iran	Iraq <a href="#">See Restriction Below</a>	Israel	Jordan
Kazakhstan	Kenya	Kosovo <a href="#">See Restriction Below</a>	Kuwait	Kyrgyzstan	Lebanon	Mali
Mauritania	Mediterranean Sea <a href="#">See Restriction Below</a>	Niger	Nigeria	Oman	Pakistan	Persian Gulf
Philippines	Qatar	Red Sea	Romania (Constanta)	Saudi Arabia	Senegal	Sierra Leone
Somalia	Strait of Hormuz	Suez Canal	Syria <a href="#">See Restriction</a>	Tajikistan	Tanzania	Tunisia

			<a href="#">Below</a>			
Turkey	Turkmenistan	Uganda	United Arab Emirates	Uzbekistan	Yemen	

**Afghanistan** - Eligibility for this location ends 4/29/2005; service after that date may be eligible for the Afghanistan Campaign Medal. See [Afghanistan Campaign Medal](#).

**Arabian Sea** - North of 10 degrees north latitude and west of 68 degrees longitude.

**Iraq** - GWOTEM eligibility for this location ends 4/29/2005, and is reauthorized from 1/1/2012 – 6/14/2014. From 4/30/2005 – 12/31/2011, service in Iraq may be eligible for the Iraq Campaign Medal. See [Iraq Campaign Meda](#).

From 6/15/2014 to the present, and is reauthorized from 1/1/2012 – 6/14/2014. From 4/30/2005 – 12/31/2011, service in Iraq may be eligible for the Inherent Resolve Campaign Medal. See [Inherent Resolve Campaign Medal](#).

**Kosovo** - Only specific GWOT operations not associated with operations qualifying for the Kosovo Campaign Medal.

**Mediterranean Sea** - East of 28 degrees east longitude and 'boarding and searching' vessel operations.

**Syria** - Effective 3/30/2016, the GWOTEM is not authorized for service in Syria. From 6/15/2014 to the present, service in Syria may be eligible for the Inherent Resolve Campaign Medal. See [Inherent Resolve Campaign Medal](#).

[Back to Table](#)

3. To be eligible for the GWOTEM an individual must be assigned, attached, or mobilized to a unit participating in designated operations for 30 consecutive days or 60 nonconsecutive days in one of the areas of eligibility listed in #2 OR meet one of the following criteria:
  - a. Be engaged in actual combat against the enemy under circumstances involving grave danger of death or serious bodily harm, regardless of time in the area of eligibility.
  - b. While participating in the designated operation, regardless of length of time, is killed or wounded/injured, requiring medical evacuation from the area of eligibility.
  - c. For individuals participating as regularly assigned crew members flying sorties into, out of, within, or over the area of eligibility in direct support of Operations Enduring Freedom or Iraqi Freedom, each day that at least one sortie is flown counts as one day towards the 30 consecutive or 60 nonconsecutive day requirement.

#### GLOBAL WAR ON TERRORISM SERVICE MEDAL

1. Authorized for those who either directly or indirectly supported the designated operations. Must have participated in or served in support of the specified operations on or after September 11, 2001, to a date to be determined.
2. Initial approved operations are:
  - a. Airport Security Operations (OSA) 27 September 2001 through 31 May 2002
  - b. Operation Noble Eagle (ONE)
  - c. Operation Enduring Freedom (OEF)
  - d. Operation Iraqi Freedom (OIF)
3. Service members must be assigned, attached, or mobilized to a unit participating in or serving in support of designated operations for 30 consecutive or 60 nonconsecutive days. OR meet one of the following criteria:
  - a. Be engaged in actual combat against the enemy
  - b. Be killed, wounded, or injured requiring medical evacuation while participating in the specified operation
4. Personnel supporting the war on terrorism in a non-deployed status, whether stationed at home or overseas, are eligible for the GWOTSM.
5. Only one award of the GWOTSM is authorized for any individual, regardless of how many different tours, TDYs, or deployments served in support of the approved operations in [#2 above](#).
6. There is no service star or other device authorized at this time on the GWOTSM. In extremely rare circumstances, battle stars may be approved for those engaged in actual combat against the enemy. Only a combatant commander can initiate a request for a battle star and it must be approved by the Chairman of the Joint Chiefs of Staff. Submit requests for battle stars directly to HQ USAF/DPPFC.

#### NAVY/MARINE CORPS/COAST GUARD

See [NAVY, MARINE CORPS and COAST GUARD](#) table for instructions.

#### ARMY

Both medals have been added to the Army medals web form. These medals may be issued effective immediately.

An individual may receive both the GWOTEM and the GWOTSM if he meets the requirements of both awards; however, **the same period of service establishing eligibility for one award cannot be used to justify eligibility for the other.**

No appurtenances are authorized for either medal at this time.

Criteria for each medal follows.

#### GLOBAL WAR ON TERRORISM EXPEDITIONARY MEDAL

Under no condition will any individual serving in the United States receive the GWOTEM. Only those serving within one of the areas of eligibility are eligible for the GWOTEM.

1. Authorized to individuals who **deployed abroad** for service in global war on terrorism operations **on or after September 11, 2001, to a date to be determined**.
2. Initial award is limited to individuals **deployed abroad in Operation Enduring Freedom and Operation Iraqi Freedom in the following specific geographic areas of eligibility:**

Afghanistan <a href="#">See Restriction Below</a>	Algeria	Arabian Sea <a href="#">See Restriction Below</a>	Azerbaijan	Bab el Mandeb	Bahrain	Bosnia-Herzegovina
Bulgaria (Bourgas)	Chad	Columbia	Crete	Cyprus	Diego Garcia	Djibouti
Egypt	Eritrea	Ethiopia	Georgia (former Soviet state)	Guantanamo Bay, Cuba	Gulf of Aden	Gulf of Aqaba
Gulf of Oman	Gulf of Suez	Hungary	Iran	Iraq <a href="#">See Restriction Below</a>	Israel	Jordan
Kazakhstan	Kenya	Kosovo <a href="#">See Restriction Below</a>	Kuwait	Kyrgyzstan	Lebanon	Mali
Mauritania	Mediterranean Sea <a href="#">See Restriction Below</a>	Niger	Nigeria	Oman	Pakistan	Persian Gulf
Philippines	Qatar	Red Sea	Romania (Constanta)	Saudi Arabia	Senegal	Sierra Leone
Somalia	Strait of Hormuz	Suez Canal	Syria <a href="#">See Restriction Below</a>	Tajikistan	Tanzania	Tunisia
Turkey	Turkmenistan	Uganda	United Arab Emirates	Uzbekistan	Yemen	

**Afghanistan** - Eligibility for this location ends 4/29/2005; after that date, service in Afghanistan may be eligible for the Afghanistan Campaign Medal. See [Afghanistan Campaign Medal](#).

**Arabian Sea** - North of 10 degrees north latitude and west of 68 degrees longitude.

**Iraq** -GWOTEM eligibility for this location ends 4/29/2005, and is reauthorized from 1/1/2012 – 6/14/2014. From 4/30/2005 – 12/31/2011, service in Iraq may be eligible for the Iraq Campaign Medal. See [Iraq Campaign Medal](#).)

**Kosovo** - Only specific GWOT operations not associated with operations qualifying for the Kosovo Campaign Medal.

**Mediterranean Sea** - East of 28 degrees east longitude, and boarding and searching vessel operations.

**Syria** - Effective 3/30/2016, the GWOTEM is not authorized for service in Syria. From 6/15/2014 to the present, service in Syria may be eligible for the Inherent Resolve Campaign Medal. See [Inherent Resolve Campaign Medal](#).

[Back to Table](#)

3. To be eligible for the GWOTEM an individual must be assigned, attached, or mobilized to a unit participating in designated operations for **30 consecutive days or 60 nonconsecutive days in one of the areas of eligibility** listed in #2 **OR** meet one of the following criteria:
  - a. Be engaged in actual combat against the enemy under circumstances involving grave danger of death or serious bodily harm, regardless of time in the area of eligibility.
  - b. While participating in the designated operation, regardless of length of time, is killed or wounded/injured, requiring medical evacuation from the area of eligibility.
  - c. For individuals participating as regularly assigned crew members flying sorties into, out of, within, or over the area of eligibility in direct support of Operations Enduring Freedom or Iraqi Freedom, each day that at least one sortie is flown counts as one day towards the 30 consecutive or 60 nonconsecutive day requirement.

#### GLOBAL WAR ON TERRORISM SERVICE MEDAL

1. Authorized to individuals who have participated in or served in support of global war on terrorism operations outside the designated areas of eligibility in #2 above, **on or after September 11, 2001, to a date to be determined**.
2. Initial award of the GWOTSM is limited to airport security operations from September 27, 2001, through May 31, 2002; and individuals who supported Operations Noble Eagle, Enduring Freedom, and Iraqi Freedom.
3. All those on active duty, including mobilized Reserve Components and National Guardsmen\* activated on or after September 11, 2001, to a date to be determined, who served **30 consecutive days or 60 nonconsecutive days** are authorized the GWOTSM.
4. Both the GWOTEM and the GWOTSM may be awarded posthumously to any individual who lost his/her life while participating in global war on terrorism operations, without regard to length of service, if otherwise eligible.
5. Only one award of the GWOTEM and GWOTSM may be authorized for any individual.

\*The following terms may indicate eligibility of a reserve component member if all other criteria are met:

- TTAD temporary tour of duty
- ADSW active duty special work
- AGR Active Guard/Reserve
- FTNG full-time National Guard
- MRP medical retention program
- EAD extended active duty
- PSRC Presidential selected reserve call up
- RR retired recall
- Funeral Honor Duty
- Captive/POW status

The following types of mobilization of reserve component members are **NOT** eligible for the GWOTSM:

- BCT initial basic training
- AIT advanced individual training
- IADT inactive duty training
- ADT active duty for training
- Muster duty
- SAD state active duty
- AT Annual training

#### VERIFYING ENTITLEMENT TO THE GWOTEM/GWOTSM

The following record documents may contain information indicating entitlement to the Global War on Terrorism Medals:

- TDY orders
- Travel vouchers
- Performance reports
- Award citations
- Letters of appreciation
- AF Form 7
- Army Form 2-1, 20, or 66
- Separation documents
- Flight orders
- Any official document showing dates and location of active duty

Source:

<https://www.hrc.army.mil/tagd/global%20war%20on%20terrorism%20expeditionary%20medal%20gwotem%20and%20global%20war%20on%20terrorism%20medal%20gwotem>

#### FULL TEXT OF THE AIR FORCE INSTRUCTIONS

Available online at <http://www.afpc.af.mil/library/factsheets/factsheet.asp?id=7813>

#### FULL TEXT OF THE ARMY INSTRUCTIONS

Available online at

<https://www.hrc.army.mil/tagd/global%20war%20on%20terrorism%20expeditionary%20medal%20gwotem%20and%20global%20war%20on%20terrorism%20medal%20gwotem>

---

### SENDING MEDALS TO CORRECTIONAL INSTITUTIONS OR PRISONS

Do not process a request for military awards and decorations if the requester indicates the awards and decorations should be sent to a correctional institution or prison. Instead, use a pattern paragraph to inform the requester that we will process the request if he provides the name and address of a friend or relative who can accept the medals for him. The pattern paragraph is located under:

***Medals →DIR-Entitlement and Eligibility for Issuance →Sending Medals to Correctional Institutions or Prisons***

Be sure to include a **dotted** return envelope with your response. Place the request in **Suspense**.

---

### ARMED FORCES RESERVE MEDAL

Prior to 1996, the Armed Forces Reserve Medal (AFRM) was awarded to recognize 10 years of reserve service. For each subsequent period of 10 years of reserve service, an hourglass device in either bronze, Silver, or gold was added as an appurtenance to the medal.

In 1996, regulations were revised to authorize the Armed Forces Reserve Medal with bronze hourglass device as the initial award for 10 years of reserve service, and to create the M Device (mobilization).

#### Retroactive changes:

- those who previously received the AFRM alone to denote 10 years reserve service should now also be issued the appropriate hourglass device
- the [AFRM with M Device](#) is awarded to denote active service in support of a designated contingency operation

#### Armed Forces Reserve Medal with Hourglass Device

After first qualifying 10 year period of reserve service, the medal with bronze hourglass is awarded.

After second qualifying 10 year period of reserve service, a Silver hourglass is awarded.

After third qualifying 10 year period, a gold hourglass is awarded.

After fourth qualifying 10 year period, both gold and bronze hourglasses are awarded.

The AFRM is awarded for honorable and satisfactory service as a member of one or more of the Reserve Components of the Armed Forces of the United States, for a period of 10 years under the following conditions:

- 10 years of service must have been performed within a period of 12 consecutive years
- Each year of active or inactive honorable service prior to July 1, 1949, in any reserve component is creditable
- After July 1, 1949, service members must accumulate a minimum of 50 retirement points during each retirement year in order for that year to count towards the 10-year minimum
- Service in a regular component of the Armed Forces is excluded, unless there is concurrent service in a reserve component (example: regular component enlisted soldier holding a Reserve commission)

The following are excluded in computing the 10 year minimum, but are not considered a break in the period of 12 consecutive years:

- Service in a regular component of the Armed Forces
- Holding office as an elected state official
- Holding office as a member of any state or federal legislature
- Service as a judge on any state or federal court

#### Armed Forces Reserve Medal with M Device

The AFRM with bronze M Device is awarded to designate mobilization in support of U.S. military operations on or after August 1, 1990. Any reserve component member who is involuntarily called to active duty in support of a call-up or designated contingency operation, or who volunteers for active duty, is authorized the M Device. Participants in the following operations are authorized the AFRM with M Device:

- Operation Iraqi Freedom - beginning in 2003 in Iraq
- Operation Enduring Freedom - beginning October 7, 2001, in Afghanistan
- Operation Noble Eagle - beginning September 15, 2001, for homeland defense in response to the 9/11 terrorist attacks
- Operation Allied Force - Kosovo 1999
- Operation Desert Shield/Desert Storm - Persian Gulf 1990-1995
- Operation Restore Hope - Somalia 1992-1993
- Operation Uphold Democracy - Haiti 1994-1995
- Operation Joint Endeavor - Bosnia 1995-1996
- Operation Joint Guard - Bosnia 1996-1998
- Operation Joint Forge - Bosnia 1998
- Operation Desert Fox - Persian Gulf 1998

### The Afghanistan Campaign Medal (ACM)

#### Requirements:

- Must have served in direct support of Operation Enduring Freedom (OEF).
- Must have served in the area of eligibility (AOE) which is all land area of the country of Afghanistan and all air spaces above the land.
- Period of eligibility is on or after 11 September 2001 to a future date to be determined by the Secretary of Defense or the cessation of OEF.
- Service members must have been assigned, attached, or mobilized to units operating in the area of eligibility for 30 consecutive days or for 60 non-consecutive days OR meet one of the following criteria:
  1. Be engaged in combat during an armed engagement, regardless of the time in the AOE.
  2. While participating in an operation or on official duties, is wounded or injured and requires medical evacuation from the AOE.
  3. While participating as a regularly assigned air crewmember flying sorties into, out of, within or over the area of eligibility in direct support of the military operations; each day of operations counts as one day of eligibility.

One bronze service star is authorized for each of the following campaigns:

Campaign Name	Dates of Campaign
LIBERATION OF AFGHANISTAN	11 SEPTEMBER 2001 – 30 NOVEMBER 2001
CONSOLIDATION I	1 DECEMBER 2001 – 30 SEPTEMBER 2006
CONSOLIDATION II	1 OCTOBER 2006 – 30 NOVEMBER 2009
CONSOLIDATION III	1 DECEMBER 2009 – 30 JUNE 2011
TRANSITION I	1 JULY 2011 - TO A DATE TO BE DETERMINED

### The Iraq Campaign Medal (ICM)

#### Requirements:

- Must have served in direct support of Operation Iraqi Freedom (OIF) or Operation New Dawn (OND) (on/after 1 September 2010 for OND).
- Must have served in the area of eligibility (AOE) which is all land area of the country of Iraq, and the contiguous water area out to 12 nautical miles, and all air spaces above the land area of Iraq and above the contiguous water area out to 12 nautical miles.
- Period of eligibility is on or after 19 March 2003 to 31 December 2011.
- Service members must have been assigned, attached, or mobilized to units operating in the area of eligibility for 30 consecutive days or for 60 non-consecutive days OR meet one of the following criteria:
  1. Be engaged in combat during an armed engagement, regardless of the time in the AOE.
  2. While participating in an operation or on official duties, is wounded or injured and requires medical evacuation from the AOE.

3. While participating as a regularly assigned air crewmember flying sorties into, out of, within or over the area of eligibility in direct support of the military operations; each day of operations counts as one day of eligibility.

One bronze service star is authorized for each of the following campaigns:

<b>Campaign Name</b>	<b>Dates of Campaign</b>
LIBERATION OF IRAQ	19 MARCH 2003 – 1 MAY 2003
TRANSITION OF IRAQ	2 MAY 2003 – 28 JUNE 2004
IRAQI GOVERNANCE	29 JUNE 2004 – 15 DECEMBER 2005
NATIONAL RESOLUTION	16 DECEMBER 2005 – 9 JANUARY 2007
IRAQI SURGE	10 JANUARY 2007 – 31 DECEMBER 2008
IRAQI SOVEREIGNTY	1 JANUARY 2009 – 31 AUGUST 2010
NEW DAWN	1 SEPTEMBER 2010 – 31 DECEMBER 2011

---

Source: [NPRC 1865.110](#), [NPRC 1865.124](#)

---



---

## "C" and "R" Devices for Army, Navy, Marine Corps, & Air Force Medals

---

**PROCEDURE:** All requests from veterans or next of kin of deceased veterans for issuance of a C or R device must be referred to the appropriate service department, using the normal medals determination referral process for each branch of service.

For Army and Air Force, use the appropriate pattern letter at **Get Letter—Medals** to respond.

For Navy and Marine Corps, follow the instructions at <http://10.148.251.13/CRG/NavyMedals.html> to refer the request.

The new devices do not apply to Coast Guard medals at this time.

**BACKGROUND:** New medal appurtenances, the C device and the R device, were created retroactive to January 2016 to be added to certain medals for all branches of service except Coast Guard.

The **C device** provides recognition for meritorious service or meritorious achievement performed under combat conditions. It is only authorized if the service member was personally exposed to hostile action or in an area where other soldiers were actively engaged.

The C device is authorized as an appurtenance to the following awards if earned under combat conditions **on or after January 7, 2016**. The device is not authorized for any service earlier than that date.

- Distinguished Service Medal
- Legion of Merit
- Distinguished Flying Cross
- Air Medal
- Commendation Medal
- Achievement Medal

The **R device** denotes achievements involving hands-on employment of a weapons system or other warfighting activities with a direct impact on a combat operation, but from a location where the soldier was not personally exposed to hostile action.

The R device is authorized as an appurtenance to the following awards if earned **on or after January 7, 2016**. The device is not authorized for any service earlier than that date.

- Legion of Merit
- Meritorious Service Medal
- Commendation Medal
- Achievement Medal

If multiple C or R devices are awarded for the same medal, only one of each device may be issued.

Only one V, C, or R device may be authorized for the same action or event.

*Sources: DOD Manual 1348.33, Army MILPER Message #17-095, and CG COMDTINST M1650.25E*

Department of the Army  
Pamphlet 672-3

Decorations, Awards, and Honors

# Unit Citation and Campaign Participation Credit Register

Headquarters  
Department of the Army  
Washington, DC  
29 January 1988

**Unclassified**

# ***SUMMARY of CHANGE***

DA PAM 672-3

Unit Citation and Campaign Participation Credit Register

This change--

- o Adds awards of the Joint Meritorious Unit Award and Army Superior Unit Award approved by the Secretary of Defense and the Chief of Staff, Army between February 1986 and September 1987(throughout).
- o Corrects the references to tables.
- o Expands the years covered by the register to cover January 1960 to September 1987 (chap 4).

Decorations, Awards, and Honors

Unit Citation and Campaign Participation Credit Register

---

**By Order of the Secretary of the Army:**

**CARL E. VUONO**  
*General, United States Army*  
*Chief of Staff*

**Official:**

**R. L. DILWORTH**  
*Brigadier General, United States Army*  
*The Adjutant General*

---

**History.** The original form of this regulation was published on 28 October 1986. UPDATE printing of 18 February 1988 published Change 1. Change 1 was authenticated by Carl E. Vuono, General, United States Army, Chief of Staff, and R.L. Dilworth, Brigadier General, United States Army, The Adjutant General. This electronic edition publishes the original 1986 edition and incorporates Change 1.

**Summary.** This pamphlet is published to

assist commanders and personnel officers in determining or establishing the eligibility of individual members for campaign participation credit, assault landing credit, and unit citation badges awarded during the Vietnam Conflict, the Grenada Operation, and the period of service subsequent to the Vietnam Conflict up to the present time. Additional unit awards are included for meritorious achievement in the continental United States (CONUS) and in foreign countries.

**Applicability.** This pamphlet applies to Active Army, Army National Guard (ARNG), and U.S. Army Reserve (USAR) personnel.

**Proponent and exception authority.** Not applicable.

**Impact on New Manning System.** This pamphlet does not contain information that affects the new manning system.

**Interim changes.** Interim changes to this pamphlet are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this pamphlet is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPC-ALA), ALEX, VA 22332-0400.

**Distribution.** Distribution of this publication is made in accordance with DA Form 12-9A-R requirements for 672-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block 491 of the subscriber's distribution DA Form 12-9A-R. DA Pam 672-3 distribution is B for Active Army, ARNG and USAR. Existing account quantities will be adjusted and new account quantities will be established upon receipt of a signed DA Form 12-9U-R (Subscription for Army UPDATE Publications Requirements) from the publications account holder.

---

**Contents** (Listed by paragraph and page number)

Purpose • 1, *page 1*  
References • 2, *page 1*  
Explanation of abbreviations • 3, *page 1*  
Campaign dates • 4, *page 1*  
Arrangement of register • 5, *page 1*  
Miscellaneous information • 6, *page 1*  
Assault landing credits • 7, *page 1*  
Campaign participation credits • 8, *page 1*

**RESERVED**

## 1. Purpose

This pamphlet is published to assist commanders and personnel officers in determining or establishing the eligibility of individual members for campaign participation credit, assault landing credit, and unit citation badges awarded during the Vietnam Conflict, the Grenada Operation, and the period of service subsequent to the Vietnam Conflict up to September 1987. Additional unit awards are included for meritorious achievement in the continental United States (CONUS) and other foreign countries.

## 2. References

AR 672-5-1, Military Awards and AR 670-1, Wear and Appearance of Army Uniforms and Insignia, are related publications. (A related publication is merely a source of additional information. The user does not have to read it to understand this pamphlet.)

## 3. Explanation of abbreviations

The following abbreviations are used in this pamphlet:

- a. A—Assault Landing.
- b. AF—Air Force Unit Awards.
- c. AFOEA—Air Force Organizational Excellence Award.
- d. AFOUA—Air Force Outstanding Unit Award.
- e. ASUA—Army Superior Unit Award.
- f. DAGO—Department of the Army General Orders.
- g. F—Foreign Unit Awards
- h. JMUA—Joint Meritorious Unit Award.
- i. MUC—Meritorious Unit Commendation (Army, Air Force, Navy or Marine Corps).
- j. N—Navy Unit Awards.
- k. NUC—Navy Unit Commendation.
- l. PHILPUC—Philippine Republic Presidential Unit Citation.
- m. PUC—Presidential Unit Citation (Army, Air Force, Navy, or Marine Corps).
- n. ROKPUC—Republic of Korea Presidential Unit Citation.
- o. RVNGCwBS—Republic of Vietnam Gallantry Cross with Bronze Star.
- p. RVNGCwGS—Republic of Vietnam Gallantry Cross with Gold Star.
- q. RVNGCwSS—Republic of Vietnam Gallantry Cross with Silver Star.
- r. VUA—Valorous Unit Award.

## 4. Campaign dates

This pamphlet contains a register of unit citations and campaign participation credits for the Vietnam Conflict, the Grenada Operation, and the period of service subsequent to the Vietnam Conflict up to February 1986. Incorporated in this register are the following types of information concerning all affected units:

- a. Campaign participation credits.
- b. Assault landing credits.
- c. Presidential Unit Citations.
- d. Joint Meritorious Unit Awards.
- e. Valorous Unit Awards.
- f. Navy Unit Commendations.
- g. Meritorious Unit Commendations.
- h. Air Force Outstanding Unit Awards.
- i. Air Force Organizational Excellence Awards.
- j. Army Superior Unit Awards.
- k. Foreign unit citations.

## 5. Arrangement of register

This register contains 13 tables.

- a. Tables 1 through 10 list Army units numerically.
- b. Table 11 lists Army units in alphabetical order.
- c. Table 12 lists awards, both alphabetically and numerically, to units of other Services of the United States.
- d. Table 13 lists awards, both alphabetically and numerically, to foreign units.

## 6. Miscellaneous information

- a. Not more than one Republic of Vietnam (RVN) Gallantry

Cross Unit Citation will be worn by any individual. This precludes wear of the Vietnamese Fourragere which represents additional unit awards of the RVN Gallantry Cross. Although wear of multiple awards of this unit citation badge is not authorized, official military personnel and historical records will indicate all awards received. In those instances, however, where a single unit received duplicate Vietnamese unit awards during the same period only one will be recorded in official military personnel and historical records. As an illustration, Battery D, 5th Battalion, 2d Artillery, was awarded the RVN Gallantry Cross with Palm during the following periods: 1 September 1968 to 15 March 1969 and 1 September 1968 to 30 September 1970. Members of this unit, who were assigned during either of these two periods, are eligible for only one award.

b. RVN Gallantry Cross Unit Citation takes precedence over the RVN Civil Actions Unit Citation and is beneath all United States unit citations, the Philippine Republic Presidential Unit Citation, Republic of Korea Presidential Unit Citation, and Vietnam Presidential Unit Citation. Where an individual has been assigned to a unit which was cited by two or more military command levels of the Republic of Vietnam, the appurtenance worn will be that of the highest level. Only one appurtenance will be worn on each badge. The RVN Gallantry Cross was awarded by the Vietnamese Government for valorous combat achievement in four degrees, as follows:

- (1) With Palm—To a unit which is cited before the Armed Forces.
- (2) With Gold Star—To a unit which is cited before a Corps.
- (3) With Silver Star—To a unit which is cited before a Division.
- (4) With Bronze Star—To a unit which is cited before a Regiment/Brigade.

c. One bronze service star is authorized for each campaign for combat service within the territorial limits for Vietnam and adjacent waters. It is worn on the Vietnam Service Medal. One bronze service star is authorized for wear on the Armed Forces Expeditionary Medal for the Grenada Operation. See paragraph 8 for campaign information.

d. Department of the Army General Orders (DAGO) 8, 1974, announced award of the RVN Gallantry Cross Unit Citation with Palm for service in Vietnam to the following units:

- (1) Headquarters, United States Military Assistance Command and its subordinate units during the period 8 February 1962 to 28 March 1973.
- (2) Headquarters, United States Army Vietnam and its subordinate units during the period 20 July 1965 to 28 March 1973.

## 7. Assault landing credits

a. DAGO 48, 1971, as amended by DAGO 8, 1979 announced award of assault landing credits to participating units in an airborne assault in the vicinity of Katum, Republic of Vietnam, between the hours of 0900 and 0907, inclusive 22 February 1967. The arrowhead is authorized for wear on the Vietnam Service Medal for this assault landing in Vietnam.

b. DAGO 33, 1984, announced award of assault landing credits to participating units in the airborne assault in the vicinity of Point Salinas, Grenada, between the hours of 0635 and 1300, inclusive, 25 October 1983. The arrowhead is authorized for wear on the Armed Forces Expeditionary Medal for this assault landing in Grenada.

## 8. Campaign participation credits

An organization is given campaign participation credit if it actually engaged the enemy in combat, was stationed in the combat zone, or performed duties either in the air or on the ground in any part of the combat zone during the time limitations of the campaign. Service stars are worn on the service and campaign medals to denote participation in campaigns. The following are lists of campaigns for the Vietnam Conflict and the Grenada Operation.

- a. Vietnam campaigns.
  - (1) Vietnam Advisory Campaign, 15 March 1962—7 March 1965.
  - (2) Vietnam Defense Campaign, 8 March 1965—24 December 1965.

(3) Vietnam Counteroffensive, 25 December 1965—30 June 1966.

(4) Vietnam Counteroffensive, Phase II, 1 July 1966—31 May 1967 (Arrowhead authorized only for members of the 173d Airborne Brigade who actually participated in a landing in the vicinity of Katum, RVN, between the hours of 0900-0907, inclusive, on 27 February 1967).

(5) Vietnam Counteroffensive, Phase III, 1 June 1967—29 January 1968.

(6) TET Counteroffensive, 30 January 1968—1 April 1968.

(7) Vietnam Counteroffensive, Phase IV, 2 April 1968—30 June 1968.

(8) Vietnam Counteroffensive, Phase V, 1 July 1968—1 November 1968.

(9) Vietnam Counteroffensive, Phase VI, 2 November 1968—22 February 1969.

(10) TET 69 Counteroffensive, 23 February 1969—8 June 1969.

(11) Vietnam Summer-Fall 1969, 9 June 1969—31 October 1969.

(12) Vietnam Winter-Spring 1970, 1 November 1969—30 April 1970.

(13) DA Sanctuary Counteroffensive, 1 May 1970—30 June 1970.

(14) Vietnam Counteroffensive, Phase VII, 1 July 1970—30 June 1971.

(15) Consolidation I, 1 July 1971—30 November 1971.

(16) Consolidation II, 1 December 1971—29 March 1972.

(17) Vietnam CEASE-FIRE, 30 March 1972—28 January 1973.

b. Grenada operation, 23 October—21 November 1983. (- Arrowhead authorized only for members of the 1st and 2d Battalion, 75th Rangers who actually participated in a landing onto Fury DZ, Point Salinas Airfield in Grenada, between the hours of 0635-1300, inclusive, on 25 October 1983).

---

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment**

---

**1st Administration Company**

*Meritorious Unit Commendation*—1 Jan–30 Nov 67, DAGO 66, 68; 1 Dec 67–30 Nov 68, DAGO 36,70

*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69

**1st Air Defense Artillery 4th Battalion(CHAPPARRAL/VULCAN)**

*Army Superior Unit Award*—2 Oct 84–19 Jul 85, DAGO 9, 87

**1st Airborne Platoon (Provisional)**

*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jan 68, DAGO 31, 69  
*Remarks:* Unit attached, 9th Infantry Division

**1st Army Postal Unit**

*Meritorious Unit Commendation*—1 Jun 69–31 May 70, DAGO 48, 71; 1 Sep 71–30 Apr 72, DAGO 32, 73

**1st Aviation Battalion**

*Meritorious Unit Commendation*—Oct 65–Sep 66, DAGO 17 68; 1 Nov 68–12 May 69, DAGO 53, 70

*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 12, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Company A**

*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67

**Company B, Air Surveillance Target Acquisition Platoon**

*Meritorious Unit Commendation*—1 Jan–31 Dec 68, DAGO 7, 70

**Headquarters & Headquarters Company 1st Aviation Brigade**

*Meritorious Unit Commendation*—1 Jul 69–31 Mar 70, DAGO 48, 71; 1 May 71–30 Apr 72, DAGO 32, 73; 1 May–30 Nov 72, DAGO 32, 73

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 May 67–17 May 68 DAGO 43, 70, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Dec 71–31 Dec 72, DAGO 5, 79, amended DAGO 6, 74

**1st Aviation Platoon**

---

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

---

*RVN Gallantry Cross w/Palm*—17 Sep 65–Jun 72 DAGO 54, 74

**1st Cavalry Division Headquarters and Headquarters Company**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72

*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72

*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Detachment, Headquarters and Headquarters Company**

*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73

*Remarks:* Eligible personnel must provide evidence of participation.

**Headquarters & Headquarters Company, 1st Cav Division (Rear) (Prov)**

*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72

**Personnel Services Company (Rear) (Prov)**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72

*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72

**Headquarters & Headquarters Company, 1st Brigade**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67

*Valorous Unit Award*—1 May–29 Jan 70, DAGO 43, 72

*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69, May 69–Feb 70, DAGO 11,73 amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72

*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Headquarters & Headquarters Company 2d Brigade**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67

*Valorous Unit Award*—1 May–29 Jan 70, DAGO 43, 72

*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 60; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72

*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Air Crew, Aircraft Number 65–12861, Aviation Platoon**

*Valorous Unit Award*—11 Mar 67, DAGO 54, 68

**Headquarters & Headquarters Company, 3d Brigade**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67

*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70; 1 May–29 Jun 70, DAGO 43, 72

*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; 17 Sep 65–Jun 72, DAGO 54, 74; May 69–Feb 70, DAGO 11, 73 amended DAGO 42, 72; 21 Feb 70–28 Feb 71 DAGO 11, 73, amended DAGO 42, 72

*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Headquarters & Headquarters Battery, 1st Cavalry Division Artillery**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72

*Meritorious Unit Commendation*—13 Sep 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–11 Feb 69, DAGO 36, 70

*RVN Gallantry Cross w/Palm*—May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72

*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Headquarters Battery, 1st Cavalry Division Artillery**

*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72

**Headquarters, Headquarters Company and Band, 1st Cavalry Division Support Command**

*Presidential Unit Citation*—23 Oct–26 Nov 65 DAGO 40, 67

*Valorous Unit Award*—1 May–29 70, DAGO 43, 72

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

*Meritorious Unit Commendation*—1 Jun 67–31 May 68, DAGO 28, 69; 1 Jun 68–30 Nov 69, DAGO 2, 71; 1 Jan 70–21 Feb 71, DAGO 18, 79  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69 DAGO 59, 69; May 69–Feb 70 DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Aerial Equipment Support Company (Provisional)**  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72  
*Remarks:* Attached to 1st Cavalry Division

**First Team Academy (Provisional)**  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72

**1st Cavalry**

**Troop E**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69, and 31 Mar–30 Jan 70, DAGO 42, 72

**1st Platoon**  
*Valorous Unit Award*—12–13 May 69, DAGO 43, 70

**1st Squadron**  
*Presidential Unit Citation*—31 Jan–31 Mar 68, DAGO 60, 69  
*Valorous Unit Award*—24 Aug–25 Sep 68, DAGO 53, 70  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69, and 31 Mar–30 Jan 70, DAGO 42, 72; 8 Feb–30 Apr 71, DAGO 42, 72

**Headquarters and Headquarters Troop**  
*Valorous Unit Award*—15–31 Oct 67, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**Troop A**  
*Valorous Unit Award*—15–31 Oct 67, DAGO 39, 70

**Troop B**  
*Presidential Unit Citation*—2 Jan–12 Feb 68, DAGO 42, 70  
*Valorous Unit Award*—15–31 Oct 67, DAGO 39, 70

**Troop D**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar 30 Jun 70, DAGO 42, 72; 8 Feb–31 Mar 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—31 Jul 68–1 May 69, DAGO 48, 71

**2d Squadron**  
*RVN Gallantry Cross w/Palm*—29 Jul 69–17 Nov 70, DAGO 52, 71  
*Others:* (F) RVNGCwSS—1 Jun 69–30 Aug 70, DAGO 24, 72

**Less Troop D**  
*RVN Gallantry Cross w/Palm*—30 Aug 67–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—30 Aug 67–28 Jul 69, DAGO 53, 70

**Troop A**  
*Valorous Unit Award*—30 Jan–12 Feb 68, DAGO 43, 70

**Troop C**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71

**Troop D**  
*RVN Gallantry Cross w/Palm*—31 Jul 68–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—31 Jul 68–1 Jul 69, DAGO 53, 70

**7th Squadron**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71

**Troop B**  
*Valorous Unit Award*—8 Feb–24 Mar 71, DAGO 24, 75  
*RVN Gallantry Cross w/Palm*—8 Feb–8 Apr 71, DAGO 5, 73

**1st Civil Affairs Battalion**  
*Others:* (F)PHILPUC—Jul–Aug 72, DAGO 54, 74

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

**First Corps Aviation Company (Provisional)**

**7th Airlift Platoon**  
*Others:* (N) PUC—18–21 Aug 65, DAGO 18, 79, amended DAGO 32, 73; (N) NUC—18–23 Aug 65, DAGO 17, 69

**1st Detachment, Army Postal Unit**  
*Meritorious Unit Commendation*—Nov 64–Jun 66, DAGO 17, 68  
*Remarks:* Attached, 8th Radio Research Unit

**1st Engineer Battalion**  
*Meritorious Unit Commendation*—Feb–May 66, DAGO 20, 67; 3 Jun 66–15 Apr 67, DAGO 10, 68; 16 May 67–2 Jun 68, DAGO 51, 71, revoked DAGO 2,71, which amended DAGO 28, 69; 3 Jun 68–5 Jun 69, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69

**Less Company B**  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Company B**  
*RVN Civil Actions Honor Medal, FC*—12 Jul 65–7 Apr 70, DAGO 53, 70

**Headquarters & Headquarters Company I Field Force, Vietnam**  
*Meritorious Unit Commendation*—1 Aug 65–31 Jul 68, DAGO 7, 70, amended DAGO 45, 69; 1 Aug 68–30 Apr 71, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74  
*Remarks:* Additionally, the Tactical Airlift Organization and Direct Air Command Support Alpha are not units and are not entitled to a unit award. However, USAF personnel who contributed to the mission of HHC, I Field Force Vietnam, USA, can share in the award of the MUC (1 Aug 65–31 Jul 68) on an individual basis. HQ, Department of Air Force will attempt to identify those individuals and advise them of the entitlement to this award.

**Headquarters & Headquarters Battery I Field Force, Vietnam Artillery**  
*Meritorious Unit Commendation*—Nov 65–Jul 66, DAGO 40, 67; 1 Aug 68–31 Jul 69, DAGO 43, 70

**1st Infantry Division**

**Headquarters & Headquarters Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 68, DAGO 7, 70  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Headquarters & Headquarters Company, 1st Brigade**  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69; 23 Sep 69–15 Feb 70, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Headquarters & Headquarters Company, 2d Brigade**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 69 DAGO 2, 71  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—12 Jul 65–7 Apr 70, DAGO 53, 70

**Headquarters & Headquarters Company 3d Brigade**  
*Meritorious Unit Commendation*—28 Jul 66–28 May 67, DAGO 17, 68; 1 Jun 67–30 Aug 68, DAGO 24, 72  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Headquarters & Headquarters Battery 1st Infantry Division Artillery**  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Meteorological Section**  
*Meritorious Unit Commendation*—1 May 67–31 Jul 68, DAGO 39, 70



**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

**Headquarters & Headquarters Company & Band, 1st Infantry Division Support Command**

*Meritorious Unit Commendation*—1 Aug 67–28 Feb 69, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**1st Infantry**

**2nd Battalion**

*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 16 Apr–28 Aug 69, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74

**Headquarters & Headquarters Company**

*RVN Gallantry Cross w/Palm*—1 April–30 Jun 71, DAGO 6, 74

**Company A**

*Valorous Unit Award*—13 May–1 Jun 69, DAGO 43, 72

**3d Battalion**

*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—2 Nov 68–28 Feb 69, DAGO 2, 71; 24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters & Headquarters Company**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**Company C**

*Valorous Unit Award*—12 & 13 May 69, DAGO 43, 70

**Headquarters & Headquarters Detachment, 1st Logistical Command**

*Meritorious Unit Commendation*—1 Apr–31 Dec 65, DAGO 20, 67; 1 Jan–31 Dec 66, DAGO 10,68; 1 Jan 67–15 Apr 68, DAGO 5, 69; 15 Apr 68–30 Apr 70, DAGO 19, 74, amended DAGO 16, 72

**Detachment**

*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73  
*Remarks:* Eligible Personnel must show evidence of participation.

**1st Medical Battalion**

*Meritorious Unit Commendation*—Sep 66–Mar 67, DAGO 17, 68; 1 Apr–30 Sep 67, DAGO 48, 68; 1 Oct 67–31 Mar 68, DAGO 55, 68; 1 Apr–30 Sep 68, DAGO 31, 69  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69

**Less Company C**

*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Company C**

*RVN Civil Actions Honor Medal, FC*—12 Jul 65–7 Apr 70, DAGO 53, 70

**1st Medical Laboratory**

*Meritorious Unit Commendation*—26 Oct 68–31 Jan 69, DAGO 2, 71

**1st Military Intelligence Battalion**

*Meritorious Unit Commendation*—Dec 65–Aug 66, DAGO 17, 68; 1 Sep 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–31 Dec 68, DAGO 42, 69; 1 Mar 70–27 Apr 72, DAGO 5, 73  
*Others:* (AF) PUC—18 Feb 66–30 Jun 67, DAGO 42, 69; (F) RVNGCwGS—23 Dec 65–12 Nov 71, DAGO 32, 73

**Less Detachment E**

*Meritorious Unit Commendation*—1 Aug 67–31 Dec 68, DAGO 42, 69

**Detachment E**

*Meritorious Unit Commendation*—2 Nov 67–31 Dec 68, DAGO 42, 69

**1st Military Intelligence Battalion (Provisional)**

*Meritorious Unit Commendation*—1 Dec 67–30 Nov 68, DAGO 39, 70; 1 Dec 68–24 Sep 69, DAGO 52, 74

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

**1st Military Intelligence Company**

**Counter Intelligence Team 3**

*Meritorious Unit Commendation*—1 Jun 67–30 Aug 68, DAGO 5, 79, amended DAGO 24, 72

**Interrogation Prisoner of War Team 3**

*Meritorious Unit Commendation*—1 Jan 67–30 Aug 68, DAGO 24, 72

**1st Military Intelligence Detachment**

*Meritorious Unit Commendation*—May–Nov 66, DAGO 17, 68; 1 Jan–31 Dec 68, DAGO 7, 70  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Counter Intelligence Team 2**

*Meritorious Unit Commendation*—1 Jan–31 Dec 69, DAGO 2, 71

**Counter Intelligence Team 3**

*Meritorious Unit Commendation*—28 Jul 66–28 May 67, DAGO 17, 68

**Interrogation Prisoner of War, Team 2**

*Meritorious Unit Commendation*—1 Jan–31 Dec 69, DAGO 2, 71

**Interrogation Prisoner of War Team 3**

*Meritorious Unit Commendation*—28 Jul 66–28 May 67, DAGO 17, 68

**1st Military Police Company**

*Meritorious Unit Commendation*—1 Jul 67–31 Jan 68, DAGO 48, 68; 1 Feb 68–31 Jul 69, DAGO 50, 71  
*Army Superior Unit Award*—27 Dec 84–22 Mar 85, DAGO 9, 87  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**2d Platoon**

*RVN Civil Actions Honor Medal, FC*—12 Jul 65–7 Apr 70, DAGO 53, 70

**3d Platoon**

*Meritorious Unit Commendation*—28 Jul 66–28 May 67, DAGO 17, 68

**1st Provisional Machine Gun Platoon**

*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68  
*Remarks:* Attached, 145th Avn Bn

**1st Radio Research Company**

*Meritorious Unit Commendation*—1 May 67–30 Jun 69, DAGO 2, 71; 1 Jan 71–30 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74  
*Remarks:* Unit was 1st ASA Co

**Headquarters & Headquarters Company, 1st Signal Brigade**

*Meritorious Unit Commendation*—1 Apr 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–31 Oct 69, DAGO 48, 71; 1 Jul 70–1 Jul 72, DAGO 6, 74

**1st Signal Detachment**

*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**1st Special Forces Group, 1st Special Forces**

*Meritorious Unit Commendation*—1 Jan 72–31 Jan 73, DAGO 9, 79, amended DAGO 22, 76

**Headquarters & Headquarters Company**

*Others:* (F) PHILPUC—Jul & Aug 72, DAGO 54, 74

**1st Special Forces Battalion**

*Others:* (F) PHILPUC—Jul & Aug 72, DAGO 54, 74

**1st Special Forces Support Battalion**

*Others:* (F) PHILPUC—Jul & Aug 72, DAGO 54, 74

**Table 1**  
**Army units in numerical order—1st Administration Company**  
**through 5th Transportation Detachment—Continued**

**2nd Special Forces Battalion**

*Others:* (F) PHILPUC—Jul & Aug 72, DAGO 54, 74

**1st Supply & Transport Battalion**

*Meritorious Unit Commendation*—Oct 65–Jun 66, DAGO 17, 68; 1 Nov 66–30 Jun 67, DAGO 17, 68; 1 Jul 67–31 Dec 68, DAGO 56, 69  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 50, 73

**1st Transportation Battalion**

*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 32, 73, amended DAGO 48, 68  
*RVN Civil Actions Honor Medal, FC*—1 Apr 66–31 Oct 72, DAGO 6, 74; 1 Jan–31 Dec 71, DAGO 32, 73  
*Remarks:* Attached, 34th General Support Gp

**Headquarters & Headquarters Company**

*Meritorious Unit Commendation*—1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Feb 70–31 Jul 71, DAGO 5, 73; 1 Aug 71–15 Sep 72, DAGO 32, 73

**Company A**

*Meritorious Unit Commendation*—1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Feb 70–31 Jul 71, DAGO 5, 73; 1 Aug 71–15 Sep 72, DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan 31–Dec 71, DAGO 32, 73

**1st Vulcan Combat Team (Provisional)**

*RVN Gallantry Cross w/Palm*—25 Nov 68–15 Mar 69, DAGO 60, 69

**2d Air Defense Artillery**

**1st Battalion**

*Others:* (AF) AFOUA—7 Nov 78–15 Jul 81 DAGO 18, 82

**2d Airboat Platoon (Provisional)**

*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69  
*Remarks:* Attached, 9th Inf Division

**2d Artillery**

**5th Battalion**

*Meritorious Unit Commendation*—5 Apr 67–30 Sep 68, DAGO 60, 69  
*RVN Civil Actions Honor Medal, FC*—2 Dec 66–15 Jan 71, DAGO 54, 74, amended DAGO 51, 71

**Headquarters & Headquarters Battery**

*RVN Gallantry Cross w/Palm*—5 Apr 67–15 Mar 69, DAGO 60, 69

**Battery A**

*Valorous Unit Award*—17 Dec 68–18 May 69, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—17 Dec 66–4 Apr 67, DAGO 38, 70, amended DAGO 21, 69; 5 Apr 67–15 Mar 69, DAGO 60, 69  
*RVN Civil Actions Honor Medal, FC*—17 Dec 66–4 Apr 67, DAGO 53, 70

**Battery B**

*Valorous Unit Award*—17 Dec 68–18 May 69, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—17 Dec 66–31 Aug 68, DAGO 48, 71 (Unit assigned, 5th Bn, 2d Arty); 1 Sep 68–15 Mar 69, DAGO 60, 69 (Attached 25th Inf Div); 1 Sep 68–30 Sep 70, DAGO 5, 73

**1st Platoon**

*Presidential Unit Citation*—18 Aug–20 Sep 68, DAGO 82, 69

**Battery C**

*RVN Gallantry Cross w/Palm*—5–23 Apr 67, DAGO 43, 70, amended DAGO 60, 69; 24 Apr 67–30 Jun 68, DAGO 43, 70, amended DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—24 Apr 67–28 Jun 69, DAGO 43, 70, amended DAGO 59, 69

**2d Platoon**

**Table 1**  
**Army units in numerical order—1st Administration Company**  
**through 5th Transportation Detachment—Continued**

*RVN Gallantry Cross w/Palm*—1 Jul–13 Nov 68, DAGO 31, 69; 14 Nov 68–15 Mar 69, DAGO 60, 69

**Battery D**

*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69  
*RVN Gallantry Cross w/Palm*—5 Apr 67–15 Mar 69, DAGO 60, 69

**2d Brigade Task Force, 25th Infantry Division**

*Valorous Unit Award*—Jan–Apr 66 DAGO 20, 67

**2d Civil Affairs Company**

*Meritorious Unit Commendation*—19 Nov 66–29 Feb 68, DAGO 54, 68; 1 Mar 68–31 May 69, DAGO 39, 70; 1 Jun 69–31 Jul 70, DAGO 43, 72  
*RVN Civil Actions Honor Medal, FC*—1 Mar 68–31 May 69, DAGO 37, 70

**6th Platoon**

*RVN Gallantry Cross w/Palm*—23 Mar–31 Aug 68, DAGO 48, 71

**7th Platoon**

*RVN Gallantry Cross w/Palm*—Aug 67–Jan 68, DAGO 48, 71

**8th Platoon**

*RVN Gallantry Cross w/Palm*—Aug 67–Jan 68, DAGO 48, 71

**9th Platoon**

*RVN Gallantry Cross w/Palm*—Aug 67–Jan 68, DAGO 48, 71

**Headquarters & Headquarters Company, II Field Force, Vietnam**

*Meritorious Unit Commendation*—Feb 66–Aug 67, DAGO 30, 68; Sep 67–Feb 69, DAGO 42, 70; 23 Feb–31 Oct 69, DAGO 42, 71; 1 Nov 69–1 Mar 71, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO 51, 71

**Headquarters & Headquarters Battery, II Field Force Vietnam Artillery**

*Meritorious Unit Commendation*—1 Mar 66–31 Dec 67, DAGO 48, 68; 1 Jan 68–15 Feb 69, DAGO 36, 70; 16 Feb 69–31 Jan 70 DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—Jun 66–15 Jan 71, DAGO 51, 71

**2d Infantry**

**1st Battalion**

*RVN Gallantry Cross w/Palm*—12 July 65–16 Oct 68, DAGO 21, 69; 23 Sep 69–15 Feb 70, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Heavy Mortar Platoon**

*Meritorious Unit Commendation*—1 Jul 67–31 Mar 68, DAGO 42, 69

**Company A**

*Valorous Unit Award*—18–20 Jun 69, DAGO 53, 70

**2d Battalion**

*Valorous Unit Award*—5 Dec 65, DAGO 40, 66; 23–25 May 69, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—5 Jun–6 Sep 69, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Headquarters and Headquarters Company**

*Valorous Unit Award*—12 Nov 65, DAGO 20, 67

**Company A**

*Valorous Unit Award*—12 Nov 65, DAGO 20, 67

**Company C**

*Valorous Unit Award*—28–29 Nov 68 DAGO 5, 79, amended DAGO 43, 70

**2d Infantry Task Force**

**2d Battalion**

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

*Valorous Unit Award*—12 Nov 65, DAGO 20, 67

**Headquarters and Headquarters Company 2d Logistical Command**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68 amended DAGO 30, 68; Jan 67–Jun 70, DAGO 56, 70; 1 Jul 70–14 May 72, DAGO 9,79, amended DAGO 40, 72

**Augmentation**

*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**USA Support Element, Philippines**

*Others: (F) PHILPUC*—1 Aug–15 Dec 70, DAGO 16, 72

**2d Maintenance Battalion**

**Headquarters & Headquarters Company**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Headquarters & Main Support Company**

*Meritorious Unit Commendation*—1 Jan 68–31 May 69, DAGO 39, 70

**2d Medical Detachment**

*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–15 Dec 70, DAGO 24, 72

**2d Medical Dispensary**

*Meritorious Unit Commendation*—1 Aug 67–30 Sep 68, DAGO 31, 69; 1 Oct 68–15 Feb 71, DAGO 43, 72

**2d Military Intelligence Battalion (Provisional)**

*Meritorious Unit Commendation*—1 Dec 67–30 Nov 68, DAGO 39, 70; 1 Dec 68–24 Sep 69, DAGO 52, 74

**2d Signal Detachment**

*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 68–1 Dec 69 DAGO 51, 71

**Headquarters & Headquarters Detachment, 2d Signal Group**

*Meritorious Unit Commendation*—1 May 65–30 Apr 67, DAGO 17, 68; 1 May 67–29 Feb 68, DAGO 54, 68

**2d Support Battalion (Provisional)**

*Meritorious Unit Commendation*—Jan–Apr 66, DAGO 20, 67

**2d Surgical Hospital**

*Meritorious Unit Commendation*—Jan–Jun 66, DAGO 17, 68; 1 Jul 67–29 Feb 68, DAGO 48, 68; 9 Dec 68–9 Dec 69, DAGO 53, 70

**2d Transportation Company**

*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69; 1 Nov 68–30 Apr 69, DAGO 36, 70; 1 May 69–31 Mar 70, DAGO 48, 71  
*Others: (F) RVNGCwGS*—19 Oct 66–24 Apr 71, DAGO 24, 72

**3d Combat Support Headquarters, Supply and Transportation Company (Provisional)**

*Valorous Unit Award*—22 Apr–31 Jul 67, DAGO 43, 72; 1–20 Aug 67, DAGO 43, 72

**3d Data Processing Detachment (FA & FB Teams)**

*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 21, 78, amended DAGO 48, 68; 1 Nov 67–31 Jul 68, DAGO 36, 70  
*Remarks:* Eligible personnel must show evidence of participation

**3d Field Hospital**

*Meritorious Unit Commendation*—May–Nov 65, DAGO 43, 66; 1 Jul 67–30 Jun 68, DAGO 28, 69; 1 Jul 68–30 Jun 69, DAGO 39, 70; 1 Jul 69–31 Aug 71, DAGO 5, 73

**3d Infantry**

**1st Battalion**

*Meritorious Unit Commendation*—20 Jan 69–26 Jan 73, DAGO 13, 74

*Army Superior Unit Award*—1 May 84–1 Feb 85, DAGO 9, 87

**2d Battalion**

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—19 Jun 68–31 Jul 70, DAGO 51, 71; 15–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 31, 71

**Less Company D**

*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70

**Company D**

*RVN Gallantry Cross w/Palm*—5–19 Feb 68, DAGO 43, 70

**4th Battalion**

*RVN Gallantry Cross w/Palm*—2 Nov 68–28 Feb 69, DAGO 2, 71; 24 Aug–31 Dec 69, and 31 Mar–30 Jun 70, DAGO 42, 72; 8 Feb–30 Apr 71, DAGO 42, 72

**Headquarters and Headquarters Company**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**Company E, Reconnaissance Platoon**

*Presidential Unit Citation*—6–7 Sep 68, DAGO 75, 69

**3d Maintenance Company**

*Meritorious Unit Commendation*—1 Sep 68–31 Aug 69, DAGO 39, 70

**3d Medical Detachment**

*Meritorious Unit Commendation*—1 Nov 67–30 Jun 68, DAGO 67, 68; 1 Aug 68–1 Aug 69, DAGO 53, 70; 2 Oct 69–1 May 70, DAGO 11, 73, amended DAGO 43, 72

**3d Military History Detachment**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69, and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**3d Military Intelligence Battalion (Provisional)**

*Meritorious Unit Commendation*—1 Dec 67–30 Nov 68, DAGO 39, 70; 1 Dec 68–24 Sep 69, DAGO 52, 74  
*Army Superior Unit Award*—1 Apr 85–31 Mar 86, DAGO 30, 87

**3d Ordnance Battalion**

*Army Superior Unit Award*—Jun 83–Dec 85, DAGO 9, 87

**Headquarters & Headquarters Company**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 67, DAGO 48, 68; 1 Jan 69–30 Sep 70, DAGO 50, 71

**3d Provisional Machine Gun Platoon**

*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68

**3d Psychological Operations Detachment**

*Meritorious Unit Commendation*—Oct 68–Jun 70, DAGO 37, 72

**3d Quartermaster Detachment**

*Meritorious Unit Commendation*—1 Sep 68–28 Feb 69, DAGO 39, 70

**3d Radio Relay Unit**

**1st Team**

*Presidential Unit Citation*—8 Nov 65, DAGO 40, 66

**2d Team**

*Presidential Unit Citation*—16 Mar 66, DAGO 40, 67

**3d Radio Research Unit**

*Meritorious Unit Commendation*—13 May 61–31 Dec 62, DAGO 22, 63  
*RVN Gallantry Cross w/Palm*—1–31 Jul 66, and 9 Dec 66–18 Jan 67, DAGO 21, 69  
*Remarks:* Unit was 82d USA ASA Sp Opns Unit

**Detachment 1**

*Meritorious Unit Commendation*—Jan 65–May 66, DAGO 17, 68  
*Remarks:* Unit was 404th ASA Det

**Detachment 2**

*Meritorious Unit Commendation*—Jan 65–May 66, DAGO 17, 68  
*Remarks:* Unit was 405th ASA Det

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

**Detachment 3**

*Meritorious Unit Commendation*—Jan 65–May 66, DAGO 17, 68  
*Remarks:* Unit was 406th ASA Det

**Detachment 4**

*Meritorious Unit Commendation*—Jan 65–May 66, DAGO 17, 68  
*Remarks:* Unit was 407th ASA Det

**Detachment “J”**

*Meritorious Unit Commendation*—Jul–Aug 64, DAGO 6, 66  
*Remarks:* Unit was Det “J”, 82d USA ASA Sp Opns Unit

**3d Scout Dog Company, III Corps**

**Scout Dog Teams**

*Presidential Unit Citation*—16 Mar 66, DAGO 40, 67  
*Remarks:* Eligible personnel must provide evidence of participation.

**3d Signal Detachment**

*RVN Gallantry Cross w/Palm*—15 Dec 69–21 Aug 70, DAGO 52, 71; 1 Oct 70–31 Aug 72 DAGO 6, 74

**3d Support Battalion (Provisional)**

*RVN Civil Actions Honor Medal, FC*—9 Dec 67–6 Apr 68, DAGO 53, 70

**3d Surgical Hospital**

*Meritorious Unit Commendation*—1 Jul 67–31 May 69, DAGO 43, 70; 1 Jul 70–29 Feb 72, DAGO 13, 74

**Headquarters & Headquarters Detachment, 3d Transportation Center**

*Meritorious Unit Commendation*—1 Feb 69–1 Apr 70, DAGO 2, 71

**4th Administration Company**

*Meritorious Unit Commendation*—1 May–30 Nov 68, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70 DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**4th Artillery**

**2d Battalion**

*Valorous Unit Award*—6–12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69  
1 Jul–13 Nov 68 DAGO 31,69; Jan–Jun 69, DAGO 59, 69; 29 Jul 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69 26 Jul 69–20 Jul 70, DAGO 55, 71

**Battery D**

*Valorous Unit Award*—5–12 May 70, DAGO 48, 71

**5th Battalion**

*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70; 8 Feb–30 Apr 71, DAGO 42, 72

**8th Battalion**

*Meritorious Unit Commendation*—31 Jan 68–31 Jan 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Less Battery B**

*Others:* (N) PUC—21 Aug–15 Sep 67, DAGO 32, 73

**4th Aviation Battalion**

*Meritorious Unit Commendation*—1 Dec 67–31 May 68, DAGO 42, 68  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70; 39 Jul 69–17 Nov 70, DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**4th Cavalry**

**Troop F**

*RVN Gallantry Cross w/Palm*—28 Jun–31 Aug 72, DAGO 32, 73

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

**1st Squadron**

*Presidential Unit Citation*—Jun–Jul 66, DAGO 31, 67  
*Valorous Unit Award*—31 Jan–31 May 68, DAGO 31, 69  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69

**Less Troop C**

*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Troop A**

*Valorous Unit Award*—12 Nov 65, DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—8 Jun 66, DAGO 46, 68

**Troop C**

*RVN Civil Actions Honor Medal, FC*—12 Jul 66–7 Apr 70, DAGO 53, 70

**3d Squadron**

*Presidential Unit Citation*—31 Jan 68, DAGO 69, 69  
*Valorous Unit Award*—1 Jan–22 Feb 69, DAGO 39, 70; 1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—1 Jan–31 Mar 69, DAGO 43, 70; 1 May–28 Jun 70, DAGO 55,71; 1 Apr 69–30 Apr 70, and 29 Jun–30 Sep 70, DAGO 5, 73

**Less Troop C**

*RVN Gallantry Cross w/Palm*—Mar 66–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—15 Mar 66–21 Jan 70, DAGO 51, 71

**Troop A**

*Valorous Unit Award*—Jan–Apr 66 DAGO 20, 67

**1st Platoon**

*Presidential Unit Citation*—18 Aug–20 Sep 68, DAGO 28, 69

**Troop C**

*Valorous Unit Award*—22 Apr–31 Jul 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—Oct 66–1 Aug 67, DAGO 3, 70; Mar–Oct 66, and 1 Aug 67–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–1 Aug 67, DAGO 53, 70; 1 Aug 67–21 Jan 70, DAGO 51, 71

**Troop D**

*Presidential Unit Citation*—24–26 Apr 69, DAGO 14, 73

**4th Engineer Battalion**

*Meritorious Unit Commendation*—13 Oct 67–15 Jul 68, DAGO 42, 68  
*RVN Gallantry Cross w/Palm*—29 Jul 69–17 Nov 70, DAGO 52, 71

**Less Company C**

*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Company A**

*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69; 29 Oct–30 Nov 67, DAGO 38, 71

**Company B, 1st Platoon**

*Valorous Unit Award*—11–13 Nov 66, DAGO 1, 69, amended DAGO 17, 68

**3d Platoon**

*Valorous Unit Award*—31 Jan–12 Feb 68, DAGO 43, 72

**Company C**

*Valorous Unit Award*—1–20 Aug 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—Jul 66–1 Aug 67, DAGO 48, 71; 1 Sep 68–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70

**4th Infantry Division Headquarters & Headquarters Company**

*RVN Gallantry Cross w/Palm*—Oct 66–28, Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70, DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

**Headquarters & Headquarters Company, 1st Brigade**

*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69; 29 Oct–30 Nov 67, DAGO 38, 71  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70, DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Headquarters & Headquarters Company, 2d Brigade**

*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70, DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Headquarters & Headquarters Company, 3d Brigade**

*Presidential Unit Citation*—21 Mar 67, DAGO 59, 68  
*Valorous Unit Award*—1–20 Aug 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—Oct 66–1 Aug 67, DAGO 48, 71; 1 Sep 68–28 Jul 69, DAGO 3,70; 29 Jul 69–10 Apr 70, DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70

**Brigade Command and Control Party at Fire Support Gold, 3d Brigade, 4th Infantry Division**

*Presidential Unit Citation*—21 Mar 67, DAGO 59, 68

**Headquarters & Headquarters Battery, 4th Infantry Division Artillery**

*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Headquarters & Headquarters Company and Band, 4th Infantry Division Support Command**

*Meritorious Unit Commendation*—1 Nov 67–31 Oct 68, DAGO 60, 69  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**4th Infantry**

**2d Battalion**

*Army Superior Unit Award*—Nov 83–Dec 86, DAGO 30, 87

**4th Medical Battalion**

*Meritorious Unit Commendation*—1 Oct 67–30 Nov 68, DAGO 42, 69  
*RVN Gallantry Cross w/Palm*—29 Jul 69–17 Nov 70, DAGO 52, 71

**Less Company D**

*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Company B**

*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71

**Clearing Section**

*Presidential Unit Citation*—18–26 May 67, DAGO 24, 71, amended DAGO 69, 69

**Company D**

*Valorous Unit Award*—1–20 Aug 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—Sep 66–1 Aug 67, DAGO 48, 71; 1 Sep 68–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70

**4th Medical Detachment**

*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 56, 69; 1 Jan 72–31 Jan 73, DAGO 13,74

**4th Military History Detachment**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68

**4th Military Intelligence Battalion (Provisional)**

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

*Meritorious Unit Commendation*—1 Dec 67–30 Nov 68, DAGO 39, 70; 1 Dec 68–24 Sep 69, DAGO 52, 74

**4th Military Intelligence Detachment**

*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69  
*Meritorious Unit Commendation*—1 Aug 68–31 Oct 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—19 Feb 68–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—19 Feb 68–31 Oct 69, DAGO 53, 70

**Team 1**

*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38,71

**4th Military Police Company**

*Meritorious Unit Commendation*—1 May 68–30 Nov 69, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**1st Platoon**

*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69; 29 Oct–30 Nov 67, DAGO 38, 71

**3d Platoon**

*Valorous Unit Award*—1–20 Aug 67, DAGO 43, 72

**Headquarters & Headquarters Company, 4th Psychological Operations Group**

*Meritorious Unit Commendation*—1 Dec 67–31 Dec 68, DAGO 36, 70  
*RVN Civil Actions Honor Medal, FC*—1 Dec 67–1 Nov 70, DAGO 6, 74

**4th Quartermaster Detachment**

*Meritorious Unit Commendation*—28 Dec 68–31 Mar 70, DAGO 52, 74

**4th Signal Detachment**

*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 43, 70, amended DAGO 21, 69

**4th Supply and Transport Battalion**

*Meritorious Unit Commendation*—1 Jun 67–30 Sep 68, DAGO 48, 69; 1 Oct 68–31 Mar 70, DAGO 24, 72  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70, DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Headquarters and Headquarters Company Supply Section**

*Presidential Unit Citation*—18–29 May 67, DAGO 69, 69  
*Remarks:* Eligible personnel must show evidence of participation.

**Headquarters and Headquarters Company, 4th Transportation Command**

*Meritorious Unit Commendation*—1 Jan 68–31 Dec 69, DAGO 24, 72

**Detachment 3, Table of Distribution Augmentation Unit**

*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 37, 70

**Detachment 4, Table of Distribution Augmentation Unit**

*Meritorious Unit Commendation*—25 Aug 67–3 Mar 68, DAGO 17, 69

**5th Artillery**

**1st Battalion**

*Meritorious Unit Commendation*—1 Aug 66–30 Apr 67, DAGO 48, 68; 1 May 67–31 Jul 68, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69; 23 Sep 69–15 Feb 70, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Battery A, Forward Observer Team**

*Valorous Unit Award*—23–25 May 69, DAGO 50, 71

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

*Remarks:* Eligible personnel must provide evidence of participation.

**5th Aviation Detachment**

*Meritorious Unit Commendation*—1 Jul 69–31 Mar 70, DAGO 48, 71; 1 May 71–30 Apr 72, DAGO 32, 73  
*Army Superior Unit Award*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 43,70, amended DAGO 21, 69; 1 Oct 70–31 Aug 72, DAGO 6, 74

**5th Cavalry**

**1st Battalion**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended, DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72  
*Others:* (N)NUC—6–8 May 68, DAGO 32, 73

**Company A**

*Presidential Unit Citation*—2–3 Oct 66, DAGO 47, 68; 20 Mar 67, DAGO 73, 68

**Company C**

*Presidential Unit Citation*—2–3 Oct 66, DAGO 47, 68

**Company D**

*Valorous Unit Award*—27–28 Jun 69, DAGO 28, 69

**2d Battalion**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—11 Mar 67, DAGO 54, 68; 1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72; 13 Sep 65–1 Apr 72, DAGO 54, 74; 17 Sep 65–Jun 72, DAGO 54,74

**Company C**

*Valorous Unit Award*—27–28 Jun 68, DAGO 28, 69  
*RVN Gallantry Cross w/Palm*—1 Mar–30 Oct 70, DAGO 55, 71

**3d Squadron**

*Presidential Unit Citation*—10–21 May 69, DAGO 9, 79, amended DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—8 Feb–30 Apr 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–15 Feb 68, DAGO 43, 70, amended DAGO 59, 69

**Headquarters and Headquarters Troop**

*Valorous Unit Award*—27–28 Jun 68, DAGO 28, 69

**Headquarters Section**

*Presidential Unit Citation*—19–20 Mar 67, DAGO 3, 69  
*Remarks:* Eligible personnel must show evidence of participation.

**Ground Surveillance Section**

*Presidential Unit Citation*—19–20 Mar 67, DAGO 3, 69  
*Remarks:* Eligible personnel must show evidence of participation.

**Medical Platoon**

*Presidential Unit Citation*—19–20 Mar 67, DAGO 3, 69  
*Remarks:* Eligible personnel must show evidence of participation.

**Troop A**

*Presidential Unit Citation*—19–20 Mar 67, DAGO 3, 69  
*Valorous Unit Award*—31 Jan 68, DAGO 5, 69; 27–28 Jun 69, DAGO 28, 69

**Troop B**

*Valorous Unit Award*—27–28 Jun 69, DAGO 28, 69

**1st Platoon**

*Presidential Unit Citation*—19–20 Mar 67, DAGO 3, 69

**Troop C**

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

*Valorous Unit Award*—2–3 Feb 68, DAGO 1, 69; 27–28 Jun 68, DAGO 28, 69

**3d Platoon**

*Presidential Unit Citation*—19–20 Mar 67, DAGO 3, 69

**Less Troop D**

*RVN Gallantry Cross w/Palm*—1 Dec 66–15 Feb 68, DAGO 43, 70, amended DAGO 31, 69

**Troop D**

*Valorous Unit Award*—6–12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 43, 70, amended DAGO 31, 69; Jan–Jun 69, DAGO 59, 69; 15 Dec 69–10 Oct 70, DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 43, 70, amended DAGO 59, 69

**5th Door Gunner Detachment**

*Presidential Unit Citation*—27 &28 Aug 65, DAGO 45, 69

**5th Infantry**

**1st Battalion**

*Presidential Unit Citation*—18 Aug–20 Sep 68, DAGO 82, 69  
*Valorous Unit Award*—Jan–Apr 66, DAGO 2, 67  
*RVN Gallantry Cross w/Palm*—Jan 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan 66–21 Jan 70, DAGO 9, 79 amended DAGO 51, 71

**Headquarters & Headquarters Company, 1st Brigade,5th Infantry Division**

*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70; 8 Feb–30 Apr 71, DAGO 42, 72

**5th Machine Gun Platoon (Provisional)**

*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66

**HQ & Main Support Co, 5th Maintenance Bn**

*Meritorious Unit Commendation*—1 Jan 69–31 May 70, DAGO 48, 71

**5th Maintenance Company**

*Meritorious Unit Commendation*—14 Jan–1 Nov 68, DAGO 60, 69; 2 Nov 68–1 May 69, DAGO 39, 70

**5th Military Intelligence Bn (Provisional)**

*Meritorious Unit Commendation*—1 Dec 67–30 Nov 68, DAGO 39, 70; 1 Dec 68–24 Sep 69, DAGO 52, 74

**5th Ordnance Detachment**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68;1 Jul 70–31 Dec 71, DAGO 40, 72

**5th Public Information Detachment**

*Meritorious Unit Commendation*—31 Aug 66–31 Jul 68, DAGO 45, 69; 1 Aug 68–30 Apr 71, DAGO 16, 72

**5th Quartermaster Detachment**

*Presidential Unit Citation*—27 &28 Aug 65, DAGO 45, 69  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69– 30 Sep 70, DAGO 6, 74;15 Dec 69–10 Oct 70, DAGO 52, 71

**5th Special Forces Group, 1st Special Forces:**

*Presidential Unit Citation*—1 Nov 66–31 Jan 68, DAGO 45, 69 superseded DAGO 48, 68  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—1 Oct 64–17 May 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**Forward Operations Base #3. (Khe Sanh), Command and Control Detachment (DaNang)**

*Presidential Unit Citation*—20 Jan–1 Apr 68, DAGO 17, 69, amended DAGO 45, 68

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

**Joint Combine Coordination Detachment**

*RVN Civil Actions Honor Medal, FC—30 Apr 68–24 Sep 70, DAGO 48, 71*

**Luong Son Detachment**

*Presidential Unit Citation—25 Aug 66–4 Apr 67, DAGO 2, 73*

**Vietnam Recondo School**

*RVN Civil Actions Honor Medal, FC—Jan 68–24 Sep 70, DAGO 48, 71*

**Special Operations Augmentation, Command and Control Center**

*RVN Civil Actions Honor Medal, FC—30 Apr 68–24 Sep 70, DAGO 48, 71*

**Special Operations Augmentation, Command and Control North**

*RVN Civil Actions Honor Medal, FC—30 Apr 68–24 Sep 70, DAGO 48, 71*

**Special Operations Augmentation, Command and Control South**

*RVN Civil Actions Honor Medal, FC—30 Apr 68–24 Sep 70, DAGO 48, 71*

**Company C**

*RVN Gallantry Cross w/Palm—18 May 69–16 Nov 70, DAGO 42, 72*

**Company D**

*RVN Gallantry Cross w/Palm—18 May 69–16 Nov 70, DAGO 42, 72*

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-101**

*Others: (N) PUC—20 Jan–1 Apr 68, DAGO 17, 69, amended DAGO 45, 68, which amended DAGO 30, 68*

**Detachment A-149**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-245**

*Valorous Unit Award—1 Apr–8 May 70, DAGO 43, 72*

**Detachment A-322**

*RVN Gallantry Cross w/Palm—18–25 Aug 68, DAGO 43, 69*

**Detachment A-401**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-402**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-403**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-404**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-405**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-411**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-412**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-414**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-415**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-416**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-421**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-431**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-432**

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-433**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-442**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment A-502**

*RVN Civil Actions Honor Medal, FC—Jan 68–24 Sep 70, DAGO 48, 71*

**Detachment A-503, 7th Mobile Strike Force Company**

*Valorous Unit Award—4 Mar–4 Apr 68, DAGO 59, 69*

**Detachment B-20, 1st Battalion Strike Force**

*Valorous Unit Award—3–11 Apr 70, DAGO 43, 72*

**Detachment B-20, 4th Battalion Strike Force**

*Valorous Unit Award—8–29 Apr 70, DAGO 43, 72*

**Detachment B-36**

*RVN Gallantry Cross w/Palm—7 Jun 69–9 Feb 70, DAGO 53, 70*

**Detachment B-40**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment B-41**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment B-42**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment B-43**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**Detachment B-51**

*RVN Civil Actions Honor Medal, FC—Jan 68–24 Sep 70, DAGO 48, 71*

**Detachment B-52 Project Delta**

*Valorous Unit Award—4 Mar–4 Apr 68, DAGO 59, 69, amended DAGO 5, 69*

*RVN Gallantry Cross w/Palm—15 May 64–16 Aug 68, DAGO 21, 69; 18 May 69–31 Jul 70, DAGO 42, 72*

*RVN Civil Actions Honor Medal, FC—Jan 68–24 Sep 70, DAGO 48, 71*

**Detachment B-53**

*RVN Gallantry Cross w/Palm—18 May 69–31 Dec 70, DAGO 42, 72*

*RVN Civil Actions Honor Medal, FC—23 Jan 68–24 Sep 70, DAGO 48, 71*

**Detachment B-55**

*Valorous Unit Award—23–28 Aug 68, DAGO 48, 71*

*RVN Gallantry Cross w/Palm—18 May 69–30 Dec 70, DAGO 42, 72*

*RVN Civil Actions Honor Medal, FC—23 May 68–24 Sep 70, DAGO 48, 71*

**Detachment B-57**

*RVN Civil Actions Honor Medal, FC—28 Feb 68– Apr 70, DAGO 48, 71*

**Detachment C-4**

*Others: (N) MUC—1 Jan–31 Oct 69, DAGO 11, 73*

**23d Mobile Strike Force Company**

*Valorous Unit Award—31 Jan–25 Feb 68, DAGO 43, 70*

**26th Mobile Strike Force Company**

*Valorous Unit Award—31 Jan–25 Feb 68, DAGO 43, 70*

**5th Transportation Battalion**

*Meritorious Unit Commendation—1 Nov 68–31 May 69, DAGO 39, 70; 1 Jun 69–30 Sep 70, DAGO 24, 72*

*RVN Gallantry Cross w/Palm—20 Oct 68–14 May 69, DAGO 43, 70; 18 Apr–31 Aug 71, and 6–19 Sep 71, DAGO 6, 74*

*RVN Civil Actions Honor Medal, FC—1 Jul 68–2 May 70, DAGO 48, 71*

---

**Table 1**  
**Army units in numerical order—1st Administration Company through 5th Transportation Detachment—Continued**

---

**Headquarters & Headquarters Company, 5th Transportation Command**

*Meritorious Unit Commendation*—30 Apr–31 Oct 68, DAGO 56, 69  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**5th Transportation Company**

*Meritorious Unit Commendation*—1 Jan–1 Jul 72, DAGO 32, 73

**5th Transportation Detachment**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

---

---

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion**

---

**6th Army Postal Unit**

*Meritorious Unit Commendation*—1 Jun 69–31 May 70, DAGO 48, 71

**6th Artillery**

**3d Battalion**

*RVN Gallantry Cross w/Palm*—1 Aug 65–17 Apr 71, DAGO 54, 74

**Battery A**

*Valorous Unit Award*—4 May–28 Jun 69, DAGO 48, 71

**8th Battalion**

*Meritorious Unit Commendation*—1 Jun–31 Dec 66, DAGO 17, 68; 1 Jul 67–31 Mar 68, DAGO 42, 69  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**6th Artillery Detachment**

*Meritorious Unit Commendation*—1 Jun 68–30 Sep 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—15 Jan–30 Aug 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—6 May 68–15 Jan 71, DAGO 51, 71

**6th Convalescent Center**

*Meritorious Unit Commendation*—15 May 66–30 Jun 67, DAGO 17, 68; 1 Aug 69–31 Oct 70, DAGO 43, 72

**6th Infantry**

**1st Battalion**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69, and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Mar–9 Oct 71, DAGO 6, 74

**Less Company D**

*Valorous Unit Award*—7–11 Feb 68, DAGO 73, 68

**Headquarters & Headquarters Company**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**6th Military Intelligence Battalion (Provisional)**

*Meritorious Unit Commendation*—1 Dec 67–30 Nov 68, DAGO 39, 70

**6th Provisional Machine Gun Platoon**

*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 48, 68

**Headquarters & Headquarters Company, 6th Psychological Operations Battalion**

*Meritorious Unit Commendation*—Feb 66–Apr 67, DAGO 17, 68; 1 Dec 67–31 Dec 68, DAGO 36, 70  
*RVN Civil Actions Honor Medal, FC*—1 Dec 67–1 Nov 70, DAGO 6, 74

**Company B, 5th Field Detachment**

*RVN Gallantry Cross w/Palm*—1 Mar–30 Oct 70, DAGO 55, 71  
*Remarks:* Attached, 11th Armored Cavalry

**6th Signal Detachment**

---

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

---

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**6th Support Battalion**

*RVN Gallantry Cross w/Palm*—2 Nov 68–28 Feb 69, DAGO 51, 71  
amended DAGO 2, 71

**Headquarters & Headquarters Detachment, 6th Transportation Battalion**

*Meritorious Unit Commendation*—Aug 66–Mar 67, DAGO 17, 68; 1 Jul 68–30 Jun 69, DAGO 53, 70; 1 Jul 69–31 May 70, DAGO 50, 71

**7th Army Postal Unit**

*Valorous Unit Award*—31 Jan–5 Feb 68 DAGO 28, 69, amended DAGO 12, 69  
*RVN Gallantry Cross w/Palm*—7 Sep 66–10 Aug 68, DAGO 60, 69; 1 May 69–15 Feb 70, DAGO 50, 71; 1 Mar–30 Oct 70, DAGO 55, 71

**7th Artillery**

**Battery D (Less)**

*Presidential Unit Citation*—18 Aug–20 Sep 68, DAGO 18, 79, amended DAGO 82, 69  
*Remarks:* Detachment of 10 persons of the 5th section participated. Eligible persons must provide evidence of participation.

**1st Battalion**

*Meritorious Unit Commendation*—Jul 66–Feb 67, DAGO 17, 68; 1 Nov 67–31 May 68, DAGO 17, 69  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69; 15 Sep 69–Feb 70, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—12 Jul 65–7 Apr 70, DAGO 53, 70

**7th Aviation Training Battalion**

**Company D**

*Army Superior Unit Award*—Jan 85–Dec 85, DAGO 30, 87

**7th Cavalry**

**1st Battalion**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70; 1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—14–16 Nov 65, DAGO 21, 69, amended DAGO 48, 68; 9 Aug–13 Nov 65, and 17 Nov 65–19 May 69, DAGO 70, 69, amended DAGO 59, 69; May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72; 17 Sep 65–Jun 72, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Company B**

*Presidential Unit Citation*—12 Dec 66–18 Feb 67, DAGO 2, 73

**2d Battalion**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67; 25 Aug 66–4 Apr 67, DAGO 2, 73  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—May 69–Feb 70, DAGO 11, 73  
amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Company A**

*RVN Gallantry Cross w/Palm*—15–16 Nov 65, DAGO 21, 69, amended DAGO 46, 68

**2d Battalion**

**Company A**

*RVN Gallantry Cross w/Palm*—9 Aug–14 Nov 65, and 17 Nov 65–19 May 69 DAGO 70, 69 amended DAGO 59, 69

**Company B**



**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through**  
**15th Transportation Battalion—Continued**

*RVN Gallantry Cross w/Palm*—14–16 Nov 65, DAGO 21, 69  
amended DAGO 46, 68; 9 Aug–13 Nov 65, and 17 Nov 65–19 May  
69, DAGO 59, 69

**5th Battalion**  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70; 1 May–29 Jun  
70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59,  
69; May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb  
70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO  
42, 72

**7th Door Gunner Detachment**  
*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 69

**7th Engineer Battalion**

**Company A**  
*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70; 8  
Feb–30 Apr 71, DAGO 42, 72

**2d Platoon**  
*Valorous Unit Award*—11–15 Nov 69, DAGO 52, 74

**Demolition Team 4, 3d Platoon**  
*Valorous Unit Award*—11–15 Nov 69, DAGO 52, 74

**Demolition Team 11, 3d Platoon**  
*Valorous Unit Award*—11–15 Nov 69, DAGO 52, 74

**7th Field Hospital**  
*Meritorious Unit Commendation*—27 Nov 65–25 Jan 70, DAGO 42,  
70

**7th Infantry**

**3d Battalion**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70,  
DAGO 51, 71

**Less Company D**  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70

**Company D**  
*RVN Gallantry Cross w/Palm*—1–19 Feb 68, DAGO 43, 70

**7th Infantry Division**  
*Others: (F) ROKPUC*—Aug 45–Dec 48, and 17 Sep 50–27 Mar 71,  
DAGO 50, 71

**7th Machine Gun Platoon (Provisional)**  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66

**7th Medical Dispensary**  
*Meritorious Unit Commendation*—31 Aug 66–7 Jun 68 DAGO 5,  
79, amended DAGO 28, 69

**7th Medical Laboratory**  
*Meritorious Unit Commendation*—Feb–Sep 63, DAGO 21, 64

**7th Military History Detachment**  
*Presidential Unit Citation*—1 Nov 69–1 Mar 71, DAGO 16, 72  
*Meritorious Unit Commendation*—1 Sep 67–22 Feb 69, DAGO 42,  
70; 23 Feb–31 Oct 69, DAGO 42, 71; 1 Nov 69–1 Mar 71, DAGO  
16, 72  
*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO  
51, 71

**7th Ordnance Detachment**  
*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**7th Psychological Operations Battalion**  
*Meritorious Unit Commendation*—1 Dec 67–31 Dec 68, DAGO 36,  
70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Dec 67–1 Nov 70, DAGO  
6, 74

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through**  
**15th Transportation Battalion—Continued**

*Others: (N) NUC*—1 Dec 67–30 Jun 68, DAGO 32, 73

**Detachment 4**  
*RVN Gallantry Cross w/Palm*—18 Apr–31 Aug 71, and 6–19 Sep  
71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74

**7th Psychological Operations Group**  
*Meritorious Unit Commendation*—Oct 65–Mar 67, DAGO 43, 67; 1  
Apr 67–30 Sep 68, DAGO 59, 69; Oct 68–Jun 70, DAGO 37, 72;  
May 72–Jan 73, DAGO 10, 75

**Augmentation 7th PSYOP Gp, Japan**  
*Meritorious Unit Commendation*—Oct 68–Jun 70, DAGO 37, 72

**Augmentation, 7th PSYOP Gp, Okinawa**  
*Meritorious Unit Commendation*—Oct 68–Jun 70, DAGO 37, 72

**Augmentation, 7th PSYOP Gp, Taiwan**  
*Meritorious Unit Commendation*—Oct 68–Jun 70, DAGO 37, 72

**7th Public Information Detachment**  
*Meritorious Unit Commendation*—1 Jan 67–15 Apr 68, DAGO 5,  
69; 15 Apr 68–30 Apr 70, DAGO 19, 74, amended DAGO 16, 72

**7th Radio Research Unit**  
*Meritorious Unit Commendation*—Jan 65–May 66, DAGO 17, 68; 1  
Jul 70–30 Sep 71, DAGO 43, 72; 3 Oct 71–28 Jan 73, DAGO 54,  
74  
*Remarks: Unit was 7th USASA Field Station*

**7th Special Forces Group (Airborne)**

**3rd Battalion**  
*Army Superior Unit Award*—1 Mar 85–1 Sep 86, DAGO 30, 87

**7th Support Battalion**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 37,  
70; 1 Jan 69–30 Jun 70, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70;  
26 Aug–2 Nov 68, DAGO 43, 70; 19 Jun 68–31 Jul 70, DAGO 51,  
71  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70,  
DAGO 51, 71

**Headquarters & Headquarters Detachment, 7th Transportation  
Battalion**  
*Meritorious Unit Commendation*—1 Jul 68–31 Mar 69, DAGO 36,  
70; 1 Apr–30 Sep 59, DAGO 50, 71

**8th Artillery**

**1st Battalion**  
*Valorous Unit Award*—Jan–Apr 66, DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—Jan 66–Aug 68, DAGO 48, 71; 1  
Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—31 Mar 66–21 Jan 70, DAGO  
51, 71

**Maneuver Battalion LNO**  
*Valorous Unit Award*—15 & 16 Jun 68, DAGO 36, 70

**Sec, Headquarters & Headquarters Battery, Battery A**  
*Valorous Unit Award*—24 Aug 68, DAGO 36, 70

**1st Battalion, Forward Observe Sec, Battery B**  
*Valorous Unit Award*—15 & 16 Jun 68, DAGO 36, 70

**7th Battalion**  
*Meritorious Unit Commendation*—1 Jul 67–1 May 68, DAGO 17,  
69; 2 May 68–1 May 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—15 Jan–30 Aug 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—2 May 68–15 Jan 71, DAGO  
51, 71

**8th Cavalry**

**Troop F**  
*Valorous Unit Award*—24 Aug–25 Sep 68, DAGO 53, 70; 11–31  
Aug 69 DAGO 43, 72

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

*RVN Gallantry Cross w/Palm*—8 Feb–31 Mar 71, DAGO 42, 72; 24 Aug–31 Dec 69, and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**1st Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70 DAGO 11, 73 amended DAGO 42, 72; 21 Feb–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Less Company A**  
*Presidential Unit Citation*—21–22 Jun 66, DAGO 73, 68

**Company B**  
*Presidential Unit Citation*—9 Nov–12 Dec 66, DAGO 2, 73

**2d Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72; 17 Sep 65–Jun 72, DAGO 54, 75  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Headquarters & Headquarters Company**  
*Valorous Unit Award*—6 May 69, DAGO 39, 70

**Company A**  
*Valorous Unit Award*—9 Aug 67, DAGO 43, 70

**Company B**  
*Valorous Unit Award*—16 & 17 May 66, DAGO 17, 68

**Company C**  
*Valorous Unit Award*—6 May 69, DAGO 39, 70

**Company E**  
*Valorous Unit Award*—6 May 69, DAGO 39, 70

**8th Engineer Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—Oct 65–Aug 66, DAGO 17, 68; 1 Sep 66–31 Aug 67, DAGO 48, 68; 1 Sep 67–31 Aug 68, DAGO 51, 71, revoked DAGO 2,71, which amended DAGO 43, 69; 1 Sep 68–30 Sep 69, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73 amended DAGO 42, 72; 21 Feb 70–28 Feb 71 DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Heavy Equipment Section, Headquarters & Headquarters Company**  
*Valorous Unit Award*—6 May 69, DAGO 39, 70

**1st Platoon, Company A**  
*Valorous Unit Award*—7–11 Mar 69, DAGO 5, 73

**Company A**

**1st Squad, 2d Plt**  
*Valorous Unit Award*—6 May 69, DAGO 39, 70

**2d Squad, 2d Plt**  
*Valorous Unit Award*—6 May 69, DAGO 39, 70

**Company B, 3d Platoon**  
*Valorous Unit Award*—11 Mar 67, DAGO 54, 68

**Company C**  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**1st, 2d, 3d Engineer Demolition Teams, 1st Plt**  
*RVN Gallantry Cross w/Palm*—14–16 Nov 65, DAGO 21, 69, amended DAGO 48, 68

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

**2d Platoon**  
*Presidential Unit Citation*—26 Aug 66–26 Feb 67, DAGO 2, 73

**3d Platoon**  
*Presidential Unit Citation*—26 Feb–4 Apr 67, DAGO 2, 73

**8th Field Hospital**  
*Meritorious Unit Commendation*—Feb–Sep 63, DAGO 21, 64; Jan–Jul 65, DAGO 31,67; 1 Sep 67–31 Jul 68, DAGO 31, 69

**8th Infantry**

**1st Battalion**  
*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69; 29 Oct–30 Nov 67, DAGO 38, 71  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70; 29 Jul 69–10 Apr 70, DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Company A**  
*Presidential Unit Citation*—25–26 May 68, DAGO 75, 69

**Company B**  
*Presidential Unit Citation*—25–26 May 68, DAGO 75, 69

**Company E, Mortar Platoon**  
*Presidential Unit Citation*—25–26 May 68, DAGO 75, 69

**2d Battalion**  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70, DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Company B**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71

**Company C**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71

**3d Battalion**  
*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69; 29 Oct–30 Nov 67, DAGO 38, 71  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70, DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**8th Machine Gun Platoon (Provisional)**  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66

**8th Medical Detachment**  
*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69; 1 Jan 69– 30 Sep 70, DAGO 6, 74  
*Others:* (F)RVNGCWGS—Jan–Dec 70, DAGO 5, 73

**8th Military History Detachment**  
*Meritorious Unit Commendation*—1 Jul 69–31 Mar 70, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Oct 70– 31 Aug 72, DAGO 6, 74

**Headquarters & Headquarters Detachment, 8th Military Police Group**  
*Meritorious Unit Commendation*—24 Aug 68–31 May 69, DAGO 9, 79, amended DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—24 Aug 68–28 Mar 73, DAGO 9, 79, amended DAGO 6, 74  
*Remarks:* Unit activated in Vietnam on 24 Aug 68

**Detachment A (Provisional)**  
*Meritorious Unit Commendation*—24 Aug 68–31 May 69, DAGO 9, 79, amended DAGO 43, 70

**Detachment B (Provisional)**

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

*Meritorious Unit Commendation*—24 Aug 68–31 May 69, DAGO 9, 79, amended DAGO 43, 70

**Detachment C (Provisional)**  
*Meritorious Unit Commendation*—24 Aug 68–31 May 69 DAGO 9, 79 amended DAGO 43, 70

**Detachment D (Provisional)**  
*Meritorious Unit Commendation*—24 Aug 68–31 May 69 DAGO 9, 79 amended DAGO 43, 70

**Detachment E (Provisional)**  
*Meritorious Unit Commendation*—24 Aug 68–31 May 69 DAGO 9, 79 amended DAGO 43, 70

**8th Provisional Machine Gun Platoon**  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68  
*Remarks:* Attached, 145th Avn Bn

**8th Psychological Operations Battalion**  
*Meritorious Unit Commendation*—1 Dec 67–31 Dec 68, DAGO 36, 70  
*RVN Civil Actions Honor Medal, FC*—1 Nov 67–30 Jun 71, DAGO 6, 74; 1 Dec 67–1 Nov 70, DAGO 6, 74 (Attached, 4th PSYOP Op)

**8th Radio Research Unit**  
*Meritorious Unit Commendation*—Nov 64–Jun 66, DAGO 17, 68  
*Remarks:* Unit was 8th US ASA Unit

**8th Radio Research Field Station**  
*Meritorious Unit Commendation*—1 Oct 67–31 Dec 68, DAGO 14, 79; 1 Jan 69–31 Dec 70, DAGO 43, 72; 1 Jan 71–30 Jun 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—25 Dec 70–14 Jul 72, DAGO 32, 73  
*Remarks:* Unit was 8th US ASA Field Sta

**8th Signal Detachment**  
*Presidential Unit Citation*—10–13 Jan 65 DAGO 43, 66  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 68–1 Dec 69, DAGO 51, 71

**Headquarters & Headquarters Company Detachment, 8th Transportation Group**  
*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69; 1 Apr 68–31 Mar 69, DAGO 51, 71, revoked DAGO 2, 71, which amended DAGO 39, 70; 1 Apr 69–31 Mar 70, DAGO 50, 71  
*Others:* (F) RVNGCwGS—19 Oct 66–24 Apr 71, DAGO 24, 72

**9th Administration Company**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**9th Artillery**

**2d Battalion**  
*Valorous Unit Award*—22 Apr–20 Aug 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—Jan 66–1 Aug 67, DAGO 48, 71; 1 Sep 68–28 Jul 69, DAGO 3,70; 29 Jul 69–10 Apr 70, DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70

**Battery C**  
*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72

**7th Battalion**  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—3 Nov 66–31 Mar 70, DAGO 51, 71

**Battery B**  
*Presidential Unit Citation*—19–20 Mar 67, DAGO 23, 69, amended DAGO 3, 69

**9th Artillery Detachment**

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

*Meritorious Unit Commendation*—1 Jun 68–30 Sep 69, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—6 May 68–15 Jan 71, DAGO 51, 71

**9th Aviation Battalion**  
*Valorous Unit Award*—2 Sep 67, DAGO 43, 68  
*Meritorious Unit Commendation*—13 Feb 67–31 Jan 69, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jan 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**9th Cavalry**

**Troop F**  
*Presidential Unit Citation*—5 Apr–7 Jul 72, DAGO 19, 74  
*RVN Gallantry Cross w/Palm*—17 Sep 65–Jun 72, DAGO 54, 74

**1st Squadron**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67; 2–24 Oct 66, DAGO 5, 69  
*Valorous Unit Award*—1–31 Oct 67, DAGO 37, 70; 1 Oct–31 Dec 69, DAGO 32, 73; 1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72

**Troop A Scout Team**  
*Presidential Unit Citation*—1 Oct 66–28 Feb 67, DAGO 2, 73  
*Remarks:* Eligible personnel must show evidence of participation.

**Troop B**  
*Valorous Unit Award*—9–16 Aug 66, DAGO 17, 68; 22 Apr–20 Aug 67, DAGO 43, 72; 1–31 Oct 67, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—22 Feb–27 Mar 71, DAGO 42, 72

**Troop C**  
*Presidential Unit Citation*—25 Aug–1 Oct 66, DAGO 2, 73

**Scout Team**  
*Presidential Unit Citation*—1 Oct 66–28 Feb 67, DAGO 2, 73

**Troop D**  
*Valorous Unit Award*—27 & 28 Jun 68, DAGO 18, 79 amended DAGO 28, 69

**1st Platoon**  
*Presidential Unit Citation*—27 Dec 66, DAGO 7, 70

**4th Squadron (Air)**  
*Army Superior Unit Award*—25 Jul 85–19 Aug 85, DAGO 30, 87

**9th Chemical Detachment**  
*Meritorious Unit Commendation*—Jan–Jun 69, DAGO 42, 70  
*RVN Gallantry Cross w/Palm*—Aug 67–Jan 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—Aug 67–21 Jan 70, DAGO 51, 71

**9th Field Artillery**

**1st Battalion**  
*Army Superior Unit Award*—Jan 86–Dec 86, DAGO 30, 87

**2d Battalion**  
*Army Superior Unit Award*—Jan 86–Dec 86, DAGO 30, 87

**4th Battalion**  
*Army Superior Unit Award*—Jan 86–Dec 86, DAGO 30, 87

**9th Field Hospital**  
*Meritorious Unit Commendation*—1 Sep 67–31 Jul 68, DAGO 31, 69

**9th Finance Detachment**  
*Meritorious Unit Commendation*—Feb–Aug 66, DAGO 17, 68

**9th Infantry**

**4th Battalion**

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

*RVN Gallantry Cross w/Palm*—Apr 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—30 Apr 66–21 Jan 70, DAGO 51, 71

**Company B, 1st Platoon**  
*Presidential Unit Citation*—5 Jan 68 DAGO 82, 69

**Company C**  
*Presidential Unit Citation*—24–26 Apr 69 DAGO 14, 73

**9th Infantry Division**

**Headquarters & Headquarters Company**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Headquarters & Headquarters Company, 1st Brigade**  
*Presidential Unit Citation*—7 Mar–22 Jun 68, DAGO 60, 69  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; 1 Jul 68–13 Nov 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Headquarters & Headquarters Company, 2d Brigade**  
*Presidential Unit Citation*—29 Jan–4 Mar 68, DAGO 45, 69  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69 DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Headquarters & Headquarters Company, 3d Brigade**  
*Valorous Unit Award*—1–3 Feb 68, DAGO 42, 69; 6–12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69; 29 Jul 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; 26 Jul 69–20 Jul 70, DAGO 55, 71

**Headquarters & Headquarters Battery, 9th Infantry Division Artillery**  
*Meritorious Unit Commendation*—31 Dec 66–24 Jan 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Headquarters & Headquarters Company and Band, 9th Infantry Division Support Command**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 68, DAGO 48, 69  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Headquarters & Headquarters Detachment, 9th Logistical Command**  
*Meritorious Unit Commendation*—Apr 65–Jun 66, DAGO 40, 67

**9th Medical Battalion**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 67, 68; 1 Jan–31 Oct 68, DAGO 48, 69  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Company C**  
*RVN Gallantry Cross w/Palm*—1 Jul–13 Nov 68, DAGO 31, 69

**9th Medical Laboratory**  
*Meritorious Unit Commendation*—4 Jun 66–1 Apr 67, DAGO 17, 68; 1 Jan 70–30 Apr 71, DAGO 5, 73; 1 Jun 71–29 Feb 72 DAGO 5, 73

**9th Military Intelligence Detachment**

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

*Meritorious Unit Commendation*—1 Feb–30 Sep 68, DAGO 48, 69  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69 DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69 DAGO 59, 69

**9th Military Police Company**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69 DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69 DAGO 59, 69

**2d Platoon**  
*RVN Gallantry Cross w/Palm*—1 Jul–13 Nov 68, DAGO 31, 69

**9th Replacement Company**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69

**9th Signal Battalion**  
*Meritorious Unit Commendation*—19 Dec 67–18 Jun 68, DAGO 43, 69; 1 Jul 68–24 Jan 69, DAGO 13, 74  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Headquarters & Headquarters Company**  
*Meritorious Unit Commendation*—19 Dec 66–18 Dec 67, DAGO 48, 68

**Company A**  
*Meritorious Unit Commendation*—10 Jan–18 Dec 67, DAGO 48, 68

**Company B**  
*Meritorious Unit Commendation*—10 Jan–18 Dec 67, DAGO 48, 68

**3d Platoon**  
*RVN Gallantry Cross w/Palm*—1 Jul–13 Nov 68, DAGO 31, 69

**Company C**  
*Meritorious Unit Commendation*—19 Dec 66–18 Dec 67, DAGO 48, 68

**9th Signal Detachment**  
*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69 amended DAGO 12, 69  
*RVN Gallantry Cross w/Palm*—7 Sep 66–10 Aug 68, DAGO 60, 69

**9th Supply and Transport Battalion**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 1, 69  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Forward Support Platoon**  
*RVN Gallantry Cross w/Palm*—1 Jul–13 Nov 68, DAGO 31, 69

**9th Transportation Company**  
*Meritorious Unit Commendation*—1 Nov 69–1 Mar 71, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO 51, 71

**Headquarters and Headquarters Company, 10th Aviation Battalion**  
*Valorous Unit Award*—1 Jan–24 Mar 66, DAGO 17, 68  
*Meritorious Unit Commendation*—Dec 65–Sep 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 15 Oct 65–11 Jan 71, DAGO 6, 74; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*Others: (F)RVNGCWGS*—Jan–Dec 70, DAGO 5, 73

**Headquarters and Headquarters Detachment, 10th Aviation Battalion**  
*Valorous Unit Award*—1–20 Jun 66, DAGO 73, 68  
*Meritorious Unit Commendation*—5 Sep 66–31 Mar 67, DAGO 17, 68

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 21, 79, amended DAGO 21, 69

**10th Cavalry**

**Troop H**

*Valorous Unit Award*—10 Sep 72–28 Jan 73, DAGO 9, 79

**1st Squadron**

*Valorous Unit Award*—8–29 May 69, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—29 Jul 69–14 Nov 70, DAGO 52, 71

**Less Troop C**

*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Less Troop D**

*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70

**Troop C**

*Valorous Unit Award*—1–20 Aug 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—Sep 66–1 Aug 67, DAGO 48, 71; 1 Sep 68–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70

**10th Chemical Platoon**

*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 18 Apr–31 Aug 71, and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—20 May 68–2 May 70, DAGO 48, 71

**10th Psychological Operations Battalion**

*Meritorious Unit Commendation*—1 Dec 67–31 Dec 68 DAGO 36, 70  
*RVN Civil Actions Honor Medal, FC*—1 Dec 67–1 Nov 70, DAGO 6, 74

**10th Public Information Detachment**

*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69, and 31 Mar–30 Jun 70, DAGO 42, 72; 16 Apr–28 Aug 69, DAGO 6, 74; 1 Apr–30 Jun 71, DAGO 6, 74; 1 Mar–9 Oct 71 DAGO 6, 74

**10th Radio Research Unit**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Meritorious Unit Commendation*—Jan 65–May 66, DAGO 17, 68  
*Remarks:* Unit was Co C, 313th USASA Bn

**10th Signal Detachment, AD System Maintenance—AGACOM**

*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63

**Headquarters & Headquarters Detachment, 10th Transportation Battalion**

*Meritorious Unit Commendation*—21 Sep 65–6 Mar 67, DAGO 1, 69, amended DAGO 17, 68; 7 Mar 67–30 Jun 68, DAGO 11, 73, amended DAGO 39, 70

**10th Transportation Company**

*Meritorious Unit Commendation*—21 Sep 65–1 Aug 66, DAGO 1, 69, amended DAGO 17, 68; 1 Jul 68–31 Mar 69, DAGO 36, 70; 1 Apr–30 Sep 69 DAGO 50,71

**11th Armored Cavalry**

*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69, amended DAGO 12, 69; 1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—7 Sep 66–10 Aug 68, DAGO 60, 69; 1 May 69–15 Feb 70, DAGO 50, 71; 1 Mar–30 Oct 70, DAGO 55, 71

**Air Cavalry Troop**

*RVN Gallantry Cross w/Palm*—24 Feb–19 May 71, DAGO 42, 72

**1st Platoon**

*Presidential Unit Citation*—12 Mar–1 Apr 68, DAGO 69, 69

**1st Squadron**

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

*Presidential Unit Citation*—11 May–2 Jun 68, DAGO 45, 69

**Troop A**

*RVN Gallantry Cross w/Palm*—1 Nov–31 Dec 70, DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72

**Troop B**

*Presidential Unit Citation*—21 Nov–2 Dec 66, DAGO 45, 69

**Troop C 1st Platoon**

*Presidential Unit Citation*—21 Nov–21 Dec 66, DAGO 45, 69

**2d Squadron**

*RVN Gallantry Cross w/Palm*—1 Nov 70–18 Dec 71, DAGO 8, 74; 26 Sep–10 Oct 71, DAGO 54,74

**Howitzer Battery**

*RVN Gallantry Cross w/Palm*—1 Nov 70–18 Dec 71, DAGO 5, 79, amended DAGO 8, 74

**Company H**

*Valorous Unit Award*—18 Jun 69, DAGO 53, 70

**Troop F**

*Valorous Unit Award*—19 and 20 Jun 69, DAGO 53, 70

**3d Squadron**

*Presidential Unit Citation*—12 Mar–1 Apr 68, DAGO 69, 69  
*Valorous Unit Award*—19 Jun and 21 Jul 67, DAGO 1, 69  
*Meritorious Unit Commendation*—13 Sep 66–31 May 67, DAGO 32, 69

**Headquarters & Headquarters Troop**

*Valorous Unit Award*—17–20 Jun 69, DAGO 53, 70

**Howitzer Battery**

*Valorous Unit Award*—19 and 20 Jun 69, DAGO 53, 70

**Company M**

*Valorous Unit Award*—19 and 20 Jun 69, DAGO 53, 70

**Troop I**

*Valorous Unit Award*—23–25 May 69, DAGO 50, 71; 17–20 Jun 69, DAGO 53, 70

**Troop K**

*Valorous Unit Award*—17–20 Jun 69, DAGO 53, 70

**11th Artillery**

**1st Battalion**

*Presidential Unit Citation*—7 Mar–22 Jun 68, DAGO 60, 69  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**2d Battalion**

*Valorous Unit Award*—8 May–20 Aug 67, DAGO 5, 79, amended DAGO 13, 78, which amended DAGO 43, 72  
*Meritorious Unit Commendation*—15 Dec 66–31 Jul 67, DAGO 43, 68  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 18 Apr–31 Aug 71 and 6–19 Sep 71 DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—30 Nov 66–30 Jun 68, DAGO 51, 71

**Less Battery A**

*RVN Civil Actions Honor Medal, FC*—10 Jun 68–2 May 70, DAGO 48, 71

**Battery A**

*RVN Civil Actions Honor Medal, FC*—30 Nov 68–2 May 70, DAGO 48, 71

**Battery B**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Battery C**

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through**  
**15th Transportation Battalion—Continued**

*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72  
*Valorous Unit Award*—17 Apr–7 May 69, DAGO 2, 71

**6th Battalion**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters and Headquarters Battery**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**7th Battalion**

*Valorous Unit Award*—27 Aug–31 Oct 68, DAGO 42, 69  
*RVN Gallantry Cross w/Palm*—23 Mar–31 Aug 68, DAGO 48, 71;  
1 Sep 68–30 Sep 70, DAGO 5,73  
*RVN Civil Actions Honor Medal, FC*—31 Mar 66–21 Jan 70, DAGO 51, 71

**Battery A (Less)**

*Presidential Unit Citation*—18 Aug–20 Sep 68, DAGO 82, 69  
*Remarks:* Detachment of 14 persons participated. Eligible personnel must show evidence of participation.

**Battery B**

*Presidential Unit Citation*—24–26 Apr 69, DAGO 14, 73

**Headquarters & Headquarters Company 11th Aviation Battalion**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74;  
1 Oct 70–31 Aug 72, DAGO 6, 74; 26 Sep–10 Oct 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71; 1 Jan–31 Dec 71, DAGO 32, 73

**Headquarters & Headquarters Detachment, 11th Aviation Battalion**

*Valorous Unit Award*—4–20 Nov 66, DAGO 9, 79, amended DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—Dec 65–Jun 66, DAGO 9, 79, amended DAGO 46, 68; 1 Mar 66–26 Mar 67, DAGO 22, 68; 22 Feb 67–17 May 68, DAGO 18, 79 amended DAGO 21, 69

**11th Aviation Company**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*RVN Gallantry Cross w/Palm*—May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Headquarters & Headquarters Company, 11th Aviation Group**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—Sep 65–Nov 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Team 1, 11th Pathfinder Platoon**

*Valorous Unit Award*—7–11 Mar 69, DAGO 5, 73

**Pathfinder Team**

*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73  
*Valorous Unit Award*—6 May 69, DAGO 39, 70

**11th Combat Tracker Team (Provisional)**

*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70  
*Remarks:* Redesignated and reorganized as 76th Inf Det

**11th Infantry**

**1st Battalion**

*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43,70; 8 Feb–30 Apr 71, DAGO 41, 72

**Company B**

*Others:* (N) MUC—31 Aug–9 Dec 68, DAGO 32, 73

**Company D**

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through**  
**15th Transportation Battalion—Continued**

*Valorous Unit Award*—11–15 Nov 69, DAGO 52, 74

**Headquarters & Headquarters Company, 11th Infantry Brigade**

*RVN Gallantry Cross w/Palm*—2 Nov 68–28 Feb 69, DAGO 2, 71;  
24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71 DAGO 6, 74

**11th Pathfinder Company Detachment**

*Presidential Unit Citation*—27 Dec 66, DAGO 7, 70  
*Remarks:* Eligible personnel must provide evidence of participation.

**11th Public Information Detachment**

*Meritorious Unit Commendation*—1 Sep 66–10 Sep 67, DAGO 17, 68

**11th Radio Research Unit**

*Meritorious Unit Commendation*—Jan 65–May 66, DAGO 17, 68  
*Remarks:* Unit was Company B, 313th ASA Bn.

**11th Supply Company**

*Meritorious Unit Commendation*—1 May–29 Jun 70, DAGO 9, 79 amended DAGO 43, 72  
*Meritorious Unit Commendation*—Sep 65–Nov 66, DAGO 9, 79 amended DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 9, 79 amended DAGO 59, 69

**Headquarters & Headquarters Detachment, 11th Transportation Battalion**

*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jun 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**12th AA Platoon**

*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68

**12th Artillery**

**2d Battalion**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72; 15 Jan–30 Aug 71 DAGO 54,74  
*RVN Civil Actions Honor Medal, FC*—31 Aug 69–15 Jan 71, DAGO 51, 71

**Headquarters & Headquarters Company 12th Aviation Group**

*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 43, 70 amended DAGO 21, 69; 1 Jan 69– 30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74; 26 Sep–10 Oct 71, DAGO 54,74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**12th Cavalry**

**1st Battalion**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67; 2–3 Oct 66, DAGO 47, 68  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72; 23 Sep–25 Oct 71, DAGO 5, 85  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 56, 69; May 69–Feb 70 DAGO 11,73, amended DAGO 42, 72; 19–27 May 70 DAGO 55, 71; 21 Feb 70–28 Feb 71 DAGO 42, 72; 17 Sep 65–Jun 72 DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Company A**

*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**Company B**

*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**Company C**

*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**Company D**

*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through**  
**15th Transportation Battalion—Continued**

**2d Battalion**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67; 2 Jan–12 Feb 68, DAGO 42, 70  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70; 7–11 Mar 69, DAGO 5, 73; 1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–9 May 69, DAGO 59, 69; May 69–Feb 70 DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Company C**

*Presidential Unit Citation*—15 Oct–9 Nov 66, DAGO 2, 73

**4th Squadron**

**Troop A**

*RVN Gallantry Cross w/Palm*—8 Feb–30 Apr 71, DAGO 9, 79, amended DAGO 42, 72

**Less 1st & 3d Platoons**

*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70

**1st Platoon**

*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68 and 25 Nov–9 Dec 68, DAGO 43, 70

**3d Platoon**

*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68 and 22– 25 Nov 68, DAGO 43, 70

**12th Data Processing Unit**

*Meritorious Unit Commendation*—1 Jan 66–1 May 68, DAGO 42, 69

**12th Door Gunner Detachment**

*Presidential Unit Citation*—27 and 28 Aug 65, DAGO 45, 69

**12th Evacuation**

*Meritorious Unit Commendation*—19 Sep 66–1 Jul 67, DAGO 17, 68; 1 Sep 68–31 Aug 69, DAGO 39, 70; 1 Sep 69–4 Dec 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—26 Sep 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Nov 66–21 Jan 70, DAGO 51, 71

**12th Infantry**

**1st Battalion**

*Valorous Unit Award*—11–13 Nov 66, DAGO 17, 68; 1 Jan–5 Apr 67, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Company B**

*Valorous Unit Award*—4–10 Feb 68, DAGO 43, 70

**Company C**

*Valorous Unit Award*—4–10 Feb 68, DAGO 43, 70

**2d Battalion**

*Presidential Unit Citation*—21 Mar 66, DAGO 59, 69  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—Oct 66–1 Aug 67, DAGO 48, 71 amended DAGO 38, 70 which amended DAGO 3, 70; 1 Aug 67–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–21 Jan 70, DAGO 51, 71

**3d Battalion**

*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70, DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Advance Party**

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through**  
**15th Transportation Battalion—Continued**

*Presidential Unit Citation*—25 & 26 May 69, DAGO 75, 69

**4th Battalion**

*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 51, 71

**Headquarters & Headquarters Company Medical Aid Detachment**

*Presidential Unit Citation*—5–10 May 68, DAGO 60, 69

**Less Company D**

*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70

**Company D**

*Presidential Unit Citation*—5–10 May 68, DAGO 60, 69  
*RVN Gallantry Cross w/Palm*—5–19 Feb 68, DAGO 43, 70

**5th Battalion**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—Apr 68–31 Aug 70 DAGO 51, 71

**12th Military Intelligence Detachment**

*Meritorious Unit Commendation*—1 Sep 66–30 Sep 67, DAGO 43, 68

**12th Ordnance Detachment**

*Meritorious Unit Commendation*—23 Feb 67–31 Mar 68, DAGO 67, 68  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**12th Public Information Detachment**

*Meritorious Unit Commendation*—1 May 71–29 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 60, 69, amended DAGO 21, 69; 1 Jan 69– 30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**13th Artillery**

**2d Battalion**

*Meritorious Unit Commendation*—Oct 65–Nov 66, DAGO 17, 68; 1 Jan 68–31 Jan 69, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–15 Mar 70, DAGO 51, 71

**Battery C**

*Valorous Unit Award*—11 & 13 Sep 68, DAGO 43, 70

**3d Battalion**

*Meritorious Unit Commendation*—1 Dec 67–31 May 68, DAGO 17, 69, amended DAGO 1, 69  
*RVN Gallantry Cross w/Palm*—Apr 66–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—Apr 66–21 Aug 70 DAGO 51, 71

**Less Battery B**

*RVN Gallantry Cross w/Palm*—1 Sep 68–30 Sep 70, DAGO 5, 73

**Battery B**

*Valorous Unit Award*—1 Jan–22 Feb 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Jan–31 Mar 69, DAGO 43, 70; 1 Sep–31 Dec 68, and 1 Apr 69–30 Sep 70, DAGO 5, 73

**7th Battalion**

*Meritorious Unit Commendation*—9 Nov 66–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**Headquarters & Headquarters Battery, 13th Artillery Group**

*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63 DAGO 33, 63

**Headquarters & Headquarters Company, 13th Aviation Battalion**

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

*RVN Gallantry Cross w/Palm*—15 Dec 69–10 Oct 70, DAGO 52, 71 (Attached, 164th Avn Gp); 1 Jan 69–30 Sep 70, DAGO 6, 74 (Attached 1st Avn Bde); 1 Oct 70–31 Aug 72, DAGO 6, 74 (Attached, 1st Avn Bde)

**Headquarters & Headquarters Detachment, 13th Aviation Battalion**  
*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 69  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Gallantry Cross w/Palm*—28–30 Jan 66, DAGO 46, 68; 1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 43, 70 amended DAGO 21,69

**13th Finance Section**  
*Meritorious Unit Commendation*—Jul 65–Oct 66, DAGO 17, 68; 1 Nov 66–30 Nov 67, DAGO 31, 69; 1 Jun 69–31 May 70, DAGO 48, 71

**13th Military History Detachment**  
*Meritorious Unit Commendation*—23 Dec 65–31 Jul 68 DAGO 45, 69

**13th Security Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**13th Security Group**  
*RVN Gallantry Cross w/Palm*—27 Mar 67–17 May 68, DAGO 43, 70, amended DAGO 21, 69

**13th Security Platoon**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 43, 70, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71

**13th Signal Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—Sep 65–Mar 67, DAGO 17, 68; 13 Jan–30 Sep 68, DAGO 51, 71, revoked DAGO 2, 71, which amended DAGO 39, 70; 1 Oct 68–1 Apr 69 DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Headquarters & Headquarters Company**  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69 DAGO 59, 69

**Company A**  
*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73

**14th Artillery**

**1st Battalion**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec–69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters & Headquarters Battery**  
*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**6th Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Meritorious Unit Commendation*—27 Nov 65–10 Nov 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—23 Oct 65–23 Jun 70, DAGO 55, 71; 1 Aug 65–16 Apr 71 DAGO 54, 74

**Battery A**  
*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69

**Battery B**  
*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69  
*Valorous Unit Award*—4 May–28 Jun 69, DAGO 48, 71

**Battery C**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71

**Headquarters & Headquarters Company, 14th Aviation Battalion**

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 8 Feb–31 Mar 71, DAGO 42, 72; 1 Apr–30 Jun 71 DAGO 6, 74

**Headquarters & Headquarters Detachment, 14th Aviation Battalion**  
*Valorous Unit Award*—13–19 Aug 67, DAGO 37, 70; 12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 21, 79, amended DAGO 21, 69

**14th Engineer Battalion**  
*Meritorious Unit Commendation*—18 Oct 66–18 Jul 67, DAGO 48, 68

**Headquarters & Headquarters Company**  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**Company A, 2d Platoon**  
*Presidential Unit Citation*—22 Dec 66–4 Apr 67, DAGO 2, 73

**14th Infantry**

**1st Battalion**  
*RVN Gallantry Cross w/Palm*—Jan 66–1 Aug 67, DAGO 48, 71; 1 Sep 68–28 Jul 69 DAGO 3, 70; 29 Jul 69–17 Nov 70, DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70  
*Others: (N) PUC(Navy)*—10–15 Sep 67, DAGO 59, 69

**Company A**  
*Valorous Unit Award*—22 Apr–20 Aug 67, DAGO 43, 72

**2d Battalion**  
*RVN Gallantry Cross w/Palm*—Apr 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—20 Apr 66–21 Jan 70, DAGO 51, 71

**14th Inventory Control Center**  
*Meritorious Unit Commendation*—1 Oct 66–31 Mar 68, DAGO 48, 68

**14th Medical Detachment**  
*Meritorious Unit Commendation*—20 Aug 67–31 Jul 68, DAGO 28, 69

**14th Military History Detachment**  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**14th Military Intelligence Detachment**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69

**Headquarters & Headquarters Company, 14th Psychological Operations Battalion**  
*Meritorious Unit Commendation*—Oct 68–Jun 70, DAGO 37, 72

**14th Public Information Detachment**  
*RVN Gallantry Cross w/Palm*—1 Aug 67–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70

**14th Quartermaster Platoon**  
*Meritorious Unit Commendation*—1 Sep 68–28 Feb 70, DAGO 24, 72

**14th Security Platoon**  
*Presidential Unit Citation*—13–19 Aug 67, DAGO 37, 70; 12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 43, 70, amended DAGO 21, 69

**Headquarters and Headquarters Company, 14th Transportation Battalion**



**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

*Meritorious Unit Commendation*—Sep 65–Nov 66, DAGO 17, 68; 1 Dec 66–31 Oct 67, DAGO 70, 69, amended DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Aug 71–27 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**14th Transportation Platoon**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69

**15th Administration Company**  
*Presidential Unit Citation*—23 Oct–26 Nov 65 DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70 DAGO 43, 72  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 55, 68; 1 Oct 67–30 Jun 69, DAGO 51,71 revoked DAGO 2, 71 which amended DAGO 39, 70; 1 Jul 69–31 Mar 70, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**15th Artillery**

**6th Battalion**  
*Meritorious Unit Commendation*—1 Jan 68–31 Jan 69, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—12 July 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—May 67–Apr 68, DAGO 53, 70; 1 May 67–21 Nov 69 DAGO 51, 71

**Battery C**  
*Valorous Unit Award*—4 Aug–30 Sep 68, DAGO 36, 70

**7th Battalion**  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71 DAGO 54, 74

**8th Battalion**  
*Meritorious Unit Commendation*—20 Oct 62–1 June 63, DAGO 33, 63

**15th Engineer Battalion**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69 DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Company A**  
*Presidential Unit Citation*—7 Mar–22 Jun 68, DAGO 60, 69

**Company C**  
*RVN Gallantry Cross w/Palm*—1 Jul–13 Nov 68, DAGO 31, 69

**15th Engineer Company**  
*Valorous Unit Award*—9 May–1 Jul 69, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—3 May 70–30 Apr 71, DAGO 6, 74

**15th Medical Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 46, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—1 Jun 67–31 May 68, DAGO 28, 69; 1 Jun 68–30 Nov 69, DAGO 2, 71  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Headquarters & Service Company**  
*Meritorious Unit Commendation*—1 May 70–31 Jan 71, DAGO 27, 85

**Air Ambulance Platoon**  
*Valorous Unit Award*—11–12 Aug 69, DAGO 24, 72

**Company A**

**Table 2**  
**Army Units in numerical order—6th Army Postal Unit through 15th Transportation Battalion—Continued**

*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70  
*Meritorious Unit Commendation*—1 May 70–31 Jan 71, DAGO 27, 85

**Company B**  
*Valorous Unit Award*—6 Jun 67, DAGO 48, 68; 11–12 Aug 69, DAGO 24, 72  
*Meritorious Unit Commendation*—1 May 70–31 Jan 71, DAGO 27, 85

**Company C**  
*Valorous Unit Award*—11–12 Aug 69, DAGO 24, 72  
*Meritorious Unit Commendation*—1 May 70–31 Jan 71, DAGO 27, 85

**15th Military History Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 66, DAGO 10, 68; 1 Jan 67–15 Apr 68, DAGO 5,69; 15 Apr 68–31 Dec 69, DAGO 19, 74, amended DAGO 16, 72; 1 Jan–31 Dec 70, DAGO 43, 72

**15th Psychological Operations Detachment**  
*Meritorious Unit Commendation*—Oct 68–June 70 DAGO 37, 72

**15th Public Information Detachment**  
*Valorous Unit Award*—Jan–Apr 66, DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—Mar 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—Mar 66–21 Jan 70 DAGO 51, 71

**15th Supply and Service Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 53, 67, amended DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—1 Jun 67–31 May 68, DAGO 28, 69; 1 Jun 68–30 Nov 69, DAGO 2, 71; 1 Jan–31 Dec 70 DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—May 69–Feb 70 DAGO 11, 73 amended DAGO 42, 72; 21 Feb 70–28 Feb 71 DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Company C**  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**15th Transportation Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—1 Jun 67–31 May 68, DAGO 28, 69; 1 Jun 68–30 Nov 69, DAGO 2, 71; 1 Jan 70–31 Jan 71, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73 amended DAGO 42, 72; 21 Feb 70–28 Feb 71 DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Company C**  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through 29th Military History Detachment**

**16th Air Traffic Control Battalion (Corps)**  
*Army Superior Unit Award*—1 Apr 84–1 Jul 85, DAGO 9, 87

**16th Armor Company D**  
*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68  
*RVN Civil Actions Honor Medal, FC*—5 May 65–24 Sep 70, DAGO 51, 71

**16th Artillery**

**Battery F**

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through 29th Military History Detachment—Continued**

*Meritorious Unit Commendation*—1 Jan 68–31 Jan 69, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 14, 79, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—10 Jun–30 Nov 68, DAGO 48, 71; 17 Oct 69–1 Mar 70 DAGO 51, 71

**3d Battalion**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69, and 31 Mar–30 Jun 70 DAGO 42, 72

**Headquarters & Headquarters Battery**  
*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71 DAGO 6, 74

**Battery A**  
*Valorous Unit Award*—15–31 Oct 67, DAGO 39, 70

**5th Battalion**  
*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74; Oct 66–28 Jul 69, DAGO 3,70; 29 Jul 69–17 Nov 70, DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Battery A**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71

**Battery B**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71  
*Valorous Unit Award*—4–12 Feb 68, DAGO 43, 70

**Battery C**  
*Presidential Unit Citation*—27 Dec 66, DAGO 7, 70

**Battery D**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71

**Headquarters & Headquarters Company, 16th Aviation Group**  
*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 24 Aug–31 Dec 69, and 31 Mar–30 Jun 70, DAGO 42, 72; 8 Feb–31 Mar 71, DAGO 42,72; 1 Apr–30 Jun 71, DAGO 6, 74

**16th Cavalry**

**Troop C**  
*RVN Gallantry Cross w/Palm*—5 Apr–10 Oct 70, DAGO 52, 71

**16th Infantry**

**1st Battalion**  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69; Apr–Oct 69, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Company E, Mortar Platoon**  
*Meritorious Unit Commendation*—22 Feb 67–28 Feb 68, DAGO 31, 69

**2d Battalion**  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 32, 69  
*RVN Civil Actions Honor Medal, FC*—12 Jul 65–7 Apr 70, DAGO 53, 70

**Heavy Mortar Platoon**  
*Meritorious Unit Commendation*—1 Jul 67–31 Mar 68, DAGO 17, 68

**Company C**  
*Valorous Unit Award*—11 & 12 Apr 66, DAGO 17, 69

**16th Medical Dispensary**  
*Meritorious Unit Commendation*—Jul 65–Jan 66, DAGO 20, 67

**Headquarters & Headquarters Detachment, 16th Military Police Group**  
*Meritorious Unit Commendation*—1 Oct 66–15 Jan 68, DAGO 55, 68; 16 Jan 68–1 May 69, DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—29 Sep 66–28 Mar 73, DAGO 6, 74

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through 29th Military History Detachment—Continued**

**16th Psychological Operations Company**  
*Meritorious Unit Commendation*—Oct 68–Jun 70, DAGO 37, 72

**16th Public Information Detachment**  
*Meritorious Unit Commendation*—1 Sep 67–22 Feb 69, DAGO 42, 70; 23 Feb–31 Oct 69, DAGO 42, 71; 1 Nov 69–1 Mar 71, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO 51, 71

**16th Radio Research Unit**  
*Meritorious Unit Commendation*—Jan 65 May 66, DAGO 17, 68  
*Remarks:* Unit was Co A, 303d ASA Bn

**16th Signal Company**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**16th Signal Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–30 Jun 67 DAGO 17, 68; 1 Jul 67–30 Jun 68 DAGO 56, 69; 1 Jul 68–31 Dec 69 DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO 51, 71

**Elements of 16th Signal Detachment**  
*Remarks:* (A) Vicinity of Katum RVN(Avn) 0900–0907 hrs, inclusive, 22 Feb 67. DAGO 18, 79 amended DAGO 48, 71  
*Remarks:* Eligible personnel must provide evidence of participation.

**16th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**17th Artillery**

**2d Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**17th Aviation Company**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Meritorious Unit Commendation*—22 Feb 67–17 May 68, DAGO 21, 69

**Headquarters & Headquarters Company 17th Aviation Group**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 43, 70 amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 17 Jan 66–Aug 72, DAGO 54, 74

**17th Cavalry**

**Troop D**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 51, 71

**1st Platoon**  
*Presidential Unit Citation*—5–10 May 68, DAGO 60, 69

**Troop E**  
*Valorous Unit Award*—5–25 Jan 67, DAGO 17, 68  
*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**Elements of Troop E**  
*Remarks:* (A) Vicinity of Katum, RVN(Abn), 0900–0907 hrs, inclusive, 22 Feb 67 DAGO 18, 79 amended DAGO 48, 71  
*Remarks:* Eligible personnel must provide evidence of participation in Assault Landing

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through 29th Military History Detachment—Continued**

**1st Platoon, Troop E**

*Others:* (N) PUC—7 Oct–4 Dec 66, DAGO 32, 73

**Troop F**

*RVN Gallantry Cross w/Palm*—16 Apr–28 Aug 69, DAGO 6, 74; 24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**Troop H**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**1st Squadron, Troop B**

*RVN Gallantry Cross w/Palm*—6 Oct 68–11 Nov 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—12 Mar–4 Oct 68, DAGO 48, 71

**2d Squadron**

*Valorous Unit Award*—7 Dec 69–16 Feb 70, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70; 2 Dec 69–8 Jan 71, DAGO 24, 72; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar–2 May 70, DAGO 48, 71

**Troop A**

*Presidential Unit Citation*—2–20 Jun 66 DAGO 59, 68 10–21 May 69, DAGO 16,72  
*Valorous Unit Award*—17 Jan 66–25, Mar 68, DAGO 1, 69, amended DAGO 17, 68 17 Apr–7 May 69, DAGO 2, 71  
*Meritorious Unit Commendation*—29 Jul 65–1 Oct 66, DAGO 1, 69, amended DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69

**3d Squadron**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**Headquarters & Headquarters Troop**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74; 26 Sep–10 Oct 71 DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**Troop A**

*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Aug–31 Oct 68, DAGO 21, 78, amended DAGO 31, 69; 5 Jan–5 Apr 70, DAGO 52, 71; 21 Feb 70–28 Feb 71, DAGO 42, 72; 26 Sep–10 Oct 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 Aug–31 Oct 68, DAGO 43, 70 amended DAGO 59, 69

**Troop B**

*Valorous Unit Award*—31 Aug–31 Oct 68, DAGO 42, 69  
*RVN Gallantry Cross w/Palm*—Jan–Jun 69; DAGO 59, 69; 21 Feb 70–28 Feb 71, DAGO 42, 72; 27 Mar–19 May 71, DAGO 42, 72; 26 Sep–10 Oct 71, DAGO 54, 74;  
*RVN Civil Actions Honor Medal, FC*—1 Feb–28 Jun 69, DAGO 43, 70, amended DAGO 59, 69

**Troop D**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 21, 79, amended DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—26 Sep–10 Oct 71, DAGO 54, 74

**Troop F**

*RVN Gallantry Cross w/Palm*—31 Mar–19 May 71, DAGO 42, 72; 26 Sep–10 Oct 71, DAGO 54,74

**7th Squadron**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan–31 Oct 70, DAGO 52,71

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through 29th Military History Detachment—Continued**

**Headquarters & Headquarters Troop**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72 DAGO 6,74

**Rifle Platoon, Troop A**

*Valorous Unit Award*—30 Jan–12 Feb 68, DAGO 43, 70

**Troop B**

*RVN Gallantry Cross w/Palm*—1 Oct 71–31 Jan 72, DAGO 32, 73

**Rifle Platoon, Troop B**

*Valorous Unit Award*—30 Jan–12 Feb 68, DAGO 43, 70

**Troop C**

*Presidential Unit Citation*—31 Jan–31 Mar 68, DAGO 60, 69  
*Valorous Unit Award*—8 Feb–24 Mar 71, DAGO 24, 75  
*RVN Gallantry Cross w/Palm*—8 Feb–8 Apr 71, DAGO 5, 73

**Troop D**

*Valorous Unit Award*—30 Jan–12 Feb 68, DAGO 43, 70

**17th Military History Detachment**

*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Aug 66–7 Apr 70, DAGO 53, 70

**17th Public Information Detachment**

*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69 amended DAGO 12, 69  
*RVN Gallantry Cross w/Palm*—7 Sep 66–10 Aug 68, DAGO 60, 69; 1 May 69–15 Feb 70, DAGO 50, 71; 1 Mar–30 Oct 70, DAGO 55, 71

**17th Signal Platoon**

*Meritorious Unit Commendation*—26 Sep 68–28 Feb 70, DAGO 18, 79  
*Remarks:* Unit inactivated 1 Mar 70, redesignated USASTRAT-COM Hv Cable Construction Detachment

**18th Artillery**

**3d Battalion**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Aug 65, 16 Apr 71, DAGO 54, 74

**Headquarters & Headquarters Battery**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**Battery A**

*Meritorious Unit Commendation*—27 Nov 65–10 Nov 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—23 Oct 65–23 Jun 70, DAGO 55, 71  
*Others:* (N) PUC—25 Apr–5 Jun 67 DAGO 59, 69

**Battery B**

*Others:* (N) PUC—25 Apr–5 Jun 67 DAGO 59, 69

**Battery C**

*Valorous Unit Award*—3 May–20 Aug 67, DAGO 43, 72

**18th Aviation Company**

*Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67 amended DAGO 40, 66  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—26 Jun–30 Jul 70 and 12 Jan–25 Feb 71, DAGO 24,72; 28 Oct 76 Dec 70, DAGO 24, 72  
*Others:* (N) PUC—29 Mar 66–30 Jun 67 DAGO 59, 69

**18th Chemical Detachment**

*Meritorious Unit Commendation*—Sep 65–Jun 66, DAGO 17, 68

**Headquarters & Headquarters Company, 18th Engineer Brigade**

*Meritorious Unit Commendation*—1 Jan 67–29 Feb 68, DAGO 55, 68; 1 Mar 68–28 Feb 69, DAGO 51, 71 revoked DAGO 2, 71 which amended DAGO 37, 70; 1 Mar 69–31 Mar 70 DAGO 50, 71  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through**  
**29th Military History Detachment—Continued**

**18th Infantry**

**1st Battalion**

*Valorous Unit Award*—6 Oct–10 Dec 67, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69;  
15 Sep 69–Feb 70, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—12 Jul 65–7 Apr 70, DAGO  
53, 70

**2d Battalion**

*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—12 Jul 65–7 Apr 70, DAGO  
53, 70

**Heavy Mortar Platoon**

*Meritorious Unit Commendation*—1 Jul 67–31 Mar 68, DAGO 42,  
69

**18th Military History Detachment**

*Meritorious Unit Commendation*—Jan–Jun 69, DAGO 42, 70  
*RVN Gallantry Cross w/Palm*—Mar 66–Aug 68, DAGO 48, 71; 1  
Sep 68–30 Sep 70 DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—31 Mar 66–21 Jan 70, DAGO  
51, 71

**Headquarters & Headquarters Detachment, 18th Military Police  
Brigade**

*Meritorious Unit Commendation*—26 Sep 66–25 Sep 67, DAGO  
17, 68; 26 Sep 67–31 Oct 68, DAGO 46, 69; 1 Nov 68–1 Apr 71,  
DAGO 6, 74; 2 Apr 71–19 Mar 73 DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—29 Sep 66–28 Mar 73 DAGO 6, 74

**18th Psychological Operations Company**

*Meritorious Unit Commendation*—Oct 68–Jun 70, DAGO 37, 72

**18th Public Information Detachment**

*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69;  
Jan–Jun 69 DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jan 69,  
DAGO 59, 69

**18th Replacement Company**

*Meritorious Unit Commendation*—Aug 65–Jul 67, DAGO 17, 68; 1  
Aug 67–30 Sep 68, DAGO 31, 69; 1 Oct 68–30 Apr 71, DAGO 43,  
72; 1 May 71–30 Apr 72 DAGO 5, 73

**18th Signal Detachment**

*Meritorious Unit Commendation*—Sep 65–Jun 66, DAGO 17, 68

**18th Surgical Hospital**

*Meritorious Unit Commendation*—1 Jun 66–14 Oct 67, DAGO 67,  
68; 1 Jan 70–31 Jul 71, DAGO 43, 72

**19th Artillery**

**Detachment of thirteen (13) personnel of the 2d Battalion**

*Presidential Unit Citation*—23 Oct 66, DAGO 48, 68  
*Remarks:* Eligible personnel must provide evidence of participa-  
tion.

**2d Battalion**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59,  
69; May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb  
70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO  
42, 72

**Radar Section, Headquarters & Headquarters Battery**

*Valorous Unit Award*—6 May 69, DAGO 39, 70

**Artillery Liaison Section**

*Valorous Unit Award*—6 May 69, DAGO 39, 70

**Battery A**

*Valorous Unit Award*—6 May 69, DAGO 39, 70

**Battery B**

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through**  
**29th Military History Detachment—Continued**

*Presidential Unit Citation*—27 Dec 66, DAGO 7, 70

**19th Data Processing Unit**

*Meritorious Unit Commendation*—1 Apr 67–31 Jan 68, DAGO 43,  
68

**Headquarters & Headquarters Company, 19th Engineer Battalion**

*RVN Civil Actions Honor Medal, FC*—3 May–7 Nov 70, DAGO 6,  
74

**19th Maintenance Company**

*Meritorious Unit Commendation*—1 Jan 69–30 Jun 70, DAGO 43,  
72

**19th Military History Detachment**

*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69;  
Jan–Jun 69, DAGO 59, 69; 29 Jul 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69,  
DAGO 59, 69; 26 Jul 69–20 Jul 70, DAGO 55, 71

**19th Public Information Detachment**

*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69;  
Jan–Jun 69, DAGO 59, 69; 29 Jul 69–20 Jul 70 DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69,  
DAGO 59, 69

**19th Quartermaster Company**

**Maintenance Platoon**

*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**19th Quartermaster Detachment**

*Meritorious Unit Commendation*—1 Oct 66–1 Jun 67, DAGO 54,  
68

**19th Signal Detachment**

*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48,  
68; 1 Nov 68–1 Dec 69 DAGO 51, 71

**19th Supply and Service Company**

*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 54, 68;  
1 Jun 69–31 May 70 DAGO 48, 71

**Petroleum Platoon**

*Meritorious Unit Commendation*—1 Nov 67–31 May 68 DAGO 39,  
70

**20th Artillery**

**2d Battalion**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59,  
69; May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb  
70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO  
42, 72

**Headquarters and Service Battery**

*Valorous Unit Award*—6–10 Dec 67, DAGO 42, 69

**Battery A**

*Presidential Unit Citation*—11 Dec 66–4 Apr 67, DAGO 2, 73  
*Valorous Unit Award*—6–10 Dec 67, DAGO 42, 69;  
*RVN Gallantry Cross w/Palm*—22 Feb–19 May 71, DAGO 42, 72

**Battery B**

*Valorous Unit Award*—6–10 Dec 67, DAGO 42, 69

**Battery C**

*Presidential Unit Citation*—25 Aug–11 Dec 66, DAGO 2, 73  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**20th Chemical Detachment**

*Presidential Unit Citation*—2–20 Jun 66, DAGO 59, 68  
*Valorous Unit Award*—17 Jan–25 Mar 66, DAGO 1, 69 amended  
DAGO 17–68  
*Meritorious Unit Commendation*—29 Jul 65–1 Oct 66, DAGO 1, 69  
amended DAGO 17, 68

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through**  
**29th Military History Detachment—Continued**

*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**20th Chemical Platoon**

*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70

**20th Engineer Battalion**

*Meritorious Unit Commendation*—1 Jan 66–31 Jan 67, DAGO 37, 70; 1 Mar 67–31 May 68, DAGO 48, 69; 1 Jun 68–31 Dec 69 DAGO 48, 71

**Headquarters and Headquarters Company**

*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**Headquarters & Headquarters Company, 20th Engineer Brigade**

*Meritorious Unit Commendation*—1 Aug 67–31 Jan 68, DAGO 48, 68; 1 Feb–31 Jul 68, DAGO 51, 71 revoked DAGO 2, 71 which Amend DAGO 42, 69; 1 Aug 68–28 Feb 70, DAGO 50, 71; 1 Mar 70–31 Mar 71, DAGO 43, 72  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**20th Finance Detachment**

*Meritorious Unit Commendation*—Feb–Aug 66, DAGO 17, 68

**20th Infantry**

**Company E**

*Meritorious Unit Commendation*—1 Jan–1 Jul 72, DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—15 Oct 67–10 Oct 68 DAGO 53, 70

**1st Battalion**

*RVN Gallantry Cross w/Palm*—2 Nov 68–28 Feb 69, DAGO 2, 71; 24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters & Headquarters Company**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**20th Preventive Medicine Unit**

*Meritorious Unit Commendation*—Feb 63–Sep 63, DAGO 21, 64; Jan–Jul 65, DAGO 31, 67; Jan–31 Dec 67, DAGO 67, 68; 1 Jan 71–31 Jan 73 DAGO 6, 74  
*RVN Gallantry Cross w/Palm*—Dec 65–Aug 68, DAGO 48, 71 9 Oct 69–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—9 Oct 69–21 Jan 70, DAGO 51, 71

**20th Public Information Detachment**

*RVN Gallantry Cross w/Palm*—Sep 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—4 Feb 68–21 Jan 70, DAGO 51, 71

**20th Transportation Company**

*Meritorious Unit Commendation*—1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–21 Jan 70, DAGO 51, 71

**21st Artillery**

**1st Battalion**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—1 Feb–31 Oct 67, DAGO 54, 68  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71 DAGO 42, 72; 17 Sep 65–Jun 72, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Artillery Liaison Section**

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through**  
**29th Military History Detachment—Continued**

*RVN Gallantry Cross w/Palm*—14–16 Nov 65 DAGO 21, 69, amended DAGO 48, 68

**Battery A**

*Presidential Unit Citation*—25 Aug–10 Sep 66 and 28 Feb–4 Apr 67, DAGO 2, 73

**Battery B**

*Presidential Unit Citation*—10 Sep 66–28 Feb 67, DAGO 2, 73  
*Valorous Unit Award*—3 Jan 68, DAGO 43, 69, amended DAGO 28, 69

**21st Aviation Company**

*Meritorious Unit Commendation*—1 Jan–30 Nov 67, DAGO 69, 69, amended DAGO 48, 68; 1 Dec 67–31 May 68, DAGO 60, 69  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68 DAGO 21, 69

**21st Infantry**

**3d Battalion**

*Valorous Unit Award*—13 May–17 Jun 69, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—16 Apr–28 Aug 69, DAGO 6, 74; 24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Mar–9 Oct 71, DAGO 6, 74  
*Others: (N) NUC*—1–16 May 68 DAGO 32, 72

**Headquarters & Headquarters Company**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**4th Battalion**

*RVN Gallantry Cross w/Palm*—2 Nov 68–28 Feb 69, DAGO 2, 71; 24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**21st Military History Detachment**

*Presidential Unit Citation*—22 Apr 67–31 Jan 68, DAGO 2, 1972 amended DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—22 Apr 67–17 May 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**21st Public Information Detachment**

*RVN Gallantry Cross w/Palm*—19 Feb 68–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—19 Feb 68–31 Oct 69, DAGO 53, 70

**Headquarters & Headquarters Detachment, 21st Signal Group**

*Meritorious Unit Commendation*—6 Jun 66–6 Jun 68, DAGO 73, 68

**22d Artillery**

**5th Battalion**

*Meritorious Unit Commendation*—24 Dec 67–30 Apr 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**22d Aviation Detachment**

*Army Superior Unit Award*—Sep 83–Nov 85, DAGO 9, 87

**22d Engineer Detachment**

*Meritorious Unit Commendation*—1 Nov 67–30 Apr 68, DAGO 43, 69; 1 Jul 70–31 Dec 71, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—18 Oct 67–9 Feb 70, DAGO 43, 70

**22d Finance Section**

*Meritorious Unit Commendation*—Jul–Dec 65, DAGO 43, 66

**22d Infantry**

**1st Battalion**

*Valorous Unit Award*—30 Jan–12 Feb 68 DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74; 29 Jul 69–31 Oct 70, DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through**  
**29th Military History Detachment—Continued**

**2d Battalion**

*Presidential Unit Citation*—21 Mar 67, DAGO 59, 68  
*RVN Gallantry Cross w/Palm*—Oct 66–1 Aug 67, DAGO 48, 71, further amended DAGO 38, 70, which amended DAGO 3, 70; 1 Aug 67–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–21 Jan 70, DAGO 51, 71

**3d Battalion**

*Valorous Unit Award*—27 Aug–31 Oct 68, DAGO 42, 69  
*RVN Gallantry Cross w/Palm*—Oct 66–1 Aug 67, DAGO 48, 71, further amended DAGO 38, 70, which amended DAGO 3, 70; 1 Aug 67–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–21 Jan 70, DAGO 51, 71

**Less Company C**

*Presidential Unit Citation*—21 Mar 67 DAGO 59, 68

**22d Military History Detachment**

*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 43, 70, amended DAGO 21, 69; 19 Jul 68–14 May 69 DAGO 43, 69; 18 Apr–31 Aug 71, and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71 DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**22d Public Information Detachment**

*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**22d Quartermaster Detachment**

*Meritorious Unit Commendation*—Dec 65–Jun 66 DAGO 5, 69, amended DAGO 17, 68; 1 Jul 66–1 Jan 67, DAGO 54, 68

**Headquarters & Headquarters Detachment, 22d Replacement Battalion**

*Meritorious Unit Commendation*—Jun 66–Jun 67, DAGO 17, 68; 1 Jul 67–30 Jun 68, DAGO 1, 69; 1 Jul 68–30 Jun 69, DAGO 39, 70; 1 Jul 69–30 Jun 70 DAGO 50, 71

**23d Administration Company**

*Meritorious Unit Commendation*—1 Jan 68–31 Aug 69, DAGO 53, 70; 1 Sep 69–31 Jan 71, DAGO 32, 73; 1 Feb–27 Nov 71 DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**Headquarters and Headquarters Battery, 23d Artillery Group**

*Meritorious Unit Commendation*—Sep 65–Dec 66, DAGO 17, 68; 1 Jan 68–31 Jan 69, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—15 Jan–30 Aug 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—22 Mar 66–15 Jan 71, DAGO 51, 71

**Camp Surveillance Radar Sections**

*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**Task Force, 23d Cavalry (Provisional)**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**23d Engineer Detachment**

*Meritorious Unit Commendation*—30 Jun–31 Dec 68, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—1 Jan 70–15 Jan 71, DAGO 24, 72; 3 May 70–30 Apr 71, DAGO 6, 74

**23d Infantry**

**4th Battalion**

*Valorous Unit Award*—26–28 May 68, DAGO 43, 70; 27 Aug–31 Oct 68 DAGO 42, 69  
*RVN Gallantry Cross w/Palm*—Apr 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—30 Apr 66–21 Jan 70, DAGO 51, 71

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through**  
**29th Military History Detachment—Continued**

**23d Infantry Division**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**Headquarters & Headquarters Battery 23d Infantry Division Artillery**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters & Headquarters Company and Band, 23d Infantry Division Support Command**

*Meritorious Unit Commendation*—1 Jan 68–31 Aug 69, DAGO 53, 70; 1 Sep 69–31 Jan 71, DAGO 32, 73; 1 Feb–27 Nov 71, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**23d Infantry Division Combat Center (Provisional)**

*Meritorious Unit Commendation*—1 Jan 68–31 Aug 69 DAGO 53, 70; 1 Sep 69–31 Jan 71 DAGO 32, 73; 1 Feb–27 Nov 71, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71 DAGO 6, 74

**23d Medical Battalion**

*Meritorious Unit Commendation*—1 Sep 69–31 Jan 71, DAGO 32, 73; 1 Feb–27 Nov 71 DAGO 32,73

**Headquarters & Headquarters Company**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71 DAGO 6, 74

**Headquarters and Company A**

*Meritorious Unit Commendation*—1 Jan 68–31 Aug 69 DAGO 53, 70

**Company B**

*Meritorious Unit Commendation*—15 Feb–31 Aug 69 DAGO 53, 70  
*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71 DAGO 6, 74

**Company C**

*Valorous Unit Award*—11–31 Aug 69 DAGO 43, 72  
*Meritorious Unit Commendation*—15 Feb–31 Aug 69 DAGO 53, 70

**Company D**

*Meritorious Unit Commendation*—15 Feb–31 Aug 69, DAGO 53, 70

**23d Military History Detachment**

*Meritorious Unit Commendation*—1 Apr 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–23 Feb 68 DAGO 48, 71

**23d Military Policy Company**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**2d Platoon**

*Valorous Unit Award*—11–31 Aug 69 DAGO 43, 72

**23d Mobile Strike Force Company, 5th Special Forces Group**

*Valorous Unit Award*—31 Jan–25 Feb 68 DAGO 43, 70  
*Remarks:* See 5th SF Gp

**23d Quartermaster Detachment**

*Meritorious Unit Commendation*—Oct 64–Dec 65 DAGO 3, 67, amended DAGO 40, 66

**23d Supply and Transport Battalion**

*Meritorious Unit Commendation*—1 Jan 68–31 Aug 69 DAGO 53, 70; 1 Sep 69–31 Jan 71, DAGO 32, 73; 1 Feb–27 Nov 71, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters & Headquarters Company**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**Headquarters & Headquarters Company, XXIV Corps**

**Table 3****Army units in numerical order—16th Air Traffic Control through 29th Military History Detachment—Continued**

*Meritorious Unit Commendation*—2 Oct 68–8 Mar 70, DAGO 42, 71; 9 Mar 70–8 Apr 71, DAGO 20, 73; 9 Apr 71–27 Apr 72, DAGO 20, 73  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Provisional Corps Vietnam**  
*Meritorious Unit Commendation*—Mar–Oct 68, DAGO 75, 69  
*Remarks*: Consolidated with HHC, XXIV Corps 15 Aug 68

**Provisional Military Intelligence Detachment**  
*Meritorious Unit Commendation*—2 Oct 68–26 Dec 69, DAGO 42, 71

**Provisional Public Information Detachment**  
*Meritorious Unit Commendation*—2 Oct 68–1 Jun 69, DAGO 42, 71

**Provisional Transportation Company**  
*Meritorious Unit Commendation*—2 Oct 68–4 Mar 69, DAGO 42, 71

**Headquarters & Headquarters Battery, XXIV Corps Artillery**  
*Meritorious Unit Commendation*—20 Feb 69–8 Mar 70 DAGO 42, 71  
*Remarks*: Unit organized 15 Aug 68, consolidated 20 Feb 69 w/HHC, Prov Corps Artillery

**Headquarters & Headquarters Battery, Provisional Corps Artillery**  
*Meritorious Unit Commendation*—2 Oct 68–20 Feb 69, DAGO 42, 71

**24th Evacuation Hospital**  
*Meritorious Unit Commendation*—9 Jan 67–25 Feb 68, DAGO 48, 68; 1 Mar–31 Aug 68, DAGO 43,69; 1 Sep 68–31 Aug 69 DAGO 50, 71; 1 Sep 69–31 Dec 70 DAGO 43, 72; 1 Jan–31 Dec 71 DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Apr 69–30 Nov 70, DAGO 6, 74

**24th Military History Detachment**  
*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**24th Psychological Operations Detachment**  
*Meritorious Unit Commendation*—Oct 68–Jun 70, DAGO 37, 72

**24th Public Information Detachment**  
*Meritorious Unit Commendation*—1 Jun 69–8 Mar 70, DAGO 42, 71; 9 Mar 70–8 Apr 71, DAGO 20, 73; 9 Apr–30 Jun 71 DAGO 20, 73  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**24th Quartermaster Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68

**Headquarters & Headquarters Det, 24th Transportation Battalion**  
*Meritorious Unit Commendation*—1 Jul 66–28 Feb 67, DAGO 17, 68; 17 Jan–31 Jul 70, DAGO 24, 72

**25th Administration Company**  
*Meritorious Unit Commendation*—Jan–Dec 66, DAGO 17, 68; 1 Jan–31 Dec 68, DAGO 37, 70; 1 Jan–3 Dec 70, DAGO 6, 74  
*RVN Gallantry Cross w/Palm*—Mar 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—13 Mar 66–21 Jan 70, DAGO 51, 71

**25th Artillery**

**Headquarters and Headquarters Battery, 8th Battalion**  
*Meritorious Unit Commendation*—1 Oct 66–31 May 67, DAGO 43, 68; 1 Jun 68–30 Sep 69 DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—3 Dec 66–15 Jan 71, DAGO 51, 71

**25th Aviation Battalion**

**Table 3****Army units in numerical order—16th Air Traffic Control through 29th Military History Detachment—Continued**

*Valorous Unit Award*—19 Jul 66 DAGO 17, 68; 12–24 Aug 69, DAGO 48, 71  
*Meritorious Unit Commendation*—2 Apr–31 Dec 66, DAGO 43, 69 amended DAGO 66, 68; 1 Jan–31 Dec 68 DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—Mar 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70 DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—31 Mar 66–21 Jan 70 DAGO 51, 71

**Company B**  
*Presidential Unit Citation*—24–26 Apr 69, DAGO 14, 73

**U–6 Section**  
*Valorous Unit Award*—Jan–Apr 66, DAGO 20, 67

**25th Aviation Company**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 26 Sep–10 Oct 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**25th Chemical Company Det, 1st Platoon**  
*Others: (N) PUC*—9 Feb–1 Apr 68, DAGO 17, 69 further amended DAGO 45, 68, which amended DAGO 30, 68

**25th Infantry Division**  
*RVN Gallantry Cross w/Palm*—Dec 65–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—1 Jan 66–21 Jan 70, DAGO 51, 71

**Headquarters & Headquarters Company**  
*Meritorious Unit Commendation*—Jan–Jun 69 DAGO 42, 70  
*RVN Gallantry Cross w/Palm*—Mar 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70 DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—31 Mar 66–21 Jan 70, DAGO 51, 71

**Detachment 1, 25th Infantry Division Augmented Provisional Adjutant General**  
*Meritorious Unit Commendation*—16 Feb 69–28 Feb 70 DAGO 2, 71

**3d Combat Support Headquarters & Transportation Company (Provisional)**  
*Valorous Unit Award*—22 Apr–31 Jul 67 DAGO 43, 72

**Headquarters & Headquarters Company, 1st Brigade**  
*Valorous Unit Award*—27 Aug–31 Oct 68 DAGO 42, 69  
*RVN Gallantry Cross w/Palm*—Apr 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70 DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—30 Apr 66–21 Jan 70, DAGO 51, 71

**Headquarters & Headquarters Company, 2d Brigade**  
*Valorous Unit Award*—Jan–Apr 66 DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—Jan 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70 DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan 66–21 Jan 70, DAGO 51, 71

**Headquarters & Headquarters Company, 2d Brigade**

**Air Liaison Section**  
*Valorous Unit Award*—Jan–Apr 66 DAGO 20, 67

**Augmentation Team Staff Judge Advocate Information Office Team**  
*Valorous Unit Award*—Jan–Apr 66 DAGO 20, 67

**Civil Affairs Section**  
*Valorous Unit Award*—Jan–Apr 66 DAGO 20, 67

**Personnel Support Team**  
*Valorous Unit Award*—Jan–Apr 66 DAGO 20, 67

**Supply & Transport Company**  
*Valorous Unit Award*—Jan–Apr 66 DAGO 20, 67

**Headquarters and Headquarters Company, 3d Brigade**  
*Valorous Unit Award*—22 Apr–31 Jul 67, DAGO 43, 72

**Table 3****Army units in numerical order—16th Air Traffic Control through 29th Military History Detachment—Continued**

*RVN Gallantry Cross w/Palm*—Oct 66–1 Aug 67 DAGO 48, 71, further amended DAGO 38, 70, which amended DAGO 3, 70; Dec 65–Oct 66 and 1 Aug 67–Aug 68 DAGO 48, 71; 1 Sep 68–30 Sep 70 DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–21 Jan 70, DAGO 51, 71

**Headquarters and Headquarters Battery, 25th Infantry Division Artillery**

*Meritorious Unit Commendation*—1 Jan–30 Sep 68 DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—Apr 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70 DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—Apr 66–21 Jan 70, DAGO 51, 71

**Headquarters and Headquarters Company and Band, 25th Infantry Division Support Command**

*Meritorious Unit Commendation*—Jan–Dec 66 DAGO 17, 68; 1 Jan–5 Dec 70 DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—Apr 66–Aug 68 DAGO 48, 71; 1 Sep 68–30 Sep 70 DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—Apr 66–21 Jan 70, DAGO 51, 71

**25th Infantry Platoon**

*Presidential Unit Citation*—1 Nov 66–4 Apr 67, DAGO 2, 73  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11, 73 amended DAGO 42, 72; 21 Feb 70–28 Feb 71 DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**25th Medical Battalion**

*Meritorious Unit Commendation*—Jan–Dec 66, DAGO 17, 68; 1 Sep 69–30 Sep 70, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—1 Sep 68–30 Sep 70 DAGO 5, 73

**Less Company B**

*RVN Gallantry Cross w/Palm*—Mar 66–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—31 Mar 66–21 Jan 70, DAGO 51, 71

**Company B**

*Valorous Unit Award*—22 Apr–31 Jul 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—Oct 66–1 Aug 67, DAGO 3, 70; Mar–Oct 66 and 1 Aug 67–Aug 68 DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–1 Aug 67, DAGO 53, 70; 1 Aug 67–21 Jan 70 DAGO 51, 71

**Company D**

*Valorous Unit Award*—Jan–Apr 66 DAGO 20, 67

**25th Medical Detachment**

*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Valorous Unit Award*—26 Feb 66 and 16 & 17 Mar 66 DAGO 17, 68  
*Meritorious Unit Commendation*—5 May 65–4 May 67 DAGO 48, 68; 1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72 DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–15 Dec 70, DAGO 24, 72

**25th Military Intelligence Company**

*Meritorious Unit Commendation*—1 Aug 69–31 Oct 70, DAGO 6, 74  
*RVN Gallantry Cross w/Palm*—1 Sep 68–30 Sep 70 DAGO 5, 73

**25th Military Intelligence Detachment**

*Meritorious Unit Commendation*—Jan 66–Mar 67, DAGO 17, 68; 1 May 67–31 Jul 68, DAGO 42, 69; 1 Aug 68–31 Jan 69 DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—Mar 66–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—31 Mar 66–21 Jan 70, DAGO 51, 71

**Table 3****Army units in numerical order—16th Air Traffic Control through 29th Military History Detachment—Continued****25th Military Intelligence Team**

*Valorous Unit Award*—Jan–Apr 66 DAGO 20, 67

**25th Military Police Company**

*Meritorious Unit Commendation*—Feb 66–Apr 67 DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—Mar 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70 DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—13 Mar 66–21 Jan 70, DAGO 51, 71

**2d Platoon**

*Valorous Unit Award*—Jan–Apr 66 DAGO 20, 67

**3d Platoon**

*Valorous Unit Award*—22 Apr–31 Jul 67 DAGO 43, 72

**25th Ordnance Detachment**

*Meritorious Unit Commendation*—1 Jan–31 Dec 69 DAGO 2, 71

**25th Public Information Detachment**

*Presidential Unit Citation*—10–21 May 69 DAGO 16, 72  
*Meritorious Unit Commendation*—14 Mar–3 Oct 68 DAGO 22, 76  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 66–2 May 70, DAGO 48, 71

**25th Supply and Transport Battalion**

*Meritorious Unit Commendation*—Jan–Dec 66 DAGO 17, 68; 16 Feb 69–28 Feb 70 DAGO 2, 71  
*RVN Gallantry Cross w/Palm*—Mar 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70 DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—31 Mar 66–21 Jan 70, DAGO 51, 71

**Section**

*Meritorious Unit Commendation*—16 Feb 69–28 Feb 70 DAGO 2, 71

**Headquarters & Headquarters Company**

*Meritorious Unit Commendation*—1 Sep 67–29 Feb 68 DAGO 48, 69

**Supply and Service Company (Provisional)**

*Meritorious Unit Commendation*—1 Sep 67–29 Feb 68 DAGO 48, 69

**Transportation Motor Transport Company**

*Meritorious Unit Commendation*—1 Sep 67–29 Feb 68 DAGO 48, 69

**26th Artillery Battery F**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71 DAGO 6, 74  
*Others: (N) MUC*—1 Nov–9 Dec 68 DAGO 32, 73

**Headquarters & Headquarters Battery, 8th Battalion**

*Presidential Unit Citation*—9 Feb–4 Apr 67, DAGO 14, 79 amended DAGO 2, 73  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71 DAGO 54, 74  
*Others: (N) PUC*—4 May–15 Sep 67 DAGO 32, 73

**26th Chemical Detachment**

*Presidential Unit Citation*—23 Oct–26 Nov 65 DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70 DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; 17 Sep 65–Jun 72, DAGO 54, 74; 1 Jan 69–1 Feb 70, DAGO 42, 72; May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71 DAGO 42, 72

**26th Engineer Battalion**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters and Headquarters Company**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, Feb 74  
*Others: (N) MUC*—1 Jul 68–31 May 69, DAGO 32, 73

**Company E**



**Table 3**  
**Army units in numerical order—16th Air Traffic Control through**  
**29th Military History Detachment—Continued**

*Others:* (N) MUC—1 Jul 68–31 May 69, DAGO 32, 73

**Headquarters & Headquarters Company, 26th General Support Group**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**26th Infantry**

**1st Battalion**

*Valorous Unit Award*—1 Apr 67, DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

Heavy Mortar Platoon, Combat Support Company  
*RVN Gallantry Cross w/Palm*—1 May 67–31 Jul 68, DAGO 39, 70

**26th Mobile Strike force Company, 5th Special Forces Group**

*Valorous Unit Award*—31 Jan–25 Feb 68, DAGO 43, 70  
*Remarks:* See 5th SF Gp

**26th Psychological Operations Company**

*Meritorious Unit Commendation*—Feb 66–Apr 67, DAGO 17, 68

**26th Public Information Detachment**

*Meritorious Unit Commendation*—1 Dec 66–20 Mar 68, DAGO 3, 69; 1 Feb 70–26 Apr 71 DAGO 13, 74

**26th Signal Detachment**

*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 51, 71 amended DAGO 46, 69, which amended DAGO 21, 69

**Headquarters & Headquarters Detachment, 26th Transportation Battalion**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66 DAGO 55, 68, amended DAGO 30, 68

**27th Artillery**

**1st Battalion**

*Meritorious Unit Commendation*—11 Sep 67–31 Jul 68 DAGO 17, 69; 1 Aug 68–31 Jan 69 DAGO 36, 70  
*RVN Civil Actions Honor Medal, FC*—12 Apr 67–21 Jan 70, DAGO 51, 71

**Less Battery B**

*RVN Gallantry Cross w/Palm*—1 Sep 68–30 Sep 70, DAGO 5, 73

**Battery B**

*RVN Gallantry Cross w/Palm*—1 Sep 68–30 Apr 70 and 29 Jun–30 Sep 70, DAGO 5, 73

**1st Battalion, Battery B**

*RVN Gallantry Cross w/Palm*—1 May–28 Jun 70, DAGO 55, 71

**5th Battalion**

*Valorous Unit Award*—17 Jan–25 Mar 66, DAGO 1, 69, amended DAGO 17, 68  
*Meritorious Unit Commendation*—29 Jul 65–1 Oct 66 DAGO 1, 69 amended DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**Battery B**

*Valorous Unit Award*—31 Jan–25 Feb 68, DAGO 43, 70

**6th Battalion**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—Jan–Oct 66 DAGO 17, 68; 1 Jan 68–31 Jan 69, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72; 15 Jan–30 Aug 71 DAGO 54,74  
*RVN Civil Actions Honor Medal, FC*—14 Sep 67–15 Jan 71, DAGO 51, 71

**Battery B**

*Meritorious Unit Commendation*—2 Oct 66–10 Sep 67 DAGO 73, 68  
*Others:* (N) PUC—15 Oct 66–15 Sep 67 DAGO 32, 73

**27th Chemical Detachment**

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through**  
**29th Military History Detachment—Continued**

*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 16 Apr–28 Aug 69, DAGO 6, 74; 1 Apr–30 Jun 71, DAGO 6, 74;1 Mar–9 Oct 71, DAGO 6, 74

**27th Data Processing Unit**

*Meritorious Unit Commendation*—1 Oct 64–1 Jun 68, DAGO 55, 68

**27th Engineer Battalion**

*Meritorious Unit Commendation*—Oct 66–Apr 67, DAGO 17, 68; 1 Apr 67–31 Mar 68, DAGO 38, 70, amended DAGO 48, 69; 1 July 68– 28 Feb 69, DAGO 51, 71, revoked DAGO 2, 71, which amended DAGO 39, 70; 1 Mar–31 Oct 69, DAGO 24, 72  
*RVN Civil Actions Honor Medal, FC*—9 Aug 67–18 Apr 68, DAGO 43, 70; 29 Oct–11 Nov 70, DAGO 5, 73

**Headquarters & Headquarters Company**

*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**Less Company D**

*Meritorious Unit Commendation*—1 Jul 68–28 Feb 69, DAGO 39, 70

**Company D**

*Meritorious Unit Commendation*—11 Aug 68–28 Feb 69, DAGO 39, 70

**2d Platoon**

*Valorous Unit Award*—5 Jan–15 Jul 67, DAGO 1, 69

**3d Platoon**

*Valorous Unit Award*—5 Jan–15 Jul 67, DAGO 1, 69

**27th Infantry**

**1st Battalion**

*Valorous Unit Award*—Jan–Apr 66, DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—Jan 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan 66–21 Jan 70, DAGO 51, 71

**2d Battalion**

*Valorous Unit Award*—Jan–Apr 66, DAGO 20, 67; 15 & Jun 68, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—Jan 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan 66–21 Jan 70, DAGO 51, 71

**3d Platoon, Company A, 2d Battalion**

*Presidential Unit Citation*—20 Aug 68, DAGO 42, 70

**27th Maintenance Battalion**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 53, 67, amended DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—1 Jun 67–31 May 68, DAGO 28, 69; 1 Jun 68–30 Nov 69, DAGO 2, 71  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73 amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Detachment C**

*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**27th Surgical Hospital**

*Meritorious Unit Commendation*—13 Apr 68–15 Feb 69, DAGO 37, 70

**Headquarters & Headquarters Detachment, 27th Transportation Battalion**

*Meritorious Unit Commendation*—Oct 65–Apr 66, DAGO 3, 67; 2 Sep 67–31 Mar 68, DAGO 31, 69; 1 Nov 68–30 Apr 69, DAGO 36, 70; 1 May 69–31 Mar 70, DAGO 48, 71

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through**  
**29th Military History Detachment—Continued**

*Others:* (F) RVNGCwGS—19 Oct 66–24 Apr 71, DAGO 24, 72

**28th Infantry**

**1st Battalion**

*Presidential Unit Citation*—6–9 Nov 66, DAGO 23, 69  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69;  
23 Sep 69–15 Feb 70, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53,  
70

**2d Battalion**

*Valorous Unit Award*—5 Mar 66, DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69;  
23 Sep 69–15 Feb 70, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53,  
70

**Mortar Platoon, Company E**

*Meritorious Unit Commendation*—22 Feb 67–16 Feb 68, DAGO  
31, 69

**28th Military History Detachment**

*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69, amended  
DAGO 12, 69  
*RVN Gallantry Cross w/Palm*—7 Sep 66–10 Aug 68, DAGO 60,  
69; 1 May 69–15 Feb 70, DAGO 50, 71; 1 Mar–30 Oct 70 DAGO  
55, 71

**28th Signal Detachment**

*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 69  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67 DAGO 22, 68;  
27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**28th Transportation Detachment**

*Meritorious Unit Commendation*—3 Jan 69–31 Jan 70, DAGO 51,  
71; 1 Aug 71–30 Apr 72 DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan–31 Dec 71, DAGO 52, 73

**28th Transportation Platoon**

*Meritorious Unit Commendation*—1 Apr–31 Oct 69, DAGO 48, 71

**29th Artillery**

**Battery B**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Meritorious Unit Commendation*—1 Apr 68–31 Mar 69, DAGO 39,  
70

**1st Platoon**

*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69  
*Valorous Unit Award*—4 May–28 Jun 69, DAGO 48, 71

**Section I, 3d Platoon**

*Presidential Unit Citation*—9 Feb–4 Apr 67, DAGO 2, 73

**Battery G**

*Valorous Unit Award*—15–31 Oct 67, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74  
*Others:* (N) PUC—29 Nov 66–5 Sep 67, DAGO 32, 73

**3d Platoon**

*Valorous Unit Award*—22 Apr–20 Aug 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30  
Jun 70, DAGO 42, 72

**1st & 2d Squads**

*Valorous Unit Award*—11–31 Aug 69, DAGO 11, 73, amended  
DAGO 43, 72

**Battery H**

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68;  
27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 17  
Mar–10 Oct 70 DAGO 52, 71

**2d Platoon**

*RVN Gallantry Cross w/Palm*—1 Jul–13 Nov 68, DAGO 31, 69;  
Jan–Jun 69 DAGO 59, 69

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through**  
**29th Military History Detachment—Continued**

*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69,  
DAGO 59, 69

**Battery I**

*Meritorious Unit Commendation*—5 Apr 67–30 Sep 68, DAGO 70,  
69  
*RVN Gallantry Cross w/Palm*—5 Apr 67–15 Mar 69, DAGO 60, 69  
*RVN Civil Actions Honor Medal, FC*—2 Dec 66–15 Jan 71, DAGO  
51, 71

**1st Platoon**

*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
(Attached, 1st Inf Division); 17 Oct 68–15 Mar 69, DAGO 60, 69  
(Attached, 5th Bn, 2d Arty); 1 Sep 68–30 Sep 70, DAGO 5, 73 (At-  
tached 25th Inf Div)  
*RVN Civil Actions Honor Medal, FC*—Nov 67–7 Apr 70, DAGO 53,  
70

**3d Platoon Section 241**

*Valorous Unit Award*—1 Apr 70, DAGO 50, 71

**6th Battalion**

*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69; 29  
Oct–30 Nov 67, DAGO 38, 71  
*Meritorious Unit Commendation*—1 Nov 68–30 Apr 69, DAGO 39,  
70  
*RVN Gallantry Cross w/Palm*—1 Oct 66–31 Oct 69, DAGO 3, 70;  
29 Jul 69–17 Nov 70 DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO  
53, 70

**Battery B, Advance Party**

*Presidential Unit Citation*—25 & 26 May 68, DAGO 75, 69

**29th Chemical Detachment**

*Meritorious Unit Commendation*—19 Mar 68–22 Feb 69, DAGO  
42, 70; 23 Feb–31 Oct 69, DAGO 42, 71; 1 Nov 69–1 Mar 71,  
DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO  
51, 71

**29th Civil Affairs Company**

*Meritorious Unit Commendation*—9 Mar 70–8 Apr 71, DAGO 20,  
73; 9 Apr–1 Dec 71, DAGO 20,73  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74  
*Others:* (N) NUC—12 Jun 66–30 Jun 68 DAGO 32, 73

**3d, 4th, 5th & 6th Platoons**

*Others:* (N) PUC—29 Mar 66–31 Mar 67, DAGO 59, 69

**4th Platoon**

*Valorous Unit Award*—22 Apr–20 Aug 67, DAGO 43, 72

**7th Civil Affairs Platoon**

*RVN Gallantry Cross w/Palm*—18 Apr–31 Aug 71 and 6–19 Sep  
71, DAGO 6, 74

**Headquarters and Headquarters Detachment, 29th Engineer Bat-  
talion**

*Meritorious Unit Commendation*—1 Sep 67–Feb 68, DAGO 73, 68;  
Mar 68–Sep 72, DAGO 20, 73, amended DAGO 37, 72

**Augmentation, Headquarters and Headquarters Detachment**

*Meritorious Unit Commendation*—Mar 68–Sep 72, DAGO 20, 73,  
amended DAGO 37, 72

**29th Engineer Detachment**

*Meritorious Unit Commendation*—Jan–Jul 65, DAGO 31, 67

**29th Field Hospital**

*Meritorious Unit Commendation*—Jan–Jul 65, DAGO 31, 67

**Headquarters and Headquarters Company, 29th General Support  
Group**

*Meritorious Unit Commendation*—20 Jul 66–30 Jun 68, DAGO 46;  
69; 1 Jul 68–15 Sep 69, DAGO 39, 70; 16 Sep 69–31 Oct 70,  
DAGO 51, 71; 1 Nov 70–1 Feb 72, DAGO 5, 73

**29th Military History Detachment**

**Table 3**  
**Army units in numerical order—16th Air Traffic Control through 29th Military History Detachment—Continued**

*RVN Gallantry Cross w/Palm*—24 Dec 67–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—24 Dec 67–31 Oct 69, DAGO 53, 70

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion**

**30th Artillery**

**1st Battalion**

*Valorous Unit Award*—1 May–29 Jun 70 DAGO 43, 72  
*Meritorious Unit Commendation*—1 Oct 66–30 Sep 67, DAGO 48, 68; 1 Jan–1 Sep 68, DAGO 42,69; 26 Oct 68–11 Jun 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Battery A**

*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70; 7–11 Mar 69 DAGO 5, 73

**Battery B**

*Presidential Unit Citation*—2–20 Jun 66, DAGO 59, 68  
*Valorous Unit Award*—6 May 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67 DAGO 21, 67;9 Aug 65–30 Jun 66, 1 Aug–8 Dec 66, and 19 Jan 67–19 May 69, DAGO 43, 70 amended DAGO 59, 69  
*Others: (N) PUC*—28 Jan–18 Feb 66, DAGO 32, 73

**30th Headquarters Company**

*Meritorious Unit Commendation*—Sep 65–Jun 66, DAGO 17, 68  
*Remarks: Attached, 54th Signal Bn*

**30th Transportation Detachment**

*Meritorious Unit Commendation*—Sep 65–Jun 66, DAGO 17, 68

**31st Chaplain's Detachment**

*Meritorious Unit Commendation*—1 Feb–Dec 69, DAGO 42, 71  
*Remarks: Attached XXIV Corps*

**31st Engineer Battalion**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—1 May–31 Dec 68, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—25 Apr 68–9 Feb 70, DAGO 43, 70

**Company C**

*RVN Civil Actions Honor Medal, FC*—14 May–25 Jun 70, DAGO 55, 71

**31st Engineer Detachment**

*Presidential Unit Citation*—22 Sep 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—18 May 69–31 Dec 70, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70 DAGO 48, 71

**31st Field Hospital**

*Meritorious Unit Commendation*—Apr 65–Jun 66, DAGO 40, 67

**31st Infantry**

**4th Battalion**

*Presidential Unit Citation*—11–31 Aug 69, DAGO 42, 71  
*Valorous Unit Award*—15 Nov 67–3 Feb 68, DAGO 5, 69  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 6, 74; 16 Apr–28 Aug 69 DAGO 6, 74; 1 Mar–9 Oct 71 DAGO 6, 74

**Headquarters & Headquarters Company**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

**6th Battalion**

*Valorous Unit Award*—6–12 May 68, DAGO 43, 70; 5–12 May 70, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; 1 Jul–13 Nov 68, DAGO 31,69; Jan–Jun 69, DAGO 59, 69; 29 Jul 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; 26 Jul 69–20 Jul 70, DAGO 59, 69

**31st Military History Detachment**

*Meritorious Unit Commendation*—Mar–Oct 68 DAGO 75, 69; 2 Oct 68–8 Mar 70, DAGO 42, 71; 9 Mar 70–8 Apr 71, DAGO 20, 73; 9 Apr 71–27 Apr 72 DAGO 20, 73  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**31st Public Information Detachment**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72 1 Apr–30 Jun 71, DAGO 6, 74  
*Remarks: Attached, 96th Supply &Service Bn*

**31st Supply Company**

*Meritorious Unit Commendation*—20 Jul 66–1 Jul 67, DAGO 54, 68

**32d Artillery**

**2d Battalion**

*Valorous Unit Award*—Jan–Apr 66 DAGO 43, 67, amended DAGO 20, 67; 1 Apr 70, DAGO 50, 71; 23 Sep–25 Oct 71 DAGO 5, 85  
*Meritorious Unit Commendation*—Nov 65–Nov 66, DAGO 17, 68; 1 Jan 68–31 Jan 69, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—Dec 65–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73;21 Feb 70–28 Feb 71 DAGO 42, 72; 15 Jan–30 Aug 71 DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—4 Nov 65–15 Jan 71, DAGO 51, 71; 31 Jul 66–21 Jan 70, DAGO 51, 71

**Battery A**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72

**1st & 4th Sections**

*Valorous Unit Award*—1 Apr 70, DAGO 50, 71

**Battery B**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72; 23 Sep–25 Oct 71, DAGO 5, 85

**Battery C**

*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**6th Battalion**

*Meritorious Unit Commendation*—1 Apr 67–31 Mar 68, DAGO 67, 68  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71 DAGO 54, 74

**Battery C**

*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73

**32d Continental Air Defense Command Region**

*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63 DAGO 33, 63

**32d Medical Depot**

*Meritorious Unit Commendation*—1 May 69–30 Apr 70 DAGO 2, 71; 1 May 70–31 Dec 71 DAGO 5,73

**32d Ordnance Detachment**

*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63 DAGO 33, 63

**32d Transportation Platoon**

*Meritorious Unit Commendation*—1 Apr–30 Sep 69 DAGO 39, 70; 17 Jan–31 Jul 70, DAGO 24, 72

**33d Artillery**

**2d Battalion**

*Meritorious Unit Commendation*—Nov 65–Nov 66 DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

*RVN Civil Actions Honor Medal, FC—Oct 65–7 Apr 70, DAGO 53, 70*

**Headquarters & Service Battery**

*Meritorious Unit Commendation—11 Jun 67–22 Feb 68 DAGO 73, 68*

**Liaison Teams**

*Valorous Unit Award—5 Mar 66, DAGO 20, 67*

*Remarks: Eligible personnel must show evidence of participation*

**Battery A**

*Valorous Unit Award—29 Nov–8 67, DAGO 1, 69*

*Meritorious Unit Commendation—Dec 22 Feb 67–29 Feb 68 DAGO 31, 69*

Forward Observer & Liaison Parties Number 1

*Valorous Unit Award—5 Dec 65, DAGO 40, 66*

*Remarks: Eligible personnel must show evidence of participation*

**Forward Observer Section Number 1**

*Valorous Unit Award—12 Nov 65, DAGO 20, 67*

*Remarks: Eligible personnel must show evidence of participation*

**Battery B**

*Meritorious Unit Commendation—22 Feb 67–29 Feb 68 DAGO 31, 69*

**Battery C**

*Valorous Unit Award—12 Nov 65, DAGO 20, 67*

*Meritorious Unit Commendation—22 Feb 67–29 Feb 68, DAGO 31, 69*

**3 Forward Observer Teams**

*Valorous Unit Award—5 Mar 66, DAGO 20, 67*

*Remarks: Eligible personnel must show evidence of participation*

**6th Battalion**

*Meritorious Unit Commendation—21 Feb–31 Oct 68, DAGO 42, 69*

**33d Chemical Detachment**

*Valorous Unit Award—31 Jan–5 Feb 68, DAGO 28, 69 amended DAGO 12, 69*

*Meritorious Unit Commendation—Mar–Oct 68, DAGO 75, 69 2 Oct 68–10 Feb 69, DAGO 42, 71*

*RVN Gallantry Cross w/Palm—1 May 69–15 Feb 70, DAGO 50, 71; 1 Mar–30 Oct 70 DAGO 55,71*

**33d Infantry Platoon**

*RVN Gallantry Cross w/Palm—Oct 66–28 Jul 69, DAGO 3, 70*

*RVN Civil Actions Honor Medal, FC—1 Oct 66–31 Oct 69, DAGO 53, 70*

**33d Ordnance Company**

*Meritorious Unit Commendation—1 Aug 67–15 Feb 68, DAGO 5, 69; 1 Jul 68–31 Mar 69 DAGO 39, 70*

**34th Armor**

**2d Battalion**

*Valorous Unit Award—1 May–29 Jun 70, DAGO 43, 72*

**less Company B**

*Presidential Unit Citation—21 Mar 67, DAGO 59, 68*

*RVN Gallantry Cross w/Palm—Oct 66–1 Aug 67, DAGO 48, 71, further amended DAGO 38, 70, which amended DAGO 3, 70; 1 Aug 67–Aug 68, DAGO 48, 71*

**less Companies B & C**

*RVN Gallantry Cross w/Palm—1 Sep 68–30 Sep 70, DAGO 5, 73*

**Headquarters & Headquarters Company**

*RVN Civil Actions Honor Medal, FC—19 Sep 67–21 Jan 70, DAGO 51, 71*

**Company A**

*RVN Civil Actions Honor Medal, FC—19 Sep 67–21 Jan 70, DAGO 51, 71*

**Company B**

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

*RVN Gallantry Cross w/Palm—12 Jul 65–16 Oct 68, DAGO 21, 69; 15 Feb–30 Sep 70, DAGO 5,73*

*RVN Civil Actions Honor Medal, FC—31 Jan 69–7 Apr 70, DAGO 53, 70*

**Company C**

*Valorous Unit Award—22 Apr–20 Aug 67, DAGO 43, 72*

*RVN Gallantry Cross w/Palm—1 Sep 68–14 May 69, DAGO 5, 73*

**Company D**

*RVN Civil Actions Honor Medal, FC—15 Jan 68–21 Jan 70, DAGO 51, 71*

**34th Artillery**

**3d Battalion**

*Presidential Unit Citation—29 Jan–4 Mar 68, DAGO 45, 69*

*RVN Gallantry Cross w/Palm—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69 DAGO 59, 69*

*RVN Civil Actions Honor Medal, FC—19 Dec 66–28 Jun 69 DAGO 59, 69*

**34th Engineer Battalion**

*Meritorious Unit Commendation—2 May 67–31 May 68, DAGO 39, 70*

*RVN Civil Actions Honor Medal, FC—3 Aug 67–19 Dec 68 and 2 Dec 69–9 Feb 70, DAGO 11, 73 amended DAGO 43, 70; 20 Dec 68–1 Dec 69, DAGO 52, 71;20 Aug 70–20 Aug 71, DAGO 5, 73*

**34th Engineer Company**

*Meritorious Unit Commendation—1 Sep 67–Feb 68, DAGO 73, 68; Mar 68–Sep 72, DAGO 20, 73 amended DAGO 37, 72*

**Headquarters & Headquarters Company, 34th Engineer Group**

*RVN Civil Actions Honor Medal, FC—3 Aug 67–9 Feb 70, DAGO 43, 70*

**Headquarters & Headquarters Company, 34th General Support Group**

*Meritorious Unit Commendation—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Feb 70–31 Jul 71, DAGO 5, 73; 1 Aug 71–15 Sep 72, DAGO 32, 73*

*RVN Gallantry Cross w/Palm—1 Oct 70–31 Aug 72, DAGO 6, 74*

*RVN Civil Actions Honor Medal, FC—1 Jan–31 Dec 71, DAGO 32, 73*

**Aviation Support Detachment**

*Meritorious Unit Commendation—1 Nov 66–31 Oct 67, DAGO 48, 68*

**34th Infantry Platoon**

*Valorous Unit Award—1 May–29 Jun 70, DAGO 43, 72*

*RVN Gallantry Cross w/Palm—9 Aug 65–19 May 69, DAGO 59, 69; 17 Sep 65–Jun 72, DAGO 54, 74; May 69–Feb 70 DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72*

*RVN Civil Actions Honor Medal, FC—1 Jan 69–1 Feb 70, DAGO 42, 72*

**Detachment A**

*Valorous Unit Award—1–31 Oct 67, DAGO 39, 70*

**1st, 2d, 3d & 4th Scout Dog Teams**

*Valorous Unit Award—11 Mar 67, DAGO 54, 68*

**34th Public Information Detachment**

*RVN Gallantry Cross w/Palm—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74*

*RVN Civil Actions Honor Medal, FC—18 Mar 68–2 May 70, DAGO 48, 71*

**34th Quartermaster Battalion**

*Presidential Unit Citation—23 Oct–26 Nov 65, DAGO 40, 67*

**34th Signal Detachment**

*Meritorious Unit Commendation—20 Oct 62–1 Jun 63, DAGO 33, 63*

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

**Headquarters & Headquarters Company, 34th Supply and Service Battalion**

*Valorous Unit Award*—1 May–29 70, DAGO 14, 79 amended DAGO 43, 72  
*Meritorious Unit Commendation*—25 Feb 68–15 Sep 68, DAGO 37, 70; 16 Sep 68–31 Mar 69, DAGO 50, 71  
*Remarks:* HHD, 34th QM Bn redesignated 20 Jul 66 as HHC, 34th S&S Bn

**35th Artillery**

**2d Battalion**

*RVN Gallantry Cross w/Palm*—15 Jan–30 Aug 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—23 Jun 66–15 Jan 71, DAGO 51, 71

**Battery A**

*Valorous Unit Award*—18 Apr 70, DAGO 50, 71; 1 May–29 Jun 70 DAGO 43, 72

**Battery C**

*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 38, 70, amended DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—18 Feb 67–14 Apr 70, DAGO 53, 70

**35th Engineer Battalion**

*Valorous Unit Award*—8 Feb–15 Sep 68, DAGO 53, 70  
*Meritorious Unit Commendation*—24 Nov 66–15 Oct 67, DAGO 67, 68  
*RVN Civil Actions Honor Medal, FC*—14 Dec 68–9 Feb 70, DAGO 43, 70

**Headquarters & Headquarters Company 35th Engineer Group**

*Meritorious Unit Commendation*—Jun 65–May 66, DAGO 17, 68; 1 Jun 66–31 Aug 67, DAGO 17, 68; 1 Sep 67–31 Jan 69, DAGO 70, 69  
*RVN Civil Actions Honor Medal, FC*—3 May 70–14 Apr 71, DAGO 6, 74

**35th Engineer Platoon**

*Meritorious Unit Commendation*—20 Aug 67–20 Jul 68, DAGO 70, 69, further amended DAGO 56, 69, which amended DAGO 42, 69

**35th Infantry**

**1st Battalion**

*Valorous Unit Award*—22 Apr–20 Aug 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—Jan 66–1 Aug 67, DAGO 48, 71; 1 Aug 67–28 Jul 69, DAGO 38,70, amended DAGO 3, 70; 29 Jul 69–10 Apr 70, DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70

**Company A**

*Presidential Unit Citation*—28–29 May 66, DAGO 51, 68  
*Valorous Unit Award*—15 Mar 66, DAGO 17, 68

**2d Battalion**

*Valorous Unit Award*—22 Apr–20 Aug 67, DAGO 43, 72  
*Meritorious Unit Commendation*—1 Nov 67–30 Apr 68, DAGO 17, 69  
*RVN Gallantry Cross w/Palm*—Jan 66–1 Aug 67, DAGO 48, 71; 1 Aug 67–28 Jul 69, DAGO 38,70, amended DAGO 3, 70; 29 Jul 69–17 Nov 70, DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70

**Headquarters & Headquarters Company, Mortar Platoon**

*Presidential Unit Citation*—28–29 May 66 DAGO 56, 70, amended DAGO 51, 68

**Company A**

*Valorous Unit Award*—2 & 3 Aug 66, DAGO 17, 68

**Company B**

*Presidential Unit Citation*—28–29 May 66, DAGO 51, 68

**35th Infantry Platoon**

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

*RVN Gallantry Cross w/Palm*—12 Jul 65–15 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Jun 66–7 Apr 70, DAGO 53, 70

**35th Signal Detachment**

*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63

**36th Engineer Battalion**

*Meritorious Unit Commendation*—1 Oct 67–31 Aug 68, DAGO 51, 71, revoked DAGO 2, 71, which amended DAGO 42, 69; 1 Sep 68–31 Dec 69 DAGO 51, 71; 1 Jan–31 Dec 71, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Sep 67–31 May 68, DAGO 2, 71, amended DAGO 43, 70; Jun 68–16 Apr 70, DAGO 32, 73

**36th Evacuation Hospital**

*Meritorious Unit Commendation*—1 Mar 66–1 Apr 67, DAGO 17, 68

**36th Medical Detachment**

*Meritorious Unit Commendation*—Feb 63–Sep 63, DAGO 14, 79 amended DAGO 21, 64; Oct 64–31 Oct 65, DAGO 16, 75, amended DAGO 3, 67, which amended DAGO 40, 66; Nov 65–Jul 66, DAGO 17, 68; 1 Aug 68–1 Jan 70, DAGO 48, 71; 1 Dec 70–1 Dec 71, DAGO 5, 73

**36th Signal Battalion**

**Headquarters & Headquarters Company**

*Meritorious Unit Commendation*—1 Dec 66–31 May 68, DAGO 42, 69; 1 Jul 68–31 Dec 69, DAGO 48, 71

**Company A**

*Meritorious Unit Commendation*—1 Jul 68–31 Dec 69, DAGO 48, 71

**Company B**

*Meritorious Unit Commendation*—1 Jul 68–31 Dec 69, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—30 Apr 67–31 Aug 68, DAGO 48, 71

**Company C**

*Meritorious Unit Commendation*—1 Jul 66–30 Sep 67, DAGO 21, 78 amended DAGO 54, 68; 1 Oct 67–30 Sep 69 DAGO 48, 71

**Company D, 3d Platoon**

*Meritorious Unit Commendation*—1 Apr 67–21 Feb 68, DAGO 73, 68

**Headquarters and Headquarters Detachment, 36th Transportation Battalion**

*Meritorious Unit Commendation*—1 Aug 66–31 Mar 67, DAGO 17, 68; 1 Apr–30 Sep 69, DAGO 39,70

**37th Infantry Platoon**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—30 Jan–11 Nov 69, DAGO 43, 70; May 69–Feb 70, DAGO 11, 73 amended DAGO 42, 72; 1 Feb 70–28 Feb 71 DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**37th Medical Company**

*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69, amended DAGO 12, 69  
*RVN Gallantry Cross w/Palm*—7 Sep 66–10 Aug 68, DAGO 60, 69; 1 May 69–15 Feb 70, DAGO 50, 71; 1 Mar–30 Oct 70, DAGO 55, 71; 1 Nov 70–18 Dec 71, DAGO 8, 74

**37th Signal Battalion**

*Meritorious Unit Commendation*—19 Dec 66–30 Sep 67, DAGO 66, 68  
*Others:* (N) PUC—20 Jan–1 Apr 68, DAGO 30, 68 amended by DAGO 45, 68 and DAGO 17, 69

**Headquarters and Headquarters Detachment**

*Meritorious Unit Commendation*—1 Oct 67–1 Oct 68, DAGO 42, 69

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

**Company A**

*Meritorious Unit Commendation*—1 Oct 67–1 Oct 68, DAGO 42, 69

**Company B**

*Meritorious Unit Commendation*—25 Mar–25 Sep 68, DAGO 42, 69; 26 Sep 68–28 Feb 70, DAGO 18, 79

*Remarks:* Unit inactivated 1 Mar 70 and replaced by 63d Signal Company

**Company C**

*Meritorious Unit Commendation*—1 Oct 67–1 Oct 68, DAGO 42, 69

**38th Air Defense Artillery Brigade**

**Headquarters & Headquarters Battery**

*Others:* (AF) AFOUA—7 Nov 78–15 Jul 81 DAGO 8, 82

**38th Base Post Office**

*Meritorious Unit Commendation*—1 Sep 71–31 Dec 72, DAGO 32, 73

**38th Engineer Detachment**

*RVN Civil Actions Honor Medal, FC*—1 Aug 68–9 Feb 70, DAGO 43, 70

**38th Infantry Platoon**

*Presidential Unit Citation*—18 Aug–20 Sep 68, DAGO 82, 69  
*RVN Gallantry Cross w/Palm*—Jul 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Nov 66–21 Jan 70, DAGO 51, 71

**38th Psychological Operations Detachment**

*Meritorious Unit Commendation*—30 Apr–31 Dec 68, DAGO 36, 70

**38th Signal Battalion**

*Army Superior Unit Award*—Jan 86–Dec 86, DAGO 30, 87

**39th Artillery**

**1st Battalion**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Headquarters & Service Battery**

*Valorous Unit Award*—13 Apr 70, DAGO 2, 71

**39th Base Post Office**

*Meritorious Unit Commendation*—1 Sep 71–30 Apr 72, DAGO 32, 73

**39th Cavalry Platoon**

*RVN Gallantry Cross w/Palm*—29 Jul 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—26 Jul 69–20 Jul 70, DAGO 55, 71

**39th Chemical Detachment**

*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 46, 69, amended DAGO 31, 69; Jan–Jun 69, DAGO 59, 69; 29 Jul 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69 DAGO 59, 69; 26 Jul 69–26 Jul 70, DAGO 55, 71

**39th Engineer Battalion**

*Meritorious Unit Commendation*—1 Jan 66–20 Jan 68, DAGO 39, 70; 21 Jan 68–3 Feb 70, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—29 Oct–11 Nov 70, DAGO 5, 73

**Headquarters & Headquarters Company**

*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**39th Engineer Group**

**Detachment A (Provisional)**

*Meritorious Unit Commendation*—Oct 63–Feb 64, DAGO 4, 64

**39th Infantry**

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

**2d Battalion**

*Presidential Unit Citation*—7 Mar–22 Jun 68, DAGO 60, 69  
*Valorous Unit Award*—1–3 Feb 68, DAGO 42, 69  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; 1 Jul–13 Nov 68 DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**3d Battalion**

*Valorous Unit Award*—6–12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; 1 Jul–13 Nov 68, DAGO 31, 69; Jan–Jun 69 DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 43, 70, amended DAGO 59, 69

**Headquarters & Headquarters Company**

*Valorous Unit Award*—1–3 Feb 68, DAGO 42, 69

**Company C**

*Valorous Unit Award*—1–3 Feb 68, DAGO 42, 69

**4th Battalion**

*Valorous Unit Award*—6–12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; 1 Jul–13 Nov 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**39th Infantry Platoon**

*Presidential Unit Citation*—6–23 Nov 67, DAGO 5, 79, amended DAGO 42, 69  
*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 51, 71

**39th Medical Detachment**

*Meritorious Unit Commendation*—16 May 66–16 May 68, DAGO 54, 68  
*RVN Gallantry Cross w/Palm*—24 Dec 67–28 Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70 DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—24 Dec 67–31 Oct 69, DAGO 53, 70

**39th Psychological Operations Detachment**

*Meritorious Unit Commendation*—30 Apr–31 Dec 68, DAGO 36, 70

**Headquarters & Headquarters Company, 39th Signal Battalion**

*Meritorious Unit Commendation*—Feb 62–Jun 65, DAGO 3, 66; Jul 65–Jun 66, DAGO 17, 68; 1 Jul 66–30 Sep 67 DAGO 54, 68; 1 Oct 67–30 Sep 69 DAGO 48, 71  
*Remarks:* Unit redesignated after 15 Jun 69 as Headquarters & Headquarters Detachment

**Headquarters & Headquarters Detachment, 39th Signal Battalion**

*Meritorious Unit Commendation*—1 Oct 69–1 Nov 72 DAGO 32, 73

**39th Transportation Battalion**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68 DAGO 21, 69

**Headquarters and Headquarters Detachment**

*Meritorious Unit Commendation*—1 May 68–30 Apr 69 DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71 DAGO 6, 74

**39th Transportation Detachment**

*RVN Gallantry Cross w/Palm*—30 Aug 68–14 May 69 DAGO 43, 70

**40th Army Postal Unit**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71 DAGO 6, 74

**40th Artillery**

**1st Battalion**

*Meritorious Unit Commendation*—16 Sep 67–5 Jun 68 DAGO 73, 68 6 Jun 68–30 Apr 69 DAGO 39, 70  
*Others:* (N) PUC 27 Oct 66–15 Sep 67 DAGO 32, 73

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

**2d Battalion**

*Meritorious Unit Commendation*—1 Jan 67–15 Feb 68, DAGO 5, 69  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun 68–31 Jul 70 DAGO 51,71  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 51, 71

**Battery A**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72

**Forward Observer Team, Battery C**

*Presidential Unit Citation*—5–10 May 68, DAGO 60, 69  
*Remarks:* Eligible personnel must show evidence of participation.

**Battery D**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72

**40th Engineer Detachment**

*Meritorious Unit Commendation*—27 Feb–31 Dec 68, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—1–31 Oct 70, DAGO 11, 73; 3 May 70–30 Apr 71, DAGO 6, 74

**40th Infantry Platoon**

*Valorous Unit Award*—22 Apr–20 Aug 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—1 Aug 67–28 Jul 69, DAGO 38, 70 amended DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70

**1st Scout Dog Team**

*Valorous Unit Award*—11 Mar 67, DAGO 54, 68

**40th Medical Detachment**

*Meritorious Unit Commendation*—Jan–Dec 66, DAGO 18, 79, amended DAGO 38, 70, which amended DAGO 17, 68; 1 Jan–31 Oct 69, DAGO 39, 70; 1 Jan–1 Dec 70, DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—May 66–Aug 68, DAGO 48, 71; 8 Sep 69–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—23 May 66–21 Jan 70, DAGO 51, 71

**40th Ordnance Company**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 67, DAGO 48, 68; 25 Sep 68–5 Aug 69, DAGO 39, 70

**40th Psychological Operations Detachment**

*Meritorious Unit Commendation*—30 Apr–31 Dec 68, DAGO 36, 70

**40th Public Information Detachment**

*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—31 Jan 68–15 Jun 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 51, 71

**40th Signal Battalion**

*Meritorious Unit Commendation*—15 Sep 66–31 Jul 67, DAGO 73, 68

**Less Company C**

*Meritorious Unit Commendation*—1 Aug 67–31 Dec 68, DAGO 36, 70

**40th Transportation Detachment**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**41st Artillery**

**Battery E**

*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73  
*Meritorious Unit Commendation*—20 Mar 67–20 Mar 68, DAGO 1, 69; 1 Apr 68–31 Mar 69, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—25 Apr 67–31 Oct 69, DAGO 18, 79, amended DAGO 53, 70

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

**2d Section, Btry E**

*Valorous Unit Award*—4 May–28 Jun 69, DAGO 48, 71

**Headquarters & Headquarters Battery, 41st Artillery Group**

*Meritorious Unit Commendation*—29 Apr 67–31 Oct 68, DAGO 51, 71, revoked DAGO 2, 71, which amended DAGO 43, 69; 1 Nov 68–15 Nov 69 DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**41st Civil Affairs Company**

*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 54, 68; 12 Jun–31 Dec 66, and 1 Jan–31 Jul 68, DAGO 45, 69  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGE 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan 68–13 Sep 69, DAGO 43, 70

**Vietnam Advisory Team 1**

*Valorous Unit Award*—22 Apr–20 Aug 67, DAGO 43, 72

**Team 4**

*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73

**Team 9**

*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69

**41st Engineer Company**

*Valorous Unit Award*—1 Feb 68, DAGO 37, 70  
*Meritorious Unit Commendation*—1 Jan 68–30 Jun 69, DAGO 2, 71; 1 Jul 69–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**1st and 2d Platoons**

*Valorous Unit Award*—1 Feb 68, DAGO 37, 70

**4th Field Artillery**

**1st Battalion**

*Army Superior Unit Award*—Nov 83–Dec 85, DAGO 30, 87

**41st Infantry Platoon**

*RVN Civil Actions Honor Medal, FC*—May 67–7 Apr 70, DAGO 53, 70

**41st Medical Detachment**

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 32, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70– 31 Aug 72, DAGO 6, 74

**41st Psychological Operations Detachment**

*Meritorious Unit Commendation*—30 Apr–31 Dec 68, DAGO 36, 70

**41st Public Information Detachment**

*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**41st Signal Battalion**

*Meritorious Unit Commendation*—20 Jun 65–1 Apr 66, DAGE 53, 67, amended DAGO 20, 67

**Headquarters & Headquarters Company**

*Meritorious Unit Commendation*—1 Oct 67–31 Aug 68, DAGO 42, 69

**Company B**

*Meritorious Unit Commendation*—1 Oct 67–31 Aug 68, DAGO 42, 69

**Company C**

*Meritorious Unit Commendation*—1 Aug 66–30 Jun 68, DAGO 42, 69

**Company D**

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

*Meritorious Unit Commendation*—Jul 65–Jun 66, DAGO 17, 68; 1 Jul 66–30 Sep 67, DAGO 21, 78, amended DAGO 54, 68; 1 Oct 67–30 Sep 69, DAGO 48, 71

**42d Army Postal Unit**  
*Meritorious Unit Commendation*—1 Sep 71–7 Mar 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**42d Artillery**

**4th Battalion**  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70 DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Battery A**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71  
*Valorous Unit Award*—24 Aug–7 Sep 68, DAGO 36, 70

**Battery B**  
*Valorous Unit Award*—11–13 Nov 66, DAGO 17, 68; 1 Jan–5 Apr 67, DAGO 43, 70

**Battery C**  
*Valorous Unit Award*—31 Jan–12 Feb 68 DAGO 43, 70

**5th Battalion**  
*Meritorious Unit Commendation*—25 Apr 68–25 Apr 69, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72; 15 Jan–30 Aug 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—17 Oct 69–15 Jan 71, DAGO 51, 71

**42d Infantry Platoon**  
*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69;19 Jul 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**Headquarters & Headquarters Det, 42d Military Policy Group**  
*Meritorious Unit Commendation*—1 Mar–30 Sep 68, DAGO 42, 69

**42d Ordnance Detachment**  
*Meritorious Unit Commendation*—1 Oct 67–31 Jul 68, DAGO 17, 69; 1 Jan–31 Dec 69, DAGO 2,71

**42d Public Information Detachment**  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**43d Army Postal Unit**  
*Meritorious Unit Commendation*—1 Sep 71–31 Dec 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**43d Artillery**

**4th Battalion, Battery A**  
*Meritorious Unit Commendation*—27 Mar–3 Apr 64, DAGO 27, 64

**43d Chemical Detachment**  
*RVN Gallantry Cross w/Palm*—19 Feb 68–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—19 Feb 68–31 Oct 69, DAGO 53, 70

**43d Engineer Company**  
*Meritorious Unit Commendation*—Jun 66–Apr 67, DAGO 17, 68; 1 May–31 Oct 67, DAGO 66, 68; 1 Nov 67–30 Apr 68 DAGO 43, 69  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**43d Engineer Detachment**

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**43d Infantry Platoon**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 June 68, DAGO 31, 69; Jan–Jun 69; DAGO 59, 69;8 Feb–30 Apr 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jan 69, DAGO 59, 69

**Teams 1, 2, 3, 4 and 5, Section A**  
*Valorous Unit Award*—11–15 Nov 69, DAGO 52, 74

**Headquarters & Headquarters Detachment, 43d Medical Group**  
*Meritorious Unit Commendation*—Nov 65–May 66, DAGO 17, 68; 1 Jun 66–29 Jan 68, DAGO 51, 71, revoked DAGO 2, 71, which amended DAGO 39, 70; 30 Jan 68–7 Feb 70, DAGO 51, 71

**43d Public Information Detachment**  
*Meritorious Unit Commendation*—1 Jan–30 Nov 67, DAGO 66, 68; 1 Dec 67–30 Nov 68, DAGO 36,70  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—May 67–7 Apr 70, DAGO 53, 70

**43d Signal Battalion**

**Headquarters & Headquarters Detachment**  
*Meritorious Unit Commendation*—1 Apr 67–31 May 68, DAGO 73, 68; 1 Jun 68–31 Mar 70, DAGE 24, 72

**Company A**  
*Meritorious Unit Commendation*—1 Apr 67–31 May 68, DAGO 73, 68; 1 Jun 68–28 Feb 70, DAGO 24, 72

**Company B**  
*Meritorious Unit Commendation*—1 Oct 67–31 Aug 68, DAGO 42, 69

**Company C**  
*Meritorious Unit Commendation*—1 Apr 67–31 May 68, DAGO 73, 68; 1 Jun 68–28 Feb 70, DAGO 24, 72

**Company D**  
*Meritorious Unit Commendation*—25 Mar–1 Oct 68, DAGO 42, 69

**Company E**  
*Meritorious Unit Commendation*—28 Oct 66–30 Jun 68, DAGO 42, 69

**43d Surgical Hospital**  
*Others: (F) ROKPUC*—Jul 50–28 Feb 75, DAGO 16, 75

**44th Air Defense Artillery**

**1st Battalion**  
*Others: (AF) AFOUA*—7 Nov 78–15 Jul 81, DAGO 18, 82

**44th Army Postal Unit**  
*Meritorious Unit Commendation*—1 Sep 67–22 Feb 69, DAGO 42, 70; 23 Feb 69–31 Oct 69, DAGO 42, 71; 1 Nov 69–1 Mar 71, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO 51, 71

**44th Artillery**

**1st Battalion**  
*Valorous Unit Award*—24 Jan–16 Feb 68, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74  
*Others: (N) PUC*—27 Nov 66–15 Sep 67 DAGO 32, 73

**Detachment**  
*Others: (N) PUC*—20 Jan–1 Apr 68, DAGO 18, 79, amended DAGO 17, 69, which amended DAGO 45, 68, which amended DAGO 30, 68  
*Remarks:* Eligible personnel must show evidence of participation.

**Detachment A**  
*Others: (N) MUC*—26 Aug–9 Dec 68 DAGO 32, 73

**44th Infantry Platoon**



**Table 4****Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

*RVN Gallantry Cross w/Palm*—Jan 67–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—Jan 67–21 Jan 70, DAGO 51, 71

**44th Infantry Platoon (less)**  
*Presidential Unit Citation*—18 Aug–20 Sep 68, DAGO 82, 69  
*Remarks:* Detachment of 6 persons participated. Eligible personnel must show evidence of participation

**Headquarters & Headquarters Detachment, 44th Medical Brigade**  
*Meritorious Unit Commendation*—1 Jan 68–31 Mar 69, DAGO 53, 70; 1 Apr 69–30 Nov 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—1 Apr 69–28 Feb 70, DAGO 25, 82 amended DAGO 6, 74

**44th Military History Detachment**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—31 Jan 68–15 Jun 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 51, 71

**44th Military Police Detachment**  
*RVN Gallantry Cross w/Palm*—19 Jun 68–31 Jul 70, DAGO 51, 71

**44th Ordnance Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 69, DAGO 2, 71  
*RVN Gallantry Cross w/Palm*—10 Apr 67–31 Aug 68 DAGO 48, 71

**44th Public Information Detachment**  
*Meritorious Unit Commendation*—1 Dec 67–30 Nov 68, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—May 67–7 Apr 70, DAGO 53, 70

**44th Signal Battalion**  
*Meritorious Unit Commendation*—15 Aug 67–31 Aug 68, DAGO 37, 70

**Headquarters & Headquarters Detachment**  
*Meritorious Unit Commendation*—1 Sep 68–31 Aug 69, DAGO 43, 70

**Communications Center Company (Area)**  
*Meritorious Unit Commendation*—15 Aug 67–31 Aug 68, DAGO 37, 70; 1 Sep 68–31 Aug 69 DAGO 43, 70

**Communications Center Company (Command)**  
*Meritorious Unit Commendation*—15 Aug 67–31 Aug 68, DAGO 37, 70; 1 Sep 68–31 Aug 69, DAGO 43, 70

**Company A**  
*Meritorious Unit Commendation*—1 Jul 67–31 May 68, DAGO 42, 69

**Company B**  
*Meritorious Unit Commendation*—1 Jul 67–29 Feb 68, DAGO 32, 73

**Company C**  
*Meritorious Unit Commendation*—1 Jul 66–38 Sep 67, DAGO 21, 78, amended DAGO 54, 68; 1 Oct 67–30 Sep 69, DAGO 48, 71

**Company D**  
*RVN Gallantry Cross w/Palm*—30 Apr 67–31 Aug 68, DAGO 48, 71

**44th Transportation Company**  
*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**45th Army Postal Unit**  
*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68; 1 Sep 71–16 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 51, 71

**Headquarters & Headquarters Detachment 45th Aviation Battalion**

**Table 4****Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

*Valorous Unit Award*—19 Mar 67, DAGO 17, 68

**Headquarters & Headquarters Company, 45th Engineer Group**  
*Meritorious Unit Commendation*—1 Aug 69–15 Jul 70, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—29 Oct–11 Nov 70, DAGO 5, 73, 3 May 70–30 Apr 71 DAGO 6, 74

**45th Infantry Platoon**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69; 29 Jul 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; 26 Jul 69–20 Jul 70, DAGO 55, 71

**45th Medical Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 68, DAGO 36, 70; 1 Jan 69–30 Apr 70, DAGO 24, 72; 1 May 70–30 Apr 71, DAGO 5, 73

**45th Medical Detachment**  
*Meritorious Unit Commendation*—23 Aug 67–25 Feb 68, DAGO 48, 68; 1 Mar–31 Aug 68, DAGO 43, 69; 1 Sep 68–15 Aug 69 DAGO 50, 71

**45th Military Intelligence Company**  
*Meritorious Unit Commendation*—1 Jan 68–31 Dec 69, DAGO 51, 71

**45th Military Intelligence Detachment**  
*Meritorious Unit Commendation*—Sep 65–Jun 66, DAGO 17, 68

**45th Public Information Detachment**  
*RVN Gallantry Cross w/Palm*—6 Oct 68–11 Nov 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**45th Surgical Hospital**  
*Meritorious Unit Commendation*—4 Oct 66–31 May 69, DAGO 39, 70; 1 Jun 69–15 Aug 70, DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—13 Oct 66–31 Aug 68, DAGO 48, 71

**46th Army Postal Unit**  
*Meritorious Unit Commendation*—1 Sep 71–30 Apr 72, DAGO 32, 73

**46th Engineer Battalion**  
*Meritorious Unit Commendation*—May 66–Apr 67, DAGO 17, 68; 1 May–31 Oct 67, DAGO 48, 68  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**46th Infantry**

**1st Battalion**  
*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69, and 31 Mar–30 Jun 70, DAGO 42, 72; 16 Apr–28 Aug 69, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74

**Headquarters & Headquarters Company**  
*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**5th Battalion**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 11, 73 amended DAGO 42, 72; 1 Mar–9 Oct 71 DAGO 6, 74

**46th Infantry Platoon**  
*Valorous Unit Award*—31 Jan–5 68 DAGO 28, 69, amended DAGO 12, 69  
*RVN Gallantry Cross w/Palm*—Sep 67–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—12 Feb 68–21 Jan 70, DAGO 51, 71

**46th Medical Detachment**  
*Meritorious Unit Commendation*—1 May–30 Nov 69 DAGO 53, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–15 Dec 70, DAGO 24, 72

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

**46th Military History Detachment**  
*Meritorious Unit Commendation*—1 Apr–31 Oct 68, DAGO 46, 69; 1 Nov 68–1 Apr 71 DAGO 6, 74  
*RVN Gallantry Cross w/Palm*—29 Sep 66–28 Mar 73, DAGO 6, 74

**46th Public Information Detachment**  
*RVN Gallantry Cross w/Palm*—23 Mar 67–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**47th Infantry**

**2d Battalion**  
*Valorous Unit Award*—31 Jan 68, DAGO 5, 69; 6–12 May 68, DAGO 43, 70; 1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; 1 Jul–13 Nov 68, DAGO 13,69; Jan–Jun 69, DAGO 59, 69; 29 Jul 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; 26 Jul 69–20 Jul 70, DAGO 55, 71

**3d Battalion**  
*Presidential Unit Citation*—29 Jan–4 Mar 68, DAGO 45, 69  
*Meritorious Unit Commendation*—1 Jan–31 Dec 68, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 31, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**4th Battalion**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Company C**  
*Presidential Unit Citation*—29 Jan–4 Mar 68, DAGO 45, 69

**47th Infantry Platoon**  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6–74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—30 May 68–2 May 70, DAGO 48, 71

**47th Military History Detachment**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69

**47th Transportation Company**  
*Meritorious Unit Commendation*—13 Nov 66–31 Aug 68 DAGO 28, 69; 1 Sep 68–28 Feb 70 DAGO 24, 72

**48th Aviation Company**  
*Valorous Unit Award*—1–20 Jun 66, DAGO 21, 78, amended DAGO 73, 68; 8 Feb–24 Mar 71, DAGO 24, 75  
*Meritorious Unit Commendation*—Dec 65–Sep 66, DAGO 17, 68; 5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 43, 70, amended DAGO 21, 69; 8 Feb–8 Apr 71, DAGO 5, 73; 15 Oct 65–11 Jan 71, DAGO 6, 74  
*Others: (F)RVNGCwGS*—Jan–Dec 70 DAGO 5, 73

**48th Chemical Detachment**  
*Meritorious Unit Commendation*—2 Feb–8 Mar 70, DAGO 42, 71; 9 Mar 70–8 Apr 71, DAGO 20,73; 9 Apr–15 Nov 71, DAGO 20, 73  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**48th Infantry Platoon**  
*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 16 Apr–28 Aug 69, DAGO 6, 74; 1 Apr–30 Jun 71, DAGO 6, 74;1 Mar–9 Oct 71, DAGO 6, 74

**48th Medical Detachment**  
*Meritorious Unit Commendation*—1 Jul 67–29 Feb 68, DAGO 48, 68

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

**48th Public Information Detachment**  
*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70; 8 Feb–30 Apr 71, DAGO 42, 72

**Headquarters & Headquarters Detachment, 48th Transportation Group**  
*Meritorious Unit Commendation*—1 Feb 68–1 Mar 69, DAGO 51, 71, revoked DAGO 2, 71, which amended DAGO 59, 70; 1 Apr 69–31 May 70, DAGO 51, 71

**49th Engineer Detachment**  
*Meritorious Unit Commendation*—1 May 68–30 Apr 69, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**49th Infantry Platoon**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 37, 70; 1 Jan 69–30 Jun 70, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—Mar 68–31 Aug 70, DAGO 51, 71

**50th Army Postal Unit**  
*Meritorious Unit Commendation*—1 Sep 71–31 Dec 72 DAGO 32, 73

**50th Infantry**

**Company E**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; for the period Jan 69, DAGO 53,70, amended DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—20 Dec 67–31 Jan 69, DAGO 53, 70, amended DAGO 56, 69

**Company F**  
*Valorous Unit Award*—1–30 Jan 69, DAGO 2, 71, amended DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—20 Dec 67–31 Aug 68, DAGO 48, 71; 1 Jan–31 Mar 69, DAGO 48,71, amended DAGO 43, 70

**1st Battalion**  
*RVN Gallantry Cross w/Palm*—5 Apr 68–6 Oct 69, DAGO 51, 71; 7 Oct 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 1 Aug 65–16 Apr 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—7 Oct 69–1 Feb 70, DAGO 42, 72  
*Others: (F) RVNGCwSS*—1 Sep 69–15 Dec 70, DAGO 52, 71

**50th Infantry Platoon**  
*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69  
*RVN Gallantry Cross w/Palm*—8 Mar 67–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—8 Mar 67–31 Oct 69, DAGO 53, 70

**50th Medical Detachment**  
*Meritorious Unit Commendation*—15 Oct 67–15 Jul 68, DAGO 42, 69  
*RVN Civil Actions Honor Medal, FC*—1 Jul 68–2 May 70, DAGO 48, 71

**50th Military Intelligence Detachment**  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Nov 67–Jul 68, DAGO 53, 70

**50th Signal Battalion**  
*Meritorious Unit Commendation*—29 Apr 65–31 Jan 66, DAGO 20, 67

**51st Chemical Detachment**  
*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—15 Feb 67–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

**51st Civil Affairs Company**  
*Meritorious Unit Commendation*—9 Mar 70–8 Apr 71, DAGO 20, 73

**51st Civil Affairs Platoon**  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**51st Engineer Platoon**  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**51st Field Hospital**  
*Meritorious Unit Commendation*—1 Jul 67–30 Jun 68, DAGO 28, 69; 1 Jul 68–30 Jun 69, DAGO 39, 70; 1 Jul 69–31 Aug 71, DAGO 5, 73

**51st Finance Section**  
*Meritorious Unit Commendation*—1 Oct 68–31 May 69, DAGO 39, 70

**51st Infantry**

**Company D**  
*Meritorious Unit Commendation*—1 May 67–30 Apr 68, DAGO 55, 68

**Company E**  
*Meritorious Unit Commendation*—18 Jun 68–30 Jan 69, DAGO 2, 71, amended DAGO 53, 70

**Company F**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1–19 Feb 68, DAGO 43, 70

**51st Transportation Detachment**  
*Meritorious Unit Commendation*—Oct 64–Dec 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Sep 69–Feb 70, DAGO 11, 73 amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70 DAGO 42, 72

**52d Artillery**

**2d Battalion (less Battery B)**  
*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63

**Headquarters & Headquarters Battery, 52d Artillery Group**  
*Valorous Unit Award*—4 May–28 69, DAGO 48, 71  
*Meritorious Unit Commendation*—17 Jun 66–1 Feb 69, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**Headquarters & Headquarters Company, 52d Aviation Battalion**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71  
*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67; 28–30 May 66, DAGO 40, 67  
*RVN Gallantry Cross w/Palm*—Apr 63–Jan 66, DAGO 46, 68; 1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 21, 79 amended DAGO 21, 69; 1 Apr–26 Jun 70, DAGO 11, 73; 1 Jan 69–30 Sep 70, DAGO 6,74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jul–31 Dec 70, DAGO 5, 73; 1 Aug–30 Nov 71, DAGO 32, 73

**Airlift Platoon**  
*Others: (N) NUC*—9 Apr 62–30 Nov 64, DAGO 17, 69

**52d Aviation Platoon**  
*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67

**52d Chemical Detachment**  
*RVN Gallantry Cross w/Palm*—6 Oct 68–25 Oct 69, DAGO 43, 70

**52d Infantry**

**1st Battalion**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters and Headquarters Company**

**Table 4**  
**Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**Company C**  
*Presidential Unit Citation*—31 Jan–10 Feb 68, DAGO 17, 69  
*Valorous Unit Award*—1 Jan–31 Oct 68, DAGO 48, 69

**Company D**  
*Meritorious Unit Commendation*—9 Feb–31 Dec 67, DAGO 54, 68; 1 Jan–31 Dec 68, DAGO 39, 70

**Company E**  
*RVN Gallantry Cross w/Palm*—20 Dec 67–31 Jan 69, DAGO 53, 70 amended DAGO 59, 69

**Company F**  
*RVN Civil Actions Honor Medal, FC*—20 Dec 67–Jul 68, DAGO 48, 71, amended DAGO 53, 70

**Long Range Reconnaissance Platoon**  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69

**52d Medical Detachment**  
*Meritorious Unit Commendation*—Nov 64–Jun 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**52d Military Intelligence Detachment**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters and Headquarters Detachment 52d Ordnance Group**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 66, DAGO 10, 68

**52d Quartermaster Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 67–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70– 31 Aug 72 DAGO 6, 74

**52d Security Detachment**  
*RVN Gallantry Cross w/Palm*—1 Apr–26 Jun 70, DAGO 11, 73; 1 Jan 69–30 Sep 70 DAGO 6,74; 1 Oct 70–31 Aug 72, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jul–31 Dec 70, DAGO 5, 73

**52d Security Platoon (Provisional)**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**52d Signal Battalion**

**Company B**  
*Meritorious Unit Commendation*—2 Oct 68–30 Sep 69, DAGO 48, 71

**53d Aviation Detachment (Provisional)**  
*Valorous Unit Award*—19 Jul 66, DAGO 17, 68

**53d Civil Affairs Company**  
*Meritorious Unit Commendation*—9 Mar 70–8 Apr 71, DAGO 20, 73

**53d Medical Detachment**  
*Meritorious Unit Commendation*—1 May–30 Nov 69, DAGO 53, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–15 Dec 70, DAGO 24, 72

**53d Quartermaster Detachment**  
*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 69  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70– 31 Aug 72 DAGO 6, 74  
*Remarks: Attached, 164th Avn Gp; Attached, 1st Avn Bde*

**53d Signal Battalion**  
*Meritorious Unit Commendation*—1 Jul 66–30 Jun 67 DAGO 1, 69 amended DAGO 17, 68; 1 Jul 67–30 Jun 68 DAGO 56, 69

**Table 4****Army units in numerical order—30th Artillery through 54th Transportation Battalion—Continued****Headquarters & Headquarters Company***Meritorious Unit Commendation*—1 Jul 68–31 Dec 69 DAGO 48, 71**Company A***Meritorious Unit Commendation*—1 Jul 68–31 Dec 69 DAGO 48, 71**Company B***Meritorious Unit Commendation*—1 Jul 68–31 Dec 69 DAGO 48, 71**53d Supply Company***Meritorious Unit Commendation*—20 Jul 66–1 Jun 67 DAGO 54, 68; 15 Jun 67–1 Mar 68 DAGO 67, 68**Headquarters & Headquarters Battery 54th Artillery Group***Meritorious Unit Commendation*—30 Sep 66–30 Jun 67 DAGO 17, 68; 25 Jan 68–31 Aug 69, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—10 Oct 66–24 Oct 69 DAGO 51, 71**54th Aviation Company***Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71**54th Civil Affairs Company***Meritorious Unit Commendation*—9 Mar 70–8 Apr 71, DAGO 20, 73**54th Infantry****Company C***Meritorious Unit Commendation*—1 May 67–30 Apr 68, DAGO 55, 68**54th Infantry Detachment***Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*RVN Gallantry Cross w/Palm*—22 Feb 67–11 Apr 69, DAGO 51, 71**54th Ordnance Company***Meritorious Unit Commendation*—31 Oct 65–31 Dec 67, DAGO 48, 68; 1 Jan 69–30 Sep 70, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74**54th Signal Battalion***Meritorious Unit Commendation*—Sep 65–Jun 66, DAGO 17, 68; 1 Jul 66–30 Apr 67, DAGO 17, 68; 1 May 67–31 Jan 68, DAGO 54, 68  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74**Company A Section***Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73  
*Remarks:* Eligible personnel must provide evidence of participation.**Headquarters & Headquarters Detachment, 54th Transportation Battalion***Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69  
*Others:* (F) RVNGCwGS—23 Oct 66–24 Apr 71, DAGO 24, 72**Table 5****Army units in numerical order—55th Artillery through 92d Service Battalion****55th Artillery****Battery G***RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71 DAGO 6,74**Table 5****Army units in numerical order—55th Artillery through 92d Service Battalion—Continued****1st Section***Valorous Unit Award*—1–31 Aug 69, DAGO 43, 72**55th Infantry Platoon***RVN Gallantry Cross w/Palm*—18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74**Headquarters & Headquarters Detachment, 55th Medical Group***Meritorious Unit Commendation*—1 Jul 66–10 Mar 68, DAGO 54, 68; 11 Mar 68–15 Jun 69, DAGO 39, 70**55th Military Intelligence Company****Counterintelligence and Interrogation of Prisoner War Team***Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73**55th Military Intelligence Detachment***Meritorious Unit Commendation*—Sep 65–Jun 66, DAGO 17, 68; 1 Jul 66–31 Jul 68, DAGO 45, 69; 1 Aug 68–30 Apr 71, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74**55th Support Battalion***Army Superior Unit Award*—Nov 83–Dec 86, DAGO 30, 87**56th Army Postal Unit***Meritorious Unit Commendation*—19 Mar–20 May 68, DAGO 3, 70; 1 Sep 71–25 Jun 72, DAGO 32, 73**56th Artillery****6th Battalion***Meritorious Unit Commendation*—Nov 65–Jun 66, DAGO 17, 68  
*Remarks:* Unit redesignated 1 Sep 71 as 56th Air Defense Artillery**56th Field Artillery Command (Pershing)****Headquarters & Headquarters Battery***Army Superior Unit Award*—Nov 83–Dec 86, DAGO 30, 87  
amended DAGO 9, 87**56th Medical Detachment***Meritorious Unit Commendation*—Sep 65–Feb 67, DAGO 17, 68; 1 Feb–1 Nov 69, DAGO 48, 71**56th Public Information Detachment***Meritorious Unit Commendation*—1 Aug 67–31 Oct 69, DAGO 48, 71**56th Signal Company***Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Oct 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–20 Jul 70, DAGO 55, 71**56th Supply Company***Meritorious Unit Commendation*—1 Jan 67–1 Mar 68, DAGO 67, 68; 25 Feb–15 Sep 68, DAGO 37,70; 16 Sep 68–31 Mar 69 DAGO 50, 71**56th Transportation Company***Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66; 1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39,70; 1 Nov 68–31 Jan 70, DAGO 51, 70; 1 Aug 71–30 Apr 72 DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73**57th Aviation Company***Valorous Unit Award*—14 Aug 69–20 Jan 70, DAGO 43, 72  
*Meritorious Unit Commendation*—Dec 65–Jun 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Apr–26 Jun 70, DAGO 11,73  
*RVN Civil Actions Honor Medal, FC*—1 Jul–21 Dec 70, DAGO 5, 73**57th Infantry Platoon***RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71 DAGO 6, 74; 1 Mar–9 Oct 71 DAGO 6, 74

**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

**57th Medical Detachment**

*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Meritorious Unit Commendation*—Mar 64–Apr 65, DAGO 3, 66; 16 Feb–31 Dec 68, DAGO 51, 71, revoked DAGO 2, 71 which amended DAGO 36, 70; 1 Jan 69–30 Apr 70, DAGO 24, 72; 1 May 70–30 Apr 71, DAGO 5,73; 31 May 72–28 Mar 73, DAGO 6, 74  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68

**57th Transportation Battalion**

*Meritorious Unit Commendation*—28 Dec 68–31 Mar 70, DAGO 52, 74

**57th Transportation Company**

*Meritorious Unit Commendation*—29 Mar–31 Dec 68, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**58th Aviation Battalion**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**58th Aviation Detachment**

*Meritorious Unit Commendation*—1 Jul 68–31 Dec 68, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**58th Infantry**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Company D**

*Meritorious Unit Commendation*—30 Jun 67–1 Aug 68, DAGO 72, 68

**Company E**

*RVN Gallantry Cross w/Palm*—20 Dec 67–31 Jan 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—20 Dec 67–31 Jan 69, DAGO 53, 70

**Company F**

*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–1 Feb 69, DAGO 48, 71

**58th Infantry Platoon**

*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—3 Oct 68–2 May 70, DAGO 48, 71

**Headquarters & Headquarters Detachment, 58th Medical Battalion**

*Meritorious Unit Commendation*—1 Jan 67–30 Apr 68, DAGO 28, 69; 1 May 70–30 Apr 71, DAGO 5, 73

**58th Quartermaster Company**

*Meritorious Unit Commendation*—31 Oct 65–22 Nov 66, DAGO 55, 68

**58th Signal Company**

*Meritorious Unit Commendation*—31 Oct 65–22 Nov 66, DAGO 55, 68  
*RVN Gallantry Cross w/Palm*—6 Oct 68–11 Nov 69, DAGO 43, 70

**58th Supply Company**

*Meritorious Unit Commendation*—23 Nov–31 Dec 66, DAGO 55, 68; 1 Jan–31 Dec 67, DAGO 75, 69  
*Remarks:* Redesignated from 58th QM Co, effective 23 Nov 66

**Headquarters & Headquarters Company, 58th Transportation Battalion**

*Remarks:* 1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Feb 70–31 Jul 71, DAGO 5,73  
*RVN Gallantry Cross w/Palm*—1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

**58th Transportation Company**

*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69  
*Others:* (F) RVNGCwGS—4 Nov 66–2 Nov 68, DAGO 24, 72

**59th Artillery**

**1st Battalion, Battery B**

*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63

**59th Engineer Company**

*Meritorious Unit Commendation*—1 Aug 69–15 Jul 70, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—29 Oct–11 Nov 70, DAGO 5, 73; 3 May 70–30 Apr 71, DAGO 6, 74

**59th Field Service Company**

*Meritorious Unit Commendation*—1 Jul 66–1 Jun 67, DAGO 60, 69, amended DAGO 54, 68

**59th Infantry Platoon**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**59th Ordnance Detachment**

*Meritorious Unit Commendation*—1 Jan–31 Dec 69, DAGO 2, 71; 1 Jan 70–15 Dec 71 DAGO 5, 73

**59th Signal Company**

*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 67–30 Nov 68, DAGO 60, 69; 1 Apr 69–15 Feb 70, DAGO 43, 72; 30 May 70–26 Jan 71, DAGO 43, 72

**59th Signal Detachment**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**60th Artillery**

**4th Battalion**

*Meritorious Unit Commendation*—20 Mar 67–20 Mar 68, DAGO 1, 69; 1 Apr 68–31 Mar 69 DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**Battery A**

*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73

**Battery B, 2d Platoon**

*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71  
*Valorous Unit Award*—4 May–28 Jun 69, DAGO 48, 71

**120th Section**

*Valorous Unit Award*—15–21 Mar 71, DAGO 43, 72

**Battery D**

*RVN Gallantry Cross w/Palm*—25 Mar 67–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—25 Mar 67–31 Oct 69, DAGO 53, 70

**2d Platoon**

*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69

**60th Engineer Company**

*Valorous Unit Award*—7 Mar–7 Apr 69, DAGO 39, 70; 1 May–29 Jun 70 DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—26 May–23 Jun 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—23 Dec 68–8 Feb 70, DAGO 43, 70

**60th Engineer Detachment**

*Meritorious Unit Commendation*—20 Jul 66–30 Nov 68 DAGO 60, 69; 1 Apr 69–20 Mar 70 DAGO 43, 72; 30 May 70–30 Jun 71, DAGO 43, 72; 1 Jul 71–21 Feb 72, DAGO 5, 73

**60th Infantry**

**2d Battalion**

*Presidential Unit Citation*—7 Mar–22 Jun 68, DAGO 60, 69

**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69; 29 Jul 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; 26 Jul 69–20 Jul 70, DAGO 55, 71

**Company B**

*Valorous Unit Award*—1–3 Feb 68, DAGO 42, 69

**3d Battalion**

*Presidential Unit Citation*—29 Jan–4 Mar 68, DAGO 45, 69  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**3d Battalion, Aviation Company (Provisional)**

*Army Superior Unit Award*—19 Jun 85–30 Jun 86, DAGO 30, 87

**5th Battalion**

*Valorous Unit Award*—6–12 May 68, DAGO 43, 70; 1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—Dec 66–Jun 68, DAGO 43, 70, revoked DAGO 46, 69, which amended DAGO 31, 69; 1 Jul–13 Nov 68, DAGO 43, 70, revoked DAGO 46, 69, which amended DAGO 31, 69; Jan–Jun 69, DAGO 59, 69; 29 Jul 69–20 Jul 70 DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; 26 Jul 69–20 Jul 70, DAGO 55, 71

**Company B**

*Valorous Unit Award*—1 Feb 68, DAGO 42, 69

**Company C**

*Valorous Unit Award*—1 Feb 68, DAGO 42, 69

**60th Infantry Platoon**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**60th Ordnance Company**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 67, DAGO 48, 68; 1 Jan 69–30 Sep 70, DAGO 50, 71

**61st Aviation Company**

*Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—28 Oct–6 Dec 70, DAGO 24, 72

**61st Infantry**

**1st Battalion**

*Valorous Unit Award*—11–15 Nov 69, DAGO 52, 74  
*RVN Gallantry Cross w/Palm*—8 Feb–30 Apr 71, DAGO 42, 72; 26 Aug–2 Nov 68, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—30 & 31 Oct 70, DAGO 24, 72

**Company A**

*Others: (N) MUC*—20–33 Nov 68 DAGO 32, 73

**Company B**

*RVN Gallantry Cross w/Palm*—7–9 Dec 68, DAGO 43, 70

**Company C**

*RVN Gallantry Cross w/Palm*—24 Nov–9 Dec 68, DAGO 43, 70

**61st Infantry Platoon**

*Meritorious Unit Commendation*—15 Feb–1 Nov 68, DAGO 43, 69, amended DAGO 31, 69  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Feb 68–7 Apr 70, DAGO 53, 70

**61st Maintenance Company**

*Meritorious Unit Commendation*—1 Nov 68–1 May 69, DAGO 39, 70

**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

**Headquarters & Headquarters Detachment, 61st Medical Battalion**  
*Meritorious Unit Commendation*—8 Jun 66–7 Jun 68, DAGO 28, 69

**61st Medical Detachment**

*Meritorious Unit Commendation*—1 Nov 67–30 Jun 68, DAGO 67, 68; 1 Nov 69–1 Mar 71, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO 51, 71

**61st Transportation Company**

*Meritorious Unit Commendation*—Aug 65–Jun 66, DAGO 17, 68  
*Others: (F) RVNGC w GS*—4 Nov 66–1 Apr 67, DAGO 24, 72

**62d Engineer Battalion**

*Meritorious Unit Commendation*—Aug 65–Mar 66, DAGO 3, 67; Apr–Dec 66 DAGO 17, 68  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**62d Infantry Platoon**

*Valorous Unit Award*—1 Oct–31 Dec 69, DAGO 32, 73; 1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Headquarters & Main Support Company, 62d Maintenance Battalion**

*Meritorious Unit Commendation*—1 Sep 69–31 Mar 70, DAGO 2, 71

**62d Medical Detachment**

*Meritorious Unit Commendation*—1 Jul 67–30 Jun 68, Dec 28, 69; 1 Jul 68–30 Jun 69, DAGO 39, 70; 1 Jul 69–31 Aug 71, DAGO 5, 73

**62d Quartermaster Detachment**

*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 69  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Gallantry Cross w/Palm*—1 Mar 66–27 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 32, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**62d Signal Detachment**

*RVN Gallantry Cross w/Palm*—1 Feb–28 Jul 69, DAGO 3, 70; 1 Aug 65–16 Apr 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 Feb–29 Jul 69, DAGO 53, 70  
*Others: (F) RVNGCwSS*—1 Jun 69–30 Aug 70, DAGO 24, 72

**62d Transportation Company**

*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jul 68–31 Mar 69, DAGO 36, 70; 1 Apr–30 Sep 69, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**63d Engineer Detachment**

*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**63d Infantry Platoon**

*Meritorious Unit Commendation*—15 Mar 68–31 Aug 69, DAGO 53, 70  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**Headquarters & Main Support Company, 63d Maintenance Battalion**

*Meritorious Unit Commendation*—26 Jan 68–31 Mar 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Headquarters & Headquarters Company, 63d Signal Battalion**

*Meritorious Unit Commendation*—26 Sep 68–30 Jun 70, DAGO 18, 79

**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

**63d Signal Company**  
*Meritorious Unit Commendation*—1 Mar–30 Jun 70, DAGO 18, 79  
*Remarks:* R—Unit replaced Co B.37th Signal Bn, inactivated 1 Mar 70

**63d Transportation Company**  
*Meritorious Unit Commendation*—21 Sep 65–1 Aug 66, DAGO 1, 69 amended DAGO 17, 68; 1 Oct 66–31 Mar 67 DAGO 17, 68; 24 Jan 69–31 Mar 70, DAGO 52, 74

**63d Transportation Detachment**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66

**64th Engineer Detachment**  
*Meritorious Unit Commendation*—12 Jan 66–31 Jul 68, DAGO 45, 69  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**64th Infantry Platoon**  
*RVN Gallantry Cross w/Palm*—15 Mar 67–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—15 Mar 67–31 Oct 69, DAGO 53, 70

**Headquarters & Headquarters Detachment, 64th Quartermaster Battalion**  
*Meritorious Unit Commendation*—15 Apr 66–31 Aug 68, DAGO 28, 69; 1 Sep 68–28 Feb 70, DAGO 24, 72

**64th Transportation Company**  
*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69; 1 Apr 69–31 Mar 70, DAGO 51, 71  
*Others:* (F) RVNGCwGS—4 Nov 66–24 Apr 71, DAGO 24, 72

**65th Artillery**

**Battery G**  
*Valorous Unit Award*—15–31 Oct 67, DAGO 39, 70; 24 Jan–16 Feb 68, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74  
*Others:* (N) PUC—29 Nov 66–15 Sep 67, DAGO 32, 73

**Detachment**  
*Others:* (N) PUC—20 Jan–1 Apr 68, DAGO 30, 68, amended by DAGO 17, 69 and DAGO 18, 79  
*Remarks:* Eligible personnel must provide evidence of participation.

**6th Battalion**  
*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63

**65th Engineer Battalion**

**Less Companies B&E**  
*RVN Gallantry Cross w/Palm*—1 Sep 68–30 Sep 70, DAGO 5, 73

**Less Company D**  
*Meritorious Unit Commendation*—22 Feb–7 Dec 67, DAGO 17, 69  
*RVN Gallantry Cross w/Palm*—Jan 66–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—13 Mar 66–21 Jan 70, DAGO 51, 71

**Company A**  
*Valorous Unit Award*—27 Aug–31 Oct 68, DAGO 42, 69

**3d Platoon**  
*Presidential Unit Citation*—18 Aug–20 Sep 68, DAGO 82, 69

**Company B**  
*Valorous Unit Award*—Jan–Apr 66, DAGO 20, 67; 1 Jan–22 Feb 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Jan–31 Mar 69, DAGO 43, 70; 1 Sep–31 Dec 68 and 1 Apr 69–30 Sep 70, DAGO 5, 73

**Company C**  
*Valorous Unit Award*—Jan–Apr 66, DAGO 20, 67

**2d Platoon**  
*Valorous Unit Award*—26–28 May 68, DAGO 43, 70

**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

**2d Squad, 3d Platoon**  
*Valorous Unit Award*—15 and 16 Jun 68, DAGO 36, 70

**Company D**  
*Valorous Unit Award*—22 Apr–31 Jul 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—Oct 66–1 Aug 67, DAGO 3, 70; Jan–Oct 66 and 1 Aug 67–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–1 Aug 67, DAGO 53, 70; 1 Aug 67–21 Jan 70, DAGO 51, 71

**Company E**  
*RVN Gallantry Cross w/Palm*—1 May–28 Jun 70, DAGO 55, 71; 1 Sep 68–30 Apr 70 and 29 Jun–30 Sep 70, DAGO 5, 73

**65th Infantry Detachment**  
*RVN Gallantry Cross w/Palm*—1 Oct 69–20 Jul 70, DAGO 11, 73, amended DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–20 Jul 70, DAGO 11, 73, amended DAGO 55, 71

**65th Infantry Platoon**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69 DAGO 59, 69; 29 Jul–30 Sep 69 DAGO 11, 73, amended DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; 26 Jul–30 Sep 69, DAGO 11, 73, amended DAGO 55, 71

**65th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**66th Engineer Company**  
*Meritorious Unit Commendation*—Sep 66–May 67, DAGO 17, 68; 1 Jan–31 Dec 68, DAGO 37, 70  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**66th Infantry Platoon**  
*RVN Gallantry Cross w/Palm*—15 Feb–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—21 Feb 68–21 Jan 70, DAGO 51, 71

**66th Military Police Company**  
*Meritorious Unit Commendation*—30 Jun 67–1 Aug 68, DAGO 72, 68  
*RVN Civil Actions Honor Medal, FC*—1 Aug 70–30 Jun 71, DAGO 32, 73  
*Others:* (N) NUC—23 May, 64–5 May 65 DAGO 32, 73

**66th Transportation Company**  
*Army Superior Unit Award*—3 Jun 83–5 Mar 86, DAGO 9, 87

**67th Engineer Company**  
*Meritorious Unit Commendation*—1 Dec 67–1 Jul 68, DAGO 42, 69  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**67th Engineer Detachment**  
*Meritorious Unit Commendation*—1 Jan 67–1 Mar 68, DAGO 67, 68; 1 Mar 70–28 Feb 71 DAGO 43, 72

**67th Evacuation Hospital**  
*Meritorious Unit Commendation*—6 Oct 66–30 Apr 68, DAGO 56, 69; 1 Nov 70–31 May 72, DAGO 32, 73; 1 Jun 72–28 Mar 73, DAGO 6, 74

**67th Maintenance Company**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**67th Medical Detachment**  
*Meritorious Unit Commendation*—1 Sep 67–31 Jul 68, DAGO 31, 69

**Headquarters & Headquarters Detachment, 67th Medical Group**  
*Meritorious Unit Commendation*—1 May 68–31 Mar 69, DAGO 37, 70; 1 Apr 69–28 Feb 70, DAGO 48, 71

**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

**68th Aviation Company**  
*Valorous Unit Award*—19 Mar 67, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67 DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68; 1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**68th Engineer Detachment**  
*Meritorious Unit Commendation*—1 Jan 67–1 Mar 68, DAGO 67, 68; 1 Mar 70–28 Feb 71, DAGO 43, 72

**68th Infantry Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**Headquarters & Headquarters Detachment, 68th Medical Group**  
*Meritorious Unit Commendation*—1 Mar 66–28 Feb 67, DAGO 17, 68; 1 Mar 67–30 Sep 68, DAGO 28, 69; 1 Oct 68–31 May 70, DAGO 51, 71; 1 Jun 70–31 Jul 71, DAGO 5, 73

**68th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**69th Armor**

**1st Battalion**  
*Meritorious Unit Commendation*—7 Apr–20 Oct 68, DAGO 42, 69  
*RVN Gallantry Cross w/Palm*—Mar 66–1 Aug 67, DAGO 48, 71; 1 Aug 67–28 Jul 69, DAGO 38,70, amended DAGO 3, 70; 29 Jul 69–10 Apr 70, DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70

**Company A**  
*Valorous Unit Award*—30 May–3 Jul 67, DAGO 43, 70

**Company B**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71

**1st Platoon**  
*Presidential Unit Citation*—9–10 Aug 66, DAGO 40, 68; 18–26 May 67, DAGO 69,69

**Company C**  
*Valorous Unit Award*—4–12 Feb 68, DAGO 43, 70

**69th Engineer Battalion**  
*Meritorious Unit Commendation*—1 May 67–30 Sep 68, DAGO 48, 69  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70; 1 Jun 69–29 Jun 70, DAGO 54, 74

**Headquarters & Headquarters Company**  
*Valorous Unit Award*—31 Jan 68, DAGO 48, 68

**69th Infantry Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**Headquarters & Headquarters Detachment, 69th Maintenance Battalion**  
*Meritorious Unit Commendation*—1 Sep 66–1 Apr 67, DAGO 17, 68; 1 Jan–31 Dec 70, DAGO 43,72

**69th Signal Battalion**  
*Meritorious Unit Commendation*—Nov 65–Oct 66, DAGO 17, 68; 1 Nov 66–31 Oct 67, DAGO 46, 69

**Headquarters & Headquarters Company**  
*Meritorious Unit Commendation*—25 Mar–25 Sep 68, DAGO 42, 69; 1 Aug 68–31 Mar 69, DAGO 37, 70; 1 Apr 69–28 Feb 70, DAGO 51, 71

**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

**Signal Support Company (Provisional)**  
*Meritorious Unit Commendation*—1 Aug 68–31 Mar 69, DAGO 37, 70; 1 Apr 69–28 Feb 70, DAGO 51, 71

**Company A**  
*Meritorious Unit Commendation*—1 Aug 68–31 Mar 69, DAGO 37, 70; 1 Apr 69–28 Feb 70, DAGO 51, 71

**Company B**  
*Meritorious Unit Commendation*—1 Nov 67–31 Aug 68, DAGO 37, 70; 1 Sep 68–31 Aug 69, DAGO 43, 70

**69th Signal Detachment**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 68–1 Dec 69 DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68

**70th Engineer Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Meritorious Unit Commendation*—Aug 65–Jun 66 DAGO 17, 68; Jun 66–Dec 66, DAGO 17, 68

**Less Company D**  
*Meritorious Unit Commendation*—4 Dec 66–10 Oct 67, DAGO 42, 69

**70th Signal Detachment**  
*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**71st Air Defense Artillery**

**2d Battalion**  
*Others: (AF) AFOUA*—7 Nov 78–15 Jul 81, DAGO 18, 82

**71st Artillery**

**Battery D**  
*Valorous Unit Award*—17 Dec 68–18 May 69, DAGO 43, 70  
*Meritorious Unit Commendation*—5 Apr 67–30 Sep 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—5 Apr 67–15 Mar 69, DAGO 60, 69; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—2 Dec 66–15 Jan 71, DAGO 51, 71

**2d Squadron**  
*Valorous Unit Award*—1 Apr 70, DAGO 50, 71  
*Remarks:* 5th Section Eligible personnel must show evidence of participation

**13th Squadron**  
*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**23d Squadron**  
*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**31st Squadron**  
*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**42d Squadron**  
*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**44th Squadron**  
*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**51st Squadron**  
*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**52d Squadron**  
*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**54th Squadron**  
*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**61st Squadron**  
*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**62d Squadron**



**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**63d Squadron**  
*Valorous Unit Award*—23 Sep–25 Oct 71, DAGO 5, 85

**6th Battalion**  
*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**71st Aviation Company**  
*Valorous Unit Award*—13–19 Aug 67, DAGO 37, 70; 12 May 68, DAGO 43, 70; 11–31 Aug 69 DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69; 24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 8 Feb–31 Mar 71, DAGO 42,72; 1 Apr–30 Jun 71, DAGO 6, 74  
*Others:* (N) PUC—28 Jul–1 Aug 67 DAGO 32, 73

**71st Evacuation Hospital**  
*Meritorious Unit Commendation*—1 Oct 67–31 Aug 68, DAGO 42, 69; 1 Oct 68–25 Nov 70, DAGO 11, 73, amended DAGO 43, 72

**71st Infantry Detachment**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 2, 71, amended DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun 68–1 Feb 69, DAGO 51,71  
*RVN Civil Actions Honor Medal, FC*—1 Feb 68–1 Feb 69, DAGO 51, 71

**71st Ordnance Company**  
*Meritorious Unit Commendation*—1 Jan 69–30 Sep 70, DAGO 50, 71

**Headquarters & Headquarters Detachment, 71st Transportation Battalion**  
*Meritorious Unit Commendation*—1 Jul 68–31 Mar 69, DAGO 39, 70; 1 Jan–1 Jul 72, DAGO 32,73

**71st Transportation Company**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 48, 68

**72d Signal Detachment**  
*Meritorious Unit Commendation*—Feb 62–Jun 65 DAGO 3, 66

**73d Aviation Company**  
*Meritorious Unit Commendation*—May–Dec 63, DAGO 21, 64; Dec 64–Aug 66, DAGO 17,68; 1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 38, 70, amended DAGO 22, 68; 22 Feb 67–17 May 68, DAGO 21, 69; 1 May–10 Oct 70, DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—1 May 69–20 Apr 70, DAGO 55, 71

**73d Engineer Company**  
*Meritorious Unit Commendation*—10 Nov 66–31 Oct 67, DAGO 5, 69  
*RVN Civil Actions Honor Medal, FC*—1 Oct 70–31 Jul 71, DAGO 11, 73; 3 May 70–30 Apr 71, DAGO 6, 74

**Headquarters & Headquarters Detachment, 73d Signal Battalion**  
*Meritorious Unit Commendation*—1 Aug 66–30 Jun 68, DAGO 42, 69

**74th Aviation Company**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 26 Sep–10 Oct 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71; 1 Jan–31 Dec 71, DAGO 32, 73

**74th Engineer Detachment**  
*Meritorious Unit Commendation*—25 Jan–31 Jul 69, DAGO 39, 70; 1 Jul 70–30 Apr 71, DAGO 5, 73

**74th Field Hospital**

**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

*Meritorious Unit Commendation*—14 Oct 68–14 Apr 69, DAGO 36, 70

**74th Infantry Detachment**  
*Presidential Unit Citation*—6–23 Nov 67 DAGO 5, 79, amended DAGO 42, 69

**74th Supply Company**  
*Meritorious Unit Commendation*—1 Jul 66–1 Jun 67, DAGO 60, 69, amended DAGO 54, 68; 25 Feb–15 Sep 68, DAGO 37, 70

**74th Supply and Service Company**  
*Meritorious Unit Commendation*—16 Sep 68–31 Mar 69, DAGO 50, 71

**75th Infantry**

**1st Battalion (Rangers)**  
*Valorous Unit Award*—25 Oct–28 Oct 83, DAGO 31, 84  
*Others:* (A) Vicinity of Point Salinas, Grenada, 0635– 1300 hrs, inclusive, 25 Oct 83. DAGO 33, 84.  
*Remarks:* Eligible personnel must provide evidence of participation in assault landing.

**2d Battalion (Rangers)**  
*Valorous Unit Award*—25 Oct–28 Oct 83, DAGO 31, 84  
*Others:* (A) Vicinity of Point Salinas, Grenada, 0635– 1300 hrs, inclusive, 25 Oct 83. DAGO 33, 84.  
*Remarks:* Eligible personnel must provide evidence of participation in assault landing.

**Company C**  
*Valorous Unit Award*—23 Jul 69–28 Feb 70, DAGO 11, 73 amended DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—1 Feb 69–26 Sep 70, DAGO 51, 71; 1 Aug 65–16 Apr 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**Company E**  
*RVN Gallantry Cross w/Palm*—Feb–Jun 69 DAGO 53, 70, amended DAGO 59, 69; 29 Jul 69–20 Jul 70, DAGO 11, 73, amended DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—1 Feb–28 Jun 69, DAGO 53, 70 amended DAGO 59, 69; 26 Jul 69–20 Jul 70 DAGO 55, 71

**Company F**  
*Valorous Unit Award*—1–22 Feb 69, DAGO 2, 71, amended DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—Feb 69–31 Mar 69, DAGO 48, 71, amended DAGO 43, 70; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—17 Feb 69–21 Jan 70, DAGO 51, 71

**Company G**  
*Meritorious Unit Commendation*—1 Feb–31 Aug 69, DAGO 53, 70  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**Company H**  
*Valorous Unit Award*—1 Oct–31 Dec 69, DAGO 32, 73; 1 May–29 Jun 70, DAGO 43,72; 10 Apr–Oct 71, DAGO 11, 73  
*RVN Gallantry Cross w/Palm*—1 Feb–19 May 69, DAGO 53, 70, amended DAGO 59, 69; May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72; 17 Sep 65–Jun 72, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 Feb 69–1 Feb 70, DAGO 42, 72

**Company I**  
*RVN Civil Actions Honor Medal, FC*—Feb 69–7 Apr 70, DAGO 53, 70

**Company K**  
*RVN Gallantry Cross w/Palm*—1 Feb–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Feb–31 Oct 69, DAGO 53, 70

**Company L**

**Table 5**  
**Army units in numerical order—55th Artillery through 92d**  
**Service Battalion—Continued**

*Valorous Unit Award*—7 Dec 69–16 Feb 70, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—1 Feb–14 May 69, DAGO 43, 70; 2 Dec 69–8 Jan 71, DAGO 24,72; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Feb 69–2 May 70, DAGO 48, 71

**Company M**  
*Meritorious Unit Commendation*—1 Jan 69–30 Jun 70, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—1 Feb 69–31 Aug 70, DAGO 51, 71

**Company N**  
*RVN Gallantry Cross w/Palm*—1 Feb 69–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71 DAGO 5, 73

**Company O**  
*RVN Gallantry Cross w/Palm*—1 Feb–11 Nov 69, DAGO 43, 70

**Company P**  
*RVN Gallantry Cross w/Palm*—8 Feb–30 Apr 71, DAGO 42, 72

**75th Infantry Detachment**  
*Presidential Unit Citation*—6–23 Nov 67, DAGO 5, 79, amended DAGO 42, 69  
*RVN Gallantry Cross w/Palm*—1 Feb 69–26 Sep 70, DAGO 51, 71

**75th Support Battalion**  
*RVN Gallantry Cross w/Palm*—8 Feb–30 Apr 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—On 30 Oct 70, DAGO 24, 72  
*Remarks:* RVNCAM, FC awarded for action on 30 Oct 70 (Typhoon Kate)

**76th Artillery Detachment**  
*Meritorious Unit Commendation*—1 Jun 68–30 Sep 69, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—6 May 68–15 Jan 71, DAGO 51, 71

**76th Infantry Detachment**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—15 Feb–31 Dec 68, DAGO 2, 71, amended DAGO 37, 70; 1 Jan 69–30 Jun 70, DAGO 50, 71

**76th Infantry Platoon**  
*RVN Gallantry Cross w/Palm*—19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—Feb 68–31 Aug 70, DAGO 51, 71

**77th Armor**

**1st Battalion**  
*RVN Gallantry Cross w/Palm*—8 Feb–30 Apr 71, DAGO 42, 72

**Headquarters & Headquarters Company**  
*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70

**Company A**  
*Valorous Unit Award*—11–15 Nov 69, DAGO 52, 74  
*RVN Gallantry Cross w/Palm*—17 Aug–2 Nov 68, DAGO 43, 70

**Company B**  
*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68 and 7–9 Dec 68, DAGO 43, 70

**Company C**  
*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70

**Company D**  
*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70

**77th Artillery**

**1st Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70 DAGO 43, 72

**Table 5**  
**Army units in numerical order—55th Artillery through 92d**  
**Service Battalion—Continued**

*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70 DAGO 42, 72

**Headquarters, Headquarters & Service Battery**  
*Valorous Unit Award*—4 Nov 69, DAGO 2, 71

**3d Liaison Section**  
*Valorous Unit Award*—11 Mar 67, DAGO 54, 68

**Battery A, Forward Observer Section**  
*Valorous Unit Award*—11 Mar 67, DAGO 54, 68

**Battery C**  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70; 7–11 Mar 69, DAGO 5, 73

**2d Battalion**  
*Presidential Unit Citation*—21 Mar 67, DAGO 59, 68  
*RVN Gallantry Cross w/Palm*—Oct 66–1 Aug 67, DAGO 48, 71, amended DAGO 38, 70, which amended DAGO 3, 70; 1 Aug 67–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–21 Jan 70, DAGO 51, 71

**4th Battalion**  
*Valorous Unit Award*—8 Feb–8 Apr 71, DAGO 13, 74  
*RVN Gallantry Cross w/Palm*—18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74

**Headquarters & Headquarters Battery**  
*RVN Gallantry Cross w/Palm*—23 Dec 68–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—25 Oct 68–2 May 70, DAGO 48, 71

**Battery A**  
*RVN Gallantry Cross w/Palm*—23 Dec 68–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—23 Dec 68–2 May 70, DAGO 48, 71

**Battery B**  
*RVN Gallantry Cross w/Palm*—30 Mar–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—30 Mar 69–2 May 70, DAGO 48, 71

**Battery C**  
*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—25 Mar–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—25 Mar–2 May 70, DAGO 48, 71

**6th Battalion**  
*RVN Gallantry Cross w/Palm*—May 67–16 Jul 68, DAGO 48, 71; 17 Jul 68–14 Jun 69, DAGO 59,69  
*RVN Civil Actions Honor Medal, FC*—17 Jul 68–1 Jun 69, DAGO 51, 71

**Battery C**  
*Presidential Unit Citation*—31 Jan 68, DAGO 69, 69

**77th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**77th Infantry Detachment**  
*RVN Gallantry Cross w/Palm*—8 Feb–30 Apr 71, DAGO 42, 72

**78th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 18, 79, amended DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 18, 79, amended DAGO 52, 71; 1 Jan 69–30 Sep 70, DAGO 18, 79 amended DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 18, 79 amended DAGO 6, 74  
*Remarks:* Attached, 164th Avn Gp

**78th Aviation Company**

**Table 5****Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

*RVN Gallantry Cross w/Palm*—27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**78th Ordnance Detachment**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 67, DAGO 48, 68; 1 Jan 69–30 Sep 70, DAGO 50, 71

**79th Artillery****Battery F**

*RVN Gallantry Cross w/Palm*—17 Sep 65–Jun 72, DAGO 54, 74

**79th Artillery Detachment**

*Meritorious Unit Commendation*—1 Jun 68–30 Sep 69, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—6 May 68–15 Jan 71, DAGO 51, 71

**79th Engineer Battalion****Company B**

*Others: (AF) AFOUA*—5–10 Jun 67 DAGO 23, 68

**Headquarters & Headquarters Company, 79th Engineer Group**

*Meritorious Unit Commendation*—Jul 66–Jan 67, DAGO 17, 68; 1 Feb 67–31 May 68, DAGO 67, 68  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**Composite Dozer and Tunnel Destruction Teams**

*Valorous Unit Award*—5 Jan–15 Jul 67, DAGO 1, 69

**79th Field Artillery****Battery F**

*Presidential Unit Citation*—5 Apr–7 Jul 72, DAGO 19, 74

**Headquarters & Headquarters Detachment, 79th Maintenance Battalion**

*Meritorious Unit Commendation*—7 Jul 65–30 Nov 68, DAGO 60, 69; 30 May 70–30 Jun 71, DAGO 43, 72; 1 Jul 71–31 Mar 72, DAGO 5, 73

**79th Ordnance Detachment**

*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63; Aug 66–May 67, DAGO 17, 68

**79th Quartermaster Platoon**

*Meritorious Unit Commendation*—1 Nov 67–31 May 68, DAGO 39, 70

**79th Transportation Company**

*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 10 Feb–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70 DAGO 51, 71; 1 Aug 71–30 Apr 72, DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71 DAGO 32, 73

**Headquarters & Headquarters Company, 80th General Support Group**

*Meritorious Unit Commendation*—18 Jan 66–25 Feb 68, DAGO 42, 69, amended DAGO 72, 68  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74  
*Remarks:* HHC, 80th Ordnance Gp Redesignated on 25 Apr 66 as HHC, 80th Gen Support Gp

**80th Transportation Detachment**

*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 65  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; May 69– Feb 70, DAGO 11, 73, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**81st Field Artillery****1st Battalion**

*Army Superior Unit Award*—Nov 83–Dec 85, DAGO 30, 87

**81st Quartermaster Platoon****Table 5****Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

*Meritorious Unit Commendation*—1 Sep 68–31 Aug 69, DAGO 39, 70

**Headquarters & Headquarters Company, 3d Brigade, 82d Airborne Division**

*RVN Gallantry Cross w/Palm*—6 Oct 68–11 Nov 69 DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—12 Mar–4 Oct 68 DAGO 48, 71

**82d Artillery****Battery E**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—1 Nov 66–30 Apr 67, DAGO 17, 68; 1 May 67–28 Feb 69, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**1st Battalion**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 8 Feb–30 Apr 71, DAGO 42, 72

**Headquarters & Headquarters Battery**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**3d Battalion**

*Meritorious Unit Commendation*—15 Nov 67–17 Mar 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters & Headquarters Battery**

*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**Forward Command Group**

*Valorous Unit Award*—13 May–17 Jun 69, DAGO 43, 72

**Battery D**

*Others: (N) NUC*—10–16 May 68 DAGO 32, 73

**82d Aviation Battalion****Company A**

*Meritorious Unit Commendation*—May 65–Jul 66, DAGO 17, 68

**Company B**

*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66

**82d Medical Detachment**

*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 69  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*Meritorious Unit Commendation*—Dec 65–Nov 66, DAGO 17, 68; 16 Feb–31 Dec 68, DAGO 36, 70; 1 Jan 69–30 Apr 70, DAGO 24, 72; 1 May 70–30 Apr 71, DAGO 5, 73

**82d Military Intelligence Detachment**

*RVN Civil Actions Honor Medal, FC*—12 Mar–4 Oct 68 DAGO 48, 71

**82d Military Police Company****3d Platoon**

*RVN Civil Actions Honor Medal, FC*—12 Mar–1 May 68, DAGO 48, 71

**82d Quartermaster Platoon**

*Meritorious Unit Commendation*—19 Jun 67–1 Feb 69, DAGO 39, 70

**82d Support Battalion**

*RVN Gallantry Cross w/Palm*—6 Oct 68–11 Nov 69, DAGO 43, 70

**Less Company A**

*Meritorious Unit Commendation*—16 Sep 68–15 Nov 69, DAGO 39, 70

**Company A**

**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

*Meritorious Unit Commendation*—25 May 68–28 Feb 69, DAGO 39, 70; 1 Mar–15 Nov 69, DAGO 39, 70

**83d Artillery**

**1st Battalion**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Nov 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—3 Nov 66–30 Apr 68, DAGO 51, 71

**Battery C**  
*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73; 10–21 May 69, DAGO 16, 72

**83d Medical Detachment**  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67 DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 32, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**83d Radio Research Special Operations Unit**  
*Meritorious Unit Commendation*—Jun 69–Oct 70, DAGO 2, 72  
*Remarks:* Unit was 83d ASA Unit

**84th Artillery**

**1st Battalion**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; 1 Feb 68–16 Aug 69, DAGO 51, 71

**Battery B, 1st Platoon**  
*Valorous Unit Award*—2 & 3 Dec 67, DAGO 73, 68

**6th Battalion**  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**84th Engineer Battalion**  
*Meritorious Unit Commendation*—Jun 65–May 66, DAGO 5, 69; 1 Jun 66–31 Oct 67, DAGO 5, 69; 1 Nov 67–31 Dec 68, DAGO 70, 69; 1 Jan–31 Dec 69, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—1 Jan 70–15 Jan 71, DAGO 24, 72

**Headquarters & Headquarters Company**  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**Company C**  
*Army Superior Unit Award*—5 Aug 85–27 Sep 85, DAGO 9, 87

**84th Field Artillery**

**3d Battalion**  
*Army Superior Unit Award*—Nov 83–Dec 85, DAGO 30, 87

**85th Evacuation Hospital**  
*Meritorious Unit Commendation*—10 Sep 65–30 Apr 67, DAGO 17, 68; 1 May 67–31 Jul 68, DAGO 51, 71, revoked DAGO 2, 71, which amended DAGO 28, 69; 1 Aug 68–31 Jul 69, DAGO 51, 71; 1 Aug 70–27 Jan 72, DAGO 5, 73  
*Army Superior Unit Award*—15 Feb 85–13 Sep 85, DAGO 30, 87  
*RVN Civil Actions Honor Medal, FC*—1 Dec 68–31 Jul 70, DAGO 52, 71

**85th Maintenance Company**  
*Meritorious Unit Commendation*—29 Dec 66–31 Mar 68, DAGO 67, 68  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**85th Medical Detachment**  
*Meritorious Unit Commendation*—Oct 64 Dec 65, DAGO 3, 67, amended DAGO 40, 66; 1 Jan–31 Dec 67, DAGO 48, 68; 1 Aug 71–30 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 43, 70, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**Table 5**  
**Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**85th Ordnance Detachment**  
*Valorous Unit Award*—8 Apr–8 May 70, DAGO 43, 72  
*Meritorious Unit Commendation*—1 Jan–31 Dec 69, DAGO 2, 71

**86th Chemical Detachment**  
*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70; 8 Feb–30 Apr 71, DAGO 42, 72

**86th Engineer Battalion**  
*Meritorious Unit Commendation*—1 May 67–31 Jul 68, DAGO 17, 69  
*RVN Gallantry Cross w/Palm*—26 Sep–21 Oct 67, DAGO 43, 70, amended DAGO 31, 69  
*RVN Civil Actions Honor Medal, FC*—3 Aug–25 Sep 67 and 22 Oct 67–15 Aug 69, DAGO 43, 70

**86th Engineer Detachment**  
*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63

**Headquarters and Headquarters Detachment, 86th Signal Battalion**  
*Meritorious Unit Commendation*—1 Jun 66–30 Jun 67, DAGO 42, 69  
*Army Superior Unit Award*—30 Apr 67–31 Aug 68, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—30 Apr 67–21 Jan 70, DAGO 51, 71

**86th Transportation Company**  
*Meritorious Unit Commendation*—Aug 66–Mar 67, DAGO 17, 68; 1 Jul 68–30 Jun 69, DAGO 53, 70; 1 Jul 69–31 May 70 DAGO 50, 71

**87th Chemical Detachment**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74; 1 Mar–9 Oct 71 DAGO 6, 74

**87th Engineer Battalion**  
*Meritorious Unit Commendation*—Aug 65–Apr 66, DAGO 20, 67; 1 May 66–28 Feb 67, DAGO 17, 68; 1 Mar 67–29 Feb 68, DAGO 48, 69

**Company B, 2d Platoon**  
*Presidential Unit Citation*—13 Sep–22 Dec 66, DAGO 2, 73

**87th Engineer Company**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—12 Dec 66–31 Oct 67, DAGO 72, 68; 1 Jan–31 Dec 68, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 51, 71

**87th Engineer Detachment**  
*Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66

**87th Infantry**

**Company C**  
*Meritorious Unit Commendation*—Oct 66–Sep 67, DAGO 17, 68; 1 Oct 67–30 Sep 68, DAGO 48, 69

**Company D**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 54, 68; 1 Jan–31 Dec 68, DAGO 39, 70

**87th Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**87th Transportation Company**

**Table 5****Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

*Meritorious Unit Commendation*—1 Jul 68–30 Jun 79, DAGO 53, 70

**88th Quartermaster Detachment**  
*Meritorious Unit Commendation*—Jan–Jul 65, DAGO 31, 67

**Headquarters & Headquarters Company, 88th Supply and Service Battalion**  
*Meritorious Unit Commendation*—1 Sep 68–28 Feb 69, DAGO 39, 70

**88th Transportation Company**  
*Meritorious Unit Commendation*—1 Nov 68–30 Apr 69, DAGO 36, 70; 1 May 69–31 Mar 70, DAGO 48, 71  
*Others:* (F) RVNGC w GS—12 Nov 67–24 Apr 71 DAGO 24, 72

**Headquarters & Headquarters Detachment, 89th Military Police Group**  
*Meritorious Unit Commendation*—1 Sep 67–1 Sep 68, DAGO 1, 69  
*RVN Gallantry Cross w/Palm*—29 Sep 66–28 Mar 73, DAGO 6, 74

**90th Chemical Detachment**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**90th Military Police Company**  
*Meritorious Unit Commendation*—Mar–Dec 66, DAGO 17, 68

**90th Military Police Detachment**  
*Presidential Unit Citation*—31 Jan–10 Feb 68, DAGO 17, 69  
*Meritorious Unit Commendation*—1 Jan–31 Oct 68, DAGO 48, 69; 1 Nov 68–31 Oct 69, DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—17 Apr 65–18 Apr 68, DAGO 38, 70, amended DAGO 31, 69  
*Others:* (N) NUC—1 Sep 65–15 Mar 66 DAGO 32, 73

**Headquarters & Headquarters Detachment, 90th Replacement Battalion**  
*Meritorious Unit Commendation*—Aug 65–Jul 67, DAGO 17, 68; 1 Aug 67–30 Sep 68, DAGO 31, 69; 1 Oct 68–30 Apr 71, DAGO 43, 72; 1 May 71–30 Apr 72, DAGO 5, 73; 1 May 72–28 Mar 73, DAGO 6, 74

**Class B Agent Office, 10th Finance Section**  
*Meritorious Unit Commendation*—1 Aug 67–30 Sep 68, DAGO 31, 69

**G–4 Manifesting Team**  
*Meritorious Unit Commendation*—1 Aug 67–30 Sep 68, DAGO 31, 69

**90th Supply Company**  
*Meritorious Unit Commendation*—1 Sep 68–28 Feb 69, DAGO 39, 70

**91st Evacuation Hospital**  
*Meritorious Unit Commendation*—14 Dec 66–31 Jul 67, DAGO 17, 68; 15 Oct 67–15 Jul 68, DAGO 42, 69

**91st Military Police Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 54, 68

**92d Artillery**

**1st Battalion**  
*Valorous Unit Award*—4 May–28 Jun 69, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**Liaison Team, Headquarters & Headquarters Battery**  
*Valorous Unit Award*—15–21 Mar 71 DAGO 43, 72  
*Remarks:* Eligible personnel must show evidence of participation.

**Battery B**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71  
*RVN Gallantry Cross w/Palm*—23 Oct 65–23 Jun 70, DAGO 55, 71

**Battery C**  
*Valorous Unit Award*—15–21 Mar 71, DAGO 43, 72

**92d Aviation Company**  
*Meritorious Unit Commendation*—Oct 64–Dec 66, DAGO 17, 68

**Table 5****Army units in numerical order—55th Artillery through 92d Service Battalion—Continued**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 15 Oct 65–11 Jan 71, DAGO 6, 74  
*Others:* (F)RVNGCwGS—Jan–Dec 70, DAGO 5, 73

**92d Engineer Battalion**  
*Meritorious Unit Commendation*—1 Apr–5 Dec 67, DAGO 48, 68; 1 Jan 68–30 Jun 69, DAGO 2, 71; 1 Jul 69–30 Jun 70, DAGO 51, 71; 1 Jul 70–31 Dec 71, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70 DAGO 43, 70

**92d Finance Section**  
*Meritorious Unit Commendation*—15 Oct 69–15 Oct 70, DAGO 16, 75

**Headquarters & Headquarters Detachment 92d Military Police Battalion**  
*Meritorious Unit Commendation*—Oct 66–Sep 67, DAGO 17, 68; 1 Oct 67–30 Sep 68, DAGO 48, 69  
*RVN Gallantry Cross w/Palm*—29 Sep 66–28 Mar 73, DAGO 6, 74

**Headquarters & Headquarters Company 92d Service Battalion**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Table 6****Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment**

**93d Engineer Battalion**  
*Meritorious Unit Commendation*—1 Feb–30 Sep 68, DAGO 51, 71, revoked DAGO 2, 71, which amended DAGO 42, 69; 1 Oct 68–30 Jun 69, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**93d Evacuation Hospital**  
*Meritorious Unit Commendation*—1 Jan 66–31 Oct 67, DAGO 17, 68; 1 May–30 Nov 69, DAGO 53, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–15 Dec 70, DAGO 24, 72

**93d Medical Detachment**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Valorous Unit Award*—19 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68; 22 Feb 67–18 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**Headquarters & Headquarters Detachment, 93d Military Police Battalion**  
*Meritorious Unit Commendation*—30 Jun 67–1 Aug 68, DAGO 72, 68  
*RVN Gallantry Cross w/Palm*—29 Sep 66–28 Mar 73, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Aug 70–30 Jun 71, DAGO 32, 73

**94th Artillery**

**2d Battalion**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74  
*Others:* (N) PUC—27 Nov 66–15 Sep 67 DAGO 32, 73

**2d Battalion, Battery A**  
*Others:* (N) PUC—1 Oct 66–31 Mar 67 DAGO 59, 69

**94th Engineer Detachment**  
*Meritorious Unit Commendation*—14 Nov 67–Aug 68, DAGO 42, 69; Jul 70–31 Dec 71, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**94th Maintenance Battalion**  
*RVN Gallantry Cross w/Palm*—9 Apr 67–31 Aug 68, DAGO 48, 71

**Table 6****Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued****94th Maintenance Company**

*Meritorious Unit Commendation*—15 Feb–15 Aug 69, DAGO 39, 70

**94th Medical Detachment**

*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–18 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Apr–26 Jun 70, DAGO 11, 73; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**94th Signal Detachment**

*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Valorous Unit Award*—13–19 Aug 67 DAGO 37, 70; 12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–18 May 68, DAGO 46, 69, amended DAGO 21, 69.

**95th Engineer Company**

*Meritorious Unit Commendation*—1 Sep 67–Feb 68, DAGO 73, 68; Mar 68–Sep 72, DAGO 20, 73, amended DAGO 37, 72

**95th Evacuation Hospital**

*Meritorious Unit Commendation*—1 May 70–30 Apr 71, DAGO 43, 72

**Headquarters & Headquarters Detachment 95th Military Police Battalion**

*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 54, 68; 1 Jan–31 Dec 68, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—29 Sep 66–28 Mar 73, DAGO 6, 74

**96th Data Processing Detachment**

*Meritorious Unit Commendation*—1 Nov 66–31 Jul 67, DAGO 48, 68; 1 Aug 67–31 Jul 68, DAGO 36, 70

**96th Signal Detachment**

*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 76–18 May 68, DAGO 46, 69, amended DAGO 21, 69

**Headquarters & Headquarters Company, 96th Supply and Service Battalion**

*Meritorious Unit Commendation*—1 Jul 66–1 Jun 67, DAGO 60, 69, amended DAGO 54, 68

**Headquarters & Headquarters Company, 97th Military Police Battalion**

*Meritorious Unit Commendation*—1 May 67–30 Apr 68, DAGO 55, 68  
*RVN Gallantry Cross w/Palm*—29 Sep 66–28 Mar 73, DAGO 6, 74

**97th Transportation Company**

*Meritorious Unit Commendation*—21 Sep 65–21 Jun 66, DAGO 1, 69, amended DAGO 17, 68; 1 Jul 66–28 Feb 67, DAGO 17, 68; 6 Dec 67–30 Jun 68, DAGO 11, 73, amended DAGO 39, 70

**98th Medical Detachment**

*Meritorious Unit Commendation*—1 Sep 67–31 Jul 68, DAGO 31, 69; 1 May 70–30 Apr 71, DAGO 43, 72

**Headquarters & Headquarters Company, 98th Supply and Service Battalion**

*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 28, 69

**98th Transportation Detachment**

*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Valorous Unit Award*—1 Oct–31 Dec 69, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68; 1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69–Feb 70, DAGO 11, 73 amended DAGO 42, 72; 22 Feb–19 May 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**99th Ordnance Detachment**

*Meritorious Unit Commendation*—1 Jan–31 Dec 69, DAGO 2, 71

**99th Support Battalion****Table 6****Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

*Meritorious Unit Commendation*—20 Jul 69–19 Jul 70, DAGO 51, 71

*RVN Gallantry Cross w/Palm*—1 Oct 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–20 Jul 70, DAGO 55, 71

**100th Engineer Company**

*Meritorious Unit Commendation*—15 Oct 66–3 Jun 67, DAGO 17, 68; 30 Jan 68–30 Jun 69, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**101st Administration Company**

*Meritorious Unit Commendation*—1 Nov 68–30 Apr 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**Headquarters & Headquarters Company 101st Airborne Division**

*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—Feb 68–2 May 70, DAGO 48, 71

**Headquarters & Headquarters Company, 1st Brigade, 101st Airborne Division**

*Presidential Unit Citation*—2–20 Jun 66, DAGO 59, 68  
*Valorous Unit Award*—17 Jan–25 Mar 66, DAGO 1, 69, amended DAGO 17, 68  
*Meritorious Unit Commendation*—29 Jul 65–1 Oct 66, DAGO 1, 69, amended DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Jul–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69; 19 Jul 69–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70 DAGO 48, 71

**Aviation Section**

*RVN Gallantry Cross w/Palm*—1 Jul–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69;

**Long Range Reconnaissance Patrol (Provisional)**

*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69

**Support Battalion (Airborne)(Provisional)**

*Presidential Unit Citation*—2–20 Jun 66, DAGO 59, 68  
*Valorous Unit Award*—17 Jan–25 Mar 66, DAGO 1, 69 amended DAGO 17, 68  
*Meritorious Unit Commendation*—29 Jul 65–1 Oct 66, DAGO 1, 69 amended DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69

**Headquarters & Headquarters Company, 2d Brigade, 101st Airborne Division**

*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**Headquarters & Headquarters Company, 3d Brigade, 101st Airborne Division**

*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72  
*Valorous Unit Award*—17 Apr–7 May 69, DAGO 2, 71  
*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—3 Oct 68–2 May 70, DAGO 48, 71

**Headquarters & Headquarters Battery, 101st Airborne Division Artillery**

*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

**Headquarters & Headquarters Company, and Band, 101st Airborne Division Support Command**  
*Meritorious Unit Commendation*—1 Nov 68–31 May 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**101st Aviation Battalion**  
*Valorous Unit Award*—22–23 Jul 70, DAGO 50, 71; 3–20 Mar 71, DAGO 5, 73  
*Army Superior Unit Award*—Aug 83–Feb 84, DAGO 30, 87  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—30 Oct–7 Dec 70, DAGO 11, 73

**Company A**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66; 27 & 28 Aug 65, DAGO 45, 69

**Troop F (Provisional)**  
*Valorous Unit Award*—7 Dec 69–16 Feb 70, DAGO 48, 71

**Company C**  
*RVN Civil Actions Honor Medal, FC*—1 Jul 68–2 May 70 DAGO 48, 71

**Company D**  
*RVN Civil Actions Honor Medal, FC*—1 Jul 68–2 May 70, DAGO 48, 71

**Headquarters & Headquarters Company 101st Aviation Group**  
*Valorous Unit Award*—22–23 Jul 70, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71; 30 Oct–7 Dec 70, DAGO 11, 73

**3d Forward Element, 101st Forward Support Element**  
*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76  
*Remarks:* Eligible personnel must provide evidence of participation.

**101st Military Intelligence Company**  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**Team #3**  
*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76

**101st Military Intelligence Detachment**  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74

**101st Military Police Company**  
*RVN Gallantry Cross w/Palm*—18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 4, 48, 71

**(less 2d Platoon)**  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70

**1st Platoon**  
*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69

**2d Platoon**  
*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70

**3d Platoon**  
*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76

**101st Radio Research Company**

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

*Meritorious Unit Commendation*—1 Jun 66–30 Sep 67, DAGO 48, 68; 1 Oct 67–31 Dec 68, DAGO 14, 79; 1 Jan 69–31 Dec 70, DAGO 43, 72; 1 Jan 71–1 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74  
*Remarks:* Unit was 101st ASA Co

**102d Engineer Company**  
*Meritorious Unit Commendation*—27 Mar 67–27 Mar 68, DAGO 43, 69; 1 May 68–30 Apr 69, DAGO 39, 70; 1 Jun 70–31 May 71, DAGO 43, 72  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**103d Engineer Company**  
*Meritorious Unit Commendation*—7 Feb 66–31 Oct 67 DAGO 48, 68  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**104th Engineer Company**  
*Valorous Unit Award*—18 Nov 67–23 Feb 68, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—Jan 66–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70; 23 Nov 67–14 Feb 69, DAGO 8, 74  
*Remarks:* Unit attached to 15th Inf Div

**104th Medical Detachment**  
*Meritorious Unit Commendation*—23 Aug 67–25 Feb 68, DAGO 48, 68; 1 Mar–31 Aug 68, DAGO 43, 69; 1 Sep 68–31 Aug 69, DAGO 50, 71; 1 Sep 69–31 Dec 70, DAGO 43, 72

**105th Medical Detachment**  
*Meritorious Unit Commendation*—26 Nov 66–31 Oct 67, DAGO 28, 69; 1 Nov 67–30 Jun 68, DAGO 67, 68

**106th General Hospital**  
*Meritorious Unit Commendation*—Dec 65–Dec 68, DAGO 75, 69

**Headquarters & Headquarters Battery 108th Artillery Group**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**108th Transportation Company**  
*Meritorious Unit Commendation*—4 Mar 69–8 Mar 70, DAGO 42, 71; 9 Mar 70–8 Apr 71, DAGO 20, 73; 9 Apr 71–21 Apr 72, DAGO 20, 73  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**109th Quartermaster Company**  
*Meritorious Unit Commendation*—1 Jan 67–1 Mar 68, DAGO 67, 68; 1 Mar 70–28 Feb 71, DAGO 43, 72

**110th Transportation Company**  
*Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66; 1 Nov 66–31 Oct 67, DAGO 48, 68; 10 Mar–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Feb 70–31 Jul 71, DAGO 5, 73; 1 Aug 71–30 Apr 72, DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**111th Engineer Company**  
*Meritorious Unit Commendation*—1 Aug 67–30 Jun 68, DAGO 1, 69

**111th Transportation Detachment**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68

**113th Engineer Detachment**  
*Meritorious Unit Commendation*—15 Feb–6 Sep 68, DAGO 42, 69  
*RVN Civil Actions Honor Medal, FC*—21 Sep 67–9 Feb 70 DAGO 43, 70

**114th Aviation Company**  
*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 69  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66; 26 Jun 64 DAGO 43, 66  
*Meritorious Unit Commendation*—Jul 63–Jun 64, DAGO 18, 65

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through**  
**179th Military Police Detachment—Continued**

*RVN Gallantry Cross w/Palm*—5 May 63–30 Jun 64, DAGO 46, 68; 1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–18 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71

**116th Aviation Company**  
*Presidential Unit Citation*—24–26 Apr 69, DAGO 21, 78, amended DAGO 14, 73  
*Valorous Unit Award*—19 Jul 66, DAGO 17, 68; 22 & 23 Oct 66, DAGO 5, 79, amended DAGO 17, 68; 4–20 Nov 66, DAGO 17, 68; 13 Jun–23 Sep 68, DAGO 52, 74  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67 DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–18 May 68, DAGO 36, 69, amended DAGO 21, 69; 8 Feb–31 Mar 71, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**116th Engineer Battalion**  
*Meritorious Unit Commendation*—7 Oct 68–31 May 69, DAGO 60, 69

**116th Transportation Company**  
*Meritorious Unit Commendation*—31 Oct 65–10 Jun 66, DAGO 14, 79, further amended DAGO 55, 68, which amended DAGO 30, 68; 11 Jun 66–6 Mar 67, DAGO 1,69, amended DAGO 17, 68; 7 Mar 67–30 Jun 68, DAGO 39, 70

**117th Aviation Company**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67; 1 Jan–24 Mar 66, DAGO 17,68; 1–20 Jun 66 DAGO 21, 78, amended DAGO 73, 68  
*Meritorious Unit Commendation*—Dec 65–Sep 66, DAGO 17, 68; 5 Sep 66–31 May 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 38, 70, amended DAGO 22, 68; 22 Feb 67–17 May 68, DAGO 21, 69; 26 Sep–10 Oct 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**117th Transportation Company**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jun 66–31 Dec 67, DAGO 17, 69

**118th Aviation Company**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Valorous Unit Award*—19 Jul 66, DAGO 17, 68; 19 Mar 67, DAGO 17, 68  
*Meritorious Unit Commendation*—Jun 63–Jun 66, DAGO 17, 68; 1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68; 1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–18 May 68, DAGO 46, 69, amended DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**119th Aviation Company**  
*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67; 28–30 May 66, DAGO 40, 67  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Apr–26 Jun 70, DAGO 11, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jul–30 Oct 70, DAGO 5, 73

**120th Aviation Company**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68; 1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–18 May 68, DAGO 46, 69, amended DAGO 21, 69

**120th Transportation Company**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; Aug 66–Mar 67, DAGO 17, 68

**121st Aviation Company**  
*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 69

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through**  
**179th Military Police Detachment—Continued**

*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Gallantry Cross w/Palm*—1 Jul 63–30 Jun 64, DAGO 46, 68; 1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71

**121st Signal Battalion**  
*Meritorious Unit Commendation*—Jun 66–May 67, DAGO 17, 68; 1 Jun 67–31 May 68, DAGO 1, 69; 1 Jun 68–31 May 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69

**less Company B**  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Company B**  
*RVN Civil Actions Honor Medal, FC*—12 Jul 65–7 Apr 70, DAGO 53, 70

**123d Aviation Battalion**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 8 Feb–31 Mar 71, DAGO 42, 72

**Headquarters & Headquarters Company**  
*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**Company B**  
*RVN Gallantry Cross w/Palm*—2 Nov 68–28 Feb 69, DAGO 2, 71

**123d Transportation Company**  
*Meritorious Unit Commendation*—21 Sep 65–21 Jun 66, DAGO 1, 69, amended DAGO 17, 68; 1 Jul 66–28 Feb 67, DAGO 17, 68; 6 Dec 67–30 Jun 68, DAGO 39, 70

**124th Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar–30 Oct 70, DAGO 55, 71

**124th Maintenance Detachment**  
*RVN Gallantry Cross w/Palm*—1 Nov 70–18 Dec 71, DAGO 8, 74

**124th Signal Battalion**  
*Meritorious Unit Commendation*—1 Jul 67–30 Jun 68, DAGO 48, 69  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70, DAGO 52,71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 53, 70

**Company B**  
*Valorous Unit Award*—1–20 Aug 67, DAGO 43, 72

**Forward Area Signal Center Platoon**  
*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69;

**1st Platoon**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71

**Headquarters & Headquarters Detachment, 124th Transportation Battalion**  
*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69; 1 Apr 69–31 Mar 70, DAGO 51, 71  
*Others: (F) RVNGCwGS*—24 Jul 67–24 Apr 71 DAGO 24, 72

**Headquarters & Headquarters Company, 124th Transportation Command**  
*Meritorious Unit Commendation*—1 Oct 66–30 Jun 67, DAGO 17, 68

**124th Transportation Company**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jun 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**125th Air Traffic Company**  
*Meritorious Unit Commendation*—1 Jun–31 Dec 67, DAGO 67, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–28 May 68, DAGO 46, 69, amended DAGO 21, 69

**125th Aviation Company**  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72



**Table 6**  
**Army units in numerical order—93d Engineer Battalion through**  
**179th Military Police Detachment—Continued**

**Navigation Team**

*RVN Gallantry Cross w/Palm*—26 Nov 69–Feb 70, DAGO 18, 79, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—26 Nov 69–1 Feb 70, DAGO 18, 79, amended DAGO 42, 72; 13 Mar 66–21 Jan 70, DAGO 51, 71

**125th Signal Battalion**

*Meritorious Unit Commendation*—8 Nov 66–30 Jun 67, DAGO 17, 68; 1 Jul 67–31 Dec 68, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—Mar 66–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73

**Company B**

*Valorous Unit Award*—22 Apr–31 Jul 67, DAGO 43, 72

**2d Forward Signal Center, B Platoon**

*Valorous Unit Award*—Jan–Apr 66, DAGO 20, 67

**Headquarters & Headquarters Company, 125th Transportation Command**

*Meritorious Unit Commendation*—Sep 66–Mar 67, DAGO 17, 68; 4 Mar 67–3 Mar 68, DAGO 17, 69

**126th Finance Section**

*Meritorious Unit Commendation*—1 Oct 68–31 May 69, DAGO 39, 70

**126th Medical Detachment**

*Meritorious Unit Commendation*—1 Sep 67–31 Jul 68, DAGO 31, 69

**126th Supply and Service Company**

*Meritorious Unit Commendation*—28 Dec 68–31 Mar 70, DAGO 52, 74

**127th Military Police Company**

*Meritorious Unit Commendation*—30 Jun 67–1 Aug 68, DAGO 72, 68  
*RVN Civil Actions Honor Medal, FC*—1 Aug 70–30 Jun 71, DAGO 32, 73

**128th Aviation Company**

*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 1, 69, amended DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–21 Feb 67, DAGO 59, 69, amended DAGO 22, 68; 22 Feb 67–18 May 68, DAGO 21, 69; 26 Sep–10 Oct 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71; 1 Jan–31 Dec 71, DAGO 32, 73

**128th Medical Detachment**

*Meritorious Unit Commendation*—3 Nov 66–7 Jun 68, DAGO 28, 69

**128th Signal Company**

*Meritorious Unit Commendation*—1 Sep 66–1 Apr 67, DAGO 17, 68; 2 Apr–31 Oct 67, DAGO 14, 79, amended DAGO 48, 68; 1 Jan–31 Dec 70, DAGO 43, 72

**129th Aviation Company**

*Valorous Unit Award*—1 Jan–24 66 DAGO 17, 68; 1–20 Jun 66 DAGO 21, 78 amended DAGO 73, 68  
*Meritorious Unit Commendation*—Dec 65–Sep 66, DAGO 17, 68; 5 Sep 66–31 Mar 67 DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–18 May 68, DAGO 46, 69, amended DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—28 Oct–6 Dec 70, DAGO 24, 72

**129th Main Support Company**

*Meritorious Unit Commendation*—1 Sep 66–1 Apr 67, DAGO 17, 68

**129th Maintenance Company**

*Meritorious Unit Commendation*—1 Jan–31 Dec 70, DAGO 43, 72

**129th Medical Detachment**

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through**  
**179th Military Police Detachment—Continued**

*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68; 1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–18 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**129th Ordnance Company**

*Meritorious Unit Commendation*—Sep 65–Jul 67, DAGO 17, 68

**130th Medical Detachment**

*Valorous Unit Award*—1 Jan–24 Mar 66, DAGO 17, 68; 1–20 Jun 66 DAGO 73, 68  
*Meritorious Unit Commendation*—Dec 65–Sep 66, DAGO 17, 68; 5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–18 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*Others: (F)RVNGCwGS*—Jan–Dec 70 DAGO 5, 73

**131st Aviation Company**

*Valorous Unit Award*—1 Jun 66–31 Dec 68, DAGO 5, 73  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 43, 70, amended DAGO 21, 69

**132d Aviation Company**

*RVN Gallantry Cross w/Palm*—22 Feb 67–18 May 68, DAGO 21, 69; 24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 8 Feb–31 Mar 71 DAGO 42, 72; 1 Apr–30 June 71, DAGO 6, 74

**133d Ordnance Detachment**

*Meritorious Unit Commendation*—1 Jan–31 Dec 69, DAGO 2, 71

**134th Aviation Company**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**134th Medical Detachment**

*Meritorious Unit Commendation*—Nov 64–Jun 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 43, 70, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**134th Quartermaster Company**

*Meritorious Unit Commendation*—Jun 65–Jul 66, DAGO 17, 68; 1 Nov 67–31 May 68, DAGO 39, 70

**135th Aviation Company**

*Valorous Unit Award*—1–20 Jun 66, DAGO 73, 68  
*Meritorious Unit Commendation*—Jan–Dec 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—22 Feb 67–18 May 68, DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71; 26 Sep–10 Oct 71 DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70 DAGO 55, 71; 1 Jan–31 Dec 71, DAGO 32, 73

**135th Maintenance Company**

*Meritorious Unit Commendation*—1 Sep 66–1 Apr 67, DAGO 5, 79, amended DAGO 17, 68; 1 Dec 69–30 Jun 70, DAGO 43, 72

**136th Maintenance Company**

*Meritorious Unit Commendation*—1 Jan–31 Dec 70, DAGO 43, 72

**136th Medical Dispensary**

*Meritorious Unit Commendation*—30 Jun 66–7 Jun 68, DAGO 5, 79, amended DAGO 28, 69

**137th Engineer Company**

*Meritorious Unit Commendation*—1 Aug 69–3 Feb 70, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74; 29 Oct–11 Nov 70, DAGO 5, 73

**137th Ordnance Company**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68; 1 Jul 70–31 Dec 71 DAGO 40, 72

**138th Aviation Company**

*Meritorious Unit Commendation*—1 Jun 66–30 Apr 67, DAGO 1, 69, amended DAGO 17, 68; 1 Jan 71–30 Jun 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

*Others: (N) NUC—1 May 67–31 Jul 69, DAGO 50, 71*

**138th Medical Detachment**  
*Meritorious Unit Commendation—21 Apr 67–30 Apr 68, DAGO 5, 79, amended DAGO 56, 69*

**138th Transportation Detachment**  
*Meritorious Unit Commendation—Dec 65–Jun 66, DAGO 17, 68*

**140th Maintenance Company**  
*Meritorious Unit Commendation—1 Jan–1 Dec 69, DAGO 43, 72*

**140th Transportation Detachment**  
*Valorous Unit Award—18 Sep–28 Oct 65 DAGO 20, 67; 1 Jan–24 Mar 66, DAGO 17, 68; 1–20 Jun 66 DAGO 73, 68*  
*Meritorious Unit Commendation—Apr 63–Feb 64, DAGO 14, 65; Dec 65–Sep 66 DAGO 17, 68; 5 Sep 66–31 Mar 67, DAGO 17, 68*  
*RVN Gallantry Cross w/Palm—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–18 May 68, DAGO 46, 69, amended DAGO 21, 69*

**142d Transportation Company**  
*Meritorious Unit Commendation—1 Nov 68–31 Jan 70 DAGO 51, 71; 1 Feb 70–31 Jul 71, DAGO 5, 73*  
*RVN Civil Actions Honor Medal, FC—25 Oct–10 Nov 68, DAGO 48, 71; 1 Jan–31 Dec 71, DAGO 32, 73*

**143d Engineer Detachment**  
*Meritorious Unit Commendation—1 Jan 68–30 Jun 69, DAGO 2, 71*  
*RVN Civil Actions Honor Medal, FC—3 Aug 67–9 Feb 70, DAGO 43, 70*

**143d Signal Detachment**  
*Meritorious Unit Commendation—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 68–1 Dec 69, DAGO 51, 71*

**144th Aviation Company**  
*Meritorious Unit Commendation—1 Jun 66–30 Apr 67, DAGO 1, 69 amended DAGO 17, 68; 1 May 67–30 Jun 69, DAGO 2, 71; 1 Jan–30 Sep 71, DAGO 32, 73*  
*RVN Gallantry Cross w/Palm—1 Jan 70–3 Mar 71, DAGO 6, 74*

**Headquarters & Headquarters Company 145th Aviation Battalion**  
*RVN Gallantry Cross w/Palm—2–12 Jun 64, DAGO 46, 68; 29 Dec 64–4 Nov 65, DAGO 46, 68; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74; 26 Sep–10 Oct 71, DAGO 54, 74*  
*RVN Civil Actions Honor Medal, FC—1 May 69–15 May 70, DAGO 55, 71*

**Airlift Platoon**  
*RVN Gallantry Cross w/Palm—2–12 Jun 64, DAGO 46, 68*

**Headquarters & Headquarters Detachment, 145th Aviation Battalion**  
*Presidential Unit Citation—10–13 Jun 65, DAGO 43, 66*  
*RVN Gallantry Cross w/Palm—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–18 May 68, DAGO 46, 69, amended DAGO 21, 69*

**Airlift Platoon**  
*Meritorious Unit Commendation—Dec 65–Sep 66, DAGO 5, 69, amended DAGO 17, 68*

**145th Security Detachment**  
*Meritorious Unit Commendation—1 Jan–31 Dec 67, DAGO 48, 68*

**145th Security Platoon**  
*RVN Gallantry Cross w/Palm—1 Mar 66–26 Mar 67, DAGO 22, 68; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–25 Feb 72, DAGO 6, 74*  
*RVN Civil Actions Honor Medal, FC—1 May 69–15 May 70, DAGO 55, 71*

**145th Security Platoon (Provisional)**  
*RVN Gallantry Cross w/Palm—27 Mar 67–17 May 68, DAGO 59, 69, amended DAGO 21, 69*

**146th Aviation Company**  
*Meritorious Unit Commendation—1 Jun 66–30 Apr 67, DAGO 1, 69, amended DAGO 17, 68; 1 May 67–30 Jun 69, DAGO 2, 71; 1 Jan 71–30 Jun 72, DAGO 32,73*

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

*RVN Gallantry Cross w/Palm—1 Jan 70–3 Mar 71, DAGO 6, 74*

**146th Military Police Platoon**  
*Meritorious Unit Commendation—1 May 68–20 Feb 70, DAGO 2, 71*  
*RVN Gallantry Cross w/Palm—25 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72*

**147th Aviation Company**  
*Meritorious Unit Commendation—1 Jan–31 Dec 67, DAGO 48, 68*  
*RVN Gallantry Cross w/Palm—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46–69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71*  
*RVN Civil Actions Honor Medal, FC—1 May 69–15 May 70, DAGO 55, 71*

**147th Maintenance Company**  
*Meritorious Unit Commendation—20 Jul 66–30 Nov 68, DAGO 60, 69; 1 Jan 69–15 Feb 70, DAGO 43, 72; 30 May 70–30 Jun 71 DAGO 43, 72; 1 Jul 71–31 Mar 72, DAGO 5, 73*

**147th Military Police Detachment**  
*Meritorious Unit Commendation—Sep 65–Jun 66, DAGO 17, 68*

**147th Ordnance Company**

**Key West Detachment**  
*Meritorious Unit Commendation—20 Oct 62–1 Jun 63 DAGO 33, 63*

**147th Service Company**  
*Meritorious Unit Commendation—24 May 67–1 Mar 68, DAGO 67, 68; 10 Apr–20 Dec 68, DAGO 2, 71*

**148th Military Police Platoon**  
*Meritorious Unit Commendation—Oct 66–Sep 67, DAGO 17, 68*

**4th Squad**  
*Meritorious Unit Commendation—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66*

**148th Ordnance Company**  
*Meritorious Unit Commendation—1 Apr 67–30 Apr 68, DAGO 5, 69; 1 May 68–31 May 69 DAGO 39, 70; 1 Sep 69–30 Sep 70, DAGO 50, 71*

**148th Supply and Service Company**  
*RVN Gallantry Cross w/Palm—1 Mar–9 Oct 71, DAGO 6, 74*

**149th Maintenance Company**  
*Meritorious Unit Commendation—1 Sep 69–31 Mar 70, DAGO 2, 71*

**Headquarters & Headquarters Company, 149th Military Intelligence Group**  
*Meritorious Unit Commendation—1 Sep 66–30 Sep 67, DAGO 43, 68*

**149th Ordnance Company**  
*Meritorious Unit Commendation—Sep 65–Jul 66, DAGO 17, 68*

**150th Transportation Detachment**  
*Valorous Unit Award—4–6 Apr 65, DAGO 34, 66*  
*RVN Gallantry Cross w/Palm—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 11, 73, amended DAGO 42, 72*  
*RVN Civil Actions Honor Medal, FC—1 Sep 69–1 Feb 70, DAGO 42, 72*

**151st Transportation Company**  
*Meritorious Unit Commendation—1 Jul 68–30 Jun 69, DAGO 53, 70*

**151st Transportation Detachment**  
*Presidential Unit Citation—10–13 Jun 65, DAGO 43, 66*  
*Valorous Unit Award—13–19 Aug 67 DAGO 37, 70; 12 May 68, DAGO 43, 70; 1 Oct–31 Dec 69, DAGO 32, 73*

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 11, 73, amended DAGO 42, 72; 22 Feb–19 May 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70 DAGO 42, 72

**152d Military Police Platoon**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—31 Jan 68–15 Jun 69 DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 51, 71

**154th Medical Detachment**  
*Valorous Unit Award*—14 Aug 69–20 Jan 70, DAGO 43, 72  
*Meritorious Unit Commendation*—16 Aug 71–30 Apr 72, DAGO 14, 79, amended DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**154th Transportation Company**  
*Meritorious Unit Commendation*—1 Jul 68–31 Mar 69, DAGO 39, 70

**155th Aviation Company**  
*Valorous Unit Award*—28–30 May 66, DAGO 40, 67  
*RVN Gallantry Cross w/Palm*—15 Oct 65–11 Jan 71, DAGO 6, 74; 1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69  
*Others:* (F)RVNGCwGS—Jan–Dec 70 DAGO 5, 73

**155th Medical Detachment**  
*Meritorious Unit Commendation*—1 Jul 67–30 Jun 68, DAGO 28, 69; 1 Jul 68–30 Jun 69, DAGO 39, 70

**155th Transportation Company**  
*Meritorious Unit Commendation*—22 Feb 66–6 Mar 67, DAGO 1, 69 amended DAGO 17, 68; 7 Mar 67–30 Jun 68 DAGO 39, 70

**156th Aviation Company**  
*Meritorious Unit Commendation*—1 Jun 66–30 Apr 67, DAGO 1, 69, amended DAGO 17, 68; 1 May 67–30 Jun 69, DAGO 2, 71; 1 Jan 71–1 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 65, 74

**156th Engineer Detachment**  
*Meritorious Unit Commendation*—15 Jan–1 Aug 68, DAGO 42, 69  
*RVN Civil Actions Honor Medal, FC*—1 Aug 68–9 Feb 70, DAGO 43, 70

**157th Aviation Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 28, 69

**158th Aviation Battalion**  
*Presidential Unit Citation*—8 Feb–28 Mar 71, DAGO 13, 74  
*Valorous Unit Award*—22–23 Jul 70, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71 DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71 DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—30 Oct–7 Dec 70 DAGO 11, 73

**Headquarters & Headquarters Company**  
*RVN Gallantry Cross w/Palm*—23 Feb–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—26 Feb 69–2 May 70, DAGO 48, 71

**Company A**  
*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72  
*Valorous Unit Award*—17 Apr–7 May 69, DAGO 2, 71  
*RVN Gallantry Cross w/Palm*—2 Feb–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—2 Feb 69–2 May 70 DAGO 48, 71

**Company B**  
*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—21 Feb–14 May 69, DAGO 43, 70

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

*RVN Civil Actions Honor Medal, FC*—25 Feb 69–2 May 70 DAGO 48, 71

**Company C**  
*RVN Gallantry Cross w/Palm*—21 Feb–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—2 Feb 69–2 May 70 DAGO 48, 71

**Company D**  
*RVN Gallantry Cross w/Palm*—23 Feb–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—27 Feb 69–2 May 70 DAGO 48, 71

**159th Aviation Battalion**  
*Valorous Unit Award*—22–23 Jul 70, DAGO 50, 71  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—30 Oct–7 Dec 70 DAGO 11, 73

**Less Company C**  
*RVN Civil Actions Honor Medal, FC*—1 Jul 68–2 May 70, DAGO 48, 71

**Company C**  
*RVN Civil Actions Honor Medal, FC*—31 Dec 68–2 May 70, DAGO 48, 71

**Headquarters & Headquarters Company, 159th Engineer Group**  
*Meritorious Unit Commendation*—1 May–31 Oct 67, DAGO 43, 68; 1 Nov 67–30 Jun 68, DAGO 51,71, revoked DAGO 2, 71, which amended DAGO 17, 69; 1 Jul 68–30 Jun 69, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**159th Medical Detachment**  
*Meritorious Unit Commendation*—16 Feb–31 Dec 68, DAGO 36, 70; 1 Jan 69–30 Apr 70, DAGO 24, 72; 1 May 70–30 Apr 71, DAGO 5, 73  
*RVN Gallantry Cross w/Palm*—Oct 67–Aug 68, DAGO 48, 71; 26 Oct 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—25 Oct 67–21 Jan 70, DAGO 51, 71

**159th Transportation Battalion**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69

**159th Transportation Detachment**  
*Presidential Unit Citation*—8 Feb–24 Mar 71, DAGO 13, 74  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jul 66–28 Feb 67 DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—3 Feb–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74;18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—3 Feb 69–2 May 70, DAGO 48, 71

**Headquarters & Headquarters Company 160th Aviation Group**  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 5, 79, amended DAGO 48, 71, which amended DAGO 43, 70  
*Remarks:* Unit was redesignated HHC,101st Avn Gp on 25 Jun 69

**160th Engineer Detachment**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**161st Aviation Company**  
*Valorous Unit Award*—28–30 May 66, DAGO 40, 67; 13– 19 Aug 67, DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68

**162d Aviation Company**  
*Valorous Unit Award*—4–20 Nov 66 DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69; Jan–Jun 69 DAGO 59, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

*RVN Civil Actions Honor Medal, FC—19 Dec 66–28 Jun 69, DAGO 59, 69; 1 May 69–15 May 70, DAGO 54, 74, amended DAGO 55, 71*

**163d Aviation Company**  
*Valorous Unit Award—22–23 Jul 70 DAGO 50, 71*  
*RVN Gallantry Cross w/Palm—19 Jul 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71 DAGO 6, 74*  
*RVN Civil Actions Honor Medal, FC—1 Jul 68–2 May 70, DAGO 48, 71; 30 Oct–7 Dec 70, DAGO 11, 73*

**163d Medical Detachment**  
*RVN Gallantry Cross w/Palm—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69– 30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74*  
*RVN Civil Actions Honor Medal, FC—28 Oct–6 Dec 70, DAGO 24, 72*

**163d Transportation Company**  
*Meritorious Unit Commendation—Aug 65–May 66, DAGO 17, 68*

**Headquarters & Headquarters Company, 164th Aviation Group**  
*RVN Gallantry Cross w/Palm—22 Feb 67–17 May 68, DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74*

**164th Transportation Detachment**  
*Meritorious Unit Commendation—Aug 65–May 66, DAGO 17, 68*

**Headquarters & Headquarters Company, 165th Aviation Group**  
*RVN Gallantry Cross w/Palm—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74*

**165th Medical Detachment**  
*Valorous Unit Award—18 Sep 28 Oct 65, DAGO 20, 67*

**165th Quartermaster Detachment**  
*Meritorious Unit Commendation—31 Aug 68–31 Dec 69 DAGO 2, 71*

**165th Transportation Company**  
*Meritorious Unit Commendation—21 Mar–26 Sep 68, DAGO 42, 69; 1 Nov 68–29 Aug 69, DAGO 51, 71; 1 Aug 71–30 Apr 72, DAGO 32, 73*  
*RVN Civil Actions Honor Medal, FC—1 Jan–31 Dec 71, DAGO 32, 73*

**165th Transportation Detachment**  
*Valorous Unit Award—18 Sep–28 Oct 65, DAGO 20, 67*  
*RVN Gallantry Cross w/Palm—1 Mar 66–20 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 11, 73, amended DAGO 42, 72*  
*RVN Civil Actions Honor Medal, FC—1 Sep 69–1 Feb 70, DAGO 42, 72*

**166th Maintenance Detachment**  
*Meritorious Unit Commendation—Jul 69–31 Jan 70, DAGO 51, 71; 1 Aug 71–30 Apr 72, DAGO 32, 73*  
*RVN Gallantry Cross w/Palm—1 Oct 70–31 Aug 72, DAGO 6, 74*  
*RVN Civil Actions Honor Medal, FC—1 Jan–31 Dec 71, DAGO 32, 73*

**166th Transportation Detachment**  
*Presidential Unit Citation—10–13 Jun 65, DAGO 43, 66*  
*Meritorious Unit Commendation—5 May 65–4 May 67, DAGO 48, 68; 5 May–31 Dec 67, DAGO 14,79, amended DAGO 48, 68*  
*RVN Gallantry Cross w/Palm—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 42, 72*  
*RVN Civil Actions Honor Medal, FC—1 Sep 69–1 Feb 70, DAGO 42, 72*

**167th Signal Company**  
*Meritorious Unit Commendation—1 May 67–31 Jan 68 DAGO 54, 68*  
*RVN Gallantry Cross w/Palm—1 Aug 65–16 Apr 71, DAGO 54, 74*

**167th Transportation Detachment**

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

*Presidential Unit Citation—27 &28 Aug 65, DAGO 45, 69*  
*RVN Gallantry Cross w/Palm—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 59–69 amended DAGO 21, 69*

**168th Engineer Battalion**  
*Valorous Unit Award—5 Jan–15 Jul 67, DAGO 1, 69*  
*Meritorious Unit Commendation—Jan–Jun 66 DAGO 17, 65; 1 Nov 68–30 Jun 69 DAGO 51, 71 revoked DAGO 2, 71 which amended DAGO 53, 70; 1 Jul 69–28 Feb 70, DAGO 51, 71*  
*RVN Civil Actions Honor Medal, FC—3 Aug 67–9 Feb 70, DAGO 43, 70*

**168th Transportation Detachment**  
*Presidential Unit Citation—8 Feb–24 Mar 71, DAGO 13, 74*  
*Meritorious Unit Commendation—1 Apr–30 Sep 67, DAGO 48, 68*  
*RVN Gallantry Cross w/Palm—26 Feb–14 May 69 DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74*  
*RVN Civil Actions Honor Medal, FC—25 Feb 69–2 May 70, DAGO 48, 71*

**169th Engineer Battalion**  
*Meritorious Unit Commendation—Jun 66–Apr 67, DAGO 17, 68; 1 May–31 Oct 67, DAGO 66, 68; 1 Nov 67–30 Apr 68, DAGO 43, 69*  
*RVN Civil Actions Honor Medal, FC—3 Aug 67–9 Feb 70, DAGO 43, 70*

**169th Ordnance Battalion**  
*Presidential Unit Citation—23 Oct–26 Nov 65, DAGO 53, 67, amended DAGO 40, 67*  
*Meritorious Unit Commendation—Sep 65–Jul 66, DAGO 17, 68*

**169th Transportation Detachment**  
*Presidential Unit Citation—8 Feb–24 Mar 71, DAGO 13, 74*  
*Meritorious Unit Commendation—25 Oct 65–21 Jun 66, DAGO 1, 69, amended DAGO 17, 68*  
*RVN Gallantry Cross w/Palm—25 Feb–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74*  
*RVN Civil Actions Honor Medal, FC—27 Feb 69–2 May 70, DAGO 48, 71*

**170th Aviation Company**  
*Valorous Unit Award—28–30 May 66, DAGO 40, 67*  
*RVN Gallantry Cross w/Palm—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Apr–26 Jun 70 DAGO 11, 73*  
*RVN Civil Actions Honor Medal, FC—1 Jul–30 Oct 70 DAGO 5, 73*

**170th Ordnance Detachment**  
*Meritorious Unit Commendation—Nov 65–Oct 66, DAGO 17, 68; 1 Jan 67–30 Jun 68, DAGO 72, 68; 1 Jan–31 Dec 69, DAGO 2, 71*

**171st Engineer Detachment**  
*RVN Civil Actions Honor Medal, FC—3 May 70–30 Apr 71 DAGO 6, 74*

**171st Transportation Detachment**  
*Meritorious Unit Commendation—1 Jan–31 Dec 67, DAGO 48, 68*  
*RVN Gallantry Cross w/Palm—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 11, 73, amended DAGO 42, 72*  
*RVN Civil Actions Honor Medal, FC—1 Sep 69–1 Feb 70, DAGO 42, 72*

**172d Military Intelligence Detachment**  
*Meritorious Unit Commendation—5 May 65–4 May 67, DAGO 48, 68*  
*RVN Gallantry Cross w/Palm—15 Feb 68–26 Sep 70, DAGO 51, 71*  
*RVN Civil Actions Honor Medal, FC—15 Apr 69–16 Mar 71, DAGO 5, 73*

**Elements of 172d MI Det**  
*Others: (A) Vicinity of Katum. RVN(Abn), 0900–0907 hrs, inclusive 22 Feb 67. DAGO 18, 79 amended DAGO 48, 71*  
*Remarks: Eligible personnel must provide evidence of participation in Assault Landing*

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

**172d Preventive Medicine Unit**

*Meritorious Unit Commendation*—1 Aug 68–1 Aug 69, DAGO 53, 70

**172d Transportation Company**

*Meritorious Unit Commendation*—10 Oct 68–18 Aug 69, DAGO 39, 79

**Headquarters & Headquarters Company 173d Airborne Brigade**

*Presidential Unit Citation*—6–23 Nov 67 DAGO 5, 79, amended DAGO 42, 69

*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68

*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**Elements of HHC, 173d Abn Bde**

*Others:* (A) Vicinity of Katum, RVN(Abn), 0900–0907 Hrs, inclusive, 22 Feb 67 DAGO 18, 79 amended DAGO 48, 71

*Remarks:* Eligible personnel must provide evidence of participation in Assault Landing.

**Special Troops Battalion**

*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**173d Aviation Company**

*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68; 8 Feb–24 Mar 71, DAGO 24, 75

*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 Mar 68, DAGO 46, 69, amended DAGO 21, 69; 8 Feb–8 Apr 71, DAGO 5, 73

*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71; 1 Jan–31 Dec 71, DAGO 32, 73

**Elements of 173d Engineer Company**

*Others:* (A) Vicinity of Katum, RVN(Abn), 0900–0907 hrs, inclusive, 22 Feb 67 DAGO 18, 79 amended DAGO 48, 71

*Remarks:* Eligible personnel must provide evidence of participation in Assault Landing.

**173d Engineer Company**

*Presidential Unit Citation*—6–23 Nov 67 DAGO 5, 79, amended DAGO 42, 69

*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68

*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**Composite Squad**

*Presidential Unit Citation*—8 Nov 65, DAGO 40, 66

**2d Platoon**

*Presidential Unit Citation*—16 Mar 66, DAGO 40, 67

**173d Engineer Platoon**

*Others:* (N) PUC—7 Oct–4 Dec 66, DAGO 32, 73

**173d Infantry Detachment**

*Others:* (N) PUC—7 Oct–4 Dec 66 DAGO 5, 79 amended DAGO 32, 73

**173d Military Intelligence Detachment**

*Others:* (N) PUC—7 Oct–4 Dec 66 DAGO 32, 73

**173d Quartermaster Company**

*Meritorious Unit Commendation*—12 Sep 68–12 Apr 69, DAGO 39, 70

**173d Support Battalion**

*Presidential Unit Citation*—6–23 Nov 67, DAGO 5, 79, amended DAGO 42, 69

*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68; 1 Jun–31 Dec 69, DAGO 48,71

**Table 6**  
**Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**Company A**

*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 5, 79, amended DAGO 48, 68

**Elements of Company A, 173d Support Battalion**

*Others:* (A) Vicinity of Katum, RVN(Abn), 0900–0907 hrs, inclusive, 22 Feb 67 DAGO 18, 79 amended DAGO 48, 71

*Remarks:* Eligible personnel must provide evidence of participation in Assault Landing.

**174th Aviation Company**

*Valorous Unit Award*—22 Apr–20 Aug 67, DAGO 43, 72; 12 May 68, DAGO 43, 70

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 2 Nov 68– 28 Feb 69, DAGO 2,1971; 24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42,72; 8 Feb–31 Mar 71, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

*Others:* (F) RVNG CwGS—16 Apr–22 Aug 69 DAGO 52, 71

**174th Ordnance Detachment**

*Meritorious Unit Commendation*—1 Jul 68–31 Mar 69, DAGO 39, 70

**175th Aviation Company**

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71

**175th Medical Detachment**

*Meritorious Unit Commendation*—1 Jun–31 Dec 68, DAGO 36, 70

**175th Military Police Detachment**

*Others:* (N) NUC—1 Jul 62–5 May 65 DAGO 32, 73

**175th Ordnance Company**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68;1 Jul 70–31 Dec 71, DAGO 40, 72

**175th Radio Research Company**

*Meritorious Unit Commendation*—1 Jun 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–31 Jul 68, DAGO 28, 69; 1 Aug 68–30 Sep 69, DAGO 51, 71; 1 Oct 69–31 Dec 70, DAGO 43, 72; 1 Jan–30 Jun 71, DAGO 32, 73

*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74

*RVN Civil Actions Honor Medal, FC*—1 Jan 69–30 Apr 71, DAGO 6, 74

*Remarks:* 175th ASA Co redesignated 15 Dec 67 as USASA Op Co, Saigon; redesignated, 15 Jul 68 as USASA Op Co, Bien Hoa; redesignated 30 Apr 71 as USASA Field Station, Bien Hoa

**175th Radio Research Field Station**

*Meritorious Unit Commendation*—16 Jun 71–30 Jun 72, DAGO 32, 73

*Remarks:* Unit was 175th ASA Co

**176th Aviation Company**

*Valorous Unit Award*—13–19 Aug 67, DAGO 37, 70; 12 May 68 DAGO 43, 70

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 8 Feb–31 Mar 71, DAGO 42,72; 1 Apr–30 Jun 71 DAGO 6, 74

**176th Medical Detachment**

*Meritorious Unit Commendation*—1 May–31 Oct 69, DAGO 39, 70

**177th Military Police Company**

*Meritorious Unit Commendation*—30 Jun 67–1 Aug 68, DAGO 72, 68

**177th Military Police Detachment**

*Meritorious Unit Commendation*—2 Apr 71–19 Mar 73, DAGO 32, 73

**Table 6****Army units in numerical order—93d Engineer Battalion through 179th Military Police Detachment—Continued**

*RVN Civil Actions Honor Medal, FC*—1 Aug 70–30 Jun 71, DAGO 32, 73

**177th Ordnance Detachment**  
*Meritorious Unit Commendation*—1 Jan 69–30 Jun 70, DAGO 43, 72

**178th Aviation Company**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68; 13–19 Aug 67, DAGO 37, 70; 12 May 68, DAGO 43, 70  
*Meritorious Unit Commendation*—Apr 66–Jan 67, DAGO 17, 68; 1 Jul 67–31 May 68, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 8 Feb–31 Mar 71, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74  
*Others: (N) PUC*—21 Apr–15 Sep 67 DAGO 32, 73

**178th Maintenance Company**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**178th Military Police Detachment**  
*Meritorious Unit Commendation*—1 May 67–30 Apr 68, DAGO 55, 68; 2 Apr 71–19 Mar 73, DAGO 32, 73

**178th Ordnance Company**  
*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**178th Replacement Company**  
*Meritorious Unit Commendation*—Aug 65–Jul 67, DAGO 17, 68; 1 Aug 67–30 Sep 68 DAGO 31, 69; 1 Oct 68–30 Apr 71, DAGO 43, 72; 1 May 71–30 Apr 72, DAGO 5, 73; 1 May 72–28 Mar 73 DAGO 6, 74

**178th Signal Company**  
*Meritorious Unit Commendation*—Feb 62–Jun 65, DAGO 3, 66; 26 Jun 65–1 Jun 66, DAGO 53, 67 amended DAGO 20, 67

**Detachment 1A**  
*Meritorious Unit Commendation*—Nov 64–Jun 66, DAGO 17, 68

**179th Aviation Company**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Apr–26 Jun 70, DAGO 11, 73; 27 Feb–8 Apr 71, DAGO 5, 73; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jul–31 Dec 70, DAGO 5, 73

**179th Military Intelligence Detachment**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—26 Nov 67–30 Jun 68, DAGO 1, 69  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 51, 71

**179th Military Police Detachment**  
*Meritorious Unit Commendation*—3 Jan–31 Dec 67, DAGO 54, 68; Mar–31 Dec 68, DAGO 39, 70

**Table 7****Army units in numerical order—180th Aviation Company through 279th Signal Detachment**

**180th Aviation Company**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**181st Military Intelligence Detachment**  
*Presidential Unit Citation*—2–20 Jun 66, DAGO 59, 68  
*Valorous Unit Award*—17 Jan–25 Mar 66, DAGO 1, 69, amended DAGO 17, 68

**Table 7****Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

*Meritorious Unit Commendation*—29 Jul 65–1 Oct 66, DAGO 1, 69, amended DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 67; 19 Jul–20 Dec 68, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—Feb 68–2 May 70, DAGO 48, 71

**182d Ordnance Detachment**  
*Meritorious Unit Commendation*—1 Jan 67–15 Apr 68, DAGO 5, 69; 15 Apr 68–30 Apr 70, DAGO 19, 74 amended DAGO 16, 72

**183d Aviation Company**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69  
*Others: (F) RVNGCwGS*—10 Oct–30 Nov 70 DAGO 5, 73

**2d Platoon**  
*Valorous Unit Award*—31 Jan–25 Feb 68, DAGO 43, 70

**184th Aviation Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 2, 71, amended DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**184th Chemical Detachment**  
*RVN Gallantry Cross w/Palm*—May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72

**184th Chemical Platoon**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 23, 69, amended DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—1 Dec 68–31 Aug 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO, 59 69  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**184th Military Intelligence Company**  
*Meritorious Unit Commendation*—1 Sep 66–30 Sep 67, DAGO 43, 68

**Headquarters & Headquarters Company, 184th Ordnance Battalion**  
*Meritorious Unit Commendation*—1 May 67–30 Apr 68, DAGO 31, 69; 1 May 68–30 Apr 69, DAGO 39, 70

**185th Aviation Company**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**185th Engineer Company**  
*Meritorious Unit Commendation*—31 Oct 65–22 Nov 66, DAGO 55, 68

**Headquarters and Main Support Company, 185th Maintenance Battalion**  
*Meritorious Unit Commendation*—1 Jan 69–30 Jun 70, DAGO 43, 72

**185th Supply Company**  
*Meritorious Unit Commendation*—23 Nov–31 Dec 66, DAGO 55, 68; 1 Jan 67–31 Dec 69, DAGO 75, 69  
*Remarks: Redesignated from 185th Engineer Co effective 23 Nov 66*

**187th Aviation Company**  
*Presidential Unit Citation*—24–26 Apr 69, DAGO 21, 78, amended DAGO 14, 73  
*Valorous Unit Award*—13 Jun–23 Sep 68, DAGO 52, 74  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 26 Sep–10 Oct 71 DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71; 1 Jan–31 Dec 71, DAGO 32, 73

**Table 7**  
**Army units in numerical order—180th Aviation Company through**  
**279th Signal Detachment—Continued**

**187th Infantry**

**3d Battalion**

*Presidential Unit Citation*—13 Jun–23 Sep 68, DAGO 38, 71;  
10–21 May 69, DAGO 16, 72  
*Valorous Unit Award*—16–22 Mar 68, DAGO 22, 76; 17 Apr–7 May  
69 DAGO 2, 71  
*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70  
1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71,  
DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—3 Oct 68–2 May 70, DAGO  
48, 71

**188th Aviation Company**

*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68;  
27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**188th Maintenance Battalion**

Maintenance Detachment  
*Valorous Unit Award*—5 Jan–15 Jul 67 DAGO 1, 69

**188th Military Police Company**

*Meritorious Unit Commendation*—Oct 66–Sep 67, DAGO 17, 68; 1  
Oct 67–30 Sep 68, DAGO 48, 69  
*RVN Civil Actions Honor Medal, FC*—30 Oct–7 Nov 70, DAGO 5,  
73

**188th Ordnance Company**

*Meritorious Unit Commendation*—25 Jun 68–30 Apr 69, DAGO 39,  
70

**188th Quartermaster Detachment**

*Meritorious Unit Commendation*—23 Feb 67–31 Mar 68, DAGO  
67, 68

**189th Aviation Company**

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68;  
27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1  
Apr–26 Jun 70, DAGO 11, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jul–16 Nov 70, DAGO 5,  
73

**189th Signal Detachment**

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68

**190th Aviation Company**

*Meritorious Unit Commendation*—9 Aug 67–27 Jul 68, DAGO 48,  
69  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21,  
69  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO  
55, 71

**190th Signal Detachment**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21,  
69

**191st Aviation Company**

*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 51,  
71, amended DAGO 46, 69, which amended DAGO 21, 69;  
Jan–Jun 69, DAGO 59, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69,  
DAGO 59, 69; 1 May 69–15 May 70, DAGO 54, 74, amended  
DAGO 55, 71

**191st Military Intelligence Company**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42,  
72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO  
42, 72

**191st Military Intelligence Detachment**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67

**Table 7**  
**Army units in numerical order—180th Aviation Company through**  
**279th Signal Detachment—Continued**

*Meritorious Unit Commendation*—12 Feb 67–31 May 68, DAGO  
17, 69  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59,  
69; May 69–Feb 70, DAGO 11,73 amended DAGO 42, 72; 17 Sep  
65–Jun 72, DAGO 54, 74

**Team 3**

*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**Headquarters & Headquarters Company, 191st Ordnance Battalion**

*Meritorious Unit Commendation*—1 Jul 68–31 Mar 69, DAGO 39,  
70; 1 Apr–30 Sep 69, DAGO 24, 72

**192d Aviation Company**

*Valorous Unit Award*—31 Jan–25 Feb 68 DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21,  
69; 15 Oct 65–11 Jan 71, DAGO 6, 74  
*Others: (F)RVNGCwGS*—Jan–Dec 70 DAGO 5, 73

**193d Aviation Company**

*Army Superior Unit Award*—Jan 86–Dec 86, DAGO 30, 87

**193d Medical Detachment**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21,  
69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO  
6, 74

**194th Military Police Company**

*Meritorious Unit Commendation*—1 Aug 67–31 Oct 69, DAGO 48,  
71

**194th Quartermaster Detachment**

*Meritorious Unit Commendation*—1 Mar 70–28 Feb 71, DAGO 43,  
72

**195th Aviation Company**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21,  
69  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO  
55, 71

**195th Quartermaster Detachment**

*Meritorious Unit Commendation*—15 Jun 67–1 Mar 68, DAGO 67,  
68

**196th Aviation Company**

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68;  
27 Mar 67–17 May 68, DAGO 46, 49, amended DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—28 Oct–6 Dec 70, DAGO 24,  
72

**196th Engineer Detachment**

*Meritorious Unit Commendation*—28 Dec 68–31 Mar 70, DAGO  
52, 74  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Headquarters & Headquarters Company, 196th Infantry Brigade**

*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30  
Jun 70, DAGO 42, 72; 16 Apr–28 Aug 69, DAGO 6, 74; 1 Apr–30  
Jun 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74

**Forward Command Group**

*Valorous Unit Award*—13 May–17 Jun 69, DAGO 43, 72

**Headquarters & Headquarters Company, 196th Ordnance Battalion**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55,  
68, amended DAGO 30, 68; 1 Jul 70–31 Dec 71, DAGO 40, 72

**Augmentation**

*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40,  
72

**197th Artillery 3d Battalion**

*RVN Civil Actions Honor Medal, FC*—1 Aug 68–31 Jul 69, DAGO  
51, 71

**197th Aviation Company**

**Table 7**  
**Army units in numerical order—180th Aviation Company through**  
**279th Signal Detachment—Continued**

*Presidential Unit Citation*—1–3 Apr 65, DAGO 30, 65; 10–13 Jun 65, DAGO 43,66  
*Meritorious Unit Commendation*—May–Nov 65, DAGO 40, 66

**197th Medical Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**Headquarters & Headquarters Company, 198th Infantry Brigade**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74

**198th Medical Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68 DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*Others: (F)RVNGCwGS*—Jan–Dec 70, DAGO 5, 73

**198th Quartermaster Detachment**  
*Meritorious Unit Commendation*—31 Aug 68–20 Feb 69, DAGO 2, 71

**198th Signal Detachment**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Valorous Unit Award*—19 Mar 67, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**199th Aviation Company**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71

**Headquarters & Headquarters Company, 199th Infantry Brigade**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—31 Jan 68–15 Jun 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 51, 71

**200th Aviation Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69

**200th Ordnance Detachment**  
*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63

**200th Supply Detachment**  
*Meritorious Unit Commendation*—28 Dec 68–31 Mar 70, DAGO 52, 74

**201st Aviation Company**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**201st Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 28, 69

**202d Military Intelligence Detachment**  
*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69, amended DAGO 12, 69  
*RVN Gallantry Cross w/Palm*—7 Sep 66–10 Aug 68, DAGO 60, 69

**202d Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 69

**203d Aviation Company**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**Table 7**  
**Army units in numerical order—180th Aviation Company through**  
**279th Signal Detachment—Continued**

*RVN Civil Actions Honor Medal, FC*—28 Oct–6 Dec 70, DAGO 24, 72

**1st Platoon**  
*Others: (N) MUC*—1 Jan–3 Jun 68, DAGO 14, 79, amended DAGO 17, 69

**203d Signal Detachment**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 68–1 Dec 69, DAGO 51, 71

**204th Military Intelligence Detachment**  
*Meritorious Unit Commendation*—26 Dec 69–8 Mar 70, DAGO 21, 78, amended DAGO 42, 71; 9 Mar 70–8 Apr 71, DAGO 20, 73; 9 Apr 71–27 Apr 72, DAGO 20, 73  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18–25 Mar 68, DAGO 48, 71

**205th Aviation Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*Army Superior Unit Award*—26 Jun 85–1 Nov 85, DAGO 9, 87  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**205th Ordnance Platoon**  
*Meritorious Unit Commendation*—15 Feb–15 Aug 69, DAGO 39, 70; 15 Sep 69–12 Mar 70, DAGO 50, 71

**206th Quartermaster Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**206th Signal Detachment**  
*Meritorious Unit Commendation*—24 Sep 66–10 Jan 68, DAGO 42, 69

**208th Signal Detachment**  
*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**209th Signal Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–30 Apr 67, DAGO 17, 68; 1 May 67–31 Jan 68 DAGO 54, 68  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**Headquarters & Headquarters Company, 210th Aviation Battalion**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**210th Medical Dispensary**  
*Meritorious Unit Commendation*—15 Jun 69–28 Feb 70, DAGO 11, 73, amended DAGO 43, 72

**Headquarters & Headquarters Company, 212th Aviation Battalion**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74; 1 Oct 70–31 Aug 72 DAGO 6, 74

**212th Military Police Company**  
*Meritorious Unit Commendation*—15 Feb 68–1 Feb 69 DAGO 36, 70

**2d Platoon, Team B**  
*Meritorious Unit Commendation*—15 Feb–15 Aug 69, DAGO 2, 71, amended DAGO 39, 70

**213th Aviation Company**  
*Meritorious Unit Commendation*—13 Feb–15 Oct 67, DAGO 5, 79, amended DAGO 54, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 26 Sep–10 Oct 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70 DAGO 55, 71

**213th Signal Detachment**



**Table 7**  
**Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

*Meritorious Unit Commendation*—28 Oct 68–30 Apr 68, DAGO 48, 69

**Headquarters & Headquarters Company, 214th Aviation Battalion**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; Jan–Jun 69, DAGO 59, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 15 Dec 69–10 Oct 70, DAGO 52,71; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; 1 May 69–15 May 70, DAGO 54, 74, amended DAGO 55, 71

**215th Support Battalion**  
*Meritorious Unit Commendation*—1 Jun–31 Dec 71, DAGO 14, 79, amended DAGO 5, 73  
*RVN Gallantry Cross w/Palm*—17 Sep 65–Jun 72, DAGO 54, 74

**218th Collection Classification and Salvage Company**  
*Meritorious Unit Commendation*—15 Mar 67–1 Oct 68, DAGO 60, 69

**218th General Dispensary**  
*Meritorious Unit Commendation*—1 Jul 68–30 Jun 69, DAGO 39, 70; 1 Jul 69–31 Aug 71, DAGO 45, 86 amended DAGO 5, 73

**218th Military Police Company**  
*Meritorious Unit Commendation*—1 May 67–30 Apr 68, DAGO 55, 68  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**219th Aviation Company**  
*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67  
*Meritorious Unit Commendation*—Jun 65–May 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–27 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Apr–26 Jun 70, DAGO 11, 73  
*RVN Civil Actions Honor Medal, FC*—15 Oct–31 Dec 70, DAGO 5, 73

**Detachment**  
*Valorous Unit Award*—28–30 May 66, DAGO 40, 67

**219th Medical Detachment**  
*Meritorious Unit Commendation*—23 May 68–30 Nov 69, DAGO 53, 70

**219th Military Intelligence Detachment**  
*Meritorious Unit Commendation*—23 Feb–31 Oct 69, DAGO 42, 71; 1 Nov 69–30 Jun 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO 51, 71

**220th Aviation Company**  
*Meritorious Unit Commendation*—Jul 65–Apr 66, DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**Less 4th Platoon**  
*Others: (N) PUC*—29 Mar 66–30 Jan 67, DAGO 59, 69

**1st Platoon**  
*Others: (N) NUC*—18–23 Aug 65, DAGO 17, 69

**3d Platoon**  
*Others: (N) PUC*—25 Apr–5 Jun 67, DAGO 59, 69

**Detachment**  
*Others: (N) NUC*—18–23 Aug 65, DAGO 17, 69

**4th Platoon**  
*Others: (N) PUC*—20 May–15 Sep 67, DAGO 32, 73

**220th Signal Detachment**  
*Meritorious Unit Commendation*—24 Sep 66–10 Jan 68, DAGO 42, 69

**221st Aviation Company**

**Table 7**  
**Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

*Presidential Unit Citation*—27& 28 Aug 65, DAGO 45, 69  
*Meritorious Unit Commendation*—Feb–Nov 66, DAGO 5, 79, amended DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71

**221st General Dispensary**  
*Meritorious Unit Commendation*—8 Aug 66–7 Jun 68, DAGO 28, 69

**221st Signal Company**  
*Meritorious Unit Commendation*—1 Jul 69–31 Mar 70, DAO 48, 71

**221st Signal Detachment**  
*Meritorious Unit Commendation*—24 Sep 66–10 Jan 68, DAGO 42, 69

**221st Supply & Service Company**  
*Meritorious Unit Commendation*—20 Jul 66–1 Jun 67, DAGO 54, 68

**Headquarters & Headquarters Company, 222d Aviation Battalion**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74; 26 Sep–10 Oct 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71  
*Others: (N) PUC*—29 Mar 66–30 Jun 67, DAGO 59, 69

**222d Personnel Service Company**  
*Meritorious Unit Commendation*—1 Jan 68–31 Mar 69, DAGO 54, 70; 1 Apr 69–30 Nov 70, DAGO 43, 72; 1 Dec 70–1 Dec 71, DAGO 54, 74; 2 Dec 71–18 Nov 72, DAGO 32, 73

**Headquarters & Headquarters Company 223d Aviation Battalion**  
*Valorous Unit Award*—8 Feb–24 Mar 71, DAGO 24, 75  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74; 8 Feb–8 Apr 71, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—28 Oct–6 Dec 70 DAGO 24, 72

**Headquarters & Headquarters Detachment 223d Aviation Battalion**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**223d Supply & Service Company**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Less Petroleum Platoon and Petroleum Laboratory**  
*Meritorious Unit Commendation*—1 Sep 67–1 Sep 68, DAGO 39, 70

**Petroleum Laboratory**  
*Meritorious Unit Commendation*—20 Jul 66–31 Aug 68, DAGO 28, 69

**Petroleum Platoon**  
*Meritorious Unit Commendation*—1 May 66–31 Aug 68, DAGO 28, 69; 1 Sep 68–28 Feb 70, DAGO 24, 72

**Headquarters & Headquarters Detachment, 224th Aviation Battalion**  
*Meritorious Unit Commendation*—1 Jun 66–30 Apr 67, DAGO 1, 69, amended DAGO 17, 68; 1 May 67–30 Jun 69, DAGO 2, 71; 1 Jan 71–30 Jun 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74

**225th Aviation Company**  
*RVN Gallantry Cross w/Palm*—3 May 67–17 May 68, DAGO 32, 73, amended DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—28 Oct–6 Dec 70, DAGO 24, 72  
*Others: (F) RVNGCwGS*—1 May 67–30 Sep 71, DAGO 11, 73

**225th Signal Detachment**

**Table 7**  
**Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66

**226th Supply and Service Company**  
*Meritorious Unit Commendation*—25 Jul 69–31 Mar 70, DAGO 52, 74

**227th Aviation Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—6 Mar 69, DAGO 39, 70, 1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—Sep 65–Nov 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Headquarters and Headquarters Company**  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**Company A**  
*Presidential Unit Citation*—27 Jan–4 Apr 67, DAGO 2, 73  
*Valorous Unit Award*—31 Mar–16 Apr 71, DAGO 14, 79, amended DAGO 5, 73

**Company C**  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**Company D**  
*Presidential Unit Citation*—26 Jan–4 Apr 67, DAGO 2, 73

**2d Platoon**  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**3d Platoon**  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**227th Engineer Detachment**  
*Meritorious Unit Commendation*—1 Dec 66–20 Mar 68, DAGO 3, 69; 1 Apr 70–1 Apr 72, DAGO 13, 74

**228th Aviation Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 42, 72  
*Meritorious Unit Commendation*—Sep 65–Nov 66, DAGO 17, 68; 1 Apr–30 Nov 67, DAGO 73, 68  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; May 69–Feb 70, DAGO 11,73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Company A**  
*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**Company C**  
*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73

**Detachment**  
*Valorous Unit Award*—28–30 May 66, DAGO 40, 67 (3 Aircraft and Crews)

**228th Pathfinder Team, Pathfinder Platoon, 11th Aviation Group**  
*Valorous Unit Award*—11 Mar 67, DAGO 54, 68

**228th Signal Company**  
*Meritorious Unit Commendation*—26 Jun 65–1 Jun 66, DAGO 53, 67, amended DAGO 20, 67; 28 Oct 66–30 Apr 68 DAGO 48, 69

**228th Supply and Service Company**  
*Meritorious Unit Commendation*—1 Oct 66–3 Jul 67, DAGO 39, 70; 15 Feb–15 Aug 69, DAGO 39, 70

**Bakery Section**  
*Meritorious Unit Commendation*—Jan–Dec 66, DAGO 38, 70, amended DAGO 17, 68

**Laundry Section**

**Table 7**  
**Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

*Meritorious Unit Commendation*—Jan–Dec 66 DAGO 38, 70, amended DAGO 17, 68

**229th Aviation Battalion**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—Sep 65–Nov 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 59, 69; 17 Sep 65–Jun 72, DAGO 54, 74; May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**Detachment (POL-ammo)**  
*Presidential Unit Citation*—27 Dec 66, DAGO 7, 70

**Liaison Section**  
*RVN Gallantry Cross w/Palm*—14–16 Nov 65, DAGO 21, 69, amended DAGO 46, 68

**Headquarters & Headquarters Company**  
*Presidential Unit Citation*—5 Apr–7 Jul 72, DAGO 18, 79, amended DAGO 19, 74

**Less Detachment 1**  
*Presidential Unit Citation*—5 Apr–7 Jul 72, DAGO 18, 79, amended DAGO 19, 74

**Detachment 1**  
*Presidential Unit Citation*—5 Apr–15 Jun 72, DAGO 18, 79, amended DAGO 19, 74

**Company A**  
*Presidential Unit Citation*—5 Apr–7 Jul 72, DAGO 18, 79, amended DAGO 19, 74

**Company B**  
*Presidential Unit Citation*—5 Apr–7 Jul 72, DAGO 18, 79, amended DAGO 19, 74

**Company C**  
*Presidential Unit Citation*—25 Aug 66–26 Jan 67, DAGO 2, 73

**Company D**  
*Presidential Unit Citation*—25 Aug 66–26 Jan 67, DAGO 2, 73; 5 Apr–7 Jul 72, DAGO 18,79, amended DAGO 19, 74

**229th General Dispensary**  
*Meritorious Unit Commendation*—1 Jul 68–30 Jun 69, DAGO 39, 70

**229th Medical Detachment**  
*Meritorious Unit Commendation*—1 Jul 69–31 Aug 71, DAGO 5, 73

**229th Pathfinder Team, 11th Pathfinder Company(Provisional), 11th Aviation Group**  
*RVN Gallantry Cross w/Palm*—14–16 Nov 65, DAGO 21, 69, amended DAGO 46, 68

**229th Signal Detachment**  
*Meritorious Unit Commendation*—15 Aug 66–10 Jan 68, DAGO 42, 69

**229th Supply and Service Company**  
*Meritorious Unit Commendation*—31 Jul 67–4 Nov 68, DAGO 39, 70; 5 Nov 68–8 Jul 69, DAGO 39, 70

**231st Artillery Detachment**  
*Meritorious Unit Commendation*—1 Jun 68–30 Sep 69, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—6 May 68–15 Jan 71, DAGO 51, 71

**231st Aviation Company**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68

**231st Signal Detachment**  
*RVN Gallantry Cross w/Palm*—27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**231st Transportation Company**

**Table 7****Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

*Meritorious Unit Commendation*—7 Sep 68–25 Aug 69, DAGO 39, 70

**232d Signal Company**  
*Meritorious Unit Commendation*—Feb 62–Jun 65, DAGO 3, 66; Jul 65–Jun 66, DAGO 17, 68

**233d Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Sep 68–28 Feb 69, DAGO 39, 70; 20 Apr 69–30 Sep 70, DAGO 43, 72

**234th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—Feb 66–Oct 68, DAGO 38, 70, amended DAGO 21, 69; 15 Jan–30 Aug 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—Feb 66–Jul 68, DAGO 53, 70; 6 May 68–15 Jan 71, DAGO 51, 71

**234th Signal Detachment**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68; 1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 48, 69, amended DAGO 21, 69  
*Remarks:* Indiv asg to unit during the period, 5 May–31 May 67, eligible for one award of MUC.

**234th Transportation Platoon**  
*Meritorious Unit Commendation*—17 Jan–31 Jul 70, DAGO 24, 72

**235th Artillery Detachment**  
*Meritorious Unit Commendation*—16 Sep 67–5 Jun 68, DAGO 73, 68; 6 Jun 68–30 Apr 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74; 1 Mar–9 Oct 71, DAGO 6,74  
*Others:* (N) PUC—26 Oct 66–15 Sep 67, DAGO 18, 79, amended DAGO 32, 73

**235th Aviation Company**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71; 27 Feb–8 Apr 71, DAGO 5, 73

**235th Signal Detachment**  
*Meritorious Unit Commendation*—24 Sep 66–10 Jan 68, DAGO 42, 69

**235th Transportation Platoon**  
*Meritorious Unit Commendation*—17 Jan–31 Jul 70, DAGO 24, 72

**236th Medical Detachment**  
*Meritorious Unit Commendation*—Jul 70–Nov 71, DAGO 5, 73

**237th Artillery Detachment**  
*Valorous Unit Award*—4 May–18 Jun 69, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**237th Collection, Classification and Salvage Company**  
*Meritorious Unit Commendation*—1 Jan 67–31 Dec 68, DAGO 75, 69

**237th Maintenance Company**  
*Meritorious Unit Commendation*—20 Oct 68–31 May 69, DAGO 39, 70

**237th Quartermaster Detachment**  
*Meritorious Unit Commendation*—8 Jun 67–31 Jul 68, DAGO 48, 69

**238th Artillery Detachment**  
*Meritorious Unit Commendation*—16 Sep 67–5 Jun 68, DAGO 73, 68; 6 Jun 68–30 Apr 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74  
*Others:* (N) PUC—26 Oct 66–15 Sep 67, DAGO 18, 79, amended DAGO 32, 73 (N)PUC—22 Jan–1 Apr 68, DAGO 30, 68 amended by DAGO 45, 68, DAGO 17, 69 & DAGO 18, 79

**238th Aviation Company**  
*Valorous Unit Award*—8 Feb–24 Mar 71, DAGO 24, 75  
*RVN Gallantry Cross w/Palm*—8 Feb–27 Mar 71, DAGO 5, 73

**Table 7****Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

**238th Maintenance Company**  
*Meritorious Unit Commendation*—25 Oct 68–30 Jun 69, DAGO 39, 70

**238th Medical Detachment**  
*Meritorious Unit Commendation*—13 Apr 68–15 Feb 69, DAGO 37, 70

**238th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**239th Artillery Detachment**  
*Meritorious Unit Commendation*—20 Nov 67–5 Jun 68, DAGO 73, 68; 6 Jun 68–30 Apr 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74; 1 Mar–9 Oct 71, DAGO 6,74

**239th Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 28, 69

**240th Quartermaster Battalion**  
*Army Superior Unit Award*—1 Apr 86–1 Dec 86, DAGO 53, 87

**240th Artillery Detachment**  
*Meritorious Unit Commendation*—20 Nov 67–5 Jun 68, DAGO 73, 68; 6 Jun 68–30 Apr 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74; 1 Mar–9 Oct 71, DAGO 6,74

**240th Aviation Company**  
*Valorous Unit Award*—18 Oct 68, DAGO 37, 70  
*Meritorious Unit Commendation*—25 May–31 Dec 67, DAGO 37, 70, amended DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—25 May 67–17 May 68, DAGO 51, 71, amended DAGO 46, 69, which amended DAGO 21, 69; Jan–Jun 69 DAGO 59, 69; 26 Sep–10 Oct 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; 1 May 69–15 May 70, DAGO 54, 74 amended DAGO 55, 71

**240th Medical Detachment**  
*Meritorious Unit Commendation*—1 Jun 66–14 Oct 67, DAGO 67, 68

**Headquarters & Headquarters Detachment, 240th Quartermaster Battalion**  
*Meritorious Unit Commendation*—1 Nov 67–31 May 68, DAGO 39, 70

**241st Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**241st General Dispensary**  
*Meritorious Unit Commendation*—30 Jun 66–7 Jun 68, DAGO 28, 69

**241st Signal Detachment**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68

**241st Transportation Company**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 20 Feb–31 Oct 68 DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Feb 70–4 Jun 71 DAGO 5, 73

**242d Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**242d Aviation Company**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**242d Chemical Detachment**  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Table 7**  
**Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

**243d Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**243d Aviation Company**  
*RVN Gallantry Cross w/Palm*—15 Oct 65–11 Jan 71 DAGO 6, 74; 22 Feb 67–17 May 68 DAGO 21, 69  
*Others:* (F)RVNGCwGS—Jan–Dec 70 DAGO 5, 73

**243d Field Service Company**  
*Meritorious Unit Commendation*—1 Sep 68–28 Feb 69, DAGO 39, 70; 1 Nov 69–31 May 70 DAGO 48, 71  
  
2d Laundry Platoon  
*Meritorious Unit Commendation*—1 Jun 67–30 Sep 68, DAGO 48, 69

**243d Signal Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69

**244th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**244th Aviation Company**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 15 Dec 69–10 Oct 70 DAGO 52, 71; 26 Sep 71–10 Oct 71, DAGO 54, 74

**244th Psychological Operations Company**  
*Meritorious Unit Commendation*—Feb 66–Apr 67, DAGO 17, 68  
*Others:* (N) PUC—5–21 Apr 67 DAGO 32, 73; (N) NUC—6 May 65–30 Nov 67, DAGO 32, 73

**Detachment**  
*Others:* (N) PUC—1 Dec 66–31 Mar 67, DAGO 59, 69

**244th Psychological Operations Detachment**  
*Valorous Unit Award*—4–31 Oct 67, DAGO 39, 70  
*Meritorious Unit Commendation*—Oct 68–Jun 70, DAGO 37, 72

**245th Artillery Detachment**  
*Meritorious Unit Commendation*—20 Nov 67–5 Jun 68, DAGO 73, 68; 6 Jun 68–30 Apr 69 DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**245th Aviation Company**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**245th Medical Detachment**  
*Meritorious Unit Commendation*—27 Mar 68–15 Aug 69, DAGO 43, 70

**245th Psychological Operations Company**  
*Meritorious Unit Commendation*—Feb 66–Apr 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69

**Team B**  
*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73

**Headquarters and Headquarters Company, 245th Supply and Service Battalion**  
*Meritorious Unit Commendation*—1 Jan 67–31 Dec 68, DAGO 75, 69

**246th Artillery Detachment**  
*Meritorious Unit Commendation*—1 Jun 68–30 Sep 69, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—6 May 68–15 Jan 71, DAGO 51, 71

**246th Psychological Operations Company**  
*Meritorious Unit Commendation*—Feb 66–Apr 67, DAGO 17, 68

**247th Artillery Detachment**  
*Meritorious Unit Commendation*—1 Jun 68–30 Sep 69, DAGO 39, 70

**Table 7**  
**Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

*RVN Civil Actions Honor Medal, FC*—6 May 68–15 Jan 71, DAGO 51, 71

**247th Medical Detachment**  
*Meritorious Unit Commendation*—1 Jan 69–30 Apr 70, DAGO 24, 72; 1 May 70–30 Apr 71, DAGO 5, 73

**248th Artillery Detachment**  
*Meritorious Unit Commendation*—1 Jun 68–30 Sep 69, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—6 May 68–15 Jan 71, DAGO 51, 71

**248th Signal Detachment**  
*Meritorious Unit Commendation*—31 Oct 65–23 Nov 66, DAGO 55, 68, amended DAGO 30, 68

**248th Supply Company**  
*Meritorious Unit Commendation*—2 May–31 Dec 67, DAGO 54, 68

**249th Artillery Detachment**  
*Meritorious Unit Commendation*—1 Jun 68–30 Sep 69, DAGO 39, 70

**249th General Hospital**  
*Meritorious Unit Commendation*—Dec 65–Mar 69, DAGO 75, 69

**250th Artillery Detachment**  
*Meritorious Unit Commendation*—20 Nov 67–5 Jun 68, DAGO 73, 68; 6 Jun 68–30 Apr 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**250th Signal Detachment**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 68–1 Dec 69, DAGO 51, 71

**251st Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**251st Signal Detachment**  
*Presidential Unit Citation*—1 Nov 66–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—27 May 67–17 May 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**252d Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**252d Medical Detachment**  
*Meritorious Unit Commendation*—Apr 65–Jun 66, DAGO 14, 79, amended DAGO 40, 67

**252d Quartermaster Detachment**  
*Meritorious Unit Commendation*—10 Apr 69–30 Sep 70, DAGO 43, 72

**253d Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**253d Maintenance Detachment**  
*Meritorious Unit Commendation*—21 Mar–26 Sep 68, DAGO 42, 69

**253d Quartermaster Detachment**  
*Meritorious Unit Commendation*—8 Jun 67–31 Jul 68, DAGO 48, 69

**253d Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–28 Feb 67, DAGO 17, 68

**254th Artillery Detachment**  
*Valorous Unit Award*—4 May–28 Jun 69, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**254th Medical Detachment**

**Table 7****Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

*Meritorious Unit Commendation*—Feb–Jul 66, DAGO 17, 68; 1 Jan 69–30 Apr 70, DAGO 24, 72; 1 May 70–30 Apr 71, DAGO 5, 73

**255th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**255th Quartermaster Detachment**  
*Meritorious Unit Commendation*—8 Jun 67–31 Jul 68, DAGO 48, 69  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**255th Signal Detachment**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 68–1 Dec 69, DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68

**255th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**256th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**256th Signal Detachment**  
*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67; 1 Jan–24 Mar 66 DAGO 17, 68; 1–20 Jun 66, DAGO 73, 68  
*Meritorious Unit Commendation*—Dec 65–Sep 66, DAGO 17, 68; 5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**256th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**257th Artillery Detachment**  
*Meritorious Unit Commendation*—1 Jan–30 Sep 69 DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—Jun–Aug 68, DAGO 48, 71; 7 Oct 68–2 Jan 69, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—6 May 68–15 Jan 71, DAGO 51, 71

**257th Signal Detachment**  
*Presidential Unit Citation*—27& 28 Aug 65, DAGO 45, 69  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**258th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—Jun–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—6 May 68–15 Jan 71 DAGO 51, 71

**258th Personnel Service Company**  
*Meritorious Unit Commendation*—21 Jun 67–29 Feb 68, DAGO 37, 70

**258th Signal Detachment**  
*Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67 amended DAGO 40, 66; 1 Nov 66–31 Oct 67 DAGO 48, 68; 1 Nov 68–1 Dec 69, DAGO 51, 71

**258th Transportation Detachment**  
*Valorous Unit Award*—1–20 Jun 66, DAGO 73, 68  
*Meritorious Unit Commendation*—Jan–Dec 66, DAGO 17, 68

**259th Artillery Detachment**  
*Meritorious Unit Commendation*—1 Jun 68–30 Sep 69, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—6 May 68–15 Jan 71, DAGO 51, 71

**Headquarters and Headquarters Company, 259th Quartermaster Battalion**

**Table 7****Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

*Meritorious Unit Commendation*—12 Sep 68–12 Apr 69 DAGO 39, 70

**259th Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan 68–31 May 69, DAGO 39, 70

**259th Replacement Company**  
*Meritorious Unit Commendation*—Aug 65–Jul 67, DAGO 17, 68; 1 Aug 67–30 Sep 68, DAGO 31, 69; 1 Oct 68–30 Apr 71, DAGO 43, 72; 1 May 71–30 Apr 72, DAGO 5, 73

**259th Signal Detachment**  
*Meritorious Unit Commendation*—31 Oct 65–23 Nov 66, DAGO 55, 68, amended DAGO 30, 68

**259th Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jul–31 Dec 68, DAGO 37, 70

**260th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69; 6 May–25 Nov 68, DAGO 54,74  
*RVN Civil Actions Honor Medal, FC*—Aug–Oct 68, DAGO 53, 70

**260th Signal Detachment**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 68–1 Dec 69, DAGO 51, 71

**261st Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—15 Dec 69–10 Oct 70, DAGO 52, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**261st Signal Company**  
*Meritorious Unit Commendation*—29 Mar 67–8 Feb 68, and 18–30 Apr 68 DAGO 48, 69

**261st Transportation Company**  
*Meritorious Unit Commendation*—1 Jul 68–15 Jan 69, DAGO 53, 70

**261st Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–28 Feb 67, DAGO 17, 68; 7 Mar 67–30 Jun 68, DAGO 39, 70

**262d Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—15 Dec 69–10 Oct 70, DAGO 52, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74

**Headquarters & Headquarters Company, 262d Quartermaster Battalion**  
*Meritorious Unit Commendation*—8 Jun 67–31 Jul 68, DAGO 48, 69

**262d Quartermaster Detachment**  
*Meritorious Unit Commendation*—28 Dec 68–31 Mar 70, DAGO 52, 74

**262d Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68

**263d Maintenance Company**  
*Meritorious Unit Commendation*—1 Feb 70–31 Jul 71, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**263d Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–28 Feb 67, DAGO 17, 68; 6 Dec 67–18 Jun 68, DAGO 39, 70

**264th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—29 Jul 69–24 Apr 70, DAGO 55, 71; 25 Apr–10 Oct 70, DAGO 52, 71; 15 Jan–30 Aug 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—29 Jul 69–24 Apr 70, DAGO 55, 71

**264th Transportation Company**  
*Meritorious Unit Commendation*—15 Sep 66–30 Jun 67, DAGO 54, 68

**Table 7**  
**Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**264th Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68

**265th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—14 Apr 69–30 Sep 70, DAGO 5, 73;  
*RVN Civil Actions Honor Medal, FC*—13 Apr 69–21 Jan 70 DAGO 51, 71

**265th Radio Research Company**  
*Meritorious Unit Commendation*—1 Aug 67–31 Jul 68, DAGO 28, 69; 1 Jan 69–31 Dec 70, DAGO 43, 72; 1 Jan 71–1 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70; 1 Jan 70–3 Mar 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71  
*Remarks:* Unit was 265th ASA Co

**3d Platoon**  
*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76

**265th Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68

**266th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—14 Apr 69–2 May 70, DAGO 48, 71

**266th Chemical Detachment**  
*Army Superior Unit Award*—Nov 83–Dec 85, DAGO 30, 87

**266th Chemical Platoon**  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Headquarters & Headquarters Company, 266th Supply and Service Battalion**  
*Meritorious Unit Commendation*—1 Oct 66–1 May 69, DAGO 39, 70; 1 May 69–30 Sep 70, DAGO 43, 72

**266th Transportation Detachment**  
*Meritorious Unit Commendation*—22 Sep 65–21 Jun 66, DAGO 1, 69, amended DAGO 17, 68; 1 Jul 66–28 Feb 67, DAGO 17, 68; 6 Dec 67–30 Jun 68, DAGO 39, 70

**267th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 15 Jan–10 Oct 70, DAGO 52,71; 15 Jan–30 Aug 71 DAGO 54, 74

**267th Chemical Company**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68; 1 Jul 70–31 Dec 71 DAGO 40, 72

**267th Signal Company**  
*Meritorious Unit Commendation*—Jul 65–Jun 66, DAGO 17, 68; 1 Jul 66–15 Feb 67, DAGO 54, 68; 30 Sep 67–29 Feb 68, DAGO 32, 73, amended DAGO 42, 69; 1 Mar–1 Oct 68, DAGO 48, 71

**267th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–31 Dec 67 DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**268th Artillery Detachment**  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 14, 79, amended DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—May 69–14 Jan 70, DAGO 11, 73, amended DAGO 42, 72; 15 Jan–10 Oct 70, DAGO 52, 71; 15 Jan–30 Aug 71, DAGO 54,74  
*RVN Civil Actions Honor Medal, FC*—14 Apr 69–14 Jan 70, DAGO 42, 72

**268th Attack Helicopter Battalion**  
*Army Superior Unit Award*—13 Oct 85–15 Mar 86, DAGO 30, 87

**Table 7**  
**Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

**Headquarters & Headquarters Company, 268th Aviation Battalion**  
*RVN Gallantry Cross w/Palm*—27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**268th Medical Detachment**  
*RVN Gallantry Cross w/Palm*—8 Feb–8 Apr 71, DAGO 5, 73; 1 Oct 70–31 Aug 72 DAGO 6, 74

**268th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69  
*RVN Gallantry Cross w/Palm*—30 Mar–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—30 Mar 69–2 May 70, DAGO 48, 71

**269th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—15 Jan–10 Oct 70, DAGO 52, 71; 1 Jan 69–30 Sep 70, DAGO 6,74; 15 Jan–30 Aug 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—Feb 69–7 Apr 70, DAGO 53, 70

**Headquarters & Headquarters Company, 269th Aviation Battalion**  
*RVN Gallantry Cross w/Palm*—1 Sep 68–30 Sep 70, DAGO 5, 73; 1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—30 Jan 67–21 Jan 70, DAGO 51, 71; 1 May 69–15 May 70 DAGO 55, 71

**Headquarters & Headquarters Detachment, 269th Aviation Battalion**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 18 May– Aug 68, DAGO 48, 71

**269th Ordnance Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 69, DAGO 2, 71

**270th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—10 May–28 Jul 69, DAGO 3, 70; 1 Aug 65–16 Apr 71, DAGO 54,74  
*RVN Civil Actions Honor Medal, FC*—10 May–25 Sep 69, DAGO 53, 70

**270th Signal Company**  
*Meritorious Unit Commendation*—26 Sep 68–30 Jun 70, DAGO 18, 79

**271st Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**271st Aviation Company**  
*Meritorious Unit Commendation*—1 Mar–19 Nov 68, DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71

**271st Signal Detachment**  
*Meritorious Unit Commendation*—Sep 65–Jul 66 DAGO 17, 68

**271st Transportation Detachment**  
*Meritorious Unit Commendation*—21 Sep 65–21 Jun 66, DAGO 1, 69, amended DAGO 17, 68; 1 Jul 66–28 Feb 67, DAGO 17, 68; 6 Dec 67–30 Jun 68 DAGO 39, 70

**272d Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**272d Aviation Company**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**272d Military Police Company**  
*Valorous Unit Award*—30 Jan 68 DAGO 72, 68  
*Meritorious Unit Commendation*—Sep 65–Jun 66, DAGO 17, 68; 1 Sep 66–31 Oct 67, DAGO 67, 68; 1 Nov 67–31 Jul 68, DAGO 45, 69

**Table 7**  
**Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

**3d Platoon**  
*Presidential Unit Citation*—14 Nov 66–4 Apr 67, DAGO 2, 73

**272d Transportation Detachment**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69

**273d Artillery Detachment**  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 14, 79 amended DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**273d Aviation Company**  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—17 Dec 67–17 Jun 69, DAGO 2, 71  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17, May 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**273d Engineer Detachment**  
*Meritorious Unit Commendation*—31 Jul 66–1 Jun 67, DAGO 54, 68

**273d Transportation Detachment**  
*Presidential Unit Citation*—8 Feb–24 Mar 71, DAGO 13, 74  
*RVN Gallantry Cross w/Palm*—2 Feb–14 May 69, DAGO 43, 70; 18 Apr 31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74

**274th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**274th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69

**275th Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**276th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—1 Oct 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–20 Jul 70, DAGO 55, 71

**276th Transportation Detachment**  
*Meritorious Unit Commendation*—21 Sep 65–21 Jun 66, DAGO 1, 69, amended DAGO 17, 68; 1 Jul 66–28 Feb 67, DAGO 17, 68; 6 Dec 67–Jun 68, DAGO 39, 70

**277th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—15 Jan–30 Aug 71, DAGO 54, 74

**277th Signal Detachment**  
*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 69  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**Headquarters and Headquarters Company, 277th Supply and Service Battalion**  
*Meritorious Unit Commendation*—15 Feb–15 Aug 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—19 Apr 67–31 Aug 68, DAGO 48, 71

**278th Artillery Detachment**  
*RVN Gallantry Cross w/Palm*—15 Jan–30 Aug 71, DAGO 54, 74

**278th Signal Company**  
*Meritorious Unit Commendation*—23 Aug 66–25 May 67, DAGO 42, 69; 28 May 67–31 May 68, DAGO 73, 68; 1 Jun 68–31 Mar 70, DAGO 24, 72

**Table 7**  
**Army units in numerical order—180th Aviation Company through 279th Signal Detachment—Continued**

**Headquarters & Headquarters Company, 278th Supply and Service Battalion**  
*Meritorious Unit Commendation*—1 Jan 67–1 Mar 68, DAGO 67, 68

**279th Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 28, 69

**279th Signal Detachment**  
*Valorous Unit Award*—1–20 Jun 66, DAGO 73, 68  
*Meritorious Unit Commendation*—Dec 65–Sep 66, DAGO 17, 68; 5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company**

**280th Ordnance Detachment**  
*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63

**281st Aviation Company (Less)**  
*Valorous Unit Award*—4 Mar–4 Apr 68, DAGO 59, 69

**281st Aviation Company**  
*Meritorious Unit Commendation*—5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 18 May 68–19 May 69, DAGO 3, 70; 15 Oct 65–11 Jan 71, DAGO 6, 74  
*Others:* (F)RVNGCWGS—Jan–Dec 70 DAGO 5, 73

**282d Aviation Company**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69

**282d Signal Detachment**  
*Valorous Unit Award*—19 Mar 67, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**283d Medical Detachment**  
*Meritorious Unit Commendation*—Oct 65–Sep 66, DAGO 17, 68; 1 Oct 66–31 Mar 68, DAGO 55, 68; 1 May 70–30 Apr 71, DAGO 5, 73

**283d Signal Detachment**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 68–30 Sep 70, DAGO 5, 73

**284th Military Police Company**  
*Meritorious Unit Commendation*—1 Nov 68–1 Apr 71, DAGO 6, 74; 2 Apr 71–19 Mar 73, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—29 Sep 66–28 Mar 73, DAGO 6, 74

**285th Signal Detachment**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**285th Transportation Company**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68; 1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69  
*Remarks:* Assigned to 2d Log Comd, 2 Nov 65; reassigned to USARV, 12 May 66

**286th Medical Detachment**

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

*Valorous Unit Award*—1 Jan–24 Mar 66, DAGO 17, 68; 1–20 Jun 66 DAGO 73, 68  
*Meritorious Unit Commendation*—Dec 65–Sep 66 DAGO 17, 68; 5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74  
*Others:* (F)RVNGCwGS—Jan–Dec 70 DAGO 5, 73

**286th Signal Detachment**  
*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**287th Ordnance Detachment**  
*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63; 1 Jan–31 Dec 69, DAGO 2, 71; 1 Jan 70–31 May 72, DAGO 5, 73

**288th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74

**289th Quartermaster Detachment**  
*Meritorious Unit Commendation*—Sep 65–July 66, DAGO 17, 68

**290th Signal Detachment**  
*Meritorious Unit Commendation*—Sep 65–July 66, DAGO 17, 68

**291st Finance Section**  
*Meritorious Unit Commendation*—1 Oct 68–31 May 69, DAGO 39, 70

**291st Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 54, 68

**293d Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 54, 68

**295th Military Police Company (Physical Security)**  
*Army Superior Unit Award*—8 Apr 83–13 Dec 83, DAGO 9, 87

**295th Ordnance Company**  
*Meritorious Unit Commendation*—25 Sep 68–5 Aug 69, DAGO 39, 70

**295th Service Detachment**  
*Meritorious Unit Commendation*—1 Jul 70–1 Oct 71, DAGO 5, 73

**296th Signal Detachment**  
*Valorous Unit Award*—1 Jan–24 Mar 66, DAGO 17, 68; 1–20 Jun 66, DAGO 73, 68  
*Meritorious Unit Commendation*—Dec 65–Sep 66, DAGO 17, 68; 5 Sep 66–31 Mar 67 DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**297th Signal Detachment**  
*Meritorious Unit Commendation*—9 Apr 67–30 Jun 68, DAGO 46, 69; 1 Jul 68–15 Sep 69, DAGO 39, 70; 16 Sep 69–31 Oct 70, DAGO 51, 71

**297th Transportation Company**  
*Meritorious Unit Commendation*—3 Oct 66–31 Jul 68, DAGO 45, 69; 1 Aug 68–30 Apr 71, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—1 Aug 65–16 Apr 71, DAGO 54, 74

**298th Signal Company**  
*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70; 8 Feb–30 Apr 71, DAGO 42, 72

**298th Signal Platoon**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—31 Jan–4 Nov 68, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun–Nov 68, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—Mar–Nov 68, DAGO 51, 71

**299th Engineer Battalion**

**Headquarters & Headquarters Company**  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

**Less Companies B & C**  
*Valorous Unit Award*—9 May–1 Jul 69, DAGO 43, 70

**Company C**  
*RVN Civil Actions Honor Medal, FC*—15 Apr–31 Jul 71, DAGO 11, 73

**300th Military Police Company**  
*Meritorious Unit Commendation*—Oct 66–Sep 67, DAGO 17, 68; 1 Oct 67–30 Sep 68, DAGO 48, 69  
*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74; 1 Mar–9 Oct 71 DAGO 6, 74

**300th Transportation Company**  
*Meritorious Unit Commendation*—4 Jan–31 Jul 67 DAGO 28, 69

**Headquarters & Headquarters Company, 303d Radio Research Battalion**  
*Meritorious Unit Commendation*—1 Jun 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–31 Jul 68, DAGO 18, 79 amended DAGO 29, 69; 1 Aug 68–30 Sep 69, DAGO 51, 71; 1 Oct 69–31 Dec 70, DAGO 43, 72; 1 Jan–30 Jun 71, DAGO 32,73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–30 Apr 71, DAGO 6, 74  
*Remarks:* Unit was 303d ASA Bn

**303d Radio Research Unit**  
*Meritorious Unit Commendation*—13 May 61–31 Dec 62, DAGO 22, 63  
*Remarks:* Unit was 303d ASA Bn

**303d Transportation Company**  
*Meritorious Unit Commendation*—1 Nov 68–31 Jan 70, DAGO 51, 71

**304th Supply and Service Company**  
*Meritorious Unit Commendation*—1 Jun 69–31 May 70, DAGO 48, 71

**Petroleum Platoon**  
*Meritorious Unit Commendation*—1 Nov 67–31 May 68, DAGO 39, 70

**305th Medical Detachment**  
*Meritorious Unit Commendation*—1 Oct 68–31 May 69, DAGO 39, 70

**Headquarters & Headquarters Company 307th Aviation Battalion**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**307th Engineer Battalion Company C**  
*Meritorious Unit Commendation*—16 Sep 68–31 Jul 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—6 Oct 68–11 Nov 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—12 Mar–4 Oct 68, DAGO 48, 71

**307th Medical Battalion Company D**  
*RVN Civil Actions Honor Medal, FC*—12 Mar–4 Oct 68, DAGO 48, 71

**308th Aviation Battalion**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**311th Field Hospital**  
*Meritorious Unit Commendation*—12 Oct 68–25 Jul 69, DAGO 39, 70

**312 Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**312th Evacuation Hospital**  
*Meritorious Unit Commendation*—1 Oct 68–31 May 69, DAGO 39, 70



**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

**313th Aviation Detachment**

*Meritorious Unit Commendation*—1 Aug 71–15 Sep 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**313th Military Intelligence Battalion, Task Force**

*Army Superior Unit Award*—15 Oct 84–19 Dec 84, DAGO 30, 87

**Headquarters & Headquarters Company, 313th Radio Research Battalion**

*Meritorious Unit Commendation*—Apr 66–May 67, DAGO 17, 68; 1 Jun 67–30 Jun 68, DAGO 28, 69; 1 Jul 68–30 Jun 69, DAGO 51, 71; 1 Jul 69–31 Dec 70, DAGO 43, 72; 1 Jan–30 Jun 71, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74  
*Remarks*: Unit was 313th ASA Bn

**313th Signal Company**

*RVN Gallantry Cross w/Palm*—19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—Nov 67–31 Aug 70, DAGO 51, 71

**314th Aviation Detachment**

*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—Aug 68–7 Apr 70, DAGO 53, 70

**315th Aviation Detachment**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**316th Aviation Detachment**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70 DAGO 55, 71

**317th Aviation Detachment**

*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69; 1 Jan 69–30 Sep 70 DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—Aug 68–7 Apr 70, DAGO 53, 70

**317th Maintenance Company**

*Meritorious Unit Commendation*—1 Feb 70–31 Jul 71, DAGO 5, 73; 1 Aug 71–1 Apr 72, DAGO 14, 79, amended DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**318th Aviation Detachment**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**319th Artillery**

**2d Battalion**

*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72  
*Valorous Unit Award*—13 Jun–23 Sep 68, DAGO 52, 74  
*Meritorious Unit Commendation*—14 Mar 68–3 Oct 68, DAGO 22, 76  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—3 Oct 68–2 May 70, DAGO 48, 71

**Battery B**

*Valorous Unit Award*—17 Apr–7 May 69, DAGO 2, 71

**3d Battalion**

*Presidential Unit Citation*—6–23 Nov 67, DAGO 5, 79, amended DAGO 42, 69  
*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

*Army Superior Unit Award*—20 Aug 83–1 Dec 83, DAGO 9, 87  
*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 43, 72 amended DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**Elements of Headquarters & Service Battery, 3d Battalion**

*Others*: (A) Vicinity of Katum, RVN(Abn), 0900–0907 hrs. inclusive, 22 Feb 67 DAGO 18, 79 amended DAGO 48, 71  
*Remarks*: Eligible personnel must provide evidence of participation in Assault Landing

**Battery A**

*Others*: (A) Vicinity of Katum, RVN(Abn), 0900–0907 hrs. inclusive 22 Feb 67 DAGO 18, 79 amended DAGO 48, 71

**Artillery Liaison Officers and Forward Observers from Battery A**

*Presidential Unit Citation*—16 Mar 66, DAGO 40, 67  
*Remarks*: Eligible personnel must provide evidence of participation.

**Battery B**

*Others*: (N) PUC—7 Oct–4 Dec 66 DAGO 32, 73

**319th Aviation Detachment**

*RVN Gallantry Cross w/Palm*—31 Jul–31 Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5,73; 1 Jan 69–30 Sep 70, DAGO 6, 74

**319th Transportation Company**

*Meritorious Unit Commendation*—1 Oct 68–30 Jun 69, DAGO 53, 70

**320th Artillery**

**2d Battalion**

*Presidential Unit Citation*—2–20 Jun 66, DAGO 59, 68  
*Valorous Unit Award*—17 Jan–25 Mar 66, DAGO 1, 69, amended DAGO 17, 68  
*Meritorious Unit Commendation*—29 Jul 65–1 Oct 66, DAGO 1, 69 amended DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 51, 71, amended DAGO 43, 70; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70 DAGO 48, 71

**Battery A**

*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69

**Battery D**

*RVN Gallantry Cross w/Palm*—20 Feb–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—1 Mar 69–2 May 70, DAGO 48, 71

**320th Aviation Detachment**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74

**320th Medical Detachment**

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68

**320th Signal Detachment**

*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**321st Artillery**

**1st Battalion**

*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar– Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**2d Battalion**

*RVN Gallantry Cross w/Palm*—6 Oct 68–11 Nov 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—12 Mar–4 Oct 68, DAGO 48, 71

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

**Battery A**

*Valorous Unit Award*—12 Nov–10 Dec 68, DAGO 43, 70

**Battery B**

*Valorous Unit Award*—23 Aug–1 Nov 68, DAGO 48, 71, amended DAGO 43, 70

**Battery C**

*Valorous Unit Award*—26 Oct–1 Nov 68, DAGO 43, 70

**321st Aviation Detachment**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**321st Transportation Company**

*Meritorious Unit Commendation*—1 Nov 68–30 Jun 69, DAGO 53, 70; 1 Jul 69–31 May 70, DAGO 50, 71

**322d Aviation Detachment**

*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69; May 69–Feb 70, DAGO 11,73 amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—Aug 68–Jul 69, DAGO 53, 70

**322d Military Police Company**

*Meritorious Unit Commendation*—1 July 70–31 Dec 71, DAGO 40, 72

**323d Aviation Detachment**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74

**324th Aviation Detachment**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**324th Signal Company**

*Meritorious Unit Commendation*—25 Oct 67–31 May 68, DAGO 42, 69

**325th Aviation Detachment**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74

**325th Signal Detachment**

*Presidential Unit Citation*—27 &28 Aug 65, DAGO 45, 69  
*Meritorious Unit Commendation*—Feb–Nov 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68 DAGO 46, 69, amended DAGO 21, 69

**326th Aviation Detachment**

*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74

**326th Engineer Battalion**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19, Sep 71 DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**Less Company C**

*RVN Gallantry Cross w/Palm*—19 July 68–14 May 69, DAGO 43, 70

**Company A**

*Presidential Unit Citation*—2–20 Jun 66, DAGO 59, 58  
*Valorous Unit Award*—17 Jan–25 Mar 66, DAGO 1, 69, amended DAGO 17, 68  
*Meritorious Unit Commendation*—July 65–Feb 66, DAGO 20, 67; 1 Mar–1 Oct 66, DAGO 14, 79, amended DAGO 1, 69, which amended DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69

**3d Platoon**

*Valorous Unit Award*—25 Apr–25 May 70, DAGO 48, 71

**Company B**

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

*Valorous Unit Award*—17 Apr–7 May 69, DAGO 2, 71

*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76

**Company C**

*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70

**326th Medical Battalion**

*Meritorious Unit Commendation*—1 Nov 68–31 May 69, DAGO 39, 70

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74

*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**Less Company B**

*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70

**Company B**

*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70

**Company C**

*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72

*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76

**326th Transportation Detachment**

*Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66

**327th Aviation Detachment**

*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Jan 69–30 Sep 70, DAGO 6, 74

**327th Infantry**

**1st Battalion**

*Presidential Unit Citation*—2–20 Jun 66, DAGO 59, 68

*Valorous Unit Award*—17 Jan–25 Mar 66, DAGO 1, 69, amended DAGO 17, 68

*Meritorious Unit Commendation*—29 Jul 65–1 Oct 66, DAGO 1, 69, amended DAGO 17, 68

*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69;19 July 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71 DAGO 6, 74

*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**2nd Battalion**

*Valorous Unit Award*—17 Jan–25 Mar 66, DAGO 1, 69, amended DAGO 17, 68

*Meritorious Unit Commendation*—29 Jul 65–1 Oct 66, DAGO 1, 69, amended DAGO 17, 68

*RVN Gallantry Cross w/Palm*—1–31 Jul 66, and 9 Dec 66–18 Jan 67, DAGO 21,69; 19 Jul 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74

*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**Headquarters & Headquarters Company**

*Presidential Unit Citation*—19–22 Jun 66, DAGO 73, 68

**Company A**

*Presidential Unit Citation*—19–22 Jun 66, DAGO 73, 68

**Company B**

*Presidential Unit Citation*—2–20 Jun 66, DAGO 59, 68

**Company B**

*Presidential Unit Citation*—21–22 Jun 66, DAGO 73, 68

**Company C**

*Presidential Unit Citation*—19–22 Jun 66, DAGO 73, 68

**327th Signal Company**

*Meritorious Unit Commendation*—22 Jul 67–31 May 68, DAGO 42, 68; 15 Oct 69–31 Mar 72, DAGO 32, 73

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

**327th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—20 Oct 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—31 Dec 68–2 May 70, DAGO 48, 71

**328th Radio Research Company**  
*Meritorious Unit Commendation*—19 Nov 68–30 Jun 69, DAGO 51, 71; 1 Jul 69–31 Dec 70, DAGO 43, 72; 1 Jan 71–30 Jun 72 DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Jan 70–3 Mar 71, DAGO 6, 74; 1 Apr–30 Jun 71, DAGO 6, 74  
*Remarks:* Unit was 328th ASA Company

**Detachment 2**  
*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72

**329th Transportation Company**  
*Meritorious Unit Commendation*—1 Jun 66–31 Jul 67, DAGO 17, 69; 1 Jan–31 Jul 68, DAGO 28,69  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**329th Transportation Detachment**  
*Meritorious Unit Commendation*—13 Feb–15 Oct 67, DAGO 54, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68 DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 11, 73, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70 DAGO 42, 72

**330th Radio Research Company**  
*Meritorious Unit Commendation*—1 Jun 67–30 Jun 68, DAGO 28, 69; 1 Jul 68–30 Jun 69, DAGO 51 71; 1 Jul 69–31 Dec 70, DAGO 43, 72; 1 Jan–30 Jun 71, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74  
*Remarks:* Unit was 330th ASA Co

**330th Radio Research Field Station**  
*Meritorious Unit Commendation*—1 Jul 71–31 Jun 72, DAGO 14, 79, amended DAGO 32, 73  
*Remarks:* Unit was 330th ASA Co

**330th Transportation Company**  
*Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66; 1 Nov 66–31 Oct 67, DAGO 1, 69, amended DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51,71; 1 Feb 70–31 Jul 71, DAGO 5, 73; 1 Aug 71–30 Apr 72, DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**331st Signal Company**  
*Meritorious Unit Commendation*—15 Oct 69–25 Feb 72, DAGO 32, 73

**331st Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—25 Mar–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74;18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—25 Mar 69–2 May 70, DAGO 48, 71

**332d Medical Detachment**  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–15 Dec 70, DAGO 24, 72

**332d Transportation Detachment**  
*Valorous Unit Award*—7 Dec 69–16 Feb 70, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—25 Mar–14 May 69, DAGO 43, 70; 2 Dec 69–8 Jan 71, DAGO 24,72  
*RVN Civil Actions Honor Medal, FC*—25 Mar 69–2 May 70, DAGO 48, 71

**333d Transportation Detachment**  
*Valorous Unit Award*—7 Dec 69–16 Feb 70, DAGO 48, 71

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

*RVN Gallantry Cross w/Palm*—30 Mar–14 May 69, DAGO 43, 70; 2 Dec 69–8 Jan 71, DAGO 24,72; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—30 Mar 69–2 May 70, DAGO 48, 71

**334th Aviation Company**  
*Valorous Unit Award*—19 Mar 67, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 26 Sep–10 Oct 71, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**334th Supply and Service Company**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**335th Aviation Company**  
*Presidential Unit Citation*—6–23 Nov 67, DAGO 5, 79, amended DAGO 42, 69  
*Meritorious Unit Commendation*—1 Feb–31 Dec 67, DAGO 70, 69, amended DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71

**335th Aviation Detachment**  
*Others:* (N) PUC—7 Oct 66–4 Dec 66 DAGO 18, 79 amended DAGO 32, 73

**335th Radio Research Company**  
*Meritorious Unit Commendation*—1 Jun 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–31 Jul 68, DAGO 28, 69; 1 Aug 68–30 Sep 69, DAGO 51, 71; 1 Oct 69–31 Dec 70, DAGO 43, 72; 1 Jan 71–1 Jun 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69 Jan–Jun 69, DAGO 59, 69 1 Jan 70–3 Mar 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69  
*Remarks:* Unit was 335th ASA Co

**335th Signal Detachment**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 68–1 Dec 69, DAGO 51, 71

**335th Transportation Company**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69, DAGO 42, 72; 8 Feb–31 Mar 71, DAGO 42,72; 1 Apr–30 Jun 71, DAGO 6, 74

**336th Aviation Company**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71

**Headquarters & Headquarters Company, 336th Ordnance Battalion**  
*Meritorious Unit Commendation*—25 Sep 68–5 Aug 69, DAGO 39, 70

**336th Signal Detachment**  
*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**337th Radio Research Company**  
*Meritorious Unit Commendation*—1 Jun 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–31 Jul 68, DAGO 28, 69; 1 Aug 68–30 Sep 69, DAGO 51, 71; 1 Oct 69–7 Apr 70 DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 59, 69, amended DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–15 Apr 71, DAGO 6, 74  
*Remarks:* Unit was 337th ASA Co

**337th Signal Company**  
*Meritorious Unit Commendation*—1 Oct 67–1 Oct 68, DAGO 42, 69; 2 Oct 68–30 Jun 70, DAGO 18, 79

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

**337th Signal Detachment**  
*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**338th Aviation Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 21, 69, amended DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74

**339th Aviation Detachment**  
*Meritorious Unit Commendation*—5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 21, 69, amended DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*Others:* (F)RVNGCwGS—Jan–Dec 70 DAGO 5, 73

**339th Supply Company**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66 DAGO 55, 68; 1 Jan 67–31 Dec 68 DAGO 75, 69

**339th Transportation Company**  
*Meritorious Unit Commendation*—Oct 64–Dec 65 DAGO 3, 67, amended DAGO 40, 66; 1 Nov 66–31 Oct 67 DAGO 48, 68; 10 Mar–31 Oct 68 DAGO 39, 70

**340th Aviation Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67 DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—May 67–7 Apr 70, DAGO 53, 70

**340th Supply Company**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68; 1 Jan 67–31 Dec 68, DAGO 75, 69

**341st Aviation Detachment**  
*Meritorious Unit Commendation*—2 Apr–31 Dec 66, DAGO 21, 79, further amended DAGO 43, 69, which amended DAGO 66, 68; 1 Jan–31 Dec 67, DAGO 48, 68; 1 Jan–30 Sep 68, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—Feb 67–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73; 1 Jan 69–30 Sep 70, DAGO 6, 74

**342d Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 21, 69, amended DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74

**342d Signal Detachment**  
*Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66; 1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 68–1 Dec 69, DAGO 51, 71

**343d Aviation Detachment**  
*Meritorious Unit Commendation*—1 Nov 69–31 May 70, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74

**344th Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 21, 69, amended DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Apr–26 Jun 70, DAGO 11, 73; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**344th Signal Detachment**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68

**344th Transportation Company**  
*Meritorious Unit Commendation*—1 Jul 66–28 Feb 67, DAGO 17, 68  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

**345th Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 21, 69, amended DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**345th Medical Detachment**  
*Meritorious Unit Commendation*—1 Mar 66–1 Apr 67, DAGO 17, 68; 31 May 72–28 Mar 73, DAGO 6, 74

**346th Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 21, 69, amended DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72 DAGO 6, 74

**347th Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 21, 69, amended DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74

**347th Transportation Company**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jul 66–28 Feb 67, DAGO 17, 68

**348th Aviation Detachment**  
*Valorous Unit Award*—13–19 Aug 67, DAGO 37, 70; 12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 21, 69, amended DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74

**349th General Dispensary**  
*Meritorious Unit Commendation*—30 Jun 66–7 Jun 68, DAGO 28, 69

**349th Signal Detachment**  
*Meritorious Unit Commendation*—1 Apr 69–26 Feb 70, DAGO 43, 72

**350th Signal Detachment**  
*Meritorious Unit Commendation*—23 Mar–31 Dec 67, DAGO 28, 69

**351st Signal Detachment**  
*Meritorious Unit Commendation*—1 Oct 68–31 Aug 69, DAGO 39, 70

**352d Transportation Company**  
*Meritorious Unit Commendation*—1 Jul 68–30 Jun 69, DAGO 53, 70

**355th Aviation Company**  
*Meritorious Unit Commendation*—13 Jan 68–12 Jan 69, DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**355th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–28 Feb 67, DAGO 17, 68; 1 Jul–31 Dec 68, DAGO 37, 70

**357th Transportation Company**  
*Meritorious Unit Commendation*—11 Oct 68–30 Jun 69, DAGO 39, 70

**358th Aviation Detachment**  
*Meritorious Unit Commendation*—25 Sep–31 Dec 69, DAGO 52, 74; 1 Jan–31 Dec 70, DAGO 52, 74; 1 Jan 71–5 Mar 73, DAGO 6, 76, revoked DAGO 2, 76  
*Remarks:* Awarded to all Navy, AF & Marine Corps personnel who may have been attached to and serving with 525th MI Group

**358th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–28 Feb 67, DAGO 17, 68; 6 Dec 67–30 Jun 68, DAGO 39, 70

**359th Aviation Detachment**

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74

**359th Quartermaster Company**  
*Meritorious Unit Commendation*—1 Nov 67–31 May 68, DAGO 39, 70

**359th Transportation Company**  
*Meritorious Unit Commendation*—1 Apr 69–31 MAR 70, DAGO 51, 71  
*Remarks:* RVNGCwGS 19 Oct 66–1 Apr 67 and 1 Jan 69–24 Apr 71, DAGO 24, 72

**360th Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—4 May 68–31 Oct 69, DAGO 53, 70

**360th Transportation Company**  
*Meritorious Unit Commendation*—2 Jan–31 Jul 68, DAGO 48, 69

**361st Aviation Company**  
*Valorous Unit Award*—14 Aug 69–20 Jan 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Apr–26 Jun 70, DAGO 11,73  
*RVN Civil Actions Honor Medal, FC*—1 Jul–31 Dec 70, DAGO 5, 73

**361st Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; Jan–Jun 69, DAGO 59, 69;29 Jul 69–20 Jul 70, DAGO 55, 71 (Attached, HC, 3d Bde, 9th Inf Div); 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; 26 Jul 69–20 Jul 70, DAGO 59, 71

**361st Signal Battalion**  
*Meritorious Unit Commendation*—1 Oct 68–31 Oct 69, DAGO 13, 78, amended DAGO 43, 72

**361st Transportation Detachment**  
*Meritorious Unit Commendation*—1 Mar–19 Nov 68, DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**362d Aviation Company**  
*Presidential Unit Citation*—5 Apr–7 Jul 72, DAGO 19, 74  
*RVN Gallantry Cross w/Palm*—17 Sep 65–Jun 72, DAGO 54, 74

**362d Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 18 May–Aug 68, DAGO 48,71; 8 Feb–31 Mar 71 DAGO 42, 72 (Attached, 16th Aviation Group); 1 Sep 68–5 Aug 70, DAGO 5, 73 (Attached, 25th Inf Div); 1 Jan 69–30 Sep 70, DAGO 6, 74 (Attached, 1st Avn Bde);1 Oct 70–31 Aug 72, DAGO 6, 74 (Attached 1st Avn Bde); 1 Apr–30 Jun 71, DAGO 6, 74 (Attached, 23d Infantry Div)

**362d Engineer Company**  
*Valorous Unit Award*—18 Nov 67–23 Feb 68, DAGO 39, 70  
*Meritorious Unit Commendation*—1 Jan–31 Aug 67, DAGO 48, 68; 1 Jul 68–31 Oct 69 DAGO 2,71  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**362d Signal Company**  
*Meritorious Unit Commendation*—Feb 62–Jun 65, DAGO 3, 66; 15 Aug 66–30 Jun 68, DAGO 42, 69  
  
 Detachment 10 & 10A  
*Meritorious Unit Commendation*—1 Jun 68–31 Mar 70, DAGO 24, 72

**362d Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

**363d Aviation Detachment**  
*Meritorious Unit Commendation*—12 Sep 71–15 Jul 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*Others:* (F) RVNGCwGS—1 Jan–15 Aug 70 DAGO 5, 73

**363d Transportation Company**  
*Meritorious Unit Commendation*—14 Feb 68–31 Mar 69, DAGO 39, 70

**364th Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74

**365th Aviation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**366th Aviation Detachment**  
*Valorous Unit Award*—11 May 69, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—4 May 68–31 Oct 69, DAGO 53, 70

**366th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**367th Ordnance Detachment**  
*Meritorious Unit Commendation*—31 Oct 65–23 Nov 66, DAGO 55, 68

**368th Transportation Company**  
*Meritorious Unit Commendation*—1 Jul 68–31 Mar 69, DAGO 39, 70; 1 Jan–1 Jul 72, DAGO 32,73

**369th Signal Battalion**  
*Meritorious Unit Commendation*—1 Apr 68–31 Mar 70, DAGO 2, 71

**369th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70 DAGO 55, 71

**370th Maintenance Detachment**  
*RVN Gallantry Cross w/Palm*—15 Dec 69–21 Aug 70, DAGO 52, 71

**370th Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 28, 69

**370th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74

**371st Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 28, 69

**371st Radio Research Company**  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—1 Jun 67–26 Feb 68, DAGO 28, 69; 1 Aug 68–30 Sep 69, DAGO 51, 71; 1 Oct 69–31 Dec 70 DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 43, 70, amended DAGO 59, 69; 23 Jun 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72; 1 Jan 70–3 Mar 71 DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—23 Jun 69–1 Feb 70, DAGO 42, 72; 1 Jan 69–19 Apr 71, DAGO 6, 74  
*Remarks:* Unit was 371st ASA Co

**Detachment 2**

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**371st Radio Research Unit**  
*Presidential Unit Citation*—17 Nov 66–4 Apr 67, DAGO 2, 73  
*Remarks*: Unit was 371st ASA Unit

**371st Signal Detachment**  
*RVN Gallantry Cross w/Palm*—15 Dec 69–10 Oct 70, DAGO 52, 71

**371st Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74

**372d Radio Research Company**  
*Meritorious Unit Commendation*—1 Jun 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–31 Jul 68, DAGO 28, 69; 1 Oct 69–31 Dec 70 DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—27 Nov 66–31 Aug 68, DAGO 48, 71; 23 Jun 69–30 Sep 70, DAGO 5, 73; 1 Jan 70–3 Mar 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–6 Mar 71, DAGO 6, 74  
*Remarks*: Unit was 372d ASA Co

**372d Transportation Company**  
*Meritorious Unit Commendation*—1 Jan–1 Jul 72, DAGO 32, 73

**374th Radio Research Company**  
*Meritorious Unit Commendation*—1 Jun 67–30 Jun 68, DAGO 28, 69; 1 Jul 68–30 Jun 69, DAGO 51, 71; 1 Jul 69–31 Dec 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—1 Jan 67–28 Jul 69, DAGO 3, 70; 29 Jul 69–17 Nov 70, DAGO 52, 71; 1 Jan 70–3 Mar 71 DAGO 6, 74  
*Remarks*: Unit was 374th ASA Co

**Detachment 1**  
*Presidential Unit Citation*—29 Oct–30 Nov 67 DAGO 38, 71

**374th Radio Research Detachment**  
*RVN Civil Actions Honor Medal, FC*—1 Jan 67–31 Oct 69, DAGO 53, 70

**377th Artillery**

**Battery A**  
*RVN Gallantry Cross w/Palm*—20 Dec 68–14 May 69, DAGO 48, 71, amended DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—20 Dec 68–2 May 70, DAGO 48, 71

**377th Maintenance Company**  
*Meritorious Unit Commendation*—1 Mar–1 Sep 69 DAGO 39, 70

**378th Maintenance Company**  
*Meritorious Unit Commendation*—1 Jan 69–30 Jun 70, DAGO 43, 72

**378th Medical Detachment**  
*Meritorious Unit Commendation*—1 Oct 68–31 May 69, DAGO 39, 70

**379th Signal Battalion**  
*Meritorious Unit Commendation*—Apr 65–Apr 66, DAGO 20, 67

**380th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37,70

**381st Replacement Company**  
*Meritorious Unit Commendation*—Aug 65–Jul 67, DAGO 17, 68; 1 Aug 67–30 Sep 68, DAGO 31, 69; 1 Oct 68–30 Apr 71, DAGO 43, 72; 1 May 71–30 Apr 72, DAGO 5, 73

**382d Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jun 67–29 Feb 68, DAGO 18, 79, amended DAGO 28, 69  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

*RVN Civil Actions Honor Medal, FC*—3 Nov 68–2 May 70, DAGO 48, 71

**383d Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan 67–1 Mar 68, DAGO 67, 68; 2 Mar 68–1 May 69, DAGO 39, 70; 1 May 69–30 Sep 70, DAGO 43, 72

**384th Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Aug 66–30 Apr 67, DAGO 54, 68; 16 Sep 68–31 Mar 69, DAGO 50, 71

**384th Transportation Detachment**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68;1 Jul 70–31 Dec 71, DAGO 40, 72

**385th Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Sep 68–28 Feb 69, DAGO 39, 70

**386th Transportation Detachment**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68;1 Jul 70–31 Dec 71, DAGO 40, 72

**387th Transportation Company**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 48, 68

**387th Transportation Detachment**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68 amended DAGO 30, 68

**388th Transportation Company**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Aug 71–15 Sep 72, DAGO 32, 73

**388th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—25 Mar–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71 DAGO 6, 74;18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—25 Mar 69–2 May 70, DAGO 48, 71

**389th Transportation Detachment**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68;1 Jul 70–31 Dec 71, DAGO 40, 72

**390th Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68; 16 Feb 69–28 Feb 70, DAGO 2,71  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 22 Feb 67–17 May 68, DAGO 21, 69; Dec 65–Aug 68, DAGO 48, 71 (Attached, 25th Infantry Division); 1 Sep 68–30 Sep 70, DAGO 5, 73 (Attached, 25th Infantry Division); 1 Jan 69–30 Sep 70, DAGO 6, 74 (Attached,1st Avn Bde); 1 Oct 70–31 Aug 72 DAGO 6, 74 (Attached, 1st Avn Bde)  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**390th Transportation Detachment**  
*Valorous Unit Award*—1 Jan–24 Mar 66, DAGO 17, 68; 1–20 Jun 66, DAGO 73, 68; 31 Mar–16 Apr 71, DAGO 5, 73  
*Meritorious Unit Commendation*—Dec 65 Sep 66, DAGO 17, 68; 5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 11, 73, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**391st Quartermaster Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar–22 Oct 67, DAGO 38, 70, amended DAGO 21, 69 (Attached, 1st Avn Bde); 23 Oct 67–16 Oct 68, DAGO 38, 70, amended DAGO 21, 69; May–12 Sep 69, DAGO 11, 73, amended DAGO 42, 72 (Attached, 1st Cavalry Division); 1 Jan 69–30 Sep 70, DAGO 6, 74 (Attached, 1st Avn Bde); 1 Oct 70–31 Aug 72, DAGO 6, 74 (Attached, 1st Avn Bde)

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

*RVN Civil Actions Honor Medal, FC*—23 Oct 67–16 Oct 68, DAGO 53, 70; 1 Jan–12 Sep 69, DAGO 42, 72

**391st Transportation Detachment**  
*Valorous Unit Award*—19 Mar 67, DAGO 17, 68; 1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 68, 68  
*RVN Gallantry Cross w/Palm*—1 Sep 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**392d Transportation Detachment**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 11, 73 amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**393d Transportation Detachment**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 11, 73, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**Headquarters & Headquarters Detachment, 394th Transportation Battalion**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 48, 68; 1 Jul–31 Dec 68, DAGO 56, 69

**394th Transportation Detachment**  
*Valorous Unit Award*—1 Jan–24 Mar 66, DAGO 17, 68; 1–20 Jun 66, DAGO 73, 68  
*Meritorious Unit Commendation*—Dec 65–Sep 66, DAGO 17, 68; 5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 11, 73 amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**396th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69

**398th Transportation Detachment**  
*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69, amended DAGO 12, 69  
*Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66  
*RVN Gallantry Cross w/Palm*—7 Sep 66–10 Aug 68, DAGO 60, 69; 1 May 69–15 Feb 70, DAGO 50, 71; 1 Mar–30 Oct 70, DAGO 55, 71; 1 Nov 70–18 Dec 71, DAGO 8, 74

**400th Transportation Detachment**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68; 13–19 Aug 67 DAGO 37, 70; 12 May 68, DAGO 43, 70  
*Meritorious Unit Commendation*—Apr 66–Jan 67, DAGO 17, 68; 1 Jun 67–31 May 68, DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 11, 73, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**402d Transportation Company**  
*Meritorious Unit Commendation*—1 Oct 66–31 Dec 67, DAGO 17, 69; 1 Jul 68–Mar 69, DAGO 39,70; 11 Jul 69–31 Dec 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**403d Radio Research Detachment**

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

*Presidential Unit Citation*—1 Nov 66–31 Jan 68, DAGO 18, 79, amended DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69, DAGO 59, 69; 18 May 69–31 Dec 70, DAGO 42, 72 (Attached, 5th SF Gp; unit was 403d ASA Det); 1 Jan 70–3 Mar 71, DAGO 6, 74 (Attached, 509th Radio Research Gp, unit was 403d ASA Gp).  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71  
*Remarks:* Unit was 403d ASA Det

**403d Transportation Company**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**403d Transportation Detachment**  
*Meritorious Unit Commendation*—28 Dec 68–31 Mar 70, DAGO 52, 74  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 Mar 68, DAGO 46, 69, amended DAGO 21, 69

**404th Radio Research Detachment**  
*Meritorious Unit Commendation*—1 Jun 66–31 Jul 67, DAGO 17, 68; 1 Dec 67–30 Jun 68, DAGO 28, 69; 1 Jul 68–30 Jun 69, DAGO 51, 71; 1 Jul 69–31 Dec 70, DAGO 43, 72; 1 Jan 71–1 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74  
*Remarks:* Unit was 404th ASA Det

**404th Radio Research Unit**  
*Meritorious Unit Commendation*—5 May 65–31 May 66, DAGO 5, 69, amended DAGO 48, 68

**404th Transportation Detachment**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68

**405th Radio Research Detachment**  
*Meritorious Unit Commendation*—1 Aug 68–30 Sep 69, DAGO 51, 71; 1 Jan 71–30 Jun 72, DAGO 32, 73  
*Remarks:* Unit was 405th ASA Det

**405th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**406th Medical Laboratory**  
*Meritorious Unit Commendation*—Jan–Jul 65, DAGO 31, 67; Aug 65–May 69, DAGO 21,79, amended DAGO 75, 69

**406th Radio Research Detachment**  
*Presidential Unit Citation*—2–20 Jun 66, DAGO 18, 79, amended DAGO 59, 68  
*Valorous Unit Award*—17 Jan–25 Mar 66, DAGO 1, 69, amended DAGO 17, 68  
*Meritorious Unit Commendation*—29 Jul 65–1 Oct 66, DAGO 1, 69, amended DAGO 17, 68; 1 Jun 67–1 Feb 68, DAGO 28, 69  
*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 67  
*Remarks:* Unit was 406th ASA Det

**406th Transportation Detachment**  
*Valorous Unit Award*—13–19 Aug 67, DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68

**407th Radio Research Company**  
*RVN Gallantry Cross w/Palm*—8 Feb–30 Apr 71, DAGO 42, 72  
*Remarks:* Unit was 407th ASA Co

**407th Radio Research Detachment**  
*Meritorious Unit Commendation*—1 Jan 69–31 Dec 70, DAGO 43, 72; 1 Jan 71–1 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70; 1 Jan 70–3 Mar 71, DAGO 6, 74  
*Remarks:* Unit was 407th ASA Det

**407th Transportation Detachment**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68

**Table 8**  
**Army units in numerical order—280th Ordnance Detachment through 409th Transportation Company—Continued**

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**408th Radio Research Detachment**  
*Meritorious Unit Commendation*—1 Jun 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–30 Jun 68, DAGO 28, 69  
*Remarks:* Unit was 408th ASA Det

**408th Transportation Detachment**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**409th Radio Research Detachment**  
*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69, amended DAGO 12, 69  
*Meritorious Unit Commendation*—1 Jun 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–31 Jul 68, DAGO 28, 69; 1 Aug 68–30 Sep 69, DAGO 51, 71; 1 Oct 69–31 Dec 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—1 May 69–15 Feb 70, DAGO 50, 71; 1 Mar–30 Oct 70, DAGO 55,71; 1 Jan 70–3 Mar 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Apr 70, DAGO 6, 74  
*Remarks:* Unit was 409th ASA Det

**409th Radio Research Unit**  
*RVN Gallantry Cross w/Palm*—7 Sep 66–10 Aug 68, DAGO 60, 69  
*Remarks:* Unit was 409th ASA Det

**409th Transportation Detachment**  
*Valorous Unit Award*—13–19 Aug 67, DAGO 37, 70; 12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment**

**410th Transportation Company**  
*Meritorious Unit Commendation*—1 Sep 66–6 Mar 67, DAGO 1, 69, amended DAGO 17, 68; 7 Mar 67–3 Feb 68, DAGO 39, 70

**411th Transportation Detachment**  
*Valorous Unit Award*—13–19 Aug 67, DAGO 37, 70; 12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–27 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69

**412th Transportation Company**  
*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**412th Transportation Detachment**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Dec 70, DAGO 6, 74

**414th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74

**415th Radio Research Detachment**  
*Meritorious Unit Commendation*—23 Dec 67–30 Jun 68, DAGO 28, 69  
*Remarks:* Unit was 415th ASA Det

**416th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**418th Medical Company**  
*Meritorious Unit Commendation*—29 Jun 66–7 Jun 68, DAGO 28, 69

**423d Supply Company**

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

*Meritorious Unit Commendation*—1 Oct 66–1 Jun 67, DAGO 54, 68

**426th Supply and Service Company**  
*Meritorious Unit Commendation*—1 Nov 68–31 May 69, DAGO 39, 70; 1 Jun 69–31 Aug 70, DAGO 24, 72  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jul 68–2 May 70, DAGO 48, 71

**430th Medical Detachment**  
*Valorous Unit Award*—19 Mar 67, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–27 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**431st Medical Detachment**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6,74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55,71

**432d Medical Detachment**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 May 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71; 1 Jan–31 Dec 71, DAGO 32, 73

**433d Medical Detachment**  
*Valorous Unit Award*—1 Jan–24 Mar 66, DAGO 17, 68; 1–20 Jun 66, DAGO 73, 68  
*Meritorious Unit Commendation*—Dec 65–Sep 66, DAGO 17, 68; 5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6,74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**437th Medical Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 71, DAGO 5, 73  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 18, 79, amended DAGO 6,74

**438th Supply Company**  
*Meritorious Unit Commendation*—1 May 69–30 Sep 70, DAGO 43, 72

**440th Medical Detachment**  
*Meritorious Unit Commendation*—15 Oct 67–15 Jul 68, DAGO 42, 69

**442d Signal Battalion**  
*Meritorious Unit Commendation*—Jul 69–Jul 71, DAGO 37, 72

**442d Transportation Company**  
*Meritorious Unit Commendation*—23 Dec 66–30 Dec 67, DAGO 54, 68; 1 Apr–30 Sep 69, DAGO 39, 70; 17 Jan–31 Jul 70, DAGO 24, 72

**444th Engineer Detachment**  
*Meritorious Unit Commendation*—1 Jan–10 Oct 67, DAGO 42, 69

**444th Transportation Company**  
*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69; 1 Nov 68–30 Apr 69, DAGO 36, 70; 1 May 69–31 Mar 70, DAGO 48, 71  
*Others:* (F) RVNCGwGS—19 Oct 66–24 Apr 71, DAGO 27, 72

**446th Signal Detachment**



**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

*Meritorious Unit Commendation*—Nov 65–Oct 66, DAGO 17, 68; 1 Nov 66–15 Aug 67, DAGO 46, 69

**446th Transportation Company**  
*Meritorious Unit Commendation*—1 Jul 69–31 May 70, DAGO 50, 71; 1 Jan–1 Jul 72, DAGO 32,73

**448th Army Postal Unit**  
*Meritorious Unit Commendation*—28 Oct 68–30 May 69, DAGO 39, 70

**448th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—27 Mar 67–17 Mar 68, DAGO 46, 69 amended DAGO 21, 69

**448th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22,68

**449th Signal Detachment**  
*Valorous Unit Award*—13–19 Aug 67, DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68

**450th Signal Detachment**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69

**451st Signal Detachment**  
*Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21,69

**452d Signal Detachment**  
*Valorous Unit Award*—13–19 Aug 67, DAGO 37, 70; 12 May 68 DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21,69

**452d Supply Company**  
*Meritorious Unit Commendation*—16 Sep 68–31 Mar 69, DAGO 18, 79, amended DAGO 50, 71

**454th Signal Detachment**  
*Valorous Unit Award*—13–19 Aug 67, DAGO 37,70; 12 May 68 DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**455th Signal Detachment**  
*Meritorious Unit Commendation*—Nov 65–Oct 66, DAGO 17, 68; 1 Nov 66–15 Aug 67, DAGO 46, 69

**458th Military Police Company**  
*RVN Gallantry Cross w/Palm*—29 Sep 66–28 Mar 73, DAGO 18, 79, amended DAGO 6, 74

**458th Signal Detachment**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 68–1 Dec 69, DAGO 51, 71

**458th Transportation Company**  
*Meritorious Unit Commendation*—28 Mar–31 Oct 68, DAGO 46, 69

**459th Signal Battalion**

**Headquarters & Headquarters Company**  
*Meritorious Unit Commendation*—15 Oct 66–30 Apr 68, DAGO 48, 69

**Company A**  
*Meritorious Unit Commendation*—15 Oct 66–30 Apr 68, DAGO 48, 69

**Company B**  
*Meritorious Unit Commendation*—15 Oct 66–30 Apr 68, DAGO 48, 69

**Company D**

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

*Meritorious Unit Commendation*—1 Oct 67–31 Aug 68, DAGO 42, 69

**463d Supply Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 28, 69

**463d Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68

**469th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–28 Feb 67, DAGO 17, 68; 1 Mar 67–27 Feb 73, DAGO 24, 75

**472d Medical Detachment**  
*RVN Civil Actions Honor Medal, FC*—10 Feb 69–31 Jul 70, DAGO 52, 71

**472d Signal Detachment**  
*Meritorious Unit Commendation*—14 Sep 67–15 Apr 68, DAGO 5, 69; 15 Apr 68–30 Apr 70, DAGO 19, 74, amended DAGO 16, 72

**472d Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**473d Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**474th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69

**478th Aviation Company**  
*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Meritorious Unit Commendation*—1 Jun 67–29 Feb 68, DAGO 28, 69  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71 DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—3 Nov 68–2 May 70, DAGO 48, 71

**2d Platoon**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 5, 79, amended DAGO 48, 68

**3d Platoon**  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**481st Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jul 66–31 Dec 67 DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**483d Military Police Platoon**  
*Meritorious Unit Commendation*—2 Apr 71–19 Mar 73, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Oct 69–20 Jul 70 DAGO 55, 71; 17 Sep 65–Jun 72, DAGO 54,74  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–20 Jul 70, DAGO 55, 71

**483d Service Company**  
*Meritorious Unit Commendation*—1 Oct 66–1 May 69, DAGO 39, 70

**483d Transportation Detachment**  
*Meritorious Unit Commendation*—5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 17, 68

**484th Signal Detachment**  
*Meritorious Unit Commendation*—1 Sep 69–31 Mar 70, DAGO 2, 71

**484th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

**485th Signal Detachment**  
*Meritorious Unit Commendation*—6 Mar 67–30 Nov 68, DAGO 60, 69; 1 Apr 69–26 Feb 70, DAGO 43, 72

**485th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Apr 30 Sep 67, DAGO 43, 70, amended DAGO 17, 69

**486th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–28 Feb 67, DAGO 17, 68; 6 Dec 67–30 Jun 68, DAGO 39, 70

**487th Signal Detachment**  
*Presidential Unit Citation*—27 May 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—27 May 67–17 May 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—Jan 68–28 Sep 70, DAGO 48, 71

**490th Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jan 68–31 May 69, DAGO 39, 70

**492d Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–28 Feb 67, DAGO 17, 68

**493d Military Intelligence Detachment**  
*RVN Gallantry Cross w/Palm*—1 Oct 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–20 Jul 70, DAGO 55, 71

**497th Engineer Company**  
*Meritorious Unit Commendation*—1 Sep 65–1 Mar 67, DAGO 5, 79, amended DAGO 17, 68  
*RVN Civil Actions Honor Medal, FC*—27 Jan–1 Sep 69, DAGO 43, 70; 3 May 70–30 Apr 71 DAGO 6, 74

**497th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul 31–Dec 68, DAGO 37,70

**498th Medical Company**  
*Meritorious Unit Commendation*—20 Sep 65–31 Aug 67, DAGO 48, 68  
  
Detachment  
*Valorous Unit Award*—28–30 May 66, DAGO 40, 67

**498th Transportation Detachment**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68

**499th Signal Detachment**  
*Meritorious Unit Commendation*—5 Sep 66–31 Mar 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**499th Transportation Detachment**  
*Valorous Unit Award*—3–20 Mar 71, DAGO 5, 73  
*RVN Gallantry Cross w/Palm*—20 Oct 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—20 Oct 68–2 May 70, DAGO 48, 71

**500th Engineer Company**  
*Meritorious Unit Commendation*—12 Dec 66–9 Apr 68, DAGO 55, 68  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**500th Military Intelligence Group**  
*Meritorious Unit Commendation*—1 Jan 68–15 May 69, DAGO 75, 69; 1 Jan 72–30 Jun 74 DAGO 13, 75

**501st Aviation Battalion**

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

**Company A**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66

**501st Engineer Company**  
*RVN Gallantry Cross w/Palm*—17 Sep 65–Jun 72, DAGO 54, 74  
*RVN Civil Actions Honor Medal, FC*—26 Dec 68–9 Feb 70 DAGO 43, 70; 1 Nov 68–26 Apr 69, DAGO 8, 74

**501st Infantry**

**1st Battalion**  
*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**2d Battalion**  
*Presidential Unit Citation*—10–21 May 69 DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**(Less Company C)**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Company C**  
*Valorous Unit Award*—17 Apr–7 May 69, DAGO 2, 71

**501st Signal Battalion**  
*Meritorious Unit Commendation*—1 Jan–31 Aug 68, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**(Less Company B)**  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70

**Company B**  
*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70

**3d Platoon**  
*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76

**501st Supply Company**

**Forward Support Element**  
*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69

**502d Aviation Battalion**

**Company A**  
*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66; 18 Sep–28 Oct 65, DAGO 20, 67  
*RVN Gallantry Cross w/Palm*—21 Jan 65, DAGO 46, 68

**502d Infantry**

**1st Battalion**  
*Valorous Unit Award*—12 Mar–8 May 69, DAGO 2, 71  
*RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**2d Battalion**  
*Presidential Unit Citation*—18 & 19 Sep 65, DAGO 20, 67; 2–20 Jun 66, DAGO 59, 68  
*Valorous Unit Award*—17 Jan–25 Mar 66, DAGO 1, 69, amended DAGO 17, 68; 25 Apr–25 May 70 DAGO 48, 71; 13–30 Aug 70 DAGO 50, 71  
*Meritorious Unit Commendation*—29 Jul 65–1 Oct 66, DAGO 1, 69, amended DAGO 17, 68

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

*RVN Gallantry Cross w/Palm*—1–31 Jul 66 and 9 Dec 66–18 Jan 67, DAGO 21, 69; 19 Jul 68–14 May 69, DAGO 48, 71, amended DAGO 43,70; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71

**3d Battalion**

*Army Superior Unit Award*—17 Jul–11 Dec 85, DAGO 2, 86  
*RVN Gallantry Cross w/Palm*—18 Apr–31 Aug 71 and 6– 19 Sep 71, DAGO 6, 74

**502d Transportation Detachment**

*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**Team**

*Meritorious Unit Commendation*—1 Aug 67–30 Sep 68, DAGO 31, 69

**503d Chemical Detachment**

*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—31 Jan 68–15 Jun 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun 68–31 Jul 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 51, 71

**503d Infantry**

**1st Battalion**

*Presidential Unit Citation*—8 Nov 65, DAGO 40, 66; 6– 23 Nov 67 DAGO 5, 79, amended DAGO 42,69  
*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**2d Battalion**

*Presidential Unit Citation*—16 Mar 66, DAGO 40, 67; 6– 23 Nov 67, DAGO 5, 79, amended DAGO 42, 69  
*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73  
*Others:* (A) Vicinity of Katum, RVN(Abn), 0900–0907 hrs, inclusive, 22 Feb 67, DAGO 18, 79, amended DAGO 48, 71  
*Remarks:* Eligible personnel will show evidence of participation

**Forward Air Controllers**

*Presidential Unit Citation*—16 Mar 66, DAGO 40, 67

**Vietnamese Interpreters**

*Presidential Unit Citation*—16 Mar 66, DAGO 40, 67

**3d Battalion**

*RVN Gallantry Cross w/Palm*—22 Oct 67–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 72, DAGO 5, 73

**4th Battalion**

*Presidential Unit Citation*—6–23 Nov 67, DAGO 2, 82, amended DAGO 5, 79, which amended DAGO 42, 69  
*Meritorious Unit Commendation*—5 May 65–4 May 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—5 May 65–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73  
*Others:* (N) PUC—7 Oct–4 Dec 66 DAGO 32, 73

**503d Military Police Battalion**

*Meritorious Unit Commendation*—May 65–Jan 66 DAGO 40, 67

**Headquarters & Headquarters Company, 504th Field Depot**

*Meritorious Unit Commendation*—1 Nov 66–31 Jul 67, DAGO 48, 68; 1 Aug 67–31 Jul 68, DAGO 36, 70

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

**504th Medical Detachment**

*Meritorious Unit Commendation*—1 Jun–31 Dec 68, DAGO 36, 70

**504th Military Police Battalion**

*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 30, 68  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74; 29 Sep 66–28 Mar 73, DAGO 6,74  
*RVN Civil Actions Honor Medal, FC*—30 Oct–7 Nov 70, DAGO 5, 73

**Headquarters & Headquarters Detachment**

*Meritorious Unit Commendation*—1 Jan 68–31 Mar 70, DAGO 2, 71

**Company A**

*Meritorious Unit Commendation*—1 Jan 68–31 Mar 70, DAGO 2, 71

**Company B, 2d Platoon**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Company C**

*Meritorious Unit Commendation*—1 Jan 68–31 Mar 70, DAGO 2, 71

**504th Ordnance Detachment**

*Meritorious Unit Commendation*—2 May 67–30 Apr 68, DAGO 31, 69; 1 May 68–30 Apr 69, DAGO 39, 70

**504th Signal Detachment**

*Meritorious Unit Commendation*—25 Sep–31 Dec 69, DAGO 52, 74; 1 Jan–31 Dec 70, DAGO 52, 74; 1 Jan 71–12 Feb 73, DAGO 6, 76 (Awarded to all Navy, AF and Marine Corps personnel who may have been attached to and serving with the 525th MI Group and its assigned and attached units.)  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**505th Infantry**

**1st Battalion**

*RVN Gallantry Cross w/Palm*—6 Oct 68–11 Nov 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—12 Mar–4 Oct 68, DAGO 48, 71; 3 Mar–30 Apr 69, DAGO 51, 71

**2d Battalion**

*RVN Gallantry Cross w/Palm*—6 Oct 68–11 Nov 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—12 Mar–4 Oct 68, DAGO 48, 71

**505th Supply Detachment**

*Meritorious Unit Commendation*—15 Feb–15 Aug 69 DAGO 39, 70

**505th Transportation Detachment**

*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69  
*Others:* (F) RVNGCwGS—19 Oct 66–24 Apr 71 DAGO 24, 72

**506th Infantry**

**1st Battalion**

*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72  
*Valorous Unit Award*—13 Jun–23 Sep 68, DAGO 52, 74  
*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 5, 77, amended DAGO 22, 76  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—3 Oct 68–2 May 70 DAGO 48, 71

**2d Battalion**

*Presidential Unit Citation*—13 Jun–23 Sep 68, DAGO 38, 71  
*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76  
*RVN Gallantry Cross w/Palm*—31 Jan–3 Feb 68, DAGO 24, 72; 19 Jul 68–14 May 69, DAGO 43,70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—3 Oct 68–2 May 70, DAGO 48, 71

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

**Company A**  
*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72

**Company D**  
*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72

**3rd Battalion**  
*Valorous Unit Award*—31 Jan–25 Feb 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–May 70, DAGO 48, 71

**506th Signal Detachment**  
*Meritorious Unit Commendation*—15 Aug 66–6 Nov 67, DAGO 42, 69

**506th Supply and Service Company**  
*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69, amended DAGO 12, 69  
*Meritorious Unit Commendation*—1 Oct 66–19 Jan 67, 25 Aug 67–1 Sep 68, and 4 Dec 68–1 May 69, DAGO 39, 70; 1 May 69–30 Sep 70, DAGO 43,72  
*RVN Gallantry Cross w/Palm*—1 May 69–15 Feb 70, DAGO 50, 71

**Petroleum Platoon**  
*Meritorious Unit Commendation*—1 May–15 Dec 66, DAGO 28,69

**506th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 68–31 Mar 69, DAGO 36, 70

**507th Engineer Detachment**  
*Meritorious Unit Commendation*—16 Dec 66–23 Sep 67, DAGO 48, 68; 24 Sep 67–31 May 68, DAGO 17, 69

**507th Medical Detachment**  
*Meritorious Unit Commendation*—1 May 69–30 Apr 70, DAGO 2, 71

**507th Replacement Company**  
*Meritorious Unit Commendation*—Jun 66–Jun 67, DAGO 17, 68; 1 Jul 67–30 Jun 68, DAGO 1, 69; 1 Jul 68–30 Jun 69, DAGO 39, 70; 1 Jul 69–30 Jun 70, DAGO 50, 71

**507th Transportation Detachment**  
*Valorous Unit Award*—7 Dec 69–16 Feb 70, DAGO 48, 71  
*RVN Gallantry Cross w/Palm*—30 Mar–14 May 69, DAGO 43, 70; 2 Dec 69–8 Jan 71, DAGO 24,72; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—30 Mar 69–2 May 70, DAGO 48, 71

**507th Transportation Group**  
*Meritorious Unit Commendation*—1 Jan 67–30 Apr 69, DAGO 39, 70

**508th Army Postal Unit**  
*Meritorious Unit Commendation*—1 Sep 71–15 Oct 72, DAGO 32, 73

**508th Infantry**

**1st Battalion**  
*Valorous Unit Award*—1 May 68–8 Jan 69, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—6 Oct 68–11 Nov 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—12 Mar–4 Oct 68, DAGO 48, 71

**Combat Support Company**  
*Army Superior Unit Award*—24 Jan 85–22 Jul 85, DAGO 9, 87

**508th Signal Detachment**  
*Meritorious Unit Commendation*—5 Dec 66–6 Nov 67, DAGO 42, 69

**508th Transportation Detachment**

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

*Meritorious Unit Commendation*—1 Jul 68–31 Mar 69, DAGO 36, 70

**509th Engineer Company**  
*Meritorious Unit Commendation*—1 Dec 66–31 Oct 68, DAGO 37, 70  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**509th Ordnance Detachment**  
*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63

**Headquarters & Headquarters Company, 509th Radio Research Group**  
*Meritorious Unit Commendation*—1 Jun 66–30 Sep 67, DAGO 48, 68; 1 Oct 67–31 Dec 68, DAGO 14, 79; 1 Jan 69–31 Dec 70, DAGO 43, 72; 1 Jan 71–30 Jun 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74  
*Remarks:* Unit was 509th ASA Gp

**509th Signal Detachment**  
*Meritorious Unit Commendation*—10 Oct 66–30 Jun 68, DAGO 42, 69

**510th Engineer Company**  
*Meritorious Unit Commendation*—1 Sep 66–1 Apr 67, DAGO 17, 68

**510th Replacement Company**  
*Meritorious Unit Commendation*—Jun 66–Jun 67, DAGO 17, 68; 1 Jul 67–30 Jun 68, DAGO 1, 69; 1 Jul 68–30 Jun 69, DAGO 39, 70; 1 Jul 69–30 Jun 70, DAGO 50, 71

**510th Transportation Detachment**  
*Valorous Unit Award*—3–20 Mar 71, DAGO 5, 73  
*RVN Gallantry Cross w/Palm*—20 Oct 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—20 Oct 68–2 May 70, DAGO 48, 71

**511th Engineer Company**  
*Valorous Unit Award*—8 Feb–15 Sep 68 DAGO 53, 70  
*Meritorious Unit Commendation*—Aug 65–Jun 66, DAGO 17, 68; Jun–Dec 66, DAGO 17,68; 4 Dec 66–10 Oct 67, DAGO 42, 69; 18 Dec 68–23 Apr 69 and 26 Jun 69–3 Feb 70, DAGO 18, 79, amended DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—29 Oct–11 Nov 70, DAGO 5, 73; 3 May 70–30 Apr 71, DAGO 6, 74

**511th Signal Detachment**  
*Meritorious Unit Commendation*—18 Oct 67–30 Jun 68, DAGO 42, 69

**512th Quartermaster Company**  
*Meritorious Unit Commendation*—20 Nov 66–31 Aug 68, DAGO 28, 69; 1 Sep 68–28 Feb 70, DAGO 24, 72; 1 Mar–30 Sep 70, DAGO 18, 79, amended DAGO 43, 72

**512th Signal Detachment**  
*Meritorious Unit Commendation*—10 Oct 67–30 Jun 68, DAGO 42, 69

**512th Transportation Company**  
*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69  
*Others:* (F) RVNGCwGS—23 Oct 66–24 Apr 71 DAGO 24, 72

**512th Transportation Detachment**  
*Meritorious Unit Commendation*—7 Mar 67–30 Jun 68, DAGO 39, 70

**513th Engineer Company**  
*Meritorious Unit Commendation*—2 Aug 66–19 Mar 67, DAGO 5, 69; 20 Mar–31 Oct 67 DAGO 5,69; 1 Nov 67–31 Dec 68 DAGO 70, 69  
*RVN Civil Actions Honor Medal, FC*—1 Apr–31 Jul 71, DAGO 11, 73; 3 May 70–30 Apr 71, DAGO 6, 74

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

**1st Platoon**  
*Meritorious Unit Commendation*—Jun 65–May 66, DAGO 5, 69

**513th Signal Detachment**  
*Valorous Unit Award*—31 Jan–9 68, DAGO 66, 68  
*Meritorious Unit Commendation*—25 Mar–1 Oct 68, DAGO 42, 69

**514th Quartermaster Company**  
*Meritorious Unit Commendation*—1 Nov 67–31 May 68, DAGO 39, 70

**514th Signal Detachment**  
*Meritorious Unit Commendation*—10 Oct 67–30 Jun 68, DAGO 42, 69

**515th Engineer Platoon**  
*Meritorious Unit Commendation*—15 Feb–31 Oct 68, DAGO 42, 69; 1 Jul 69–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—1 Nov 67–9 Feb 70, DAGO 43, 70

**515th Military Police Detachment**  
*Meritorious Unit Commendation*—1 Jan 69–1 Aug 71, DAGO 16, 72

**515th Ordnance Company**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68; 1 Jul 70–31 Dec 71 DAGO 40, 72

**515th Transportation Company**  
*Meritorious Unit Commendation*—21 Sep 65–1 Aug 66, DAGO 1, 69, amended DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**516th Personnel Service Company**  
*Meritorious Unit Commendation*—11 Mar 68–31 Mar 69, DAGO 39, 70; 1 Jan 70–30 Apr 71, DAGO 5, 73; 1 May 71–27 Aug 72, DAGO 52, 74

**516th Transportation Detachment**  
*Valorous Unit Award*—3–20 Mar 71, DAGO 5, 73  
*RVN Gallantry Cross w/Palm*—20 Oct 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—20 Oct 68–2 May 70, DAGO 48, 71

**517th Engineer Company**  
*Valorous Unit Award*—8 Feb–15 Sep 68, DAGO 53, 70  
*RVN Civil Actions Honor Medal, FC*—31 Dec 68–9 Feb 70, DAGO 43, 70

**Asphalt Platoon**  
*RVN Civil Actions Honor Medal, FC*—3 May–7 Nov 70, DAGO 6, 74

**Quarry Section**  
*Meritorious Unit Commendation*—24 Feb–1 Sep 69, DAGO 2, 71

**517th Engineer Detachment**  
*Meritorious Unit Commendation*—1 Jul 67–31 Dec 68, DAGO 56, 69; 23 Feb–31 Oct 69, DAGO 42, 71; 1 Nov 69–1 Mar 71, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO 51, 71

**517th Military Intelligence Detachment**  
*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70; 8 Feb–30 Apr 71, DAGO 5, 85, amended DAGO 42, 72

**Team 1–61, Interrogation of Prisoners of War Section**  
*Valorous Unit Award*—11–15 Nov 69, DAGO 52, 74

**517th Signal Detachment**  
*Meritorious Unit Commendation*—1 Apr–1 Oct 68, DAGO 42, 69

**518th Engineer Detachment**

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

*Meritorious Unit Commendation*—1 Sep 68–31 Jul 69, DAGO 39, 70; 1 Jul 70–1 Oct 71, DAGO 5, 73

**518th Medical Detachment**  
*Meritorious Unit Commendation*—2 Jul 67–31 May 68, DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—1 Apr–26 Jun 70, DAGO 5, 79, amended DAGO 11, 73

**518th Military Intelligence Detachment**  
*RVN Gallantry Cross w/Palm*—6 Oct 68–11 Nov 69, DAGO 43, 70

**518th Signal Company**  
*Meritorious Unit Commendation*—Jul 65–Jun 66, DAGO 17, 68; 1 Jul 66–10 Aug 67, DAGO 54, 68; 11 Aug 67–30 Apr 68, DAGO 48, 69

**Detachments 11 and 12**  
*Meritorious Unit Commendation*—1 Jun 68–31 Jan 70, DAGO 24, 72

**518th Signal Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 70, DAGO 43, 72

**518th Transportation Detachment**  
*Others: (F) RVNGCwSS*—30 Jun 69–30 Aug 70 DAGO 24, 72

**519th Medical Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**519th Military Intelligence Battalion**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 70, DAGO 52, 74; 1 Jan–18 Oct 72 DAGO 6, 76 revoked DAGO 2, 76  
*Remarks:* Awarded to all Navy, AF and Marine Corps personnel who may have been attached to and serving with the 525th MI Gp and its assigned and attached units.

**Headquarters & Headquarters Company**  
*Meritorious Unit Commendation*—1 Jan 68–31 Dec 69, DAGO 51, 71

**Company A**  
*Meritorious Unit Commendation*—1 Jan 68–25 Sep 69, DGO 51, 71

**Company C**  
*Meritorious Unit Commendation*—1 Sep 66–30 Sep 67, DAGO 43, 68

**519th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37,70

**520th Medical Company**  
*Meritorious Unit Commendation*—13 Apr 68–15 Feb 69, DAGO 37, 70

**520th Medical Detachment**  
*Meritorious Unit Commendation*—9 Aug 67–27 Jul 68, DAGO 48, 69  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**Headquarters & Headquarters Company 520th Transportation Battalion**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 17, 69, amended DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51,71; 1 Aug 71–27 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**520th Transportation Detachment**  
*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69; 1 Apr 69–31 Mar 70, DAGO 51, 71

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

*Others:* (F) RVNGCwGS 19 Oct 66–24 Apr 71, DAGO 24, 72

**522d Medical Detachment**  
*Meritorious Unit Commendation*—27 Mar 68–27 Sep 69, DAGO 39, 70

**522d Signal Detachment**  
*Presidential Unit Citation*—25 Jun 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—25 Jun 67–17 May 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70 DAGO 48, 71

**522d Transportation Platoon**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69

**523d Engineer Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 71, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jul 68–9 Feb 70, DAGO 43, 70

**523d Field Hospital**  
*Meritorious Unit Commendation*—1 Sep 67–31 Jul 68, DAGO 31, 69

**523d Quartermaster Platoon**  
*Meritorious Unit Commendation*—28 Dec 68–31 Mar 70, DAGO 52, 74

**523d Signal Battalion**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters & Headquarters Company**  
*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**Company B, 3d Platoon**  
*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72

**523d Signal Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 28, 69

**523d Transportation Company**  
*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74  
*Remarks:* RVNGCwGS 23 Oct 66–24 Apr 71 DAGO 24, 72

**524th Military Intelligence Detachment**  
*Meritorious Unit Commendation*—1 Oct 66–31 May 68, DAGO 67, 68

**524th Quartermaster Company**  
*Meritorious Unit Commendation*—8 Jun 67–31 Jul 68, DAGO 48, 69

**525th Military Intelligence Group**  
*Meritorious Unit Commendation*—1 Dec 67–30 Nov 68, DAGO 39, 70; 1 Dec 68–24 Sep 69, DAGO 52, 74

**Headquarters & Headquarters Company, 525th Military Intelligence Group**  
*Meritorious Unit Commendation*—1 Dec 68–31 Dec 69, DAGO 52, 74 (Prior to 25 Sep 69 unit was shown as 525 MI Gp; after, unit redesignated HHC, 525th MI Gp); 1 Jan–31 Dec 70, DAGO 52, 74; 1 Jan 71–5 Mar 73, DAGO 6, revoked DAGO 2, 76  
*Remarks:* Awarded to all Navy, AF and Marine Corps personnel who may have been attached to and serving with the 525th MI Gp and its assigned and attached units.

**525th Quartermaster Company**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Less Petroleum Base Laboratory**  
*Meritorious Unit Commendation*—8 Jun 67–31 Jul 68, DAGO 48, 69

**Petroleum Base Laboratory**

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

*Meritorious Unit Commendation*—2 May 67–31 Aug 68, DAGO 28, 69; 1 Sep 68–28 Feb 70, DAGO 24, 72; 1 Mar–30 Sep 70, DAGO 43, 72

**2d Platoon**  
*Meritorious Unit Commendation*—1 Nov 69–31 May 70, DAGO 48, 71

**525th Signal Company**  
*RVN Gallantry Cross w/Palm*—17 Sep 65–Jun 72, DAGO 54, 74

**526th Maintenance Company**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68

**526th Replacement Company**  
*Meritorious Unit Commendation*—Jun 66–Jun 67, DAGO 17, 68; 1 Jul 67–30 Jun 68 DAGO 1, 69; 1 Jul 68–30 Jun 69, DAGO 39, 70; 1 Jul 69–30 Jun 70, DAGO 50, 71

**527th Military Police Company**  
*Presidential Unit Citation*—31 Jan–10 Feb 68, DAGO 17, 69  
*Meritorious Unit Commendation*—1 Jan–15 Oct 68, DAGO 48, 69

**527th Personnel Service Company**  
*Meritorious Unit Commendation*—1 Nov 68–31 May 69, DAGO 39, 70; 1 Jul 71–31 Jan 73, DAGO 32, 73

**527th Transportation Detachment**  
*Valorous Unit Award*—3–20 Mar 71, DAGO 5, 73  
*RVN Gallantry Cross w/Palm*—20 Oct 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—20 Oct 68–2 May 70, DAGO 48, 71

**528th Medical Laboratory**  
*Meritorious Unit Commendation*—4 Jun 66–1 Apr 67, DAGO 17, 68

**528th Ordnance Detachment**  
*Meritorious Unit Commendation*—Sep 65–Jun 66, DAGO 17, 68

**528th Quartermaster Company**  
*Meritorious Unit Commendation*—1 Jan 68–31 May 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**528th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37,70

**529th Transportation Company**  
*Meritorious Unit Commendation*—2 Jan–2 Jul 67, DAGO 17, 68

**529th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68 DAGO 37,70

**530th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—20 Oct 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6,74; 18 Apr–31 Aug 71 and 6–19 Sep 71 DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—20 Oct 68–2 May 70, DAGO 48, 71

**531st Engineer Detachment**  
*Meritorious Unit Commendation*—16 Dec 66–23 Sep 67, DAGO 48, 68; 24 Sep 67–31 May 68, DAGO 17, 69

**531st Transportation Company**  
*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**532d Engineer Detachment**  
*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**532d Transportation Detachment**  
*Meritorious Unit Commendation*—5 Dec 67–30 Jun 68, DAGO 39, 70

**Table 9**  
**Army units in numerical order—410th Transportation Company**  
**through 559th Transportation Detachment—Continued**

**533d Ordnance Detachment**  
*Meritorious Unit Commendation*—Jan–Dec 66, DAGO 17, 68; 1 Jan–31 Dec 69, DAGO 2, 71

**534th Medical Detachment**  
*Valorous Unit Award*—13–19 Aug 67, DAGO 37, 70; 12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 8 Feb–31 Mar 71, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**534th Signal Company**  
*RVN Gallantry Cross w/Palm*—20 Dec 68–26 Sep 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—15 Apr 69–16 Mar 71, DAGO 5, 73

**534th Supply Detachment**  
*Meritorious Unit Commendation*—1 Dec 68–31 Aug 69, DAGO 39, 70

**534th Transportation Company**  
*Meritorious Unit Commendation*—1 Jul 68–31 Mar 69, DAGO 36, 70; 1 Apr–30 Sep 69 DAGO 50, 71

**535th Signal Company**  
*Meritorious Unit Commendation*—1 Oct 70–25 Sep 72, DAGO 32, 73

**536th Engineer Detachment**  
*Meritorious Unit Commendation*—May 66–Apr 67, DAGO 5, 79, amended DAGO 17, 68  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–1 Jul 68, DAGO 43, 70; 1 Jan 70–15 Jan 71, DAGO 24, 72

**536th Engineer Platoon**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 70, 69; 1 Jan–31 Dec 69, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**536th Maintenance Company**  
*Meritorious Unit Commendation*—20 Jul 66–15 Jul 68, DAGO 60, 69

**537th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**538th Engineer Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 69, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—3 May 70–14 Apr 71, DAGO 6, 74

**538th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**538th Transportation Company**  
*Meritorious Unit Commendation*—6 Jun 66–31 Aug 68, DAGO 28, 69; 1 Sep 68–28 Feb 70, DAGO 24, 72

**538th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**539th Engineer Detachment**  
*Meritorious Unit Commendation*—1 Jun 64–Sep 66, DAGO 53, 67; Oct 66–Sep 67, DAGO 51, 68  
*Others: (F) PHILPUC*—Jul & Aug 72 DAGO 54, 74

**539th Supply Company**  
*Meritorious Unit Commendation*—28 Sep 66–1 Jun 67, DAGO 54, 68

**539th Transportation Company**  
*Meritorious Unit Commendation*—1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71

**Table 9**  
**Army units in numerical order—410th Transportation Company**  
**through 559th Transportation Detachment—Continued**

*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**539th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**540th Signal Detachment**  
*Presidential Unit Citation*—24 May 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—24 May 67–17 May 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**540th Supply Company**  
*Meritorious Unit Commendation*—2 May–31 Dec 67, DAGO 54, 68

**540th Transportation Company**  
*Meritorious Unit Commendation*—Sep 65–Nov 66, DAGO 17, 68; 1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71

**540th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Nov 69–31 May 70, DAGO 48, 71

**541st Medical Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71; 1 Jan–31 Dec 71, DAGO 32, 73

**541st Military Intelligence Detachment**  
*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69, amended DAGO 12, 69  
*RVN Gallantry Cross w/Palm*—7 Sep 66–10 Aug 68, DAGO 60, 69; 1 May 69–15 Feb 70, DAGO 50, 71; 1 Mar–30 Oct 70 DAGO 55, 71

**541st Supply Company**  
*Meritorious Unit Commendation*—1 Jan 67–31 Dec 68, DAGO 75, 69

**541st Transportation Company**  
*Meritorious Unit Commendation*—Sep 65–Mar 66, DAGO 17, 68; 1 Apr 69–31 Mar 70, DAGO 31, 71  
*Others: (F) RVNGCwGS*—5 Feb 68–24 Apr 71, DAGO 24, 72

**542d Engineer Detachment**  
*Meritorious Unit Commendation*—31 Jul 68–30 Apr 69, DAGO 39, 70; 1 Jun 70–31 May 71, DAGO 43, 72  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**543d Transportation Company**  
*Meritorious Unit Commendation*—1 Oct 69–31 May 70 DAGO 50, 71

**544th Engineer Company**  
*Meritorious Unit Commendation*—1 Oct 67–31 Aug 68, DAGO 42, 69; 4 Apr–31 Oct 69, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**544th Replacement Company**  
*Meritorious Unit Commendation*—Jun 66–Jun 67, DAGO 17, 68; 1 Jul 67–30 Jun 68, DAGO 1, 69; 1 July 68–30 Jun 69, DAGO 39, 70; 1 Jul 69–30 Jun 70, DAGO 50, 71

**544th Signal Detachment**  
*Meritorious Unit Commendation*—12 Mar 67–5 Feb 68, DAGO 42, 69  
*Others: (N) PUC*—20 Jan–1 Apr 68, DAGO 30, 68, amended by DAGO 45, 68 and DAGO 17, 69

**544th Transportation Company**  
*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 69

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69

**544th Transportation Detachment**

*Valorous Unit Award*—4–6 Apr 65, DAGO 34, 66  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**545th Medical Detachment**

*Meritorious Unit Commendation*—1 May 69–30 Apr 70, DAGO 2, 71

**545th Military Police Company**

*Presidential Unit Citation*—23 Oct–26 Nov 65, DAGO 40, 67  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—12 Feb 67–1 Jan 68, DAGO 54, 68, was amended by DAGO 2, 71 which was revoked by DAGO 51, 71; 1 Jan–31 Oct 68 DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—9 Aug 65–19 May 69, DAGO 43, 70 amended DAGO 59, 69; May 69–Feb 70, DAGO 11, 73, amended DAGO 42, 72; 21 Feb 70–28 Feb 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**3d Platoon**

*Presidential Unit Citation*—25 Aug–14 Nov 66, DAGO 2, 73  
*Valorous Unit Award*—1–31 Oct 67, DAGO 39, 70

**545th Signal Detachment**

*Meritorious Unit Commendation*—12 Mar 67–1 Jan 68, DAGO 42, 69

**545th Transportation Company**

*Meritorious Unit Commendation*—1 Nov 69–31 May 70, DAGO 48, 71  
*Others: (F) RVNCGwGS*—1 Dec 68–24 Apr 71 DAGO 24, 72

**545th Transportation Detachment**

*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67; 1 Oct–31 Dec 69, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69– Feb 70, DAGO 11, 73, amended DAGO 42, 72; 22 Feb–19 May 71, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**545th Medical Detachment**

*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69– 30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—28 Oct–6 Dec 70, DAGO 24, 72

**546th Signal Detachment**

*Meritorious Unit Commendation*—26 Jun 67–31 Mar 68, DAGO 67, 68

**547th Engineer Company**

*RVN Civil Actions Honor Medal, FC*—3 May 70–22 Mar 71, DAGO 6, 74

**547th Engineer Detachment**

*Meritorious Unit Commendation*—1 Jan–31 Dec 68, DAGO 37, 70  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**547th Engineer Platoon**

*Meritorious Unit Commendation*—12 Jun 67–7 Dec 68, DAGO 48, 69

**547th Signal Detachment**

*Meritorious Unit Commendation*—28 Dec 68–31 Mar 70, DAGO 52, 74

**548th Supply Company**

*Meritorious Unit Commendation*—2 Nov 66–1 Jun 67, DAGO 54, 68

**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

**548th Maintenance Company**

*Meritorious Unit Commendation*—15 Feb–15 Aug 69, DAGO 39, 70; 1 Aug 70–18 Mar 71, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—19 Apr 67–31 Aug 68, DAGO 48, 71; 1 Mar–9 Oct 71, DAGO 6,74

**548th Signal Detachment**

*Meritorious Unit Commendation*—26 Jan 68–31 Mar 69, DAGO 39, 70

**549th Maintenance Company**

*Meritorious Unit Commendation*—1 Nov 68–1 May 69, DAGO 39, 70

**549th Quartermaster Company**

*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72  
*Others: (F)RVNCGwGS*—Apr–Jul 72 DAGO 16, 74

**550th Ordnance Detachment**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 67, DAGO 48, 68; 16 Sep 69–19 Apr 70, DAGO 50, 71

**550th Signal Battalion**

*Meritorious Unit Commendation*—1 Oct 69–25 Sep 72, DAGO 32, 73

**551st Engineer Detachment**

*RVN Civil Actions Honor Medal, FC*—21 Jan 68–9 Feb 70, DAGO 43, 70

**551st Maintenance Company**

*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69, amended DAGO 12, 69

**551st Medical Detachment**

*Meritorious Unit Commendation*—1 Sep 67–31 Jul 68, DAGO 31, 69

**551st Ordnance Detachment**

*Meritorious Unit Commendation*—31 Oct 65–31 Dec 67, DAGO 48, 68

**551st Transportation Company**

*Meritorious Unit Commendation*—6 Sep 66–6 Mar 67, DAGO 1, 69 amended DAGO 17, 68; 1 July 68–31 Mar 69, DAGO 39, 70

**551st Transportation Detachment**

*Meritorious Unit Commendation*—23 Jun 69–30 Apr 70, DAGO 24, 72

**552d Maintenance Company**

*Meritorious Unit Commendation*—1 Jun 69–31 May 70, DAGO 48, 71

**552d Military Police Company**

*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO 51, 71

**553d Engineer Company**

*Meritorious Unit Commendation*—2 Jul 66–7 Apr 67, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74; 1 Apr–31 Jul 71, DAGO 11, 73

**(Less 3d Platoon)**

*Meritorious Unit Commendation*—12 Jun 67–7 Dec 68, DAGO 48, 69

**3d Platoon**

*Meritorious Unit Commendation*—12 Jun 67–29 Feb 68, DAGO 48, 69; 1 Mar–31 Oct 68, DAGO 37, 70

**553d Engineer Detachment**

*Meritorious Unit Commendation*—16 Dec 66–23 Sep 67, DAGO 48, 68; 24 Sep 67–31 May 68 DAGO 17, 69

**553d Maintenance Company**

*Meritorious Unit Commendation*—20 Jul 66–30 Nov 68, DAGO 60, 69



**Table 9**  
**Army units in numerical order—410th Transportation Company through 559th Transportation Detachment—Continued**

**554th Engineer Battalion**  
*Meritorious Unit Commendation*—14 Apr 67–14 Feb 68, DAGO 48, 68; 15 Feb–31 Oct 68, DAGO 42, 69  
*RVN Gallantry Cross w/Palm*—Apr 67–Aug 68, DAGO 48, 71; 1 Sep 68–30 Sep 70, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70; 20 Apr 67–21 Jan 70, DAGO 8, 74

**Headquarters & Headquarters Company**  
*RVN Civil Actions Honor Medal, FC*—1 Nov 70–22 Mar 71, DAGO 6, 74

**554th Engineer Company**  
*Meritorious Unit Commendation*—7 Apr–20 Dec 67, DGO 39, 70

**554th Ordnance Company**  
*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**554th Transportation Platoon**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69

**555th Maintenance Company**  
*Meritorious Unit Commendation*—23 Nov–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68  
*Remarks:* Unit redesignated effective 23 Nov 66 from 58th Sig Co

**556th Transportation Company**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 12 May 66–31 Aug 68, DAGO 28, 69; 1 Sep 68–28 Feb 70, DAGO 24, 72

**556th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 37, 70

**557th Engineer Company**  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**557th Infantry Platoon**  
*RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70  
*RVN Civil Actions Honor Medal, FC*—21 Feb 69–2 May 70, DAGO 48, 71

**557th Maintenance Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 70, DAGO 43, 72

**557th Military Police Company**  
*Meritorious Unit Commendation*—Sep 65–Jun 66, DAGO 17, 68; 1 Jan–31 Dec 67, DAGO 54, 68; 1 Jan–31 Dec 68, DAGO 39, 70

**557th Transportation Detachment**  
*Meritorious Unit Commendation*—16 Feb 69–30 Sep 70, DAGO 43, 72

**558th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 37, 70

**559th Engineer Detachment**  
*Meritorious Unit Commendation*—1 Dec 66–20 Mar 68, DAGO 3, 69

**559th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 39, 70

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company**

**560th Maintenance Company**  
*Meritorious Unit Commendation*—1 Jun 69–31 May 70, DAGO 48, 71

**560th Military Police Company**  
*Meritorious Unit Commendation*—Apr 63–May 64, DAGO 14, 65; 1 Jan–31 Dec 67, DAGO 54, 68; 1 Jan–30 Sep 68, DAGO 70, 69 amended DAGO 48, 69; 2 Apr 71–19 Mar 73, DAGO 32, 73

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*RVN Civil Actions Honor Medal, FC*—1 Aug 70–30 Jun 71, DAGO 32, 73  
*Others:* (N) NUC—6 Sep 62–31 Mar 63, DAGO 14, 79, amended DAGO 32, 73

**560th Supply Company**  
*Meritorious Unit Commendation*—25 Feb–15 Sep 68, DAGO 37, 70; 16 Sep 68–31 Mar 69, DAGO 18, 79 amended DAGO 50, 71

**560th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 37, 70

**561st Engineer Company**  
*Meritorious Unit Commendation*—Feb 62–Feb 66, DAGO 22, 66

**561st Quartermaster Detachment**  
*Meritorious Unit Commendation*—15 Jun 67–1 Mar 68, DAGO 67, 68

**561st Supply Company**  
*Meritorious Unit Commendation*—1 Sep 68–28 Feb 69, DGO 39, 70

**561st Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 37, 70

**562d Artillery**  
**2d Battalion**

**Headquarters & Headquarters Battery**  
*Others:* (AF) AFOUA—13–21 Aug 67 DAGO 21, 68

**562d Supply Company**  
*Meritorious Unit Commendation*—26 Jan–31 Dec 67, DAGO 18, 79, amended DAGO 28, 69

**563d Medical Company**  
*RVN Civil Actions Honor Medal, FC*—5 Dec 68–31 Jul 70, DAGO 52, 71

**563d Quartermaster Detachment**  
*Meritorious Unit Commendation*—15 Jun 67–1 Mar 68, DGO 67, 68

**Headquarters & Headquarters Company, 563d Supply and Service Battalion**  
*Meritorious Unit Commendation*—2 May–31 Dec 67, DAGO 54, 68

**563d Transportation Company**  
*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69; 1 Apr 69–31 Mar 70, DAGO 51, 71  
*Others:* (F) RVNGCwGS—23 Oct 66–26 Sep 69 DAGO 24, 72

**563d Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**564th Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Sep 69–1 Feb 70, DAGO 11, 73, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**564th Transportation Platoon**  
*Meritorious Unit Commendation*—6 Sep 66–6 Mar 67, DAGO 1, 69, amended DAGO 17, 68

**565th Transportation Company**  
*Meritorious Unit Commendation*—21 Sep 65–6 Mar 67, DAGO 1, 69 amended DAGO 17, 68; 7 Mar 67–4 Feb 68, DAGO 39, 70

**566th Army Postal Unit**  
*Meritorious Unit Commendation*—1 Sep 71–25 Jun 72, DAGO 32, 73

**566th Transportation Company**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 69, DAGO 39, 70; 17 Jan–31 Jul 70, DAGO 24, 72

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

**567th Engineer Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–1 Jun 67, DAGO 60, 69, amended DAGO 54, 68

**567th Transportation Company**  
*Meritorious Unit Commendation*—1 Jul 68–31, Mar 69, DAGO 39, 70; 30 May 70–30 Jun 71, DAGO 43, 72; 1 Jul 71–31 Mar 72, DAGO 5, 73

**568th Medical Company**  
*Meritorious Unit Commendation*—30 Jun 66–7 Jun 68, DAGO 28, 69

**568th Military Intelligence Detachment**  
*Meritorious Unit Commendation*—1 Sep 66–30 Sep 67, DAGO 43, 68

**568th Quartermaster Platoon**  
*Meritorious Unit Commendation*—20 Dec 68–31 Dec 69, DAGO 18, 79, amended DAGO 2, 71

**568th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74

**569th Engineer Company**  
*Meritorious Unit Commendation*—1 Sep 67–31 Dec 68, DAGO 39, 70

**569th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69, DAGO 42, 72; 1 Jan 69–30 Sep 70 DAGO 6,74

**570th Army Postal Unit**  
*Meritorious Unit Commendation*—1 Sep 71–31 Dec 72, DAGO 32, 73

**570th Military Intelligence Detachment**  
*Meritorious Unit Commendation*—1 Sep 66–30 Sep 67, DAGO 43, 68  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**571st Engineer Company**  
*RVN Gallantry Cross w/Palm*—1 Oct 69–20 Jul 70, DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—1 Oct 69–20 Jul 70, DAGO 55, 71

**3d Platoon**  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72

**571st Medical Detachment**  
*Meritorious Unit Commendation*—1 Sep 67–30 Aug 68, DAGO 17, 69

**571st Military Intelligence Detachment**  
*Meritorious Unit Commendation*—25 Sep–31 Dec 69, DAGO 52, 74; 1 Jan–31 Dec 70, DAGO 52, 74; 1 Jan 71–12 Feb 73, DAGO 6, 76  
*Remarks:* Awarded to all Navy, AF and Marine Corps personnel who may have been attached to and serving with the 525th MI Group and its assigned and attached units.

**Team AH**  
*Meritorious Unit Commendation*—1 Oct 66–31 May 68, DAGO 67, 68

**571st Ordnance Company**  
*Meritorious Unit Commendation*—25 Sep 68–5 Aug 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**571st Transportation Detachment**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Sep 69–Feb 70, DAGO 11, 73 amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–1 Feb 70, DAGO 42, 72

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

**572d Engineer Company**  
*Meritorious Unit Commendation*—15 Jan 66–7 Apr 67, DAGO 39, 70; 12 Jun 67–4 Oct 68, DAGO 48, 69; 7 Oct 68–31 May 69, DAGO 60, 69  
*RVN Civil Actions Honor Medal, FC*—3 May 70–22 Mar 71, DAGO 6, 74

**572d Military Intelligence Department**  
*Meritorious Unit Commendation*—25 Sep–31 Dec 69, DAGO 52, 74; 1 Jan–31 Dec 70, DAGO 52, 74; 1 Jan 71–16 Feb 73, DAGO 6, 76 revoked DAGO 2, 76  
*Remarks:* Awarded to all Navy, AF and Marine Corps personnel who may have been attached to and serving with 525th MI Group and its assigned and attached units

**Team A1**  
*Meritorious Unit Commendation*—1 Oct 66–31 May 68, DAGO 67, 68

**572d Transportation Company**  
*Meritorious Unit Commendation*—10 Dec 68–30 Jun 69, DAGO 53, 70; 1 Jul 69–31 May 70, DAGO 50, 71

**573d Engineer Company**  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–16 Dec 68, DAGO 43, 70

**573d Military Intelligence Detachment**  
*Meritorious Unit Commendation*—25 Sep–31 Dec 69, DAGO 52, 74; 1 Jan–31 Dec 70, DAGO 52, 74; 1 Jan 71–12 Feb 73, DAGO 6, 76, revoked DAGO 2,76  
*Remarks:* Awarded to all Navy, AF, and Marine Corps personnel who may have been attached to and serving with 525th MI Group and its assigned and attached units.

**Team BA**  
*Meritorious Unit Commendation*—1 Oct 66–31 May 68, DAGO 67, 68

**573d Supply and Service Company**  
*Meritorious Unit Commendation*—1 Sep 68–28 Feb 69, DAGO 39, 70

**573d Transportation Detachment**  
*Presidential Unit Citation*—10–13 Jun 65, DAGO 43, 66  
*Valorous Unit Award*—19 Mar 67, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—2–12 Jun 64, DAGO 46, 68; 1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21,69

**574th Maintenance Detachment**  
*RVN Gallantry Cross w/Palm*—15 Dec 69–21 Aug 70, DAGO 52, 71

**574th Military Intelligence Detachment**  
*Meritorious Unit Commendation*—25 Sep–31 Dec 69, DAGO 52, 74; 1 Jan–31 Dec 70, DAGO 52, 74; 1 Jan 71–12 Feb 73, DAGO 6, 76, revoked DAGO 2,76  
*Remarks:* Awarded to all Navy, AF, and Marine Corps personnel who may have been attached to and serving with the 525th MI Group and its assigned and attached units.

**Team GB**  
*Meritorious Unit Commendation*—1 Oct 66–31 May 68, DAGO 67, 68

**574th Supply and Service Company**  
Graves Registration Section  
*Meritorious Unit Commendation*—1 Jan 68–31 May 69, DAGO 39, 70

**Petroleum Platoon**  
*Meritorious Unit Commendation*—20 Jul–24 Aug 66 and 15 May 67–31 Aug 68, DAGO 28, 69

**575th General Dispensary**

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*Meritorious Unit Commendation*—1 Sep 67–31 Jul 68, DAGO 31, 69

**575th Military Intelligence Detachment**  
*Meritorious Unit Commendation*—25 Sep–31 Dec 69, DAGO 52, 74; 1 Jan–31 Dec 70, DAGO 52, 74; 1 Jan 71–5 Mar 73, DAGO 6, 76, revoked DAGO 2, 76  
*Remarks:* Awarded to all Navy, AF Marine Corps personnel who may have been attached to and serving with the 525th MI Group and its assigned and attached units.

**Team GD**  
*Meritorious Unit Commendation*—1 Oct 66–31 May 68, DAGO 67, 68

**575th Supply Company**  
*Meritorious Unit Commendation*—29 Sep 66–1 Jun 67, DAGO 54, 68

**575th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**576th Military Intelligence Detachment**

**Team GE**  
*Meritorious Unit Commendation*—1 Oct 66–31 May 68, DAGO 67, 68

**576th Ordnance Company**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Jan–30 Apr 69 and 15 Sep 69–30 Sep 70, DAGO 50, 71

**576th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**577th Engineer Battalion**  
*Meritorious Unit Commendation*—2 Aug 66–11 Jun 67, DAGO 5, 69; 12 Jun 67–7 Dec 68, DAGO 48, 69

**Headquarters & Headquarters Company**  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**Company C**  
*Meritorious Unit Commendation*—May 66–Apr 67, DAGO 17, 68

**577th Military Intelligence Detachment**

**Team HA**  
*Meritorious Unit Commendation*—10 Oct 66–31 May 68, DAGO 67, 68

**578th Engineer Company**  
*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**578th Maintenance Company**  
*Meritorious Unit Commendation*—1 May 68–30 Apr 69, DAGO 39, 70

**578th Military Intelligence Detachment**

**Team HC**  
*Meritorious Unit Commendation*—1 Oct 66–31 May 68, DAGO 67, 68

**578th Signal Company**  
*Meritorious Unit Commendation*—26 Jun 65–1 Jun 66 DAGO 53, 67, amended DAGO 20, 67; 1 Oct 67–31 Aug 68, DAGO 42, 69

**2d Platoon**  
*Meritorious Unit Commendation*—3 May 69–31 Jan 70, DAGO 24, 72

**3d Platoon**

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*Meritorious Unit Commendation*—15 Aug 66–30 Jun 68, DAGO 42, 69

**578th Supply Company**  
*Meritorious Unit Commendation*—2 May–31 Dec 67, DAGO 54, 68

**579th Engineer Detachment**  
*Meritorious Unit Commendation*—1 Dec 66–20 Mar 68, DAGO 3, 69  
*RVN Civil Actions Honor Medal, FC*—2 Oct 68–30 Apr 69, DAGO 43, 70

**579th Military Intelligence Detachment**

**Team HE**  
*Meritorious Unit Commendation*—1 Oct 66–31 May 68, DAGO 67, 68

**579th Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Jun 69–31 May 70, DAGO 48, 71

**579th Signal Company**  
*RVN Civil Actions Honor Medal, FC*—1 Aug 66–21 Jan 70, DAGO 51, 71

**579th Signal Detachment**  
*Valorous Unit Award*—1 Jan–24 Mar 66, DAGO 17, 68

**580th Military Intelligence Detachment**

**Team HD**  
*Meritorious Unit Commendation*—1 Oct 66–31 May 68, DAGO 67, 68

**580th Signal Company**  
*Meritorious Unit Commendation*—1 Nov 66–15 Aug 67, DAGO 46, 69; 15 Aug 67–31 Aug 68, DAGO 37, 70; 1 Sep 68–31 Aug 69, DAGO 43, 70

**581st Data Processing Detachment**

**Team FA**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68

**581st Signal Company**  
*Meritorious Unit Commendation*—Jul 65–Jun 66, DAGO 17, 68

**581st Supply Company**  
*Meritorious Unit Commendation*—1 Jan–2 May 67 and 26 Oct–31 Dec 67 DAGO 18, 79, amended DAGO 29, 69

**582d Military Intelligence Detachment**  
*RVN Gallantry Cross w/Palm*—30 Jul 67–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—30 Jul 67–31 Oct 69, DAGO 53, 70

**583d Military Intelligence Detachment**  
*RVN Gallantry Cross w/Palm*—May 69–Feb 70, DAGO 11, 73, amended DAGO, 42, 72  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–1 Feb 70, DAGO 42, 72

**584th Engineer Company**  
*Meritorious Unit Commendation*—15 Jan 66–31 Jan 67, DAGO 37, 70; 1 Jun 68–31 Dec 69, DAGO 48, 71; 1 Mar 67–31 May 68 DAGO 48, 69  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**584th Military Intelligence Detachment**  
*Meritorious Unit Commendation*—1 Feb–30 Sep 68, DAGO 48, 69  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**585th Engineer Company**  
*Valorous Unit Award*—6–14 Mar 68, DAGO 28, 69

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*RVN Civil Actions Honor Medal, FC*—1 Dec 70–31 Mar 71, DAGO 11, 73; 3 May 70–30 Apr 71, DAGO 6, 74

**585th Maintenance Company**  
*Meritorious Unit Commendation*—23 Nov–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68  
*Remarks*: Unit redesignated from 585th Ord Co., effective 23 Nov 66

**585th Military Intelligence Detachment**  
*Presidential Unit Citation*—30 Jun 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**585th Ordnance Company**  
*Meritorious Unit Commendation*—31 Oct 65–22 Nov 66, DAGO 55, 68 amended DAGO 30, 68

**585th Transportation Company**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74  
*Others*: (F) RVNGCwGS—19 Oct 66–20 Feb 68 DAGO 24, 72

**585th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69

**586th Signal Company**  
*Meritorious Unit Commendation*—26 Jun 65–1 Jun 66, DAGO 53, 67, amended DAGO 20, 67; 1 Jun 68–31 Mar 70, DAGO 24, 72

**586th Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jul–31 Dec 68, DAGO 37, 70

**587th Medical Detachment**  
*Meritorious Unit Commendation*—1 May 66–1 May 68, DAGO 73, 68; 1 Jun 68–31 Dec 70, DAGO 2, 72

**587th Signal Company**  
*RVN Gallantry Cross w/Palm*—30 Apr 67–31 Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—30 Apr 67–21 Jan 70, DAGO 51, 71

**587th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–28 Feb 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74

**588th Engineer Battalion**  
*Valorous Unit Award*—18 Nov 67–23 Feb 68, DAGO 39, 70; 1 May–29 Jun 70 DAGO 43, 72  
*Meritorious Unit Commendation*—Nov 65–Feb 67, DAGO 17, 68; 1 Jul 68–31 Oct 69, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**Company C**  
*RVN Gallantry Cross w/Palm*—Dec 65–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—2 Aug 66–21 Jan 70, DAGO 51, 71

**588th Engineer Detachment**  
*Meritorious Unit Commendation*—27 Feb–31 Dec 68, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**588th Maintenance Company**  
*Meritorious Unit Commendation*—28 Dec 68–28 Feb 70, DAGO 52, 74; 30 May 70–31 Jan 71, DAGO 43, 72

**588th Military Intelligence Detachment**  
*Presidential Unit Citation*—30 Jun 67–31 Jun 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69, DAGO 59, 69; 18 Mar 69–31 Dec 70 DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**588th Signal Company**  
*Meritorious Unit Commendation*—1 Jul 66–30 Sep 67, DAGO 54, 68; 26 Sep 68–30 Jun 70, DAGO 18, 79

**588th Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jul–31 Dec 68, DAGO 37, 70

**589th Data Processing Detachment**

**Team FB**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68

**589th Engineer Battalion**

**Headquarters & Headquarters Company**  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**Less Company B**  
*Meritorious Unit Commendation*—29 Apr–31 Dec 67, DAGO 43, 68

**589th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**591st Engineer Company**  
*Meritorious Unit Commendation*—1 Jul 68–28 Feb 69, DAGO 39, 70; 1 Mar–31 Oct 69 DAGO 24, 72  
*RVN Civil Actions Honor Medal, FC*—16 Aug 67–18 Apr 68, DAGO 43, 70; 29 Oct–11 Nov 70, DAGO 5, 73; 3 May 70–30 Apr 71, DAGO 6, 74

**592d Transportation Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 1, 69; 17 Jan–31 Jul 70 DAGO 24, 72

**592d Transportation Detachment**  
*Meritorious Unit Commendation*—Aug 65–May 66 DAGO 17, 68; 1 Jul–31 Dec 68, DAGO 37, 70

**Headquarters & Headquarters Company, 593d General Support Group**  
*Meritorious Unit Commendation*—1 Jun 69–31 May 70, DAGO 48, 71

**593d Signal Company**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 46, 69; 1 Aug 68–31 Mar 69, DAGO 37, 70; 1 Apr 69–28 Feb 70, DAGO 51, 71

**595th Engineer Company**  
*Meritorious Unit Commendation*—1 May 67–31 Jul 68, DAGO 17, 69  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**595th Military Police Company**  
*RVN Civil Actions Honor Medal, FC*—30 Oct–7 Nov 70, DAGO 5, 73

**595th Signal Company**  
*Meritorious Unit Commendation*—1 Dec 66–31 May 68, DAGO 42, 69; 1 Jul 68–31 Dec 69, DAGO 48, 71

**596th Maintenance Company**  
*Meritorious Unit Commendation*—21 May 69–31 Mar 70, DAGO 52, 74

**596th Signal Company**  
*Meritorious Unit Commendation*—25 Mar–25 Sep 68, DAGO 42, 69; 26 Sep 68–30 Jun 70, DAGO 18, 79

**597th Transportation Company**

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69; 1 Nov 68–30 Apr 69, DAGO 36, 70; 1 May 69–31 Mar 70, DAGO 48, 71

**601st Radio Research Detachment**  
*Meritorious Unit Commendation*—22 Oct 67–30 Jun 68, DAGO 28, 69  
*Remarks*: Unit was 601st ASA Detachment

**602d Medical Company**  
*Meritorious Unit Commendation*—Jan 66–Jan 70, DAGO 37, 72, amended DAGO 42, 70

**602d Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68 DAGO 46, 69 amended DAGO 21, 69

**603d Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69 amended DAGO 21, 69

**604th Maintenance Company**  
*Meritorious Unit Commendation*—11 Jul 69–31 Dec 70, DAGO 43, 72

**604th Transportation Company**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Aug 71–15 Sep 72, DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**604th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**605th Transportation Company**  
*Meritorious Unit Commendation*—1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70 DAGO 51, 71; 1 Aug 71–30 Apr 72 DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**605th Transportation Detachment**  
*Meritorious Unit Commendation*—9 Aug 67–27 Jul 68, DAGO 48, 69

**606th Ordnance Company**  
*Meritorious Unit Commendation*—1 Jul 68–31 Mar 69, DAGO 39, 70

**606th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**607th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**608th Ordnance Company**  
*Meritorious Unit Commendation*—Dec 66–Mar 67, DAGO 31, 67

**608th Signal Detachment**  
*Meritorious Unit Commendation*—5 Dec 66–10 Jan 68, DAGO 42, 69

**608th Transportation Company**  
*Meritorious Unit Commendation*—1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Aug 71–30 Apr 72, DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**609th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

**610th Engineer Company**  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**Headquarters and Main Support Company, 610th Maintenance Battalion**  
*Meritorious Unit Commendation*—1 Sep 68–31 Aug 69, DAGO 39, 70

**Maintenance Section**  
*Valorous Unit Award*—5 Jan–15 Jul 67, DAGO 1, 69

**610th Transportation Company**  
*Meritorious Unit Commendation*—1 Nov 67–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Feb 70–31 Jul 71, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**610th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**611th Ordnance Company**  
*Meritorious Unit Commendation*—1 Jul 68–31 Mar 69, DAGO 39, 70

**611th Transportation Company**  
*Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66; 1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39,70; 1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Aug 71–15 Sep 72, DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**611th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**612th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**613th Military Intelligence Detachment**  
*Presidential Unit Citation*—30 Jun 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69, DAGO 59, 69; 18 May 69–31 Dec 70 DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 70

**613th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69  
*RVN Civil Actions Honor Medal, FC*—1 Jul 68–2 May 70, DAGO 48, 71

**614th Engineer Detachment**  
*Meritorious Unit Commendation*—1 Jun 68–17 Nov 69, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**614th Maintenance Company**  
*Meritorious Unit Commendation*—1 Feb 70–31 Jul 71, DAGO 5, 73; 1 Aug 71–14 Jan 72, DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**614th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**615th Military Police Company**

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*Meritorious Unit Commendation*—Mar–Dec 66, DAGO 17, 68 (Unit attached to 716th MP Bn); 19 Oct 66–31 May 67, DAGO 17, 68 (Unit attached to 720th MP Bn); 1 Jun 67–8 Feb 68, DAGO 48, 68; 9 Feb–31 Dec 68, DAGO 18, 79 amended DAGO 39, 70; 2 Apr 71–19 Mar 73, DAGO 32, 73  
*Others:* (N) NUC—9 Nov 65–15 Mar 66 DAGO 32, 73

**615th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**616th Medical Company**

**1st Platoon**  
*Meritorious Unit Commendation*—8 Mar 70–20 Jan 72, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–31 Jul 70, DAGO 52, 71

**617th Engineer Company**  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–18 Mar 69, DAGO 43, 70

**617th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**618th Ordnance Company**  
*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**618th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**619th Transportation Detachment**  
*Valorous Unit Award*—18 Oct 68, DAGO 37, 70  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 51, 71, amended DAGO 46, 69, which amended DAGO 21, 69

**620th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**621st Signal Detachment**  
*Valorous Unit Award*—14 Aug 69–20 Jan 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Apr–26 Jun 70, DAGO 11, 73; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74

**621st Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**622d Signal Detachment**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**622d Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 37, 70

**623d Quartermaster Company**  
*Meritorious Unit Commendation*—1 Jan 67–1 Mar 68, DAGO 67, 68

**623d Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 37, 70

**624th Supply and Service Company**  
*Meritorious Unit Commendation*—1 May 69–30 Sep 70, DAGO 43, 72

**Central Issue Facility**  
*Meritorious Unit Commendation*—1 Oct 70–30 Apr 71, DAGO 43, 72

**Less Petroleum Platoon**  
*Meritorious Unit Commendation*—1 Oct–15 Dec 66, DAGO 39, 70

**Petroleum Platoon**

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*Meritorious Unit Commendation*—1 May–15 Dec 66, DAGO 28, 69

**624th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 37, 70

**625th Supply & Service Company**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**625th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—20 Oct 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—20 Oct 68–2 May 70, DAGO 48, 71

**626th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 37, 70

**627th Hospital Center**  
*Meritorious Unit Commendation*—Jan 66–Jan 70, DAGO 42, 70

**628th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**629th Medical Detachment**  
*Meritorious Unit Commendation*—1 Jul 67–30 Jun 68, DAGO 28, 69; 1 Jul 68–30 Jun 69, DAGO 39, 70; 1 Jul 69–31 Aug 71, DAGO 5, 73

**629th Military Intelligence Detachment**  
*Presidential Unit Citation*—30 Jun 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69, DAGO 59, 69; 18 May 69–14 Oct 70, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 70

**629th Ordnance Company**  
*Meritorious Unit Commendation*—Sep 65–Jul 66, DAGO 17, 68

**629th Supply Company**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 28, 69

**629th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**630th Engineer Company**  
*RVN Civil Actions Honor Medal, FC*—29 Oct–11 Nov 70, DAGO 6, 74; 3 May 70–30 Apr 71, DAGO 6, 74

**630th Military Intelligence Detachment**  
*Valorous Unit Award*—30 Jun 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69, DAGO 59, 69; 18 May 69–14 Oct 70, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70 DAGO 48, 71

**630th Military Police Company**  
*Meritorious Unit Commendation*—1 May 67–30 Apr 68, DAGO 55, 68  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**630th Ordnance Company**  
*Meritorious Unit Commendation*—1 May 67–30 Apr 68, DAGO 31, 69; 1 May 68–30 Apr 69, DAGO 39, 70

**630th Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 37, 70

**631st Military Intelligence Detachment**  
*Presidential Unit Citation*—30 Jun 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69 DAGO 59, 69

**631st Transportation Detachment**

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*Meritorious Unit Commendation*—1 Jul 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**632d Maintenance Company**  
*Meritorious Unit Commendation*—20 Jan 67–30 Nov 68, DAGO 60, 69; 30 May 70–30 Jun 71, DAGO 43, 72; 1 Jul 71–31 Mar 72, DAGO 5, 73

**632d Transportation Company**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**633d Military Intelligence Detachment**  
*Presidential Unit Citation*—30 Jun 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69, DAGO 59, 69; 18 May 69–14 Oct 70, DAGO 11, 73, amended DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**633d Transportation Detachment**  
*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 37, 70

**634th Military Intelligence Detachment**  
*Presidential Unit Citation*—30 Jun 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69, DAGO 59, 69; 18 May 69–31 Dec 70, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**635th Military Intelligence Company**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72  
*Remarks*: Unit designated during the period, 1 Jan 67–26 Dec 69 as 635th MI Det; after 26 Dec 69, unit designated as 635th MI Co

**635th Military Intelligence Detachment**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**Team 2**  
*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72

**636th Military Intelligence Detachment**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**641st Military Intelligence Detachment**  
*Presidential Unit Citation*—30 Jun 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69, DAGO 59, 69; 18 May 69–31 Dec 70, DAGO 42, 72  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**643d Engineer Company**  
*Meritorious Unit Commendation*—27 Mar 67–27 Mar 68, DAGO 43, 69  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–18 Mar 69, DAGO 43, 70

**647th Quartermaster Company**  
*Meritorious Unit Commendation*—1 Nov 67–31 May 68, DAGO 39, 70

**647th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**649th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—20 Oct 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—20 Oct 68–2 May 70, DAGO 48, 71

**650th Transportation Detachment**

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*RVN Gallantry Cross w/Palm*—16 Dec 68–14 May 69, DAGO 43, 70; 1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—20 Dec 69–2 May 70, DAGO 48, 71

**652d Transportation Detachment**  
*Meritorious Unit Commendation*—17 Dec 67–17 Jun 69, DAGO 2, 71  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–1 Feb 70, DAGO 55, 71

**655th Transportation Detachment**  
*RVN Gallantry Cross w/Palm*—1 Apr–26 Jun 70, DAGO 11, 73

**657th Ordnance Company**  
*Meritorious Unit Commendation*—31 Oct 65–31 Dec 66, DAGO 55, 68, amended DAGO 30, 68

**658th Medical Company**  
*Meritorious Unit Commendation*—1 Jan 68–31 Mar 69, DAGO 53, 70

**661st Ordnance Company**  
*Meritorious Unit Commendation*—1 May 67–30 Apr 68, DAGO 31, 69; 1 May 68–30 Apr 69, DAGO 39, 70

**662d Transportation Detachment**  
*Meritorious Unit Commendation*—13 Jan 68–12 Jan 69, DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74

**665th Transportation Detachment**  
*Valorous Unit Award*—14 Aug 69–20 Jan 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 22, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74

**666th Medical Detachment**  
*Meritorious Unit Commendation*—1 May 69–30 Apr 70, DAGO 2, 71

**666th Transportation Company**  
*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74  
*Others*: (F) RVNGCwGS—14 Aug 67–5 Jan 69, DAGO 24, 72

**667th Medical Company**  
*Meritorious Unit Commendation*—1 Oct 68–31 May 70, DAGO 51, 71

**667th Medical Group**  
*Meritorious Unit Commendation*—16 Feb–30 Sep 68, DAGO 28, 69

**669th Transportation Company**  
*Meritorious Unit Commendation*—2 Sep 67–31 Mar 68, DAGO 31, 69  
*Others*: (F) RVNGCwGS—23 Oct 66–24 Apr 71 DAGO 24, 72

**670th Transportation Company**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Apr–30 Sep 69, DAGO 39, 70; 17 Jan–31 Jul 70, DAGO 24, 72

**673d Medical Detachment**  
*Meritorious Unit Commendation*—1 Jul 68–30 Jun 69, DAGO 39, 70

**687th Engineer Company**  
*Meritorious Unit Commendation*—1 Nov 69–1 Jul 70, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—3 May–10 Nov 70, DAGO 6, 74

**697th Transportation Company**  
*Others*: (F) RVNGCwGS—19 Oct 66–24 Apr 71, DAGO 24, 72

**701st Maintenance Battalion**

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*Meritorious Unit Commendation*—Mar–Dec 66, DAGO 17, 68; 1 Jul 67–31 May 68, DAGO 73, 68  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69

**Less Company B**  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70

**Company B**  
*RVN Civil Actions Honor Medal, FC*—12 Jul 65–7 Apr 70, DAGO 53, 70

**702d Engineer Detachment**  
*RVN Civil Actions Honor Medal, FC*—22 May 68–9 Feb 70, DAGO 43, 70

**702d Military Intelligence Detachment**  
*Meritorious Unit Commendation*—1 Apr 68–31 May 70, DAGO 48, 71

**Long Binh Post**  
*Meritorious Unit Commendation*—1 Jun 70–30 Sep 71, DAGO 43, 72

**703d Military Intelligence Detachment**  
*Presidential Unit Citation*—30 Jun 67–31 Jan 68, DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**704th Maintenance Battalion**  
*Meritorious Unit Commendation*—1 Nov 67–30 Nov 68, DAGO 56, 69  
*RVN Gallantry Cross w/Palm*—29 Jul 69–17 Nov 70, DAGO 52, 71

**Less Company B**  
*RVN Gallantry Cross w/Palm*—Oct 66–28 Jul 69, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–31 Oct 69, DAGO 54, 70

**Company B**  
*Valorous Unit Award*—1–20 Aug 67, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—Sep 66–1 Aug 67, DAGO 48, 71; 1 Aug 67–28 Jul 69, DAGO 38,70, amended DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Aug 67–31 Oct 69, DAGO 53, 70

**Company D**  
*Presidential Unit Citation*—29 Oct–30 Nov 67, DAGO 38, 71

**Contact Team**  
*Presidential Unit Citation*—18–26 May 67, DAGO 69, 69

**708th Signal Detachment**  
*Meritorious Unit Commendation*—5 Dec 66–10 Jan 68, DAGO 42, 69

**709th Maintenance Battalion**  
*RVN Gallantry Cross w/Palm*—Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Company D**  
*RVN Gallantry Cross w/Palm*—1 Jul–13 Nov 68, DAGO 31, 69

**714th Engineer Detachment**  
*Meritorious Unit Commendation*—1 Jul 69–28 Feb 70, DAGO 51, 71; 1 Jul 70–31 Dec 71, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—22 May 68–9 Feb 70, DAGO 43, 70

**716th Military Police Battalion**  
*Presidential Unit Citation*—31 Jan–10 Feb 68, DAGO 17, 69  
*Meritorious Unit Commendation*—Mar–Dec 66, DAGO 17, 68; 1 Jan–31 Oct 68, DAGO 51, 71, revoked DAGO 2, 71, which amended DAGO 48, 69; 1 Nov 68–31 Oct 69 DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—17 Apr 65–18 Apr 68, DAGO 31, 69; 29 Sep 66–28 Mar 73, DAGO 6, 73

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*Others: (N) NUC*—19 Mar 65–15 Mar 66, DAGO 32, 73

**Company C**  
*Meritorious Unit Commendation*—1 Nov 68–31 Oct 69, DAGO 51, 71

**720th Military Police Battalion**  
*Meritorious Unit Commendation*—19 Oct 66–31 May 67, DAGO 17, 68; 1 Jun 67–8 Feb 68, DAGO 48, 68; 9 Feb 68–1 Feb 69, DAGO 36, 70  
*RVN Gallantry Cross w/Palm*—29 Sep 66–28 Mar 73, DAGO 6, 74

**722d Signal Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**723d Maintenance Battalion**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Headquarters & Company A**  
*Meritorious Unit Commendation*—1 Jan 68–31 Aug 69, DAGO 53, 70  
*RVN Gallantry Cross w/Palm*—1 Apr–30 Jun 71, DAGO 6, 74

**Company B**  
*Meritorious Unit Commendation*—15 Feb–31 Aug 69, DAGO 53, 70

**Company C**  
*Meritorious Unit Commendation*—15 Feb–31 Aug 69, DAGO 53, 70

**Company D**  
*Meritorious Unit Commendation*—15 Feb–31 Aug 69, DAGO 53, 70

**Less Company E**  
*Meritorious Unit Commendation*—1 Sep 69–31 Jan 71, DAGO 32, 73; 1 Feb–27 Nov 71, DAGO 32,73

**Company E**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72; 8 Feb–31 Mar 71, DAGO 42, 72; 1 Apr–30 Jun 71, DAGO 6, 74

**725th Maintenance Battalion**  
*Meritorious Unit Commendation*—Jan–Dec 66 DAGO 17, 68; 15 Feb–15 Aug 69, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Sep 68–30 Sep 70, DAGO 5, 73

**Company B**  
*Valorous Unit Award*—27 Aug–31 Oct 68, DAGO 42, 69

**Company C**  
*Valorous Unit Award*—Jan–Apr 66, DAGO 20, 67; 11– 31 Aug 69, DAGO 43,72  
*Meritorious Unit Commendation*—1 Oct 69–31 Mar 70, DAGO 51, 71

**Less Company D**  
*RVN Gallantry Cross w/Palm*—Apr 66–Aug 68, DAGO 48, 71  
*RVN Civil Actions Honor Medal, FC*—Apr 66–21 Jan 70, DAGO 51, 71

**Company D**  
*Valorous Unit Award*—22 Apr–31 Jul 67, DAGO 43, 72  
*Meritorious Unit Commendation*—1Mar–31 Aug 70, DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—Apr–Oct 66 and 1 Aug 67–Aug 68, DAGO 48, 71; Oct 66–1 Aug 67, DAGO 3, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 66–1 Aug 67, DAGO 53, 70; 1 Aug 67–21 Jan 70, DAGO 51, 71

**Company E**  
*Meritorious Unit Commendation*—1 Jan–30 Jun 70, DAGO 51, 71

**732d Signal Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69



**Table 10****Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued****736th Medical Detachment***Meritorious Unit Commendation*—1 Jun 68–1 Jun 69, DAGO 36, 70**737th Transportation Company***Meritorious Unit Commendation*—6 Jan–17 Jul 69, DAGO 52, 74**755th Medical Detachment***RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Apr–26 Jun 70, DAGO 11, 73 (Unit attached to 52d Avn Bn); 1 Jan 69–30 Sep 70, DAGO 6, 74 (Unit attached to 1st Aviation Brigade)**756th Medical Detachment***Valorous Unit Award*—13–19 Aug 67, DAGO 37, 70; 12 May 68, DAGO 43, 70  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 8 Feb–31 Mar 71 DAGO 42, 72; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Apr–30 Jun 71, DAGO 6, 74**758th Medical Detachment***Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71**758th Supply and Service Company***Meritorious Unit Commendation*—1 Sep 68–31 Aug 69, DAGO 39, 70**759th Medical Detachment***Valorous Unit Award*—4–20 Nov 66, DAGO 17, 68  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 8 Feb–8 Apr 71, DAGO 5, 73; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71**Headquarters & Headquarters Company, 765th Transportation Battalion***Meritorious Unit Commendation*—1 Nov 68–31 Jan 70, DAGO 51, 71; 1 Feb 70–31 Jul 71, DAGO 5, 73; 1 Aug 71–27 Apr 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73**Headquarters & Headquarters Detachment, 765th Transportation Battalion***Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66; 1 Nov 66–31 Oct 67, DAGO 48, 68; 1 Nov 67–31 Oct 68, DAGO 39, 70**Security Platoon***Meritorious Unit Commendation*—Oct 64–Dec 65, DAGO 3, 67, amended DAGO 40, 66**766th Military Intelligence Detachment, Berlin***Army Superior Unit Award*—22 May 85–11 Oct 85, DAGO 30, 87**772d Medical Detachment***Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72 DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71**774th Medical Detachment****Table 10****Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued***RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69; 15 Dec 69–10 Oct 70, DAGO 52, 71; 1 Jan 69–30 Sep 70, DAGO 6, 74; 1 Oct 70–31 Aug 72, DAGO 6, 74**782d Maintenance Battalion****Company A, 3d Forward Support Platoon***RVN Civil Actions Honor Medal, FC*—12 Mar–1 May 68, DAGO 48, 71**783d Transportation Detachment***Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jan–1 Jul 72, DAGO 32, 73**794th Maintenance Company***Meritorious Unit Commendation*—1 Sep 69–31 Mar 70, DAGO 2, 71**801st Maintenance Battalion***Meritorious Unit Commendation*—1 Nov 68–31 May 69, DAGO 39, 70; 1 Oct 69–30 Apr 70, DAGO 48, 71; 1 Nov 70–30 Apr 71, DAGO 32, 73; 1 May–10 Dec 71, DAGO 5, 73  
*RVN Gallantry Cross w/Palm*—18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—18 Mar 68–2 May 70, DAGO 48, 71**Company A, Less 2d Platoon***RVN Gallantry Cross w/Palm*—19 Jul 68–14 May 69, DAGO 43, 70**2d Platoon***RVN Gallantry Cross w/Palm*—19 Apr–15 Aug 68, DAGO 21, 69; 15 Aug 68–14 May 69, DAGO 43, 70**804th Signal Detachment***Meritorious Unit Commendation*—4 Mar 67–1 Sep 68, DAGO 60, 69**805th Transportation Company***RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74**808th Signal Detachment***Meritorious Unit Commendation*—5 Dec 66–10 Jan 68, DAGO 42, 69**809th Engineer Battalion***Meritorious Unit Commendation*—Feb 62–Feb 66, DAGO 22, 66**809th Signal Detachment***Meritorious Unit Commendation*—5 Dec 66–30 Jun 68, DAGO 42, 69**810th Signal Detachment***Meritorious Unit Commendation*—5 Dec 66–10 Jan 68, DAGO 42, 69**811th Signal Detachment***RVN Gallantry Cross w/Palm*—15 Dec 69–10 Oct 70, DAGO 52, 71 (Unit attached, 164th Avn Gp); 1 Jan 69–30 Sep 70, DAGO 6, 74 (Unit attached, 1st Avn Bde)**812th Signal Detachment***RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71**813th Signal Detachment***RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71**815th Engineer Battalion***Meritorious Unit Commendation*—27 Mar 67–27 Mar 68, DAGO 43, 69; 1 May 68–30 Apr 69, DAGO 39, 70; 1 Jun 70–31 May 71, DAGO 43, 72**Headquarters & Headquarters Company***RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71 DAGO 6, 74

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

**816th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 May 69–15 May 70, DAGO 55, 71

**819th Maintenance Detachment**  
*RVN Gallantry Cross w/Palm*—15 Dec 69–21 Aug 70, DAGO 52, 71

**819th Signal Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 69–30 Sep 70, DAGO 6, 74

**820th Ordnance Company**  
*Meritorious Unit Commendation*—Sep 65–Mar 66, DAGO 20, 67; 1 May 67–30 Apr 68, DAGO 31, 69; 1 May 68–30 Apr 69, DAGO 39, 70

**821st Signal Detachment**  
*RVN Gallantry Cross w/Palm*—1 Mar 66–26 Mar 67, DAGO 22, 68; 27 Mar 67–17 May 68, DAGO 46, 69, amended DAGO 21, 69

**822d Signal Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**826th Ordnance Company**  
*Meritorious Unit Commendation*—10 Feb–31 Aug 69, DAGO 50, 71

**832d Signal Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**842d Quartermaster Company**  
*Meritorious Unit Commendation*—12 Sep 68–12 Apr 69, DAGO 39, 70

**848th Quartermaster Company**  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**848th Quartermaster Platoon**  
*Meritorious Unit Commendation*—1 Nov 67–31 May 68, DAGO 39, 70

**854th Signal Detachment**  
*Meritorious Unit Commendation*—9 Apr 67–30 Jun 68, DAGO 46, 69; 1 Jul 68–15 Sep 69, DAGO 39, 70; 16 Sep 69–31 Oct 70, DAGO 51, 71

**854th Transportation Company**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69; 1 Nov 69–31 May 70 DAGO 48, 71

**855th Signal Detachment**  
*Meritorious Unit Commendation*—2 Nov 66–1 Jun 67, DAGO 54, 68

**855th Supply Company**  
*Meritorious Unit Commendation*—2 Nov 66–1 Jun 67, DAGO 54, 68; 25 Feb–15 Sep 68, DAGO 37,70; 16 Sep 68–31 Mar 69, DAGO 18, 79 amended DAGO 50, 71

**856th Radio Research Detachment**  
*Valorous Unit Award*—31 Jan–19 Feb 68, DAGO 48, 68  
*Meritorious Unit Commendation*—1 Jun 66–31 Jul 67, DAGO 17, 68; 1 Aug 67–31 Jul 68 DAGO 28, 69; 1 Aug 68–30 Sep 69, DAGO 51, 71; 1 Oct 69–31 Dec 70, DAGO 43, 72  
*RVN Gallantry Cross w/Palm*—31 Jan–19 Feb 68, DAGO 43, 70; 19 Jun 68–31 Jul 70, DAGO 51, 71; 1 Jan 69–6 Mar 71, DAGO 6, 74; 1 Jan 70–3 Mar 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—12 Dec 66–31 Aug 70, DAGO 51, 71; 1 Jan 69–6 Mar 71, DAGO 6, 74  
*Remarks:* Unit was 856th ASA Det

**861st Signal Detachment**  
*Meritorious Unit Commendation*—1 Sep 69–31 Mar 70, DAGO 2, 71

**864th Engineer Battalion**

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*Meritorious Unit Commendation*—May 65–Feb 67, DAGO 17, 68; 1 Mar 67–31 Dec 68, DAGO 39, 70  
*RVN Civil Actions Honor Medal, FC*—1 Oct 70–31 Jul 71, DAGO 11, 73

**Headquarters & Headquarters Company**  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**870th Transportation Company**  
*Meritorious Unit Commendation*—13 Feb 66–6 Mar 67, DAGO 1, 69, amended DAGO 17, 68; 7 Mar 67–30 Jun 68, DAGO 39, 70  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**872d Medical Detachment**  
*Meritorious Unit Commendation*—1 Mar 66–1 Apr 67, DAGO 17, 68

**874th Medical Detachment**  
*Meritorious Unit Commendation*—1 Aug 70–10 Jan 72, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Sep 69–31 Jul 70, DAGO 52, 71

**889th Medical Detachment**  
*Meritorious Unit Commendation*—1 Oct 68–31 May 69, DAGO 39, 70

**917th Engineer Detachment**  
*RVN Civil Actions Honor Medal, FC*—3 Aug 67–9 Feb 70, DAGO 43, 70

**919th Engineer Company**  
*Valorous Unit Award*—31 Jan–5 Feb 68, DAGO 28, 69, amended DAGO 12, 69; 1 May–29 Jun 70, DAGO 43, 72  
*Meritorious Unit Commendation*—14 Aug 66–11 May 67, DAGO 17, 68  
*RVN Gallantry Cross w/Palm*—7 Sep 66–10 Aug 68, DAGO 60, 69; 3 Dec 69–25 Jan 70, DAGO 50, 71; 1 Mar–30 Oct 70, DAGO 55, 71; 1 Nov 70–18 Dec 71, DAGO 8, 74

**1st Platoon**  
*Presidential Unit Citation*—11 May–3 Jun 68, DAGO 45, 69

**2d Platoon**  
*Presidential Unit Citation*—12 Mar–1 Apr 68, DAGO 69, 69

**3d Platoon**  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72

**922d Signal Detachment**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**926th Medical Detachment**  
*Meritorious Unit Commendation*—1 Nov 67–30 Jun 68, DAGO 67, 68; 1 Aug 68–1 Aug 69, DAGO 53, 70

**932d Medical Detachment**  
*Meritorious Unit Commendation*—18 Dec 65–18 Dec 67, DAGO 43, 68

**932d Signal Detachment**  
*Valorous Unit Award*—18 Oct 68, DAGO 37, 70  
*Meritorious Unit Commendation*—1 Jan–31 Dec 67, DAGO 48, 68  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 51, 71, amended DAGO 46, 69, which amended DAGO 21, 69

**933d Medical Detachment**  
*Meritorious Unit Commendation*—1 Sep 67–31 Jul 68, DAGO 31, 69; 1 Sep 69–31 Dec 70, DAGO 43, 72

**934th Medical Detachment**  
*Meritorious Unit Commendation*—1 Jan 67–30 Nov 68, DAGO 56, 69; 1 Jan–31 Dec 70, DAGO 43,72; 1 Jan–31 Dec 71, DAGO 5, 73

**935th Medical Detachment**  
*Meritorious Unit Commendation*—Dec 65–Sep 66, DAGO 17, 68; 1 May–30 Nov 69 DAGO 53, 70

**Table 10**  
**Army units in numerical order—560th Maintenance Company through 1099th Transportation Company—Continued**

*RVN Civil Actions Honor Medal, FC*—1 Oct 69–15 Dec 70 DAGO 24, 72

**Headquarters & Headquarters Company, 937th Engineer Group**  
*Meritorious Unit Commendation*—23 Aug 65–31 Jan 68, DAGO 1, 69; 1 Feb 68–1 Apr 70, DAGO 2, 71  
*RVN Civil Actions Honor Medal, FC*—3 May 70–30 Apr 71, DAGO 6, 74

**945th Medical Detachment**  
*Meritorious Unit Commendation*—12 Dec 67–31 Jul 68, DAGO 31, 69

**946th Medical Laboratory**  
*Meritorious Unit Commendation*—4 Jun 66–1 Apr 67, DAGO 17, 68

**959th Quartermaster Detachment**  
*Meritorious Unit Commendation*—1 Nov 67–31 May 68, DAGO 39, 70

**Headquarters & Headquarters Company, 972d Signal Battalion**  
*Meritorious Unit Commendation*—1 Aug 66–30 Apr 67, DAGO 54, 68

**978th Army Postal Unit**  
*Meritorious Unit Commendation*—13 Sep 68–30 Apr 69, DAGO 39, 70

**981st Military Police Company**  
*Meritorious Unit Commendation*—9 Dec 67–31 Jan 69, DAGO 39, 70

**984th Engineer Company**  
*RVN Gallantry Cross w/Palm*—3 Dec 69–25 Jan 70, DAGO 50, 71; 13–26 Jun 70 DAGO 55, 71  
*RVN Civil Actions Honor Medal, FC*—1 Jan 69–9 Feb 70, DAGO 43, 70

**1097th Transportation Company**  
*Meritorious Unit Commendation*—Sep 65–Jun 66, DAGO 28, 69, amended DAGO 1, 69, which amended DAGO 17, 68; 1 Jul 66–28 Feb 67, DAGO 17, 68; 1 Mar–1 Sep 67, DAGO 66, 68  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**1098th Transportation Company**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended DAGO 17, 69  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**1099th Transportation Company**  
*Meritorious Unit Commendation*—Aug 65–May 66, DAGO 17, 68; 1 Jun 66–31 Dec 67, DAGO 17, 69; 1 Jul–31 Dec 68, DAGO 37, 70

**Table 11**  
**Army units in alphabetical order**

**Adjutant General's Data Processing Unit, Headquarters, USA Pacific**  
*Meritorious Unit Commendation*—Jul 65–Jun 68, DAGO 55, 68

**Advisory Radio Research Support Detachment**  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74 (Support 1st Div (ARVN)); 1 Jan 70–3 Mar 71, DAGO 6, 74 (Support 2d Div (ARVN)); 1 Jan 70–3 Mar 71, DAGO 6, 74 (Support 5th Div (ARVN)); 1 Jan 70–3 Mar 71, DAGO 6, 74 (Support 7th Div (ARVN)); 1 Jan 70–3 Mar 71, DAGO 6, 74 (Support 9th Div (ARVN)); 1 Jan 70–3 Mar 71, DAGO 6, 74 (Support 18th Div (ARVN)); 1 Jan 70–3 Mar 71, DAGO 6, 74 (Support 21st Div (ARVN)); 1 Jan 70–3 Mar 71, DAGO 6, 74 (Support 22d Div (ARVN)); 1 Jan 70–3 Mar 71, DAGO 6, 74 (Support 23d Div (ARVN)); 1 Jan 70–3 Mar 71, DAGO 6, 74 (Support 25th Div (ARVN))

**Table 11**  
**Army units in alphabetical order—Continued**

*RVN Civil Actions Honor Medal, FC*—31 Oct 70–30 Apr 71, DAGO 6, 74; 20 Sep 70–30 Apr 71, DAGO 6, 74; 31 Jul–5 Dec 69, DAGO 6, 74

**Alaskan Command**

**US Army Element**  
*Others:* (AF) AFOUA—27–30 Mar 64, DAGO 14, 65,  
*Remarks:* Top Cover (earthquake)

**Allied Forces Southern Europe Band**  
*Others:* (J) JMUA—1 Oct 81–31 Mar 83, DAGO 7, 84

**Atlantic Command Electronic Intelligence Center**  
*Others:* (J) JMUA—1 Jan 79–31 Dec 83, DAGO 19, 84

**American Forces Vietnam Network**  
*Meritorious Unit Commendation*—7 Feb 66–31 Dec 69, DAGO 5, 73

**Detachment #1**  
*Meritorious Unit Commendation*—25 Sep 66–31 Dec 69, DAGO 5, 73

**Detachment #2**  
*Meritorious Unit Commendation*—21 Oct 66–31 Dec 69, DAGO 5, 73

**Detachment #3**  
*Meritorious Unit Commendation*—1 Feb 67–31 Dec 69, DAGO 5, 73

**Detachment #4**  
*Meritorious Unit Commendation*—13 Mar 67–31 Dec 69, DAGO 5, 73

**Detachment #5**  
*Meritorious Unit Commendation*—15 May 67–31 Dec 69, DAGO 5, 73

**Detachment #6**  
*Meritorious Unit Commendation*—31 May 67–31 Dec 69, DAGO 5, 73

**Armed Forces Courier Service**  
*Others:* (J) JMUA—1 Jan 85–1 Jan 87, DAGO 53, 87

**Armed Forces Police Detachment**  
*Others:* (N) MUC—1 Oct 69–6 May 71, DAGO 43, 72

**USA Element**  
*Others:* (N) MUC—1 Aug 72–30 Jun 73, DAGO 52, 74

**Armed Forces Institute of Pathology**  
*Others:* (AF) AFOUA— 1 Jul 62–30 Jun 64 DAGO 14, 65

**Armed Services Medical Regulating Office**  
*Meritorious Unit Commendation*—1 Jan 65–28 Mar 73, DAGO 13, 74

**Armor Platoon Air Cushioned (Provisional)**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69  
*Remarks:* Attached to 9th Inf Div

**Army Area Communications System Liaison Office**  
*Meritorious Unit Commendation*—13 Jul 69–25 May 70, DAGO 48, 71

**Avionics Electronics Company, Central (Provisional)**  
*Meritorious Unit Commendation*—1 Nov 67–31 Oct 68, DAGO 39, 70  
*Remarks:* Attached, 34th Gen Support Company

**Avionics Electronics Company, Far North(Provisional)**  
*Meritorious Unit Commendation*—1 Apr–31 Oct 68, DAGO 39, 70  
*Remarks:* Attached, 34th Gen Support Company

**Avionics Electronics Company North (Provisional)**

**Table 11**  
**Army units in alphabetical order—Continued**

*Meritorious Unit Commendation*—1 Nov 67–31 Oct 68, DAGO 39, 70  
*Remarks:* Attached, 34th Gen Support Company

**Avionics Electronics Company, South (Provisional)**  
*Meritorious Unit Commendation*—1 Nov 67–31 Oct 68, DAGO 39, 70  
*Remarks:* Attached, 34th Gen Support Company

**Headquarters & Headquarters Company, Capital Military Assistance Command**

**Capital Military Advisory Team**  
*Meritorious Unit Commendation*—4 Jun 68–15 Oct 69, DAGO 48, 71; 1 Apr 70–31 Dec 71, DAGO 5, 73

**Central Prisoner of War Camp Advisory Detachment**  
*Meritorious Unit Commendation*—1 May 72–21 Mar 72, DAGO 6, 74

**Chu Lai Defense Command (Provisional)**  
*RVN Gallantry Cross w/Palm*—24 Aug–31 Dec 69 and 31 Mar–30 Jun 70, DAGO 42, 72

**Civil Operations and Rural Development Support, Military Region 3**  
*Meritorious Unit Commendation*—15 Apr 70–15 Apr 72, DAGO 11, 73

**Command Aviation Company**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69  
*Remarks:* Attached, 1st Avn Bde, supporting ARVN

**Command Communications Center Company**  
*Meritorious Unit Commendation*—14 Apr–1 Nov 72, DAGO 32, 73  
*Remarks:* Assigned, 39th Signal Bn

**Headquarters & Headquarters Battery, Corps Artillery (Provisional)**  
*Meritorious Unit Commendation*—Mar–Oct 68, DAGO 75, 69  
*Remarks:* See XXIV Corps Artillery

**Headquarters & Headquarters Detachment, Camp Martin Cox (Provisional)**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69

**Data Service Center, USA Vietnam**  
*Meritorious Unit Commendation*—1 Aug 68–30 Apr 72, DAGO 5, 73

**Defense Communications Agency**

**Southeast Asia Mainland Region, Republic of Thailand**  
*Meritorious Unit Commendation*—Sep 65–Apr 69, DAGO 7, 70; 1 Apr 69–31 May 70, DAGO 51, 71; 1 Jun 70–31 May 71, DAGO 2, 72; 1 Jun 71–31 May 72, DAGO 11, 73; 1 Jun 72–31 Mar 73, DAGO 18, 79, amended DAGO 28, 74

**Southeast Asia Mainland Region, Republic of Vietnam**  
*Meritorious Unit Commendation*—Apr 65–Apr 69, DAGO 7, 70; 1 Apr 69–31 May 70, DAGO 51, 71; 1 Jun 70–31 May 71, DAGO 2, 72; 1 Jun 71–31 May 72, DAGO 11, 73; 1 Jun 72–10 Mar 73, DAGO 6, 74

**Defense Intelligence Agency**  
*Others:* (J) JMUA—Jun 85–Jun 86, DAGO 30, 87

**Offices of the Command Element and subordinate special offices, i.e.,**  
*Others:* (J) JMUA—Jun 85–Jun 86, DAGO 30, 87

**General Counsel, Inspector General, and Defense Intelligence Officers**  
*Others:* (J) JMUA—Jun 85–Jun 86, DAGO 30, 87

**Directorate for Security and Counterintelligence**  
*Others:* (J) JMUA—Jun 85–Jun 86, DAGO 30, 87

**Directorate for External Relations**  
*Others:* (J) JMUA—Jun 85–Jun 86, DAGO 30, 87

**Table 11**  
**Army units in alphabetical order—Continued**

Directorate for Resources and Systems  
*Others:* (J) JMUA—Jun 85–Jun 86, DAGO 30, 87

Directorate for Operations, Plans and Training(excluding all Defense Attache Offices)  
*Others:* (J) JMUA—Jun 85–Jun 86, DAGO 30, 87

Directorate for JCS Support (excluding the CAJIT)  
*Others:* (J) JMUA—Jun 85–Jun 86, DAGO 30, 87

Directorate for Foreign Intelligence (excluding all Defense Liaison Detachments)  
*Others:* (J) JMUA—Jun 85–Jun 86, DAGO 30, 87

**Defense Language Institute English Language Center, Lackland AF Base, TX**  
*Others:* (J) JMUA—1 Jan 80–30 Jun 83, DAGO 31, 84

**Defense Nuclear Agency**  
*Others:* (J) JMUA—1 Jan 81–31 Aug 84, DAGO 24, 85

**Headquarters and Headquarters Detachment, Don Tam Base (Provisional)**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69

**Electronic Command Technical Assistance Area Office, Vietnam**  
*Meritorious Unit Commendation*—1 Jan 69–25 May 70, DAGO 48, 71

**Explosive Ordnance Disposal Training Detachment#1, Indian Head, MD**  
*Others:* (N) NUC—1 Oct 77–31 May 81, DAGO 13, 82

**Intelligence Center, Pacific Command**  
*Others:* (J) JMUA—1 Sep 80–31 Mar 83, DAGO 48, 83

**Joint Casualty Resolution Center, Samae San, Thailand**  
*Meritorious Unit Commendation*—23 Jan 73–30 Jun 75, DAGO 2, 76  
*Others:* (J) JMUA—1 Jan 85–30 Jun 86, DAGO 53, 87

**Joint Casualty Resolution Center Flight Support Section, 70th Aviation Flight Detachment**  
*Meritorious Unit Commendation*—23 Jan 73–30 Jun 75, DAGO 2, 76  
*Remarks:* Awarded to all Navy, AF and Marine Corps personnel who may have been attached to and serving with the Joint Casualty Resolution Center, Camp Samae San, Thailand.

**Joint Communications Support Element MacDill Air Force Base, FL**  
*Others:* (J) JMUA—Nov 79–Dec 83, DAGO 31, 84

**Joint Electronic Warfare Center**  
*Others:* (J) JMUA—8 Jun 86–30 Sep 86, DAGO 53, 87

**Joint Special Operations Command and Assigned Forces**  
*Others:* (J) JMUA—8 Oct 85–11 Oct 85, DAGO 30, 87

**Joint Strategic Target Planning Staff**  
*Others:* (J) JMUA—1 Oct 82–30 Sep 85, DAGO 19, 86

**Joint Task Forces—Bravo, Honduras**  
*Others:* (J) JMUA—1 Aug 84–31 Jul 86, DAGO 45, 86

**Joint US Aid Group, Greece**  
*Others:* (J) JMUA—1 Sep 83–8 Aug 86, DAGO 53, 87

**Joint US Military Advisory Group, Philippines**

**US Army Element**  
*Others:* (F) PHILPUC—1 Aug–15 Dec 70, DAGO 16, 72

**Joint US Military Mission for Aid to Turkey, United States European Command**  
*Others:* (J) JMUA—18 Dec 80–30 Jun 86, DAGO 30, 87

**Long Binh Collection, Classification and Salvage Company (Provisional)**  
*Meritorious Unit Commendation*—30 May–30 Oct 70, DAGO 43, 72

**Table 11**  
**Army units in alphabetical order—Continued**

**Long Binh Post (Provisional)**  
**Headquarters and Headquarters Company**  
*Meritorious Unit Commendation*—19 Mar–20 May 68, DAGO 3, 70

**US Army Garrison**  
*Meritorious Unit Commendation*—19 Mar–20 May 68 DAGO 3, 70

**Long Range Reconnaissance Patrol (Provisional)**  
*Presidential Unit Citation*—25 Aug 66–4 Apr 67, DAGO 2, 73

**Military Equipment Delivery Team, Cambodia**

**United States Army Element**  
*Meritorious Unit Commendation*—1 Jan 71–12 Apr 75, DAGO 22, 76, amended DAGO 56, 74  
*Remarks:* Awarded to all Navy and Marine Corps personnel who may have been attached to and serving with the Military Equipment Team, Cambodia and AF personnel attached to same unit during the period 16 Aug 73 to 12 Apr 75.

**United States Navy Element**  
*Meritorious Unit Commendation*—1 Jan 71–12 Apr 75, DAGO 22, 76, amended DAGO 56, 74  
*Remarks:* same as above

**Military Intelligence Detachment (Provisional)**  
*Meritorious Unit Commendation*—Mar–Oct 68, DAGO 75, 69  
*Remarks:* Attached, HQ & HQ Co, XXIV Corps

**Military Security Service**  
*Meritorious Unit Commendation*—1 Jan 68–30 Sep 70, DAGO 5, 73

**Military Traffic Management Command Transportation Terminal Unit, Azores**  
*Others:* (AF) AFOUA—1 Jan 78–31 May 79 DAGO 5, 81

**US Army Element, US Forces Azores**  
*Others:* (AF) AFOUA—1 Jan 78–31 May 79, DAGO 6, 82, amended DAGO 5, 81

**Morocco-United States Liaison Office**  
*Others:* (J) JMUA—1 Oct 81–30 Jun 83, DAGO 7, 84

**Nha Trang Installation Defense Command**  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**Office of Military Cooperation, Cairo, Egypt**  
*Others:* (J) JMUA—1 Oct 81–30 Sep 83, DAGO 19, 84

**Office of the United States Army Attache, Laos**  
*Meritorious Unit Commendation*—1 Jan 67–3 Jan 74, DAGO 10, 75  
*Others:* As augmented by Project 404 Personnel

**The Pacific Stars and Stripes**  
*Meritorious Unit Commendation*—1 Jan 65–30 Jun 71, DAGO 16, 72

**Plantation Signal Support Detachment**  
*Meritorious Unit Commendation*—1 Mar–1 Oct 70, DAGO 32, 73

**Property Disposal Company, Cam Ranh Bay (Provisional)**  
*Meritorious Unit Commendation*—1 Mar–1 Oct 70, DAGO 32, 73

**Provisional Transportation Company (CAR)**  
*Meritorious Unit Commendation*—Mar–Oct 68, DAGO 75, 69

**Public Information Detachment (Provisional)**  
*Meritorious Unit Commendation*—Mar–Oct 68, DAGO 75, 69

**Radio Relay Company (Provisional)**  
*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Remarks:* Attached, 1st Cav Div

**Radio Research Communications Unit, Vietnam**  
*Meritorious Unit Commendation*—1 Jun 66–30 Sep 67, DAGO 48, 68; 1 Oct 67–31 Dec 68, DAGO 14, 79; 1 Jan 69–31 Dec 70, DAGO 43, 72; 1 Jan 71–30 Jun 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Jan 70–3 Mar 71, DAGO 6, 74

**Table 11**  
**Army units in alphabetical order—Continued**

**Reliable Academy (Provisional)**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 46, 69, amended DAGO 31, 69  
*Remarks:* Attached, 9th Inf Div

**Research and Development Field Unit-Vietnam, Advanced Research Projects Agency, Office of the Secretary of Defense**  
*Meritorious Unit Commendation*—1 May 68–31 Dec 69, DAGO 43, 70; 1 Jan 70–31 May 71, DAGO 13, 72

**Saigon Army Terminal Ammunition Branch**  
*Meritorious Unit Commendation*—1 Oct 66–31 Dec 67, DAGO 17, 69

**Headquarters & Headquarters Detachment, Saigon Support Command**

**Bus Section, Transportation Motor Pool**  
*Meritorious Unit Commendation*—1 Oct 68–30 Apr 71, DAGO 43, 72

**Headquarters Area Command, Security Guard Company (Provisional)**  
*Presidential Unit Citation*—31 Jan–10 Feb 68, DAGO 17, 69

**Seneca Army Depot**

**Headquarters & Headquarters Company**  
*Army Superior Unit Award*—8 Apr 83–13 Dec 83, DAGO 9, 87

**Sheridan New Equipment Training Team**  
*Meritorious Unit Commendation*—20 Jan–3 Apr 69 and 25 Jul 69–25 May 70, DAGO 43, 72, amended DAGO 48, 71

**Signal Support Company (Provisional)**  
*Meritorious Unit Commendation*—1 Dec 67–30 Nov 68, DAGO 39, 70; 1 Dec 68–24 Sep 69, DAGO 52, 74  
*Remarks:* Asgd Unit, 525th MI Gp

**Southeast Asia Telephone Management Agency**  
*Meritorious Unit Commendation*—1 Jul 70–Aug 71, DAGO 6, 74

**Special Operations Augmentation Command and Control Central**  
*RVN Gallantry Cross w/Palm*—18 May 69–31 Dec 70, DAGO 42, 72

**Special Operations Augmentation Command and Control North**  
*RVN Gallantry Cross w/Palm*—18 May 69–31 Dec 70, DAGO 42, 72

**Special Operations Augmentation Command and Control South**  
*RVN Gallantry Cross w/Palm*—18 May 69–31 Dec 70, DAGO 42, 72

**Headquarters Support Activity, Saigon**  
*Others:* (N) NUC—1 Jul 62–15 Mar 66, DAGO 32, 73

**TACOMM Liaison Detachment**  
*Meritorious Unit Commendation*—1 Jan 69–25 May 70, DAGO 48, 71

**Headquarters & Headquarters Detachment, Task Force Forsyth (Provisional)**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69

**Headquarters & Headquarters Detachment, Task Force Funston (Provisional)**  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69

**Task Group 65.6 (Army Land Clearance Group)**  
*Others:* (N) MUC—12 Apr 74–22 Jul 75, (Nimbus Moon and Nimrod Spar) DAGO 5, 77, superseded DAGO 12, 76

**Transportation Company (Provisional)**  
*Meritorious Unit Commendation*—1 Apr–30 Sep 67, DAGO 43, 70, amended 17, 69  
*Remarks:* Attached, 159th Trans Bn

**United Nations Command Support Group—Joint Security Area**  
*Army Superior Unit Award*—18 Sep 84–26 Nov 84, DAGO 9, 87

**United Nations Command Security Force**

**Table 11**  
**Army units in alphabetical order—Continued**

*Army Superior Unit Award*—15 May 85–15 May 86, DAGO 30, 87

**United States Air Defense Command**

**Headquarters, 2nd Region**  
*Meritorious Unit Commendation*—20 Oct 62–1 Jun 63, DAGO 33, 63

**United States Armed Forces Institute of Pathology**  
*Others: (AF) AFOUA*—1 Jul 62–30 Jun 64, DAGO 14, 65

**United States Army Ammunition Activity, Thailand**  
*Meritorious Unit Commendation*—1 Jul 73–30 Jun 74, DAGO 13, 74; 1 Jun 74–30 Apr 75, DAGO 24, 75

**United States Army Aviation Materiel Management Center**  
*Meritorious Unit Commendation*—1 Feb 70–31 Jul 71, DAGO 5, 73; 1 Aug 71–31 Jul 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Oct 70–31 Aug 72, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**Headquarters & Headquarters Company**  
*Meritorious Unit Commendation*—20 Feb–31 Oct 68, DAGO 39, 70; 1 Nov 68–31 Jan 70, DAGO 51, 71

**USA Aviation Materiel Management Data Processing Center**  
*Meritorious Unit Commendation*—1 Feb–28 Sep 70, DAGO 5, 73

**USA Aviation Refresher School, RVN**  
*Meritorious Unit Commendation*—30 Aug 71–11 Apr 72, DAGO 14, 79, amended DAGO 32, 73  
*RVN Civil Actions Honor Medal, FC*—1 Jan–31 Dec 71, DAGO 32, 73

**USA Aviation Systems Command**

**Area Control Point Number 1**  
*Meritorious Unit Commendation*—1 Jan 69–25 May 70, DAGO 48, 71

**Liaison Detachment**  
*Meritorious Unit Commendation*—1 Jan 69–25 May 70, DAGO 48, 71; 1 Jun 70–31 Dec 71, DAGO 19, 74

**OV-ID New Equipment Training Team**  
*Meritorious Unit Commendation*—1 Sep–31 Dec 71, DAGO 19, 74

**United States Army Band**  
*Meritorious Unit Commendation*—20 Jan 69–20 Jan 71, DAGO 41, 71; 21 Jan 71–20 Jan 73, DAGO 14, 73

**USA Central Finance and Accounting Office, Vietnam**  
*Meritorious Unit Commendation*—1 May–31 Oct 70, DAGO 51, 71

**Conversion Office**  
*Meritorious Unit Commendation*—1 Nov 70–30 Apr 71, DAGO 43, 72

**United States Army Command, An Khe Army Airfield**  
*RVN Gallantry Cross w/Palm*—22 Feb 67–17 May 68, DAGO 21, 69

**USA Communications Command, Thailand**  
*Meritorious Unit Commendation*—1 Jan 73–30 Jun 75, DAGO 22, 76

**USA Communications—Electronics Installation Battalion**  
*Army Superior Unit Award*—1 Jul 83–30 Jun 85, DAGO 9, 87

**USA Communications Operation Center**  
*Meritorious Unit Commendation*—1 Jul 70–1 Jul 72, DAGO 6, 74

**USA Communications Security Logistics Support Center**  
*Meritorious Unit Commendation*—1 Apr 71–1 Apr 72, DAGO 6, 74

**Special COMSEC Support Detachment**  
*Meritorious Unit Commendation*—1 Apr 71–1 Apr 72, DAGO 6, 74

**2d COMSEC Logistics Support Unit**  
*Meritorious Unit Commendation*—1 Apr–28 Dec 71, DAGO 6, 74

**5th COMSEC Logistics Support Unit**

**Table 11**  
**Army units in alphabetical order—Continued**

*Meritorious Unit Commendation*—1 Apr 71–1 Apr 72, DAGO 6, 74

**6th COMSEC Logistics Support Unit**  
*Meritorious Unit Commendation*—1 Apr–5 Nov 71, DAGO 6, 74

**7th COMSEC Logistics Support Unit**  
*Meritorious Unit Commendation*—1 Apr 71–4 Feb 72, DAGO 6, 74

**United States Army Communications Systems Engineering and Management Agency**  
*Meritorious Unit Commendation*—1 Jul 70–1 Jul 72, DAGO 6, 74

**USA Computer Service Center, Okinawa**  
*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**USA Computer Systems Command Field Team, Vietnam**  
*Meritorious Unit Commendation*—1 Jan 70–31 Dec 72, DAGO 24, 75

**USA Concept Team in Vietnam**  
*Meritorious Unit Commendation*—10 Jul 67–31 May 69, DAGO 36, 70; 1 Jun 69–30 Sep 70, DAGO 51, 71

**USA Courier Station, Saigon**  
*Meritorious Unit Commendation*—7 Jan 66–30 Sep 70, DAGO 38, 71; 1 Oct 70–23 Mar 73, DAGO 13, 74  
*RVN Gallantry Cross w/Palm*—15 Jan 66–28 Mar 73, DAGO 16, 75

**USA Courier Sub-Station, Cam Ranh Bay, Vietnam**  
*Meritorious Unit Commendation*—1 Dec 67–30 Sep 70, DAGO 38, 71; 1 Oct 70–23 Mar 73, DAGO 13, 74  
*RVN Gallantry Cross w/Palm*—1 Dec 67–28 Mar 73, DAGO 16, 75

**USA Courier Sub Station, DaNang**  
*Meritorious Unit Commendation*—5 Sep 66–30 Sep 70, DAGO 38, 71; 1 Oct 70–1 Nov 72, DAGO 13, 74  
*RVN Gallantry Cross w/Palm*—5 Sep 66–28 Mar 73, DAGO 16, 75

**USA Criminal Investigation Command**

**Vietnam Field Office, 4th Region**  
*Meritorious Unit Commendation*—1 Jul 72–28 Mar 73, DAGO 19, 74

**USA Dental Activity, Panama**  
*Army Superior Unit Award*—1 May 84–28 Feb 86, DAGO 9, 87

**United States Army Dental Service Detachment, Japan**  
*Meritorious Unit Commendation*—Jan 66–Jan 70, DAGO 42, 70

**USA Depot, Cam Ranh Bay**  
*Meritorious Unit Commendation*—1 Mar 70–28 Feb 71, DAGO 43, 72

**USA Depot, Long Binh**  
*Meritorious Unit Commendation*—1 Sep 68–31 Jul 69, DAGO 39, 70

**Property Disposal Company**  
*Meritorious Unit Commendation*—21 Mar 70–1 Oct 71 DAGO 5, 73

**USA Drug Treatment Center**

**Cam Ranh Bay**  
*Meritorious Unit Commendation*—15 Jun 71–29 Feb 72, DAGO 5, 73

**Long Binh Post**  
*Meritorious Unit Commendation*—1 Jun 71–31 Aug 72, DAGO 32, 73

**USA Electronics Command**

**Technical Assistance Area Office, Vietnam**  
*Meritorious Unit Commendation*—1 Jun 70–31 Dec 71, DAGO 19, 74

**USA Electronics Research and Development Activity, White Sands National Missile Range**

**Atmospheric Sciences Office**

**Table 11**  
**Army units in alphabetical order—Continued**

*Others:* (AF) AFOUA—1 Mar 66–29 Feb 68, DAGO 28, 69, amended DAGO 12, 69

**US Army Element, Air Force Activities**  
*Others:* (AF) AFOEA—1 Jan 77–19 Jan 81 DAGO 23, 81

**US Army Element, Detachment 13, European Special Activities Area, Air Force Intelligence Service**  
*Others:* (AF) AFOEA—1 Oct 81–31 Jan 82, DAGO 49, 83

**US Army Element, Lowry Air Force Base, Colorado**  
*Others:* (AF) AFOUA—1 Jan 80–30 Apr 81, DAGO 8, 82; (AF) AFOUA—1 Oct 80–30 Apr 82 DAGO 12, 83

**USA Engineer Command, Vietnam**  
**Headquarters and Headquarters Company**  
*Meritorious Unit Commendation*—1 Feb 70–30 Apr 72, DAGO 13, 74

**Central District Engineers**  
*Meritorious Unit Commendation*—1 Feb 70–30 Apr 72, DAGO 13, 74

**Northern District Engineers**  
*Meritorious Unit Commendation*—1 Feb 70–30 Apr 72, DAGO 13, 74

**Southern District Engineers**  
*Meritorious Unit Commendation*—1 Feb 70–30 Apr 72, DAGO 13, 74

**USA Engineer Command, Vietnam (Provisional)**  
**Headquarters and Headquarters Company**  
*Meritorious Unit Commendation*—1 Dec 66–20 Mar 68, DAGO 3, 69

**USA Engineer Construction Agency, Vietnam**  
**Headquarters and Headquarters Company**  
*Meritorious Unit Commendation*—15 Mar 68–30 Nov 69, DAGO 39, 70

**USA Engineer District, Okinawa**  
*Meritorious Unit Commendation*—1 Jan 66–31 Dec 68, DAGO 60, 69

**Headquarters and Headquarters Company, USA Engineer Group, Vietnam**  
*Meritorious Unit Commendation*—1 May 72–28 Mar 73, DAGO 13, 74

**USA Escort Detachment Dover Air Force Base, Dover, Delaware**  
*Army Superior Unit Award*—12 Dec 85–28 Feb 86, DAGO 30, 87

**USA Executive Flight Detachment**  
*Meritorious Unit Commendation*—20 Jan 69–19 Jan 71, DAGO 41, 71; 20 Jan 71–19 Jan 73, DAGO 14, 73  
*Remarks:* Support to the White House

**USA Field Appraisal Detachment**  
*Others:* (AF) AFOUA—5–10 Jun 67 DAGO 23, 68

**USA Field Station, Berlin**  
*Army Superior Unit Award*—1 Dec 80–30 Apr 83, DAGO 30, 87

**USA Field Station, San Antonio, TX**  
*Others:* (AF) AFOUA—1 Jul 75–30 Jun 77 DAGO 49, 83

**USA Headquarters Area Command**  
**Headquarters and Headquarters Detachment**  
*Meritorious Unit Commendation*—1 Apr 66–1 Sep 67, DAGO 17, 68

**USA Health Service Group**  
*RVN Civil Actions Honor Medal, FC*—1 Dec 71–31 Dec 72, DAGO 6, 74

**Headquarters and Headquarters Detachment**  
*Meritorious Unit Commendation*—1 May 72–19 Mar 73, DAGO 13, 74

**Table 11**  
**Army units in alphabetical order—Continued**

**USA Hospital, Camp Zama, Japan**  
*Meritorious Unit Commendation*—Jan 66–Oct 69, DAGO 7, 70

**USA Hospital, Saigon**  
*Meritorious Unit Commendation*—31 May 72–28 Mar 73, DAGO 6, 74

**USA Intelligence School, Fort Devens, Pensacola Detachment**  
*Others:* (N) MUC—1 Jan 74–31 Jul 79 DAGO 18, 80

**USA Liaison Group Headquarters, US Air Force Europe**  
*Others:* (AF) AFOUA—1 Jul 78–30 Jun 80, DAGO 13, 82; (AF) AFOUA—1 Jul 79–30 Jun 81, DAGO 12, 83

**USA Logistics Assistance Office, Okinawa**  
*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**USA Logistics Assistance Office, Southeast Asia**  
*Meritorious Unit Commendation*—1 Jun 70–24 Mar 73, DAGO 19, 74

**USA Logistics Assistance Office, Vietnam**  
*Meritorious Unit Commendation*—1 Jan 69–25 May 70, DAGO 48, 71

**USA Maintenance Activity, Okinawa**  
*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**USA Marine Maintenance Directorate, Okinawa**  
*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**USA Materiel Command**  
**Liaison Detachment**  
*Meritorious Unit Commendation*—1 Jan 69–25 May 70, DAGO 48, 71; 1 Jun 70–1 Dec 71, DAGO 19, 74

**USA Materiel Management Data Processing Center**  
*Meritorious Unit Commendation*—1 Nov 68–31 Jan 70, DAGO 51, 71

**USA Materiel Support Command**  
*Others:* (AF) AFOUA—1 Apr 67–30 Sep 68, DAGO 56, 69

**USA Medical Center, Ryuku Islands**  
*Meritorious Unit Commendation*—1 Jul 65–31 Oct 68, DAGO 42, 69; 1 Nov 68–30 Apr 71, DAGO 2, 72

**USA Medical Command, Vietnam**  
**Headquarters and Headquarters Company**  
*Meritorious Unit Commendation*—1 Dec 70–31 Dec 71, DAGO 5, 73  
*RVN Civil Actions Honor Medal, FC*—1 Mar–30 Nov 70, DAGO 25, 82, amended DAGO 6,74

**USA Medical Department Activity, Fort Lee, VA**  
*Army Superior Unit Award*—15 Feb 85–13 Sep 85, DAGO 9, 87

**USA Medical Depot, Japan**  
*Meritorious Unit Commendation*—Jun 69–Jan 70, DAGO 37, 72, amended DAGO 42, 70

**USA Medical Research Team**  
*Meritorious Unit Commendation*—Nov 63–Dec 66, DAGO 17, 68

**USA Memorial Affairs Activity, Europe**  
*Army Superior Unit Award*—23 Oct 83–10 Nov 83, DAGO 9, 87

**USA Missile & Munitions Center and School**  
**Nuclear Weapons Training Detachment**  
*Others:* (AF) AFOUA—1 Feb 73–31 Jan 74 DAGO 19, 75  
*Remarks:* Co-Located w/3416th Technical Training Squadron, a subordinate unit of the USAF School of Applied Aerospace Sciences

**USA Missile Command TOW Team**  
*Meritorious Unit Commendation*—6 Jun–15 Dec 72, DAGO 19, 74

**Table 11**  
**Army units in alphabetical order—Continued**

**USA Mobility Equipment Command**

3d Sub-Office, Pacific Mobility Service Office, Field Service Division  
*Meritorious Unit Commendation*—1 Jan 69–25 May 70, DAGO 48, 71; 1 Jun 70–31 Dec 71, DAGO 19, 74

**USA Mortuary, DaNang**

*Meritorious Unit Commendation*—1 Feb 68–31 Dec 69, DAGO 2, 71  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**USA Mortuary, Saigon**

*Meritorious Unit Commendation*—1 May 67–30 Sep 68 DAGO 56, 69

**USA Munitions Command**

**Liaison Detachment**

*Meritorious Unit Commendation*—1 Jan 69–25 May 70, DAGO 48, 71; 1 Jun 70–31 Dec 71, DAGO 19, 74

**USA Pacific Intelligence School**

*Meritorious Unit Commendation*—Jul 68–Feb 70, DAGO 42, 70

**USA Petroleum Depot, Okinawa**

*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**Headquarters & Headquarters Company, USA Phu Bai Installation**

*Meritorious Unit Commendation*—15 Jan–15 Aug 72, DAGO 32, 73

**USA Port, Tan My**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**USA Post Services, Okinawa**

*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**USA Post Transportation, Okinawa**

*Meritorious Unit Commendation*—1 Jul 70–30 Dec 71 DAGO 40, 72

**USA Postal Group, Vietnam**

*Meritorious Unit Commendation*—1 Sep 71–31 Dec 72, DAGO 32, 73

**USA Procurement Agency, Hawaii**

*Meritorious Unit Commendation*—1 Nov 72–1 Mar 74, DAGO 6, 76 amended DAGO 24, 75

**USA Psychological Operations Company**

*Meritorious Unit Commendation*—Oct 68–Jun 70, DAGO 37, 72

**USA Quality Control Directorate, Okinawa**

*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**USA Recruiting Battalion, Little Rock**

*Army Superior Unit Award*—1 Oct 85–30 Sep 86, DAGO 30, 87

**USA Recruiting Battalion, Portland**

*Army Superior Unit Award*—1 Oct 84–30 Sep 85, DAGO 9, 87

**Headquarters & Headquarters Company, USA Regional Communications Group (Vietnam)**

*Meritorious Unit Commendation*—1 Jan 67–31 Jul 68, DAGO 48, 69

**USA Republic of Vietnam Individual Training Group**

*Meritorious Unit Commendation*—24 Feb 71–14 May 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Nov 70–30 Dec 72, DAGO 6, 74

**Chi Lang Training Battalion**

*Meritorious Unit Commendation*—24 Feb–1 Sep 71, DAGO 32, 73

**Dong Ba Thin Training Battalion**

*Meritorious Unit Commendation*—24 Feb 71–14 May 72, DAGO 32, 73

**Long Hai Training Battalion**

**Table 11**  
**Army units in alphabetical order—Continued**

*Meritorious Unit Commendation*—24 Feb 71–14 May 72, DAGO 32, 73

**Puoc Tuy Training Battalion**

*Meritorious Unit Commendation*—1 Sep 71–14 May 72, DAGO 32, 73

**USA Security Agency**

*Others:* (AF) AFOUA—1 Apr 67–3 Sep 68, DAGO 56, 69

**Program “C” Elements**

*Others:* (N) MUC (Navy)—1 May 67–1 May 70, DAGO 32, 73

**Field Station, Hakata**

*Meritorious Unit Commendation*—1 Jan 71–15 Mar 72, DAGO 37, 72

**Field Station, Shemya**

*Others:* (AF) AFOUA—1 Jul 68–30 Jun 70 DAGO 50, 71; 1 Jul 72–30 Jun 74 DAGO 19, 75

**USA Security Agency Processing Center**

**“A” Branch**

*Others:* (AF) AFOUA—1 Feb 64–1 Feb 65, DAGO 21, 66

**“A” Branch, Microbarograph Shop**

*Others:* (AF) AFOUA—1 Apr 67–30 Sep 68, DAGO 56, 69

**USA Security Agency School**

**Goodfellow Detachment**

*Others:* (AF) AFOUA—1 Jan 75–31 Dec 76, DAGO 23, 81

**USA Signal Research Activity**

*Others:* (AF) AFOUA—1 Sep 61–25 Dec 62, DAGO 21, 64

**USA Signal Research Units, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 15, & 20**

*Others:* (AF) AFOUA—1 Apr 67–30 Sep 68, DAGO 56, 69

**USA Signal Research Units, 1 thru 9, 11 & 20**

*Others:* (AF) AFOUA—1 Feb 64–1 Feb 65, DAGO 21, 66

**USA Southeast Asia Pictorial Center**

*Meritorious Unit Commendation*—1 Jul 69–31 Mar 70, DAGO 48, 71

**USA Space Office Alexandria, Virginia**

*Others:* (AF) AFOEA—1 Jan 75–30 Jun 78, DAGO 13, 82; 1 Jul 78–31 Dec 80, DAGO 25,82

**USA Special Forces Epidemiological Survey Team(Airborne)**

*Presidential Unit Citation*—1 Nov 66–31 Jan 68, DAGO 59, 69 amended DAGO 45, 69  
*Meritorious Unit Commendation*—31 Jan–31 Dec 68, DAGO 70, 69  
*RVN Gallantry Cross w/Palm*—30 Jun 67–17 May 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—Jan 68–24 Sep 70, DAGO 48, 71

**USA Special Security Group, Assistant Chief of Staff for Intelligence**

*Meritorious Unit Commendation*—1 Sep 67–31 Oct 68, DAGO 37, 70

**USA Special Security Detachments**

**HQ, Task Force “Oregon”**

*Meritorious Unit Commendation*—1 Apr 31–Aug 67, DAGO 10, 68

**US Army Vietnam**

*Meritorious Unit Commendation*—1 Sep 66–31 Aug 67, DAGO 10, 68; 1 Sep 67–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70, DAGO 51, 71

**US Military Assistance Command, Vietnam**

*Meritorious Unit Commendation*—8 Mar 65–31 Aug 67, DAGO 10, 68; 1 Sep 67–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70, DAGO 51, 71

**Studies & Observation Group**



**Table 11**  
**Army units in alphabetical order—Continued**

*Meritorious Unit Commendation*—8 Mar 65–31 Aug 67, DAGO 10, 68; 1 Sep 67–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70, DAGO 51, 71

**1st Cavalry Division**  
*Meritorious Unit Commendation*—1 Dec 65–31 Aug 67, DAGO 10, 68; 1 Sep 67–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70, DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72

**I Field Force, Vietnam**  
*Meritorious Unit Commendation*—1 Nov 65–31 Aug 67, DAGO 10, 68; 1 Sep 67–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70, DAGO 31, 71

**1st Infantry Division**  
*Meritorious Unit Commendation*—1 Dec 65–31 Aug 67, DAGO 37, 70; 1 Sep 67–31 Oct 68, DAGO 37, 70

**II Field Force, Vietnam**  
*Meritorious Unit Commendation*—1 Apr 66–31 Aug 67, DAGO 10, 68; 1 Sep 67–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70, DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Jun 69–30 Jun 70, DAGO 51, 71

**IV Corps**  
*Meritorious Unit Commendation*—1 Mar–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70, DAGO 51,71

**4th Infantry Division**  
*Meritorious Unit Commendation*—1 Oct 66–31 Aug 67, DAGO 10, 68; 1 Sep 67–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70, DAGO 51, 71

**9th Infantry Division**  
*Meritorious Unit Commendation*—1 Oct 66–31 Aug 67, DAGO 10, 68; 1 Sep 67–31 Oct 68, DAGO 37, 70  
*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 46, 69 amended DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**23d Infantry Division**  
*Meritorious Unit Commendation*—1 Sep 67–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70, DAGO 51, 71

**XXIV Corps**  
*Meritorious Unit Commendation*—1 Feb–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70, DAGO 51,71

**25th Infantry Division**  
*Meritorious Unit Commendation*—1 Jan 66–31 Aug 67, DAGO 10, 68; 1 Sep 67–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70 DAGO 51, 71

**101st Airborne Division**  
*Meritorious Unit Commendation*—1 Dec 67–31 Oct 68, DAGO 37, 70; 1 Nov 68–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—30 Aug 68–2 May 70, DAGO 48, 71

**USA Strategic Communications Command Facility, Vietnam**  
*Meritorious Unit Commendation*—Nov 64–May 65, DAGO 42, 65

**USASTRATCOM Heavy Cable Construction Detachment**  
*Meritorious Unit Commendation*—1 Mar–30 Jun 70, DAGO 18, 79

**USASTRATCOM Long Lines Battalion North**  
*Meritorious Unit Commendation*—1 Oct 68–15 Jun 69, DAGO 13, 78, amended DAGO 43, 72

**USASTRATCOM Long Lines Battalion South**  
*Meritorious Unit Commendation*—1 Apr 67–31 Mar 68, DAGO 54, 68

**USASTRATCOM Field Office-Phillipines**  
*Others: (F) PHILPUC*—Jul and Aug 72, DAGO 11, 73

**Table 11**  
**Army units in alphabetical order—Continued**

**USASTRATCOM Operations Center**  
*Meritorious Unit Commendation*—1 Jan 68–31 Oct 69, DAGO 48, 71

**USASTRATCOM Signal Support Agency Long Binh**  
*Meritorious Unit Commendation*—1 Mar 70–28 Feb 71, DAGO 43, 72

**USASTRATCOM Southeast Asia Signal School Number One**  
*Meritorious Unit Commendation*—9 Sep 68–10 Apr 70, DAGO 48, 71

**USASTRATCOM Southeast Asia Telephone Management Agency**  
*Meritorious Unit Commendation*—1 Aug 67–31 Oct 69, DAGO 48, 71

**USASTRATCOM Systems Engineering and Management Agency**  
*Meritorious Unit Commendation*—1 Jan 68–31 Oct 69, DAGO 48, 71

**USA Supply Activity (Consolidated) Okinawa**  
*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**USA Supply Activity, Thailand**  
*Meritorious Unit Commendation*—1 Jul 73–30 Jun 74, DAGO 13, 75

**USA Supply and Maintenance Activity, Segami**  
*Meritorious Unit Commendation*—1 Jan 65–30 Jun 73, DAGO 13, 74

**USA Supply Operations Directorate, Okinawa**  
*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72

**Headquarters & Headquarters Company, USA Support Command, Cam Ranh Bay**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 70, DAGO 43, 72

**Headquarters & Headquarters Company, USA Support Command, Da Nang**  
*Meritorious Unit Commendation*—25 Feb–31 Dec 68, DAGO 36, 70; 1 Jan 69–30 Jun 70, DAGO 51, 71  
*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**Headquarters & Headquarters Company, USA Support Command, Qui Nhon**  
*Meritorious Unit Commendation*—Aug 65–Jul 66, DAGO 17, 68; 1 Aug 66–30 Apr 67, DAGO 54, 68

**USA Support Command, Qui Nhon Guard Command(Provisional)**  
*Meritorious Unit Commendation*—25 Oct 67–30 Apr 68, DAGO 31, 69; 1 May 68–30 Apr 69, DAGO 39, 70

**Headquarters & Headquarters Company, USA Support Command, Saigon**  
*Meritorious Unit Commendation*—Jul 66–Feb 67, DAGO 17, 68

**USA Support Element-Philippines**  
*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72  
*Others: (F) PHILPUC*—1 Aug 15 Dec 70, DAGO 16, 72

**USA Support Office, Pacific**  
*Meritorious Unit Commendation*—1 Jul 70–31 Dec 71, DAGO 40, 72  
*Others: (F) PHILPUC*—Jul & Aug 72, DAGO 8, 74

**USA Tank Automotive Command**

**Liaison Detachment**  
*Meritorious Unit Commendation*—1 Jun 70–31 Dec 71, DAGO 19, 74

**USA Technical Escort Center**  
*Meritorious Unit Commendation*—1 Aug 66–31 Dec 68, DAGO 24, 71  
*Remarks: Unit was previously designated USA Technical Escort Unit, Edgewood Arsenal*

**Table 11**  
**Army units in alphabetical order—Continued**

**USA Technical Escort Unit, Aberdeen Proving Ground, Maryland**  
*Army Superior Unit Award—14 May 86–14 Nov 86, DAGO 30, 87*

**USA Transportation Activity, Thailand**  
*Meritorious Unit Commendation—1 Jul 73–31 May 74, DAGO 13, 75*

**USA Transportation Agency**  
*Meritorious Unit Commendation—10 Jan 69–31 Dec 70, DAGO 41, 71; 1 Jan 71–19 Jan 73, DAGO 14, 73*  
*Remarks: Support to the White House*

**USA Transportation Operations Directorate, Okinawa**  
*Meritorious Unit Commendation—1 Jul 70–31 Dec 71, DAGO 40, 72*

**USA Transportation Terminal Unit**  
*Others: (AF) AFOUA—5–10 Jun 67 DAGO 23, 68*

**USA Transportation Terminal Unit, Azores**  
*Others: (AF) AFOUA—12 Oct 65–15 Dec 73, DAGO 19, 75*  
*Remarks: Attached to the 1605th Air Base Wing*

**USA Veterinary Detachment, Japan**  
*Meritorious Unit Commendation—Jan 66–Jan 70, DAGO 37, 72, amended DAGO 42, 70*

**USA Vietnam**

**Headquarters and subordinate units**  
*RVN Gallantry Cross w/Palm—20 Jul 65–28 Mar 73, DAGO 8, 74*

**Headquarters G-4 Manifesting Team**  
*Meritorious Unit Commendation—1 Oct 68–30 Apr 71, DAGO 43, 72*

**Engineer Region, Military Region I**  
*Meritorious Unit Commendation—18 Feb–15 Oct 72, DAGO 32, 73*

**Logistics Assistance Team**  
*Meritorious Unit Commendation—24 Apr 72–15 Mar 73, DAGO 32, 73*

**Special Troops**  
*Meritorious Unit Commendation—15 May–6 Nov 72, DAGO 13, 74*

**USA Vietnam Advisor School (Provisional)**  
*Meritorious Unit Commendation—13 Feb–31 Dec 68, DAGO 39, 70*

**USA Vietnam Individual Training Group/Forces Armee Nationale Khmer (FANK) Training Command**  
*Meritorious Unit Commendation—24 Feb 71–30 Nov 72, DAGO 32, 73*

**USA Vietnam Special Service Agency**  
*Meritorious Unit Commendation—2 Mar 70–14 Mar 73, DAGO 32, 73*

**Headquarters, United States Army Vietnam/MAC Support Command**  
*Meritorious Unit Commendation—15 May 72–28 Mar 73, DAGO 13, 74*

**Support Troops**  
*Meritorious Unit Commendation—7 Nov 72–28 Mar 73, DAGO 13, 74*

**USA Weapons Command**

**Liaison Detachment**  
*Meritorious Unit Commendation—1 Jan 69–25 May 70, DAGO 48, 71; 1 Jun 70–31 Dec 71, DAGO 19, 74*

**USA Wound Data and Munitions Effectiveness Team**  
*Meritorious Unit Commendation—1 Jul 67–31 Mar 69, DAGO 36, 70*

**US Central Identification Laboratory, Thailand, Camp Samae San, Thailand**  
*Meritorious Unit Commendation—23 Jan 73–30 Jun 75, DAGO 2, 76*

**Table 11**  
**Army units in alphabetical order—Continued**

*Remarks: Awarded to all Navy, AF and Marine Corps personnel who may have been attached to and serving with the Joint Casualty Resolution Center, Camp Samae San, Thailand.*

**US European Command Defense Analysis Center, Patch Barracks, Stuttgart, West Germany**  
*Others: (J) JMUA—1 Aug 82–9 Apr 84, DAGO 39, 84*

**US Field Training Command**  
*RVN Gallantry Cross w/Palm—1 Nov 70–30 Dec 72, DAGO 6, 74*  
*Remarks: Attached, US Field Training Group*

**US Field Training Group**  
*RVN Gallantry Cross w/Palm—1 Nov 70–30 Dec 72, DAGO 6, 74*

**United States Liaison Office, Kuwait**  
*Others: (J) JMUA—1 Oct 84–30 Sep 86, DAGO 53, 87*

**US Military Assistance Command**

**Headquarters and subordinate unit**  
*RVN Gallantry Cross w/Palm—8 Feb 62–28 Mar 73, DAGO 8, 74*

**Ordnance Advisory Division**  
*Meritorious Unit Commendation—1 Apr 72–5 Mar 73, DAGO 6, 74*

**Special Troops**  
*Meritorious Unit Commendation—1 Jan 72–28 Mar 73, DAGO 6, 74*  
*Remarks: Awarded to all USA, USAF, USN and USMC personnel who may have been attached to and serving w/MAC Vietnam Special Troops.*

**Vietnam Recondo School 5th Special Forces Group, 1st Special Forces**  
*RVN Gallantry Cross w/Palm—18 May 69–31 Dec 70, DAGO 42, 72*

**Advisory Team 1**  
*Presidential Unit Citation—1 Jan 67–25 Feb 68, DAGO 42, 71, amended DAGO 23, 69*

**Advisory Team 2, Liaison Team**  
*Others: (N) PUC—25 Apr–5 Jun 67, DAGO 59, 69*

**Advisory Team 3**  
*Presidential Unit Citation—1 Jan 67–25 Feb 68, DAGO 23, 69*

**Advisory Team 4**  
*Presidential Unit Citation—1 Jan 67–25 Feb 68, DAGO 23, 69*

**Advisory Team 6**  
*Meritorious Unit Commendation—1 Dec 70–19 Sep 72, DAGO 13, 74*

**Advisory Team 8**  
*Meritorious Unit Commendation—1 Aug 69–31 Dec 70, DAGO 24, 72; 1 Jan 71–30 Jun 72, DAGO 13, 74*

**Advisory Team 43**  
*Meritorious Unit Commendation—15 Apr 70–15 Apr 72, DAGO 11, 73*

**Advisory Team 44**  
*Meritorious Unit Commendation—15 Apr 70–15 Apr 72, DAGO 11, 73*

**Advisory Team 47**  
*Meritorious Unit Commendation—15 Apr 70–15 Apr 72, DAGO 11, 73*

**Advisory Team 48**  
*Meritorious Unit Commendation—15 Apr 70–15 Apr 72, DAGO 11, 73*

**Advisory Team 49**  
*Meritorious Unit Commendation—15 Apr 70–15 Apr 72, DAGO 11, 73*

**Advisory Team 67**  
*Meritorious Unit Commendation—15 Apr 70–15 Apr 72, DAGO 11, 73*

**Table 11**  
**Army units in alphabetical order—Continued**

**Advisory Team 86**  
*Meritorious Unit Commendation*—15 Apr 70–15 Apr 72, DAGO 11, 73

**Advisory Team 89**  
*Meritorious Unit Commendation*—15 Apr 70–15 Apr 72, DAGO 11, 73

**Advisory Team 90**  
*Meritorious Unit Commendation*—15 Apr 70–15 Apr 72, DAGO 11, 73

**Advisory Team 91**  
*Meritorious Unit Commendation*—15 Apr 70–15 Apr 72, DAGO 11, 73

**Advisory Team 98**  
*Meritorious Unit Commendation*—15 Apr 70–15 Apr 72, DAGO 11, 73

**Advisory Team 118**  
*Meritorious Unit Commendation*—1 Dec 71–30 Nov 72, DAGO 13, 74

**Advisory Team 162**  
*Meritorious Unit Commendation*—1 Jan 67–25 Feb 68, DAGO 38, 71, amended DAGO 23, 69

**Field Advisory Element 62, RVN Armed Forces Language School Army Advisory Group**  
*Meritorious Unit Commendation*—1 Jan 71–30 Jun 72, DAGO 32, 73

**USA Advisory Det 96, Delta MAC, IV Corps Tactical Zone**  
*RVN Civil Actions Honor Medal, FC*—1 Jan 68–2 Jan 70, DAGO 51, 71

**US Military Entrance Processing Command**  
*Others:* (J) JMUA—1 Jul 82–30 Apr 85, DAGO 27, 85

**US Military Group El Salvador**  
*Others:* (J) JMUA—1 Jan 81–7 Jun 85, DAGO 11, 86

**US Military Liaison Mission to the Commander in Chief, Group of Soviet Forces in Germany**  
*Meritorious Unit Commendation*—14 Jun 71–1 Aug 76, DAGO 4, 78, amended DAGO 13, 74; 2 Aug 76–31 Dec 80, DAGO 2, 82; 1 Jan 81–31 Mar 85, DAGO 14, 85  
*Others:* (J) JMUA—1 Jan 81–31 Mar 85, DAGO 45, 86 supersedes MUC (2OLC) 1 Jan 81–31 Mar 85, DAGO 14, 85

**US Military Training Mission, Saudi Arabia**  
*Others:* (J) JMUA—22 Jul 82–31 Dec 83, DAGO 7, 85

**Vietnam Regional Exchange (PACEX)**

**USA Element**  
*Meritorious Unit Commendation*—6 May 66–31 May 68, DAGO 67, 68

**Vung Tau Signal Support Detachment**  
*Meritorious Unit Commendation*—1 Mar 70–31 Mar 71, DAGO 5, 79, amended DAGO 32, 73  
*Remarks:* Assigned Unit, 39th Signal Bn

**Walter Reed Army Institute of Research**  
*Army Superior Unit Award*—1 Jan 84–31 Dec 84, DAGO 53, 87

**White House Communications Agency**  
*Meritorious Unit Commendation*—10 Jan 69–31 Dec 70, DAGO 41, 71; 1 Jan 71–19 Jan 73 DAGO 14, 73  
*Others:* (J) JMUA—Aug 83–Jul 85, DAGO 11, 86

**White Sands National Missile Range**

**Command Section**  
*Others:* (AF) AFOUA—1 Mar 66–29 Feb 68, DAGO 28, 69, amended DAGO 12, 69

**Missile Flight Surveillance Directorate**

**Table 11**  
**Army units in alphabetical order—Continued**

*Others:* (AF) AFOUA—1 Mar 66–29 Feb 68, DAGO 28, 69, amended DAGO 12, 69

**National Range Operations**  
*Others:* (AF) AFOUA—1 Mar 66–29 Feb 68, DAGO 28, 69, amended DAGO 12, 69

**Table 12**  
**Awards to other branches of Service**

**Air Liaison Officers, Forward Air Controllers and Tactical Air Control Party personnel of the 7th Air Force**  
*RVN Civil Actions Honor Medal, FC*—Oct 65–7 Apr 70, DAGO 53, 70  
*Remarks:* Attached, 1st Inf Div. Eligible personnel must show evidence of participation.

**Headquarters, 14th Special Operations Wing, United States Air Force**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 68, DAGO 39, 70

**Forward Air Control Personnel, USAF**  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*Remarks:* Attached, 1st Inf Div. Eligible personnel must show evidence of participation.

**USA Elm, Air Force Activities w/duty Office of Space Systems, Office of the Secretary of the Air Force**  
*Others:* (AF) AFOEA—1 Jan 77–19 Jan 81, DAGO 23, 81

**Tactical Air Control Party, USAF**  
*Valorous Unit Award*—12 Nov 65, DAGO 20, 67; 5 Mar 66, DAGO 20, 67; 31 Jan–5 Feb 68, DAGO 28, 69, amended DAGO 12, 69  
*RVN Gallantry Cross w/Palm*—26 Aug–2 Nov 68, DAGO 43, 70  
*Remarks:* Attached, 2d Bn, 2d Inf Task Force, 1st Inf Div. Eligible personnel must show evidence of participation; Attached, 2d Bn, 28th Inf, 1st Inf Div. Eligible personnel must show evidence of participation; Attached, 11th Armored Cav Regt. Eligible personnel must show evidence of participation; Attached, HHC, 1st Bde, 5th Inf Div. Eligible personnel must show evidence of participation.

**5th Special Operations Squadron USAF**  
*Meritorious Unit Commendation*—1 Jan–31 Dec 68, DAGO 39, 70  
*Remarks:* Asgd Unit, 14th Sp Opns Wing, USAF. Eligible personnel must show evidence of participation.

**5th Tactical Control Maintenance Squadron**  
*Meritorious Unit Commendation*—19 Dec 66–30 Sep 67, DAGO 66, 68  
*Remarks:* Attached, 37th Signal Bn. Eligible personnel must show evidence of participation.

**5th Weather Squadron, USAF**

**Operating Location 2**  
*RVN Gallantry Cross w/Palm*—21 Feb 70–28 Feb 71, DAGO 42, 72  
*Remarks:* Attached, 1st Cav Div. Eligible personnel must show evidence of participation.

**Operating Location 4**  
*Meritorious Unit Commendation*—Jan–Jun 69, DAGO 42, 70  
*Remarks:* Attached, HHC, 25th Inf Div. Eligible personnel must show evidence of participation.

**Operating Location 6**  
*RVN Gallantry Cross w/Palm*—18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74; 1 Mar–9 Oct 71, DAGO 6, 74  
*RVN Civil Actions Honor Medal, FC*—7 Feb 69–2 May 70, DAGO 48, 71  
*Remarks:* Attached, 101st Abn Div. Eligible personnel must show evidence of participation; Attached, XX–IVth Corps. Eligible personnel must show evidence of participation.

**Operating Location 7**

**Combat Weather**

**Table 12**  
**Awards to other branches of Service—Continued**

**Team 2**

*Valorous Unit Award*—11–31 Aug 69, DAGO 43, 72  
*Remarks:* Attached, 196th Inf Bde. Eligible personnel must show evidence of participation.

**31st Detachment**

*Meritorious Unit Commendation*—1 Aug 65–7 Jul 66, DAGO 7, 70, amended DAGO 45, 69  
*Remarks:* Attached, HHC, 1 Field Force Vietnam. Eligible personnel must show evidence of participation.

**Operation Location 2**

*Meritorious Unit Commendation*—1 Feb 67–31 Jul 69, DAGO 36, 70

**32d Detachment**

*Meritorious Unit Commendation*—1 Nov 69–1 Mar 71, DAGO 16, 72  
*RVN Gallantry Cross w/Palm*—12 Jul 65–16 Oct 68, DAGO 21, 69  
*Remarks:* Supporting unit, HHC, II Field Force, Vietnam. Eligible personnel must show evidence of participation; Attached, 1st Inf Div. Eligible personnel must show evidence of participation.

**Weather Detachment 32**

*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69; 29 Apr–30 Jun 70, DAGO 51, 71  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69; Aug 66–7 Apr 70, DAGO 53, 70  
*Remarks:* Attached, 9th Inf Div. Eligible personnel must show evidence of participation; Attached, 9th Inf Div. Eligible personnel must show evidence of participation; Attached, II Field Force, Vietnam. Eligible personnel must show evidence of participation; Attached, 1st Inf Div. Eligible personnel must show evidence of participation.

**Operating Location 2**

*RVN Gallantry Cross w/Palm*—1 Jan 67–31 Aug 68, DAGO 48, 71

**37th Detachment**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74

**8th Aerial Port Squadron**

**5th Detachment Passenger Service Team**

*Meritorious Unit Commendation*—1 Oct 68–30 Apr 71, DAGO 43, 72  
*Remarks:* Attached, 90th Replacement Bn. Eligible personnel must show evidence of participation.

**9th Special Operations Squadron**

**Less Flight "A"**

*Meritorious Unit Commendation*—1 Jan–31 Dec 68, DAGO 39, 70  
*Remarks:* Attached, 14th Special Opns Wing. Eligible personnel must show evidence of participation.

**Flight A**

*Meritorious Unit Commendation*—1 Jul–31 Dec 68, DAGO 39, 70  
*Remarks:* Attached, 14th Special Opns Wing. Eligible personnel must show evidence of participation.

**19th Tactical Air Support Squadron, Bien Hoa Air Base**

*Others:* (A) Vicinity of Katum, RVN(Abn), 0900–0907 hrs, inclusive 22 Feb 67 DAGO 18, 79 amended DAGO 48, 71  
*Remarks:* Eligible person must provide evidence of participating in Assault Landing

**19th Tactical Air Support Squadron**

*Meritorious Unit Commendation*—14 Mar–3 Oct 68, DAGO 22, 76

**Air Liaison Officers w/Forward Air Controller Teams, Tactical Air Control Parties, Tactical Air Liaison Officer**

*RVN Gallantry Cross w/Palm*—1 Dec 66–30 Jun 68, DAGO 31, 69; Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69  
*Remarks:* Attached, 9th Inf Div. Eligible personnel must show evidence of participation; Attached, 9th Inf Div. Eligible personnel must show evidence of participation.

**Tactical Air Control Party**

**Table 12**  
**Awards to other branches of Service—Continued**

*Presidential Unit Citation*—12 Mar–1 Apr 68, DAGO 69, 69  
*Valorous Unit Award*—27 Aug–31 Oct 68, DAGO 42, 69  
*Meritorious Unit Commendation*—28 Jul 66–28 May 67, DAGO 17, 68; 1 Jun 67–30 Aug 68, DAGO 24, 72; 1 Jan–31 Dec 69, DAGO 2, 71  
*RVN Gallantry Cross w/Palm*—1 Mar–30 Oct 70, DAGO 55, 71;  
*Remarks:* Attached, 3d Sqdn, 11th Armed Cav Regt. Eligible personnel must show evidence of participation; Attached, 1st Bde, 25th Inf Div. Eligible personnel must show evidence of participation; Attached, HHC, 3d Bde, 1st Inf Div. Eligible personnel must show evidence of participation; Attached, HHC, 3d Bde, 1st Inf Div. Eligible personnel must show evidence of participation; Attached, 11th Armored Cav. Eligible personnel must show evidence of participation.

**20th Tactical Air Support Squadron**

*RVN Gallantry Cross w/Palm*—1 Mar–9 Oct 71, DAGO 6, 74; 18 Apr–31 Aug 71 and 6–19 Sep 71, DAGO 6, 74  
*Remarks:* Attached, XX–IV Corps. Eligible personnel must show evidence of participation; Attached, 101st Abn Div. Eligible personnel must show evidence of participation.

**Tactical Air Control Party**

*Valorous Unit Award*—17 Apr–7 May 69, DAGO 2, 71; 11–31 Aug 69, DAGO 43, 72, 22 Apr–20 Aug 67, DAGO 43, 72  
*Remarks:* Attached, 3d Bde, 101st Abn Div. Eligible personnel must show evidence of participation; Attached, 196th Inf Bde; Attached, HHC, 3d Bde, 4th Inf Div. Eligible personnel must show evidence of participation.

**21st Tactical Air Support Squadron**

**Delta Tactical Air Control Party**

*Valorous Unit Award*—4 Mar–4 Apr 68, DAGO 59, 69, amended DAGO 5, 69  
*Remarks:* Attached, Det B–52, 5th SF Gp (Abn), 1st SF. Eligible personnel must show evidence of participation.

**Tactical Air Control Party 3–506 (USAF FAC)**

*Valorous Unit Award*—31 Jan–25 Feb 68, DAGO 38, 70

**505th Forward Air Control Team**

*Remarks:* (N) PUC—7 Oct–4 Dec 66, DAGO 32, 73. Eligible personnel must show evidence of participation.

**507th Direct Air Support Squadron, USAF**

**Tactical Air Control Party**

*RVN Gallantry Cross w/Palm*—14–16 Nov 65, DAGO 21, 69, amended DAGO 46, 68  
*Remarks:* Attached, 1st Bn, 7th Cav, 1st Cav Div. Eligible personnel must show evidence of participation.

**113th USAF Special Activity Squadron**

**Detachment 18**

*Meritorious Unit Commendation*—1 Jan 71–15 Aug 73, DAGO 56, 74  
*Remarks:* Attached, USA Elm, Mil Equipment Delivery Team. Eligible personnel must show evidence of participation. Awarded to only USAR personnel asgd to Det 18

**1867th Facility Checking Squadron, USAF**

**Detachment 1**

*Meritorious Unit Commendation*—1 Mar 71–29 Feb 72 DAGO 56, 74

**US Coast Guard Port Security and Waterways Detail Vietnam**

*Meritorious Unit Commendation*—15 Oct 66–15 Apr 67, DAGO 17, 68; 31 Jul 68–31 Jun 69, DAGO 51, 71, revoked DAGO 2, 71, which amended DAGO 36, 70; 1 Feb–31 Dec 69, DAGO 24, 72

**US Naval Construction Regiment Thirty Two**

*Meritorious Unit Commendation*—1 Mar–30 Sep 70, DAGO 43, 72

**US Naval Mobile Construction Battalion Sixty Two**

*Meritorious Unit Commendation*—20 Apr–10 Nov 70, DAGO 43, 72

**1st Composite Radio Company, Fleet Marine Force(USMC)**

**Table 12**  
**Awards to other branches of Service—Continued**

**Sub Unit Number 1**

*Meritorious Unit Commendation*—13 May 61–31 Dec 62, DAGO 26, 65, amended DAGO 22, 63  
*Remarks:* Attached, 3d Radio Research Unit (Unit was 82d USA Sp Opns Unit). Eligible personnel must show evidence of participation.

**1st Naval Gunfire Liaison Company, FMF (USMC)**

**Sub Unit Number 1, Advisory Team 37, Team 2–7**

*Valorous Unit Award*—31 Jan–25 Feb 68, DAGO 38, 70

**3d Engineer Battalion (USMC)**

**Company C**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73  
*Remarks:* Attached, 9th Marine Regiment

**III Marine Amphibious Force**

**3d Forces Reconnaissance Company**

*Valorous Unit Award*—7 Dec 69–16 Feb 70, DAGO 2, 73, amended DAGO 48, 71  
*Remarks:* Attached, 2d Sqdn, 17th Cav. Eligible personnel must show evidence of participation.

**3d Marine Division**

**1st 8" Howitzer Battery**

*Valorous Unit Award*—4 Aug–12 Sep 68, DAGO 42, 69

**3d Marine Regiment**

**2d Battalion, Less F and H Companies**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73

**9th Engineer Battalion (FMF)**

*Meritorious Unit Commendation*—16 Sep 67–20 Apr 68, DAGO 24, 72

**9th Marine Regiment, 3d Marine Division**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73

**Detachment, Communications Company, Headquarters Battalion**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73

**Detachment, Explosive Ordnance Disposal Platoon, Force Logistic Support Group-BRAVO**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73

**Detachment, Naval Mobile Construction Battalion 7 and 128**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73

**1st Radio Battalion, Detachment, 4th Platoon, Operations Company**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73

**3d Engineer Battalion, Detachment, Support Company**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73

**3d Military Police Battalion, Scout Dog Platoon**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73

**3d Shore Party Battalion, Company A**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73

**Company B, Detachment**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73

**11th Engineer Battalion, Company C, Detachment**

*Presidential Unit Citation*—22 Jan–18 Mar 73, DAGO 20, 73

**Provisional Reconnaissance Company, 3d Reconnaissance Battalion**

*Presidential Unit Citation*—22 Jan–18 Mar 73, DAGO 20, 73

**Provisional Rifle Platoon, Quang Tri Combat Base**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73

**12th Marine Regiment**

**1st and 3d Provisional Batteries, 2d Battalion**

**Table 12**  
**Awards to other branches of Service—Continued**

*Presidential Unit Citation*—22 Jan–18 Mar 69, DAGO 20, 73; 22 Jan–18 Mar 69, DAGO 20, 73

**Twenty-Sixth Marines (Reinforced), Third Marine Division (Reinforced)**

*Others:* (N)PUC—20 Jan–1 Apr 68, DAGO 30, 68 amended by DAGO 66, 68

**Detachment 102, Helicopter Support Squadron 5, US Navy**

*Valorous Unit Award*—1 May–29 Jun 70, DAGO 43, 72  
*Remarks:* Attached, 1st Cav Div. Eligible personnel must show evidence of participation.

**161st Helicopter Marine Squadron**

*Valorous Unit Award*—18 Sep–28 Oct 65, DAGO 20, 67

**Table 13**  
**Foreign units, listed alphabetically and numerically**

**Australian Army Training Team**

*Meritorious Unit Commendation*—Jul 62–Aug 69, DAGO 7, 70

**Civilian Irregular Defense Group, Dak Seang**

*Valorous Unit Award*—1 Apr–8 May 70, DAGO 43, 72

**Civilian Irregular Defense Group, Camp Plateau Gi**

**207th Company**

*Valorous Unit Award*—1–23 Apr 70, DAGO 43, 72

**Forces Armees Nationales Khmer (FANK) Training Command**

*Meritorious Unit Commendation*—24 Feb 71–30 Nov 72, DAGO 32, 73  
*RVN Gallantry Cross w/Palm*—1 Nov 70–30 Dec 72, DAGO 6, 74

**FANK Training Command, Army Army Advisory Group, Vietnam**

*Meritorious Unit Commendation*—15 May–30 Nov 72, DAGO 32, 73

**Long Hai Training Battalion**

*Meritorious Unit Commendation*—15 May–30 Nov 72, DAGO 32, 73

**Dong Ba Thin Training Battalion**

*Meritorious Unit Commendation*—15 May–30 Nov 72, DAGO 32, 73

**Phuoc Tuy Training Battalion**

*Meritorious Unit Commendation*—15 May–30 Nov 72, DAGO 32, 73

**Royal Australian Regiment**

**Sixth Battalion, D Company**

*Remarks:* (N) PUC—18 Aug 66 DAGO 66, 68 amended DAGO 30, 68

**Royal Thai Army Volunteer Force**

*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Headquarters and Headquarters Company**

*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Headquarters, Support Group and Band**

*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Headquarters, Support Group**

*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Administration Company**

*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Cavalry Squadron**

**Table 13**  
**Foreign units, listed alphabetically and numerically—Continued**

*Meritorious Unit Commendation*—31 Jan–31 May 69, DAGO 59, 69

**Engineer Battalion**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Light Aviation Company**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Long Range Reconnaissance Patrol Company**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Maintenance Battalion**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Medical Battalion**  
*Meritorious Unit Commendation*—7 Feb–31 May 69, DAGO 59, 69

**Military Intelligence Detachment**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Military Police Company**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Replacement Company**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Signal Battalion**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Supply & Service Company**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Transportation Company**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**1st Infantry Brigade**

**Headquarters & Headquarters Company**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**1st Battalion**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**2d Battalion**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**3d Battalion**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**2d Infantry Brigade**

**Headquarters & Headquarters Company**  
*Meritorious Unit Commendation*—14 Feb–31 May 69, DAGO 59, 69

**1st Battalion**  
*Meritorious Unit Commendation*—14 Feb–31 May 69, DAGO 59, 69

**2d Battalion**  
*Meritorious Unit Commendation*—7 Feb–31 May 69, DAGO 59, 69

**3d Battalion**  
*Meritorious Unit Commendation*—31 Jan–31 May 69, DAGO 59, 69

**Division Artillery Headquarters**

**Table 13**  
**Foreign units, listed alphabetically and numerically—Continued**

*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**Headquarters Battery**  
*Meritorious Unit Commendation*—7 Feb–31 May 69, DAGO 59, 69

**1st Field Artillery Battalion**  
*Meritorious Unit Commendation*—1 Dec 68–31 May 69, DAGO 59, 69

**2d Field Artillery Battalion**  
*Meritorious Unit Commendation*—14 Feb–31 May 69, DAGO 59, 69

**3d Field Artillery Battalion**  
*Meritorious Unit Commendation*—7 Feb–31 May 69, DAGO 59, 69

**Royal Thai Army Volunteer Regiment**  
*Meritorious Unit Commendation*—20 Aug 67–15 Aug 68, DAGO 72, 68

**Armored Personnel Carrier Platoon**  
*Presidential Unit Citation*—20–21 Dec 67, DAGO 82, 69

**Artillery Battery**  
*Presidential Unit Citation*—20–21 Dec 67, DAGO 82, 69

**1st Company, Medical Detachment**  
*Presidential Unit Citation*—20–21 Dec 67, DAGO 82, 69

**Tiger Scouts, Army of the Republic of Vietnam**  
*RVN Gallantry Cross w/Palm*—Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Tuy Hoa Provisional Tank Company**  
*RVN Gallantry Cross w/Palm*—5 Apr–21 Oct 69, DAGO 51, 71

**Vietnamese Interpreters, Army of the Republic of Vietnam**  
*RVN Gallantry Cross w/Palm*—Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**Vietnamese Marine Corps Division**

**Marine Division Headquarters**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**Task Force Tango**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**Vietnamese Marine Task Force A**  
*Presidential Unit Citation*—13–25 Feb 68, DAGO 23, 69

**Vietnamese Special Forces**

**Detachment A-114**  
*Valorous Unit Award*—1 Apr–8 May 70, DAGO 43, 72

**1st Airborne Vietnamese Airborne Division**

**10, 11th and 12th Companies**  
*Valorous Unit Award*—13–17 Aug 69, DAGO 38, 70

**1st Airborne Division, ARVN**  
*Presidential Unit Citation*—18 Jan–24 Mar 67 and 19 Sep–3 Dec 67, DAGO 23, 69

**1st Airborne Task Force, ARVN**  
*Presidential Unit Citation*—21 Aug–6 Oct 67 and 3 Dec 67–18 Jan 68, DAGO 23, 69

**1st Armor Brigade, ARVN**  
*Presidential Unit Citation*—11 Feb–24 Apr 70, DAGO 37, 72

**1st Cavalry Regiment, Republic of Korea Army**

**9th Company**  
*Presidential Unit Citation*—9–10 Aug 66, DAGO 40, 68

**1st Engineer Battalion, ARVN**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**1st Infantry Division, ARVN**

**Table 13**  
**Foreign units, listed alphabetically and numerically—Continued**

**Headquarters and Headquarters Company**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**Reaction Company**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**Reconnaissance Company**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**1st Regiment**

**1st Battalion**  
*Presidential Unit Citation*—Aug 64–Oct 65, DAGO 40, 66; 1 Jan 67–25 Feb 68, DAGO 23, 69; 10–21 May 69, DAGO 16, 72

**2d Battalion**  
*Presidential Unit Citation*—Aug 64–Oct 65, DAGO 40, 66; 1 Jan 67–25 Feb 68, DAGO 23, 69; 10–21 May 69, DAGO 16, 72

**3d Battalion**  
*Presidential Unit Citation*—1 Jan 67–25 Feb DAGO 23, 69; 10–21 May 69, DAGO 16, 72

**4th Battalion**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69; 10–21 May 69, DAGO 16, 72

**2d Regiment**

**1st Battalion**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**2d Battalion**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**3d Battalion**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**4th Battalion**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**3d Regiment, 1st Battalion**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**3d Regiment, 1st Battalion**  
*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72

**2d Battalion**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69; 10–21 May 69, DAGO 16, 72

**3d Battalion**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69; 10–21 May 69, DAGO 16, 72

**4th Battalion**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**4th Regiment (Reinforced), 2d Troop**  
*Presidential Unit Citation*—17 May–8 Jun 67, DAGO 23, 69

**1st Medical Company**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**1st Ordnance Company**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**1st Ranger Task Force, ARVN**  
*Presidential Unit Citation*—19–25, Feb 68, DAGO 23, 69

**1st Signal Company**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**1st Transportation Company**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**1st Vietnamese Marine Corps Battalion**  
*Presidential Unit Citation*—13–25 Feb 68, DAGO 23, 69

**2d Airborne Battalion, ARVN**  
*Presidential Unit Citation*—24 Mar–10 Jul 67, 21 Aug–20 Sep 67 and 18 Jan–13 Feb 68, DAGO 23, 69

**Table 13**  
**Foreign units, listed alphabetically and numerically—Continued**

**2d Armored Cavalry Squadron, ARVN**  
*Presidential Unit Citation*—27& 28 Aug 65 DAGO 45, 69

**Battery E**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**Battery F**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**2d Marine Infantry Battalion, Vietnamese Corps Division**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**3d Airborne Battalion, ARVN**  
*Presidential Unit Citation*—28 Jan–24 Mar 67, DAGO 23, 69

**3d Airborne Task Force, ARVN**  
*Presidential Unit Citation*—10 Jul–21 Aug 67, DAGO 23, 69; 15–22 Nov 67, DAGO 82, 69

**3d Armored Cavalry Squadron, ARVN**

**Squadron Headquarters and Service Troop**  
*Presidential Unit Citation*—1 Jan–30 Sep 68, DAGO 24, 71

**1st, 3d and 4th Troops**  
*Presidential Unit Citation*—1 Jan–30 Sep 68, DAGO 24, 71

**US Advisor/Liaison Personnel**  
*Presidential Unit Citation*—1 Jan–30 Sep 68, DAGO 24, 71  
*Remarks:* Eligible personnel must provide evidence of participation.

**3d Artillery Battalion, ARVN**

**Headquarters**  
*Presidential Unit Citation*—26–31 Jan 73, DAGO 28, 74

**Headquarters and Service Company**  
*Presidential Unit Citation*—26–31 Jan 73, DAGO 28, 74

**Battery I**  
*Presidential Unit Citation*—26–31 Jan 73, DAGO 28, 74

**Battery K**  
*Presidential Unit Citation*—26–31 Jan 73, DAGO 28, 74

**Headquarters, III Corps Area, ARVN**  
*Meritorious Unit Commendation*—1 Apr–31 Dec 70, DAGO 43, 72

**4th Cavalry Squadron, ARVN**  
*Valorous Unit Award*—20 Mar–1 Apr 69, DAGO 38, 70

**4th Marine Infantry Battalion, Vietnamese Marine Corps Division**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**4th Vietnamese Marine Corps Battalion**  
*Presidential Unit Citation*—13–25 Feb 68, DAGO 23, 69

**5th Airborne Battalion, ARVN**  
*Presidential Unit Citation*—28 Jan–24 Mar 67 and 20 Sep 67–18 Jan 68, DAGO 23, 69

**5th Army of the Republic of Vietnam Division**

**8th Regiment, 3d Battalion**

**Headquarters & Headquarters Company**  
*Meritorious Unit Commendation*—10 Jul 69–10 Jan 70, DAGO 2, 71

**Reconnaissance Platoon**  
*Meritorious Unit Commendation*—10 Jul 69–10 Jan 70, DAGO 2, 71

**9th, 10th and 11th Companies**  
*Meritorious Unit Commendation*—10 Jul 69–10 Jan 70, DAGO 2, 71

**5th Infantry Division, ARVN**

**9th Regiment, 2d Battalion**

**Headquarters & Headquarters Company**  
*Presidential Unit Citation*—11 Jul 67, DAGO 59, 68

**Table 13**  
**Foreign units, listed alphabetically and numerically—Continued**

**5th Company, 3d Platoon**  
*Presidential Unit Citation*—11 Jul 67, DAGO 59, 68

**6th Company**  
*Presidential Unit Citation*—11 Jul 67, DAGO 59, 68

**5th Infantry Regiment, ARVN**

**Reconnaissance Company**  
*Valorous Unit Award*—24 Aug–5 Sep 71, DAGO 11, 73

**1st Battalion**  
*Meritorious Unit Commendation*—24 Aug–5 Sep 71, DAGO 11, 73

**2d Battalion**  
*Meritorious Unit Commendation*—24 Aug–5 Sep 71, DAGO 11, 73

**3d Battalion**  
*Meritorious Unit Commendation*—24 Aug–5 Sep 71, DAGO 11, 73

**4th Battalion**  
*Meritorious Unit Commendation*—24 Aug–5 Sep 71, DAGO 11, 73

**5th Vietnamese Marine Corps Battalion**  
*Valorous Unit Award*—13–25 Feb 68, DAGO 23, 69

**6th Airborne Battalion, ARVN**  
*Presidential Unit Citation*—10 Jul–21 Aug 67, DAGO 23, 69

**6th ARVN Military Intelligence Detachment**  
*Meritorious Unit Commendation*—1 Aug 68–31 Jan 69, DAGO 36, 70

**7th Airborne Battalion, ARVN**  
*Presidential Unit Citation*—24 Mar–10 Jul 67, 21 Aug–3 Dec 67, and 18 Jan–13 Feb 68, DAGO 23, 69

**7th Cavalry Regiment, ARVN**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**1st Troop**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**2d Troop**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**3d Troop**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**8th Airborne Battalion, Airborne Division, ARVN**  
*Presidential Unit Citation*—25–28 Feb 66, DAGO 40, 67; 10 Jul–31 Aug 67 and 19 Sep–10 Dec 67, DAGO 23, 69

**8th Reconnaissance Squadron, ARVN**

**3d Troop**  
*Presidential Unit Citation*—23 Sep 69, DAGO 17, 69

**9th Airborne Battalion, ARVN**  
*Presidential Unit Citation*—24 Mar–10 Jul 67, 21 Aug–5 Nov 67, and 3–13 Dec 67, DAGO 23, 69

**9th Marine Infantry Battalion, Vietnamese Marine Corps Division**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**9th Republic of Korea Infantry Division**

**30th Regiment, 3d Battalion, 9th Company**  
*Valorous Unit Award*—11 Oct–4 Nov 68, DAGO 36, 70

**3d Medical, Detachment, Medical Company**  
*Valorous Unit Award*—11 Oct–4 Nov 68, DAGO 36, 70

**11th Artillery Battalion, ARVN**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**Battery A**  
*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72

**12th Artillery Battalion ARVN**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**Battery A**  
*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72

**Table 13**  
**Foreign units, listed alphabetically and numerically—Continued**

**14th Military Intelligence Detachment ARVN**  
*RVN Gallantry Cross w/Palm*—Jan–Jun 69, DAGO 59, 69  
*RVN Civil Actions Honor Medal, FC*—19 Dec 66–28 Jun 69, DAGO 59, 69

**15th Cavalry, ARVN**

**1st Company, 1st Platoon**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**15th Military Intelligence Detachment, ARVN**  
*Meritorious Unit Commendation*—1 Aug 68–28 Feb 69, DAGO 36, 70

**17th Armored Cavalry, ARVN**

**Less 1st Troop**  
*Presidential Unit Citation*—11 Feb–24 Apr 70, DAGO 37, 72

**1st Troop**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**2d Troop**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**18th Cavalry, ARVN**

**2d Troop**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**20th Tank Squadron, ARVN**

**Headquarters**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**1st Company**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**3d Company**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**21st Artillery Battalion, ARVN**

**Battery B, 2d Platoon**  
*Presidential Unit Citation*—22 Nov 65, DAGO 20, 67

**21st Infantry Division, ARVN**

**31st Regiment, 2d Battalion**  
*Presidential Unit Citation*—4 Sep 66, DAGO 30, 68

**21st Ranger Battalion, ARVN**  
*Presidential Unit Citation*—19–25 Feb 68, DAGO 23, 69

**23d Infantry Division, ARVN**

**45th Regiment, 1st Battalion**  
*Presidential Unit Citation*—27 & 28 Aug 65, DAGO 45, 69

**32d Ranger Battalion, ARVN**  
*Valorous Unit Award*—3 May 67, DAGO 48, 68

**Popular Forces Platoon 33, Binh Dinh Province**  
*Valorous Unit Award*—17 Nov 68, DAGO 36, 70

**34th Artillery Battalion, ARVN**

**Battery B**  
*Presidential Unit Citation*—10–21 May 69, DAGO 16, 72

**1st Platoon**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**37th Ranger Battalion, ARVN**  
*Presidential Unit Citation*—22 Nov 65, DAGO 20, 67; 27 Jan–25 Feb 68, DAGO 23, 69; 11 Feb–24 Apr 70 DAGO 37, 73

**39th Artillery Battalion, ARVN**

**Battery A**  
*Presidential Unit Citation*—1 Jan 67–25 Feb 68, DAGO 23, 69

**39th Ranger Battalion, ARVN**



---

**Table 13**  
**Foreign units, listed alphabetically and numerically—Continued**

*Presidential Unit Citation*—19–25 Feb 68, DAGO 23, 69; 11 Feb–24 Apr 70, DAGO 37, 72

**41st Ranger Battalion, ARVN**  
*Valorous Unit Award*—29 Oct 67, DAGO 48, 68

**41st Regimental Headquarters, ARVN**  
*Presidential Unit Citation*—23 Sep 66, DAGO 17, 69

**1st Battalion**  
*Presidential Unit Citation*—23 Sep 66, DAGO 17, 69

**3d Battalion**  
*Presidential Unit Citation*—23 Sep 66, DAGO 17, 69

**42d Ranger Battalion, ARVN**  
*Presidential Unit Citation*—13 May 65, DAGO 22, 66 amended DAGO 38, 65; 17 May 66 DAGO 14, 68

**43d Infantry, ARVN**

**1st Battalion**  
*Valorous Unit Award*—28 Feb 66, DAGO 20, 67

**43d Ranger Battalion, ARVN**  
*Valorous Unit Award*—11 & 12 Feb 66, DAGO 3, 69

**44th Artillery Battalion, ARVN**

**Battery A**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**Battery B**  
*Valorous Unit Award*—26–31 Jan 73, DAGO 28, 74

**44th Ranger Battalion, ARVN**  
*Presidential Unit Citation*—6 Apr 65, DAGO 22, 66, amended DAGO 30, 65

**45th Infantry (ARVN)**

**2d Battalion, Less 3d Company**  
*Valorous Unit Award*—24 Aug–10 Sep 68, DAGO 31, 69

**52d Artillery Battalion, Republic of Korea Army**

**Forward Observer Team**  
*Presidential Unit Citation*—11 Oct 68–4 Nov 68, DAGO 36, 70  
*Remarks:* Eligible personnel must provide evidence of participation

**52d Infantry Regiment, ARVN**

**1st Battalion**  
*Valorous Unit Award*—21 Mar 66, DAGO 10, 68

**52d Ranger Battalion, ARVN**  
*Presidential Unit Citation*—11 Nov 65, DAGO 20, 67

**77th Ranger Battalion, ARVN**  
*Valorous Unit Award*—24 Aug–5 Sep 71, DAGO 11, 73

**91st Ranger Battalion, ARVN**

**1st Company**  
*Valorous Unit Award*—4 Mar–4 Apr 68, DAGO 59, 69, amended DAGO 5, 69

**3d Company**  
*Valorous Unit Award*—4 Mar–4 Apr 68, DAGO 59, 69, amended DAGO 5, 69

**5th Company**  
*Valorous Unit Award*—4 Mar–4 Apr 68, DAGO 59, 69, amended DAGO 5, 69

**Popular Forces Platoon 100, Binh Khe District**  
*Valorous Unit Award*—22 Aug 70, DAGO 24, 72

**101st Engineer Battalion, ARVN**  
*Presidential Unit Citation*—1 Jan–25 Feb 68, DAGO 23, 69

**102d Engineer Battalion, ARVN**  
*Valorous Unit Award*—30 & 31 Jan 68, DAGO 73, 68

**114th Regional Forces Company, ARVN**

---

**Table 13**  
**Foreign units, listed alphabetically and numerically—Continued**

*Valorous Unit Award*—12 May 68, DAGO 72, 68

**Popular Forces Platoon 132, ARVN**  
*Valorous Unit Award*—3, 8 and 25 Jan 68, DAGO 48, 68

**261st Regional Forces Rifle Company, ARVN**

**Sector Intelligence Platoon, Binh Duong**  
*Valorous Unit Award*—Jun 64–May 65, DAGO 20, 67

**1st Platoon**  
*Valorous Unit Award*—Jun 64–May 65, DAGO 20, 67

**285th Regional Forces Company, ARVN**  
*Valorous Unit Award*—28 Dec 65, DAGO 20, 67

**361st Mechanized Platoon, Regional Forces, ARVN**  
*Presidential Unit Citation*—11 Nov 65, DAGO 20, 67

**393d Regional Forces Company, ARVN**  
*Valorous Unit Award*—9 Feb 65, DAGO 40, 66

**395th Regional Forces Company, ARVN**

**1st Platoon**  
*Valorous Unit Award*—25 Apr 66, DAGO 31, 67

**615th Regional Forces Company, ARVN**  
*Valorous Unit Award*—17 Feb & 21 Mar 67, DAGO 17, 68

**701st Regional Forces Company, ARVN**  
*Presidential Unit Citation*—11 Nov 65, DAGO 20, 67

**703d Regional Forces Company, ARVN**  
*Valorous Unit Award*—9 Sep 67, DAGO 48, 68

**883d Regional Forces Company, ARVN**  
*Presidential Unit Citation*—10 Mar 65, DAGO 30, 65

**934th Regional Forces Company, Quang Ngai Province, ARVN**  
*Presidential Unit Citation*—22 Nov 65, DAGO 20, 67

**Company 972, Phu My District, Binh Dinh Province**  
*Valorous Unit Award*—14 Aug 68, DAGO 36, 70

---

**Unclassified**

PIN 023543-000

# MEDICAL REGISTRY SYSTEM (MRS) REQUEST PROCESSING PROCEDURES

**Background.** The Medical Registry System (MRS) is a web-based electronic index of medical records retired to NPRC from Military Treatment Facilities (all branches of service). It was developed through the joint efforts of the military service departments, the Department of Defense, and NPRC to improve control, accountability, and retrieval of inactive medical records of military members, retirees, and their dependents. See the [Medical Registry System Contents and Access job aid](#) for comprehensive information about the MRS contents and for access instructions.

**Procedures: Core Technician.** Click here to take the [Medical Registry System computer-based training module](#).

<p>When to query MRS</p>	<p>Always query MRS before:</p> <ul style="list-style-type: none"> <li>• ordering a medical record from the OR Section</li> <li>• referring a medical record request to CPR</li> </ul>
<p>MRS records located at MPR only.</p> <p>(Shelf location format: 00-00-00-0-0)</p>	<p>Order the records through CMRS using the <b>Requests screen&gt;&gt;OR Request View</b>.</p> <ul style="list-style-type: none"> <li>• Select the appropriate category of record in the first box.</li> </ul> <div data-bbox="630 1136 1507 1331" style="border: 1px solid black; padding: 5px;"> <p><i>Note: To order dependent records from <b>Army treatment facilities that are indexed in MRS</b>, use the menu selections "Clinical Record-Dependent (navy/MC facilities)" and "Outpatient Medical Record-Dependent (navy/MC facilities)." See <a href="#">screen shot</a>.</i></p> </div> <ul style="list-style-type: none"> <li>• Type the MRS Accession Number, Box Number, and Shelf Location in the second box. See <a href="#">screen shot</a>.</li> <li>• Add other required information in the third and fourth boxes</li> </ul> <p>Place request in Suspense with Org Records as the Suspense Reason and appropriate Due Date.</p>
<p>MRS records are located at CPR only.</p> <p>(Shelf location format: XX-000000)</p>	<p>Respond to requester using pattern paragraph "Records Referred to CPR."</p> <p>Refer request to CPR. Include the following in the referral:</p> <ul style="list-style-type: none"> <li>• Printed request and/or signature page</li> <li>• Service Request All Details Report generated from CMRS</li> </ul>

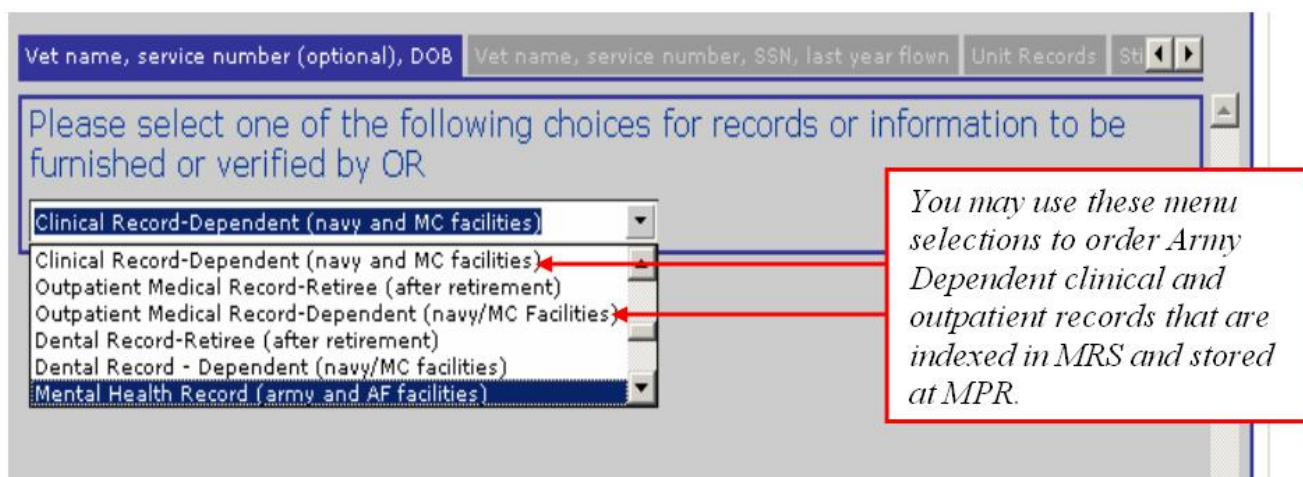
	<ul style="list-style-type: none"> <li>• Copy of response document</li> <li>• Printout of MRS finding aid.</li> </ul> <p>Enter CMRS Response Information fields and change Request Status to Case Completed.</p>
<p>MRS records located at MPR and other medical records located at CPR</p>	<p>Order the MPR records through CMRS as indicated above.</p> <p>When records are received, prepare response and inform requester that request is being referred to CPR for a search for additional records.</p> <p>Refer request to CPR as indicated above.</p> <p>EXCEPTION: If certified/authenticated copies of records are requested, follow procedures in NPRC <a href="#">1865.103, Chap. 1, subpar. 8d.</a></p>
<p>MRS is negative</p>	<p>Check <a href="#">Patient Index Retrieval System (PRS)</a> to confirm/obtain inpatient information.</p> <hr/> <p>Request or PIRS contains information required for a search (place, dates and type of treatment):</p> <p>Create an OR Search Request if</p> <ul style="list-style-type: none"> <li>• Treatment occurred on or before 12/31/2000, or</li> <li>• Request is for 2001 outpatient records from Dexheim, Germany (exception to MRS retirement was granted), or</li> <li>• Request is for 2003 outpatient records from Roosevelt Roads, Puerto Rico (exception to MRS retirement was granted).</li> </ul> <hr/> <p>Request contains insufficient information for a search:</p> <ul style="list-style-type: none"> <li>• Send NA Form 13042, Request for Information Needed to Locate Medical Records.</li> <li>• Place request in Suspense with Requester as the Suspense Reason and appropriate Due Date.</li> </ul> <hr/> <p>If treatment occurred on or after 01/01/2001, advise the requester to contact the medical facility where treatment was received.</p>

### Procedures: OR Technicians.

<p>On-line record orders from Military Treatment Facilities (MTF's)</p>	<p>T&amp;D Section prints the MRS Record Orders and routes them to the OR Section.</p> <p>OR technicians search for records in specific record locations identified on MRS Record Orders.</p> <hr/> <p>Records Found:</p> <ul style="list-style-type: none"><li>• Initial/date Record Order, pull record, and insert charge-out copy of Record Order in file.</li><li>• Write shelf location number on front of folder.</li><li>• Attach the Record Order to the original record.</li><li>• Dispatch record to MTF address on the Record Order.</li></ul> <hr/> <p>Records Not Found:</p> <ul style="list-style-type: none"><li>• Write the charge-out information or negative search results on the Record Order, and initial/date.</li><li>• Return the annotated Record Order to requester.</li></ul>
<p>CMRS OR Search Requests</p>	<p>OR Section Chief or support clerk batches, assigns, and prints OR Search Requests in CMRS. OR technicians search for records requested in Search Requests.</p> <hr/> <p>Records Found:</p> <ul style="list-style-type: none"><li>• Initial/date Search Request, pull record, and insert charge-out copy of Search Request in file.</li><li>• Write shelf location number on front of folder.</li><li>• Attach the Search Request to the record.</li><li>• Dispatch record according to section instructions for routing through the Records Distribution Area (RDA)</li></ul> <hr/> <p>Records Not Found:</p> <ul style="list-style-type: none"><li>• Write the charge-out information or negative search results on the Search Request.</li><li>• Return the annotated Search Request to the OR Section for updating the Search Request Status in CMRS, entering charge-out or negative results in comments, and ending the search.</li></ul>

<p>CMRS Org Records Service Requests</p>	<p>OR Section Chief or support clerk assigns Org Records service requests in CMRS.</p> <p>OR technicians query MRS to obtain shelf location of requested record.</p> <p>When MRS is negative, check the <a href="#">Patient Index Retrieval System (PRS)</a> for inpatient information and the paper SF 135 indexes if</p> <ul style="list-style-type: none"> <li>• Treatment occurred on or before 12/31/2000, or</li> <li>• Request is for 2001 outpatient records from Dexheim, Germany (exception to MRS retirement was granted), or</li> <li>• Request is for 2003 outpatient records from Roosevelt Roads, Puerto Rico (exception to MRS retirement was granted).</li> </ul> <p>Perform search of record locations found.</p> <p>Prepare response document/form in CMRS or print incoming request (such as VA 3101, DD877) to</p> <ul style="list-style-type: none"> <li>• Transmit original record to authorized requesters such as MTF's and VA Team, OR</li> <li>• Furnish photocopies or negative search results to other requesters, or</li> <li>• Inform requester to contact the medical facility where treatment was received.</li> </ul>
--	---

**Screen shot of OR Search Request for Army Dependent records in MRS**



**Screen shot of OR Search Request for MRS record**

The screenshot shows the 'ORS End Info' form in the CMRS 1.0 TEST - SmartScript application. The form is titled 'ORS' and contains several fields. The 'Accession #' field is populated with '338-04-0123', the 'Box #' field with 'Box 2', and the 'Shelf Location #' field with '10-10-12-2-3'. A legend at the bottom of the form explains the format: '338-04-0123.....Box 2 10-10-12-2-3'. The 'Accession #' is 338-04-0123, the 'Box #' is Box 2, and the 'Shelf Location #' is 10-10-12-2-3. The form also includes a 'Clinical Record-Military or Retiree' dropdown menu and a 'Please select one of the following choices for records or information to be furnished or verified by OR' section. The application window title is 'CMRS 1.0 TEST - SmartScript' and the taskbar shows the Start button and several open applications including 'Novell-delivered Applicati...', 'QWS3270 PLUS', 'CRG Medical Registry Sy...', and 'CMRS 1.0 TEST - Smar...'. The system clock shows 2:55 PM.

---

# MERCHANT MARINES

Updated: 3/2/2015

---

**BACKGROUND.** Merchant Marine (MM) requests are not worked at this Center; however, we do refer Merchant Marine requests to their respective address or inform the customer where these requests are to be sent. These requests might be seeking medals, service or medical records. The referral address for matters involving personnel records serves a dual purpose. It is the location where requests asking for service information are sent, but it is also the office where active duty determination is made for WW II MM service.

**NOTE:** It's rare, but dependent upon what is requested, more than one referral address might be furnished in response to a request.

WW II Merchant Marine service might belong to Civilian or Contractual Groups that have been considered "active duty" by the Secretary of Defense for the purpose of veteran benefits. This Center has no authority to make active duty determinations for either group.

On January 19, 1988 the Secretary of the Air Force, Edward C. Aldridge, Jr. determined that the service of the American Merchant Marine in Oceangoing Service during the period of armed conflict, December 7, 1941 to August 15, 1945 shall be considered "active duty" under the provisions of Public Law 95-202 for the purposes of laws administered by the Department of Veterans Affairs (VA).

On Veterans Day 1998, President William (Bill) J. Clinton signed Public Law 105-368. A provision of this law states that service during the period, August 16, 1945 to December 31, 1946 shall be considered active duty for the purpose of eligibility for certain limited benefits. For additional information about how a former Merchant Marine might qualify and become eligible for veterans benefits, we suggestion that you visit the following website:

[http://www.uscg.mil/nmc/records\\_request/veteran\\_request.asp](http://www.uscg.mil/nmc/records_request/veteran_request.asp).

The following are the procedures for answering Merchant Marine requests:

## **AWARDS/INQUIRIES (WW II & Post WW II)**

Advise requester to contact [00108]: Office of Sealift Support, ATTN: Awards, Maritime Administration, Room W25-314, 1200 New Jersey Avenue, SE, Washington, DC 20590 Use the Get Pattern Paragraph below to respond to this type of request:

[Get Pattern Paragraph >> Medals >> DIR-Merchant Marine Medals >> Referrals for Merchant Marine Medals](#)

## **MEDICAL RECORDS (WW II & Post WW II)**

Advise requester to contact [00109]: Public Health Data Center, Gillis W. Long Hansen's Disease Center, Carville, LA 70721 Use the Get Pattern Paragraph below to respond to this type of request:

[Get Pattern Paragraph >> Medical Records >> Medical \(Merchant Marine\) Public Health Service](#)



## **SERVICE DATA (WW II & Post WW II requests that ask for a Certificate of Discharge, DD Form 214, or personnel records)**

Advise requester to contact [\[00110\]](#): Commanding Officer, USCG-National Maritime Center (NMC-421), ATTN: Correspondence Section, 100 Forbes Drive, Martinsburg, WV 25404. Use the Get Pattern Paragraph below to respond to this type of request:

[Get Pattern Paragraph >> Referrals >> Merchant Marine Service \(Post WWII\)](#)

### **Verification of WWII Status**

If a World War II Merchant Marine or the next of kin (NOK) of a deceased MM requests a DD Form 214 or indicates that merchant service must be federally recognized to obtain VA benefits, provide a blank DD Form 2168 and advise requester to send completed [DD Form 2168, Application for Discharge of Members or Survivor of Member of Group Certified to Have Performed Active Duty with the Armed Forces of the United States](#) to [\[00110\]](#): Commanding Officer, USCG-National Maritime Center (NMC-421), ATTN: Correspondence Section, 100 Forbes Drive, Martinsburg, WV 25404. Use the Get Pattern Paragraph below to respond to this type of request:

[Get Pattern Paragraph >> Referrals >> Merchant Marine Service \(WW II\) - sending a DD Form 2168](#)

### **But:**

If a World War II Merchant Marine or the next of kin (NOK) of a deceased MM submits a DD Form 2168, refer completed form to [\[00110\]](#): Commanding Officer, USCG-National Maritime Center (NMC-421), ATTN: Correspondence Section, 100 Forbes Drive, Martinsburg, WV 25404. Use the Get Pattern Paragraph below to respond to this type of request:

[Get Pattern Paragraph >> Referrals >> Merchant Marine Service \(WW II\) - submitted on DD Form 2168](#)

See also: [Civilian or Contractural Group Requests for VA Benefits](#)

---

- ż [Index Chart](#)
- ż [Air Force Medals Sidebar](#)

- 
- ż [Air Medal](#)
  - ż [American Campaign Medal](#)
  - ż [American Defense Service Medal](#)
  - ż [Antarctica Service Medal](#)
  - ż [Armed Forces Expeditionary Medal](#)
  - ż [Armed Forces Reserve Medal](#)
  - ż [Army Aviator Badge](#)
  - ż [Army Commendation Medal](#)
  - ż [Army of Occupation of Germany WWI](#)
  - ż [Army of Occupation Medal WWII](#)
  - ż [Asiatic Pacific Campaign Medal](#)
  - ż [Aviation \(Aircraft Crewmember\) Badge](#)
  
  - ż [Belgian Fourragère](#)
  - ż [Bronze Star Medal](#)
  
  - ż [Combat Infantryman Badge](#)
  - ż [Combat Medical Badge](#)
  
  - ż [Commendation Ribbon w/Metal Pendant](#)
  - ż [Distinguished Flying Cross](#)
  - ż [Distinguished Service Cross](#)
  - ż [Distinguished Service Medal](#)
  - ż [Distinguished Unit Citation](#)
  - ż [Diver Badges](#)
  - ż [Drill Sergeant Identification Badge](#)
  - ż [Driver and Mechanic Badge](#)
  
  - ż [European African Middle Eastern Campaign Medal](#)
  - ż [Expert Infantryman Badge](#)
  - ż [Explosive Ordnance Disposal Badges](#)

## Meritorious Unit Commendation



The Meritorious Service Unit Plaque was established by War Department Circular No. 345, dated 23 August 1944. The circular provided that military personnel assigned or attached to an organization were entitled to wear the Meritorious Service Unit Insignia on the outside half of the right sleeve of the service coat and shirt, four inches above the end of the sleeve. Additional awards were to be indicated by a gold star to be placed on the plaque. War Department Circular No. 54, 1946, provided that additional awards would be indicated by placing a golden numeral inside the wreath.

The Meritorious Unit Commendation is awarded to units for exceptionally meritorious conduct in performance of outstanding services for at least six continuous months during the period of military operations against an armed enemy occurring on or after 1 January 1944. Service in a combat zone is not required, but must be directly related to the combat effort. CONUS based units are excluded from this award as are other units outside the area of operation. The unit must display such outstanding devotion and superior performance of exceptionally difficult tasks as to set it apart and above other units with similar missions. The degree of achievement required is the same as that which would warrant award of the Legion of Merit to an individual. Only in rare cases will a unit larger than a battalion qualify for award of this decoration. For services performed during World War II, awards will be made only to service units and only for services performed between 1 January 1944 and 15 September 1946. Effective 1 March 1961, the Meritorious Unit Commendation was authorized for units and/or detachments of the Armed Forces of the United States for exceptionally meritorious conduct in

- ż [Flight Surgeon Badges](#)
- ż [French Fourragère](#)
- ż [Glider Badge](#)
- ż [Gold Star Lapel Button](#)
- ż [Good Conduct Medal](#)
- ż [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ż [Honorable Service Lapel Button WWII](#)
- ż [Korea Defense Service Medal](#)
- ż [Korean Service Medal](#)
- ż [Legion of Merit](#)
- ż [Medal of Honor](#)
- ż [Medal of Humane Action](#)
- ż [Meritorious Unit Commendation](#)
- ż [Mexican Border Service Medal](#)
- ż [Mexican Service Medal](#)
- ż [National Defense Service Medal](#)
- ż [Netherlands Orange Lanyard](#)
- ż [Parachute Rigger Badge](#)
- ż [Parachutist Badges](#)
- ż [Pearl Harbor Commemorative Medal](#)
- ż [Philippine Defense Ribbon](#)
- ż [Philippine Independence Ribbon](#)
- ż [Philippine Liberation Ribbon](#)
- ż [Philippine Republic Presidential Unit Citation](#)
- ż [Presidential Unit Citation](#)
- ż [Prisoner of War Medal](#)
- ż [Purple Heart Medal](#)
- ż [Ranger Tab](#)
- ż [Republic of Korea Korean War Service Medal](#)
- ż [Republic of Korea Presidential Unit Citation](#)
- ż [Silver Star](#)
- ż [Soldier's Medal](#)

performance of outstanding services for at least six continuous months in support of military operations. Such service is interpreted to relate to combat service support type activities and not to the type of activities performed by senior headquarters, combat, or combat support units.

The emblem is worn by all members of a cited organization and is considered an individual decoration for persons in connection with the cited acts and may be worn whether or not they continue as members of the organization. Other personnel may wear this decoration while serving with an organization to indicate the unit has been awarded the Meritorious Unit Commendation.

The Meritorious Unit Commendation was established on 23 August 1944.

Authorized Device/Appurtenance: Oak Leaf Cluster

Dates Authorized: WWII, Korea

Type of award: Unit Decoration

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 7-15](#)

**This award is accompanied by a certificate and, if awarded for heroism or valor, also a citation.**

Information can be verified from [DA Pamphlet 672-1](#) (Unit Citation and Campaign Participation Credit Register)

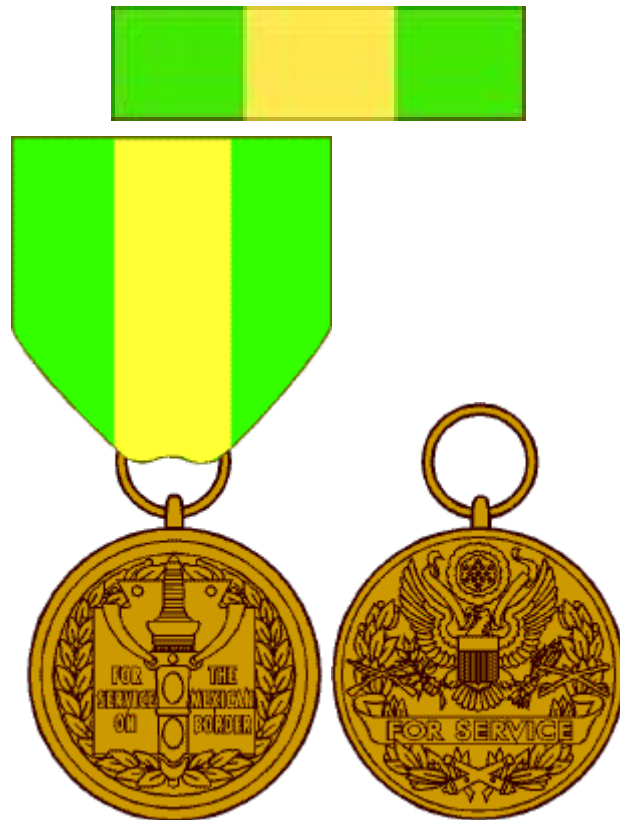
- ż [Special Forces Tab](#)
  
- ż [United Nations Medal](#)
- ż [United Nations Service Medal](#)
  
- ż [Women's Army Corps  
Service Medal](#)
- ż [World War I Victory Button](#)
- ż [World War I Victory Medal](#)
- ż [World War II Victory Medal](#)

- 
- ż [Arrowhead](#)
  - ż [Berlin Airlift Device](#)
  - ż [Clasps](#)
  - ż [Numerals](#)
  - ż [Oak Leaf Cluster](#)
  - ż [Service Star](#)
  - ż [Ten-Year Device](#)
  - ż ["V" Device](#)
  - ż [Weapons Qualification](#)

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Mexican Border Service Medal



The Mexican Border Service Medal is authorized for service with the Mexican Border Patrol between 1 January 1916 and 6 April 1917, but only to those persons who were ineligible for the Mexican Service Medal. The Army no longer issues this medal. The medal may be purchased from civilian dealers in military insignia and some Army exchanges.

The Mexican Border Service Medal was established in 1918.

Dates Authorized: WWI

Type of award: Army Service Medal

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 5-31](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Mexican Service Medal



The Mexican Service Medal is authorized for service in an expedition or engagement in Mexico **between 26 November 1914 and 17 June 1919. The Army no longer issues this medal.** The medal may be purchased from civilian dealers in military insignia and some Army exchanges.

The Mexican Service Medal was established in 1917.

Authorized Device/Appurtenance: None

Dates Authorized: WWI

Type of award: Army Service Medal

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 5-30](#)

The Mexican Service Medal is awarded for service in any of the following expeditions or engagements:

- Vera Cruz Expedition in Mexico between 24 April and 26 November 1914.
- Punitive Expedition in Mexico between 14 March 1916 and 7 February 1917.



ÿ [Flight Surgeon Badges](#)  
ÿ [French Fourragère](#)

ÿ [Glider Badge](#)  
ÿ [Gold Star Lapel Button](#)  
ÿ [Good Conduct Medal](#)  
ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

ÿ [Honorable Service Lapel Button WWII](#)

ÿ [Korea Defense Service Medal](#)  
ÿ [Korean Service Medal](#)

ÿ [Legion of Merit](#)

ÿ [Medal of Honor](#)  
ÿ [Medal of Humane Action](#)  
ÿ [Meritorious Unit Commendation](#)  
ÿ [Mexican Border Service Medal](#)  
ÿ [Mexican Service Medal](#)

ÿ [National Defense Service Medal](#)  
ÿ [Netherlands Orange Lanyard](#)

ÿ [Parachute Rigger Badge](#)  
ÿ [Parachutist Badges](#)  
ÿ [Pearl Harbor Commemorative Medal](#)  
ÿ [Philippine Defense Ribbon](#)  
ÿ [Philippine Independence Ribbon](#)  
ÿ [Philippine Liberation Ribbon](#)  
ÿ [Philippine Republic Presidential Unit Citation](#)  
ÿ [Presidential Unit Citation](#)  
ÿ [Prisoner of War Medal](#)  
ÿ [Purple Heart Medal](#)

ÿ [Ranger Tab](#)  
ÿ [Republic of Korea Korean War Service Medal](#)  
ÿ [Republic of Korea Presidential Unit Citation](#)

ÿ [Silver Star](#)  
ÿ [Soldier's Medal](#)

- Buena Vista, Mexico, 1 December 1917.
- San Bernardino Canon, Mexico, 26 December 1917.
- Le Grulla, Texas, 8 and 9 January 1918.
- Pilares, Mexico, 28 March 1918.
- Nogales, Arizona, 1 to 5 November 1915 or 27 August 1918.
- El Paso, Texas, and Juarez, Mexico, 15 and 16 June 1919.
- Any action against hostile Mexicans in which U.S. troops were killed or wounded between 12 April 1911 and 7 February 1917.

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

## Microfiche Record Locator

Navy Fiche (Officer)				
	Fiche	Row	Field	Contents
<b>OFFICER</b>	1	A1	01	AOC
		A2	02	Photograph
		A-E	03	Fitness Reports and related material
		F-G	04	Commendatory data, medals, awards, citations, etc.
	2	A	05	Educational data
		B	06	Qualification/classification/designation data
		C&D	07	Appointment/promotion/commission/A&O
		E	08	Reserve status/USNR appointment
		F	09	Service determination/separation/retirement/PEBD ( <b>DD Forms 214</b> )
		G	10	Miscellaneous professional history/ACDU agreement/training requests/applications

	3	A&B	11	Security investigations/clearances/personal history statements
		C	12	Record of Emergency Data
		D	13	Record changes
		E&F	14	Citizenship/casualty/death/biography
		G	15	Miscellaneous personal data; insurance/medical/physical
	4	A-G	16	Orders
	5	A-G	17	Privileged information
	6	A-G	18	Enlisted record (permanent officer/over 2 years enlisted service at time of conversion)

### Navy Fiche (Enlisted)

	Fiche	Row	Field	Contents
<b>ENLISTED</b>	1	A	30	Enlistment contracts
		B	31	Classification and assignment

		C&D	32	Administrative remarks
		E&F	33	Separation and retirement ( <b>DD Forms 214</b> )
		G	34	Miscellaneous professional service, history
	2	A-C	35	Enlisted performance data
		D	36	Training and education
		E	37	Awards, medals, and commendations
		F&G	38	Adverse information
	3	A	39	Record of Emergency Data
		B	40	Record changes
		C	41	Security clearances and investigations
		D	42	Miscellaneous/security data
		E	43	Medical data
		F	44	Out-of-service inquiries and responses
		G	45	Miscellaneous personal data

## Marine Corps Fiche

	Fiche	Contents
<b>FIELD</b>	F01	DD Forms 214
		Enlistment contracts
		NAVMC 118 (3), Chronological record
		NAVMC 118 (5), Promotions and reductions
		NAVMC 118 (8), Classification and assignment test results
		NAVMC 118 (8a), Military and civilian occupational specialties, schools, tests, and correspondence courses
		NAVMC 118 (9), Combat history, expeditions, awards record
		NAVMC 118 (11), Administrative remarks
		NAVMC 118 (12), Offences and Punishments
		NAVMC 118 (23), Markings page
		NAVMC 798, Reserve retirement credit report

		Career Sea Time
		Individual Deployment Record
		Emergency Data
<b>SERVICE</b>	S01	Enlistment contracts
		NAVMC 118(11), Administrative remarks
<b>HEALTH</b>	H01	Outpatient health record
<b>COMMENDATORY &amp; DEROGATORY</b>	C01	NAVMC 118 (12), Offenses and Punishments NAVMC 118 (23), Markings
<b>PERFORMANCE</b>	P01	Enlisted Performance Evaluation Reports
		Officer Fitness Reports

[Printer Version](#)

# Microfilm Reels

## Archival and Pre-Archival Charge-out Procedure for Unit Records and Finding Aids

**Background:** NPRC's collections of military unit records on microfilm, as well as various finding media on microfilm, are uniquely valuable holdings of our agency. A major portion of these microform materials have been accessioned into the National Archives already; all of them are permanent and the remaining portion will be accessioned in the not-too-distant future. NARA, like all credible archival institutions, has in place rigorous requirements for ensuring that its holdings are protected from loss or disarrangement. One of the most basic requirements is the responsibility, borne by all employees with access to areas where NARA holdings are stored, to place a properly executed charge out in file whenever an employee removes a record from its storage location. The following guidance provides in written form the specific charge out procedure that applies to NPRC's microfilm holdings.

In order to retrieve archival and pre-archival unit record microfilm and microfilm finding aids, it is necessary to place a charge out card in the file drawer before removing any microfilm reels. White dummy boxes are placed in trays on top of the file cabinets in the microfilm area for use with the charge out cards. The white dummy boxes serve a dual purpose: first, as space holders ensuring that pulled microfilm reels are returned to the same position(s) in the drawer(s) from which they were removed; and second, as charge out holders ensuring that charge out information does not become lost.

### Organizational Records Charge-Out Procedures for Archival and Non-Archival Microfilms

Step	Office/Person Responsible	Action
1	Organizational Records Branch	<ul style="list-style-type: none"> <li>Prints routine auxiliary record searches</li> </ul>
2	Organizational Records Searcher	<ul style="list-style-type: none"> <li>Searches for auxiliary record</li> <li>Takes a white dummy box from tray on top of file cabinet</li> <li>Places charge out card in the white dummy box so that it is visible. Charge outs may also be executed on plain paper, however, the month(s), year(s), and box number(s) of the microfilms reel(s); the name of the person to whom the reel(s) is/are charged; the date the film was pulled; and the initials of searcher, must always be shown.</li> <li>Pulls the needed microfilm reel(s) out of the drawer</li> </ul>



		<ul style="list-style-type: none"><li>• Places the white dummy box(es) with visible charge out card in the drawer in place of the pulled microfilm reel(s)</li><li>• Conducts needed search on microfilm to answer search request</li><li>• Pulls white dummy box(es) with visible charge out card from microfilm drawer location</li><li>• Removes charge out card from white dummy box</li><li>• Replaces microfilm reel(s) in drawer</li><li>• Places white dummy box(es) back in tray on top of file cabinet</li><li>• Disposes of used charge out card in trash can provided in microfilm area</li><li>• Delivers found information from search to Record Distribution Area(RDA) Support</li></ul>
3	Records Distribution Area Support	<ul style="list-style-type: none"><li>• Wands record 'Found'</li><li>• Delivers 'Found' record to Cores</li></ul>



# National Personnel Records Center

1 Archives Drive, St. Louis, Missouri 63138

Date : **OCT 13 2011**

Reply to

Attn of : AFN 2011-07

Subject : Microfilm Reels, Archival and Pre-Archival Charge-out Procedure for Unit Records and Finding Aids

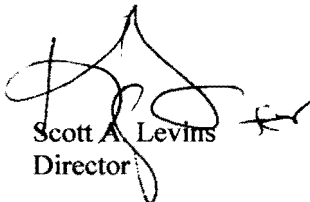
To : All AFN-M employees

This memorandum will make amendment to NPRC 1865.113.

**Background.** Organizational records maintained at National Personnel Records Center (NPRC) contain a variety of personnel-related information recorded by military units during the first half of the 20<sup>th</sup> Century. The data in these records give genealogists, researchers and other members of the public the opportunity to document further the service histories of former members of the armed forces. So too, these records provide invaluable insight into the administrative functions of the Military Services during this period. Most importantly, organizational records play a vital role in reconstructing service data from files lost in the 1973 fire.

**Purpose.** A major portion of these organizational records, microfilm unit records and finding aids, have been accessioned to the National Archives and Records Administration (NARA) already; all of them are permanent and the remaining portion will be accessioned in the not-too-distant future. The most basic requirement in ensuring that NARA's holdings are protected from loss or disarrangement, is the responsibility to place a charge out file whenever an employee removes a record from its storage location.

**Procedure.** In order to retrieve archival and pre-archival unit record microfilm and microfilm finding aids, it is necessary to place a charge out card in the file drawer before removing any microfilm reels. White dummy boxes will be used as charge out cards. These dummy boxes serve a dual purpose: first, as space holders ensuring that pulled microfilm reels are returned to the same position(s) in the drawer(s) from which they were removed; and second, as charge out holders ensuring that charge out information does not become lost. Once the search request is completed, the searcher will pull the white dummy box(es) with visible charge out card from microfilm drawer. They'll remove the charge out card from the white dummy box(es), and replace the microfilm reel(s) in drawer. See the attachment for more detailed instructions.

  
Scott A. Levitts  
Director

Enclosure

# Microfilm Reels

## Archival and Pre-Archival Charge-out Procedure for Unit Records and Finding Aids

**Background:** NPRC's collections of military unit records on microfilm, as well as various finding media on microfilm, are uniquely valuable holdings of our agency. A major portion of these microform materials have been accessioned into the National Archives already; all of them are permanent and the remaining portion will be accessioned in the not-too-distant future. NARA, like all credible archival institutions, has in place rigorous requirements for ensuring that its holdings are protected from loss or disarrangement. One of the most basic requirements is the responsibility, borne by all employees with access to areas where NARA holdings are stored, to place a properly executed charge out in file whenever an employee removes a record from its storage location. The following guidance provides *in written form* the specific charge out procedure that applies to NPRC's microfilm holdings.

In order to retrieve archival and pre-archival unit record microfilm and microfilm finding aids, it is necessary to place a charge out card in the file drawer before removing any microfilm reels. White dummy boxes are placed in trays on top of the file cabinets in the microfilm area for use with the charge out cards. The white dummy boxes serve a dual purpose: first, as space holders ensuring that pulled microfilm reels are returned to the same position(s) in the drawer(s) from which they were removed; and second, as charge out holders ensuring that charge out information does not become lost.

### Organizational Records Charge-Out Procedures for Archival and Non-Archival Microfilms

Step	Office/Person Responsible	Action
1	Organizational Records Branch	<ul style="list-style-type: none"> <li>• Prints routine auxiliary record searches</li> </ul>
2	Organizational Records Searcher	<ul style="list-style-type: none"> <li>• Searches for auxiliary record</li> <li>• Takes a white dummy box from tray on top of file cabinet</li> <li>• Places charge out card in the white dummy box so that it is visible. Charge outs may also be executed on plain paper, however, the month(s), year(s), and box number(s) of the microfilms reel(s); the name of the person to whom the reel(s) is/are charged; the date the</li> </ul>

		<p>film was pulled; and the initials of searcher, must always be shown.</p> <ul style="list-style-type: none"> <li>• Pulls the needed microfilm reel(s) out of the drawer</li> <li>• Places the white dummy box(es) with visible charge out card in the drawer in place of the pulled microfilm reel(s)</li> <li>• Conducts needed search on microfilm to answer search request</li> <li>• Pulls white dummy box(es) with visible charge out card from microfilm drawer location</li> <li>• Removes charge out card from white dummy box</li> <li>• Replaces microfilm reel(s) in drawer</li> <li>• Places white dummy box(es) back in tray on top of file cabinet</li> <li>• Disposes of used charge out card in trash can provided in microfilm area</li> <li>• Delivers found information from search to Record Distribution Area(RDA) Support</li> </ul>
3	Records Distribution Area Support	<ul style="list-style-type: none"> <li>• Wands record 'Found'</li> <li>• Delivers 'Found' record to Cores</li> </ul>

# MILITARY OCCUPATIONAL SPECIALTY (MOS) CODES, AF SPECIALITY CODES (AFSC), & NAVY ENLISTED CLASSIFICATION CODES

---

Army and MC Military Occupational Specialty (MOS) Codes, AF Specialty Codes (AFSC), and Navy Enlisted Classification Codes (NEC) identify a member's job title, position description and job qualifications. Normally, members are assigned a primary MOS (e.g. infantryman) and a secondary MOS for their day-to-day job classification. If the requester requires a complete description of the duties of a particular MOS, AFSC, or NEC, that information will be found in manuals which are currently located in the Reference Libraries of the respective branches. Machine copies can be reproduced for the requester.

## **ARMY**

Shown on separation document and the DA Forms 20/2-1 or their equivalent.

## **AIR FORCE**

Shown on separation document, AF Forms 7/11 or their equivalent, and APRs (Airman Performance Reports) or OERs (Officer Evaluation Reports). Position descriptions are usually shown on APRs/OERs.

## **MARINE CORPS**

Shown on separation document or in the Service Record Book. The MOS is a four digit code, the first two digits identifying a general category (e.g., 04 for logistics, 08 for field artillery, 21 for ordnance) and the other two identify a specific role within that category.

## **NAVY**

Shown on separation document or page 4, which contains education and promotion data. NEC code is also called a billet or rate code. Members may receive up to five NEC codes, generally in order of proficiency.

---

**Source:** Unknown

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.73C  
June 24, 1991

SUBJECT: **Military finance center requests**

1. **Purpose.** This memorandum issues instructions for handling requests for information from the military finance centers.
2. **Cancellation.** NPRC 1865.73B is canceled.
3. **Reason for revision.** This revision provides updated instructions for handling military finance center requests. Effective January 1991, the military finance centers became a single organization known as the Defense Finance and Accounting Service.
4. **General information.** Information requested by Defense Finance and Accounting Service varies according to the purpose for which it is to be used. These purposes include: settlement of claims, making audits, adjusting pay accounts, reconstructing pay records, and determining benefits due as a result of corrections by the correction and review boards.
5. **Request sources.** Requests are received from the Defense Finance and Accounting Service--Cleveland Center, (formerly Navy Finance Center); the Defense Finance and Accounting Service - Denver Center (formerly Air Force Accounting and Finance Center); the Defense Finance and Accounting Service - Indianapolis Center (formerly U.S. Army Finance and Accounting Center); and the Defense Finance and Accounting Service - Kansas City Center (formerly Marine Corps Finance Center). The various request formats are shown in the sample figures at the end of this memorandum.
6. **Processing responsibilities.** Finance center requests fall into various levels of difficulty, and are answered on the levels indicated in the Mail Routing Guide. All requests are processed in the correspondence sections.
7. **Processing military finance center requests.** Finance centers request information on forms designed specifically to obtain the information needed. Whenever possible, reply to the item(s) checked directly on the request form in the space provided. Copies of documents or pertinent sections of service record are furnished, if requested. Furnish a copy of DD Form 214, Report of Separation from Active Duty, if a report of discharge is requested. If DD Form 214 is not available, furnish NA Form 13041, Statement of Service.

**NOTE:** Normally, finance centers provide original and one copy of request form. If a copy is not provided, a photocopy is made for the personnel folder. If a statement of service cannot be prepared because of insufficient data, refer the request and record to the appropriate service department.

8. **Forms.** This memorandum provides for the use of the following forms:

DD Form 214, Report of Separation from Active Duty.  
NA Form 13041, Statement of Service.  
AFAFC 0-163, Retired Pay Information  
AFAFC 0-183, Request for Search and/or Information.

AFAFC 0-632, Data Request or Transmittal.  
USAFAC 20-74, Request for Information and/or Reply to Correspondence.  
USAFAC 0-1072, Request for Information.  
NAVFINCEN 1070/4, Service Record Information Request.

DAVID L. PETREE  
Director

---

<b>Figure Index</b>	
<a href="#">Figure 1</a>	<a href="#">Completed AFAFC Form 0-163</a>
<a href="#">Figure 2</a>	<a href="#">Completed AFAFC Form 0-183</a>
<a href="#">Figure 3</a>	<a href="#">Completed AFAFC Form 0-632</a>
<a href="#">Figure 4</a>	<a href="#">Completed USAFAC Form 0-1072 (Part 1 of 2)</a>
<a href="#">Figure 4</a>	<a href="#">Completed USAFAC Form 0-1072b</a>
<a href="#">Figure 5</a>	<a href="#">Navy Finance Center Form 4ND NFC 1070/4 (Part 1 of 2)</a>
<a href="#">Figure 5</a>	<a href="#">Navy Finance Center Form 4ND NFC 1070/4 (Part 2 of 2)</a>
<a href="#">Figure 6</a>	<a href="#">Completed Abstract Sheet - PL 220 Claims (4ND NAVFINCEN 5890/3)</a>
<a href="#">Figure 7</a>	<a href="#">Completed MCFC Form EX 7200/6</a>

---

# Military Hospitals in South Vietnam and Maps of South Vietnam

- [Military Hospitals in South Vietnam by Location](#)
- [Military Hospitals in South Vietnam by Hospital](#)
- [Map of Military Hospitals in South Vietnam](#)
- [Map of South Vietnam Locations](#)
- [Map of Administrative Divisions and Military Regions in South Vietnam](#)

<b>ARMY HOSPITALS IN VIETNAM BY LOCATION</b>		
<b>Location</b>	<b>Dates</b>	<b>Hospital</b>
An Khe	3/1968 to 7/1969 10/1969 to 8/1970 9/1970 to 1971	17th Field Hospital 17th Field Hospital 8th Field Hospital
Bien Hoa	9/1965 to 5/1967	3rd Surgical Hospital
Binh Thuy	8/1968 to 10/1969 9/1969 to 4/1972	29th Evacuation Hospital 3rd Surgical Hospital
Cam Rahn Bay	6/1966 to 6/1971	6th Convalescent Center
Camp Evans	3/1969 to 12/1969	18th Surgical Hospital
Can Tho	8/1968 to 10/1969	29th Evacuation Hospital
Cholon	4/1966 to 3/1968	17th Field Hospital
Chu Lai	4/1967 to 1968 4/1968 to 6/1971 10/1968 to 8/1969 7/1969 to 11/1971	2nd Surgical Hospital 27th Surgical Hospital 312th Evacuation Hospital 91st Evacuation Hospital
Cu Chi	1964 to 1966  8/1966 to 4/1967 12/1966 to 12/1970	25th Medical Battalion with 25th Infantry Division HQ 7th Surgical Hospital 12th Evacuation Hospital
Da Nang	4/1968 to 3/1973	95th Evacuation Hospital
Dong Tam	5/1967 to 9/1969	3rd Surgical Hospital
Gia Le	3/1969 to 12/1969	18th Surgical Hospital
Japan		249th General Hospital US Army Hospital Camp Zama
Lai Khe	12/1967 to 2/1968 1968 to 4/1970	18th Surgical Hospital 2nd Surgical Hospital
Long Binh	12/1965 to 4/1971 1/1967 to 11/1972	93rd Evacuation Hospital 24th Evacuation Hospital
Long Giao	4/1967 to 1968	7th Surgical Hospital
Nha Trang	4/1962 to 9/1970 7/1965 to 9/1968	8th Field Hospital 9th Field Hospital
Okinawa		US Army Hospital Ryukyu Islands
Phu Bai	3/1968 to 10/1969 1969 to 12/1971	22nd Surgical Hospital 85th Evacuation Hospital



Pleiku	7/1966 to 12/1967 5/1967 to 12/1970 1972	18th Surgical Hospital 71st Evacuation Hospital 67th Evacuation Hospital
Quang Tri	2/1968 to 3/1968 12/1969 to 8/1971	18th Surgical Hospital 18th Surgical Hospital
Qui Nhon	9/1965 to 1969 7/1966 to 4/1967 10/1966 to 1972 7/1969 to 10/1969	85th Evacuation Hospital 2nd Surgical Hospital 67th Evacuation Hospital 17th Field Hospital
Saigon	5/1965 to 12/1972 4/1966 to 3/1968 5/1972 to 3/1973	3rd Field Hospital 17th Field Hospital US Army Hospital Saigon
Tay Ninh	11/1966 to 10/1970	45th Surgical Hospital
Tuy Hoa	3/1967 to 7/1969 1971 to 8/1971	91st Evacuation Hospital 8th Field Hospital
Vung Tau	3/1966 to 11/1969	36th Evacuation Hospital

### AIR FORCE HOSPITALS IN VIETNAM BY LOCATION

Location	Dates	Hospital
Bien Hoa	1965-1972	Bien Hoa Airbase
Binh Thuy	1966-1970	Benh Thuy Airbase
Cam Ranh Bay	1965-1972	Cam Ranh Bay
Da Nang	1965-1972	Da Nang
Hawaii		Hickman Air Force Base
Japan		Tachikawa Air Force Base
Nha Trang	1962-1969	Nha Trang
Okinawa		Kadena Air Force Base
Phan Rang	1966-1972	Phan Rang Airbase
Philippines		Clark Air Force Base
Phu Cat	1967-1971	Phu Cat
Pleiku	1966-1967	Pleiku Airbase
Tan Son Nhut	1962-1973	Tan Son Nhut
Tuy Hoa	1966-1970	Tuy Hoa

### NAVY/MARINE CORPS HOSPITALS IN VIETNAM BY LOCATION

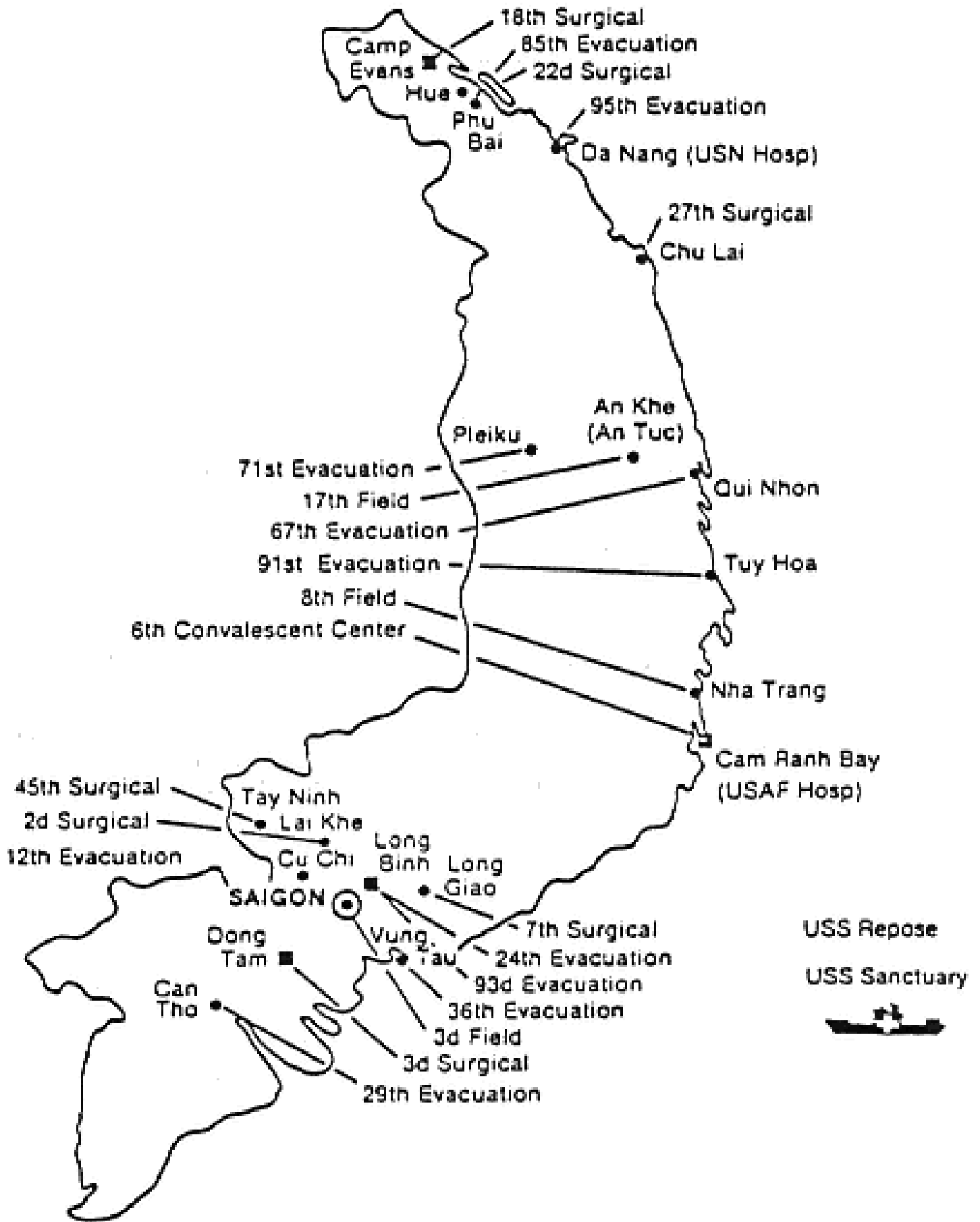
Location	Dates	Hospital
Da Nang	1966-1970	Da Nang Naval Hospital
Guam		Guam Naval Hospital
Okinawa		Camp Butler
Okinawa		Naval Hospital
	1966-1970	1st Marine Medical Battalion (1st Division)
	1965-1969	3rd Marine Medical Battalion (3rd Division)
	1966-1970	USS Repose
	1966-1971	USS Sanctuary

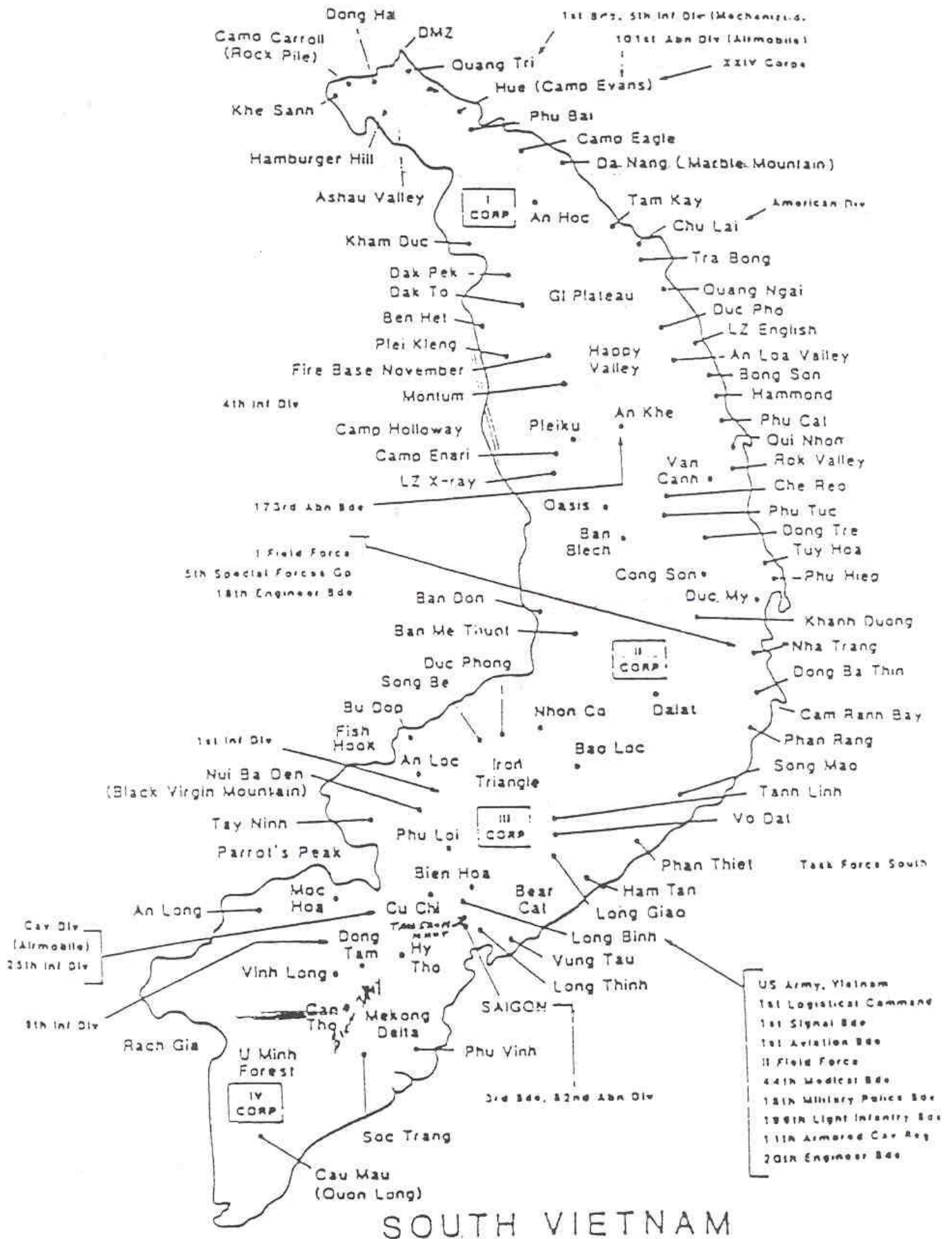
### ARMY HOSPITALS IN VIETNAM BY HOSPITAL

Hospital	Dates	Location
2nd Surgical Hospital	7/66 to 4/67	Qui Nhon

	4/67 to 68 68 to 4/70	Chu Lai Lai Khe
3rd Field Hospital	5/65 to 12/72	Saigon
3rd Surgical Hospital	9/65 to 5/67 5/67 to 9/69 9/69 to 4/72	Bien Hoa Dong Tam Binh Thuy
6th Convalescent Center	5/66 to 6/71	Cam Ranh Bay
7th Surgical Hospital	8/66 to 4/67 4/67 to 1968	Cu Chi Long Giao
8th Field Hospital	4/62 to 9/70 9/70 to 1971 1971 to 8/71	Nha Trang An Khe Tuy Hoa
9th Field Hospital	7/65 to 9/68	Nha Trang
12th Evacuation	12/66 to 12/70	Cu Chi
17th Field Hospital	4/66 to 3/68 3/68 to 7/69 7/69 to 10/69 10/69 to 8/70	Saigon/Cholon An Khe Qui Nhon An Khe
18th Surgical Hospital	7/66 to 12/67 12/67 to 2/68 2/68 to 3/69 3/69 to 12/69 12/69 to 8/71	PleiKu Lai Khe Quang Tri Camp Evans (Gia Le) Quang Tri
22nd Surgical Hospital	3/68 to 10/69	Phu Bai
24th Evacuation	1/67 to 11/72	Long Binh
27th Surgical Hospital	4/68 to 6/71	Chu Lai
29th Evacuation	8/68 to 10/69	Can Tho/Binh Thuy
36th Evacuation	3/66 to 11/69	Vung Tau
45th Surgical Hospital	11/66 to 10/70	Tay Ninh
67th Evacuation	10/66 to 1972 1972 to 1972	Qui Nhon PleiKu
71st Evacuation	5/67 to 12/70	PleiKu
85th Evacuation	9/65 to 1969 1969 to 12/71	Qui Nhon Phu Bai
91st Evacuation	3/67 to 7/69 7/69 to 11/71	Tuy Hoa Chu Lai
93rd Evacuation	12/65 to 4/71	Long Binh
95th Evacuation	4/68 to 3/73	Da Nang
312th Evacuation	10/68 to 8/69	Chu Lai
US Army Hospital Saigon	5/72 to 3/73	Saigon
25th Medical Battalion	1964 to 1966	With 25th Infantry Division (HQ at Cu Chi)
<b>SUPPORT/EVACUATION HOSPITALS</b>		
<b>Hospital</b>	<b>Location</b>	
249th General Hospital	Japan	
United States Army Hospital Camp Zama	Japan	
Ryukyu Islands United States Army Hospital	Okinawa	
<b>AIR FORCE HOSPITALS IN VIETNAM</b>		

<b>Location</b>	<b>Dates</b>
Bien Hoa AB	1965 to 1972
Binh Thuy AB	1966 to 1970
Cam Ranh Bay	1965 to 1972
Da Nang	1965 to 1972
Nha Trang	1962 to 1969
Phan Rang AB	1966 to 1972
Phu Cat	1967 to 1971
Pleiku AB	1966 to 1967
Tan Son Nhut	1962 to 1973
Tuy Hoa	1966 to 1970
<b>SUPPORT/EVACUATION HOSPITALS</b>	
<b>Hospital</b>	<b>Location</b>
Kadena Air Force Base	Okinawa
Tachikawa Air Force Base	Japan
Clark Air Force Base	Philippines
Hickman Air Force Base	Hawaii
<b>NAVY/MARINE CORP HOSPITALS IN VIETNAM</b>	
<b>Hospital</b>	<b>Dates</b>
Da Nang Naval Hospital	1966 to 1970
USS Repose	1966 to 1970
USS Sactuary	1966 to 1971
1st Marine Medical Battalion (1st Division)	1966 to 1970
3rd Marine Medical Battalion (3rd Division)	1965 to 1969
<b>SUPPORT/EVACUATION HOSPITALS</b>	
<b>Hospital</b>	<b>Location</b>
Naval Hospital	Okinawa
Camp Butler	Okinawa
Guam Naval Hospital	Guam





# Military Hospitals in South Vietnam and Maps of South Vietnam

- [Military Hospitals in South Vietnam by Location](#)
- [Military Hospitals in South Vietnam by Hospital](#)
- [Map of Military Hospitals in South Vietnam](#)
- [Map of South Vietnam Locations](#)
- [Map of Administrative Divisions and Military Regions in South Vietnam](#)

<b>ARMY HOSPITALS IN VIETNAM BY LOCATION</b>		
<b>Location</b>	<b>Dates</b>	<b>Hospital</b>
An Khe	3/1968 to 7/1969 10/1969 to 8/1970 9/1970 to 1971	17th Field Hospital 17th Field Hospital 8th Field Hospital
Bien Hoa	9/1965 to 5/1967	3rd Surgical Hospital
Binh Thuy	8/1968 to 10/1969 9/1969 to 4/1972	29th Evacuation Hospital 3rd Surgical Hospital
Cam Rahn Bay	6/1966 to 6/1971	6th Convalescent Center
Camp Evans	3/1969 to 12/1969	18th Surgical Hospital
Can Tho	8/1968 to 10/1969	29th Evacuation Hospital
Cholon	4/1966 to 3/1968	17th Field Hospital
Chu Lai	4/1967 to 1968 4/1968 to 6/1971 10/1968 to 8/1969 7/1969 to 11/1971	2nd Surgical Hospital 27th Surgical Hospital 312th Evacuation Hospital 91st Evacuation Hospital
Cu Chi	1964 to 1966  8/1966 to 4/1967 12/1966 to 12/1970	25th Medical Battalion with 25th Infantry Division HQ 7th Surgical Hospital 12th Evacuation Hospital
Da Nang	4/1968 to 3/1973	95th Evacuation Hospital
Dong Tam	5/1967 to 9/1969	3rd Surgical Hospital
Gia Le	3/1969 to 12/1969	18th Surgical Hospital
Japan		249th General Hospital US Army Hospital Camp Zama
Lai Khe	12/1967 to 2/1968 1968 to 4/1970	18th Surgical Hospital 2nd Surgical Hospital
Long Binh	12/1965 to 4/1971 1/1967 to 11/1972	93rd Evacuation Hospital 24th Evacuation Hospital
Long Giao	4/1967 to 1968	7th Surgical Hospital
Nha Trang	4/1962 to 9/1970	8th Field Hospital

	7/1965 to 9/1968	9th Field Hospital
Okinawa		US Army Hospital Ryukyu Islands
Phu Bai	3/1968 to 10/1969 1969 to 12/1971	22nd Surgical Hospital 85th Evacuation Hospital
Pleiku	7/1966 to 12/1967 5/1967 to 12/1970 1972	18th Surgical Hospital 71st Evacuation Hospital 67th Evacuation Hospital
Quang Tri	2/1968 to 3/1968 12/1969 to 8/1971	18th Surgical Hospital 18th Surgical Hospital
Qui Nhon	9/1965 to 1969 7/1966 to 4/1967 10/1966 to 1972 7/1969 to 10/1969	85th Evacuation Hospital 2nd Surgical Hospital 67th Evacuation Hospital 17th Field Hospital
Saigon	5/1965 to 12/1972 4/1966 to 3/1968 5/1972 to 3/1973	3rd Field Hospital 17th Field Hospital US Army Hospital Saigon
Tay Ninh	11/1966 to 10/1970	45th Surgical Hospital
Tuy Hoa	3/1967 to 7/1969 1971 to 8/1971	91st Evacuation Hospital 8th Field Hospital
Vung Tau	3/1966 to 11/1969	36th Evacuation Hospital

### AIR FORCE HOSPITALS IN VIETNAM BY LOCATION

Location	Dates	Hospital
Bien Hoa	1965-1972	Bien Hoa Airbase
Binh Thuy	1966-1970	Benh Thuy Airbase
Cam Ranh Bay	1965-1972	Cam Ranh Bay
Da Nang	1965-1972	Da Nang
Hawaii		Hickman Air Force Base
Japan		Tachikawa Air Force Base
Nha Trang	1962-1969	Nha Trang
Okinawa		Kadena Air Force Base
Phan Rang	1966-1972	Phan Rang Airbase
Philippines		Clark Air Force Base
Phu Cat	1967-1971	Phu Cat
Pleiku	1966-1967	Pleiku Airbase
Tan Son Nhut	1962-1973	Tan Son Nhut
Tuy Hoa	1966-1970	Tuy Hoa

### NAVY/MARINE CORPS HOSPITALS IN VIETNAM BY LOCATION

Location	Dates	Hospital
Da Nang	1966-1970	Da Nang Naval Hospital
Guam		Guam Naval Hospital
Okinawa		Camp Butler
Okinawa		Naval Hospital
	1966-1970	1st Marine Medical Battalion

		(1st Division)
	1965-1969	3rd Marine Medical Battalion (3rd Division)
	1966-1970	USS Repose
	1966-1971	USS Sanctuary

### ARMY HOSPITALS IN VIETNAM BY HOSPITAL

Hospital	Dates	Location
2nd Surgical Hospital	7/66 to 4/67 4/67 to 68 68 to 4/70	Qui Nhon Chu Lai Lai Khe
3rd Field Hospital	5/65 to 12/72	Saigon
3rd Surgical Hospital	9/65 to 5/67 5/67 to 9/69 9/69 to 4/72	Bien Hoa Dong Tam Binh Thuy
6th Convalescent Center	5/66 to 6/71	Cam Ranh Bay
7th Surgical Hospital	8/66 to 4/67 4/67 to 1968	Cu Chi Long Giao
8th Field Hospital	4/62 to 9/70 9/70 to 1971 1971 to 8/71	Nha Trang An Khe Tuy Hoa
9th Field Hospital	7/65 to 9/68	Nha Trang
12th Evacuation	12/66 to 12/70	Cu Chi
17th Field Hospital	4/66 to 3/68 3/68 to 7/69 7/69 to 10/69 10/69 to 8/70	Saigon/Cholon An Khe Qui Nhon An Khe
18th Surgical Hospital	7/66 to 12/67 12/67 to 2/68 2/68 to 3/69 3/69 to 12/69 12/69 to 8/71	PleiKu Lai Khe Quang Tri Camp Evans (Gia Le) Quang Tri
22nd Surgical Hospital	3/68 to 10/69	Phu Bai
24th Evacuation	1/67 to 11/72	Long Binh
27th Surgical Hospital	4/68 to 6/71	Chu Lai
29th Evacuation	8/68 to 10/69	Can Tho/Binh Thuy
36th Evacuation	3/66 to 11/69	Vung Tau
45th Surgical Hospital	11/66 to 10/70	Tay Ninh
67th Evacuation	10/66 to 1972 1972 to 1972	Qui Nhon PleiKu
71st Evacuation	5/67 to 12/70	PleiKu
85th Evacuation	9/65 to 1969 1969 to 12/71	Qui Nhon Phu Bai
91st Evacuation	3/67 to 7/69 7/69 to 11/71	Tuy Hoa Chu Lai
93rd Evacuation	12/65 to 4/71	Long Binh



95th Evacuation	4/68 to 3/73	Da Nang
312th Evacuation	10/68 to 8/69	Chu Lai
US Army Hospital Saigon	5/72 to 3/73	Saigon
25th Medical Battalion	1964 to 1966	With 25th Infantry Division (HQ at Cu Chi)

### SUPPORT/EVACUATION HOSPITALS

Hospital	Location
249th General Hospital	Japan
United States Army Hospital Camp Zama	Japan
Ryukyu Islands United States Army Hospital	Okinawa

### AIR FORCE HOSPITALS IN VIETNAM

Location	Dates
Bien Hoa AB	1965 to 1972
Binh Thuy AB	1966 to 1970
Cam Ranh Bay	1965 to 1972
Da Nang	1965 to 1972
Nha Trang	1962 to 1969
Phan Rang AB	1966 to 1972
Phu Cat	1967 to 1971
Pleiku AB	1966 to 1967
Tan Son Nhut	1962 to 1973
Tuy Hoa	1966 to 1970

### SUPPORT/EVACUATION HOSPITALS

Hospital	Location
Kadena Air Force Base	Okinawa
Tachikawa Air Force Base	Japan
Clark Air Force Base	Philippines
Hickman Air Force Base	Hawaii

### NAVY/MARINE CORP HOSPITALS IN VIETNAM

Hospital	Dates
Da Nang Naval Hospital	1966 to 1970
USS Repose	1966 to 1970
USS Sactuary	1966 to 1971
1st Marine Medical Battalion (1st Division)	1966 to 1970
3rd Marine Medical Battalion (3rd Division)	1965 to 1969

### SUPPORT/EVACUATION HOSPITALS

Hospital	Location
Naval Hospital	Okinawa
Camp Butler	Okinawa

Guam Naval Hospital

Guam

## Military Pay Grades and Ranks

For more detailed information on this topic please consult [1865.107, Figure 2-5](#).

<b>Commissioned Officers</b>			
<b>Pay Grade</b>	<b>Army / Air Force / Marine Corps</b>	<b>Navy</b>	<b>Coast Guard</b>
O-10	General	Admiral	Admiral
O-9	Lieutenant General	Vice Admiral	Vice Admiral
O-8	Major General	Rear Admiral (upper half)	Rear Admiral (upper half)
O-7	Brigadier General	Commodore	Rear Admiral (lower half)
O-6	Colonel	Captain	Captain
O-5	Lieutenant Colonel	Commander	Commander
O-4	Major	Lieutenant Commander	Lieutenant Commander
O-3	Captain	Lieutenant	Lieutenant
O-2	First Lieutenant	Lieutenant, junior grade	Lieutenant, junior grade

O-1	Second Lieutenant	Ensign	Ensign
-----	-------------------	--------	--------

**Warrant Officers Note: Currently the Air Force has no Warrant Officers**

<b>Pay Grade</b>	<b>Army</b>	<b>Marine Corps / Navy / Coast Guard</b>
W-4	Chief Warrant	Commissioned Warrant over 20 years service
W-3	Chief Warrant	Commissioned Warrant over 10 years service
W-2	Chief Warrant	Commissioned Warrant less than 10 years service
W-1	Warrant Officer, junior grade	Warrant Officer

**Enlisted Personnel**

<b>Pay Grade</b>	<b>Army</b>	<b>Air Force</b>	<b>Marine Corps</b>	<b>Navy / Coast Guard</b>
E-9	Sergeant Major	Chief Master Sergeant	Sergeant Major / Master Gunnery Sgt.	Master Chief Petty Officer
E-8	First Sergeant	Senior Master Sergeant	First Sergeant / Master Sergeant	Senior Chief Petty Officer
E-7	Sergeant First Class	Master Sergeant	Gunnery Sergeant	Chief Petty Officer

E-6	Staff Sergeant	Technical Sergeant	Staff Sergeant	Petty Officer, First Class
E-5	Sergeant	Staff Sergeant	Sergeant	Petty Officer, Second Class
E-4	Corporal	Senior Airman	Corporal	Petty Officer, Third Class
E-3	Private, First Class	Airman, First Class	Lance Corporal	Seaman
E-2	Private	Airman	Private, First Class	Seaman Apprentice
E-1	Recruit	Airman, Basic	Private	Seaman Recruit

# Military Post Offices (1980's)

---

The term Military Post Office pertains to both Army Post Offices (APOs) and Fleet Post Offices (FPOs). Note: APO used by (A - Army/F - Air Force) and FPO used by (N - Navy/M - Marine Corps/G - Coast Guard).

APO's and FPO's were used to route mail to overseas military units and military ships. APO's/FPO's during the 1980's consisted of either a 5 digit or 9 digit code (like a ZIP or ZIP+4 Code). The US Postal Service also used the following two letter "state" abbreviations: AA - Americas, AE- Europe area, AP - Pacific area.

For a listing of APO's/FPO's valid during the 1980's use link.

Note: APO list starts on page 16, FPO list starts on page 41.

## [Military Post Office Location List \(MPOLL\)](#)

Records after 1990 should contain the foreign duty location name and dates, however in older (pre-1990) military personnel records, the duty location may contain only an Army Post Office (APO) or Fleet Post Office (FPO) instead of the foreign location name.

For a listing of WWII APO's, see separate CRG entry. [Army Post Offices \(WWII\)](#)

---

# MILITARY RETIREE MEDICAL RECORDS

---

For retirees, NPRC (MPR) stores records of inpatient, outpatient, dental, and mental health treatment. These records reflect health care for former members during their retirement years. Some record collections date from the 1940's and 1950's, but more comprehensive information exists beginning in the 1960's. The retiree records are sent to NPRC (MPR) from medical treatment facilities after 1-3 years of inactivity and are retained for 50 years from the year of last patient activity. Health records were formerly retired to NPRC with the personnel record portion when a member retired from the military service. (Exception: Navy and Marine Corps were filed in the medical record portion.) Since the early 1990's, most health records are retired directly to the VA, RMC.

Medical treatment records are filed as organizational records by hospital name or number. Information needed to conduct a search includes:

- 1) name,
- 2) service number/SSN
- 3) whether inpatient, outpatient, dental, mental health record is desired
- 4) place of treatment
- 5) dates of treatment

**NOTE:** For inpatient records, the **numerical designation** (e.g. 102nd Evacuation Hospital) and/or the **city/country/base** of the treatment facility are **vital**.

---

**Source:** [NPRC 1865.103](#) and [NPRC 1865.121](#)

---

# Military Service Records Holdings

**Military Service Records in St. Louis:** The following categories of records, including official military personnel files, active duty health records, clinical records and medical treatment records, are the primary holdings at the National Personnel Records Center in St. Louis.

1. Official Military Personnel Files (OMPF) (including outpatient, dental, and mental health treatment record).

Information found @: <http://www.archives.gov/st-louis/military-personnel/about-omps.html>

2. Clinical (hospital inpatient) Records Created for Military Personnel While on Active Duty.

Information found @: <http://www.archives.gov/st-louis/military-personnel/public/active-duty-medical-records.html>

3. Medical Treatment records of Dependents, Military Retirees, and Others (this includes inpatient, outpatient, dental, and mental health treatment records).

Information found @: <http://www.archives.gov/st-louis/military-personnel/other-medical-records.html>

4. Morning Reports and Unit Rosters.

Information found @: <http://www.archives.gov/st-louis/military-personnel/morning-reports-and-unit-rosters.html>

5. Philippine Army and Guerrilla Records.

Information found @: <http://www.archives.gov/st-louis/military-personnel/philippine-army-records.html>

6. Frequently Requested Records **NOT** at NPRC in St. Louis.

Information found @: <http://www.archives.gov/st-louis/military-personnel/frequently-requested-records.html>

**Military Service and Pension Records held in Washington, D.C.:** The following records are archived in Washington, D.C.:

Information found @: <http://www.archives.gov/research/order/vets-records.html>

To order records archived in Washington, D.C., use the following forms: [Inquire Form](#).



---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

INCLS. CHGES 1 THRU 5  
NPRC 1865.107  
July 30, 1987

**SUBJECT: Miscellaneous correspondence procedures unique to Records Reconstruction Branch**

1. **Purpose.** This memorandum issues instructions for processing reference service requests in the Records Reconstruction Branch.
2. **Cancellation.** This memorandum cancels NPRC 1865.76.
3. **Reason for cancellation.** NPRC 1865.76 is canceled in order to update correspondence procedures unique to Records Reconstruction Branch.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in the correspondence sections of Records Reconstruction Branch.
5. **Instructions.** This memorandum is intended for use in conjunction with NPRC Memorandum [1865.104](#), General background and reference information concerning Records Reconstruction Branch. The instructions for processing reference service requests are contained in the attachment. This memorandum is divided into two chapters to facilitate the use of this memo: Chapter 1 contains general information and instructions; and Chapter 2 contains instructions for processing specific types of reference service requests.
6. **Forms.** This memorandum makes use of the following forms:
  - NA Form 13018, Reply to Inquiry(NCP)
  - NA Form 13024, Delay Notice Card
  - NA Form 13039, Delay Card (Recon)
  - NA Form 13038, Certification of Military Service
  - NA Form 13041, Statement of Service
  - NA Form 13045, Informal Information Reply
  - NA Form 13053, Referral Notice
  - NA Form 13055, Request for Information Needed to Reconstruct Medical Data
  - NA Form 13062, Release of Information
  - NA Form 13075, Military Service Questionnaire
  - NA Form 13075-A, Military Service Questionnaire (FL)
  - NA Form 1308, NPRC Routing Slip
  - NA Form 13103, Request for Service Data
  - NA Form 13105, NPRC Search Request & Reply
  - SF-180, Request Pertaining to Military Records
  - VA-3101, Request for Information
  - DD Form 214, Report of Separation from Active Duty

DAVID L. PETREE  
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.107 CHGE 1  
August 8, 1988

**SUBJECT: Miscellaneous correspondence procedures unique to Records Reconstruction Branch**

1. **Purpose.** This memorandum transmits revised pages for NPRC 1865.107.
2. **Explanation of changes.** This memorandum has been revised to include instructions pertaining to the early removal of requests from the reference service pipeline; and to reflect current references to related memorandums used in the records reconstruction process.
3. **Instructions.**

Remove pp. i and ii, Table of Contents, and insert revised pp. i and ii.

Remove pp. 1/2 from ch. 1, and insert revised pp. 1/2, 2.1 and 2.2.

Remove pp. 7/8 from ch. 1, and insert revised pp. 7/8.

Remove app. 1-A from ch. 1, and insert revised app. 1-A.

Remove app. 2-A from ch. 2, and insert revised app. 2-A.

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.107 CHGE 2  
January 12, 1989

**SUBJECT: Miscellaneous correspondence procedures unique to Records Reconstruction Branch**

1. **Purpose.** This memorandum transmits revised pages for NPRC 1865.107.
2. **Explanation of changes.** This memorandum has been revised to reflect the current instructions pertaining to furnishing information from the Surgeon General's Office (SGO) Hospital Admission Card File (QT H) in response to requests from the Veterans Administration.
3. **Instructions.** Remove pp. 3 and 4 from ch. 2 (fig. 2-1), and insert revised pages.

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.107 CHGE 3  
April 28, 1989

**SUBJECT: Miscellaneous correspondence procedures unique to Records Reconstruction Branch**

1. **Purpose.** This memorandum transmits revised pages for NPRC 1865.107.
2. **Explanation of changes.** This memorandum has been revised to include Department of Air Force separation program numbers (SPN) and separation program designators (SPD).
3. **Instructions.**

Remove pp. 5 and 6 from ch. 1, and insert revised pages.

Add fig. 1-13.5 to ch. 1, pp. 45 thru 56.

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.107 CHGE 4  
February 7, 1994

**SUBJECT: Miscellaneous correspondence procedures unique to Records Reconstruction Branch**

1. **Purpose.** This memorandum transmits revised pages for NPRC 1865.107.
2. **Explanation of changes.** Figure 2-4 has been deleted since instructions for obtaining date and character of discharge from courts-martial records is provided in the latest revision of [NPRC 1865.112](#), External sources of information used in the records reconstruction process, [ch. 2, part 3](#).
3. **Instructions.** Remove and insert the following pages:

*Remove pages Insert pages*

Ch. 2, i and ii Same

Ch. 2, 1/2 Same

Ch. 2, fig. 2-4, 13 thru 22

DAVID L. PETREE  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.107 CHGE 5  
August 31, 1995

**SUBJECT: Miscellaneous correspondence procedures unique to Records Reconstruction Branch**

1. **Purpose.** This memorandum transmits revised pages for NPRC 1865.107.
2. **Explanation of changes.** Figure 2-6 has been deleted since instructions for processing requests for retirement points have been included in the latest revision of [NPRC 1865.84](#), Retirement credit points.
3. **Instructions.** Remove and insert the following pages:

*Remove pages Insert pages*

Ch. 2, i and ii Same

Ch. 2, 2 Same

Ch. 2, fig. 2-6, 35/36

DAVID L. PETREE  
Director

---

## TABLE OF CONTENTS

### CHAPTER 1: GENERAL PROCEDURES

Paragraph Title	Paragraph Number
<a href="#">Coverage</a>	<a href="#">1</a>
<a href="#">Incoming work</a>	<a href="#">2</a>
<a href="#">Initial steps in answering an inquiry</a>	<a href="#">3</a>
<a href="#">Privacy Act instructions</a>	<a href="#">4</a>
<a href="#">Early removal of requests from the reference service pipeline</a>	<a href="#">5</a>
<a href="#">Initial and subsequent data procurement actions on "30 day old cases"</a>	<a href="#">6</a>

<a href="#">Follow-up action to data procurement requests (40 days old)</a>	<a href="#">7</a>
<a href="#">Receipt of original military documents or other personal papers</a>	<a href="#">8</a>
<a href="#">Multiple records in one jacket</a>	<a href="#">9</a>
<a href="#">Multiple requests for one veteran</a>	<a href="#">10</a>
<a href="#">Records accession and deletion actions</a>	<a href="#">11</a>
<a href="#">Routing of completed work</a>	<a href="#">12</a>
<a href="#">Service indicators when no separation document is available</a>	<a href="#">13</a>
<a href="#">Figure 1-5.1 <u>Instructions for requests lacking proper authorization</u></a>	
<a href="#">Figure 1-5.2 <u>Sample NA Form 13062 returning inquiry to requester indicating information requested is not available</u></a>	
<a href="#">Figure 1-6 <u>Instructions for telephone technicians on follow-up actions</u></a>	
<a href="#">Figure 1-11 <u>Instructions for records accession and deletion actions</u></a>	
<a href="#">Figure 1-13.1 <u>General guidelines for Army components based on status and date</u></a>	
<a href="#">Figure 1-13.2 <u>Discharge terminology, forms, and applicable dates</u></a>	
<a href="#">Figure 1-13.3 <u>Listing of authorized separation documents by type and date of separation</u></a>	
<a href="#">Figure 1-13.4 <u>Primary Circulars cited and the reason for separation</u></a>	
<a href="#">Figure 1-13.5 <u>Dept. of the Air Force separation program numbers (SPN) and separation programs designators (SPD)</u></a>	

[Appendix 1- Topical guide for use of NPRC instructions](#)[A](#)


---

## CHAPTER 2: INSTRUCTIONS FOR PROCESSING SPECIFIC TYPES OF REFERENCE SERVICE REQUESTS

Paragraph Title	Paragraph Number
<a href="#">Coverage</a>	<a href="#">1</a>
<a href="#">Instructions</a>	<a href="#">2</a>
<a href="#">Figure 2-1</a>	<a href="#">Instructions for providing service information and medical records to the VA</a>
<a href="#">Figure 2-2</a>	<a href="#">Instructions on requests for replacement of medals</a>
<a href="#">Figure2-3</a>	<a href="#">Instructions for verifying service pertaining to Philippine Scouts</a>
Figure 2-4	Replaced by <a href="#">1865.112</a> (External Sources of Information)
<a href="#">Figure 2-5</a>	<a href="#">Instructions on VA requests involving certification of pay grade</a>
Figure 2-6	Replaced by <a href="#">1865.84</a> (Retirement Points)
<a href="#">Figure 2-7</a>	<a href="#">Instructions on VA requests involving eligibility for complete separation</a>
<a href="#">Appendix 2-A</a>	<a href="#">Topical guide for use of NPRC instructions</a>

---

## CHAPTER 1: GENERAL PROCEDURES

1. **Coverage.** This chapter covers general procedures used in the processing of reference service requests that are unique to Records Reconstruction Branch, Correspondence Sections (NRPMR-A/B). This instruction should be used as a supplement to, **NOT A SUBSTITUTION FOR**, other NPRC correspondence procedures with Centerwide application. [Appendix 1-A](#) provides additional sources of NPRC instructions.
2. **Incoming work.** Incoming work in the Correspondence Sections can be divided into two broad categories: reference requests with file folders attached; and reference requests without file

folders attached ("papers"). The latter results when computer probes are negative for the "R", "B", and "S" registry files; however, in some cases, auxiliary file records may be attached.

- a. **Requests WITH file folders.** Reference requests with "R" or "B" file folders attached are routed to NRPMR-A/B from Search and File Sections. Reference requests with "S" file folders attached are routed from the Search and Control Section (NRPMR-S).
- b. **Requests WITHOUT file folders.** Reference requests without "R", "B", or "S" file folders are reviewed by the Analysis and Control Technician in NRPMR-S to determine the most appropriate initial action within the Records Reconstruction Branch. These initial actions are most often:

(1) **Date procurements.** When an initial data procurement action to a VARO, FRC, or RPC is deemed appropriate, the reference request is forwarded to the data procurement operation in NRPMR-A/B, where the initial data procurement request is initiated. Upon receipt of the procurement reply, the request with appropriate S-file attached, is assigned to a correspondence technician or aid for completion.

(2) **Assignment or referral to correspondence technicians/aids.** Correspondence technicians/aids receive the reference requests with appropriate auxiliary registry file records attached; or without any records attached if no appropriate auxiliary registry file record is identified which would enable correspondence personnel to respond to the request. These require additional analysis on the part of correspondence personnel to determine the next appropriate action.

3. **Initial steps in answering an inquiry.** When beginning to answer an inquiry, correspondence personnel shall review the following:

- Has the correct record been pulled? **Does the veteran's name, service number, and date of birth on the inquiry agree with those in the record?**
- **What is the veteran/next of kin requesting? What must be furnished?** Can the information be reconstructed? Be alert for more than one request; a situation which may not have been recognized in the mailroom.
- Does the request contain the proper signatory authority? **If not, it must be returned.**
- Does the record contain an entry date?
- Does the record contain a discharge/release from active duty (RAD) date?
- Has a BIRLS check been made? If so, was the correct name and service number entered?
- Has the VA been contacted and asked to furnish separation document(s) or medical records?
- Has the veteran/next of kin ever been sent NA Form 13075-A, Questionnaire About Military Service (FL), to request all available information?
- Has the VA index or service number (SN) tape been checked?
- Has the requester been sent a delay notice?

- Is the identifying data shown on the folder label correct? **This should be checked before dispatching the record.**

**REMEMBER:** Keep all copies of the inquiry, FARS, search requests, referral notices, IBR actions, and data procurement requests in the record to document all actions taken.

4. **Privacy Act instructions.** Release of information from records obtained from agencies outside NPRC, such as Selective Service System, is not specifically covered by the Department of Defense approved release guide and **extreme care must be exercised in releasing such information to "third parties"** (see [NPRC I865.I6](#), Release and access guide for military personnel and related records at NPRC). When using information from an outside source to answer a request, **be sure there is a signed authorization which applies to the data obtained from the outside source.** However, actual military information that may be a part of an outside agency's files, such as dates of entry and separation, copies of DD Forms 214, Report of Separation from Active Duty, etc., may be used in the usual way, under the provisions of [NPRC I865.I6](#).

5. **Early removal of requests from the reference service pipeline.**

a. **Requests for information NOT releasable under release policy and laws.**

Correspondence personnel shall determine whether the requested information may be released under current release policy and laws. **If a request does not bear the appropriate authority DO NOT attempt to procure documents or reconstruct record** (see [fig. 1-5.1](#)).

b. **Requests for which NRPMR-A/B is NOT responsible for providing reference service.**

Correspondence personnel are responsible for providing reference service and records reconstruction service on Army military personnel and medical records dating from Nov. 1, 1912 through 1959; and on Air Force records with surnames Hubbard through Z, dating from Sept. 25, 1947 through 1963. If the reference request concerns records **other than these**, route the request to the proper NPRC (MPR) reference element. If an R file exists, for an individual that would otherwise be excluded from NRPMR-A/B reference service responsibility, then route the request with the R file to the proper NPRC (MPR) reference element; or to ARPERSCOM and refile the R folder.

**NOTE:** Some Army reservists records through 1963 were destroyed in the fire and require reconstruction by NRPMR-A/B.

c. **Requests for information NOT available in records.** Certain types of information may be requested that are not available in the records; e.g., **test scores, marriage licenses, etc.** In such cases, correspondence personnel shall return the request using NA Form 13062, Release of Information, as the transmittal. Check the appropriate blocks on the NA Form 13062 (see [fig. 1-5.2](#)).

6. **Initial and subsequent data procurement actions on "30 day old cases."** Prior to taking an initial or subsequent data procurement action on a case which is 30 days old (or older), correspondence technicians shall recommend the proposed procurement action to the supervisor. If the supervisor concurs with the recommendation, the technician shall take the following actions:

a. **Initial data procurement action.** When an initial data procurement action is taken on a "30-day old" case, correspondence personnel shall write "30 DAYS" on the date tag IN RED. Prepare and dispatch the S file accession in the usual manner (see pars. [11](#) and [12](#)). After the S file is accessioned, the Suspense File Control Technician will charge out



and deliver the file folder to the Correspondence Section Chief for distribution to the telephone technicians. The telephone technician shall maintain the file until the reply to the data procurement request is received; or until a follow-up action becomes necessary (see [fig. 1-6](#)).

- b. **Subsequent data procurement action.** When a subsequent data procurement action is taken on a "30 day old" case, correspondence personnel shall write "30 DAYS" on the date tag IN RED, and annotate on the data procurement request form/letter, "2nd procurement." Send the requester a second delay notice using NA Form 13039, Delay Card (Recon). Dispatch the S file folder for "refile" in the usual manner (see par. [12](#)). The Suspense File Control Technician will charge out and deliver the file folder to the Correspondence Section Chief for distribution to the telephone technicians. The telephone technician shall maintain the file until the reply to the data procurement request is received; or until a follow-up action becomes necessary (see [fig. 1-6](#)).

7. **Follow-up action to data procurement requests (40 days old).** "S" file folders will be removed from the Suspense File on a daily basis for follow-up action when a response has not been received within 40 days. The Suspense File Control Technician will deliver the file folders to the Correspondence Section Chief for distribution to the telephone technicians. Before placing a tracer telephone call on a data procurement request, the telephone technician shall analyze the request, data procurement actions(s), and other contents of the folder to determine if the request can be answered by using internal sources of information (including CPR). If the technician determines that a response to the request is not possible using internal sources of information, a follow-up telephone call is required (see [fig. 1-6](#)).
8. **Receipt of original military documents or other personal papers.** In order to reconstruct military data NRPMR-A/B personnel often times solicit the requester for additional information. In some instances the requester may inadvertently send ORIGINAL military documents or personal papers to NPRC. In these cases, NRPMR-A/B personnel shall photocopy the military documents for the record; and return all ORIGINAL papers to the requester.
9. **Multiple records in one jacket.** When portions of, or complete records, for one veteran are found within the folder of a second veteran, route the misfiled record material to the clerk typist (NRPMR-A).
10. **Multiple requests for one veteran.** Occasionally, two or more requests pertaining to the same veteran are received in NRPMR. For example: one may be submitted by the veteran and a second submitted by the VA. It is essential that multiple requests and available record(s) be brought together with a minimum of delay. Second requests (from the original requester or another source) shall be brought to the supervisor's attention who will correct batch sheets to reflect an additional request.
11. **Records accession and deletion actions.** Under certain circumstances, correspondence personnel shall initiate records accession and deletion actions pertaining to the "R," "B," and "S" registry files. (See [fig. 1-11](#).)
  - a. **Accessions.** Correspondence personnel shall underscore in red identifying information for each accession action. This includes last name, first name, middle initial (if available), and service number (SN). When the SN is not available, the Social Security Account Number (SSAN) is used as the identifier. The date of birth (DOB) shall be used as an identifier **only if the SN and SSAN are unavailable**. If the date of birth is used as the Identifier, write "DOB" in green ink in the lower left hand corner on the front of the file folder. On ALL file folders the technician shall write in the lower left hand corner on the

front of the folder: "AR in black ink to indicate Army service; or "AF" in red ink to indicate Air Force service.

**NOTE:** When initiating an "S" file accession **DO NOT** remove colored coded date tags, red tags, or other special tags affixed to the request by the mailroom.

- b. **"R"/"B" file deletions.** Correspondence personnel shall initiate an "R"/"B" file deletion actions when consolidating file folders. When more than one "B" or "R" file folder exists for a subject veteran, the technician shall consolidate the material from all folders into a single folder; normally, the highest numbered "R" folder. However, if a "B" file folder contains a volume substantially greater than the "R" folder, material shall be consolidated in the "B" folder and the "R" registry number shall be deleted.

**NOTE:** If the subject veteran's record is contained in a 4-1/2 x 8-3/8 inch size jacket, and the record and correspondence material will not fit in the jacket, then consolidate the material in a new blank kraft letter-size folder and accession into the "R" file, then delete the "B" file registry number.

12. **Routing of completed work.** Correspondence personnel shall deliver completed work to the Search and Control Section (NRPMS-S). Completed responses and data procurement requests are dispatched in outgoing mail bins. Refiles, accession and deletion actions, change of chargeouts, and search requests shall be dispatched in appropriately marked bins.

13. **Service indicators when no separation document is available.** The data contained in many of the alternate record sources often requires some interpretation on the part of correspondence personnel. Certain remarks were used in the recording of data that are considered positive indicators of a particular happening. On occasion, the particular manner in which a record was initiated, and the purpose therefore, is sometimes considered sufficient to establish a specific fact of service.

a. **Indicators of service component.**

- Status and date of entry (see [fig. 1-13.1](#))
- Service number (see [NPRC 1865.104](#))

b. **Indicators of dates of service.**

- Service number (see [NPRC 1865.104](#))
- Type of separation documents issued (see figs. [1-13.2](#) and [1-13.3](#))

c. **Indicators of honorable service.**

- Type of separation document issued (see figs. [1-13.2](#) and [1-13.3](#))
- RR 1-1 (Demobilization)
- C of G (Convenience of Government Demobilization)
- Payment of MOP

- Multi-voucher
- Bonus paid
- Payroll Discharge Code
- WD AGO Form 100 (after NOV. 18, 1947)
- SSS Classification IVA
- C of S-H (Morning report remark - character of service - honorable)
- Service honest and faithful
- Character excellent or very good
- Dept. of the Army separation program numbers (SPN) and separation program designators (SPD) (see [NPRC 1865.62](#))
- Circular cited (see fig. [1-13.4](#))
- Dept. of the Air Force separation program numbers (SPN) and separation program designators (SPD) (see fig. [1-13.5](#))

d. ***Indicators of other than honorable service.***

- Type of separation document issued (see figs. [1-13.2](#) and [1-13.3](#))
- SPN/SPD cited (see [NPRC 1865.62](#) for Army service and fig. [1-13.5](#) for Air Force service)
- Circular cited (see fig. [1-13.4](#))

---

## CHAPTER 2: INSTRUCTIONS FOR PROCESSING SPECIFIC TYPES OF REFERENCE SERVICE REQUESTS

1. **Coverage.** This chapter provides instructions for handling specific types of inquiries which are not sufficiently covered in other NPRC memorandums to include the records reconstruction process. This instruction should be used as a supplement to (NOT A SUBSTITUTE FOR) other NPRC correspondence procedures with Centerwide application. [Appendix 2-A](#) provides additional sources of NPRC instructions.
2. **Instructions.** The instructions for handling specific types of inquiries are set forth in the attachment. A cover sheet provides a list of the inquiries by subject/type and purpose with the corresponding "Figure Number." Additional requesttypes will be added as deemed necessary.

### INQUIRIES NOT SUFFICIENTLY COVERED IN OTHER NPRC MEMORANDA TO INCLUDE THE RECORDS RECONSTRUCTION PROCESS

FIGURE	SUBJECT/TYPE OF INQUIRY	PURPOSE
--------	-------------------------	---------

<a href="#">2-1</a>	VA-3101, Request for Information	To provide service information and/or medical records to the VA
<a href="#">2-2</a>	Replacement of medals	To obtain replacement of awards/separation documents
<a href="#">2-3</a>	Philippine Scouts (AUS), Philippine Army, or Philippine Guerilla status	To verify service
2-4	Deleted (See NPRC <a href="#">1865.112</a> )	To provide date and character of discharge from courts-martial records
<a href="#">2-5</a>	VA-3101, Request for Information	To certify pay grade
2-6	Deleted (See <a href="#">NPRC 1865.84</a> )	To Update or reconstruct retirement points records/verify active service
<a href="#">2-7</a>	VA-3101, Request for Information	To determine eligibility for complete pardon

Figure 1-5.1: **Instructions for requests lacking proper authorization**

R U L E	IF	Then
1	FAR is negative.	Return request using NA Form 13075-A as transmittal. DO NOT establish file folder.
2	FAR is positive; however, record does not contain	Return request using NA Form 13075-A as transmittal. DO NOT file copy of request in record.

	requested information.	
3	FAR is positive; and record contains requested information.	Return request using NA Form 13062, Release of Information, as transmittal. Check first block. DO NOT file copy of reference request in record.
4	Requester is seeking records for more than one relative.	Follow applicable instructions in rules 1 through 3. <b>NOTE:</b> It may be necessary to include NA Forms 13075-A and <a href="#">SF-180, Request Pertaining to Military Records</a> . Transmit form(s) using NA Form 13062. Indicate which veteran should complete each of the authorized forms.

Figure 2-1: **Instructions for providing service information and/or medical records to the VA** (Part 1 & 2 of 3 - [Next](#))

<b>SUBJECT/TYPE OF INQUIRY:</b>				
<b>VA-3101, Request for Information (providing service information and/or medical records)</b>				
INSTRUCTIONS				
R U L E	Request For:	IF	THEN	AND
1	Service Data	Service data is not available; request does not contain sufficient data to reconstruct record.	Return VA-3101 and attach NA 13075, Military Service Questionnaire. Prepare VA-3101 as shown in Part 3 of this figure.	Establish file folder ONLY if military documents are submitted with request.
2	Medical Records	Medical records on file and in good condition.	Furnish original medical records; and SGO records	Retain copy of SGO record for file.

			(QT H), if available.	
3	Medical Records	Medical records are partially burned or in poor condition.	Furnish original medical records AND photocopies and SGO records (QT H), if available.	Retain copy of SGO record for file.
4	Medical Records	Medical records available from auxiliary registry file. (QM C and/or QTH registry #).	Furnish original medical records; and/or SGO records (QT H), if available.	Retain photocopy of records for file. Retain copy of SGO record for file.
5	Medical Records	Medical records are not available. Request does not contain sufficient data to make OR search.	Return VA-3101 and attach NA Form 13055, Request for Information Needed to Reconstruct Medical Data. Prepare VA-3101 as shown in part 3 of this figure.	Establish file folder ONLY if military documents are submitted with request.
6	Service Data & Medical Records	Records are not available. Request does not contain sufficient data to make OR search.	Return VA-3101 and attach NA Forms 13055 and 13075. Prepare VA-31101 as shown in part 3 of this figure.	Establish file folder ONLY if military documents are submitted with request.
7	Service Data & Medical Records	Service data is available, but no medical records are one file.	Verify service using VA-3101 and attach NA Form 13055. Prepare VA-3101 as shown under "Medical Records Requested" in part 3 of this figure.	Establish file folder if one has not been created.

Figure 2-2: **Instructions on requests for replacement of medals**

<p><b>SUBJECT/TYPE OF INQUIRY:</b></p> <p><b>Request for replacement of medals</b></p>
--

## INSTRUCTIONS

R U L E	IF	AND	THEN
1	Request for medals, decorations, or awards.	Separation document NOT on file or attached to request.	Return request using NA Form 13075-A, with medals paragraph bracketed.
2	Request for medals, decorations, or awards.	Separation document on file or attached to request: <ul style="list-style-type: none"> <li>a. Request pertains to Army service.</li> <li>b. Request pertains to Air Force or Army Air Corps service.</li> </ul>	Refer request AND record to Army Medals Section.  Refer request and record (or request with attached separation document) to NRPMF-C
3	Request for medals and service.	Separation document on file or service data can be reconstructed from alternate sources: <ul style="list-style-type: none"> <li>a. Request pertains to Army service.</li> <li>b. Request pertains to Air Force or Army Air Corps service.</li> </ul> (1) Separation document on file.  (2) Service data can be reconstructed from alternate sources.	Refer request AND record to Army Medals Section.  See rule 2b.  Prepare NA Form 13038. Refer request and record with attached NA Form 13038 to NRPMF-C.
4	Request for medals and service.	Service data CANNOT BE reconstructed from alternate	Return request using NA Form 13075-A.

		<b>sources.</b>	
--	--	-----------------	--

---





MONOGRAPH ON  
ORGANIZATIONAL RECORDS USED IN  
RECORDS RECONSTRUCTION

NATIONAL PERSONNEL RECORDS CENTER  
(Military Personnel Records)  
NATIONAL ARCHIVES AND RECORDS SERVICE  
GENERAL SERVICES ADMINISTRATION  
ST. LOUIS, MISSOURI 63132

NATIONAL PERSONNEL RECORDS CENTER  
(MILITARY PERSONNEL RECORDS)

MONOGRAPH ON  
ORGANIZATIONAL RECORDS USED IN  
RECORDS RECONSTRUCTION

Prepared by:

Alan J. Kramer  
Management and Technical Staff  
July 1975

## PREFACE

Since the fire at NPRC (MPR) in July 1973 it has been necessary to use auxiliary records known as "organizational records" to "reconstruct" portions of individual military personnel records which were lost. The losses include major portions of World War I Army personnel records, World War II Army and Army Air Corps personnel records, and Post World War Army and Air Force personnel records (Air Force 1947-1963, Army WW I 1959).

The objective of this monograph is to assist employees involved in records reconstruction in using Army and Air Force "organizational records" which may be defined as permanent records created by military organizations and designed to document events and happenings involving members of a unit. The descriptions of the different types of records set forth the pertinent kinds of information contained in each. In working with the personnel of the Records Input and Reconstruction Branch, it became evident that, due to the mass of information and numerous types of organizational records, it was essential to develop an arrangement for this monograph that would be easy to use and understand, while holding cross references to a minimum. An outline of the monograph's arrangement is included in the following pages. We anticipate that, as more organizational record sources are developed, they will be described and added to the monograph.

It should be noted that the monograph on Military Personnel and Related Records of the War Department, prepared by Grace Pennell in 1966, can be used as an additional source of information on World War I records. Because the Pennell monograph contains many valuable illustrations, it was not necessary to include them in this source. However, cross references to these illustrations have been included where appropriate. Since the fire in 1973 the Pennell monograph has become even more valuable than it was previously as a source of information about World War I records.

In order to find the location of any type of organizational record or book it is only necessary to know 1) the period it covers and 2) whether the record is still in paper form or if it has been microfilmed. It is also possible that it could be in a card index or book form (paper forms). The location of each type of organizational record can be found to the right of the title and, in most cases, the abbreviations are self-explanatory. They are:

RECON LIBRARY	Reconstruction Library
GSA LIBRARY	GSA Center Library
RM 1180	Room 1180

MPR	NPRC (Military Personnel Records)
CPR	NPRC (Civilian Personnel Records)
RECON AREA	Records Reconstruction Area
AF REF BR	Air Force Reference Branch
3RD FLR	Third Floor
RCPAC LIBRARY	RCPAC Library

I would like to thank all the personnel involved in records reconstruction who took the time to explain various types of organizational records and the way in which they had to be indexed. In addition, Mr. Lawrence Cromshaw deserves a sincere "thank you" for his editorial assistance and for his suggestions on topic headings and their arrangement.

ALAN J. KRAMER

## OUTLINE

- I. World War I Period (ca. 1907 - 1939)
  - A. Library Sources
  - B. Paper Sources
  - C. Microfilm Sources
  
- II. World War II Period (1940 - 1946)
  - A. Library Sources
  - B. Paper Sources
  - C. Microfilm Sources
  
- III. The Post World War Period (1947 - ca. 1960\*)
  - A. Library Sources
  - B. Paper Sources
  - C. Microfilm Sources

\*A concluding date for the Post World War Period can not be precisely defined. A concluding date of around 1960 needs further explanation because within the Post World War Period some of the types of organizational records described in this monograph end in the 1950s while others conclude in the 1960s. Some people at National Personnel Records Center (MPR) regard January 1, 1960, as the end of the Post World War Period due to the fact that on that date the computerized Registry System for filing personnel records was initiated. This date, January 1, 1960, has added significance because personnel folders in the computerized Registry System were not affected by the fire. Therefore, most Post World War reconstruction efforts would involve military personnel who were discharged before 1960 and only organizational records up to 1960 would need to be used. In the final sections of the monograph on Post World War sources more precise dates for each type of organizational record are offered.



TABLE OF CONTENTS

I. WORLD WAR I PERIOD (ca. 1907 - 1939)

A. LIBRARY SOURCES

Air Force Aces, 1917-1953, A Preliminary List of Award Rosters, Air Force	1
Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium, and Italy, 1917-1918	
Chaplains, Army Air Units, 1917-1916	
"Connecticut Roster 1917-1920"	
Deaths, February 1, 1912, to April 30, 1917	2
Deaths - Enlisted Men All Branches	
Decorations of the U.S. Army, 1862-1926 with Supplements 1 & 2	
Deserter List, Air Force Only	
Deserter List, World War I	
Emergency Officers Retired List, 1917-1918	3
General Orders, War Department and Department of the Army	
"The Adjutant General's Report - Illinois"	
"Maryland in the World War 1917-1919"	
Medal of Honor, 1863-1968	4
National Guard Units Mustered into Federal Service, Listing of, During 1917-1918	
"Official Roster of North Dakota Soldiers, Sailors, and Marines World War 1917-1918"	
Nurses Who Served in the World War	
Officers Army List and Directories and Registers	5
Officers of the Army Stationed in or Near the District of Columbia	
"Official Roster of Ohio Soldiers, Sailors and Marines 1917-1918"	
Organization Directories Showing Stations and Post Office Addresses or Organizations of the Army	
Posthumous Commissions, Register of	6
Prisoners of War, American, World War I	
"The World War Honor Roll - of South Carolinians"	
Station Lists of the AEF	

B. PAPER SOURCES

Academic Records, 1930-1967	7
AEF Card File	
Army Air Corps Personnel Reports, Officers	
Army Nurses Pay Indices, 1917-1921	
Clinical Record Cover Sheets and Medical Cards, 1939-1955	

Discharge Orders, 1918-1920	10
Enlisted Men's Final Pay Voucher Indices, 1907-1915	
Enlisted Men's Final Pay Vouchers, 1918-1919	
Mexican Border Card File	14
North Carolina World War I Index Cards	
Officer Pay Voucher Indices and Final Pay Vouchers, 1917-1921	15
Physical Examination Records, World War I	
Return of the Nurse Corps, 1917-1920	22
Sailing List of Nurses for AEF	
 C. MICROFILM SOURCES	
Daily Reports of Changes, July 1, 1918 to April 1919	25
Daily Sick Reports, 1917-1939	
Field Clerks Card File, Army, 1917-1919	26
Lists and Directories, Army, 1912-1939	
Monthly Roster of Officers, 1920-1939	27
Morning Reports, November 1912-December 1939	28
Muster Rolls and Rosters, 1912-1939	
Nominal Check List for Report of Sick and Wounded, 1917-1920	29
Nurses Medical Cards, Army, 1912-1939	30
Officers Card File, 1917-1919	
Register of Enlistments, January 1913-April 30, 1917	
Report Sheets of Sick and Wounded, 1920-1939	31
VA Master Index	
 II. WORLD WAR II PERIOD (ca 1940-1946)	
A. LIBRARY SOURCES	
Air Force Aces, 1917-1953, A Preliminary List of American Roll of Honor	33
Award Rosters, Air Force	
Battle Casualties at Pearl Harbor, December 1941	
Chaplains, Army Air Units, 1917-1946	
Deaths, World War II, Air Corps, A Preliminary Listing of Deserter List, Air Force Only	34
General Orders, Headquarters U.S. Forces in Europe, 1944-1953	
General Orders, War Department and Department of the Army Honor List of Dead and Missing World War II "Maryland in World War II, Register of Service Personnel" Medal of Honor, 1863-1968	35



"North Dakota Veterans, World War II, 1941-1945, and the Korean Conflict 1950-1953"	35
Officers Army List and Directories and Registers Officers of the Army Stationed in or near the District of Columbia	
Prisoners of War, World War II, Alphabetical Listing of Reserve and National Guard Officers on Active Duty, Army Directory	35
"Official Roster of South Carolina, World War II, 1941-1946, Servicemen and Servicewomen"	
Air Force Combat Units of World War II, 1961	
Combat Squadrons of the Air Force World War II,(1969)	
 B. PAPER SOURCES	
Academic Records, 1930-1967	37
Clinical Record Cover Sheets and Medical Cards, 1939-1955	
Directories and Station Lists, 1940-1946	43
Passenger Lists, 1940-1946	
Pay Vouchers, 1936-1949	44
Officer Pay Cards, 1936-1949	51
Rosters, Army and Army Air Force, 1944-1946	55
 C. MICROFILM SOURCES	
Army Sick Books	61
Daily Sick Reports, Army Air Force, 1940-1946	
Jaundice Questionnaires, 1942-1943	62
Morning Reports, 1940-1946	
Patient Rosters, Army, 1940-1946	64
Publications, Army Air Force, 1940-1946	
Rosters, Army and Army Air Force	65
VA Master Index Microfilm	68
 III. POST WORLD WAR PERIOD (1947 to ca 1960)	
A. LIBRARY SOURCES	
Air Force Aces, 1917-1953, a Preliminary List of Air Force (U.S.) Credits for the Destruction of Enemy Air Craft, Korean War	71
Air Force Register, January, 1949-January, 1972	
Award Rosters, Air Force	
Casualty Register of WW II and Korean Dead	72
Deserter List, Air Force Only	

General Orders, Army Air Force and Department of the Air Force, 1945-1960	72
General Orders, Headquarters U.S. Air Forces in Europe, 1944-1953	
General Orders, War Department and Department of the Army	
Korean Casualty File	
Medal of Honor, 1863-1968	73
"North Dakota Veterans, World War II, 1941-1945, and the Korean Conflict 1950-1953"	
Officers Army List and Directories and Registers	
 B. PAPER SOURCES	
Academic Records, 1930-1967	75
Clinical Records, 1957-1960s	
Clinical Record Cover Sheets and Medical Cards, 1939-1955	76
Directories and Station Lists, 1946-1967	77
Morning Reports, Air Force, 1960-1964	80
Passenger Lists, 1940-1964	
Pay Vouchers, 1947-1949	83
Publications, 1954-1957, Air Force	88
Service Number Ledgers, 1946-1959	
Special Orders, January 1951, into 1960s	99
 C. MICROFILM SOURCES	
Air Force Microfiche	105
Army Sick Books, 1947-1953	
Daily Sick Reports, Air Force, 1947-1951	
Morning Reports, Air Force, 1947-1959	107
Morning Reports, Army, 1947-1964	110
Patient Rosters, Army, 1947-1948	113
Publications, Army Air Force, 1940-1953	
Rosters, (Enlisted and Officer Personnel)	114

I. WORLD WAR I PERIOD (ca. 1907 - 1939)

A. LIBRARY SOURCES

LOCATION

AIR FORCE ACES, 1917-1953, A PRELIMINARY LIST OF

GSA LIBRARY

This pamphlet is described in Part III, Post World War Period, Section A, Library Sources.

AWARD ROSTERS      Air Force

GSA LIBRARY

"Award Rosters" is a general title used to include Medal of Honor recipients as well as those who received the Distinguished Service Cross, Purple Heart, Bronze Star, Silver Star, etc. The Award Rosters cover the World War I Period through the Korean War including the periods of peace in between. They comprise eleven volumes and are described in Part III, Post World War Period, Section A, Library Sources.

BATTLE PARTICIPATION OF ORGANIZATIONS OF THE AMERICAN EXPEDITIONARY FORCES IN FRANCE, BELGIUM, AND ITALY 1917-1918

RECON LIBRARY

This book is composed of two major sections: the first lists divisions and brigades and battles those units participated in, and the second section lists major offensive and defensive campaigns and brigades that were involved in them. The value of this source is not for information on individuals as much as for information about the brigades that were involved in particular offensive and defensive campaigns in 1917-1918.

CHAPLAINS      Army Air Units 1917-1946

GSA LIBRARY

This book is a general history of American Chaplaincy dating from the Revolutionary War. It is primarily concerned with the growth of Air Chaplaincy. The concluding portion of the book contains an index listing the names of all Chaplains who served between 1917 and 1946. This thirty-year period is broken into three divisions: 1) 1917-1919, 2) 1920-1939, and 3) World War II - 1940-1946. Within each of these divisions the Chaplains are listed alphabetically.

CONNECTICUT

RECON LIBRARY

"Connecticut Roster 1917-1920"

This three-volume set lists all Connecticut servicemen in alphabetical order by their home town. It gives the serviceman's date of birth, branch of service, companies and units during the war, his character of discharge, and rank at the time of discharge. It notes awards, if applicable, and those who deserted.

LOCATION

DEATHS FEBRUARY 1, 1912, TO APRIL 30, 1917

RECON LIBRARY

This source actually offers information for the pre World War I period. It is a ledger which lists in alphabetical order all those personnel who died in service between February 1, 1912, and April 30, 1917. Beside each name, the organization and date of death are also recorded.

DEATHS - ENLISTED MEN ALL BRANCHES

RECON LIBRARY

The names of all those who died between April 1917 and October 1918 are contained in two large ledgers. The service personnel are listed alphabetically by the month and year of their death. The ledgers show name, rank, organization, date of death, whether that death occurred in Europe or the United States and the cause of death. A microfilm index to these ledgers listed in alphabetical order all the men who died and gives the page on which they are listed in the ledger books. The index would be of assistance in case the date of death was not known.

DECORATIONS OF THE U. S. ARMY 1862-1926 with Supplements 1&2 GSA LIBRARY

Those American, British, and French soldiers who received the Congressional Medal of Honor, Distinguished Service Cross, Distinguished Service Medal, Soldiers Medal, or Distinguished Flying Cross are listed in these books. The men who received one of these medals are listed alphabetically along with a brief account of each man's heroism or extraordinary service. Each soldier's rank and service number are also listed. These books were published by the War Department.

DESERTER LIST Air Force Only

RECON LIBRARY

This record is divided by years, beginning in 1918 and running through October 1966. Within the yearly divisions the Air Force deserters are arranged alphabetically. The record includes the rank at the time of desertion, Air Force service number, the last installation of service and the date the airman was declared to be AWOL. This record does not include any information about the ultimate character of discharge, or any events which might have occurred since the desertion.

DESERTER LIST, WORLD WAR I

RECON LIBRARY

The local draft boards within each county during the early 1920's helped to put together this listing of World War I deserters. The deserters are shown in alphabetical order according to state, county, and local draft board. This list contains no information about the ultimate character of discharge or about the branch of service. It does not include any dates of service or partial service, nor are there any identifying numbers to accompany the names.

LOCATION

EMERGENCY OFFICERS RETIRED LIST

1917-1918

RECON LIBRARY

This alphabetical listing records the names of several thousand officers who served in 1917 and 1918. These officers were not Regular Army Officers, but were disabled in the line of duty and became eligible under provisions for retirement for Emergency Officers. This listing was published by the Adjutant General's Office in 1956. It includes the officer's service number and rank at the time of retirement.

GENERAL ORDERS, WAR DEPARTMENT AND DEPARTMENT OF THE ARMY

GSA LIBRARY

The volumes of War Department and Department of the Army General Orders cover the period from 1910 through 1974. The orders are mixed with War Department Circulars and Bulletins and are not complete for all years. Only the General Orders mention personnel by name. Most orders concern appointments, assignments, decorations and awards, and establishment and disestablishment of bases. The number of the order and year are needed for a quick search.

ILLINOIS

RECON LIBRARY

"The Adjutant General's Report - Illinois"

This book lists Illinois National Guard personnel by order or rank by company. The National Guard units mentioned in this book were federalized during the summer months of 1917. The book does not offer any service numbers. In order to use this source it is necessary to know the serviceman's company, detachment, or battery, in addition to the city in which the National Guard company was located before it was federalized. This book does offer the original date of enlistment in the Illinois National Guard, and the date the soldier was mustered into federal service. The concluding portions of the book are devoted to the Illinois Naval Militia which was also called to active federal service in 1917.

MARYLAND

RECON LIBRARY

"Maryland in the World War 1917-1919"

This five volume set lists Maryland's servicemen in alphabetical order, and includes two volumes of World War I maps. This set was published in 1933. It contains the date of birth, date and character of discharge, branch of service, and, in some cases, duty areas for each serviceman.

LOCATION

MEDAL OF HONOR 1863-1908

RECON LIBRARY

This book is divided into sections based on the wars or campaigns in which Americans were involved. In the World War I section, those who won the Medal of Honor are listed alphabetically. There is a brief explanation of the meritorious deeds done to deserve the award. This source does not contain service numbers or date or character of discharge.

NATIONAL GUARD UNITS MUSTERED INTO FEDERAL SERVICE,  
LISTING OF (DURING 1917-1918)

RECON AREA

This pamphlet is composed of two sections. The first records the composition of new Federal divisions, brigades and regiments on April 13, 1918. The National Guard units which were mustered into each Federal unit are listed next to the Federal units.

The second portion of the pamphlet lists the National Guard units which were mustered into Federal service according to the state or origin. Next to each National Guard unit is the number of the Federal unit to which it was assigned or reorganized. The number or designation of the division to which it was assigned is also included.

NORTH DAKOTA

RECON AREA

"Official Roster of North Dakota Soldiers, Sailors, and Marines  
World War 1917-1918"

This four-volume set lists alphabetically all those people from North Dakota who served in 1917-1918. It gives date of birth, branch of service, date of entry, and units and companies of assignment. It also includes overseas duty, or service in the U.S., and the date of discharge, although it does not contain character of discharge. In some cases it gives a service number or the percent of disability, if this latter fact was established before 1931. It lists deserters, those who died while in military service, and those who received decorations or awards.

NURSES WHO SERVED IN THE WORLD WAR

RECON LIBRARY

This two-volume set is a straight alphabetical listing of nurses who served in the First World War. No information or identifying numbers accompany the list of names. Dates of service and duty areas are not included.

LOCATION

OFFICERS ARMY LIST AND DIRECTORIES AND REGISTERS

GSA LIBRARY

These volumes date from September 29, 1789, to March 2, 1903, and from 1915 to 1972. The Registers list in alphabetical order all the officers on active duty and all those who were retired. The Registers contain service number, date of birth, place of birth, date of entry into the service, plus information on appointments and service units.

The List and Directories contain an alphabetical listing of officers including service number and organization. One section of the List and Directories shows the relative seniority of each rank of officers. Those with the most seniority are listed first and so on to the officer at each rank with the least service at that rank.

OFFICERS OF THE ARMY STATIONED IN OR NEAR THE  
DISTRICT OF COLUMBIA

GSA LIBRARY

These volumes list officers in or near the District of Columbia in January 1920, December 1933, and July 1943. The officers' names are arranged alphabetically including rank, service assignment, plus business and home address.

OHIO

RECON LIBRARY

"Official Roster of Ohio Soldiers, Sailors and Marines 1917-1918"

This twenty-three-volume set was published in 1926. It is a straight alphabetical listing of service personnel from Ohio. It contains date of entry and discharge, duty areas, character of discharge, branch of service, and rank while on duty. It also lists the birthdate, service number, and in some cases, the percent of disability, if this was established by the time the books were printed.

ORGANIZATION DIRECTORIES SHOWING STATIONS AND POST OFFICE  
ADDRESSES OR ORGANIZATIONS OF THE ARMY

RECON AREA

These directories are sometimes referred to as "Blue Books" by the people of the reconstruction sections. There are approximately thirty-five of these directories and each lists World War I Army units according to their organizational designation and number. In most cases, an APO number is listed for the unit. Valuable information about the unit may be offered in the remarks column. These directories cover Army personnel who served in France or stateside in 1919.



LOCATION

POSTHUMOUS COMMISSIONS, REGISTER OF

RECON LIBRARY

This book contains the name and brief account of service for American officers who served and died in World War I. Each of these Americans received a promotion or appointment shortly before or after his death. In these cases the serviceman was never made aware of this commission. Under Section II of the Resolutions of Congress, approved March 3, 1925, a posthumous commission was sent to the next of kin by the War Department. The men and their stories are arranged by rank from Brigadier-General to Second Lieutenant. An index is contained in the first portion of the book to assist the reader in locating the officers.

PRISONERS OF WAR, AMERICAN WORLD WAR I

RECON LIBRARY

This book was compiled by the United States Military Mission in Berlin after World War I, and was completed in August 1919. The Military Mission worked with the German Department of Fallen Soldiers to try to trace all the Americans who had been prisoners of war, or who had been killed in action, and had been buried by the German forces. This is a straight alphabetical listing of Americans, which includes unit, company, or squadron. It contains the dates of capture and repatriation. In some cases a serial number and the next of kin is also given.

SOUTH CAROLINA

RECON LIBRARY

"The World War Honor Roll - of South Carolinians"

The Adjutant General's Office of South Carolina compiled this book which was published in 1921. It lists alphabetically all Army, Marine Corps and Navy personnel who died during the First World War. The listings are divided into officer and enlisted men categories for both the Navy and Army. The casualties are also broken down according to race. The rank at the time of death, cause of death, home town, and date of death, accompany each man's name.

STATION LISTS OF THE AEF

RECON AREA

This source, composed of approximately twenty-five books, lists Army units according to their numerical designation. The list of Army units is cross referenced to another page in the book which offers the physical location (sometimes a general area or in a region near a town) of the unit. If it is not clear whether the unit's location was in France, Germany, Luxemburg, England, etc., another section of the Station Lists is devoted to further defining general area by sector or country.

I. WORLD WAR I PERIOD (ca. 1907-1939)

B. PAPER SOURCES

LOCATION

ACADEMIC RECORDS 1930-1967

3RD FLOOR

Academic Records begin in the year 1930 and are indexed by a card file which sits atop the Army Organizational Records Index cabinets on the third floor. See Part II, World War II Period, Section B, Paper Sources, for a complete description of Academic Records.

AEF CARD FILE

RECON AREA

This card file lists those who served in Europe in 1917 and 1918. This source usually gives a service number, rank and organization. It occasionally notes temporary appointments, service assignments, and dates of arrival in France or departure from Europe. Minor charges filed against the soldier are recorded in some cases, and fluency in French is even mentioned on a few of the cards.

ARMY AIR CORPS PERSONNEL REPORTS

Officers

ROOM 1180

The Army Air Corps Personnel Reports for Officers are arranged alphabetically by the officer's last name. They include name, rank, station, organization, and date (month and year) of the report. These records were completed once a month and include principal duties performed by the officer each month, any sick or regular leave taken during the month, and an account on any classes taken during the month. The majority of these Personnel Reports cover the period from 1925 to 1934.

ARMY NURSES PAY INDICES

1917-1921

3RD FLOOR

These pay indices are arranged alphabetically by the last name of the Army Nurse. There were several forms used, so all the indices are not identical in appearance and information contained. The forms usually record the paying officer, the voucher number, the period paid for, and the rank or title of the Nurse. There may be a column for remarks. Usually the Army Nurses Pay Indices are not as complete as they could be, because many payments were apparently not recorded. Figures 1 and 2 illustrate two types of pay indices that were used during these years.

CLINICAL RECORD COVER SHEETS AND MEDICAL CARDS

1939-1955

ROOM 1180

NPRC (MPR) has Medical Cards for 1939, the last year of the "World War I" Period. See Part III, Post World War Period, Section B, Paper Sources, for a full description of Medical Cards. The Monograph on Military Personnel and Related Records of the War Department also has illustrations and a description of World War Medical Cards starting on page 54.

F 2

*Bell, Bessie S.*

*Nurse*

PAY PERIOD: *West Sept 12-26-18* RATE: DUTY: *A.N.C.*

*Chief Nurse 5-19*

PERIOD.	PAY.	RENTAL.	SUBSISTENCE.	OTHER CREDITS.	BY WHOM PAID.	Vow OR	DUTY. Date Paid	DEDUCTIONS.			AMOUNT PAID.	BALANCE UNPAID.	REMARKS.
								H. F.	WRI	All.			
192 # 1st.....													
<i>Sept 1-30</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>64</i>	<i>10-20</i>						
<i>Oct 1-31</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>12</i>	<i>11-20</i>						
<i>Nov 1-30</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>1103</i>	<i>11-20</i>						
<i>Dec 1-31</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>1222</i>	<i>12-20</i>						
<i>Jan 1-31</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>1283</i>	<i>1-21</i>						
<i>Feb 1-28</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>18</i>	<i>3-21</i>						
<i>March 1-31</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>1447</i>	<i>3-21</i>						
<i>April 1-30</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>1600</i>	<i>4-21</i>						
<i>May 1-31</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>1107</i>	<i>5-21</i>						
<i>June 1-30</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>1064</i>	<i>6-21</i>						
<i>July 1-31</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>984</i>	<i>7-21</i>						
<i>Aug 1-31</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>1038</i>	<i>8-21</i>						
<i>Sept 1-30</i>	<i>126 00</i>				<i>R. S. Smith</i>	<i>874</i>	<i>9-21</i>						
3d.....													
4th.....													
192 1st.....													
2d.....													

8

Figure 1. First page of Army Nurses' Pay Index

# Bell, Bessie S. Nurse

Asst. Surgt. A.M.C. 12-26-18  
Chief Nurse - 5-19

PERIOD PAID FOR.	PAY.	QRS.	COM. HEAT AND LIGHT.	MILEAGE.	DATE OF PAYMENT.	QUARTERMASTER.	NO. OF VOUCHER.	REMARKS.
Apr 1917	90 00				May 2	with	22	
May 1917	90 00				June 2	"	20X	
	90 00				July 2	"	39	
	90 00				Aug 2	"	62	
	90 00				Sept 2	"	115	
	90 00				Oct 2	"	86	
	100 00				Nov 2	Sanborn		
	90 00				Dec 2	"		
	90 00				Jan 2	"		
	90 00				Feb 2	"		
	90 00				Mar 2	"		
	90 00				Apr 2	"		
	90 00				MAY - 7 1917	"	1195	
	90 00				6/6/17	"	498	
Oct & Nov 1917	175 21				12-17	C. E. Stanton	755	9 yrs service - F.S. Dec. 17. Com. D. Nov. 14-30
Dec. 1917	130 23				12-17	C. E. Stanton	4769	F.S. Com. 2. H. & L.
Jan. 1918	130 28				1-18	C. E. Ely	1881	Misc. All. \$50.00 - F.S. Com. 2. H. & L.
Feb. - Mar. & Apr. 1918	389 23				4-18	C. E. Ely	5280	Ino. All. \$19.80 - Misc. Rec. \$150.00 F.S. Com. 2. H. & L.
May 1918	129 17				6-18	C. E. Ely	365	Ino. All. \$1.60 - Misc. All. \$50.00 - F.S. Com. 2. H. & L.
June 1918	129 25				7-18	C. E. Ely	527	" " \$4.60 - " " \$50.00

Figure 2. First page of Army Nurses' Pay Index

LOCATION

DISCHARGE ORDERS

1918-1920

ROOM 1180

Discharge Orders are arranged alphabetically by the name of the camp, and in a chronological sequence by the date the camp cut the orders. To locate a particular man on these orders it is necessary to know which camp discharged him and the approximate date of discharge. The orders for each camp contain the names of men discharged from the AEF on a particular date in late 1918, 1919, or early 1920. The men's names are usually arranged alphabetically on the orders, but there are a few exceptions. Service number and rank at discharge are included as a part of the records.

A portion of these Discharge Orders has been keypunched and computerized. After the computer check, if a man's name is located on one of the pages of the Discharge Orders, the location will be listed on the computer printout. However, since all of these Discharge Orders have not been keypunched, a "not-found" on the computer printout does not mean that the man's name is not located on the Discharge Orders, only that it has not yet been keypunched. Figure 3 illustrates a Discharge Order for the 1918-1920 period.

ENLISTED MEN'S FINAL PAY VOUCHER INDICES

1907-1915

3RD FLOOR

There are about sixty-two boxes of these index cards, all of the cards being arranged alphabetically. Unfortunately, the vouchers to which these cards apply have been destroyed. The cards themselves give the organization to which the serviceman was attached, and the date of payment. Possibly the most important piece of information on some of these cards is the final pay, which is indicated by the word "Final," written before the voucher number at the left of the card. The date of the final payment and the release from duty were usually the same. Figures 4 and 5 illustrate the front and back of these index cards.

ENLISTED MEN'S FINAL PAY VOUCHERS

1918-1919

3RD FLOOR

The bulk of these Final Pay Vouchers are for the period from November 1918 to November 1919. The Enlisted Men's Final Pay Vouchers are grouped, a few to a folder. (The number in each folder varies.) Each folder is assigned a "file folder number," which has been keypunched into the computerized Registry Index. It is anticipated that the Enlisted Men's Final Pay Vouchers will be completely keypunched and transferred to Military Personnel Records by November, 1975. Until the keypunching and transfer of vouchers are complete, the vouchers are still in searchable order if the voucher number is known.

There are two kinds of Final Pay Vouchers for the Enlisted Men: 1) the individual Final Pay Vouchers contain the name and service information for only one soldier, 2) the multi-name Final Pay Vouchers contain the names and information for many soldiers who received their final payments at the same time. The individual Final Pay Vouchers include the enlisted man's name,

Auditing Section  
Demobilization Group  
Camp Dodge, Iowa.

Oct. 13, 1919

FROM: Group Personnel Adjutant.  
TO: The Adjutant General of the Army, Washington, D.C.  
SUBJECT: Transmittal of records.

1. Enclosed are forms 29, 135-3, 644, and 637 AGO for the following named enlisted men discharged this date from Casual Detachment # 1568.

Albrecht, Dick C	240486	Hanley, George B	21374 9
Allen, Truman C	81525	Jones, Albert	4259672
Bannister, James H	2184026	Johnson, Axel L	941264
Dentley, Frank	152410	Noller, Francis A	846183
Botulas, George D	3770206	Rogers, Glass C	746199
Carlson, Carl R	3914468	Strace, Justin	431792
Cramer, Grant U	3806549	Spencer, George B	1424368
Ehret, Adolph B	2848996	Trueman, George T	132376
Gammo, Daniel M	2197638	VanDrie, Gerrit	4000752
Gilmer, Russell L	1017388	Winchell, Roy C	3955893
Hirbert, Max	1442913	Hiller, Milton F	1399924

cep  
CEP/mh


  
M L KELLEY  
1st Lieut. Infantry.

Figure 3. Copy of World War I Discharge Order

Doris Thomas

1<sup>st</sup> Lt - Hopt - 1<sup>st</sup> Reg

Over

652	Curry	July 31/07	23.08
3303	Gambrell	Aug " "	50.7
2391	Keleher	Sept 30 " "	93.0
2628	Weyer	Oct 31 " "	112.7
Total 4347	Gambrell	Dec. 5 " "	111. "
net. pd. 4177	Shalloway	Nov 30 "	85.7

Figure 4. The front of the Enlisted Mens' Pay Voucher used during the 1907-1915 period



DEPOSITS.

(1)

DATE OF DEPOSIT.	PAYMASTER.	AMOUNT.
Dec. 5/07	Gambrill.	800 00
	Int	33 15
		<u>833 15</u>

2-2325

Figure 5. The rear of the Enlisted Mens' Pay Voucher used during the 1907-1915 period

LOCATION

rank, company and regiment, (organization), date and place of enlistment, character of discharge, and date of discharge. Payments due the soldier and remarks are recorded on the voucher. The name of the Quartermaster who made the payment is also included. (The Quartermaster for WW I is comparable to the Disbursing Officer for the next decades.) The multi-name Final Pay Vouchers contain Army serial number, rank, date and place of enlistment, allotments, credits, collections, and balance paid to the soldier. Unfortunately, the organization to which the soldier was attached was not recorded, only the organization or demobilization group which discharged him. The multi-name voucher also records the name of the Quartermaster who made the final payment.

Once the Enlisted Men's Final Pay Vouchers are key punched and computerized, the printouts will carry a QM, P, and the file folder number. (The file folder number will be preceded by several zeroes.)

MEXICAN BORDER CARD FILE

RECON AREA

These are the files of the National Guard personnel who were federalized in 1916 and 1917 during the Mexican border crisis. There are two series of records within this group. The first series is for enlisted men only, and is arranged by alphabetical order by state. To use these records it is necessary to know which State National Guard the man was affiliated with. Usually this is the same as his state of residence. These files contain rank and unit designations. As the service number system was begun at a later date, these records do not contain any identifying numbers. The second series holds officers' records in a straight alphabetical order. These records (both series) signify that the man began a period of Federal military service in 1916 or 1917. The Monograph on Military Personnel and Related Records of the War Department has illustrations of both enlisted and officer's records on page 259.

NORTH CAROLINA WORLD WAR I INDEX CARDS

RECON AREA

This card index is arranged in alphabetical order. It contains a 3 x 5 inch card for each citizen of North Carolina who served in the military or as a Nurse during 1917-1918. Information on the card includes character of discharge, any period of overseas duty, entrance and discharge dates, and dates of transfer from one unit to another. The cards note those who died while in service, and those who were wounded, including the severity of the wound. The percentage of disability is reported on the card if any disability was established before discharge. Deserters are recorded as well as the date and place of desertion.

LOCATION

OFFICER PAY VOUCHER INDICES AND FINAL PAY VOUCHERS 1917-1921

3RD FLOOR

Military Personnel Records (MPR) has the indices (pay cards) and Final Pay Vouchers for World War I officers. The indices and Final Pay Vouchers are located on the third floor in boxes. The indices are arranged alphabetically by the first letter of the last name. Although the indices are not a complete record, they do carry name, rank, the date of enlistment or entry into the service, date of discharge, and the name of the Disbursing Officer. If a bonus is recorded on the individual index card, then it can usually be safely assumed that the serviceman was discharged honorably. If there was no bonus paid or mentioned, then the Final Pay Voucher should be checked to determine the character of discharge. Figures 6 and 7 illustrate two different types of WW I officer pay index cards. Figures 8, 9, 10, and 11 illustrate Special Orders and a Final Pay Voucher. The Special Orders will sometimes be found in the Final Pay Vouchers.

Final Pay Vouchers can be located through the Disbursing Officer Index which is on microfilm, located in the Reconstruction Section. The officer index cards give the name of the Disbursing Officer who made the final payment. Record the name of the Disbursing Officer, the date of the payment, and the voucher number. Check the Disbursing Officer microfilm, which offers the settlement account number. (It is also known as a "W" number.) On the third floor the settlement account number or "W" number is printed on the outside of the Final Pay Voucher boxes. Once the correct box has been located, the voucher number will aid in the selection of the correct Final Pay Voucher.

PHYSICAL EXAMINATION RECORDS, WORLD WAR I

ROOM 1180

These medical records are located in boxes against the firewall. The records are arranged alphabetically for the most part. But many are out of proper order, so a wide search is often necessary (until such time as these medical records are rechecked and realphabetized). Various forms were used to report the findings of the physical examination. \*The form may record whether the man passed the physical examination; it may record his selective service number; it may record his army serial number (be sure not to confuse these); and it may record a physical and psychiatric evaluation. Unfortunately, the forms did not record date of birth or serial number in all cases, so it is difficult to positively identify a man on the basis of these records. Apparently these records apply to Army men only.

\*The Monograph on Military Personnel and Related Records of the War Department illustrates the various forms used on pages 125-130.

W. A. M. G. FORM NO. 41  
APPROVED FOR EDITION

Tom Rosemery, Jessie A., 2nd Lt - Reg. Hdq. 49 - 81st Co. 13th Inf.  
Camp at Brown Lake

PERIOD PAID FOR	PAY.	QRS.	COM. HEAT AND LIGHT.	MILEAGE.	PART OF PAYMENT.	COMMENTS.	No. of MONTHS.
Sept 1914	141 67				A. G. Padmore		1474
Oct 1-30	141 66				W. B. Fuller		1411
Nov.	141 66				"	Detachment 6.50 Dues.	1614
Nov 5-31	122 77				G. G. Padmore	copied from Leslie A. Don. 1 Brown bug	168
Dec.	141 67				W. B. Fuller	Med. \$ 50 to R. J. Brown Camp. Service by	1127
Jan 1-31-18	141 67				"	"	812
Feb. 1-31-18	141 67				"	"	1401
Mar 1-31-18	141 67				A. G. Padmore	"	1813
Apr 1-30-18	141 67				"	"	1437
May	141 67				"	"	1606
June	141 67 60	- 14 75			"	"	1952
July 1918	183 33	36	18 45		P. G. Callahan	all \$ 100; no. 60	2621
Jan 1919	183 33	36	18 45		J. Burns	" 100; " 60	899
June 1-31	181 67 36	- 16 35			J. M. Parsons	6.60 m. l. Burnett, D. J.	2147
April 21	126 67 25 20	200 7 88			E. J. Panley	C. Bone, Tex. Bonus incl	739
						Final pay	

Figure 6. First Page of Army Officers Pay Index

TREASURY DEPARTMENT.  
OFFICE OF AUDITOR FOR THE WAR DEPARTMENT.  
IN FRANCE.

VON ROSENTHAL, LESLIE. A. 200. M. I. A. 1st Lt. 1st Regt.

PAYMENTS TO OFFICERS, U. S. ARMY

QUARTERMASTER.	VOUCHER NUMBER.	NO. PAID.	PERIOD.	PAY.	ALLOTMENT.	ALLOTMENT.	ALLOTMENT.	REMARKS.
A.A. Amstutz	1111	7	July	179.12	650			1st Lt. 1st Regt.
J.R. Upshaw	747	8	Aug	185.74				100.00
J.R. Upshaw	249	10	Sept.	185.74	650			150.00
R.C. Jackson	408	11	Oct	235.68	660			100.00
R.C. Jackson	262	12	Dec	237.78	660			100.00
J.R. Upshaw	67	11	Oct.	184.28	650			100.00
J.H. Gallatin	907	3	Feb.	238.68	650			100.00
J. Morris	877		Jan	237.78	0.00			100.00
J. Morris	608	2	12/5-20	25.06				
J. Morris	637	2	1/28-29	2.76				
J. Morris	195	1	1/11-2/1	9.53				

Figure 7. First Page of Army Officers' Pay Index

AFFIDAVIT FOR FINAL PAY.  
(Read and complete carefully)

I, C. H. Charles, late a 2nd Lieutenant  
(Rank)

in the Army, having been duly sworn according to law,  
(Arm of Service)  
depose and say that I am not and have never been ACCOUNTABLE or RESPONSIBLE for  
public funds or property while an officer on active duty in Army  
except as follows: (Arm of Service)  
(including Ntl. Guard)

Accountable to Bureaus: \_\_\_\_\_  
(State which)

Responsible for: \_\_\_\_\_  
(Kinds of property, etc., held on memo. receipt)

and that the accompanying account, claiming pay as 2nd Lieutenant  
(Rank)

of 1st Inf. Div. from Dec 1 1917 to Dec 4 1918  
(Organization) (Date) (Date)

is accurate and just and that I was last paid to Nov 30 1918  
(Date)

by Major G. W. Hall; that I am not accountable to the United  
(Officer who paid you)  
States on any account whatever except as noted above; that I have not been absent  
without leave, or with leave beyond the limits prescribed by existing laws, for  
any portion of the time served since my call into the active military service  
of the United States, and that my place of residence is:

Western Ave. New Island Cook Illinois  
(Street and number) (City or town) (County) (State)

Name C. H. Charles  
(Sign here)

Rank 2nd Lieutenant

SUBSCRIBED AND SWORN TO before me a \_\_\_\_\_  
in and for Camp Lewis, Wash County of \_\_\_\_\_ State of \_\_\_\_\_  
this 2<sup>nd</sup> day of December 1918.

\_\_\_\_\_  
Notary Public (see below)  
MAJOR INF. U. S. A.

I certify that the foregoing statement is correct to the best of my knowledge  
and belief.

Field Walker  
Commanding Officer  
(C.O.'s Rank) 2nd Lt. U.S.A.

Note: If a Notary is not available this affidavit may be subscribed and sworn  
to before a Summary Court Officer, Judge Advocate, or Postmaster.

Figure 8. Affidavit for Final Pay  
(part of World War I Officer's Final Pay Voucher)

HEADQUARTERS CAMP LEWIS

AMERICAN LAKE, WASH.,  
December 5, 1918.

SPECIAL ORDERS:

No. 251.

\* \* \* \*

2. By direction of the President, and under the provisions of Sec. 9, Act of Congress, May 18, 1917, and Circular No. 75, War Department, 1918, the following officers are honorably discharged from the service of the United States, for the convenience of the government, to take effect this date, their services being no longer required.

166th Depot Brigade.

Captain Harry S. Jones, M.C.	2nd Lt. John S. Fetterolf, Inf.
2nd Lt. James Carter Adam, Inf.	2nd Lt. Charles H. Boydston, Inf.
2nd Lt. Percy D. Bevil, Inf.	2nd Lt. Fritz R. Benz, Inf.
2nd Lt. William A. Blair, Inf.	2nd Lt. Francis T. Bradford, Inf.
2nd Lt. Herbert B. Bisboy, Inf.	2nd Lt. Clyde A. Beals, Inf.
2nd Lt. Harold D. Blake, Inf.	2nd Lt. Hugh J. Bartley, Inf.
2nd Lt. Frank H. Burke, Inf.	2nd Lt. Stanley J. Brownell, Inf.
2nd Lt. Cecil I. Camery, Inf.	2nd Lt. Max Carl Walske, Inf.
2nd Lt. Horace B. Wulff, Inf.	2nd Lt. William J. Winter, Inf.
2nd Lt. Albert Weaver, Inf.	2nd Lt. Walter L. Warlaumont, Inf.
2nd Lt. George R. Wilson, Inf.	2nd Lt. Erwin P. Werner, Inf.
2nd Lt. Herman H. Apfel, Inf.	2nd Lt. Francis H. Sweat, Inf.
2nd Lt. Charles E. Saglaw, Inf.	2nd Lt. Arthur Roy Stephens, Inf.
2nd Lt. George H. Slyter, Inf.	2nd Lt. Lyman W. DeStaffany, Inf.
2nd Lt. MacCormac Snow, Inf.	2nd Lt. Arthur W. Tye, Inf.
2nd Lt. Gaylord M. Upington, Inf.	2nd Lt. William L. Voelker, Inf.
2nd Lt. Jack S. Vinson, Inf.	2nd Lt. Samuel O. Vickery, Inf.
2nd Lt. Neill C. Wilson, Inf.	2nd Lt. Floyd C. Willetts, Inf.
2nd Lt. Theodore T. Wilsted, Inf.	2nd Lt. Henry A. Walker, Inf.
2nd Lt. James A. Riordan, Inf.	2nd Lt. Hans S. Revolvstad, Inf.
2nd Lt. George Ray Roe, Inf.	2nd Lt. Lloyd M. Sewell, Inf.
2nd Lt. Benjamin F. Shearer, Inf.	2nd Lt. Frank L. Schuller, Inf.
2nd Lt. Arthur C. Johnson, Inf.	2nd Lt. Guilford W. Koch, Inf.
2nd Lt. Bert L. Larkin, Inf.	2nd Lt. Charles I. McLaughlin, Inf.
2nd Lt. Carl D. Miller, Inf.	2nd Lt. Allen G. Murphy, Inf.
2nd Lt. John V. Nicholl, Inf.	2nd Lt. Harry F. Palmerston, Inf.
2nd Lt. Frederick W. Reimer, Inf.	2nd Lt. Karl A. Ruschhaupt, Inf.
2nd Lt. Adolf E. Hoitomt, Inf.	2nd Lt. Clarence A. Jacobson, Inf.
2nd Lt. Martin R. Jackson, Inf.	2nd Lt. Harold A. Howard, Inf.
2nd Lt. Eric E. Humpesch, Inf.	2nd Lt. Allen Henninger, Jr., Inf.
2nd Lt. Robert G. Grammer, Inf.	2nd Lt. Herman C. Guma, Inf.
2nd Lt. Emmott C. Cooper, Inf.	2nd Lt. Cletus H. Graves, Inf.
2nd Lt. Gerald J. Farrell, Inf.	2nd Lt. Charles E. Eaker, Inf.
2nd Lt. Otto H. Eisenbeis, Inf.	2nd Lt. Henry W. Dodge, Inf.
2nd Lt. Frederick L. Dewey, Inf.	2nd Lt. George W. Cavnar, Inf.
2nd Lt. William B. Cook, Inf.	2nd Lt. Emil C. Christensen, Inf.
2nd Lt. Julian Cohn, Inf.	2nd Lt. Charles F. Williams, Inf.
2nd Lt. John R. Tillman, Inf.	2nd Lt. Kenneth B. Thomson, Inf.
2nd Lt. Lucius E. Tillotson, Inf.	2nd Lt. Andrew L. Scott, Inf.
2nd Lt. Harry M. Shelver, Inf.	2nd Lt. Daniel E. Sheehan, Inf.
2nd Lt. Henry T. Smith, Inf.	2nd Lt. Mike Sennis, Inf.
2nd Lt. David L. Simon, Inf.	2nd Lt. George A. Roney, Inf.
2nd Lt. William T. Rignoy, Inf.	2nd Lt. Charles A. Newton, Inf.
2nd Lt. Omer Mills, Inf.	2nd Lt. Bernard S. Moore, Inf.

Figure 9. First page of Special Orders inserted into World War I Officer's Final Pay Voucher

166th Depot Brigade.

2nd Lt. Carl D. Meyer, Inf.	2nd Lt. Harry E. McCrary, Inf.
2nd Lt. William P. Morton, Inf.	2nd Lt. John E. Laird, Inf.
2nd Lt. Benjamin A. Lopez, Inf.	2nd Lt. Thomas J. Kissane, Inf.
2nd Lt. Marvin C. Kennedy, Inf.	2nd Lt. Purl Jemison, Inf.
2nd Lt. Robin E. Halladay, Inf.	2nd Lt. Casper Frantz, Inf.
2nd Lt. Clarence L. Dawson, Inf.	2nd Lt. Charles J. Carroll, Inf.
2nd Lt. Louis F. Cole, Inf.	2nd Lt. John L. Bertrane, Inf.
2nd Lt. Joseph C. Bihl, Inf.	2nd Lt. Homer C. Boyd, Inf.
2nd Lt. Carl B. Bennett, Inf.	2nd Lt. Harold P. Bird, Inf.
2nd Lt. Chandos E. Bush, Inf.	2nd Lt. Robert L. Waddell, Inf.
2nd Lt. Gail C. Larkin, Inf.	2nd Lt. Carl Schreiber, Inf.
2nd Lt. Earl J. Kingsley, Inf.	2nd Lt. Eugene A. Schnell, Inf.

U. S. Army Base Hospital, Camp Lewis, Washington

~~Major Richard G. Bryan, M.C.~~  
 Capt. Frank M. Brooks, M.C.  
 Capt. John T. Foley, M.C.  
 1st Lt. John L. Harris, M.C.

213th Field Signal Battalion

1st Lt. Drura Claiborn, M. C.

13th Division

1st Lt. David Keith, Jr., Q.M.C.

WQV \* \* \* \*

BY COMMAND OF MAJOR GENERAL LEITCH:

OFFICIAL:

*William A. Shaw*  
 Captain, Infantry,  
 Asst. Camp Adjutant,

F. C. JOHNSON,

Colonel, General Staff,  
 Chief of Staff.

d

Figure 10. Second page of Special orders inserted into World War I Officer's Final Pay Voucher



WAR DEPARTMENT  
QUARTERMASTER CORPS

Voucher No. \_\_\_\_\_

*Final Pay*  
OFFICER'S PAY VOUCHER.

APPROPRIATION: PAY, ETC., OF THE ARMY, 1919 Symbol \_\_\_\_\_

THE UNITED STATES,

TO *Joseph S. Shanks, Brevet 2nd Lt. Inf  
5th Br. 166th D. I.* U. S. ARMY, DR.  
For over \_\_\_\_\_ years' service. Station *Camp Lewis, Mont.* Zone No. \_\_\_\_\_

OBJECT SYMBOL	AMOUNT	U. S. NOTATIONS
<i>Lewisburg Mountain Train Pay</i>		
For pay from <i>December 1, 1918</i> , to <i>June 1, 1919</i>	<i>136</i>	
For pay for _____ amount from _____, 191____, to _____, 191____		
I was suitably mounted at my own expense, and was the actual and exclusive owner of the mount charged for, during the period stated on this voucher, and said mount was maintained at _____ <small>(Officers temporarily mounted must make the additional certificates required by par. 1278, A. R., 1913.)</small>		
For com. quarters from _____, 191____, to _____, 191____		
For com. heat and light for _____ rooms from _____, 191____, to _____, 191____ <small>(Under authority of S. O. No. _____, Hdqrs. _____, 19____)</small>		
Total	<i>136</i>	
On <i>ordinary</i> leave of absence. Left station _____, 191____, under <i>sick</i>		
<i>Travel pay from Am. Lake, Wn. to Lewistown, Mont. 953 M</i>	<i>38</i>	<i>18</i>
S. O. No. _____ Hdqrs. _____, 191____		
Extended by S. O. No. _____ Hdqrs. _____, 191____		
Returned to duty _____, 191____. Deduct half pay for _____ days' leave of absence,		
Balance	<i>61.73</i>	

I CERTIFY that the foregoing account is correct; that payment therefor has not been received; that I have not been absent on leave, either sick or ordinary, during the period covered by this voucher, except as above stated; and that neither I, my family, nor anyone dependent upon me has occupied public quarters, nor been furnished heat or light by the United States during the period for which commutation is charged.

I further certify that during the period for which commutation of heat and light is charged I actually occupied as quarters at \_\_\_\_\_ rooms, exclusive of baths, closets, halls, pantries and storage rooms, and of parlors, lobbies, dining rooms, sitting rooms, halls and kitchens used in common with other tenants or guests (not guests of officer's family); and that during the period of leave, as stated above, said quarters were occupied actually and exclusively by myself, or self and family or some one dependent upon me.

(DO NOT sign in duplicate.)

*Joseph S. Shanks, Brevet 2nd Lt. Inf*

Deduction on account of Income Tax, \$ \_\_\_\_\_

Balance of \$ \_\_\_\_\_ paid by \_\_\_\_\_ check dated \_\_\_\_\_, 191\_\_\_\_, on the Treasurer U. S.

No. \_\_\_\_\_, in favor of \_\_\_\_\_, for \$ \_\_\_\_\_  
No. \_\_\_\_\_, in favor of \_\_\_\_\_, for \$ \_\_\_\_\_  
No. \_\_\_\_\_, in favor of \_\_\_\_\_, for \$ \_\_\_\_\_

OR

(To be completely filled in before signature by payee, and no alteration or erasure is permitted.)

Received \_\_\_\_\_ of **GEO. H. BALL, MAJOR, Q. M. CORPS**  
Quartermaster, U. S. A., in cash *61.73* Dollars,  
in full payment of the above account.

*61.73* (DO NOT sign in duplicate.) *Joseph S. Shanks, Brevet 2nd Lt. Inf*

Officer will not sign receipt except when payment is to be made in cash.

Figure 11. First page of World War I Officer's Final Pay Voucher

RETURN OF THE NURSE CORPS

1917-1920

RECON AREA

Recorded on large, ledger-like sheets, these reports list those nurses who were attached to United States Camp Hospital formations in the U. S. and Europe. The reports were completed on the last day of the month. Nurses' names are listed in alphabetical order in most cases. However, on some of the sheets there is no alphabetical or chronological order to the listings. Leave With Pay and Leave Without Pay categories are included on the sheets, as well as a "Remarks Category" which explains transfers and other official actions. Losses and additions to the staff are included at the conclusion of the sheets. The Monograph on Military Personnel and Related Records of the War Department contains illustrations of Return of the Nurse Corps on pages 280-281.

SAILING LIST OF NURSES FOR AEF

RECON AREA

These lists show the names of nurses who sailed to Europe in 1918 as a part of the American Expeditionary Force. The nurses' names are listed in alphabetical order by the Base Hospital or group to which they were to be assigned upon arrival in Europe. There are three folders of these sailing lists in the cabinets at the end of the Return of the Nurse Corps records. The Sailing Lists contain the name of the ship upon which the nurses sailed, as well as the sailing date, and the duty status of the nurse. A few of the lists record the names and addresses of the next of kin to be notified in case of emergency. Some of lists also contain the port of embarkation. It appears that mosts of the lists are for 1918.

This source is not on microfilm. The Sailing Lists are stored in cabinets in the Reconstruction area. Figures 12 and 13 illustrate two types of Sailing Lists of Nurses for AEF.

Sheet No. 1 Class. \_\_\_\_\_

**HEADQUARTERS PORT OF EMBARKATION, HOBOKEN, NEW JERSEY**

**PASSENGER LIST OF ORGANIZATIONS AND CASUALS**

INSTRUCTIONS FOR FILLING OUT THIS FORM

Separate lists of FIVE COPIES EACH, will be filled out by each company or detachment commander as follows:

1st List: Officers arranged according to rank, Army Field Clerks, Field Clerks Q. M. C., Nurses and Civilian Employees. Names should be numbered consecutively beginning with No. 1.

2d List: Non-commissioned Officers above Grade 17. (Par. 9, A. R.), arranged according to grade.

3d List: Enlisted men below Grade 16. (Par. 9, A. R.), arranged according to the usual formation of the Company, that is, by squads. These names should be numbered consecutively beginning with No. 1.

BASE HOSPITAL NO. 54

M-402.

No.	NAME (Family name followed by Christian name and middle initial, same as on service record. Army Serial Number immediately under each name.)	Rank & Corps. (Example: Capt. QMHC.)	Organization	NOTIFY IN CASE OF EMERGENCY (Give name in full, for example: Mrs. Mary A. Smith)	Relationship (ship.)	ADDRESS (Number, Street, City and State) Do not abbreviate.
1	AGNEW, ALICE D.	CHIEF NURSE	AND MISS MAUDE AGNEW	SISTER	262 GRANT ST., SEWICKLEY, PENNSYLVANIA.	
2	AHEL, JESSIE T.	RES. NURSE	AND MRS. GEORGINA AHEL	MOTHER	CROSBELL, CONNORVILLE.	
3	ADEE, VERA	RES. NURSE	AND MR. JOHN A. ADEE	FATHER	CLARK, ILLINOIS.	
4	AIDRIDGE, ELIZABETH MAY	RES. N.	AND MR. GEORGE AIDRIDGE	FATHER	537 KANSAS AVE., TOPEKA, KANSAS.	
5	ARCHER, AGNES M.	RES. NURSE	AND MISS SARAH C. ARCHER	SISTER	421 NORTH 32nd STREET, PHILADELPHIA, PA.	
6	ARNOLD, MARCHE MAUD	RES. NURSE	AND MRS. SUSIE M. ARNOLD	MOTHER	38 STILLWATER AVE., BENSON, ILL.	
7	BAKER, CORA	RES. NURSE	AND MR. HENRY O. BAKER	FATHER	GRONTING, ILLINOIS.	
8	BELFS, ELIZABETH K.	RES. NURSE	AND MRS. ANNE J. BEEHLER	SISTER	313 NORTH LAUREL ST., OWOSSO, MICHIGAN.	
9	BELTRAME, MELITA	NURSE	AND MRS. MARY BELTRAME	MOTHER	BRAGGVILLE, MASSACHUSETTS.	
10	BLECKLEY, JENNIE C.	NURSE	AND MISS GERTRUDE M. BLECKLEY	SISTER	217 NORTH 7th STREET, ALLENTOWN, PENNSYLVANIA.	
<del>11</del>	<del>BOWEN, MARY</del>	<del>RES. NURSE</del>	<del>AND MRS. ELIZABETH BOWEN</del>	<del>MOTHER</del>	<del>1808 N. W. CHARLTON CO., NEW BRUNSWICK, CALIF.</del>	
11	12. BOWN, JANE E.	RES. NURSE	AND MRS. BERNICE B. SWELL	SISTER	CROOKSVILLE, OHIO.	
12	13. BOYD, ETHEL R.	NURSE	AND MR. ROBERT J. BOYD	FATHER	BOULEVARD & SYLVA PIKE, PHILADELPHIA, PA.	
13	14. BRENDDEL, MYRTLE L.	RES. NURSE	AND MRS. SADIE BRENDDEL	MOTHER	SACRAMENTO, CALIFORNIA, 702 TWELFTH ST.	
14	15. BRENNAN, ROSE VIRGINIA	NURSE	AND MRS. NORAH BRENNAN	MOTHER	536 DUNFEE STREET, FALL RIVER, MASS.	
15	16. BYRNE, ICY M.	RES. NURSE	AND MR. OZRO J. D. BYRNE	FATHER	R.R. #3, GEORGETOWN, INDIANA.	
16	17. CAIRNS, MARY KAY	RES. NURSE	AND MR. JOHN CAIRNS	BROTHER	24 ELM STREET, WORWICH, NEW YORK.	
17	18. CAGENEAVE, TERESA	RES. NURSE	AND MRS. ELVA FARDNER	FRIEND	866 VERMONT STREET, OAKLAND, CALIFORNIA.	
18	19. CASSIDY, ROSE E.	RES. NURSE	AND MR. JOHN J. CASSIDY	FATHER	BRANDYWINE SQUARE, PENNSYLVANIA.	
19	20. CHASE, HILDRAD CECIL	NURSE	AND MRS. SUSIE E. CHASE	MOTHER	6 RICHMOND ST., WORCESTER, MASSACHUSETTS.	
20	21. CORDON, LILA A.	RES. NURSE	AND MRS. ELIZABETH A. CORDON	MOTHER	16 SIXTH ST. S.E., WASHINGTON, D. C.	
21	22. CONKLIN, MAYLE M.	RES. NURSE	AND MR. JOHN P. KIDNEY	BROTHER	3824 W. HOLDEN STREET, SEATTLE, WASHINGTON.	
22	23. COOK, RUTH E.	RES. NURSE	AND MR. JOHN H. COOK	FATHER	FAIR HAVEN, VERMONT.	
23	24. COOPER, ADA CATHERINE	RES. NURSE	AND MR. JOHN GEORGE COOPER	FATHER	IDA, MICHIGAN.	
24	25. CUDWORTH, PRUDENCE M.	RES. NURSE	AND MR. HENRY J. CUDWORTH	FATHER	48 COURT STREET, WESTFIELD, MASS.	
25	26. DAVIS, ELLA MARILYNN	RES. NURSE	AND MRS. HENRIETTA DAVIS	MOTHER	COXLEY, WEST VIRGINIA.	
26	27. DAVIS, LILLIAN H.	RES. NURSE	AND MRS. PEARL D. POYT	SISTER	REDLANDS, CALIFORNIA, 6 BEACON STREET.	

Leave double space between entries. All typewriting must be in CAPITAL LETTERS

**DISPOSITION:**

Five copies of this list to be handed to the representative of embarkation personnel adjutant's office at gang-plank by which company embarks.

(Signature of Company Commander)

(Mark)

Figure 12. One of several forms used to record Sailing Lists of Nurses for the AEF

PASSENGER LIST  
of  
MEDICAL DEPARTMENT PERSONNEL

Sailing on S. S. "AGAMEMNON" August 25, 1918.

---

NAME	RANK
<u>Base Hospital No. 55</u>	
Grant,	Jessie E. Chief Nurse ANC
Alexander,	Catherine Army Nurse ANC
Anderson,	Myrtle V. Res. Nurse ANC
Bell,	Mathilda C. " " "
Bentley,	Jessie Grace " " "
Bergstrom,	Anna M. " " "
Brinton,	Gusie Margaret " " "
Burgar,	Elma J. " " "
Burt,	Frances Cecil " " "
Carleton,	Agnes May " " "
Casroll,	Ruth J. " " "
Clark,	Margaret " " "
Cody,	Margaret Mary " " "
Cody,	Marguerite, Rosalie " " "
Craighill,	Mary Morsell " " "
Davis,	Edna Beatrice " " "
Delane,	Jessie W. " " "
Dill,	Eva Mildred " " "
Dunn,	Marion Valencia " " "
Duthie,	Robina M. " " "
Emory,	Madge A. " " "
Farrar,	Gladys L. " " "
Farris,	Lilla " " "
Forbes,	Ethel Ione " " "
Gilbert,	Jeannette C. " " "
Goff,	Hazel A. " " "
Hagen,	Karl Lillie " " "
Hall,	Mary Evelyn " " "
Harmsen,	Elsie R.C. " " "
Holgate,	Grace E. " " "
Horncastle,	Margaret Bradshaw " " "
Hubbard,	Dora L. " " "
Hurley,	Catherine A. " " "
Johnson,	Helen H. " " "
Johnson,	Sofia K. " " "
Johnston,	Jessie Margaret " " "
Kalb,	Lucile " " "
Johnston,	Clara C. " " "
Kenney,	Gertrude L. " " "
Kent,	Dana E. " " "
Keough,	Genevieve Clark " " "
Lawrence,	Henrietta Gordon " " "
MacDonald,	Catherine A. " " "
MacDo ald,	Minna J. " " "
MacGregor,	Edith " " "
MacLeod,	Georgina A. " " "
McCall,	Helen Pawnee " " "
McCool,	Ella M. " " "
McLean,	Florence Anne " " "
Maguire,	Mary V. " " "
Malloch,	Grace L. " " "
Marker,	Anabel " " "
Mayer,	Victoria C. " " "
Mayo,	Adelaide A. " " "
Metzler,	Sara Arabel " " "
Miller,	Inez H. " " "
Moffatt,	Pansy E. " " "
Monch,	Mary Ethel " " "
Morgan,	Ruth G. " " "
Nestor,	Julia A. " " "

120-70-11

Copy to Chief Surgeon, American Expeditionary Forces.

Figure 13. One of several forms used to record Sailing Lists of Nurses for AEF

I. WORLD WAR I PERIOD (ca. 1907-1939)

C. MICROFILM SOURCES

DAILY REPORTS OF CHANGES July 1, 1918 to April 1919

RECON AREA

These reports were begun July 1, 1918, and continued through the entire World War I era. However, the Reconstruction Branch only has Daily Reports of Changes on microfilm for the period from July 1, 1918, to April 1919. Thereafter they were filed in the personnel folders. The Daily Reports of Changes substitute for the Muster Rolls which were discontinued after June 30, 1918. They give full name, service number, rank, and information under the remarks column. These reports are arranged in straight alphabetical order for each company. In some cases the men's names are arranged alphabetically for each regiment, so that a company assignment is not needed in every case. Enlisted men are on one report, and officers on another. The Daily Reports of Changes list promotions, those men who were transferred, those who were sent to and returned from special duty, those who went on/or returned from furlough, those returned from the hospital to duty, those given special passes, those sick in quarters, those discharged and those returned to duty from AWOL, or AWOL from duty. These records contain many details regarding duty, absence, hospitalization, courts martial sentences, and passes which are not reported on the Rosters which were prepared once a month. The Reports of Changes are a most important source of information for the last months of the First World War. The Monograph on Military Personnel and Related Records of the War Department has illustrations of World War I Daily Reports of Changes on page 287-288.

There are approximately fourteen hundred reels of World War I Daily Reports of Changes. The fastest and most effective way to locate a specific unit is to use the index to the Daily Reports of Changes. Each company, battalion, squadron, or unit should be listed in the index on a separate card. The cards are arranged by the type and number of the unit, once the general category has been located. Those units which did not have a number are found under the "all others" category. Once the proper index card has been located, it will offer an item number. By using the item number, in the area where the Daily Reports of Changes are stored, it is possible to find the correct reel of microfilm.

DAILY SICK REPORTS 1917-1939

RECON AREA

Now on microfilm, these reports were completed each day during the period from 1921 through 1939, although some go back to 1917 and 1918. The names contained on them are not listed in alphabetical order, but are carried by regiment, battery, or company. An Army serial number generally accompanies the name along with grade, date when sickness began, whether it was in the line of duty or not, and the Medical Officer's Report. The disposition of the illness is included; whether the man was hospitalized, assigned to quarters, or returned to duty. The earliest Sick Reports did not have a special blank for the Army Serial Number, so that its inclusion was optional,

## LOCATION

while the later Sick Reports almost always carried the number in a special blank. The Monograph on Military Personnel and Related Records of the War Department has illustrations of Daily Sick Reports on page 257.

There are over eleven hundred reels of World War I Army Sick Reports. The fastest and most effective way of locating a specific unit is to use the index. Each company, battalion, squadron, division, or unit is listed in the index on a separate card. The cards are arranged by the type of unit, that is, brigades, companies, detachments, etc., and by the number of that unit. Those units which did not have a number are found under the "all others, not numbered" category. Some of the units are listed with their station codes, which help to identify them. Once the proper index card has been located, it will offer a microfilm box number. By using the box number it is possible to find the correct reel of Army Sick Reports. Sick Reports also can be indexed by using the WW I paper index.

FIELD CLERKS CARD FILE     Army     1917-1919     RECON AREA

The Army Field Clerks Card File was put into only two rolls of microfilm, so it may be a bit difficult to locate. (It is adjacent to the Nurses Card File Microfilm.)

The Army Field Clerks cards are arranged in alphabetical order. The cards contain the clerk's name, date of appointment for camp personnel, duty, and the date he was discharged. If the clerk was honorably discharged, it is noted on the card, or if he left the service under other conditions, it is noted in most cases.

LISTS AND DIRECTORIES     Army     1912-1939     RECON AREA

Army Lists and Directories are on microfilm in the Reconstruction area. They are also in book-form in the GSA library. Army Lists and Directories are difficult to describe because they contain so many sections with various types of information.

One of the opening sections of these books lists the corps areas and the forts and camps within each corps area. It is followed by a section which offers the geographic location or station for companies, squadrons, battalions, regiments, and headquarters units based on the arm or service of the Army each unit was assigned to. In this way, a specific company could be located with the Quartermaster Corps and would be found under that arm's listings. Other examples of Army arms are Signal Corps, Ordinances, Infantry, Corps of Engineers, etc.

One of the opening sections of these books lists the corps areas and the forts and camps within each corps area. It is followed by a section which offers the geographic location or station for companies, squadrons, battalions, regiments, and headquarters units based on the arm or service of the

## LOCATION

Army each unit was assigned to. In this way, a specific company could be located with the Quartermaster Corps and would be found under that arm's listings. Other examples of Army arms are Signal Corps, Ordnances, Infantry, Corps of Engineers, etc.

Another section of these books lists officers by rank according to the department of the Army each served with. An example of the various departments would be the Adjutant-General's Office, the Finance Department, the Medical Department, the Ordnance Department, etc. The Relative Rank section has lists containing the names of all Army officers broken down by rank--colonel, lieutenant colonel, major, captain, etc., with those who had the most seniority heading the list in each of the categories of rank. These Relative Rank lists were compiled for Infantry Officers, Cavalry Officers, Quartermaster Officers, and other arms or services within the Army.

The Promotion Lists section grouped all the Army officers of the same rank, regardless of their arm or service within the Army, and assigned them a Promotion List number denoting relative position.

Another section has an alphabetic listing of all officers, regardless of rank, which includes organization and address.

"Changes Among Commissioned Officers" is a section which records all appointments, promotions, or transfers of Army officers within a designated period.

## MONTHLY ROSTER OF OFFICERS 1920-1939

RECON AREA

The Monthly Rosters of Officers were completed at midnight on the final day of the month. The camp or regiment to which the officers were attached listed their names alphabetically by rank, with the highest ranking officers listed in the first section of the roster. The officers' company usually followed his name. The information contained in the Monthly Rosters varied widely depending upon the unit or clerk who compiled the roster. Some report periods of sick and regular leave taken by the officers. Others note those officers who were hospitalized, or sick in quarters. Officers attached from other organizations are included in some of the Monthly Rosters. A few offer a brief description of the type of work each officer did. Monthly Rosters usually close with a report on personnel losses during the month. One of the most useful pieces of information - an officer serial number, could have been included in these rosters, but in many cases it was not. Officer serial numbers were issued after May, 1921, but many rosters do not record them even in the 1930's. The Monograph on Military Personnel and Related Records of the War Department contains an illustration of a Monthly Roster on page 291.



## LOCATION

The microfilm of the Monthly Roster of Officers is arranged in general groupings, with each grouping utilizing an essentially alphabetical order. 1) The first group is arranged according to the general designation of type of unit the officer was assigned to. For example, the general designation could have been Coast Artillery, Corps area, General Staff Corps, Medical Units, Ordinance, etc. 2) The second contains officers listed according to the name of the camp or base to which the officer was assigned. 3) The next consists of reserve officers arranged by the name of the camp to which assigned. 4) The next consists of ROTC officers arranged by the name of the university with which they were affiliated. 5) The last consists of Warrent Officers arranged by unit designation, then Warrent Officers arranged by camp and university.

## MORNING REPORTS NOVEMBER 1912 - DECEMBER 1939

RECON AREA

The Morning Reports were usually completed daily at the company or squadron level. The Morning Reports may carry special alphabetical lists of those persons who were assigned to a company or reassigned. They recorded individuals who were absent from duty due to illness, and those who were returning from sick leave to duty. When a serviceman joined a company, his name was entered on the Morning Report. Temporary duty assignments (TDY), corrections, those who were AWOL, and those missing due to accidents were all noted on these reports. Service numbers were sometimes recorded with each man's name. World War I Morning Reports often do not show individuals joining an organization, but show group actions, such as "60 men assigned." It may be more difficult to read and use Morning Reports for most of the World War I period than for later periods because they were hand written and because the clerks sometimes recorded only the soldier's last name. The Monograph on Military Personnel and Related Records of the War Department contains illustrations of World War I Morning Reports on pages 262 and 264.

There are over seventeen hundred reels of World War I era Morning Reports, but the job of finding the correct reel is made easier because the Morning Reports are indexed. Each company, battalion, squadron, or unit is listed in the index on a separate card. The cards are arranged by the type of unit, such as: Medical Company, Machine Gun Battalion, Quartermaster Detachment, Ordinance Detachment, Signal Company, etc., and by unit number. Some of the units which did not have a number are found in the "miscellaneous" category. Once the proper index card has been found, it will offer a microfilm box number where the Morning Reports for that unit can be located. It is then only necessary to go to the cabinet area where the World War I Morning Reports are stored, to pick up the correct box.

## MUSTER ROLLS AND ROSTERS 1912-1939

RECON AREA

Muster Rolls These microfilm records covering the period from November 1, 1912 to June 30, 1918, list Army personnel alphabetically by rank. Each man's grade follows his name and is nearly always accompanied by his enlistment date. Muster Rolls were completed once a month and contain many pieces of information;

usually more on officers than on enlisted men. The Muster Rolls carry: 1) AWOL time-specifically the date the man was first absent and the date he surrendered or was captured, if applicable; 2) confinements - the place of incarceration and the date the term was begun and concluded; 3) furloughs; 4) leave of absence; 5) transfers - mentioning the man's former assignment; 6) losses due to transfer or discharge; 7) hospitalization - which includes the name of the camp hospital and pertinent dates; 8) discharges; 9) appointments - recording former rank, date of appointment, and authorization. After June 30, 1918, Muster Rolls were superseded by Rosters which carry much of the same type of information. The Monograph on Military Personnel and Related Record of the War Department illustrates Muster Rolls on pages 268-276.

Rosters Army Rosters cover the period from July 1, 1918, to December 31, 1939, and were completed once a month. They list personnel alphabetically by rank. The rosters are more brief than the Muster Rolls but do include service number, personnel losses, and furloughs.

There are approximately two thousand microfilm reels of World War I era Muster Rolls and Rosters. Fortunately, they are indexed. To use the index it is only necessary to find the general category of unit, such as Quartermaster unit, M. P. Company, Medical unit, hospital, Coast Artillery Corps, etc., and then look under the number assigned to that unit. The numbered units are arranged in numerical sequence. Once the proper index card has been located it will offer a microfilm box number. By using the number it is possible to find the correct reel of microfilm, which will contain the Rosters or Muster Rolls for that unit.

NOMINAL CHECK LIST FOR REPORT OF SICK AND WOUNDED 1917-1920 RECON AREA

These records were completed by the camp or base hospital once a month, at the end of the month. They cover the period from 1917 to December, 1920. Each man who was hospitalized had his name, rank, organization, and company recorded on the Nominal Check List. His case was assigned a Register number, but this number is of no real value to the Reconstruction Branch, as all of the camp hospitals did not follow the same policies in assigning them. A few of the camp hospitals included a service number with the man's name, but many did not. These monthly records indicate if treatment was concluded during the same month it was initiated. However, the Check Lists have no way of indicating the duration of treatment, if it lasted longer than the calendar month in which it was initiated. If a patient stayed in the hospital from one month into the next, his name was automatically dropped from the Nominal Check List for the second month of his hospitalization. Thus, even though he remained a patient his name did not appear after the initial month's report. The Monograph on Military Personnel and Related Records of the War Department has an illustration of a Nominal Check List on page 278.

LOCATION

Nominal Check Lists are arranged alphabetically by the name of the camp, for those camps which were located in the United States. The Check Lists for camp hospitals in Europe follow, and are arranged in numerical sequence according to the number assigned to the camp hospital. The Nominal Check Lists for Report of Sick and Wounded occasionally appear on the same microfilm as the Report Sheets of Sick and Wounded. As both of these report similar kinds of medical information, it would be advisable to check the description of Report Sheets of Sick and Wounded.

NURSES MEDICAL CARDS ARMY 1912-1939

RECON AREA

These cards are arranged in alphabetical order by last name and may include data about age, home state, length of service, register number, service number, company and rank. As a source of medical and dental information, each card may contain date of admission and release, name of hospital, illness or injury which caused hospitalization, and whether that illness or injury was incurred in the Line of Duty.

OFFICERS CARD FILE 1917-1919

RECON AREA

This card file covers Army officers with service during the 1917-1919 period. The cards have been microfilmed and are arranged in alphabetical order, so no index to the microfilm is necessary. The officer's name is at the upper left corner and is accompanied with various degrees of information. Sometimes a home address or address of next of kin is below the name. The officer's rank in service, unit designation, date of the conferral of that rank, and the date the rank was accepted are recorded on some of the cards but not all of them.

REGISTER OF ENLISTMENTS JANUARY 1913-APRIL 30, 1917

RECON AREA

The Registers of Enlistment show name, date of enlistment, period of enlistment, home town, and home state for each man who joined the Army during this five year period. In addition, the original regimental assignment is noted in the latter books of this period, while the earlier books have a physical description of the enlistee, which is not carried in the latter books. These records are helpful if the approximate date of enlistment is known. The Enlistment Register is kept by date and first letter of last name. Thus, all men whose last name begins with the letter R, and who enlisted on the same day will appear together, but not necessarily in exact alphabetical order. Box #10, the last reel of Register of Enlistments, shows the names of Philippine Scouts (arranged alphabetically), and Register of Enlistments containing the names of Puerto Ricans who served during the period.

REPORT SHEETS OF SICK AND WOUNDED 1920-1939

RECON AREA

During the First World War the Report Sheets of Sick and Wounded were compiled from the Nominal Check Lists for Report of Sick and Wounded. The Nominal Check Lists record the name of each man who was sick or wounded but the Report Sheets of Sick and Wounded are primarily a numerical compilation of the sick and wounded at individual Army camp hospitals. The Nominal Check Lists for Report of Sick and Wounded are on microfilm for the period 1917 - December 1920 and the Report Sheets of Sick and Wounded on microfilm begin in 1920 and run to the end of the World War I era (1939).

The title "Report Sheets of Sick and Wounded" may be somewhat misleading as these sheets also record information on marriages, physical examinations, deaths and mass immunizations. The individual cases involving birth, death, or marriage at the camp hospital are assigned a register number and are listed by category: births, marriages, or deaths and the date. The register numbers have no real significance. The Monograph on Military Personnel and Related Records of the War Department has two illustrations of Report Sheets of Sick and Wounded on pages 284 and 285, as well as a description of the information found on these sheets.

The reels of Report Sheets of Sick and Wounded for the World War I era follow the Nominal Check Lists for Report of Sick and Wounded. There are many reports for various units on each reel of microfilm, but the Report Sheets are indexed. The index is broken down into one group called "Prior to 1923," and into individual years after 1923, up to 1939. For each year the medical units are listed by number and by title or designation. Some of the units did not have a number and appear by title only. Once the proper index card has been located, it will offer an item number. By using the item number, among the reels of Report Sheets of Sick and Wounded, it is possible to locate the correct reel, which may contain the medical report on the unit and individual in question.

VA MASTER INDEX

RECON AREA

Although this source covers the World War I period, due to the unique title breakdown of the Index, it seemed most appropriate to list it under the World War II section on microfilm sources. A description of the VA Master Index may be found there.

II. WORLD WAR II PERIOD (1940-1946)

A. LIBRARY SOURCES

LOCATION

AIR FORCE ACES, 1917-1953, A PRELIMINARY LIST OF

GSA LIBRARY

This pamphlet is described in Part III, Post World War period, Section A, Library Sources.

AMERICAN ROLL OF HONOR

RECON LIBRARY

This book was published by the United States Government Printing Office in 1951. It contains the names of over 28,000 men who were killed in the British Isles during World War II. The book does not show service numbers, but it does contain the last rank for each man and his branch of service.

AWARD ROSTERS    Air Force

GSA LIBRARY

"Award Rosters" is a general title used to include Medal of Honor recipients as well as those who received the Distinguished Service Cross, Purple Heart, Bronze Star, Silver Star, etc. The Award Rosters cover the World War I Period through the Korean War including the periods of peace in between. They comprise eleven volumes and are described in Part III, Post World War Period, Section A, Library Sources.

BATTLE CASUALTIES AT PEARL HARBOR, DECEMBER 1941

RECON LIBRARY

This collection is actually composed of two sets of records. The first contains the names of Army personnel killed or injured on December 7, 1941, in the Japanese attack on Pearl Harbor. This set is arranged in alphabetical order accompanied by service number and rank at the time of the attack.

The second set contains the names of Naval personnel killed in the attack on Pearl Harbor. This set is arranged in alphabetical order by Naval vessel and is accompanied by service number, rank at the time of attack, next of kin, and type of casualty.

CHAPLAINS    Army Air Units    1917-1946

GSA LIBRARY

This book is a general history of American Chaplaincy dating from the Revolutionary War. It is primarily concerned with the growth of Air Chaplaincy. The concluding portion of the book contains an index listing the names of all Chaplains who served between 1917 and 1946. This thirty year period is broken into three divisions: 1) 1917-1919, 2) 1920-1939, and 3) World War II - 1940-1946. Within each of these divisions the Chaplains are listed alphabetically.

LOCATION

DEATHS, WORLD WAR II, AIR CORPS, A PRELIMINARY LISTING OF RECON LIBRARY

In March 1950 the Adjutant General's Office published 17 volumes listing in alphabetical order the personnel of the Air Corps Arm who had died during the period from December 7, 1941, to December 1945. The listing reflects the changes and information through December 1949. This source carries the service number and last rank. It reports whether the Airman was killed in action, died of non-battle wounds, by a finding of death, or died of injuries.

DESERTER LIST Air Force Only RECON LIBRARY

The above source has been described in Part I, World War I Period, Section A, Library Sources.

GENERAL ORDERS - HEADQUARTERS U.S. FORCES IN EUROPE 1944-1953 GSA LIBRARY

General Orders for this ten year period are described in Part III, Post World War Period, Section A, Library Sources.

GENERAL ORDERS, WAR DEPARTMENT AND DEPARTMENT OF THE ARMY GSA LIBRARY

The above source is described in Part I, World War I Period, Section A, Library Sources.

HONOR LIST OF DEAD AND MISSING WORLD WAR II RECON LIBRARY

This multi-volume source was compiled by the War Department and released in June, 1946. The casualties are listed alphabetically by state and county within the state. A volume exists for each state. The rank at the time of death, type of casualty, and service number are included.

MARYLAND RECON LIBRARY

"Maryland in World War II Register of Service Personnel"

This five-volume set lists alphabetically Maryland's men and women who served in the Second World War. The service number, home town, and home county are included. A star preceding the name indicates that the person died during his period of service. The Maryland Historical Society has some record of service for most veterans listed in these volumes.

LOCATION

MEDAL OF HONOR 1863-1968

RECON LIBRARY

This book is divided into sections based on the wars or campaigns in which Americans were involved. In the World War II sections those who won the Medal of Honor are listed alphabetically. There is a brief explanation of the meritorious deed(s) done to deserve this award. This source does not contain service numbers, or dates, or character of discharge.

NORTH DAKOTA

RECON LIBRARY

"North Dakota Veterans, World War II, 1941-1945, and the Korean Conflict 1950-1953"

This volume, published in 1968, lists in alphabetical order all military personnel who served during the periods 1941-1945 and 1950-1953. No attempt is made to separate the personnel according to the period of service, either World War II or the Korean Conflict. This source gives the service number, character of discharge (if known), date of birth, branch of service, date of entry, and separation, and rank at separation. Information is also included for those who died in service or were killed in action.

OFFICERS ARMY LIST AND DIRECTORIES AND REGISTERS

GSA LIBRARY

The above source is described in Part I, World War I Period, Section A, Library Sources.

OFFICERS OF THE ARMY STATIONED IN OR NEAR THE DISTRICT OF COLUMBIA

GSA LIBRARY

The above source is described in Part I, World War I Period, Section A, Library Sources.

PRISONERS OF WAR, WORLD WAR II, ALPHABETICAL LISTING OF

RECON LIBRARY

These five reels of microfilm include the names of those Army and Air Force personnel who were prisoners of war during the 1941-1945 period. The man's service number is recorded beside his name, as well as the dates of capture and release.



LOCATION

RESERVE AND NATIONAL GUARD OFFICERS ON ACTIVE DUTY -  
ARMY DIRECTORY

GSA LIBRARY

This book lists reserve and National Guard Officers on active duty on July 31, 1941, and was published by the Adjutant General's Office. This source is an alphabetical listing of the officers which included Army serial number, rank, service organization, and place of service.

SOUTH CAROLINA

RECON LIBRARY

"Official Roster of South Carolina, World War II 1941-1946,  
Servicemen and Servicewomen"

These five volumes list service personnel in alphabetical order and include information concerning date of entry and discharge, the branch of service, the character of discharge, and the area of duty during the war. The man's service number is a part of this information and in addition, any medals or awards he may have received are noted. This source gives less complete information for those who were killed in action, or died of wounds while on duty.

AIR FORCE COMBAT UNITS OF WORLD WAR II (1961)

AF REF BRANCH

COMBAT SQUADRONS OF THE AIR FORCE WORLD WAR II (1969)

These two volumes were published in different years but due to the similarity of the subject matter in each, they form a "natural" set. They both contain the history of various Air Force units including each unit's commanders and the commander's period of service, the campaigns in which the unit participated, geographical stations, decorations and other awards made to the unit. In some cases the unit insignia is also included if one existed, as well as the motto and activation and inactivation dates. Presently, the only copies of these books in the Center are in the Air Force Reference Branch.

II. WORLD WAR II PERIOD (1940-1946

B. PAPER SOURCES

ACADEMIC RECORDS

1930-1967

3RD FLOOR

It is difficult to formulate a description of Academic Records because many types and forms were used, depending upon the schooling or classes that were reported. Some of the Academic Records report on classes that were taken in residence on a base or at a hospital. Other records report studies that were sent to the individual, completed and returned; a kind of correspondence course. Many include test scores and the final rank in the class. A few include the instructor's evaluation of the student's growth or learning potential, or evaluation of the student's leadership ability. Nearly every form reports the title of the course or classes completed, the period of enrollment in the class, and the graduation date. Figures 14, 15, 16, 17, and 18 illustrate five of the many kinds of Academic Records that may be found.

Academic Records are intermixed with other kinds of Organizational Records on the third floor and would be impossible to locate if they were not indexed. To locate Academic Records for the years 1953-1967, it is necessary to look in the Army Organizational Records Index cabinets on the third floor under the general topic "schools." The various types of schools - Engineers, Food Service, Intelligence, Medical Service, etc., are listed alphabetically. The name of the camp, hospital or installation at which the school was located also helps to further alphabetize the various types of schools. Once the proper page in the Organizational Records Index has been located, it lists Academic Records as "Individual Academic Training Records", and gives the number for the box in which the records are located. The index covering the years 1930-1953 is located atop the Army Organizational Records Index cabinets. The cards in this index are arranged by unit number or by the title of the school.

Academic Records, being a part of Organizational Records, were no longer accessioned at Military Personnel Records after the fire in July 1973. Depending upon the retention period for these records, usually four to six years at the base, and the time it took the military base to send its Organizational Records to Military Personnel Records, the last Organizational Records accessioned were for the years 1967 and 1968. Academic Records were accessioned at Civilian Personnel Records after July, 1973, and begin with the years 1968 and 1969.

CLINICAL RECORD COVER SHEETS AND MEDICAL CARDS

1939-1955

ROOM 1180

These Medical Cards and Cover Sheets have been computer indexed under the Registry system. They are described in the Part III, Post World War Period, Section B, Paper Sources.

TRAINING REPORT		PERIOD OF REPORT (When used in lieu of AF 77)	
TO:		FROM: 1072D Medical Service Squadron WRAMC, Washington 12, D.C.	
<b>I</b> PERSONAL HISTORY DATA			
LAST NAME-FIRST NAME-MI	GRADE Major	SERVICE NO. 20008A	DEPT OF SERVICE USAF (DC)
PARENT ORGANIZATION AND STATION (TDY Students only) 2750th USAF Hospital, Wright-Patterson AFB, Ohio			
INCLUSIVE DATES OF COURSE		NAME OR TITLE OF COURSE	
PRO: 2 Aug 54	TO: 19 Nov 54	Advanced Dentistry Course	
NAME AND LOCATION OF SCHOOL OR INSTITUTION Walter Reed Army Medical Center, Washington 12, D. C.			
<b>II</b> ELEMENTS OF COURSE			
SUBJECT OR PHASE		COURSE HRS	COMPLETED
Administration.....		25	25
Dental Materials..		31	31
Dental Research...		5	5
The Role of the Dentist in Disaster Medicine .....		5	5
Medical Dental Sciences.....		15	15
Oral Diagnosis.....		20	20
Oral Surgery.....		20	20
Periodontics.....		15	15
Prosthodontics.....		35	35
Restorative and Corrective Dentistry.....		13	13
Conferences, Field Trips & Professional Meetings..		70	70
Public Speaking .....		12	12
Miscellaneous .....		41	41
<b>III</b> SPECIAL NOTATIONS			
AFSC AWARDED (If applicable)	AERONAUTICAL RATING AWARDED (If applicable)	DEGREE AWARDED (Civilian institutions only)	
None	None	None	
TITLE OF THESIS (Civilian institutions only) None			
COURSE SUCCESSFULLY COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If no, state reason)			
<b>IV</b> AUTHENTICATION			
DATE 29 NOV 54	TYPED NAME, GRADE AND TITLE OF REPORTING OFFICER R. W. Sumnicht, Lt Col, DC, Dental Division	SIGNATURE <i>Russell W. Sumnicht</i>	

AF FORM 475  
1 Jan 52

Figure 14. One of the various types of Academic Records

VINT HILL FARMS STATION  
WARRENTON, VIRGINIA

DATE 19 May 1944

SUBJECT: Information for entry on WD AGO Form #66-1

TO: Officer Personnel Officer, Headquarters Vint Hill Farms Station, Warrenton, Virginia.

1. Request that the information given below be entered on WD AGO Form #66-1 (Officers Qualification Card) of Officer concerned.

John                      A                      1st Lt  
(Last Name) (First Name) (Middle Name)      Rank                      ASN

(16) - (R)                      SPECIAL SERVICE SCHOOLS

Dates		SCHOOL	COURSE	Successful Completion	
From	TO			Yes	No
28 Feb 44	20 May 44	Sig C School Warrenton, VA.	Crypto Equip Maint and Repair Officer	X	
			9606 (C1-1)		

QUALIFICATION IN MILITARY SPECIALTIES.

(28) - (L) Primary	Designation	Special Serial No.	Date of Designation
(29)-(L) Secondary			

(31) Remarks: (Ref Par 16) SSN 9606 (C1-1) Rating very satisfactory.

Skilled worker.

William Brann *W B RDT*  
1st Lt Sig C

OIC, School Section "C-1"

(Over)

Figure 15. One of the various types of Academic Records

# ACADEM'C RECORD

COURSE SECOND MEDICAL ENTRY

DATE 4 AUG - 4 0 1 1

CLASS INSTRUCTOR: Lt. Parmelee

NO	RANK	NAME	RELATIVE WEIGHT (UNITS)	3	4	5	6	7	10	15	25	30	40	50	60	70	80	90	100	STANDING				
			BE	Challenge	PTM	CS	Flame	Shop	Dean	Smoke														
1	1st	APITZ, FREDRICK P.	57	56	80	90	89	96	92	89	92	89	92.55	18										
2	1st	ABAKELIAN, ROBERT P.		51	80	97	77	95	94	92	92	89	89.36	33										
3	1st	BECKETT, DELMAR L.	60	56	75	50	67	88	92	91	91	91	82.24	55										
4	1st	BENNING, HAROLD S.	53	51	65	87	91	88	89	85	85	85	83.67	52										
5	1st	BENCHOFF, LEO J.	40	33	65	50	92	78	97	96	96	96	83.87	51										
6	1st	BENRUDEZ, ANTHONY T.		27		10	27	63	63	63	63	63												
7	1st	BLOHBERG, LAURENCE E.	73	87	75		98	100	97	98	98	98	95.16	8										
8	1st	BOSTON, GENE A.	87	62	65	70	90	93	88	92	92	92	86.44	44										
9	1st	BOOKS, LAWRENCE G.		56	100		99	89	98	98	98	98	94.87	9										
10	1st	CARLISLE, HARWOOD H.		73	95	73	99	96	100	98	98	98	95.28	7										
11	1st	CAVAGE TA, PHILIP J.		64	75	83	89	88	77	86	86	86	82.49	54										
12	1st	CONN, CHARLES G.	68	60	75	57	59	75	82	80	80	80	74.58	64										
13	1st	CAMBER, PHILLIP L.	68	73	70	67	82	80	88	88	88	88	84.25	50										
14	1st	COX, NATHAN	93	73	85	80	95	86	95	94	94	94	90.76	28										
15	1st	CRISTON, JOHN A.	100	73	80	97	97	96	93	91	91	91	92.16	22										
16	1st	DEPIETRO, FRANK G.	87	67	80	80	96	95	94	94	94	94	91.54	23										
17	1st	DOLEHA, LOUIS V.		60		87	91	87	90	87	87	87	87.44	41										
18	1st	ENGLISH, LEROY		56	90	87	100	87	99	99	99	99	94.14	14										
19	1st	EVANS, DAVID E.	73	73	75	53	92	80	99	96	96	96	88.97	35										
20	1st	FALKNER, JAMES N.	100	61	85	93	86	96	100	99	99	99	94.75	11										
21	1st	GLOD, STANLEY	68	56	65		75	84	97	91	91	91	85.83	48										
22	1st	GREEN, BERNARD H.	73	44	75	94	94	85	99	98	98	98	87.90	40										
23	1st	HARNER, DAVID E.	93	78	90		91	87	97	97	97	97	93.34	17										
24	1st	HALLEY, MAYNARD E.	80	71	70		95	89	100	92	92	92	91.27	25										
25	1st	HANAKI, JOSEPH	87	60		57	55	91	75	75	75	75	73.40	65										
26	1st	HARRIS, DALE E.	93	60		83	53	91	94	91	91	91	85.90	47										
27	1st	HENNINGEN, OSKAR E.	87	71	85	77	87	90	100	97	97	97	92.24	21										
28	1st	HOUSON, CONDON G.	73	57		63	97	85	99	97	97	97	90.36	30										
29	1st	JABLONSKI, GERALD G.	80	62		57		54	92	83	83	83	79.01	61										
30	1st	KANE, CARY E.	47	67	80	43	82	74	93	90	90	90	81.73	56										

Class Average  
 88.50

CHLC TRACON FORM 472 (7 JUN 58)

Figure 16. One of the various types of Academic Records

ACADEMIC REPORT (AR 623-106)			DATE 31 May 60		
<b>PART I - FOR ARMY OFFICER STUDENTS ATTENDING SERVICE SCHOOLS</b>					
<b>TO:</b> The Adjutant General Department of the Army Washington 25, D. C. <b>ATTN:</b> AGPF-P			<b>FROM:</b> Commanding General Walter Reed Army Medical Center Washington, D.C.		
IN ACCORDANCE WITH EXISTING DIRECTIVES, THIS ACADEMIC REPORT IS SUBMITTED					
1. LAST NAME - FIRST NAME - MIDDLE NAME OF OFFICER		2. GRADE	3. SERVICE NUMBER	4. ARM OR SERVICE DC	5. COMPONENT USAR
		Capt.			
6. COURSE PURSUED			7. DURATION OF COURSE		
Dentistry Advanced					
			FROM	TO	
			18 Jan 60	6 May 60	
8. DID OFFICER SUCCESSFULLY COMPLETE THE COURSE? IF NO, GIVE REASON (illness, academic deficiency, disciplinary, etc. Include supplementary details under item 12, if necessary)					
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
9. ACADEMIC RANK		10. SPECIAL ABILITIES			
NUMBER	STUDENTS GRADUATED	General Dentistry (Endodontics)			
5	18				
11. WOULD YOU RECOMMEND OFFICER AS A POTENTIAL INSTRUCTOR FOR THE SCHOOL? (If "Yes", specify course or department)					
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNDETERMINED <b>Oral Medicine</b>					
12. REMARKS					
<p>An older individual, Capt. _____ is well versed in all fields of dentistry and displayed considerable aptitude in all phases of the course. He is a personable officer and applies himself diligently. He is cooperative, attentive and thoroughly dependable. This officer's ability to express himself orally is above average.</p>					
DATE 31 May 60		TYPED NAME AND TITLE William H. Crosby, Col, MC Assistant Commandant WRAIR		SIGNATURE	

DA FORM 1059  
AUG 47

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

Figure 17. One of the various types of Academic Records

## 2D CHEMICAL ENTRY CLASS

6 Aug - 4 Oct 1958

CLASS STANDING

1.	Pvt	Schafer, K.D.	97.53
2.	"	Knecht, R. J.	96.86
3.	"	Rhodes, F. E.	96.49
4.	"	Ozier, E. G.	95.96
5.	"	Boykin, R. G.	95.71
6.	"	Shannon, H. L.	95.61
7.	"	Carlisle, H. R.	95.28
8.	"	Blomberg, L. E.	95.16
9.	"	Brocks, L. G.	94.87
10.	"	Rogers, G. W.	94.87
11.	"	Faulkner, J. N.	94.75
12.	"	Lambs, B. D.	94.67
13.	"	McKelvey, J. E.	94.26
14.	"	English, L.	94.14
15.	"	Povasan, S. W.	93.99
16.	"	Meeks, R. F.	93.36
17.	"	Hahner, D. P.	93.34
18.	"	Apitz, F. P.	92.55
19.	"	Jones, O.	92.48
20.	"	Tinney, J. E.	92.37
21.	"	Henninger, O. E.	92.24
22.	"	Cristion, J. A.	92.16
23.	"	Depietro, F. G.	91.54
24.	"	Ward, D. E.	91.53

Figure 18. One of the various types of Academic Records



DIRECTORIES AND STATION LISTS 1940-1946

RECON AREA

Directories are a record of the physical location of an Army unit on a specific day, month, and year. The unit may be a division, regiment, battalion, company, detachment, wing, group, squadron, etc. The Directory may contain an index which gives the page location in the Directory, where a general category of units -- such as Armies, Divisions, Field Artillery, or Medical Departments is listed. In checking the lists, which are arranged in alphabetical and numerical order, the unit is recorded along with its geographic location at a base, or in a country, or in an island. If an index is not present in the Directory, it is still possible to find a particular unit because they are arranged in a general alphabetical order based on the title or description of the general type of unit, and the lowest numbered unit. Thus, if a clerk were looking for Company B, 753rd Military Police Battalion, he would have to look under Military Police Battalions, because battalions would not be specific enough. Then he would have to locate the number (753rd), and then the companies listed under the 753rd. If Company B, 753rd Military Police Battalion, were part of a numbered regiment or division, it would still be necessary to look to the lowest numbered unit, which in this case would be the battalion.

Station Lists record all Army Units (battalions, regiments, companies, etc.,) at a post, camp, depot, or station on a given day, month, and year. The posts or stations are listed in alphabetical order by the service command in which they were located. (There were nine service commands during the Second World War.) The units at a post are listed in alphabetical and numerical order. The opening section of the Station Lists offers an alphabetical listing of Army posts, camps, and stations, which includes the geographic location of each. This alphabetical listing though, does not tell which units were located at that base.

The World War II Directories and Station Lists are also on microfilm in the Reconstruction area. Those in book form are located in cabinets in chronological order. The Directories and Station Lists cover the World War II period from June, 1940, through 1946.

PASSENGER LISTS 1940-1946

3RD FLOOR

This source is fully described under Part III, Post World War Period, Section B, Paper Sources.

LOCATION

PAY VOUCHERS

1936-1949

CPR & MPR

The bulk of Military Pay Vouchers for Army and Air Force personnel for the years 1936-1949 are located at National Personnel Records Center (NPRC), Civilian Personnel Records (CPR), 111 Winnebago, St. Louis. A portion of the Enlisted Men's Final Pay Vouchers and Pay Rolls for the period October 1944 through January 1949 (approximately) have been screened from other types of accounts and were keypunched into the computerized Registry Index. The Final Pay Vouchers were transferred to NPRC, Military Personnel Records (MPR), during the summer of 1975. These records are in the "QM" series (auxiliary records at MPR). The Registry number which is preceded by the prefix "P" designates the folder in which the Final Pay Voucher will be found. The registry numbers of the folders in each box are shown on the outside. Each folder may contain up to fifty individual Final Pay Vouchers or one or more multi-name Final Pay Rolls. Figure 19 contains the names of military installations or FOUSA (Finance Officers U.S. Army) Offices where personnel received final payment. The dates covered at each installation are indicated.

The remainder of the Military Pay Vouchers; all officer Final Pay Vouchers, all Officer Pay Cards (see attached section) and those for enlisted men, primarily, for the years 1936 through September 1944, and for 1948 through 1949 will remain at CPR. These pay vouchers will not be computerized and will continue to be searched manually by the CPR personnel. It should even be noted that some of the Enlisted Men's Final Pay Vouchers for the years, 1944-1947, may have been missed in the screening process, and might not have been entered into the computerized Registry Index.

There may be some confusion regarding Military Pay Vouchers because they are also referred to a "GAO Accounts" and "Disbursing Officer Accounts." The reference to the "GAO Accounts" comes from the fact that these Pay Vouchers were audited by the General Accounting Office. The reference to "Disbursing Officer Accounts" comes from the fact that these pay vouchers are arranged by the name of the Disbursing Officer who made the payments. There are millions of Pay Vouchers, perhaps thirty million, but that figure is only an estimate because no one has ever attempted an accurate enumeration. The Pay Vouchers are grouped in voucher number order into bundles according to the monthly accounts of the Disbursing Officer who made the payments. Since the vouchers are not grouped alphabetically, or by service number, it is necessary to use two different index systems to locate a particular pay voucher. Military and civilian employees who received government payments for salary, rations, travel, or mustering out settlements, at any time during the 1936-1949 period should have a pay voucher in this collection. The military Pay Vouchers are primarily for Army and Air Force personnel. There are several different kinds of vouchers present in the

<u>Location</u>	<u>Inclusive Dates on Computer</u>		
Aberdeen Proving Ground	1/47	through	7/47
Army Medical Center	1/47	"	6/47
Cp. Atterbury	10/44	"	7/46
Baer Field	10/44	"	11/45
Cp. Beale	10/44	"	4/47
Ft. Belvoir	1/47	"	6/47
Ft. Benjamin Harrison	1/47	"	6/47
Ft. Benning	1/47	"	12/47
Berlin Allemand	1/47	"	6/47
Cp. Blanding	10/44	"	4/46
Ft. Bliss	10/44	"	10/46
Ft. Bragg	10/44	"	2/47
Ft. Buchanan	10/44	"	12/45
Cp. Campbell	1/47	"	6/47
Carlisle Barracks	1/47	"	7/47
Cp. Chaffee	8/44	"	9/46
Ft. Custer	1/43	"	11/46
Ft. Des Moines	11/45	"	2/46
Ft. Devens	10/44	"	9/46
Ft. Dix	1/36	"	6/49
Ft. Douglas	10/44	"	6/46
Edgewood Arsenal	1/47	"	6/47
Ft. Eustis	1/47	"	7/47

Figure 19. Military Installations or FOUSA Offices where Military Personnel Received Final Payment.  
(Part 1 of 4)

<u>Location</u>	<u>Inclusive Dates on Computer</u>		
Cp. Fannin	10/44	through	6/46
Frankford Allemand	1/47	"	6/47
Cp. Gordon	10/44	"	6/46
Cp. Grant	10/44	"	4/46
Hamilton Field	11/46	"	6/47
Ft. Hayes	1/47	"	5/47
IGMR	10/44	"	5/46
Ft. Jackson	1/47	"	12/47
Jefferson Barracks	10/44	"	6/46
Cp. Kilmer	10/44	"	9/47
Ft. Knox	10/44	"	7/46
Ft. Lawton	10/44	"	6/47
Ft. Leavenworth	10/44	"	7/46
Cp. Lee	1/47	"	6/47
Ft. Lewis	10/44	"	2/47
Ft. Logan	10/44	"	4/46
Ft. MacArthur	10/44	"	4/46
McChord Field	11/46	"	6/47
Cp. McCoy	10/44	"	1/47
Ft. McPherson	9/44	"	7/46
Ft. Meade	10/44	"	2/47
Ft. Monmouth	10/44	"	4/46
Ft. Monroe	1/47	"	6/47

Figure 19. Military Installations or FOUSA Offices where  
Military Personnel Received Final Payment.  
(Part 2 of 4)

<u>Location</u>	<u>Inclusive Dates on Computer</u>		
Oahu, Hawaii	11/45 through 10/46		
Percy Jones, G.H.	(See Ft. Custer)		
Cp. Polk	1/47		
Ft. Sam Houston	8/44	"	1/47
Scofield Barracks	1/47	"	6/47
Cp. Shelby	10/44	"	7/46
Ft. Sheridan	10/44	"	6/49
Cp. Sibert	10/44	"	12/45
Ft. Snelling	10/44	"	7/45
Cp. Stoneman	9/46	"	9/47
Vint Hill Farms	1/47	"	6/47
Jeffersonville, Ind.	12/45	"	2/50
Los Angeles, Calif.	9/45	"	2/50
Memphis, Tenn.	12/45	"	2/50
New Orleans, La.	12/45	"	2/50
New York, N.Y.	12/45	"	2/50
North Charleston, S.C.	12/45	"	8/48
Omaha, Nebraska	12/45	"	2/50
Philadelphia, Penn.	12/45	"	2/50
Philippine Scouts	2/42	"	6/49
Portland, Oregon	12/45	"	6/47
Post of Corozal, Canal Zone	2/46	"	1/50
San Francisco, Calif.	12/45	"	6/49

Figure 19. Military Installations or FOUSA Offices where  
Military Personnel Received Final Payment.  
(Part 3 of 4)

<u>Location</u>	<u>Inclusive Dates on Computer</u>
San Juan, Puerto Rico	6/40 through 6/49
Seattle, Washington	See Ft. Richardson, Alaska
St. Louis, Mo.	None Found
<u>Miscellaneous</u>	
Philippine Scouts	2/42 through 6/49
<u>FOUSA (FINANCE OFFICERS UNITED STATES ARMY)</u>	
Atlanta, Georgia	1/46 through 12/49
Baltimore, Md.	12/45 " 2/50
Boston, Mass.	12/45 " 2/50
Chicago, Ill.	12/45 " 2/50
Columbus, Ohio	12/45 " 2/50
Denver, Col.	12/45 " 2/50
Detroit, Mich.	12/45 " 2/50
Ft. Benjamin Harrison	11/45 " 6/47
Ft. Bliss, Texas	12/45 " 2/50
Ft. Douglas, Utah	6/47 " 2/50
Ft. Monroe, Virginia	5/47 " 2/50
Ft. Richardson, Alaska	12/45 " 6/49
Ft. Sam Houston, Texas	12/45 " 2/50
Honalulu, Hawaii	3/46 " 2/50

Figure 19. Military Installations or FOUSA Offices where Military Personnel Received Final Payment.  
(Part 4 of 4)

collection: 1) Enlisted Men's Final Pay, 2) Officer's Final Pay, 3) Regular Pay, 4) multi-name Final Pay Rolls, and 5) multi-name regular Pay Rolls.

The first index system is actually twenty-three alphabetical sets of card files based on the last name of the individual who received a payment. These card files contain Individual Payment Cards for only military personnel. Each of the twenty-three sets of card files runs from A through Z. (See Figure 20 for a more complete breakdown of the twenty-three sets of card files.) Some of the card file sets are based on the payments made by one Disbursing Officer, but the names of the individuals who received payments from the Disbursing Officer are arranged alphabetically. When a request is received by a clerk at Civilian Personnel Records, he must use his judgment as to which of the twenty-three sets of card files to search to locate a particular Individual Payment Card. Based on a probable date of discharge or the exact date of discharge included in the request, it is possible to judge in which year the Final Payment was made, and then judge which of the card file sets would probably contain an Individual Payment Card for that person. The average request involves a search of at least three or four card sets. It should be noted that one soldier may have an Individual Payment Card in more than one of the card sets.

If an Individual Payment Card is located, it will contain the name of the post or organization to which the soldier was assigned when the payment was made. The soldier's serial number, the name of the Disbursing Officer, the voucher number, and the month and year of payment are included.

The voucher number, Disbursing Officer, and date are vital pieces of information. With the name of the Disbursing Officer and the payment date it is possible to go to the second set of indices, called the "Disbursing Officer Books". These books are set up alphabetically by year. For each of the years, the Disbursing Officer Books contain the names of all the Disbursing Officers who made payments in that year. Once the name of the Disbursing Officer has been located in the proper book, it will offer an "H number" which is also known as the final settlement number.

The monthly accounts of the Disbursing Officer, containing the Pay Vouchers are assigned an H number, and are stored on shelves. These monthly accounts of the Disbursing Officer are tied together into bundles averaging about seven to eight inches thick. Using the H number from the Disbursing Officer Book, it is possible to find the row and bundle or bundles of Pay Vouchers which were assigned that H number. If there are several bundles with the same H number, it is then necessary to check the Voucher numbers which are also printed on the front of each bundle. (Some bundles covering the early 1942 period do not have voucher numbers printed on the front, but they are

<u>Set Number</u>	<u>Type</u>	<u>Date Coverage</u>
1.	Final and Miscellaneous	1943 - 1945
2.	Final and Miscellaneous	1943 - 1945
3.	Final and Miscellaneous	1943 - 1945
4.	Final and Miscellaneous	1943 - 1945
5.	Final and Miscellaneous	1943 - 1945
6.	Final and Miscellaneous	1943 - 1945
7.	Final and Miscellaneous	1943 - 1945
8.	Common Names	1943 - 1945
9	Deserters	1943 - 1945
10.	Officer Terminal Leave	1946
11.	Final and Miscellaneous	1946 - 1949
12.	W.L.Viers (APO 696)	1/49 - 6/49
13.	W.L. Viers (16th Inf. APO 696)	9/48 - 6/49
14.	O.T. Simpson (106th AAFBU Greensboro, N.C.)	2/46 - 6/49
15.	R.H. Hanson (Ap. Stoneman, Calif.)	1947
16.	W.A. Sarcander (Cp. Beale, Calif.)	1942 - 1947
17.	S.O. Shea (Ft. Sheridan, Ill.)	1946 - 1947
18.	Philippine Scouts (Final and MIA)	1945 - 1949
19.	Final and Miscellaneous	1937 - 1939
20.	Miscellaneous National Guard	1937 - 1939
21.	Final and Miscellaneous	1939 - 1943
22.	Deserters	1936 - 1942
23.	Miscellaneous Pay (Philippine Is.)	1941 - 1942

Figure 20. Individual Payment Card Files



## LOCATION

the exception.) The range of voucher numbers contained in each bundle will be printed on the bundle cover so that it is possible to find the exact bundle which should contain the voucher to answer the request.

The vouchers are normally in voucher number order, which is to say, in numeric sequence. It is then possible to untie the bundle, find the correct voucher, and extract the correct information from the Final Pay Voucher or other voucher, which normally contain the following kinds of information: years of service, character of discharge and reason, residence at time of discharge, dates of discharge, place of original enlistment, component, and Final Pay information, including terminal leave payments, mustering out pay, travel pay, etc. The serial number is shown, as well as the latest organizational assignment and Disbursing Officer who made the payment. See figures 21 and 22 for illustrations of Final Pay Vouchers. The Final Pay Vouchers for officers for the later periods show prior service, including any enlisted service. If an individual Final Pay Voucher has been located to answer a request, it is extracted from the bundle and a chargeout is inserted in its place. The individual Final Pay Voucher is then sent to Military Personnel Records to be placed in the Master Personnel Record. If it is a multi-name voucher, information is extracted and sent to Military Personnel Records, but the voucher is left in the bundle and returned to the shelf.

### OFFICER PAY CARDS

1936-1949

CPR

Officer Pay Cards are filed alphabetically during the fall months, 1974, a portion of the Officer Pay Cards were transferred from cube boxes to archive boxes to make a search of the Pay Cards easier and faster. Officer Pay Cards are used as an index to the Pay Rolls and Final Pay Vouchers because the Pay Cards contain the necessary information to find a particular Pay Voucher. For the period 1936-1949, there may be more than one Pay Card for an officer especially if that officer served at more than one duty station, or served more than one year in the military. The Pay Cards carry officer, serial number, rank, paying officer (disbursing officer), voucher number, month of payment, gross pay per month, monthly deductions of various types, bonds, and net pay amount. Dependents are also recorded and a final column was reserved for remarks. Figure 23 illustrates an Officer Pay Card.

With the voucher number, name of Disbursing Officer, and the date of final payment, it is possible to use the Disbursing Officer Books to obtain an H number which would lead to the correct bundle of vouchers.

14 446

ARMY COMPONENT: SHC				FINAL PAYMENT - WORK SHEET			
LAST NAME		FIRST NAME		MIDDLE NAME		D.O. VOUCHER NO.	
CLARK		ROBERT E		AAF-W-5-13		13 146 559	
HOME ADDRESS		EVERETT, PENNA		ALTOONA, PA.		NAME OF D.O.	
39 W. 2nd ST.		STATION		ARRIVED U.S.		C. C. Hildenstein, Lt. Col. AC	
DISCHARGED ON		4 Nov 45		AAF SUP. BASE, AMARILLO, TEXAS		NOV 45	
LAST PAID		DATE: 31 Oct 45		PREVIOUS ORGANIZATION (OR PLACE)		MON. DISCH. BY REASON OF	
BY: C. C. Hildenstein, Lt. Col. AC		DATE OF TRF 2 Nov 45		AMARILLO, TEXAS		C of G, AN 615-365, and Ltr.	
				FDGAP 220.8 (19 Sept 45)			
MONTHLY DEDUCTIONS				PARTIAL PAYMENTS			
CLASS D	\$			ACCRUED BASE & LONGEVITY PAY	FR	NOV 45	\$ 6 67
CLASS E				FOREIGN SERVICE PAY			
CLASS F				FLYING PAY			
CLASS M				COMBAT INF. PAY			
TOTAL				EXPERT INF. PAY			
NO. OF MOS.				MEDICAL BADGE PAY			
TOTAL	\$			PARACHUTE PAY			
				GLIDER PAY			
				PAY FOR AWARDS			
				SOLDIER'S DEPOSITS			
				INTEREST			
				FURLOUGH RATIONS			
				QUARTERS ALLOWANCE			
				SUBSISTENCE ALLOWANCE			
				TRAVEL PAY	Altonna, Pa.		77 65
				MUSTERING-OUT PAYMENT	\$ 200.00		100.00
TOTAL	\$			TOTAL CREDITS			\$ 194 32
REMARKS				LESS PARTIAL PAYMENTS			\$
				ALLOTMENTS			\$
				TOTAL			\$ 184 32
				LESS TOTAL STOPPAGES			\$
				NET BALANCE PAID			\$ 184 32
APPROPRIATIONS	\$			IMPORTANT - THIS SECTION MUST BE WRITTEN IN INK			
				CHECK NO	101963	AMOUNT	\$ 134.32
				CASH REC'D			\$ 50.00
				SOLDIER'S SIGNATURE (Certificate of Service made a part hereof)			
				Robert E. Clark			

NAV DEPARTMENT FORM 572 A  
FORM PRESCRIBED BY COMPTROLLER GENERAL, U.S.  
11 AUGUST 1945

Figure 21. Final Payment-work Sheet

ORIGINAL # 443

D. O. VOU. NO. 11178

### FINAL PAYMENT ROLL - SUMMARY SHEET

ORGANIZATION AAF SEPARATION BASE # 18		REGIMENT AC
STATION AMARILLO AAF AMARILLO, TEXAS		
PERIOD (Month and Year) NOVEMBER 1945		PRINCIPAL ARMS AC
<b>APPROPRIATIONS</b>		
(SYMBOL)	(ALLOTMENT)	\$
		100 58
601-60 P425-01		19 00 03
601-23 P431-01		570 80
		9 90
TOTAL AMOUNT DISBURSED		\$ 3581 28
<b>SUMMARY OF ALLOTMENTS</b>		
CLASS D		\$ 3581 28
CLASS E		
CLASS F		29 34
CLASS N		
TOTAL ALLOTMENTS		29 34
<b>COLLECTIONS-REPAYMENT TO APPROPRIATIONS AND MISCELLANEOUS RECEIPTS</b>		
		\$ 6 00
215215		
215330		
TOTAL COLLECTIONS		\$ 6 00
<b>TRUST FUNDS</b>		
218930.1		
218930.3		
218930.6		
TOTAL COLLECTIONS		\$ 6 00
ARMY EXCH; CO. FUNDS; ETC. (PAID BY CHECK)		
INDIVIDUALS PAID BY CHECK	2625 28	
TOTAL PAID BY CHECK		
TOTAL PAID BY CASH	950	\$ 3581 28
TOTAL AMOUNT ACCOUNTED FOR		\$ 3581 28

**CERTIFICATE OF CERTIFYING OFFICER**

H-36157

I CERTIFY THAT THIS ROLL IS MADE OUT AS REQUIRED BY LAW AND REGULATIONS AND THAT ENTRIES PERTAINING TO EACH MAN NAMED ON SUB-VOUCHERS MADE A PART HEREOF ARE CORRECT; THAT PAYMENT TO THE ENLISTED PERSONS NAMED ON THE ATTACHED SUB-VOUCHERS IS NOT PROHIBITED BY ANY PROVISIONS OF LAW LIMITING THE AVAILABILITY OF THE APPROPRIATIONS INVOLVED; THAT THE AMOUNT APPEARING ON THE SUB-VOUCHER ATTACHED HAS BEEN DETERMINED TO BE DUE HIM ON THE BASIS OF OFFICIAL RECORDS AND HIS HAVING MET ALL REQUIREMENTS OF LAW AND REGULATIONS ENTITLING HIM THERETO; AND THAT HE WAS AT NO TIME DURING THE PERIOD FOR WHICH PAY IS DUE IN A STATUS WHICH WOULD DISQUALIFY HIM FROM RECEIVING THE AMOUNTS SHOWN AS DUE.

SIGNATURE OF CERTIFYING OFFICER  
*R. H. GERTSMA*

TYPED NAME AND GRADE  
R. H. GERTSMA 1st Lt AC

**CERTIFICATE OF WITNESSING OFFICER**

I CERTIFY THAT I WITNESSED THE PAYMENT OF AMOUNTS SET FORTH IN THE ATTACHED SUB-VOUCHERS PRIOR TO THE SIGNING OF SUCH SUB-VOUCHERS AND THAT EACH MAN RECEIVED THE AMOUNT SET FORTH WITH EXCEPTIONS OF THOSE MARKED "NOT PAID."

SIGNATURE OF WITNESSING OFFICER  
*Thomas M. ...*

TYPED NAME AND GRADE

WAR DEPARTMENT FORM 372  
 FORM PRESCRIBED BY COMPTROLLER GENERAL, U.S.  
 11 AUGUST 1945

REPRO AUTH 315 HQ, CAF (10 SEPT 45)

Figure 22. Final Payment Roll-Summary Sheet

PELLEGRINI, CHARLES A.  
 01625047  
 (Serial Number)

1st Lt 7/1/44  
 (P-52)

WIFE - Helene M.  
 (Dependents)

CROSS THE ADJUSTMENT  
 125.00 1.40

PAYING OFFICER	MONTH OF ACCT.	VOUCHER	PERIOD OF SERVICE	PAY	CREDITS			DEDUCTIONS			NET AMOUNT PAID	REMARKS	
					OTHER	SEMI.	RENTAL	INS.	ALLOT.	BONDS			OTHER
H.S. RUTH	12	68554	11	150 -		✓			✓			249.60	JG
✓	12	90400	12	✓		✓			✓			24 -	JG.
✓	1	120740	1	✓		✓			✓			246 -	JG.
Korenak	3	3388	2			✓			✓	11.50		142.70	JGels
✓	4	51210	4	155.00		✓			✓		FR 22.50	127.10	
✓	5	46730	3	✓		✓			✓		FR H 50	145.50	
✓	6	4093	5	✓		✓			✓		22.50	128.50	
✓	7	89	6	✓		✓			✓		FR 23.25	126.25	
✓	8	503	7/18	50.00	Rent P	✓			✓		50.00	50.00	
✓	8	1035	7	183.33	Rent P	✓			✓		FR 2.50	111.80	Chal V
✓	11	1370	8/15	140.00	Rent P	✓			✓		FR 2.50	140.00	1021-33
ME Anderson	11	530	10	✓		✓			✓		FR 2.50	134.33	
✓	12	10723	8	153.33		✓			✓		FR 2.50	108.2	
✓	12	159221	11	✓		✓			✓		FR 2.50	144.69	
✓	12	261346	12	✓		✓			✓		FR 2.50	140.84	
✓	12	1091145	9	50.00	Rent P	✓			✓			50 -	Chal V
✓	12	157100	10/2	50 -	Rent P	✓			✓			50.00	Chal V

Figure 23. Typical Officer Pay Card

LOCATION

ROSTERS      Army and Army Air Force      1944-1946      3RD FLOOR

Army and Army Air Force (AAF) rosters for the years 1944, 1945 and 1946 are grouped into Army officer and enlisted men categories and Army Air Force officer and enlisted categories. Enlisted men's rosters were always kept segregated from the officer rosters.

There is no index to these Army rosters. To locate a specific roster, it may be helpful to consult the "Training Aid for Locating Rosters on the Third Floor." First, it is necessary to find the rows which contain the rosters for the Army or AAF. (The Training Aid offers the row numbers.) Then, the enlisted or officer roster areas within either the Army or AAF rows must be located. AAF rosters are arranged by organization level and by numbered designation of the organization. Army rosters are arranged alphabetically by the names of the branches or arms, e.g., armor, cavalry, field artillery, infantry, or service units. Once the arm or branch has been located, the final step is to find the numbered unit at the lowest level within the branch concerned. This numbered unit could be a division, regiment, battalion, company, or platoon. The lowest numbered unit is important because the rosters were ordinarily completed by the lowest level numbered unit which could be the 1st Army, or the 263rd Infantry Regiment, or the 240th Quartermaster Battalion, or the 3506th Quartermaster Truck Company. It should also be noted that service units and unnumbered units follow the branches or arms. Some of the service units may be designated by the city or post in which they were located. Service Units for stateside organizations are arranged alphabetically by the name of the camp or installation at the end of the rosters for arm or branch units. Overseas units are arranged numerically by the APO number.

Officer Rosters      Army and Army Air Force

The following statements are true for both the Army and AAF. Officers are listed on monthly rosters alphabetically by rank. See figures 24 and 25 which illustrate Officer Rosters. Officer serial number, grade, service arm, subunit, and current enlistment date generally accompany each name. The monthly rosters were completed on the final day of the month. An Initial or Final Roster was included with the monthly rosters when a unit was being activated or deactivated. The Initial or Final Rosters contain the same kinds of information as the monthly rosters, i.e., serial number, name, grade, service arm, date of enlistment, component, and military occupation specialty.

* 21		2		3	4	20	24	26	31	37	35A	35D	36	27			33		38		39		*		
GRADE	NAME	SERIAL NUMBER		YEAR OF BIRTH	RACE	ARM OR SERVICE	SERVICE SERIAL NUMBER	OVERSEAS SERVICE CASE NO.	DURATION	LANG. USE	BATT	NO OF ENG	DATE OF RANK IN GRADE	MO	DAY	YR	MOS	SSN	SSN	DUTY	CLASSIF STATUS	MCO			
SECOND LINE HEADING		DUTY DESCRIPTION																							
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
CLASSIFICATION AND AUDIT LIST FOR THE MONTH OF JULY 1945																									
91 RECON WG HQ HQ SQ APO 710																									
PREPARED BY 34 SCU APO 710																									
COL	SAMS WILLIAM C	0 / 017317061	AC	000	1P	*	030121051	1051	*	134															
LTC	BAKER RALPH E	0 / 341562081	AC	1112	4V	*	042152120	2120	*	97															
LTC	HELLMAN ROBERT S	0 / 394858141	MC	1121	4F	*	092243162	3161		117															
LTC	MC BRIDE GEORGE H	0 / 395168181	AC	2222	3P	*	101142162	2162		118															
LTC	OGDEN EARL C	0 / 299805051	AC	2211	3		120432260	2260	*	113															
LTC	SMITH WRENE J	0 / 286838061	AC	2222	4		051754010	4010	*	110															
LTC	SMITH WILLIAM B	0 / 354667101	AC	1111	3A	*	012059301	9301	*	129															
LTC	WILLIAMS CECIL C	0 / 448441061	AC	1111	6		051752110	2110	*	95															
MAJ	BRUMMETT ELDON W	0 / 305297101	AC		3		030122120	2200	*	76															
MAJ	CAMPBELL F D JR	0 / 649022151	AC	2221	6		022356402	6402	*	74															
MAJ	CIOLEK EUGENE S	0 / 379615171	AC	2222	3		031452110	2110		93															
MAJ	CUMMINS WESLEY F	0 / 470801041	AC	1111	6		100744823	7536	*	137															
															5001										

56

Figure 24. First page of Army Officer Roster used during the Second World War.

* 2F	1	2	3	4	20	24	26	31	37	35A	35D	36	27	33	38	39	*								
GRADE	NAME	SERIAL NUMBER	YEAR OF BIRTH	RACE	ARM OR SERVICE	GRADE	OVERSEAS SERVICE DURATION	LANG. SURF.	AW CREW DATA	DATE OF RANK IN GRADE			MOS	DUTY		CLASSIF. STATUS	MCO								
SECOND LINE HEADING	DUTY DESCRIPTION																								
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
MAJ	DOUGLAS CHARLES K	0 / 162897011	CH	22	21	6							06	29	45	310	5310	*					87		
MAJ	KNAUF GEORGE M	0 / 397313091	MC	11	11	6F							*08	16	33	162	3161						118		
MAJ	MEADOWS EDWARD O	0 / 388914161	AC	11	11	3S							*07	29	42	161	2166	*					106		
MAJ	POWELL ROBERT V	0 / 908565111	AC	11	22	6							11	07	48	502	8502							85	
MAJ	STANLEY ALFRED T	0 / 296472111	AC	22	22	3							02	23	52	158	2158							100	
MAJ	WARNER JAMES R	0 / 393471181	AC	22	22	3U							*01	07	34	000	4000							104	
MAJ	WORLEY GEORGE S	0 / 266449041	AC	11	12	4							01	15	42	136	2136	*						96	
CPT	CARSNER C C JR	01003692171	AC	22	21	6							04	15	52	200	2200							95	
CPT	COHEN MARTIN A	0 / 571298181	AC	22	22	6							04	15	54	000	4000	*						80	
CPT	COLLE JACK O	0 / 856183161	AC	11	21	3	*						10	01	48	503	8503							62	
CPT	DRAKE ALVAH D	01314110101	AC	22	22	6U	*						*04	15	52	158	2158							67	
CPT	FELTON HOWARD D	0 / 861004181	AC	11	21	6							02	02	58	503	8502							81	
CPT	FOSTER ROBERT I	0 / 856350171	AC	11	11	6							07	12	48	219	8219	*						77	
CPT	FRANK ARTHUR V	0 / 906926011	AC	22	11	6							04	23	35	000	5000	*						59	
CPT	GAVIN JOHN W	0 / 474460141	SC	22	21	6							02	18	40	210	0210	*						64	
CPT	HONEYWELL ROBERT L	0 / 726782151	AC	22	11	3P							*01	20	51	051	1051	*						91	

5001

ARMY AIR FORCES CLASSIFICATION AND AUDIT LIST - OFFICERS

Figure 25. Second page of Army Officer Roster used during the Second World War

## Enlisted Men's Rosters (Pay Roll Rosters) Army and Air Force

The following statements are true for both the Army and AAF. The enlisted men were recorded on Pay Roll Rosters alphabetically by rank, Regular Army first, followed by "OTHER COMPONENTS." Due to the fact that many of the Pay Roll Rosters are lengthy, thirty to forty pages, it was apparently impossible for clerks to always list the men in perfect alphabetic order by rank. The Pay Roll Rosters do tend to list sergeants on the opening page continuing the listings in descending grade order. See figures 26 and 27 which illustrate World War II Enlisted Men's Pay Roll Rosters. Privates were generally the last to be recorded, but sometimes they were the first. Gains or losses since the completion of the Pay Roll were noted near the end or beginning of the roster. Corrections were often necessary to revise inaccurate information which may have been recorded in an earlier Pay Roll Roster.

Pay Rolls were prepared monthly usually at the company level. The name, serial number, allotments, collections, and date of enlistment were recorded as vital data. Furlough time, appointments, payments due to the United States, erroneous deductions, and dates of payment are all pieces of information included as a part of the Pay Rolls.



PAY ROLL

(FOR ENLISTED MEN)

Co A 223rd ITB

68th ITR IRTC

(Organisation)

(Regiment)

Camp Blanding, Florida

Rifle

(Station)

(Principal arms)

For month of December

1944

Voucher No.

(Disbursing officer)

Paid

19

APPROPRIATIONS:

Table with columns for Appropriations (F. S. A., S. & T.), Allotment, and Total amount disbursed.

ALLOTMENT SUMMARY:

Table with columns for Allotment Summary (Class "N", "E", "D", "F"), and Total.

DUED UNITED STATES:

Table with columns for DUE UNITED STATES (Class "A" Pay Reservation).

COLLECTIONS—Repayments to appropriations and miscellaneous receipts:

Table with columns for Collections (PA).

Table with columns for Government laundry, G. P. L. or D., TRUST FUNDS (C. M. Fines, Forf. by des., S. H. 218930.6 (T. F.)), and Total collections.

Table with columns for Post Exch.; Co. Fund, etc. (paid by check), Individuals (paid by check), Paid by cash, and Total amount accounted for.

(FASTEN ALONG THIS EDGE)

Cp Blanding, Fla 31 Dec 44

I CERTIFY that this roll is made out as required by Army Regulations and that entries pertaining to each name are correct...

paid to 30 Nov 44 by C E [Signature]

PERSONNEL OFFICER [Signature]

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...

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 on the receipt column and the certificate as to witnessing the payment thereof.

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

Table with columns for PAYEE, CHECK No., and AMOUNT.

Figure 26. First page of Army Enlisted Men's Pay Roll Rosters used during the Second World War

DATE OF ENLISTMENT (Induction or call to active duty)	Number of years service	NAMES, PRESENT AND ABSENT BY GRADE AND COMPONENT (Names of dependents and, where applicable, determination of dependency to be noted as "Attached" or "Filed with Voucher No. " )	SERIAL No.	ALLOTMENTS					COLLECTIONS	
				Month and year deducted	Class N	Class E	Class D	Class F	Class <del>A</del>	Government laundry
1				Dec 1944						
2										
3										
4		<u>REGULAR ARMY</u>								
7 Jun 40		<u>TECHNICIAN FOURTH GRADE</u>								
5	3	Ayers, Calvin F.	7084476		6.90	50.00				
6		<u>OTHER COMPONENTS</u>								
		<u>STAFF SERGEANTS</u>								
10 Aug 42		Schroeder, Vernon F.	35467571		7.05			22.		
7		Due sol for C of R fr 1								
8 Dec 44		to 31 Dec 44 incl at the rate								
9		of \$0.65 per day.								
12 Mar 43		Scott, Maxie L.	32823974		3.80			22.		1.50
10										
11		<u>SERGEANTS</u>								
30 Nov 43		Jr.								
12		Brailsford, James M.	34848702		7.40			22.		1.50
10 May 40										
13	6	Floyd, Eugene J.	20430412		6.69					1.50
30 Oct 43		Nunes, Lawrence F.	36768186		7.30			22.		1.50
14										
23 Jul 43		Sardone, Joseph	33745546		7.50			22.		1.50
15										
16		<u>TECHNICIANS FOURTH GRADE</u>								
8 Apr 42		Arthur, Clifford D.	38047823		6.70			27.		1.50
17		Sp. P12 L5								
25 Sep 42		Verdone, John T.	35513161		6.85					1.50
18										
19		<u>CORPORALS</u>								
1 Dec 43		See Pg 15 C7								
20	3	Brown, Hubert S.	6361293		7.40			22.		1.50
28 Oct 43		Cassady, Howard L.	36767523		6.50			22.		1.50
21										
7 Dec 43		Cohn, Samuel	42101813		6.40					1.50
22		Aptd Cpl fr Pvt per P 3 80								
23		202 Hq 68th ITR IRTC this sta dtd 25								
24		Nov 44. Due sol diff in pay as Cpl								
25		over no yrs serv fr Pvt over no yrs								
		serv fr 25 Nov 44 to 30 Nov 44 incl								
		not pd on prior roll.								
26		NOT USED								
27		NOT USED								

FASTEN ALONG THIS EDGE

Figure 27. Second page of Army Enlisted Men's Pay Roll Rosters used during the Second World War

II. WORLD WAR II PERIOD (1940-1946)

C. MICROFILM SOURCES

ARMY SICK BOOKS

RECON AREA

The Army Sick Books for the World War II Period, 1940-1946, are on microfilm. While the Army Air Force and Air Force records of sick are referred to as Sick Reports, the Army records of sick are actually entitled "Daily Sick Reports", but are referred to as "Sick Books". These books were usually completed at the company level. They were submitted each day, listing the personnel who were currently ill or injured. Next to the name the Army serial number was recorded, plus the grade, date when injured or taken sick, and a judgement whether the illness was incurred in the line of duty. The medical officer's report on the illness completes the entries and records whether the sick man was hospitalized or treated and returned to duty. (This is the disposition of the case.)

One note of caution about Army Sick Books should be included. The procedures for completing them varied from company to company. In some cases the clerk recorded the name of the man who went on sick call only on the day he was hospitalized and on the day he returned to duty, even if several days or weeks had intervened. In other cases, a man who was hospitalized for a long period was recorded on the Sick Book every third or fourth day. No consistent order was followed in recording the names of the sick or injured men. Some of the companies attempted to list those men who had been hospitalized for the longest period at the first portion of the Sick Book.

There are over seven thousand reels of Army Sick Books, which are indexed. Each company, battalion, squadron, or unit is listed in the index on a separate card. The cards are arranged by unit number. Those units which did not have a number are found under the "all other" category. Once the proper index card has been located, it will offer a box number for each year of the Army Sick Books. By using the box number it is possible to find the correct reel of microfilm.

DAILY SICK REPORTS Army Air Force 1940-1946

RECON AREA

These reports were completed by the Army Air Force on a daily basis, usually at the squadron level. The reports are arranged on the microfilm by date of report and numerical designation of the unit completing the report. Each individual report should include the date of the report, the airman's name, serial number, grade, date when taken sick, and judgement as to whether the illness occurred in the line of duty. The medical officer's report concludes the Sick Report and notes whether the service man was hospitalized or sent back to duty. There is no apparent order to the way men's names were listed on the Sick Reports. It is necessary to check all of the entries for a single day to prevent the overlooking of a single airman's name.

LOCATION

There are over one-thousand rolls of Army Air Force Sick Reports, which are indexed. Each squadron or unit is listed in the index on a separate card. The cards are arranged by unit number. Those units which did not have a number are found in the "all other" category. Once the proper index card has been located, it will offer a box number for each year of the Army Air Force Sick Reports. By using the box number it is possible to find the correct reel of microfilm.

JAUNDICE QUESTIONNAIRES

1942-1943

RECON AREA

These questionnaires can be an extremely valuable source of information because they usually give date of induction, place of induction, grade and serial number, as well as dates of arrival and departure from all camps or stations while serving in the Army. The immunization record is also included. See Figure 28, which illustrates a Jaundice Questionnaire. The Questionnaires are on microfilm following the 1940-1943 World War II rosters. They are arranged by the name of the camp, station, or hospital where treatment was given. In a majority of cases the patient recovered. However, the fatal cases are grouped together on one reel of microfilm.

MORNING REPORTS

1940-1946

RECON AREA

There are over twenty-four thousand reels of Morning Reports on microfilm covering the 1940-1946 time span. The individual microfilm reel boxes carry only an item number. In order to locate a particular man in a specific unit on a given date, it is necessary to use the index to the Morning Reports. Each company, battalion, squadron, or unit should be listed on a separate card. The cards are arranged by unit number. The units which did not have a number are listed in the "all other" category. Once the proper index card has been located, it will offer an item number for each month and year of the Morning Reports. The item numbers contained on each reel of microfilm are listed on the top of the box which holds the reel of microfilm. Using the item number, in the proper month and year location of the microfilm, it is possible to find the correct reel.

During this period, Morning Reports were filled out each day. They are one of the most valuable remaining sources of information for this period. Usually the company or squadron had the responsibility for completing these reports, which carry the date and unit designation at the top of the page. The reports note the name, serial number, grade and code for Army personnel who were affected by a change in duty status, such as: those going on leave (furlough), those returning from leave, those being transferred to or from another facility, those going from duty to the hospital, or returning to duty from the hospital, those who were to be discharged, those who were absent without leave (AWOL), and those who were being promoted, or those on

Date April 18, 1942

**QUESTIONNAIRE FOR USE IN CONNECTION WITH CASES OF JAUNDICE WITHOUT KNOWN CAUSE**

1. Brown, Charles A. Pvt. 35019794 Detachment Air Corps,  
Name Grade A.S.N. Organization and present station Aeronautical University, Chgo., Ill

2. Inducted into Army: Date 3/16/41 Place: Fort Hays, Ohio  
Camp or station State

3. Subsequent stations (since Oct. 1, 1941):

Name of station or camp	Date of arrival	Date of departure
(1) <u>Jefferson Barracks</u>	<u>8/18/41</u>	<u>10/15/41</u>
(2) <u>Randolph Field</u>	<u>10/15/41</u>	<u>12/1/41</u>
(3) <u>Enid Air Base</u>	<u>12/3/41</u>	<u>2/3/42</u>
(4) <u>Aeronautical University</u>	<u>2/23/42</u>	

4. Cities, towns or other places (outside of camp or station) visited or furlough or pass since Oct. 1, 1941. If frequent visits were made to any town near station, name the place, and frequency of visits; otherwise, name place and approximate date.

Place	Date or frequency of visits
(1) <u>Fort Wayne, Ind.</u>	<u>1-1-42</u>
(2) _____	_____
(3) _____	_____
(4) _____	_____

5. When was jaundice first observed? 4/17/42  
How long did it last? still present  
Has patient entirely recovered? no

6. Immunization Record:

Typhoid	<u>3/26/41</u>	<u>Jefferson Barracks</u>
Smallpox	<u>8/7/41</u>	<u>Jefferson Barracks</u>
Tetanus Toxoid (completed)	<u>10/24/41</u>	<u>Randolph Field</u>
Yellow Fever Lot No. <u>335</u>	<u>1/20/42</u>	<u>Enid Air Base</u>

7. Comments. History of contact with other cases, etc.

Samuel L. Miller, Capt., M.C., Surgeon

**NOTE:** As very little is known of the pathological changes in the liver in this disease, all medical officers are requested to be on the alert for opportunities

(OVER)

Figure 28. First page of a World War II Jaundice Questionnaire

LOCATION

temporary duty (TD). Occasionally the Morning Reports will report information about the soldiers' morale, unit activities, or physical or geographic location, especially if the unit was in the process of moving.

The bottom section of the World War II Morning Reports contains an area for information on officer and enlisted personnel strength. Sometimes the clerk who completed the Morning Reports filled in this section, and at other times he did not. The Morning Reports for the World War II period are listed on the microfilm by date for each unit.

PATIENT ROSTERS      Army      1940-1946      RECON AREA

Patient Rosters for the World War II period, 1940-1946, are on microfilm. The patients' names were listed on ledgers maintained by the hospitals. The patient rosters were microfilmed in alphabetical order based on the first letter in the name of the hospital or the numerical designation of the hospital.

The patient's name was recorded on the ledger when he was admitted for medical treatment at one of the camp hospitals. All patients were assigned a register number, which probably had significance only to the hospital at that time. Generally, they contain the name, grade, Army serial number, and organization for each patient. Because the format for the patient ledgers varied from hospital to hospital and was revised from time to time, information on them also varied. Therefore, it is not possible to make a comprehensive statement about all of the kinds of information which are contained on the patient roster. Some of the rosters offered a diagnosis of the illness, as well as the date of admission, time of admission, number of days of treatment, date of dismissal, and a judgement as to whether the injury or disease occurred in the Line of Duty (LOD). If, during the disposition of the case, the service man remained on duty, this is noted as "duty" or if the illness or disease resulted in a medical discharge, this is noted as "CDD," Certificate of Disability for Discharge. Of course, the service man could also have been hospitalized for treatment.

PUBLICATIONS      Army Air Force      1940-1946      RECON AREA

Publications of the Army Air Force for the World War II period are on microfilm. The Publications include special orders, personnel actions memoranda, certificates, and extracts. A complete description of the kinds of information recorded by the Publications is included in Part III, Post World War Period, Section C, Microfilm Sources. Illustrations of Publications are included as a part of the Post World War Section on Paper Sources.

LOCATION

ROSTERS      Army and Army Air Force      1940-1943      RECON AREA

A portion of the World War II rosters are on microfilm. The rosters for the years 1940, 1941, 1942 and 1943 have been microfilmed. The rosters for 1944, 1945, and 1946, are not on microfilm. The original rosters for 1944-1946 are in boxes on the third floor. The microfilmed rosters are arranged by the numerical designation of the battalion or unit, and by the general category of the creating unit, such as: Engineers Battalion, Infantry Regiment, Infantry Training Battalion, or Signal Battalion.

Army - Enlisted Personnel Rosters

Two types of rosters appear on the microfilm for the years 1940-1943. An Initial Roster of Troops lists men alphabetically by rank. The Initial Rosters are present on the microfilm, although the World War II Pay Rosters predominate. The Initial Rosters include name, serial number, service designation, component, date of enlistment, race and military occupation specialty. In most cases, one Initial Roster accompanies twelve Pay Rosters, or one monthly Pay Roster for each of the twelve months.

Pay Rosters also list the names of personnel alphabetically by rank. Service number, years of service, date of enlistment, allowances or allotments, government insurance deductions, government laundry deductions, and other general deductions are recorded. Transfers, AWOL time, and last date of pay are noted.

Army - Officer Rosters

Officer Rosters, utilizing A.G.O. Form 309, list officers in alphabetical order by rank with the highest ranking officers in the opening section of the roster. Name, officer serial number, service designation, component, date of current enlistment or commission, race, and principal duty are included. The Officer Roster (Form 309) is usually followed on the microfilm by a Monthly Personnel Roster For Officers (A.G.O. Form 305a) which is similar to the Officer Roster and contains similar information. Pay cards are not included on the microfilm with the Officer Rosters.

Most frequently a unit of officers will appear on the Roster of Officers (Form 309), followed by twelve Monthly Rosters. The Monthly Rosters will probably appear on the microfilm in reverse chronological order, so that December and November, precede February and January. Sometimes, one of the twelve Monthly Rosters will be omitted from the sequence. The Officer Rosters were not put on the microfilm with a high degree of accuracy or consistence. Occasionally, a unit of officers will appear with only one



Monthly Roster. In some cases the Officer Roster is designated as the Final Officer Roster before the unit was disbanded, or was designated as the Initial Officer Roster after the unit was redesignated. At other times, the appearance of just one Officer Roster with one Monthly Roster seems to be a mistake.

The Monthly Rosters were prepared on the final day of the month; the Officer Rosters apparently were prepared on any day of the month.

#### Army Air Force - Enlisted Personnel Rosters

During the years 1940-1943, the Army Air Corps kept at least three different types of rosters to monitor the enlisted personnel strength of its units. The three types of rosters were: 1) Initial or Final Rosters, when a unit was being organized or disbanded, 2) Monthly Rosters, which reported those assigned to the unit, 3) Pay Roll Rosters which were completed once a month. Records Input and Reconstruction Branch has microfilm covering the period 1940-1943, for the Army Air Corps and all three types of rosters appear on it. However, the Pay Roll Rosters predominate.

The Pay Roll Rosters monitored all the personnel changes during the month. Personnel losses, gains and transfers are recorded. The Pay Roll Rosters also list the name, grade, serial number, date of enlistment, years of service, allowances, and deductions for the permanently assigned airmen. All the above information is recorded for the men who were transferred also. The Initial and Final Rosters and Monthly Rosters note similar kinds of information. All three types of rosters record airmen by their rank in alphabetical order.

In the process of putting the Pay Roll Rosters on microfilm the pages have become slightly jumbled. Frequently they do not appear in numerical order, but in an arrangement like reverse numerical order. It is sometimes difficult to search the Pay Roll Rosters because of the unusual page arrangement, and the searching problem is further complicated because the Pay Roll Rosters did not always record the highest ranking enlisted men first. Occasionally, the privates preceded the sergeants. The enlisted men are arranged alphabetically by rank, but it is necessary to look through most of the pages of these rosters to find airmen of a specific grade or rank.

#### Army Air Force - Officer Rosters

During the period 1940-1943, the Army Air Corps did not record the names of its officers and enlisted men on the same rosters. While the same basic types of information were recorded for both officers and enlisted men, the roster

forms were slightly different. The Officer Rosters do not contain information on pay or deductions, as the Pay Roll Rosters for enlisted men do. The Officer Rosters were designed to classify and audit officer strength on a monthly basis. The roster forms used to do this, were revised during this four year period, so it is not possible to describe all the details of a single form. The Officer Roster forms did record officer names alphabetically by rank, with those of the highest rank in the first section. The Army Air Corps serial number, year of birth, service arm, military occupation specialty, and the date of rank were standard information items.

#### Indices to the 1940-1943 Rosters

There are over four thousand reels of Army enlisted personnel rosters on microfilm, approximately two hundred reels of Army officer rosters, over one thousand reels of Army Air Force enlisted personnel rosters, and approximately two hundred of Army Air Force officer rosters. It would be nearly impossible to locate a man in a specific unit if these thousands of reels of microfilm were not indexed. There are four indices: 1) Army officers, 2) Army enlisted personnel, 3) Army Air Force officers, and 4) AAF enlisted personnel.

Both of the Army indices list each company, battalion, regiment, division, or unit on a separate card. In both of the Army indices the cards are arranged in order of descending organizational structure i.e., regiment, (depot, base) battalion, and company. Each of the numbered units within these categories is listed in numerical order. Other odd units, such as Marine Ways Utility, Island Command, Headquarters - Headquarters detachment, General Hospital, etc., are listed in the "all other" category. Hospitals, postal units, and camps are also included at the end of the index.

Both of the Army Air Force indices list each group, squadron, or other unit on a separate card. In both of the AAF indices the cards are arranged in order of descending organizational structure, i.e., group and squadron, basically. Each of the numbered units within these categories is listed in numerical order. Other units which can be identified by camp, APO, or country designations are included at the end of the indices.

All four of the indices have similarities, as described above. Once the proper index card is located in any of the indices, it will offer an item number. By looking within the correct roster area, at the boxes which are labeled with the item numbers on each reel, it is possible to select the one reel which will carry the roster needed to answer the request.

Prior to January 1972, the Veterans Administration kept a card index with the name and partial information about each veteran who had insurance applications and conversions and veterans who had filed claims with their agency. There were also cards for veterans who were paid a World War I bonus. This card system covered the period from 1917 to January 1972, and contained the names of over 34,000,000 veterans. The cards were put on microfilm according to the VA breakdown of the fifty-six year time span into two periods: 1) 1917 through 9-19-1940, called "Prior Wars", and 2) 9-20-1940 to January, 1972, called "World War II". Thus, if a man served prior to 9-20-40, his card would be in the Prior Wars group, if he served after 9-19-40 his card would be in the World War II group. If he were serving before and after September 1940 his card would be in the World War II group. In 1974, NPRC (MPR) was able to obtain a copy of this microfilm index. The VA has retained the Master Card File.

Both the Prior Wars and World War II groups use a library-like system. The arrangement of cards is essentially alphabetical with primary and secondary guides. The primary guides are based on the first four or five letters of the surname while the secondary guides are based on the first letter of the first name. Surnames with very similar spellings are grouped together under primary guides. The first step in using the VA Master Index microfilm is to find the area of the tape where the surname should be located, then the secondary guides are based on this pattern: A&B, C, D&E, F&G, H&I, J&K, N through S, and T through Z. Only the first letter of the first name is used for the secondary guides.

If a clerk were looking on the Master Index tapes for Lawrence S. Hayne, it would be necessary to first find the primary group in which the name, Hayne would be located. After finding the probable primary group, it would be necessary to go through the first six secondary guides to get to the L&M group. Lawrence S. Hayne would then be listed in alphabetical order based on the last name. If there were more than one Lawrence Hayne on the Index, then the middle initial S. would have to be taken into account, placing Lawrence S. Hayne after all those with the middle initials A through R. In summary, the library system 1) groups similar surnames and 2) lists them in groups based on the first letter of the first name. Once the correct secondary breakdown has been reached, the names are listed in exact alphabetical order.

The VA Master Index cards usually contain the following information although each card may not contain all of the different types of information:

1. Name - always in the upper left corner
2. Rank - it could be the final rank held by the veteran at discharge from the service, or it could be the first rank of the man when he entered the service and filed for government life insurance
3. Branch of service
4. Address - either at the time of entry or after discharge
5. Service number
6. Date of birth
7. Enlistment date
8. Discharge date
9. Date of death (if applicable)
10. VA claim number (if claim was filed)
11. Bonus paid or adjusted compensation
12. Insurance number

III. POST WORLD WAR PERIOD (1947 to ca. 1960)

A. LIBRARY SOURCES

LOCATION

AIR FORCE ACES, 1917-1953 A PRELIMINARY LIST OF

GSA LIBRARY

This source was published in 1962, by the USAF Historical Division, Research Studies Institute. This pamphlet is divided into three sections: one on the First World War, one on the Second World War and one on the Korean War. It defines the term "ace" and the criteria for being considered an ace during each of these periods of war. Those pilots who had destroyed the most enemy aircraft during each of these three periods of war are listed alphabetically in each of the sections.

AIR FORCE (U.S.) CREDITS FOR THE DESTRUCTION OF ENEMY AIR CRAFT,  
KOREAN WAR

GSA LIBRARY

This pamphlet was published by the U.S.A.F. Historical Division in 1963. It is an alphabetical listing of the airmen who were awarded credits for the destruction of enemy aircraft. It includes each airman's rank, serial number, unit designation, and other information on the destruction of the enemy aircraft.

AIR FORCE REGISTERS      January, 1949 - January, 1972

GSA LIBRARY

The registers were published once a year, by the Department of the Air Force. The commissioned officers on active duty are listed in alphabetical order in one volume, and the retired officers in another. The retired officers are listed alphabetically by last name along with their serial numbers, retired grade, and date of retirement. The officers on active duty are accompanied by SSAN, grade, and date of grade. The date of birth and other types of information are given for officers on active duty in the more recent volumes of the registers.

AWARD ROSTERS      Air Force

GSA LIBRARY

"Award Rosters" is a general title used to include Medal of Honor recipients as well as those who received the Distinguished Service Cross, Purple Heart, Bronze Star, or Silver Star, etc. The Award Rosters cover the World War I Period through the Korean War including periods of peace in between. They comprise eleven volumes.

Medal of Honor Recipients offers a summary of Air Force service for those who received the Medal of Honor. Included in the summary are serial number, promotions, citations, and organizations to which the airman was attached. The particular episode in which the airman displayed extraordinary courage or valor, resulting in the Medal of Honor, is described in this roster.

Rosters for the Distinguished Service Cross, Distinguished Service Medal, Purple Heart, Bronze Star, Legion of Merit, and Soldiers Medal are each a straight alphabetical listing of those who won one of these awards. Included with the name are serial number, grade, year of award, organization and home state.

LOCATION

CASUALTY REGISTER OF WW II AND KOREAN DEAD

RCPAC LIBRARY

This source contains the name, service number, state of residence, branch of service, date of death, awards, organization, and place of burial for those who were buried and memorialized overseas only. This source is on file in the Casualty Branch in the Gem Building, X-7505, Jane Campbell, Supervisor. She can not accept a large volume of calls for reference service in these registers. Ms. Campbell suggested that perhaps they could handle a short list.

DESERTER LIST      Air Force Only

RECON LIBRARY

The above source has been described in Part I, World War I Period, Section A, Library Sources.

GENERAL ORDERS, ARMY AIR FORCE AND DEPARTMENT OF THE AIR FORCE      GSA LIBRARY  
1945-1960

These volumes of General Orders contain information similar to Army General Orders. Recommended Lists for Promotion, and Announcements of Appointments are included. However, these General Orders are primarily Recommendations for Awards or medals. The number of the General Order and year are necessary to make a quick search.

GENERAL ORDERS - HEADQUARTERS U.S. AIR FORCES IN EUROPE  
1944-1953

GSA LIBRARY

This group of general orders for this ten year period deal with reassignments, assumption of command, reorganization, and with commendations, awards and decorations. The number and year are necessary for quick search.

GENERAL ORDERS, WAR DEPARTMENT AND DEPARTMENT OF THE ARMY

GSA LIBRARY

The above source is described in Part I, World War I Period, Section A, Library Sources.

KOREAN CASUALTY FILE

RECON LIBRARY

This three volume set was published in August 1964, by the Adjutant General's Office. Military personnel from each branch of service who were injured or killed in the Korean Conflict are listed in these volumes. The personnel are listed alphabetically according to home county and state. Recorded beside each person's name is his service number, his rank at the time of injury or death, place of injury or death, and date of the casualty. Many additional pieces of information are included about each person including

LOCATION

his Military Occupation Specialty and Troop Program Sequence Number. In order to use this index it is essential to know the home county and state of the individual. It should be noted that some parts of the information are coded. A guide code book is required to translate the coded material into meaningful information.

MEDAL OF HONOR 1863-1968

RECON LIBRARY

The above source is described in Part II, World War II Period, Section A, Library Sources.

NORTH DAKOTA

RECON LIBRARY

"North Dakota Veterans, World War II, 1941-1945, and the Korean Conflict 1950-1953"

The above source is described in Part II, World War II Period, Section A, Library Sources.

OFFICERS ARMY LIST AND DIRECTORIES AND REGISTERS

GSA LIBRARY

The above source is described in Part I, World War I Period, Section A, Library Sources.



III. POST WORLD WAR PERIOD (1947 to ca. 1960)

B. PAPER SOURCES

## LOCATION

alphabetical order. Both of these types of clinical records have been keypunched and computerized. If an Army or Air Force name is run through the computer and gets a "hit" on a Cover Sheet or Medical Card, the computer printout will show the location as "QM C," plus a four digit number and two three digit numbers. The QM stands for auxiliary military records located at MPR. The C stands for Clinical Records. The four digit number stands for the box number, which is marked on the outside of the boxes. The first three digit number stands for the folder location inside the box. The second three digit number stands for the Cover Sheet or Medical Card location inside the folder; in this way, 025 would be the twenty-fifty Cover Sheet or Medical Card in the folder.

Once the Clinical Record Cover Sheet has been located it will show the man's name, rank, serial number, military occupation specialty, age, race, religion, length of service, and next of kin. The Cover Sheet usually contains a diagnosis, as well as therapeutic procedures that were administered. The date of admission, duration of treatment, and nature of disposition are recorded at the bottom of the sheet, along with the name and location of the hospital or treatment facility. Medical Record Cards (form 52-Medical Department USA or W.P.A.G.O. form 8-24) carry name, serial number, grade, company and regiment, age, race, service and date of admission. The injury or illness is explained on the Medical Card, as well as the dates of disposition and place of treatment.

### DIRECTORIES AND STATION LISTS

1946-1967

RECON AREA

Directories and Station Lists are described within Part II, World War II Period, Section B, Paper Sources. The general format for Directories and Station Lists did not change radically after the war. Most of the Directories have an index, unless it has become detached. In order to use the Directories it is necessary to understand that Army units (divisions, battalions, companies) are listed under the general category of their function or title. To put this system of organization in other terms: a company or battalion will be found in the Directory by the kind of work it performs, i.e., chemical, medical, military police, signal, transportation, or etc.

The Station Lists are broken down by the six United States Army areas of the world, and other areas of the world, such as Latin America or the Far East and Pacific area. Paper copies of the Directories and Station Lists for the years 1946-1967, are located in cabinets in the Reconstruction area. Some of these are also duplicated on microfilm. The Directories and Station Lists for the years subsequent to 1967 are in the vault because they are classified as secret.

CLINICAL RECORD COVER SHEET												
<b>1. ADMISSION NOTES</b>  <b>0930</b> <b>No evid of A or N</b>		<b>2. WARD</b> <b>12CD</b>		<b>3. TYPE OF CASE</b> <input checked="" type="checkbox"/> DIS <input type="checkbox"/> INJ <input type="checkbox"/> BC			<b>4. LAST NAME—FIRST NAME—MIDDLE INITIAL</b> <b>Luke, Paul</b>					
		<b>5. SEX</b> <b>M</b>	<b>6. RELIGION</b> <b>P</b>	<b>7. PREV. ADM.</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>8. REGISTER NO.</b> <b>162 609</b>		<b>9. SERVICE NO.</b> <b>RA11 366 130</b>		<b>10. GRADE</b> <b>Sgt</b>		
		<b>11. RATING OR DSGN</b> <b>-</b>		<b>12. DEPARTMENT</b> <b>Army</b>		<b>13. ORGANIZATION AND BRANCH OF SERVICE</b> <b>Hosp Det, USAH-011.60</b>			<b>14. FLYING STATUS</b> <b>-</b>			
		<b>15. NAME AND ADDRESS OF EMERGENCY ADDRESSEE</b> <b>Lille Luke (W)</b> <b>99 1/2 Stacker Drive</b> <b>Clarksville, Tenn.</b>					<b>16. AGE</b> <b>30</b>	<b>17. RACE</b> <b>Neg</b>	<b>18. LENGTH OF SERVICE</b> <b>7 6/12</b>	<b>19. DATE OF ADMISSION</b> <b>5 Nov 1957</b>		
							<b>20. SOURCE OF ADMISSION</b> <b>Direct</b>					<b>NOTE: Enter flying status for AF Military Personnel only. For Civilians, etc., show type (Dep of EM, etc.) in space 13.</b>
<b>21. ADMITTING OFFICER</b> <b>L. J. Simonetti, Maj, MC</b>					<b>22. CONTINUATION OF ITEMS 13 AND 20</b> <b>13.</b>							
<b>23. DIAGNOSES</b> (See instructions for recording as shown on reverse side. Include all required related data)												
<b>Dx1. Bronchopneumonia, organism undetermined. LD: Yes.</b>												
<b>24. OPERATIONS AND SPECIAL THERAPEUTIC PROCEDURES</b> (Show date for each; show anesthetic for each operation)												
<b>25. SELECTED ADMINISTRATIVE DATA</b> (Show nature of and dates for board proceedings; show fact of and dates for leave, AWOL, subsisting elsewhere, detached service, etc.)												
<b>Specialised Treatment: General Medicine</b> <b>Fr Sk Ctrs to Dk Hosp 8 November 1957</b>												
<b>26. PHYSICAL PROFILE</b>												
TYPE	SERIAL						SUFFIX					
	P	U	L	H	E	S	R	T	D	O	N	
PREVIOUS												
REVISED												
<b>27. DAYS DURATION THIS FACILITY</b>												
ALL <u>10</u> IN HOSPITAL OR INFIRMARY <u>7</u> SUBSISTING ELSEWHERE <u>0</u> QUARTERS OR DISPENSARY <u>3</u> LEAVE <u>0</u> OTHER <u>0</u>												
<b>28. NATURE OF DISPOSITION</b> <b>Duty</b>										<b>29. DATE OF DISCHARGE</b> <b>15 Nov 1957</b>		
<b>30. SIGNATURE OF ATTENDING PHYSICIAN</b> <b>STANLEY H. KAPLAN, Capt, MC</b>						<b>31. SIGNATURE OF REGISTRAR OR MEDICAL RECORDS OFFICER</b> <b>DAVID S. HESSE, Major, MSC</b>						
<b>32. NAME AND LOCATION OF MEDICAL TREATMENT FACILITY</b> <b>US Army Hospital, Fort Campbell, Ky.</b>										<b>33. REGISTER NUMBER</b> <b>162 609</b>		
<b>DD FORM 1 MAY 51 481-3 (4 PART)</b>						09-10-71200-1						

Figure 29. Clinical Record Cover Sheet

1. REGISTER NO.		65,669		4. A. S. NO.	
2. LAST NAME		3. FIRST NAME AND MIDDLE INITIAL		13,179,462	
5. GRADE	6. COMPANY	7. REGIMENT AND ARM OR SERVICE	8. AC		
Pvt	I	5th QM Tng Regt	21		
9. RACE	10. NATIVITY	11. SERVICE	12. DATE OF ADMISSION		
C	Ohio	7/12	8 November 1943		
13. SOURCE OF ADMISSION					
Command					
14. CAUSE OF ADMISSION					
Mononucleosis, infectious, acute, severe, cause undetermined.					
15. LINE OF DUTY					
Yes					
16. INJURY CODE					
NOT REQUIRED					
17. ADDITIONAL DIAGNOSES, OPERATIONS					
18. PLACE OF TREATMENT					
Hosp					
19. DISPOSITION					
Duty					
20. DATE OF DISPOSITION					
9 December 1943					
21. NAME OF HOSPITAL					
Station Hosp Camp Lee Va					
22. SENT WITH REPORT OF S. & W. FOR MONTH OF					
December 1943					
23.					
C. W. Dawson, 2nd Lt., MAC. Acting Registrar Medical Corps, U. S. Army.					

Form 52  
MEDICAL DEPARTMENT, U. S. A.  
(Revised March 15, 1938) 16-16381

gb

Figure 30. Medical Card

LOCATION

MORNING REPORTS    Air Force    1960-1964

RECON AREA

In order to use Air Force Morning Reports for the above period, it is necessary to check the Air Force index, located in the Reconstruction area, for an item number. Air Force units are arranged in numerical order in the index by their numerical designation. The index will serve as a cross reference and will offer an item number. The Morning reports are stored in year groupings, which make it necessary to find the row or rows which contain the reports for the year of inquiry. Once the proper area or row is located, item numbers marked on the outside of the boxes make it possible to find the exact box location.

Air Force Morning Reports for this period were completed daily, usually at the squadron level. There are four or more pages to each Morning Report which list personnel strength, gains, losses, duty status, remarks, and military population. Figures 31 and 32 illustrate Post World War Air Force Morning Reports. Airmen being reassigned, relieved from an attachment, given a temporary duty assignment, or other change in duty status are noted by name on these reports. Service number and grade are accompanied by remarks explaining the change in duty status. The relevant dates for those duty changes are noted as a part of the remarks.

PASSENGER LISTS    1940-1964

3RD FLOOR

Passenger Lists are grouped according to the country of embarkation, when the port of embarkation is overseas, e.g. Germany. Thus, if an American soldier had sailed from Germany to the United States after World War II, his name would be on a Passenger List which could be found in the "Germany" grouping. When the country of embarkation is the United States (CONUS), the Passenger Lists are grouped by the port of embarkation, e.g. Boston. Within each country grouping, the Passenger Lists are filed in folders according to the date of arrival at the destination, or debarkation date. (CAUTION: some are filed according to the date of embarkation)

The Passenger Lists are stored in boxes which are grouped according to the country of embarkation - - a few of the most common are Germany, France, Panama, the Philippines, England and Okinawa. The boxes will have the country of embarkation and dates of embarkation printed on them. This makes it easier to search the boxes, so that a clerk does not have to look in every box marked "Germany" if he knows that the ship sailed in a specific month and year.

Passenger Lists are filed in the boxes by the debarkation date. See Figure 33. Each folder contains the Passenger Lists (there are many kinds of Passenger Lists for the same ship) for only one sailing and the ship's name

SECURITY CLASSIFICATION																						
MORNING REPORT PART I		FOR PERIOD ENDING 2400 HOURS			INSTALLATION		LOCATION		REPORTS CONTROL SYMBOL													
DAILY MILITARY STRENGTH		DAY	MONTH	YEAR	MCCOY AFB		ORLANDO FLA		1-AF-P1													
REPORTING UNIT		PARENT UNIT			WING		SUBCOMMAND		PAGE 1 OF 1 PAGES													
321 CIV ENGR SQ		321 CMBTSPTGP			321 BOMWGM		8AF		MAJOR COMMAND SAC													
STRENGTH SECTION - ASSIGNED PERSONNEL (Table A)																						
DEPT.	OFFICER GRADES								WARRANT OFFICER GRADES					ENLISTED PERSONNEL GRADES								
	8-7	8	5	4	3	2	1	TOTAL	4	3	2	1	TOTAL	CA. DETS	7	6	5	4	3	2	1	TOTAL
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
PERMANENT PARTY PERSONNEL																						
1	AF CATA				1	2		3							7	16	52	50	59	37	1	222
2	AF CATE B																					
3	ARMY																					
4	TOTAL P/P				1	2		3							7	16	52	50	59	37	1	222
PIPELINE PERSONNEL - CATEGORY																						
5	AF																					
6	ARMY																					
CATEGORY																						
7	AF																					
8	ARMY																					
TOTAL																						
9	TOTAL P/L																					
10	AGG.																					
STRENGTH RECONCILEMENT BY RACE AND SEX (Table B)										ORGANIZATION STATUS SECTION (Table C)												
ASSIGNED PERSONNEL	OFFICER AND WO					ENLISTED AND CADET					A. TYPE OF ACTION			B. EDCSA		C. AUTHORITY						
	MALE		FEMALE		TOTAL	MALE		FEMALE		TOTAL	1.			2.		3.						
	WHITE	NEGRO	WHITE	NEGRO		WHITE	NEGRO	WHITE	NEGRO													
	A	B	C	D	E	F	G	H	I	J												
1	PREVIOUS DAY'S STRENGTH				3						222	D. FROM			E. TO							
2	GAIN THIS REPORT (+)											1.			2.							
3	LOSS THIS REPORT (-)											2.			3.							
4	STRENGTH THIS REPORT				3						222	3.										
REMARKS - ASSIGNED PERSONNEL (Table D)																						
NAME	SERVICE NO.	GRADE	RACE	COMP	PRIMARY AFSC	DUTY AFSC	CATEGORY	CODE														
A	B	C	D	E	F	G	H	I	J													
1	E8 - 3/E7 - 4																					
2	OFFICERS - NO CHANGE																					
3	ENLISTED PERSONNEL																					
4	ACCESSION STATUS CHANGES																					
5	FRY RODERICK M		AF14633124		A1C																	
6	disch fr svc hon ETS UP AFR 39-10 31 MAR 61 and immed reenld in RegAF																					
7	UP AFM 39-9 asgd and jd para 3 SO A169 and para 1 SO A-175 HQ 321																					
8	BOMWGM DOS - MAR 65 TIN 900 Enl Cat - RSTE (4)																					
9	PERSONNEL DATA CHANGES																					
10	SATTEFIELD RAYMOND T		AF6972838		TSG																	
11	F/A code chgd fr 39800 to 39200 Eff 28 MAR 61 para 7 SO P-70 HQ 321																					
12	BOMWGM																					
13	JAUDON JAMES G		AF14483907		A1C																	
14	DOS chgd fr 22 AUG 62 to 22 JUL 64 Eff 28 MAR 61 Ext of Enl para 4																					
15	SO P-70 HQ 321 BOMWGM																					
16	WILLIAMSON RAY M		AF14632730		A1C																	
17	DOS chgd fr 5 APR 61 to 5 JUL 62 Eff 28 MAR 61 Ext of Enl para 5																					
18	SO P-70 HQ 321 BOMWGM																					
19	FOWLER JOSEPH W		AF12542646		AB																	
20	reduced in gr fr A3C Eff 15 MAR 61 para 2 SO P-69 HQ 321 BOMWGM																					
I CERTIFY THAT THIS REPORT IS CORRECT AND COMPLETE.		TYPED NAME, GRADE AND BRANCH					SIGNATURE															
		RONALD F NORTON CWO W-3 USAF					Ronald F Norton			1												
COPY FOR RECORDS ADMINISTRATION CENTER																						

Figure 31. First page of Part I of Post World War Air Force Morning Report

SECURITY CLASSIFICATION

MORNING REPORT PART II DAILY DUTY STATUS		REPORTING UNIT <b>321 CIV ENGR SQ</b>	FOR PERIOD ENDING 2400 HOURS DAY MONTH YEAR <b>1 APR 61</b>			REPORTS CONTROL SYMBOL <b>2-AF-P1</b>									
		INSTALLATION <b>MCCOY AFB ORLANDO FLA</b>				PAGE <b>1</b> OF <b>1</b> PAGES									
DUTY STATUS (Table E)															
TYPE OF PERSONNEL	IDENTITY	PRESENT					ABSENT								
		FOR DUTY A	NOT FOR DUTY B	OPERATING LOCATION C	D	TOTAL E	AWOL F	SICK G	LEAVE H	TEMP DUTY I	ARREST CONFM J	MISSING K	L	TOTAL M	AGGREGATE N
ASSIGNED PERMANENT PARTY	1	OFF				3									3
	2	E/P	208	1		209		2	6	5				13	222
ASSIGNED PIPELINE	3	OFF													
	4	E/P													
TOTAL ASSIGNED	5	OFF													
	6	E/P													
TOTAL ATTACHED	7	OFF													
	8	E/P													
AGGREGATE	9	OFF	3			3									3
	10	E/P	208	1		209		2	6	5				13	222
MILITARY POPULATION (Table F)															
		AIR FORCE		ARMY		NAVY		MARINES		ON FLYING STATUS		CADETS	MISCELLANEOUS		
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		MALE	FEMALE	
WHITE	1	OFF	3												
	2	E/P	181										11		
NEGRO	3	OFF													
	4	E/P	28												
TOTAL	5		212										11		
OPERATING LOCATION (Table G)															
DESIGNATION A	INSTALLATION OR LOCATION B		DEPT OF AIR FORCE		ASSIGNED		TOTAL		TOTAL ATTACHED		AGGREGATE				
			OFFICERS C	E/P D	DEPT OF ARMY	OFFICERS E	E/P F	OFFICERS G	E/P H	OFFICERS I	E/P J	OFFICERS K	E/P L		
1															
2															
3															
4															
5															
6															
7															
8															
9															
10			TOTAL												
REMARKS - DUTY STATUS (Table H)															
NAME A	SERVICE NUMBER B	GRADE C	DEPT D	AUTHORITY E	FROM F	TO G									
1				OFFICERS-NO CHANGE											
2				ENLISTED PERSONNEL											
3	PETERSON WESLEY C	AF16272928	MSG		PP/Lv	PP/PFD									
4	Rtnd fr Ord Lv SO 74 This Sq														
5	REEVES SAMUEL P	AF18438839	SSG		PP/PFD	PP/Lv									
6	Deptd for Ord Lv SO 77 This Sq														
7	DOTSON DALE O	AF11649393	A2C		PP/PFD	PP/Lv									
8															
9	Deptd for Ord Lv SO 86 This Sq														
10															
11															
12															
13															
14															
15															
16															
17															
I CERTIFY THAT THIS REPORT IS CORRECT AND COMPLETE.		TYPED NAME, GRADE AND BRANCH <b>RONALD F NORTON CWO W-3 USAF</b>			SIGNATURE <i>Ronald F Norton</i>		1								
1 For remarks pertaining to sickness, see attached Excused From Duty report.					COPY FOR RECORDS ADMINISTRATION CENTER										

Figure 32. First page of Part II of Post World War Air Force Morning Report

## LOCATION

is printed on the folder. See Figures 34, 35, and 36. The Passenger Lists themselves record the names of all the passengers who sailed, as well as the type of ship, control status, sailing date, and arrival date. The lists of military personnel include name, grade, Army serial number, military occupation speciality, branch or arm, and home street address and city. Sometimes the organization to which the man is being transferred is shown. The Passenger Lists are usually headed by a sort of summary sheet which contains general information about the ship and the total number of personnel on the ship, broken down by rank.

To search the Passenger Lists it would be necessary to know the country of embarkation. If the clerk knew the approximate day and month as well as the name of the vessel, this would simplify the search. However, the vessel's name and the exact day of sailing would not be absolutely necessary. If a veteran were absolutely sure of the name of the ship and the date it sailed, it would also be possible to search several countries to find the correct country of embarkation.

The Reconstruction Branch has a card index to the Passenger Lists. However, it is difficult to use the index because the cards are arranged by "shipment number". (When a group of military personnel sailed, they were assigned a shipment number.) In order to discover which ship a veteran may have sailed on, or when, it is necessary to know what his shipment number was. It is unlikely that many veterans would remember this number, since it had little meaning for the military man at the time it was assigned. The cards in the index carry the name of the ship, when it sailed, and the port of embarkation. These are all useful pieces of information, but, unfortunately, they can not be readily utilized unless the shipment number is known.

### PAY VOUCHERS

1947-1949

CPR

Enlisted men's Final Pay Vouchers for the period from approximately October 1944 through January 1947 are located at NPRC (MPR) as a part of the Computerized Registry Index. These records are fully described as a part of Part II, World War II Period, Section B, Paper Sources. The enlisted men's Final Pay Vouchers and officers Pay Vouchers and indices for the years 1947-1949 (approximately) are still at CPR. They can be searched to furnish information for Post World War Reconstruction cases.



NO 1

INCOMING  
PASSENGER  
LIST

USNS Pat Johnson

MA 3018

DATE 8 Oct 53

TCNYP FORM 61  
8 MAY 53

ARMY-NYPE,BKLYN. N.Y.

Figure 33. Passenger List Cover Sheet, which Usually Carries the Debarcation Date

PASSENGER LIST RECAPITULATION REPORT										SECURITY CLASSIFICATION, IF ANY					
NAME OF SHIP <b>USNS JOHNSON</b>		VOYAGE NO. <b>MA 3018</b>		SERIAL NO. <b>8</b>		DEBARK PORT <b>MYPE</b>									
ARMY AND AIR FORCE REPRESENTATIVE <b>Chief, TM&amp;E Div.</b>				ARRIVAL DATE <b>8 Oct 58</b>											
PORTS OF DISCHARGE <b>BREMERHAVEN</b>															
CATEGORIES	SPACE REQUIREMENT		SPACE AVAILABLE		SPACE REQUIREMENT		SPACE AVAILABLE		SPACE REQUIREMENT		SPACE AVAILABLE				
	CABIN	TROOP	CABIN	TROOP	CABIN	TROOP	CABIN	TROOP	CABIN	TROOP	CABIN	TROOP			
ARMY TROOP SUPPORT	MILITARY	22	390												
	CIVILIAN EMPLOYEES	4													
	DEPENDENTS	108													
	MISCELLANEOUS														
	MDAP														
	SPECIAL PROJECT														
	<b>SUB-TOTAL</b>	<b>132</b>	<b>390</b>												
AIR FORCE TROOP SUPPORT	MILITARY	5													
	CIVILIAN EMPLOYEES														
	DEPENDENTS	10													
	MISCELLANEOUS														
	MDAP														
	SPECIAL PROJECT														
	<b>SUB-TOTAL</b>	<b>15</b>													
<b>TOTALS</b>	<b>147</b>	<b>390</b>													
SPECIAL SUMMARY															
PATIENTS BY CLASS		ARMY	AIR FORCE	ARMY	AIR FORCE	ARMY	AIR FORCE	ARMY	AIR FORCE	ARMY	AIR FORCE				
	1A														
	1B														
	1C														
	2														
	3														
4															
PRISONERS															
CERTIFICATION															
I CERTIFY THAT THE PASSENGERS IDENTIFIED HEREIN WERE EMBARKED INTO THE ABOVE SHIP IN ACCORDANCE WITH CURRENT JOINT REGULATIONS AND POLICY															
SIGNATURE OF CARRIER REPRESENTATIVE						CONCUR (Signature of Army and Air Force Representative)									
RECOMMENDED DATE OF AUTOMATIC DOWNGRADING						SECURITY CLASSIFICATION, IF ANY									
TO (Classification)				IS (Date)											
RECOMMENDED DATE OF COMPLETE DECLASSIFICATION															

TCNYP FORM 358  
8 SEP 52

ARMY-GYPE, BELTLE, ST

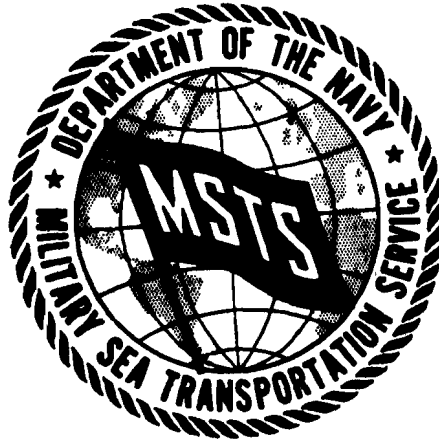
Figure 34. Recapitulation which Sometimes Follows the Cover Sheet

RESTRICTED

# PASSENGER LIST

## SECURITY INFORMATION

*Carroll*



*blow graded 10/8/53*  
*288*

USNS Pvt Johnson T-AP 184

MA NO. 3018

SAILING DATE 28 September 53

RESTRICTED

Mits Porto, BPE

Figure 35. Passenger List Leaf which is Usually Included under the Cover Sheet, it Usually Carries the Sailing Date

RESTRICTED  
SECURITY INFORMATION

HEADQUARTERS  
BREMERHAVEN PORT OF EMBARKATION  
APO 69 US ARMY

MOVEMENT ORDER  
NUMBER 53

28 September 1953

1. Indiv on atch lists (Code Nr 1-) (cau unless otherwise indicated) are rel fr asg 7802 BPE Embarkee Transient Det APO 69 and asg 1275 ASU, Ft Hamilton, NY for further asg as indicated on lists.

2. Indiv on atch lists (Code Nr 21-) (cau unless otherwise indicated) are rel fr asg 7802 BPE Embarkee Transient Det APO 69 and asg SEP CEN, Ft Jay, NY for separation.


3. Indiv on atch lists (Code Nr 22-) (cau unless otherwise indicated) are rel fr asg 7802 BPE Embarkee Transient Det APO 69 and asg SEP CEN, Ft Hamilton, NY for separation.

4. Indiv on atch lists (Code Nr 4 thru 6; 9; 14 thru 15; 17 thru 18; 24 thru 26; 28 thru 31; 33 thru 39) (cau unless otherwise indicated) are rel fr asg 7802 BPE Embarkee Transient Det APO 69 and asg Army Pers Cen, Cp Kilmer, NJ for further asg as indicated on lists.

5. WP o/a 28 Sep 53 aboard the USNS PVT JOHNSON to ZI. TC will furn nec trans. TDN. Shpmt of personal bag, HHG, and pvt owned veh auth under provisions of SR 55-160-21, SR 55-160-1 and Joint Tvl Regulations 8009 dtd 22 Dec 50 respectively. Auth for rtn to ZI indicated on atch lists. PCS. EDCSA will be established by cable for CO NYPE in accordance with Par 15, SR 335-50-2.

OFF: 2142010 401-11 Pl410-02 03 07 S99-999  
EM: 2142010 401-10 Pl410-02 03 07 S99-999

BY ORDER OF COLONEL OSTENBERG:

  
W T SAVAGE  
CWO USA  
Assistant Adjutant

RESTRICTED  
SECURITY INFORMATION

Figure 36. Passenger List Summary Sheet Which Records the Attached Lists of Passengers

LOCATION

PUBLICATIONS 1954-1957 Air Force

3RD FLOOR

(See the definition of Publications, Army Air Force, under the Post World War microfilm section.) Air Force Publications for the years 1954-1957 are in boxes on the third floor. In order to use these Publications it is necessary to check the Publications index (a card file type index), located in the Reconstruction area, for an item number. Air Force units are arranged in the index alphabetically by the title of the unit and numerically by the number of the unit. Once an item number, also called a unit number on the index card, has been ascertained, it is necessary to check the Index to Publications Files, for a row number on the third floor and an approximate box number. See Figure 37 an Index to Publications Files is attached. State in another way, it is necessary to check two indices to get an exact row number and an approximate box number. The first index gives the item number, the second index offers a row number and approximate box number for the location of the Publication. Based on the item number alone, it would be nearly impossible to find the location of a Publication. Please note that the Publications index does offer an obsolete box number location which may be of some assistance once the Index to Publications Files has given the appropriate row and approximate box number.

The actual paper publications on the third floor may include Special Orders, Personnel Actions Memoranda, Requests for Leave and Duty, and Requests for Rations. Figures 38, 39, and 40 illustrate three types of Air Force Publications. The Special Orders cover assignment to training classes, emergency leave, temporary duty, and moving instructions and authorizations. The Personnel Actions Memoranda include reductions in grade, assignments of added duty, changes from prisoner status to military duty, and changes in position or occupation.

SERVICE NUMBER LEDGERS 1946-1959

ROOM 1180

Service Number Ledgers are arranged by state and date. In order to understand these ledgers it is necessary to know that service numbers were customarily assigned to states in large blocks, perhaps of a thousand numbers or more. The ledgers list the service number, usually in numeric sequence, and the name of the man to whom that number was assigned on a specific date.

The ledgers were kept by the state and information recorded by the state personnel varies widely. Michigan recorded the address and home town, period of enlistment, year of birth, and original rank of enlistee or inductee, in addition to the name and service number. Some states recorded only the number, name and branch of service; Air Force or Army. Others noted the race of the enlistee or the original base assignment. Figure 41 illustrates a Post World War Service Number Ledger.

INDEX TO PUBLICATION FILES FOR 1954

<u>ITEM NUMBER</u>	<u>ROW NUMBER</u>	<u>BOX NUMBER</u>
1-272	108	134 - 148
273-1179	108	2139 - 2396
1180-1261	109	2050 - 2080
1261-2075	110	1 - 227
2076-2536	110	1867 - 2080
2537-2575	111	1 - 14
2575-3256	111	1573 - 1800
3256-3937	112	903 - 1160
3937-4716	113	477 - 718
4717-4746	100	2173 - 2177
4747-4752	100	2285 - 2286
4753-4779	102	2427 - 2428
4780-4797	103	131
4798-4810	104	168 - 173
4811-4824	104	198 - 199
4825-4858	94	289 - 290
4859-4883	94	311 - 313
4884-4908	94	442 - 444
4909-4924	95	1975
4925-4936	95	2134
4937-4941	95	2120
4942-4961	96	1673 - 1674
4992-5005	101	102

Figure 37. (Part 1 of 7)

INDEX TO PUBLICATION FILES FOR 1955

<u>ITEM NUMBER</u>	<u>ROW NUMBER</u>	<u>BOX NUMBER</u>
1 - 66	113	719 - 734
66 - 721	113	2208 - 2460
721 - 724	114	1 - 5
725 - 1425	114	1649 - 1906
1425 - 2122	93	1117 - 1340
2122 - 2556	94	45 - 268
2556 - 3274	94	2169 - 2414
3275 - 3984	95	1717 - 1974
3984 - 4878	96	1412 - 1669
4879 - 4892	98	151 - 152
4893 - 4931	100	2140 - 2141
4932 - 4953	100	2177 - 2180
4954 - 4956	100	2287 - 2288
4957 - 4971	100	2318 - 2320
4972 - 4987	100	2341
4988 - 5014	102	2429 - 2430
5015 - 5031	103	23 - 24
5032 - 5042	103	132
5061 - 5062	104	133 - 136
5063 - 5072	104	200 - 203
5075 - 5094	93	1341
5096 - 5111	93	1533 - 1534
5112 - 5152	94	314 - 318
5153 - 5195	94	437 - 441
5196 - 5216	95	2058
5218 - 5235	95	2102
5236 - 5240	95	2106 - 2107
5241 - 5243	95	2119
5244 - 5283	96	1675 - 1676
5294 - 5311	96	1881
5312 - 5323	98	685
5341 - 5349	101	103

Figure 37. (Part 2 of 7)

INDEX TO PUBLICATION FILES FOR 1956

<u>ITEM NUMBER</u>	<u>ROW NUMBER</u>	<u>BOX NUMBER</u>
- 1053	98	153 - 408
1054 - 2096	99	389 - 599
2097 - 2294	100	2142 - 2171
2295 - 2406	100	2181 - 2212
2407 - 2559	100	2219 - 2282
2560 - 2701	100	2289 - 2312
2702 - 2797	100	2321 - 2334
2798 - 2948	100	2342 - 2359
2949	100	2364
2950 - 3120	102	2394 - 2421
3121 - 3252	102	2431 - 2449
3253 - 3277	102	2457 - 2460
3277 - 3352	103	1 - 16
3353 - 3361	103	21
3362 - 3428	103	25 - 44
3429 - 3487	103	61 - 63
3488 - 3531	103	80 - 83
3532 - 3570	103	105 - 107
3571 - 3608	103	133 - 136
3609 - 3639	103	152 - 155
3640 - 3652	103	175 - 178
3665 - 3682	104	100 - 101
3683 - 3706	104	115 - 118
3707 - 3717	104	137
3718 - 3747	104	174 - 180
3748 - 3819	104	205 - 212
3854 - 3883	93	1342 - 1351
3913 - 3953	93	1397 - 1403
3954 - 4010	93	1422 - 1425
4011 - 4017	93	1446 - 1448
4018 - 4074	93	1467 - 1470
4075 - 4093	93	1480
4094 - 4132	93	1501 - 1508
4133 - 4155	93	1535 - 1537
4156 - 4161	93	1559
4162 - 4176	93	1563 - 1564
4177 - 4214	94	269 - 274
4215 - 4250	94	291 - 295

Figure 37. (Part 3 of 7)



INDEX TO PUBLICATION FILES FOR 1956 (CONT.)

<u>ITEM NUMBER</u>	<u>ROW NUMBER</u>	<u>BOX NUMBER</u>
4251 - 4261	94	319
4262 - 4280	94	336 - 337
4281 - 4340	94	354 - 359
4341 - 4368	94	437 - 438
4369 - 4387	94	2429 - 2432
4388 - 4407	94	2482 - 2483
4408	94	2516 - 2517
4409 - 4419	94	2551 - 2558
4420 - 4470	95	6
4471 - 4477	95	19
4507 - 4515	95	2031
4516 - 4528	95	2057
4529 - 4548	95	2065
4549 - 4554	95	2080
4555 - 4565	95	2097 - 2098
4566 - 4580	95	2117
4581 - 4588	95	2122
4589 - 4593	95	2135
4594 - 4607	95	2168
4608 - 4630	95	2157 - 2158
4631	95	2166
4632 - 4646	95	2176 - 2179
4673 - 4724	96	1677 - 1681
4729 - 4732	96	1721
4733 - 4738	96	1720
4739 - 4759	96	1820
4760 - 4766	96	1882 - 1887
4768 - 4788	98	681
4789 - 4795	98	683 - 689

Figure 37. (Part 4 of 7)

INDEX TO PUBLICATION FILES FOR 1957

<u>ITEM NUMBER</u>	<u>ROW NUMBER</u>	<u>BOX NUMBER</u>
1 - 146	99	600 - 616
146 - 318	99	2430 - 2460
318 - 1017	100	1 - 167
1021 - 1059	100	2213 - 2216
1074 - 1087	100	2313 - 2314
1088 - 1123	100	2335 - 2339
1124 - 1150	100	2360 - 2362
1159 - 1174	102	2422 - 2424
1175 - 1223	102	2450 - 2453
1224 - 1240	103	17 - 18
1252 - 1331	103	45 - 52
1332 - 1470	103	64 - 77
1471 - 1628	103	84 - 103
1629 - 1831	103	108 - 130
1832 - 1941	103	137 - 146
1942 - 2042	103	156 - 170
2060 - 2096	103	179 - 187
2096 - 2388	104	57 - 95
2389 - 2501	104	102 - 113
2502 - 2571	104	119 - 131
2572 - 2624	104	138 - 164
2625 - 2718	104	181 - 194
2719 - 2956	104	213 - 248
2957 - 3324	93	1352 - 1417
3325 - 3477	93	1426 - 1441
3478 - 3529	93	1449 - 1459
3530 - 3584	93	1471 - 1479
3585 - 3632	93	1481 - 1490
3633 - 3703	93	1509 - 1525
3704 - 3744	93	1538 - 1542
3745 - 3769	93	1560 - 1562
3770 - 3840	94	276 - 285
3841 - 3893	94	296 - 305
3894 - 3945	94	320 - 331
3946 - 4010	94	338 - 345

Figure 37. (Part 5 of 7)

INDEX TO PUBLICATION FILES FOR 1957 (CONT.)

<u>ITEM NUMBER</u>	<u>ROW NUMBER</u>	<u>BOX NUMBER</u>
4011 - 4046	94	360 - 363
4047 - 4076	94	382 - 384
4077 - 4114	94	434 - 436
4715 - 4149	94	2433 - 2437
4150 - 4180	94	2484 - 2487
4181 - 4212	94	2518 - 2524
4213 - 4289	95	7
4290	95	10
4291	95	18
4299 - 4378	95	1982 - 1993
4391 - 4396	95	2032
4397 - 4414	95	2055
4415 - 4427	95	2061
4428 - 4446	95	2066
4455 - 4460	95	2096
4461 - 4465	95	2099
4466 - 4472	95	2103
4473 - 4490	95	2118
4491 - 4492	95	2170 - 2172
4493 - 4496	95	2123 - 2127
4497 - 4521	95	2133
4540 - 4546	95	2151
4547 - 4563	95	2159 - 2160
4564 - 4572	95	2165
4573 - 4577	95	2180
4600 - 4616	95	2187
4617 - 4644	95	2208 - 2209
4645 - 4672	96	1682 - 1684
4688 - 4694	96	1710 - 1713
4695 - 4698	96	1716 - 1719
4721 - 4728	96	1821 - 1827
4729 - 4753	96	1848 - 1856
4754 - 4756	96	1888 - 1891

Figure 37. (Part 6 of 7)

INDEX TO PUBLICATION FILES FOR 1957 (CONT.)

<u>ITEM NUMBER</u>	<u>ROW NUMBER</u>	<u>BOX NUMBER</u>
4780 - 4790	98	682
4791 - 4798	98	706
4799 - 4812	98	744
4813 - 4817	99	619 - 620
4818 - 4840	99	707 - 708

Figure 37. (Part 7 of 7)

4716TH GROUND OBSERVER SQUADRON (ADC)  
 United States Air Force  
 Andrews Air Force Base  
 Washington 25, D. C.

SPECIAL ORDERS)  
 NUMBER 60)

27 September 1957

1. The FNA, this SQ, this STA, are awarded the GOOD CONDUCT MEDAL and/or CLASP for their demonstration of HON, EFFCY, and FIDELITY, during the period of inclusive dates as indicated:

<u>GRADE</u>	<u>NAME</u>	<u>AFSN</u>	<u>FROM</u>	<u>TO</u>	<u>AWARD</u>
S/SGT	JOE F LATTIMORE	AF14261591	1 Aug 51	31 Jul 54	GCMDL
			1 Aug 54	31 Jul 57	BR CL W/2 LP
A/2C	JOHN M RICHARDS	AF15515530	9 Jul 54	8 Jul 57	GCMDL

2. The FNA, this SQ, W/PERM DY STA DET #2, Richmond, VA., are awarded the GOOD CONDUCT MEDAL and/or CLASP for their demonstration of HON, EFFCY, and FIDELITY, during the period of inclusive dates as indicated:

<u>GRADE</u>	<u>NAME</u>	<u>AFSN</u>	<u>FROM</u>	<u>TO</u>	<u>AWARD</u>
M/SGT	ROBERT L WILLETT	AF14190262	12 Aug 43	11 Aug 44	GCMDL
			26 Sep 53	25 Sep 56	BR CL W/4 LP
T/SGT	JOHNNIE E L BERRYHILL	AF14260871	19 May 51	18 May 54	BR CL W/2 LP
			19 May 54	18 May 57	BR CL W/3 LP
T/SGT	JOSEPH G C BOUCHARD	AF11043046	22 Nov 51	21 Nov 54	BR CL W/3 LP
T/SGT	ELBERT M FAULCONER	AF33154204	15 Sep 53	14 Sep 56	BR CL W/4 LP
T/SGT	WILBON M JONES	AF14190262	28 Oct 47	27 Oct 50	BR CL W/2 LP
			28 Oct 50	27 Oct 53	BR CL W/3 LP
			28 Oct 53	27 Oct 56	BR CL W/4 LP
T/SGT	KYLE V OSBORNE	AF33648335	26 Nov 47	25 Nov 50	BR CL W/2 LP
			26 Nov 53	25 Nov 56	BR CL W/4 LP
T/SGT	JOSEPH A PERWEILLER	AF42068309	13 Oct 50	12 Oct 53	BR CL W/2 LP
			13 Oct 53	12 Oct 56	BR CL W/3 LP
T/SGT	DALE E SCHOOLEY	AF13352305	20 Sep 54	19 Sep 57	BR CL W/2 LP
T/SGT	CLYDE E STANLEY	AF34171198	20 Sep 51	19 Sep 54	BR CL W/4 LP
			20 Sep 54	19 Sep 57	BR CL W/5 LP
T/SGT	GARLAND L WRIGHT	AF20543738	13 Jan 53	12 Jan 56	BR CL W/2 LP
S/SGT	EDWARD W DABBS	AF20340320	1 Feb 54	31 Jan 57	BR CL W/3 LP
S/SGT	CHARLIE J DAVIS	AF13165719	6 Jan 48	5 Jan 51	GCMDL
			6 Jan 51	5 Jan 54	BR CL W/2 LP
			6 Jan 54	5 Jan 57	BR CL W/3 LP
S/SGT	COOPER F KIMBROUGH	AF14037474	7 Dec 41	6 Dec 42	GCMDL
			5 Feb 48	4 Feb 51	BR CL W/2 LP
			5 Feb 51	4 Feb 54	BR CL W/3 LP
			5 Feb 54	4 Feb 57	BR CL W/4 LP
S/SGT	OLIE G SMITH	AF35997430	3 Jan 54	2 Jan 57	BR CL W/2 LP
A/1C	JAMES W KENNINGTON	AF14392554	10 May 53	9 May 56	BR CL W/2 LP

Figure 38. Special Orders (a part of Air Force Publications)

4716TH GROUND OBSERVER SQUADRON (ADC)  
United States Air Force  
Andrews Air Force Base  
Washington 25, D. C.

PERSONNEL ACTIONS MEMORANDUM)  
NUMBER 35)

10 December 1957

1. UP PARA 31a, Part I, Chapter 6, AFM 35-1, S/SGT ALLEN F MAZELL, AF25129586, this SQ, DET #4, Durham, NC., is ASGD PRIM DY Ground Observer, 99026, CAFSC 99026, FUNC CODE 61000.

2. UP PARA 31a, Part I, Chapter 6, AFM 35-1, S/SGT RUSSELL D. HAMLETT, AF13318244, this SQ, DET #5, Baltimore, MD., is ASGD PRIM DY Ground Observer, 99026, CAFSC 99026, FUNC CODE 61000.

3. UP PARA 31a, Part I, Chapter 6, AFM 35-1, M/SGT JAMES M. MILLER, AF14078155, this SQ, DET #4, Durham, NC., is ASGD PRIM DY Ground Observer, 99026, CAFSC 99026, FUNC CODE 61000.

4. TAPMSD 21 JUN 48 and TMSD 16 JUN 47 of T/SGT ALVIN HOLLEY, AF25111606, this SQ, DET #4, Durham, NC., is changed to read TAPMSD 10 OCT 50 and TMSD 21 JUN 48.

DISTRIBUTION:

2 cys ea Indiv conc  
1 cy ea Pers Rec  
2 cys ea DET  
2 cys M/R Clk  
2 cys 85ADADJ  
2 cys 85ADCST  
2 cys 85ADPMP



SAMUEL W O'BRIEN  
Captain, USAF  
Commander

Figure 39. Personnel Actions Memorandum  
(a part of Air Force Publications)

REQUEST FOR AND AUTHORIZATION OF LEAVE OF MILITARY PERSONNEL			1. DATE OF REQUEST		
			10 Dec 57		
<b>I. REQUEST FOR LEAVE</b>					
TO: Commander, 4716th Ground Observer Squadron, Baltimore, Maryland		2. TYPE OF LEAVE REQUESTED Ordinary	3. NUMBER OF DAYS 4	4. EFFECTIVE DATE 16 Dec 57	
5. ACCRUED LEAVE CREDIT (Days) 60	6. LEAVE TAKEN THIS FY (Days) 8	7. DETAIL TO WHICH ASSIGNED (Complete when assigned to detail requiring replacement)			
<b>REQUESTING INDIVIDUAL</b>					
8. NAME NEIL A. GAGEN		9. GRADE 1st Lt,	10. AFSN AO2207378		
11. ORGANIZATION OR OFFICE Det 5, 4716th Ground Observer Squadron, Baltimore, Md			12. PHONE LE 9 3700		
<b>ADDRESS WHILE ABSENT</b>					
13. IN CARE OF 1st Lt Neil A. Gagen		14. STREET ADDRESS 154 Louise Terrace			
15. CITY Glen Burnie	16. STATE Maryland	17. PHONE Southfield 4-1113			
REMARKS					
I CERTIFY that the above statements are true and that I have complied with the provisions of current directives on leave.		18. SIGNATURE OF REQUESTING INDIVIDUAL <i>Neil A. Gagen</i>			
<b>II. APPROVALS</b>					
19. SIGNATURE OF APPROVING OFFICIAL	20. SIGNATURE OF APPROVING OFFICIAL	21. SIGNATURE OF APPROVING OFFICIAL <i>Joseph K. Ryan</i> JOSEPH K. RYAN Captain, USAF Commander			
<b>III. AUTHORIZATIONS</b>					
22. THE INDIVIDUAL NAMED IN SECTION I IS AUTHORIZED LEAVE AS INDICATED ABOVE (UP, AFR 35-22) AND UPON COMPLETION WILL RETURN TO HIS PROPER ORGANIZATION					
23. OFFICIAL DESIGNATION AND LOCATION OF APPROVING HEADQUARTERS OR UNIT 4716TH GND OBSRON, ANDREWS AFB Washington 25, D.C.		24. DATE OF ORDER 10 December 57	25. ORDER NO. L 913		
26. TYPED NAME, GRADE, SERVICE AND TITLE OF OFFICER ISSUING ORDER <del>FOR THE COMMANDER:</del> FOR THE COMMANDER:		28. TYPED NAME, GRADE, SERVICE AND TITLE OF ORDERS ISSUING OFFICIAL, SIGNATURE OR SEAL <i>Joseph K. Ryan</i> JOSEPH K. RYAN Captain, USAF Assistant Adjutant			

AF FORM 1164  
MAY 54

16-70457-1 U. S. GOVERNMENT PRINTING OFFICE

Figure 40. Request for and Authorization of Leave of Military Personnel  
(a part of Air Force Publications)

## LOCATION

The Service Number Ledgers can be searched in various ways: 1) by looking within a particular block of numbers for a specific name, 2) by selecting a specific date and checking numbers and names on that date, or 3) finding an exact number to check name and date on which that number was assigned.

### SPECIAL ORDERS

January 1951, into 1960s

3RD FLOOR

Special Orders cover a variety of topics, such as transfers promotions, appointments, and changes in military occupation specialty (MOS). Reconstruction personnel primarily use the Special Orders which discharge service personnel, and those which show entry date and entry information -- known as Special Orders for enlistment, or enlistment Special Orders. The names of Army and Air Force personnel being discharged on a given date at a designated Army or Air Force base are listed on Special Orders. Figures 42 and 43 illustrate Special Orders which discharge personnel. The individual's rank or grade accompanies his name, as well as his service number, branch of service, military occupation specialty, home of record, mailing address, and place of entry on active duty. Unfortunately, the names are not always listed alphabetically, but in an arrangement which may be close to alphabetical order. It is necessary to check the entire page of pages of Special Orders for a man's name on any given date.

Discharge Orders were generally found in a Special Orders group. They were scattered through all the Special Orders in a given year. A project was undertaken in 1975 to bring all the Special Orders for discharge from the major Army bases together in one area of the third floor. However, it is possible that a few minor groups of Special Orders may have been missed and could be found under any of the following categories: transfer stations, transfer centers, transfer points, separation centers, personnel centers, training centers, Command, Division, or installation. Often installations will offer a cross reference to a specific organization which may do the discharging. It is important to remember that as a rule one unit did the discharging on an Air Base for a period of time, perhaps as long as a year. One unit usually did the bulk of discharging at an Army installation, but as many as three organizations have been found to publish discharge Special Orders for a given date at the same Army installation. Special Orders are a useful record of discharge information if the veteran can not recall the exact unit to which he was assigned at the time of discharge. If he is able to recall the name of the base at which he was discharged and the approximate day, month and year, he can probably be traced in the Special Orders.

Special Orders discharging Army personnel cover the period from January 1951 through December 1959, and into the late 1960s. However, the Records Input and Reconstruction Branch is primarily interested in the Special Orders



PREFIX	SERVICE #	NAME	LO#	DOE	ASGMT
AF	11345903	CALLAHAN, GERALD W.	5-705	NOV 22 1957	LACKLAND AFB
RA	11345904	EVANS, RAYMOND J	5-706	NOV 22 1957	FT DIX, N.J.
RA	11345905	HAMILTON, CHARLES	5-706	NOV 25 1957	FT DIX, N.J.
AF	11345906	JONES, JACK W.	5-708	NOV 25 1957	LACKLAND AFB
AF	11345907	WALBRIDGE, RICHARD C	5-708	NOV 25 1957	LACKLAND AFB
AF	11345908	GARCIA, DANIELS P.	5-710	NOV 26 1957	LACKLAND AFB
AF	11345909	MOYER, JAMES R.	5-710	NOV 26 1957	LACKLAND AFB
RA	11345910	DAY, DAVID F.	5-717	NOV 27 1957	FT DIX, N.J.
AF	11345911	FARR, RALPH G. JR	5-715	NOV 27 1957	ETHAN ALLEN AFB, V
RA	11345912	STOKES, WALTER F.	5-721	NOV 29 1957	FT DIX, N.J.
1 DEC 57 AF	11345913	LUCHA, JOSEPH F.	5-727	DEC 2 1957	LACKLAND AFB
AF	11345914	REILLY, RICHARD R.	5-727	DEC 2 1957	LACKLAND AFB
AF	11345915	WOITKOWSKI, WILLIAM J.	5-727	DEC 2 1957	LACKLAND AFB
RA	11345916	HAMEL, JOHN L.	5-726	DEC 2 1957	FT DIX, N.J.
RA	11345917	WILSON, CALVIN E.	5-726	DEC 2 1957	FT DIX, N.J.
RA	11345918	HAMILTON, BRUCE T	5-726	DEC 2 1957	FT DIX, N.J.
AF	11345919	GALE, ROBERT E.	5-730	DEC 2 1957	LACKLAND AFB
RA	11345920	SHAW, RALPH J.	5-726	DEC 2 1957	FT DIX, N.J.
RA	11345921	GIANETTI, ROBERT E.	5-726	DEC 2 1957	FT DIX, N.J.
AF	11345922	McBRIDE, PAUL D.	5-727	DEC 2 1957	LACKLAND AFB
AF	11345923	ARIZTIA, ENRIQUE W.	5-730	DEC 3 1957	LACKLAND AFB
AF	11345924	BRASSARD, PAUL V.	5-730	DEC 3 1957	LACKLAND AFB
AF	11345925	KEWLEY, DEREK	5-730	DEC 3 1957	LACKLAND AFB
RA	11345926	MAGNANT, BRADLEY C.	5-731	DEC 3 1957	FT DIX, N.J.
RA	11345927	BELVAL, MAURICE R.	5-733	DEC 4 1957	FT DIX, N.J.
AF	11345928	GARNETT, LEROY E.	5-734	DEC 4 1957	LACKLAND AFB
AF	11345929	GILBERT, MAURICE S.	5-734	DEC 4 1957	LACKLAND AFB
AF	11345930	GILLESPIE, PETER K.	5-734	DEC 4 1957	LACKLAND AFB
AF	11345931	RICE, JOHN L.	5-734	DEC 4 1957	LACKLAND AFB
AF	11345932	EVANS, VERNON P.	5-738	DEC 5 1957	LACKLAND AFB
AF	11345933	LOWREY, MARTIN D.	5-738	DEC 5 1957	LACKLAND AFB
AF	11345934	BADEAU, JOSEPH J.	5-738	DEC 5 1957	LACKLAND AFB
AF	11345935	HOAR, REDFIELD D. JR	5-738	DEC 5 1957	LACKLAND AFB
AF	11345936	SANBORN, WILLIAM B.	5-738	DEC 5 1957	LACKLAND AFB
RA	11345937	BELANGER, RONALD C.	5-737	DEC 5 1957	FT DIX, N.J.
AF	11345938	DEWHURST, KENNETH E	5-741	DEC 6 1957	LACKLAND AFB
AF	11345939	WYMAN, JOSEPH C. JR	5-741	DEC 6 1957	LACKLAND AFB
AF	11345940	BEANE, EDWARD S.	5-741	DEC 6 1957	LACKLAND AFB
AF	11345941	FOSTER, PAUL E.	5-741	DEC 6 1957	LACKLAND AFB
AF	11345942	LAMOTHE, JOSEPH JR	5-741	DEC 6 1957	LACKLAND AFB
AF	11345943	SMALLIDGE, RALPH S.	5-754	DEC 16 1957	LACKLAND AFB
AF	11345944	THEROUX, JOSEPH V.	5-756	DEC 16 1957	LACKLAND AFB
AF	11345945	CHENEY, GILBERT F.	5-745	DEC 10 1957	LACKLAND AFB
AF	11345946	BUSHMAN, RICHARD J.	5-745	DEC 10 1957	LACKLAND AFB
AF	11345947	CURRIER, RAYMOND A	5-745	DEC 10 1957	LACKLAND AFB
AF	11345948	STOWE, GEORGE P.	5-747	DEC 10 1957	PEASE AFB, NH.
RA	11345949	FLINT, BERNARD C.	5-767	DEC 19 1957	FT DIX, N.J.
RA	11345950	REINHARD, JAMES H.	5-753	DEC 13 1957	FT DIX, N.J.
RA	11345951	LANCEY, WARREN A.	5-767	DEC 19 1957	FT DIX, N.J.
AF	11345952	ASHLINE, RICHARD C.	5-769	DEC 20 1957	ETHAN ALLEN AFB, VERMONT

Figure 41. A page from a Post World War Service Number Ledger

LOCATION

for the 1950s, although the collection is not fully complete for this decade. Army Special Orders are located in boxes, primarily in rows 144 and 145 on the third floor.

The Index to the Special Orders showing entrance information is located in a filing cabinet on the third floor. These Special Orders are listed under US Army Recruiting Main Station in the city and state in which the man was inducted or enlisted. The cities and states are listed alphabetically by each of the six Army Areas. The Special Orders carry the anticipated period of active duty, reporting date, effective date of change of strength accountability and the man's name and service number. Air Force enlistees, and information pertaining to them, are also found under US Army Recruiting Main Station. Special Orders cover the period from December, 1951, into the 1960s.

HEADQUARTERS  
5043 SU PERSONNEL CENTER  
FORT SHERIDAN, ILLINOIS

SPECIAL ORDERS  
NUMBER 84

EXTRACT

14 April 1955

47. DSA fol personnel are reld fr asg 5043 SU Trf Sta this sta and AD not by reason of physical disability and trfd to the Army Reserve on EDCSA 15 Apr 55 and asg to the USAR Control Gp (Reinforcement) of the Mil Dist shown opposite his name on 16 Apr 55 to complete 8 yrs svc oblig under UMT & S Act. Rpt of Sep (DD Form 214) and Cert of Svc (DD Form 217A) furnished. Lump-sum payment for unused accrued lv auth. TDN. FCS. 2152010 501-6-206 P1311-02 03 S99-999. Auth: SR615-363-5 & SEC III SR615-360-5 SPN 04.

<u>GRADE, NAME, SN, BR OF SVC</u> <u>MOS, RACE, HOME OF RECORD</u>	<u>MIL</u> <u>DIST</u>
CPL FLOYD L MC KIMNEY, US55384848, SIGC 1641, Cau, 2025 W 7th St, Muncie, Ind	Indiana
PFC KENNETH N MILLER, US55384852, SIGC 3174, Cau, 549 Coffey St, Indianapolis, Ind	Indiana
PFC LAWRENCE F MOON JR, US55384844, SIGC 1641, Cau, 1301 S Lindlev, Indianapolis, Ind	Indiana
CPL EARL P NEES, US55384871, SIGC 1641, Cau, Rt #2, Poland, Ind	Indiana
PFC WALTER A NEWMAN, US55382609, QMC 1388, Cau, RR #4, Box 815, Kenosha, Wisc	Wisconsin
PFC NORMAN R NUNEMAKER, US55382779, INF 1812, Cau, 1606 N 49th St, Milwaukee, Wisc	Wisconsin
CPL JAMES E OLSON, US55424535, SIGC 1542, Cau, 606 W 30th St, Chicago, Ill	Illinois
CPL LEO R OUELLETTE, US55369805, QMC 1821, Cau, 5636 Porter, Detroit, Mich	Michigan
CPL HAROLD A PADGETT, US55384876, ARMOR 1795, Cau, 655 S Franklin St, Bloomfield, Ind	Indiana
PFC EDWARD F PLETCHETTE, US55375756, ARTY 1844, Cau, Rt #1, Carroll, Iowa	Iowa
CPL RICHARD J PERKOWSKI, US55397778, ARMOR 1795, Cau, 2251 S Whipple St, Chicago, Ill	Illinois
CPL DENNIS H POSPISHIL, US55375760, SIGC 1674, Cau, Wisner, Nebr	Nebraska
CPL LEO P PRATSCHNER, US55391266, SIGC 1704, Cau, Jud, N. Dak	North Dakota

T-4-13-4

(OVER)

Figure 42. A Typical Special Orders for Discharge

HEADQUARTERS  
5043 SU PERSONNEL CENTER  
FORT SHERIDAN, ILLINOIS

SPECIAL ORDERS  
NUMBER 84

EXTRACT

14 April 1955

48. So much of Para 49 SO 82 this Hq dtd 12 Apr 55 pertaining to PVT-2 JOHN P INGRAM, US55382560, is revoked.

49. DSA fol personnel are reld fr asg 5043 SU Trf Sta this sta and AD not by reason of physical disability and trfd to the Army Reserve on EDGSA 14 Apr 55 and asg to the USAR Control Gp (Reinforcement) of the Mil Dist shown opposite his name on 15 Apr 55 to complete 8 yrs svc oblig under UMT & S Act. Rpt of Sep (DD Form 214) and Cert of Svc (DD Form 217a) furnished. Lump-sum payment for unused accrued lv auth. TDN. PCS. 2152010 501-6-206 P1311-02 03 S99-999. Auth: IR 615-360 ETS & SR 615-363-5.

GRADE, NAME, SN, BR OF SVC  
MOS, RACE, HOME OF RECORD

MIL  
DIST

CPL ANTHONY R FISCHER US52266631 QMC  
3035, Cau, 11620 Gay Ave Cleveland, Ohio

Ohio

CPL DAVID C BASTO US27060542 ORD C  
1966, Cau, Riverside, Michigan

Michigan

BY ORDER OF COLONEL HART:

OFFICIAL:

IVOR W. McKAY Sr.  
Capt, Inf  
Adjutant



FRED L GRISHAM  
CWO, USA  
Asst Adjutant

DISTRIBUTION

C

PLUS 19 Reassembly,  
9 Records Ck,  
3 SO Sec.

T-4-14-52

Figure 43. A Typical Special Orders for Discharge

III. POST WORLD WAR PERIOD (1947 to ca. 1960)

C. MICROFILM SOURCES

AIR FORCE MICROFICHE

RECON AREA

Air Force Microfiche cards which give the following kinds of information on Active, Reserve and Retired Airmen

- AIRMEN - Active Duty - ALPHA - Shows name, grade, projected date of separation, location of current assignment
- AIRMEN - Active Duty - SSN - Shows SSN and name
- OFFICERS - Active Duty - ALPHA - Shows name, grade projected date of separation, location of current assignment
- OFFICERS - Active Duty - SSN - Shows SSN and name
- RESERVE OFFICERS AND AIRMEN RETIRED - ALPHA - Shows name, grade, SSN, and address
- RESERVE OFFICERS AND AIRMEN P-80 - ALPHA - Shows name, grade, SSN, and address
- ANG OFFICERS AND AIRMEN - Shows name, grade, SSN, and address

ARMY SICK BOOKS

1947-1953

RECON AREA

Army Sick Books were discontinued by the Army in 1953. See Figure 44 which illustrates Post World War Army Sick Books. The description of the Army Sick Books and the kinds of information contained in them for the years 1940-1946 also applies to the Sick Books for the years 1947-1953. The description of the Sick Books for the 1940-1946 period appears in the Part II, World War II Period, Section C, Microfilm Sources.

DAILY SICK REPORTS

Air Force

1947-1951

RECON AREA

Daily Sick Reports were discontinued by the Air Force during 1951, however, an "Excused from Duty" page was included in the Air Force Morning Reports for the period from 1951 through approximately 1959. The Post World War Air Force Sick Report form was very similar to the Army Sick Books even though the Air Force acquired independent branch status in 1947. See Figure 45 which illustrates Air Force Sick Reports form. The airmen's names were

ORGANIZATION OR DETACHMENT COMMANDER'S REPORT				MEDICAL OFFICER'S REPORT			
DATE 1949	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)	FINAL DISPOSITION
23 DEC.	CARDEH, PAUL M	RA6888575	SGT	23 DEC.	YES	yes	DY
	MICCOLIS, FRANK	RA3949556	PFC	23 DEC.	YES	yes	DY
	LINDSEY, WALTER H.	RA1521071	PYT	23 DEC.	YES	yes	DY
	FLETCHER, HENRY H.	RA16767531	PFC	23 DEC.	YES	yes	DY
	GRIM, CHARLES V.D.	RA15417045	PYT.	23 DEC.	YES	yes	DY
	HILL, DONALD E.	RA17257866	PFC	23 DEC.	YES	yes	Hosp.
	BONKER, JOSEPH E.	RA12117884	PFC	23 DEC.	YES	yes	DY
	ALLINGER, ROBERT E.	RA19324785	PYT.	23 DEC.	YES	yes	DY
	Andrew M. de Ma	1-1-1-1					
27 DEC.	MANN, MAURICE R	RA14291354	PVT.	27 DEC.	No (M)	NO SICK	Advances.
	HARRINGTON, ROBERT J.	RA11190756	PYT	27 DEC.	YES	yes	DY
	BAYMAN, RICHARD R.	RA33506864	PFC	27 DEC.	YES	yes	DY
	Andrew M. de Ma	1-1-1-1					
28 DEC.	MANN, MAURICE R	RA14291354	PYT	27 DEC.	YES	yes	Advances - M.D.

Figure 44. A typical page from a Post World War Army Sick Book

## LOCATION

recorded on these reports on the day when they were taken sick. For each day there is no particular order to the way in which the names were written into the Sick Reports. Therefore, it is necessary to look at each entry for a particular day to see if an airman's name is listed. Normally, an Air Force squadron completed the Sick Reports. The statements describing World War II Army Air Force Sick Reports and the information contained in them also apply to the Post World War Period Sick Reports for the Air Force.

There may be some confusion with regard to the Air Force Daily Sick Reports stored with the Air Force microfilm records and the Army Air Force microfilm records stored with the Army records. The two sets of microfilm for the Air Force are essentially the same.

### MORNING REPORTS

Air Force

1947-1959

RECON AREA

Air Force Morning Reports are on microfilm for the years 1947 through 1959. During this period the Morning Report form was revised several times. In June 1949 the Personnel Strength Section was moved from the bottom to the top of the page. Figure 46 is an illustration of the Morning Report used prior to June 1949. The preceding section of this monograph on Paper Sources, contains two illustrations of Air Force Morning Reports used after June 1949 (Figures 31 and 32). The section on Personnel Strength does not record airmen by name. However, this section does record the number of permanently assigned officers and enlisted airmen who were present on duty or absent on a given day. Morning Reports were completed each day and generally noted name, serial or service number, grade, and military occupation specialty for those airmen who experienced a change in duty status. The change in status could be a discharge, temporary duty, absence, return from absence, reassignment, period of hospitalization, etc.

It is impossible to formulate a comprehensive statement about the method used to list airmen's names on the Morning Reports. At times, the men were listed alphabetically by rank, with the highest ranking officers recorded first. At other times, the airmen's names were recorded without regard to the alphabetical or grade order. The length of the Morning Reports can vary from one to many pages, depending on the unit and the personnel changes that day.

Post World War Morning Reports are indexed by year. To find the 7th Rescue Squadron in 1949, or another unit in a different year, it would be necessary to follow these steps: 1) Find the portion of the index which covers the year 1949. 2) Look under the category "squadrons", which will be arranged by numerical designation. 3) Find the squadrons designated as 7th, and



ORGANIZATION OR DETACHMENT COMMANDER'S REPORT					MEDICAL OFFICER'S REPORT		
DATE	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)	REMARKS
27 SEPT	WOODHARD, HAROLD, JR	AF 17241148	PFC	19 AUG	NO	EPTS	IMMED DISP B.G.H. 11 OCT 48 Dy
	OLIVER, RICHARD, JR	AF 11155667	PVT	26 AUG	YES	YES	Hosp 50 OCT 48 Dy
	BLOM, DEXTER, E	AF 16273856	PFC	28 AUG	YES	YES	B.G.H. 28 SEP 48 Dy
	MOORE, ERNEST, W	AF 6259102	MSGT	27 SEPT	YES	YES	B.G.H. 12 OCT 48 Dy
	MURI, JAMES, M	AF 13256951	CPL	1 SEPT	YES	YES	B.G.H. 5 OCT 48 Dy
	DUCHESNE, CURTIS, Z	AF 34070511	SGT	20 SEPT	YES	YES	Hosp 11 OCT 48 Dy
	CUSHMAN, JOHN, W	AF 14267144	PFC	28 SEPT	YES	YES	B.G.H. 11 OCT 48 Dy
	BAHAMONDES, JAMES, S	AF 12309289	PFC	28 SEPT	YES	YES	Hosp 11 OCT 48 Dy
	BAHAMONDES, JAMES, S	AF 12309289	PFC	28 SEPT	YES	YES	Hosp 11 OCT 48 Dy
	BAHAMONDES, JAMES, S	AF 12309289	PFC	28 SEPT	YES	YES	Hosp 11 OCT 48 Dy
	CHAYTON, HOWARD, R	AF 44158246	SGT	30 SEPT	YES	YES	Hosp 11 OCT 48 Dy
	BARTIST, ANTHONY, R	AF 6364955	F SGT	2 OCT	YES	YES	Hosp 11 OCT 48 Dy

Figure 45. Typical page from a Post World War Air Force Daily Sick Report



## LOCATION

thumb through the cards until you reach the 7th Rescue Squadron. 4) Find the item number(s) for the month(s) you wish to search, then 5) locate the box of Air Force Morning Reports which covers those item numbers.

### MORNING REPORTS

Army 1947-1964

RECON AREA

Morning Reports were continued after the Second World War, and contain many of the same kinds of data as their predecessors. However, in the years after the war a few extra pieces of information were added and the form the Army used was modified in 1951 and 1962. During the Post World War period, the Air Force became an independent branch of service in September 1947. Before that month the Air Corps Morning Reports had been included with those of the Army. After 1947, the Air Force Morning Reports continued to resemble those used by the Army.

The post war Morning Reports for the Army were completed daily, usually at the company level. Name, serial number, and grade were still the basics, supplemented with military occupation code, race, and the date of expiration of service. Reassignments or transfers may cite paragraphs of Special Orders as the authorization for a specific personnel action. Some of the post war Morning Reports have supplemental pages attached to them, which usually list men who were being reassigned.

In August 1951 the Morning Report form for the Army was redesigned moving the section on assigned gains and losses from the bottom of the page to the top of the page. See Figures 47 and 48 for illustrations of the Morning Report form which was used until August 1951 and the form as it was revised in August 1951. Often during the Second World War this section of the Morning Report had not been completed by the clerk.

Army Morning Reports on microfilm cover the years 1946-1964. Morning Reports for the years 1946 through 1959 are indexed. For the Post War period the index is broken into individual years. If you wished to find the 581st Transportation Truck Company in the year 1947, 1) be sure to find the correct year - 1947 - in the index. 2) Locate the general category or type of unit - groups, regiments, platoons, squadrons, companies, or detachments. In this case it would be companies. 3) Each of the types of units are arranged by numerical designation. Look in the 580s and you should find a card for the 581st Transportation Truck Company. It should offer an item number for each month's Morning Reports for the year 1947. Once you have the item number, go to the correct drawer of Morning Reports and find the box which contains that item number.



<b>MORNING REPORT</b> SR 335-50-1		1. EMPLOYMENT (Gtd Month, Year) 23 Jan 54		2. REPORTING UNIT Company G		3. PARENT UNIT 102d Inf Regt		4. STATUS		REPORTS CONTROL SYMBOL AG-156															
5. COMMAND USAREUR			6. SUB COMMAND 43d Inf Div			7. PERMANENT STATION OR LOCATION Sheridan Kaserne Augsburg Germany APO 112			8. PRESENT STATION OR LOCATION																
STRENGTH SECTION																									
STATE	COMBINED						WARRANT			ENLISTED				ASSIGNED GAINS AND LOSSES											
	REG	INF	PL	MAJ	CAPT	1LT	2LT	MAJ	W1	W2	W3	W4	W5	TOTAL	REG	INF	PL	MAJ	CAPT	1LT	2LT	TOTAL			
REG				1	1	1	3							5	4	14	19	38	75	6	161	3			3
INF																									
PL																									
MAJ				1	1	1	3							5	4	14	19	38	75	6	161				
CAPT														3	4	11	19	35	71	3	146	3			3
1LT														1	2		2	1			6				
2LT																			2	1		2			
W1																					3	3	162	1	161
W2																									
W3																					1	4			
W4														1	1		1	1				4			
W5																						362	1	161	TOTAL
TOTAL																						165	1	164	AGGREGATE
REMARKS SECTION																									
BASIC PERSONNEL DATA						SUPPLEMENTAL PERSONNEL DATA						FOR FILE													
NAME	SERIAL	GRADE	COMP	REG	INF	PL	MAJ	CAPT	1LT	2LT	W1	W2	W3	W4	W5	DATE	REASON	DATE							
ASSIGNED LOSSES																									
Sannders Charles A US53105972 Cpl In transit to reld ft abgd & reasgd to 3432A01 Ft Jackson SC via surface trans BPP RO 1 S 12 Hqs 7th Army APO 46 dtd 14 Jan 54 RLT M/R 22 Jan 54																									
MISCELLANEOUS CHANGES - ASSIGNED PERSONNEL																									
Wittman Donald ER19406550 Sgt Dy to TBV Kaufbeuren Germany for aprx 4 days																									
CERTIFICATION SECTION																									
I CERTIFY THAT THIS MORNING REPORT IS CORRECT		NAME AND TITLE (Typed or provided) ADOLPH DAMISH Commanding Officer					GRADE AND BRANCH Capt Inf		SIGNATURE <i>Adolph Damish</i>						PAGE 1 OF 1										
DA FORM 1 1 AUG 51		REPLACES WD AGO FORM 1, 1 NOV 44, WHICH IS OBSOLETE														DA COPY THRU MRU									

Figure 48. First Page of Army Morning Report Form as Revised in August 1951

LOCATION

PATIENT ROSTERS

Army 1947-1948

RECON AREA

Patient Rosters for the Post World War period 1947-1948, are on microfilm. The patients' names were listed on ledgers maintained by the hospitals in the order of admission. The patient rosters were microfilmed in alphabetical order based on the first letter in the name of the hospital or the numerical designation of the hospital.

The patient's name was recorded on the ledger when he was admitted for medical treatment, at one of the camp hospitals. All patients were assigned a register number, which probably had significance only to the hospital at that time. Generally, they contained the name, grade, Army serial number, and organization for each patient. Because the format for the patient ledgers varied from hospital to hospital and was revised from time to time, information on them also varied. Therefore, it is not possible to make a comprehensive statement about all of the kinds of information which are contained on the patient roster. Some of the rosters offered a diagnosis of the illness, as well as the date of admission, time of admission, number of days of treatment, date of dismissal, and a judgement as to whether the injury or disease occurred in the Line of Duty, (LOD). If during the disposition of the case the service man remained on duty, this is noted as "duty", or if the illness or disease resulted in a medical discharge, this is noted as "CDD", Certificate of Disability for Discharge. Of course, the service man could also have been hospitalized for treatment.

PUBLICATIONS

Army Air Force 1940-1953

RECON AREA

"Publications" for the Army Air Force, 1940-1947, and for the Air Force, 1947-1953, is a very general word used to describe the special orders, personnel actions memoranda, certificates, and extracts published by the Air Force during this fourteen year period. Special orders and personnel action memoranda account for a large portion of the publications. They cover a wide variety of topics ranging from temporary and permanent promotions, appointments, transfers, and authorization of leave to authorization of meal tickets and subsistence payments. Special orders and personnel action memoranda help the Air Force to regulate and account for its personnel.

The subjects of Air Force publications varied from year to year. During times of conflict, more of the publications were concerned with combat missions and recommendations for air medals and meritorious achievement awards. At all times some of the publications were concerned with the administration of military justice. The authorization convening a special court-martial was distributed, while another was published with the findings of the trial. Prisoner orders transferred convicts and helped to carry out sentences of the court-martial and are also a part of the Air Force publications.

LOCATION

Air Force publications for the years 1940-1953 are on microfilm. These publications can be used to verify an inquiry concerning an airman or several airmen. To use the publications, it is necessary to know the base to which an airman was assigned in a given year. The publications are indexed by year and unit. The units are listed alphabetically by title or name designation, such as, Instructor Squadron, Motor Vehicle Squadron, or Operation Squadron. If there are one or more numbered units of a particular designation, then the units will be arranged in numerical order following the name designation, such as, 3650th Instructor Squadron, 3750th Instructor Squadron. Once the correct index card has been located, it will list the item number (also called unit number) where the information can be found on the microfilm regarding the Air Force unit.

ROSTERS (Enlisted and Officer Personnel)

Army	1947-1959	RECON AREA
Air Force	1947	RECON AREA

This source is called a "monthly Personnel Roster of the Active Army", but the rosters appearing on the microfilm have dates indicating that they were completed only on the final day of January and July. This is due to the fact that the microfilm omits all the monthly rosters except for January and July. The enlisted men's names are carried on one set of rosters, and the officers' names on another set. When these rosters were photocopied for microfilm the same distinctions were followed; Officers' Rosters were put on one set of microfilm, Enlisted Men's Rosters on another.

The Enlisted Men's Rosters list permanent Army personnel in alphabetical order. Each person's service number, grade, race, component, "category-term", (term of enlistment), military occupation specialty, and expiration of term of service is included. The unit which completed the monthly rosters varied depending on the size of the battalion or regiment, but the unit which customarily completed these rosters was larger than a company.

The Officers' Rosters carry only the names of Army officers alphabetically by rank. The highest ranking officers were listed at the beginning of the roster, continuing with descending ranks down to Second Lieutenant. The name, service number, grade, race, and military occupation specialty are included for each officer. Usually a division, regiment, or special unit completed the Officers' Rosters.

Some of the rosters on the microfilm for the Post World War Period are difficult or impossible to read. The pages are small and the printing in some cases is extremely faint. It should be noted that the roster form changed several times during the Post World War Period and each of the various revisions tended to carry a little more information than the previous form, or to carry the information in a little different way.

## LOCATION

Army Air Force Rosters are on microfilm for approximately the first half of 1947. Army Rosters for the years 1960 and 1961 are on microfilm which is presently stored in the Air Force File section. Beginning in 1962, Army Rosters appear on the Army Morning Reports microfilm. The Rosters appear after the January 31 and July 31 Morning Reports. None of the Post World War Rosters are indexed. The microfilm on which the Rosters appear is arranged in a similar fashion to the World War II Rosters which are on the third floor. See the World War II description of Rosters (Paper Sources) for an explanation of the arrangement.



## INDEX

Page

Academic Records	7, 37, 38-42, 75
AEF Card File	7
Air Force	
AF Aces	1, 33, 71
AF Combat Units of World War II	71
AF Combat Squadrons of World War II	36
AF Credits for the Destruction of Enemy Aircraft	71
AF Microfiche	105
AF Registers	71
American Roll of Honor	33
Army	
Army Air Corps Personnel Reports	7
Decorations of the U.S. Army	2
Army Nurses Pay Indices	7-9
Sick Books	61, 105-106
Award Rosters	1, 33, 71
Battle Casualties at Pearl Harbor	33
Card Files	
AEF Card File	7
Field Clerks Card File	26
Mexican Border Card File	14
North Carolina WW I Index Cards	14
Officers Card File	30
Casualties	
Battle Casualties at Pearl Harbor	33
Korean Casualty File	73
Register of WW II and Korean Dead	72
Chaplains	1, 33
Clinical Records	75-76
Clinical Record Cover Sheets and Medical Cards	7, 37, 76, 78-79
Connecticut - Connecticut Roster 1917-1920	1
Daily	
Reports of Changes	25-26
Sick Reports	25, 61, 105, 107-108
Deaths	
Enlisted Men all Branches	2
February 1, 1912, to April 30, 1917	2
Deaths WW II Air Corps	34
Decorations of the U.S. Army	2
Deserter	
AF Deserter List	2, 34, 72
Deserter List WW I	2
Directories and Station Lists	26, 43, 77
Discharge Orders	10-11
Emergency Officers Retired List	3
Field Clerks Card File	26

	<u>Page</u>
General Orders	
Army AF & Department of AF 1945-1960	72
Headquarters U.S. AF in Europe 1944-1953	34, 73
War Department and Department of the Army	3, 34, 73
Honor List of Dead and Missing	34
Illinois - the Adjutant General's Report	3
Jaundice Questionnaires	62-63
Lists (see specific kinds of lists)	
Maryland	
Maryland in the World War 1917-1919	3
Maryland in World War II	34
Medal of Honor	4, 35, 73
Medical Cards	
Clinical Record Cover Sheets and Medical Cards	7, 37, 76, 78-79
Nurses Medical Cards	30
Mexican Border Card File	14
Microfiche (Air Force)	105
Monthly Roster of Officers	27
Morning Reports	
Army	28, 62, 110-112
Air Force	62, 80-82, 107-109
Muster Rolls and Rosters	28-29
National Guard (Units Mustered into Fed. Serv.)	4
Nominal Check List for Report of Sick and Wounded	29
North Carolina WW I Index Cards	14
North Dakota	
N.D. Veterans of the Korean Conflict	35, 73
N.D. Veterans of WW II	35
Official Roster of N.D. Soldiers, Sailors and Marines in WW I	4
Nurses	
Army Nurses Pay Indices	7-9
Medical Cards	30
Nurses who Served in WW I	4
Return of the Nurse Corps	22
Officers	
Army Air Corps Personnel Reports	7
Card File 1917-1919	30
Officers Army List & Dir. & Registers	5, 35, 73
Officers of Army Stationed in or near D.C.	5, 35
Officers Pay Voucher Indices & Final Pay Vouchers 1917-1921	15, 16-21
Reserve and N.G. Officers on Active Duty	36

	<u>Page</u>
Ohio (Roster of Soldiers, Sailors and Marines 1917-1918)	5
Orders (See specific kinds of orders)	
Organization Directories Showing Stations and P.O. Addresses	5
Passenger Lists	43, 80, 84-87
Patient Rosters	64, 113
Pay Vouchers, Pay Indices, Pay Cards	
Army Nurses Pay Indices	7-9
Enlisted Men's Final Pay Voucher Indices (1907-1915)	10, 12-13
Enlisted Men's Final Pay Vouchers (1918-1919)	10
Final Pay Vouchers (1936-1949)	44-51, 83
Officers Pay Voucher Indices (1917-1921)	15
Officer Pay Cards	51, 54
Physical Examination Reports	15
Posthumous Commissions	6
Prisoners of War	
American Prisoners of War (WW I)	6
Prisoners of War (WW II)	35
Publication	64, 88, 89-98, 113
Questionnaires, Jaundice	62-63
Register of Enlistments	30
Reports	
Army Air Corps Personnel Reports (Officers)	7
Daily Reports of Changes	25-26
Morning Reports (See Morning)	
Nominal Check List for Report of Sick and Wounded	
Report Sheets of Sick and Wounded	31
Reserve and N.G. Officers on Active Duty	36
Return of the Nurse Corps	22
Rosters	
Award Rosters	1
Enlisted Men's Rosters	58-60, 65-66, 114-115
Monthly Roster of Officers	27
Muster Rolls and Rosters	28-29
Officers' Rosters	55-57, 65-66, 114-115
Patient Rosters	64, 113
Sailing List of Nurses for AEF	22-24
Service Number Ledgers	88, 100
Sick Books (Army)	61, 105-106
Sick Reports (Daily)	25, 61, 105, 107-108

	<u>Page</u>
South Carolina	6, 36
Special Orders	99, 101-103
Station Lists and Directories	26, 43, 77
Station Lists of the AEF	6
VA Master Index Microfilm	31, 68-69

---

# MORNING REPORTS AND UNIT ROSTERS

---

Morning reports are unit records that were filled out each day to reflect changes in duty status for personnel assigned to the unit; such as, gains, losses, leave, transfers, TDY, promotions, etc. The entries show the name of service member, service number/SSN, and rank. Also shown are unit strength, the location of the unit, and sometimes a Record of Events. Army morning reports were discontinued approximately September 30, 1974, and AF discontinued June 30, 1966.

## Information needed to conduct a search:

- Complete name of the unit (to the smallest echelon: company, battalion, regiment, etc.)
- The month (or season) and year of allegation (OR will normally search a three month period of time to verify allegation.)

## INDEX SYSTEM

Microfilmed morning reports are filed by unit (organization) and the year of the reports (shown on film box), and unit identification code (UIC).

- For the years 1967 to 1974, each unit's UICs shown in the Army Directories.
- To index morning reports for the years 1960 to 1966, index cards are located in the cabinets. The cards are arranged by organization and item number. The item number is necessary to locate the morning report microfilm. **DO NOT REMOVE THE INDEX CARDS!** All finding media data is recorded on the Organizational Records Search Report.

---

## Archival Morning Reports

Army morning reports 1912 to 1959 are archival.

Due to the poor quality of the film reproduction, NPRC will no longer offer photocopies of microfilmed Archival Army morning reports through the mail, nor will we offer to sell duplicate reels of morning report microfilm. The requester may:

- Visit our archival research room, or
- Hire an independent researcher

Please use the following pattern paragraph as a response:

[Get Pattern Paragraph -> Archival -> Army Morning Reports and Rosters](#)

---

# PROCESSING HOMELESS VETERAN REQUESTS

Last Updated: 1/29/2015

MPR is obligated to respond to requests from homeless shelters on behalf of homeless veterans in a timely manner. The following procedures apply:

## 1. Mail and Data Input Section (MDIS)

- a. The Mail and Data Input Section (MDIS) has a fax machine dedicated to homeless veteran requests.
- b. Various facilities send homeless veteran requests to MPR using the dedicated homeless veteran fax line, 314-801-9201. Their cover sheet should indicate clearly that this is a homeless veteran request.
- c. If a homeless veteran fax comes in on a different fax machine, send it to MDIS (Room 169) using NA Form 13098, *NPRC Routing Slip*. Show "**HOMELESS VETERAN REQUEST**" on the routing slip.
- d. Requesters should not email requests on behalf of homeless veterans; instead they should fax them to our dedicated homeless veteran [fax line](#).
- e. MDIS enters a homeless veteran request in the Case Management and Reporting System (CMRS); selects "Homeless Vet" as the "Source of the request", and "Medium" as its priority level.
  - (1) If the requester asks only for the separation document, the level of complexity is "Separation Doc."
  - (2) If the requester asks for more than a separation document, the level of complexity is "Others."

2. **Records Retrieval Branch** – In the search units and the staging area, Homeless Veteran cases are placed in priority search batches, with purple search request forms.

## 3. Cores:

- a. Homeless Veteran requests (which have a purple search request form attached to the record) are to be worked before any routine requests. Response time for sending the separation document is within ten workdays.
- b. The technicians sort their pre-processing requests according to priority level. Next, they first order the records for any Homeless Veteran requests.

**NOTE:** A "Homeless Veteran" request, as the source of a request, may mistakenly not get selected as the correct source in CMRS. If you discover a homeless veteran request with your "routine" requests, work it without further delay. The procedure below explains how to handle this type of request, if you find it in your routine requests.

- c. Provide a complete response to requests in which requesters may ask for more than just the separation document.
- d. Fax the separation document to the fax number provided. The fax cover is in CMRS Response Applet under "Fax HV." Ensure that the photocopy you fax is readable. This is

- critical, because you can expect some loss of image clarity by the time the customer receives the fax.
- e. If you cannot fax the separation document due to mechanical problems, use a different fax machine to send it. And report the problem to your coach right away.
  - f. In addition to the faxed copy, if the requester asks, mail raised-seal embossed copies of the separation document. If the requester asks only for mailed copies of the separation document, then send the same here, too. (**NOTE: Most times we fax separation documents, but requesters may ask for only a mailed copy. If you mail a separation document, send raised-seal embossed copies.**)
  - g. For homeless veteran requests that ask for more than just the separation document, it is usually sufficient to send the other documents by mail. When you fax the separation document, add a note to the fax cover sheet that shows you will comply with the remainder of the request. You can say that the separation document--if it is the only thing mailed--or the remainder of the reply will follow by mail. The technician will make the effort to mail the additional documents quickly: just to get the case completed and/or the requester has asked for a fast turnaround. The ten-day requirement does not apply to these additional documents.
  - h. When you mail *anything* after transmitting the fax, the support staff will have to wand the bar code on the envelope to log the case out of core. Thus, you do not need to ask the coach to make the status change. Just be sure to send the envelope to the support staff *immediately* when the separation document is the only thing you are mailing.
  - i. When core technicians send only a fax:
    - (1) They notify their coach that a fax has been sent and change the request status to "Case Completed."
    - (2) In CMRS, the coach first selects "In Dispatch" as the request status to show the request is "Out of Core." Next, the coach selects "Closed" to show that it is "Out of Center." Making these status changes will insert the current date in the "Out of Core" and "Out of Center" fields.
-

## Figure 2: **MPR Search Request Form**



# MPR Search Request



Copy

National Archives and Records Administration

Priority: Routine

Source: Routine

Complexity: Others

Search Type: 1st Search

Non-Registry Block:

Registry Number: *N 0001 327 319*

*Floor 3 Module 4 Row 20*

Reg Veteran's Name: *BAILEY WALTER M*

SR Number: 1-145427166

SR Veteran's Name: *BAILEY, WALTER MYLES*

Search Section: 3

SSN:

DOB: *12/17/1946*

POB: *PHILA, PA*

SSN/SVN:

Service Code: *NP*

Service Number:

**Core: Core 2  
Team: Team A**

Record Charged to:

Name: *Ethel Nunn*

Room #: *5307*

Phone #: *(314) 801-0538*

Searcher Name: *JESTROHM*

Initials \_\_\_\_\_

Date: \_\_\_\_\_

Notes:



1-2EM28S

All Records Ordered for this Service  
1-2EM28T, 1-2EM28S

Service Request Received in Center  
Search Request created by: *WFLMGR*  
Search Request printed by: *KHARRIS*

06/28/2004 00:00:00  
06/30/2004 12:15:38  
10/27/2004 3:31:13 PM

## Morning Report

**Details:** Unit records that were filled out each day to reflect changes in duty status for personnel assigned to the unit, such as gains, losses, leave, transfers, TDY, promotions, etc.

- Branches: Army and Air Force
- Timeframe: Army until Sept. 30, 1974  
Air Force until June 30, 1966

**How to request:** Create an OR search request in CMRS.

**NOTE:** If you need discharge information, type "search separation centers" in the "Additional Comments" field.

*Samples of documents returned to technician:*

**Samples showing discharge information**

SECURITY CLASSIFICATION																							
MORNING REPORT PART I		FOR PERIOD ENDING 2400 HOURS			INSTALLATION		LOCATION			REPORTS CONTROL SYMBOL													
DAILY MILITARY STRENGTH		DAY	MONTH	YEAR	MCCOY AFB		ORLANDO FLA			I-AP-P1													
321 CIV ENGR SQ		1	APR	61	321 BOMWEM		BAF *			PAGE 1 OF 1 PAGES													
PARENT UNIT		321 CMBTSPTOP			321 BOMWEM		BAF *			MAJOR COMMAND SAC													
STRENGTH SECTION - ASSIGNED PERSONNEL (Table A)																							
DEPT.	OFFICER GRADES								WARRANT OFFICER GRADES					CA-10ETS	ENLISTED PERSONNEL GRADES								
	ST	6	5	4	3	2	1	TOTAL	4	3	2	1	TOTAL		1	2	3	4	5	6	7	8	9
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
PERMANENT PARTY PERSONNEL																							
1	AF				1	2		3								7	16	52	50	59	37	1	222
2	AF																						
3	ARMY																						
4	TOTAL P.P.				1	2		3								7	16	52	50	59	37	1	222
PIPELINE PERSONNEL - CATEGORY																							
5	AF																						
6	ARMY																						
CATEGORY																							
7	AF																						
8	ARMY																						
TOTAL																							
9	TOTAL P.P.																						
10	AGG.																						
STRENGTH RECONCILEMENT BY RACE AND SEX (Table B)																							
ASSIGNED PERSONNEL	OFFICER AND WO					ENLISTED AND CADET					ORGANIZATION STATUS SECTION (Table C)												
	MALE		FEMALE		TOTAL	MALE		FEMALE		TOTAL	A. TYPE OF ACTION		B. EGCSA		C. AUTHORITY								
	WHITE	NEGRO	WHITE	NEGRO		WHITE	NEGRO	WHITE	NEGRO		1.	2.	3.										
	A	B	C	D	E	F	G	H	I	J													
1	PREVIOUS DAY'S STRENGTH				3					222	D. FROM		E. TO										
2	GAIN THIS REPORT (+)																						
3	LOSS THIS REPORT (-)																						
4	STRENGTH THIS REPORT				3					222													
REMARKS - ASSIGNED PERSONNEL (Table 5)																							
NAME	SERVICE NO.	GRADE	RACE	COMP	PRIMARY AFSC	OUTY																	
A	B	C	D	E	F	G																	
1	EB - 3/E7 - 4																						
2							OFFICERS - NO CHANGE																
3							ENLISTED PERSONNEL																
4							ACCESSION STATUS CHANGES																
5	RODERICK M	AFL4633124	A1C																				
6	disch fr svc hon ETS UP APR 39-10 31 MAR 61 and immed reenld in RegAF																						
7	UP ARM 39-9 asgd and id para 3 SO A169 and para 1 SO A-175 HQ 321																						
8	BOMWEM DOS - MAR 65 TIN 900 Enl Cat - RSTE (4)																						
9	PERSONNEL DATA CHANGES																						
10	RAYMOND T	AF6972838	TSG																				
11	F/A code chgd fr 39800 to 39200 Eff 28 MAR 61 para 7 SO P-70 HQ 321																						
12	BOMWEM																						
13	JAMES G	AFL4483907	A1C																				
14	DOS chgd fr 22 AUG 62 to 22 JUL 64 Eff 28 MAR 61 Ext of Enl para 4																						
15	SO P-70 HQ 321 BOMWEM																						
16	RAY M	AFL4632730	A1C																				
17	DOS chgd fr 5 APR 61 to 5 JUL 62 Eff 28 MAR 61 Ext of Enl para 5																						
18	SO P-70 HQ 321 BOMWEM																						
19	JOSEPH W	AF12542646	AB																				
20	reduced in gr fr A3C Eff 15 MAR 61 para 2 SO P-69 HQ 321 BOMWEM																						
I CERTIFY THAT THIS REPORT IS CORRECT AND COMPLETE.		TYPED NAME, GRADE AND BRANCH						SIGNATURE															
		RONALD F NORTON CWO W-3 USAF						Ronald F Norton 1															
COPY FOR RECORDS ADMINISTRATION CENTER																							
SECURITY CLASSIFICATION																							

Character of discharge  
Reason for discharge  
Separation authority code  
Discharge date &  
Reenlistment Information



Samples showing individual transferred to separation center

1. REPORTING REPORT DA 38550-1	2. REPORTING PERIOD 23 Jan 54	3. REPORTING UNIT Company G	4. REPORTING DISTRICT 102d Inf. Regt	5. STATUS	6. REPORTING CONTROL STATION AC 112																				
7. COMMAND USAREUR	8. SUB-COMMAND 43d Inf Div	9. DESIGINATION, STATION OR LOCATION Sheridan Kaserne Augsburg Germany APO 712	10. PRESENT STATION OR LOCATION																						
11. SUMMARY SECTION																									
STATUS	12. COMBINED					13. WARRANT					14. EMPLOYED					15. ASSIGNED GAINS AND LOSSES									
	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD				
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									
ASST																									





## MEDICAL TREATMENT FACILITY (MTF) RECORDS ORDERING AND ROUTING PROCEDURES

**Background.** This process pertains to requests for medical treatment facility (MTF) records (MTF records include inpatient, outpatient, dependent, and mental health records) of all service branches for military personnel, retirees, and dependents, including both Medical Registry System (MRS) and non-MRS records, located at MPR, CPR, and/or the Annex. All non-MRS records that were formerly located at CPR now are housed at the Annex. Nearly all MRS records from both CPR and MPR have been relocated to the Annex.

**General Procedures.** Requests for medical records stored at the Annex will be serviced in CMRS by the Annex staff and the requested records will be transported to MPR via a courier. CPR staff no longer will handle MTF records requests except to route them to the MPR Mailroom for data entry into CMRS. The table below will direct you to the procedures for various situations involving MTF records:

IF you are ...	AND request for MTF records is ...	THEN go to ...
CPR Mailroom personnel	received from any source	<a href="#">Table 1.</a>
MPR Mailroom personnel	received on DD Form 877 or VA Form 3101	<a href="#">Table 2.</a>
	received from the public by letter, form, or web or from an on-site agency on NA Form 13105	<a href="#">Table 3.</a>
Core Technician	on DD Form 877 or VA Form 3101, and assigned to you in CMRS	<a href="#">Table 4.</a>
	a letter, form, or web request from the public or NA Form 13105 from an on-site agency, and assigned to you in CMRS	<a href="#">Table 5.</a>
Annex personnel	on DD Form 877 or VA Form 3101, and assigned to you in CMRS	<a href="#">Table 6.</a>
	an on-line MRS record order from an MTF (not in CMRS)	<a href="#">Table 7.</a>
	an OR Search in CMRS (created by core technician)	<a href="#">Table 8.</a>
OR Section personnel	on DD Form 877, and reassigned from the Annex because records shipment is still on file at MPR	<a href="#">Table 9.</a>
	on VA Form 3101, and reassigned from the Annex because records shipment is still on file at MPR	<a href="#">Table 10.</a>
	a "2nd Search" CMRS search request created by Annex staff because records shipment is still on file at MPR	<a href="#">Table 11.</a>
	an on-line MRS record order from an MTF, and referred from Annex because records shipment is still on file at MPR	<a href="#">Table 12.</a>

**Table 1.** Follow the steps below if an MTF request is received at CPR.

Step	Who	Actions				
1	CPR Mailroom Clerk	<ul style="list-style-type: none"> <li>Open the mail and review requests</li> </ul> <p>Is the request for MTF records?</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="width: 50px;">Yes</td> <td> <ul style="list-style-type: none"> <li>Place in the outgoing MPR box for pick-up by the courier</li> <li>Send Notice of Referral to requester to include the NPRC customer service phone number and correct location for future requests</li> </ul> </td> </tr> <tr> <td>No</td> <td>Use established NPRC procedures to process request</td> </tr> </table>	Yes	<ul style="list-style-type: none"> <li>Place in the outgoing MPR box for pick-up by the courier</li> <li>Send Notice of Referral to requester to include the NPRC customer service phone number and correct location for future requests</li> </ul>	No	Use established NPRC procedures to process request
Yes	<ul style="list-style-type: none"> <li>Place in the outgoing MPR box for pick-up by the courier</li> <li>Send Notice of Referral to requester to include the NPRC customer service phone number and correct location for future requests</li> </ul>					
No	Use established NPRC procedures to process request					
2	Courier	<ul style="list-style-type: none"> <li>Pick up the MTF requests from the outgoing MPR bin for delivery to MPR</li> <li>Deliver the MTF requests to the MPR mailroom for data entry into CMRS</li> </ul>				

**Table 2.** Follow the steps below if a DD Form 877 or a VA Form 3101 is received in the MPR Mailroom.

Step	Who	Actions
1	MPR Mailroom Batch Clerk	Create a mailroom batch
2	MPR Mailroom Data Entry Clerk	<ul style="list-style-type: none"> <li>Enter request information</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: For VA 3101's only, requester information that is entered in CMRS is always for the VA Liaison Office at 9700 Page Ave, not the requester information listed on the VA Form 3101.</i></p> </div> <ul style="list-style-type: none"> <li>Mark request type as "Org Records"</li> <li>Scan attachment</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Do not apply "Release for Autoprocessing" flag for each individual DD Form 877 or VA Form 3101.</i></p> </div>
3	MPR Mailroom Supervisor or Lead	Assign all requests in batch to the Annex POC

**Table 3.** Follow the steps below if a request for MTF records is received at MPR from the public through the mail.

Step	Who	Actions
1	MPR Mailroom Batch Clerk	Create a mailroom batch
2	MPR Mailroom Data Entry Clerk	<ul style="list-style-type: none"> <li>Enter request information</li> <li>Mark Request Type as "Org Records"</li> <li>Scan attachment</li> <li>Enter "Release for Autoprocessing" flag</li> </ul>

**Table 4.** Follow the steps below if a request for MTF records is on a DD Form 877 or a VA Form 3101 and is assigned to a Core Technician in CMRS.

Step	Who	Actions
1	Core Technician	<p>If the service request is a DD Form 877 from a military treatment facility or a VA Form 3101 from VA, do not order the requested record.</p> <p>Ask your coach to reassign the service request in CMRS to the designated Annex POC. The Annex Staff will loan the original record directly to the requesting agency.</p>

**Table 5.** Follow the steps below if a letter, form, or web request from the public or NA Form 13105 from an on-site agency for MTF records is assigned to a core technician in CMRS.

Step	Who	Actions
1	Core Technician	<b><i>Always query the Medical Registry System (MRS) before ordering a medical treatment facility (MTF) record.</i></b>



		<p>If MRS query is positive, go to Step 2.</p> <p>If MRS query is negative, go to Step 3.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>See the <a href="#">Medical Registry System Contents and Access</a> job aid for MRS contents and access instructions or take the <a href="#">Medical Registry System</a> computer-based training.</p> </div>
<p>2</p>	<p>Core Technician</p>	<p>Order MRS records through CMRS using the <b>Requests screen&gt;&gt;OR Request view</b>. See <a href="#">screen shot 1</a>.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>From the smart-script, select the type of record needed and hit the [Tab] or [Enter] key to view the next field</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: To order dependent records from <b>Air Force or Army treatment facilities</b> that are indexed in MRS, use the menu selections "Inpatient Record-Dependent (navy and MC facilities)" and "Outpatient Medical Record-Dependent (navy/MC Facilities)." See <a href="#">screen shot 2</a>.</i></p> </div> <ul style="list-style-type: none"> <li>•</li> </ul> <p>In the "Hospital Name" or "Place of Treatment" fields, type the MRS Accession Number, Box Number, and Shelf Location in the second box (see <a href="#">screen shot 3</a>) and hit the [Tab] or [Enter] key</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Add other required information in the remaining boxes</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Place the request in <a href="#">Suspense</a> with the "Annex" as the Suspense Reason and add the appropriate <a href="#">Due Date</a></p>
<p>3</p>	<p>Core Technician</p>	<p>If the request lacks specific information to locate a record (e.g. date or place of treatment), check the <a href="#">Patient Index Retrieval System (PIRS)</a> to obtain inpatient information if available and if it appears to be the requested record.</p> <hr/> <p>If the request or PIRS contains information required for a search (place, dates and type of treatment) and any of the following criteria applies:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Treatment occurred on or before 12/31/2000, <b>or</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Request is for 2001 outpatient records from Dexheim, Germany (exception to MRS retirement was granted), <b>or</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Request is for 2003 outpatient records from Roosevelt Roads, Puerto Rico (exception to MRS retirement was granted).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Except for the two examples above, if treatment occurred on or after 01/01/2001 and is not indexed in MRS, advise the requester to contact the medical facility where treatment was received.</i></p> </div> <p>Then order the Non-MRS records through CMRS using the <b>Requests screen&gt;&gt;OR Request View</b>.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Select the appropriate category of record in the first box</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: To order dependent records from Air Force or Army treatment facilities, use</i></p> </div>

the menu selections "Inpatient Record-Dependent (navy and MC facilities)" and "Outpatient Medical Record-Dependent (navy/MC Facilities)." See [screen shot 2](#).

- 
- Type the hospital name/place of last treatment in the second box
- 
- Add other required information in the remaining boxes
- 
- Place the request in Suspense with Annex as the [Suspense](#) Reason and add the appropriate [Due Date](#)

*Note: Records requested from the Annex will be transported to MPR via the courier.*

- If the request contains insufficient information for a search:
- - Send [NA Form 13042](#), Request for Information Needed to Locate Medical Records to the requester
  - 
  - Place request in Suspense with "Requester" as the [Suspense](#) Reason and the appropriate [Due Date](#)

**Table 6.** Follow the steps below if a DD Form 877 or VA Form 3101 for MTF records is assigned to the Annex Staff in CMRS.

Step	Who	Actions
1	Annex Staff	Annex Section Chief or Support Clerk assigns Service Requests in CMRS
2	Annex Technician	<ul style="list-style-type: none"> <li>•</li> <li>Print 2 copies of the scanned request forms (one copy for the charge-out and one copy to attach to the folder) from <b>Incoming Attachments</b> applet</li> <li>•</li> <li>Change Request Status to "Pre-Processing Done"</li> <li>•</li> <li>Index and search for records indicated in request</li> <li>Records <b>Found</b>:</li> <li>•</li> <li>Initial/date duplicate of request form, pull record, and insert charge-out copy of request form in file</li> <li>•</li> <li>Write shelf location number on front of folder</li> <li>•</li> <li>Stamp the front of the folder with the Annex address stamp</li> <li>•</li> <li>Change request status in CMRS to "In Core"</li> <li>•</li> <li>Annotate request form with appropriate response</li> <li>•</li> </ul>

		<p>Attach the request form to the record</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Annotate completion in CMRS by selecting Response Type, Contents, and Purpose, and changing the Request Status to "Case Completed"</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>For DD 877 only, print label and bar code, affix to envelope, place record in envelope, and dispatch record to support clerk to be wanded and mailed to requester (postal mail)</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>For VA Form 3101 requests only, print the bar code label, affix it to the back of the VA 3101, and dispatch record to support clerk to be wanded and transported to the MPR mailroom by the courier (and then to the VA Liaison Office)</p>
<p>3</p>	<p>Annex Support Clerk</p>	<p>Records <b>Found</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>For DD 877 only, prepare the record to be mailed to requester, wand "Out of Core", and send to the Annex mailroom to be wanded "Out of Center"</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>For VA 3101 only, wand the records "Out of Core" and "Out of Center", and prepare records to be transported to the VA Liaison Office via the courier and the MPR mailroom</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: All records requested on a VA Form 3101 must be sent to the MPR mailroom via the courier for delivery to the VA Liaison office located at 9700 Page Ave, Prevedel Building, 3rd floor. These records should never be sent to the VA Regional Office address listed on the VA Form 3101.</i></p> </div>
<p>4</p>	<p>Annex Technician</p>	<p>Records <b>Not Found</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Write the charge-out information or negative search results on the request form</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Change Request Status in CMRS to "In Core"</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Add a CMRS Request Note in the Service Request containing search results</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Annotate completion in CMRS by selecting Response Type, Contents, and Purpose, and changing the Request Status to "Case Completed"</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>For DD877 only, print label and bar code, affix to envelope, and place form in envelope</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>For VA Form 3101 only, print bar code label and affix the bar code label to the back of the VA Form 3101</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Dispatch envelopes and request forms to Support Clerk for wanding</p>
<p>5</p>	<p>Annex Support Clerk</p>	<p>Records <b>Not Found</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul>

		<p>For DD877, prepare the request form to be mailed to requester, wand "out of core", and send to the Annex mailroom to be wanded "out of center"</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>For VA3101 only, wand "out of core" and "out of center" and prepare the request form to be transported to the VA Liaison Office via the courier and the MPR mailroom</p>
6	Annex Technician	<p>Records <b>still at MPR</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Determine record has not been moved to the Annex</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Enter note in CMRS "Record at MPR-forwarded for action"</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Provide request to Annex supervisor for reassignment to OR Section Chief or Support Clerk</p>
7	Annex Supervisory Technician	<p>Records <b>still at MPR</b>:</p> <p>Reassign Search Request to designated OR point of contact</p>

**Table 7.** Follow the steps below if the request is an on-line MRS record order from an MTF (not in CMRS).

Step	Who	Actions
1	Annex Reference Support Staff	<ul style="list-style-type: none"> <li>•</li> </ul> <p>Print the MRS Record Orders</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Separate the record orders for the MRS records located at Annex from the record orders located at MPR</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Prepare batch for Annex Searcher for record orders requesting records housed at the Annex</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Route on-line MRS record orders for records housed at MPR to OR via the courier and MPR Mailroom</p>
2	Annex Reference Technician	<ul style="list-style-type: none"> <li>•</li> </ul> <p>Search for records in specific record locations identified on MRS Record Orders.</p> <hr/> <p>Records <b>Found</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Initial/date record order, pull record, and insert charge-out copy of record order in file</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Write shelf location number on front of folder</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Stamp the front of the folder with the Annex address stamp</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Attach the Record Order to the original record</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Dispatch record to MTF address on the Record Order</p>

		<p><b>Records Not Found:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Write the charge-out information or negative search results on the Record Order, and initial/date</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Return the annotated Record Order to requester</p> <hr/> <p><b>Records still at MPR:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Determine record has not been moved to the Annex</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Route on-line MRS record orders to OR via courier and MPR mailroom</p>
--	--	---

**Table 8.** Follow the steps below if a request for MTF records is an OR Search in CMRS (created by a core technician).

Step	Who	Actions
1	Annex Supervisory Technician, Lead, or Support Clerk	<ul style="list-style-type: none"> <li>• Query for the Annex searches</li> <li>• Add the Annex searches to search batch</li> <li>• Assign batch to the Annex "dummy searcher" (Searcher - MTF)</li> <li>• Retrieve the search batch from the search queue</li> <li>• Assign the batch and individual search requests in batch to an Annex Technician</li> <li>• Print the batch of searches for technician</li> </ul>
2	Annex Technician	<p>Search for records requested on Search Requests.</p> <hr/> <p><b>Record Found:</b></p> <ul style="list-style-type: none"> <li>• Initial/date Search Request, pull record, and insert charge out copy (#2) of Search Request in file</li> <li>• Write shelf location number on the front of the folder</li> <li>• Stamp the front of the folder with the Annex address stamp</li> <li>• Return the found record (with Search Request attached to top of record) to support clerk</li> </ul>
3	Annex Support Clerk	<p><b>Record Found:</b></p>

		<p>Prepare retrieved records to be transported to MPR mailroom via the courier</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><i>Note: At a later date, CMRS will be changed to allow the Annex Support Clerk to wand the record "Out of Annex".</i></p> </div>
4	Annex Technician	<p>Records <b>Not Found</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Write the charge-out information or negative search results on the Search Request</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Return the annotated Search Request to the support clerk to update Search Request information in CMRS</p>
5	Annex Support Clerk	<p>Records <b>Not Found</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Query for search request in "My Team's Search" <b>Request View</b> in CMRS (the following three steps must be done in order or an error will occur in completing this process)</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Change Search Request Status accordingly (i.e. not found, charged out, etc.)</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Type charge-out or negative search information in the search request Comments field</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Select "End Search" from the menu in the Next Search Type field</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Dispose of printed search request form</p>
6	Annex Technician	<p>Records <b>still at MPR</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Determine record has not been moved to the Annex</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Return the annotated Search Request to the Support Clerk to update Search Request information in CMRS</p>
7	Annex Support Clerk	<p>Records <b>still at MPR</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Query for search request in "My Team's Search" <b>Request View</b> in CMRS (the following three steps must be done in order or an error will occur in completing this process)</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Change Search Request Status to "Not Found"</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Type "Record at MPR-forwarded for action" in the Search Request Comments field</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Select "2nd Search" from the menu in the Next Search Type field (this will create a new search request for the OR Section to process)</p>

		<ul style="list-style-type: none"> <li>Dispose of printed search request form</li> </ul>
--	--	--

**Table 9.** Follow the steps below if a request for MTF records is on a DD877 and reassigned from the Annex to the OR Section Chief or Support Clerk because the records shipment is still on file at MPR.

Step	Who	Actions
1	OR Section Chief or Support Clerk	Reassign DD 877 requests to OR Technicians in CMRS
2	OR Technician	<ul style="list-style-type: none"> <li>Print scanned request forms from the Incoming Attachments applet</li> <li>Change Request Status to "Pre-Processing Done"</li> <li>Search for records indicated</li> </ul>
3	OR Technician	<p>Records <b>Found</b>:</p> <ul style="list-style-type: none"> <li>Initial/date duplicate of request form, pull record, and insert charge-out copy of request form in file</li> <li>Write shelf location number on front of folder</li> <li>Stamp the front of the folder with the MPR address stamp</li> <li>Attach the request form to the record</li> <li>Change request status in CMRS to "In Core"</li> <li>Annotate request form with appropriate response</li> <li>Annotate completion in CMRS by selecting Response Type, Contents, and Purpose, and changing the Request Status to "Case Completed"</li> <li>Print label and bar code, affix to envelope, and place record in envelope</li> <li>Dispatch record to Support Clerk to be wanded "Out of Core"</li> </ul>
4	OR Support Clerk	<ul style="list-style-type: none"> <li>Wand "Out of Core"</li> <li>Dispatch to outgoing mail to be wanded "Out of Center"</li> </ul>
5	OR Technician	Records <b>Not Found</b> :

		<ul style="list-style-type: none"> <li>• Write the charge-out information or negative search results on the request form</li> <li>• Change request status in CMRS to "In Core"</li> <li>• Add a CMRS Request Note in the Service Request containing search results</li> <li>• Annotate completion in CMRS by selecting Response Type, Contents, and Purpose, and changing the Request Status to "Case Completed"</li> <li>• Print label and bar code, affix to envelope, and place form in envelope</li> <li>• Dispatch request form to Support Clerk to be wanded "Out of Core"</li> </ul>
6	OR Support Clerk	<ul style="list-style-type: none"> <li>• Wand "Out of Core"</li> <li>• Dispatch to outgoing mail to be wanded "Out of Center"</li> </ul>

**Table 10.** Follow the steps below if a request for MTF records is on a VA Form 3101 and reassigned from the Annex to the OR Section Chief or Support Clerk because the records shipment is still on file at MPR.

Step	Who	Actions
1	OR Section Chief or Support Clerk	Reassign VA Form 3101 requests to OR Technicians in CMRS
2	OR Technician	<ul style="list-style-type: none"> <li>• Print scanned request forms from the <b>Incoming Attachments</b> applet</li> <li>• Change Request Status to "Pre-Processing Done"</li> <li>• Search for records indicated</li> </ul>
3	OR Technician	<p>Records <b>Found</b>:</p> <ul style="list-style-type: none"> <li>• Initial/date duplicate of request form, pull record, and insert charge-out copy of request form in file</li> <li>• Write shelf location number on front of folder</li> <li>• Stamp the front of the folder with the MPR address stamp</li> <li>• Attach the request form to the record</li> <li>• Change request status in CMRS to "In Core"</li> </ul>



		<ul style="list-style-type: none"> <li>Annotate request form with appropriate response</li> <li>Annotate completion in CMRS by selecting Response Type, Contents, and Purpose, and changing the Request Status to "Case Completed"</li> <li>For VA 3101 only, print bar code label, affix to the back of the VA Form 3101</li> <li>Dispatch record with attached request form to Support Clerk to be wanded "Out of Core" and routed to the MPR mailroom to be wanded "Out of Center" and pick-up by the VA Liaison Office</li> </ul>
4	OR Technician	<p>Records <b>Not Found</b>:</p> <ul style="list-style-type: none"> <li>Write the charge-out information or negative search results on the request form</li> <li>Change request status in CMRS to "In Core"</li> <li>Add a CMRS Request Note in the Service Request containing search results</li> <li>Annotate completion in CMRS by selecting Response Type, Contents, and Purpose, and changing the Request Status to "Case Completed"</li> <li>For VA Form only, print bar code label, affix to the back of the VA Form 3101</li> <li>Dispatch request form to Support Clerk to be wanded "Out of Core" and routed to the MPR mailroom to be wanded "Out of Center" and pick-up by the VA Liaison Office</li> </ul>

**Table 11.** Follow the steps below if a request for MTF records is a "2<sup>nd</sup> Search" CMRS search request created by the Annex staff because records shipment is still on file at MPR.

Step	Who	Actions
1	OR Section Chief or Support Clerk	<ul style="list-style-type: none"> <li>Run query in the <b>Search Batch&gt;&gt;Search Batch Creation All</b> view for <i>Search Type</i> of "2<sup>nd</sup> Search" and <i>Search Request Comments Field</i> *Record at MPR-forwarded for action*</li> <li>Batch from the search queue</li> <li>Assign batch and search requests to an OR technician</li> <li>Print the batch</li> </ul>
2	OR Technicians	<p>Search for records requested on Search Requests</p> <p>Records <b>Found</b>:</p> <ul style="list-style-type: none"> <li></li> </ul>

		<p>Initial/date Search Request, pull record, and insert charge-out copy (#2) of Search Request in file</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Write shelf location number on front of folder</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Stamp the front of the folder with the MPR address stamp</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Dispatch the record on one of the designated carts in the file area for pick-up by RDA and wanded as "Found"</p>
3	OR Technician	<p>Records <b>Not Found</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Write the charge-out information or negative search results on the request form and initial/date</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Return the annotated Search Request to OR Support</p>
4	OR Support Clerk	<p>Records <b>Not Found</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Query for search request in "My Team's Search" <b>Request View</b> in CMRS (the following three steps must be done in order or an error will occur in completing this process)</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Change Search Request Status accordingly (i.e. not found, charged out, etc.)</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Type charge-out or negative search information in the search request Comments field</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Select "End Search" from the menu in the Next Search Type field</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Dispose of printed search request form</p>

**Table 12.** Follow the steps below if a request for MTF records is an on-line MRS record order from an MTF, and referred from the Annex because the records shipment is still on file at MPR. All requests for MRS records are printed at the Annex T&D section. Requests for MRS records located at MPR will be routed to the OR Section (these are not tracked in CMRS) via the courier and the MPR mailroom.

Step	Who	Actions
1	OR Technician	<p>Search for records in specific record locations identified on MRS Record Orders.</p> <hr/> <p>Records <b>Found</b>:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Initial/date Record Order, pull record, and insert charge-out copy of Record Order in file</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Write shelf location number on front of folder</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Stamp the front of the folder with the MPR address stamp</p> <ul style="list-style-type: none"> <li>•</li> </ul>

Attach the Record Order to the original record

- 

Dispatch record to the MTF address on the Record Order

Records **Not Found**:

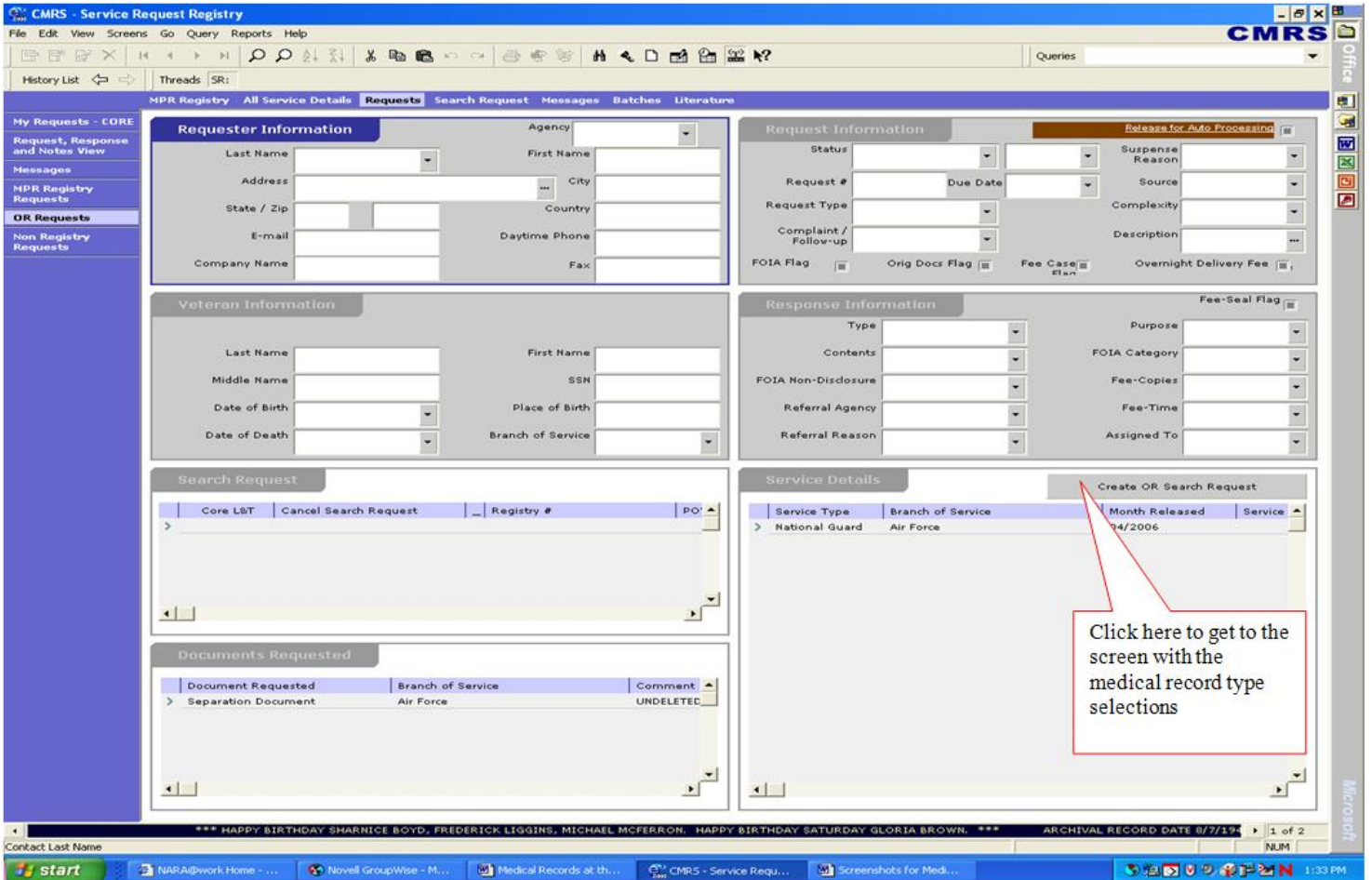
- 

Write the charge-out information or negative search results on the Record Order form and initial/date

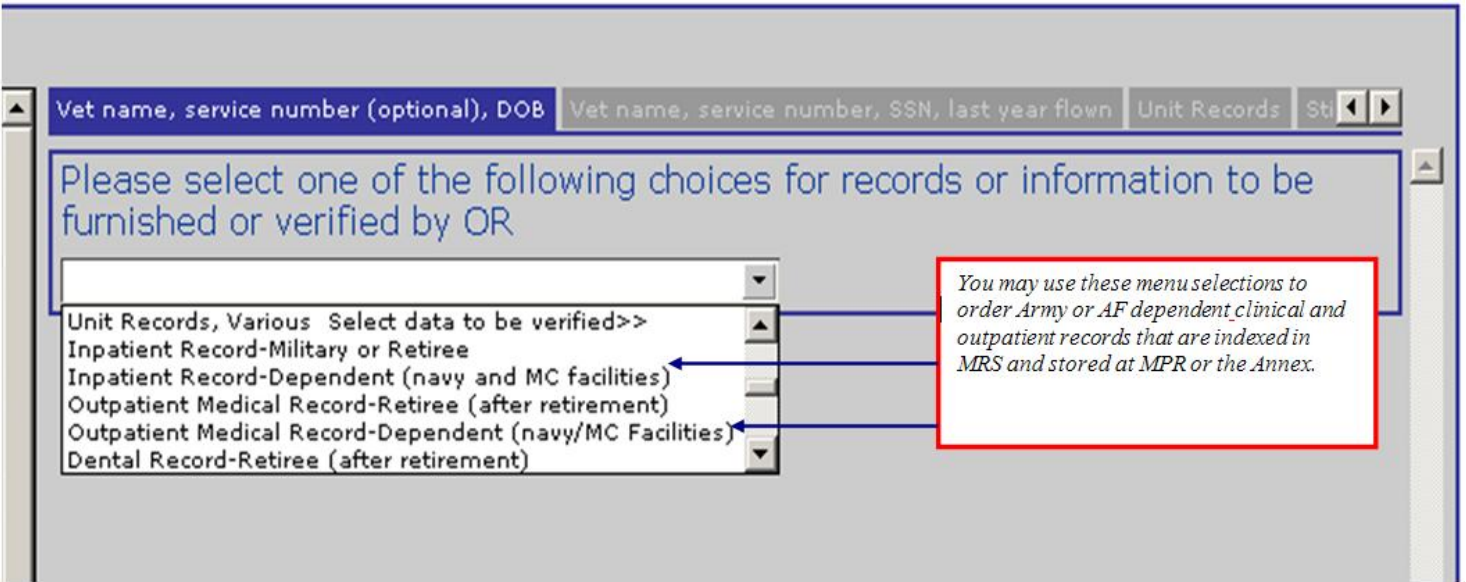
- 

Return the annotated Record Order form to the requester

Screen Shot 1: Initiating Search Request for Medical Records



Screen Shot 2: Search Request for Army or Air Force Dependent Records in MRS (at MPR or the Annex)



Screen Shot 3: Search Request for MRS record

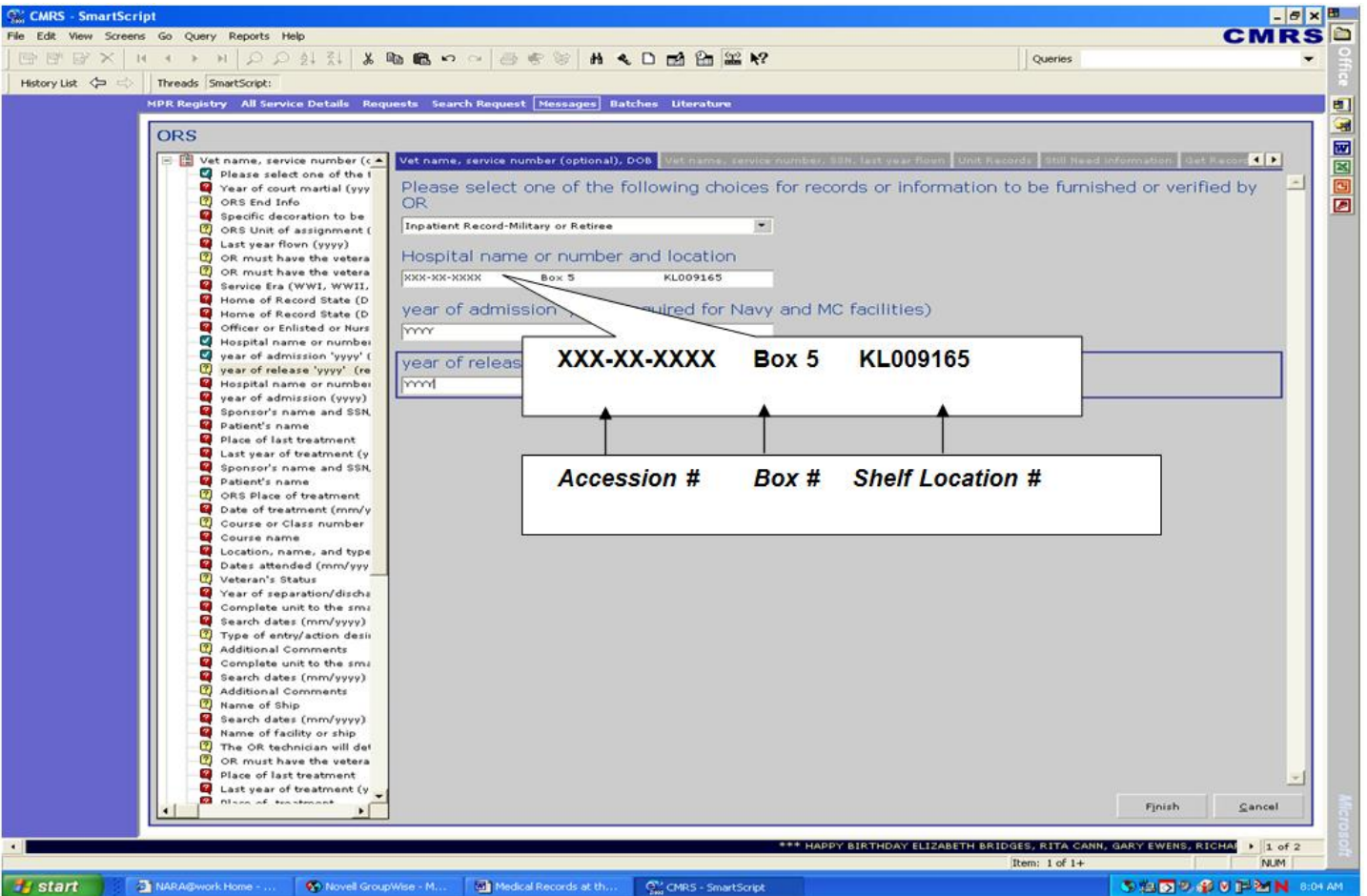


Figure 18: Multiple name BIRLS response from alpha probe

MULTIPLE VETERAN RECORDS  
BASED ON NAME-ONLY SEARCH

INQUIRY NAME: RUTLEDGE, JACK

CLAIM NUM	SS NUMBER	SVC NUMBR	DOD	DOD	END	RAD	BRANCH	LOC
████████	████████	████████	--	--	--	--	LINK	021
████████	████████	████████	--	--	--	--	LINK	376
████████	████████	████████	06-30	--	05-51	01-52	ARMY	340
████████	████████	████████	--	07-62	07-42	03-43	LINK	050
████████	████████	████████	--	--	--	--	LINK	310
████████	████████	████████	09-11	--	05-43	10-45	NAVY	376
			--	--	--	--		
			--	--	--	--		
			--	--	--	--		
			--	--	--	--		
			--	--	--	--		
			--	--	--	--		
			--	--	--	--		
			--	--	--	--		
			--	--	--	--		
			--	--	--	--		

# MUSTERING OUT PAY (MOP)

---

Veterans who served honorably, or under honorable condition, during the following dates may have been eligible for mustering-out pay:

December 7, 1941 to June 30, 1947

June 27, 1950 to January 31, 1955

Requests for MOP info usually concern veterans who are entitled to the New York State real property tax exemption. If you receive a request for this information, review records for documentation of MOP. MOP may appear on the separation document, within the service record, or in auxiliary/organizational records. Some specific areas are:

NAVSANDA Form 550, Mustering Out Payment

NAVSANDA FB/680 K, Authorization for Mustering Out Payment

Service Record Book (NAVPERS 601[9])

Miscellaneous correspondence

If documentation is not found, you may calculate the payment. First review 1865.101B, Appendix B, pages 1 and 2, for circumstances under which MOP was NOT awarded. (Paragraph 6 of the memo shows how to compute MOP, if necessary.)

---

**Source:** [NPRC 1865.101](#)

---

Figure 2-2: N-426, Request for Certification of Military or Naval Service (Part 2 of 2)

APPLICANT. DO NOT FILL OUT THIS PAGE

**CERTIFICATION OF MILITARY OR NAVAL SERVICE**

Name correctly shown on front of form.  
 Name as shown in records: \_\_\_\_\_

**ACTIVE SERVICE**

1. ENTERED SERVICE AT	2. ON	3. SERVED TO	4. BRANCH OF SERVICE	5. STATE WHETHER SERVING HONORABLY. IF SEPARATED, STATE WHETHER UNDER HONORABLE CONDITIONS. IF OTHER THAN HONORABLE, GIVE FULL DETAILS. ALWAYS COMPLETE ITEM 11.
SAN ANTONIO TX	4-30-79	6-26-81	ARMY	[REDACTED]
				[REDACTED]

**RESERVE OR NATIONAL GUARD SERVICE**

6. BRANCH OF SERVICE	7. CHECK WHICH		8. BEGAN	9. ENDED	10. STATE WHETHER SERVING HONORABLY. IF SEPARATED, STATE WHETHER UNDER HONORABLE CONDITIONS. IF OTHER THAN HONORABLE, GIVE FULL DETAILS. ALWAYS COMPLETE ITEM 11.
	RESERVE	N. GUARD			
USAR	✓		6-27-81	4-23-85	[REDACTED]

11. STATEMENT REGARDING ALIENAGE. (Complete this item on ALL cases.)  
 Record shows this person **WAS NOT** discharged on account of alienage.  
 Record shows this person **WAS** discharged on account of alienage. Details: \_\_\_\_\_

12. REMARKS. Use for continuation of any of above items. You should also show in the space below any **DEROGATORY INFORMATION** in your records relating to the serviceman's character, loyalty to the United States, disciplinary actions, convictions or other matters touching on his fitness for citizenship.

SEE ATTACHED

---

Complete this block if subject is a "Lodge Act enlistee" - 64 Stat. 316 (Army). Subsequent to enlistment under the Lodge Act on \_\_\_\_\_, subject entered \_\_\_\_\_ (the United States, American Samoa, Swains Island, or the Canal Zone) at the port of \_\_\_\_\_ pursuant to Military orders on \_\_\_\_\_ vis \_\_\_\_\_.

I CERTIFY that the information here given concerning the service of the person named on the face of this form is correct according to the records of the Dept. of the Army at NPRC, NARA St. Louis, MO  
(Name of department or organization)

{SEAL} \_\_\_\_\_ (Official signature) BRANCH STAMP

Date 7/8 19 84 By \_\_\_\_\_

SPC 204-205

Figure 2-2: **N-426, Request for Certification of Military or Naval Service** (Part 1 of 2 - [Next](#))

Form Approved  
 OMB No. 43-80263

UNITED STATES DEPARTMENT OF JUSTICE  
 IMMIGRATION AND NATURALIZATION SERVICE

**REQUEST FOR  
 CERTIFICATION OF MILITARY OR NAVAL SERVICE**  
 (SUBMIT IN TRIPLICATE)

For use in connection with my petition for naturalization, please complete the certification of military service on the reverse and furnish it to the office of the Immigration and Naturalization Service shown in the address block below. The information shown below is furnished to help locate and identify my military records. **APPLICANT: FURNISH AS MUCH INFORMATION AS POSSIBLE. IF YOU WERE ISSUED A REPORT OF SEPARATION, DD FORM 214, ATTACH A COPY. FILL IN THE BLANKS ON THIS PAGE ONLY.**

ALIEN REGISTRATION  
 NO. 100 000 000

DATE OF REQUEST  
06-30-94

NAME USED DURING ACTIVE SERVICE (Last, first, middle) SOCIAL SECURITY NO. DATE OF BIRTH PLACE OF BIRTH

ESPOSO, Manuel J. [REDACTED] [REDACTED] Olongapo City, Philippines

(For an effective records search, it is important that ALL periods of service be shown below. Use blank sheet if more space is needed.)

**ACTIVE SERVICE:**

BRANCH OF SERVICE <i>(Show also last organization if known.)</i>	DATE ENTERED ON ACTIVE DUTY	DATE RELEASED FROM ACTIVE DUTY	CHECK WHICH OFFICER/ENLISTED	SERVICE NUMBER DURING THIS PERIOD
<u>U.S. Army</u>	<u>4-3-79</u>	<u>6-26-81</u>	<input checked="" type="checkbox"/>	[REDACTED]

**RESERVE OR NATIONAL GUARD SERVICE:**  If none, check  None

BRANCH OF SERVICE	CHECK WHICH RESERVE/IN GUARD	DATE MEMBERSHIP BEGAN	DATE MEMBERSHIP ENDED	CHECK WHICH OFFICER/ENLISTED	SERVICE NUMBER DURING THIS PERIOD

ARE YOU A MILITARY RETIREE OR FLEET RESERVIST?  No  Yes

SIGNATURE (Present Name) PRESENT ADDRESS (Number, Street, City, State, and ZIP Code)

Manuel J. Esposo [REDACTED]

**INSTRUCTIONS TO CERTIFYING OFFICER**

Persons who are serving or have served honorably under specified conditions in the armed forces of the United States, inclusive of the reserve components of the armed forces of the United States, are granted certain exemptions from the general requirements for naturalization. The law requires such service to be established by a duly authenticated copy of the records of the executive department having custody of the record of service, showing whether the serviceman served honorably in an active-duty status, a reserve-duty status, or both, and whether each separation from the service was under honorable conditions. For that purpose, the certified statement on the reverse of this form, executed under the seal of your department, is required and should cover not only the periods of service shown above, but any other periods of service (active, reserve, or both) rendered by the serviceman.

The reverse of this form should be completed, or the information called for furnished by separate letter, and the form and letter returned to the office of the Immigration and Naturalization Service at the address in the box immediately below.

Immigration and Naturalization Service  
 1249 Broadway  
 San Diego, CA 92105

**RETURN TO**

Please type  
or print  
complete  
room  
address &  
include  
ZIP code.

Form N-426 (Rev. 7-15-76)N



Figure 5: NA Form 13008, Loan or Transfer of Records

<b>LOAN OR TRANSFER OF RECORDS</b>			<input type="checkbox"/> <b>RECHARGE</b>		
			DATE OF TRANSFER	REGISTRY NUMBER	OR
LAST NAME	FIRST NAME	MIDDLE INITIAL	SERVICE NUMBER - SOCIAL SECURITY NO.		DATE OF CORRESPONDENCE
RECEIVING AGENCY					
<input type="checkbox"/> HQ AIR FORCE PERSONNEL CENTER (AFPC) ATTN: 550 C STREET WEST RANDOLPH AFB, TX 78150			<input type="checkbox"/> COMMANDER, MILITARY PERSONNEL COMMAND (MPC-S-3) U. S. COAST GUARD 2100 2ND ST., SW WASHINGTON, DC 20593-0001		
<input type="checkbox"/> AIR RESERVE PERSONNEL CENTER 6760 E. IRVINGTON PLACE DENVER, CO 80280-5000			<input type="checkbox"/> COMMANDANT OF THE MARINE CORPS HQ, U. S. MARINE CORPS (MMSB-10) 2008 ELLIOT RD., SUITE 225 QUANTICO, VA 22134-5030		
<input type="checkbox"/> COMMANDER, AR-PERSCOM ATTN:			<input type="checkbox"/> MARCOR RESERVE SUPPORT COMMAND 15303 ANDREWS RD. KANSAS CITY, MO 64147-1207		
<input type="checkbox"/> ARMY REVIEW BOARDS AGENCY SUPPORT DIV. ARBA/SFMR/RBR, ROOM 4185			<input type="checkbox"/> NAVY PERSONNEL COMMAND (PERS 313D) 5720 INTEGRITY DRIVE MILLINGTON, TN 38055-3130		
<input type="checkbox"/> EREC 8899 EAST 56TH ST. INDIANAPOLIS, IN 46249-5301			<input type="checkbox"/> NAVAL RESERVE PERSONNEL CENTER 4400 DAUPHINE ST. NEW ORLEANS, LA 70149-7800		
<input type="checkbox"/> PERSCOM ATTN: ALEXANDRIA, VA 22332-0400			<input type="checkbox"/> BUPERS RETIRED RECORDS SECTION (PERS 313E) ROOM 5409		
<input type="checkbox"/>			<input type="checkbox"/>		
REMARKS					
<input type="checkbox"/> WRITER NOTIFIED OF THIS REFERRAL		SIGNATURE		OFFICE SYMBOL	
<b>PLEASE RETURN RECORD(S) TO:</b> NATIONAL PERSONNEL RECORDS CENTER (NPRC) 9700 PAGE AVENUE, ST. LOUIS, MO 63132-5100				DATE RETURNED	
RECORDS RETRIEVAL BRANCH:					
<input type="checkbox"/> 2ND FLOOR SEARCH SECTION		<input type="checkbox"/> 5TH FLOOR SEARCH SECTION			
<input type="checkbox"/> 3RD FLOOR SEARCH SECTION		<input type="checkbox"/> ORGANIZATIONAL RECORDS SECTION			
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION				NA FORM 13008 (REV. 2-02)	

Figure 6: **NA Form 13018-E, Reply to Inquiry (NCP)**

REPLY TO INQUIRY (NCP)	DATE
SUBJECT:	Your reference
Returned Request/Offer To Forward	Date of Inquiry
<p><i>The answer to your inquiry is furnished below. This abbreviated form of reply has been adopted as a means of supplying information speedily.</i></p> <p>The Department of Defense Privacy Program, 32 CFR 286a.41(d) prohibits the release of the home address of current or former service personnel. However, when contacting the veteran(s) is in the best interest of the parties concerned, we will forward your correspondence to the last address of record. For your information, the addresses in most military records are usually those furnished by the veteran at the time of discharge; therefore, any address on file may be obsolete.</p> <p>If you do want us to forward your correspondence, please enclose each letter in an unsealed, stamped envelope. Write only the veteran's name on each envelope, and we will complete the veteran's address. Do not include a return address on the envelope. Since we have no way of knowing if the available address is current or if the communication will be delivered, items of value should not be submitted for forwarding. If we are unable to locate a record or home address, your correspondence will be returned. To identify the proper record(s), PLEASE RETURN THIS FORM with as much identifying data available about the veteran(s). Include full name, service number/social security number, branch of service, unit to which assigned, and approximate dates of service. Please also provide place of active duty if possible.</p>	
	<p>NCP</p> <p>NATIONAL PERSONNEL RECORDS CENTER  <input type="checkbox"/> Military Personnel Records            9700 Page Boulevard            St. Louis, MO 63132-5100  <input type="checkbox"/> Civilian Personnel Records            111 Winnebago Street            St. Louis, MO 63118</p>
<p>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION <span style="float: right;">NA FORM 13018-E (REV. 6-90)</span></p>	

Figure 5: **NA Form 13018-H, Reply to Inquiry (NCP)**

REPLY TO INQUIRY (NCP)	DATE
SUBJECT: Returned Request/Unable To Forward	Your reference
	Date of inquiry
<i>The answer to your inquiry is furnished below. This abbreviated form of reply has been adopted as a means of supplying information speedily.</i>	
<p>We regret that we are unable to provide a forwarding service on requests of this nature. Many hours are required to search for the records, extract the latest address in each, and then address and mail the envelopes. It is important to note that the addresses in military records are usually those furnished by the veteran at the time of discharge and do not usually remain valid for more than a few months. As a result, a significant amount of mail forwarded by using the last available address would be returned as undeliverable.</p> <p>We are, therefore, returning your request without action.</p> <p>We understand that some individuals have had success in locating former members of the military by placing advertisements in publications of various veterans' organizations such as the American Legion and Veterans of Foreign Wars.</p>	
	NCPM  NATIONAL PERSONNEL RECORDS CENTER <input type="checkbox"/> Military Personnel Records 9700 Page Boulevard St. Louis, MO 63132 <input type="checkbox"/> Civilian Personnel Records 111 Winnebago Street St. Louis, MO 63118
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	NA FORM 13018-H (4-88)

**Figure 3: NA Form 13018-I, Reply to Inquiry (NCP). Referral to VA**

REPLY TO INQUIRY (NCP)	DATE
SUBJECT:	Your reference
REQUEST FOR ADDRESS(ES)	Date of inquiry
<i>The answer to your inquiry is furnished below. This abbreviated form of reply has been adopted as a means of supplying information speedily.</i>	
<p><input type="checkbox"/> Assistance in locating a veteran may be available by contacting the nearest Department of Veterans Affairs (VA) regional office. You will need to provide a service number, social security number, or VA claim number along with the name of any veteran for whom an address is desired.</p> <p><input type="checkbox"/> Your inquiry has been sent to the address shown below, for reply. Any further correspondence pertaining to this matter should be sent to that office, if necessary.</p>	
Director (00) VA Records Processing Center P.O. Box 5020 St. Louis, MO 63115	
	NCP  NATIONAL PERSONNEL RECORDS CENTER <input type="checkbox"/> Military Personnel Records 9700 Page Boulevard St. Louis, MO 63132-5100 <input type="checkbox"/> Civilian Personnel Records 111 Winnebago Street St. Louis, MO 63118
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	NA FORM 13018-I (8-89)

## Figure 5: NA Form 13021, Admissibility in Evidence of Copies of Records Authenticated by NPRC

Former GSA Form 7149

NATIONAL PERSONNEL RECORDS CENTER  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

ST LOUIS, MISSOURI

ADMISSIBILITY IN EVIDENCE OF COPIES OF RECORDS AUTHENTICATED BY THE  
NATIONAL PERSONNEL RECORDS CENTER

1. **GENERAL.** The Archivist of the United States (hereinafter called the "Archivist"), appointed by the President of the United States with the advice and consent of the Senate, is the head of the National Archives and Records Administration. (*Rel: 44 U.S.C. 2103(a)*)
2. **AUTHORITY FOR THE NATIONAL PERSONNEL RECORDS CENTER TO MAINTAIN AND SERVICE RECORDS.**
  - a. The Archivist, maintains and operates the National Personnel Records Center (hereinafter referred to as "NPRC" or "this center") for the storage and servicing of certain records. (*Rel: 44 U.S.C. 2907*)
  - b. The records on file at NPRC were transferred, for reasons of substantial economy, to this center for storage and servicing. (*Rel: 44 U.S.C. 3103*)
3. **AUTHORITY FOR NPRC TO HONOR LEGAL DEMANDS.** This center is authorized to honor legal demands for protection of records on file here if no restrictions have been imposed upon their use by the transferring agency. If restrictions have been imposed by the transferring agency, the authority issuing the legal demand is to be so notified and asked to take the matter up with that agency. (*Rel: 36 CFR 1254.8*)
4. **AUTHORITY FOR NPRC OFFICIALS TO AUTHENTICATE COPIES OF RECORDS.** 36 CFR 1214.76 authorizes the responsible director, or any of his superiors, to authenticate and attest copies of records on deposit in Federal records centers. The word "director," as it applies to NPRC, is defined in 36 CFR 1252.2 to mean, in part, the "head of a Reference Service Branch in a Federal Records Center." The Reference Branches, NPRC, are Reference Service Branches. The NPRC is a Federal Records Center (*Rel: 36 CFR 1228.150*). Consequently, the Chiefs of the Reference Branches, NPRC, are the "heads of Reference Service Branches in a Federal Records Center" and therefore are "directors." The Assistant Directors, NPRC, and the Director, NPRC, are the superiors of the Chiefs of the Reference Branches, NPRC, and therefore are "superiors of directors."
5. **ADMISSIBILITY OF RECORDS AUTHENTICATED BY NPRC OFFICIALS.** Government records are not admissible in legal proceedings until authenticated by the offering party. Records which meet the requirements of Rule 902 of the Federal Rules of Evidence, 28 U.S.C. Appendix, are self-authenticating. Satisfaction of the Rule 902 requirements is sufficient also to satisfy other Federal evidentiary requirements for proof of official records. (*Rel: Fed R. Cr. P. 452, (c) (1982); Fed R. Crim. P. 27 (1982)*)

In order to comply with Rule 902, authorized NPRC officials should certify, under seal of the National Archives and Records Administration, all subpoenaed records. The seal certifies that the attesting official is authorized to authenticate records; the signature of the official attests to the authenticity of the records in his legal custody.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA FORM 13021 (9-85)

Figure 9: NA Form 13032, Reply to Request for Rosters/Addresses

REPLY TO REQUEST FOR ROSTERS/ADDRESSES		DATE
RE:		
<i>THE REPLY TO YOUR INQUIRY WILL BE FOUND IN THE ITEM(S) CHECKED BELOW. IF YOU FIND IT NECESSARY TO WRITE US AGAIN CONCERNING THIS SUBJECT, PLEASE RETURN ALL PAPERS TO THIS CENTER.</i>		
# 2	<input type="checkbox"/> Consolidated rosters of an organization for the entire period of its existence are not available. Monthly rosters of commissioned and enlisted personnel which contain names and service numbers but do not show home addresses are generally available. These rosters can be furnished to veterans and to governmental agencies on a limited basis, for which a fee may be chargeable. <input checked="" type="checkbox"/> If you will let us know what monthly rosters you need, every effort will be made to comply with your request. <input checked="" type="checkbox"/> The records contain no address for the person named above later than the one shown in your letter. <input type="checkbox"/> The address previously furnished you for the person named above is the latest one of record. <input type="checkbox"/> There is a possibility that any address furnished is obsolete as the latest address in most personnel records on file here is the one furnished at time of discharge. <input type="checkbox"/> We are forwarding your communication to the person named above at the last address of record. We have no way of knowing whether this address is still current or whether the letter will be delivered. <input type="checkbox"/> The records needed to answer your request are not in our files. If such records were on file in this center on July 12, 1973, they were apparently lost in the fire here on that date. <input type="checkbox"/> The following name(s) and address(es) is/are furnished as requested.	
# 8	<input checked="" type="checkbox"/> We are forwarding your communication regarding _____ to the last address of record. We have no way of knowing whether this address is current or whether the letter will be delivered.	
NAME - SN/SSN	ADDRESS	YEAR
<input type="checkbox"/>		
TO:		NCFM
		NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132-5100
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13032 (9-85)

---

# NA FORM 13038, CERTIFICATION OF MILITARY SERVICE

---

The NA Form 13038 is primarily used to replace a lost or destroyed Report of Separation. MPR uses this form most often when reconstructing military service data lost in the fire.

NA Form 13038 may be prepared to replace a lost or destroyed Report of Separation that covered only one period of service, or more than one period of service may be included on a single form. If separate NA Forms 13038 are prepared, each should reflect the same service information the original separation document contained. If all periods are combined onto a single form, the form must show the from-to dates of the last period, and the from-to date of each period of prior service must be shown in the Remarks section.

**However, an NA Form 13038 must not be prepared in the following situations:**

1. to verify service for which a separation document would not have been issued. **DO NOT** prepare an NA Form 13038 if service member was a reservist who performed no active duty or active duty for training of 90 days or fewer. Send the requester the appropriate pages from the service record (enlistment contract, discharge order or page). If verification of active duty training dates is needed, prepare a [Complex Statement of Service](#).

or

2. to document an individual period for which a separate DD Form 214 was never issued because the veteran performed consecutive periods of service and each of these periods was included within one final DD Form 214. This applies to the Air Force separation documents issued since 1979, whenever the member re-enlisted immediately after being discharged. See paragraphs 3 and 4 of the CRG entry on [Separation Documents](#).

The NA Form 13038 will verify the service member's name, component, service number or social security number, date of entry on active duty, date of separation from active duty, and rank at separation. Primary source documents for extracting this data are enlistment contracts, active duty orders, commission/appointment papers, and discharge orders or pages. Promotions and reductions can be found on SRB pages, AF Forms 7 or 11, and DA Forms 20 or 2-1.

**IMPORTANT!** You must verify the data directly from the record. If a previously prepared NA Form 13038 is in file, **DO NOT** assume the data shown to be correct. If you discover the previously prepared NA Form 13038 to be in error, write void across the top and draw a large "X" or diagonal line through form.

---

**PREPARING NA FORM 13038: DO NOT Abbreviate.** Exception: Navy, but only if necessary.

- **Branch**

**Different branches of service** cannot be verified on a single NA Form 13038. A separate NA Form 13038 **MUST** be prepared for each branch of service. You may not combine Navy and Marine Corps, Coast Guard and Navy, Army and Air Force, etc.

**Note:** When appropriate, reenlistment data should be shown in the remarks area.

---

- **Dates**

**Consecutive** periods of **Honorable** service, in the **same branch of service**, may be combined on a single NA Form 13038. In other words, you may string all consecutive periods of service together by providing the first/original enlistment date and the last/final discharge date.

**Nonconsecutive** periods of service may be shown on one NA Form 13038. In this instance, you would show data for the last period at top and all prior service in the remarks area.

---

- **Character of Service**

The ACTUAL CHARACTER of service should be shown as indicated in the record:

- Honorable Discharge
- Under Honorable Conditions Discharge
- Undesirable Discharge
- Bad Conduct Discharge
- Dishonorable Discharge
- General Discharge Under Honorable Conditions

**NOTE:** If some other terminology appears in the record, consult source: [NPRC 1865.51, Figures 3-5.4 and 3-5.5](#)

**Different characters of service** (e.g., Honorable, Undesirable, Other Than Honorable) may be verified on a single NA Form 13038. However, the last period is shown on top and all prior service is shown in the remarks area. Under NO circumstances may a period of less than Honorable service be combined with an Honorable period of service.

**Types of Separation**

- Discharge
  - Death
  - Relief from Active Duty
  - Release from Active Duty
  - Transfer to Fleet Reserve
  - Furloughed to \_\_\_\_\_ Reserve
  - Mustered Out
  - Terminated by Operation of Law
  - Retirement
  - Dismissed
- 

- **Ranks**

**MAY NOT BE ABBREVIATED. Exception: Navy, but only if necessary.**

---

- **REMARKS**



The space available under "Active Duty Dates" MUST BE USED TO SHOW DATE AND PLACE OF BIRTH, IF AVAILABLE IN THE DOCUMENTS OR RECORDS BEING USED TO CREATE THE NA FORM 13038. The date and place of birth should be used, along with the other identifying information in the request and in the records being used, to verify that the certification is being prepared for the correct veteran. If the date and/or place of birth is not available to you, show "DATE AND PLACE OF BIRTH: NOT AVAILABLE."

The space available under "Active Duty Dates" may also be used for specifically requested additional information, or to clarify the certification itself. Information such as Active Duty dates, foreign service, or prior military service dates may be listed here.

---

**Source:** [NPRC 1865.51](#)

---

Figure 1-10.2: **NA Form 13042, Request for Information Needed to Locate Medical Records**

### REQUEST FOR INFORMATION NEEDED TO LOCATE MEDICAL RECORDS

We need additional information in order to service your request. Please return this form and your original request.

**PRIVACY ACT OF 1974 COMPLIANCE INFORMATION** *HIGHLIGHT*

AUTHORITY FOR COLLECTION OF THE INFORMATION IS 44 U.S.C. 2907 AND 3103, AND E.O. 9397, OF NOVEMBER 22, 1943. DISCLOSURE OF THE INFORMATION IS VOLUNTARY. THE PRINCIPAL PURPOSE OF THE INFORMATION IS TO ASSIST THE NATIONAL PERSONNEL RECORDS CENTER IN LOCATING AND VERIFYING THE CORRECTNESS OF THE REQUESTED RECORDS OR INFORMATION TO ANSWER YOUR INQUIRY. ROUTINE USES OF THE INFORMATION AS ESTABLISHED AND PUBLISHED IN ACCORDANCE WITH 5 U.S.C. 552A (E) (4) (D) INCLUDE THE TRANSFER OF RELEVANT INFORMATION TO APPROPRIATE FEDERAL, STATE, LOCAL, OR FOREIGN AGENCIES FOR USE IN CIVIL, CRIMINAL, OR REGULATORY INVESTIGATIONS OR PROSECUTION. IN ADDITION THIS FORM WILL BE FILED WITH THE APPROPRIATE MILITARY OR CIVILIAN RECORDS AND MAY BE TRANSFERRED ALONG WITH THE RECORD TO ANOTHER AGENCY IN ACCORDANCE WITH THE ROUTINE USES ESTABLISHED BY THE AGENCY WHICH MAINTAINS THE RECORD. IF THE REQUESTED INFORMATION IS NOT PROVIDED, IT MAY NOT BE POSSIBLE TO SERVICE YOUR INQUIRY.

NAME OF PATIENT (please print) \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_ DATE \_\_\_\_\_

STATUS OF PATIENT AT TIME OF TREATMENT: (Check one. Furnish information requested in space provided.)

**MILITARY**  **FEDERAL EMPLOYEE**

Branch of service \_\_\_\_\_ Date of birth \_\_\_\_\_

Service number \_\_\_\_\_ Social security number \_\_\_\_\_

**DEPENDENT OF MILITARY**  **DEPENDENT OF FEDERAL EMPLOYEE**

Sponsor's name \_\_\_\_\_ Federal employment separation date \_\_\_\_\_

Sponsor's service number \_\_\_\_\_ Federal employee's name \_\_\_\_\_

Sponsor's social security number \_\_\_\_\_ Federal employee's date of birth \_\_\_\_\_

Branch of service \_\_\_\_\_ Federal employee's social security number \_\_\_\_\_

**OTHER (Specify)** \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE (patient, parent, or legal guardian)

**IMPORTANT: List all dates and places of treatment, especially the last date and place of treatment.**

NATURE OF ILLNESS, INJURY OR TREATMENT	TREATMENT DATES From (Mo/Yr) to (Mo/Yr)	Out-patient	In-patient	NAME, NUMERICAL DESIGNATION, AND LOCATION OF HOSPITAL, DISPENSARY, OR MEDICAL FACILITY.
✓	✓		✓	✓

TO PROVIDE THE INFORMATION REQUESTED, WE MUST HAVE A SIGNED RELEASE FROM THE PERSON WHOSE RECORDS ARE INVOLVED. IN THE CASE OF A MINOR DEPENDENT, THE PARENT OR LEGAL GUARDIAN MUST SIGN THE RELEASE. IF THE PERSON IS DECEASED OR MENTALLY INCOMPETENT, THE NEXT OF KIN OR LEGAL REPRESENTATIVE MUST SIGN. (The legal representative, guardian, or next of kin should furnish a copy of the court appointment or court order proving incapacity. For purposes of release authorization, the next of kin is defined as any of the following: unmarried widow or widower, son or daughter, father or mother, brother or sister.)

RETURN TO:  
NATIONAL PERSONNEL RECORDS CENTER

Military Personnel Records  
9700 Page Boulevard  
St. Louis, MO 63132-5100

Civilian Personnel Records  
111 Winnebago Street  
St. Louis, MO 63118

*NA NRP MR-0*

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 13042 (REV. 10-87)



Figure 8: NA Form 13047, Reply to Request for Information

<b>REPLY TO REQUEST FOR INFORMATION</b>	DATE <u>Current</u>
RE: <u>Name(s) of veteran(s)</u>	
<i>THE REPLY TO THE INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S).</i>	
<input type="checkbox"/> We are unable to identify a military service record from the information given. <input type="checkbox"/> Please complete the enclosed form and return it with all attached documents. We do not retain copies of all inquiries nor of the replies thereto. <input type="checkbox"/> Please furnish copies of any documents pertaining to military service. <input type="checkbox"/> The document or information requested is not in file. # 5 <input checked="" type="checkbox"/> The Department of Defense Privacy Program, 32 CFR 286a.41(d), considers the release of rosters (lists) or compilations of names and home addresses, or single addresses of current or former service members, to be a clearly unwarranted invasion of personal privacy, and is prohibited. We are sorry, therefore, that we are unable to furnish the information requested. <input type="checkbox"/> We are unable to act on the attached request because it does not meet all of the requirements of the Privacy Act of 1974 regarding disclosures to law enforcement agencies: <input type="checkbox"/> The request must be signed by the head of the agency or by the official delegated by him/her to sign such requests. The delegated official must be no lower than section chief. <input type="checkbox"/> The request must specify the "law enforcement activity for which the record is sought." <input type="checkbox"/> This Center normally responds to employment suitability requests by extracting data from or furnishing photocopies of relevant personnel and medical records. This Center does not offer opinions regarding the character and abilities of former military personnel. <input type="checkbox"/> If you wish to resubmit your request, it should include the veteran's authorization designating the National Personnel Records Center to release information from personnel records/photocopies of medical documents for preemployment consideration. <input type="checkbox"/> The record(s) needed to respond to your inquiry are on loan to: <input type="checkbox"/> Navy Discharge Review Board; <input type="checkbox"/> Board for Correction of Naval Records. <input type="checkbox"/> Please resubmit your request 60 days after notification by the Board of completion of all action. <input type="checkbox"/> Please resubmit your request in _____ days/months. <input type="checkbox"/>	
<u>Address of requester</u>	NCPM <u>F-C J. Doe</u>  NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132-5100
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION <span style="float: right;">NA FORM 13047 (REV. 7-90)</span>	

Figure 2: NA Form 13052, Report of Death

REPORT OF DEATH		
FIRST NAME • MIDDLE INITIAL • LAST NAME <i>Joseph C. Brown</i>	SERVICE NUMBER [REDACTED]	GRADE, RANK OR RATE <i>Sgt.</i>
ORGANIZATION OR SERVICE <i>U.S. Army</i>		
DATE OF BIRTH (Include place of birth, if applicable) [REDACTED]		
PLACE OF DEATH <i>EUROPEAN AREA</i>	DATE OF DEATH <i>1-20-46</i>	
ACTUAL CAUSE OF DEATH (Include principal, and contributory, if applicable)  <i>KILLED IN ACTION</i>		
REMARKS  ADDITIONAL INSTRUCTIONS:  When a presumptive date of death is being reported, enter the following statement under remarks: "Officially reported missing in action (date). Finding of death has been made under the provisions of (cite law). For the purposes stated in said act, death is presumed to have occurred on (date)."  Furnish date and place of last entry on active duty for final enlistment and home of record at time of death, if necessary, to satisfy requirement for benefits; e.g., state bonus.		
<i>Robert M. Brown</i> [REDACTED] [REDACTED]		HCPM <i>R-A</i> <i>Initials &amp;</i> BRANCH STAMP NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13052 (9-85)

Figure 4: NA Form 13054, Return of Inquiry

RETURN OF INQUIRY

- #1  We are unable to answer your request as written, because it lacks sufficient information and/or an appropriate signature. Please complete the attached Standard Form 180 to the best of your ability and return it to this Center. Be sure also to return this form, the original request, and any other attached papers. Please pay particular attention to any part of the Standard Form 180 that might be checked or circled.
- #2  We have also enclosed NA Form 13075 and/or NA Form 13055. After you complete the SF 180, you may also need to fill out one or both of these. The NA Forms 13075 and 13055 are needed ONLY if you want information or papers concerning a person who was discharged from the Army before 1960; or was discharged from the Air Force before 1964 and has a last name that comes alphabetically between Hubbard, James E. and Z. The records of such veterans may have been lost in the fire here in 1973. If so, the additional information will be needed to locate alternate sources of information which may enable this Center to reconstruct service/medical record data lost in the fire.
  - a. Fill out NA Form 13075 if you are asking for papers or information from a military service record, such as verification of dates and character of service.
  - b. Fill out NA Form 13055 if you need information concerning medical treatment while in service.
- If the requested record was probably lost in the fire, as described above, AND you are requesting medals/awards, please send us a copy of the separation document (WD AGO Form 53-55, DD Form 214, etc.) and/or any copies of award citations, if available. These documents will help us to verify entitlement to the medals/awards, and if you can provide such documentation for all of the requested medals/awards, you will not need to complete the NA Form 13075. Even if you can provide such documentation, you will still need to fill out the NA Form 13075 if you need other assistance besides medals/awards.
- Please fill out the enclosed NA Form 13055 or NA Form 13042 and return it to us along with this form, your original request, and any other attached papers.
- #5  The Department of Defense Privacy Program, 32 CFR 286a.41(d), considers the release of rosters (lists) or compilations of names and home addresses, or single addresses of current or former service members, to be a clearly unwarranted invasion of personal privacy, and is prohibited. We are sorry, therefore, that we are unable to furnish the information requested.
  - Matters of this kind are under the jurisdiction of the Department of Veterans Affairs (VA). Please contact the VA office that serves your local area.
  - Matters of this kind are under the jurisdiction of the office shown below. Please contact that office.
  - This Center has no means of verifying or proving a person's statement that he/she performed no military service. We are, therefore, unable to process your inquiry.
  - We must have the information that we previously requested before we can search for the records needed to answer your inquiry.
  - Copies of the requested forms are enclosed.
  - The enclosed authorization is not sufficient for this Center to release military personnel or medical records. Please have the veteran sign an authorization (parts 5 and 7 of section II of the attached Standard Form 180), specifying that we can release military records to you/your agency.
  - Please contact the state Adjutant General's office in the state in which the person served in the National Guard.
  - We are unable to identify a record of military service from the information provided.
  - The parent or legal guardian must sign the request if the records needed are those of a minor or a person who has been declared mentally incompetent. The legal guardian should furnish a copy of the court appointment.
  -

NCPM

NATIONAL PERSONNEL RECORDS CENTER  
(Military Personnel Records)  
9700 Page Boulevard  
St. Louis, Missouri 63132-5100

DATE:

## Figure 2: NA Form 13061, Request for GED, USAFI, Other Test Scores, or PREP Transcripts

### REQUEST FOR GED, USAFI, OTHER TEST SCORES, OR PREP TRANSCRIPTS

General Education Development (GED) test scores are available from various sources depending upon the date and place the test was taken. Test scores from the former United States Armed Forces Institute (USAFI) are only available from the Defense Activity Non-Traditional Educational Support (DANTES). In order to obtain test scores or official transcript, include the following information in your request: name used in service, service number, social security number, date of birth, and approximate dates and place of testing (military base, unit, etc.). The various addresses and applicable dates are as follows:

1. GED and USAFI tests taken on or prior to July 1, 1974, write to:

ETS/DANTES  
Box 6605  
Princeton, NJ 08541-6605 (There is a \$10.00 processing fee per transcript.)

2. GED tests taken overseas after July 1, 1974, write to:

GED Testing Service  
One Dupont Circle  
Washington, DC 20036-1193

3. GED tests taken within the United States after July 1, 1974, write to the Department of Education (in the state in which the test was taken).
4. GED tests taken through Job Corps, write to the center where test was taken or the Department of Education (in the state in which the test was taken).
5. College Level Examination Program (CLEP) and the DANTES Subject Standard Tests (DSST's) after July 1, 1974, write to:

ETS/DANTES  
Box 6604  
Princeton, NJ 08541-6604 (There is a \$4.00 processing fee per transcript.)

Transcripts from the overseas Department of Defense Dependent Schools (DODDS) for participation in the Pre-discharge Education Program (PREP) are available at the school up to five (5) years after attendance. After that, the records are available from the address shown below. In order to obtain a copy of your official transcript, include the following information in your request: name used in service, name and location of school, dates attended, and date of graduation, if applicable.

ETS/DODDS  
Box 6605  
Princeton, NJ 08541-6605 (There is a \$3.50 processing fee per transcript.)

NCPM

NATIONAL PERSONNEL RECORDS CENTER  
(Military Personnel Records)  
9700 Page Avenue  
St. Louis, MO 63132-5100

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA FORM 13061 (REV. 6-94)

# Figure 7: NA Form 13062, Release of Information

<b>RELEASE OF INFORMATION</b>	DATE		
RE:			
NOTE: BE SURE TO ENCLOSE THIS FORM AND ALL OF THE ATTACHED PAPERS IF YOU WRITE TO US AGAIN ON THIS SUBJECT.			
THE REPLY TO YOUR INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S).			
<input type="checkbox"/> UNDER THE PROVISIONS OF THE PRIVACY ACT OF 1974, WE MUST HAVE THE WRITTEN CONSENT (SIGNATURE) OF THE INDIVIDUAL WHOSE RECORDS ARE INVOLVED BEFORE CONSIDERING YOUR REQUEST. IF THE INDIVIDUAL IS A MINOR DEPENDENT OF A VETERAN, THE PARENT OR LEGAL GUARDIAN MUST SIGN THE RELEASE. IF THE PERSON IS MENTALLY INCOMPETENT, THE LEGAL GUARDIAN MUST SIGN THE RELEASE. (THE LEGAL REPRESENTATIVE OR GUARDIAN SHOULD FURNISH A COPY OF THE COURT APPOINTMENT.) ALTHOUGH THE PRIVACY ACT DOES NOT APPLY TO THE RECORDS OF DECEASED INDIVIDUALS, DEPARTMENT OF DEFENSE INSTRUCTIONS INDICATE THAT WE MUST HAVE THE WRITTEN CONSENT OF THE NEXT OF KIN IF THE INDIVIDUAL IS DECEASED. FOR THE PURPOSES OF THE RELEASE AUTHORIZATION, THE NEXT OF KIN IS DEFINED AS ANY OF THE FOLLOWING: UNREMARKED WIDOW OR WIDOWER, SON, DAUGHTER, FATHER, MOTHER, BROTHER, OR SISTER. IF YOU ARE ABLE TO OBTAIN THE WRITTEN CONSENT, PLEASE RETURN YOUR REQUEST TO US. THE AUTHORIZATION REMAINS IN EFFECT FOR ONE YEAR FROM THE TIME THE PERSON SIGNS AND DATES IT.			
<input type="checkbox"/> THE SIGNATURE ON YOUR REQUEST WAS WRITTEN MORE THAN A YEAR AGO. TO PROTECT THE PRIVACY OF THE PERSON WHOSE RECORDS ARE BEING REQUESTED, WE REQUIRE THE SIGNATURE THAT AUTHORIZES RELEASE OF THE RECORDS/INFORMATION TO BE LESS THAN A YEAR OLD AT THE TIME THE RESPONSE IS SENT. PLEASE PROVIDE A NEWLY-DATED SIGNATURE AND WE WILL ISSUE A RESPONSE AS SOON AS POSSIBLE. WE REGRET ANY INCONVENIENCE.			
<input type="checkbox"/> WE ARE UNABLE TO DETERMINE WHAT INFORMATION OR DOCUMENTS YOU WANT. PLEASE SEND US A DETAILED STATEMENT OUTLINING THE SPECIFIC INFORMATION OR DOCUMENTS NEEDED.			
<input type="checkbox"/> UPON RECEIPT OF YOUR REPLY, WE WILL CONSIDER YOUR REQUEST PROMPTLY AND FURNISH ALL AVAILABLE INFORMATION OR DOCUMENTS THAT MAY BE RELEASED UNDER POLICIES OF THE MILITARY SERVICES.			
#5	<input checked="" type="checkbox"/> THE INFORMATION OR DOCUMENT YOU REQUEST MAY BE RELEASED ONLY UNDER CERTAIN CONDITIONS. PLEASE EXPLAIN THE PURPOSE FOR WHICH YOU INTEND TO USE IT.		
<input type="checkbox"/> IF LEGAL PROCEEDINGS ARE PENDING, PLEASE INFORM US OF THE NATURE OF THE ACTION AND WHETHER THE UNITED STATES IS A PARTY.			
<input type="checkbox"/> MILITARY PERSONNEL, UPON SEPARATION FROM THE ARMED FORCES, ARE FURNISHED A SEPARATION DOCUMENT CONTAINING A RESUME OF THEIR MILITARY SERVICE. WE BELIEVE THIS DOCUMENT CONTAINS SUFFICIENT EVIDENCE OF SERVICE FOR THE PURPOSE DESCRIBED. IF IT DOES NOT, OR IF THE SEPARATION DOCUMENT IS NOT AVAILABLE, THE SPECIFIC INFORMATION NEEDED WILL BE FURNISHED UPON RECEIPT OF THE SERVICE PERSON'S AUTHORIZATION. IF THE DOCUMENT HAS BEEN LOST, THE VETERAN MAY OBTAIN A COPY BY WRITING TO THIS CENTER.			
#8	<input checked="" type="checkbox"/> THE MILITARY RECORD NEEDED TO ANSWER THIS INQUIRY IS NOT IN OUR FILES. IF THE RECORD WERE HERE ON JULY 12, 1973, IT WOULD HAVE BEEN IN THE AREA THAT SUFFERED THE MOST DAMAGE IN THE FIRE HERE ON THAT DATE AND MAY HAVE BEEN DESTROYED. THERE ARE ALTERNATE RECORD SOURCES AVAILABLE.		
<input type="checkbox"/> WHICH OFTEN CAN BE USED TO RECONSTRUCT THE INFORMATION OR DOCUMENT REQUIRED. PLEASE COMPLETE THE ATTACHED FORM AS COMPLETELY AS POSSIBLE AND RETURN IT TO THIS CENTER.			
#10	<input checked="" type="checkbox"/> BUT THESE SOURCES DO NOT CONTAIN THE PARTICULAR TYPE OF INFORMATION OR DOCUMENT REQUESTED. WE REGRET THAT WE CANNOT BE OF ASSISTANCE IN THIS MATTER.		
<input type="checkbox"/> BIRTH CERTIFICATES FOR PERSONS BORN IN THE UNITED STATES USUALLY CAN BE OBTAINED FROM THE BUREAU OF VITAL STATISTICS IN THE STATE IN WHICH BIRTH OCCURRED. THE ADDRESS FOR THE APPROPRIATE BUREAU APPEARS BELOW:			
<input type="checkbox"/>			
<table border="1" style="margin-left: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">FOR OFFICE USE ONLY</td> </tr> <tr> <td style="padding: 2px;"> <input type="checkbox"/> RECORD HELD IN SUSPENSE           </td> </tr> </table>		FOR OFFICE USE ONLY	<input type="checkbox"/> RECORD HELD IN SUSPENSE
FOR OFFICE USE ONLY			
<input type="checkbox"/> RECORD HELD IN SUSPENSE			
NCPM			
NATIONAL PERSONNEL RECORDS CENTER (MILITARY PERSONNEL RECORDS) 9700 PAGE BOULEVARD ST. LOUIS, MO 63132-5100			
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION <span style="float: right;">NA FORM 13062 (REV. 5-90)</span>			



Figure 1-6: NA Form 13072, Summary of Military Service

<b>SUMMARY OF MILITARY SERVICE</b>			DATE: <u>7/8/94</u>
THE INFORMATION YOU REQUESTED IS FURNISHED BELOW; PLEASE TREAT IT AS CONFIDENTIAL!			
NAME (last, first, middle) <u>SMITH, WILLIAM R.</u>	SERVICE NUMBER/SSN [REDACTED]	YOUR REFERENCE <u>6/30/94</u>	
This method of reply is the routine procedure used to respond to requests such as yours. If additional information is required, return your request with a detailed statement outlining the specific data needed and the purpose for which it is to be used.			
ACTIVE SERVICE <input type="checkbox"/> SEE ATTACHED <input type="checkbox"/> SEE REMARKS			
BRANCH OR COMPONENT	DATE OF ENTRY	DATE OF SEPARATION	SEPARATION DATA AND OTHER REMARKS, AS APPROPRIATE
<u>USAF</u>	<u>Feb 7, 1974</u>	<u>Aug. 13, 1974</u>	[REDACTED]
<b>MEDICAL RECORDS</b>			
THE MEDICAL RECORDS YOU REQUESTED:			
<input type="checkbox"/> ARE ENCLOSED <input type="checkbox"/> ARE NOT IN FILE <input type="checkbox"/> SEE REMARKS <input checked="" type="checkbox"/> HAVE BEEN LENT TO THE DEPARTMENT OF VETERANS AFFAIRS (VA) AND MAY BE OBTAINED FROM: <input type="checkbox"/> _____ <input checked="" type="checkbox"/> THE NEAREST VA OFFICE (Please refer to VA Claim No. C- [REDACTED] when writing to the VA.)			
SPECIAL DECORATIONS OR AWARDS:		RECORD OF DISCIPLINARY ACTIONS:	
<input type="checkbox"/> NONE SHOWN IN SERVICE RECORD <input type="checkbox"/> SEE REMARKS		<input type="checkbox"/> NONE SHOWN IN SERVICE RECORD <input type="checkbox"/> SEE ATTACHED <input checked="" type="checkbox"/> WE MAY NOT RELEASE INFORMATION ABOUT AIR FORCE NON-JUDICIAL PUNISHMENT WITHOUT THE VETERAN'S SPECIFIC AUTHORIZATION. <input type="checkbox"/> SEE REMARKS	
SEA AND FOREIGN SERVICE:			
FROM _____ TO _____			
<input type="checkbox"/> NONE SHOWN IN SERVICE RECORD <input type="checkbox"/> SEE REMARKS			
<input type="checkbox"/> THIS CENTER DOES NOT OFFER OPINIONS REGARDING THE CHARACTER AND ABILITIES OF FORMER MILITARY PERSONNEL. <input type="checkbox"/> FOR INFORMATION REGARDING SALARY, SUGGEST YOU CONTACT THE ADDRESS SHOWN BELOW: <input type="checkbox"/> THE PRIVACY ACT OF 1974 DOES NOT PERMIT THE RELEASE OF A SOCIAL SECURITY NUMBER OR OTHER PERSONAL INFORMATION TO THE PUBLIC WITHOUT THE AUTHORIZATION OF THE VETERAN CONCERNED; THEREFORE, WE HAVE DELETED PERSONAL IDENTIFYING DATA RELATING TO OTHER PERSONS.			
REMARKS:			
<b>KEY TO ABBREVIATIONS</b>			
ADUTRA...Active Duty for Training AUS.....Army of the United States BCD.....Bad Conduct Discharge CDD.....Certificate of Disability for Discharge CS.....Convenience of Gov't. DD.....Dishonorable Discharge DEMOB.....Demobiliz(ad)ation DISCH.....Discharge(d) EDS.....Expiration of Obligated Service ETS.....Expiration of Term of Service GCM.....General Court Martial GM.....General Discharge HON.....Honorable NC.....National Guard	OTH.....Other Than Honorable RAD.....Released from Active Duty SCM.....Summary Court Martial SPCM.....Special Court Martial UD.....Undesirable Discharge UIC.....Under Honorable Conditions USA.....U.S. Army USAF.....U.S. Air Force USAFR.....U.S. Air Force Reserve USAC.....U.S. Army Reserve USCG.....U.S. Coast Guard USCR.....U.S. Coast Guard Reserve USMC.....U.S. Marine Corps USMCR.....U.S. Marine Corps Reserve USN.....U.S. Navy USNR.....U.S. Navy Reserve		
RETURN ADDRESS		NCPM F-C MS <i>fw</i> BRANCH STAMP  NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO. 63132-5100	
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13072 (REV. 3-92)	

Figure 1: NA Form 13074, Verification of Mustering-Out Pay


VERIFICATION OF MUSTERING-OUT PAY		DATE
NAME <i>Wilson, James C.</i>		<i>7/8/94</i>
BRANCH OF SERVICE <i>U.S. Army</i>		SERVICE/SOCIAL SECURITY NO. [REDACTED]
THE ITEM(S) CHECKED BELOW COMPRISE A REPLY TO YOUR INQUIRY OF _____ (date)		
<input type="checkbox"/> THE RECORDS SHOW YOU WERE CERTIFIED FOR \$ _____ MUSTERING-OUT PAY ON FINAL PAY VOUCHER AT TIME OF SEPARATION ON _____.		
<input checked="" type="checkbox"/> THE RECORDS SHOW THE FOLLOWING INFORMATION CONCERNING YOUR MILITARY SERVICE:		
DATE ENTERED ON ACTIVE DUTY <i>MARCH 6, 1943</i>		
SERVED OUTSIDE THE CONTINENTAL LIMITS OF THE UNITED STATES OR IN ALASKA <input checked="" type="checkbox"/> YES _____ NO.		
DATE SEPARATED FROM SERVICE <i>APRIL 25, 1949</i>		
CHARACTER OF SEPARATION [REDACTED]		
AS A RESULT OF THIS SERVICE YOU WERE ENTITLED TO \$ <i>300</i> MUSTERING-OUT PAY.		
<input type="checkbox"/> FOR INFORMATION CONCERNING VERIFICATION OF PENSIONS OR OTHER FUNDS YOU RECEIVED FROM THE VETERANS ADMINISTRATION THAT ARE EXEMPT FROM NEW YORK STATE REAL PROPERTY TAXES, WE SUGGEST YOU CONTACT YOUR NEAREST VETERANS ADMINISTRATION OFFICE.		
<input type="checkbox"/> FOR INFORMATION CONCERNING VERIFICATION OF _____ WE SUGGEST YOU WRITE TO _____		
<input type="checkbox"/> INFORMATION RECEIVED FROM THE STATE BOARD OF EQUALIZATION AND ASSESSMENT, ALBANY, NEW YORK, INDICATES THAT _____ IS NOT INCLUDED IN THE REAL PROPERTY TAX EXEMPTION. YOU SHOULD CONTACT YOUR LOCAL REAL PROPERTY TAX ASSESSOR FOR VERIFICATION OF FUNDS THAT ARE TAX EXEMPT.		
<input type="checkbox"/> YOU WERE NOT ENTITLED TO MOP BECAUSE: _____		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
<p><small>NOTE: THE DETERMINATION OF WHETHER A PERSON HAS MET THE STATUTORY REQUIREMENTS FOR THE VETERANS' STATE OF NEW YORK REAL PROPERTY TAX EXEMPTION, RESTS SOLELY WITH THE LOCAL ASSESSOR WHERE THE CLAIM IS FILED.</small></p>		
TO:	<i>James C Wilson</i>	NCPMR-A <i>Jc</i>  NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13074 (9-85)

Figure 4: NA Form 13087, Request for Records

<b>REQUEST FOR RECORDS</b>		SUSPENSE DATE:
TO: <input type="checkbox"/> 2 <sup>nd</sup> Floor Search, Rm 2317		<input type="checkbox"/> 3 <sup>rd</sup> Floor Search, Rm 3305
		<input type="checkbox"/> 5 <sup>th</sup> Floor Search, Rm 5305
<b>IDENTIFYING INFORMATION</b>		
1. LAST NAME - FIRST NAME - MIDDLE NAME		2. SERIAL NUMBER
		3. SOCIAL SECURITY NUMBER
4. BRANCH OF SERVICE	5. SERVED AS <input type="checkbox"/> OFFICER <input type="checkbox"/> ENLISTED	
		6. REGISTRY NUMBER
7. PRESENT MILITARY STATUS - PRESENT BRANCH OF SERVICE		8. PRE-REGISTRY INFORMATION
8. YEAR OF LAST SEPARATION OR APPROXIMATE DATES OF SERVICE		
9. OTHER IDENTIFYING DATA (Not required if Items 1 thru 6 are furnished)		VA CLAIM NUMBER
DATE OF BIRTH:	PLACE OF BIRTH:	C-
10. NATURE OF RECORDS DISCLOSED <input type="checkbox"/> PERSONNEL <input type="checkbox"/> MEDICAL <input type="checkbox"/> OTHER (Specify)		
11. PURPOSE OF DISCLOSURE (Must be completed for all non-DOD requests)		
<i>NOTE: Under provisions of the Privacy Act of 1974 the agency to which a record is disclosed is responsible for maintaining an accounting of any further disclosure by that agency. Exception: These provisions do not apply to the National Research Council, which may not further disclose records/information without the veteran's authorization.</i>		
<b>SEARCH REPORT</b>		
12. <input type="checkbox"/> RECORDS LOCATED AND ATTACHED		
<input type="checkbox"/> RECORDS CHARGED TO _____		DATE _____
<input type="checkbox"/> RECORDS NOT LOCATED IN		
<input type="checkbox"/> REGISTRY FILE	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> MC ENLISTED
<input type="checkbox"/> NAVY WWII	<input type="checkbox"/> NAVY PWWII	<input type="checkbox"/> NAVY MEDICAL
		<input type="checkbox"/> MC OFFICERS
		<input type="checkbox"/> NAVY OFFICERS
		<input type="checkbox"/> NAVY WWI
13. SERVICE NUMBER/NAME VERIFICATION		
<input type="checkbox"/> OK		<input type="checkbox"/> CANNOT VERIFY
		<input type="checkbox"/> CORRECT NAME OR SERVICE NUMBER
REMARKS		
Date: _____ Searched By: _____		
RETURN TO:		
<input type="checkbox"/> OFFICE OF PERSONNEL MANAGEMENT, RM 4545	NPRC (MPR)	
<input type="checkbox"/> U.S. SECRET SERVICE, RM 4597D	<input type="checkbox"/> Core 1, Team	RM 4594
<input type="checkbox"/> FEDERAL BUREAU OF INVESTIGATION, RM 4597B	<input type="checkbox"/> Core 2, Team	RM 5307
<input type="checkbox"/> NATIONAL RESEARCH COUNCIL, RM 1793	<input type="checkbox"/> Core 3, Team	RM 3315
<input type="checkbox"/> DEFENSE INVESTIGATIVE SERVICE, Col 4-J-23	<input type="checkbox"/> Core 4, Team	RM 2537
<input type="checkbox"/> U.S. AIR FORCE/O.S.I., RM 4597A	<input type="checkbox"/> Core 5, Team	
<input type="checkbox"/> VALNO, PREVEDEL 3 <sup>rd</sup> FLOOR	<input type="checkbox"/> RESEARCH ROOM	RM 1885
<input type="checkbox"/> MCLNO, RM 5409 <input type="checkbox"/> NAVLNO, RM 5409	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	
INQUIRY CHARGE CODE:		
NAME OF REQUESTER	TELEPHONE NUMBER	DATE
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		

Figure 6: NA form 13096, Finding Aid Report (FAR)

**FINDING AID REPORT**  
 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 01271 BATCH 139N PA  
 NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) DATE 10/01/8

NA FORM 13096 (8-81)

V 013 182,400

APT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
013 182 400		DOE JOHN L.	QT	U 07 05 42
				27 05 42

RECORD CHARGED TO:  
 NPRC ORGANIZATIONS  
 \_\_\_\_\_  
 (CASE ROUTING CODE)

RESEARCH ROOM, 2048  
 EQUIFAX  
 MILSREC

OCCUPANT AGENCIES  
 BPLNO, 3475  
 NMLNO, 3475  
 CIA, 20A  
 DIS-NACC, 4305  
 EEA, 4815  
 FAA, 220C  
 FBI, 170  
 MARCOR LN O, 3475  
 NAVAL RESERVE, 3150  
 NRC, 1725  
 OPM (INV DIV), 190  
 OSI, 220C  
 VALNO, 2200

OTHER ORGANIZATIONS  
OFFICE/SYMBOL  
 ARPC, Denver  
 HOMC, Wash. D.C.  
 HOUSECG, Wash. D.C.  
 NNPC, Wash. D.C.  
 USAFMPC, RAFB  
 USARCPAC

Day of capture  
 Month of capture  
 Year of capture  
 Day of release  
 Month of release  
 Year of release

DATE \_\_\_\_\_  
CLERK'S INITIALS \_\_\_\_\_

GE 0017  
6



Figure 1-9.2: NA Form 13105, NPRC Search Request and Reply

NPRC SEARCH REQUEST AND REPLY			
COLOR CODE & DATE:	TO: <input checked="" type="checkbox"/> Records Recon. Corr. Sec. 2, Rm. 2535 (organizational records search) <input type="checkbox"/> Search and Control Sec., Rm. 2533	TO: <input type="checkbox"/> Air Force Corr. Sec., Rm. 2315 <input type="checkbox"/> Army Corr. Sec., Rm. 3315 <input checked="" type="checkbox"/> Navy Corr. Sec., Rm. 5315 <input type="checkbox"/> Records Recon. Corr. Sec. 1, Rm. 2537 <input type="checkbox"/> Spec. Inq. Sec., Rm. 2077 <input type="checkbox"/> _____ Rm. _____	
REQUEST SEARCH OF: (Check appropriate box)		REPORT OF SEARCH:	
<input type="checkbox"/> Organizational Records <input type="checkbox"/> VA Index, WWI (1917-9/19/40) <input type="checkbox"/> VA Index, WWII (9/20/40-9/72) <input type="checkbox"/> JAG Tape (9/1917-12/1949) <input type="checkbox"/> JAG Tape (1950-1959) <input type="checkbox"/> SN Index		<input type="checkbox"/> QM Records <input type="checkbox"/> QT Records <input type="checkbox"/> POW Tape <input type="checkbox"/> Other (specify)	
<input checked="" type="checkbox"/> VERIFY/SUPPLY INFORMATION CHECKED BELOW		<input checked="" type="checkbox"/> Check if information is correct. If not, supply correct information below. (Recon: Indicate alpha code for sources searched.)	
Last name, First name, Middle initial <u>Public, John Q.</u>			
SN(S)/SSN <u>[REDACTED]</u>			
DOB _____			
POW Dates _____			
VA Claim No. _____			
QM /QT Record Registry No. _____			
<input type="checkbox"/> Record of Trial <input type="checkbox"/> GCMO#			
<input type="checkbox"/> Entry <input type="checkbox"/> Enl Date <input type="checkbox"/> Place			
<input type="checkbox"/> Active Duty Dates <input type="checkbox"/> ACDUTRA			
Discharge <input type="checkbox"/> Date <input type="checkbox"/> Character <input type="checkbox"/> Grade <input type="checkbox"/> Place <input type="checkbox"/> Authority <input type="checkbox"/> Specific Reason			
Grade <input type="checkbox"/> Date Promoted To <input type="checkbox"/> Date Reduced To			
Time Lost <input type="checkbox"/> AWOL <input type="checkbox"/> Conf			
Service Outside U.S. <input type="checkbox"/> Date Departed <input type="checkbox"/> Date Returned			
<input type="checkbox"/> Grade Cards <input type="checkbox"/> AF Awards Card File <input type="checkbox"/> Flight Records			
Orders <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Other			
<input type="checkbox"/> Morning Reports <input type="checkbox"/> Sick Reports <input type="checkbox"/> DOP			
<input checked="" type="checkbox"/> Clinical <input type="checkbox"/> Outpatient <input type="checkbox"/> Mental Health			
Status of Patient <input type="checkbox"/> Vet <input type="checkbox"/> Dep <input type="checkbox"/> Retired			
Hospital <u>BALBOA NAVY Hosp.</u>			
Dates of Treatment <u>1990</u>			
Charge Record To: <input checked="" type="checkbox"/> Corr <input type="checkbox"/> VARO <u>NCS TA2</u>			
<input type="checkbox"/> Other _____			
Organization, Dates of Search, and Additional Information:			
<u>2. Portsmouth Navy Hosp - 1987 - Clin.</u>		} SHOW MULTIPLE ORGANIZATIONS REQUESTED	
<u>3. Chelsea Navy Hosp. 1985 - Clin.</u>			
<u>4. Chelsea Navy Hosp - 1983 - Clin.</u>			
(attach additional form, if needed)			
Negative Search (Recon: Indicate alpha code for sources searched.)			
(attach additional form, if needed)			
Requester's Name and Office Symbol <u>JANE DOE NRPMN</u>		Rec. Attch'd <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date <u>2/1/97</u>
		Searcher's Name	Date
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13105 (REV. 8-95)	

Figure 1: NA Form 13106, Birth Information

BIRTH INFORMATION	
<input type="checkbox"/> NATIONAL PERSONNEL RECORDS CENTER(CPR) 111 Winnebago Street St. Louis, MO 63118-4199	<input checked="" type="checkbox"/> NATIONAL PERSONNEL RECORDS CENTER(MPR) 9700 Page Avenue St. Louis, MO 63132-5100
<input checked="" type="checkbox"/> Military Personnel <input type="checkbox"/> Civilian Personnel <input type="checkbox"/> Dependent of Military or Civilian Personnel	
NAME <i>BROWN, Joseph C.</i>	SEX <i>Male</i>
AGE OR DATE OF BIRTH [REDACTED]	FATHER'S NAME <i>BROWN, CHARLES S.</i>
PLACE OF BIRTH <i>ST. Louis, Mo</i>	MOTHER'S MAIDEN NAME <i>Smith, Irene M.</i>
If Military Personnel:	
SERVICE NUMBER [REDACTED]	DATE OF ENTRY INTO SERVICE <i>4-4-45</i>
REMARKS:	
<p style="text-align: center;"><i>The above information was extracted from records on file at this center. This statement does not take the place of a delayed registration of birth.</i></p> <p>Birth Certificates for persons born within the United States or its territories may be available in the Bureau of Vital Statistics in the state or territory where the birth occurred. Birth Certificates for U.S. Citizens born outside the United States or its territories may be available from the Passport Officer, Department of State, 1425 K Street NW, Washington, D.C. 20524, ATTN: PPT/S/PC</p>	
DATE <i>5/15/94</i>	
Signature/Title	
<i>Robert M. Brown</i> [REDACTED]	<i>INITIALS &amp; BRANCH STAMP</i>
<p>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION <span style="float: right;">NA FORM 13106 (9-85)</span></p>	



Figure 4: NA Form 13122, Reply to Subpoena/Court Order

<b>REPLY TO SUBPOENA/COURT ORDER</b>		Re: _____
Date of Subpoena/Order	Case/File Number	Issuing Judge
Plaintiff	Defendant	

*The reply to the inquiry will be found in the checked item(s). If it is necessary to write to us again concerning this subject, please return all papers to this center. We regret if any enclosed copies are of poor quality; however, they are the best copies obtainable.*

- Enclosed is a certificate under seal authenticating copies of the requested military records that are available for the individual named above.
- Enclosed is a certificate under seal attesting to the presence/absence of certain information in the military records of the individual name above.
- Enclosed is a certificate under seal attesting to the absence of records for the individual name above.
- The copies of the enclosed military records contain the names of and certain personal information relating to individuals other than the veteran named in the court order. Under the Privacy Act of 1974, such personal information should be safeguarded. Further release of this information should be in accordance with the rules and regulations implementing the Privacy Act of 1974.
- The enclosed authenticated military records contain drug/alcohol rehabilitation records which are furnished with the understanding that the court order/subpoena signed by a judge was issued upon application showing good cause therefor, i.e., that the court has weighed the public interest and considered the provisions of the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255). The confidential nature of the records is protected under the provisions of the Act, regardless of whether the service member DID or DID NOT successfully complete the REHABILITATION TREATMENT program.
- Some of the information contained in these records may prove injurious to the physical or mental health of the subject individual if released to him/her; therefore, appropriate measures should be taken to ensure that this information is not disclosed to the individual except to the extent that such disclosure be essential to the issues of the pending proceedings.
- The military record needed to answer this inquiry is not in our files. If the record were here on July 12, 1973, it would have been in the area that suffered the most damage in the fire on that date and may have been destroyed.
- Enclosed are copies of the service and medical records which were obtained from an alternate records source.
- The enclosed NA Form 13038, Certification of Military Service, verifies the military service and may be used for any official purpose. Information used to prepare this document was obtained from an alternate records source.
- The outpatient health record that was requested has been lent to the Department of Veterans Affairs (VA). Please phone the VA at 1-800-827-1000 for help in locating and obtaining this record. The veteran's VA Claim Number is C - \_\_\_\_\_.
- The outpatient health record that was requested was not retired to this Center. The military service department now sends the health record to the Department of Veterans Affairs (VA) at the time the service member is released, discharged, or retired from active service. The health record should now be at the VA Records Management Center in St. Louis or the VA Regional Office that serves the veteran's local area. Please phone the VA at 1-800-827-1000 for help in locating and obtaining this record. The veteran's VA Claim Number is C - \_\_\_\_\_.
- Finance records are not maintained by this Center. Please contact the Defense Finance and Accounting Service at the office shown below for such records.
- 

	Date: _____  Chief, _____  <input type="checkbox"/> Army Reference Branch <input type="checkbox"/> Air Force Reference Branch <input type="checkbox"/> Navy Reference Branch <input type="checkbox"/> Records Reconstruction Branch  NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100
--	---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
NA FORM 13122 (1-97)

Figure 17: Log for CMRS Request/FAR Not Found Sheet

# IMPORTANT NOTICE

DO NOT FILE A RECORD OR INTERFILE MATERIAL UNDER THE NAME OR NUMBER SHOWN BELOW, EXCEPT IF BLOCK NO. 3 IS CHECKED. SEE INSTRUCTIONS BELOW CONCERNING ALL FOUR BLOCKS.

NAME \_\_\_\_\_ REGISTRY NUMBER \_\_\_\_\_  
SSN \_\_\_\_\_ SN \_\_\_\_\_ OTHER IDENTIFYING DATA IF NECESSARY \_\_\_\_\_

1.  INTERFILE MATERIAL/RECORD IS WANTED BY:

\_\_\_\_\_ IN \_\_\_\_\_  
(name) (section)

2.  RECORD IS NOW FILED UNDER

NAME \_\_\_\_\_ REGISTRY NUMBER \_\_\_\_\_  
SSN \_\_\_\_\_ SN \_\_\_\_\_

3.  RECORD RE-CHARGED TO \_\_\_\_\_ DATE \_\_\_\_\_

4.  RECORD TRANSFERRED TO

- |   |   |
|---|---|
| <input type="checkbox"/> MILPERCEN, ALEXANDRIA, VIRGINIA  | <input type="checkbox"/> ARPC, DENVER                                     |
| <input type="checkbox"/> ARMY ENLISTED RECORDS AND EVALUATION CENTER,<br>FT. BENJAMIN HARRISON, INDIANA | <input type="checkbox"/> NAVAL MILITARY PERSONNEL COMMAND, WASHINGTON, DC |
| <input type="checkbox"/> ARMY NATIONAL GUARD PERSONNEL CENTER,<br>FALLS CHURCH, VA                      | <input type="checkbox"/> HQ MARCOR, QUANTICO, VA                          |
| <input type="checkbox"/> MARCOR RESERVE SUPPORT CENTER,<br>OVERLAND PARK, KANSAS                        | <input type="checkbox"/> RANDOLPH AFB, TEXAS                              |
| <input type="checkbox"/> COMMANDANT U.S. COAST GUARD,<br>WASHINGTON, DC                                 | <input type="checkbox"/> ARPERCEN   |
|   | <input type="checkbox"/> AFMPC, SAN ANTONIO, TEXAS                        |
|   | <input type="checkbox"/> NRPC, NEW ORLEANS                                |
|   | <input type="checkbox"/> NPRC SECURITY VAULT                              |

INSTRUCTIONS:

IF BLOCK NO. 3 IS CHECKED, YOU MAY FILE A RECORD OR INTERFILE MATERIAL UNDER THE NAME OR NUMBER SHOWN AT THE TOP OF THIS CARD. IF ANY OTHER ITEM IS CHECKED, COMPLETE NA FORM 13123 AND RETURN THE JACKET OR INTERFILE MATERIAL TO YOUR SUPERVISOR WITH THE INFORMATION SHOWN ABOVE. DO NOT REMOVE THIS CARD WITHOUT PERMISSION FROM YOUR SUPERVISOR UNLESS BLOCK NO. 3 IS CHECKED AND YOU ARE REFILING THE RECORD. IF YOU ARE REFILING THE RECORD BE SURE THAT YOU DO REMOVE THIS CARD.

CLERK _____	UNIT _____	DATE _____
-------------	------------	------------

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA FORM 13131 (REV. 3-89)

**Figure 3-3.1: NA Form 13151, Reply to Request for Organizational Records (Medical)**

Family

REPLY TO REQUEST FOR ORGANIZATIONAL RECORDS (MEDICAL) Date 12-19-96

Patient's Name Dawn M. Smith, Robert Rocco Jr. Sponsor's Name Robert Rocco Smith

Sponsor's Service/Social Security Number [REDACTED] Branch of Service USMC

A search of our medical records holdings was made based on the information you provided. The results of our search are shown below. The following is a key to the abbreviations used: C/R - Clinical (inpatient) Records; O/P - Outpatient Treatment Records; MH -Mental Hygiene Consultation Files; and D/R - Dental Records.

Type of Record	Treatment Facility	Dates	Results of Search
O/P	EL Toro	1965	note 1 Robert
O/P	EL Toro	1965	note 2 Dawn
C/R	EL Toro	1965	note 2 Dawn

**Results of Search**

Note 1. The requested copies are enclosed. We regret that some of the copies may be of poor quality; however, they are the best copies obtainable.

Note 2. A record for the patient named above was not on file. If you are able to obtain additional information from the treatment facility regarding the retirement of the record, please resubmit your request and we will make a further search. The following information is needed from the treatment facility: accession number, box number, and location number.

Note 3. These records have not yet been retired to this Center. We suggest you contact the treatment facility at the address shown below to obtain the requested record.

Note 4. The requested record has been lent to the Department of Veterans Affairs (VA) and may be obtained from the VA office shown below. Please refer to VA Claim No. C-\_\_\_\_\_.

Note 5. The requested record has been lent to the office shown below and may be obtained by writing directly to that facility at the address shown.

- Clinical records and mental hygiene consultation files are retired by the treatment facility and filed in this Center according to the facility, status of patient, and month/year of EACH hospitalization or consultation. Outpatient treatment records and dental records normally follow the patient when a change of station occurs; therefore, they are retired by the LAST treatment facility and filed in this Center according to the facility, status of patient, and month/year of LAST treatment. Please complete the enclosed NA Form 13042, Request for Information Needed to Locate Medical Records, and resubmit it to this Center for a further search.
- The Privacy Act of 1974 does not permit the release of a social security number or other personal information to the public without the authorization of the veteran concerned; therefore, we have deleted personal identifying data relating to other persons.
- The Department of Defense Privacy Program, 32 CFR 310.a30(f), allows for the disclosure of medical records to the individual to whom they pertain. A portion of your medical records, however, contains information which can be interpreted and explained properly only by a physician. If you wish us to send copies to a designated physician, please furnish us with the name and address of that physician. The request MUST INCLUDE the written consent (signature) of the person whose records are involved, authorizing the release of the records to the designated physician.
- 

Robert R. Smith

[REDACTED]

[REDACTED]

NCPMR-0 *Jackie*

for THELMA J. MARTIN  
Chief Records Reconstruction Branch

NATIONAL PERSONNEL RECORDS CENTER  
 (Military Personnel Records)  
 9700 Page Avenue  
 St. Louis, Missouri 63132-5100  
 (Civilian Personnel Records)  
 111 Winnebago Street  
 St. Louis, Missouri 63118-4199

**INFORMATION RELEASABLE UNDER THE FREEDOM OF INFORMATION ACT****NAME:**

Mae B. Late

**BRANCH OF SERVICE AND SERIAL/SERVICE NUMBER(S):**

Army/Record filed by Social Security Number (SSN not released)

**DATES OF SERVICE:**

August 14, 2010 to N/A

**DUTY STATUS:**

N/A

**RANK/GRADE:**

N/A

**SALARY:**

N/A

**SOURCE OF COMMISSION:**

N/A

**PROMOTION SEQUENCE NUMBER:**

N/A

**ASSIGNMENTS AND GEOGRAPHICAL LOCATIONS:**Company C, 2<sup>nd</sup> Battalion, 3rd Infantry Regiment**MILITARY EDUCATION:**

N/A

**DECORATIONS AND AWARDS:**

N/A

**TRANSCRIPT OF COURT-MARTIAL TRIAL:**

Not in file

**PHOTOGRAPH:**

N/A

**PLACE OF ENTRY:**

St. Louis, MO

**PLACE OF SEPARATION:**

N/A

**FOR DECEASED VETERAN ONLY****PLACE OF BIRTH****DATE OF DEATH****LOCATION OF DEATH****PLACE OF BURIAL**

NOTE: N/A denotes information is not available in the veteran's records

**TRANSMITTAL OF AND/OR ENTITLEMENT TO AWARDS** Date Prepared by NPRC:

NAME SERVICE NO./SSN

The awards and decorations indicated below will be forwarded from HQ AFPC/DPSIDR, Randolph AFB, Texas 78150-4714. If you do not receive these items within 90 days, please submit a copy of this form to that office. **Badges, Bars and Wings are not replaced by the USAF.**

***** OAK LEAF CLUSTER	Bronze	Silver	***** SERVICE STARS	Bronze	Silver
<input type="checkbox"/> Air Force Cross			<input type="checkbox"/> Prisoner of War Medal		
<input type="checkbox"/> Distinguished Service Medal			<input type="checkbox"/> American Defense Service Medal		
<input type="checkbox"/> Silver Star Medal			<input type="checkbox"/> Foreign Service Clasp		
<input type="checkbox"/> Legion of Merit			<input type="checkbox"/> American Campaign Medal		
<input type="checkbox"/> Distinguished Flying Cross <input type="checkbox"/> "V" Device			<input type="checkbox"/> Asiatic-Pacific Campaign Medal		
<input type="checkbox"/> Airman's Medal			<input type="checkbox"/> European-African-Middle Eastern Campaign		
<input type="checkbox"/> Bronze Star Medal <input type="checkbox"/> "V" Device			<input type="checkbox"/> World War II Victory Medal		
<input type="checkbox"/> Purple Heart			<input type="checkbox"/> Army of Occupation Medal		
<input type="checkbox"/> Defense Meritorious Service Medal			<input type="checkbox"/> Germany <input type="checkbox"/> Japan Clasp		
<input type="checkbox"/> Meritorious Service Medal			<input type="checkbox"/> Berlin Airlift Device		
<input type="checkbox"/> Air Medal			<input type="checkbox"/> Medal for Humane Action		
<input type="checkbox"/> Aerial Achievement Medal			<input type="checkbox"/> National Defense Service Medal		
<input type="checkbox"/> Joint Service Commendation Medal			<input type="checkbox"/> Korean Service Medal		
<input type="checkbox"/> Air Force Commendation Medal <input type="checkbox"/> "V" Device			<input type="checkbox"/> Armed Forces Expeditionary Medal		
<input type="checkbox"/> Army Commendation Medal			<input type="checkbox"/> Vietnam Service Medal		
<input type="checkbox"/> Joint Service Achievement Medal			<input type="checkbox"/> Southwest Asia Service Medal		
<input type="checkbox"/> Air Force Achievement Medal			<input type="checkbox"/> Kosovo Campaign Medal		
<input type="checkbox"/> Presidential Unit Citation (Formerly the Distinguished Unit Citation)			<input type="checkbox"/> Afghanistan Campaign Medal		
<input type="checkbox"/> Joint Meritorious Unit Award			<input type="checkbox"/> Iraq Campaign Medal		
<input type="checkbox"/> Combat Readiness Medal			<input type="checkbox"/> Global War on Terrorism Expeditionary Medal		
<input type="checkbox"/> Air Force Good Conduct Medal			<input type="checkbox"/> Global War on Terrorism Service Medal		
<input type="checkbox"/> Good Conduct Medal (Army) (Note 2) w/ Loops: <input type="checkbox"/> Bronze <input type="checkbox"/> Silver			<input type="checkbox"/> Korea Defense Service Medal		
<input type="checkbox"/> Air Force Outstanding Unit Award <input type="checkbox"/> "V" Device			<input type="checkbox"/> Armed Forces Service Medal		
<input type="checkbox"/> Air Force Organizational Excellence <input type="checkbox"/> "V" Device			<input type="checkbox"/> Humanitarian Service Medal		
<input type="checkbox"/> Air Force Overseas Short Tour <input type="checkbox"/> "A" Device			<input type="checkbox"/> Armed Forces Reserve Medal		
<input type="checkbox"/> Air Force Overseas Long Tour			<input type="checkbox"/> w/ <input type="checkbox"/> Hourglass <input type="checkbox"/> w/ <input type="checkbox"/> "M" Device(s)		
<input type="checkbox"/> Air Force Longevity Service Award Ribbon			<input type="checkbox"/> Small Arms Expert Marksmanship Ribbon		
<input type="checkbox"/> Air Force Basic Military Training Instructor Ribbon			<input type="checkbox"/> Philippine Defense Ribbon		
<input type="checkbox"/> Air Force Recruiter Ribbon			<input type="checkbox"/> Philippine Independence Ribbon		
<input type="checkbox"/> Air Force NCO PME Graduate			<input type="checkbox"/> Philippine Liberation Ribbon		
<input type="checkbox"/> USAF Basic Military Training Honor Grad Ribbon			<input type="checkbox"/> Presidential Unit Citation (Note 1)		
<input type="checkbox"/> Air Force Training Ribbon			<input type="checkbox"/> Republic of Vietnam Campaign Medal (Note 1)		
<input type="checkbox"/>			<input type="checkbox"/> Republic of Vietnam Gallantry Cross w/ <input type="checkbox"/> Palm (Note 1)		
<input type="checkbox"/>			<input type="checkbox"/> United Nations Service Medal		
<input type="checkbox"/>			<input type="checkbox"/> NATO Medal <input type="checkbox"/> Yugoslavia <input type="checkbox"/> Kosovo		
<input type="checkbox"/>			<input type="checkbox"/> Kuwait Liberation Medal/Kingdom of Saudi Arabia		
<input type="checkbox"/>			<input type="checkbox"/> Kuwait Liberation Medal/Government of Kuwait		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/> Gold Star Lapel Button			<input type="checkbox"/>		
<input type="checkbox"/> Honorable Service Lapel Button WWII			<input type="checkbox"/>		

Note 1. Item is either a foreign government award, or no longer provided by the United States Government. It may be purchased from stores which sell military supplies.  
 Note 2. Air Force enlisted personnel who qualified for the award of the Good Conduct Medal on or before May 31, 1963, are awarded the Army Good Conduct Medal.  
 The Air Force Good Conduct Medal is awarded for qualifying service on or after June 1, 1963.

**Shaded area for use by HQ AFPC/DPSIDR:**  Awards circled in red are temporarily out of stock. Resubmit your request in 180 days, with this form to: HQ AFPC/DPSIDR, Randolph AFB, TX 78150-4714

Date rec'd: \_\_\_\_\_ Date mailed: \_\_\_\_\_

Prepared by \_\_\_\_\_  
 AFN-MC \_\_\_\_\_  
 NATIONAL PERSONNEL RECORDS CENTER  
 (Military Personnel Records)  
 1 Archives Drive  
 St. Louis, MO 63138-1002

# NAME CHANGE AFTER SEPARATION

Posted On: 12/3/2014

---

Service department will not amend service records for name changes that occurred after the service member left the service. Respond to the requester using pattern paragraph "*Amendment or change to Service Record/Amending name change after discharge.*"

If requester includes the court order that shows name change, have the new name added to the MPR Registry. To update the registry complete [NA Form 13003, Request for Amendment to Computer Index](#). Then you may cross reference the new name with the old name. In a search query in the CMRS, MPR Registry, both names with the same information should come up.

Completing an NA Form 13003:

1. Enter the current date.
  2. Type the new name as shown on the court order in the "ADD RECORD" Section.
    - a. Last Name
    - b. First Name
    - c. Middle Initial
  3. Type in the Service Number or Social Security Number.
  4. Include the [Service Code](#).
  5. Type in the Registry Number.
  6. Fill in the "Requested By" Section.
    - a. Provide your Name.
    - b. Show the Core, Branch, Section, or Unit. (*For the Cores include the Team Name.*)
    - c. Furnish your Telephone Number.
    - d. Give your Room Number.
  7. Check the "Yes" box in the "Return to Amendment Requester" Section if you want the form returned to you. If not, check the "No" box. (*Having the form returned is not a requirement.*)
-

Figure 3-3.1: **NARA locations for Selective Service Records**

Registrants with year of birth September 12, 1900 - 1956 and those born in 1957 who registered prior to cessation of registration requirement in 1975.		
State of Registration	Years of Birth 9/12/1900 - 1921	Years of Birth 1922 - 1957
Alabama	Atlanta	Atlanta
Alaska	Seattle	Seattle
Arizona	Denver	Laguna Niguel
Arkansas	Fort Worth	Fort Worth
California N.	San Francisco	San Francisco
California S.	San Francisco	Laguna Niguel
Canal Zone Company      Stored in the archives of the Canal Zone Company		
Colorado	Denver	Denver
Connecticut	Boston	Boston
Delaware	Philadelphia	Philadelphia
Dist. of Col.	Suitland	Suitland
Florida	Atlanta	Atlanta
Georgia	Atlanta	Atlanta
Guam	none	Seattle
Hawaii	San Francisco	Seattle
Idaho	Seattle	Seattle
Illinois	Chicago	Chicago
Indiana	Chicago	Dayton



Iowa	Kansas City	Kansas City
Kansas	Kansas City	Kansas City
Kentucky	Chicago	Atlanta
Louisiana	Fort Worth	Fort Worth
Maine	Boston	Boston
Maryland	Suitland	Suitland
Massachusetts	Boston	Boston
Michigan	Chicago	Dayton
Minnesota	Kansas City	Chicago
Mississippi	Atlanta	Atlanta
Missouri	Kansas City	Kansas City
Montana	Seattle	Denver
Nebraska	Kansas City	Kansas City
Nevada	San Francisco	San Francisco
New Hampshire	Boston	Boston
New Jersey	Bayonne*	Bayonne*
New Mexico	Fort Worth	Fort Worth
New York	Bayonne*	Bayonne*
North Carolina	Atlanta	Atlanta
North Dakota	Kansas City	Denver
Ohio	Chicago	Dayton
Oklahoma	Fort Worth	Fort Worth
Oregon	Seattle	Seattle
Pennsylvania	Philadelphia	Philadelphia
Puerto Rico	Bayonne*	Bayonne*

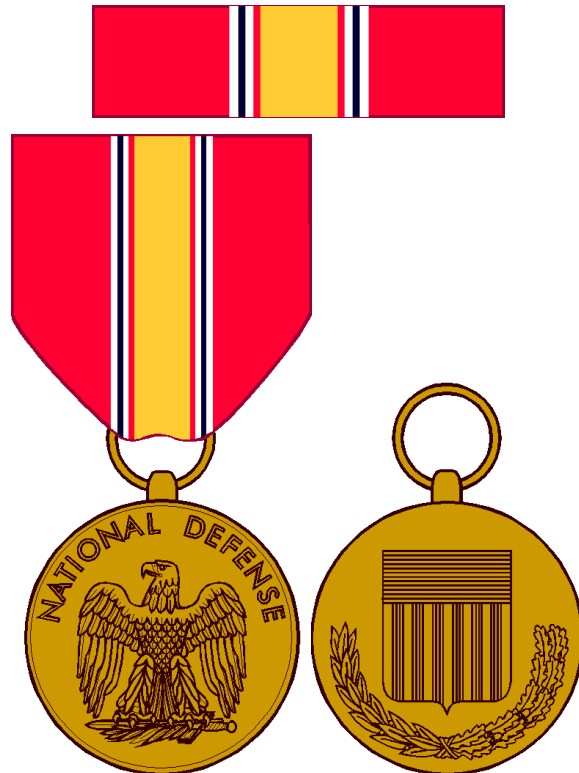
Rhode Island	Boston	Boston
South Carolina	Atlanta	Atlanta
South Dakota	Kansas City	Denver
Tennessee	Atlanta	Atlanta
Texas	Fort Worth	Fort Worth
Utah	Denver	Denver
Vermont	Boston	Boston
Virgin Islands	Bayonne*	Bayonne*
Virginia	Suitland	Suitland
Washington	Seattle	Seattle
West Virginia	Suitland	Suitland
Wisconsin	Chicago	Chicago
Wyoming	Denver	Denver

\*Records in process of being moved to Kansas City.

- [ÿ Index Chart](#)
- [ÿ Air Force Medals Sidebar](#)

- 
- [ÿ Air Medal](#)
  - [ÿ American Campaign Medal](#)
  - [ÿ American Defense Service Medal](#)
  - [ÿ Antarctica Service Medal](#)
  - [ÿ Armed Forces Expeditionary Medal](#)
  - [ÿ Armed Forces Reserve Medal](#)
  - [ÿ Army Aviator Badge](#)
  - [ÿ Army Commendation Medal](#)
  - [ÿ Army of Occupation of Germany WWI](#)
  - [ÿ Army of Occupation Medal WWII](#)
  - [ÿ Asiatic Pacific Campaign Medal](#)
  - [ÿ Aviation \(Aircraft Crewmember\) Badge](#)
  - [ÿ Belgian Fourragère](#)
  - [ÿ Bronze Star Medal](#)
  - [ÿ Combat Infantryman Badge](#)
  - [ÿ Combat Medical Badge](#)
  - [ÿ Commendation Ribbon w/Metal Pendant](#)
  - [ÿ Distinguished Flying Cross](#)
  - [ÿ Distinguished Service Cross](#)
  - [ÿ Distinguished Service Medal](#)
  - [ÿ Distinguished Unit Citation](#)
  - [ÿ Diver Badges](#)
  - [ÿ Drill Sergeant Identification Badge](#)
  - [ÿ Driver and Mechanic Badge](#)
  - [ÿ European African Middle Eastern Campaign Medal](#)
  - [ÿ Expert Infantryman Badge](#)
  - [ÿ Explosive Ordnance Disposal Badges](#)

## National Defense Service Medal



The National Defense Service Medal was awarded for honorable active service for any period **between 27 June 1950 and 27 July 1954**. For the purpose of the award, the following persons will not be considered as performing active service:

- Guard and Reserve forces personnel on short tours of duty to fulfill training obligations under an inactive duty training program.
- Any person on active duty for the sole purpose of undergoing a physical examination.
- Any person on temporary active duty to serve on boards, courts, commissions and like organizations or on active duty for purposes other than extended active duty.

The National Defense Service Medal may be awarded to members of the Reserve Components who are ordered to Federal active duty, regardless of duration, except for the categories listed above. Any member of the Guard or Reserve who, after 31 December 1960, becomes eligible for the Armed Forces Expeditionary Medal, Vietnam Service Medal or the Southwest Asia Service Medal is also eligible for the National Defense Service Medal.

The National Defense Service Medal was established on 22 April 1953.

Authorized Device/Appurtenance: Bronze Service Stars

Dates Authorized: Korea

Type of award: Department of Defense Service Medal

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 2-10](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ÿ [Honorable Service Lapel Button WWII](#)
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
- ÿ [Legion of Merit](#)
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

# National Guard Military Records (Army and Air)

---

The National Personnel Records Center does maintain some Army and Air National Guard personnel records (see <http://www.archives.gov/st-louis/federal-records/index.html>). When a veteran of the National Guard requests copies from their personnel record a check of the NPRC registry system must be made to determine whether the record is stored at this Center. If a record is found, request the record and determine whether we can answer the veteran's request. If we are able to answer the veteran's request do so and close out the case. If no record is found, utilize the existing pattern paragraph to explain to the veteran that we do not possess the record and that they should check with the Adjutant General's office of the state in which military service was rendered. If we have the record but the record does not contain the material the veteran is requesting then explain that to the veteran and suggest they contact the Adjutant General's office of the state in which military service was rendered.

---

[Printable Version](#)

# National Guard Military Records (Army and Air)

Last Update: 9/8/2014

**Background.** The National Guard is a militia force organized by each of the several states and territories of the United States. Established under Title 10 and Title 32 of the U.S. Code, state National Guard serves as part of the first line defense for the United States. Each state National Guard operates under their respective state governor or territorial government. The National Guard may be called upon for active duty by the state governors or territorial commanding generals to help respond to domestic emergencies and disasters such as hurricanes, floods, and earthquakes.

Members of the states' National Guard are also members of the National Guard of the United States, a joint reserve component of the United States Army and the United States Air Force. They may be called up for federal active duty in time of Congressionally-sanctioned war or national emergency. State National Guard may also be called up for federal service to repel invasion or suppress rebellion. The National Guard can enforce federal laws if the United States or any of its states or territories are invaded or are in danger of invasion by a foreign nation or if there is rebellion or danger of a rebellion against the authority of the federal government. Because both state National Guard and the National Guard of the United States relatively go hand-in-hand, they are both usually referred to as just National Guard.

Many Army and Air National Guard personnel records are held at the states because the members did not perform any federal service. However, the National Personnel Records Center does maintain some Army and Air National Guard personnel records (see [www.archives.gov/st-louis/military-personnel/frequently-requested-records.html](http://www.archives.gov/st-louis/military-personnel/frequently-requested-records.html)). NPRC provides records to veterans for records at NPRC, but for records not held, refers veterans to the states where the veteran served.

For each state there is a single Adjutant General's Office for both Army and Air National Guard matters. The web address to find National Guard Adjutant General's Office by State is: [\[00388\]: Army National Guard](#)

The procedure for responding to requests for National Guard military records is shown below.

**Procedure - Responding to Requests for National Guard Military Records.** For National Guard records do a registry search, and/or DPRIS search, when appropriate, order available records, and follow the table below.

IF record is...	AND documents on file...	THEN...
found	fully satisfy the request	respond with the requested documents.
	partially satisfy the	respond with the requested documents and refer the requester to the state using the pattern paragraph. From the MSWord

	request	CMRS tab, select <a href="#">Get Paragraph &gt; National Guard Records &gt; National Guard Service only, Record at NPRC, Partial Documents</a> .
	do not satisfy the request	refer the requester to the state using the pattern paragraph. From the MSWord CMRS tab, select <a href="#">Get Paragraph &gt; National Guard Records &gt; National Guard Service only, Record at NPRC, No Documents Responsive to Request</a> .
not found	not on file	refer the requester to the state using the pattern paragraph. From the MSWord CMRS tab, select <a href="#">Get Paragraph &gt; National Guard Records &gt; National Guard Service only, Record not at NPRC</a> .



Figure 13: **NAVPERS Form 1070, Navy Record Request and Control**

NAVY RECORD REQUEST AND CONTROL													
Last			First				Middle	SSN					
Charge To			Date of Separation				File Number/Service Number						
ADDITION DATA/REMARK					NPRC SEARCH RESULTS								
Date of Birth					RECORD ATTACHED	RECORD NOT FOUND	CHARGE TO AND DATE						
Place of Birth													
Registry Number													
Requested by			Jacket Enlisted										
Office Code	Date			Officer Fitness Report Jacket									
Room	Ext			Officer Correspondence & Selection Board Jackets					Signature				
To user	From user			MICRO Personnel Record working Copy					Date				
Permanent Withdrawal (Flat Record) <input type="checkbox"/> YES <input type="checkbox"/> NO			This Record and information contained herein are protected by 5 USC 522a (The Privacy Act of 1974, P.L. 93-579). Any individual who willfully discloses information protected by the Privacy Act is subjected to criminal sanctions and fines of up to \$5,000.										
Date FWD. To MICRO (PW)											Medical Record		
Date returned to NRPC											Other		
NAVPERS 1070/126 (Rev. 4-95)													

### Navy Branch Library Organized by Keyword

KeyWords	Title	Description	Section	Shelf
		27 individual binders containing awards information for USN, USMC, and USCG ships, units, and squadrons. Covers the time periods from Haiti, Mexican service, Spanish-American War, World War I and II, Korea, Vietnam, and to some extent, post-Vietnam.		
		1 Manila envelope containing deck and ships logs for the following U.S. Naval vessels: U.S.S. Texas, U.S.S. Nevada, U.S.S. Vermont, U.S.S. Perkins. These are not in any type of order.		
		10 separate books/folders containing awards information for USN, USMC, USCG ships, units, and squadrons. Covers time periods mostly prior to Vietnam.		
		Activities of the Bureau of Yards and Docks, Navy Department, World War I, 1917-1918.	1	
	NAVPERS 91842-Requirements for Qualification in Submarines for Naval Reserve Enlisted, March 1953	Located in the binder with NAVPERS 91769-Catalog of U.S. Naval Training Activities and Courses	2	
	"A Guide to the Evaluation of Educational Experiences in the Armed Services"	Unbound book describing the different types of training courses for ALL the branches of the U.S. military, including location of training, length of training, and aspects of the training. Issued sometime around 1944 and includes information concerning USAFI courses and credit recommendations for those courses.	2	
	"Adventures In Aviation-An Autobiography of Captain Kimball J. Scribner", USN (Retired).	Book about the personal experiences of a now retired Navy aviator.	2	

KeyWords	Title	Description	Section	Shelf
	"Building the Navy's bases In World War II- History of the Bureau of Yards and Docks and the Civil engineer Corps 1940-1946", volume I, Printed 1947.	Book describing the efforts and achievements of the U.S. Navy Seabees and the Civil Engineer Corps during World War II.	2	
	ALNAVS	All letters/memos sent to all Navy commands for the years 1919 through 1923 And 1943	2	
	ALNAVS-1948 & 1952-1954	All Navy letters and bulletins from Navy HQ to all Navy commands for years listed above.	4	
	Also-there are books for the following years:1920, 1923, 1926 (2 books), 1930, and 1931	Listing of all Navy and Marine Corps officers for the years listed.	5	4
	American Military Casualties and Burials (Manila folder)	Information relating to battle casualties of U.S. personnel during World War II	2	
	Annual Report of the Chief of Bureau of Construction and Repair to the Secretary of the Navy for fiscal year ending 6/30/1905		4	
	Annual Reports of the Chief of the Bureau of Navigation-1912-1925, vol. IV		4	
	Articles for the Government of the Navy of the United States- 1899 to 1912	Articles governing the United States Navy during the years stated above.	2	
	BUMED Instructions and Notices & Canceled notices of the Navy's Bureau of Medicine and Surgery. (Both of these are contained inside the same black binder).		3	
	BUMED Instructions and Notices & Outdated notices and instructions for the Navy's Bureau of Medicine and Surgery. Last updated in 1978 (Both of these are contained in the same black binder)		3	

KeyWords	Title	Description	Section	Shelf
	BUMEDINST 1510.9A-Catalog of Hospital Corps Schools and Courses		5	4
	BUPERS Awards Manual	2 separate binders containing a listing of U.S. Navy, Marine Corps, and Coast Guard ships and units with some Army and Air Forces units/squadrons. Gives dates of eligibility for certain awards issued by the military. Mainly used in Navy Correspondence for determining eligibility claimed on the SF-813's submitted to this Center by various U.S. Government Human Resource offices for the purposes of giving extra credit to federal employees for the purposes of leave accrual or reductions in force by other Federal agencies. This is a current edition of this manual. (EXTRA Copies available elsewhere within the branch)		
	BUPERS Instructions-5210.6;10/28/71 (manila folder)		4	
	BUPERS Manual, 1959 - Bureau of Naval Personnel Manual		2	
	BUPERS Manual-Superceded pages from the 1969 Bureau of Naval Personnel Manual with changes from 1/70 to 10/71		3	
	BUPERS Manual-1942	Bureau of Naval Personnel manual for Navy personnel	2	
	BUPERS Manual-1942.		4	
	BUPERS Manual-1948 edition		3	
	BUPERS Notices (black binder)	Contains canceled and superceded Bureau of Naval Personnel notices.	2	
	BUPERS notices-(Black three ring binder)	Contains various Bureau of Naval Personnel Notices and memos.	2	
	BUPERSINST 1430.16A, PERS 5232-Manual of Advancement, 23 December 1977	Provides procedures for the administration of the advancement in the Navy rate system.	2	

KeyWords	Title	Description	Section	Shelf
	BUPERSINST 1770.2- Navy Manual for Casualty Assistance Calls Program	Guidelines for navy personnel involved in Casualty Assistance Calls on family members of recently deceased Navy/Marine/Coast Guard personnel (active and former)	3	
	BUPERSINST 7040.5- Financial Management Guide for Permanent change of Station Travel		3	
	Bureau of Naval Personnel letters concerning USNR- 3/31/42		4	
	Bureau of Navigation Manual, 1925		2	
	Bureau of Navigation Manual, 1925		4	
	Bureau of Supplies and Accounts Book-1945		3	
	Bureau of Supplies and Accounts Manual-1929 (reprinted 1944)		4	
	Canceled BUPERS instructions-1000-1499 and 1500 to end.		4	
	Canceled Navy Instructions and Notices (black binder)	Contains the various canceled and superceded Navy instructions and notices sent to the various Navy commands.	2	
	Cancelled Secretary of the Navy instructions and notices.		4	
	Changes 1-33 to the 1948 edition of the BUPERS Manual		4	
	Changes to BUPERS Manual-10/1/42 edition (small manila envelope)		5	4
	Combat Connected Naval Casualties by States-WW II, vol. 1 & 2 (USN, USMC, USCG)-1946		5	4
	Compilation of Court Martial Orders for the years 1916 to 1937-(two volumes)		2	

KeyWords	Title	Description	Section	Shelf
	Contains NEW Navy Officer jackets (file folders)		D4	A
	Contains used/old Navy medical and personnel jackets (mostly enlisted)		D5	A
	Court Martial orders- 1941-1951 (incomplete)		4	
	Credit Recommendations for USAFI and MCI Courses and Tests- Second Edition, Number 10, January 1961	A red pamphlet prescribing guidelines for giving credit for United States Armed Forces Institute and Marine Corps Institute courses taken by service members while in the service.	2	
	Cumulative Index to Court Martial Orders for the years 1916 to 1937		2	
	Department of the Navy, Bureau of Medicine and Surgery-Patient Contact Point Command Program Guide- December 1980	A guide for the various medical commands within the Navy regarding patient contacts.	2	
	Description of and Reference Information on Navy and Marine Corps Pay Records Held at NPRC (MPR) [GSA instructions]		5	4
	Dictionary of American Naval Fighting Ships.	8 books containing detailed histories of all U.S. Naval vessels from the Revolutionary War to 198		
	Discharge Directives/ALNAV Circular Letters/Examining Section-PERS E373		3	
	Enlisted Occupational Conversion Table		5	4
	Excerpts from Preliminary Class Specifications for use in the Classification of Positions in the Field Service of the Navy Department.		4	
	Going Back to Civilian Life"-pamphlet		5	4

KeyWords	Title	Description	Section	Shelf
	JAG INST P5800.7B- Navy JAG Manual- Manual for the Judge Advocate General's office of the Department of the Navy		3	
	Joint Travel Regulations-Volume I and misc. pages	Pertains to all military personnel; Last updated 1 March 1979.	3	
	Manual for the Medical Department of the United States Navy- 1917 (hardbound book)		2	
	Manual of Navy Officer Manpower and Personnel Classifications, Volume II, The Officer Data Card, August 1975.	Located inside the binder of NAVPERS 15839B-Manual of Navy Officer Classifications-September 1968	3	
	Manual of the Medical Department- issued 24 March 1978. Contained in a brown booklet holder.		3	
	Military Grade Conversion and Pay Tables (GSA booklet)		5	4
	Misc. changes to the most recent edition of the Navy Military Personnel Manual-these are contained inside the wrapping still and are not inside of a binder. They are on the shelf in a stack.		3	
	Misc. Navy instructions from the Department of the Navy-contained inside of a green three ring binder.		3	
	Miscellaneous Navy Instructions, Book 2 (Blue three ring binder)	Contains various Navy instructions and memos.	2	
	Monograph on Military Personnel and Related Records of the War Department, 1912-1939 (GSA book)		5	4

KeyWords	Title	Description	Section	Shelf
	Naval Administration, Volume I, Department of Seamanship and Navigation-1942 Edition	For use by Midshipman 1st Class at the United States Naval Academy.	2	
	Naval Air Technical Training Command-Bulletins of Schools and Courses.1955, 1957, and 1958 editions.		3	
	Naval Courts and Boards-1937 (hardbound book)		2	
	Naval Military Personnel Manual- Personnel manual for Naval personnel-last updated 12 July 1989.		3	
	Naval Military Personnel Manual-(4 three ring binders, one red and three black)	These are just the changes to the NavMilPersManual, as follows: Red binder contains changes dated February to December 1984; Black binders contain changes dated March 1985 to December 1986, January 1987 to December 1989, and June 1990 to July 1993.	2	
	Naval Reserve Multiple Address Letter, # 0-48; 12/31/47-listing of all USNR Units with addresses.		4	
	Naval Reserve Multiple Address Letter-dated 31 December 1949	Instructions and letters to the various Naval commands regarding USNR submarine crews.	2	
	Naval Supplement to Manual for Court Martial-1951		5	4
	Naval Supplement to the Manual for Courts Martial of the United States-supplement issued 1 December 1955 for the 1951 edition		3	
	Naval Vessel Register-1949	Listing of all US Naval vessels for year listed.	5	4
	NAVDOCKS P-31-United States Navy Civil Engineering Corps Postwar Development, Chapters I to X.		4	



KeyWords	Title	Description	Section	Shelf
	NAVEXOS P-435-The United States Navy-issued January 1947	A description of the Navy's functional organization.	2	
	NAVEXOS-286-Manual of Organization Charts of Bureaus and Offices of the Navy Department-Dated 15 June 1943	An organizational description of the offices of the Navy Department to include the Navy, Marine Corps, and the Coast Guard.	2	
	NAVFAC P-349-Index of Naval Facilities Engineering Command Publications, January 1973.		3	
	NAVMED P-5057-History of USN Medical Department 1945-1955		4	
	NAVMILPERSCOMINST 1900.1, NMPC-24B-Naval Discharge Manual 13 September 1979		2	
	NAVPERS 10840-Administration and Use of Naval Correspondence Courses-3/49		5	4
	NAVPERS 15014-Personal Affairs of Naval Personnel; revised 1953; also known as NavMC 1081-PD	provides reference for Navy and Marine Corps commanders regarding the personal affairs of their personnel.	3	
	NAVPERS 15040-Manual for the Operation of Navy V-12 Units; Issued 15 March 1944.		3	
	NAVPERS 15105-Navy Enlisted Classifications Manual-1957 and 1959 editions.		3	
	NAVPERS 15105-T-Navy Enlisted Classifications	Manual of Navy enlisted job duties by rate. January and July 1971 and January 1972 (three separate booklets-not in a three ring binder)	2	
	NAVPERS 15105-Z-Navy Enlisted Classifications-1974		3	
	NAVPERS 15105C-Manual of Navy Enlisted Classifications-7/62		5	4

KeyWords	Title	Description	Section	Shelf
	NAVPERS 15560A- Naval Military Personnel Manual	Personnel Manual for Navy personnel. Issued 15 June 1987	2	
	NAVPERS 15665B- Navy Uniform Regulations-1975		3	
	NAVPERS 15665C-U.S. Navy Uniform Regulations		2	
	NAVPERS 15665F- United States Navy uniform regulations, issued 18 July 1985. Contained in a brown booklet holder.		3	
	NAVPERS 15780-Guide to Enlisted Classifications-1953		1	
	NAVPERS 15780-Guide to Enlisted Classifications-1953	Contained in the NAVPERS 15105 Binder.	3	
	NAVPERS 15791-B- BUPERS Manual (no year given)		3	
	NAVPERS 15791- BUPERS Manual-1948		3	
	NAVPERS 15791B- BUPERS Manual, Unit A	Specific reasons for discharge of U.S. Navy personnel.	2	
	NAVPERS 15795-Navy Schools and Training Courses	Listing of the various Naval Schools Commands and training courses available. Contains several softbound booklets on the various Navy schools and courses available, beginning with the April 1951 edition and continuing with the April 1952 edition. Also contains an unbound edition of the Navy officer, officer candidate, and enlisted training course guide.	2	
	NAVPERS 15825- Department of the Navy, Brig Manual, 1956	Describes policies, standards, and procedures for the operation of Navy and Marine Corps brigs.	2	
	NAVPERS 15834-B- Manual of Navy-Civilian Occupational Relationships (pamphlet)		3	

KeyWords	Title	Description	Section	Shelf
	NAVPERS 15834A- Table of Navy-Civilian Occupational Relationships. (revised 2/58)		5	4
	NAVPERS 15839- Manual of Navy Officer Billet Classifications, 1953	Describes job duties of the various Naval officer billets/ratings.	2	
	NAVPERS 15839B- Manual of Navy Officer Classifications- September 1968		3	
	NAVPERS 15878D- Navy Career Counseling Manual (changes only)- Manual concerning guidelines and instructions for Navy Career Counseling personnel.	Pertains to how to keep/retain Navy personnel/re-enlisting Navy personnel.	3	
	NAVPERS 15909B- Navy Enlisted Transfer Manual and Separation/Reenlistment Guide (incomplete)- Dated 11 January 1973	Contains instructions regarding the transfer of Naval personnel and regulations pertaining to the discharge and reenlistment of Naval personnel	2	
	NAVPERS 15909D- Navy Enlisted Transfer Manual	This is only change #4, which takes up one entire binder.	2	
	NAVPERS 15929D- Organizational Index of the Bureau of Naval Personnel	Reflects those personnel on board the Bureau of Naval Personnel as of January 1978.	3	
	NAVPERS 16004-Navy V-12 Bulletin # 101: Navy V-12 Curricula Schedules and Course Descriptions-Issued 1 November 1943		3	
	NAVPERS 16138-A, Naval Orientation	Describes Navy life, the requirements of the Navy, and a listing of the types of naval vessels used by the Navy, with the Alpha designation of each type of vessel (aircraft carrier-CV, CVA, CVL; battleship-BB) December 1948	2	

KeyWords	Title	Description	Section	Shelf
	NAVPERS 18068 (D,E,F)	Navy Enlisted Manpower and Personnel Classifications and Occupational Standards- A listing of all Navy enlisted classifications (job classifications) and the duties performed by each classification. Detailed explanation of each job performed by that particular Navy rating. Covers the years January 1980 through October 1993	1	
	NAVPERS 18068C - Navy Manual of Qualifications for Advancement, June 1971		2	
	NAVPERS 18068D- Navy Enlisted Manpower and Personnel classifications and Occupational Standard	Listing of navy enlisted job duties. September 1975 (two books), January 1976, and July 1978.	2	
	NAVPERS 18455B-The Warrant Officer Manual		3	
	NAVPERS 18564B- Department of the Navy Limited Duty Officer Manual, February 1976.	Note: Inside the May 1976 Binder.	2	
	NAVPERS 18564B- Department of the Navy Limited Duty Officer Manual, May 1976.	Also has the February 1966 edition inside of the binder.	2	
	NAVPERS 91769- Catalog of U.S. Naval Training Activities and Courses		2	
	NAVPERS 91769- Catalog of USN Training Activities and Courses;1951		4	
	NAVPERS 93863-Navy Small Arms Marksmanship Manual	Manual concerning the requirements for Navy marksmanship (rifle) training.	3	

KeyWords	Title	Description	Section	Shelf
	NAVPUBINST 5215.1- Department of the Navy, Directives Issuance System	Consolidated Subject Index of Instructions by Washington Headquarters Organizations-1 April 1989, 1 April 1992 (2 books) editions- A listing of instructions issued by Washington, D.C. headquarters organizations identifying active naval instructions applicable to certain programs or subject matter interests.	2	
	NAVPUBINST 5215.1A- Consolidated Subject Index of Instructions by Washington, D.C. Headquarters organizations. 4-1-90 & 10-1-91		4	
	NAVPUBINST 5215.3BB-Standard Navy Distribution List- Consolidated Checklist A, B, C (two pamphlets)-9/30/84	Listing of all Naval and Marine Corps commands and units that receive correspondence from Navy HQ and USMC HQ.	4	
	NAVPUBNOTE 5215- Consolidated Subject Index of Instructions by Washington Headquarters Organizations. 3 July 1978		3	
	NAVSO P-1000-Navy Comptroller Manual, Cumulative Supplement, Volume 2, Chapter 5	Provides directions and instructions for Navy comptrollers.	2	
	NAVSO P-1990-Navy Disability Evaluation Manual, originally issued 1 October 1970	Changed and updated 24 June 1975-Provides instructions to the Navy's Physical Review Council concerning disability evaluation cases involving Navy and Marine Corps personnel.	2	
	NAVSO P-3007-Navy and Marine Corps Military Pay Procedures	Contained inside of same manila folder as BUPERS Instructions- 5210.6; 10/28/71	4	
	NAVSO P-3050-Navy Pay and Personnel Procedures Manual, 1973	Concerns policies and procedures regarding payroll and personnel related issues for navy personnel.	2	

KeyWords	Title	Description	Section	Shelf
	NAVSO P-3086-JUMPS Field Procedures Handbook	JUMPS stands for Joint Uniform Military Payroll System. Contains instructions and guidelines pertaining to military payroll, to include mileage allowances, computation of accrued leave, etc. dated 19 July 1973	2	
	NAVSO-P 1459-Navy Travel Instructions for 1971		3	
	NAVSO-P-3060-Navy JUMPS Allotment Handbook-1970	Pertains to military payroll allotments.	3	
	NAVSO-P-3084-Navy and Marine Corps Military Travel Advance Handbook-July 1969	Pertains to the advancement of money for military personnel conducting official military travel.	3	
	NAVSO-P-3086-Navy JUMPS Field Procedures Handbook 1972 (cancelled)	Pertains to military payroll.	3	
	NAVSO-P1000-Navu Comptroller Manual, vol. 3		3	
	NAVSUP 2002-Navy Stock List of Publications and Forms	List of all available Navy publications and forms; last changed/updated 1 January 1973	3	
	NAVSUP PUB 467-Naval Supply Systems Command Manual vol. I, II, III.		4	
	NAVSUPINST & notices-misc.	Navy instructions and notices.	4	
	NAVTRA 10500-Catalog of Navy Training Courses-July 1973		3	
	Navy Administration Case Worksheets(by codes)-Books 1 & 2	Pertains to Navy administration work/cases (personnel and/or leave and payroll matters for Navy commands)	3	
	Navy and Marine Corps abbreviations-booklet		3	
	Navy and Marine Corps Military Pay Procedures-superseded pages (three books)-1967		4	
	Navy Bureau of Navigation Manual-Issued 1921		3	

KeyWords	Title	Description	Section	Shelf
	Navy Circular Letters-1916 to 1919		5	4
	Navy Department Bulletin, All Ships and Stations Letters, January 1944 through June 1948 (eleven separate books)	All Navy bulletins issued for time period stated, for all ships and Naval stations.	2	
	Navy Department Bulletin, Cumulative Edition, December 31, 1943	All Navy bulletins for year listed.	2	
	Navy Department Bulletin, January-December 1950	Listing of all changes made to Navy and Marine Corps facilities, establishment of USNR/USMCR facilities, etc; (two separate books)	2	
	Navy Department Bulletin, June 1942 through August 1942 and February 1943 through March 1943.		2	
	Navy Department Bulletins- ALNAV 58-51 through 23-52 and CIRCULAR Letters 107-51 through 114-52, Volume 3		3	
	Navy Department Bulletins-1944	A listing of all Navy Bulletins issued for 1944	1	
	Navy Department Bulletins-1947	A listing of all Navy Bulletins issued for 1947	1	
	Navy Department Bulletins-1948	A listing of all Navy Bulletins issued for 1948	1	
	Navy Department Bulletins;1942-1951		4	
	Navy Department Bureau of Naval Personnel Manual-1942	Personnel Manual for Naval Personnel	1	
	Navy Department Circular Letters, 1920-194	Sixteen separate booklets consisting of various letters sent to Navy commands.	2	
	Navy Department Circular Letters-6/42, 12/42, 1/43, 5/43	Letters to the various Navy commands.	4	
	Navy Department General Orders	Numbers 1 to 68, inclusive, issued 1935, reprinted August 1941	1	

KeyWords	Title	Description	Section	Shelf
	Navy Department General Orders	Numbers 1 to 553 for the years 1/25/1913 to 11/15/1920 and Numbers 1 to 255 for the years 1/5/1921 to 4/24/1935	2	
	Navy Department regulations and Instructions-1913		1	
	Navy Department, Bureau of Ships	Ships Data, U.S. Naval Vessels to include auxiliary, district craft, and unclassified vessels. Volumes I and III, April 15, 1945.	1	
	Navy Directory-1 July 1932	Listing of all officers of the USN and USMC to include officers of the USNR (active), USMCR (active), and foreign officers serving with the USN. This is not the same as the Navy Register.	2	
	Navy Directory-10/34, 1/36, 1/37, 9/37, 7/38, 10/39, 6/40, 11/40, 4/41	Listing of all Navy and Marine Corps officers for years listed above	4	
	Navy Directory-1918 and 1919(5 books for 1919)	There is a total of 5 books-1 small manila envelope and 4 books	5	4
	Navy Enlisted Classifications Guide-no cover-2 books, one from 1964		5	4
	Navy enlisted Classifications-1969		3	
	Navy Filing Manual-4th edition, 1941	Governs the way Navy records, memos, instructions, etc; are to be filed for the Navy.	2	
	Navy General Orders, Numbers 1 to 248, years 1935 to 1947		2	
	Navy General Orders- 1944		5	4
	Navy JAG Instructions and Notices- (small black binder)	Contains outdated notices for the Navy's Judge Advocate General's office.	3	
	Navy JAG Journal- 1962-1966 (incomplete). Contained in a brown booklet holder.		3	
	Navy Job Classification Manuals-Two books inside the same black binder for the years 1945 and 1949		3	



KeyWords	Title	Description	Section	Shelf
	Navy List of Training Manuals and Correspondence Courses-for the years 1949, 1951, 1964-1976. These are individual booklets/manuals contained inside of a brown booklet holder.		3	
	NAVY Medical Pamphlets (assorted)-contained inside of a red binder.		3	
	NAVY Messages-Black binder containing assorted messages and memos.		3	
	Navy Microfiche Master Index (blue binder)	Contains the NPRC Navy Microfiche Index as of July 1990	2	
	Navy Misc. Publications, vols. 1 & 2		3	
	Navy Ratings Book-no cover/paperback book.		3	
	Navy Register	A listing of Navy and Marine Corps Commissioned and Warrant Officers for the years 1845 through 1984. This includes Active Duty and reserve personnel.	1	
	Navy Regulations	Changes numbered 23 through 27 for the year 1920	2	
	Navy Regulations and Naval Instructions-1920		5	4
	Navy Regulations-1920 (reprinted 1944)		3	
	Navy Regulations-1920 (reprinted 1944)		5	4
	Navy Regulations-1920-reprinted version dated 1941 with all changes up to and including change # 22	Contains detailed instructions and regulations governing the United States Navy and united States Marine Corps.	2	
	Navy Seabees (CB's) in World War II-4 separate books.		3	
	Navy Technical Instructions, Volumes I & II	Provides instructions on how to answer certain types of requests for information concerning military service on former members of the U.S. Navy, such as Social Security, types of discharges received, etc;	2	

KeyWords	Title	Description	Section	Shelf
	Navy Travel Instructions for year 1936		2	
	Navy Yearbook-1916	A listing of all vessels of the United States navy for that year and vessels to be built in following years. Also a listing of foreign navies.	1	
	Navy Yearbook-1919		4	
	Navy Yearbook-1920 & 1921 (combined)	A listing of all vessels of the United States navy for that year and vessels to be built in following years. Also a listing of foreign navies.	1	
	Notes On A Half Century of United States Navy Ordnance: 1880-1930 (little blue book)		4	
	O/R requests (requests pertaining to Navy hospital records held within the Organizational Records Section)	Instructions pertaining to O/R held records involving Navy hospital records. Dated 17 February 1983	2	
	OPNAV Instructions	Various memos and instructions concerning Navy personnel as issued from the Office of the Chief of Naval Personnel in Washington, D.C., 1977	2	
	OPNAV Instructions (black binder)	Contains various OPNAV instructions and notices.	2	
	OPNAV Notices numbered OPNAVNOTE 1000, 1520, 1650, 4065, 5040, 5060, 5110, 5211, 5112, 5212, 5310, 5400	These pertain to a variety of subjects such as the sorting of mail at Navy commands and so on.	2	
	OPNAV OIBI-P2/MCO P5200.12-Navy and Marine Corps Glossary of Terms for Manpower Management and Personnel Administration. April 1968		3	

KeyWords	Title	Description	Section	Shelf
	OPNAV P09B2-107- Standard Navy Distribution List, Part 1	Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International Commands; Edition 121, 1 November 1985- A comprehensive listing of all Naval commands, including USMC commands worldwide. This includes the mailing addresses. Edition 122, 1 November 1986 and Edition 124, 1 July 1989 also available.	2	
	OPNAV PO9B3-105- Catalog of Naval Shore Activities, Edition 59, 1 April 1974	Listing of all Navy and Marine Corps installations worldwide.	2	
	OPNAV PO9B3-105- Catalog of Naval Shore Activities, Edition 61, 1 April 1975	Listing of all Naval and Marine Corps installations worldwide.	2	
	OPNAV-P421-514-Office of Naval Operations, Arming of Merchant Ships and Naval Armed Guard Service	United States Naval Administration in World War II: An administrative history of the United States Navy's Armed Guard crews and the arming of United States merchant vessels during World War II	2	
	OPNAVINST 1730.1- Navy Chaplains Manual; Issued 3 October 1973, with an update to include a roster of Naval Reserve Chaplains issued 29 November 1976 located in the back of the book.		3	
	OPNAVINST 3111.14S- Homeports of Ships, Seagoing staffs, Squadrons, etc; of the United States Navy as of 11 March 1975. Contained in a small black binder		3	
	OPNAVINST 3120.32- Standard Organization and Regulations of the U.S. Navy; Last updated 1 May 1978.		3	

KeyWords	Title	Description	Section	Shelf
	OPNAVINST 3710.7J- NATOPS General Flight and Operating Instruction Manual, 21 July 1978	NATOPS stands for Naval Air Training and Operating Procedures Standardization Program; It is a directive concerning the training and operating of the Naval Air force.	2	
	OPNAVINST 510.1F- Department of the Navy Information Security Program regulation, issued 26 September 1978. Contained in a small black binder		3	
	OPNAVINST 5112.1A- Department of the Navy Postal Instructions	Instructions for Navy Postal officers and clerks. Issued 1976	3	
	PERS-82	Instructions for the Navy Personnel Accounting System, March 1946	1	
	Record of Medals of Honor issued to the Officers and Enlisted Men of the United States Navy, Marine Corps, and Coast Guard, 1862-1923. Printed 1924.		2	
	Register of Alumni of the United States Naval Academy-1845 – 1961		4	
	Report of the Secretary of the Navy-1918		4	
	Reports of the Bureau of Steam Engineering- 1915 to 1923 (hardbound book)		2	
	SECNAVINST 5210.11B-Navy Standard identification codes	Used to set forth a system of standard identification codes for identifying directives, categorizing, setting up filing and retrieval systems, etc; Issued 28 December 1977	3	
	SECNAVINST 5216.5B- Navy Correspondence Manual-October 1972	Describes the policies, procedures, and guidelines for the preparation of correspondence. (applies to Naval personnel)	3	
	SECNAVINST 5720.44- Navy Public Affairs Regulations, 14 June 1974	Provides basic regulations concerning the public affairs of the U.S. Navy.	2	

KeyWords	Title	Description	Section	Shelf
	SECNAVINST P5212.5B-Disposal of Navy and Marine Corps Records.		3	
	SECNAVNOTE 5211- Navy Records and the Priacy Act of 1974	Provides instructions concerning the Privacy Act of 1974 and the release of U.S. Navy records. Printed 16 September 1975	2	
	Standard Navy Distribution List, Part 2	Listing of Naval activities-Edition 73, 3/1/90	4	
	Superseded Manual of Qualifications for Advancement in Rating- 1952 and 6/65 and 6/71 (three books)		4	
	Superseded pages from Manual of Navy Officer Classifications, September 1968.		3	
	Superseded Manual of Navy Enlisted Classifications-1945 and 1963-1975 (four books)		4	
	Superseded pages from BUMED (Bureau of Medicine and Surgery) Manual, chapters I to end (three books)		4	
	Superseded pages from BUPERS Manual-1959 (two books)		4	
	Superseded pages from BUPERS Manual-1969		5	4
	Superseded pages from BUPERS Manual-1969- changes 4/73 – 10/74 and 1/75 to ? (two books)		4	
	Superseded pages from Navy Medical Department Formal Schools Catalog-1951 and 1966-1973		4	
	Superseded pages from Section 1, Navy Enlisted Occupation Standards- 9/75		4	
	Survivor Benefits Information Booklet- pamphlet		5	4

KeyWords	Title	Description	Section	Shelf
	The Amended Korea GI Bill of Rights and How it Works	An Explanation of its Provisions Complete Text, as Amended by: Public Law 428, 83rd Congress, 6/24/54; Public Law 610, 83rd Congress, 8/20/54; Presidential Proclamation 3080, 1/1/55; Public Law 7, 84th Congress, 2/14/55- Published by the Army Times Publishing Company-1955 (A very thin paperback pamphlet)	2	
	Transmittal Sheets to Navy Instructions and Notices. Dated 1976-1978		2	
	U.S. Navy Regulations and General Orders-1948	Listing of all navy regulations and general orders pertaining to year listed.	2	
	U.S. Navy Regulations- Last updated 14 April 1978.		3	
	U.S. Navy Ships Data on U.S. Naval Vessels, 1938	Lising of all Naval vessels, tonnage, armament, and number of types of vessels for year listed.	2	
	U.S. Navy Uniform Regulations, 1941		2	
	United States Manual for Courts Martial- hardbound book		4	
	USAFI (United States Armed Forces Institute) Catalog, 14th Edition, 1968		4	
	USN Book of old Navy Base numbers		3	
	USN General Orders-1913 (reprinted 1918)		3	
	USN Paygrades-4 separate books		3	
	USNR Circular Letters-1929-1932, 1933-1937, 1938-1941	Letters to the various USNR units/commands.	4	
	Various BUPERS Instructions (Book 2-4)	Contains various Bureau of Naval personnel instructions and memos to the various Navy commands.	2	
	Various Navy BUPERS instructions (yellow binder)	Various Bureau of Naval Personnel instructions and notices	2	

KeyWords	Title	Description	Section	Shelf
	Various Navy instructions and notices- (black binder, no label on outside)	Contains various Navy notices and memos to include the locations of the Naval Districts located within the Continental United States, Alaska, Hawaii and the rest of the world.	2	
	Various Navy instructions from the Department of the Navy- contained inside of a black three ring binder.		3	
	Various SECNAV instructions and memos, Book 1 (Brown three ring binder)	Contains various Secretary of the Navy instructions and memos.	2	
	Various SECNAV notices (black three ring binder)	Various Secretary of the Navy instructions, notices and memos to Navy commands.	2	
Naval Ships Histories	Index of Ships Histories To U.S.S. Halloran (DE-305)		D1	A
Naval Ships Histories	U.S.S. Halsey Powell (DD-686) - U.S.S. Raymon W. Herndon (APD-121)		D2	A
Naval Ships Histories	U.S.S. Raymond (DE-341) - U.S.S. Zircon (PY-16)		D3	A
Ships	A – D  S.S. A.J. Germak (merchant marine ship) - U.S.S. Dyson	Misc. information on ships	D2	B
Ships	E – K  U.S.S. E-2 - S.S. Kyle Johnson	Misc. information on ships	D3	B
Ships	L – R  USAT LT-643 (United States Army Transport) - U.S.S. R-2	Misc. information on ships	D4	B
Ships	S – Z  U.S.S. S-11 - U.S.S. Zuni	Misc. information on ships	D5	B
Squadrons	A – L  Air Transport Squadron 1- LION units (all numbers)	Misc. information on units and squadrons	D1	B

<b>KeyWords</b>	<b>Title</b>	<b>Description</b>	<b>Section</b>	<b>Shelf</b>
Units	A – L  Air Transport Squadron 1- LION units (all numbers)	Misc. information on units and squadrons	D1	B
USCG	Amendment # 1 to the USCG Medals and Awards Manual-changes to Chapters 1, 2, 3, 4, 5, 6, 7, and 8 dated 20 July 1977		6	5
USCG	Amendment # 70 to CG-207, USCG Personnel Manual-changes to Chapters 3, 5, 7, 8, and 12 dated 13 February 1978		6	5
USCG	Amendment # 71 to CG-207, USCG Personnel Manual-changes to Chapters 1, 5, and 10 dated 28 February 1978		6	5
USCG	Canceled USCG COMDT Instructions, 1000-end, 3 books - IN BLACK BINDER		6	3
USCG	Canceled USCG COMDT Notices, 5000-end - IN BLACK BINDER		6	3
USCG	Canceled USCG Personnel Instructions - IN BLACK BINDER		6	3
USCG	CG-111-USCG Register of Officers and Cadets, 1967 and 1973-1976 (5 books)		6	5
USCG	CG-191-Rules and Regulations for Licensing and Certificating of Merchant Marine Personnel, Subchapter B, 1 May 1968		6	5
USCG	CG-199-1-USCG Directives System		6	2
USCG	CG-207-USCG Personnel Manual (2 books)		6	3



KeyWords	Title	Description	Section	Shelf
USCG	CG-207-USCG Personnel Manual Amendments (manila folder)		6	5
USCG	CG-213-USCG History (pamphlet)		6	5
USCG	CG-218-USCG Catalog of Forms		6	2
USCG	CG-229-USCG Organizational Manual		6	2
USCG	CG-236-USCG Directives Publications and Reports Index		6	2
USCG	CG-238-USCG Register of Reserve Officers, 1962, 1968, and 1973-1977 (7 books)		6	5
USCG	CG-241-USCG Supplement to Manual for Court Martial		6	3
USCG	CG-241-USCG Supplement to Manual for Court Martial.		6	1
USCG	CG-296-USCG Administration Manual for USCGR, 1972		6	2
USCG	CG-300-USCG Regulations (separate book)		6	5
USCG	CG-300-USCG Regulations, 1975		6	2
USCG	CG-300-USCG Regulations, canceled		6	5
USCG	CG-311-USCG Enlisted Rating Qualifications Manual		6	1
USCG	CG-311-USCG Enlisted Rating Qualifications Manual, 1964		6	5
USCG	CG-416-USCG Paperwork Management Manual		6	5
USCG	COMDINST (Commandant Instructions) M1427.1A-USCG Register of Officers, 1 July 1979		6	5

KeyWords	Title	Description	Section	Shelf
USCG	COMDINST M1427.1D- USCG Register of Officers, 1 July 1982		6	5
USCG	COMDTNOTE (Commandants Notices) 5605 [Old CG-131]- USCG Standard Distribution List, # 113, 1 April 1981		6	5
USCG	COMDTNOTE 1000- Changes to Chapter 1 of the USCG Personnel Manual, dated 5 August 1980 and cancelled 5 February 1981.		6	5
USCG	COMDTNOTE 1000- Changes to Chapter 4 of the USCG Personnel Manual, dated 6 October 1980, cancelled 6 April 1981		6	5
USCG	COMDTNOTE-1000- Changes to Chapter 11 of the USCG Manual dated 1 December 1978, cancelled 1 June 1979		6	5
USCG	COMDTNOTE-1000- Changes to Chapter 3, section H of the USCG Personnel Manual dated 8 January 1979, cancelled 8 July 1979 (2 books)		6	5
USCG	COMDTNOTE-1000- Changes to Chapter 4 of the USCG Personnel Manual, dated 22 February 1979, cancelled 22 August 1979 (2 books)		6	5
USCG	COMDTNOTE-1000- Changes to Chapters 1, 2, 3, and 6 of the USCG Medals and Awards Manual dated 23 March 1979, cancelled 23 September 1979		6	5

KeyWords	Title	Description	Section	Shelf
USCG	COMDTNOTE-1000- Changes to Chapters 4, 5, 6, 12, 18, and 20 of the USCG Personnel Manual dated 30 July 1978, cancelled 30 January 1979		6	5
USCG	COMDTNOTE-1080- Changes to Chapters 2, 3, and Appendix A and D of the USCG Personnel Management Information System Manual dated 6 October 1978, cancelled 6 April 1979		6	5
USCG	Superseded pages from USCG Administration Manual for USCGR, July 1964 (file folder)		6	4
USCG	Superseded pages from USCG Comptroller Manual, vol. 2, section B, page 201 to end of section B. (file folder)		6	4
USCG	Superseded pages from USCG Comptroller Manual, vol. 2, sections A & B to page 200. (file folder)		6	4
USCG	Superseded pages from USCG Comptroller Manual, vol. 2, sections C through G. (file folder)		6	4
USCG	Superseded pages from USCG Enlisted Rating Qualifications Manual, 12/60 to 6/20/75 (file folder)		6	4
USCG	Superseded pages from USCG Medical Manual, 1958 (file folder)		6	4
USCG	Superseded pages from USCG Medical Manual, 1972 (file folder)		6	4
USCG	Superseded pages from USCG Personnel Manual Amendments, 11/67, amendments 1 to ? (2 file folders)		6	5

KeyWords	Title	Description	Section	Shelf
USCG	Superseded pages from USCG Personnel Manual, 1955 (file folder)		6	4
USCG	Superseded pages from USCG Personnel Manual, 1955 (file folder)		6	5
USCG	Superseded pages from USCG Regulations Manual, 1955 (file folder)		6	4
USCG	The Coast Guard at 175 years (informational pamphlet) - IN BLACK BINDER		6	3
USCG	The United States Merchant Marine - IN BLACK BINDER		6	3
USCG	USCG Canceled COMDT Instructions, 1000-4999		6	2
USCG	USCG COMDT Instructions, 1000-5599, vol. 1 & 2 (2 books)		6	1
USCG	USCG Commandant notices (COMDT Notices)		6	1
USCG	USCG Commandants Bulletins. (file folder)		6	4
USCG	USCG Comptroller Manual, vol. 2, amendment manual - IN BLACK BINDER		6	3
USCG	USCG Discharges, Reasons and Authority		6	1
USCG	USCG History - IN BLACK BINDER		6	3
USCG	USCG Law Bulletins, 1958-1974, 5 separate books		6	1
USCG	USCG Medical Manual, 2 books including the 1972 edition.		6	2
USCG	USCG Medical Notices and Medical Services-Uniformed Services Health Benefits Program.	Explains CHAMPUS as it pertains to USCG personnel.	6	1

KeyWords	Title	Description	Section	Shelf
USCG	USCG misc. instructions and notices		6	2
USCG	USCG Participation in International Affairs - IN BLACK BINDER		6	3
USCG	USCG Personnel Instructions, 1959 to ?		6	1
USCG	USCG Personnel Management Information System		6	2
USCG	USCG Register of Coast Guard Cutters - IN BLACK BINDER		6	3
USCG	USCG Register of Reserve Officers/Enlisted, Selected Reserve, Inactive and Retired Personnel, 1989		6	5
USCG	USCG Release Policy		6	2
USCG	USCG Standard Distribution List - IN BLACK BINDER		6	3
USCG	Various COMDT Notices-contained inside a black three ring binder.		6	2
USCG	Various USCG Messages		6	5
USMC	HQO P5000.3A-USMC HQ Manual, vol.1		5	2
USMC	Listing of USMC officers on Active Duty for the following years: 1954, 1956 – 1967. (11 separate books)		5	1
USMC	Marine Corps Historical Reference Pamphlets-3 separate file boxes		5	1
USMC	Marine Corps Manual, Chapter 8 only (same as the USMC Sep. and Ret. Manual)		5	3
USMC	MCI (Marine Corps Institute) handbook	Cover the MCI courses offered, how to apply, completion of MCI courses.	5	2
USMC	MCO P1000.6-USMC Assignment Classification and Travel Systems Manual (ACTS Manual)		5	2

KeyWords	Title	Description	Section	Shelf
USMC	MCO P1070.8-USMC Individual Records and Accounting Manual (changes only)		5	2
USMC	MCO P1200- USMC MOS Manual for 1990		5	2
USMC	MCO P1200.7- Cancelled USMC MOS Manual pages from 1954		5	3
USMC	MCO P1200.7-USMC MOS Manual-1949 (2 books)		5	3
USMC	MCO P1200.7-USMC MOS Manual-1954		5	3
USMC	MCO P1200.7-USMC MOS Manual-1994		5	3
USMC	MCO P1200.7A-USMC MOS Manual from 1969 (2 books)		5	2
USMC	MCO P1200.7H-USMC MOS Manual-1989		5	3
USMC	MCO P1400.29-USMC Promotions Manual- 12/68		5	2
USMC	MCO P1760.8-USMC Civil Readjustment Manual		5	2
USMC	MCO P1900.16-USMC Separation and Retirement Manual (no date on folder/booklet)		5	3
USMC	MCO P1900.16-USMC separation and Retirement Manual, Chapter 11 only		5	3
USMC	MCO P3040.4-USMC Casualty Procedures Manual		5	2
USMC	MCO P5000.3-USMC Personnel Manual-1961 (two books/volumes)		5	2
USMC	MCO P5800.8-USMC Manual for Legal Administration.		5	2
USMC	NAVMC 1005C-Listing of Retired USMC Personnel –12/21/70		5	3

KeyWords	Title	Description	Section	Shelf
USMC	Superseded pages from USMC Assignment, Classification, and Travel Manual (ACTS Manual)-7/69		5	1
USMC	Superseded pages from USMC MOS (Military Occupational Specialty) Manual 1954 and 6/69 2 separate file boxes		5	1
USMC	Superseded pages from USMC Personnel Manual-1961 edition		5	1
USMC	USMC Manual-1961		5	3
USMC	USMC Orders and Bulletins		5	3
USMC	USMC Personnel Manual, vol.1		5	3
USMC	USMC S.O.P. (Standard Operating Procedures) Manual (2 books)	Covers everything from how to sign for mail received at USMC commands to how to report unit emergencies.	5	2
USMC	USMC Separation and Retirement Manual-1968-1972		5	3
USMC	USMC Separation and Retirement Manual-no date on folder		5	3



### Navy Branch Library Organized by Title

Title	Description	Section	Shelf
	1 Manila envelope containing deck and ships logs for the following U.S. Naval vessels: U.S.S. Texas, U.S.S. Nevada, U.S.S. Vermont, U.S.S. Perkins. These are not in any type of order.		
	10 separate books/folders containing awards information for USN, USMC, USCG ships, units, and squadrons. Covers time periods mostly prior to Vietnam.		
	27 individual binders containing awards information for USN, USMC, and USCG ships, units, and squadrons. Covers the time periods from Haiti, Mexican service, Spanish-American War, World War I and II, Korea, Vietnam, and to some extent, post-Vietnam.		
	Activities of the Bureau of Yards and Docks, Navy Department, World War I, 1917-1918.	1	
NAVPERS 91842-Requirements for Qualification in Submarines for Naval Reserve Enlisted, March 1953	Located in the binder with NAVPERS 91769-Catalog of U.S. Naval Training Activities and Courses	2	
"A Guide to the Evaluation of Educational Experiences in the Armed Services"	Unbound book describing the different types of training courses for ALL the branches of the U.S. military, including location of training, length of training, and aspects of the training. Issued sometime around 1944 and includes information concerning USAFI courses and credit recommendations for those courses.	2	
"Adventures In Aviation-An Autobiography of Captain Kimball J. Scribner", USN (Retired).	Book about the personal experiences of a now retired Navy aviator.	2	
"Building the Navy's bases In World War II- History of the Bureau of Yards and Docks and theCivil engineer Corps 1940-1946", volume I, Printed 1947.	Book describing the efforts and achievements of the U.S. Navy Seabees and the Civil Engineer Corps during World War II.	2	
A – D  S.S. A.J. Germak (merchant marine ship) - U.S.S. Dyson	Misc. information on ships	D2	B



Title	Description	Section	Shelf
A – L  Air Transport Squadron 1- LION units (all numbers)	Misc. information on units and squadrons	D1	B
ALNAVS	All letters/memos sent to all Navy commands for the years 1919 through 1923 And 1943	2	
ALNAVS-1948 & 1952-1954	All Navy letters and bulletins from Navy HQ to all Navy commands for years listed above.	4	
Also-there are books for the following years:1920, 1923, 1926 (2 books), 1930, and 1931	Listing of all Navy and Marine Corps officers for the years listed.	5	4
Amendment # 1 to the USCG Medals and Awards Manual-changes to Chapters 1, 2, 3, 4, 5, 6, 7, and 8 dated 20 July 1977		6	5
Amendment # 70 to CG-207, USCG Personnel Manual-changes to Chapters 3, 5, 7, 8, and 12 dated 13 February 1978		6	5
Amendment # 71 to CG-207, USCG Personnel Manual-changes to Chapters 1, 5, and 10 dated 28 February 1978		6	5
American Military Casualties and Burials (Manila folder)	Information relating to battle casualties of U.S. personnel during World War II	2	
Annual Report of the Chief of Bureau of Construction and Repair to the Secretary of the Navy for fiscal year ending 6/30/1905		4	
Annual Reports of the Chief of the Bureau of Navigation-1912-1925, vol. IV		4	
Articles for the Government of the Navy of the United States-1899 to 1912	Articles governing the United States Navy during the years stated above.	2	

Title	Description	Section	Shelf
BUMED Instructions and Notices & Canceled notices of the Navy's Bureau of Medicine and Surgery. (Both of these are contained inside the same black binder).		3	
BUMED Instructions and Notices & Outdated notices and instructions for the Navy's Bureau of Medicine and Surgery. Last updated in 1978 (Both of these are contained in the same black binder)		3	
BUMEDINST 1510.9A-Catalog of Hospital Corps Schools and Courses		5	4
BUPERS Awards Manual	2 separate binders containing a listing of U.S. Navy, Marine Corps, and Coast Guard ships and units with some Army and Air Forces units/squadrons. Gives dates of eligibility for certain awards issued by the military. Mainly used in Navy Correspondence for determining eligibility claimed on the SF-813's submitted to this Center by various U.S. Government Human Resource offices for the purposes of giving extra credit to federal employees for the purposes of leave accrual or reductions in force by other Federal agencies. This is a current edition of this manual. (EXTRA Copies available elsewhere within the branch)		
BUPERS Instructions-5210.6;10/28/71 (manila folder)		4	
BUPERS Manual, 1959 - Bureau of Naval Personnel Manual		2	
BUPERS Manual-Superceded pages from the 1969 Bureau of Naval Personnel Manual with changes from 1/70 to 10/71		3	
BUPERS Manual-1942	Bureau of Naval Personnel manual for Navy personnel	2	
BUPERS Manual-1942.		4	
BUPERS Manual-1948 edition		3	

Title	Description	Section	Shelf
BUPERS Notices (black binder)	Contains canceled and superceded Bureau of Naval Personnel notices.	2	
BUPERS notices-(Black three ring binder)	Contains various Bureau of Naval Personnel Notices and memos.	2	
BUPERSINST 1430.16A, PERS 5232- Manual of Advancement, 23 December 1977	Provides procedures for the administration of the advancement in the Navy rate system.	2	
BUPERSINST 1770.2- Navy Manual for Casualty Assistance Calls Program	Guidelines for navy personnel involved in Casualty Assistance Calls on family members of recently deceased Navy/Marine/Coast Guard personnel (active and former)	3	
BUPERSINST 7040.5- Financial Management Guide for Permanent change of Station Travel		3	
Bureau of Naval Personnel letters concerning USNR- 3/31/42		4	
Bureau of Navigation Manual, 1925		2	
Bureau of Navigation Manual, 1925		4	
Bureau of Supplies and Accounts Book-1945		3	
Bureau of Supplies and Accounts Manual-1929 (reprinted 1944)		4	
Canceled BUPERS instructions-1000-1499 and 1500 to end.		4	
Canceled Navy Instructions and Notices (black binder)	Contains the various canceled and superceded Navy instructions and notices sent to the various Navy commands.	2	
Canceled USCG COMDT Instructions, 1000-end, 3 books - IN BLACK BINDER		6	3
Canceled USCG COMDT Notices, 5000-end - IN BLACK BINDER		6	3
Canceled USCG Personnel Instructions - IN BLACK BINDER		6	3

Title	Description	Section	Shelf
Cancelled Secretary of the Navy instructions and notices.		4	
CG-111-USCG Register of Officers and Cadets, 1967 and 1973-1976 (5 books)		6	5
CG-191-Rules and Regulations for Licensing and Certificating of Merchant Marine Personnel, Subchapter B, 1 May 1968		6	5
CG-199-1-USCG Directives System		6	2
CG-207-USCG Personnel Manual (2 books)		6	3
CG-207-USCG Personnel Manual Amendments (manila folder)		6	5
CG-213-USCG History (pamphlet)		6	5
CG-218-USCG Catalog of Forms		6	2
CG-229-USCG Organizational Manual		6	2
CG-236-USCG Directives Publications and Reports Index		6	2
CG-238-USCG Register of Reserve Officers, 1962, 1968, and 1973-1977 (7 books)		6	5
CG-241-USCG Supplement to Manual for Court Martial		6	3
CG-241-USCG Supplement to Manual for Court Martial.		6	1
CG-296-USCG Administration Manual for USCGR, 1972		6	2
CG-300-USCG Regulations (separate book)		6	5

Title	Description	Section	Shelf
CG-300-USCG Regulations, 1975		6	2
CG-300-USCG Regulations, canceled		6	5
CG-311-USCG Enlisted Rating Qualifications Manual		6	1
CG-311-USCG Enlisted Rating Qualifications Manual, 1964		6	5
CG-416-USCG Paperwork Management Manual		6	5
Changes 1-33 to the 1948 edition of the BUPERS Manual		4	
Changes to BUPERS Manual-10/1/42 edition (small manila envelope)		5	4
Combat Connected Naval Casualties by States-WW II, vol. 1 & 2 (USN, USMC, USCG)-1946		5	4
COMDINST (Commandant Instructions) M1427.1A- USCG Register of Officers, 1 July 1979		6	5
COMDINST M1427.1D- USCG Register of Officers, 1 July 1982		6	5
COMDTNOTE (Commandants Notices) 5605 [Old CG-131]- USCG Standard Distribution List, # 113, 1 April 1981		6	5
COMDTNOTE 1000- Changes to Chapter 1 of the USCG Personnel Manual, dated 5 August 1980 and cancelled 5 February 1981.		6	5
COMDTNOTE 1000- Changes to Chapter 4 of the USCG Personnel Manual, dated 6 October 1980, cancelled 6 April 1981		6	5

Title	Description	Section	Shelf
COMDTNOTE-1000- Changes to Chapter 11 of the USCG Manual dated 1 December 1978, cancelled 1 June 1979		6	5
COMDTNOTE-1000- Changes to Chapter 3, section H of the USCG Personnel Manual dated 8 January 1979, cancelled 8 July 1979 (2 books)		6	5
COMDTNOTE-1000- Changes to Chapter 4 of the USCG Personnel Manual, dated 22 February 1979, cancelled 22 August 1979 (2 books)		6	5
COMDTNOTE-1000- Changes to Chapters 1, 2, 3, and 6 of the USCG Medals and Awards Manual dated 23 March 1979, cancelled 23 September 1979		6	5
COMDTNOTE-1000- Changes to Chapters 4, 5, 6, 12, 18, and 20 of the USCG Personnel Manual dated 30 July 1978, cancelled 30 January 1979		6	5
COMDTNOTE-1080- Changes to Chapters 2, 3, and Appendix A and D of the USCG Personnel Management Information System Manual dated 6 October 1978, cancelled 6 April 1979		6	5
Compilation of Court Martial Orders for the years 1916 to 1937-(two volumes)		2	
Contains NEW Navy Officer jackets (file folders)		D4	A

Title	Description	Section	Shelf
Contains used/old Navy medical and personnel jackets (mostly enlisted)		D5	A
Court Martial orders-1941-1951 (incomplete)		4	
Credit Recommendations for USAFI and MCI Courses and Tests-Second Edition, Number 10, January 1961	A red pamphlet prescribing guidelines for giving credit for United States Armed Forces Institute and Marine Corps Institute courses taken by service members while in the service.	2	
Cumulative Index to Court Martial Orders for the years 1916 to 1937		2	
Department of the Navy, Bureau of Medicine and Surgery-Patient Contact Point Command Program Guide-December 1980	A guide for the various medical commands within the Navy regarding patient contacts.	2	
Description of and Reference Information on Navy and Marine Corps Pay Records Held at NPRC (MPR) [GSA instructions]		5	4
Dictionary of American Naval Fighting Ships.	8 books containing detailed histories of all U.S. Naval vessels from the Revolutionary War to 198		
Discharge Directives/ALNAV Circular Letters/Examining Section-PERS E373		3	
E – K  U.S.S. E-2 - S.S. Kyle Johnson	Misc. information on ships	D3	B
Enlisted Occupational Conversion Table		5	4
Excerpts from Preliminary Class Specifications for use in the Classification of Positions in the Field Service of the Navy Department.		4	
Going Back to Civilian Life"-pamphlet		5	4

Title	Description	Section	Shelf
HQO P5000.3A-USMC HQ Manual, vol. 1		5	2
Index of Ships Histories To U.S.S. Halloran (DE- 305)		D1	A
JAG INST P5800.7B- Navy JAG Manual- Manual for the Judge Advocate General's office of the Department of the Navy		3	
Joint Travel Regulations-Volume I and misc. pages	Pertains to all military personnel; Last updated 1 March 1979.	3	
L – R  USAT LT-643 (United States Army Transport) - U.S.S. R-2	Misc. information on ships	D4	B
Listing of USMC officers on Active Duty for the following years: 1954, 1956 – 1967. (11 separate books)		5	1
Manual for the Medical Department of the United States Navy- 1917 (hardbound book)		2	
Manual of Navy Officer Manpower and Personnel Classifications, Volume II, The Officer Data Card, August 1975.	Located inside the binder of NAVPERS 15839B- Manual of Navy Officer Classifications- September 1968	3	
Manual of the Medical Department- issued 24 March 1978. Contained in a brown booklet holder.		3	
Marine Corps Historical Reference Pamphlets-3 separate file boxes		5	1
Marine Corps Manual, Chapter 8 only (same as the USMC Sep. and Ret. Manual)		5	3
MCI (Marine Corps Institute) handbook	Cover the MCI courses offered, how to apply, completion of MCI courses.	5	2



Title	Description	Section	Shelf
MCO P1000.6-USMC Assignment Classification and Travel Systems Manual (ACTS Manual)		5	2
MCO P1070.8-USMC Individual Records and Accounting Manual (changes only)		5	2
MCO P1200- USMC MOS Manual for 1990		5	2
MCO P1200.7- Cancelled USMC MOS Manual pages from 1954		5	3
MCO P1200.7-USMC MOS Manual-1949 (2 books)		5	3
MCO P1200.7-USMC MOS Manual-1954		5	3
MCO P1200.7-USMC MOS Manual-1994		5	3
MCO P1200.7A-USMC MOS Manual from 1969 (2 books)		5	2
MCO P1200.7H-USMC MOS Manual-1989		5	3
MCO P1400.29-USMC Promotions Manual- 12/68		5	2
MCO P1760.8-USMC Civil Readjustment Manual		5	2
MCO P1900.16-USMC Separation and Retirement Manual (no date on folder/booklet)		5	3
MCO P1900.16-USMC separation and Retirement Manual, Chapter 11 only		5	3
MCO P3040.4-USMC Casualty Procedures Manual		5	2
MCO P5000.3-USMC Personnel Manual-1961 (two books/volumes)		5	2

Title	Description	Section	Shelf
MCO P5800.8-USMC Manual for Legal Administration.		5	2
Military Grade Conversion and Pay Tables (GSA booklet)		5	4
Misc. changes to the most recent edition of the Navy Military Personnel Manual-these are contained inside the wrapping still and are not inside of a binder. They are on the shelf in a stack.		3	
Misc. Navy instructions from the Department of the Navy-contained inside of a green three ring binder.		3	
Miscellaneous Navy Instructions, Book 2 (Blue three ring binder)	Contains various Navy instructions and memos.	2	
Monograph on Military Personnel and Related Records of the War Department, 1912-1939 (GSA book)		5	4
Naval Administration, Volume I, Department of Seamanship and Navigation-1942 Edition	For use by Midshipman 1st Class at the United States Naval Academy.	2	
Naval Air Technical Training Command-Bulletins of Schools and Courses.1955, 1957, and 1958 editions.		3	
Naval Courts and Boards-1937 (hardbound book)		2	
Naval Military Personnel Manual- Personnel manual for Naval personnel-last updated 12 July 1989.		3	

Title	Description	Section	Shelf
Naval Military Personnel Manual-(4 three ring binders, one red and three black)	These are just the changes to the NavMilPersManual, as follows: Red binder contains changes dated February to December 1984; Black binders contain changes dated March 1985 to December 1986, January 1987 to December 1989, and June 1990 to July 1993.	2	
Naval Reserve Multiple Address Letter, # 0-48; 12/31/47-listing of all USNR Units with addresses.		4	
Naval Reserve Multiple Address Letter-dated 31 December 1949	Instructions and letters to the various Naval commands regarding USNR submarine crews.	2	
Naval Supplement to Manual for Court Martial-1951		5	4
Naval Supplement to the Manual for Courts Martial of the United States-supplement issued 1 December 1955 for the 1951 edition		3	
Naval Vessel Register-1949	Listing of all US Naval vessels for year listed.	5	4
NAVDOCKS P-31-United States Navy Civil Engineering Corps Postwar Development, Chapters I to X.		4	
NAVEXOS P-435-The United States Navy-issued January 1947	A description of the Navy's functional organization.	2	
NAVEXOS-286-Manual of Organization Charts of Bureaus and Offices of the Navy Department-Dated 15 June 1943	An organizational description of the offices of the Navy Department to include the Navy, Marine Corps, and the Coast Guard.	2	
NAVFAC P-349-Index of Naval Facilities Engineering Command Publications, January 1973.		3	
NAVMC 1005C-Listing of Retired USMC Personnel -12/21/70		5	3
NAVMED P-5057-History of USN Medical Department1945-1955		4	

Title	Description	Section	Shelf
NAVMILPERSCOMINST 1900.1, NMPC-24B- Naval Discharge Manual 13 September 1979		2	
NAVPERS 10840- Administration and Use of Naval Correspondence Courses-3/49		5	4
NAVPERS 15014- Personal Affairs of Naval Personnel; revised 1953; also known as NavMC 1081-PD	provides reference for Navy and Marine Corps commanders regarding the personal affairs of their personnel.	3	
NAVPERS 15040- Manual for the Operation of Navy V-12 Units; Issued 15 March 1944.		3	
NAVPERS 15105-Navy Enlisted Classifications Manual-1957 and 1959 editions.		3	
NAVPERS 15105-T- Navy Enlisted Classifications	Manual of Navy enlisted job duties by rate. January and July 1971 and January 1972 (three separate booklets-not in a three ring binder)	2	
NAVPERS 15105-Z- Navy Enlisted Classifications-1974		3	
NAVPERS 15105C- Manual of Navy Enlisted Classifications-7/62		5	4
NAVPERS 15560A- Naval Military Personnel Manual	Personnel Manual for Navy personnel. Issued 15 June 1987	2	
NAVPERS 15665B- Navy Uniform Regulations-1975		3	
NAVPERS 15665C-U.S. Navy Uniform Regulations		2	
NAVPERS 15665F- United States Navy uniform regulations, issued 18 July 1985. Contained in a brown booklet holder.		3	
NAVPERS 15780-Guide to Enlisted Classifications-1953		1	

Title	Description	Section	Shelf
NAVPERS 15780-Guide to Enlisted Classifications-1953	Contained in the NAVPERS 15105 Binder.	3	
NAVPERS 15791-B-BUPERS Manual (no year given)		3	
NAVPERS 15791-BUPERS Manual-1948		3	
NAVPERS 15791B-BUPERS Manual, Unit A	Specific reasons for discharge of U.S. Navy personnel.	2	
NAVPERS 15795-Navy Schools and Training Courses	Listing of the various Naval Schools Commands and training courses available. Contains several softbound booklets on the various Navy schools and courses available, beginning with the April 1951 edition and continuing with the April 1952 edition. Also contains an unbound edition of the Navy officer, officer candidate, and enlisted training course guide.	2	
NAVPERS 15825-Department of the Navy, Brig Manual, 1956	Describes policies, standards, and procedures for the operation of Navy and Marine Corps brigs.	2	
NAVPERS 15834-B-Manual of Navy-Civilian Occupational Relationships (pamphlet)		3	
NAVPERS 15834A-Table of Navy-Civilian Occupational Relationships. (revised 2/58)		5	4
NAVPERS 15839-Manual of Navy Officer Billet Classifications, 1953	Describes job duties of the various Naval officer billets/ratings.	2	
NAVPERS 15839B-Manual of Navy Officer Classifications-September 1968		3	
NAVPERS 15878D-Navy Career Counseling Manual (changes only)-Manual concerning guidelines and instructions for Navy Career Counseling personnel.	Pertains to how to keep/retain Navy personnel/re-enlisting Navy personnel.	3	

Title	Description	Section	Shelf
NAVPERS 15909B- Navy Enlisted Transfer Manual and Separation/Reenlistment Guide (incomplete)- Dated 11 January 1973	Contains instructions regarding the transfer of Naval personnel and regulations pertaining to the discharge and reenlistment of Naval personnel	2	
NAVPERS 15909D- Navy Enlisted Transfer Manual	This is only change #4, which takes up one entire binder.	2	
NAVPERS 15929D- Organizational Index of the Bureau of Naval Personnel	Reflects those personnel on board the Bureau of Naval Personnel as of January 1978.	3	
NAVPERS 16004-Navy V-12 Bulletin # 101: Navy V-12 Curricula Schedules and Course Descriptions-Issued 1 November 1943		3	
NAVPERS 16138-A, Naval Orientation	Describes Navy life, the requirements of the Navy, and a listing of the types of naval vessels used by the Navy, with the Alpha designation of each type of vessel (aircraft carrier-CV, CVA, CVL; battleship-BB) December 1948	2	
NAVPERS 18068 (D,E,F)	Navy Enlisted Manpower and Personnel Classifications and Occupational Standards- A listing of all Navy enlisted classifications (job classifications) and the duties performed by each classification. Detailed explanation of each job performed by that particular Navy rating. Covers the years January 1980 through October 1993	1	
NAVPERS 18068C - Navy Manual of Qualifications for Advancement, June 1971		2	
NAVPERS 18068D- Navy Enlisted Manpower and Personnel classifications and Occupational Standard	Listing of navy enlisted job duties. September 1975 (two books), January 1976, and July 1978.	2	
NAVPERS 18455B-The Warrant Officer Manual		3	
NAVPERS 18564B- Department of the Navy Limited Duty Officer Manual, February 1976.	Note: Inside the May 1976 Binder.	2	

Title	Description	Section	Shelf
NAVPERS 18564B- Department of the Navy Limited Duty Officer Manual, May 1976.	Also has the February 1966 edition inside of the binder.	2	
NAVPERS 91769- Catalog of U.S. Naval Training Activities and Courses		2	
NAVPERS 91769- Catalog of USN Training Activities and Courses;1951		4	
NAVPERS 93863-Navy Small Arms Marksmanship Manual	Manual concerning the requirements for Navy marksmanship (rifle) training.	3	
NAVPUBINST 5215.1- Department of the Navy, Directives Issuance System	Consolidated Subject Index of Instructions by Washington Headquarters Organizations-1 April 1989, 1 April 1992 (2 books) editions- A listing of instructions issued by Washington, D.C. headquarters organizations identifying active naval instructions applicable to certain programs or subject matter interests.	2	
NAVPUBINST 5215.1A- Consolidated Subject Index of Instructions by Washington, D.C. Headquarters organizations. 4-1-90 & 10-1-91		4	
NAVPUBINST 5215.3BB-Standard Navy Distribution List- Consolidated Checklist A, B, C (two pamphlets)-9/30/84	Listing of all Naval and Marine Corps commands and units that receive correspondence from Navy HQ and USMC HQ.	4	
NAVPUBNOTE 5215- Consolidated Subject Index of Instructions by Washington Headquarters Organizations. 3 July 1978		3	
NAVSO P-1000-Navy Comptroller Manual, Cumulative Supplement, Volume 2, Chapter 5	Provides directions and instructions for Navy comptrollers.	2	
NAVSO P-1990-Navy Disability Evaluation Manual, originally issued 1 October 1970	Changed and updated 24 June 1975-Provides instructions to the Navy's Physical Review Council concerning disability evaluation cases involving Navy and Marine Corps personnel.	2	

Title	Description	Section	Shelf
NAVSO P-3007-Navy and Marine Corps Military Pay Procedures	Contained inside of same manila folder as BUPERS Instructions-5210.6; 10/28/71	4	
NAVSO P-3050-Navy Pay and Personnel Procedures Manual, 1973	Concerns policies and procedures regarding payroll and personnel related issues for navy personnel.	2	
NAVSO P-3086-JUMPS Field Procedures Handbook	JUMPS stands for Joint Uniform Military Payroll System. Contains instructions and guidelines pertaining to military payroll, to include mileage allowances, computation of accrued leave, etc. dated 19 July 1973	2	
NAVSO-P 1459-Navy Travel Instructions for 1971		3	
NAVSO-P-3060-Navy JUMPS Allotment Handbook-1970	Pertains to military payroll allotments.	3	
NAVSO-P-3084-Navy and Marine Corps Military Travel Advance Handbook-July 1969	Pertains to the advancement of money for military personnel conducting official military travel.	3	
NAVSO-P-3086-Navy JUMPS Field Procedures Handbook 1972 (cancelled)	Pertains to military payroll.	3	
NAVSO-P1000-Navu Comptroller Manual, vol. 3		3	
NAVSUP 2002-Navy Stock List of Publications and Forms	List of all available Navy publications and forms; last changed/updated 1 January 1973	3	
NAVSUP PUB 467-Naval Supply Systems Command Manual vol. I, II, III.		4	
NAVSUPINST & notices-misc.	Navy instructions and notices.	4	
NAVTRA 10500-Catalog of Navy Training Courses-July 1973		3	
Navy Administration Case Worksheets(by codes)-Books 1 & 2	Pertains to Navy administration work/cases (personnel and/or leave and payroll matters for Navy commands)	3	
Navy and Marine Corps abbreviations-booklet		3	



Title	Description	Section	Shelf
Navy and Marine Corps Military Pay Procedures-superseded pages (three books)-1967		4	
Navy Bureau of Navigation Manual-Issued 1921		3	
Navy Circular Letters-1916 to 1919		5	4
Navy Department Bulletin, All Ships and Stations Letters, January 1944 through June 1948 (eleven separate books)	All Navy bulletins issued for time period stated, for all ships and Naval stations.	2	
Navy Department Bulletin, Cumulative Edition, December 31, 1943	All Navy bulletins for year listed.	2	
Navy Department Bulletin, January-December 1950	Listing of all changes made to Navy and Marine Corps facilities, establishment of USNR/USMCR facilities, etc; (two separate books)	2	
Navy Department Bulletin, June 1942 through August 1942 and February 1943 through March 1943.		2	
Navy Department Bulletins- ALNAV 58-51 through 23-52 and CIRCULAR Letters 107-51 through 114-52, Volume 3		3	
Navy Department Bulletins-1944	A listing of all Navy Bulletins issued for 1944	1	
Navy Department Bulletins-1947	A listing of all Navy Bulletins issued for 1947	1	
Navy Department Bulletins-1948	A listing of all Navy Bulletins issued for 1948	1	
Navy Department Bulletins;1942-1951		4	
Navy Department Bureau of Naval Personnel Manual-1942	Personnel Manual for Naval Personnel	1	
Navy Department Circular Letters, 1920-194	Sixteen separate booklets consisting of various letters sent to Navy commands.	2	

Title	Description	Section	Shelf
Navy Department Circular Letters-6/42, 12/42, 1/43, 5/43	Letters to the various Navy commands.	4	
Navy Department General Orders	Numbers 1 to 68, inclusive, issued 1935, reprinted August 1941	1	
Navy Department General Orders	Numbers 1 to 553 for the years 1/25/1913 to 11/15/1920 and Numbers 1 to 255 for the years 1/5/1921 to 4/24/1935	2	
Navy Department regulations and Instructions-1913		1	
Navy Department, Bureau of Ships	Ships Data, U.S. Naval Vessels to include auxiliary, district craft, and unclassified vessels. Volumes I and III, April 15, 1945.	1	
Navy Directory-1 July 1932	Listing of all officers of the USN and USMC to include officers of the USNR (active), USMCR (active), and foreign officers serving with the USN. This is not the same as the Navy Register.	2	
Navy Directory-10/34, 1/36, 1/37, 9/37, 7/38, 10/39, 6/40, 11/40, 4/41	Listing of all Navy and Marine Corps officers for years listed above	4	
Navy Directory-1918 and 1919(5 books for 1919)	There is a total of 5 books-1 small manila envelope and 4 books	5	4
Navy Enlisted Classifications Guide-no cover-2 books, one from 1964		5	4
Navy enlisted Classifications-1969		3	
Navy Filing Manual-4th edition, 1941	Governs the way Navy records, memos, instructions, etc; are to be filed for the Navy.	2	
Navy General Orders, Numbers 1 to 248, years 1935 to 1947		2	
Navy General Orders-1944		5	4
Navy JAG Instructions and Notices- (small black binder)	Contains outdated notices for the Navy's Judge Advocate General's office.	3	
Navy JAG Journal-1962-1966 (incomplete). Contained in a brown booklet holder.		3	
Navy Job Classification Manuals-Two books inside the same black binder for the years 1945 and 1949		3	

Title	Description	Section	Shelf
Navy List of Training Manuals and Correspondence Courses-for the years 1949, 1951, 1964-1976. These are individual booklets/manuals contained inside of a brown booklet holder.		3	
NAVY Medical Pamphlets (assorted)- contained inside of a red binder.		3	
NAVY Messages-Black binder containing assorted messages and memos.		3	
Navy Microfiche Master Index (blue binder)	Contains the NPRC Navy Microfiche Index as of July 1990	2	
Navy Misc. Publications, vols. 1 & 2		3	
Navy Ratings Book-no cover/paperback book.		3	
Navy Register	A listing of Navy and Marine Corps Commissioned and Warrant Officers for the years 1845 through 1984. This includes Active Duty and reserve personnel.	1	
Navy Regulations	Changes numbered 23 through 27 for the year 1920	2	
Navy Regulations and Naval Instructions-1920		5	4
Navy Regulations-1920 (reprinted 1944)		3	
Navy Regulations-1920 (reprinted 1944)		5	4
Navy Regulations-1920-reprinted version dated 1941 with all changes up to and including change # 22	Contains detailed instructions and regulations governing the United States Navy and united States Marine Corps.	2	
Navy Seabees (CB's) in World War II-4 separate books.		3	
Navy Technical Instructions, Volumes I & II	Provides instructions on how to answer certain types of requests for information concerning military service on former members of the U.S. Navy, such as Social Security, types of discharges received, etc;	2	

Title	Description	Section	Shelf
Navy Travel Instructions for year 1936		2	
Navy Yearbook-1916	A listing of all vessels of the United States navy for that year and vessels to be built in following years. Also a listing of foreign navies.	1	
Navy Yearbook-1919		4	
Navy Yearbook-1920 & 1921 (combined)	A listing of all vessels of the United States navy for that year and vessels to be built in following years. Also a listing of foreign navies.	1	
Notes On A Half Century of United States Navy Ordnance:1880-1930 (little blue book)		4	
O/R requests (requests pertaining to Navy hospital records held within the Organizational Records Section)	Instructions pertaining to O/R held records involving Navy hospital records. Dated 17 February 1983	2	
OPNAV Instructions	Various memos and instructions concerning Navy personnel as issued from the Office of the Chief of Naval Personnel in Washington, D.C., 1977	2	
OPNAV Instructions (black binder)	Contains various OPNAV instructions and notices.	2	
OPNAV Notices numbered OPNAVNOTE 1000, 1520, 1650, 4065, 5040, 5060, 5110, 5211, 5112, 5212, 5310, 5400	These pertain to a variety of subjects such as the sorting of mail at Navy commands and so on.	2	
OPNAV OIBI-P2/MCO P5200.12-Navy and Marine Corps Glossary of Terms for Manpower Management and Personnel Administration. April 1968		3	
OPNAV P09B2-107-Standard Navy Distribution List, Part 1	Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International Commands; Edition 121, 1 November 1985- A comprehensive listing of all Naval commands, including USMC commands worldwide. This includes the mailing addresses. Edition 122, 1 November 1986 and Edition 124, 1 July 1989 also available.	2	
OPNAV P09B3-105-Catalog of Naval Shore Activities, Edition 59, 1 April 1974	Listing of all Navy and Marine Corps installations worldwide.	2	

Title	Description	Section	Shelf
OPNAV PO9B3-105-Catalog of Naval Shore Activities, Edition 61, 1 April 1975	Listing of all Naval and Marine Corps installations worldwide.	2	
OPNAV-P421-514-Office of Naval Operations, Arming of Merchant Ships and Naval Armed Guard Service	United States Naval Administration in World War II: An administrative history of the United States Navy's Armed Guard crews and the arming of United States merchant vessels during World War II	2	
OPNAVINST 1730.1-Navy Chaplains Manual; Issued 3 October 1973, with an update to include a roster of Naval Reserve Chaplains issued 29 November 1976 located in the back of the book.		3	
OPNAVINST 3111.14S-Homeports of Ships, Seagoing staffs, Squadrons, etc; of the United States Navy as of 11 March 1975. Contained in a small black binder		3	
OPNAVINST 3120.32-Standard Organization and Regulations of the U.S. Navy; Last updated 1 May 1978.		3	
OPNAVINST 3710.7J-NATOPS General Flight and Operating Instruction Manual, 21 July 1978	NATOPS stands for Naval Air Training and Operating Procedures Standardization Program; It is a directive concerning the training and operating of the Naval Air force.	2	
OPNAVINST 510.1F-Department of the Navy Information Security Program regulation, issued 26 September 1978. Contained in a small black binder		3	
OPNAVINST 5112.1A-Department of the Navy Postal Instructions	Instructions for Navy Postal officers and clerks. Issued 1976	3	
PERS-82	Instructions for the Navy Personnel Accounting System, March 1946	1	

Title	Description	Section	Shelf
Record of Medals of Honor issued to the Officers and Enlisted Men of the United States Navy, Marine Corps, and Coast Guard, 1862-1923. Printed 1924.		2	
Register of Alumni of the United States Naval Academy-1845 – 1961		4	
Report of the Secretary of the Navy-1918		4	
Reports of the Bureau of Steam Engineering-1915 to 1923 (hardbound book)		2	
S – Z  U.S.S. S-11 - U.S.S. Zuni	Misc. information on ships	D5	B
SECNAVINST 5210.11B-Navy Standard identification codes	Used to set forth a system of standard identification codes for identifying directives, categorizing, setting up filing and retrieval systems, etc; Issued 28 December 1977	3	
SECNAVINST 5216.5B-Navy Correspondence Manual-October 1972	Describes the policies, procedures, and guidelines for the preparation of correspondence. (applies to Naval personnel)	3	
SECNAVINST 5720.44-Navy Public Affairs Regulations, 14 June 1974	Provides basic regulations concerning the public affairs of the U.S. Navy.	2	
SECNAVINST P5212.5B-Disposal of Navy and Marine Corps Records.		3	
SECNAVNOTE 5211-Navy Records and the Privacy Act of 1974	Provides instructions concerning the Privacy Act of 1974 and the release of U.S. Navy records. Printed 16 September 1975	2	
Standard Navy Distribution List, Part 2	Listing of Naval activities-Edition 73, 3/1/90	4	
Superceded Manual of Qualifications for Advancement in Rating-1952 and 6/65 and 6/71 (three books)		4	
Superceded pages from Manual of Navy Officer Classifications, September 1968.		3	

Title	Description	Section	Shelf
Superseded Manual of Navy Enlisted Classifications-1945 and 1963-1975 (four books)		4	
Superseded pages from BUMED (Bureau of Medicine and Surgery) Manual, chapters I to end (three books)		4	
Superseded pages from BUPERS Manual-1959 (two books)		4	
Superseded pages from BUPERS Manual-1969		5	4
Superseded pages from BUPERS Manual-1969-changes 4/73 – 10/74 and 1/75 to ? (two books)		4	
Superseded pages from Navy Medical Department Formal Schools Catalog-1951 and 1966-1973		4	
Superseded pages from Section 1, Navy Enlisted Occupation Standards-9/75		4	
Superseded pages from USCG Administration Manual for USCGR, July 1964 (file folder)		6	4
Superseded pages from USCG Comptroller Manual, vol. 2, section B, page 201 to end of section B. (file folder)		6	4
Superseded pages from USCG Comptroller Manual, vol. 2, sections A & B to page 200. (file folder)		6	4
Superseded pages from USCG Comptroller Manual, vol. 2, sections C through G. (file folder)		6	4

Title	Description	Section	Shelf
Superseded pages from USCG Enlisted Rating Qualifications Manual, 12/60 to 6/20/75 (file folder)		6	4
Superseded pages from USCG Medical Manual, 1958 (file folder)		6	4
Superseded pages from USCG Medical Manual, 1972 (file folder)		6	4
Superseded pages from USCG Personnel Manual Amendments, 11/67, amendments 1 to ? (2 file folders)		6	5
Superseded pages from USCG Personnel Manual, 1955 (file folder)		6	4
Superseded pages from USCG Personnel Manual, 1955 (file folder)		6	5
Superseded pages from USCG Regulations Manual, 1955 (file folder)		6	4
Superseded pages from USMC Assignment, Classification, and Travel Manual (ACTS Manual)-7/69		5	1
Superseded pages from USMC MOS (Military Occupational Specialty) Manual 1954 and 6/69 2 separate file boxes		5	1
Superseded pages from USMC Personnel Manual-1961 edition		5	1
Survivor Benefits Information Booklet-pamphlet		5	4



Title	Description	Section	Shelf
The Amended Korea GI Bill of Rights and How it Works	An Explanation of its Provisions Complete Text, as Amended by: Public Law 428, 83rd Congress, 6/24/54; Public Law 610, 83rd Congress, 8/20/54; Presidential Proclamation 3080, 1/1/55; Public Law 7, 84th Congress, 2/14/55-Published by the Army Times Publishing Company-1955 (A very thin paperback pamphlet)	2	
The Coast Guard at 175 years (informational pamphlet) - IN BLACK BINDER		6	3
The United States Merchant Marine - IN BLACK BINDER		6	3
Transmittal Sheets to Navy Instructions and Notices. Dated 1976-1978		2	
U.S. Navy Regulations and General Orders-1948	Listing of all navy regulations and general orders pertaining to year listed.	2	
U.S. Navy Regulations-Last updated 14 April 1978.		3	
U.S. Navy Ships Data on U.S. Naval Vessels, 1938	Lising of all Naval vessels, tonnage, armament, and number of types of vessels for year listed.	2	
U.S. Navy Uniform Regulations, 1941		2	
U.S.S. Halsey Powell (DD-686) - U.S.S. Raymon W. Herndon (APD-121)		D2	A
U.S.S. Raymond (DE-341) - U.S.S. Zircon (PY-16)		D3	A
United States Manual for Courts Martial-hardbound book		4	
USAFI (United States Armed Forces Institute) Catalog, 14th Edition, 1968		4	
USCG Canceled COMDT Instructions, 1000-4999		6	2
USCG COMDT Instructions, 1000-5599, vol. 1 & 2 (2 books)		6	1

Title	Description	Section	Shelf
USCG Commandant notices (COMDT Notices)		6	1
USCG Commandants Bulletins. (file folder)		6	4
USCG Comptroller Manual, vol. 2, amendment manual - IN BLACK BINDER		6	3
USCG Discharges, Reasons and Authority		6	1
USCG History - IN BLACK BINDER		6	3
USCG Law Bulletins, 1958-1974, 5 separate books		6	1
USCG Medical Manual, 2 books including the 1972 edition.		6	2
USCG Medical Notices and Medical Services-Uniformed Services Health Benefits Program.	Explains CHAMPUS as it pertains to USCG personnel.	6	1
USCG misc. instructions and notices		6	2
USCG Participation in International Affairs - IN BLACK BINDER		6	3
USCG Personnel Instructions, 1959 to ?		6	1
USCG Personnel Management Information System		6	2
USCG Register of Coast Guard Cutters - IN BLACK BINDER		6	3
USCG Register of Reserve Officers/Enlisted, Selected Reserve, Inactive and Retired Personnel, 1989		6	5
USCG Release Policy		6	2
USCG Standard Distribution List - IN BLACK BINDER		6	3
USMC Manual-1961		5	3

Title	Description	Section	Shelf
USMC Orders and Bulletins		5	3
USMC Personnel Manual, vol. 1		5	3
USMC S.O.P. (Standard Operating Procedures) Manual (2 books)	Covers everything from how to sign for mail received at USMC commands to how to report unit emergencies.	5	2
USMC Separation and Retirement Manual-1968-1972		5	3
USMC Separation and Retirement Manual-no date on folder		5	3
USN Book of old Navy Base numbers		3	
USN General Orders-1913 (reprinted 1918)		3	
USN Paygrades-4 separate books		3	
USNR Circular Letters-1929-1932, 1933-1937, 1938-1941	Letters to the various USNR units/commands.	4	
Various BUPERS Instructions (Book 2-4)	Contains various Bureau of Naval personnel instructions and memos to the various Navy commands.	2	
Various COMDT Notices-contained inside a black three ring binder.		6	2
Various Navy BUPERS instructions (yellow binder)	Various Bureau of Naval Personnel instructions and notices	2	
Various Navy instructions and notices-(black binder, no label on outside)	Contains various Navy notices and memos to include the locations of the Naval Districts located within the Continental United States, Alaska, Hawaii and the rest of the world.	2	
Various Navy instructions from the Department of the Navy-contained inside of a black three ring binder.		3	
Various SECNAV instructions and memos, Book 1 (Brown three ring binder)	Contains various Secretary of the Navy instructions and memos.	2	
Various SECNAV notices (black three ring binder)	Various Secretary of the Navy instructions, notices and memos to Navy commands.	2	
Various USCG Messages		6	5



Figure 5: Navy Finance Center Form 4ND NFC 1070/4 (Part 1 of 2)

214 AUG 1275

**SERVICE RECORD INFORMATION REQUEST**  
4ND NFC 1070/4 (REV. 12-68)

TO: CHIEF OF NAVAL PERSONNEL (P&PP-2)  
DEPARTMENT OF THE NAVY  
WASHINGTON, D.C. 20370

TO: CHIEF, NAVY BRANCH, WPEC  
5700 PAGE BLVD.  
ST. LOUIS, MO. 63132

TO: COMMANDING OFFICER  
NAVAL RESERVE MANPOWER CENTER  
BALTIMORE, MD. 21905

REQUESTER: FURNISH REASON AND PAY RECORD DATA WHERE REQUIRED BELOW.

NFC REQUESTER CODE: XC-ALB      DATE: 6/5/91

NAME (LAST, FIRST, MIDDLE): MOORE, ROBERT C.      FILL/SERVICE NO.      SOCIAL SECURITY NO.       USN       OFFICER  
 USNR       ENLISTED

FURNISH DATA AND/OR DOCUMENTS FOR ITEMS CHECKED IN RED		DATA AND/OR DOCUMENTS FURNISHED FROM BUPERS RECORDS	
		YES	NO
1. (INSERT DATES) <input type="checkbox"/> WAS MARK OF DESERTION REMOVED FOR THE PERIOD FROM _____ TO _____			
2. <input type="checkbox"/> WAS RECOMPUMENT OF REENLISTMENT BONUS SPECIFICALLY DIRECTED?			
3. (INSERT PAY GRADES AND PAY RECORD DATA) <input type="checkbox"/> EFFECTIVE DATE OF RANK/RATE FOR PAY PURPOSES FROM PAY GRADE _____ TO PAY GRADE _____ PAY RECORD SHOWS _____	(INSERT PAY GRADES AND EFFECTIVE DATE) PAY GRADE _____ TO _____ EFFECTIVE _____ PAY GRADE _____ TO _____ EFFECTIVE _____ PAY GRADE _____ TO _____ EFFECTIVE _____		
4. <input type="checkbox"/> PAY ENTRY BASE DATE <input type="checkbox"/> DATE OF COMPLETION OF _____ YES. YES. YES. FOR PAY PURPOSES	PAY ENTRY BASE DATE IS _____ COMPLETED _____ YEARS FOR PAY PURPOSES ON COMPLETED _____ YEARS FOR PAY PURPOSES ON COMPLETED _____ YEARS FOR PAY PURPOSES ON		
5. <input type="checkbox"/> PLACE TO WHICH THE ACTIVE DUTY ORDERS ARE ADDRESSED UNLESS ORDERS MODIFY THE ADDRESS <input type="checkbox"/> HOME OF RECORD AT THAT TIME <input type="checkbox"/> PLACE TO WHICH MILEAGE ALLOWANCE WAS ELECTED	ACTIVE DUTY ORDERS ADDRESSED TO: _____ HOME OF RECORD AT THAT TIME WAS: _____ MILEAGE ALLOWANCE ELECTED TO: _____		
6. <input type="checkbox"/> STATEMENT OF SERVICE FOR OFFICERS SPECIFY <input type="checkbox"/> FOR RETIREMENT <input type="checkbox"/> FOR PAY PURPOSES	<input type="checkbox"/> STATEMENT OF SERVICE ATTACHED		
7. SERVICE CREDITABLE FOR TRANSFER TO FLEET RESERVE <input type="checkbox"/> RECOMPUTATION OF SERVICE <input type="checkbox"/> VERIFICATION OF SERVICE, SPECIFY DISCREPANCY	<input type="checkbox"/> RECOMPUTATION OF SERVICE CREDITABLE FOR TRANSFER TO FLEET RESERVE ATTACHED <input type="checkbox"/> SERVICE CREDITABLE FOR TRANSFER TO FLEET RESERVE VERIFIED AND IS CORRECT		
8. (FOR OFFICERS ONLY) (INSERT DATES) <input type="checkbox"/> COPIES OF <input type="checkbox"/> ORDERS TO ACTIVE DUTY DATED <input type="checkbox"/> RELEASE FROM ACTIVE DUTY ORDERS DATED	<input type="checkbox"/> COPY OF ORDERS ATTACHED		

(over)

Figure 5: Navy Finance Center Form 4ND NFC 1070/4 (Part 2 of 2)

FURNISH DATA AND/OR DOCUMENTS FOR ITEMS CHECKED IN RED		DATA AND/OR DOCUMENTS FURNISHED FROM BUPERS RECORDS	
<p>9. (INSERT DATES)</p> <p><input type="checkbox"/> DATES OF TIME LOST DEDUCTIBLE FOR</p> <p><input type="checkbox"/> BASIC PAY</p> <p><input type="checkbox"/> LEAVE</p> <p>FROM _____ TO _____</p> <p>PAY RECORDS SHOW _____</p>	<p>(TYPE DATA)</p> <p>TIME LOST FOR PERIOD(S) REQUESTED</p> <p>REASON FROM TO PERIODS NOT DEDUCTIBLE FOR LEAVE</p>		
<p>10. (INSERT DATES)</p> <p><input type="checkbox"/> COMPLETE LEAVE RECORD FOR PERIOD(S)</p> <p>FROM _____ TO _____</p> <p><input type="checkbox"/> VERIFICATION OF LEAVE FOR PERIOD(S)</p> <p>FROM _____ TO _____</p> <p>PAY RECORDS SHOW _____</p>	<p>(TYPE DATA)</p> <p><input type="checkbox"/> COPY OF LEAVE RECORD PAGE B ATTACHED</p> <p>LEAVE TAKEN FOR PERIOD(S) REQUESTED</p> <p>FROM _____ TO _____ NO. DAYS _____</p>		
<p>11. <input checked="" type="checkbox"/> OTHER (SPECIFY)</p> <p><b>ING TIME 2-10-8</b></p> <p><b>APPEARS NOT TO BE</b></p> <p><b>CONSIDERED IN PEBD</b></p> <p><b>OF 11/30/53</b></p> <p><b>PLEASE VERIFY</b></p>			
<p>SIGNATURE OF REQUESTOR</p> <p><i>A. Blankenship</i></p>		<p>SIGNATURE/DATE</p> <p>BY DIRECTION OF CHIEF OF NAVAL PERSONNEL</p>	

4ND NFC 1070/4 (REV. 12-66) (BACK)

# NAVAL TRANSPORTATION SERVICE

---

See [Civilian or Contractual Group Requests for VA Benefits](#) to process requests concerning service with the Naval Transportation Service during World War II, including applications for military recognition.

---

# NAVY, MARINE CORPS and COAST GUARD MEDALS

Updated 5/5/2017

**Background.** The Department of the Navy has transferred the medals issuance function to NPRC for most Navy, Marine Corps and Coast Guard veterans. Headquarters, Marine Corps, continues to assume responsibility for Congressional medals requests for Marine Corps members. Coast Guard will now issue medals for Coast Guard veterans in both routine and Congressional requests.

NOTE: The Navy Medals Team on Core 3 will work all Navy medals and Coast Guard cases (to include: paper, mixed and digital records). Technicians will continue to electronically refer requests for Navy and Marine Corps medals if the veteran's record has not been retired to NPRC, generally those separated in 1995 and later for Navy, and in 1999 and later for Marine Corps. The Navy Medals Team on Core 3 will work cases with paper records at NPRC, or mixed records (both paper and digital), as specified in the table below.

Branch	Non-Archival Record						Archival Record					
	Medals Only		Medals Plus Something Else		DD Form 215 for Medals		Routine			Congressional or White House		DD Form 215 for Medals
NAVY	<a href="#">Routine</a>	<a href="#">Congressional or White House Request</a>	<a href="#">Routine</a>	<a href="#">Congressional or White House Request</a>	<a href="#">Routine</a>	<a href="#">Congressional or White House Request</a>	<a href="#">Fees Waived</a>	<a href="#">Fees Charged</a>	<a href="#">Medals Only</a>	<a href="#">Fees Waived</a>	<a href="#">Fees Charged</a>	
MARINE CORPS	<a href="#">Routine</a>	<a href="#">Congressional or White House Request</a>	<a href="#">Routine</a>	<a href="#">Congressional or White House Request</a>	<a href="#">Routine</a>	<a href="#">Congressional or White House Request</a>	<a href="#">Fees Waived</a>	<a href="#">Fees Charged</a>	<a href="#">Medals Only</a>	<a href="#">Fees Waived</a>	<a href="#">Fees Charged</a>	
COAST GUARD	<a href="#">Routine</a>	<a href="#">Congressional or White House Request</a>	<a href="#">Routine</a>	<a href="#">Congressional or White House Request</a>	<a href="#">Routine</a>	<a href="#">Congressional or White House Request</a>	<a href="#">Fees Waived</a>	<a href="#">Fees Charged</a>	<a href="#">Medals Only</a>	<a href="#">Fees Waived</a>	<a href="#">Fees Charged</a>	
<a href="#">Dual Service</a>												

## NAVY—Medals 215—Routine, Congressional or White House--Non-Archival Record

1. Have case reassigned to Coach, Core 3, Team D, by sending an email to your coach with the following contents:

Subject Line: Enter "Routine Medals Only", "Congressional Medals Only", "Routine Medals and More", or "Congressional Medals and More", depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.  
Email body: Include the veteran's name and the request number.

1. ☀ Do not order the record or create response document. DO NOT CHANGE THE STATUS IN CMRS; case will remain open.
2. ☀ If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to "Case Completed".

## MARINE CORPS—Medals 215—Routine—Non-Archival Record

1. Have case reassigned to Coach, Core 3, Team D, by sending an email to your coach with the following contents:

Subject Line: Enter "Routine Medals Only", "Congressional Medals Only", "Routine Medals and More", or "Congressional Medals and More", depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.  
Email body: Include the veteran's name and the request number.

1. ☀ Do not order the record or create response document. DO NOT CHANGE THE STATUS IN CMRS; case will remain open.
2. ☀ If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to "Case Completed".

## MARINE CORPS—Medals 215—Congressional or White House—Non-Archival Record

1. Manually refer the request to the address below with BOTH personnel and medical records. If the record is not found or charged out, treat the same as any case with a missing record.

[\[00627\]](#)

Commandant U.S. Marine Corps  
Military Awards Branch (MMMA)



2008 Elliott Road  
Quantico, VA 22134-5130

2. Add the paragraph [PP >> Medals >> Navy, Marine Corps, or Coast Guard Medals >> MC Medals Referral with Record-Congressional](#) to your response letter.

## COAST GUARD—Medals 215—Routine, Congressional, or White House—Non-Archival Record

1. Have case reassigned to Coach, Core 3, Team D, by sending an email to your coach with the following contents:

Subject Line: Enter "Routine Medals Only", "Congressional Medals Only", "Routine Medals and More", or "Congressional Medals and More", depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.

Email body: Include the veteran's name and the request number.

2. Do not order the record or create response document. **DO NOT CHANGE THE STATUS IN CMRS**; case will remain open.
3. If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to "Case Completed".

## Medals 215--Archival Record, Navy, Marine Corps, or Coast Guard:

Creating DD Forms 215 is prohibited when the record is archival. Send the requestor a DD Form 149 for submission to the Board for Correction of Military Records.

## NAVY--Medals Only – Routine – Non Archival Record

1. Have case reassigned to Coach, Core 3, Team D, by sending an email to your coach with the following contents:

Subject Line: Enter "Routine Medals Only", "Congressional Medals Only", "Routine Medals and More", or "Congressional Medals and More", depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.

Email body: Include the veteran's name and the request number.

2. ☀ Do not order the record or create response document. **DO NOT CHANGE THE STATUS IN CMRS**; case will remain open.
3. ☀ If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to "Case Completed".

## MARINE CORPS--Medals Only – Routine – Non Archival Record

1. Have case reassigned to Coach, Core 3, Team D, by sending an email to your coach with the following contents:

Subject Line: enter "Routine Medals Only", "Congressional Medals Only", "Routine Medals and More", or "Congressional Medals and More", depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.

Email body: include the veteran's name and the request number.

2. ☀ Do not order the record or create response document. **DO NOT CHANGE THE STATUS IN CMRS**; case will remain open.
3. ☀ If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to "Case Completed".

## COAST GUARD--Medals Only – Routine – Archival or Non Archival Record

1. Have case reassigned to Coach, Coire 3, Team D, by sending an email to your coach with the following contents:

Subject Line: Enter "Routine Medals Only", "Congressional Medals Only", "Routine Medals and More", or "Congressional Medals and More", depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.

Email body: Include the veteran's name and the request number.

2. Do not order the record or create response document. **DO NOT CHANGE THE STATUS IN CMRS**; case will remain open.

3. If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to "Case Completed".
- 

## NAVY--Medals Plus Something Else – Routine – Non Archival Records

1. Record Found: Work the portion of the case not involving medals, and complete the case. If the record is not found or charged out, treat the same as any other case with a missing record. Do not refer to Navy Medals Project.
  2. Create response to the requester for the portion you are providing and add the paragraph [PP >> Medals >> Navy, Marine Corps, or Coast Guard Medals >> Navy Medals Referral](#) to your letter.
  3. Do not refile record. Core L&T record to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS.
- 

## MARINE CORPS--Medals Plus Something Else – Routine – Non Archival Records

1. Record Found: Work the portion of the case not involving medals, and complete the case. (If the record is not found or charged out, treat the same as any other case with a missing record. Do not refer to Navy Medals Project.)
  2. Create response to the requester for the portion you are providing and add the paragraph [PP >> Medals >> Navy, Marine Corps, or Coast Guard Medals >> MC Medals Referral-Routine](#) to your letter.
  3. Do not refile record. Core L&T record to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS.
- 

## COAST GUARD--Medals Plus Something Else – Routine – Non Archival Records



1. Record Found: Work the portion of the case not involving medals, and complete the case. (If the record is not found or charged out, treat the same as any other case with a missing record. Do not refer to Navy Medals Project.)
2. Create response to the requester for the portion you are providing and add the paragraph [PP >> Medals >> Navy, Marine Corps, or Coast Guard Medals >> CG Medals Referral](#) to your letter.
3. Do not refile record. Core L&T record to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS.

 [\[00684\]](#)

Coast Guard, Office of Military Personnel, PSC-PSD-MA (Medals and Awards)  
Stop 7200, 2703 Martin Luther King Jr Ave SE  
Washington, DC 20593-7200

---

## NAVY--Medals Only – Congressional or White House Request – Non-Archival Record

1. Have case reassigned to Coach, Core 3, Team D, by sending an email to your coach with the following contents:  
Subject Line: enter "Routine Medals Only", "Congressional Medals Only", "Routine Medals and More", or "Congressional Medals and More", depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.
  2. Email body: include the veteran's name and the request number.
  3.  Do not order the record or create response document. DO NOT CHANGE THE STATUS IN CMRS; case will remain open.
  4.  If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to "Case Completed".
- 

## MARINE CORPS -- Medals Only – Congressional or White House Request – Non-Archival Record

1. Manually refer the request to the address below with BOTH personnel and medical records. If the record is not found or charged out, treat the same as any case with a missing record.

[\[00627\]](#)

Commandant U.S. Marine Corps  
Military Awards Branch (MMA)

2008 Elliott Road  
Quantico, VA 22134-5130

2. Add the paragraph [PP >> Medals >> Navy, Marine Corps, or Coast Guard Medals >> MC Medals Referral with Record-Congressional](#) to your response letter.
- 

## COAST GUARD -- Medals Only – Congressional or White House Request – Non-Archival Record

1. Have case reassigned to Coach, Coire 3, Team D, by sending an email to your coach with the following contents:

Subject Line: Enter "Routine Medals Only", "Congressional Medals Only", "Routine Medals and More", or "Congressional Medals and More", depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.

Email body: Include the veteran's name and the request number.

2. Do not order the record or create response document. **DO NOT CHANGE THE STATUS IN CMRS**; case will remain open.
  3. If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to "Case Completed".
- 

## NAVY -- Medals Plus Something Else – Congressional or White House Request – Non-Archival Record

1. Record Found: Work the portion of the case not involving medals, and complete the case. (If the record is not found or charged out, treat the same as any other case with a missing record. Do not refer to Navy Medals Project.)
  2. Create response to the requester for the portion you are providing and add the paragraph [PP >> Medals >> Navy, Marine Corps, or Coast Guard Medals >> Navy Medals Referral](#) to your response letter.
  3. Do not refile record. Core L&T record to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS.
- 

## MARINE CORPS -- Medals Plus Something Else – Congressional or White House Request – Non-Archival Record

1. Record Found: Work the portion of the case not involving medals. (If the record is not found or charged out, treat the same as any other case with a missing record. Do not refer to Navy Medals Project.)
2. Create response to the requester for the portion you are providing and add the paragraph [PP >> Medals >> Navy, Marine Corps, or Coast Guard Medals >> MC Medals Referral with Record-Congressional](#) to your response letter. Complete the case.
3. Manually refer with BOTH personnel and medical records to the address below.

[\[00627\]](#)

Commandant U.S. Marine Corps  
Military Awards Branch (MMMA)  
2008 Elliott Road  
Quantico, VA 22134-5130

---

## COAST GUARD -- Medals Plus Something Else – Congressional or White House Request – Non-Archival Record

1. Have case reassigned to Coach, Coire 3, Team D, by sending an email to your coach with the following contents:

Subject Line: Enter "Routine Medals Only", "Congressional Medals Only", "Routine Medals and More", or "Congressional Medals and More", depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.

Email body: Include the veteran's name and the request number.

2. Do not order the record or create response document. **DO NOT CHANGE THE STATUS IN CMRS**; case will remain open.
3. If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to "Case Completed".

## NAVY -- Routine, Congressional, or White House – Archival Record – Fees Waived

1. Have case reassigned to Coach, Core 3, Team D, by sending an email to your coach with the following contents:

Subject Line: Enter “Routine Medals Only”, “Congressional Medals Only”, “Routine Medals and More”, or “Congressional Medals and More”, depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.

Email body: Include the veteran’s name and the request number.

2. ☀ Do not order the record or create response document. DO NOT CHANGE THE STATUS IN CMRS; case will remain open.
3. ☀ If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to “Case Completed”.

## NAVY -- Routine, Congressional, or White House – Archival Record – Fees Charged

1. Send invoice as usual to requestor or constituent. Add the paragraph [PP » Medals » Navy, marine Corps, or Coast Guard Medals » Navy Medals Referral](#) to your response letter. Suspend case until payment is received or case auto closes after 45 days.
2. At the same time, send copy of response letter to Navy Medals Project, Core 3, Team D. Team D will respond to the medals portion of the request.
3. If payment is received, work records portion of the case. Do not refile record. Core L&T record to Navy Medals Project, Core 3, Team D. Select this team from the Referral Agency list in CMRS.
4. If payment is not received and case autocloses after 45 days, do not refile record. Give the record to your Coach or ET to have it delivered to Core 3, Team D.

## MARINE CORPS -- Routine – Archival Record – Fees Waived

1. Have case reassigned to Coach, Core 3, Team D, by sending an email to your coach with the following contents:

Subject Line: Enter “Routine Medals Only”, “Congressional Medals Only”, “Routine Medals and More”, or “Congressional Medals and More”, depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.

Email body: Include the veteran’s name and the request number.

2. ☀ Do not order the record or create response document. DO NOT CHANGE THE STATUS IN CMRS; case will remain open.
3. ☀ If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to “Case Completed”.

## MARINE CORPS -- Congressional or White House – Archival Record – Fees Waived

1. Record Found: Work the portion of the case not involving medals. (If the record is not found or charged out, treat the same as any other case with a missing record. Do not refer to Navy Medals Project.)
2. Create response to the requester for the portion you are providing and add the paragraph [PP >> Medals >> Navy, Marine Corps, or Coast Guard Medals >> MC Medals Referral with Record-Congressional](#) to your response letter. Complete the case.
3. Manually refer with PHOTOCOPIES of BOTH personnel and medical records to the address below. DO NOT SEND ORIGINAL ARCHIVAL RECORDS.

[\[00627\]](#)

Commandant U.S. Marine Corps  
Military Awards Branch (MMA)  
2008 Elliott Road  
Quantico, VA 22134-5130

## MARINE CORPS -- Routine – Archival Record – Fees Charged

1. Send invoice as usual to requestor or constituent. Suspend case until payment is received or case auto closes in 45 days.

2. At the same time, send copy of response letter to Navy Medals Project, Core 3, Team D. Team D will respond to the medals portion of the request.
3. If payment is received, work records portion of the case. Add the paragraph [PP >> Medals >> Navy, Marine Corps, or Coast Guard Medals >> MC Medals Referral-Routine](#) to your response letter. Complete the case. Do not refile record. Core L&T record to Navy Medals Project, Core 3, Team D. Select this team from the Referral Agency list in CMRS.
4. If payment is not received and case auto closes after 45 days, do not refile record. Give the record to your Coach or ET to have it delivered to Core 3, Team D.

## MARINE CORPS -- Congressional or White House – Archival Record – Fees Charged

1. Send invoice as usual to requestor or constituent. At the same time, manually refer the medals portion of the request with PHOTOCOPIES of BOTH personnel and medical records to the address below. DO NOT SEND ORIGINAL ARCHIVAL RECORDS. Add the paragraph [PP » Medals » Navy, Marine Corps, or Coast Guard Medals » MC Medals Referral with Record-Congressional](#) to your response Letter.
2. Manually refer with PHOTOCOPIES of BOTH personnel and medical records to the address below. DO NOT SEND ORIGINAL ARCHIVAL RECORDS.

[00627]

Commandant U.S. Marine Corps  
 Military Awards Branch (MMMA)  
 2008 Elliott Road  
 Quantico, VA 22134-5130

3. Suspend case until payment is received or case auto closes after 45 days.
4. If payment is received, work records portion of the case. Complete the case.

## COAST GUARD -- Routine, Congressional, or White House – Archival Record – Fees Waived

1. Have case reassigned to Coach, Coire 3, Team D, by sending an email to your coach with the following contents:
 

Subject Line: Enter "Routine Medals Only", "Congressional Medals Only", "Routine Medals and More", or "Congressional Medals and More", depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.

Email body: Include the veteran's name and the request number.
2. Do not order the record or create response document. **DO NOT CHANGE THE STATUS IN CMRS**; case will remain open.
3. If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to "Case Completed".

## COAST GUARD -- Routine, Congressional, or White House – Archival Record – Fees Charged

1. Have case reassigned to Coach, Coire 3, Team D, by sending an email to your coach with the following contents:
 

Subject Line: Enter "Routine Medals Only", "Congressional Medals Only", "Routine Medals and More", or "Congressional Medals and More", depending upon the priority of the request and whether they are requesting just medals or medals plus some other request type.

Email body: Include the veteran's name and the request number.
2. Do not order the record or create response document. **DO NOT CHANGE THE STATUS IN CMRS**; case will remain open.
3. If you have the record in your possession, Core L&T it to Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS. Technician will change the status to "Case Completed".

## DUAL SERVICE -- Routine, Congressional, or White House – Archival or Non-Archival Record

1. When veteran served in 2 or more branches, one of which is Navy, Marine Corps, or Coast Guard, and is requesting medals or a correction to medals (DD Form 215) for Navy, Marine Corps, or Coast Guard service as part of the request, the Navy Medals Team will

respond to only the medals portion of the request

2. ☀️ Technicians will work all portions of the request that do not pertain to Navy, MC, or CG medals or corrections to medals.
3. ☀️ **Requests for Medals Only:** If request is for medals only for multiple service branches, do not order the Navy, MC, or CG records. Order only the Army or Air Force records and work that portion of the request.

Upon completion of the non-Navy portion of the request, add the paragraph PP>>Medals>>Navy, Marine Corps, and Coast Guard Medals>>Navy Medals Referral to the response letter. Print a second copy of the response letter, and place a large red checkmark in front of the Navy Medals Team Research Team address on the second copy.

Change the case status to Case Completed. Place the letter with the checkmark on top of the completed case and send to support as usual. Support staff will hand-carry the case to the Navy Medals Team to complete their portion.

4. ☀️ **Requests for Medals Plus Records:** If the request includes Navy, MC, or CG personnel or medical records, order all records needed to answer the request.

Upon completion of the non-Navy medals portion of the request, add the paragraph PP>>Medals>>Navy, Marine Corps, and Coast Guard Medals>>Navy Medals Referral to the response letter. Print a second copy of the response letter, and place a large red checkmark in front of the Navy Medals Research Team address on the second copy.

Change the case status to Case Completed. Place the letter with the checkmark on top of the completed case and send to support as usual. Support staff will hand-carry the case and the Navy, MC, or CG records to the Navy Medals Team to complete their portion.

5. ☀️ If the technician already has the Navy, MC, or CG record in his or her possession, Core L&T it to the Navy Medals Project Team, Core 3, Team D. Select this team from the Referral Agency list in CMRS to Core 3, Team D. Technician will change the status to "Case Completed".
-

## Online Query for Navy and Marine Corps Unit Awards

1. Access Navy Department Awards Web Service (NDAWS) at <https://awards.navy.mil>
2. Click **Unit Awards** tab at top of page.

The screenshot shows the NDAWS homepage with the following elements:

- Header: "Navy Department Awards Web Service" and "NDAWS" logo.
- Navigation: "HOME", "PERSONAL AWARDS", "UNIT AWARDS" (circled in red), "VETERANS".
- Left Column: "LATEST FORMS" (How to Fill Out a 1650/14 Instruction Guide, etc.) and "NDAWS HOME" (Home Page, What's New, FAQs, Documents, Links, NAVADMINS, NDAWS Authorities).
- Center Column: "WELCOME TO THE NAVY DEPARTMENT AWARDS WEB SERVICE (NDAWS)" and "Welcome to the New Awards Website" section. Below is "ITEMS OF INTEREST" with a link to "GWOTEM - Expansion of Area of Eligibility (NAVADMIN 094/06)".
- Right Column: "REFERENCE ITEMS" with a list of links. "Award Abbreviations List" is circled in red.

3. Locate **Award Abbreviations List** under Reference Items column on right side of page. If needed, print page, or minimize to refer to during your search.
4. Click **Query Unit Awards** at bottom left of page.

The screenshot shows the NDAWS "UNIT AWARDS" page with the following elements:

- Header: "Navy Department Awards Web Service" and "NDAWS" logo.
- Navigation: "HOME", "PERSONAL AWARDS", "UNIT AWARDS" (selected), "VETERANS".
- Left Column: "LATEST FORMS" and "UNIT AWARDS" section. "Query Unit Awards" is circled in red.
- Center Column: "NAVY DEPARTMENT AWARDS WEB SERVICE (NDAWS) - UNIT AWARDS" and "Unit Awards" section. Below is "ITEMS OF INTEREST" with links to "Eligible Units for Iraq Campaign Medal" and "GWOTEM - Expansion of Area of Eligibility (NAVADMIN 094/06)".
- Right Column: "REFERENCE ITEMS" with a list of links. "Award Abbreviations List" is circled in red.

5. Search by either ship name or unit name, using Method 1 or Method 2.

Method 1: Click on the letter of the alphabet or the numeral that corresponds with the ship or unit for which you are searching. For example, if searching for the USS Kitty Hawk, click the letter "K"; or click the number "2" for the 2d Marine Regiment. Scroll through the list of results to find the specific entry.

Method 2: Type in the first few letters of the name of the ship or unit, and then click Search. Scroll through the list of results for the specific entry. For example, type "kitt" to search for the USS Kitty Hawk.

6. If the desired entry is found, click on the name. A new window will open that gives the unit awards information.

7. In the Query Results window, review the 'Merit Start' and 'Merit End' columns for the appropriate dates, and then the 'Appr Award' (Approved Award) column for the unit awards earned. **NOTE:** Do not use information in the 'Recmd Award' column. These are awards for which the unit or ship was recommended, but they may differ from the final approved award.

Cited Unit	Merit Start	Merit End	Recmd Award	Appr Award	Campaign
RAVEN MHC 61	01-Aug-2000	30-Sep-2000	AE	AE	-
RAVEN MHC 61	01-Jul-2001	30-Sep-2001	AE	AE	-
RAVEN MHC 61	01-Oct-2001	31-Dec-2001	AE	AE	-
U.S. FIFTH FLEET STRIKE FORCE	01-Jan-2003	01-May-2003	NU	NU	IFREE
RAVEN MHC 61	19-Mar-2003	28-Mar-2003	CD	CD	IFREE

8. See the CRG entry under [SF 813](#) for detailed instructions on completing the form.



## (NAVY RATINGS 1970-Present)

This part provides an alphabetical listing of rating abbreviations with long titles for the ratings and pertinent remarks concerning the abbreviations.

During the years, several abbreviations have been used more than one time. If you see the abbreviations used more than once then check the Remarks section to see during what period the abbreviations were in use. For example:

<b>Abbreviation</b>	<b>Long Title</b>	<b>Remarks</b>
AM	Aviation Structural Mechanic	(after 1948)
AM	Aviation Metalsmith	(before 1948)

In the instance above, the AM abbreviation in use after 1948 was Aviation Structural Mechanic. If the AM that you were interested in was in use before 1948, the long title would then be Aviation Metalsmith.

Several other forms of abbreviations were added to the rating abbreviations. If perchance the abbreviation was followed by a "T" then this was the period when advancements were temporary and were so designated, so again using the above illustration, if the rating you are interested in is AM1 "T" or AM1T in the year 1950, the long title would be Aviation Structural Mechanic First Class "Temporary." Additionally, another letter used was "A" for acting, and this "A" could also possibly follow the rating abbreviation and precede the "T". Again using the above illustration, if you are interested in the abbreviation of AMC (A) "T" or AMCAT during the year 1950, the long title would be Chief Aviation Structural Mechanic (Acting) "Temporary".

---

### **Abbreviation--Long Title--Remarks in Parentheses**

**-A-**

AA - Airman Apprentice

AB - Aviation Boatswain's Mate

ABE - Aviation Boatswain's Mate (Launching and Recovery)

ABF - Aviation Boatswain's Mate (Fuels)

ABG - Aviation Boatswain's Mate (Gasoline Handlers)

ABH - Aviation Boatswain's Mate (Aircraft Handling)

ABM(AG) - Aviation Boatswain's Mate (Arresting Gear and Barrier)

ABM(CP) - Aviation Boatswain's Mate (Catapult)

ABM(GA) - Aviation Boatswain's Mate (Gasoline Systems)

ABM(PH) - Aviation Boatswain's Mate (Plane Handler)

ABU - Aviation Boatswain's Mate (Utility)

AC - Air Controlman

AD - Aviation Machinist's Mate

ADE - Aviation Machinist's Mate (Engine Mechanic)

ADF - Aviation Machinist's Mate (Flight Engineer)

ADG - Aviation Machinist's Mate (Carburetor Mechanic)

ADJ - Aviation Machinist's Mate (Jet Engine Mechanic)

ADP - Aviation Machinist's Mate (Propeller Mechanic)

ADR - Aviation Machinist's Mate (Reciprocating Engine Mechanic)

AE - Aviation Electrician's Mate (after 1948)

AEI - Aviation Electrician's Mate (Instrument Repairman)

AEM - Aviation Electrician's Mate (before 1948)

AERM - Aerographer's Mate

AETM - Aviation Electronics Technician's Mate

AF - Aviation Photographer's Mate

AFC - Aviation Fire Control

AFCM - Master Chief Aircraft Maintenceman

AG - Aerographer's Mate

AK - Aviation Storekeeper

AL - Aviation Electronics Man

AM - Aviation Metalsmith (before 1948)

AM - Aviation Structural Mechanic (after 1948)

AME - Aviation Structural Mechanic (Safety Equipment)

AMF(AC) - Aviation Machinist's Mate (Aviation Flight Engineer) (Combat Aircrewman)

AMH - Aviation Structural Mechanic (Hydraulics)

AMM - Aviation Machinist's Mate

AMM(AC) - Aviation Machinist's Mate (Combat Aircrewmen)

AMMC - Aviation Machinist's Mate (Carburetor Mechanic)

AMMF - Aviation Machinist's Mate (Aviation Flight Engineer)

AMMH - Aviation Machinist's Mate (Hydraulic Mechanic)

AMMI - Aviation Machinist's Mate (Instrument Mechanic)

AMMP - Aviation Machinist's Mate (Propeller Mechanic)

AMMT - Aviation Machinist's Mate (Gas Turbine Mechanic)

AMS - Aviation Structural Mechanic (Structures)

AN - Airman

AO - Aviation Ordnanceman (after 1948)

AOF - Aviation Ordnanceman (Fire Control)

AOM - Aviation Ordnanceman (before 1948)

AOM(AC) - Aviation Ordnanceman (Combat Aircrewman)

AOM(ACB) - Aviation Ordnanceman (Combat Aircrewman) (Air Bombers)

AOMB - Aviation Ordnanceman (Bombsight)

AOMT - Aviation Ordnanceman (Turret)

AOT - Aviation Ordnanceman (Turrets)

AOU - Aviation Ordnanceman (Utility)

AP - Aviation Pilot

APA - Aviation Pilot (Airship)

AQ - Aviation Fire Control Technician

AQB - Aviation Fire Control Technician (Bomb Director)

AQF - Aviation Fire Control Technician (Fire Control)

AR - Airship Rigger (before 1948)

AR - Airman Recruit (after 1948)

ARM - Aviation Radioman

ARM(AC) - Aviation Radioman (Combat Aircrewman)

ART - Aviation Radio Technician

AS - Apprentice Seaman (until 1948)

AS - Aviation Support Equipment Technician (after 1965)

AS(A) - Apprentice Seaman (Aviation)

AS(R) - Apprentice Seaman (Radio)

ASE - Aviation Support Equipment Technician (Electrical)

ASH - Aviation Support Equipment Technician (Hydraulic)

ASM - Aviation Support Equipment Technician (Mechanical)

AT - Aviation Electronics Technician

ATA - Aviation Electronics Technician (Aircraft Equipment)

ATG - Aviation Electronics Technician (Ground Equipment)

ATN - Aviation Electronics Technician (Radio & Radio Navigation Equipment)

ATO - Aviation Electronics Technician (Ordnance)

AVCAD - Aviation Cadet

AVCM - Master Chief Avionics Technician

AX - Aviation Antisubmarine Warfare Technician

AW - Aviation Antisubmarine Warfare Operator

AZ - Aviation Maintenance Administrationman

**-B-**

B - Boilermaker

B(SR) - Boilermaker (Ship Repair)

BANDMSTR - Bandmaster

BGMSTR - Buglemaster

BKR - Baker

Blks(A) - Blacksmith (Aviation)

Blks(A)(W) - Blacksmith (A) (Welder)

BM - Boatswain's Mate

BM(CBB) - Boatswain's Mate (Construction Battalion) (Boatswain)

BM(CBS) - Boatswain's Mate (Construction Battalion) (Stevedore)

BM(SRC) - Boatswain's Mate (Ship Repair) (Crane Operator)

BM(SRS) - Boatswain's Mate (Ship Repair) (Canvasman)

BMA - Boatswain's Mate (Master-at-Arms)

BMB - Boatswain's Mate (Seabee)

BMG - Boatswain's Mate (Shipboard)

BMK - Boatswain's Mate (Canvasman)

BMR - Boatswain's Mate (Rigger)

BMS - Boatswain's Mate (Stevedore)

BMSTR - Bandmaster

BR - Boilermaker

BT - Boilerman

BTG - Shipboard Boilerman

BTR - Boiler Repairman

BU - Builder

BUG - Bugler

BUH - Builder (Heavy)

BUL - Builder (Light)

BUR - Builder (Concrete)

**-C-**

CA - Construction Apprentice

CCStd - Chief Commissary Steward

CD - Driver

CE - Construction Electrician's Mate

CEG - Construction Electrician (General)

CEL - Construction Electrician (Communications Lineman)

CEP - Construction Electrician (Power Lineman)

CES - Construction Electrician (Shop)

CET - Construction Electrician (Telephone)

CEW - Construction Electrician (Wiring)

Ck - Cook

CM - Mechanic (after 1948) (changed to Construction Mechanic - 1952)

CM - Construction Mechanic

CMA - Construction Mechanic (Automobile) (after 1945)

CMD - Construction Mechanic (Diesel Engine)

CMG - Construction Mechanic (Gasoline Engine)

CMH - Construction Mechanic (Construction)

CM - Carpenter's Mate (until 1948)

CM(A) - Carpenter's Mate (Aviation)

CM(CBB) - Carpenter's Mate (Construction Battalion) (Builder)

CM(CBD) - Carpenter's Mate (Construction Battalion) (Draftsman)

CM(CBE) - Carpenter's Mate (Construction Battalion) (Excavation Foreman)

CM(CBS) - Carpenter's Mate (Construction Battalion) (Surveyor)

CM(SRB) - Carpenter's Mate (Ship Repair) (Boatbuilders - Wood)

CM(SRC) - Carpenter's Mate (Ship Repair) (Carpenters)

CM(SRJ) - Carpenter's Mate (Ship Repair) (Joiners)

CM(SRN) - Carpenter's Mate (Ship Repair) (Cement Workers -Concrete)

CM(SRK) - Carpenter's Mate (Ship Repair) (Caulkers - Boats)

CM(SRS) - Carpenter's Mate (Ship Repair) (Shipwrights)

CM(SRK) - Carpenter's Mate (Ship Repair) (Caulkers - Boats)

CN - Constructionman

COX - Coxswain

COX(CBB) - Coxswain (Construction Battalion) (Boatswain)

COX(CBS) - Coxswain (Construction Battalion) (Stevedore)

COX(SRC) - Coxswain (Ship Repair)(Crane Operator)

COX(SRR) - Coxswain (Ship Repair) (Rigger)

COX(SRS) - Coxswain (Ship Repair) (Canvasman)

COX(W) - Coxswain (Winchman)

CP - Construction Apprentice

CR - Construction Recruit

CS - Commissaryman

CSB - Commissaryman (Butcher)

CSG - Commissaryman (Ship's Cooks)

C'SMITH (A) - Coppersmith (Aviation)

CSR - Commissaryman (Bakers)

CT - Communications Technician

CTA - Communications Technician (Administrative Branch)

CTM - Communications Technician (Maintenance Branch)

CTI - Communications Technician (Interpretive Branch)

CTO - Communications Technician (Communications Branch)

CTR - Communications Technician (Collection Branch)

CTS - Communications Technician (Special Devices Operator and Technician) (1948)

CTT - Communications Technician (Technical Branch)

CTY - Communications Technician (Clerk) (1948)

CUCM - Master Chief Constructionman

CYN - Communications Yeoman



**-D-**

DA - Dental Apprentice

DC - Damage Controlman

DCG - Damage Controlman (Shipboard)

DCP - Damage Controlman (Painter)

DCW - Damage Controlman (Carpenter)

DK - Disbursing Clerk

DM - Draftsman (name changed to Illustrator Draftsman)

DME - Draftsman (Electrical)

DMI - Draftsman (Illustrator)

DML - Draftsman (Lithographic)

DMM - Draftsman (Mechanical)

DMS - Draftsman (Structural)

DMT - Draftsman (Topographic)

DN - Dentalman

DP - Data Processing Technician

DR - Dental Recruit

DS - Data Systems Technician

DT - Dental Technician

DTG - Dental Technician (General)

DTP - Dental Technician (Prosthetic)

DTR - Dental Technician (Repair)

**-E-**

E (A) - Electrician (Aviation)

E(G) - Electrician (General)

E(R) - Electrician (Radio)

E(RL) - Electrician (Radio Land Wire Operator)

E(RO) - Electrician (Radio Operator)

E(RR) - Electrician (Radio Repair)

EA - Engineering Aid

EAD - Engineering Aid (Draftsman)

EAS - Engineering Aide (Surveyor)

EM - Electrician's Mate

EM(CBC) - Electrician's Mate (Construction Battalion) (Communication)

EM(CBD) - Electrician's Mate (Construction Battalion) (Draftsman)

EM(CBG) - Electrician's Mate (Construction Battalion) (General)

EM(CBL) - Electrician's Mate (Construction Battalion) (Line and Station)

EM(SRG) - Electrician's Mate (Ship Repair) (General Electrician)

EM(SRS) - Electrician's Mate (Ship Repair) (Shop Electrician)

EM(SRT) - Electrician's Mate (Ship Repair) (I.C. Repairman)

EMP - Electrician's Mate (Power and Light)

EMS - Electrician's Mate (Shop)

EN - Engineman

EN(A) - Engineman (Aviation)

END - Engineman (Diesel)

ENG - Engineman (Gasoline)

EO - Equipment Operator

EOH - Equipment Operator (Hauling)

EON - Equipment Operator (Construction Equipment)

EQCM - Master Chief Equipmentman)

ES - Exclusive Emergency Service Ratings

ESA - Airship Rigger

ESB - Master-At-Arms (Shore)

ESE - Physical Training Instructor

ESF - Fire Fighter

ESI - Instructor (Miscellaneous)

ESK - Chemical Warfareman (1948 - 1958)

ESK - Telecom Censorship Technician) (since 1958)

ESM - Underwater Mechanic

ESP - Photogrammetry Assistant

ESR - Transportation Man

ESS - Shore Patrolman

EST - Transport Airman

ESU - Booker (Motion Picture)

ESV - Aviation Pilot

ESW - Welfare and Recreation Leader

ESX - Specialist -  
Agriculture Worker - Navy Job Code 49100

Archivist - Navy Job Code 73700

Artist - Navy Job Code 93450

Cable Censor - Navy Job Code 75600

Chart Clerk - Navy Job Code 03310

Crystal Grinder - Navy Job Code 86200

Excavation Foreman - Navy Job Code 54110

Fisherman - Navy Job Code 49300

Gauge Specialist - Navy Job Code 41121-41122

Inspector of Naval Material - Navy Job Codes 86100-86199

Laboratory Technician (Misc.) - Navy Job Codes 81300-81399

Model Maker - Navy Job Codes 8330-8339

Petroleum Productionman - Navy Job Code 49400

Pigeon Trainer - Navy Job Code 87200

Plastics Expert - Navy Job Code 81320

Special Projects (O.S.S.) - Navy Job Code 87120

Switchboard Operator - Navy Job Codes 73300-73399

ET - Electronics Technician

ETM - Electronics Technician's Mate

ETN - Electronics Technician (Communications)

ETR - Electronics Technician (Radar)

ETS - Electronics Technician (Sonar)

**-F-**

F - Fireman

FA - Fireman Apprentice

FC - Fire Controlman

FCO - Fire Controlman (Operator)

FCR - Fire Controlman (Range Finder)

FCS - Fire Controlman (Surface) (before 1948)

FCS - Fire Controlman (Submarine) (after 1948)

FCU - Fire Controlman (Underwater Weapons)

FN - Fireman

FP - Pipefitter

FPB - Pipefitter (Coppersmith)

FPG - Pipefitter (Shipboard)

FPP - Pipefitter (Plumber)

FPS - Pipefitter (Steamfitter)

FR - Fireman Recruit

FT - Fire Control Technician

FTA - Fire Control Technician (Automatic Directors)

FTB - Fire Control Technician (Ballistic Missile Fire Control)

FTG - Fire Control Technician (Gun Fire Control)

FTM - Fire Control Technician (Surface Missile Fire Control)

FTU - Fire Control Technician (Underwater)

## **-G-**

GF - Aviation Guided Missileman

GM - Gunner's Mate

GM(A) - Gunner's Mate (Aviation) (until 1926)

GM(CB) - Gunner's Mate (Construction Battalion)

GM(CBG) - Gunner's Mate (Construction Battalion) (Armorer)

GM(CBP) - Gunner's Mate (Construction Battalion) (Powderman)

GM(SRP) - Gunner's Mate (Ship Repair)(Powderman)

GM(T) - Gunner's Mate (Torpedo) (until 1921)

GMA - Gunner's Mate (Armorers) (after 1948)

GMG - Gunner's Mate (Guns)

GMM - Gunner's Mate (Mounts) (until 1957)

GMM - Gunner's Mate (Missiles) (after 1957)

GMT - Gunner's Mate (Turrets) (1922 - 1952)

GMT - Gunner's Mate (Technician) (after 1952)

## **-H-**

HA - Hospital Apprentice

HM - Hospital Corpsman

HN - Hospitalman

HR - Hospital Recruit

HT - Hull Maintenance Technician

## **-I-**

IC - Interior Communications Electrician

IM - Instrumentman

IMI - Instrumentman (Instrument Repair)

IMO - Instrumentman (Office Machine Repairman)

IMW - Instrumentman (Watch and Clock Repairman)

**-J-**

JO - Journalist

**-L-**

LI - Lithographer

LIP - Lithographer (Pressman)

LIT - Lithographer (Cameraman and Platemaker)

**-M-**

M - Metalsmith

M(SRB) - Metalsmith (Ship Repair) (Blacksmith)

M(SRC) - Metalsmith (Ship Repair) (Coppersmith)

M(SRF) - Metalsmith (Ship Repair) (Forgers - Anglesmiths)

M(SRS) - Metalsmith (Ship Repair) (Sheet Metal Workers)

MA - Machine Accountant

MaM - Mailman

Matt - Mess Attendant

ME - Metalsmith

MEB - Metalsmith (Blacksmith)

MEG - Metalsmith (Shipboard)

MES - Metalsmith (Sheet Metal Worker)

MEW - Metalsmith (Welder)

ML or MI - Molder

ML(SRC) - Molder (Ship Repair) (Cupola Tenders)

ML(SRF) - Molder (Ship Repair) (Foundryman)

ML(SRM) - Molder (Ship Repair) (Molder)

Mldr(A) - Molder (Aviation)

MM - Machinist's Mate

MM(A) - Machinist's Mate (Aviation)

MM(A)(GE) - Machinist's Mate (A) (Bombing)

MM(A)(H) - Machinist's Mate (A) (Hydrogen)

MM(A)(P) - Machinist's Mate (A) (Photographic)

MM(CBE) - Machinist's Mate (Construction Battalion) (Equipment Operator)

MM(MB) - Machinist's Mate (Motor Boat)

MM(O) - Machinist's Mate (Optician)

MM(SRE) - Machinist's Mate (Ship Repair) (Engine Operator)

MM(SRI) - Machinist's Mate (Ship Repair) (Instrument Maker)

MM(SRO) - Machinist's Mate (Ship Repair) (Outside Machinist)

MM(SRS) - Machinist's Mate (Ship Repair) (Inside Machinist)

MM(W) - Machinist's Mate (Watchmaker)

MME - Machinist's Mate (Engineman)

MMG - Machinist's Mate (Industrial Gas Generating)

MML - Machinist's Mate (General)

MMR - Machinist's Mate (Refrigeration Mechanic)

MMS - Machinist's Mate (Shop Mechanic)

MN - Mineman

MoMM - Motor Machinist's Mate



MoMM(SRD) - Motor Machinist's Mate (Ship Repair) (Diesel Engine Mechanic)

MoMM(SRG) - Motor Machinist's Mate (Ship Repair) (Gasoline Engine Mechanic)

MR - Machinery Repairman

MT - Missile Technician

MU - Musician (after 1948)

Mus - Musician (until 1948)

**-N-**

NW - Nuclear Weaponsman

**-O-**

OM - Opticalman

OT - Ocean Systems Technician

**-P-**

PC - Postal Clerk

PH - Photographer's Mate

PHG - Photographer's Mate (Cameraman)

PHL - Photographer's Mate (Laboratory Technician)

PHM - Photographer's Mate (Microfilm Photographer)

PhM - Pharmacist's Mate

PhM(DP) - Pharmacist's Mate (Dental Prosthetic Technician)

PhoM - Photographer's Mate

PhoM(AC) - Photographer's Mate (Combat Aircrewman)

PHR - Photographer's Mate (Camera Repairman)

PI - Printer

PICM - Master Chief Precision Instrumentman

PM - Patternmaker

PM (SRP) - Patternmaker (Ship Repair) Patternmaker)

PN - Personnelman

PNA - Personnelman (Records Clerk)

PNI - Personnelman (Classification Interviewer)

PNR - Personnelman (Recruiter)

PNS - Personnelman (Personal Supervisor)(Women's Reserve)

PNT - Personnelman (Training Assistant)

PNW - Personnelman (Chaplain's Assistant)

PR - Parachute Rigger (until 1966)

PR - Aircrew Survival Equipmentman (after 1965)

PrTr - Printer

PrTr(A) - Printer (Aviation)

PrTrL - Printer (Lithographer)

PrTrM - Printer (Multilith)

PT - Photographic Intelligenceman

Ptr - Painter

PtrV - Painter (Aircraft)

**-Q-**

QM - Quartermaster

QM(D) - Quartermaster (Dirigible)

QM(L) - Quartermaster (Listening)

QM(N) - Quartermaster (Navigation)

QM(P) - Quartermaster (Pigeon)

QMQ - Quartermaster (Quartermaster)

QMS - Quartermaster (Signal)

**-R-**

RD - Radarman

RdM - Radarman

RM - Radioman

RMN - Radioman (Radioman)

RMT - Radioman (Telegrapher)

RT - Radio Technician

RT(SR) - Radio Technician (Ship Repair)

**-S-**

S - Seaman

S(SRC) - Shipfitter (Ship Repair) (Chippers - Caulkers)

S(SRD) - Shipfitter (Ship Repair) (Divers)

S(SRF) - Shipfitter (Ship Repair) (Steelworkers - Anglesmiths)

S(SRL) - Shipfitter (Ship Repair) (Drillers - Reamers)

S(U) - Seaman (Utility)

SA - Special Artificer (before 1948)

SA - Seaman Apprentice (after 1948)

SAD - Special Artificer (Special Devices)

SAD(MG) - Special Artificer (Special Devices) (Machine Gun Trainer)

SAI - Special Artificer (Instrument)

SAI(TR) - Special Artificer (Typewriter and Office Equipment)

SAI(WR) - Special Artificer (Watch Repairman)

SAO - Special Artificer (Optical)

SC - Ship's Cook

SC(B) - Ship's Cook (Butcher)

SD - Steward

SDG - Steward (Cook)

SDS - Steward (Stateroom)

Sea(A) - Seaman (Aviation)

Sea(R) - Seaman (Radio)

SF - Shipfitter

SF(A) - Shipfitter (Aviation)

SF(CBB) - Shipfitter (Construction Battalion) (Blacksmith)

SF(CBM) - Shipfitter (Construction Battalion) (Mechanical Draftsman)

SF(CBP) - Shipfitter (Construction Battalion) (Pipefitter and Plumber)

SF(CBR) - Shipfitter (Construction Battalion) (Rigger)

SF(CBS) - Shipfitter (Construction Battalion) (Steelworker)

SF(CBW) - Shipfitter (Construction Battalion) (Welder)

SF(SRP) - Shipfitter (Ship Repair) (Pipefitter and Plumber)

SF(SRR) - Shipfitter (Ship Repair) (Riveters)

SF(SRS) - Shipfitter (Ship Repair) (Shipfitter)

SF(SRW) - Shipfitter (Ship Repair) (Welder)

SFM - Shipfitter (Metal)

SFP - Shipfitter (Pipefitter)

SH - Ship's Serviceman

SK - Storekeeper

SK(CBS) - Storekeeper (Construction Battalion)(Stevedore)

SKD - Storekeeper (Disbursing)

SK(E) - Storekeeper (Engineer)

SKG - Storekeeper (General)

SKT - Storekeeper (Technical)

SKV - Storekeeper (Aviation)

SM - Signalman

SN - Seaman

SO - Sonarman

SOG - Sonarman (Sonar)

SOH - Sonarman (Harbor Defense)

SoM - Sonarman (was Soundman)

SOMH - Sonarman (Harbor Defense)

Sp(A) - Specialist (Physical Training Instructor)

Sp(C) - Specialist (Classification Interviewer)

Sp(E)(PS) - Specialist (Motion Picture Service)(Booker)

Sp(E)(RW) - Specialist (Recreation and Welfare Assistant)

SpF - Specialist (Fire Fighter)

Sp(G) - Specialist (Aviation Free Gunnery Instructor)

Sp(G)(N) - Specialist (Anti-Aircraft Gunnery Instructor)

Sp(I) - Specialist (Punch Card Accounting Machine Operator)

Sp(M) - Specialist (Mailman)

Sp(O) - Specialist (Inspector of Naval Material)

Sp(O)(AV) - Specialist (Inspector of Aviation Material)

Sp(O)(EN) - Specialist (Engineering Inspectors)

Sp(O)(OR) - Specialist (Ordnance Inspectors)

Sp(O)(PE) - Specialist (Petroleum Technicians)

Sp(P) - Specialist (Photographic)

Sp(P)(LB) - Specialist (Laboratory)

Sp(P)(MP) - Specialist (Motion Picture Production)

Sp(P)(PG) - Specialist (Photogrammetry)

Sp(P)(VM) - Specialist (V-Mail)

Sp(Q)(CR) - Specialist (Cryptographer)

Sp(Q)(IN) - Specialist (Radio Intelligence)

Sp(Q)(RP) - Registered Publications Clerk)

Sp(Q)(TE) - Specialist (Technician)

Sp(R) - Specialist (Recruiter)

Sp(S) - Specialist (Shore Patrol & Security)

Sp(S)(PS) - Specialist (Personnel Supervisor V-10) (Waves)

Sp(T) - Specialist (Teacher)

Sp(T)(LT) - Specialist (Link Trainer Instructor)

Sp(V) - Specialist (Transport Airman)

Sp(W) - Specialist (Chaplain's Assistant)

Sp(X) - Specialist (not elsewhere classified)

Sp(X)(AC) - Specialist (Archivist)

Sp(X)(AR) - Specialist (Artist)

Sp(X)(BL) - Specialist (Ballistic)

Sp(X)(CC) - Specialist (Cable Censor)

Sp(X)(CG) - Specialist (Crystal Grinder)

Sp(X)(CT) - Specialist (Cartographer)

Sp(X)(DI) - Specialist (Discharge Interviewer)

Sp(X)(ED) - Specialist (Engineering Draftsman)

Sp(X)(FP) - Specialist (Fingerprint Expert)

Sp(X)(GU) - Specialist (Gauge Specialist)

Sp(X)(ID) - Specialist (Intelligence Duty)

Sp(X)(IR) - Specialist (Interpreter)

Sp(X)(JO) - Specialist (Journalist)

Sp(X)(KP) - Specialist (Key Punch Operator and Supervisor)

Sp(X)(NC) - Specialist (Naval Correspondent)

Sp(X)(OP) - Specialist (Special Projects)

Sp(X)(PC) - Specialist (Position Classifier)

Sp(X)(PI) - Specialist (Pigeon Trainer)

Sp(X)(PL) - Specialist (Plastics Expert)

Sp(X)(PR) - Specialist (Public Information)

Sp(X)(QM) - Specialist (Operations - Plotting and Chart Work)

Sp(X)(RL) - Specialist (Research Laboratory)

Sp(X)(RS) - Specialist (Armed Forces Radio Services and Special Navy Radio Units)

Sp(X)(RT) - Specialist (Passenger Transportation)

Sp(X)(SB) - Specialist (Telephone Switchboard Operator and Supervisor)

Sp(X)(ST) - Specialist (Strategic Service)

Sp(X)(TD) - Specialist (Topographic Draftsman)

Sp(X)(TS) - Specialist (Air Station Operations Desk)(Time Shack)

Sp(X)(VA) - Specialist (Visual Training Aids)

Sp(U) - Specialist (Utility)

Sp(Y) - Specialist (Control Tower Operator)

SPCM - Master Chief Steam Propulsionman

SR - Seaman Recruit

SSMB - Ship's Service Man (Barber)

SSMC - Ship's Service Man (Cobbler)

SSML - Ship's Service Man (Laundryman)

SSMT - Ship's Service Man (Tailor)

ST - Sonar Technician (after 1948)

St - Steward (before 1948)

STG - Sonar Technician (Surface)

StM - Steward's Mate

STS - Sonar Technician (Submarine)

SV - Surveyor

SW - Steelworker

SWE - Steelworker (Erector)



SWF - Steelworker (Fabricator)

SWR - Steelworker (Construction Rigger)

SWS - Steelworker (Structural)

**-T-**

T - Telegrapher

TA - Steward Apprentice

TC - Turret Captain

TD - Tradevman

TDI - Tradevman (Instructor) (Non-Aviation)

TDR - Tradevman (Repairman) (Non-Aviation)

TDU - Tradevman (Instructor) (Aviation)

TDV - Tradevman (Repairman) (Aviation)

TE - Teleman

TEL - Teleman (Communications Clerk)

TEM - Teleman (Mailman)

TEP - Teleman (Registered Publications Clerk)

TEQ - Teleman (Cryptographer)

TET - Teleman (Teletypist)

TM - Torpedoman's Mate

TME - Torpedoman's Mate (Electrical)

TMS - Torpedoman's Mate (Special Torpedoes)

TMT - Torpedoman's Mate (Electrical)

TMV - Torpedoman's Mate (Aviation)

TN - Stewardsman

TR - Steward Recruit

**-U-**

UM - Underwater Mechanic

UT - Utilitiesman

UTA - Utilitiesman (Air Conditioning)

UTB - Utilitiesman (Boilerman)

UTP - Utilitiesman (Plumber)

UTW - Utilitiesman (Water and Sanitation)

**-W-**

WT - Water Tender

WT(CB) - Water Tender (Construction Battalion)

**-Y-**

Y - Yeoman

YN - Yeoman

YNS - Yeoman (Stenographer)

YNT - Yeoman (Typist)

Source: Charles A. Malin, draft of *Abbreviations Used for Navy Enlisted Ratings*. Washington, DC: Bureau of Naval Personnel (Pers-A31), 1970.

## (NAVY RATINGS 1775-1969)

This listing of enlisted ratings and apprenticeships in the U.S. Navy from 1775 to 1969 has been compiled primarily for use by members of the Permanent Board for Control of the Enlisted Rating Structure which has the responsibility for conducting a continuing study of the enlisted rating structure, and for reviewing and making appropriate recommendations concerning proposals for changes to the structure.

Since the concept of rates, ratings, and other occupational entities to describe naval careers has undergone considerable change during the evolution of the rating structure, the ratings included in this listing are not necessarily comparable. The present philosophy and concept of the enlisted rating structure and its sub-systems, i.e., service ratings, emergency ratings, etc., are described in the Manual of Qualifications for Advancement, NAVPERS 18068B.

While the ratings and historical notes as listed are based on factual data extracted from official publications and other readily available sources, it is recognized that there may be some omissions and discrepancies.

### **Rating**

#### **-A-**

Able Seaman - Established 1798; disestablished 1864.

Aerographer - Established 1924; changed to Aerographer's Mate 1942.

Aerographer's Mate - Changed from Aerographer 1942.

Air Controlman - Established 1948 from the ratings of Specialist (Y) (Control Tower Operators), Radarman, Specialist (X) (Air Station Operations Desk (Time Shack), Specialist (X) (Operations--Plotting and Chart Work), and Specialist (V) (Transport Airmen).

Aircraft Carburetor Mechanic - Established 1955; disestablished 1960.

Aircrew Survival Equipmentman - Title changed from Parachute Rigger 1965.

Airman - Established 1948.

Airman Apprentice - Established 1948.

Airman Recruit - Established 1948.

Airship Rigger - Established 1943; disestablished 1948.

Apothecary - Changed from Surgeon's Steward 1866; changed to Hospital Steward 1898.

Apprentice - Established 1883; changed to Seaman, Ordinary Seaman, and Apprentice Seaman 1904.

Apprentice Seaman - Changed from Apprentice 1904; changed to Seaman Recruit 1948.

Armorer - In use in 1775; established 1797; disestablished 1884.

Armorer's Mate - Established 1835; disestablished 1884.

Assistant Cook - Established 1865; disestablished 1884.

Assistant Paymaster's Steward - Established 1862; disestablished 1864.

Attendant - Established 1885; changed to Mess Attendant 1893.

Aviation Antisubmarine Warfare Operator (AW) - Established 1968; (Sept 1) BUPERS Note 1440 of 29 January 1968.

Aviation Antisubmarine Warfare Technician - Established 1961.

Aviation Boatswain's Mate - Established 1944.

Aviation Bombsight and Fire Control Mechanic - Included in Aviation Fire Controlman 1945.

Aviation Carpenter's Mate - Established 1921; included in Aviation Metalsmith 1941.

Aviation Electrician's Mate - Established 1942.

Aviation Electronicsman - Established 1948 from the rating of Aviation Radioman; included in Aviation Electronics Technician 1955.

Aviation Electronics Technician - Changed from Aviation Radioman and Aviation Electronics Technician's Mate 1948.

Aviation Electronics Technician Mate - Changed from Aviation Radio Technician 1945; included in Aviation Electronics Technician 1948.

Aviation Fire Controlman - Established 1945; included in Aviation Electronics Technician and Aviation Ordnanceman 1948; included in Aviation Fire Control Technician 1954.

Aviation Fire Control Technician - Established 1954.

Aviation Guided Missileman - Established 1953; disestablished 1959.

Aviation Machinist's Mate - Pay grades C, 1c, and 2c established 1921; pay grade 3c established 1926.

Aviation Maintenance Administrationman - Established 1963.

Aviation Metalsmith - Established 1921; changed to Aviation Structural Mechanic 1948.

Aviation Ordnanceman - Established 1926.

Aviation Photographer's Mate - Established 1948; combined with Photographer's Mate 1952.

Aviation Pilot - Established 1924; pay grades C and 1c established 1927; pay grade 2c and 3c established 1942; disestablished 1961.

Aviation Radioman - Established 1942; included in Aviation Electronics Technician and Aviation Electronicsman 1948.

Aviation Radio Technician - Established 1942; changed to Aviation Electronics Technician's Mate 1945.

Aviation Rigger - Established 1921; changed to Aviation Machinist's Mate 1926.

Aviation Storekeeper - Established 1948.

Aviation Structural Mechanic - Changed from Aviation Metalsmith 1948.

Aviation Support Equipment Technician - Established October 1965.

Aviation Survival Equipmentman - Title changed from Parachute Rigger December 1965.

**-B-**

Bag Room Keeper - Established 1865; disestablished 1884.

Baker - Established 1864; changed to Ship's Baker 1870.

Baker 1c, 2c, & 3c - Pay grades 1c and 2c established 1902; pay grade 3c established 1921; included in Commissaryman 1948.

Bandmaster - Changed from Master of Bands 1885; changed to Musician, Chief 1943.

Barber - Changed from Ship's Barber 1885; disestablished 1893.

Bayman - Established 1870; changed to Hospital Apprentice and Hospital Apprentice 1c 1898.

Blacksmith - Established 1879; changed to Blacksmith 2c 1917; pay grade 1c established 1917. Blacksmith 1c and 2c changed to Metalsmith 1c and 2c 1936.

Blacksmith 3 - Established 1926; disestablished 1929.

Boatswain's Mate - In use in 1775; established 1797. Pay grades 1c and 2c established 1893; pay grade 3c changed from Coxswain 1948.

Boatswain's Mate in Charge - Established 1864; disestablished 1869.

Boatswain's Yeoman - Established 1799; disestablished 1864.

Boilermaker - Established 1869; changed to Machinist 2c and 3c 1884. Re-established 1884; changed to Boilermaker 1c and 2c 1921. Pay grade C established 1927; pay grade 3c established 1926; disestablished 1928. Re-established 1943; Boilermaker included in Boilerman 1948. Re-established in pay grades C and 1c 1956.

Boilerman - Changed from Boilermaker and Watertender 1948.

Boy - Established 1797; changed to Boy 1c, 2c, and 3c 1864. Re-established as Boy 1884; disestablished 1893.

Buglemaster - Established 1927; included in Quartermaster 1948.

Bugler - Established 1871; changed to Bugler 2c 1920; pay grade 1c established 1920; Bugler 1c and 2c included in Seaman and Seaman Apprentice respectively 1948.

Builder - Established 1948 from the rating of Carpenter's Mate (CB) (Builders).

**-C-**

Cabin Cook - Changed from Officer's Cook 1864; changed to Officer's Cook 1c 1923.

Cabin Steward - Changed from Officer's Steward 1864; changed to Officer's Steward 1c 1923.

Captain of the Afterguard - Established 1846; disestablished 1893.

Captain of the Forecastle - Established 1838; disestablished 1893.

1st and 2nd Captains of the Foretop - Established 1835; disestablished 1838.

Captain of the Hold - Established 1838; disestablished 1893.

Captain of the Maintop - Established 1885; disestablished 1893.

1st and 2nd Captain of the Maintop - Established 1835; disestablished 1838.

Captain of the Mizzen-top - Established 1835; disestablished 1893.

Captain of Tops - Established 1838; disestablished 1865.

1st and 2nd Captains of Tops - Established 1864; disestablished 1865.

Captain's Clerk - Established 1798; disestablished 1835.

Carpenter - Changed from Carpenter and Caulker 1885; disestablished 1893.

Carpenter and Caulker - Established 1864; changed to Carpenter or Caulker 1885.

Carpenter's Mate - Established 1797; pay grades established 1893; changed to Damage Controlman 1948.

Carpenter's Yeoman - In use in 1798.

Caulker - Changed from Carpenter and Caulker 1885; disestablished 1893.

Chaplain's Assistant - Established 1953.

Chemical Warfareman - Established 1948; included in Damage Controlman 1954.

Chief Winch - In use during World War I.

Coal Heaver - Established 1842; changed to Coal Passer 1893.

Coal Passer - Changed from Coal Heaver 1893; changed to Fire 3c 1917.

Cockswain - Established 1797; changed to Coxswain 1865.

Commissaryman - Established 1948 from the ratings of Chief Commissary Steward, Ship's Cook, Ship's Cook (B) (Butchers), and Baker.

Commissary Steward - Established 1902; disestablished 1931.

Commissary Steward C - Established 1902; included in Commissaryman C 1948

Communications Technician - Established 1948 from the ratings of Specialist (Q) (Cryptographers), Specialist (Q) (Radio Intelligence), Specialist (Q) (Technicians), and Radioman.

Communications Yeoman - Established 1964 at pay grade E-4 only.

Construction Apprentice - Established 1948.

Construction Electrician - Changed from Construction Electrician's Mate 1958.

Construction Electrician's Mate - Established 1948 from the ratings of Electrician's Mate (CB) (Line and Station), Electrician's Mate (CB) (General), and Electrician's Mate (CB) (Communications); changed to Construction Electrician 1958.

Construction Mechanic - Changed from Mechanic 1958.

Constructionman - Established 1948.

Construction Recruit - Established 1948.

Cook - Established 1797; changed to Ship's Cook 1838.

Cook to Commandant of Yard - Established 1883; disestablished 1921.

Cook to Commander-in-Chief - Changed from Officer's Cook 1864; disestablished 1921.

Cooper - Established 1797; disestablished 1884.

Coppersmith - Established 1869; disestablished 1879. Re-established 1893; changed to Coppersmith 1c and 2c 1917; changed to Metalsmith 1c and 2c 1936.

Coxswain - Changed from Cockswain 1865; changed to Boatswain's Mate 3c 1948.

Coxswain to Commander of Yard - Established 1884; disestablished 1893.

Coxswain to Commander-in-Chief - Established 1864; disestablished 1921.

## **-D-**

Damage Controlman - Established 1948 from the ratings of Specialist (F) (Fire Fighters), Carpenter's Mate, Carpenter's Mate (SR) (Joiners), Carpenter's Mate (SR) (Builders), and Painter.

Data Processing Technician - Title changed from Machine Accountant, February 1967.

Data Systems Technician - Established 1961.

Dentalman Apprentice - Established 1948.

Dentalman - Established 1948.

Dentalman Recruit - Established 1948.



Dental Technician - Changed from Pharmacist's Mate 1948.

Disbursing Clerk - Established 1948 from the rating of Storekeeper (D) (Disbursing Storekeepers).

Draftsman - Established 1948 from the ratings of Carpenter's Mate (CB) (Draftsman), Electrician's Mate (CB) (Draftsman), Shipfitter (CS) (Mechanical Draftsmen), Specialist (X) (Engineering Draftsman), Specialist (X) (Topographic Draftsmen), Specialist (X) (Cartographers), and Specialist (P) (Photogrammetry); changed to Illustrator Draftsman 1959.

Driver - Established 1948 from the rating of Machinist's Mate (CB) (Equipment Operators); changed to Equipment Operator 1958.

**-E-**

Electrician - Established 1883; disestablished 1884. Pay grades C, 1c, and 2c re-established 1898; pay grade 3c established 1900. Electrician changed to Electrician's Mate 1921.

Electrician's Mate - Changed from Electrician 1921.

Electronics Technician - Changed from Electronics Technician's Mate 1948.

Electronics Technician's Mate - Changed from Radio Technician 1945; changed to Electronics Technician 1948.

Engineering Aid - Changed from Surveyor 1959; changed to Engineering Aid 1960.

Engineer's Blacksmith - Established 1880; included in Blacksmith 1884.

Engineer's Cook - Established 1864; disestablished 1864

Engineer's Force Blacksmith - Established 1880; included in Blacksmith 1884.

Engineer's Force Ordinary Seaman - Established 1871; disestablished 1883.

Engineer's Force Seaman - Established 1871; disestablished 1884.

Engineer's Yeoman - Established 1874; disestablished 1893.

Engineman - Pay grade 1c and 2c established 1917; disestablished 1931. Re-established at all pay grades 1948 from the ratings of Motor Machinist's Mate, Motor Machinists's Mate (SR) (Diesel Engine Mechanics), and Motor Machinists's Mate (SR) (Gasoline Engine Mechanics).

Equipment Operator - Changed from Driver 1958.

Equipment Yeoman - Established 1884; disestablished 1893.

**-F-**

Finisher - Established 1880; changed to Machinist 1c or 2c 1884

Fire Controlman - Established 1941; included in Fire Control Technician 1957.

Fire Control Technician - Established 1948.

Fireman - Established 1842; pay grades 1c and 2c established 1847; pay grade 3c established 1917. Re-established as Fireman 1948. Fireman 3c changed to Fireman Recruit 1948; Fireman 2c changed to Fireman Apprentice 1948.

Fireman Apprentice - Changed from Fireman 2c 1948.

Fireman Recruit - Changed from Fireman 3c 1948.

First Musician - Changed from Musician C 1893; included in Musician 1c 1943.

**-G-**

Guided Missileman - Established 1953; changed to Missile Technician 1961.

Gun Captain - Established 1891; changed to Gun Captain C, 1c, and 2c 1897; changed to assignments in other ratings of the Seaman Branch 1904.

Gunner's Mate - Established 1797; pay grade C Established 1864; pay grades 1c, 2c, and 3c established 1893.

Gunner's Mate in Charge - Established 1864; disestablished 1870.

Gunner's Yeoman - Established 1798; disestablished 1838.

**-H-**

Hospital Apprentice - Changed from Bayman 1898; changed to Hospital-Apprentice 2c 1917; changed to Hospital Apprentice 1948.

Hospital Apprentice 1c - Changed from Bayman 1898; changed to Hospitalman 1948.

Hospital Corpsman - Changed from Pharmacist's Mate 1948.

Hospitalman - Changed from Hospital Apprentice 1c 1948.

Hospital Recruit - Established 1948.

Hospital Steward - Changed from Apothecary 1898; changed to Pharmacist's Mate 1917.

**-I-**

Illustrator Draftsman - Changed from Draftsman 1959.

Instrumentman - Established 1948 from the ratings of Special Artificer (I) (Instruments), Special Artificer (I) (Typewriter and Office Equipment Repairmen), Special Artificer (I) (Watch Repairman), and Specialist (Q) (Technicians).

Interior Communications - Established 1948 from the ratings of Electrician's Mate and Electrician's Mate (SR) (I. C. Repairmen).

**-J-**

Jack of the Dust - Established 1876; disestablished 1893.

Journalist - Established 1948 from the ratings of Specialist (X) (Journalists), Specialist (X) (Naval Correspondents), and Specialist (X) (Public Information).

**-L-**

Lamp Cleaner - Established 1865; disestablished 1885.

Lamplighter - Changed from Ship's Lamplighter 1885; disestablished 1893.

Landsman - Established 1838; disestablished 1921.

Lithographer - Established 1948 from the ratings of Specialist (P) (Photographic Specialists), Printer, Printer (L) (Lithographers), and Printer (M) (Offset Process).

Loblolly Boy - In use in 1798.

**-M-**

Machine Accountant - Established 1948 from the ratings of Specialist (I) (Punched Card Accounting Machine Operators) and Specialist (X) (Key Punch Operators and Supervisors). Title and rating abbreviation changed to Data Processing Technician (DP), February 1967.

Machinery Repairman - Established 1948 from the ratings of Machinist's Mate (S) (Shop Machinist's) and Machinist's Mate (SR) (Outside Machinists).

Machinist - Established 1866; disestablished 1880. Re-established 1884; changed to Machinist C, 1c, and 2c 1895.

Machinist C - Changed from Machinist 1895; changed to Chief Machinist's Mate 1904.

Machinist 1c - Changed from Finisher 1884; changed to Machinist 1884. Re-established from

machinist 1895; changed to Machinist's Mate 1904.

Machinist 2c - Changed from Boilermaker or Finisher 1884; changed to Machinist 1884. Re-established from Machinist 1895; changed to Machinist's Mate 1904.

Machinist 3c - Changed from Boilermaker 1884; changed to Machinist 1884.

Machinist's Mate C, 1c, & 2c - Changed from Machinist C, 1c, and 2c 1904.

Machinist's Mate 3c - Established 1926; disestablished 1929. Re-established 1943.

Mailman - Established 1944; included in Teleman 1948.

Master-at-Arms - Established 1797; disestablished 1921.

Master of Bands - Established 183; changed to Bandmaster 1885.

Master's Mate - Established 1797; disestablished 1813. Re-established 1838; disestablished 1865.

Master Chief Aircraft Maintenceman - Established 1964; combination of AD, AM, PR, and AZ ratings at pay grade E-9. PR and AZ ratings restored 1968 to E-9 levels-decompressed.

Master Chief Avionics Technician (AV) - Established 1964. Combination of AE, AT, AQ, and AX ratings at pay grade E-9.

Master Chief Constructionman - Established 1964; combination of BU, SW, and EA ratings at pay grade E-9.

Master Chief Equipmentman - Established 1964; combination of CM and EO ratings at E-9.

Master Chief Precision Instrumentman - Established 1964; combination of OM and IM ratings at pay grade E-9.

Master Chief Steam Propulsionman (SP) - Established 1964; combination of BT and MM ratings at E-9; disestablished 1968.

Mechanic - Established 1948 from the ratings of Machinist's Mate (CB) (Equipment Operators) and Motor Machinist's Mate; changed to Construction Mechanic 1958.

Mess Attendant - Changed from Attendant 1893; changed to Mess Attendant 1c, 2c, and 3c 1902; changed to Steward's Mate 1943.

Metalsmith - Pay grade C established 1927; pay grades 1c and 2c changed from Coppersmith 1c and 2c and Blacksmith 1c and 2c 1936; pay grade 3c established 1943.

Midshipman - Established 1797.

Mineman - Established 1943; disestablished 1947. Re-established 1948.

Missile Technician - Changed from Guided Missileman 1961.

Molder - Pay grades 1c and 2c established 1917; pay grade 3c established 1926; disestablished 1929. Re-established 1943. Pay grade C established 1943.

Motor Machinist's Mate - Pay grades C, 1c, and 2c established 1921; disestablished 1926. Re-established 1942; included in Engineman 1948. Pay grade 3c established 1926, disestablished 1926. Re-established 1943; included in Engineman 1948.

Musician - Chief established 1884; changed to First Musician 1893. Pay grade C re-established from Bandmaster 1943. Pay grades 1c and 2c established 1838; pay grade 3c established 1943.

**-N-**

Nuclear Weapons Man - Established 1957; disestablished 1961.

Nurse (Male) - Established 1861; disestablished 1884.

**-O-**

Ocean Systems Technician (OT) - Approved by SECNAV 26 November 1969.

Officer's Cook - Established 1838; changed to Cook to Commander-in-Chief, Cabin Cook, Wardroom Cook, Steerage Cook, and Warrant Officer's Cook 1864.

Officer's Cook 1c - Changed from Cabin Cook 1923; included in Ship's Cook 1c 1943.

Officer's Cook 2c - Changed from Steerage Cook and Wardroom Cook 1923; included in Ship's Cook 2c 1943.

Officer's Cook 3c - Changed from Warrant Officer's Cook 1923; included in Ship's Cook 3c 1943.

Officer's Steward - Established 1838; changed to Steward to Commander-in-Chief, Cabin Steward, Wardroom Steward, Steerage Steward, and Warrant Officer's Steward 1864.

Officer's Steward 1c, 2c, and 3c - Pay grade 1c changed from Cabin Steward 1923; pay grade 2c changed from Steerage Steward and Wardroom Steward 1923. Pay grade 3c changed from Warrant Officer's Steward 1923; changed to Steward 1943.

Oiler - Established 1884; disestablished 1921.

Opticalman - Established 1948 from the rating of Special Artificer (O) (Optical).

Ordinary Seaman - Established 1797; changed to Seaman 2c 1917.

Ordinary Seaman 2c - Established 1876; disestablished 1885.

Ordinary Seaman, Engineer's Force - Established 1871; disestablished 1883.

**-P-**

Painter - Established 1846; changed to Painter 2c 1864. Re-established from Painter 1c 1884; included in Painter 2c or 3c in 1902; included in Damage Controlman 1948.

Painter C - Established 1943; included in Damage Controlman 1948.

Painter 1c - Changed from Painter's Mate 1864; changed to Ppainter 1884. Re-established 1902; included in Damage Controlman 1948.

Painter 2c - Changed from Painter 1864; included in Landsman 1902; included in Damage Controlman 1948.

Painter 3c - Changed from Painter 1902; included in Damage Controlman 1948.

Painter's Mate - Established 1864; changed to Painter 1c 1864.

Parachute Rigger - Established 1942; title changed to Aircrew Survival Equipmentman December 1965.

Patternmaker - Pay grades 1c and 2c established 1917; pay grades C and 3c established 1943.

Paymaster's Steward - Established 1861; changed to Paymaster's Writer 1867.

Paymaster's Writer - Changed from Paymaster's Steward 1867; changed to Paymaster's Yeoman 1c, 2c, 3c 1870.

Paymaster's Yeoman 1c, 2c, 3c - Changed from Paymaster's Steward 1867; changed to Paymaster's Yeoman 1c, 2c, 3c 1878; disestablished 1893.

Personnelman - Established 1948 from the ratings of Yeoman, Specialist (C) (Classification Interviewers), Specialist (W) (Chaplain's Assistants), Specialist (T) (Teachers), Specialist (X) (Position Classifiers), Specialist (R) (Recruiters), Specialist (DI) (Discharge Interviewers), and Specialist (S) (Personnel Supervisors).

Pharmacist's Mate - Changed from Hospital Steward 1917; changed to Hospital Corpsman and Dental Technician 1948.

Photogrammetry Assistant - Changed from Specialist (P) (PG) (Photogrammetry) 1948; disestablished 1961.

Photographer - Established 1921; changed to Photographer's Mate 1942.

Photographer's Mate - Changed from Photographer 1942; split into Photographer's Mate and Aviation Photographer's Mate 1948; combined as Photographer's Mate 1952.

Photographic Intelligenceman - Established 1957.

Pipefitter - Established 1948 from the ratings of Shipfitter (SR) (Pipe Fitters and Plumbers), Shipfitter (CR) (Pipe Fitters and Plumbers), and Metalsmith (SR) (Coppersmiths); changed to Shipfitter 1958.

Plumber and Fitter - Established 1893; disestablished 1921.

Postal Clerk - Established 1959.

Printer - Changed from Ship's Printer 1893; changed to Printer 1c and C 1918. Pay grades 2c and 3c established 1921; included in Lithographer 1948; disestablished 1955.

## **-Q-**

Quarter Gunner - Established 1797; disestablished 1893.

Quartermaster - Established 1798 (for Frigates); established 1813. Pay grade C established 1864; pay grades 1c, 2c, and 3c established 1893.

## **-R-**

Radarman - Established 1943.

Radioman - Established 1921.

Radio Technician - Established 19423; changed to Electronics Technician's Mate 1945.

## **-S-**

Sailmaker - Established 1893; disestablished 1900.

Sailmaker's Mate - Established 1797; changed to Sailmaker's Mate 1c, 2c, and 3c 1921; included in Boatswain's Mate or Coxswain 1939.

Schoolmaster - Established 1802; disestablished 1820. Re-established as a Petty Officer 1864; disestablished 1900.

Seaman - Established 1797; changed to Seaman 1c and 2c 1921. Re-established from Seaman 1c and Bugler 1c 1948; Seaman 2c changed to Seaman Apprentice 1948.

Seaman Apprentice - Changed from Seaman 2c and Bugler 2c 1948.

Seaman Gunner - Established 1869; disestablished 1921.

Seaman Recruit - Changed from Apprentice Seaman 1948.

Shipfitter - Pay grades 1c and 2c established 1902; pay grades C and 3c established 1921; changed to Metalsmith and Pipefitter 1948. Re-established from Metalsmith and Pipefitter 1958.

Ship's Baker - Changed from Baker 1870; disestablished 1884.

Ship's Barber - Established 1870; changed to Barber 1885.

Ship's Carpenter - Established 1865; disestablished 1884.

Ship's Cook - Changed from Cook 1838; changed to Ship's Cook 1c, 2c, and 3c 1893; changed to Commissaryman 1948.

Ship's Cook 4c - Established 1893; disestablished 1921.

Ship's Corporal - Established 1835; disestablished 1893.

Ship's Lamplighter - Established 1876; changed to Lamplighter 1885.

Ship's Printer - Established 1869; changed to Printer 1893.

Ship's Serviceman - Established 1943.

Ship's Steward - Changed from Steward 1838; disestablished 1864.

Ship's Tailor - Established 1869; changed to Tailor 1885.

Ship's Writer - Established 1865; changed to Writer 1c 1893.

Ship's Yeoman - Established 1884; changed to Yeoman 1893.

Shipwright - Established 1893; included in Seaman 1c 1921.

Shore Patrolman - Changed from Specialist (S) Shore Patrol and Security 1948; disestablished January 23, 1953, by SECNAV as a result of RSRB recommendations of June 1952. Implemented by BUPERS Notice 1200 of 5 March 1953.

Signalman - Established 1921; included in Quartermaster 1948. Re-established 1956.



Signal Quartermaster - Established 1865; disestablished 1883.

Sonarman - Established 1943; title changed to Sonar Technician July 1964.

Sonar Technician - Title changed from Sonarman July 1964.

Soundman - Pay grades 2c and 3c established 1942; pay grades C and 1c established 1943; included in Sonarman 1943.

Specialists (A) Physical Training Instructors - Established 1942-1943; changed to Physical Training Instructor 1948; disestablished March 1965.

Specialists (C) Classification Interviewers - Established 1942-1943; included in Personnelman 1948.

Specialists (E) (PS) Motion Picture Service (Bookers) - Established 1942-1943; changed to Booker (Motion Picture Service) 1948; disestablished March 1965.

Specialists (F) Fire Fighters - Established 1942-1943; changed to Fire Fighter 1948; disestablished March 1965.

Specialists (G) Aviation Free Gunnery Instructors - Established 1942-1943; included in Tradevman 1948.

Specialists (I) Punched Card Accounting Machine Operators - Established 1942-1943; included in Machine Accountant 1948.

Specialists (O) Inspectors of - Established 1942-1943; disestablished 1948.

Specialists (P) Photographic Specialists - Established 1942-1943; included in Photographer's Mate and Lithographer 1948.

Specialists (P) (LB) Laboratory - Established 1942-1943; included in Photographer's Mate 1948.

Specialists (P) (MP) Motion Picture Production - Established 1942-1943; included in Photographer's Mate 1948.

Specialists (P) (PG) Photogrammetry - Established 1942-1943; included in Photographer's Mate and Photogrammetry Assistant 1948.

Specialists (P) (VM) V-Mail - Established 1942-1943; included in Photographer's Mate 1948.

Specialists (Q) (CR) Cryptographers - Established 1942-1943; included in Communications Technician 1948.

Specialists (Q) (IN) Radio Intelligence - Established 1942-1943; included in Communications Technician 1948.

Specialists (Q) (RP) Registered Publication Clerk - Established 1942-1943; included in Teleman 1948.

Specialists (Q) (TE) Technician - Established 1942-1943; included in Communications Technician and Instrumentmen 1948.

Specialists (R) Recruiters - Established 1942-1943; included in Personnelman 1948.

Specialists (S) Shore Patrol and Security - Established 1942-1943; changed to Shore Patrolman 1948; disestablished 1953.

Specialists (S) (PS) Personnel Supervisors - Established 1942-1943; included in Personnelman 1948.

Specialists (T) Teachers - Established 1942-1943; included in Personnelman and Instructor (Miscellaneous) 1948; disestablished March 1965.

Specialists (T) (LT) Link Trainer Instructors - Established 1942-1943; included in Tradevman 1948.

Specialists (V) Transport Airmen - Established 1942-1943; included in Air Controlman and Aviation Machinist's Mate 1948.

Specialists (W) Chaplain's Assistants - Established 1942-1943; included in Personnelman 1948; disestablished March 1965.

Specialists (X) (AC) Archivists - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (AR) Artists - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (BI.) Ballistics - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (CC) Cable Censors - Established 1942-1943; changed to Specialist (ESX) 1948; changed to Telecom Censorship Technician 1960.

Specialists (X) (CG) Crystal Grinders - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (CT) Cartographers - Established 1942-1943; included in Draftsman 1948.

Specialists (X) (DI) Discharge Interviewers - Established 1942-1943; included in Personnelman 1948.

Specialists (X) (ED) Engineering Draftsman - Established 1942-1943; included in Draftsman 1948.

Specialists (X) (FP) Fingerprint Experts - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (GU) Gage Specialists - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (ID) Intelligence Duties - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (IR) Interpreters - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (JO) Journalists - Established 1942-1943; included in Journalist 1948.

Specialists (X) (KP) Key Punch Operators and Supervisors - Established 1942-1943; included in Machine Accountant 1948.

Specialists (X) (NC) Naval Correspondents - Established 1942-1943; included in Journalist 1948.

Specialists (X) (OP) Special Projects - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (PC) Position Classifiers - Established 1942-1943; included in Personnelman 1948.

Specialists (X) (PI) Pigeon Trainers - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (PL) Plastics Experts - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (PR) Public Information - Established 1942-1943; included in Journalist 1948.

Specialists (X) (QM) Operations-Plotting and Chart Work - Established 1942-1943; included in Air Controlman 1948.

Specialists (X) (RL) Research Laboratory - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (RS) Armed Forces Radio Service and Special Navy Radio Units - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (RT) Passenger Transportation - Established 1942-1943; changed to Transportation Man 1948; disestablished 1965.

Specialists (X) (SB) Telephone Switchboard Operators and Supervisors - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (ST) Strategic Services - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (X) (TD) Topographic Draftsman - Established 1942-1943; included in Draftsman 1948.

Specialists (X) (TS) Air Station Operations Desk (Time Shack) - Established 1942-1943; included in Air Controlman 1948.

Specialists (X) (VA) Visual Training Aids - Established 1942-1943; changed to Specialist (ESX) 1948; disestablished 1961.

Specialists (Y) Control Tower Operators - Established 1942-1943; included in Air Controlman 1948.

Special Mechanic C, 1c - Established 1917; disestablished 1921.

Steelworker - Established 1948 from the ratings of Shipfitter (CS) (Steelworkers) and Shipfitter (CB) (Riggers)

Steerage Cook - Changed from Officer's Cook 1864; changed to Officer's Cook 2c 1923.

Steerage Steward - Changed from Officer's Steward 1864; changed to Officer's Steward 2c 1923.

Steward - Established 1797; changed to Ship's Steward 1838. Re-established from Officer's Steward 1c, 2c, and 3c 1943.

Steward Apprentice - Changed from Steward's Mate 2c 1948.

Steward Recruit - Changed from Steward's Mate 3c 1948.

Stewardsman - Changed from Steward's Mate 1c 1948.

Steward to Commandant of Navy Yard - Established 1884; disestablished 1921.

Steward to Commander-in-Chief - Changed from Officer's Steward 1864; disestablished 1921.

Steward's Mate - Changed from Mess Attendant 1943; changed to Stewardsman, Steward Apprentice, and Steward Recruit 1948.

Storekeeper - Established 1916.

Surgeon's Steward - Established 1838; changed to Apothecary 1866.

Surgeon's Steward in Charge - Established 1864; disestablished 1868.

Surveyor - Established 1948 from the rating of Carpenter's Mate (CB) (Surveyors); changed to Engineering Aide 1959.

### **-T-**

Tailor - Changed from Ship's Tailor 1885; disestablished 1893.

Telegrapher - Established 1926; included in Teleman 1948.

Telecommunications Censorship Technician - Established 1960; only remaining emergency rate.

Teleman - Established 1948 from the ratings of Radioman, Telegrapher, Specialist (Q) (Registered Publication Clerks), Mailman, and Yeoman; included in Yeoman and Radioman 1962.

Torpedoman - Established 1921; changed to Torpedoman's Mate 1942.

Torpedoman's Mate - Changed from Torpedoman 1942.

Tradevman - Established 1948.

Turret Captain C and 1c - Established 1903; absorbed into Gunner's Mate 1948.

### **-U-**

Underwater Mechanic - Established 1948 from wartime diving details.

Utilities Man - Established 1948 from the rating of Watertender.

### **-W-**

Wardroom Cook - Changed from Officer's Cook 1864; changed to Officer's cook 2c 1923.

Wardroom Steward - Changed from Officer's Steward 1864; changed to Officer's Steward 2c 1923.

Warrant Officer's Cook - Changed from Officer's Cook 1864; changed to Officers Cook 3c 1923.

Warrant Officer's Steward; changed from Officer's Steward 1864; changed to Officer's Steward 3c 1923.

Water Tender - Established 1884; paygrade C established 1903; pay grades 1c and 2c established 1921; pay grade 3c established 1943. Included in Boilerman 1948.

Writer 1c - Changed from Ship's Writer 1893; changed to Yeoman 1c 1896.

Writer 2c and 3c - Established 1893; changed to Yeoman 2c and 3c 1896.

**-Y-**

Yeoman - Established 1835; disestablished 1884. Re-established from Ship's Yeoman 1893; pay grades C, 1c, 2c, 3c established 1896.

Yeoman of the Gunroom - Established 1797; disestablished 1813.

---

Source: Charles A. Malin, draft of *Compilation of Enlisted Ratings and Apprenticeships, U.S. Navy, 1775 to 1969*. Washington, DC: Bureau of Naval Personnel (Pers-A31), 1970.

*19 May 1999*

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

## Netherlands Orange Lanyard

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)



The Netherlands Orange Lanyard may be awarded by the Netherlands Government when a unit has been cited and awarded the Netherlands Military Order of William. It may also be awarded independently. The award of the Orange Lanyard is not automatic but must be by specific decree of the Belgian Government.

The Netherlands Orange Lanyard was established: Unknown.

Dates Authorized: WWII

Type of award: Foreign Unit Award

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 9-20](#)

Information can be verified from [DA Pamphlet 672-1](#) (Unit Citation and Campaign Participation Credit Register)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)



ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

## National Guard Military Records (Army and Air)

---

**Background.** The National Guard is a militia force organized by each of the several states and territories of the United States. Established under Title 10 and Title 32 of the U.S. Code, state National Guard serves as part of the first line defense for the United States. Each state National Guard operates under their respective state governor or territorial government. The National Guard may be called upon for active duty by the state governors or territorial commanding generals to help respond to domestic emergencies and disasters such as hurricanes, floods, and earthquakes.

Members of the states' National Guard are also members of the National Guard of the United States, a joint reserve component of the United States Army and the United States Air Force. They may be called up for federal active duty in time of Congressionally-sanctioned war or national emergency. State National Guard may also be called up for federal service to repel invasion or suppress rebellion. The National Guard can enforce federal laws if the United States or any of its states or territories are invaded or are in danger of invasion by a foreign nation or if there is rebellion or danger of a rebellion against the authority of the federal government. Because both state National Guard and the National Guard of the United States relatively go hand-in-hand, they are both usually referred to as just National Guard.

Many Army and Air National Guard personnel records are held at the states because the members did not perform any federal service. However, the National Personnel Records Center does maintain some Army and Air National Guard personnel records (see [www.archives.gov/facilities/st-louis/military-personnel/frequently-requested-records.html](http://www.archives.gov/facilities/st-louis/military-personnel/frequently-requested-records.html)). NPRC provides records to veterans for records at NPRC, but for records not held, refers veterans to the states where the veteran served.

For each state there is a single Adjutant General's Office for both Army and Air National Guard matters. The web address to find National Guard Adjutant General's Office by State is: [SA00388]: <http://www.ng.mil/resources/states.aspx>

The procedure for responding to requests for National Guard military records is shown below.

**Procedure – Responding to Requests for National Guard Military Records.**

For National Guard records query systems for and order available records.  
Prepare response following the table below.

<b>IF record is...</b>	<b>AND documents on file...</b>	<b>THEN...</b>
found	fully satisfy the request	respond with the requested documents.
	partially satisfy the request	respond with the requested documents and refer the requester to the state using the pattern paragraph. From the MSWord CMRS tab, select <a href="#"><b>Get Paragraph &gt; National Guard Records &gt; National Guard Service only, Record at NPRC, Partial Documents.</b></a>
	do not satisfy the request	refer the requester to the state using the pattern paragraph. From the MSWord CMRS tab, select <a href="#"><b>Get Paragraph &gt; National Guard Records &gt; National Guard Service only, Record at NPRC, No Documents Responsive to Request.</b></a>
not found	not on file	refer the requester to the state using the pattern paragraph. From the MSWord CMRS tab, select <a href="#"><b>Get Paragraph &gt; National Guard Records &gt; National Guard Service only, Record not at NPRC.</b></a>

**Last update: 05/22/2010**

# Non-Archival Fee Desk Correspondence Received at CPR with no Remittance

**Background.** This process pertains to fee desk correspondence (chargeable requests) submitted by mail to CPR, and no remittance is received with the inquiry. This procedure does not address the CPR Search Section or Correspondence Section processes which are outlined in a step chart dedicated to those operations.

**Procedure.** Follow the steps listed below.

Step	Who	Action				
1	CPR Mailroom Clerk	<ul style="list-style-type: none"> <li>• Opens the mail and reviews request</li> <li>• Is the request chargeable or potentially chargeable?</li> </ul> <table border="1" data-bbox="646 846 1395 1142"> <tr> <td>Yes</td> <td> <ul style="list-style-type: none"> <li>• Codes inquiry as a fee case</li> <li>• Separates from non-fee cases</li> <li>• Delivers to the Mailroom Technician</li> </ul> </td> </tr> <tr> <td>No</td> <td>Process as a routine non-fee case</td> </tr> </table>	Yes	<ul style="list-style-type: none"> <li>• Codes inquiry as a fee case</li> <li>• Separates from non-fee cases</li> <li>• Delivers to the Mailroom Technician</li> </ul>	No	Process as a routine non-fee case
Yes	<ul style="list-style-type: none"> <li>• Codes inquiry as a fee case</li> <li>• Separates from non-fee cases</li> <li>• Delivers to the Mailroom Technician</li> </ul>					
No	Process as a routine non-fee case					
2	CPR Mailroom Technician	<ul style="list-style-type: none"> <li>• Queries appropriate registry (CPR or MRS) to determine <a href="#">location of record</a> (CPR or the Annex)</li> <li>• Prints FAR for requested record</li> <li>• Attaches an NA Form 13115 to the request</li> <li>• Completes PART I of the NA Form 13115</li> <li>• Enters appropriate information into fee case log on the shared drive</li> <li>• Routes inquiry to the appropriate section (CPR Correspondence, CPR Search, or Annex Search) for action</li> </ul>				
3	CPR Archives Tech (Correspondence)	<ul style="list-style-type: none"> <li>• Reviews case to ensure charges are required</li> <li>• Prepares response to inquiry</li> <li>• Makes copies of record to provide to requester</li> </ul>				
4	CPR Archives Tech (Correspondence)	<ul style="list-style-type: none"> <li>• Completes Part II of the attached NA Form 13115</li> </ul>				

		<ul style="list-style-type: none"> <li>• Updates information in the fee case log on the shared drive</li> <li>• Places all completed cases with their response into a large brown envelope, seals it and addresses it to NPRC Fee Desk</li> <li>• Places the envelope in the outgoing NPRC Fee Desk box for pick up by the courier</li> </ul>				
5	Archives Technician (Courier)	<ul style="list-style-type: none"> <li>• Picks up the outgoing NPRC Fee Desk envelopes</li> <li>• Delivers the Fee Desk envelopes to the MPR mailroom</li> </ul>				
6	MPR Mailroom Clerk	Delivers Fee Desk envelopes to the NPRC Research Room/Fee Desk Clerk				
7	NPRC Fee Clerk	<ul style="list-style-type: none"> <li>• Opens the envelopes addressed to NPRC Fee Desk</li> <li>• Updates the fee desk log located on the shared drive to indicate status of fee cases</li> <li>• Uses established NPRC fee clerk procedures as outlined in <a href="#">NPRC 1852.1</a></li> <li>• Prepares envelope to requester with response and NA Form 13048</li> <li>• Places envelope to requester on outgoing mail cart</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: The fee schedules for OPM records are located at <a href="#">NPRC 1852.2H</a> and the fee schedules for DoD records are located at <a href="#">NPRC 1852.1</a></p> </div>				
8	NPRC Mailroom Clerk	<ul style="list-style-type: none"> <li>• Retrieves responses from research room (fee desk clerk)</li> <li>• Uses established NPRC procedures for outgoing mail</li> </ul>				
9	NPRC Fee Clerk	<ul style="list-style-type: none"> <li>• Reviews monthly delinquent report to identify delinquent payments (unpaid after 30 days of original billing)</li> <li>• Has correct remittance been received?</li> </ul> <table border="1" style="margin-top: 10px; width: 100%;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">Go to Step 11</td> </tr> <tr> <td>No</td> <td>Go to Step 10</td> </tr> </table>	Yes	Go to Step 11	No	Go to Step 10
Yes	Go to Step 11					
No	Go to Step 10					

10	NPRC Fee Clerk	Uses established NPRC fee desk billing procedures as outlined in <a href="#">NPRC 1852.1</a>
11	NPRC Fee Clerk	<ul style="list-style-type: none"><li>• Uses established NPRC fee desk procedures to process remittance, prepare deposits, and secure checks as outlined in <a href="#">NPRC 1852.1</a></li><li>• Prepares deposits for bank on a weekly basis</li></ul>

# Non-Archival Fee Desk Correspondence Received at CPR with Remittance

**Background.** This process pertains only to fee desk correspondence received at CPR when a remittance is received with the inquiry. All CPR fee desk correspondence must be routed to the NPRC fee desk at 9700 Page Boulevard. This procedure does not address the CPR Search Section or Correspondence Section processes which are outlined in a step chart dedicated to those specific operations.

**Procedure.** Follow the steps listed below.

Step	Who	Action
1	CPR Mailroom Clerk	<ul style="list-style-type: none"> <li>• Opens the mail, reviews contents and determines case is potentially chargeable or contains cash, check, or money order</li> <li>• Codes as a fee case</li> <li>• Separates from non-fee cases</li> <li>• Delivers to CPR Mailroom Technician</li> </ul>
2	CPR Mailroom Technician	<ul style="list-style-type: none"> <li>• Queries appropriate registry (CPR or MRS) to determine <a href="#">location of record</a> (CPR or the Annex)</li> <li>• Prints FAR for requested record</li> <li>• Completes Part I and a portion of Part III of an NA Form 13115</li> <li>• Makes two copies of the NA Form 13115</li> <li>• Attaches 1 copy to the inquiry, places 2nd copy in suspense file for tracking purposes, &amp; attaches original copy to remittance</li> </ul>
3	CPR Mailroom Technician	<ul style="list-style-type: none"> <li>• Logs the request and payment information into fee case log on the shared drive</li> <li>• Inserts cash, check, or money order in a plain white envelope with accompanying correspondence with the copy of the NA 13115 and seals the envelope</li> <li>• Sends the envelope containing remittance to NPRC Fee Desk</li> </ul>
4	CPR Mailroom Technician	Routes inquiry to Search/Correspondence Section for action
5	CPR Archives	

	Tech (Correspondence)	<ul style="list-style-type: none"> <li>• Reviews case to ensure charges are required</li> <li>• Prepares response to inquiry</li> <li>• Makes copies of record to provide to requester</li> <li>• Completes Part II of the attached NA Form 13115</li> <li>• Forwards to Mailroom Technician</li> </ul>				
6	CPR Mailroom Technician	Removes 2nd copy of NA 13115 from suspense file after receiving completed case from CPR Correspondence Section				
7	CPR Mailroom Technician	<ul style="list-style-type: none"> <li>• Places all fee desk billing information and completed cases into a large brown envelope, seals it, and addresses it to NPRC Fee Desk</li> <li>• Places the envelope in the outgoing NPRC Fee Desk box for pick up by the courier</li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Note: Fee Desk mail containing any form of remittance will be secured in a locked container if the courier has already departed CPR for the day.</p> </div>				
8	Archives Technician (Courier)	<ul style="list-style-type: none"> <li>• Picks up the outgoing NPRC Fee Desk envelopes</li> <li>• Delivers to the MPR mailroom</li> </ul>				
9	MPR Mailroom Clerk	Delivers NPRC Fee Desk envelopes to NPRC Research Room/Fee Desk Clerk				
10	NPRC Fee Clerk	<ul style="list-style-type: none"> <li>• Opens the envelopes addressed to NPRC Fee Desk</li> <li>• Updates the fee desk log located on the shared drive to indicate status of fee cases</li> <li>• Compares incoming inquiries with remittance on fee desk log to actual cases received</li> <li>• Do the cases in fee desk log and cases received match?</li> </ul> <table border="1" style="margin-top: 10px;"> <tr> <td style="width: 100px;">Yes</td> <td>Go to Step 11</td> </tr> <tr> <td>No</td> <td> <ul style="list-style-type: none"> <li>• Contacts supervisor to coordinate with CPR to resolve discrepancies</li> <li>• Go to Step 11</li> </ul> </td> </tr> </table>	Yes	Go to Step 11	No	<ul style="list-style-type: none"> <li>• Contacts supervisor to coordinate with CPR to resolve discrepancies</li> <li>• Go to Step 11</li> </ul>
Yes	Go to Step 11					
No	<ul style="list-style-type: none"> <li>• Contacts supervisor to coordinate with CPR to resolve discrepancies</li> <li>• Go to Step 11</li> </ul>					
11	NPRC Fee Clerk	Uses established NPRC fee desk procedures to process				



		remittance, prepare deposits, and secure checks as outlined in <a href="#">NPRC 1852.1</a>					
12	NPRC Fee Clerk	Reconciles completed cases received from CPR with advance payments previously received					
13	NPRC Fee Clerk	<p>Is remittance the correct amount?</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="width: 100px;">Yes</td> <td>Go to Step 15</td> </tr> <tr> <td>No</td> <td> <p>Uses established NPRC fee desk billing procedures as outlined in <a href="#">NPRC 1852.1</a></p> <p>Prepares envelope to requester with response and NA Form 13048 requesting payment</p> <p>Places envelope on outgoing mail cart</p> </td> </tr> </table> <table border="1" style="margin-left: 40px;"> <tr> <td>Note: A copy of the NA Form 13115 is placed in files to track pending payments.</td> </tr> </table>	Yes	Go to Step 15	No	<p>Uses established NPRC fee desk billing procedures as outlined in <a href="#">NPRC 1852.1</a></p> <p>Prepares envelope to requester with response and NA Form 13048 requesting payment</p> <p>Places envelope on outgoing mail cart</p>	Note: A copy of the NA Form 13115 is placed in files to track pending payments.
Yes	Go to Step 15						
No	<p>Uses established NPRC fee desk billing procedures as outlined in <a href="#">NPRC 1852.1</a></p> <p>Prepares envelope to requester with response and NA Form 13048 requesting payment</p> <p>Places envelope on outgoing mail cart</p>						
Note: A copy of the NA Form 13115 is placed in files to track pending payments.							
14	NPRC Mailroom Clerk	<ul style="list-style-type: none"> <li>• Retrieves responses from research room (fee desk clerk)</li> <li>• Uses established NPRC procedures for outgoing mail</li> </ul>					
15	NPRC Fee Clerk	Uses established NPRC fee desk procedures to process remittance, prepare deposits, and secure checks as outlined in <a href="#">NPRC 1852.1</a>					
16	NPRC Fee Clerk	<ul style="list-style-type: none"> <li>• Reviews monthly delinquent report to identify delinquent payments (unpaid after 30 days of original payment or billing)</li> <li>• Uses established NPRC fee desk billing procedures as outlined in <a href="#">NPRC 1852.1</a></li> </ul>					

# Non-OMPF ARCHIVAL RECORDS

**Last Updated: June 21, 2016**

The National Archives at St. Louis (RL) has legal custody of the archival Official Military Personnel Files (OMPFs) **and** the non-OMPF archival series listed below. The following rules apply to situations in which a request may involve those non-OMPF archival series.

- A. **If a request for a fire-related archival OMPF (or separation document)** involves benefits **and** is from a veteran, the veteran's authorized legal representative, or the next-of-kin of a deceased veteran, you may request copies of these documents (for reconstruction purposes) and use the data to prepare NA Form 13038. Do **not** provide copies of the archival documents to the requester.
- B. **If a request specifically asks for copies of records from any of the series listed below, do not respond to the requester.** Ask your coach or ET to send an email message to ***stl.archives@nara.gov*** (with "Reassign" and the SR number in the subject line) to have the request reassigned to RL-SL (Archival Operations). Do **not** change the status to "Case Completed". **NOTE:** *If archival QM records(s) were ordered, have the coach or ET mention that in the email. If copies of the QM records are delivered to the core, ask the coach or ET to contact Archival Operations to arrange for the copies to be sent there.*
- C. **If a request seeks copies of both an OMPF and a non-OMPF archival record,** ask your coach or ET to send an email message to ***stl.archives@nara.gov***(with "Dual Request" and the SR number in the subject line). Archival Operations will create a new SR for the non-OMPF archival record. When you send an invoice or other response to the requester, please include the pattern paragraph "DualRequests\_PartArchivalReference". When work on the OMPF-related response is done, change the status to "Case Completed".


***If these instructions do not cover a specific request or situation, ask your coach or ET to send an email message to ***stl.archives@nara.gov*** with "Non-OMPF Archival Question" and the SR number in the subject line.***

**Series added since the previous version are marked with an arrow in the "NEW" column.**

Branch of Service	New	Non-OMPF Record Series Description	Registry Code	Years
All Branches		Applications For Headstones	–	1925-1970
All Branches		Applications for Headstones and Markers; Department of Memorial Affairs	–	1970-1985
All Branches	⇒	Arlington National Cemetery Daily Logs	–	1948-2011
All		Burial Case Files	–	1915-1939

Branches				
All Branches	⇒	Deceased Veterans Claims (XC files) - successor series to "Pension Files"	–	1898-1945
All Branches	⇒	Deceased Veterans Claims Index Cards	–	1918-1945
All Branches		Interment Control Forms	–	1928-1962
All Branches		North Carolina WWI Index Cards	–	1917-1918
All Branches	⇒	VA Master Index File	–	through 1972
Air Force & Army		Daily Sick Reports/Books, US Army and Army Air Force	–	1912-1946
Air Force & Army		Separation and Discharge Records, US Army and Air Force	QMD	1942-1959
Air Force & Army	⇒	Enlistment/Induction Serial Number Ledgers	QME	1947-1960
Air Force		Awards Card File, Air Force	–	1942-1963
Air Force		Casualty Files / Mortuary Files / Individual Deceased Personnel Files (IDPFs), Air Force	–	1940-1973
Air Force	⇒	Drop Cards	–	1947-1969
Air Force	⇒	Individual Flight Records	–	1911-1958
Air Force		Morning Reports, Air Force	–	1947-1966
Air Force		Pay Vouchers, Final	–	1947-1950 1961-1962
Air Force	⇒	Publications (microfilm)	–	1940-1953
Air Force	⇒	Publications (paper)	–	1954-1968
Army		American Expeditionary Forces Card File	–	1917-1918
Army	⇒	Army Hospital Clinical Record Cover Sheets	QMC	1906-1959
Army		Award Cards, WWI Army	–	1918-1940
Army	⇒	Awards Precedence Files	–	1918-1920
Army	⇒	Berlin Airlift Device Cards	–	1948-1949
Army		Chaplain Files	–	1917-1950
Army		Chemical Warfare Service Officers Index	–	1941-1959
Army		Courts Martial Records of Trial, General	–	1917-1976
Army		Courts Martial Records of Trial, Special (resulting in Bad	–	1939-1976

		Conduct Discharge)		
Army		Courts Martial Summaries, American Expeditionary Forces in Germany	–	1919-1921
Army		Daily Officers' Reports of Changes, US Army	–	1918-1919
Army		Dependency Folders, U.S. Army	–	1918-1943
Army		Deserters Vouchers, US Army	QMD	1926-1930
Army		Disability Discharges, US Army	QMD	1917-1939
Army		Discharge from the Draft, US Army	–	1918
Army		Discharge Reports, WWI, US Army	–	1918-1920
Army		District of Columbia National Guard	–	1887-1945
Army	⇒	Individual Civilian Internment Cards	–	1941-1946
Army		Mexican Border Service	–	1916-1917
Army	⇒	Miscellaneous Unit Records and Name Lists	–	1912-1957
Army		Morning Reports and Rosters, US Army	–	1947-1959
Army		Morning Reports, US Army	–	1912-1946
Army		Muster Rolls and Rosters, US Army	–	1912-1943
Army		National Guard Papers, WWI, US Army	–	1916-1919
Army		Nominal Checklists for Report of Sick and Wounded, US Army	–	1917-1939
Army		Nurses Cards, World War II Army	–	1944
Army		Nurses (Student) Individual Academic Records, US Army	–	1919-1937
Army		Officers' Reports of Change	–	1918
Army		Patient Rosters, US Army	–	1940-1948
Army		Pay Cards, Army Deserters	–	1943-1945
Army		Pay Cards, Army Officers	–	1940-1951
Army		Pay Cards, Army WWI Officers & Nurses	–	1917-1921
Army		Pay Cards, Contract Nurses, US Army	–	1933-1940
Army		Pay Cards, Contract Surgeons and Chaplains, US Army	–	1935-1942
Army		Pay Cards, Field Clerks, US Army	–	1917-1921
Army	⇒	Pay Cards, National Guard Officers	–	1922-1936
Army		Pay Cards, Regular Army Officers and Field Clerks	–	1920-1941
Army		Pay Cards, US Army, Reserve Officer Training Corps Students	–	1920
Army		Pay Cards, Warrant Officers, US Army	–	1917-1921
Army		Pay Vouchers, Final, Army WWI, Officers & Nurses	–	1917-1921
Army		Pay Vouchers, Final, Post WWI, WWII, and Post WWII	QMP	1926-1950, 1961-1962
Army		Pay Vouchers, US Army Enlisted, WWI (Multiple-name and Single-name)	–	1917-1921

Army		Payments, Enlisted Men, US Army	-	1915-1917
Army		Philippine Prisoners of War Card File	QTP	1941-1945
Army		Reserve Officer Training Camps: Officers & Candidates for Commission, US Army	-	1917-1918
Army		Return of Nurse Corps, US Army	-	1917-1920
Army		Army Rosters, US Army	-	1912-1943 1947-1959
Army		Russian Railway Service Corps	-	1917-1920
Army	⇒	SGO (Office of the Surgeon General) Hospital Admission Electronic Data Files	QTH	1942-1945, 1950-1954, 1958-1963
Army		United States Soldiers Home Accounts	-	1900-1926
Marine Corps		Compiled Service Records	-	1895-1904
Navy	⇒	Casualty Reports (IDPFs)	-	1907-1970
Navy		Individual Deceased Personnel Files (IDPFs)	-	1964-1975
Navy		Inpatient (Clinical) Record Files Non-Fixed Medical Facilities	-	1943-1945
Navy		Officer Orders & Officer Personnel Jackets - South Pacific Force	-	not shown
SSS		Selective Service System - Registration Cards and Classification Ledgers	-	1940-1975
SSS	⇒	Alien Registration Forms	-	1940-1947
Merchant Mariners		Card Records of Licenses Issued to Merchant Marine Officers	-	1910-1946
Merchant Mariners		Deceased and War Casualty Seaman's Records	-	1937-1950
Civilian		<a href="#">Civilian Employment Records - Official Personnel Folders and Service Record Cards</a>	-	c.1875-1951
Civilian		Civilian Internment Cards, WWII Individual	-	1941-1946
Civilian		German Civilian Personnel Files (Post World War II)	-	1945-(about) 1955

# Non-OMPF ARCHIVAL RECORDS

## 21 August 2014

The National Archives at St. Louis (RL) has legal custody of the archival Official Military Personnel Files (OMPFs) **and** the non-OMPF archival series listed below. The following rules apply to situations in which a request may involve those non-OMPF archival series.

**A. If a request for a fire-related archival OMPF (or separation document)** involves benefits and is from a veteran, the veteran's authorized legal representative, or the next-of-kin of a deceased veteran, you may request copies of these documents (for reconstruction purposes) and use the data to prepare NA Form 13038. Do **not** provide copies of the archival documents to the requester.

**B. If a request specifically asks for copies of records from any of the series listed below, do not respond to the requester.** Ask your coach or ET to send an email message to [stl.archives@nara.gov](mailto:stl.archives@nara.gov) (with "Reassign" and the SR number in the subject line) to have the request reassigned to RL-SL (Archival Operations). Do **not** change the status to "Case Completed". **NOTE:** *If archival QM records(s) were ordered, have the coach or ET mention that in the email message. If copies of the QM records are delivered to the core, ask the coach or ET to contact Archival Operations to arrange for the copies to be sent there.*

**C. If a request seeks copies of both an OMPF and a non-OMPF archival record,** ask your coach or ET to send an email message to [stl.archives@nara.gov](mailto:stl.archives@nara.gov) (with "Dual Request" and the SR number in the subject line). Archival Operations will create a new SR for the non-OMPF archival record. When you send an invoice or other response to the requester, please include the pattern paragraph "DualRequests\_PartArchivalReference". When work on the OMPF-related response is done, change the status to "Case Completed".

*If these instructions do not cover a specific request or situation, ask your coach or ET to send an email message to [stl.archives@nara.gov](mailto:stl.archives@nara.gov) with "Non-OMPF Archival Question" and the SR number in the subject line.*

*Series added since the previous version are marked with an arrow in the "NEW" column.*

Branch of Service	NEW	Non-OMPF Record Series Description	Registry Code	Years
All Branches		Applications For Headstones	-	1925-1970
All Branches		Applications for Headstones and Markers; Department of Memorial Affairs	-	1970-1985
All Branches	➡	Arlington National Cemetery Daily Logs	-	1948-2011
All Branches		Burial Case Files	-	1915-1939
All Branches	➡	Deceased Veterans Claims (XC files) - successor series to "Pension Files"	-	1898-1945
All Branches	➡	Deceased Veterans Claims Index Cards	-	1918-1945
All Branches		Interment Control Forms	-	1928-1962
All Branches		North Carolina WWI Index Cards	-	1917-1918

Branch of Service	N E W	Non-OMPF Record Series Description	Registry Code	Years
All Branches	➔	VA Master Index File	-	through 1972
Air Force & Army		Daily Sick Reports/Books, US Army and Army Air Force	-	1912-1953
Air Force & Army		Separation and Discharge Records, US Army and Air Force	QMD	1942-1959
Air Force & Army	➔	Enlistment/Induction Serial Number Ledgers	QME	1947-1960
Air Force		Awards Card File, Air Force	-	1942-1963
Air Force		Casualty Files / Mortuary Files / Individual Deceased Personnel Files (IDPFs), Air Force	-	1940-1973
Air Force	➔	Drop Cards	-	1947-1969
Air Force	➔	Individual Flight Records	-	1911-1958
Air Force		Morning Reports, Air Force	-	1947-1966
Air Force		Pay Vouchers, Final	-	1947-1950, 1961-1962
Air Force	➔	Publications (microfilm)	-	1940-1953
Air Force	➔	Publications (paper)	-	1954-1968
Army		American Expeditionary Forces Card File	-	1917-1918
Army	➔	Army Hospital Clinical Record Cover Sheets	QMC	1906-1959
Army		Award Cards, WWI Army	-	1918-1940
Army	➔	Awards Precedence Files	-	1918-1920
Army	➔	Berlin Airlift Device Cards	-	1948-1949
Army		Chaplain Files	-	1917-1950
Army		Chemical Warfare Service Officers Index	-	1941-1959
Army		Courts Martial Records of Trial, General	-	1917-1976
Army		Courts Martial Records of Trial, Special (resulting in Bad Conduct Discharge)	-	1939-1976
Army		Courts Martial Summaries, American Expeditionary Forces in Germany	-	1919-1921
Army		Daily Reports of Changes, US Army	-	1918-1919
Army		Dependency Folders, U.S. Army	-	1918-1943
Army		Deserters Vouchers, US Army	QMD	1926-1930
Army		Disability Discharges, US Army	QMD	1917-1939
Army		Discharge from the Draft, US Army	-	1918
Army		Discharge Reports, WWI, US Army	-	1918-1920

Branch of Service	N E W	Non-OMPF Record Series Description	Registry Code	Years
Army		District of Columbia National Guard	-	1887-1945
Army	➔	Individual Civilian Internment Cards	-	1941-1946
Army		Mexican Border Service	-	1916-1917
Army	➔	Miscellaneous Unit Records and Name Lists	-	1912-1957
Army		Morning Reports and Rosters, US Army	-	1947-1959
Army		Morning Reports, US Army	-	1912-1946
Army		Muster Rolls and Rosters, US Army	-	1912-1943
Army		National Guard Papers, WWI, US Army	-	1916-1919
Army		Nominal Checklist for Report of Sick and Wounded, US Army	-	1917-1939
Army		Nurses Cards, World War II Army	-	1944
Army		Nurses (Student) Individual Academic Records, US Army	-	1919-1937
Army		Officers' Reports of Change	-	1918
Army		Patient Rosters, US Army	-	1940-1948
Army		Pay Cards, Army Deserters	-	1943-1945
Army		Pay Cards, Army Officers	-	1940-1951
Army		Pay Cards, Army WWI Officers & Nurses	-	1917-1921
Army		Pay Cards, Contract Nurses, US Army	-	1933-1940
Army		Pay Cards, Contract Surgeons and Chaplains, US Army	-	1935-1942
Army		Pay Cards, Field Clerks, US Army	-	1917-1921
Army		Pay Cards, National Guard Officers	-	1922-1936
Army		Pay Cards, Regular Army Officers and Field Clerks	-	1920-1941
Army		Pay Cards, US Army, Reserve Officer Training Corps Students	-	1920
Army		Pay Cards, Warrant Officers, US Army	-	1917-1921
Army		Pay Vouchers, Final, Army WWI, Officers & Nurses	-	1917-1921
Army		Pay Vouchers, Final, Post WWI, WWII, and Post WWII	QMP	1926-1950, 1961-1962
Army		Pay Vouchers, US Army Enlisted, WWI (Multiple-name and Single-name)	-	1917-1921
Army		Payments, Enlisted Men, US Army	-	1915-1917
Army		Philippine Prisoners of War Card File (QTP in Registry)	-	1941-1945
Army		Reserve Officer Training Camps: Officers & Candidates for Commission, US Army	-	1917-1918



Branch of Service	N E W	Non-OMPF Record Series Description	Registry Code	Years
Army		Return of Nurse Corps, US Army	-	1917-1920
Army		Russian Railway Service Corps	-	1917-1920
Army	➔	SGO (Office of the Surgeon General) Hospital Admission Electronic Data Files	QTH	1942-1945, 1950-1954, 1958-1963
Army		United States Soldiers Home Accounts	-	1900-1926
Marine Corps		Compiled Service Records	-	1895-1904
Navy	➔	Casualty Reports (IDPFs)	-	1907-1970
Navy		Individual Deceased Personnel Files (IDPFs)	-	1964-1975
Navy		Inpatient (Clinical) Record Files Non-Fixed Medical Facilities	-	1943-1945
Navy		Officer Orders & Officer Personnel Jackets - South Pacific Force	-	not shown
SSS		Selective Service System - Registration Cards and Classification Ledgers	-	1940-1975
SSS	➔	Alien Registration Forms	-	1940-1947
Merchant Mariners		Card Records of Licenses Issued to Merchant Marine Officers	-	1910-1946
Merchant Mariners		Deceased and War Casualty Seaman's Records	-	1937-1950
Civilian		Civilian Employment Records - Official Personnel Folders and Service Record Cards	-	c.1875-1951
Civilian		Civilian Internment Cards, WWII Individual	-	1941-1946
Civilian		German Civilian Personnel Files (Post World War II)	-	1945-(about) 1955

# Notice Index

[3/21/2001 NA Form 13165, Reply Regarding Social Security Inquiry, has been issued](#)

[4/9/2001 Forms Sent to Agencies](#)

Issued: 3/21/2001

NA Form 13165, Reply Regarding Social Security Inquiry, has been issued. It replaces NPRC Test Form 98-1. The new form is available on the "P" drive, where it may be filled in by typing, and then printed. A paper version, including a yellow file copy, is available for use in the legacy branches.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1600.1  
November 30, 2007

**SUBJECT: Release of information from archival Official Military Personnel Files (OMPFs)**

1. **Purpose.** This memorandum issues guidance for releasing information from archival OMPFs.
2. **Applicability.** The provisions of this memorandum apply to all NPRC personnel who screen archival OMPFs in response to requests for information received from the veteran, the veteran's authorized representative, [Primary Next of Kin](#), federal agencies, and the general public.
3. **References.** This memorandum supplements procedures outlined in [NARA Directive 1601, Screening Federal Records for Information Covered by FOIA Exemptions](#) and the Freedom of Information Act ([5 U.S.C. 552](#)).
4. **Background.** Under a joint decision by NARA, the Department of Defense, the military service departments and the United States Coast Guard, legal custody of OMPFs is transferred to the National Archives 62 years after the date of the member's discharge, death in service or retirement. With the transfer of the OMPFs to the National Archives, the Privacy Act ([5 U.S.C. 552a](#)) no longer applies. However, in order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act ([5 U.S.C. 552 \(b\) \(6\)](#)) may still apply and preclude the release of some information. The guidance provided in the attachment outlines what information should and should not be released.
5. **Forms.** This memorandum provides for the use of the following forms:

SF-180, Request Pertaining to Military Records  
DD-214, Report of Separation

R. L. HINDMAN  
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC1600.1A  
April 15, 2008

**SUBJECT: Release of information from archival Official Military Personnel Files (OMPFs)**

1. **Purpose.** This memorandum issues guidance for releasing information from archival OMPFs.
2. **Cancellation.** NPRC 1600.1 is cancelled.

3. **Reason for revision.** This memorandum is being revised to:

- a. Amend screening requirements for archival Official Military Personnel Files to exclude autopsy or death scene photographs.
- b. Modify guidance for redacting references to alcohol/drug abuse.

4. **Applicability.** The provisions of this memorandum apply to all NPRC personnel who screen archival OMPFs in response to requests for information received from the veteran, the veteran's authorized representative, Primary Next of Kin, federal agencies, and the general public.

R. L. HINDMAN  
Director

---

### 1. **General Guidelines for Screening Archival OMPFs for Release to the General Public**

a. **Release Authorizations.** NPRC does not require a release authorization from the veteran to provide archival OMPFs. However, if the veteran provides an unsolicited authorization to release records to a third party, then the screening guidelines for the veteran outlined in paragraph two of this attachment should be followed.

b. **Screening Requirements.**

(1) Member's date of birth is 100 years ago or greater.

(a) Redact all Social Security Numbers (SSNs) from the photocopied archival records. This includes the SSN of the service member as well as those of third parties.

(b) Remove any autopsy or death scene photographs.

(2) Member's date of birth is less than 100 years ago.

(a) Veteran is deceased. If you find [acceptable evidence](#) that the veteran is deceased, the following information must be redacted or withheld from the photocopies sent to the requester:

(i) All SSNs as described above in par. [1b \(1\)](#).

(ii) Very sensitive personal information similar to what is described below in [1b \(2\) \(b\) \(ii\)](#) if it pertains to someone other than the subject of the record.

(iii) Any autopsy or death scene photographs.

(b) No evidence the veteran is deceased. If there is no documentation indicating the veteran is deceased, presume the member is alive. The following information and documents must be redacted or withheld from the photocopies sent to the requester:

(i) All SSNs as outlined above in par. [1b \(1\)](#).

(ii) Any reference to rape, family abuse (child or spouse), bestiality, incest, homosexuality, psychiatric/mental health conditions, alcohol/drug abuse and sexually transmitted diseases (Chlamydia, Crabs, Gonorrhea, Hepatitis, Herpes, Genital Warts, Scabies, HIV/AIDS and Syphilis).

(iii) A medical diagnosis and/or treatment for alcohol/drug abuse. References to drug or alcohol use without a corresponding medical diagnosis do not need to be redacted.

(iv) Any correspondence from/to the veteran regarding his/her OMPF. For example, if the veteran requests a copy of his/her DD-214 using a SF-180, that document and NPRC's reply should be withheld from the photocopied archival record. However, if the veteran authorized a third party to access his/her records, that correspondence should be included along with the other documents sent to the requester.

(v) Dependent birth certificates if the date of birth is less than 75 years ago.

(vi) Very sensitive personal information similar to what is described above in [1b \(2\) \(b\) \(ii and iii\)](#) if it pertains to someone other than the subject of the record.

c. **Medical records.** Except as indicated in par. [1b \(2\) \(b\) \(ii and iii\)](#) above, release all medical documents found inside the OMPF pertaining to the subject of the record, including loose documents or those affixed within a health or dental folder.

**Note:** Medical records filed separately from the OMPF (such as those filed in the non-registry Navy Medical Block, registry records

*with NM service codes, or clinical records from military treatment facilities) are not accessioned records and remain subject to the Privacy Act and Freedom of Information Act restrictions. See [NPRC 1865.16](#) for guidance.*

- d. **Reference requests, forms/questionnaires, replies, work notes, routing slips, finding aid reports, search reports, CMRS reports, etc.** With the exception of the correspondence from/to the veteran as discussed above in par. [1b \(2\) \(b\) \(iv\)](#), all correspondence and other documents generated by NPRC that were filed in the OMPFs when they were transferred to the National Archives are now a part of the record and are considered archival. These documents should be screened and released in the same manner as other documents in the record.
- e. **Notifying requester of withheld information.** If information is redacted or withheld from the copies sent, you must specifically state that in the response letter, indicating the record contains social security numbers or certain sensitive personal information. The specific cite for this action is the personal privacy exemption of the Freedom of Information Act ([5 U.S.C. 552 \(b\) \(6\)](#)). You must also include the requester's appeal rights. The standard text for this response is located under **Get Paragraph >> Archival >> Copies Enclosed-Info Deleted or Withheld**.

## 2. **General Guidelines for Screening Archival OMPFS for Release to the Veteran, the Veteran's Authorized Representative, the [Primary Next of Kin](#) or the Primary Next of Kin's Authorized Representative**

### a. **Definitions.**

(1) The Primary Next of Kin is defined as the deceased veteran's surviving spouse (even if remarried) or child. The Primary Next of Kin may designate a third party to receive the record of a deceased veteran.

(2) The veteran's authorized representative is defined as either:

(a) An individual designated in writing by the veteran to receive the OMPF.

(b) The court appointed legal guardian of a veteran who has been declared incompetent.

### b. **Screening Requirements.** The following information and documents must be redacted or withheld from the photocopies sent to the requester:

(1) All SSNs except for the subject of the record.

(2) Very sensitive personal information similar to what is described above in [1b \(2\) \(b\) \(ii and iii\)](#) if it pertains to someone other than the subject of the record.

(3) If information is redacted or withheld from the copies sent, you must specifically state that in the response letter, indicating the record contains social security numbers or certain sensitive personal information. The specific cite for this action is the personal privacy exemption of Freedom of Information Act ([5 U.S.C. 552 \(b\) \(6\)](#)). You must also include the

requester's appeal rights. The standard text for this response is located under **Get Paragraph >> Archival >> Copies Enclosed-Info Deleted or Withheld**.

3. ***General Guidelines for Screening Archival OMPFS for Release to Federal Agencies.***

Federal agencies will have full access to archival OMPFs to facilitate their review for official government business. Agents for federal agencies may review the record on site in the research room or NPRC will send them a complete copy. Under no circumstance will the archival OMPF leave NPRC.

---



---

## [Printable Version](#)

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri

NPRC 1600.2A  
April 30, 2010

**SUBJECT: Loans of accessioned Official Military Personnel Files (OMPFs) from the National Personnel Records Center (NPRC) to the originating Military Service Departments**

1. **Purpose.** This memorandum establishes internal procedures for loaning accessioned (archival) OMPFs to the originating Military Service Departments.
2. **Cancellation.** NPRC 1600.2 is cancelled.
3. **Revision for revision.** This memorandum is being revised to reflect new guidance published in NARA 1611, Loans of Archival Holdings to Federal Originators. NARA 1611 replaces the previous guidance which was located in Parts 2 and 3 of NARA 1701, Loans of Holdings in NARA's Physical and Legal Custody. A major change is that the custodial unit that maintains the OMPF will negotiate a written loan agreement with the borrower.
4. **Background.** On July 8, 2004, the Department of Defense and the National Archives and Records Administration (NARA) implemented a records schedule (Standard Form 115) for the Official Military Personnel Files (OMPFs) that references the ability of the Military Service Departments to request loans of archival OMPFs for official purposes.
5. **Applicability.** The provisions of this memorandum apply to staff in the Archival Operations and Facility Planning Branch and the Preservation Branch of the Archival Programs Division.
6. **Instructions.** The instructions concerning requests for loans of archival OMPFs to the originating Military Service Departments are contained in the Attachment.
7. **Forms.** This memo provides for the use of the following form and agreement:  
  
NA Form 14014, National Archives and Records Administration Loan Receipt  
Terms and Conditions for Interagency Loans

R. L. HINDMAN  
Director

---

1. **Introduction.** This memorandum provides a summary of procedures for handling loan requests for OMPFs. For detailed procedures on loans back to originators, see [NARA 1611, Loans of Archival Holdings to Federal Originators](#). For detailed procedures on transporting loans, see [NARA 1702, Transporting Holdings in NARA's Physical and Legal Custody](#).
2. **Routine access to accessioned records.** In accordance with NARA 1611 and in an effort to provide the quickest response to such a request, NPRC will routinely make the record available in its public Research Room or furnish a complete copy of the requested record. There is no

charge for photocopies of OMPFs. Military Service Departments submit requests for review or copies via eMilrecs. In unusual cases where the Service Department stipulates that it is unable to accomplish its action without access to the original record at a location other than the NPRC public Research Room, NPRC personnel follow the procedures in [par. 3](#) below.

3. **Non-routine access to accessioned records.** The Military Service Department may temporarily withdraw a record already transferred to the National Archives in special cases where the Department can guarantee the record's preservation and safe return within 30 days or less. Extensions of the loan period beyond 30 days must be requested in writing; extensions beyond 90 days must be approved by office heads. Any such withdrawal will be accomplished in accordance with NARA 1611. Such withdrawal will be considered a rare process only for the most compelling reasons and may only be requested in writing by the following Service Department officials: the Chairman of the Board for Correction of Military Records; the Commanding Officer of the military service Personnel Command; the OMPF Program Manager; or the Departmental Records Officer. These individuals are hereinafter referred to as "authorized officials." Requests from authorized officials will be submitted via email to [stlarr.archives@nara.gov](mailto:stlarr.archives@nara.gov). Whenever possible, the custodial unit (NRPAO) should offer copies instead of the original documents. Protection and proper handling of the record is required. The following conditions apply:

a. **Handling notice.** Each record loaned to an authorized official will be covered by a "[Requirements for handling a NARA record](#)" notice detailing required handling for that record.

b. **Loan documentation.**

(1) The custodial unit that maintains the OMPF (NRPAO) will negotiate a written loan agreement with the borrower. Refer to [NARA 1611, Appendix A for the "Terms and Conditions for Interagency Loans \(page 11\)"](#).

(2) The custodial unit (NRPAO) must also document each loan of record on the [NA Form 14014, National Archives and Records Administration Loan Receipt](#). The Chief of NPRC's Archival Operations and Facility Planning Branch (NRPAO) signs NA Form 14014 for an outgoing loan of an OMPF.

c. **Determination of requester's need.** In accordance with NARA [1611.9](#) and [1611.13](#), the custodial unit (NRPAO) must determine that the requester's need for the original record is based on the following criteria:

(1) The requester cannot fulfill his or her purpose in any other way.

(2) A copy or certified copy of the record cannot be used.

(3) The requester cannot meet required needs by using the records in a NARA facility.

(4) The loan is authorized by the appropriate statute.

(5) The volume of holdings requested is so large that it is impractical to make copies.

(6) The request is not for the purpose of answering routine reference inquiries by the public or other Federal agencies.

d. **Determination of physical condition.** In accordance with [NARA 1611.10](#), any record loaned must be determined by the custodial unit (NRPAO), in consultation with the NPRC Preservation Officer, to be in a suitable physical condition. An original record in fragile

condition or which is otherwise deteriorated may not be loaned. In such cases, the custodial unit (NRPAO) will provide a copy of the record.

- e. ***Specially protected or high-value records.*** In accordance with [NARA 1611.10](#), an original specially protected or high-value record may not be loaned unless an exception is made in writing by the Archivist of the United States. In all other cases, NPRC will provide a copy of the record.
- f. ***Suspension of loan process.*** In accordance with [NARA 1611.10](#), NPRC may suspend further loans of original records to the Service Department in the following circumstances:
- (1) The authorized official fails to return a record within the time period specified on NA Form 14014.
  - (2) The authorized official returns a loaned record damaged or in worse condition than it was when withdrawn.
  - (3) The authorized official returns a loaned record inappropriately altered or modified, with documents missing, or numbered pages out of sequence.
- g. ***Documentation of record condition.*** In order to document the condition of an original record that is to be loaned and establish that it is received back in the same condition with all documents intact, the custodial unit (NRPAO) will ensure that the following actions are taken:
- (1) Prior to the loan of the record, the NPRC Preservation Branch (NRPAP) will complete a condition report for the entire file, including examination and photo documentation of the record.
  - (2) The documents that make up the OMPF will be numbered consecutively, page by page.
  - (3) A photocopy of the paginated record will be produced.
  - (4) Upon its return, the record will be examined by Specialists in NRPAP to verify that it has been received back in the same condition as prior to withdrawal with all documents in consecutive numerical order.
- If mission priorities in NRPAP preclude accomplishment of any of the items in paragraphs (1) thru (4) above, the custodial unit (NRPAO) will arrange for a contractor to do the work according to NARA preservation standards and protocols, the contract cost to be borne by the Service Department requesting loan of the record.
- h. ***Handling responsibilities of record recipient.*** The Service Department must return a borrowed record in its original format. If the Service Department copies or scans any documents in the record, the Department must follow NARA preservation standards and protocols. These standards prohibit use of automatic document feeders. Flatbed copiers and scanners must be employed in all cases. Original documents may not be destroyed, modified, or permanently withdrawn from the record. Documents may be added only as mandated by the appropriate Military Service Secretary acting through the Board for Correction of Military Records. If modification of any documents is mandated by the Board, such modification must be accomplished by adding modified documents to the file, segregating the original documents, and returning them, with the record, in a separate folder marked "Access Withheld under FOIA Exemption 6b." If withdrawal of any documents is mandated by the Board, the withdrawal shall be accomplished by

segregating the documents, placing the documents in a separate folder marked "Access Withheld under FOIA Exemption 6b," and returning them, in the folder so marked, with the record.

- i. **Documentation of chain of custody.** Records loaned to the Service Department must be transmitted to the NPRC authorizing official (Chief, NRPAO) who signs the NA Form 14014 for outgoing loans and the Terms and Conditions for Interagency Loans. The Borrower must also sign the [NA Form 14014](#) and [Loan Agreement](#).
- j. **Transportation of loans.** After the documentation in [par. i](#) is completed, NPRC transmits the OMPF by the appropriate method prescribed in [NARA 1702.10](#). The Borrower returns the loaned OMPF to NPRC via registered mail. The cost of transmittal will be charged to the Service Department. Any further transmittals within the Service Department must be documented by a receipted attachment to the NA Form 14014 accompanying the record, and a comprehensive record of the chain of custody must be maintained by the authorized official. Failure to accomplish this requirement will result in suspension of further loans to the Service Department.

---

### **Requirements for handling a NARA record**

**THIS RECORD IS THE PROPERTY OF THE  
NATIONAL ARCHIVES  
AND  
RECORDS ADMINISTRATION**

- The documents in this file have been numbered consecutively in the upper right hand corner of each page. The record must be returned with all documents in consecutive numerical order.
- Any photocopying or scanning of documents in this file must be accomplished using flatbed equipment. Use of a document feeder is absolutely prohibited.
- Any document in this file in a protective polyester L-sleeve is not to be removed from the sleeve; the sleeve in no way interferes with the ability to photocopy or scan the document. Repeat: sleeved documents **MUST REMAIN IN SLEEVES** at all times.
- No fasteners, tape, or adhesives are to be introduced to the file.
- Use only pencil when working with this file; no permanent marks can be made on accessioned holdings of the National Archives.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.110B  
April 30, 2003

SUBJECT: **Requests for awards and certificates.**

1. **Purpose.** This memorandum provides guidance on processing requests for entitlement, issuance of awards, and replacement of certificates.
2. **Cancellation.** This memorandum cancels NPRC 1865.110A with changes.
3. **Reason for revision.** This memorandum is revised to provide instructions for processing requests for awards and certificates for all service departments; to update routing codes and forms; and to include information and instructions for recently approved medals and certificates.
4. **Applicability.** The provisions of this memorandum are applicable to Archives Technicians and the Organizational Records Section.
5. **Instructions.** The instructions concerning requests for awards and certificates are contained in the Attachment.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13059, Transmittal of Entitlement to Awards  
NA Form 13105, NPRC Search Request and Reply  
Electronic Forms and Certificates on NPRC PCs  
DD Form 3, Application for Gold Star Lapel Button  
DD Form 214, Certificate of Release or Discharge from Active Duty  
DD Form 215, Correction to DD Form 214

R. L. HINDMAN  
Director

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.110B CHGE 1  
June 6, 2003

SUBJECT: **Requests for awards and certificates.**

1. **Purpose.** This memorandum transmits a revised page to NPRC 1865.110B.
2. **Explanation of change.** The ATTN line for two addresses used when Entitlement not Established have been updated.
3. **Instructions.** Remove page 4 and insert revised page.

R. L. HINDMAN  
Director

## Attachment

1. **General Information.** Requests for replacement of awards are received from former members of the Armed Forces. Requests are also received from the next of kin of former members. Awards and medals are issued when the originals have been lost, destroyed, or rendered unfit for use through no fault of the person to whom they were given. Normally, only one medal or award is issued for any given action or circumstance. Awards may, however, be issued to the next of kin, even if they were previously issued prior to the veteran's (or retiree's) death. Duplicate posthumous awards may be furnished to the parents of deceased veterans (or retirees) when awards were given to the widow or widower. Requests concerning entitlement only to medals and awards are also received.
  - a. **Requests for Army Air Corps and Air Force awards.** NPRC has responsibility for providing verification of entitlement for some awards; however, NPRC does not furnish the actual award. This function is the responsibility of the Air Force Personnel Center. Note: The Department of the Air Force is responsible for servicing requests for awards earned by members of the Army Air Corps or Army Air Force who served prior to July 1, 1948.
  - b. **Requests for Army awards.** On November 4, 1998, the function of processing Army replacement medals and certain certificates was transferred to the National Personnel Records Center (NPRC). The Memorandum Of Agreement (MOA) establishes guidelines and responsibility in regard to processing requests from veterans for replacement of Army medals and certain certificates. The MOA also stipulates that NPRC will not make Army award determinations. They will be forwarded to the Department of the Army, Total Army Personnel Command (PERSCOM), ATTN: TAPC-PDO-PA, 200 Stovall Street, Alexandria, VA 22332-0471.
  - c. **Requests for Navy, Marine Corps, and Coast Guard awards.** NPRC does not process these requests. Forward all such requests to the Navy Liaison Office in this building.
2. **Request entitlement to award be noted on DD Form 214.** Prepare DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty. Add the awards not shown on the DD Form 214. Include the area of operations for the AFEM; e.g., "Armed Forces Expeditionary Medal (for Vietnam)." Send the original DD Form 215 to the veteran (or retiree) using the appropriate pattern letter. See the Case Reference Guide for distribution of the remaining copies of the DD Form 215.
3. **American Gold Star Mothers.** Requests about American Gold Star Mothers are processed by NPRC. Requesters seek verification of service to determine eligibility for membership in the organization. Reply on the request form and place a copy in the personnel record. Check the items on the request form that are correct and supply additional or correct information. If the record shows that determination of line of duty status wasn't made, enter in the appropriate space, "Record shows no determination as to line of duty status." Requests concerning Navy and Marine Corps personnel are worked from the medical records. Route reply and record through the Navy Liaison office for review.
4. **Requests for copies of documents related to awards.** If found in the record and specifically requested, all technicians are responsible for furnishing copies of certificates, commendations, justifications, and documents relating to an award.
5. **Army Medals.** Army medals will be processed in accordance with [NPRC 1865.124](#), dated April 30, 1999.

**NOTE:** THE REMAINDER OF THIS MEMORANDUM PROVIDES INSTRUCTIONS FOR PROCESSING REQUESTS FOR AIR FORCE AWARDS AND CERTIFICATES (INCLUDING

ARMY AIR CORPS AND ARMY AIR FORCE).

6. **Entitlement not determined by NPRC.** Awards for Air Force medals for which NPRC does not determine entitlement are listed in [app. A](#). Consult Air Force Regulation 900-48, Awards, Ceremonies, and Honors, for additional information on these awards.
  - a. **App. A, Part I.** The Air Reserve Personnel Center (ARPC) or Air Force Personnel Center (AFPC) is responsible for determining entitlement to the awards listed in [Part I of app. A](#).
    - (1) **Review of records.** To ensure that the ARPC or AFPC has all the necessary information from which to make a determination of entitlement, review the military personnel record and the Air Force Awards and Decorations Card File. This Card File may provide verification of entitlement to certain awards not found in the military personnel record. (See [app. B, Part I](#), for a list of decorations contained in the Card File.)
    - (2) **Action.** Refer the request, record, and a copy of the appropriate information from the Air Force Awards and Decoration Card File to ARPC or AFPC using NA Form 13008, Loan or Transfer of Records. EXCEPTIONS: If the request is a Congressional inquiry, forward to AFPC, ATTN: CSH. If the request is for medals pertaining to reserve service, forward to the ARPC. Notify the requester of the referral using the appropriate pattern paragraph/letter. NOTE: See apps. [C](#) or [D](#) for special instructions in processing requests for the Prisoner of War Medal or Pearl Harbor Commemorative Medal.
  - b. **App. A, Part II.** The offices listed in this part are responsible for determining eligibility for the types of awards shown. Refer the requester to the appropriate address using a pattern paragraph/letter.
7. **Request for "all medals" or entitlement to a specific medal.** Other than those medals listed in [app. A](#), verify entitlement to medals and awards by analyzing the information provided in the request and reviewing the separation document(s). In addition, examine AF Form 7, Airman's Military Record, AF Form 11, Officer's Military Record, AF Form 1712, Uniform Military Personnel Record, Service Record Book, orders, citations, and other data in the individual's record. Also certain decorations were awarded for specific periods of service, which may not be shown on the separation document. (See [app. B, part II](#) for a list of these awards. See [app. E](#) and AFR 900-48 for additional guidance.)
8. **Response to the requester when entitled to award.** Prepare four copies of the NA Form 13059, Transmittal of and/or Entitlement to Awards, (available from "Get Forms" on Microsoft Word) and place the original and copy 1 in the box for mailing to ARPC or AFPC (see [exception](#)), mail copy 2 to the requester, and attach copy 3 to the request and file in the record. (See [fig. 1](#).) See latest revision of NPRC 1865.12, Congressional inquiries at NPRC (MPR), for the number of copies needed when responding to Congressional inquiries. **EXCEPTION:** For requests concerning aeronautical badges; i.e., Pilot, Navigator/Observer, Flight Surgeon, Flight Nurse, Aircrew Member, and Parachutist, send original and copy 1 to HQ USAF/XOOTW, Warrior Management Division, Washington, DC 20330-5054. If unable to determine entitlement, refer request and record to HQ USAF/XOOTW using NA Form 13008. Notify the requester of the referral using NA Form 13053 or pattern paragraph(s).
9. **Entitlement not shown in record and period of service ended prior to December 31, 1963.** If a determination for an award is required for the period from 1939 through December 31, 1963, and it is an award listed in [app. B, Part I](#), forward a request to the Organizational Records Section for a search of the Air Force Awards and Decorations Card File. Prepare NA Form 13105, NPRC Search Request and Reply, in triplicate, including the veteran's name, service number, award, and dates of eligibility. (See [fig. 2](#).) If the request pertains to a unit award, also provide the name of the unit. Send the original and one copy to the Organizational Records Section. Attach the third copy

to the request and hold with the record until the reply is received. File a copy of the NA Form 13105 in the record showing the results of the search.

10. **Entitlement not established.** If, after checking all sources of information, it is clear that the veteran is not entitled to an award, respond to the request by pattern letter/paragraph informing the requester that their entitlement could not be verified. If the requester insists on entitlement to an award, respond to the request with an appropriate pattern letter or paragraph. If the requester contacts NPRC again, and insists on entitlement to an award, forward the request with the record to HQ, AFPC, ATTN: DPPPRA. If the request is a Congressional inquiry, forward the request with the record to HQ, AFPC, ATTN: CCXI. See the current version of **NPRC 1865.6, Referral and routing matters**, for instructions on referral procedures.
  11. **Certificates of decoration.** The National Personnel Records Center no longer processes requests for replacement of certificates of decoration. Most requests can be satisfied with a copy of the award citation, or order. If a requester insists on having a certificate of decoration replaced, refer the inquiry and the record to HQ Air Force Personnel Center, Attn: HQ AFPC/DPPPRA, 550 C Street West, Suite 12, Randolph AFB, TX 78150-4712.
- 

## Figure 1. Transmittal of and/or Entitlement to Awards



<b>TRANSMITTAL OF AND/OR ENTITLEMENT TO AWARDS</b>			DATE	
NAME		SERVICE NO./SSN		
DATE OF INQUIRY	RECEIVED ON		ON BEHALF OF	
REFERRED BY				
<p>The awards and decorations indicated below will be forwarded from HQ AFPC/DPPPR, Randolph Air Force Base, Texas 78150-4714                  If you do not receive these items within 90 days, please submit a copy of this form to that office.</p> <p><input type="checkbox"/> The records show that the person named above is entitled to the following awards.  <input type="checkbox"/> The following awards authorized for issuance are enclosed.</p>				
	<b>OAK LEAF CLUSTER</b>		<b>SERVICE STARS</b>	
	Bronze	Silver	Bronze	Silver
<input type="checkbox"/> Distinguished Flying Cross			<input type="checkbox"/> American Campaign Medal	
<input type="checkbox"/> Bronze Star Medal <input type="checkbox"/> with Letter "V" Device			<input type="checkbox"/> Asiatic-Pacific Campaign Medal	
<input type="checkbox"/> Air Medal			<input type="checkbox"/> European-African-Middle Eastern Campaign Medal	
<input type="checkbox"/> Purple Heart			<input type="checkbox"/> World War II Victory Medal	
<input type="checkbox"/> Meritorious Service Medal			<input type="checkbox"/> Army of Occupation Medal	
<input type="checkbox"/> AF Commendation Medal			<input type="checkbox"/> Germany <input type="checkbox"/> Japan Clasp <input type="checkbox"/> Berlin Airlift Device	
<input type="checkbox"/> AF Achievement Medal			<input type="checkbox"/> National Defense Service Medal	
<input type="checkbox"/> Aerial Achievement Medal			<input type="checkbox"/> Korean Service Medal	
<input type="checkbox"/> AF Longevity Service Award Ribbon			<input type="checkbox"/> United Nations Service Medal	
<input type="checkbox"/> AF Outstanding Unit Award			<input type="checkbox"/> Vietnam Service Medal	
<input type="checkbox"/> Presidential Unit Citation (Formerly the Distinguished Unit Citation)			<input type="checkbox"/> China Service Medal (Extended)	
<input type="checkbox"/> Good Conduct Medal <input type="checkbox"/> AF <input type="checkbox"/> Army (Note 2) Loops: __ Bronze __ Silver Stars: __ Bronze __ Silver			<input type="checkbox"/> Armed Forces Reserve Medal with __ Hourglass Device(s)	
<input type="checkbox"/> American Defense Service Medal <input type="checkbox"/> with Foreign Service Clasp			<input type="checkbox"/> Armed Forces Expeditionary Medal (____)	
<input type="checkbox"/>			<input type="checkbox"/> Gold Star Lapel Button <input type="checkbox"/> Pin <input type="checkbox"/> Clutch	
<input type="checkbox"/>			<input type="checkbox"/> Presidential Unit Citation (Note 1) (____)	
<input type="checkbox"/>			<input type="checkbox"/> Republic of Vietnam Campaign Medal (Note 1)	
<input type="checkbox"/>			<input type="checkbox"/> Republic of Vietnam Gallantry Cross with __ Palm (Note 1)	
<input type="checkbox"/>			<input type="checkbox"/> Philippine _____ Ribbon	
<input type="checkbox"/>			<input type="checkbox"/> Humanitarian Service Medal	
<input type="checkbox"/>			<input type="checkbox"/> Small Arms Expert Marksmanship Ribbon	
<input type="checkbox"/>			<input type="checkbox"/> Prisoner of War Medal	
<input type="checkbox"/>			<input type="checkbox"/> Southwest Asia Service Medal	
<input type="checkbox"/>			<input type="checkbox"/> Kuwait Liberation Medal (Note 1)	
<p>Note: 1. This is an award of a foreign government and is not issued by the United States Government. It may be purchased from stores which sell military supplies.                  2. Air Force enlisted personnel who qualified for the award of the Good Conduct Medal on or before May 31, 1963, are awarded the Army Good Conduct Medal. The Air Force Good Conduct Medal is awarded for qualifying service on or after June 1, 1963.                  3. This is no longer issued by the service. It may be purchased from a commercial source.</p> <p><input type="checkbox"/> Awards that have been previously issued are indicated by an asterisk  <input type="checkbox"/> Awards circled in red are temporarily out of stock. Please resubmit your request in 90 days, <u>along with this form</u>, to: HQ AFPC/DPPPR, Randolph Air Force Base, Texas 78150-4714  <input type="checkbox"/></p>				
			_____ Date	
			_____ Prepared by NRPM____	
			NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100	

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA FORM 13059 (REV. 8-02)

Figure 2. NPRC Search Request and Reply

<b>NPRC SEARCH REQUEST AND REPLY</b>					
COLOR CODE & DATE	TO:			RETURN TO:	
	<input type="checkbox"/> Organizational Records <input checked="" type="checkbox"/> Search, 2 <sup>nd</sup> Floor, Room 2533 <input type="checkbox"/> Other			<input type="checkbox"/> Core 1 <input type="checkbox"/> Core 2 <input type="checkbox"/> Core 3 <input type="checkbox"/> Core 4 <input type="checkbox"/> Core 5 <input type="checkbox"/>	
REQUEST SEARCH OF			REPORT OF SEARCH		
<input type="checkbox"/> Organizational Records A <input type="checkbox"/> VA Index, WWI (1917 - 9/19/1940) B <input type="checkbox"/> VA Index, WWII (9/20/1940 - 9/1972) C <input type="checkbox"/> JAG Tape (9/1917 - 12/1949) D <input type="checkbox"/> JAG Tape (1950 - 1959) E <input type="checkbox"/> SN Index (1/1/1940-9/30/1946)			<input type="checkbox"/> QM Records <input type="checkbox"/> QT Records <input type="checkbox"/> POW Tape <input type="checkbox"/> AF Drop Card <input type="checkbox"/> Other (specify below)		
<input checked="" type="checkbox"/> <b>VERIFY/SUPPLY INFORMATION CHECKED BELOW</b>			<input checked="" type="checkbox"/> Check if information is correct. If not, supply correct information below. (Recon cases: Indicate alpha code for sources searched.		
Last Name, First Name, Middle Initial					
<input type="checkbox"/> SN(s)/SSN: <input type="checkbox"/> DOB <input type="checkbox"/> POW Dates <input type="checkbox"/> VA Claim No. <input type="checkbox"/> QM/QT Record Registry No. <input type="checkbox"/> Record of Trial <input type="checkbox"/> GCMO # <input type="checkbox"/> Entry <input type="checkbox"/> Enlistment Date <input type="checkbox"/> Enlistment Place <input type="checkbox"/> Active Duty Dates <input type="checkbox"/> ACDUTRA <input type="checkbox"/> Discharge <input type="checkbox"/> Date <input type="checkbox"/> Character <input type="checkbox"/> Grade <input type="checkbox"/> Place <input type="checkbox"/> Authority <input type="checkbox"/> Specific Reason <input type="checkbox"/> Grade <input type="checkbox"/> Date Promoted To <input type="checkbox"/> Date Reduced To <input type="checkbox"/> Time Lost <input type="checkbox"/> AWOL <input type="checkbox"/> Confined <input type="checkbox"/> Service Outside US <input type="checkbox"/> Date Departed <input type="checkbox"/> Date Returned <input type="checkbox"/> Grade Cards <input type="checkbox"/> AF Awards Card File <input type="checkbox"/> Flight Records <input type="checkbox"/> Orders <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Other <input type="checkbox"/> Morning Reports <input type="checkbox"/> Sick Reports <input type="checkbox"/> DOP <input type="checkbox"/> Clinical <input type="checkbox"/> Outpatient <input type="checkbox"/> Mental Health Patient Status <input type="checkbox"/> Veteran <input type="checkbox"/> Dependent <input type="checkbox"/> Retired Hospital Dates of Treatment Charge Record To <input type="checkbox"/> Corr <input type="checkbox"/> VARO <input type="checkbox"/> Other					
Organization, Dates of Search, and Additional Information:			<i>(Attach additional form, if needed)</i>		
			Negative Search (Recon: Indicate alpha code for sources searched)		
			Requester's Name, Office Symbol & Phone#    Rcd Attached    Date    Searcher's Name    Date		
			801- <input type="checkbox"/> Yes <input type="checkbox"/> No		

Appendix A. **Awards for which NPRC does not determine entitlement**

**AWARDS FOR WHICH NPRC DOES NOT DETERMINE ENTITLEMENT**

**PART I:**

AF Commendation Medal	Kuwait Liberation Medal <sup>1</sup>
AF Basic Military Training Honor Graduate Ribbon	Legion of Merit
AF Recognition Ribbon	Distinguished Flying Cross
AF Distinguished Service Medal	Medal of Honor
AF Organizational Excellence Award	Meritorious Service Medal
AF Outstanding Unit Award	Medal of Humane Action
AF Achievement Medal	NCO Professional Military Graduate
Air Force Cross	Ribbon
Air Medal	Outstanding Airman of the Year Ribbon
Airman's Medal	Prisoner of War Medal
Armed Forces Reserve Medal	Pearl Harbor Commemorative Medal
Bronze Star Medal	Presidential/Distinguished Unit Citation
Combat Readiness Medal	Purple Heart
Defense Distinguished Service Medal	Silver Star
Defense Meritorious Service Medal	Small Arms Expert Marksmanship Ribbon
Defense Superior Service Medal	Southwest Asia Service Medal <sup>2</sup>

---

<sup>1</sup> These medals are awarded by the governments of both Saudi Arabia and Kuwait (2 medals) to eligible members who participated in Operation Desert Storm during the period from 17 January to 28 February 1991.

<sup>2</sup> E.O. 12754, March 12, 1991. This medal is awarded to members of the Uniformed Services of the United States who participated in military operations in Southwest Asia or in the surrounding contiguous waters or air space on or after August 2, 1990.

## ***PART II:***

The China War Memorial Decoration      The China War Memorial  
Medal Review Committee  
14<sup>th</sup> Air Force Association  
1106 Village Lane  
Winter Pak, FL 32789

Miniature medals      Suggest requester search the Internet under US Military Medals.

Government of Hellenic Republic      Military Attaché

WWII Commemorative Medal      The Embassy of Greece  
2228 Massachusetts Avenue  
Washington, DC 20080

## Appendix B. **Air Force Awards and Decorations Card File and awards for specific periods**

### ***PART I:***

#### **DECORATIONS CONTAINED IN THE AIR FORCE AWARDS AND DECORATIONS FILE**

Air Force Commendation Medal  
Airman's Medal  
Air Medal  
Army of Occupation Medal (Germany, Japan Clasp, Berlin Airlift Device)  
Bronze Star Medal  
Distinguished Flying Cross  
Distinguished Service Cross  
Legion of Merit  
Medal of Humane Action  
Medal of Honor  
Purple Heart

Silver Star  
Soldier's Medal  
Unit Awards

---

***PART II:***

**AWARDS FOR SPECIFIC PERIODS**

American Defense – Honorable service from 8 Sep 1939 through 07 December 1941

Honorable Service Lapel Pin (also referred to as the "Badge of Service" and "Ruptured Duck") – Honorable service from September 1939 through December 1946.

WWII Victory Medal – Honorable service from 7 December 1941 through 31 December 1946.

National Defense Service Medal – Honorable service between 26 June 1950 through 27 July 1954 or 1 January 1961 through 14 August 1974 or 2 August 1990 through 30 November 1995 or from 11 September 2001 through a date to be determined.

United Nations Service Medal – Honorable service between 27 June 1950 through 27 July 1954 and awarded the Korean Service Medal.

---

Appendix C. **Request for POW Medal**

*PREQUEST FOR POW MEDAL*

*Background.* The prisoner of War (POW) Medal is available to eligible veterans or next of kin. The medal may be issued to any former service member who was taken prisoner of war and held captive after April 5, 1917. Any person convicted by a U.S. military tribunal of misconduct or a criminal charge or whose discharge is less than honorable based upon actions while a POW is ineligible for the medal. No more than one POW Medal shall be awarded to a service member or next of kin. Applications are submitted on DD Form 2510, Prisoner of War (POW) Medal Application/Information. Letters are accepted as long as all required information is contained in the letter.

*Procedures.* AFPC is responsible for the final determination of eligibility for and issuance of the POW Medal. To ensure that AFPC has all the necessary information, a search of all available sources of information will be conducted to determine POW status and conduct of service as a prisoner; e.g., military personnel record, Air Force Awards and Decorations Card File, organizational records, morning reports, POW listings, etc.

When POW status has been established, complete NA Form 13059 in quadruplicate. Be sure to include the registry number (print on form above the Date) and POW status.

(See [fig. C-1](#).) Send one copy to the applicant and advise that the application is being forwarded to AFPC for final validation of entitlement to the medal. Place one copy in the record and forward two copies to AFPC. Attach a copy of the application, discharge covering the period of POW status, and any documents used to verify POW status.

When a veteran's POW status cannot be verified or there is an indication that the character of service was less than honorable, indicate this on the NA Form 13059 and send all four copies of the form with

the application and record to AFPC for action. Notify the requester of the referral using a pattern letter or paragraphs.

When the requester does not provide sufficient information to allow a search of POW status, return the application and request additional information.

AFPC will return verified eligibility forms for interfile in the record. The verified NA Forms 13059 will eliminate the need to prepare a DD Form 215, unless specifically requested at a later date.

---

## Figure C-1. **Response to request for POW Medal**

Registry Number: F 0-000-000

<b>TRANSMITTAL OF AND/OR ENTITLEMENT TO AWARDS</b>		DATE <b>10-01-2002</b>
NAME <b>Brown, Irving G.</b>		SERVICE NO./SSN [REDACTED]
DATE OF INQUIRY	RECEIVED ON	ON BEHALF OF
REFERRED BY		
<p>The awards and decorations indicated below will be forwarded from HQ AFPC/DPPPR, Randolph Air Force Base, Texas 78150-4714                  If you do not receive these items within 90 days, please submit a copy of this form to that office.  <input type="checkbox"/> The records show that the person named above is entitled to the following awards.  <input type="checkbox"/> The following awards authorized for issuance are enclosed.</p>		
<b>OAK LEAF CLUSTER</b>		<b>SERVICE STARS</b>
	Bronze	Silver
<input type="checkbox"/> Distinguished Flying Cross		<input type="checkbox"/> American Campaign Medal
<input type="checkbox"/> Bronze Star Medal <input type="checkbox"/> with Letter "V" Device		<input type="checkbox"/> Asiatic-Pacific Campaign Medal
<input type="checkbox"/> Air Medal		<input type="checkbox"/> European-African-Middle Eastern Campaign Medal
<input type="checkbox"/> Purple Heart		<input type="checkbox"/> World War II Victory Medal
<input type="checkbox"/> Meritorious Service Medal		<input type="checkbox"/> Army of Occupation Medal <input type="checkbox"/> Germany <input type="checkbox"/> Japan Clasp <input type="checkbox"/> Berlin Airlift Device
<input type="checkbox"/> AF Commendation Medal		<input type="checkbox"/> National Defense Service Medal
<input type="checkbox"/> AF Achievement Medal		<input type="checkbox"/> Korean Service Medal
<input type="checkbox"/> Aerial Achievement Medal		<input type="checkbox"/> United Nations Service Medal
<input type="checkbox"/> AF Longevity Service Award Ribbon		<input type="checkbox"/> Vietnam Service Medal
<input type="checkbox"/> AF Outstanding Unit Award		<input type="checkbox"/> China Service Medal (Extended)
<input type="checkbox"/> Presidential Unit Citation (Formerly the Distinguished Unit Citation)		<input type="checkbox"/> Armed Forces Reserve Medal with ___ Hourglass Device(s)
<input type="checkbox"/> Good Conduct Medal <input type="checkbox"/> AF <input type="checkbox"/> Army (Note 2) Loops: ___ Bronze ___ Silver Stars: ___ Bronze ___ Silver		<input type="checkbox"/> Armed Forces Expeditionary Medal (___)
<input type="checkbox"/> American Defense Service Medal <input type="checkbox"/> with Foreign Service Clasp		<input type="checkbox"/> Gold Star Lapel Button <input type="checkbox"/> Pin <input type="checkbox"/> Clutch
<input type="checkbox"/>		<input type="checkbox"/> Presidential Unit Citation (Note 1) (___)
<input type="checkbox"/>		<input type="checkbox"/> Republic of Vietnam Campaign Medal (Note 1)
<input type="checkbox"/>		<input type="checkbox"/> Republic of Vietnam Gallantry Cross with ___ Palm (Note 1)
<input type="checkbox"/>		<input type="checkbox"/> Philippine ___ Ribbon
<input type="checkbox"/>		<input type="checkbox"/> Humanitarian Service Medal
<input type="checkbox"/>		<input type="checkbox"/> Small Arms Expert Marksmanship Ribbon
<input type="checkbox"/>		<input type="checkbox"/> Prisoner of War Medal
<input type="checkbox"/>		<input type="checkbox"/> Southwest Asia Service Medal
<input type="checkbox"/>		<input type="checkbox"/> Kuwait Liberation Medal (Note 1)
<p>Note: 1. This is an award of a foreign government and is not issued by the United States Government. It may be purchased from stores which sell military supplies.                  2. Air Force enlisted personnel who qualified for the award of the Good Conduct Medal on or before May 31, 1963, are awarded the Army Good Conduct Medal. The Air Force Good Conduct Medal is awarded for qualifying service on or after June 1, 1963.                  3. This is no longer issued by the service. It may be purchased from a commercial source.</p> <p><input type="checkbox"/> Awards that have been previously issued are indicated by an asterisk  <input type="checkbox"/> Awards circled in red are temporarily out of stock. Please resubmit your request in 90 days, along with this form, to: HQ AFPC/DPPPR, Randolph Air Force Base, Texas 78150-4714  <input checked="" type="checkbox"/> POW Dates: 1-11-1944 to 4-16-1945</p>		
<p><b>Irving G. Brown</b> [REDACTED]</p>		<p><b>10-01-2002</b> Date <b>Technician Name</b> Prepared by NRPM <u>Core#</u></p> <p>NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100</p>

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA FORM 13059 (REV. 8-02)

## Appendix D. Request for Pearl Harbor Commemorative Medal

### REQUEST FOR PEARL HARBOR COMMEMORATIVE MEDAL

**Background.** On November 5, 1990, legislation was passed which established a congressional medal to honor those members of the Armed Forces who were in Hawaii and those civilian employees of the War and Navy Departments who were killed or wounded at Pearl Harbor on December 7, 1941. Presentations of the Pearl Harbor Commemorative Medal to eligible personnel or their next of kin were planned to coincide with the 50th anniversary of the attack on Pearl Harbor. The estimated number of former military service personnel who were eligible to receive the medal was about 105,500. There were

68 civilian employees reported killed at Pearl Harbor. An estimate of the number of civilian employees wounded in the attack is not available. The Pearl Harbor Commemorative Medal was produced in limited quantities as a one-time issuance. Stock of this medal has now been exhausted and will not be replaced. Purchase of the medal from civilian dealers in military insignia may be possible.

## Appendix E. **Authorized abbreviations for awards and decorations**

### **AUTHORIZED ABBREVIATIONS FOR AWARDS AND DECORATIONS**

Air Force Commendation Medal	AFCM
Air Force Cross	AFC
Air Force Good Conduct Medal	AFGCM
Air Force Longevity Service Award	AFLSA
Air Force Outstanding Unit Award	AFOUA
Airman's Medal	AmnM
Air Medal	AM
Air Reserve Forces Meritorious Service Ribbon	ARFMSR
American Campaign Medal	ACM
American Defense Service Medal	ADSM
Antarctic Service Medal	ASM
Armed Forces Expeditionary Medal	AFEM
Armed Forces Reserve Medal	AFRM
Armed Forces Service Medal	AFSM



Army of Occupation Medal	AOM
Arrowhead	AR
Asiatic-Pacific Campaign Medal	APCM
Berlin Airlift Device	BAD
Bronze Service Star	BSS
Bronze Star Medal	BSM
China Service Medal	CHSM
Combat Readiness Medal	CRM
Commendation Ribbon	CR
Distinguished Flying Cross	DFC
Distinguished Service Cross	DSC
Distinguished Service Medal	DSM
Distinguished Unit Citation	DUC
European-African-Middle Eastern Campaign Medal	EAMECM
Gold Life Saving Medal	GLSM
Good Conduct Medal	GCM
Hourglass Device	HGD

Joint Service Commendation Medal	JSCM
Korean Service Medal	KSM
Kuwait Liberation Medal	KLM
Legion of Merit	LM
Medal for Humane Action	MHA
Medal of Honor	MH
Medal for Merit	MM
National Defense Service Medal	NDSM
National Security Medal	NSM
Oak Leaf Cluster	OLC
Philippine Defense Ribbon	PDR
Philippine Independence Ribbon	PIR
Philippine Liberation Ribbon	PLR
Presidential Medal of Freedom	F
Presidential Service Badge	PSB
Presidential Unit Citation	PUC
Purple Heart	PH

Republic of Korea Presidential Unit Citation Badge	ROKPUC
Republic of Vietnam Campaign Medal	ROVCM
Silver Life Saving Medal	SLSM
Silver Star	SS
Small Arms Expert Marksmanship Ribbon	SAEMR
Soldier's Medal	SM
Southwest Asia Service Medal	SWASM
United Nations Medal	UNM
United Nations Service Medal	UNSM
USAF NCO Academy Graduate Ribbon	AFNCOAR
Vietnam Service Medal	VSM
Women's Army Corps Service Medal	WACSM
World War I Victory Medal	WWIVM
World War II Victory Medal	WWIIVM

---

Appendix F. **Additional information and references for awards and decorations**

**ADDITIONAL INFORMATION AND REFERENCES FOR AWARDS AND DECORATIONS**

*NPRC DOES NOT MAKE DETERMINATION OF ENTITLEMENT FOR THE FOLLOWING:*

(NPRC verifies entitlement based on information in personnel records/databases)

1. U.S. Military Decorations – Reference: AFR 900-48, Chapter 3.
2. U.S. Unit or Organizational Awards – Reference: AFR 900-48, Chapter 4.

3. U.S. and Foreign Service Awards (Southwest Asia Service Medal only) – Reference: [App. A.](#)
4. Foreign Unit Awards (Kuwait Liberation Medal only) – Reference: [App. A.](#)

**Air Force Achievement Awards** – (Examples include: AFCEM, AFC, AM, BSM, DFC, LM, SS, etc.) These are awarded to recognize specific types of achievement while serving on active duty in the Air Force or as members of the Air Force Reserve or Air National Guard. No achievement awards are awarded to a person whose entire service for the period covered by the award was not honorable, nor to a person whose service for the period covered by the award was terminated under other than honorable conditions. If a person was awarded and presented an award for service before the dishonorable behavior, the award is not revoked unless specifically directed by HQ USAF. Reference: AFR 900-48, Chapter 5.

#### **NPRC DETERMINES ENTITLEMENT FOR THE FOLLOWING:**

1. **U.S. and Foreign Service Awards** – A person is eligible for a service award if that person was assigned or attached to and present for duty with a unit serving in the prescribed geographical area established for the award during the designated time period; was assigned or attached to and present for duty with a unit designated in appropriate administrative orders as having received the award during the prescribed time period; or otherwise meets the requirements for the award stated in AFR 900-48. Reference: [App. G, Operations approved for award of the AFEM](#), and AFR 900-48, Chapter 6.

**NOTE:** The Philippine government issues a Philippine Defense Medal and a Philippine Liberation Medal to former members of the U.S. Armed Forces who are eligible to receive the Philippine Defense and Philippine Liberation Ribbons. These medals are available from the Philippine government and may not be purchased in the U.S. Furnish information on the availability of these medals only if they are specifically requested. Use pattern paragraphs/letter to refer the requester to: Defense Attaché, Armed Forces Affairs Office, Embassy of the Philippines, 1617 Massachusetts Ave., NW, Washington, DC 20036.

2. **Foreign Awards and Decorations** – Major commanders in active theaters of operations authorized to accept unit awards tendered by friendly foreign nations to units no higher than wing level: During military operations against an armed enemy of the U.S. and for one year thereafter; while engaged in military operations involving conflict with an opposing foreign force; or while serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the U.S. is not a belligerent party. Reference AFR 900-48, Chapter 7.
3. **Awards and Decorations Devices** – The term device includes, but is not limited to, ribbons, bars, lapel buttons, rosettes, oak leaf clusters, stars, arrowheads, and similar accessories used in the Air Force decorations, awards, and recognition program.

**NOTE:** The Gold Star Lapel Button is usually requested using DD Form 3, Application for Gold Star Lapel Button. Application by letter will be accepted, provided sufficient information for determination of entitlement has been furnished. Verification of entitlement is made using NA Form 13059.

**NOTE:** The Honorable Service Lapel Pin, issued to every service member that was honorably discharged between September 1939 and December 1946, is known by other names; e.g., "Badge of Service" and "Ruptured Duck." AR-PERSCOM used to issue this pin to requester that asked for the "WWII 50<sup>th</sup> Anniversary Medal." AFPC and the Navy Liaison Office, however, do not; instead they advise requesters that no such medal is issued by the military service departments.

---

## Appendix G. **Operations approved for award of the Armed Forces Expeditionary Medal**

**OPERATIONS APPROVED FOR AWARD OF THE  
ARMED FORCES EXPEDITIONARY MEDAL**

Lebanon	1 Jul 58 – 1 Nov 58
Vietnam (including Thailand) <sup>1</sup>	1 Jul 58 – 3 Jul 65
Taiwan Straits	3 Aug 58 – 1 Jan 59
Quemoy and Matsu	23 Aug 58 – 1 Jun 63
Congo	14 Jul 60 – 1 Sep 62
Laos	19 Apr 61 – 7 Oct 62
Berlin, Germany	14 Aug 61 – 1 Jun 63
Cuba	24 Oct 62 – 1 Jun 63
Congo	23 Nov 64 – 27 Nov 64
Dominican Republic	23 Apr 23, 1965 – 21 Sep 21, 1966
Korea	1 Oct 66 -- 30 Jun 74
Cambodia	29 Mar 73 – 15 Aug 73
Thailand	29 Mar 73 – 15 Aug 73
Cambodia ( <i>Eagle Pull</i> )	11 Apr 75 – 13 Apr 75
Vietnam ( <i>Frequent Wind</i> )	29 Apr 75 – 30 Apr 75
<i>Mayaguez</i> Rescue	15 May 75
El Salvador	1 Jan 81 – 1 Feb 92

Lebanon	1 Jun 83 – 1 Dec 87
Grenada ( <i>Urgent Fury</i> )	23 Oct 83 – 21 Nov 83
Attack on Libya ( <i>Eldorado Canyon</i> )	12 Apr 86 – 17 Apr 86
Persian Gulf ( <i>Earnest Will</i> )	24 Jul 87 – 1 Aug 90
Panama ( <i>Just Cause</i> )	20 Dec 89 – 31 Jan 90
Somalia ( <i>Restore Hope</i> )	5 Dec 92 – 31 Mar 95
Somalia ( <i>United Shield</i> )	5 Dec 92 – 31 Mar 95
Haiti ( <i>Uphold Democracy</i> )	15 Sep 94 – 31 Mar 95
Iraq ( <i>Southern Watch</i> )	1 Dec 95 – <sup>5</sup>
Maritime Intercept Operations	1 Dec 95 – <sup>5</sup>
<i>Vigilant Sentinel</i>	1 Dec 95 – 15 Feb 97
<i>Joint Endeavor</i>	20 Nov 96 – 20 Dec 96
<i>Joint Guard</i>	20 Dec 96 – 20 Jun 98
<i>Northern Watch</i>	1 Jan 97 – <sup>5</sup>
<i>Joint Forge</i>	21 Jun 98 – 23 Mar 99
<i>Desert Thunder</i>	11 Nov 98 – 22 Dec 98
<i>Desert Fox</i>	16 Dec 98 – 22 Dec 98

*Desert Spring*

31 Dec 98 – 5

**Notes:**

<sup>1</sup>During this period, any person qualified for award of the AFEM, or a service star to it, may apply for award of the Vietnam Service Medal (VSM) instead of the AFEM. See AFR 900-48, Ch. 6-21.

<sup>2</sup>Only those in direct support of Cambodian operations.

<sup>3</sup>Evacuation of Cambodia – Operation EAGLE PULL.

<sup>4</sup>Evacuation of Vietnam – Operations FREQUENT WIND.

<sup>5</sup>Date to be determined.

Military operations have significantly increased over the past 10+ years. For a current listing of operations that qualify for award of the AFEM, AFSM, etc., use the following link to the Air Force Personnel Center: <http://www.afpc.randolph.af.mil/awards/usafpart.htm>

For information about all Air Force awards, use this link:  
<http://www.afpc.randolph.af.mil/awards/default.htm>

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.28C  
May 13, 2005

SUBJECT: **Refiling and interfiling military personnel and medical records.**

1. **Purpose.** This memorandum provides instructions to ensure accurate refiling and interfiling of military personnel and medical records.
2. **Cancellation.** NPRC 1865.28B is canceled.
3. **Reason for revision.** This revision is to update the procedures for refiling and interfiling military personnel and medical records.
4. **Instructions.** The instructions for refiling and interfiling are contained in the attachment.
5. **Forms.** This memorandum provides for the use of the following forms.

NA Form 13008, Loan or Transfer of Records.  
NA Form 13087, Request for Records.  
NA Form 13096, Finding Aid Report (FAR).  
NA Form 13131, Important Notice.  
GSA Form 6850, Wanted Card.  
GSA Form 6957, Request for Records.  
GSA Form 6963, Loan or Transfer of Records.  
GSA Form 7013, File Chargeout Card.  
GSA Form 7073, Important Notice.  
GSA Form 7108, Flag.  
GSA Form 7134, Routing Aids for File Problems.  
GSA Form 7257, Attention.  
GSA Form 7258, Warning.  
Regional Form R6-984, Finding Aid Report (FAR).  
MPR Search Request Form.  
AFHQ Form 84, Request for Loan of Master Personnel Record.  
ARPC Form 81, Records Search.  
DAS Form 54, Request for Official Military Personnel File.  
DD Form 877, Request for Medical/Dental Records or Information.  
NAVPERS Form 1070, Navy Record Request and Control.  
Optional Form 11, Reference Request - Federal Records Centers.

R. L. HINDMAN  
Director

---

## REFILING AND INTERFILING MILITARY PERSONNEL AND MEDICAL RECORDS

### 1. **Background.**

- a. **Responsibilities.** Refile archives aids are responsible for refiling personnel/medical folders and for interfiling new material into folders already filed at NPRC. Refilers have the



responsibility to do accurate work. A record that is filed in the wrong place may be lost permanently.

- b. **Filing systems.** Military personnel and medical records held at MPR are filed according to various records systems.

(1) Alphabetically by last name of veteran.

(2) Numerically by registry number. This system assigns consecutive numbers to folders when they are entered into the records block. The registry number for each folder is cross-referenced on the computer with the veteran's name and usually one other identifier (either service number (SN), social security number (SSN), or date of birth).

(3) Numerically by service number (SN). This system also includes the few records that are filed according to the "terminal digit" method. Under this method used at NPRC to file Marine Corps officers' personnel folders, every SN which ends in the same three digits is filed in the same subgroup. The folders are then arranged in numerical order within each subgroup, according to the remaining (first) digits.

- c. **Record arrangements.** Records stack areas at MPR generally contain ten-high shelving units, three cube cartons wide. [Fig. 1](#) shows the most common arrangement of records on shelves; however, certain areas may differ (e.g., N-Registry records block is arranged from left to right, rather than the more common right to left arrangement illustrated in [fig. 1](#)). As [fig. 1](#) shows, cartons are stored "two deep" when they are all part of the same records block. When cartons are "veneered," the "back boxes" belong to a records block that is separate from the front boxes.

**NOTE:** Detailed information about record arrangements may be found in the Job Aids under [Diagram of First Floor Files](#), [Diagram of Second Floor Files](#), [Diagram of Third Floor Files](#), [Diagram of Fourth Floor Files](#), and [Diagram of Fifth Floor Files](#).

- d. **Safety.** When working in file areas, observe appropriate safety precautions outlined in NPRC 5910.1B, Safety.

## 2. Refiling.

- a. **General instructions.** Refile a personnel or medical folder into the same records block from which it was pulled, unless the folder was improperly filed originally.
- b. **Chargeout forms.** When a folder is taken out of file, the searcher leaves a form in file to show where the record has been sent. Any of the forms used to show where a folder has been sent and where it belongs when it is returned to file are referred to as "chargeout forms" or "chargeout cards". The forms most commonly used as chargeouts are the MPR Search Request Form ([fig. 2](#)); GSA Form 7013, File Chargeout Card ([fig. 3](#)); NA Form 13087, Request for Records ([fig. 4](#)); NA Form 13008, Loan or Transfer of Records ([fig. 5](#)); and NA Form 13096, Finding Aid Report (FAR)([fig. 6](#)). When refiling the folder, remove the chargeout form from file. After the batch of refiles is completed, return all chargeout forms to the lead archives technician/section chief.
- c. **Request forms found in file.** Sometimes a copy of the form that a requesting agency used will be found stapled to or used as the NPRC chargeout form. The most common request forms are:

- VA Form 3101, ([fig. 7](#))
- AFHQ Form 84, Request for Loan of Master Personnel Record ([fig. 8](#))
- ARPC Form 81, Records Search ([fig. 9](#))
- DAS Form 54, Request for Official Military Personnel File ([fig. 10](#))
- DD Form 877, Request for Medical/Dental Records or Information ([fig. 11](#))
- DD Form 877-1, Request for Medical/Dental Records from NPRC ([fig. 12](#))
- NAVPERS Form 1070, Navy Record Request and Control ([fig. 13](#))
- Optional Form 11, Reference Request-Federal Records Centers ([fig. 14](#))

When refiling the folder, remove the request and/or chargeout forms from file. After the batch of refiles is completed, return all requests and chargeout forms to the lead archives technician/section chief.

- d. **Refile problems - complete GSA Form 7134, Routing Aids for File Problems ([fig. 15](#)).** It may not be possible to get to the location where the folder or interfile material belongs. A box may be missing or someone might be working where you need to reach. A refile folder or interfile document in the batch might be out of its proper order; it may belong several aisles back, for example, where you have finished working. Whenever the job cannot be accomplished routinely, complete a [GSA Form 7134](#). When there is doubt whether to refile, return the folder or interfile material, with the [GSA Form 7134](#) attached, to the lead archives technician/section chief.
- e. **No form found in file.** If you do not find a chargeout form in the file, do not refile the folder. Complete a [GSA Form 7134](#) or the Log for CMRS Request/FAR Not Found Sheet ([fig. 16](#)) and return the folder with form attached to the lead archives technician/section chief. The lead technician/section chief will determine if the refiler was in the correct records file location. An on-line probe will be made to verify that the registry number is correct and has not been deleted. Case Management and Reporting System (CMRS) will be checked to determine which searcher failed to leave a chargeout card.
- f. **Folder wanted elsewhere.** When the folder being refilled is wanted by another office/agency, the request for the folder is shown by a form that was placed in the file. Usually, NA Form 13131, Important Notice ([fig. 17](#)) is used. When you find an NA Form 13131 or similar form, remove it, attach it to the folder, and give both to the lead archives technician/section chief. Be sure to complete a chargeout form (chargeout to office/agency requesting the record shown on the NA Form 13131) and place in the record location.
- g. **Interfile material found while refiling.** If you are refiling a folder and find interfile material attached to the chargeout form or in an Interfile Papers Pouch ([fig. 18](#)), remove the interfile material and place it in the military service folder. Remove the Interfile Papers Pouch and the chargeout form from the file. After the batch of refiles is completed, return all chargeout forms along with any Interfile Papers Pouches to the lead archives technician/section chief.
- h. **No registry label on folder.** If there is no registry label on the folder to be refilled, complete a [GSA Form 7134](#) or the Log for CMRS Request/FAR Not Found Sheet and return the folder with the form attached to the lead archives technician/section chief.

### 3. Instructions for refiling in alphabetically filed records blocks.

- a. Check the name and service number shown on the folder against the name and service number on the chargeout form which was placed in file to show that a folder was removed.
- b. When the service number and name do not match, do not refile the folder. Use a [GSA Form 7134](#) to record the exact information from the form which was left in file. Attach the

[GSA Form 7134](#) to the folder and return to the lead archives technician/section chief. Do NOT remove the chargeout form.

- c. When one of two items of identification does match, and there is an obvious error about the other item, such as a misspelled name or service number digits that are out of proper order, refile the record.

#### 4. Instructions for refiling in numerically filed records blocks.

- a. **Records filed by service number.** If the name and service number/social security number are the same on both the folder and the chargeout form which is found in the file, refile the folder.
- b. **Records filed by registry number.** The MPR Search Request Form; GSA Form 7013, File Chargeout Card; and NA Form 13008, Loan or Transfer of Records, are the forms most often used when charging out military records. If the name, SN/SSN, and registry number on the chargeout form which was left in the file is the same as the folder, refile the record. If the registry numbers do not match, do not refile the folder, even when the name and/or service number are the same. Many years ago, a registry file conversion project was done to relocate/reaccession records from a Consolidated Registry File (all services) to Service Registry Files (A, N, F). Some records were charged out of file at the time they were due for conversion, and could not be relabeled. In such a case, you will find either of two forms in the spot where the folder had been: a GSA Form 7257, Attention ([fig. 19](#)) or a GSA Form 7258, Warning ([fig. 20](#)). The GSA Form 7258 will be attached to a chargeout form. Follow the instructions on either the Attention or Warning Card. DO NOT FILL OUT A [GSA FORM 7134](#).
- c. **Two records with identical numbers.** In cases where two records have the same registry number, prepare chargeout cards (charge to Refile Section), remove both records, complete [GSA Form 7134](#), attach form to records, and return to the lead technician/section chief.

5. **Instructions for chargeout forms.** It is imperative that all chargeout forms removed from the files be returned to the lead technicians/section chiefs. The lead technicians/section chiefs will forward all chargeout forms to the support clerks in the Records Retrieval Branch headquarters. Chargeout forms are separated into three groups: MPR Search Request Forms (generated by CMRS), other registry file chargeout forms, and other non-registry chargeout forms. The MPR Search Request Forms are wanded as Refiled. For non-CMRS chargeouts, the clerks create refile batches in CMRS and key in the registry number from the chargeout forms assigning the batch to the refiler on the batch control sheet. No wandling or keying is required for non-CMRS, non-registry chargeouts. If the Records Retrieval support clerks do not receive ALL chargeout forms for processing, CMRS will continue to show that the record is charged out even though the record has been refiled; therefore, the record will not be available for ordering via CMRS if a subsequent request is received.

6. **Interfiles.** The Center also receives miscellaneous papers that are forwarded to NPRC by the service departments to be added to an existing folder. Once you find the correct location, place the interfile material in the folder.

- a. **Instructions for interfiling in records blocks filed alphabetically or by service number.** The batch of miscellaneous papers to be interfiled is accompanied by written instructions advising of the records block(s) in which to find the appropriate folders. Compare the name and service number on the interfile material with the name and number on the folder or chargeout form. It is the correct location if:

- (1) Both the name and number correspond, or
  - (2) One of the two corresponds, and there is an obvious error on the interfile material, such as misspelled name or changed-order of service number digits.
- b. **Instructions for interfiling in registry system records blocks.** Material to be interfiled into a registry file normally has a computer printout attached. Occasionally, the registry number will appear on the material to be interfiled. Place the interfile material in the folder only if the name, SN/SSN, and registry number on the printout (or on the interfile material) matches the information on the folder.
- c. **Instructions when interfile material does not match file information.** When the name and/or service number do not match, do not interfile the materials. Complete a [GSA Form 7134](#), attach it to the interfile material, and return to the lead archives technician/section chief.
- d. **GSA Form 7108, Flag (fig. 21).** Do not place any interfile material in a record if a GSA Form 7108, Flag is filed in the record. Instead, complete a [GSA Form 7134](#). Turn in [GSA Form 7134](#) with the interfile material to the lead archives technician/section chief.
- e. **Instructions for handling interfiles when the folder is not in file.**

Chargeout information or GSA Form 7257, Attention GSA Form 7258, Warning found in file	Put chargeout information and/or GSA Form 7257/7258 with the interfile material horizontally (sideways) in an Interfile Papers Pouch. Place all in file. (The pouch temporarily holds interfile material until it can be put in the record upon its return to file.)
GSA Form 6850, Wanted Card (fig. 22) GSA Form 7073, Important Notice (fig. 23) or No chargeout card found in file	Complete <a href="#">GSA Form 7134</a> , Routing Aids for File Problems. Turn in <a href="#">GSA Form 7134</a> and interfile material to your lead archives technician/section chief.

7. **Obsolete forms.** Several of the forms mentioned in this memorandum are no longer used. However, you may still come across several of these forms when refiling or interfiling. A list of obsolete forms is listed below:

- GSA Form 6850, Wanted Card
- GSA Form 6957, Request for Records (fig. 24)
- GSA Form 6963, Loan or Transfer of Records (fig. 25)
- GSA Form 7073, Important Notice
- GSA Form 7108, Flag
- GSA Form 7257, Attention
- GSA Form 7258, Warning
- Regional Form R6-984, Finding Aid Report (FAR) (fig. 26)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, MI 63132

NPRC 3610.9B  
2001

**SUBJECT: Initial Transition Training**

1. **Purpose.** This memorandum contains instructions for affording trainees a transitional period (known as transition).
2. **Cancellation.** NPRC 3610.9A is canceled.
3. **Reason for revision.** This memorandum is revised to update obsolete information pertaining to transition training.
4. **Applicability.** This memorandum is applicable to non-core environment operating elements within NPRC. The length of transition is directly related to the level of complexity and diversity of the operation.
5. **Forms.** This memorandum makes use of NA Form 13145, Individual Learning Chart.

R. L. HINDMAN  
Director

---

## TRANSITION TRAINING

### 1. Definitions.

- a. ***“Initial training”*** is the period of instruction provided to all newly assigned/promoted employees. Training includes both (1) explanations of all relevant NPRC, NRP, and branch issuances, instructions, and memoranda, and (2) on-the-job experience under the 100% review of the trainer.
- b. ***“Transition”*** is the period of on-the-job experience following initial training during which the employee is not subject to the employee performance rating system for the quantity and quality factors. The employee’s work is subject to review in accordance with the provisions of NPRC 4430.1E, NPRC Batch & Audit System. The immediate supervisor reviews all errors identified and, for those operations requiring a percentage audit, can increase the percentage of audit to ensure quality control. The supervisor is responsible for monitoring and evaluating the progress of his/her trainees in transition and providing any necessary instruction.
- c. ***“On standard”*** means the employee’s work is subject to the audit system and the employee is accountable for his/her quality and quantity of production. Employee performance as it relates to quality and quantity ratings are based “on standard” performance.

2. **Documentation.** Upon completing each phase of initial training, the trainee initials or signs the NA Form 13145, Individual Learning Chart, in the remarks column (see fig. 2) to verify that the training recorded on the form was received. After the required initial training has been completed, the trainee begins transition. The Individual Learning Chart is annotated as indicated in fig. 2. NOTE: Transition time includes only time on the job (operation) for which training was provided. Leave, holidays, and off operation time are not considered transition time.
  3. **Length of transition period.** Figure 1 prescribes periods of transition. The employee’s Individual Training Chart is annotated to show the date transition has ended and is initialed by the Branch Chief or Assistant Branch Chief (fig. 2). The employee must be informed when the transition period is over and that he/she is placed “on standard.”
  4. **Subsequent Training.** Documentation of subsequent or follow-on training is added to the Individual Learning Chart. The remark line can be used to annotate or explain additional training information and the number of training hours involved. The employee signs or initials in the “trainee’s initials” column to acknowledge that the training recorded on the form was received.
-

**Figure 1.** Prescribed allowable periods of transition

BRANCH/SECTION/GRADE/POSITION	TRANSITION HOURS FOLLOWING AUDITOR TRAINING
NCPM	
<b>Records Retrieval Branch (NRPMZ)</b>	
GS-4 .....	320
GS-3 .....	80
Correspondence Section (NRPMZ-O)	
VA Index .....	80
SN Index .....	8
<b>Military Operations Branch (NRPMO)</b>	
Mail Section NRPMO-M)	
GS-4 .....	320
Records Processing Unit NRPMO-A)	
GS-3 .....	40

---

BRANCH/SECTION/GRADE/POSITION      TRANSITION HOURS FOLLOWING  
AUDITOR TRAINING

NRPC

**Reference Service Branch (NRPCR)**

Personnel Reference Service Section (NRPCR-P)

Correspondence (NRPCR-C)

GS-6 .....	320
GS-5 .....	320
GS-4 .....	240

Search and File (NRPCR-S)

GS-4 .....	240
GS-3 .....	240
GS-2 .....	40

Agency Reference Service Section (NRPCR-A)

IRS Unit (NRPCR-AI)

GS-3 (photo request) .....	.40
GS-3 (photo breakdown) .....	.80
GS-2 (request) .....	160
GS-2 (refiles & interfiles) .....	.80

Search and File Unit (NRPCR-AS)

GS-4 (verification) .....	280
GS-3 (search) .....	240
GS-2 (searches) .....	.80
GS-2 (refiles & interfiles) .....	.40

**Civilian Operations Branch (NRPCO)**

A & D Section (NRPCO-A)

Mail and Data Input Section (NRPCO-M)

GS-4 .....	320
GS-3 .....	160
GS-2 .....	160



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 3630.6B  
March 1, 2017

NPRC MEMORANDUM

SUBJECT: Career Advancement Plan for Career Ladder Personnel in the AFN-M Core Environment

1. Purpose. This memorandum establishes the plan for the advancement of employees in career ladder positions in a Core environment. It also describes the requirements for advancement.
2. Cancellation. NPRC 3630.6A and AFN 2016-1 are canceled.
3. Reason for revision. This memorandum is revised to include instructions for the alternative process for Career Ladder Competency Exercise and to eliminate requirements for using NPRC Test Form 00-3, Career Ladder Eligibility Certification.
2. Applicability. The provisions of this memorandum apply to all AFN-M personnel assigned to career ladder positions in a Core environment.
4. Forms. This memorandum provides for the use of the following forms.

NPRC Test Form 00-4, Career Ladder Advancement Application  
NPRC Test Form 00-5, Self - Career Ladder Assessment  
NPRC Test Form 00-6, Coach - Career Ladder Assessment



SCOTT A. LEVINS  
Director

Distribution: O, P (R: Core employees)

ATTACHMENT

TABLE OF CONTENTS

Career Advancement Plan for Personnel in the AFN-M Core Environment

Paragraph Title -----	Paragraph Number -----
-----------------------------	------------------------------

CHAPTER 1. GENERAL INFORMATION

Purpose.....	1
Authority.....	1
Coverage.....	1
Definitions.....	1
Responsibilities.....	2

CHAPTER 2. CERTIFICATION/ASSESSMENT PROCESS

Overview.....	5
Eligibility for Promotion.....	5
Competency Assessment.....	5
Competency Exercises.....	5
Alternative to Competency Exercise.....	6
Career Ladder Self-Assessment.....	7
Coach Assessment and/or Recommendation.....	7
Panel Review.....	8
Core Manager Decision.....	9

CHAPTER 3. SCORING AND WEIGHTING OF ASSESSMENT TOOLS

Scoring of Assessment Tools.....	11
Weighting of Competencies and Assessment Tools.....	11
Impact of Assessment Tools on Recommendation/Decision to Promote.....	12

CHAPTER 4. PROGRAM INTEGRITY MAINTENANCE

Overview.....	13
Competency Exercise.....	13
Structured Interview.....	13

- Figure 1 Certification Plan
- Figure 2 NPRC Test Form 00-4, Career Ladder Advancement Application
- Figure 3 NPRC Test Form 00-5, Self - Career Ladder Assessment
- Figure 4 NPRC Test Form 00-6, Coach - Career Ladder Assessment

## CHAPTER 1. GENERAL INFORMATION

1. Purpose.

a. This memorandum describes the career advancement plan and the requirements for career ladder promotions in the AFN-M Core environment.

b. The Career Advancement Plan (CAP) provides a systematic process for determining whether employees have the competencies necessary for progression to the next higher grade level in the career ladder. The purposes of the Career Advancement Plan are:

(1) To facilitate recruitment and retention by offering a process to continually develop the organization's workforce;

(2) To provide a career development program by defining the competencies required, providing related developmental activities, and presenting objective measures of competencies for promotion; and

(3) To provide upward mobility opportunities for NPRC employees.

2. Authority.

a. Part 335, Title 5, Code of Federal Regulations.

b. EPA 9335.1, General Services Administration Merit Promotion Plan.

3. Coverage. This directive applies to NPRC/AFN-M employees who are in career ladder positions within the core environment.

4. Definitions.

a. Benchmark. A defined level of competency, usually supplemented by examples.

b. Candidate. An employee in a career ladder position in the core environment who has started the certification process to progress to the next level in the career ladder.

c. Career Ladder Position. A position which has a full performance grade level based on the work required by the organization. Positions in a career ladder may be filled at a lower level for recruitment, retention, and workforce development purposes.

d. Certification/Assessment Panel. The certification assessment panel consists of the Employee Development Specialist or an alternate and two core coaches. The panel:

(1) Provides a 3rd-party review at the discretion of the candidate; interviews candidates and reviews promotion packages to assess whether candidates have demonstrated the required competencies at the appropriate benchmark levels, and

(2) Certifies whether the panel assessment demonstrates attainment of required competencies at benchmark levels.

e. Certification/Assessment Tools. The instruments used to assess whether a candidate has the required competencies at the required benchmark levels. Various

assessment tools are used for the different grade levels within a career ladder. The assessment tools include:

- (1) Competency exercises or 90-day technical competency review
- (2) A coach rating and recommendation;
- (3) At the employee's discretion, a self-assessment and panel review.

f. Certification Plan. The pattern of certification assessment tools used to determine a candidate's readiness to advance to the next grade level in the career ladder (see figure 1). The Certification Plan becomes more rigorous at critical points in the career ladders to parallel changes in competency requirements.

g. Competency. An observable pattern of knowledge, skills, abilities, behaviors, and other characteristics that employees need to successfully perform work-related tasks.

h. Competency Exercise. Specially developed cases used to assess technical competency. The competency exercises parallel actual cases to the maximum extent possible.

i. Technical Competency Review. A 90-day review of work at the current grade level measured against a standard that would represent successful performance of the more complex work mix of the next higher grade level.

j. Competency Progression. The critical competencies and associated benchmarks at each grade level of the career ladder. The employee must acquire and demonstrate the required competencies at both the current level and the next higher level before being promoted.

k. Core Environment. A teaming organization that has a dual focus -- on group performance as well as individual development and performance.

## 5. Responsibilities.

a. Director, National Personnel Records Center. The Director oversees the program and develops implementing policy and guidance.

b. Assistant Director for Military Records. The Assistant Director ensures the program is carried out in accordance with this directive and makes the final decision on career ladder promotions when the Core Manager does not concur with the Coach and/or panel recommendations.

c. Director, Talent Acquisition Division. The Director provides human resource program guidance and support to management and employees in the development and execution of the Career Advancement Plan.

d. Core Managers. Core Managers:

(1) Provide guidance and direction to the core teams on issues concerning the Career Advancement Plan.

(2) Foster a learning environment within the core to assist team members in developing the required competencies for career ladder promotions.

(3) Review Coach and/or panel recommendations on career ladder promotions to ensure consistency and appropriateness, and approve/disapprove career ladder promotions.

(4) Prepare written justifications for review and action by the Assistant Director for Military Records for career ladder promotions when their decisions vary from Coach and/or panel recommendations.

e. Core Coaches. Core Coaches:

(1) Provide guidance and information to team members on Career Advancement Plan requirements.

(2) Assist team members in identifying career goals and competencies required to achieve those goals and in assessing their strengths and weaknesses.

(3) Assist team members in creating individual developmental plans (IDPs) to develop desired competencies.

(4) Provide on-the-job learning experiences to assist team members in developing competencies.

(5) Prepare assessment of candidates in career ladder positions for Core Manager and/or panel review and provide feedback to candidates on these assessments,

(6) Serve on Certification Assessment Panels for the purpose of conducting panel interviews of candidates, reviewing candidates' career ladder promotion packages, and determining if panel participation demonstrates attainment of competencies at the minimum level.

f. Employee Development Specialist (EDS). The EDS:

(1) Assists Core Coaches and employees in preparing individual development plans to gain competencies required for career ladder advancement;

(2) Upon request, schedules candidates for competency exercises, administers and scores competency exercises, and provides candidates with scored results for inclusion in promotion packages;

(3) Schedules and facilitates Certification Assessment Panels. Identifies Coaches to serve as panel members, notifies candidates of scheduled interview times, ensures promotion packages received from candidates are available for review by the panel, participates as a voting member of the panel, and forwards promotion packages with panel recommendations to the appropriate Core Manager.

g. Employees. Employees:

(1) With guidance from the Core Coach, prepare IDPs to identify gaps in competencies possessed compared to those required at the next higher level in the career ladder and learning activities to develop those competencies;

(2) Participate actively in on-the-job learning activities identified in IDPs;

(3) Through self development, acquire knowledge and skills which will help demonstrate competencies required at the next level in the career ladder;

(4) When basic eligibility requirements have been met and the required competencies have been acquired and demonstrated, initiate the required steps identified in the Certification Plan for progression to the next level in the career ladder.

## CHAPTER 2. CERTIFICATION/ASSESSMENT PROCESS

1. Overview. To progress to the next higher grade level in the career ladder, candidates must go through a certification assessment process to determine if they are eligible and to evaluate their possession of required competencies.

2. Eligibility for Promotion. The Talent Acquisition Division determines eligibility for promotion and will make this determination upon receipt of a promotion request. However, candidates should ensure they meet time-in-grade qualification and performance requirements before submitting an application for promotion. Normally, career ladder promotions will require 1 year time-in-grade. Advancement applications should be submitted no earlier than 90 days before meeting time-in-grade requirements. Packages submitted too early will need to be re-accomplished as individual performance variables are subject to change over time. If you are unsure of when you will meet time-in-grade requirements for the next grade level, you can review OPM's General Schedule Qualification Standards for Clerical and Administrative Support Positions, available online, or contact your supervisor. If the supervisor is unsure, he/she will contact the servicing HR assistant for advice.

a. Basic Requirements. To be eligible:

(1) Candidates must meet time-in-grade and qualification requirements as stated in the U.S. Office of Personnel Management's General Schedule Qualification Standards;

(2) Candidates must have a current rating of record of Fully Successful or higher; and

(3) Candidates must have a rating of at least Fully Successful on current critical elements that are also critical to performance at the next higher grade of the career ladder.

b. Application for Career Ladder Advancement. Candidates meeting eligibility requirements may then initiate the NPRC Test Form 00-4, Career Ladder Advancement Application (see figure 2), and proceed to the Coach and/or Self-Assessment stage. Candidates who do not meet eligibility requirements cannot continue with the assessment.

3. Competency Assessment. Competency assessment consists of the certification/assessment tools being completed that are required for promotion to the next higher grade level. The tools used for each grade level progression in the career ladder are shown in the Certification Plan (see figure 1). At any point in the process, candidates may choose not to continue. For example, based on the career ladder self-assessment, a candidate may decide additional experience and training is necessary before continuing.

4. Competency Exercises. Competency exercises for each of the grade levels within the career ladders consist of cases designed to assess the candidates' possession of, and ability to, demonstrate the required technical competencies. Candidates who do not wish to



take the exercises may elect an alternate method of demonstrating required technical competencies, discussed later in this chapter, in lieu of the exercise.

- a. For levels in the career ladder that require a competency exercise, candidates must schedule the exercise with the Employee Development Center (EDC). The EDC schedules candidates on a first come, first served basis as space is available in the training facility.
- b. Candidates may schedule and take the competency exercise for the next grade level after 9 months time in their current Core career ladder position or when eligible for promotion, whichever date is earlier.
- c. Candidates may participate in the competency exercise once every 60 calendar days.
- d. Candidates will be allowed up to two hours to complete the exercise. Candidates may use personal resource references and Center online guides to complete the exercise.
- e. Competency exercises are proctored by the EDC.
- f. The EDC will provide candidates their scored exercise within five work days of completion of the exercise.
- g. A score of 95% on the competency exercise is required for the candidate to be further considered for promotion.

5. Alternative to Competency Exercise. Candidates who do not wish to take the Competency Exercise may elect the following alternate method of measuring the 3 technical competencies required for advancement. This alternate method is not mandatory and is at the discretion of the technician. All remaining assessment tools and processes will still apply.

a. For candidates desiring an alternative to the competency exercise and seeking promotion to GS-5 or GS-6, coaches will complete and document the following 2-part technical competency review.

(1) Candidate must be meeting or exceeding the Fully Successful standard for quality.

(2) Candidate's SDA for the last 90 days must be at or above the midpoint of the Fully Successful SDA range for the current grade level. For example, if the technician's current Fully Successful SDA range is 21 – 24 cases per day, the midpoint would be 22.5 cases per day. This midpoint measure represents the minimum standard necessary to ensure a successful SDA at the next higher grade level given a more complex work-mix requirement.

b. For candidates desiring an alternative to the competency exercise and seeking promotion to GS-7 or GS-8, coaches will complete and document the following 2-part technical review.

(1) Candidate must be meeting or exceeding the Fully Successful standard for quality.

(2) Candidate's SDA for the last 90 days must be at or above Fully Successful for the current grade level. The midpoint measure for these grades is not required since the work-mix at the next grade level does not become more complex.

c. Coaches will document the technical competency review results on the NPRC Test Form 00-4 in lieu of a competency exercise sign-off on the advancement application.

6. Career Ladder Self-Assessment. Completion of this assessment is at the discretion of the candidate. Candidates at all levels of a career ladder have the option to complete the NPRC Test Form 00-5, Self - Career Ladder Assessment (see figure 3) to demonstrate acquisition of required competencies at the benchmark level for the next grade level in the career ladder. Candidates may complete the Self-Assessment and submit it for his/her Coach's consideration during the Coach assessment or after the Coach's assessment if the candidate decides they would like a 3rd-party review by the career ladder panel. If completed, the Self-Assessment form (NRPC Test Form 00-5) becomes part of the candidate's application for career ladder advancement.

7. Coach Assessment and/or Recommendation.

a. After successful completion of the competency exercise (or alternative technical competency review), candidates must submit their application for career ladder advancement (NPRC Test 00-4, Career Ladder Advancement Application), and other documents as indicated on the NPRC Test Form 00-4 to their team coach. Coaches will complete their assessment of candidates' competencies using NPRC Test Form 00-6, Coach Career Ladder Assessment (see figure 4). This Coach Career Ladder Assessment will become part of the promotion package.

b. For candidates progressing to the GS-4 level, coaches will recommend or not recommend promotion based on an assessment of the candidates' possession of the competencies required at the GS-4 level. The recommendation will be documented on the Coach-Career Ladder Assessment Summary page (page 13) of the Coach Career Ladder Assessment (NRPC Test Form 00-6) and on the Career Ladder Advancement Application (NPRC Test 00-4). If the coach recommends promotion, the application package will be forwarded to the Core Manager for his/her decision. If the coach does not recommend promotion, the coach will additionally complete an individual assessment of applicable competencies using NPRC Test Form 00-6, Coach Career Ladder Assessment (see figure 4) prior to forwarding the package to the Core Manager.

c. For candidates progressing to the GS-5 level or higher, coaches will complete the NPRC Test Form 00-6, Coach Career Ladder Assessment (see figure 4). Coaches will assess candidates' possession of the selected general competencies as demonstrated by actual performance, completion of learning activities on the candidates' IDP, and/or through review of the candidates' competency examples on the career ladder Self-Assessment (if provided).

d. To recommend promotion at any grade level, coaches must determine that candidates possess the assessed competencies at the minimum benchmark level or higher for the grade level to which promotion is being considered.

e. In completing the coach assessments, coaches will provide one-on-one feedback to the candidates. Feedback sessions should normally be accomplished within 10 workdays after receipt of career ladder advancement applications. After this feedback session, candidates will be given the opportunity to elect a third-party panel review of the application.

(1) If the employee declines the panel review and does not want to complete the Self - Career Ladder Assessment (NPRC Test Form 00-5), the package is forwarded to the Core Manager for his/her decision.

(2) If the employee declines the panel but wishes to complete a self-assessment for consideration by the Core Manager, the package is returned to the employee, and forwarded to the Core Manager after the candidate has completed the self-assessment (NPRC Test Form 00-5).

(3) If the employee requests a panel review the package is returned to the employee to complete the self-assessment (NPRC Test Form 00-5). The employee will forward three copies of the complete application package to the Employee Development Center.

8. Panel Review. A panel review is optional but available for a candidate who desires a third-party review of his/her career ladder application packages before the package is sent to the Core Manager for a decision. The panel review consists of a package review by a three-member panel and a structured interview, if prescribed in the Certification Plan (see figure 1). The three-member panel includes one member of the Employee Development staff, or alternate, and two core coaches from cores other than that to which the candidate is assigned.

a. An applicant may make a panel review election anytime before his/her application package is sent to the Core Manager for a decision. Panel elections or declinations are documented on the Career Ladder Advancement Application (NPRC Test 00-4). Employee Development will schedule panel reviews within two-weeks of receiving a complete career ladder advancement package as described on the Career Ladder Advancement Application (NPRC Test 00-4).

b. Each panelist will review and individually score the application package against the minimum benchmarks established for each competency. For those advancements requiring only a panel review (not a panel interview), the panel will make no additional assessment. The panel will certify whether the package demonstrates or does not demonstrate possession of competencies at the minimum level based on the application package and supporting documentation.

c. If required, panel members will also conduct a structured interview to further assess general competencies listed in the Certification Plan (see figure 1).

d. After the individual review and scoring, the panel members will collectively prepare a summary certification based on a consensus among panel members. To certify attainment of competencies, the panelists must determine that the candidate's panel participation (package and/or interview) demonstrates attainment of the assessed competencies at the minimum benchmark level for the grade level to which promotion is being considered.

e. The EDS forwards candidate applications along with panel assessments and certification to the appropriate Core Manager.

#### 9. Core Manager Decision.

a. The candidate's Core Manager reviews the recommendations of the Certification/Assessment Panel and makes the final decision to approve or disapprove a career ladder promotion within five workdays of receipt.

(1) If a career ladder promotion is approved, the Core Manager ensures the appropriate personnel action is initiated and submitted to the Human Resources Operations Branch.

(2) If a career ladder promotion is not approved, the Core Manager provides verbal feedback to the candidate with advice and guidance in identifying learning activities to strengthen and build competencies. Candidates may reapply for career advancement after a six-month period of time.

(3) If the Core Manager's decision is different from the Coach's recommendation or the panel's recommendation, the Core Manager prepares and forwards written justification along with the career ladder advancement application to the Assistant Director for Military Records for concurrence.

b. Review by the Assistant Director for Military Records. The Assistant Director for Military Records reviews career ladder advancement applications and justifications referred by the Core Managers when they support decisions that differ from the panel or Coach's recommendations. If the Assistant Director concurs with the Core Manager, the application is returned to the appropriate Core Manager for action. If the Assistant Director does not

March 1, 2017

NPRC 3630.6B

concur with the decision, the Assistant Director advises the Core Manager and ensures that appropriate action is taken.

c. Application Package. Original applications and attachments will be returned to candidates. Copies of applications and attachments will be forwarded to the candidates' coaches for retention in their employee individual development files.

## CHAPTER 3. SCORING AND WEIGHTING OF ASSESSMENT TOOLS

1. Scoring of Assessment Tools.a. Self-Assessment and Coach Assessment.

(1) These assessments will be scored on a pass/fail basis. For candidates to pass the assessments, they must meet or exceed the minimum benchmark level for each of the competencies assessed.

(2) A "fail" on either assessment will not prevent candidates from continuing with the career advancement application process if they so desire.

b. Competency Exercise or Technical Competency Review Alternative.

(1) Candidate must meet minimum benchmark standards for either the competency exercise or the technical competency review to continue with the career advancement process.

(2) The competency exercise will be scored based on the number of correct answers on the technical competency exercises. A score of 95% must be achieved by candidates to pass the competency exercise and to continue with the career advancement process.

(3) The technical competency review alternative will be measured based on a 90 day review of the candidate's performance. Those seeking promotion to GS-5 or GS-6 must have an accuracy rate of Fully Successful or higher and SDA which is at or above the midpoint of the Fully Successful range for his/her current grade. Those seeking promotion to GS-7 or GS-8 must be at or above Fully Successful for both quality and SDA at his/her current grade level.

c. Structured Panel Review and/or Interview.

(1) This assessment will be scored on a pass/fail basis. For candidates to pass this assessment, they must meet or exceed the minimum benchmark level for each of the competencies assessed.

(2) A "fail" on either assessment will not prevent candidates from continuing with the career advancement application process if they so desire.

2. Weighting of Competencies and Assessment Tools.

a. All competencies in the competency profile have been determined to be essential to successful performance in the Core environment. The technical competencies have been determined to be critical and, therefore, receive more weight than the general competencies in the assessment, certification, and promotion process.

b. With the exception of the competency exercise, all of the assessment tools carry an equal weight in the assessment process.

c. The competency exercise is the critical assessment tool. A score of 95% must be achieved by candidates to be considered for promotion. A failing score on the competency exercise is disqualifying.

3. Impact of Assessment Tools on Recommendation/Decision to Promote.

a. If candidates pass all assessment tools, promotion would normally be recommended by the panel and approved by the Core Manager.

b. If applicants fail the competency exercise or technical competency review, they may not continue with the career advancement application process, but may retake either assessment after a 60 day development period.

c. If candidates pass the competency exercise or technical competency review, but fail one or more of the other assessment tools, the candidates may still be considered for promotion to the next higher grade level. The panel and/or the Core Manager will make such recommendations/decisions on a case-by-case basis through a thorough review of the application materials and other available information.

## CHAPTER 4. PROGRAM INTEGRITY MAINTENANCE

1. Overview. To ensure that the Career Advancement Plan and its attendant programs, assessments, and documents retain their maximum effectiveness, it is necessary to impose information security protocols on certain aspects of the program.

2. Competency exercise.

a. Multiple sets of competency-based cases will be utilized in the competency exercise. All cases will assess the same set of competencies.

b. All competency exercise information is strictly confidential.

c. Release or unauthorized use of privileged information from the competency exercises is a chargeable offense under the NARA penalty guide for which disciplinary action may result. This may include reducing the candidate's score on the exercise to 0 (zero). Additionally, the candidate will be ineligible to retake the exercise for a period of six months.

3. Structured interview.

a. Multiple sets of competency-based structured interview questions will be utilized in the interviews. All questions will assess the same set of competencies.

b. All structured interview question information is confidential.

Release or unauthorized use of privileged information from the structured interview assessment is a chargeable offense under the NARA penalty guide for which disciplinary action may result. This may include reducing the candidate's score on the interview to 0 (zero). Additionally, the candidate will be ineligible to complete the career advancement application process for a period of six months.



**CERTIFICATION PLAN**  
(Career Ladder Advancement)

Career Ladder	ELIGIBILITY			EVALUATION - COMPETENCIES MEASURED					DECISION
	Time-in-grade	Qualifications Requirements	Fully Successful Performance Appraisal	**OPTIONAL** Self Assessment	Competency Exercise or Technical Competency Review	Coach Rating & Recommendation	**OPTIONAL** Panel Interview	**OPTIONAL** Panel Review and Recommendation	Core Manager Decision
<b>CAREER LADDER - SELECTION VIA COMPETITIVE PROCEDURES</b>									
GS-3 to GS-4	Required	Required	Required	Competencies 1 thru 11 measured		Recommendation Only			Required
GS-4 to GS-5	Required	Required	Required	Competencies 1 thru 11 measured	Competencies 9 thru 11 measured	Competencies 1 thru 11 measured		Competencies 1 thru 11 measured	Required
GS-5 to GS-6	Required	Required	Required	Competencies 1 thru 11 measured	Competencies 9 thru 11 measured	Competencies 1 thru 11 measured	Competencies 1, 2, 5, and 7 measured	Competencies 1 thru 11 measured	Required
GS-6 to GS-7	Required	Required	Required	All competencies (1 thru 12) measured	Competencies 9 thru 11 measured	All competencies (1 thru 12) measured		All competencies (1 thru 12) measured	Required
GS-7 to GS-8	Required	Required	Required	All competencies (1 thru 12) measured	Competencies 9 thru 11 measured	All competencies (1 thru 12) measured	Competencies 1, 2, 5, and 7 measured	All competencies (1 thru 12) measured	Required

**Competencies Measured**

1. Self-Management
2. Customer Service/Interpersonal Skills
3. Listening
4. Teamwork/Flexibility
5. Reasoning
6. Reading/Writing
7. Speaking
8. Information Technology
9. Forms & Records
10. Releasability
11. Records Holdings & Sources
12. Leadership/Teaching Others

Figure 1, Certification Plan

**CAREER LADDER ADVANCEMENT APPLICATION**

1. **APPLICANT:** Complete the following information and forward to your coach.

Name of Candidate:

Current Position and Grade:

Core/Team Assignment:

I am within 90 days of meeting time-in-grade requirements and request an evaluation of competencies required for promotion to the next grade level in my career ladder. I have attached the following documents:

- Career Ladder Advancement Assessment(s) (employee assessment optional, coach assessment required)
- Most recent rating of record
- If most recent rating of record is not for current career ladder position, most recent quarterly review

Applicant Signature:

Date:

2. **COMPETENCY EXERCISE:** A score of 95% on the competency exercise is required for further promotion consideration. As an alternative, the supervisor may complete a technician competency review and document the results in section 3.

EDC Signature:

Score:

Date:

3. **CORE COACH:** Complete the following recommendation. Discuss your rating with applicant. Attach your coach rating and return to applicant.

- I have discussed my assessment with the applicant.
- I have completed a technical competency review in lieu of the competency exercise in Section 2 and documented the results below.

**For advancement to GS-5 or GS-6,** I certify that the above technician's quality accuracy rate of \_\_\_\_\_ is at or above "Fully Successful". Furthermore, his/her SDA for the last 90 days was \_\_\_\_\_, which is at or above the midpoint of the "Fully Successful" range for his/her current grade level.

**For advancement to GS-7 or GS-8,** I certify that the above technician's quality accuracy rate of \_\_\_\_\_ and SDA of \_\_\_\_\_ is at or above "Fully Successful".

**RECOMMENDATION:**

- The applicant has acquired and demonstrates the competencies required for promotion to the next career ladder level. Additionally, the application has a current summary rating of Fully Successful, or higher, and has a Fully Successful, or higher, rating on all current critical elements that are also critical to performance at the next grade level.
- The applicant has not acquired and does not demonstrate the competencies required for promotion to the next career ladder level.

Coach Signature:

Date:

4. **APPLICANT:** If requesting a panel review, submit 3 copies of all application documents to the Employee Development Center. If declining a panel review, submit this package to your Core Manager for his/her decision.

- I request a 3<sup>rd</sup> party panel review prior to submission of my package for my Core Manager's decision.
- I decline a 3<sup>rd</sup> party panel review and will submit my application package to my Core Manager for a decision.

Applicant Signature:

Date:

Figure 2, Career Ladder Advancement Application

**CAREER LADDER ADVANCEMENT APPLICATION - Continued**

**5. PANEL:** (Optional) Complete the following recommendation. Attach assessment and forward to the Core Manager.

- The applicant's package/interview **demonstrates** the competencies required for promotion.
- The applicant's package/interview **does not demonstrate** the competencies required for promotion.

Chairperson Signature:

Date:

**6 CORE MANAGER:** Complete the following recommendation with comments as appropriate. Comments are required if the supervisor's recommendation is not followed.

- The applicant has acquired and demonstrates the competencies required for promotion to the next career ladder level. The request for career promotion is **approved**.
- The applicant has not acquired and does not demonstrate the competencies required for promotion to the next career ladder level. The request for career promotion is **disapproved**.

Core Manager Signature:

Date:

Comments:

**7 ASSISTANT DIRECTOR:** Completed only if Core Manager recommendation and supervisor's recommendation differ.

- The applicant has acquired and demonstrates the competencies required for promotion to the next career
- The applicant has not acquired and does not demonstrate the competencies required for promotion to the next career

Assistant Director Signature:

Date:

Figure 2, Career Ladder Advancement Application

**SELF – CAREER LADDER ASSESSMENT**

This self-assessment is optional but provides candidates with the opportunity to demonstrate possession of competencies using clear and specific examples. Candidates may rate and provide examples for some, all, or none of the competencies shown. Candidates should consider Coach and/or panel member awareness of the candidate's possession of each competency when writing examples or when deciding whether to compete this assessment.

Name Of Candidate:

Current Position and Grade:

Core/Team Assignment:

**For each competency, check the level that best describes your possession and actual demonstration of the competency, and record the number of the level checked on the career ladder assessment summary page.**

<p>1. <b>Self-Management</b> – <i>Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.</i></p>	
5. <input type="checkbox"/>	Takes on extra responsibilities voluntarily to respond to shifting priorities; schedules and completes multiple conflicting work assignments in a timely manner or ahead of schedule; creates or designs procedures to make work more efficient; sets clear and specific goals and priorities for own work.
4. <input type="checkbox"/>	Takes on added responsibilities when requested; completes multiple work assignments on time; learns new skills to enhance own work and teaches others; sets general goals and priorities for own work.
3. <input type="checkbox"/>	Solves problems in own task area; completes all assigned work according to work schedule; learns new skills to enhance own work; sets general goals and priorities for specific tasks and assignments.
2. <input type="checkbox"/>	Performs assigned tasks and verifies work; meets deadlines on most assigned tasks; assists others when requested; sets one goal or objective at a time with assistance of team and/or coach.
1. <input type="checkbox"/>	Performs routine tasks as specified; meets normal deadlines on tasks assigned; adheres to specific goals and guidelines set by team/coach; completes each assignment before beginning the next.
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 1 of 13)

<b>2. Customer Service/Interpersonal Skills</b> – <i>Works and communicates with clients and customers to satisfy their expectations; Committed to quality services. Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.</i>	
5. <input type="checkbox"/>	Proactively establishes and maintains an ongoing relationship with customers that includes identifying the customer's needs or problems and taking corrective action; tactfully handles difficult or uncomfortable situations; works well with others from diverse backgrounds and across levels in the agency or organization.
4. <input type="checkbox"/>	Initiates contacts with customers to solve problems or complaints or refers customers to appropriate source; cooperates with others on projects or tasks; elicits necessary information from others who are uncooperative or uninterested.
3. <input type="checkbox"/>	Works with customers to identify appropriate services to meet their needs; works well with a variety of people including coach, team, and the public.
2. <input type="checkbox"/>	Provides information to customers and informs them about the agency's services; exchanges information in one-on-one situations with others outside of the immediate work group; works well with co-workers.
1. <input type="checkbox"/>	Provides routine services or standardized products or materials to customers; has minimal, brief contact with customers when contacted by them; participates in one-on-one interactions with a limited group of people (e.g. co-workers) to accomplish work-related duties.
<i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 3, Self – Career Ladder Assessment  
(Part 2 of 13)

<p>3. <b>Listening</b> – <i>Receives, attends to interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.</i></p>	
5. <input type="checkbox"/>	Listens to technical information to acquire knowledge on a topic; identifies and clarifies miscommunications between others.
4. <input type="checkbox"/>	Listens to long messages to acquire detailed information about a complex subject or assignment; recognizes ambiguous or incomplete messages and asks for clarification.
3. <input type="checkbox"/>	Listens to moderately complex or detailed information to acquire a working knowledge about a topic or assignment; responds appropriately.
2. <input type="checkbox"/>	Listens to messages to understand simple details, a sequence of events, or to get the main idea; usually responds appropriately.
1. <input type="checkbox"/>	Listens to short, simple messages to hear basic facts; responds appropriately.
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 3 of 13)

<b>4. Teamwork/Flexibility</b> – <i>Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals; adapts quickly to changes.</i>	
5. <input type="checkbox"/>	Fosters group identify and pride; motivates team members to achieve goals; contributes to team's activities and effort to attain goals; rearranges virtually all work priorities and schedules to accommodate a sudden major change, problem or setback.
4. <input type="checkbox"/>	Contributes to team goal setting, work planning and progress; facilitates group discussions by reflecting and summarizing members' comments; helps team to make significant progress toward attaining team goals; rearranges priorities, and schedules a large amount of work to accommodate changes in the office or in project resources or goals.
3. <input type="checkbox"/>	Contributes to group discussions by giving short informational presentations; cooperates with team members to complete tasks assigned to the team; rearranges a moderate amount of work priorities to accommodate occasional and temporary changes in the office or in project resources.
2. <input type="checkbox"/>	Contributes to group discussions; volunteers to assist another co-worker who has excess work; makes adjustments in work procedures and schedule to accommodate planned or unexpected changes.
1. <input type="checkbox"/>	Performs routine tasks to assist co-workers in the immediate work area; follows instructions to complete assignments; changes routine tasks to comply with recently introduced policies and procedures.
<i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 3, Self – Career Ladder Assessment  
(Part 4 of 13)

5. Reasoning – <i>Discovers or selects rules, principles, or relationships between facts and other information.</i>	
5. <input type="checkbox"/>	Develops alternatives; gathers and analyzes data/information to discern patterns, trends and relationships and to draw conclusions; compares and selects alternatives; applies rules to complex problems that contain many abstract concepts and that require a large number of steps to resolve; makes decisions when no precedents or guidelines are available.
4. <input type="checkbox"/>	Analyzes data or information to discern trends and patterns based on guidelines and precedents; applies rules to problems that contain several abstract concepts and that require many steps to resolve; identifies, compares and selects an alternative to address problems affecting the organization and customers; makes decisions when some precedents are available.
3. <input type="checkbox"/>	Organizes and integrates information based on existing examples; applies rules to problems that contain a few abstract and several concrete concepts and that require a moderate number of steps to resolve; recommends an alternative, makes a determination, or draws a conclusion on issues relevant to the organization and customers by identifying and comparing available alternatives; makes decisions using available precedents and guidelines.
2. <input type="checkbox"/>	Applies knowledge and judgment to carry out general instructions; applies rules to concrete problems that require a few steps to resolve; makes decisions involving relatively small assignments that affect the immediate work group or small number of customers; makes decisions based on established procedures.
1. <input type="checkbox"/>	Applies knowledge and judgment to carry out specific instructions; applies one of few rules to solve simple concrete problems; recommends standard solutions to routine problems affecting the immediate work group or a single customer; performs routine assignments following established guidelines and standard operating procedures.
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 5 of 13)





<p>7. <b>Speaking</b> – <i>Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.</i></p>	
5. <input type="checkbox"/>	Discusses and explains technical material, often controversial or sensitive, to obtain agreement; speaks and adapts to audience with diverse levels of knowledge in a two-way exchange.
4. <input type="checkbox"/>	Discusses and explains specific ideas and concepts, sometimes controversial or sensitive, to obtain agreement; speaks and adapts to audience that has little knowledge of issues in a limited two-way exchange of information.
3. <input type="checkbox"/>	Explains general information of moderate difficulty to individuals or small groups, both in one-way communication and with significant exchange of information.
2. <input type="checkbox"/>	Explains ideas or discusses information of limited difficulty, scope, or complexity, usually in one-to-one, one-way communication.
1. <input type="checkbox"/>	Presents simple ideas and factual information in one-to-one, one-way communication.
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 7 of 13)

<b>8. Information Technology</b> – <i>Uses PC's and other IT equipment to accomplish work effectively; performs maintenance on hardware; utilizes features of PC software.</i>	
5. <input type="checkbox"/>	Conducts searches using all automated records sources; uses various methods to efficiently search all internal and external automated systems; uses both standard and specialized features of communication software (GroupWise, etc.) and the advanced features of word processing software; serves as a team technical expert on IT systems and hardware and troubleshoots most basic problems.
4. <input type="checkbox"/>	Conducts searches using automated records sources; uses standard and some specialized features of communication software (GroupWise, etc.) and intermediate word processing software; serves as a team technical resource for several types of IT systems and hardware; troubleshoots basic hardware and software problems.
3. <input type="checkbox"/>	Utilizes most IT hardware; uses standard features of communication software (GroupWise, etc.) and beginning word processing; performs some systems/hardware maintenance.
2. <input type="checkbox"/>	Utilizes basic hardware; uses basic features of communication software (GroupWise, etc.) and word processing software; performs some limited maintenance on some hardware.
1. <input type="checkbox"/>	Utilizes at least two types of IT equipment, one of which is a PC; uses basic features of assigned software.
<i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 3, Self – Career Ladder Assessment  
(Part 8 of 13)

<p>9. <b>Forms and Records</b> – <i>Identifies, understands, and provides copies of record documents; extracts information from record documents and uses NARA forms to provide information to requestors.</i></p>	
5. <input type="checkbox"/>	<p>Applies expert knowledge of forms for all military service branches and record types, including those unique to military service branches, and can identify and interpret the appropriate form(s) and information contained therein to fulfill all types of requests; understands and interprets forms from other government agencies; expert knowledge of all types of organizational and auxiliary records, forms and documents held by NPRC and their purposes; completes most complex computations of service information on specific requests; serves as technical expert for team OMPF, organizational records, forms, and documents.</p>
4. <input type="checkbox"/>	<p>Utilizes broad knowledge of most forms for all military service branches and record types, including those unique to military service branches, and can identify and interpret the appropriate form(s) and information contained therein to fulfill most types of requests; understands and interprets forms from other government agencies; broad knowledge of all types of organizational and auxiliary records, forms and documents held by NPRC and their purposes; completes computations of service information on specific requests; serves as consultant to team on OMPF, organizational records, forms and documents.</p>
3. <input type="checkbox"/>	<p>Utilizes knowledge of most forms for all military service branches and record types, including most basic forms of all military service branches and their purpose; can identify and interpret the appropriate form(s) to fulfill most types of requests; understands most common forms from other government agencies; knowledge of all types of organizational and auxiliary records held by NPRC and their purposes; understands and uses most NARA forms that are used to provide military record information.</p>
2. <input type="checkbox"/>	<p>Utilizes knowledge of most common forms for all military service branches and record types, including most basic forms of all military service branches and their purpose; understands and uses some NARA forms that are used to provide military record information.</p>
1. <input type="checkbox"/>	<p>Uses some of the basic or common forms from all service branches.</p>
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 9 of 13)

<b>10. Releasability</b> – Understands releasability requirements and procedures and applies them to reuests for information.	
5. <input type="checkbox"/>	Utilizes expert knowledge of, and ability to interpret and apply, releasability requirements and procedures, including FOIA/PA, DOD directives, and NARA/NPRC procedures to respond to the most complex and sensitive requests.
4. <input type="checkbox"/>	Uses broad knowledge of, and ability to interpret and apply, releasability requirements and procedures, including FOIA/PA, DOD directives, NARA/NPRC procedures, to reply to routine requests for records.
3. <input type="checkbox"/>	Exercises knowledge of releasability requirements and procedures, including FOIA/PA, DOD directives, NARA/NPRC procedures as applied to routine requests for records.
2. <input type="checkbox"/>	Demonstrates knowledge of FOIA/PA, DOD directives, and NARA/NRPC requirements and procedures.
1. <input type="checkbox"/>	Can locate and read guidance on FOIA/PA, military security, and NARA requirements and procedures.
<i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 3, Self – Career Ladder Assessment  
(Part 10 of 13)

<b>To be completed only for promotion to GS-5 or above.</b>	
11. <b>Records Holdings and Sources</b> – <i>Requests or conducts searches involving various records sources.</i>	
5. <input type="checkbox"/>	Requests/conducts searches using rarely used alternative sources, when little or no specific information is provided by the requestor, in unique or complex situations; handles the most complex requests for highest level requestors; serves as a mentor or technical expert for the team and/or the Center.
4. <input type="checkbox"/>	Requests/conducts searches involving all known sources when little specific information is provided by the requestor; handles sensitive requests for highest level requestors; serves as mentor/technical expert for team.
3. <input type="checkbox"/>	Requests/conducts searches involving various sources; handles routine requests for higher level requestors or in time-critical situations; guides or assists less experienced team members.
2. <input type="checkbox"/>	Consults several sources of records; handles routine requests which may provide incomplete information.
1. <input type="checkbox"/>	Consults limited sources of records within NARA; handles routine requests that provide complete information.
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

**To be completed only for promotion to GS-7 or above.**

12. **Leadership/Teaching Others** – *Interacts with others to influence, motivate, and challenge them. Helps others learn; identifies training needs; provides constructive reinforcement; coaches others on how to perform tasks; acts as a mentor.*

5. <input type="checkbox"/>	Leads a large, diverse group that may have conflicting agendas to resolve issues and overcome many obstacles; teaches others and evaluates progress; adjusts teaching style to employees' needs.
4. <input type="checkbox"/>	Leads a large group to overcome several obstacles and attain a goal; teaches job-relevant material identifies training needs and recommends appropriate training; acts as a role model.
3. <input type="checkbox"/>	Leads a moderate-sized group to overcome one or two obstacles and achieve a common goal; reviews the work of co-workers and gives them feedback; teaches co-workers how to use office equipment or perform moderately complex tasks.
2. <input type="checkbox"/>	Leads a small group to resolve an uncomplicated issue or achieve an easy goal; Demonstrate to new employees how to use simple office equipment or how to perform routine task.
1. <input type="checkbox"/>	Influences a person to complete work assignments or follow guidelines; provides general work-related information to visitors and new employees.

*Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary)*

Figure 3, Self – Career Ladder Assessment  
(Part 12 of 13)

**SELF – CAREER LADDER ASSESSMENT SUMMARY**

Record under the "Rating" column the levels you checked for the competencies on the preceding pages.

**Competency Self-Assessment Ratings**

COMPETENCY		RATING	REQUIREMENT		
			GS 4	GS 5/6	GS 7/8
1.	Self-Management		2	3	4
2.	Customer Service/Interpersonal Skills		2	3	4
3.	Listening		2	3	4
4.	Teamwork/Flexibility		2	3	4
5.	Reasoning		2	3	4
6.	Reading/Writing		2	3	4
7.	Speaking		2	3	4
8.	Information Technology		2	3	4
9.	Forms and Records		2	3	4
10.	Releasability		2	3	4
11.	Records Holdings and Sources			3	4
12.	Leadership/Teaching Others				3

I certify that, to the best of my knowledge and belief, the assessment and all written examples in this document are true and correct. I understand that falsification of any information in this document could result in disciplinary action in accordance with the NARA penalty guide.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date



**COACH – CAREER LADDER ASSESSMENT**

Name Of Candidate:

Current Position and Grade:

Core/Team Assignment:

For each competency, check the level that best describes the candidate’s possession and actual demonstration of the competency, and record the number of the level checked on the career ladder assessment summary page.

Provide comments or examples as needed. When determining how much detail to provide, consider what those who will make recommendations/decisions already know about the candidate. Also, consider feedback you will provide to the candidate.

<p>1. <b>Self-Management</b> – <i>Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.</i></p>	
5. <input type="checkbox"/>	Takes on extra responsibilities voluntarily to respond to shifting priorities; schedules and completes multiple conflicting work assignments in a timely manner or ahead of schedule; creates or designs procedures to make work more efficient; sets clear and specific goals and priorities for own work.
4. <input type="checkbox"/>	Takes on added responsibilities when requested; completes multiple work assignments on time; learns new skills to enhance own work and teaches others; sets general goals and priorities for own work.
3. <input type="checkbox"/>	Solves problems in own task area; completes all assigned work according to work schedule; learns new skills to enhance own work; sets general goals and priorities for specific tasks and assignments.
2. <input type="checkbox"/>	Performs assigned tasks and verifies work; meets deadlines on most assigned tasks; assists others when requested; sets one goal or objective at a time with assistance of team and/or coach.
1. <input type="checkbox"/>	Performs routine tasks as specified; meets normal deadlines on tasks assigned; adheres to specific goals and guidelines set by team/coach; completes each assignment before beginning the next.
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 4, Coach – Career Ladder Assessment  
(Part 1 of 13)

<b>2. Customer Service/Interpersonal Skills</b> – <i>Works and communicates with clients and customers to satisfy their expectations; Committed to quality services. Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.</i>	
5. <input type="checkbox"/>	Proactively establishes and maintains an ongoing relationship with customers that includes identifying the customer's needs or problems and taking corrective action; tactfully handles difficult or uncomfortable situations; works well with others from diverse backgrounds and across levels in the agency or organization.
4. <input type="checkbox"/>	Initiates contacts with customers to solve problems or complaints or refers customers to appropriate source; cooperates with others on projects or tasks; elicits necessary information from others who are uncooperative or uninterested.
3. <input type="checkbox"/>	Works with customers to identify appropriate services to meet their needs; works well with a variety of people including coach, team, and the public.
2. <input type="checkbox"/>	Provides information to customers and informs them about the agency's services; exchanges information in one-on-one situations with others outside of the immediate work group; works well with co-workers.
1. <input type="checkbox"/>	Provides routine services or standardized products or materials to customers; has minimal, brief contact with customers when contacted by them; participates in one-on-one interactions with a limited group of people (e.g. co-workers) to accomplish work-related duties.
<i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 4, Coach – Career Ladder Assessment  
(Part 2 of 13)

<p>3. <b>Listening</b> – <i>Receives, attends to interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.</i></p>	
5. <input type="checkbox"/>	Listens to technical information to acquire knowledge on a topic; identifies and clarifies miscommunications between others.
4. <input type="checkbox"/>	Listens to long messages to acquire detailed information about a complex subject or assignment; recognizes ambiguous or incomplete messages and asks for clarification.
3. <input type="checkbox"/>	Listens to moderately complex or detailed information to acquire a working knowledge about a topic or assignment; responds appropriately.
2. <input type="checkbox"/>	Listens to messages to understand simple details, a sequence of events, or to get the main idea; usually responds appropriately.
1. <input type="checkbox"/>	Listens to short, simple messages to hear basic facts; responds appropriately.
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 4, Coach – Career Ladder Assessment  
(Part 3 of 13)

<p><b>4. Teamwork/Flexibility</b> – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals; adapts quickly to changes.</p>	
5. <input type="checkbox"/>	Fosters group identify and pride; motivates team members to achieve goals; contributes to team's activities and effort to attain goals; rearranges virtually all work priorities and schedules to accommodate a sudden major change, problem or setback.
4. <input type="checkbox"/>	Contributes to team goal setting, work planning and progress; facilitates group discussions by reflecting and summarizing members' comments; helps team to make significant progress toward attaining team goals; rearranges priorities, and schedules a large amount of work to accommodate changes in the office or in project resources or goals.
3. <input type="checkbox"/>	Contributes to group discussions by giving short informational presentations; cooperates with team members to complete tasks assigned to the team; rearranges a moderate amount of work priorities to accommodate occasional and temporary changes in the office or in project resources.
2. <input type="checkbox"/>	Contributes to group discussions; volunteers to assist another co-worker who has excess work; makes adjustments in work procedures and schedule to accommodate planned or unexpected changes.
1. <input type="checkbox"/>	Performs routine tasks to assist co-workers in the immediate work area; follows instructions to complete assignments; changes routine tasks to comply with recently introduced policies and procedures.
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 4, Coach – Career Ladder Assessment  
(Part 4 of 13)

5. Reasoning – <i>Discovers or selects rules, principles, or relationships between facts and other information.</i>	
5. <input type="checkbox"/>	Develops alternatives; gathers and analyzes data/information to discern patterns, trends and relationships and to draw conclusions; compares and selects alternatives; applies rules to complex problems that contain many abstract concepts and that require a large number of steps to resolve; makes decisions when no precedents or guidelines are available.
4. <input type="checkbox"/>	Analyzes data or information to discern trends and patterns based on guidelines and precedents; applies rules to problems that contain several abstract concepts and that require many steps to resolve; identifies, compares and selects an alternative to address problems affecting the organization and customers; makes decisions when some precedents are available.
3. <input type="checkbox"/>	Organizes and integrates information based on existing examples; applies rules to problems that contain a few abstract and several concrete concepts and that require a moderate number of steps to resolve; recommends an alternative, makes a determination, or draws a conclusion on issues relevant to the organization and customers by identifying and comparing available alternatives; makes decisions using available precedents and guidelines.
2. <input type="checkbox"/>	Applies knowledge and judgment to carry out general instructions; applies rules to concrete problems that require a few steps to resolve; makes decisions involving relatively small assignments that affect the immediate work group or small number of customers; makes decisions based on established procedures.
1. <input type="checkbox"/>	Applies knowledge and judgment to carry out specific instructions; applies one of few rules to solve simple concrete problems; recommends standard solutions to routine problems affecting the immediate work group or a single customer; performs routine assignments following established guidelines and standard operating procedures.
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 4, Coach – Career Ladder Assessment  
(Part 5 of 13)

<b>6. Reading/Writing</b> – <i>Learns from written materials by determining the main idea or essential message; recognizes correct English grammar, punctuation, and spelling; uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.</i>	
5. <input type="checkbox"/>	Reads materials that require specialized knowledge or training; develops extensive knowledge of the materials; interprets the information for others. Independently develops lengthy and complete documents covering complex or technical information; composes correspondence with high-level visibility.
4. <input type="checkbox"/>	Reads semi-technical materials; prepares summary information for others to use. Composes documents or correspondence of moderate length covering detailed information; extracts sections from available source materials and organizes them into a summary document.
3. <input type="checkbox"/>	Reads long documents to obtain specific information; follows written procedures for completing a moderately complex task. Develops short documents to summarize non-technical information; prepares correspondence in response to inquiries for information.
2. <input type="checkbox"/>	Reads short documents and booklets to obtain specific information; follows written directions to perform a simple task. Writes short documents or routine correspondence from examples of similar documents.
1. <input type="checkbox"/>	Reads and understands information from a standard form, sign, or label. Completes standard forms without assistance from co-workers or supervisor; copies information from one source to another.
<i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 4, Coach – Career Ladder Assessment  
(Part 6 of 13)

<p><b>7. Speaking</b> – <i>Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.</i></p>	
5. <input type="checkbox"/>	Discusses and explains technical material, often controversial or sensitive, to obtain agreement; speaks and adapts to audience with diverse levels of knowledge in a two-way exchange.
4. <input type="checkbox"/>	Discusses and explains specific ideas and concepts, sometimes controversial or sensitive, to obtain agreement; speaks and adapts to audience that has little knowledge of issues in a limited two-way exchange of information.
3. <input type="checkbox"/>	Explains general information of moderate difficulty to individuals or small groups, both in one-way communication and with significant exchange of information.
2. <input type="checkbox"/>	Explains ideas or discusses information of limited difficulty, scope, or complexity, usually in one-to-one, one-way communication.
1. <input type="checkbox"/>	Presents simple ideas and factual information in one-to-one, one-way communication.
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

<b>8. Information Technology</b> – Uses PC's and other IT equipment to accomplish work effectively; performs maintenance on hardware; utilizes features of PC software.	
5. <input type="checkbox"/>	Conducts searches using all automated records sources; uses various methods to efficiently search all internal and external automated systems; uses both standard and specialized features of communication software (GroupWise, etc.) and the advanced features of word processing software; serves as a team technical expert on IT systems and hardware and troubleshoots most basic problems.
4. <input type="checkbox"/>	Conducts searches using automated records sources; uses standard and some specialized features of communication software (GroupWise, etc.) and intermediate word processing software; serves as a team technical resource for several types of IT systems and hardware; troubleshoots basic hardware and software problems.
3. <input type="checkbox"/>	Utilizes most IT hardware; uses standard features of communication software (GroupWise, etc.) and beginning word processing; performs some systems/hardware maintenance.
2. <input type="checkbox"/>	Utilizes basic hardware; uses basic features of communication software (GroupWise, etc.) and word processing software; performs some limited maintenance on some hardware.
1. <input type="checkbox"/>	Utilizes at least two types of IT equipment, one of which is a PC; uses basic features of assigned software.
<i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	



<p>9. <b>Forms and Records</b> – <i>Identifies, understands, and provides copies of record documents; extracts information from record documents and uses NARA forms to provide information to requestors.</i></p>	
<p>5. <input type="checkbox"/></p>	<p>Applies expert knowledge of forms for all military service branches and record types, including those unique to military service branches, and can identify and interpret the appropriate form(s) and information contained therein to fulfill all types of requests; understands and interprets forms from other government agencies; expert knowledge of all types of organizational and auxiliary records, forms and documents held by NPRC and their purposes; completes most complex computations of service information on specific requests; serves as technical expert for team OMPF, organizational records, forms, and documents.</p>
<p>4. <input type="checkbox"/></p>	<p>Utilizes broad knowledge of most forms for all military service branches and record types, including those unique to military service branches, and can identify and interpret the appropriate form(s) and information contained therein to fulfill most types of requests; understands and interprets forms from other government agencies; broad knowledge of all types of organizational and auxiliary records, forms and documents held by NPRC and their purposes; completes computations of service information on specific requests; serves as consultant to team on OMPF, organizational records, forms and documents.</p>
<p>3. <input type="checkbox"/></p>	<p>Utilizes knowledge of most forms for all military service branches and record types, including most basic forms of all military service branches and their purpose; can identify and interpret the appropriate form(s) to fulfill most types of requests; understands most common forms from other government agencies; knowledge of all types of organizational and auxiliary records held by NPRC and their purposes; understands and uses most NARA forms that are used to provide military record information.</p>
<p>2. <input type="checkbox"/></p>	<p>Utilizes knowledge of most common forms for all military service branches and record types, including most basic forms of all military service branches and their purpose; understands and uses some NARA forms that are used to provide military record information.</p>
<p>1. <input type="checkbox"/></p>	<p>Uses some of the basic or common forms from all service branches.</p>
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 4, Coach – Career Ladder Assessment  
(Part 9 of 13)

<b>10. Releasability</b> – Understands releasability requirements and procedures and applies them to reuests for information.	
5. <input type="checkbox"/>	Utilizes expert knowledge of, and ability to interpret and apply, releasability requirements and procedures, including FOIA/PA, DOD directives, and NARA/NPRC procedures to respond to the most complex and sensitive requests.
4. <input type="checkbox"/>	Uses broad knowledge of, and ability to interpret and apply, releasability requirements and procedures, including FOIA/PA, DOD directives, NARA/NPRC procedures, to reply to routine requests for records.
3. <input type="checkbox"/>	Exercises knowledge of releasability requirements and procedures, including FOIA/PA, DOD directives, NARA/NPRC procedures as applied to routine requests for records.
2. <input type="checkbox"/>	Demonstrates knowledge of FOIA/PA, DOD directives, and NARA/NRPC requirements and procedures.
1. <input type="checkbox"/>	Can locate and read guidance on FOIA/PA, military security, and NARA requirements and procedures.
<i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 4, Coach – Career Ladder Assessment  
(Part 10 of 13)

<b>To be completed only for promotion to GS-5 or above.</b>	
11. <b>Records Holdings and Sources</b> – <i>Requests or conducts searches involving various records sources.</i>	
5. <input type="checkbox"/>	Requests/conducts searches using rarely used alternative sources, when little or no specific information is provided by the requestor, in unique or complex situations; handles the most complex requests for highest level requestors; serves as a mentor or technical expert for the team and/or the Center.
4. <input type="checkbox"/>	Requests/conducts searches involving all known sources when little specific information is provided by the requestor; handles sensitive requests for highest level requestors; serves as mentor/technical expert for team.
3. <input type="checkbox"/>	Requests/conducts searches involving various sources; handles routine requests for higher level requestors or in time-critical situations; guides or assists less experienced team members.
2. <input type="checkbox"/>	Consults several sources of records; handles routine requests which may provide incomplete information.
1. <input type="checkbox"/>	Consults limited sources of records within NARA; handles routine requests that provide complete information.
<i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 4, Coach – Career Ladder Assessment  
(Part 11 of 13)

<b>To be completed only for promotion to GS-7 or above.</b>	
12. <b>Leadership/Teaching Others</b> – <i>Interacts with others to influence, motivate, and challenge them. Helps others learn; identifies training needs; provides constructive reinforcement; coaches others on how to perform tasks; acts as a mentor.</i>	
5. <input type="checkbox"/>	Leads a large, diverse group that may have conflicting agendas to resolve issues and overcome many obstacles; teaches others and evaluates progress; adjusts teaching style to employees' needs.
4. <input type="checkbox"/>	Leads a large group to overcome several obstacles and attain a goal; teaches job-relevant material identifies training needs and recommends appropriate training; acts as a role model.
3. <input type="checkbox"/>	Leads a moderate-sized group to overcome one or two obstacles and achieve a common goal; reviews the work of co-workers and gives them feedback; teaches co-workers how to use office equipment or perform moderately complex tasks.
2. <input type="checkbox"/>	Leads a small group to resolve an uncomplicated issue or achieve an easy goal; Demonstrate to new employees how to use simple office equipment or how to perform routine task.
1. <input type="checkbox"/>	Influences a person to complete work assignments or follow guidelines; provides general work-related information to visitors and new employees.
<i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 4, Coach – Career Ladder Assessment  
(Part 12 of 13)

**COACH – CAREER LADDER ASSESSMENT SUMMARY**

Record under the "Rating" column the levels you checked for the competencies on the preceding pages. Then check the appropriate response in the "Met?" column.

**Competency Ratings**

COMPETENCY	RATING	REQUIREMENT			MET?	
		GS 4	GS 5/6	GS 7/8		
1. Self-Management		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Customer Service/Interpersonal Skills		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Listening		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Teamwork/Flexibility		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Reasoning		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Reading/Writing		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Speaking		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Information Technology		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Forms and Records		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Releasability		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Records Holdings and Sources			3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Leadership/Teaching Others				3	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Coaches Certification**

I have reviewed the candidate's self assessment (if provided) and/or considered all factors relevant to measuring the candidates attainment of competencies.

- The candidate has acquired and demonstrates the competencies required for promotion to the GS-\_\_\_\_\_ level.
- The candidate has not acquired and does not demonstrate the competencies required for promotion to the GS-\_\_\_\_\_ level.

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 3630.6B  
March 1, 2017

NPRC MEMORANDUM

SUBJECT: Career Advancement Plan for Career Ladder Personnel in the AFN-M Core Environment

1. Purpose. This memorandum establishes the plan for the advancement of employees in career ladder positions in a Core environment. It also describes the requirements for advancement.
2. Cancellation. NPRC 3630.6A and AFN 2016-1 are canceled.
3. Reason for revision. This memorandum is revised to include instructions for the alternative process for Career Ladder Competency Exercise and to eliminate requirements for using NPRC Test Form 00-3, Career Ladder Eligibility Certification.
2. Applicability. The provisions of this memorandum apply to all AFN-M personnel assigned to career ladder positions in a Core environment.
4. Forms. This memorandum provides for the use of the following forms.

NPRC Test Form 00-4, Career Ladder Advancement Application  
NPRC Test Form 00-5, Self - Career Ladder Assessment  
NPRC Test Form 00-6, Coach - Career Ladder Assessment



SCOTT A. LEVINS  
Director

Distribution: O, P (R: Core employees)

ATTACHMENT

TABLE OF CONTENTS

Career Advancement Plan for Personnel in the AFN-M Core Environment

Paragraph Title -----	Paragraph Number -----
<b>CHAPTER 1. GENERAL INFORMATION</b>	
Purpose.....	1
Authority.....	1
Coverage.....	1
Definitions.....	1
Responsibilities.....	2
<b>CHAPTER 2. CERTIFICATION/ASSESSMENT PROCESS</b>	
Overview.....	5
Eligibility for Promotion.....	5
Competency Assessment.....	5
Competency Exercises.....	5
Alternative to Competency Exercise.....	6
Career Ladder Self-Assessment.....	7
Coach Assessment and/or Recommendation.....	7
Panel Review.....	8
Core Manager Decision.....	9
<b>CHAPTER 3. SCORING AND WEIGHTING OF ASSESSMENT TOOLS</b>	
Scoring of Assessment Tools.....	11
Weighting of Competencies and Assessment Tools.....	11
Impact of Assessment Tools on Recommendation/Decision to Promote.....	12
<b>CHAPTER 4. PROGRAM INTEGRITY MAINTENANCE</b>	
Overview.....	13
Competency Exercise.....	13
Structured Interview.....	13

- Figure 1 Certification Plan
- Figure 2 NPRC Test Form 00-4, Career Ladder Advancement Application
- Figure 3 NPRC Test Form 00-5, Self - Career Ladder Assessment
- Figure 4 NPRC Test Form 00-6, Coach - Career Ladder Assessment



## CHAPTER 1. GENERAL INFORMATION

1. Purpose.

a. This memorandum describes the career advancement plan and the requirements for career ladder promotions in the AFN-M Core environment.

b. The Career Advancement Plan (CAP) provides a systematic process for determining whether employees have the competencies necessary for progression to the next higher grade level in the career ladder. The purposes of the Career Advancement Plan are:

(1) To facilitate recruitment and retention by offering a process to continually develop the organization's workforce;

(2) To provide a career development program by defining the competencies required, providing related developmental activities, and presenting objective measures of competencies for promotion; and

(3) To provide upward mobility opportunities for NPRC employees.

2. Authority.

a. Part 335, Title 5, Code of Federal Regulations.

b. EPA 9335.1, General Services Administration Merit Promotion Plan.

3. Coverage. This directive applies to NPRC/AFN-M employees who are in career ladder positions within the core environment.

4. Definitions.

a. Benchmark. A defined level of competency, usually supplemented by examples.

b. Candidate. An employee in a career ladder position in the core environment who has started the certification process to progress to the next level in the career ladder.

c. Career Ladder Position. A position which has a full performance grade level based on the work required by the organization. Positions in a career ladder may be filled at a lower level for recruitment, retention, and workforce development purposes.

d. Certification/Assessment Panel. The certification assessment panel consists of the Employee Development Specialist or an alternate and two core coaches. The panel:

(1) Provides a 3rd-party review at the discretion of the candidate; interviews candidates and reviews promotion packages to assess whether candidates have demonstrated the required competencies at the appropriate benchmark levels, and

(2) Certifies whether the panel assessment demonstrates attainment of required competencies at benchmark levels.

e. Certification/Assessment Tools. The instruments used to assess whether a candidate has the required competencies at the required benchmark levels. Various

assessment tools are used for the different grade levels within a career ladder. The assessment tools include:

- (1) Competency exercises or 90-day technical competency review
- (2) A coach rating and recommendation;
- (3) At the employee's discretion, a self-assessment and panel review.

f. Certification Plan. The pattern of certification assessment tools used to determine a candidate's readiness to advance to the next grade level in the career ladder (see figure 1). The Certification Plan becomes more rigorous at critical points in the career ladders to parallel changes in competency requirements.

g. Competency. An observable pattern of knowledge, skills, abilities, behaviors, and other characteristics that employees need to successfully perform work-related tasks.

h. Competency Exercise. Specially developed cases used to assess technical competency. The competency exercises parallel actual cases to the maximum extent possible.

i. Technical Competency Review. A 90-day review of work at the current grade level measured against a standard that would represent successful performance of the more complex work mix of the next higher grade level.

j. Competency Progression. The critical competencies and associated benchmarks at each grade level of the career ladder. The employee must acquire and demonstrate the required competencies at both the current level and the next higher level before being promoted.

k. Core Environment. A teaming organization that has a dual focus -- on group performance as well as individual development and performance.

## 5. Responsibilities.

a. Director, National Personnel Records Center. The Director oversees the program and develops implementing policy and guidance.

b. Assistant Director for Military Records. The Assistant Director ensures the program is carried out in accordance with this directive and makes the final decision on career ladder promotions when the Core Manager does not concur with the Coach and/or panel recommendations.

c. Director, Talent Acquisition Division. The Director provides human resource program guidance and support to management and employees in the development and execution of the Career Advancement Plan.

d. Core Managers. Core Managers:

(1) Provide guidance and direction to the core teams on issues concerning the Career Advancement Plan.

(2) Foster a learning environment within the core to assist team members in developing the required competencies for career ladder promotions.

(3) Review Coach and/or panel recommendations on career ladder promotions to ensure consistency and appropriateness, and approve/disapprove career ladder promotions.

(4) Prepare written justifications for review and action by the Assistant Director for Military Records for career ladder promotions when their decisions vary from Coach and/or panel recommendations.

e. Core Coaches. Core Coaches:

(1) Provide guidance and information to team members on Career Advancement Plan requirements.

(2) Assist team members in identifying career goals and competencies required to achieve those goals and in assessing their strengths and weaknesses.

(3) Assist team members in creating individual developmental plans (IDPs) to develop desired competencies.

(4) Provide on-the-job learning experiences to assist team members in developing competencies.

(5) Prepare assessment of candidates in career ladder positions for Core Manager and/or panel review and provide feedback to candidates on these assessments,

(6) Serve on Certification Assessment Panels for the purpose of conducting panel interviews of candidates, reviewing candidates' career ladder promotion packages, and determining if panel participation demonstrates attainment of competencies at the minimum level.

f. Employee Development Specialist (EDS). The EDS:

(1) Assists Core Coaches and employees in preparing individual development plans to gain competencies required for career ladder advancement;

(2) Upon request, schedules candidates for competency exercises, administers and scores competency exercises, and provides candidates with scored results for inclusion in promotion packages;

(3) Schedules and facilitates Certification Assessment Panels. Identifies Coaches to serve as panel members, notifies candidates of scheduled interview times, ensures promotion packages received from candidates are available for review by the panel, participates as a voting member of the panel, and forwards promotion packages with panel recommendations to the appropriate Core Manager.

g. Employees. Employees:

(1) With guidance from the Core Coach, prepare IDPs to identify gaps in competencies possessed compared to those required at the next higher level in the career ladder and learning activities to develop those competencies;

(2) Participate actively in on-the-job learning activities identified in IDPs;

(3) Through self development, acquire knowledge and skills which will help demonstrate competencies required at the next level in the career ladder;

(4) When basic eligibility requirements have been met and the required competencies have been acquired and demonstrated, initiate the required steps identified in the Certification Plan for progression to the next level in the career ladder.

## CHAPTER 2. CERTIFICATION/ASSESSMENT PROCESS

1. Overview. To progress to the next higher grade level in the career ladder, candidates must go through a certification assessment process to determine if they are eligible and to evaluate their possession of required competencies.

2. Eligibility for Promotion. The Talent Acquisition Division determines eligibility for promotion and will make this determination upon receipt of a promotion request. However, candidates should ensure they meet time-in-grade qualification and performance requirements before submitting an application for promotion. Normally, career ladder promotions will require 1 year time-in-grade. Advancement applications should be submitted no earlier than 90 days before meeting time-in-grade requirements. Packages submitted too early will need to be re-accomplished as individual performance variables are subject to change over time. If you are unsure of when you will meet time-in-grade requirements for the next grade level, you can review OPM's General Schedule Qualification Standards for Clerical and Administrative Support Positions, available online, or contact your supervisor. If the supervisor is unsure, he/she will contact the servicing HR assistant for advice.

a. Basic Requirements. To be eligible:

(1) Candidates must meet time-in-grade and qualification requirements as stated in the U.S. Office of Personnel Management's General Schedule Qualification Standards;

(2) Candidates must have a current rating of record of Fully Successful or higher; and

(3) Candidates must have a rating of at least Fully Successful on current critical elements that are also critical to performance at the next higher grade of the career ladder.

b. Application for Career Ladder Advancement. Candidates meeting eligibility requirements may then initiate the NPRC Test Form 00-4, Career Ladder Advancement Application (see figure 2), and proceed to the Coach and/or Self-Assessment stage. Candidates who do not meet eligibility requirements cannot continue with the assessment.

3. Competency Assessment. Competency assessment consists of the certification/assessment tools being completed that are required for promotion to the next higher grade level. The tools used for each grade level progression in the career ladder are shown in the Certification Plan (see figure 1). At any point in the process, candidates may choose not to continue. For example, based on the career ladder self-assessment, a candidate may decide additional experience and training is necessary before continuing.

4. Competency Exercises. Competency exercises for each of the grade levels within the career ladders consist of cases designed to assess the candidates' possession of, and ability to, demonstrate the required technical competencies. Candidates who do not wish to

take the exercises may elect an alternate method of demonstrating required technical competencies, discussed later in this chapter, in lieu of the exercise.

- a. For levels in the career ladder that require a competency exercise, candidates must schedule the exercise with the Employee Development Center (EDC). The EDC schedules candidates on a first come, first served basis as space is available in the training facility.
- b. Candidates may schedule and take the competency exercise for the next grade level after 9 months time in their current Core career ladder position or when eligible for promotion, whichever date is earlier.
- c. Candidates may participate in the competency exercise once every 60 calendar days.
- d. Candidates will be allowed up to two hours to complete the exercise. Candidates may use personal resource references and Center online guides to complete the exercise.
- e. Competency exercises are proctored by the EDC.
- f. The EDC will provide candidates their scored exercise within five work days of completion of the exercise.
- g. A score of 95% on the competency exercise is required for the candidate to be further considered for promotion.

5. Alternative to Competency Exercise. Candidates who do not wish to take the Competency Exercise may elect the following alternate method of measuring the 3 technical competencies required for advancement. This alternate method is not mandatory and is at the discretion of the technician. All remaining assessment tools and processes will still apply.

a. For candidates desiring an alternative to the competency exercise and seeking promotion to GS-5 or GS-6, coaches will complete and document the following 2-part technical competency review.

(1) Candidate must be meeting or exceeding the Fully Successful standard for quality.

(2) Candidate's SDA for the last 90 days must be at or above the midpoint of the Fully Successful SDA range for the current grade level. For example, if the technician's current Fully Successful SDA range is 21 – 24 cases per day, the midpoint would be 22.5 cases per day. This midpoint measure represents the minimum standard necessary to ensure a successful SDA at the next higher grade level given a more complex work-mix requirement.

b. For candidates desiring an alternative to the competency exercise and seeking promotion to GS-7 or GS-8, coaches will complete and document the following 2-part technical review.

(1) Candidate must be meeting or exceeding the Fully Successful standard for quality.

(2) Candidate's SDA for the last 90 days must be at or above Fully Successful for the current grade level. The midpoint measure for these grades is not required since the work-mix at the next grade level does not become more complex.

c. Coaches will document the technical competency review results on the NPRC Test Form 00-4 in lieu of a competency exercise sign-off on the advancement application.

6. Career Ladder Self-Assessment. Completion of this assessment is at the discretion of the candidate. Candidates at all levels of a career ladder have the option to complete the NPRC Test Form 00-5, Self - Career Ladder Assessment (see figure 3) to demonstrate acquisition of required competencies at the benchmark level for the next grade level in the career ladder. Candidates may complete the Self-Assessment and submit it for his/her Coach's consideration during the Coach assessment or after the Coach's assessment if the candidate decides they would like a 3rd-party review by the career ladder panel. If completed, the Self-Assessment form (NRPC Test Form 00-5) becomes part of the candidate's application for career ladder advancement.

7. Coach Assessment and/or Recommendation.

a. After successful completion of the competency exercise (or alternative technical competency review), candidates must submit their application for career ladder advancement (NPRC Test 00-4, Career Ladder Advancement Application), and other documents as indicated on the NPRC Test Form 00-4 to their team coach. Coaches will complete their assessment of candidates' competencies using NPRC Test Form 00-6, Coach Career Ladder Assessment (see figure 4). This Coach Career Ladder Assessment will become part of the promotion package.

b. For candidates progressing to the GS-4 level, coaches will recommend or not recommend promotion based on an assessment of the candidates' possession of the competencies required at the GS-4 level. The recommendation will be documented on the Coach-Career Ladder Assessment Summary page (page 13) of the Coach Career Ladder Assessment (NRPC Test Form 00-6) and on the Career Ladder Advancement Application (NPRC Test 00-4). If the coach recommends promotion, the application package will be forwarded to the Core Manager for his/her decision. If the coach does not recommend promotion, the coach will additionally complete an individual assessment of applicable competencies using NPRC Test Form 00-6, Coach Career Ladder Assessment (see figure 4) prior to forwarding the package to the Core Manager.

c. For candidates progressing to the GS-5 level or higher, coaches will complete the NPRC Test Form 00-6, Coach Career Ladder Assessment (see figure 4). Coaches will assess candidates' possession of the selected general competencies as demonstrated by actual performance, completion of learning activities on the candidates' IDP, and/or through review of the candidates' competency examples on the career ladder Self-Assessment (if provided).

d. To recommend promotion at any grade level, coaches must determine that candidates possess the assessed competencies at the minimum benchmark level or higher for the grade level to which promotion is being considered.

e. In completing the coach assessments, coaches will provide one-on-one feedback to the candidates. Feedback sessions should normally be accomplished within 10 workdays after receipt of career ladder advancement applications. After this feedback session, candidates will be given the opportunity to elect a third-party panel review of the application.

(1) If the employee declines the panel review and does not want to complete the Self - Career Ladder Assessment (NPRC Test Form 00-5), the package is forwarded to the Core Manager for his/her decision.

(2) If the employee declines the panel but wishes to complete a self-assessment for consideration by the Core Manager, the package is returned to the employee, and forwarded to the Core Manager after the candidate has completed the self-assessment (NPRC Test Form 00-5).

(3) If the employee requests a panel review the package is returned to the employee to complete the self-assessment (NPRC Test Form 00-5). The employee will forward three copies of the complete application package to the Employee Development Center.

8. Panel Review. A panel review is optional but available for a candidate who desires a third-party review of his/her career ladder application packages before the package is sent to the Core Manager for a decision. The panel review consists of a package review by a three-member panel and a structured interview, if prescribed in the Certification Plan (see figure 1). The three-member panel includes one member of the Employee Development staff, or alternate, and two core coaches from cores other than that to which the candidate is assigned.

a. An applicant may make a panel review election anytime before his/her application package is sent to the Core Manager for a decision. Panel elections or declinations are documented on the Career Ladder Advancement Application (NPRC Test 00-4). Employee Development will schedule panel reviews within two-weeks of receiving a complete career ladder advancement package as described on the Career Ladder Advancement Application (NPRC Test 00-4).



b. Each panelist will review and individually score the application package against the minimum benchmarks established for each competency. For those advancements requiring only a panel review (not a panel interview), the panel will make no additional assessment. The panel will certify whether the package demonstrates or does not demonstrate possession of competencies at the minimum level based on the application package and supporting documentation.

c. If required, panel members will also conduct a structured interview to further assess general competencies listed in the Certification Plan (see figure 1).

d. After the individual review and scoring, the panel members will collectively prepare a summary certification based on a consensus among panel members. To certify attainment of competencies, the panelists must determine that the candidate's panel participation (package and/or interview) demonstrates attainment of the assessed competencies at the minimum benchmark level for the grade level to which promotion is being considered.

e. The EDS forwards candidate applications along with panel assessments and certification to the appropriate Core Manager.

#### 9. Core Manager Decision.

a. The candidate's Core Manager reviews the recommendations of the Certification/Assessment Panel and makes the final decision to approve or disapprove a career ladder promotion within five workdays of receipt.

(1) If a career ladder promotion is approved, the Core Manager ensures the appropriate personnel action is initiated and submitted to the Human Resources Operations Branch.

(2) If a career ladder promotion is not approved, the Core Manager provides verbal feedback to the candidate with advice and guidance in identifying learning activities to strengthen and build competencies. Candidates may reapply for career advancement after a six-month period of time.

(3) If the Core Manager's decision is different from the Coach's recommendation or the panel's recommendation, the Core Manager prepares and forwards written justification along with the career ladder advancement application to the Assistant Director for Military Records for concurrence.

b. Review by the Assistant Director for Military Records. The Assistant Director for Military Records reviews career ladder advancement applications and justifications referred by the Core Managers when they support decisions that differ from the panel or Coach's recommendations. If the Assistant Director concurs with the Core Manager, the application is returned to the appropriate Core Manager for action. If the Assistant Director does not

March 1, 2017

NPRC 3630.6B

concur with the decision, the Assistant Director advises the Core Manager and ensures that appropriate action is taken.

c. Application Package. Original applications and attachments will be returned to candidates. Copies of applications and attachments will be forwarded to the candidates' coaches for retention in their employee individual development files.

## CHAPTER 3. SCORING AND WEIGHTING OF ASSESSMENT TOOLS

1. Scoring of Assessment Tools.a. Self-Assessment and Coach Assessment.

(1) These assessments will be scored on a pass/fail basis. For candidates to pass the assessments, they must meet or exceed the minimum benchmark level for each of the competencies assessed.

(2) A "fail" on either assessment will not prevent candidates from continuing with the career advancement application process if they so desire.

b. Competency Exercise or Technical Competency Review Alternative.

(1) Candidate must meet minimum benchmark standards for either the competency exercise or the technical competency review to continue with the career advancement process.

(2) The competency exercise will be scored based on the number of correct answers on the technical competency exercises. A score of 95% must be achieved by candidates to pass the competency exercise and to continue with the career advancement process.

(3) The technical competency review alternative will be measured based on a 90 day review of the candidate's performance. Those seeking promotion to GS-5 or GS-6 must have an accuracy rate of Fully Successful or higher and SDA which is at or above the midpoint of the Fully Successful range for his/her current grade. Those seeking promotion to GS-7 or GS-8 must be at or above Fully Successful for both quality and SDA at his/her current grade level.

c. Structured Panel Review and/or Interview.

(1) This assessment will be scored on a pass/fail basis. For candidates to pass this assessment, they must meet or exceed the minimum benchmark level for each of the competencies assessed.

(2) A "fail" on either assessment will not prevent candidates from continuing with the career advancement application process if they so desire.

2. Weighting of Competencies and Assessment Tools.

a. All competencies in the competency profile have been determined to be essential to successful performance in the Core environment. The technical competencies have been determined to be critical and, therefore, receive more weight than the general competencies in the assessment, certification, and promotion process.

b. With the exception of the competency exercise, all of the assessment tools carry an equal weight in the assessment process.

c. The competency exercise is the critical assessment tool. A score of 95% must be achieved by candidates to be considered for promotion. A failing score on the competency exercise is disqualifying.

3. Impact of Assessment Tools on Recommendation/Decision to Promote.

a. If candidates pass all assessment tools, promotion would normally be recommended by the panel and approved by the Core Manager.

b. If applicants fail the competency exercise or technical competency review, they may not continue with the career advancement application process, but may retake either assessment after a 60 day development period.

c. If candidates pass the competency exercise or technical competency review, but fail one or more of the other assessment tools, the candidates may still be considered for promotion to the next higher grade level. The panel and/or the Core Manager will make such recommendations/decisions on a case-by-case basis through a thorough review of the application materials and other available information.

## CHAPTER 4. PROGRAM INTEGRITY MAINTENANCE

1. Overview. To ensure that the Career Advancement Plan and its attendant programs, assessments, and documents retain their maximum effectiveness, it is necessary to impose information security protocols on certain aspects of the program.

2. Competency exercise.

a. Multiple sets of competency-based cases will be utilized in the competency exercise. All cases will assess the same set of competencies.

b. All competency exercise information is strictly confidential.

c. Release or unauthorized use of privileged information from the competency exercises is a chargeable offense under the NARA penalty guide for which disciplinary action may result. This may include reducing the candidate's score on the exercise to 0 (zero). Additionally, the candidate will be ineligible to retake the exercise for a period of six months.

3. Structured interview.

a. Multiple sets of competency-based structured interview questions will be utilized in the interviews. All questions will assess the same set of competencies.

b. All structured interview question information is confidential.

Release or unauthorized use of privileged information from the structured interview assessment is a chargeable offense under the NARA penalty guide for which disciplinary action may result. This may include reducing the candidate's score on the interview to 0 (zero). Additionally, the candidate will be ineligible to complete the career advancement application process for a period of six months.

**CERTIFICATION PLAN**  
(Career Ladder Advancement)

Career Ladder	ELIGIBILITY			EVALUATION - COMPETENCIES MEASURED					DECISION
	Time-in-grade	Qualifications Requirements	Fully Successful Performance Appraisal	**OPTIONAL** Self Assessment	Competency Exercise or Technical Competency Review	Coach Rating & Recommendation	**OPTIONAL** Panel Interview	**OPTIONAL** Panel Review and Recommendation	Core Manager Decision
<b>CAREER LADDER - SELECTION VIA COMPETITIVE PROCEDURES</b>									
GS-3 to GS-4	Required	Required	Required	Competencies 1 thru 11 measured		Recommendation Only			Required
GS-4 to GS-5	Required	Required	Required	Competencies 1 thru 11 measured	Competencies 9 thru 11 measured	Competencies 1 thru 11 measured		Competencies 1 thru 11 measured	Required
GS-5 to GS-6	Required	Required	Required	Competencies 1 thru 11 measured	Competencies 9 thru 11 measured	Competencies 1 thru 11 measured	Competencies 1, 2, 5, and 7 measured	Competencies 1 thru 11 measured	Required
GS-6 to GS-7	Required	Required	Required	All competencies (1 thru 12) measured	Competencies 9 thru 11 measured	All competencies (1 thru 12) measured		All competencies (1 thru 12) measured	Required
GS-7 to GS-8	Required	Required	Required	All competencies (1 thru 12) measured	Competencies 9 thru 11 measured	All competencies (1 thru 12) measured	Competencies 1, 2, 5, and 7 measured	All competencies (1 thru 12) measured	Required

**Competencies Measured**

1. Self-Management
2. Customer Service/Interpersonal Skills
3. Listening
4. Teamwork/Flexibility
5. Reasoning
6. Reading/Writing
7. Speaking
8. Information Technology
9. Forms & Records
10. Releasability
11. Records Holdings & Sources
12. Leadership/Teaching Others

Figure 1, Certification Plan

### CAREER LADDER ADVANCEMENT APPLICATION

1. **APPLICANT:** Complete the following information and forward to your coach.

Name of Candidate:

Current Position and Grade:

Core/Team Assignment:

I am within 90 days of meeting time-in-grade requirements and request an evaluation of competencies required for promotion to the next grade level in my career ladder. I have attached the following documents:

- Career Ladder Advancement Assessment(s) (employee assessment optional, coach assessment required)
- Most recent rating of record
- If most recent rating of record is not for current career ladder position, most recent quarterly review

Applicant Signature:

Date:

2. **COMPETENCY EXERCISE:** A score of 95% on the competency exercise is required for further promotion consideration. As an alternative, the supervisor may complete a technician competency review and document the results in section 3.

EDC Signature:

Score:

Date:

3. **CORE COACH:** Complete the following recommendation. Discuss your rating with applicant. Attach your coach rating and return to applicant.

- I have discussed my assessment with the applicant.
- I have completed a technical competency review in lieu of the competency exercise in Section 2 and documented the results below.

**For advancement to GS-5 or GS-6,** I certify that the above technician's quality accuracy rate of \_\_\_\_\_ is at or above "Fully Successful". Furthermore, his/her SDA for the last 90 days was \_\_\_\_\_, which is at or above the midpoint of the "Fully Successful" range for his/her current grade level.

**For advancement to GS-7 or GS-8,** I certify that the above technician's quality accuracy rate of \_\_\_\_\_ and SDA of \_\_\_\_\_ is at or above "Fully Successful".

**RECOMMENDATION:**

- The applicant has acquired and demonstrates the competencies required for promotion to the next career ladder level. Additionally, the application has a current summary rating of Fully Successful, or higher, and has a Fully Successful, or higher, rating on all current critical elements that are also critical to performance at the next grade level.
- The applicant has not acquired and does not demonstrate the competencies required for promotion to the next career ladder level.

Coach Signature:

Date:

4. **APPLICANT:** If requesting a panel review, submit 3 copies of all application documents to the Employee Development Center. If declining a panel review, submit this package to your Core Manager for his/her decision.

- I request a 3<sup>rd</sup> party panel review prior to submission of my package for my Core Manager's decision.
- I decline a 3<sup>rd</sup> party panel review and will submit my application package to my Core Manager for a decision.

Applicant Signature:

Date:

Figure 2, Career Ladder Advancement Application

**CAREER LADDER ADVANCEMENT APPLICATION - Continued**

**5. PANEL:** (Optional) Complete the following recommendation. Attach assessment and forward to the Core Manager.

- The applicant's package/interview **demonstrates** the competencies required for promotion.
- The applicant's package/interview **does not demonstrate** the competencies required for promotion.

Chairperson Signature:

Date:

**6 CORE MANAGER:** Complete the following recommendation with comments as appropriate. Comments are required if the supervisor's recommendation is not followed.

- The applicant has acquired and demonstrates the competencies required for promotion to the next career ladder level. The request for career promotion is **approved**.
- The applicant has not acquired and does not demonstrate the competencies required for promotion to the next career ladder level. The request for career promotion is **disapproved**.

Core Manager Signature:

Date:

Comments:

**7 ASSISTANT DIRECTOR:** Completed only if Core Manager recommendation and supervisor's recommendation differ.

- The applicant has acquired and demonstrates the competencies required for promotion to the next career
- The applicant has not acquired and does not demonstrate the competencies required for promotion to the next career

Assistant Director Signature:

Date:

Figure 2, Career Ladder Advancement Application



**SELF – CAREER LADDER ASSESSMENT**

This self-assessment is optional but provides candidates with the opportunity to demonstrate possession of competencies using clear and specific examples. Candidates may rate and provide examples for some, all, or none of the competencies shown. Candidates should consider Coach and/or panel member awareness of the candidate's possession of each competency when writing examples or when deciding whether to compete this assessment.

Name Of Candidate:

Current Position and Grade:

Core/Team Assignment:

**For each competency, check the level that best describes your possession and actual demonstration of the competency, and record the number of the level checked on the career ladder assessment summary page.**

<p>1. <b>Self-Management</b> – <i>Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.</i></p>	
5. <input type="checkbox"/>	Takes on extra responsibilities voluntarily to respond to shifting priorities; schedules and completes multiple conflicting work assignments in a timely manner or ahead of schedule; creates or designs procedures to make work more efficient; sets clear and specific goals and priorities for own work.
4. <input type="checkbox"/>	Takes on added responsibilities when requested; completes multiple work assignments on time; learns new skills to enhance own work and teaches others; sets general goals and priorities for own work.
3. <input type="checkbox"/>	Solves problems in own task area; completes all assigned work according to work schedule; learns new skills to enhance own work; sets general goals and priorities for specific tasks and assignments.
2. <input type="checkbox"/>	Performs assigned tasks and verifies work; meets deadlines on most assigned tasks; assists others when requested; sets one goal or objective at a time with assistance of team and/or coach.
1. <input type="checkbox"/>	Performs routine tasks as specified; meets normal deadlines on tasks assigned; adheres to specific goals and guidelines set by team/coach; completes each assignment before beginning the next.
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 1 of 13)

<p><b>2. Customer Service/Interpersonal Skills</b> – <i>Works and communicates with clients and customers to satisfy their expectations; Committed to quality services. Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.</i></p>	
5. <input type="checkbox"/>	Proactively establishes and maintains an ongoing relationship with customers that includes identifying the customer's needs or problems and taking corrective action; tactfully handles difficult or uncomfortable situations; works well with others from diverse backgrounds and across levels in the agency or organization.
4. <input type="checkbox"/>	Initiates contacts with customers to solve problems or complaints or refers customers to appropriate source; cooperates with others on projects or tasks; elicits necessary information from others who are uncooperative or uninterested.
3. <input type="checkbox"/>	Works with customers to identify appropriate services to meet their needs; works well with a variety of people including coach, team, and the public.
2. <input type="checkbox"/>	Provides information to customers and informs them about the agency's services; exchanges information in one-on-one situations with others outside of the immediate work group; works well with co-workers.
1. <input type="checkbox"/>	Provides routine services or standardized products or materials to customers; has minimal, brief contact with customers when contacted by them; participates in one-on-one interactions with a limited group of people (e.g. co-workers) to accomplish work-related duties.
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 2 of 13)

<p>3. <b>Listening</b> – <i>Receives, attends to interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.</i></p>	
5. <input type="checkbox"/>	Listens to technical information to acquire knowledge on a topic; identifies and clarifies miscommunications between others.
4. <input type="checkbox"/>	Listens to long messages to acquire detailed information about a complex subject or assignment; recognizes ambiguous or incomplete messages and asks for clarification.
3. <input type="checkbox"/>	Listens to moderately complex or detailed information to acquire a working knowledge about a topic or assignment; responds appropriately.
2. <input type="checkbox"/>	Listens to messages to understand simple details, a sequence of events, or to get the main idea; usually responds appropriately.
1. <input type="checkbox"/>	Listens to short, simple messages to hear basic facts; responds appropriately.
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 3 of 13)

<b>4. Teamwork/Flexibility</b> – <i>Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals; adapts quickly to changes.</i>	
5. <input type="checkbox"/>	Fosters group identify and pride; motivates team members to achieve goals; contributes to team's activities and effort to attain goals; rearranges virtually all work priorities and schedules to accommodate a sudden major change, problem or setback.
4. <input type="checkbox"/>	Contributes to team goal setting, work planning and progress; facilitates group discussions by reflecting and summarizing members' comments; helps team to make significant progress toward attaining team goals; rearranges priorities, and schedules a large amount of work to accommodate changes in the office or in project resources or goals.
3. <input type="checkbox"/>	Contributes to group discussions by giving short informational presentations; cooperates with team members to complete tasks assigned to the team; rearranges a moderate amount of work priorities to accommodate occasional and temporary changes in the office or in project resources.
2. <input type="checkbox"/>	Contributes to group discussions; volunteers to assist another co-worker who has excess work; makes adjustments in work procedures and schedule to accommodate planned or unexpected changes.
1. <input type="checkbox"/>	Performs routine tasks to assist co-workers in the immediate work area; follows instructions to complete assignments; changes routine tasks to comply with recently introduced policies and procedures.
<i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 3, Self – Career Ladder Assessment  
(Part 4 of 13)

5. Reasoning – <i>Discovers or selects rules, principles, or relationships between facts and other information.</i>	
5. <input type="checkbox"/>	Develops alternatives; gathers and analyzes data/information to discern patterns, trends and relationships and to draw conclusions; compares and selects alternatives; applies rules to complex problems that contain many abstract concepts and that require a large number of steps to resolve; makes decisions when no precedents or guidelines are available.
4. <input type="checkbox"/>	Analyzes data or information to discern trends and patterns based on guidelines and precedents; applies rules to problems that contain several abstract concepts and that require many steps to resolve; identifies, compares and selects an alternative to address problems affecting the organization and customers; makes decisions when some precedents are available.
3. <input type="checkbox"/>	Organizes and integrates information based on existing examples; applies rules to problems that contain a few abstract and several concrete concepts and that require a moderate number of steps to resolve; recommends an alternative, makes a determination, or draws a conclusion on issues relevant to the organization and customers by identifying and comparing available alternatives; makes decisions using available precedents and guidelines.
2. <input type="checkbox"/>	Applies knowledge and judgment to carry out general instructions; applies rules to concrete problems that require a few steps to resolve; makes decisions involving relatively small assignments that affect the immediate work group or small number of customers; makes decisions based on established procedures.
1. <input type="checkbox"/>	Applies knowledge and judgment to carry out specific instructions; applies one of few rules to solve simple concrete problems; recommends standard solutions to routine problems affecting the immediate work group or a single customer; performs routine assignments following established guidelines and standard operating procedures.
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 5 of 13)



7. <b>Speaking</b> – <i>Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.</i>	
5. <input type="checkbox"/>	Discusses and explains technical material, often controversial or sensitive, to obtain agreement; speaks and adapts to audience with diverse levels of knowledge in a two-way exchange.
4. <input type="checkbox"/>	Discusses and explains specific ideas and concepts, sometimes controversial or sensitive, to obtain agreement; speaks and adapts to audience that has little knowledge of issues in a limited two-way exchange of information.
3. <input type="checkbox"/>	Explains general information of moderate difficulty to individuals or small groups, both in one-way communication and with significant exchange of information.
2. <input type="checkbox"/>	Explains ideas or discusses information of limited difficulty, scope, or complexity, usually in one-to-one, one-way communication.
1. <input type="checkbox"/>	Presents simple ideas and factual information in one-to-one, one-way communication.
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 7 of 13)

<b>8. Information Technology</b> – <i>Uses PC's and other IT equipment to accomplish work effectively; performs maintenance on hardware; utilizes features of PC software.</i>	
5. <input type="checkbox"/>	Conducts searches using all automated records sources; uses various methods to efficiently search all internal and external automated systems; uses both standard and specialized features of communication software (GroupWise, etc.) and the advanced features of word processing software; serves as a team technical expert on IT systems and hardware and troubleshoots most basic problems.
4. <input type="checkbox"/>	Conducts searches using automated records sources; uses standard and some specialized features of communication software (GroupWise, etc.) and intermediate word processing software; serves as a team technical resource for several types of IT systems and hardware; troubleshoots basic hardware and software problems.
3. <input type="checkbox"/>	Utilizes most IT hardware; uses standard features of communication software (GroupWise, etc.) and beginning word processing; performs some systems/hardware maintenance.
2. <input type="checkbox"/>	Utilizes basic hardware; uses basic features of communication software (GroupWise, etc.) and word processing software; performs some limited maintenance on some hardware.
1. <input type="checkbox"/>	Utilizes at least two types of IT equipment, one of which is a PC; uses basic features of assigned software.
<i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 3, Self – Career Ladder Assessment  
(Part 8 of 13)



<p><b>9. Forms and Records – Identifies, understands, and provides copies of record documents; extracts information from record documents and uses NARA forms to provide information to requestors.</b></p>	
<p>5. <input type="checkbox"/></p>	<p>Applies expert knowledge of forms for all military service branches and record types, including those unique to military service branches, and can identify and interpret the appropriate form(s) and information contained therein to fulfill all types of requests; understands and interprets forms from other government agencies; expert knowledge of all types of organizational and auxiliary records, forms and documents held by NPRC and their purposes; completes most complex computations of service information on specific requests; serves as technical expert for team OMPF, organizational records, forms, and documents.</p>
<p>4. <input type="checkbox"/></p>	<p>Utilizes broad knowledge of most forms for all military service branches and record types, including those unique to military service branches, and can identify and interpret the appropriate form(s) and information contained therein to fulfill most types of requests; understands and interprets forms from other government agencies; broad knowledge of all types of organizational and auxiliary records, forms and documents held by NPRC and their purposes; completes computations of service information on specific requests; serves as consultant to team on OMPF, organizational records, forms and documents.</p>
<p>3. <input type="checkbox"/></p>	<p>Utilizes knowledge of most forms for all military service branches and record types, including most basic forms of all military service branches and their purpose; can identify and interpret the appropriate form(s) to fulfill most types of requests; understands most common forms from other government agencies; knowledge of all types of organizational and auxiliary records held by NPRC and their purposes; understands and uses most NARA forms that are used to provide military record information.</p>
<p>2. <input type="checkbox"/></p>	<p>Utilizes knowledge of most common forms for all military service branches and record types, including most basic forms of all military service branches and their purpose; understands and uses some NARA forms that are used to provide military record information.</p>
<p>1. <input type="checkbox"/></p>	<p>Uses some of the basic or common forms from all service branches.</p>
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 9 of 13)

<b>10. Releasability</b> – Understands releasability requirements and procedures and applies them to reuests for information.	
5. <input type="checkbox"/>	Utilizes expert knowledge of, and ability to interpret and apply, releasability requirements and procedures, including FOIA/PA, DOD directives, and NARA/NPRC procedures to respond to the most complex and sensitive requests.
4. <input type="checkbox"/>	Uses broad knowledge of, and ability to interpret and apply, releasability requirements and procedures, including FOIA/PA, DOD directives, NARA/NPRC procedures, to reply to routine requests for records.
3. <input type="checkbox"/>	Exercises knowledge of releasability requirements and procedures, including FOIA/PA, DOD directives, NARA/NPRC procedures as applied to routine requests for records.
2. <input type="checkbox"/>	Demonstrates knowledge of FOIA/PA, DOD directives, and NARA/NRPC requirements and procedures.
1. <input type="checkbox"/>	Can locate and read guidance on FOIA/PA, military security, and NARA requirements and procedures.
<i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 3, Self – Career Ladder Assessment  
(Part 10 of 13)

<b>To be completed only for promotion to GS-5 or above.</b>	
11. <b>Records Holdings and Sources</b> – <i>Requests or conducts searches involving various records sources.</i>	
5. <input type="checkbox"/>	Requests/conducts searches using rarely used alternative sources, when little or no specific information is provided by the requestor, in unique or complex situations; handles the most complex requests for highest level requestors; serves as a mentor or technical expert for the team and/or the Center.
4. <input type="checkbox"/>	Requests/conducts searches involving all known sources when little specific information is provided by the requestor; handles sensitive requests for highest level requestors; serves as mentor/technical expert for team.
3. <input type="checkbox"/>	Requests/conducts searches involving various sources; handles routine requests for higher level requestors or in time-critical situations; guides or assists less experienced team members.
2. <input type="checkbox"/>	Consults several sources of records; handles routine requests which may provide incomplete information.
1. <input type="checkbox"/>	Consults limited sources of records within NARA; handles routine requests that provide complete information.
<p><i>Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 3, Self – Career Ladder Assessment  
(Part 11 of 13)

**To be completed only for promotion to GS-7 or above.**  
12. **Leadership/Teaching Others** – *Interacts with others to influence, motivate, and challenge them. Helps others learn; identifies training needs; provides constructive reinforcement; coaches others on how to perform tasks; acts as a mentor.*

- |                             |  |
|-----------------------------|--|
| 5. <input type="checkbox"/> | Leads a large, diverse group that may have conflicting agendas to resolve issues and overcome many obstacles; teaches others and evaluates progress; adjusts teaching style to employees' needs.                                     |
| 4. <input type="checkbox"/> | Leads a large group to overcome several obstacles and attain a goal; teaches job-relevant material identifies training needs and recommends appropriate training; acts as a role model.  |
| 3. <input type="checkbox"/> | Leads a moderate-sized group to overcome one or two obstacles and achieve a common goal; reviews the work of co-workers and gives them feedback; teaches co-workers how to use office equipment or perform moderately complex tasks. |
| 2. <input type="checkbox"/> | Leads a small group to resolve an uncomplicated issue or achieve an easy goal; Demonstrate to new employees how to use simple office equipment or how to perform routine task.   |
| 1. <input type="checkbox"/> | Influences a person to complete work assignments or follow guidelines; provides general work-related information to visitors and new employees.  |

*Write clear and specific examples that demonstrate your possession of this competency. Examples should include the situation, your actions, and the outcome(s). (Use additional bond paper if necessary)*

Figure 3, Self – Career Ladder Assessment  
(Part 12 of 13)

**SELF – CAREER LADDER ASSESSMENT SUMMARY**

Record under the "Rating" column the levels you checked for the competencies on the preceding pages.

**Competency Self-Assessment Ratings**

COMPETENCY		RATING	REQUIREMENT		
			GS 4	GS 5/6	GS 7/8
1.	Self-Management		2	3	4
2.	Customer Service/Interpersonal Skills		2	3	4
3.	Listening		2	3	4
4.	Teamwork/Flexibility		2	3	4
5.	Reasoning		2	3	4
6.	Reading/Writing		2	3	4
7.	Speaking		2	3	4
8.	Information Technology		2	3	4
9.	Forms and Records		2	3	4
10.	Releasability		2	3	4
11.	Records Holdings and Sources			3	4
12.	Leadership/Teaching Others				3

I certify that, to the best of my knowledge and belief, the assessment and all written examples in this document are true and correct. I understand that falsification of any information in this document could result in disciplinary action in accordance with the NARA penalty guide.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

**COACH – CAREER LADDER ASSESSMENT**

Name Of Candidate:

Current Position and Grade:

Core/Team Assignment:

For each competency, check the level that best describes the candidate’s possession and actual demonstration of the competency, and record the number of the level checked on the career ladder assessment summary page.

Provide comments or examples as needed. When determining how much detail to provide, consider what those who will make recommendations/decisions already know about the candidate. Also, consider feedback you will provide to the candidate.

<p>1. <b>Self-Management</b> – <i>Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.</i></p>	
5. <input type="checkbox"/>	Takes on extra responsibilities voluntarily to respond to shifting priorities; schedules and completes multiple conflicting work assignments in a timely manner or ahead of schedule; creates or designs procedures to make work more efficient; sets clear and specific goals and priorities for own work.
4. <input type="checkbox"/>	Takes on added responsibilities when requested; completes multiple work assignments on time; learns new skills to enhance own work and teaches others; sets general goals and priorities for own work.
3. <input type="checkbox"/>	Solves problems in own task area; completes all assigned work according to work schedule; learns new skills to enhance own work; sets general goals and priorities for specific tasks and assignments.
2. <input type="checkbox"/>	Performs assigned tasks and verifies work; meets deadlines on most assigned tasks; assists others when requested; sets one goal or objective at a time with assistance of team and/or coach.
1. <input type="checkbox"/>	Performs routine tasks as specified; meets normal deadlines on tasks assigned; adheres to specific goals and guidelines set by team/coach; completes each assignment before beginning the next.
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 4, Coach – Career Ladder Assessment  
(Part 1 of 13)

<p><b>2. Customer Service/Interpersonal Skills</b> – <i>Works and communicates with clients and customers to satisfy their expectations; Committed to quality services. Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.</i></p>	
5. <input type="checkbox"/>	Proactively establishes and maintains an ongoing relationship with customers that includes identifying the customer's needs or problems and taking corrective action; tactfully handles difficult or uncomfortable situations; works well with others from diverse backgrounds and across levels in the agency or organization.
4. <input type="checkbox"/>	Initiates contacts with customers to solve problems or complaints or refers customers to appropriate source; cooperates with others on projects or tasks; elicits necessary information from others who are uncooperative or uninterested.
3. <input type="checkbox"/>	Works with customers to identify appropriate services to meet their needs; works well with a variety of people including coach, team, and the public.
2. <input type="checkbox"/>	Provides information to customers and informs them about the agency's services; exchanges information in one-on-one situations with others outside of the immediate work group; works well with co-workers.
1. <input type="checkbox"/>	Provides routine services or standardized products or materials to customers; has minimal, brief contact with customers when contacted by them; participates in one-on-one interactions with a limited group of people (e.g. co-workers) to accomplish work-related duties.
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 4, Coach – Career Ladder Assessment  
(Part 2 of 13)

<p>3. <b>Listening</b> – <i>Receives, attends to interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.</i></p>	
5. <input type="checkbox"/>	Listens to technical information to acquire knowledge on a topic; identifies and clarifies miscommunications between others.
4. <input type="checkbox"/>	Listens to long messages to acquire detailed information about a complex subject or assignment; recognizes ambiguous or incomplete messages and asks for clarification.
3. <input type="checkbox"/>	Listens to moderately complex or detailed information to acquire a working knowledge about a topic or assignment; responds appropriately.
2. <input type="checkbox"/>	Listens to messages to understand simple details, a sequence of events, or to get the main idea; usually responds appropriately.
1. <input type="checkbox"/>	Listens to short, simple messages to hear basic facts; responds appropriately.
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 4, Coach – Career Ladder Assessment  
(Part 3 of 13)



<p><b>4. Teamwork/Flexibility</b> – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals; adapts quickly to changes.</p>	
5. <input type="checkbox"/>	Fosters group identify and pride; motivates team members to achieve goals; contributes to team's activities and effort to attain goals; rearranges virtually all work priorities and schedules to accommodate a sudden major change, problem or setback.
4. <input type="checkbox"/>	Contributes to team goal setting, work planning and progress; facilitates group discussions by reflecting and summarizing members' comments; helps team to make significant progress toward attaining team goals; rearranges priorities, and schedules a large amount of work to accommodate changes in the office or in project resources or goals.
3. <input type="checkbox"/>	Contributes to group discussions by giving short informational presentations; cooperates with team members to complete tasks assigned to the team; rearranges a moderate amount of work priorities to accommodate occasional and temporary changes in the office or in project resources.
2. <input type="checkbox"/>	Contributes to group discussions; volunteers to assist another co-worker who has excess work; makes adjustments in work procedures and schedule to accommodate planned or unexpected changes.
1. <input type="checkbox"/>	Performs routine tasks to assist co-workers in the immediate work area; follows instructions to complete assignments; changes routine tasks to comply with recently introduced policies and procedures.
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 4, Coach – Career Ladder Assessment  
(Part 4 of 13)

5. Reasoning – <i>Discovers or selects rules, principles, or relationships between facts and other information.</i>	
5. <input type="checkbox"/>	Develops alternatives; gathers and analyzes data/information to discern patterns, trends and relationships and to draw conclusions; compares and selects alternatives; applies rules to complex problems that contain many abstract concepts and that require a large number of steps to resolve; makes decisions when no precedents or guidelines are available.
4. <input type="checkbox"/>	Analyzes data or information to discern trends and patterns based on guidelines and precedents; applies rules to problems that contain several abstract concepts and that require many steps to resolve; identifies, compares and selects an alternative to address problems affecting the organization and customers; makes decisions when some precedents are available.
3. <input type="checkbox"/>	Organizes and integrates information based on existing examples; applies rules to problems that contain a few abstract and several concrete concepts and that require a moderate number of steps to resolve; recommends an alternative, makes a determination, or draws a conclusion on issues relevant to the organization and customers by identifying and comparing available alternatives; makes decisions using available precedents and guidelines.
2. <input type="checkbox"/>	Applies knowledge and judgment to carry out general instructions; applies rules to concrete problems that require a few steps to resolve; makes decisions involving relatively small assignments that affect the immediate work group or small number of customers; makes decisions based on established procedures.
1. <input type="checkbox"/>	Applies knowledge and judgment to carry out specific instructions; applies one of few rules to solve simple concrete problems; recommends standard solutions to routine problems affecting the immediate work group or a single customer; performs routine assignments following established guidelines and standard operating procedures.
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

Figure 4, Coach – Career Ladder Assessment  
(Part 5 of 13)

<b>6. Reading/Writing</b> – <i>Learns from written materials by determining the main idea or essential message; recognizes correct English grammar, punctuation, and spelling; uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.</i>	
5. <input type="checkbox"/>	Reads materials that require specialized knowledge or training; develops extensive knowledge of the materials; interprets the information for others. Independently develops lengthy and complete documents covering complex or technical information; composes correspondence with high-level visibility.
4. <input type="checkbox"/>	Reads semi-technical materials; prepares summary information for others to use. Composes documents or correspondence of moderate length covering detailed information; extracts sections from available source materials and organizes them into a summary document.
3. <input type="checkbox"/>	Reads long documents to obtain specific information; follows written procedures for completing a moderately complex task. Develops short documents to summarize non-technical information; prepares correspondence in response to inquiries for information.
2. <input type="checkbox"/>	Reads short documents and booklets to obtain specific information; follows written directions to perform a simple task. Writes short documents or routine correspondence from examples of similar documents.
1. <input type="checkbox"/>	Reads and understands information from a standard form, sign, or label. Completes standard forms without assistance from co-workers or supervisor; copies information from one source to another.
<i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 4, Coach – Career Ladder Assessment  
(Part 6 of 13)

<p>7. <b>Speaking</b> – <i>Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.</i></p>	
5. <input type="checkbox"/>	Discusses and explains technical material, often controversial or sensitive, to obtain agreement; speaks and adapts to audience with diverse levels of knowledge in a two-way exchange.
4. <input type="checkbox"/>	Discusses and explains specific ideas and concepts, sometimes controversial or sensitive, to obtain agreement; speaks and adapts to audience that has little knowledge of issues in a limited two-way exchange of information.
3. <input type="checkbox"/>	Explains general information of moderate difficulty to individuals or small groups, both in one-way communication and with significant exchange of information.
2. <input type="checkbox"/>	Explains ideas or discusses information of limited difficulty, scope, or complexity, usually in one-to-one, one-way communication.
1. <input type="checkbox"/>	Presents simple ideas and factual information in one-to-one, one-way communication.
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

<b>8. Information Technology</b> – Uses PC's and other IT equipment to accomplish work effectively; performs maintenance on hardware; utilizes features of PC software.	
5. <input type="checkbox"/>	Conducts searches using all automated records sources; uses various methods to efficiently search all internal and external automated systems; uses both standard and specialized features of communication software (GroupWise, etc.) and the advanced features of word processing software; serves as a team technical expert on IT systems and hardware and troubleshoots most basic problems.
4. <input type="checkbox"/>	Conducts searches using automated records sources; uses standard and some specialized features of communication software (GroupWise, etc.) and intermediate word processing software; serves as a team technical resource for several types of IT systems and hardware; troubleshoots basic hardware and software problems.
3. <input type="checkbox"/>	Utilizes most IT hardware; uses standard features of communication software (GroupWise, etc.) and beginning word processing; performs some systems/hardware maintenance.
2. <input type="checkbox"/>	Utilizes basic hardware; uses basic features of communication software (GroupWise, etc.) and word processing software; performs some limited maintenance on some hardware.
1. <input type="checkbox"/>	Utilizes at least two types of IT equipment, one of which is a PC; uses basic features of assigned software.
Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)	

<p>9. <b>Forms and Records</b> – <i>Identifies, understands, and provides copies of record documents; extracts information from record documents and uses NARA forms to provide information to requestors.</i></p>	
<p>5. <input type="checkbox"/></p>	<p>Applies expert knowledge of forms for all military service branches and record types, including those unique to military service branches, and can identify and interpret the appropriate form(s) and information contained therein to fulfill all types of requests; understands and interprets forms from other government agencies; expert knowledge of all types of organizational and auxiliary records, forms and documents held by NPRC and their purposes; completes most complex computations of service information on specific requests; serves as technical expert for team OMPF, organizational records, forms, and documents.</p>
<p>4. <input type="checkbox"/></p>	<p>Utilizes broad knowledge of most forms for all military service branches and record types, including those unique to military service branches, and can identify and interpret the appropriate form(s) and information contained therein to fulfill most types of requests; understands and interprets forms from other government agencies; broad knowledge of all types of organizational and auxiliary records, forms and documents held by NPRC and their purposes; completes computations of service information on specific requests; serves as consultant to team on OMPF, organizational records, forms and documents.</p>
<p>3. <input type="checkbox"/></p>	<p>Utilizes knowledge of most forms for all military service branches and record types, including most basic forms of all military service branches and their purpose; can identify and interpret the appropriate form(s) to fulfill most types of requests; understands most common forms from other government agencies; knowledge of all types of organizational and auxiliary records held by NPRC and their purposes; understands and uses most NARA forms that are used to provide military record information.</p>
<p>2. <input type="checkbox"/></p>	<p>Utilizes knowledge of most common forms for all military service branches and record types, including most basic forms of all military service branches and their purpose; understands and uses some NARA forms that are used to provide military record information.</p>
<p>1. <input type="checkbox"/></p>	<p>Uses some of the basic or common forms from all service branches.</p>
<p><i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i></p>	

<b>10. Releasability</b> – Understands releasability requirements and procedures and applies them to reuests for information.	
5. <input type="checkbox"/>	Utilizes expert knowledge of, and ability to interpret and apply, releasability requirements and procedures, including FOIA/PA, DOD directives, and NARA/NPRC procedures to respond to the most complex and sensitive requests.
4. <input type="checkbox"/>	Uses broad knowledge of, and ability to interpret and apply, releasability requirements and procedures, including FOIA/PA, DOD directives, NARA/NPRC procedures, to reply to routine requests for records.
3. <input type="checkbox"/>	Exercises knowledge of releasability requirements and procedures, including FOIA/PA, DOD directives, NARA/NPRC procedures as applied to routine requests for records.
2. <input type="checkbox"/>	Demonstrates knowledge of FOIA/PA, DOD directives, and NARA/NRPC requirements and procedures.
1. <input type="checkbox"/>	Can locate and read guidance on FOIA/PA, military security, and NARA requirements and procedures.
<i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 4, Coach – Career Ladder Assessment  
(Part 10 of 13)

<b>To be completed only for promotion to GS-5 or above.</b>	
11. <b>Records Holdings and Sources</b> – <i>Requests or conducts searches involving various records sources.</i>	
5. <input type="checkbox"/>	Requests/conducts searches using rarely used alternative sources, when little or no specific information is provided by the requestor, in unique or complex situations; handles the most complex requests for highest level requestors; serves as a mentor or technical expert for the team and/or the Center.
4. <input type="checkbox"/>	Requests/conducts searches involving all known sources when little specific information is provided by the requestor; handles sensitive requests for highest level requestors; serves as mentor/technical expert for team.
3. <input type="checkbox"/>	Requests/conducts searches involving various sources; handles routine requests for higher level requestors or in time-critical situations; guides or assists less experienced team members.
2. <input type="checkbox"/>	Consults several sources of records; handles routine requests which may provide incomplete information.
1. <input type="checkbox"/>	Consults limited sources of records within NARA; handles routine requests that provide complete information.
<i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 4, Coach – Career Ladder Assessment  
(Part 11 of 13)



<b>To be completed only for promotion to GS-7 or above.</b>	
12. <b>Leadership/Teaching Others</b> – <i>Interacts with others to influence, motivate, and challenge them. Helps others learn; identifies training needs; provides constructive reinforcement; coaches others on how to perform tasks; acts as a mentor.</i>	
5. <input type="checkbox"/>	Leads a large, diverse group that may have conflicting agendas to resolve issues and overcome many obstacles; teaches others and evaluates progress; adjusts teaching style to employees' needs.
4. <input type="checkbox"/>	Leads a large group to overcome several obstacles and attain a goal; teaches job-relevant material identifies training needs and recommends appropriate training; acts as a role model.
3. <input type="checkbox"/>	Leads a moderate-sized group to overcome one or two obstacles and achieve a common goal; reviews the work of co-workers and gives them feedback; teaches co-workers how to use office equipment or perform moderately complex tasks.
2. <input type="checkbox"/>	Leads a small group to resolve an uncomplicated issue or achieve an easy goal; Demonstrate to new employees how to use simple office equipment or how to perform routine task.
1. <input type="checkbox"/>	Influences a person to complete work assignments or follow guidelines; provides general work-related information to visitors and new employees.
<i>Provide comments and/or examples as needed. The best examples include the situation, actions, and the outcome(s). (Use additional bond paper if necessary.)</i>	

Figure 4, Coach – Career Ladder Assessment  
(Part 12 of 13)

**COACH – CAREER LADDER ASSESSMENT SUMMARY**

Record under the "Rating" column the levels you checked for the competencies on the preceding pages. Then check the appropriate response in the "Met?" column.

**Competency Ratings**

COMPETENCY	RATING	REQUIREMENT			MET?	
		GS 4	GS 5/6	GS 7/8	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1. Self-Management		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Customer Service/Interpersonal Skills		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Listening		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Teamwork/Flexibility		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Reasoning		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Reading/Writing		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Speaking		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Information Technology		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Forms and Records		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Releasability		2	3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Records Holdings and Sources			3	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Leadership/Teaching Others				3	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Coaches Certification**

I have reviewed the candidate's self assessment (if provided) and/or considered all factors relevant to measuring the candidates attainment of competencies.

- The candidate has acquired and demonstrates the competencies required for promotion to the GS-\_\_\_\_\_ level.
- The candidate has not acquired and does not demonstrate the competencies required for promotion to the GS-\_\_\_\_\_ level.

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

## Figures 2-1. **Preservation Staff Career Ladder Eligibility Certification Request**

# PRESERVATION STAFF CAREER LADDER ELIGIBILITY CERTIFICATION REQUEST

## SECTION I. (to be completed by applicant)

Name Of Candidate:

Current Position and Grade:

Office symbol:

I am applying for career ladder advancement to the GS-1001-SELECT GRADE level. I request your evaluation of my eligibility for promotion.

Signature:

Date:

## SECTION II. (to be completed by Human Resources)

For advancement from GS-1001-SELECT PRESENT GRADE to GS-1001-SELECT GRADE , the above applicant:

YES    NO

    Meets time-in-grade requirements. (If no, explain.)

    Meets qualifications requirements. (If no, explain.)

    Has a current rating of record of at least fully successful. (If no, explain.)

    Has a current rating or quarterly review of at least fully successful on the critical elements of the current career ladder position. (If no, explain.)

Signature:

Date:

## SECTION III. (to be completed by Human Resources)

The applicant meets eligibility requirements for promotion to the next career ladder level.

The applicant does not meet eligibility requirements for promotion to the next career ladder level.

Signature:

Date:

Figures 2-4. **Preservation Panel of Technician/Specialist Assessment** (Part 14 of 14)

**14. Emergency Response**

- 3.  Recognizes potential for damage from water leaks and takes preventive steps to protect and remove records. Notifies proper authorities and organizes a recovery effort while keeping the Preservation Specialist informed and updated. Prepares proper documentation for reporting damage.
- 2.  Recognizes potential for damage from water leaks and takes steps to remove records from area to prevent further damage before going for assistance. Notifies proper authorities after verifying with Preservation Specialist. Can work with wet records with some direction.
- 1.  Recognizes potential for damage from water leaks, but needs direction on what steps to take to protect and salvage records, including how to handle wet records, what to do with the wet records, how to clean up damaged area and ensure notification of proper authorities.

*Comments: (Use additional bond paper if necessary.)*

## Figures 2-2. **Preservation Staff Career Ladder Advancement Application**

# PRESERVATION STAFF CAREER LADDER ADVANCEMENT APPLICATION

1. **APPLICANT:** Complete the following information and forward to your Supervisor.

Name Of Candidate:

Current Position and Grade:

Office symbol:

I have attached the following documents:

- Preservation Staff Career Ladder Eligibility Certification Request (HR certification)
- Most recent rating of record
- If most recent rating of record is not for current career ladder position, most recent quarterly review
- Preservation Technician/ Specialist Career Ladder Self-Assessment

Applicant Signature:

Date:

2. **COMPETENCY EXERCISE:** A score of 95% on the competency exercise is required to be further considered for promotion.

Score:

Senior Preservation Specialist Signature:

Date:

3. **PRESERVATION STAFF PANEL:** Complete the following recommendation. Attach the panel assessment and forward to Preservation Officer.

- The applicant has acquired and demonstrates the competencies required for promotion to the next career ladder level.
- The applicant has not acquired and does not demonstrate the competencies required for promotion to the next career ladder level.

Chairperson Signature:

Date:

4. **PRESERVATION OFFICER:** Complete the following recommendation with comments as appropriate. Comments are required if the panel recommendation is not followed.

- The applicant has acquired and demonstrates the competencies required for promotion to the next career ladder level. The request for career promotion is **approved**.
- The applicant has not acquired and does not demonstrate the competencies required for promotion to the next career ladder level. The request for career promotion is **disapproved**.

Preservation Officer Signature:

Date:

Comments:

5. **DIRECTOR:** To be completed only if Preservation Officer recommendation and panel recommendation differ.

- The applicant has acquired and demonstrates the competencies required for promotion to the next career ladder level.
- The applicant has not acquired and does not demonstrate the competencies required for promotion to the next career ladder level.

Director Signature:

Date:



Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment**  
(Part 1 of 14 [Next Part](#))

**PRESERVATION TECHNICIAN/SPECIALIST - CAREER LADDER SELF ASSESSMENT**

Name Of Candidate:

Current Position and Grade:

Office Symbol:

For each competency, check the level that best describes your possession and actual demonstration of the competency. Provide narrative explanation of your assessment in the Comments block. When more space is needed, continue on a separate blank sheet of paper.

1. **Interpersonal Skills and Speaking** – *Works and communicates with clients and customers to satisfy their expectations; committed to quality services. Displays understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.*

3.  Communicates well with all levels inside and outside of the department; uses own initiative to advance work of the unit according to established procedures; exchanges information about work-related projects, assignments or issues with others outside the department; keeps high-level department staff apprised of problems/issues/communications; discusses; explains preservation procedures in order to tutor or to clarify instructions for lower levels.

2.  Works well with co-workers and explains to them general information of moderate difficulty; exchanges information in one-on-one situations with others outside immediate work group or department.

1.  Works well with co-workers and exchanges accurate and appropriate information with them; participates with co-workers in one-on-one interactions or in teams to accomplish work-related duties; precisely articulates project problems and issues to higher levels; talks with higher levels to obtain clarification of written or oral instructions; directs workers from other departments to appropriate personnel in the Preservation Office.

Comments: *(Use additional bond paper if necessary.)*

Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment**  
(Part 2 of 14 [Next Part](#))

2. *Listening – Receives, attends to interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.*

- |                             |  |
|-----------------------------|--|
| 3. <input type="checkbox"/> | Acquires a working knowledge about a treatment, topic, assignment, or subject matter by listening to complex or detailed information conveyed by Preservation Specialist; attends local training courses or seminars on complex subject matter.  |
| 2. <input type="checkbox"/> | Acquires a working knowledge about a treatment, topic or assignment by listening to moderately complex or detailed information conveyed by Preservation Specialist; receives and responds appropriately and effectively to routine instructions pertaining to preservation treatments. |
| 1. <input type="checkbox"/> | Listens to instructions to understand details, a sequence of events or to comprehend the main idea about general holdings maintenance work; responds appropriately.  |

*Comments: (Use additional bond paper if necessary.)*

Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment**  
(Part 3 of 14 [Next Part](#))

3. *Reading/Writing – Learns from written materials by determining the main idea or essential message; recognizes correct English grammar, punctuation, and spelling; uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.*

- 3.  Reads semi-technical material and consults with departmental literature to obtain a more specialized knowledge or understanding of preservation theories and methodologies; undertakes more complex research to gain information on a subject in order to perform a more complex treatment or to recommend/amend policies and procedures; composes documents of moderate length covering detailed information for review by higher levels.
- 2.  Reads short articles or semi-technical literature to obtain specific information on work-related tasks; performs limited research to identify information that can be incorporated into departmental guides, procedures or policies; develops short documents to summarize non-technical information; prepares reports (statistical or narrative) summarizing progress on specific projects or tasks; prepares summaries of information and issues for referral to higher levels.
- 1.  Reads manuals, booklets, memos, or other written directions issued to obtain specific information, procedures or guidelines for performing work-related tasks; prepares reports (statistical or narrative) following a pattern, format or template.

*Comments: (Use additional bond paper if necessary.)*

Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment (Part 4 of 14)** ([Next Part](#))

4. Reasoning – *Discovers or selects rules, principles, or relationships between facts and other information.*

- 3.  Applies knowledge and judgment to carry out complex instructions; applies rules and consults with Preservation Specialists to undertake treatments that require several or complex steps and techniques; makes decisions based upon consultation with and training from higher levels and upon established rules, published professional guidelines, available precedents or existing examples.
- 2.  Applies knowledge and judgment to carry out moderately complex instructions; applies rules and consults with Preservation Specialists to undertake treatments that require a moderate number or more of complex steps and techniques; makes decisions based upon consultation with and training from higher levels and upon established rules or guidelines, identifies and brings irregularities to the attention of higher level staff.
- 1.  Applies knowledge and judgment to carry out general instructions; applies rules to treatments that require a few steps to undertake; makes decisions based upon established rules and procedures to undertake appropriate holdings maintenance actions; identifies and brings problems that do not fall within the established rules or procedures to the attention of higher level staff.

Comments: *(Use additional bond paper if necessary.)*



Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment (Part 5 of 14)** ([Next Part](#))

**5. Self-Management – Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.**

- 3.  Takes on added responsibilities when requested; completes multiple work assignments on time; learns new skills to enhance own work as well as the workflow of department projects; encourages other in the effective management of their work; sets general goals and priorities for own work; keeps an organized schedule to efficiently and effectively multi-task, and completes those tasks.
- 2.  Completes all assigned work according to work schedule; organizes work to efficiently and effectively complete tasks and assignments; requests additional tasks or projects to learn new skills and enhance own work.
- 1.  Performs assigned tasks and verifies work; organizes work to meet established deadlines on assigned tasks.

Comments: (Use additional bond paper if necessary.)

Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment (Part 6 of 14)** ([Next Part](#))

6. *Teamwork/Flexibility – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals; adapts quickly to changes.*

- |                             |   |
|-----------------------------|---|
| 3. <input type="checkbox"/> | Makes noteworthy contributions to project goals and progress; assists in setting goals and developing schedules to meet goals; rearranges priorities as needed to accommodate changes in the office or in project resources; assumes duties of lower-level staff in their absence; completes a variety of assignments, sometimes on short notice. |
| 2. <input type="checkbox"/> | Rearranges a moderate amount of work priorities to accommodate occasional and/or temporary changes in the office or in project resources; cooperates with team members and provides direction to complete tasks assigned to a team.   |
| 1. <input type="checkbox"/> | Contributes to group discussions; responds well to adjustments in work procedures an schedule necessary to accommodate planned or unexpected changes; volunteers to assist in special tasks or projects.  |

Comments: *(Use additional bond paper if necessary.)*

Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment (Part 8 of 14)** ([Next Part](#))

**8. Holdings Maintenance**

- 3.  Fully understands all established procedures regarding holdings maintenance and document repairs; works independently to identify or make decisions about further action or additional repairs/treatments needed, and appropriately forwards those documents for action; assists lower-level technicians in established holdings maintenance procedures; accurately identifies unique/unusual documents and, drawing on relevant past experience, make correct decisions as to their proper disposition; relates information to Preservation Specialist regarding corrective measures taken and can explain and justify those measures; draft, creates and/or recommends new targets for use in micro-photo reproduction; relates information about department projects and procedures to outside offices and parties, and in turn, relates that communication to Preservation Management in timely fashion.
- 2.  Performs more complex holding maintenance procedures requiring greater skill and comprehension level and according to established written procedures; requires fewer checks by Preservation Specialist; works directly with Preservation Specialist and/or other technicians in alternate projects; performs all holding maintenance tasks with occasional review by higher levels; produces microfilm targets based on established templates and identifies need for additional targets for review by higher levels; correctly identifies unique or unusual documents and recommends potential solutions, but relies on Preservation Specialist for validation and solution.
- 1.  Learns elementary attributes of paper to develop an ability to identify a variety of record types and formats; understands basic order of OMPF and related records series to accurately arrange disorganized records; performs basic holdings maintenance tasks according to already established written procedures and with continual oversight at training level; undertakes focused tasks, such as dry-cleaning, humidifying or bridge-type mends; properly inserts targets according to established guidelines to prepare documents for microfilming; presents unique or unusual situations/conditions to Preservation Specialist for guidance.

*Comments: (Use additional bond paper if necessary.)*

Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment (Part 7 of 14)** ([Next Part](#))

**7. Information Technology – Uses PC's and other IT equipment to accomplish work effectively; performs maintenance on hardware; utilizes features of PC software.**

- 3.  Utilizes IT hardware, including office or scanning hardware; uses specialized features of GroupWare, word processing, spreadsheet, graphics or database software to create reports and/or analyze data; uses specialized features of customized databases or specialized software to capture preservation-related data, to scan images, to conduct sophisticated searches and/or to analyze data; conducts full internet searches as assigned.
- 2.  Utilizes most IT hardware, including office or scanning hardware; uses most features of GroupWare, word processing, spreadsheet, graphics or database software to enter and manipulate text or data; uses most features of customized databases or specialized software (such as graphics or data logger software) to capture preservation-related data, to conduct more sophisticated searches, to manipulate data or to undertake basic image scanning; conducts basic internet searches as assigned.
- 1.  Operates basic computer hardware, including office or scanning hardware; uses basic features of office software, such as GroupWare, word processing, spreadsheet, or database to enter text or data; uses basic features of customized databases or specialized software (such as data loggers) to capture preservation-related data, or to conduct basic searches.

Comments: (Use additional bond paper if necessary.)



Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment (Part 9 of 14)** ([Next Part](#))

## 9. Repair

- |                             |   |
|-----------------------------|---|
| 3. <input type="checkbox"/> | Diagnoses standard microfilm conditions or cause of deterioration and independently determines appropriate cleaning and repair techniques to perform restoration; performs medium to complex mending techniques on paper-based documents, using already established written procedures; comfortably uses all tools, equipment, materials and techniques conveyed by Preservation Specialist; attempts different techniques or uses different materials as trained and pre-approved by Preservations Specialists, rarely needing Specialist's input before completing task; requires infrequent checks on quality of work to verify maintenance of technique and skill levels; works independently, with little or no lapse in mending judgment; brings new or unusual problems to the attention of higher levels together with informed suggestions for solution.   |
| 2. <input type="checkbox"/> | Recognizes and identifies specific types of microfilm damage or deterioration and brings them to higher levels for review, analysis and determination of treatment or repair methods; under supervision, makes repairs using specialized equipment or uses limited cleaning techniques; performs basic to somewhat complex mending techniques on paper-based documents, using established written procedures and sometimes requiring Specialist's input before completing task; comfortably uses tools, materials and/or techniques conveyed by Preservation Specialist; sometimes attempts different techniques or uses different materials as trained and pre-approved by Preservation Specialist; makes some treatment-related decisions based on knowledge and experience with certain types of paper; requires Preservation Specialist's occasional review and validation of technique and skill level; participates in paste-making and material formulation, at request of and with minimum guidance from Preservation Specialist. |
| 1. <input type="checkbox"/> | Recognizes and identifies microfilm types, sizes, and general condition; with direct and continual supervision, re-houses film or paper based materials to provide a better micro-environment; performs basic mending techniques on microfilm or paper-based documents, using established written procedures; uses appropriate tools, materials and/or techniques supplied only by Preservation Specialist; and does not attempt different techniques or use different materials, even though trained or pre-approved without specific case-by-case direction by Preservation Specialist, makes only rudimentary mends as outlined in training, frequently requiring Specialist's input before completing task; requires Preservation Specialist's regular review and validation of technique and skill level; participates in paste-making and material formulation with guidance provided by Preservation Specialist.   |

Comments: (Use additional bond paper if necessary.)

Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment (Part 11 of 14)** ([Next Part](#))

**11. Inspection**

- |                             |  |
|-----------------------------|--|
| 3. <input type="checkbox"/> | Understands microfilm technology and can identify technical problems caused in microfilm production; calibrates film testing equipment; independently performs tests on microfilm to determine film quality and recommends operator/camera adjustments to supervisor based upon knowledge and test results; independently identifies appropriate equipment for correcting film sequence errors and performs such corrections; fully understands paper attributes, accurately assesses its physical condition and recommends appropriate treatment action; trains lower level staff on equipment use. |
| 2. <input type="checkbox"/> | Understands basic microfilm technology and recognizes technical problems and issues regarding microfilm production; adjusts specialized test equipment as trained prior to each use in order to perform standard tests on microfilm; records test readings for higher-level review and analysis; uses appropriate splicing equipment as trained for correcting document sequence or filming errors; inspects paper and accurately assesses the physical condition of a variety of record types and formats.  |
| 1. <input type="checkbox"/> | Understands the basic composition of microfilm and can discern different microfilm types; recognizes requisite identifier on microfilm or microfiche and filming sequence errors; identifies general problems that affect microfilm content; learns elementary attributes of paper to develop an ability to inspect and assess the physical condition of a variety of record types and formats; undertakes surveys to identify preservation needs.   |

Comments: (Use additional bond paper if necessary.)

Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment (Part 12 of 14)** ([Next Part](#))

**12. Knowledge of Preservation and Archival Conventions**

- 3.  Understands fundamentals of preservation theory; applies fundamentals to formulate and express opinions regarding planned preservation approaches to OMPF and related records series; relates preservation practices to others outside the department; independently produces descriptive inventories, databases and/or cross references.
- 2.  Recognizes historical and physical nature of documents; understands fundamental preservation practices and their necessity, and their application to the preservation of OMPF and related record series; uses initiative to create and implement additional, but important descriptive inventories or cross-references with the review and approval of higher levels.
- 1.  Is familiar with OMPF and related record series and their content, organization and usage; understands purpose of holding maintenance, document/collection order, finding media, and reformatting; recognizes miss-filed records and can properly rearrange those records to restore original order.

*Comments: (Use additional bond paper if necessary.)*

Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment (Part 13 of 14)** ([Next Part](#))

**13. Mold Identification and Abatement**

- 3.  Performs basic mold remediation tasks, such as Mold ID and Bagging, logging of forms, vacuuming of mold-affected records; adheres to already established written procedures. Once Technician is trained, and Preservation Specialist is comfortable with skill and comprehension level, relies on Technician's skill to lead special mold-related projects. Follows procedures exactly, and does not require Preservation Specialist to check on technique and daily log accuracy. Disassembles records of all formats, sizes, and condition, in effort to retrieve crucial documents. Performs any associated tasks quickly, correctly, and efficiently, in order to answer some requests in 24 hours or less. Will occasionally follow through on a document, ensuring that record is received by requesting party. When unique/unusual documents are encountered, frequently supplies viable suggestions to supervisor before beginning procedure. Must work independently to an extent, and on special projects; serves as lead of a special mold-related project, sometimes along with another Technician.
- 2.  Performs basic mold remediation tasks, such as Mold ID and Bagging, logging of forms, vacuuming of mold-affected records; adheres to already established written procedures. Once Technician is trained, and Preservation Specialist is comfortable with skill and comprehension level, resulting in fewer checks by Specialist. Follows procedures exactly, and requires occasional checks on technique and daily log accuracy by Preservation Specialist. Disassembles records of all formats, sizes, and condition, in effort to retrieve and treat only needed documents. Performs any associated tasks quickly, correctly, and efficiently, in order to answer some requests in 24 hours or less. Will occasionally follow through on a document, ensuring that record is received by requesting party. Relies on Specialist when unique/unusual documents are encountered, and sometimes does not continue task until guidance is given. Must work independently to an extent, and on special projects; may be put in the lead of a special mold-related project, along with another Technician
- 1.  Performs basic mold remediation tasks, such as Mold ID and Bagging, logging of forms, vacuuming of mold-affected records; adheres to already established written procedures, yet requires frequent oversight by Preservation Specialist to check technique and daily log accuracy. Disassembles records of all formats, sizes, and condition, in effort to retrieve and treat only needed documents. Performs any associated tasks quickly, correctly, and efficiently, in order to answer some requests in 24 hours or less. Relies on Preservation Specialist when unique/unusual documents are encountered, and cannot continue task until guidance is given. Can work independently to an extent, and on special projects; will not however, be put in the lead of a special mold-related project.

*Comments: (Use additional bond paper if necessary.)*



Figures 2-3. **Preservation Technician/Specialist Career Ladder Self-Assessment (Part 14 of 14)**

**14. Emergency Response**

- 3.  Recognizes potential for damage from water leaks and takes preventive steps to protect and remove records. Notifies proper authorities and organizes a recovery effort while keeping the Preservation Specialist informed and updated. Prepares proper documentation for reporting damage.
- 2.  Recognizes potential for damage from water leaks and takes steps to remove records from area to prevent further damage before going for assistance. Notifies proper authorities after verifying with Preservation Specialist. Can work with wet records with some direction.
- 1.  Recognizes potential for damage from water leaks, but needs direction on what steps to take to protect and salvage records, including how to handle wet records, what to do with the wet records, how to clean up damaged area and ensure notification of proper authorities.

*Comments: (Use additional bond paper if necessary.)*

Figures 2-4. **Preservation Panel of Technician/Specialist Assessment (Part 1 of 14)** ([Next Part](#))

**PRESERVATION PANEL REVIEW OF TECHNICIAN/SPECIALIST ASSESSMENT**

Name Of Candidate:

Current Position and Grade:

Office Symbol:

For each competency, check the level that best describes the candidate's possession and actual demonstration of the competency. Provide narrative explanation of your assessment in the Comments block. When more space is needed, continue on a separate blank sheet of paper.

1. **Interpersonal Skills and Speaking** – *Works and communicates with clients and customers to satisfy their expectations; committed to quality services. Displays understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.*

3.  Communicates well with all levels inside and outside of the department; uses own initiative to advance work of the unit according to established procedures; exchanges information about work-related projects, assignments or issues with others outside the department; keeps high-level department staff apprised of problems/issues/communications; discusses; explains preservation procedures in order to tutor or to clarify instructions for lower levels.

2.  Works well with co-workers and explains to them general information of moderate difficulty; exchanges information in one-on-one situations with others outside immediate work group or department.

1.  Works well with co-workers and exchanges accurate and appropriate information with them; participates with co-workers in one-on-one interactions or in teams to accomplish work-related duties; precisely articulates project problems and issues to higher levels; talks with higher levels to obtain clarification of written or oral instructions; directs workers from other departments to appropriate personnel in the Preservation Office.

Comments: (Use additional bond paper if necessary.)

Figures 2-4. **Preservation Panel of Technician/Specialist Assessment (Part 2 of 14)** ([Next Part](#))

2. Listening – *Receives, attends to interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.*

- 3.  Acquires a working knowledge about a treatment, topic, assignment, or subject matter by listening to complex or detailed information conveyed by Preservation Specialist; attends local training courses or seminars on complex subject matter.
- 2.  Acquires a working knowledge about a treatment, topic or assignment by listening to moderately complex or detailed information conveyed by Preservation Specialist; receives and responds appropriately and effectively to routine instructions pertaining to preservation treatments.
- 1.  Listens to instructions to understand details, a sequence of events or to comprehend the main idea about general holdings maintenance work; responds appropriately.

Comments: *(Use additional bond paper if necessary.)*

Figures 2-4. **Preservation Panel of Technician/Specialist Assessment** (Part 11 of 14  
[Next Part](#))

11. Inspection

- 3.  Understands microfilm technology and can identify technical problems caused in microfilm production; calibrates film testing equipment; independently performs tests on microfilm to determine film quality and recommends operator/camera adjustments to supervisor based upon knowledge and test results; independently identifies appropriate equipment for correcting film sequence errors and performs such corrections; fully understands paper attributes, accurately assesses its physical condition and recommends appropriate treatment action; trains lower level staff on equipment use.
- 2.  Understands basic microfilm technology and recognizes technical problems and issues regarding microfilm production; adjusts specialized test equipment as trained prior to each use in order to perform standard tests on microfilm; records test readings for higher-level review and analysis; uses appropriate splicing equipment as trained for correcting document sequence or filming errors; inspects paper and accurately assesses the physical condition of a variety of record types and formats.
- 1.  Understands the basic composition of microfilm and can discern different microfilm types; recognizes requisite identifier on microfilm or microfiche and filming sequence errors; identifies general problems that affect microfilm content; learns elementary attributes of paper to develop an ability to inspect and assess the physical condition of a variety of record types and formats; undertakes surveys to identify preservation needs.

Comments: (Use additional bond paper if necessary.)



Figures 2-4. **Preservation Panel of Technician/Specialist Assessment** (Part 12 of 14  
[Next Part](#))

**12. Knowledge of Preservation and Archival Conventions**

- 3.  Understands fundamentals of preservation theory; applies fundamentals to formulate and express opinions regarding planned preservation approaches to OMPF and related records series; relates preservation practices to others outside the department; independently produces descriptive inventories, databases and/or cross references.
- 2.  Recognizes historical and physical nature of documents; understands fundamental preservation practices and their necessity, and their application to the preservation of OMPF and related record series; uses initiative to create and implement additional, but important descriptive inventories or cross-references with the review and approval of higher levels.
- 1.  Is familiar with OMPF and related record series and their content, organization and usage; understands purpose of holding maintenance, document/collection order, finding media, and reformatting; recognizes miss-filed records and can properly rearrange those records to restore original order.

*Comments: (Use additional bond paper if necessary.)*

Figures 2-4. **Preservation Panel of Technician/Specialist Assessment** (Part 13 of 14 [Next Part](#))

13. Mold Identification and Abatement

- 3.  Performs basic mold remediation tasks, such as Mold ID and Bagging, logging of forms, vacuuming of mold-affected records; adheres to already established written procedures. Once Technician is trained, and Preservation Specialist is comfortable with skill and comprehension level, relies on Technician's skill to lead special mold-related projects. Follows procedures exactly, and does not require Preservation Specialist to check on technique and daily log accuracy. Disassembles records of all formats, sizes, and condition, in effort to retrieve crucial documents. Performs any associated tasks quickly, correctly, and efficiently, in order to answer some requests in 24 hours or less. Will occasionally follow through on a document, ensuring that record is received by requesting party. When unique/unusual documents are encountered, frequently supplies viable suggestions to supervisor before beginning procedure. Must work independently to an extent, and on special projects; serves as lead of a special mold-related project, sometimes along with another Technician.
- 2.  Performs basic mold remediation tasks, such as Mold ID and Bagging, logging of forms, vacuuming of mold-affected records; adheres to already established written procedures. Once Technician is trained, and Preservation Specialist is comfortable with skill and comprehension level, resulting in fewer checks by Specialist. Follows procedures exactly, and requires occasional checks on technique and daily log accuracy by Preservation Specialist. Disassembles records of all formats, sizes, and condition, in effort to retrieve and treat only needed documents. Performs any associated tasks quickly, correctly, and efficiently, in order to answer some requests in 24 hours or less. Will occasionally follow through on a document, ensuring that record is received by requesting party. Relies on Specialist when unique/unusual documents are encountered, and sometimes does not continue task until guidance is given. Must work independently to an extent, and on special projects; may be put in the lead of a special mold-related project, along with another Technician
- 1.  Performs basic mold remediation tasks, such as Mold ID and Bagging, logging of forms, vacuuming of mold-affected records; adheres to already established written procedures, yet requires frequent oversight by Preservation Specialist to check technique and daily log accuracy. Disassembles records of all formats, sizes, and condition, in effort to retrieve and treat only needed documents. Performs any associated tasks quickly, correctly, and efficiently, in order to answer some requests in 24 hours or less. Relies on Preservation Specialist when unique/unusual documents are encountered, and cannot continue task until guidance is given. Can work independently to an extent, and on special projects; will not however, be put in the lead of a special mold-related project.

Comments: (Use additional bond paper if necessary.)

Figures 2-4. **Preservation Panel of Technician/Specialist Assessment (Part 3 of 14)** ([Next Part](#))

3. *Reading/Writing – Learns from written materials by determining the main idea or essential message; recognizes correct English grammar, punctuation, and spelling; uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.*
- |                             |   |
|-----------------------------|---|
| 3. <input type="checkbox"/> | Reads semi-technical material and consults with departmental literature to obtain a more specialized knowledge or understanding of preservation theories and methodologies; undertakes more complex research to gain information on a subject in order to perform a more complex treatment or to recommend/amend policies and procedures; composes documents of moderate length covering detailed information for review by higher levels.  |
| 2. <input type="checkbox"/> | Reads short articles or semi-technical literature to obtain specific information on work-related tasks; performs limited research to identify information that can be incorporated into departmental guides, procedures or policies; develops short documents to summarize non-technical information; prepares reports (statistical or narrative) summarizing progress on specific projects or tasks; prepares summaries of information and issues for referral to higher levels. |
| 1. <input type="checkbox"/> | Reads manuals, booklets, memos, or other written directions issued to obtain specific information, procedures or guidelines for performing work-related tasks; prepares reports (statistical or narrative) following a pattern, format or template.   |

*Comments: (Use additional bond paper if necessary.)*

Figures 2-4. **Preservation Panel of Technician/Specialist Assessment (Part 4 of 14)** ([Next Part](#))

4. Reasoning – *Discovers or selects rules, principles, or relationships between facts and other information.*

- 3.  Applies knowledge and judgment to carry out complex instructions; applies rules and consults with Preservation Specialists to undertake treatments that require several or complex steps and techniques; makes decisions based upon consultation with and training from higher levels and upon established rules, published professional guidelines, available precedents or existing examples.
- 2.  Applies knowledge and judgment to carry out moderately complex instructions; applies rules and consults with Preservation Specialists to undertake treatments that require a moderate number or more of complex steps and techniques; makes decisions based upon consultation with and training from higher levels and upon established rules or guidelines, identifies and brings irregularities to the attention of higher level staff.
- 1.  Applies knowledge and judgment to carry out general instructions; applies rules to treatments that require a few steps to undertake; makes decisions based upon established rules and procedures to undertake appropriate holdings maintenance actions; identifies and brings problems that do not fall within the established rules or procedures to the attention of higher level staff.

Comments: *(Use additional bond paper if necessary.)*



Figures 2-4. **Preservation Panel of Technician/Specialist Assessment (Part 5 of 14)** ([Next Part](#))

5. **Self-Management – Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.**

- 3.  Takes on added responsibilities when requested; completes multiple work assignments on time; learns new skills to enhance own work as well as the workflow of department projects; encourages other in the effective management of their work; sets general goals and priorities for own work; keeps an organized schedule to efficiently and effectively multi-task, and completes those tasks.
- 2.  Completes all assigned work according to work schedule; organizes work to efficiently and effectively complete tasks and assignments; requests additional tasks or projects to learn new skills and enhance own work.
- 1.  Performs assigned tasks and verifies work; organizes work to meet established deadlines on assigned tasks.

Comments: (Use additional bond paper if necessary.)

Figures 2-4. **Preservation Panel of Technician/Specialist Assessment (Part 6 of 14)** ([Next Part](#))

6. *Teamwork/Flexibility – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals; adapts quickly to changes.*

- 3.  Makes noteworthy contributions to project goals and progress; assists in setting goals and developing schedules to meet goals; rearranges priorities as needed to accommodate changes in the office or in project resources; assumes duties of lower-level staff in their absence; completes a variety of assignments, sometimes on short notice.
- 2.  Rearranges a moderate amount of work priorities to accommodate occasional and/or temporary changes in the office or in project resources; cooperates with team members and provides direction to complete tasks assigned to a team.
- 1.  Contributes to group discussions; responds well to adjustments in work procedures an schedule necessary to accommodate planned or unexpected changes; volunteers to assist in special tasks or projects.

Comments: *(Use additional bond paper if necessary.)*

Figures 2-4. **Preservation Panel of Technician/Specialist Assessment (Part 7 of 14)** ([Next Part](#))

7. Information Technology – Uses PC's and other IT equipment to accomplish work effectively; performs maintenance on hardware; utilizes features of PC software.

- 3.  Utilizes IT hardware, including office or scanning hardware; uses specialized features of GroupWare, word processing, spreadsheet, graphics or database software to create reports and/or analyze data; uses specialized features of customized databases or specialized software to capture preservation-related data, to scan images, to conduct sophisticated searches and/or to analyze data; conducts full internet searches as assigned.
- 2.  Utilizes most IT hardware, including office or scanning hardware; uses most features of GroupWare, word processing, spreadsheet, graphics or database software to enter and manipulate text or data; uses most features of customized databases or specialized software (such as graphics or data logger software) to capture preservation-related data, to conduct more sophisticated searches, to manipulate data or to undertake basic image scanning; conducts basic internet searches as assigned.
- 1.  Operates basic computer hardware, including office or scanning hardware; uses basic features of office software, such as GroupWare, word processing, spreadsheet, or database to enter text or data; uses basic features of customized databases or specialized software (such as data loggers) to capture preservation-related data, or to conduct basic searches.

Comments: (Use additional bond paper if necessary.)

Figures 2-4. **Preservation Panel of Technician/Specialist Assessment (Part 8 of 14)** ([Next Part](#))

8. Holdings Maintenance	
3. <input type="checkbox"/>	Fully understands all established procedures regarding holdings maintenance and document repairs; works independently to identify or make decisions about further action or additional repairs/treatments needed, and appropriately forwards those documents for action; assists lower-level technicians in established holdings maintenance procedures; accurately identifies unique/unusual documents and, drawing on relevant past experience, make correct decisions as to their proper disposition; relates information to Preservation Specialist regarding corrective measures taken and can explain and justify those measures; draft, creates and/or recommends new targets for use in micro-photo reproduction; relates information about department projects and procedures to outside offices and parties, and in turn, relates that communication to Preservation Management in timely fashion.
2. <input type="checkbox"/>	Performs more complex holding maintenance procedures requiring greater skill and comprehension level and according to established written procedures; requires fewer checks by Preservation Specialist; works directly with Preservation Specialist and/or other technicians in alternate projects; performs all holding maintenance tasks with occasional review by higher levels; produces microfilm targets based on established templates and identifies need for additional targets for review by higher levels; correctly identifies unique or unusual documents and recommends potential solutions, but relies on Preservation Specialist for validation and solution.
1. <input type="checkbox"/>	Learns elementary attributes of paper to develop an ability to identify a variety of record types and formats; understands basic order of OMPF and related records series to accurately arrange disorganized records; performs basic holdings maintenance tasks according to already established written procedures and with continual oversight at training level; undertakes focused tasks, such as dry-cleaning, humidifying or bridge-type mends; properly inserts targets according to established guidelines to prepare documents for microfilming; presents unique or unusual situations/conditions to Preservation Specialist for guidance.

Comments: (Use additional bond paper if necessary.)



Figures 2-4. **Preservation Panel of Technician/Specialist Assessment (Part 9 of 14)** ([Next Part](#))

<b>9. Repair</b>	
3. <input type="checkbox"/>	Diagnoses standard microfilm conditions or cause of deterioration and independently determines appropriate cleaning and repair techniques to perform restoration; performs medium to complex mending techniques on paper-based documents, using already established written procedures; comfortably uses all tools, equipment, materials and techniques conveyed by Preservation Specialist; attempts different techniques or uses different materials as trained and pre-approved by Preservation Specialists, rarely needing Specialist's input before completing task; requires infrequent checks on quality of work to verify maintenance of technique and skill levels; works independently, with little or no lapse in mending judgment; brings new or unusual problems to the attention of higher levels together with informed suggestions for solution.
2. <input type="checkbox"/>	Recognizes and identifies specific types of microfilm damage or deterioration and brings them to higher levels for review, analysis and determination of treatment or repair methods; under supervision, makes repairs using specialized equipment or uses limited cleaning techniques; performs basic to somewhat complex mending techniques on paper-based documents, using established written procedures and sometimes requiring Specialist's input before completing task; comfortably uses tools, materials and/or techniques conveyed by Preservation Specialist; sometimes attempts different techniques or uses different materials as trained and pre-approved by Preservation Specialist; makes some treatment-related decisions based on knowledge and experience with certain types of paper; requires Preservation Specialist's occasional review and validation of technique and skill level; participates in paste-making and material formulation, at request of and with minimum guidance from Preservation Specialist.
1. <input type="checkbox"/>	Recognizes and identifies microfilm types, sizes, and general condition; with direct and continual supervision, re-houses film or paper based materials to provide a better micro-environment; performs basic mending techniques on microfilm or paper-based documents, using established written procedures; uses appropriate tools, materials and/or techniques supplied only by Preservation Specialist; and does not attempt different techniques or use different materials, even though trained or pre-approved without specific case-by-case direction by Preservation Specialist, makes only rudimentary mends as outlined in training, frequently requiring Specialist's input before completing task; requires Preservation Specialist's regular review and validation of technique and skill level; participates in paste-making and material formulation with guidance provided by Preservation Specialist.
<i>Comments: (Use additional bond paper if necessary.)</i>	

Figures 2-4. **Preservation Panel of Technician/Specialist Assessment (Part 10 of 14)** ([Next Part](#))

**10. Environmental Monitoring and Pest Management**

- 3.  Checks data loggers and PEM's and sticky traps as assigned. Understands basic concepts and the importance of RH and temperature to records storage, and is able to analyze data and understand its relationship to in-house situations.
- 2.  Checks data loggers and PEM's and sticky traps as assigned. Understands basic concepts and the importance of RH and temperature to record storage.
- 1.  Checks data loggers and PEM's and sticky traps as assigned.

*Comments: (Use additional bond paper if necessary.)*

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
 National Personnel Records Center  
 St. Louis, Missouri 63132-5100

NPRC 6400.1AA  
 February 17, 2010

**SUBJECT: Computing average salary costs and staffing requirements**

1. **Purpose.** This memorandum issues a table and instructions which can be used to compute average annual salary costs and staffing requirements.
2. **Cancellation.** NPRC 6400.1Z is canceled.
3. **Reason for revision.** [Fig. 1](#) of this memorandum is revised to reflect new salary costs based on the January 2010, 1.77% pay increase.
4. **Average salary costs.** The table that appears as [fig. 1](#) is used to compute salary costs or savings on studies, suggestions, or other projects having wide applicability within the National Personnel Records Center. If actual salaries can be identified, use specific salaries to calculate the costs or savings. In these instances, use the actual salary rate plus 32.11% for related governmental salary costs to determine the actual salary cost/savings.
5. **Calculating staffing requirements.** To calculate staffing requirements, represent one staffyear as indicated below:
  - a. **222 staffdays (1768 staffhours).** This guideline is based on actual absence rates and has a built in allowance for authorized holidays, training and other absences. This guideline is used to calculate staffing requirements for supervisory and other unmeasured positions below the office of the core/branch chief level.
  - b. **261 staffdays (2087 staffhours).** These figures are used to calculate staffing requirements for supervisory and unmeasured positions at the office of the core/branch chief level and above. This includes assistant core/branch chiefs and personnel of the Management Systems Staff.

R. L. HINDMAN  
 Director

Figure 1. Rates for 2010 including Pay raise of 2.90%

**Rates for 2010 including Pay raise of 1.77%**

<b>GS</b>	<b>Rate Step 5 Base Rate</b>	<b>Rate Step 5 With Benefits</b>	<b>Hourly Rate</b>
1	\$23,027	\$30,421	\$14.58
2	\$25,071	\$33,121	\$15.87

3	\$28,257	\$37,330	\$17.89
4	\$31,720	\$41,905	\$20.08
5	\$35,489	\$46,885	\$22.47
6	\$39,560	\$52,263	\$25.04
7	\$43,964	\$58,081	\$27.83
8	\$48,686	\$64,319	\$30.82
9	\$53,773	\$71,040	\$34.04
10	\$59,221	\$78,237	\$37.49
11	\$65,061	\$85,952	\$41.18
12	\$77,983	\$103,023	\$49.36
13	\$92,732	\$122,508	\$58.70
14	\$109,581	\$144,767	\$69.37
15	\$128,900	\$170,290	\$81.60

Multiplier with  
Benefit Rate  
1.3211

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1840.11H  
July 7, 2003

**SUBJECT: NPRC Civilian Personnel Records (CPR) mail coding and routing guide**

1. **Purpose.** This memorandum transmits instructions for coding and classifying inquiries into predetermined levels of difficulty, processing procedures and/or routing inquiries to the appropriate action element.
2. **Cancellation.** NPRC 1840.11G is canceled.
3. **Reason for revision.** This revision incorporates previous changes, updates and clarifies instructions in the canceled memorandum.
4. **Applicability/responsibility.**
  - a. **The Mail and Data Input Section (NRPCO-M).** Mailroom personnel and analysts in this section are responsible for the proper sorting, date tagging, coding, and routing of mail, and initial processing of inquiries received at CPR.
  - b. **General.** All branch personnel are responsible for submitting an explanation of any changes required to this memorandum. Changes should be submitted in writing through the employee's respective Branch Chief, to the Assistant Director of Civilian Records.
5. **Forms.** This memorandum provides for the following forms used in processing procedures:
  - DD Form 877, Request for Medical/Dental Records or Information
  - NA Form 13022, Returned Request Form
  - NA Form 13028, FOIA Request
  - NA Form 13034, Notification of Receipt of FOIA Request
  - NA Form 13056, Response Letter
  - Optional Form 11, Reference Request – Federal Records
  - PS Form 316, U.S. Postal Service Records Information Request
  - Standard Form 127, Request for Official Personnel Folder
  - Standard Form 184, Requests for Official Employee Folder

R. L. HINDMAN  
Director

---

ATTACHMENT  
**TABLE OF CONTENTS**  
**MAIL CODING AND ROUTING INSTRUCTIONS**

**CHAPTER 1. BACKGROUND INFORMATION ON RECORDS  
HOUSED AT CPR**

Paragraph Title	Paragraph Number
<a href="#">Official Personnel Folders (OPF)</a>	<a href="#">1</a>
<a href="#">Employee Medical Folders (EMF)</a>	<a href="#">2</a>
<a href="#">Military Dependent Medical Records and Civilian Emergency</a>	<a href="#">3</a>
<a href="#">Figure 1-1. SOUNDEX code instructions</a>	
<b>CHAPTER 2. GENERAL AND INITIAL INQUIRY PROCESSING</b>	
<a href="#">General processing</a>	<a href="#">1</a>
<a href="#">Analysis/screening of inquiries</a>	<a href="#">2</a>
<a href="#">Processing inquiries</a>	<a href="#">3</a>
<a href="#">Figure 2-1. Commonly used acronyms</a>	
<a href="#">Figure 2-2. Restricted agencies (partial list of Federal agencies with records under other than OPM/GOVT-1)</a>	
<a href="#">Figure 2-3. Additional restricted agencies</a>	
<a href="#">Figure 2-4. D. C. Government agencies</a>	
<b>CHAPTER 3. DETAILED PROCESSING OF CORRESPONDENCE</b>	
<a href="#">General</a>	<a href="#">1</a>
<a href="#">Grade level coding and routing</a>	<a href="#">2</a>
<a href="#">Finding Aid Report (FAR)</a>	<a href="#">3</a>
<a href="#">Registry Number</a>	<a href="#">4</a>
<a href="#">Figure 3-1. List of Routing Codes</a>	
<b>CHAPTER 4. PROCESSING REQUESTS FOR OFFICIAL PERSONNEL FOLDERS (OPFs) AND EMPLOYEE MEDICAL FOLDERS (EMFs)</b>	
<a href="#">Processing requests for OPFs</a>	<a href="#">1</a>
<a href="#">Processing requests for EMFs</a>	<a href="#">2</a>
<a href="#">Improperly submitted inquiries for records transfers</a>	<a href="#">3</a>
<a href="#">Unclear return address</a>	<a href="#">4</a>
<a href="#">Processing SF 127's from, and/or for "Restricted Agencies"</a>	<a href="#">5</a>
<b>CHAPTER 5. PROCESSING SPECIAL REQUEST AND GENERAL PURPOSE INQUIRIES</b>	



[Processing special request inquiries](#) [1](#)

[Requests for general purpose records](#) [2](#)

[Figure 5-1. Sample of Unemployment Benefits Claim](#)

---

## CHAPTER 1. BACKGROUND INFORMATION ON RECORDS HOUSED AT CPR

1. **Official Personnel Folders (OPF).** An official personnel folder (OPF) is created for each employee of the Federal government. When an employee stops working for the Federal government, the OPF for that employee is sent here for storage. When a former employee is hired by a Federal agency, that agency should request the OPF from this Center.
  - a. **Registry.** The Registry file was started on April 1, 1965. Under the Registry system, each OPF is assigned a Registry number, which is entered into the computerized index, along with the employee's name, date of birth (DOB) and social security number (SSN). The OPF's are then filed in the stack area in Registry number order. When a record is requested, the employee's identification is used to conduct a computer search. If the requested record is part of the Registry file, the Registry number is printed on a computer pullslip that is used to locate the record.
  - b. **Consolidated** – The Consolidated file was started on January 1, 1952 and ended March 31, 1965 (when the Registry file was established). The Consolidated file is not indexed on the computer. The records are filed in order by the SOUNDEX codes assigned to the employee's last name (see [Figure 1-1](#)).
  - c. **Agency** – The Agency file contains records through December 31, 1951. The Agency file is a collection of separate runs, which contain the OPF's of separate Federal agencies. Most of these runs are in alphabetical order; some are in order by SOUNDEX code.
  - d. **FNO.** A foreign national overseas (FNO) is an employee of the Federal government who is not an U.S. citizen and who worked outside of the United States, its territories and possessions. Some FNO records are filed in the Registry, Consolidated and Agency files. Most FNO records are filed in the collection created specifically for FNO records. FNO records are added to the FNO files after being pulled from other collections. The FNO files are maintained in alphabetical order.
2. **Employee Medical Folders.** An employee medical folder (EMF) is created for each employee of the Federal government after receiving any medical treatment while employed. When an employee stops working for the Federal government, the EMF for that employee is sent here for storage. When a former employee is hired by a Federal agency, that agency should request the EMF from this Center.
  - a. **Registry** – The Registry file was started on October 1, 1984. Under the Registry system, each EMF is assigned a Registry number that is entered into the computerized index, along with the employee's name, date of birth (DOB) and social security number (SSN). The EMFs are filed in the stack area in registry number order. The employee identification is used to conduct a computer search when these records are requested. If the requested record is part of the registry file, the registry number is printed on a computer pull-slip that is used to locate the record.
  - b. **Non-Registry** – Employee medical folders dated prior to October 1, 1984 are retired under accession numbers. These numbers are not accessible through the registry file system.

3. **Military Dependent Medical Records and Civilian Emergency.** These inpatient and/or outpatient records regard the dependents of Army and Air Force military and other civilians who have received treatment at military medical installations.

**Note.** Navy dependents and the retired records of **military service members** are maintained at the NPRC Page facility.

- a. **Inpatient records.** Treatment received by an individual admitted for hospitalization are documented in inpatient records. Inpatient records are normally not combined. Records for different occurrences of hospitalization are created and filed separately from one another. An inpatient record is cut off when the individual is released from each occurrence of hospitalization. Records are normally retired to NPRC one year after the cut off date. Hospitals with a clinical record library normally retire records five-years following the cut off date. These records are filed by accession numbers and are not accessible through the Registry file system.
- b. **Outpatient records.** Examination and treatment records not related to hospitalization are considered outpatient records. Usually, an outpatient record for an individual is an accumulation of documents of services received from various facilities where the individual received treatment. This record "follows" the individual, and is usually transferred to the applicable facility when the individual relocates. Records are retired to NPRC one year after the cut off date from the last facility providing valid benefits. These records are filed by accession numbers and are not accessible through the Registry file system.

Figure 1-1. **SOUNDEX code instructions**

### **SOUNDEX Code Instructions**

The SOUNDEX code system issued to create a code out of an individual's last name. The SOUNDEX code is always one letter and three numerical digits. The letter used in the code is the first letter of the name. The numerical digits are assigned to the other letter in the name as follows:

1 -- B F P V  
 2 -- C G J K Q S X Z  
 3 -- D T  
 4 -- L  
 5 -- M N  
 6 -- R  
 Not Coded -- A E I O U W H Y

EXAMPLE: S M A R T  
 S 5 - 6 3 = S-563

1. Stop coding when three numerical digits are assigned to a name.

EXAMPLE: R I C H A R D S O N  
 R - 2 - - 6 3 = R-263

2. If the name does not provide enough letters to assign three code numbers, complete the SOUNDEX code with zeroes. Zeroes appear only at the end of the SOUNDEX code, never before or between other numbers.

EXAMPLE: S A L T                      S H E A  
 S - 4 3 = S-430                  S - - - = S-000

3. When two or more letters of the same code value appear together, code them as a single letter and assign only a single number.

EXAMPLE: S H E P P A R D  
S - - - 1 - 6 3 = S - 163

4. If two letters of equal code value are separated by H or W, code them as a single letter and assign only one number. However, if two letters of equal value are separated by A, E, I O, U, or Y - code each letter and assign two numbers.

EXAMPLE: S A C H S                      S A L M O N  
S - 2 - - = S - 200      S - 4 5 - 5 = S - 455

5. Disregard the second letter of a name if it has the same code value as the first letter of the name; do not assign a number.

EXAMPLE: S C H M I D T  
S - - 5 - 3 - = S-530

6. Code hyphenated names (and names with more than one part) as if they were single, undivided words. Code abbreviations as if they were spelled out.

EXAMPLE: St. James, Richard                      Smith-Weber, Carole  
S A I N T J A M E S                      S M I T H W E B E R  
S - - 5 3 2 - - - - = S-532      S 5 - 3 - - - 1 - - = S-531

## CHAPTER 2. GENERAL AND INITIAL INQUIRY PROCESSING

1. **General processing.** Mail clerks in the Mail and Data Input Section will receive, open, date tag, and sort all correspondence, forms and inquiries. Correspondence is received via U.S. Postal service, express mail, fax, and e-mail. Note: Routine request for records or information that are received by fax in other offices, should be forwarded to the Mail and Data Input Section for processing.
  - a. **Date tagging.** Mail clerks will attach only one date tag to each inquiry upon receipt in the mailroom. Date tags are stapled to the inquiry, along with the requestor's envelope, in the upper right corner of the correspondence.
  - b. **Sorting.** Mail clerks will sort incoming correspondence into forms and inquiries and forward to the mail analysts for further analysis and screening.
2. **Analysis/screening of inquiries.** Mail analysts in the Mail and Data Input Section will analyze and screen inquiries to perform any special tagging and handling required, including the following functions:
  - a. **Tagging inquiries.** Mail analysts will insure each inquiry has a date tag before further processing; and if missing, will attach a tag for the current date.
    - (1) **Red tag.** The analyst will attach a red tag to the date tag on each inquiry if it regards a:
      - **Congressional** - Correspondence received from a Congressional office on behalf of an individual.
      - **White House** – Correspondence received from the White House on behalf of an individual.

- **VIP** - Correspondence from a state Governor, head of a Federal agency, or similar official on behalf of an individual.
- **Priority** - Correspondence received with a reply due within 14 days or less.
- **Complaint** - Correspondence received indicating a complaint of a general nature or a specific nature, especially regarding previous service provided.

(2) **Tracer tag.** The analyst will attach a tracer tag to each inquiry that the requestor indicates is a "second request" or "follow-up request", or in some manner indicates a previous request has been sent and reply has not been received.

(3) **FOIA tag/cover.** The analyst will attach a FOIA tag and a NA Form 13028, FOIA Request to inquiries received from non-Federal requestors citing the FOIA.

(4) **List case tag.** The analyst will attach a list case tag to inquiries requesting information on two or more individuals.

3. **Processing inquiries.** The mail analyst will screen inquiry for authorization, and determine whether inquiry requires forwarding, return, normal processing, or other special handling.

a. **Authorization/signature requirement.** The mail analyst will screen inquiry to insure the proper signature authority is included which allows the release of the information requested.

(1) **Government agency request.** The signature of the former employee *is not required* if the request is from a government agency (federal, state or local).

(2) **FOIA inquiry.** Certain information has been designated by the Office of Personnel Management (OPM) as releasable information under the Freedom of Information Act. This information is releasable to any requestor *without the former employee's authorization*, and includes name, position titles and occupational series, grades, annual salary rates, and duty stations.

**Note.** If a requestor seeks the releasable items and also seeks information about a former employee's ability and characteristics, DO NOT RETURN the request for signature. **Personal information (abilities, characteristics, performance, etc) is not releasable under any circumstances.**

(3) **Inquiries on deceased individuals.** A signed proof of death document is required for all requests regarding deceased individuals. When signature/proof of death is not included, the request must be returned to the requestor using the NA Form 13022.

**Note:** If subject's date of birth is over 100 years, a signature or proof of death is not required.

b. **Incorrect/incomplete inquiries.** Inquiries containing incorrect or incomplete information will be processed as follows:

(1) **Missing or unclear information.** Requests that do not contain sufficient information (name, SSN or DOB) to process, that contain conflicting information, or do not clearly state what is being requested, will be returned to the requestor on NA Form 13022, Returned Request Form. Indicate by the form check boxes the specific information that is missing and required, or add a statement on what information is needed to properly process the inquiry.

(a) Routine Correspondence. If an emergency, or short deadline, the Mailroom Supervisor will call for information.

(b) SF 127's and SF 184's. Do not return these forms if there is missing or incomplete information. The Mail Room Supervisor will call the Federal agency to obtain missing information. If negative, when run by SSN, then run by name and DOB, attaching all FAR's to request.

(2) **Missing return address.** If the inquiry does not provide a return address on the requestor's envelope and on the request itself, and does not contain a contact phone number, conduct a computer probe for file location and file without action. If no record on file, dispose into witness disposal. If the request contains a phone number, call the requester to obtain a complete mailing address. Use the following table to determine proper action, and when to return inquiry to requestor for more information:

<b>Processing Inquiries with Incorrect/Incomplete Information</b>			
<b>Inquiry/request is Missing</b>	<b>Conduct Computer Probe/Inquiry</b>	<b>Return inquiry to requestor</b>	<b>Action Required (Reply using NA Form 13022)</b>
DOB and SSAN	No	Yes	Check boxes requesting DOB, SSAN and employing agency, employment dates if not provided.
SSAN	Yes, by Name and DOB	Yes, If computer inquiry is negative	Check boxes requesting SSAN, DOB, employing agency, employment dates if not provided.
		No, if computer inquiry is positive	Forward to Agency Reference Service Section for action.
DOB	Yes, if SSAN is provided	No, if computer inquiry is positive	Forward to Agency Reference Service Section for action.

		Yes, if computer inquiry is Negative	Check boxes requesting DOB, SSAN, employing agency, employment dates if not provided
Insufficient information to determine purpose of request	No	Yes	Check box indicating: "Please state exactly what information or documents you need."
Return Address (missing in correspondence and on inquiry envelope, phone number not available)	Yes, to determine file location, if SSAN or DOB is provided, then:		
	If record on file	No	File inquiry in record with no action.
	If record not on file	No	Dispose of inquiry into witness disposal.

- c. **Court orders, subpoenas, requests from attorneys and copying services.** Forward these inquiries to the Fee Clerk for processing.
- d. **Containing money orders, cash or checks.** Forward inquiries containing any form of payment to the Fee Clerk for processing.
- e. **FOIA.** Inquiries citing or requesting information under the Freedom of Information Act (FOIA), Public Law 93-502, or 32CFR 86, or 5 USC 552 require the following actions:
  - (1) Respond to requestor by completing and providing requestor a NA Form 13034, Notification of Receipt of FOIA Request.
  - (2) Forward FOIA inquiries received from third parties to the Fee Clerk, since third party FOIA requests are subject to processing fees.
  - (3) Forward non-chargeable inquiries to Reference Service for processing.
- f. **Requests received from NPRC (MPR).** Date-stamp the top of inquiries from NPRC Military Personnel Records (MPR). A date tag is attached *only if received from MPR without a date tag*. **DO NOT ATTACH A SECOND DATE TAG.** Separate inquiries into civilian employment and dependent medical requests, and route for normal processing.
- g. **Congressional cases.** Attach a "Congressional" sheet to all Congressional, White House or VIP inquiries. Forward to Reference Service branch without any further action.

- h. **List cases.** Inquiry that requests information and/or documents on two or more individuals. Conduct a computer probe if applicable and forward list cases to Reference Service for processing. **Note.** Return requests from Federal agencies received on a Standard Form 127, Request for Official Personnel Folder, when form is a request for information on more than one individual.
- i. **Complaint cases.** Examples of complaint cases are shown in the chart below. Process inquiries citing a complaint in the following manner:

(1) **General complaints** - Forward inquiries citing a complaint of a general nature regarding NPRC services or procedures to Reference Service.

(2) **Specific complaints** – Forward inquiries citing a complaint *and specifying that an error has occurred in processing a previous response* to the Audit Staff.

**Examples of complaints:**

- Failure to provide all or part of the information requested in a previous inquiry, for any reason (i.e., information not available in record, not found information denied incorrect information provided).
  - Failure to respond to a previous inquiry entirely or within a reasonable amount of time.
  - Refusal to accept and process a telephone inquiry.
  - Release of information or records to unauthorized sources.
  - Charging incorrect fees for services.
  - Incorrectly forwarding an inquiry to another office or agency for processing.
  - Returning inquiry to requestor for additional information when information was provided by requestor, or available in the personnel record.
- j. **Military records.** Inquiries requesting information from, or regarding *military* personnel, medical, academic, tax, organizational, or training records are processed at NPRC MPR (Page facility). (*Exception: Entrance and separation military X-rays are processed at CPR*). Forward inquiries regarding military records to:

Mailroom, NPRC Military Personnel Records (MPR)  
9700 Page Avenue  
St. Louis, MO 63132-5100

- k. **Dependent records of a Navy service member.** Inquiries requesting information regarding a **dependent medical record** of a **Navy** service member will also be forwarded to NPRC MPR (9700 Page facility) for processing.

**Note.** When an inquiry requests information regarding *military and civilian* records, *process the request for records at CPR first*. The inquiry will be forwarded to MPR for action after CPR's response has been prepared in the reference service branch.

- l. **Non-reference inquiries.** Requests for general information on civilian records holdings, NARA or CPR functions or policies, potential research projects, or regarding procedures for submitting reference requests, are examples of non-reference inquiries. These are inquiries that *do not pertain to information within individual record* holdings at CPR. Forward all non-reference inquiries to the Chief, Reference Service Branch.
- m. **FNO service.** If the inquiry involves FNO employment, do not return the request to obtain a social security number. Most FNO employees will not have a SSAN. Do not return if request indicates DOB is unknown, unavailable, or contains a partial DOB. When

appropriate, conduct a computer probe by name, date of birth and forward to Search section for processing.

- n. **Emergency relief agency service.** If the request involves employment with any of the emergency relief agencies (i.e., CCC, WPA, NYA) *do not return the request* for more information. Code the request "C5" and forward to the Correspondence Section. (See [Figure 2-1](#) for a list of commonly used acronyms, including most emergency relief agencies.)
- o. **Genealogical requests.** If the next of kin (NOK) is requesting information or documents regarding an individual, and does not provide adequate information to process, do not return the request. Code the request "C6" and forward to the Correspondence Section.
- p. **Requests for records not retired at NPRC.**

(1) Some agencies do *not* retire records to NPRC, since some federal service includes Government service *outside of the Office of Personnel Management's (OPM) record keeping authority*, and are not under the Government-wide system of records (OPM/GOVT-1). Partial listings of some of these agencies are:

- **Restricted agencies** - Agencies listed in the Operating Manual, The Guide to Personnel Recordkeeping (see [Figure 2-2](#)).
- **Additional restricted agencies** - A partial listing of other agencies known as restricted, and outside of OPM/GOVT-1 authority (see [Figure 2-3](#)).
- **D.C. Government agencies** - A partial listing of District of Columbia (D.C.) agencies known as restricted, and outside of OPM/GOVT-1 authority (see [Figure 2-4](#)).

(2) If the request involves *only employment* with any of these agencies, and *the computer inquiry is negative*, return the request with this statement on NA Form 13022:

**The agency named in your request does not retire personnel records to this Center. Please submit your request directly to that agency.**

- q. **Requests received via fax machine.** Inquiries for copies of documents/employment verification are to be processed under the normal guidelines (see [Chapter 3](#)). Requests for transfer of records are to be processed as usual (see [Chapter 4](#)).

Figure 2-1. **Commonly used acronyms**

<b>Commonly Used Acronyms</b>	
<i>Acronym</i>	
AAA	Agricultural Adjustment Administration
ACA	Agricultural Credit Acts
ARC	Alaska Road Commission
ARR	Alaska Railroad Record
ASCS	Agricultural Stabilization & Conservation Service
CCC	Civilian Conservation Corps
CSC	Civil Service Road Commission
CSS	Community Stabilization Service
CWA	Civil Works Administration
FAS	Foreign Agricultural Service



FERA	Federal Emergency Relief Administration
NAF	Non-Appropriated Fund
NYA	National Youth Administration
PCC	Panama Canal Company
PMA	Production & Marketing Administration
PRRA	Puerto Rico Reconstruction Administration
PWA	Public Works Administration
RRC	Rural Route Carrier
TVA	Tennessee Valley Authority
WPA	Works Progress Administration

Figure 2-2. **Restricted agencies**

<p><b><i>Restricted agencies*</i></b></p> <p><i>(Partial List of Federal Agencies with Records under other than OPM/GOVT-1)</i></p> <p>Administrative Office of the U. S. Courts  Architect of the Capitol  Board of Governors of the Federal Reserve System  Central Intelligence Agency (CIA)  Civilian Intelligence Personnel Management System  Congressional Budget Office  D. C. Government  Federal Bureau of Investigation (FBI)  Federal Judicial Center  Foreign Service - Agency for International Development (AID)  Foreign Service - Broadcasting Board of Governors  Foreign Service - Department of Agriculture, Animal and Plant Health Inspection Service  Foreign Service - Department of Agriculture, Foreign Agriculture Service  Foreign Service - Department of Commerce, International Trade Administration  Foreign Service - Department of State  Foreign Service - Peace Corp  General Accounting Office (GAO)  Library of Congress  Medical and other positions filled under Title 38 US Code, Department of Veterans Affairs  National Security Agency (NSA)  Nonappropriated Fund Instrumentalities - Department of Defense (DOD)  Tennessee Valley Authority  US Botanical Gardens  US House of Representatives  US Postal Service  US Senate  White House - Executive Office of the President</p> <p><b><i>*Source: Operating Manual, The Guide to Personnel Record keeping, Table 2-A: Employment Systems Outside the Office of Personnel Management's Recordkeeping Authority</i></b></p>
---

Figure 2-3. **Additional Restricted agencies**

**Additional Restricted agencies***(Partial List of Federal Agencies with Records under other than OPM/GOVT-1)*

## ACTION

Air Force NAF Workers (including service clubs)  
Alaska Railroad  
Alcoholic Beverage Control Board  
Apprenticeship Council  
Armory  
Army/Air Force Exchange Service  
Army NAF Workers (including service clubs)  
ASCS County Committees and Inspectors  
Board of Appeals and Review  
Board of Education  
Board of Electors  
Board of Higher Education  
Board of Vocational Education  
Capitol Police  
Commission on Civil Rights  
Commission on Status of Women  
Community Health and Hospital Administration  
Cost Accounting Standards Board  
Defense Intelligence Agency (DIA)  
Department of Buildings and Grounds  
Department of Corrections - Lorton, VA  
Department of Economic Development  
Department of Environmental Services  
Department of Finance and Revenues  
Department of General Services  
Department of Highways and Traffic  
Department of Human Resources and Human Services  
Department of Insurance  
Department of Motor Vehicles  
Department of Public Health  
Department of Recreation  
Department of Sanitary Engineering  
Department of Welfare, Washington, D. C.  
District Unemployment Compensation Board  
DOWI-AO (foot of Nichols Ave., SW, Washington, D. C. 20032  
Farmers Home Administration of Agriculture - County Committee  
Federal Election Commission  
Federal Home Loan Bank Board  
Federal National Mortgage Association (FNMA)  
Federal Reserve System Employees  
Federal Savings and Loan Insurance Companies (FSLIC)  
Foreign Service - U. S. Information Agency (USIA) (formerly ICA and USICA)  
Government of American Samoa  
Government of Guam  
Government of Northern Marianas Islands  
Government of Virgin Islands  
Government Printing Office  
House Staff  
International Monetary Fund (IMF)  
Inter-American Development Bank  
Legal Services Corporation  
Local Hire CS - Foreign Nationals  
Local Hire FS - Foreign Nationals  
National Credit Union Administration (NCUA)/National Credit Union Board (NCUB)  
National Railroad Passenger Corporation  
National Science Foundation

## Figure 2-4. **D. C. Government agencies**

***D. C. Government agencies***

*(Partial List of Federal Agencies with Records under other than OPM/GOVT-1)*

**Note:** D. C. Government folders can be sent to other D. C. Government Agencies.

- D. C. Bicentennial Commission
- D. C. Children's Center
- D. C. Commission on the Arts - Humanities
- D. C. Court of Appeals
- D. C. Court of General Sessions
- D. C. Executive Office
- D. C. General Hospital
- D. C. Government District Building
- D. C. Government Executive Office - Office of the Secretariat Pres.
- D. C. Government Village
- D. C. Income Tax
- D. C. Industrial Safety Division
- D. C. Juvenile Court (refer directly to court - not to Pennsylvania Ave)
- D. C. Manpower Administration
- D. C. Public School Teachers
- D. C. Procurement Office
- D. D. Public Library
- D. C. Public Schools
- D. C. Surveyor Office
- D. C. Tax Court

### **CHAPTER 3. DETAILED PROCESSING OF CORRESPONDENCE**

1. **General.** Mail analysts in the CPR Mail and Coding Section will perform the following actions in processing inquiries, forms and correspondence:
  - Analyze forms and correspondence to assign the appropriate grade level and routing code to inquiry/correspondence.
  - Conduct a computer probe and obtain a Finding Aid Report (FAR) on each inquiry.
  - Forward inquiry/correspondence to the Search Section for retrieval of applicable record.
  
2. **Grade level coding and routing.** Mail analysts determine the proper grade level coding, and the appropriate routing of correspondence for providing a response to the inquiry. Look for key words in the inquiry to determine exactly what information is being requested. Assign routing codes to indicate the appropriate processing office and grade level ability of processor. If the inquiry requests more than one type of information, assign the highest level routing code. See component part of a routing code chart, below.

**Note.** If the correct routing code cannot be determined, write a brief summary of the problem, and give the inquiry to the Lead/Supervisor of the mailroom. Do not seek information from reference service section personnel.

#### ***Component parts of a routing code***

**Work unit** – The first component is the letter of the routing code indicates the work unit responsible for completion of an inquiry - **C** – Correspondence Section

**Grade level** – The second component is the **numerical digit** indicating the processor's **grade level**. This coincides with the GS rating scale. (For example a grade level code 4 is a GS-4 level assignment)

Generally, correspondence will be assigned one of the following codes based on the information or document(s) requested. (**See Figure 3-1 for a more detailed list of routing codes.**)

**Code: C4**

- Copies of personnel documents
- Copies of personnel folder
- Employment verification
- Dates of employment verification

**Code: C4M**

- Documents from medical folders
- Medical folder requests from other than Federal government agencies
- Asbestos litigation (Note: forward to Fee Desk)
- SF 184 containing USPS address in block 5 or as the return address

**Code: C4 + M**

- Request for both OPF and EMF

**Code: C4F**

- Restricted Agency in block 5 or return address
- Multiple persons with the same SSN
- SF 127 or SF 184 with no return address

**Code: C5**

- Payroll information
- Retirement contribution
- Buy back retirement fund
- Exact employment dates
- Payroll information requests from state unemployment offices (ES Form 931)
- CCC (Civilian Conservation Corp)

**Code: C6**

- Family history, genealogy
- US Postal rural carriers
- Subpoenas, court orders
- List Case (prior to registry)

3. ***Finding Aid Report (FAR)***. A computer pullslip generated from the Registry system. The pullslip will indicate either a file location or the name and address of the current or former Federal employer. The FAR will be attached to the inquiry prior to forwarding to Search or the Reference service branch for action.

4. **Registry Number.** A computerized indexed number assigned to an OPF or EMF showing the file location.

- a. **Registry Number - Positive.** A positive hit exists if the computer probe indicates a Record exists in the registry file. The registry number is printed on the computer pullslip. Insure the routing code is written on the request and the pullslip. Use a paper clip to attach the pullslip to the front of request. Place all requests having a code "C" in the "C" box.
- b. **Registry Number – Negative.** A negative exists when the computer pullslip does not indicate a registry number for the requested record. A negative may be indicated by a "Not found" or an "E" or "S" entry, or when the registry number provided does not concern the record being requested.

(1) **Negatives – Correspondence Section action.** Forward the following types of negatives, with negative pullslips attached to the back of request to the Correspondence Section for action. Routing codes on these requests should be coded "C5":

- Requests received on PS Form 316, US Postal Service Records Information Request
- Inquiries coded "C5" or "C6"
- Inquiries submitted for the following agencies (for which folders were not always created) will be coded "C5":
  - Forest Service
  - Post Office (Christmas/summer/other short periods)
  - National Park Service
  - Bureau of Reclamation
  - Relief agencies (CCC, WPA, etc)

(2) **Negatives – Search and File Section action.** Send negatives regarding the following type of requests, with negative pullslip attached, to the Search and File Section:

- (a) FNO employment - Indicate FNO on the request.
- (b) Farm Credit Bank records
- (c) Medical records – (Must contain employing agency name)

(d) Regarding employment before April 1965 (exception: PS Form 316) - Assign the SOUNDEX Code (see [Figure 1-1](#)) for each last name given in the request.

**Note.** If the date of separation is before 1952, or if request regards medical records, the employing agency name must be provided. If agency name is not provided, return request to requestor.

(3) **"C4" requests that have pullslips with only "E" or "S" hits.** Send this type of request back to the requestor. Use NA Form 13056, check box referring to last employing agency, attach white copy of pullslip behind reply form.

**EXCEPTION:** If the request indicates that the requestor has already contacted the last or current employer without success, assign a "C4" code and send to the Reference Service section. Any other type of requests that require a composed reply should also be coded "C4" and forwarded to the Reference Service section.

(4) **Negatives – Return to requestor.** Most other negatives will be returned to the requestor using NA Form 13022, Returned Request Form, or NA Form 13056, Response Letter, using either one of the following statements:

- On NA Form 13022 check the box which states:

**"We are unable to locate the requested record based on the information you have provided. Please check the information contained in your request. If you can furnish any corrected information or any additional information to verify the claimed service, please resubmit your request."**

- On NA Form 13056 check the box which states:

**"A search of our records did not reveal a record of the claimed Federal employment. If additional information or documentation can be submitted to verify the information shown in the request or to otherwise support the claimed employment, we will make a further search. If you resubmit, please return all correspondence."**

(5) **Registry Numbers – conflicting information.** The following circumstances require the actions indicated when information on the pullslip is questionable or conflicts with inquiry information:

<b>Questionable Pullslip Information Action</b>			
Circumstance	Return inquiry to requestor	Action	Routing
Former employee is a woman and records filed under more than one name	No	Attach pullslip	Forward to Ref Svc for action
Name, DOB, SSAN conflicts with pullslip info	No	Attach pullslip	Forward to Ref Svc, Lead Tech for action

Figure 3-1. **List of routing codes**

<b>ROUTING CODES</b>	
<b>IF THE REQUEST INVOLVES THE FOLLOWING:</b>	<b>ASSIGN THIS CODE:</b>

Actual time worked	C5
Actual time worked rural carrier	C6
Address (last or current) of former employee	C4
American POW	C5
Authenticated copies of records (usually requested by a subpoena or court order)	C6
Birth certificates of civilian employees or dependents	C4
Bureau of Employees Compensation Records a. Requests involving litigation b. All other requests	C6 C4
Christmas assistant (Post Office) employment information Note. Christmas assistant employment may be indicated by dates of employment for a short period of service only in November and/or December of a given year a. Request submitted on SF 127 for employment after December 1976 b. Request submitted on SF 127 for employment before or during December 1976, if the request specifies currently employed c. Requests submitted on SF 127 for employment before or during December 1976, if the request doe NOT specify currently employed d. All other requests	OPF C5 C5 C5
Complaints In most cases, assign the routing code for the information the requestor is seeking. However, if complaint is from the White House, a Congressional office, OR of a serious or controversial nature, route the case to QAS, who will coordinate appropriate action with the Supervisor.	Assign appropriate routing code
Copies of documents or records	C6 C5

<ul style="list-style-type: none"> <li>a. To be used in a court case or other proceeding involving litigation</li> <li>b. From records of the emergency relief agencies (CCC, WPA, FERA, NYA, CWA, PWA, PRRA)</li> <li>c. Pay records</li> <li>d. Maritime service records</li> <li>e. Leave documents</li> <li>f. Medical documents/records</li> <li>g. Entire OPF or of specific OPF documents</li> <li>h. Request includes both OPF and EMF information/records</li> <li>i. Restricted agency, multiple persons with the same SSN, SF 127 or 184 with no return address</li> </ul>	<p>C5 C4 C4 C4M C4 C4 + M C4F</p>
Creditability of service	C4
<p>Dates</p> <ul style="list-style-type: none"> <li>a. Appointment date</li> <li>b. Separation date</li> <li>c. Date of continuous coverage of life insurance</li> <li>d. Date (retirement) deductions commenced</li> <li>e. Last day/date in pay status</li> <li>f. Service computation date (SCD)</li> <li>g. Rural Route Carrier (RRC) and Panama Canal Commission (PCC)</li> </ul>	<p>C4 C4 C5 C5 C5 C4 C6</p>
Death certificates of civilian employees or dependents	C4
Drill reports (from a payroll search)	C5
Earnings information	See entry for <a href="#">"pay"</a>
Employment affidavit, history, or transcript	See entry for <a href="#">"service history"</a>
Genealogical information	C6
Health benefits information	C4



Last known address of a former employee	C4
Leave information (sick/annual) <ol style="list-style-type: none"> <li>a. Leave balance (# of hours remaining)</li> <li>b. Copy of SF 1150, Record of Leave Data Transferred</li> <li>c. Reconstructed leave transcript when SF 1150 is missing</li> <li>d. Requests on SF 127 which seek the SF 1150 and transfer of the OPF (code as though the request was for the OPF only)</li> </ol>	C4 C4 C5 OPF
Leave without pay (LWOP) information	C5
Life insurance information of copies of documents (SF54, SF56, SF176, SF2817, SF 2821)	C4
Locator information requested by OPM	SL
Maritime Service <ol style="list-style-type: none"> <li>a. Transcripts</li> <li>b. Copies of records</li> <li>c. Temporary loan of records</li> </ol>	C5 C4 C4
Medical records of civilian employees or dependents <ol style="list-style-type: none"> <li>a. Requests on SF 184, OF 11, DD 877 for the transfer of medical records</li> <li>b. Requests for other medical documents or information</li> </ol>	EMF C4M
Military service verification <ol style="list-style-type: none"> <li>a. Request from NPRC branches at 9700 Page</li> <li>b. All other requests</li> </ol>	C5 C4
Missing Persons Act records (Project J – CAE Jackets)	C5
Official Personnel Folders <ol style="list-style-type: none"> <li>a. Requests submitted on SF 127</li> <li>b. All other requests</li> </ol>	OPF See <a href="#">Chap 4</a>

	for instructions
Pay information, claims, or records <ul style="list-style-type: none"> <li>a. Military pay information for GAO vouchers (including requests for verification of active duty paid from Federal funds)</li> <li>b. Civilian pay information for Post Office or Postal Service</li> <li>c. Civilian pay information for Post Office or Postal Service (Rural Route Carriers)</li> <li>d. Employees of ASCS or its predecessor agencies (AAA, ACA, CCS, or PMA)</li> <li>e. Employees/enrollees of the emergency relief agencies (CCC, WPA, PWA, PRRA, NYA, CWA, FERA)</li> <li>f. Employees of Panama Canal Company</li> <li>g. All other requests</li> </ul>	C5 C5 C6 C5 C5 C5 C5
Philippine civilian employee information	C4
Reason for separation	C4
Reinstatement eligibility	C4
Retirement information <ul style="list-style-type: none"> <li>a. Request from OPM</li> <li>b. RRC &amp; PCC</li> <li>c. All other requests</li> </ul>	C5 C6 C4
Savings bond information	C4
Security clearance information	C4
Service history or transcript <ul style="list-style-type: none"> <li>a. Requests from Postal Service on PS 316</li> <li>b. Requests from a teacher retirement system or involving service credit for Federal teaching experience</li> <li>c. All other requests</li> </ul>	C5 C5 C4

Sick leave information	See entry for " <a href="#">leave</a> "
Status, Civil Service	C4
Time and attendance information	C4
Transcripts of service or employment	See entry for " <a href="#">service history</a> "
Type of appointment or separation RRC & PCC	C4 C5
Unemployment compensation information (usually requested on ES-931, Request for Wage and Separation Information)	C5
WAE (When Actually Employed) service information a. Requests from OPF b. RRC & PCC c. All other requests	C5 C6 C5
Withholding statements (Treasury Department Forms W-2)	C5
Whereabouts (current or last address)	C4

#### CHAPTER 4. PROCESSING REQUESTS FOR OFFICIAL PERSONNEL FOLDERS (OPFS) AND EMPLOYEE MEDICAL FOLDERS (EMFS)

1. **Processing requests for OPFs.** Standard Form 127, Request for Official Personnel Record, is the form required for Federal agencies to request the transfer of personnel records. If only one copy is received, route to mailroom batch clerk, do not return. Batch clerk will make the additional copy. These requests are also known as "*Loans and Transfers*". Processing requires a computer probe. Enter employee identification to obtain a Registry number to locate the requested record:

- a. **Registry number-Positive.** A computer probe is positive when the resulting computer pullslip reveals a registry number for the record requested. Mark the routing code on the Finding Aid Report (FAR) as "OPF". Update the file location. Use a paper clip to attach the pullslip to the request. Place all requests that have "OPF"code in the "S" box for action.
- b. **Registry number-Negative.** A computer probe is negative when the resulting computer pullslip reveals no registry number exists for the record requested. A negative may be indicated by a "Not Found, E or S" entry, or a registry number for a record not requested.

2. **Processing requests for EMFs.** Standard Form 184, Request for Employee Medical Folder is the form required for Federal agencies to request the transfer of employee medical folders. (Optional Form 11, Reference Request – Federal Records, and DD Form 877, Request for Medical/Dental Records or Information, may also be used) and should be submitted in duplicate. (Make an additional copy if only one copy is received, do not return inquiry.) These requests, also known as records transfers, require a computer probe, by entering employee identification to obtain a Registry number to locate the requested record:

- a. **Positive probe.** A computer probe is positive when the resulting computer pullslip reveals a registry number for the record requested. Mark the routing code on the Finding Aid Report (FAR) as "EMF". Update the file location. Use a paper clip to attach the pullslip to the request. Place all requests that have "EMF"code in the "S" box for action.
- b. **Negative probe.** A computer probe is negative when the resulting computer pullslip reveals no registry number exists for the record requested. A negative may be indicated by a "Not Found, E or S" entry, or when a registry number provided is not for the record requested. Process negative pullslips as indicated on the following chart:

<b>Negative Pullslip Action</b>			
<b>If pullslip is NEGATIVE and regards</b>	<b>Return inquiry to requestor</b>	<b>Action</b>	<b>Routing</b>
SF 127 with "E or S" entry	Yes	Staple white copy of pullslip to top of SF 127.	Return to requestor.
	No	If request shows separation date during or prior to April 1965	Change code to "C4F", assign SOUNDEX code(s) for each last name and forward to Agency Reference Service Section.

SF 127 with "Not Found" entry	No	If request shows separation date during or prior to April 1965	Change code to "C4F", assign SOUNDEX code(s) for each last name and forward to Agency Reference Service Section.
	Yes	If request submitted by agency that retired record to CPR	Check box on SF 127 stating:
			"Folder not located. For a former employee . . .
		If separation date is less than 6 months	"Folder not received. Suggest you contact last employing office."
		If separation date is more than 6 months	"Our search did not reveal a record of claimed civilian Federal employment. Please submit any additional information or documentation that will help verify this employment."
If no separation date is shown	"Further information is needed before we can locate the record needed to process your request. Please complete the items marked below." (Check appropriate boxes)		

SF 184 from State Dept Showing accession number in remarks	No	Run FARs (should be negative) and staple to back of request	Forward to Agency Reference Service Section
SF 184 with "Not Found" entry, "E" or "S" hit	Yes	Staple pullslip to back of request.	Return to requestor.
SF 184 showing only an "OPF" location	No	Attach pullslip to front if separation date is prior to 1/10/1984.	Forward to Agency Reference Service Section.
	Yes	If dates are after 10/1/1984	Return to requestor. "Folder not received. Suggest you contact last Federal employer."

3. **Improperly submitted inquiries for records transfers.** Federal agency requests for personnel records (OPFs) must be submitted on Standard Form 127, Request for Official Personnel Record. Federal agency requests for medical records (EMFs) must be submitted on *Standard Form 184, Optional Form 11 or DD Form 877*. Improperly submitted requests for records transfers will be returned to the requestor under the guidelines on the following chart:

<b>Processing Improperly Submitted Requests for OPFs/EMFs/Medical Records</b>		
<b>Reasons for Return</b>	<b>Return Inquiry to Requestor</b>	<b>Reply to requestor on NA Form 13022 and check the following statement on the form (or perform other action indicated):</b>
Insufficient copies received (two required)	No	Make a duplicate copy and process as usual.

Federal agency requesting Records Transfer submitted using other than SF 127	Yes	A request from a Federal agency for the transfer of an OPF must be submitted on a Standard Form 127, Request for Official Personnel Folder, or an authorized equivalent. Please resubmit your request on SF 127 in duplicate.
Federal agency requests Medical records using SF 127	Yes	Standard Form 127 may not be used to request the transfer of medical records. Please submit Standard Form 184, Request for Employee Medical Folder in duplicate. (Optional Form 11, Reference Request – Federal Records Center; or DD Form 877, Request for Medical/Dental Records or Information may be used.)
Federal agency requests multiple records using a single SF 127 or SF 184	Yes	Please submit a separate Standard Form 127 (or change SF 127 to SF 184 if applicable) for each individual record being requested.
Non-Federal request using SF 127 or SF 184	Yes	The request form you submitted is only for the use of Federal agencies. Please submit your request in letter form. Do not return SF 127 or SF 184 to requestor.
Federal agency requests employment info, transcripts or document copies using SF 127	Yes	Standard Form 127 may not be used to request information or copies of documents. Please resubmit you request on agency letterhead. (Optional Form 11, Reference Request – Federal Records Center, may be used.)
Federal agency requests Pay information, or days worked on SF127	No, if regarding the following agencies: Forest Service National Park Service Post Office (short periods of service) Bureau of Reclamation	Process as normal, forward to Personnel Reference Service Section for action.

	Relief agencies (CCC, WPA, etc)	
	Yes	Standard Form 127 may not be used to request information or copies of documents. Please resubmit you request on agency letterhead. (Optional Form 11, Reference Request – Federal Records Center, may be used.)
DOB and SSAN Missing	Yes	Further information is needed before we can locate the record needed to process your request. Please complete the items marked below: (SSAN and DOB)
Return address missing/incomplete or unclear	Yes, if phone number is not available	Please complete the return address block on all copies of SF 127 (or change SF 127 to SF 184 if applicable).
	No, if phone number is available	Call requestor to obtain complete address.

4. **Unclear return address.** If the SF127 does not clearly indicate that the requestor is a Federal agency, apply the guidelines below for returning or accepting requests and use the following statement on the NA Form 13022:

**The return address must clearly show the name of the Federal agency with which your office is affiliated. Please enter the agency.**

a. Accept the request if the return address gives the name or abbreviation of a Federal agency or military department. Some examples are:

- USAF or AF (Air Force)
- USA or DA (Army/Department of the Army)
- USN (Navy)
- USMC or MC (Marine Corps)
- USDA (U.S. Agriculture Department)
- IRS (Internal Revenue Service)
- USPS (United States Postal Service)

b. Accept the request if the return address is a military installation and the address contains one of the following terms:

- Adjutant General (AG)



- Civilian Personnel Office (CPO)
- Commander (CMDR)
- Headquarters (HQ)

c. Return the request if the return address contains only an office symbol with the name of a military installation. The return address must give the Federal agency name because some military installations may include offices on non-Federal activities such as contractors or private business concerns. Some examples are:

- AFB (Air Force Base)
- NAS (Naval Air Station)
- APO (Army Post Office)
- Ft. (Fort)

5. **Processing SF127's from, and/or for "Restricted Agencies"**. If the return address on the SF127 is from a restricted agency (see partial listings of restricted agencies in Chapter 2, Figures 2-2, 2-3 and 2-4) or if section 5 of the SF 127 contains a "restricted agency", code the request "C4F". If the computer probe is positive, forward request to the Agency Reference Service Section for processing. If the computer probe is negative, process request as you would any other negative SF 127.

## CHAPTER 5. PROCESSING SPECIAL REQUEST AND GENERAL PURPOSE INQUIRIES

1. **Processing special request inquiries**. The following types of inquiries are examples of special requests. Mail Analysts will perform the actions indicated below to process requests regarding:

- a. **Locators**. Requests received from the OPM, Washington, DC office in attempts to locate the whereabouts of current/former employees. If the pullslip for a locator request contains only one Registry number with a "refile" location and there are no other items on the pullslip, stamp the pullslip with the locator stamp. Attach the pullslip to the request and forward to the Search section, keeping all locators together. If the pullslip shows any other entry ("not found" – all "E" or "S" hits; any Registry number showing a "folder" location), attach the pullslip to the back of the request and forward to the Personnel Reference Service Section supervisor.
- b. **Personnel Records filed in the vault**. When the pullslip contains a Registry number preceded with "OPF Vault", deliver the request to the supervisor of the Agency Reference Service Section.
- c. **Requests for forwarding service**. Conduct computer inquiry if the request contains the necessary identifying information. **DO NOT RETURN** the request for more information. Send ALL request (whether positive or negative) directly to the Personnel Reference Service Section supervisor.
- d. **Requests which contain lists of personnel folders retired to NPRC in the same shipment as a requested folder**. Occasionally, a request is submitted with lists of personnel folders that were retired to NPRC at the same time as the requested folder. Usually, this means that a previous request was submitted and we were not able to located the requested folder. Give all such requests to the Mail and Data Input Section Supervisor or Lead for review.
- e. **Requests for information not included in the coding lists**. If a request is related to civilian personnel information, but if requested information is not shown in the lists of routing codes, do not code the request. Send the request directly to the Personnel

Reference Service Section supervisor. Examples include:

- The history of post offices or rural routes
- The verification of civilian prisoner of war (POW) status
- The history or status of "star route" postal carriers

- f. **Requests for medical record and personnel record.** If a requesting agency properly requests both the OPF and EMF on a former employee by submitting both SF 127 and SF 184 (or equivalent), code both forms accordingly; keep both together and forward to the Agency Reference Service Section Lead Technician.
- g. **Request from the MPR.** NPRC MPR (9700 Page) often requests verification of military service information using NA Form 13026, MPR-CPR Request/Reply Form. The form requests information from one or more of the following sources: a voucher, a x-ray, an OPF, or combination thereof. All requests received on this form should be forwarded to the Personnel Reference Service Section supervisor.
- h. **Unemployment claims.** Requests from the State of Missouri Division of Employment Security (see sample - Figure 5-1) for information on former/current employees of NPRC are to be forwarded to:

National Archives & Records Administration  
 C/O TALX UC eXpress  
 P. O. Box 66945  
 St. Louis, MO 63166

i. **Request for General Purpose Records.**

- a. **IRS.** Requests for reference service on tax records retired here by the Internal Revenue Service are delivered to the Agency Reference Service Section with no further action from the mailroom.
- b. **General Purpose.** The Agency Reference Service Section is responsible for reference service regarding general purpose records at NPRC (111 Winnebago), including Postal Service money orders, Treasury checks, local agency records, Virgin Island Corporation records and other miscellaneous types. Requests for these records are delivered to the Agency Reference Service Section with no further action from the mailroom.
- c. **Military Dependent Medical, Civilian Emergency, Military Entrance/Separation X-rays.** NPRC (111 Winnebago) has the medical records of Army and Air Force military dependents; civilians treated at military medical installations; and military entrance/separation x-rays. Requests for these types of records are forwarded to Reference Service Branch with no further action from the mailroom.

Figure 5-1. **Sample of Unemployment Benefits Claim**

MODES-3713 (03-88)	STATE OF MISSOURI
0.	DIVISION OF EMPLOYMENT SECURITY
ES-BIC113C (03-88)	



## NPRC LIBRARY INDEX

Object	ObjectType	LastModified	Description
<a href="#">Air Force Stack Library Organized by Keyword (2 FL, Mod 11, NW)</a>	Query	08/09/2000 9:39:20 AM	
<a href="#">Air Force Stack Library Organized by Title (2FL, Mod 11, NW)</a>	Query	08/09/2000 9:41:00 AM	
<a href="#">Army Branch Library Organized by Keyword</a>	Query	07/21/2000 11:09:23 AM	
<a href="#">Army Branch Library Organized by Title</a>	Query	07/21/2000 11:13:31 AM	
<a href="#">Army Medals Library Organized by Keyword</a>	Query	07/21/2000 11:10:10 AM	
<a href="#">Army Medals Library Organized by Title</a>	Query	07/21/2000 11:14:46 AM	
<a href="#">Consolidated Library Organized by Keyword</a>	Query	08/09/2000 10:48:00 AM	
<a href="#">Consolidated Library Organized by Title</a>	Query	08/09/2000 11:03:00 AM	
<a href="#">Navy Branch Library Organized by Keyword</a>	Query	07/21/2000 11:11:25 AM	
<a href="#">Navy Branch Library Organized by Title</a>	Query	07/21/2000 11:24:53 AM	
<a href="#">Reconstruction Branch Library Organized by Keyword</a>	Query	07/21/2000 10:00:08 AM	
<a href="#">Reconstruction Branch Library Organized by Title</a>	Query	07/21/2000 11:08:24 AM	
<a href="#">Research Room Library Organized by Keyword</a>	Query	08/09/2000 11:26:00 AM	
<a href="#">Research Room Library Organized by Title</a>	Query	08/09/2000 11:29:00 AM	
<a href="#">Special Inquiries Library Organized by Keyword</a>	Query	08/09/2000 9:33:58 AM	
<a href="#">Special Inquiries Library Organized by Title</a>	Query	08/09/2000 9:34:57 AM	

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132

NPRC 1865.125  
April 15, 2002

**SUBJECT: General Background and miscellaneous correspondence procedures unique to the Philippine Army Records**

1. **Purpose.** This memorandum provides information regarding the general background and contents of the Philippine Army (PA) records and related holdings. It outlines reference services and inquiry processing procedures concerning individuals who served, or allegedly served with the Philippine Commonwealth Army of the United States Armed Forces Far East (USAFFE), or recognized Guerrilla forces in World War II.
2. **References.**
  - a. PL 77-490, The Missing Persons Act, as amended.
  - b. National Service Life Insurance Act of 1940, as amended.
  - c. Nationality Act of 1940, Immigration & Naturalization, as amended.
  - d. Social Security Act, PL 734, 81st Congress, as amended.
  - e. Freedom of Information Act (FOIA)
  - f. Other laws granting Veterans Affairs benefits
  - g. Reference Manual, Recovered Personnel Records Branch (AR-PERSCOM), dated August 31, 1955
  - h. AR 340-17, Release of Information and Records from Army Files
  - i. AR 672-5-1, Military Awards
3. **Applicability.** This memorandum is applicable to all Philippine Army team personnel.
4. **Contents, responsibilities and instructions.** General information, responsibilities, and instructions for providing reference services for PA records are provided in [Chapter 1](#). Detailed processing procedures for the types of inquiries most frequently received are in [Chapter 2](#). The Appendix contains history, guidance and considerations used in properly processing PA inquiries. This includes detailed historical data, definitions, and guidance issued at the time of the occupation of the islands through liberation and following. This documentation is commonly referred to in providing accurate assessments of valid PA service since it defines what constitutes valid service dates, and other guidelines. Archive Technicians must be familiar with this extensive background, history and guidance to properly process PA inquiries. Guidance includes:
  - Name variations, and letter variation listings
  - Aliases
  - Valid types of service, i.e., USAFFE, Guerrilla
  - Valid service dates
  - Valid locations where service was performed
  - Valid units and their dates of operation
  - Understanding Terminology regarding the PA
  - Criteria for determining casualty status
  - Valid affiant information
  - Invalid affiants
5. **Forms.** This memorandum provides for the use of internal forms, inquiry forms from other Government agencies, and archival forms (used as a matter of record). (Chapter 2, Figures 2-1 through 2-46 contains examples or samples of the forms listed below.)

- a. **Internal forms and forms provided by authorized Government agencies.** These are forms originating from other Government agencies; or are forms originating from this Center, furnished in response to inquiries received. Valid service data information requested on forms is searched in the military organizational files. The following forms are used to document any information located and

verified:

NPRC Test Form 02-01, Request for Additional Information on VA Form 3101  
 NPRC Test Form 02-02, Additional Information (Supplement to VA Form 3101)  
 NPRC Test Form 02-03, Additional Information  
 NPRC Test Form 02-04, Determination of Status Under the MPA, As Amended (No status)  
 NPRC Test Form 02-05, Determination of Status Under the Missing Persons Act, As Amended  
 NPRC Test Form 02-05A, Determination of Status Under the Missing Persons Act, As Amended  
 NPRC Test Form 02-13, Request for and Report of Search  
 Form N-426, Request for Certification of Military or Naval Service (INS form)  
 SSA Form 654-U4, Request for Information from Uniformed Services (Social Security form)  
 DA Form 1577, Authorization for Issuance of Awards  
 VA Form 3101, Finding Aid Report  
 WIF (work-in-file) Form (no form number), Subject: Military Records (Originates from Quezon City, Philippines, and regards list cases)

- b. **Archival forms and claims folder documents.** The following forms are either already part of the individuals service record; or they are completed from information located in the PA archives and/or from the individual's service record. Some of these forms are completed concurrent with processing an inquiry, and filed as a matter of record in the claims folder. This is accomplished by documenting the service-related evidence found in archival documents, from the individual's claims folder, or from information provided by an authorized Government agency. Allowable evidence or proof of service received from the veteran or their representative may also be documented on these forms.

NPRC Test Form 02-06, Record of Casualty in the Field  
 NPRC Test Form 02-07, Certificate, Death Record of POWs  
 NPRC Test Form 02-08, War Department Casualty Report  
 NPRC Test Form 02-09, Record of Hospitalization (Hermosa & Bulacan Hospitals)  
 NPRC Test Form 02-09A, Record of Hospitalization (Tarlac & Pampanga Hospitals)  
 NPRC Test Form 02-10, Record of NSLI (National Service Life Insurance)  
 NPRC Test Form 02-11, Prisoner of War Information  
 NPRC Test Form 02-12, Request for Archive Information and Record of Search  
 AGRD Form WCC-1, Military Service Data  
 GSXRP (PA) Form 9, Claim for Arrears in Pay and Quarters Allowances  
 Form 22-A PA, Personal Record, Army of the Philippines  
 PA AGO Form 23, Affidavit for Philippine Army Personnel  
 WD AGO Form 38, Report of Physical Exam of Enlisted Personnel Prior to Discharge, Release from Active Duty or Retirement  
 AGRD Form 46, Request for Information  
 WCC Form 602, Application for Ex-Prisoner of War Allowance

R. L. HINDMAN  
 Director

---

## ATTACHMENT

### GENERAL BACKGROUND AND MISCELLANEOUS CORRESPONDENCE PROCEDURES UNIQUE TO THE PHILIPPINE ARMY RECORDS SECTION

#### TABLE OF CONTENTS

<a href="#">CHAPTER 1.</a>	<a href="#">GENERAL INFORMATION, RESPONSIBILITIES AND INSTRUCTIONS</a>
<a href="#">CHAPTER 2.</a>	<a href="#">PROCESSING PROCEDURES BY INQUIRY TYPE</a>
<a href="#">APPENDIX A</a>	<a href="#">PHILIPPINE COMMONWEALTH ARMY</a>

---

## CHAPTER 1. GENERAL INFORMATION, RESPONSIBILITIES AND INSTRUCTIONS

## TABLE OF CONTENTS

Paragraph Title	Paragraph Number
<a href="#">General</a>	<a href="#">1</a>
<a href="#">Content of Philippine Army military organizational records</a>	<a href="#">2</a>
<a href="#">Inquiry processing</a>	<a href="#">3</a>

## CHAPTER 1. GENERAL INFORMATION, RESPONSIBILITIES AND INSTRUCTIONS

### 1. *General.*

- a. **Reference services.** The responsibility for providing reference services on the collection of PA records and archives holdings was transferred by Memorandum of Agreement from the U.S. Army Reserve Personnel Command (AR-PERSCOM) to NPRC in October 1999. Reference services for authorized agencies and for individuals are provided for under provisions of the Missing Persons Act (MPA) of 1940, the Freedom of Information Act (FOIA), PL 77-490, the National Service Life Insurance Act of 1940, the Nationality Act of 1940, Immigration & Naturalization, the Social Security Act, PL 734, 81st Congress, as amended, and other laws granting Veterans Affairs benefits.
- b. **Guidance.** Reference material used to process PA inquiries includes historical data, and may be extracts of guidance, rosters, listings, etc., issued by the War Department, the US Army, authorized agencies, such as the Veterans Administration, or the Philippine government. Much of this information is dated from the time of occupation to after the liberation of the islands. For example, the "Reference Manual from the Recovered Personnel Records Branch" (AR-PERSCOM) is a consolidated collection of previously issued guidance, and contains the following:
- Circular No. 305, War Department, July 18, 1944
  - Staff Memorandum No. 14, HQ, US Army Forces Western Pacific, Recovered Personnel Division, titled Interpretation of the Missing Persons Act, December 27, 1945
  - War Department Plan for Casualty Administration Upon Reoccupation of Philippines, November 7, 1944 and C1, March 21, 1945
  - Veterans Administration Technical Bulletin, December 3, 1951
  - Military Order, Organized Military Forces of the Government of the Commonwealth of the Philippines Called into Service of the Armed Forces of the US, July 26, 1941
  - General Orders, HQ USAFFE relative to "call into service" and "induction" of PA Units.
  - Listing of Historical and Important Dates 1941-1949 and their significance to the Philippine Army
  - Dates of Capitulation of Areas within the Philippine Islands to the Japanese Forces
  - Notes of the 121<sup>st</sup> Infantry, dated April 12, 1949 regarding the Japanese Invasion of the Islands
  - List of Pre-War Philippine Constabulary Units
  - Executive Order No. 68, President of the Philippines, titled Demobilization of Elements of the Philippine Army and other Guerrilla Units in the Field, September 26, 1945
  - Circular No. 59, Commonwealth of the Philippines Army Headquarters, APO 500, titled USAFFE Personnel to Report for Duty, July 3, 1945
  - Notes on the Philippines Army (1941-1942) and bona fide USAFFE Units, including mobilization dates
  - Dates of Last Payments Prior to Surrender

- Guide for determining dates (of death or joining a guerrilla unit) when exact dates are not in records of evidence
- Monthly Rates of Pay (Philippine Army)

## 2. **Content of Philippine Army military organizational records**

- a. **General information.** The NPRC portion of the total PA archives holdings consists of PA military organizational records. It **does not** include records of Americans who served in the Philippines during World War II, that is U.S. Army members or Philippine Scouts. The PA military organizational records are used to establish identity and MPA status regarding Philippine Army USAFFE personnel and recognized guerrillas, and include:

- Guerrilla alpha card files
- USAFFE alpha card files
- Guerrilla casualty rosters
- Common name files
- Individual letters of recognition
- Initial and revised guerrilla rosters (reconstructed)
- Troop and casualty rosters
- Prisoner of war (POW) rosters
- Payroll records, NSLI records
- Provincial hospital records
- Manila tribune
- Bad affiant records (card files)
- Discharges/orders
- Special/general orders
- Claims folders (alphabetical order, by name)
- Various reference manuals and informational listings

- b. **Claims folders.** Part of the military organizational records referred to as "claims folders" are actually reconstructed records, which were and are created in response to claims made under provisions of the MPA. They are **not** official military personnel records comparable to Military Personnel Record Jacket (MPRJ) 201 file folders.

## 3. **Inquiry processing.**

- a. **Authority.** All inquiries are processed as provided for under the provisions of the FOIA and the MPA, and include P.L. 77-490; Title 38, U.S.C; P.L. 101-649, P.L. 734, P.L. 99-145, AR 20-50, AR 25-50, and AR 672-5-1.

- b. **Categories of inquiries.** Inquiries received for processing primarily consist of agency and individual.

(1) **Agency inquiries.** Inquiries received for processing most frequently originate from the following three authorized Government agencies:

- **Department of Veterans Affairs (VA).** Inquiries regarding verification of service for benefit entitlement.
- **Immigration and Naturalization Service (INS).** Inquiries concerning establishing eligibility for naturalization based on service.
- **Social Security.** Inquiries for verification of service to determine eligibility for Supplemental Security Income based on service.

(2) **Individual inquiries.** Inquiries are also received from individuals, most frequently Filipino Nationals, from their next of kin, or from their legal representatives.



- c. **Types of inquiries processed.** Following are the types of inquiries most often received for processing. Detailed processing procedures are explained in [Chapter 2](#) of this memorandum, and in the [Appendix](#).

- Statement of Service (SOS)
- Immigration and Naturalization (INS)
- Department of Veteran's Affairs (VA)
- Special Correspondence (White House, Congressional, or FOIA)
- Routine Correspondence (Turn-around, and miscellaneous correspondence of a general nature, or from an individual requesting general information regarding benefits)
- Claims and Appeals
- Decorations and Awards

- d. **Initial receipt/processing.** PA inquiries are entered into the center case management database upon receipt in the mailroom, and forwarded to the PA Section for processing. The PA support person accesses this system to enter further data unique to searching and processing PA casework such as possible name variations, date of birth, unit/organization in which veteran served. A search request/report is created and attached to each inquiry from the database information. Inquiries are sent to PA searcher for record information retrieval in the PA organizational records.

(1) **PA Archives Search.** The searcher determines the type search required, claims folder, archives, or both from information on search report and inquiry. Search is performed alphabetically, by name, alternate spellings of name, and other information on inquiry. The searcher will enter the search results on the search report for each inquiry, and provides inquiries, claims folders, and search reports to the support person for assignment of case to PA technician.

(2) **PA Archives Technician.** The technician accesses the database to enter appropriate tracking information regarding each inquiry throughout processing (i.e., suspense of case when information is required/requested from other agencies for case completion) Processing of inquiries by the PA archives technician includes the following considerations, and is detailed in [Chapter 2](#):

(a) **Military organizational records.** Claims folders and other military organizational records and archival information are filed alphabetically by the subject individual's name or listed alphabetically on rosters. In many cases, numerous files may be found under the same or similar spelling of the last, first, and middle name. It is common for Filipinos to use the mother's maiden name as their middle name/initial. Errors were common when the original processing of PA veterans occurred following the end of the war. Incorrect spelling of surnames, and transposed middle and surnames were common. The following is also used to locate and match the correct claims folder with the subject of an inquiry: organization, grade, service number, place of birth, date of birth, home address, next of kin, and mother's name. In addition, name and letter variations listings are consulted for alternate letter use of letters in surnames, and cross-checking common alternate spellings of surnames (See [Chapter 2, Figure 2-47](#)).

(b) **Positive identification.** Considering the varied sources of information in the records collection, processing inquiries requires research of a detailed, investigative nature. It is necessary to crosscheck several sources of information in this collection to retrieve and provide reliable data. Extreme care must be exercised in identifying and correctly matching a particular claims folder with the subject of the inquiry. Positive identification can be determined only when identifying data of record agrees with inquiry data.

(c) **Proof of Service.** Certain records provide sufficient proof of military status, either as a member of the Philippine Army USAFFE, or a recognized guerrilla. These are the National Service Life Insurance (NSLI) records, military orders, USAFFE and approved Guerrilla rosters, hospital and POW records. This service data evidence is provided to the applicable authorized Government agency for their determination of certain veteran benefits.

(d) **Scope of the Missing Persons Act, Public Law 77-490, as amended.** A MPA determination is a decision, signed by a properly delegated official, establishing a record of status, death, and other essential dates, exclusive of determinations of facts of dependency. Under the provisions of Section 5 of this Act, reviews are made of the cases of persons missing or missing in action for continuing the missing status, making finds of death, and determining the date upon which death shall be presumed to have occurred for purposes specified therein. These determinations are made when records are incomplete or conflicting and are based on regulations and policies in force at the time. MPA "determinations" covered under this memorandum regard providing reference services for members of the Philippine Commonwealth Army (including recognized guerrillas) who were called into the service of the United States Armed Forces between July 26, 1941 and June 30, 1946. MPA determinations are performed by the requesting agency based on the service data provided from the PA military organizational records.

(e) **Evidence considerations and evaluation of evidence.** Evidence found in the Military organizational records is used in conjunction with other available service data to facilitate establishing and documenting PA military service by the authorized requesting agency. Extreme care must be exercised to identify authenticity and applicability of evidence as pertains to the inquiry at hand by comparing:

- Consistency of all testimony submitted by the claimant with evidence on file and known historical data, and determining whether an affiant's (defined as "one who swears to an affidavit") military service is established by archives, and if he was in a position to give testimony regarding the alleged soldier.
- The affiant's testimony with evidence accumulated in the claims folder of the alleged soldier, noting the degree of consistency between them.
- Acceptability of evidence will be recorded on NPRC Test Form 02-03. If evidence is not consistent and reasonable doubt exists as to acceptability, the decision should be against acceptance, and should be noted as such on this form.

(f) **Bad Affiants.** When a Memorandum for Record is found in the file identifying the person as an **unacceptable affiant** because of testimony which contained false statements and misrepresentation of facts, no further action will be taken to evaluate any affidavits (current or past) prepared by that person. All folders of bad affiants will be marked by a blue horizontal line or band down the center of both sides of the claims folder (approximately an inch wide) to facilitate easy identification of bad affiant folders.

- i. **Affidavits or certificates evidence.** This type of evidence may be used alone or in conjunction with any other evidence. Statements of affiants must be subscribed and sworn to before persons authorized to administer oaths, i.e., Justice, Judges, Justices of the Peace, Clerks of Court, Notaries Public, Chiefs or Assistant Chief of Bureaus and Offices, Provincial Governors, Mayors, and Commissioned Officers of the Philippine Commonwealth Army, and Philippine Constabulary in active service. Statements of commissioned officers of the Philippine Army or Philippine Constabulary may be accepted even if not under oath provided they were made while in active service and in the form of a certificate (not required for statements of RA, AUS, or PS officers). Certificates of public official narrating certain facts that are of record in their offices are also acceptable. Statements of other persons not under oath may be acceptable if witnessed by DA Field Investigator of the former AGRD. To qualify as an affiant for another person, the affiant must be in a position to make the statements to which he is attesting and if attesting to service of another, the affiant's own service must be established. Statements made in affidavits must be checked with the affiant's claim folder or archival information to verify his competency. There are additional restrictions when using this type of evidence. All affidavits must be dated prior to July 1, 1948, and already be part of the individual's claims folder.

ii. **Processing Affidavits.** These affidavits (Form Numbers 23, 49 and 649) were completed by soldiers at the time of return to military control and are identified as "Affidavits for Philippine Commonwealth Army Personnel". They were also considered as applications for arrears in pay under the MPA and were generally filed prior to July 1, 1948. A Processing Affidavit or an Arrears in Pay claim form must be present in the claims folder to process a certification of service.

iii. **Next of Kin Affidavits.** Form 3 (accompanied by Form 7), Form 3a, Form 9, and Form 48 for military personnel were completed by the next of kin in cases where the subject died prior to return to military control or prior to processing.

(g) **Documentation of evidence.** [NPRC Test Form 02-03](#) must be completed regarding all applicable service data evidence on the subject individual of every inquiry, whether negative or positive, from information obtained from the military organizational records.

i. **Positive evidence.** If after analyzing all available archival information, an individual's service with the USAFFE or recognized guerrilla forces on or after December 8, 1941, can be established, positive evidence is documented on [NPRC Test Form 02-03](#). In addition, a [NPRC Test Form 02-05](#) or [02-05A](#) will be prepared when service has been established under the MPA.

ii. **Negative evidence.** If insufficient archival information is available to establish an individual's alleged service with the USAFFE or recognized guerrilla forces on or after December 8, 1941, the individual will be determined to have no status under the Act, or negative service is established. If negative status is established, the Archives Technician will complete [NPRC Test Form 02-04](#), and finalize the inquiry.

(h) **Inquiries requiring additional information.** If additional information is needed to resolve discrepancies with the inquiry and military organizational files, requests for additional information may be sent outside NPRC. In certain exceptional cases, it may be necessary to request documentation through the VA, from Headquarters, Armed Forces of the Philippines, Camp Emilio Aguinaldo, Quezon City, Philippines. Such requests may be necessary when a PA USAFFE veteran is alleged to have been discharged on or after Jun 30, 1946, and available evidence indicates individual may be been court-martialed or discharged other than honorably. A request may be sent for court-martial information or finding of the proceedings of the Board of Officers. Other documentation may be requested, from authorized offices, or from the individual, such as finance records, including all pay and allowances, insurance data used to identify subject and beneficiaries, death certificates or reports and basis for issuance, and processing papers on Return to Military Control (RTMC).

---

## CHAPTER 2. PROCESSING PROCEDURES BY INQUIRY TYPE

### TABLE OF CONTENTS

Paragraph Title	Paragraph Number
<a href="#">General</a> .....	<a href="#">1</a>
<a href="#">Department of Veterans Affairs (VA)</a> .....	<a href="#">2</a>
<a href="#">Immigration and Naturalization (INS)</a> .....	<a href="#">3</a>

<a href="#">Statement of Service</a> .....	<a href="#">4</a>
<a href="#">Claims and Appeals</a> .....	<a href="#">5</a>
<a href="#">Decorations and Awards</a> .....	<a href="#">6</a>
<a href="#">Routine Correspondence</a> .....	<a href="#">7</a>
<a href="#">Special Correspondence</a> .....	<a href="#">8</a>
<a href="#">Figure 2-1. NPRC Test Form 02-01, Request for Additional Information on VA Form 3101</a>	
<a href="#">Figure 2-2. Form N-426, Request for Certification of Military or Naval Service</a>	
<a href="#">Figure 2-3. Form N-426, Reverse of Figure 2-2 Form</a>	
<a href="#">Figure 2-4. NPRC Test Form 02-02, Additional Information (Supplement to VA Form 3101)</a>	
<a href="#">Figure 2-5. NPRC Test Form 02-03, Additional Information</a>	
<a href="#">Figure 2-6. NPRC Test Form 02-03, Page 2 of Figure 2-5 Form</a>	
<a href="#">Figure 2-7. NPRC Test Form 02-04, Determination of Status Under the MPA, As Amended (No Status)</a>	
<a href="#">Figure 2-8. NPRC Test Form 02-13, Request for and Report of Search</a>	
<a href="#">Figure 2-9. Form SSA-654-U4, Certification by Uniformed Services</a>	
<a href="#">Figure 2-10. Form SSA-654-U4, Certification by Uniformed Services (Reverse of Figure 2-9 Form)</a>	
<a href="#">Figure 2-11. NPRC Test Form 02-05, Determination of Status Under the MPA, As Amended</a>	
<a href="#">Figure 2-12. NPRC Test Form 02-05A, Determination of Status Under the MPA, As Amended</a>	
<a href="#">Figure 2-13. DA Form 1577, Authorization for Issuance of Awards</a>	
<a href="#">Figure 2-14. VA Form 3101, Finding Aid Report</a>	
<a href="#">Figure 2-15. PA Section Form Letter, Statement of Service</a>	
<a href="#">Figure 2-16. Work-In-File Form, Subject: Military Records (List Cases)</a>	
<a href="#">Figure 2-17. AGRD Form WCC-1, Military Service Data</a>	
<a href="#">Figure 2-18. GSXRP (PA) Form No. 9, Claim for Arrears in Pay and Quarters Allowance, Page 1 of 4</a>	
<a href="#">Figure 2-19. GSXRP (PA) Form No. 9, Page 2 of 4</a>	
<a href="#">Figure 2-20. GSXRP (PA) Form No. 9, Page 3 of 4</a>	
<a href="#">Figure 2-21. GSXRP (PA) Form No. 9, Page 4 of 4</a>	
<a href="#">Figure 2-22. Form 22-A PA, Personal Record, Army of the Philippines, Page 1 of 5</a>	
<a href="#">Figure 2-23. Form 22-A, Page 2 of 5</a>	
<a href="#">Figure 2-24. Form 22-A, Page 3 of 5</a>	
<a href="#">Figure 2-25. Form 22-A, Page 4 of 5</a>	
<a href="#">Figure 2-26. Form 22-A, Page 5 of 5</a>	
<a href="#">Figure 2-27. PA AGO Form 23, Affidavit for Philippine Army Personnel, Page 1 of 4</a>	
<a href="#">Figure 2-28. PA AGO Form 23, Page 2 of 4</a>	
<a href="#">Figure 2-29. PA AGO Form 23, Page 3 of 4</a>	
<a href="#">Figure 2-30. PA AGO Form 23, Page 4 of 4</a>	
<a href="#">Figure 2-31. WD AGO Form 38, Report of Physical Examination of Enlisted Personnel Prior to Discharge, Release from Active Duty or Retirement</a>	
<a href="#">Figure 2-32. WD AGO Form 38, Reverse of Figure 2-31 Form</a>	
<a href="#">Figure 2-33. AGRD Form 46, Request for Information</a>	

- [Figure 2-34. AGRD Form 46, Reverse of Figure 2-32 Form](#)
  - [Figure 2-35. WCC Form 602, Application for Ex-POW Allowance Page 1 of 3](#)
  - [Figure 2-36. WCC Form 602, Page 2 of 3](#)
  - [Figure 2-37. WCC Form 602, Page 3 of 3](#)
  - [Figure 2-38. NPRC Test Form 02-06, Record of Casualty in the Field](#)
  - [Figure 2-39. NPRC Test Form 02-12, Request for Archive Information and Record of Search](#)
  - [Figure 2-40. NPRC Test Form 02-12 \(Continued\)](#)
  - [Figure 2-41. NPRC Test Form 02-07, Certificate, Death Record of POWs](#)
  - [Figure 2-42. NPRC Test Form 02-09, Record of Hospitalization, Hermosa and Bulacan Hospitals](#)
  - [Figure 2-43. NPRC Test Form 02-09A, Record of Hospitalization, Tarlac and Pampanga Hospitals](#)
  - [Figure 2-44. NPRC Test Form 02-10, Record of NSLI \(National Service Life Insurance\)](#)
  - [Figure 2-45. NPRC Test Form 02-08, War Department Casualty Report](#)
  - [Figure 2-46. NPRC Test Form 02-11, Prisoner of War Information](#)
  - [Figure 2-47. Listing of Variations of Spelling of Philippine Names](#)
- 

## CHAPTER 2. PROCESSING PROCEDURES BY INQUIRY TYPE

1. **General.** This chapter contains guidance for processing PA inquiries by the types most frequently received. It explains the various processing considerations and the steps needed to provide accurate service history data for the PA veteran to authorized Government agencies and individuals. It also contains copies, or examples of the various forms used in processing inquiries or documenting evidence regarding PA veterans.

**Note.** The Appendix to this memorandum provides additional details on the background and history of the Philippine Army. These details and definitions must be consulted and used in determinations of more complex cases. Allowable affidavits from affiants, category of service, dates of service, and status of the veteran's service, etc., are just some of the considerations in the verification of service. This historical information and guidance must be compared to evidence available in the military organizational records, and must be allowable under the guidelines provided (i.e., comparing claimed service dates against proper and allowable dates of service for particular named PA units).

2. **Department of Veteran Affairs (VA).** Only persons who performed military service in the Armed Forces of the United States, i.e., veterans and their dependents are entitled to veterans benefits. This includes individuals who served, in conjunction with the US military, as members of the Philippine Commonwealth Army, and recognized Guerrilla forces. Those former members are potentially entitled to benefits under the laws administered by the VA and through determination of status under the MPA, as amended. These benefits may include granting compensation for service-connected death or disability, hospitalization benefits, and/or benefits under the National Service Life Insurance Act of 1940. The VA does not determine service, but instead refers this matter to the proper agency for determination. Most inquiries regarding VA claims are received for processing on a VA Form 3101 (See [Figure 2-14](#)).
  - a. **Service history data.** This data is based on evidence available in the PA military organizational records, and details regarding positive service are provided to VA on [NPRC Test Form 02-03](#), and a copy of this data is filed in the claims folder. This form is filed in the claims folder, and **not** provided to the VA when negative service is determined. Information regarding service in a regular Philippine Army unit during or after the liberation, including various incidents thereof, death data, medical data, and insurance data is considered necessary for properly adjudicating a VA claim. It is important therefore to use great care and accuracy in providing service history data, since eligibility for benefits is determined from this data.
  - b. **Processing procedures.** Review inquiry and any claims folder information to determine whether inquiry is a **previous determination** (previously worked case), or an inquiry with **no previous determination**.

**Note.** For expediency in case completion, complete and provide response to previous determination type inquiries first, as detailed below, since previously documented information is readily available in claims folder.

(1) **Previous determination.** If a [Form 46](#), ARPC Form 632 or 646 or [NPRC Test Forms 02-03](#) or [02-12](#) is contained in the folder, case has previously been worked, possibly as another case type. Compare information in the claims folder and on the inquiry. Remove documentation requested by VA from claims folder. Provide the duplicate carbon in the claims folder, if any, of the [PA AGO Form 23](#), otherwise, provide a **copy** of [Form 23](#) to the VA. In addition, provide **any originals** of any medical or clinical documentation in the claims folder to the VA. The original, or copy of any medical or clinical documentation is not retained in the claims folder. Prepare an [NPRC Test Form 02-03, Additional Information](#), from the service history data in the claims folder, and provide a copy of the form to VA.

(2) **No previous determination.** Perform an archival search for inquiries having no claims folder, or those inquiries having no previous determination. If no previous determination has been made, and evidence of service appears to be positive, determine qualifying service and eligibility status. This is accomplished by comparing cited dates of service in inquiry against the listing of service dates (see note below) legitimate for PA service, and by comparing with [Form 23](#) and [VA Form 3101 information](#). Service must have occurred within the range of allowable dates to be considered as valid PA service. Verify service as USAFFE, Guerrilla, or both by reviewing the archive information and claims folder information.

**Note.** The listing of legitimate service dates pertaining to USAFFE and Guerrilla service is derived from Appendix 13, titled, Notes of the Philippine Army 1941-1942, Bona fide USAFFE Units, in the Standard Operating Procedures (SOP) of the Recovered Personnel Records Branch, MPRC, dated August 31, 1955. This SOP pertains to Circular No. 305, War Department, Washington 25, D.C., July 18, 1944.

(a) **If no previous determination and service is verified as positive.** Prepare [NPRC Test Forms 02-03](#), [02-04](#) and/or [02-05](#), based on type of service. Provide the following documents to VA, attached to [VA Form 3101](#): **Any originals** of any physical or clinical documentation in the claims folder, one copy of [NPRC Test Form 02-03](#), and any carbon copies in the claims folder of [Form 23](#), (or provide a copy of Form 23), any court martial proceedings, Army Board proceedings, record of NSLI, and any POW information. The originals or copies of medical or clinical information are not retained in the claims folder. (If subject is deceased, provide two copies of [NPRC Test Form 02-03](#) to VA.) File one copy of original request ([VA Form 3101](#)) in claims folder. Search archives of National Service Life Insurance (NSLI), and if positive, provide one copy of [NPRC Test Form 02-10](#) to VA.

(b) **If no previous determination and service is NOT verified as positive.**

[1] **If Guerrilla service negative.** If evidence of service is negative, complete [NPRC Test Form 02-04](#), indicating negative service. Affiant information cannot be used to verify Guerrilla service. Stamp original of [VA Form 3101](#) as NEGATIVE, and return by mail to VA liaison office. Inquiries originating from the VA Manila office are returned to that office, and routed **through** the liaison office. File one copy of [VA Form 3101](#) and one copy of [NPRC Test Form 02-04](#) in the claims folder.

**Note.** Guerrilla service cannot be verified by affidavits, and may only be used to verify USAFFE service. For Guerrilla and USAFFE time the following service time is considered as valid:

USAFFE Time – from Sep 1, 1941 to May 7, 1942  
 USAFFE PA Air Corps – Aug 15, 1941 to May 7, 1942  
 Guerrilla Time – from May 7, 1942 to Jun 30, 1946

[2] **If USAFFE service negative.** If service cannot be verified with reasonable certainty, search the PA affidavit information for further evidence of service. This is accomplished by searching for affiant claim folder and comparing affiant information against information

available on subject individual in inquiry. Claims folder must contain affidavits from affiants which are already documented, and affiant information must have occurred and be documented **prior to** June 30, 1948.

[a] **If USAFFE service negative and no record of service exists.** Review request and determine whether there is a negative or positive archives hit on rosters. For an archives hit to be positive, the information found in the archives must agree with information in the claims folder.

<1> **No archives hit on rosters.** Create a new claims folder. Prepare [NPRC Test Forms 02-03](#) and [02-04](#). Stamp original copy of [VA Form 3101](#) as negative and return by mail to VA. File one copy of [VA Form 3101](#) and [NPRC Test Forms 02-03](#) and [02-04](#) in the claims folder.

<2> **Positive archives hit on rosters.** If there is evidence of service on rosters, but no claims folder exists in the military organizational files, request additional information from VA to complete inquiry. Prepare [NPRC Test Form 02-01, Request for Additional Information on VA Form 3101](#) (for [Form 23](#) information), and mail to VA. Suspend case completion, and upon receipt of the Form 23 information from VA, inquiry can be completed.

[b] **If USAFFE service negative and a record of service exists.** If claims folder information indicates a record of service does exist, compare to archives information to determine whether archives hit is positive or negative.

<1> **If a positive archives hit.** Complete [VA Form 3101](#) and prepare [NPRC Forms Test Forms 02-03](#) and [02-05](#). Mail original [VA Form 3101](#) and one copy of [Form 02-03](#) with appropriate documentation, to the VA. File one copy of [VA Form 3101](#) and the original of [NPRC Forms 02-03](#) and [02-05](#) in the claims folder.

<2> **If a negative archives hit.** Search for secondary evidence in the claims folder by searching for affiant evidence. If claims folder contains one affiant - affiant must be the rank of sergeant or above. If claims folder contains two or more affiants – affiant can be any rank. If two or more affiants, at least two affiants information must match in individual's record. Compare the affiant information in the claims folder of subject of inquiry, and determine whether information matches. If information matches positive service is verified. If information does not match, negative service is verified.

<a> **Positive service is verified.** Complete [VA Form 3101](#) and prepare [NPRC Test Forms 02-03](#) and [02-05](#). Mail the original [VA Form 3101](#) and one copy of [NPRC Test Form 02-03](#) with appropriate documentation to the VA. File one copy of [VA Form 3101](#) and the original of [NPRC Test Forms 02-03](#) and [02-05](#) in the claims folder.

<b> **Negative service is verified.** Prepare [NPRC Test Forms 02-03](#) and [02-04](#). Complete [VA Form 3101](#) and mail negative report to the VA. File one copy of [VA Form 3101](#) and [NPRC Forms 02-03](#) and [02-04](#) in the claims folder.

3. **Immigration and Naturalization (INS).** Immigration and Naturalization Service inquiries are normally submitted to NPRC on INS [Form N-426, Request for Certification of Military or Naval Service](#). Inquiries may be received in other forms, or from individuals who served or allegedly served with the Philippine Commonwealth Army, including recognized guerrillas, in the service of the United States during the period December 8, 1941 and June 30, 1946.

a. **Service history data.** This data is based on evidence available in the PA military organizational records, and details regarding positive or negative service are provided to INS on [Form N-426](#). A copy of this form, upon completion, is filed in the claims folder. Information regarding service in a regular Philippine Army unit during or after the liberation, including evidence of beginning and ending dates of service, location of service, release and alienation data is furnished on Form N426. This

data is used by INS for properly adjudicating a INS claim. It is important therefore to use great care and accuracy in providing service history data.

- b. **Processing procedures.** The general processing procedures detailed in processing Veterans Affairs inquiries also apply to INS processing with the exception of the following:

(1) Review the claims folder (if any) to determine a positive match with the individual on the inquiry. Determine eligibility status by comparing cited dates of service in inquiry against the listing of service dates legitimate for PA service. (Compare [Form 23](#), [Form 22A](#), or [Form 9 \(for deceased\)](#) and [Form N-426](#) information). Service must have occurred within the range of allowable dates to be considered as valid PA service. Verify service as USAFFE, Guerrilla, or both by reviewing the archives information and claims folder information.

(2) Review inquiry by comparing with claims folder information to determine whether Inquiry is a **previous determination** (previously worked case), or an inquiry with **no previous determination**.

**Note.** For expediency in case completion, complete and provide response to previous determination type inquiries first, as detailed below, since previously documented information is readily available in claims folder.

(a) **Previous determination.** If a [Form 46](#), ARPC Form 632 or 646, or [NPRC Test Forms 02-03](#), or [02-12](#) are contained in the folder, case has previously been worked, possibly as another case type. Compare information in the claims folder and on the inquiry. Extract information requested by INS from claims folder, and provide requested information on the [Form N-426](#). File one copy of request and reply information in the claims folder.

(b) **No previous determination.** Perform an archival search for inquiries having no claims folder, or those inquiries having no previous determination. If no previous determination has been made, and service evidence indicates positive service, determine qualifying service and eligibility status. This is accomplished by comparing cited dates of service in inquiry against the listing of service dates (see note below) legitimate for PA service, and by comparing with [Form 23](#) and inquiry information. Service must have occurred within the range of allowable service dates to be considered as valid PA service. Verify service as USAFFE, Guerrilla, or both by reviewing the archives information and claims folder information. Prepare an [NPRC Test Form 02-03](#), from the service history data in the claims folder, and provide a copy of this form to INS.

**Note.** The listing of legitimate service dates pertaining to USAFFE and Guerrilla is derived from Appendix 13, titled, Notes of the Philippine Army 1941-1942, Bona fide USAFFE Units, in the Standard Operating Procedures (SOP) of the Recovered Personnel Records Branch, MPRC, dated August 31, 1955. This SOP pertains to Circular No. 305, War Department, Washington 25, D.C., July 18, 1944.

[1] **If no previous determination and service is verified as positive.** Prepare [NPRC Test Forms 02-03](#), [02-04](#) and/or [02-05](#) based on type of service. Complete the reverse side of INS [Form N-426](#) with applicable information. File a copy of original request from INS, front and reverse side, and originals of NPRC Test Forms in claims folder.

[2] If no previous determination and service is NOT verified as positive.

[a] **If Guerrilla service negative.** If evidence of service is negative, complete [NPRC Test Form 02-04](#), indicating negative service. Indicate negative service on [Form N-426](#). Stamp and apply seal to [reverse side of Form N426](#) at the bottom of form. Mail original of [Form N-426](#) to INS. File one copy of [Form N-426](#) and [NPRC Test Form 02-04](#) in the claims folder.

**Note.** Guerrilla service cannot be verified by affidavits, and may only be used to verify USAFFE service. For Guerrilla and USAFFE time the following service time is considered as valid:



USAFFE Time – from Sep 1, 1941 to May 7, 1942  
 USAFFE PA Air Corps – Aug 15, 1941 to May 7, 1942  
 Guerrilla Time – from May 7, 1942 to Jun 30, 1946

[b] **If USAFFE service negative.** If service cannot be verified with reasonable certainty, search the PA affidavit information for further evidence of service. This is accomplished by searching for affiant claim folder and comparing affiant information against information available on subject individual in inquiry. Claims folder must contain affidavits from affiant that is already documented, and affiant information must have occurred and be documented prior to June 30, 1948.

<1> **If USAFFE service negative and no record of service exists.** Review request and determine whether there is a negative or positive archives hit on rosters. For an archives hit to be positive, the information found in the archives must agree with information in the claims folder.

<a> **No archives hit on rosters.** Create a new claims folder. Prepare [NPRC Test Forms 02-03](#) and [02-04](#). Complete [Form N-426](#) to indicate negative service. Mail original copy of [Form N-426](#) to INS. File one copy of [Form N-426](#) and originals of [NPRC Test Forms 02-03](#) and [02-04](#) in the newly created claims folder.

<b> **Positive archives hit on rosters.** If evidence of service exists on rosters, but no claims folder exists in the military organizational files, request additional information from VA to complete inquiry. Prepare [NPRC Test Form 02-01](#), Request for Additional Information on [VA Form 3101](#) (for [Form 23](#) information), and mail to VA. Suspense case and upon receipt of the Form 23 information from VA, inquiry can be completed.

<2> **If USAFFE service negative and a record of service exists.** If claims folder information indicates a record of service does exist, compare to archives information to determine whether archives hit is positive or negative.

<a> **If a positive archives hit.** Prepare [NPRC Test Forms 02-03](#) and [02-05](#) or [05A](#). [Form N-426](#) is noted on **reverse of form** with service entry location, service dates, branch of service, and type of discharge. Stamp and apply NPRC seal to [reverse side of Form N-426](#) at the bottom of form. Mail original of [Form N-426](#) to INS. File one copy of [Form N-426](#) and originals of NPRC Test Forms in claims folder.

<b> **If a negative archives hit.** Search for secondary evidence in the claims folder by searching for affiant evidence. If claims folder contains one affiant - affiant must be sergeant or above. If claims folder contains two or more affiants – affiant can be any rank. If two or more affiants, at least two affiants information must match in individual's record. Compare the affiant information in the claims folder of subject inquiry, and determine whether information matches. If information matches positive service is verified. If information does not match, negative service is verified. Stamp, date and apply NPRC seal to [reverse side of Form N-426](#) at the bottom of form. Mail original of [Form N-426](#) to INS. File one copy of [Form N-426](#) in claims folder.

{1} **Positive service is verified.** Prepare [NPRC Test Forms 02-03](#) and [02-05](#). [Form N-426](#) is noted on **reverse of form** with service entry location, service dates, branch of service, and type of discharge. Stamp, date and apply NPRC seal to [reverse side of Form N-426](#) at the bottom of form. Mail original of [Form N-426](#) to INS. File one copy of [Form N-426](#) and originals of NPRC Test Forms in claims folder.

{2} **Negative service is verified.** Prepare [NPRC Test Forms 02-03](#) and [02-04](#). Complete [Form N-426](#) to indicate negative service. Mail original copy of [Form N-426](#) to INS. File one copy of [Form N-426](#) and originals of NPRC Test Forms in the claims folder.

4. **Statement of Service.** Inquiries regarding "Statement of Service" or "Certification of Service" normally are received from three sources. These sources are the Social Security Administration (SSA), regarding

retirement benefits, or inquiries from SSA regarding PL 106-109 inquiries, or from individuals requesting a statement of service.

- a. **General.** SSA inquiries are usually submitted to NPRC on [Form SSA 654-U4](#), Request for Information from Uniformed Services. Inquiries may be received in other forms, and from other sources regarding individuals who served or allegedly served with the Philippine Commonwealth Army, including recognized guerrillas, in the service of the United States during the period December 8, 1941 and June 30, 1946.
- b. **Service history data.** This data is based on evidence available in the PA military organizational records, and details regarding service status are provided to SSA on [Form SSA-654-U4](#). A [PA Form letter, Statement of Service](#), is also provided to SSA regarding evidence of positive or negative service for the individual subject of inquiry. Information regarding service in a regular Philippine Army unit during or after the liberation, including evidence of beginning and ending dates of service, location of service, release and alienation data is furnished on this form letter. A copy of [SSA-654-U4](#), and the [PA Statement of Service form letter](#) are filed in the claims folder. The data provided to SSA is used for properly adjudicating a claim. It is important therefore to use great care and accuracy in providing service history data.
- c. **Processing procedures.** The general processing procedures detailed in processing Veterans Affairs inquiries also apply to statement of service processing with the exception of the following:>

(1) Review the claims folder (if any) to determine a positive match with the individual on the inquiry. Determine eligibility status by comparing cited dates of service in the inquiry against the listing of service dates legitimate for PA service. Service must have occurred within the range of allowable service dates to be considered as valid PA service. Verify service as either USAFFE, Guerrilla, or both by reviewing the archives information and claims folder information.

(2) Review inquiry by comparing with claims folder information to determine whether Inquiry is a **previous determination** (previously worked case), or an inquiry **with no previous determination**.

**Note.** For expediency in case completion, complete and provide response to previous determination type inquiries first, as detailed below, since previously documented information is readily available in claims folder.

(a) **Previous determination.** If a [Form 46](#), an ARPC Form 632 or 646, or [NPRC Test Forms 02-03](#) or [02-12](#) is contained in the folder, case has previously been worked, possibly as another case type. Compare information in the claims folder and on the inquiry. If inquiry is from SSA on a [Form SSA-654-U4](#), extract information from claims folder and complete form; if inquiry is a SOS or SSI inquiry, complete [PA form letter, Statement of Service](#). File one copy of all completed forms in claims folder, and return completed form to requestor.

(b) **No previous determination.** Perform an archival search for inquiries having no claims folder, or those inquiries having no previous determination. If no previous determination has been made, and service is found to be positive, determine qualifying service and eligibility status. This is accomplished by comparing cited dates of service in inquiry against the listing of service dates (see note below) legitimate for PA service, and by comparing with [Form 23](#) and inquiry information. Service must have occurred within the range of allowable dates to be considered as valid PA service. Verify service as USAFFE, Guerrilla, or both by reviewing the archives information and claims folder information... Prepare an [NPRC Test Form 02-03](#), Additional Information, from the service history data in the claims folder, and provide a copy of this form to SSA.

**Note.** The listing of legitimate service dates pertaining to USAFFE and Guerrilla is derived from Appendix 13, titled, Notes of the Philippine Army 1941-1942, Bona fide USAFFE Units, in the Standard Operating Procedures (SOP) of the Recovered Personnel Records Branch,

MPRC, dated August 31, 1955. This SOP pertains to Circular No. 305, War Department, Washington 25, D.C., July 18, 1944.

[1] ***If no previous determination and service is verified as positive.*** Prepare [NPRC Test Forms 02-03](#), and/or [02-05](#) based on type of service. Prepare a written response to the inquiry, indicating positive service, selecting the appropriate paragraphs from the PA library, or if applicable complete [PA Form Letter, Statement of Service](#), or the reverse side of [SSA-654-U4](#). File one copy of the response, and the original inquiry from the requestor in the claims folder, or file one copy of the completed forms in the claims folder. Mail the original of appropriate response to the requestor.

[2] ***If no previous determination and service is NOT verified as positive***

[a] ***If Guerrilla service negative.*** If evidence of service is negative, complete [NPRC Test Form 02-04](#), indicating negative service. Prepare a written response to the inquiry, selecting the appropriate paragraphs from the PA Library, or complete [PA Form Letter, Statement of Service](#), or the reverse of [Form SSA-654-U4](#), as appropriate. File one copy of the written response with the original inquiry from the requestor, or one copy of completed form, and one copy of [NPRC Test Form 02-04](#) in the claims folder. Mail the written response to the requestor.

**Note.** Guerrilla service cannot be verified by affidavits, and may only be used to verify USAFFE service. For Guerrilla and USAFFE time the following service time is considered as valid:

USAFFE Time – from Sep 1, 1941 to May 7, 1942

USAFFE PA Air Corps – Aug 15, 1941 to May 7, 1942

Guerrilla Time – from May 7, 1942 to Jun 30, 1946

[b] ***If USAFFE service negative.*** If service cannot be verified with reasonable certainty, search the PA affidavits information for further evidence of service. This is accomplished by searching for affiant claim folder and insuring affiant documentation matches information available on subject of inquiry. Claims folder must contain affidavits from affiants which are already documented, and affiant information must have occurred and be documented prior to June 30, 1948.

<1> ***No archives hit on rosters.*** Create a new claims folder. Prepare [NPRC Test Form 02-03](#) and [02-04](#). Prepare a written response for DD Form 149, and 293, or a letter indicating negative service. Mail original copy of written response, either the DD Form 149 or 293, or letter to the requestor. File the original inquiry from the requestor, and one copy of DD Form 149, 293 or letter, and NPRC Test Forms in the newly created claims folder.

<2> ***Positive archives hit on rosters.*** If evidence of service exists on rosters, but no claims folder exists in the military organizational files, request additional information from VA to complete inquiry. Prepare [NPRC Test Form 02-01](#), Request for Additional Information to VA (for [Form 23](#) information), and mail to VA. Suspense case, and upon receipt of the [Form 23](#) information from VA, inquiry can be completed.

[c] ***If USAFFE service negative and a record of service exists.*** If claims folder information indicates a record of service does exist, compare to archives information to determine whether archives hit is positive or negative.

<1> ***If a positive archives hit.*** Prepare [NPRC Test Forms 02-03](#) and [02-05](#). Prepare a written response to the inquiry, selecting the appropriate paragraph from the PA library, and mail the written response to the requestor. File one copy of the written response, one copy of the NPRC Test Forms, and the original inquiry from the requestor in the claims folder.

<2> ***If a negative archives hit.*** Search for secondary evidence in the claims folder by searching for affiant evidence. If claims folder contains one affiant - affiant must be sergeant or above. If claims folder contains two or more affiants – affiant can be any rank. If two or more affiants, at least two affiants information must match in individual's record. Compare the

affiant information in the claims folder of subject inquiry, and determine whether information matches. If information matches positive service is verified. If information does not match, negative service is verified.

<a> **Positive service is verified.** Prepare [NPRC Test Forms 02-03](#) and [02-05](#). Prepare a written response to the inquiry, selecting the appropriate paragraphs from the PA library and mail the written response to the requestor. File one copy of the written response, one copy of the NPRC Test Forms and the original inquiry from the requestor in the claims folder.

<b> **Negative service is verified.** Prepare [NPRC Test Forms 02-03](#) and [02-04](#). Prepare a written response to the inquiry, selecting the appropriate paragraphs from the PA library and mail the written response to the requestor. File one copy of the written response, one copy of the NPRC Test Forms, and the original inquiry from the requestor in the claims folder.

5. **Claims and appeals.** Claims and appeals inquiries regard appeals on prior certifications to the Department of Veterans Affairs, or other Government agencies. An appeal may contain new evidence that alone, or in conjunction with other evidence in the PA archives/claims folder, warrants a re-determination of service. Examples are:

- Documents showing military service at the outbreak and/or during World War II.
- Proof of identity, if lack of identification or wrong application of an archive was the cause of previous denial.
- Reference to or location of archives, which were not previously located, authenticated, or considered in prior determination.
- Discovery of obvious errors in prior determinations.

a. **General.** Claims and appeals inquiries are normally submitted in the form of a DD Form 149, (no title), forwarded from the Army Board of Corrections, from individuals requesting records correction. An appeal may also be a letter from an individual, their Power of Attorney, or legal representative. These inquiries regard individuals who served or allegedly served with the Philippine Commonwealth Army, including recognized guerrillas, in the service of the United States during the period December 8, 1941 and June 30, 1946.

b. **Service history data.** This data is based on evidence available in the PA military organizational records. In these cases archive information is re-examined to provide any previously missed details regarding positive service, to search for mis-filed claims folders, and other archive and affiant information, and to ensure the previously provided service certification was correct.

c. **Processing procedures.** The general processing procedures detailed in processing Veterans Affairs inquiries also apply to claims and appeals processing with the exception of the following:

(1) Review the claims folder (if any), to determine a positive match with the individual on the inquiry. Establish eligibility status by comparing cited dates of service in inquiry against the listing of service dates legitimate for PA service. Service must have occurred within the range of allowable dates to be considered as valid PA service. Verify service as either USAFFE, Guerrilla, or both by reviewing the archives information and claims folder information.

**Note.** The listing of legitimate service dates pertaining to USAFFE and Guerrilla is derived from Appendix 13, titled, Notes of the Philippine Army 1941-1942, Bona fide USAFFE Units, in the Standard Operating Procedures (SOP) of the Recovered Personnel Records Branch, MPRC, dated August 31, 1955. This SOP pertains to Circular No. 305, War Department, Washington 25, D.C., July 18, 1944.

(2) **If previous determination was negative, and service is verified as positive.** Prepare [NPRC Test Forms 02-03](#), [02-04](#) and/or [02-05](#) based on type of service. Prepare a written response to the inquiry, selecting the appropriate paragraph from the PA library based on evidence of service re-determined, document the re-determination, and mail the written response to the requestor. File one copy of the written response, the original inquiry from the requestor, and the NPRC Test Forms in the claims folder.

(3) **If previous determination was negative and service is NOT verified as positive.** If service cannot be verified with reasonable certainty, search the PA archive and affiant information, if any for further evidence of service. Any affiant information must be compared to, and match information available on subject individual in inquiry. Claims folders must contain affidavits from affiants which is already documented, and affiant information must have occurred and be documented prior to June 30, 1948.

**Note.** Guerrilla service cannot be verified by affidavits, and may only be used to verify USAFFE service. For Guerrilla and USAFFE time the following service time is considered as valid:

USAFFE Time – from Sep 1, 1941 to May 7, 1942  
 USAFFE PA Air Corps – Aug 15, 1941 to May 7, 1942  
 Guerrilla Time – from May 7, 1942 to Jun 30, 1946

(a) **Positive service is verified.** Prepare [NPRC Test Forms 02-03](#) and [02-05](#). Prepare a written response to the inquiry, selecting the appropriate paragraph from the PA library, and mail the written response to the requestor indicating a re-determination. File a copy of the original request, and response, and one copy of the NPRC Test Forms in the claims folder.

(b) **Negative service is verified.** If evidence of service is negative, complete [NPRC Test Form 02-04](#), indicating negative service. Prepare a written response to the inquiry, selecting the appropriate paragraph from the PA library and mail the written response to the requestor. File one copy of the written response, the original inquiry from the requestor, and NPRC Test Form in the claims folder.

6. **Decorations and Awards.** Inquiries regarding Decorations and Awards normally are received from individuals, or their next of kin, who served or allegedly served with the Philippine Commonwealth Army, including recognized guerrilla forces, in the service of the US Armed Forces in the Philippines for the period of December 8, 1941 and June 30, 1946. Only those persons for whom a positive service identity can be established are potentially entitled to decorations and awards.

a. **Service history data.** This data is based on evidence available in the PA military organizational records, and is used to determine positive or negative service regarding eligibility for decorations and awards. Information regarding service in a regular Philippine Army unit during or after the liberation, including evidence of beginning and ending dates of service, location of service, release and alienation data, and awards eligibility data must be verified.

b. **Types of Awards.** The following decorations and service awards are appropriate for former USAFFE/Guerrilla veterans, when eligible by service history data:

**Presidential Unit Emblem** – for service during the periods December 8 – 31, 1941; January 6 through February 14 1942; or December 7, 1941 through May 10, 1942. Note: Oak Leaf Clusters will not be awarded to Filipino Nationals.

**American Defense Service Medal** – for service prior to December 7, 1941.

**Asiatic-Pacific Campaign Medal** – for service in the Asiatic-Pacific Theater. Bronze Stars awarded for battle campaign during the period December 7, 1941 through July 4, 1945.

**World War II Victory Medal** – Applicable whenever veteran was honorably discharged or died in service.

**Philippine Defense Ribbon with One Bronze Service Star** – For service of not less than 30 days between December 8, 1941 and June 15, 1942.

**Philippine Liberation Ribbon** – For service of not less than 30 days between October 17, 1944 and September 3, 1945. Up to 2 Bronze Service Stars may be awarded; however, no Bronze Service Stars are awarded for Papua or New Guinea campaigns.

**Philippine Independence Ribbon** – Awarded to veterans who are recipients of both the Philippine Defense Ribbon and the Philippine Liberation Ribbon.

**POW Medal** – Awarded to PA USAFFE veterans credited with POW time.

**Combat Infantry Badge** – Awarded to infantry PA USAFFE from a unit of regimental size or smaller. Entitles veteran to a regular Bronze Star.

**Purple Heart** – Conditions for awarding the Purple Heart are the same as for member of the United States Armed Forces. Periods during which the veteran is carried in a status of "Pre-War Service" or "Missing", or "No Casualty" are not considered in evaluation eligibility for this award.

**Accolade** – Awarded when veteran was killed in action.

c. **Processing procedures.** The general processing procedures detailed in processing Veterans Affairs inquiries also apply to decorations and awards processing with the exception of the following:

(1) The Archives Technician will review the attached claims folder (if any), searched from the PA military organizational files, to determine a positive match with the individual on the inquiry. Determine eligibility status by comparing cited dates of service in inquiry against the listing of service dates legitimate for PA service. (Compare [Form 23](#), [Form 22A](#), or Form 9 (for deceased) and inquiry information). Service must have occurred within the range of allowable dates to be considered as valid PA service. Verify service as either USAFFE, Guerrilla, or both by reviewing the archives information and claims folder information.

**Note.** The listing of legitimate service dates pertaining to USAFFE and Guerrilla is derived from Appendix 13, titled, Notes of the Philippine Army 1941-1942, Bona fide USAFFE Units, in the Standard Operating Procedures (SOP) of the Recovered Personnel Records Branch, MPRC, dated August 31, 1955. This SOP pertains to Circular No. 305, War Department, Washington 25, D.C., July 18, 1944.

(2) Review inquiry by comparing with claims folder information to determine whether inquiry is a previous determination (previously worked case), or an inquiry with no previous determination.

**Note.** For expediency in case completion, complete and provide response to previous determination type inquiries first, as detailed below, since previously documented information is readily available in claims folder.

(a) **Previous determination.** Examine claims folder information. If a [Form 46](#), and/or ARPC Form 632 or 646, or [NPRC Test Forms 02-03](#) or [02-12](#) is contained in the folder, case has previously been worked, possibly as another case type. Compare information in the claims folder and on the inquiry. If information available in the claims folder is compatible with inquiry information, verify qualification for award.

[1] **If qualification for award is verified.** If information in the inquiry is substantiated in the claims folder, qualification for award is verified. Complete [DA Form 1577](#), Authorization for Issuance of Awards. Mail the original with copies 2 and 3 of [DA Form 1577](#) to the US Army Soldier and Biological Chemical Command, IMMC, Soldier Systems Directorate, 700 Robbins Avenue, PO Box 57997, Philadelphia, PA 19111-7997. Mail copy 4 to the individual award recipient. File original inquiry from requestor, one copy of [DA Form 1577](#), and one copy of [DA form 1577](#) in claims folder.

[2] **If qualification for award is not verified.** If information in claims folder does not support inquiry award requested, prepare form letter by selecting appropriate paragraph from the PA Library to respond to requestor with explanation of non-qualification. File one copy of response with original inquiry in the claims folder.

(b) **No previous determination.** Perform an archival search for inquiries having no claims folder, or those inquiries having no previous determination. If no previous determination has been made, and service is found to be positive, determine qualifying service and eligibility status for award requested. This is accomplished by comparing cited dates of service in inquiry against the listing of service dates (see note below) legitimate for PA service, and by comparing with [Form 23](#) and inquiry information. Service must have occurred within the range of allowable dates to be considered as valid PA service. Verify service as USAFFE, Guerrilla, or both by reviewing the archive information and claims folder information.

**Note.** The listing of legitimate service dates pertaining to USAFFE and Guerrilla is derived from Appendix 13, titled, Notes of the Philippine Army 1941-1942, Bona fide USAFFE Units, in

the Standard Operating Procedures (SOP) of the Recovered Personnel Records Branch, MPRC, dated August 31, 1955. This SOP pertains to Circular No. 305, War Department, Washington 25, D.C., July 18, 1944.

[1] **If no previous determination and service is verified as positive.** Prepare [NPRC Test Forms 02-03](#), [02-04](#) and/or [02-05](#) based on type of service. Review inquiry and claims folder and compare information to verify qualification for award.

[a] **Qualification for award is verified.** If qualification for award is verified by information in the claims folder, complete [DA Form 1577](#), Authorization for Issuance of Awards. Mail the original with copies 2 and 3 of [DA Form 1577](#) to the US Army Soldier and Biological Chemical Command, IMMC, Soldier Systems Directorate, 700 Robbins Avenue, PO Box 57997, Philadelphia, PA 19111-7997. Mail copy 4 to the individual award recipient. File original inquiry from requestor, one copy of [DA Form 1577](#), and one copy of ARPC Forms in claims folder.

[b] **Qualification for award is not verified.** If information in claims folder does not support inquiry award requested, prepare form letter by selecting appropriate paragraph from the PA Library to respond to requestor with explanation of non-qualification. File one copy of response with original inquiry in the claims folder.

[2] **If no previous determination and service is NOT verified as positive.**

[a] **If Guerrilla service negative.** If evidence of service is negative, complete [NPRC Test Form 02-04](#), indicating negative service. Indicate negative service on inquiry response by selecting the appropriate paragraphs from the PA Library. Mail original of response to the originator of inquiry. File one copy of response and NPRC Test Form in the claims folder.

**Note.** Guerrilla service cannot be verified by affidavits, and may only be used to verify USAFFE service. For Guerrilla and USAFFE time the following service time is considered as valid:

USAFFE Time – from Sep 1, 1941 to May 7, 1942

USAFFE PA Air Corps – from Aug 15, 1941 to May 7, 1942

Guerrilla Time – from May 7, 1942 to Jun 30, 1946

[b] **If USAFFE service negative.** If service cannot be verified with reasonable certainty, search the PA affidavit information for further evidence of service. This is accomplished by searching for affiant's claim folder and insuring affiant information matches information available on subject individual in inquiry. Claims folder must contain affidavits from affiant which is already documented, and affiant information must have occurred and be documented prior to June 30, 1948.

<1> **If USAFFE service negative and no record of service exists.** Review request and determine whether there is a negative or positive archives hit on rosters. For an archives hit to be positive, the information found in the archives must agree with information in the claims folder.

<a> **No archives hit on rosters.** Create a new claims folder. Prepare [NPRC Test Forms 02-03](#) and [02-04](#). Prepare a response to the originator of inquiry from the PA Library pattern paragraphs to indicate negative service. Mail original of response to originator of inquiry. File one copy of response and NPRC Test Forms in the newly created claims folder.

<b> **Positive archives hit on rosters.** If there is evidence of service on rosters, but no claims folder exists in the military organizational files, request additional

information from VA to complete inquiry. Prepare [NPRC Test Form 02-01](#), Request for Additional Information to VA (for [Form 23](#) information), and mail to VA. Suspend case and upon receipt of the [Form 23](#) information from VA, inquiry can be completed.

<2> **If USAFFE service negative and a record of service exists.** If claims folder information indicates a record of service does exist, compare to archives information to determine whether archives hit is positive or negative.

<a> **If a positive archives hit.** Prepare [NPRC Test Forms 02-03](#) and [02-05](#). If qualification for award is verified by information in the archives, complete [DA Form 1577](#), Authorization for Issuance of Awards. Mail the original with copies 2 and 3 of [DA Form 1577](#) to the US Army Soldier and Biological Chemical Command, IMMC, Soldier Systems Directorate, 700 Robbins Avenue, PO Box 57997, Philadelphia, PA 19111-7997. Mail copy 4 to the individual award recipient. File original inquiry from requestor, one copy of [DA Form 1577](#), and one copy of NPRC Test Forms in claims folder.

<a> **If a negative archives hit.** Search for secondary evidence in the claims folders by searching for affiant evidence. If claims folder contains one affiant - affiant must be sergeant or above. If claims folder contains two or more affiants - affiant can be any rank. If two or more affiants, at least two affiants information must match in individual's record. Compare the affiant information in the claims folder of subject inquiry, and determine whether information matches. If information matches positive service is verified.

{1} **Positive service is verified.** Prepare [NPRC Test Forms 02-03](#) and [02-05](#) or [05A](#). If qualification for award is verified by information in the claims folder, complete [DA Form 1577](#), Authorization for Issuance of Awards. Mail the original with copies 2 and 3 of [DA Form 1577](#) to the US Army Soldier and Biological Chemical Command, IMMC, Soldier Systems Directorate, 700 Robbins Avenue, PO Box 57997, Philadelphia, PA 19111-7997. Mail copy 4 to the individual award recipient. File original inquiry from requestor, one copy of [DA Form 1577](#), and one copy of NPRC Test Forms in claims folder.

{2} **Negative service is verified.** Prepare [NPRC Test Forms 02-03](#) and [02-04](#). Prepare a response to the originator of inquiry from the PA Library pattern paragraphs to indicate negative service. Mail original of response to originator of inquiry. File one copy of original request, one copy of NPRC Test Forms, and one copy of reply in the claims folder.

## 7. Routine Correspondence.

- a. **General.** Inquiries categorized as routine correspondence are normally received from the general public residing in the Philippines, who are requesting information regarding individuals who served, or allegedly served with the Philippine Commonwealth Army, including recognized guerrilla forces, in the service of the US Armed Forces in the Philippines for the period of December 8, 1941 through June 30, 1946. This type correspondence is usually "turnaround" type, either directing the requestor to contact the appropriate agency for a response, or forwarding the inquiry to the appropriate agency, if known. These instructions apply to those inquiries that are routine or repetitive in nature, or which cannot be segregated as a request from a Government agency, or do not regard the following:

Decorations and Awards  
 Claims and Appeals  
 Statements of Service  
 Special Correspondence (Congressional or White House)



b. **Service history data.** This data is based on evidence available in the PA military organizational records. Information regarding service in a regular Philippine Army unit during or after the liberation, including evidence of beginning and ending dates of service, location of service, release and alienation data and other information provided to individuals in response to routine correspondence inquiries, must comply with the Freedom of Information Act of 1974 (FOIA) and the Privacy Act as releasable data.

c. **Processing procedures.** All general inquiries received from individuals, their next of kin, or representative will be responded to except when specific authority to file without action is received from the Supervisor.

(1) Copies of claims folders information, and other archive information requested from individuals residing in the Philippines are provided in accordance with NPRC policies and directives and must comply with the FOIA and Privacy Act guidance.

(2) Requests for copies of records from persons residing in the US (or naturalized citizens residing on Guam) will be released in accordance with NPRC policies and directives and must comply with the FOIA and Privacy Act guidance.

(3) Select the appropriate paragraphs from the PA Library in providing a response to requestor, providing appropriate information under above guidelines. Provide the address of the appropriate organization or agency to which the inquiry should be directed if known, or forward the inquiry to the appropriate organization.

8. **Special Correspondence.** Inquiries classified as special correspondence usually regard Congressional, White House, or Freedom of Information Act (FOIA) correspondence.

a. **Service history data.** This data is based on evidence available in the PA military organizational records, and details regarding positive service may be provided to the originator of inquiry. This may include information regarding service in a regular Philippine Army unit during or after the liberation, including various incidents thereof, death data, medical data, and insurance data, etc. It is important therefore to use great care and accuracy in providing service history data.

b. **Processing procedures.** Special correspondence requires priority processing from receipt and initial processing through completion.

(1) Review the claims folder for previous denial information, and appropriate action required for processing is determined. Verify eligibility status by comparing cited dates of service in inquiry against the listing of service dates legitimate for PA service. Service must be within the range of allowable dates to be considered as valid for PA service. Verify service as either USAFFE, Guerrilla, or both by reviewing the archives information and claims folder information.

**Note.** The listing of legitimate service dates pertaining to USAFFE and Guerrilla service is derived from Appendix 13, titled, Notes of the Philippine Army 1941-1942, Bona fide USAFFE Units, in the Standard Operating Procedures (SOP) of the Recovered Personnel Records Branch, MPRC, dated August 31, 1955. This SOP pertains to Circular No. 305, War Department, Washington 25, D.C., July 18, 1944.

(2) Review inquiry by comparing with claims folder information to determine if inquiry is a **previous determination** (previously worked case), or an inquiry with **no previous determination**.

(a) **Previous determination.** Examine claims folder information. If a DARP [Form 46](#), and/or ARPC Form 632 or 646, or [NPRC Test Forms 02-03](#), or [02-12](#) is contained in the folder, case has previously been worked, possibly as another case type. Compare information in the claims folder and on the inquiry. Determine if inquiry can be answered from information regarding previous determination. Prepare written response with appropriate paragraphs from

PA Library. File one copy of response, and original inquiry in claims folder. Mail response to originator of inquiry.

(b) **No previous determination.** Perform an archival search for inquiries having no claims folder, or those inquiries having no previous determination. If no previous determination has been made, and service is found to be positive, determine qualifying service and eligibility status. This is accomplished by comparing cited dates of service in inquiry against the listing of service dates (see note below) legitimate for PA service, and by comparing with [Form 23](#) and [VA Form 3101](#) information. Service **must** have occurred within the range of allowable dates to be considered as valid PA service. Verify service as USAFFE, Guerrilla, or both by reviewing the archives information and claims folder information.

**Note.** The listing of legitimate service dates pertaining to USAFFE and Guerrilla service is derived from Appendix 13, titled, Notes of the Philippine Army 1941-1942, Bona fide USAFFE Units, in the Standard Operating Procedures (SOP) of the Recovered Personnel Records Branch, MPRC, dated August 31, 1955. This SOP pertains to Circular No. 305, War Department, Washington 25, D.C., July 18, 1944.

[1] **If no previous determination and service is verified as positive.** Prepare [NPRC Test Forms 02-03](#), [02-04](#) and/or [02-05](#), based on type of service. Prepare written response with appropriate paragraphs from PA Library. File one copy of response, and original inquiry in claims folder. Mail response to originator of inquiry.

[2] **If no previous determination and service is NOT not verified as positive**

[a] **If Guerrilla service negative.** If evidence of service is negative, complete [NPRC Test Form 02-04](#), indicating negative service. Affiant information cannot be used to verify Guerrilla service. Prepare appropriate response to originator of inquiry using paragraphs from the PA Library. File one copy of response, [NPRC Test Form 02-04](#) and original inquiry in claims folder. Mail response to originator of inquiry.

**Note.** Guerrilla service cannot be verified by affidavits, and may only be used to verify USAFFE service. For Guerrilla and USAFFE time the following service time is considered as valid:

USAFFE Time – from Sep 1, 1941 to May 7, 1942  
 USAFFE PA Air Corps – Aug 15, 1941 to May 7, 1942  
 Guerrilla Time – from May 7, 1942 to Jun 30, 1946

[b] **If USAFFE service negative.** If service cannot be verified with reasonable certainty, search the PA affidavit information for further evidence of service. This is accomplished by searching for affiants claim folder and comparing affiant information against information available on subject individual in inquiry. Claims folder must contain affidavits from affiants which are already documented, and affiant information must have occurred and be documented prior to June 30, 1948.

<1> **If USAFFE service negative and no record of service exists.** Review request and determine whether there is a negative or positive archives hit on rosters. For an archives hit to be positive, the information found in the archives must agree with information in the claims folder.

<a> **No archives hit on rosters.** Create a new claims folder. Prepare [NPRC Test Forms 02-03](#) and [02-04](#). Prepare appropriate response to originator of inquiry using paragraphs from the PA Library. File one copy of response, one copy of NPRC Test Forms, and original inquiry in claims folder. Mail response to originator of inquiry.

<b> **Positive archives hit on rosters.** If there is evidence of service on rosters, but no claims folder exists in the military organizational files, request additional information from VA to complete inquiry. Prepare [NPRC Test Form 02-01](#), Request for Additional Information, to VA (for [Form 23](#) information), and mail to VA. Notify originator of inquiry of reason for delay in

processing. File one copy of [NPRC Test Form 02-01](#), one copy of notification of delay in processing to originator, or memorandum if originator is notified by telephone, in claims folder. Suspend case and upon receipt of the [Form 23](#) information from VA, inquiry can be completed.

<2> **If USAFFE service negative and a record of service exists.** If claims folder information indicates a record of service does exist, compare to archives information to determine whether archives hit is positive or negative.

<a> **If a positive archives hit.** Prepare [NPRC Test Forms 02-03](#) and [02-05](#). Prepare appropriate response to originator of inquiry using paragraphs from the PA Library. File one copy of response, one copy of NPRC Test Forms and original inquiry in claims folder. Mail response to originator of inquiry.

<b> **If a negative archives hit.** Search for secondary evidence in the claims folder by searching for affiant evidence. If claims folder contains one affiant - affiant must be rank of sergeant or above. If claims folder contains two or more affiants – affiant can be any rank. If two or more affiants, at least two affiants information must match in individual's record. Compare the affiant information in the claims folder of subject of inquiry, and determine whether information matches. If information matches positive service is verified. If information does not match, negative service is verified.

{1} **Positive service is verified.** Prepare [NPRC Test Forms 02-03](#) and [02-05](#) or [05A](#). Prepare appropriate response to originator of inquiry using paragraphs from the PA Library. File one copy of response, the NPRC Test Forms, and original inquiry in claims folder. Mail response to originator of inquiry.

{2} **Negative service is verified.** Prepare [NPRC Test Forms 02-03](#) and [02-04](#). Prepare appropriate response to originator of inquiry using paragraphs from the PA Library. File one copy of response, the NPRC Test Forms, and original inquiry in claims folder. Mail response to originator of inquiry.

## Appendix A

### TABLE OF CONTENTS

Paragraph Title	Paragraph Number
<a href="#">General</a>	<a href="#">1</a>
<a href="#">Categories of valid service</a>	<a href="#">2</a>
<a href="#">Organizations</a>	<a href="#">3</a>
<a href="#">Proof of USAFFE service</a>	<a href="#">4</a>
<a href="#">Breakdown of PA service</a>	<a href="#">5</a>
<a href="#">Grades, promotions, rates of pay</a>	<a href="#">6</a>

<a href="#">Date and character of discharge</a>	<a href="#">7</a>
<a href="#">Death status</a>	<a href="#">8</a>
<a href="#">Last date of entitlement to pay</a>	<a href="#">9</a>
<a href="#">Cases previously adjudicated for arrears in pay for VA purposes..</a>	<a href="#">10</a>

---

## Appendix A

1. **General.** The Philippine Commonwealth Army was called into the service of the Armed Forces of the United States (US) by virtue of the Presidential Order issued on July 26, 1941. Service of the Commonwealth Army in the US Armed Forces terminated as of 2400 hours, June 30, 1946, by virtue of GS #168, AFWESPAC, June 25, 1946, which released the military forces of the Government of the Commonwealth of the Philippines from duty in the US Armed Forces. Veterans of the Commonwealth Army are considered to have rendered valid military service in the United States Armed Forces. The term "Commonwealth Army" refers to persons who served before July 1, 1946 in the organized military forces of the Government of the Philippines, while such forces were in the service of the USAFFE, pursuant to the military order of the President of the United States dated July 26, 1941. Included were organized guerrilla forces under commanders appointed, designated, or subsequently recognized by the Commander-in-Chief (CIC), Southwest Pacific Area, or other component authority in the US Army, including individuals who were discharged from such service under conditions other than dishonorable.
2. **Categories of valid service.** There are five categories of valid service for members of the PA:
  - a. **PA USAFFE – Philippine Army US Armed Forces Far East.** Members who were inducted into the USAFFE service on or before the surrender of these forces on May 5, 1942.
  - b. **PA USAFFE Guerrillas - Philippine Army US Armed Forces Far East Guerrillas.** Personnel who had military service with the US Armed Forces on or before May 5, 1942, and later had service in the guerrilla forces recognized by the US Army as manifested on Initial Reconstructed Rosters, Casualty Roster of recognized guerrilla units, or in letters of individual casualty or non-casualty recognition. An inquiry for PA USAFFE guerrilla service, which is valid as a recognized guerrilla, but fails to establish the identity of the individual as a PA USAFFE, will be treated as a civilian guerrilla inquiry and will be handled accordingly.
  - c. **Civilian Guerrillas.** Personnel recognized by the US Army as manifested on Initial Reconstructed Rosters, or casualty roster of recognized guerrilla units, or in letters of individual casualty or non-casualty recognition. These individuals did not have military service in the US Armed Forces prior to May 6, 1942, but only subsequent service in the guerrilla forces.
  - d. **Regular PA service.** Personnel who served in a regular component of the PA during or subsequent to the liberation but not later the June 30, 1946. Members of the PA USAFFE serving with a guerrilla unit, and recognized civilian guerrillas, will be considered to have regular PA service from the date of their processing into the PA, or the date of service in a regular component of the PA, whichever is earlier. Regular PA service may begin from the date a soldier entered a military hospital for treatment or from the date of his detention by the CIC, US Army, provided he was processed immediately following release from such hospitalization or detention for service in a regular component of the PA, or for immediate discharge. Regular PA service of a PA USAFFE soldier who has no recognized guerrilla service will be considered to begin on the date he reported to a Replacement Battalion for processing.
  - e. **Current Enlistees.** Personnel who entered into a valid enlistment contract in the PA for the first time during or after the liberation of the Philippines from the enemy (1944-1945), but prior to July 1, 1946. These persons had neither PA USAFFE nor recognized guerrilla service. They were neither

recovered nor processed into the PA, but are considered as regular members of such forces during the term of their enlistment. Service of current enlistees maybe established by evidence such as enlistment record, military orders, morning reports, etc. Secondary evidence of enlistment, such as affidavits, will not be accepted.

3. **Organizations.** The organization to which a person allegedly belonged must be a bona fide PA USAFFE unit. This may be determined by consulting the list of bona fide PA USAFFE units published by the former AGRD, or the numerous histories which have been compiled on PA USAFFE organizations which are part of the PA military organizational files.

4. **Proof of PA USAFFE service.**

- a. The requirements to prove that a person is a veteran are the basic claim forms, satisfactory evidence of military service, and discharge or separation from the service, and in death cases, proof of death (actual or presumed). If evidence of these facts is not available, the claimant must furnish it. In some cases, a certain amount of evidence indicating that the person performed military service may be indicated in the claims folder, but it does meet the requirements.
- b. PA USAFFE service for members of the PA or Philippine Constabulary may be established by military or non-military records. The records should be authentic official documents executed by competent authority. (If an original military record is received that is important in establishing service and its authenticity cannot be verified from the archives in the military organizational files, the following evidence may be used, depending on its accuracy, completeness, reliability, and validity as evaluated and determined by analysis and review:

- (1) National Service Life Insurance record if verified as pertaining to the soldier and is Based on an application made prior to May 7, 1942.

- (2) A verified Casualty Record showing the soldier was killed in action, captured, died, or treated at a field hospital, aid station, or other military medical installation for battle wounds or sickness prior to May 7, 1942. Casualty certificates and medical tags or records containing this information must first have been verified as authentic by the properly designated person or persons, or must be supported by entry in the list of casualties in the field in the military organizational files. If the name of signatory is legible, copies will be made of medical tags or records dated between December 8, 1941 and May 6, 1942 inclusive and filed in the individuals' claims folder for future use in establishing signatory's service.

- (3) Records and Death Certificates form POW Camps which can be verified from the PA archives or from other sources acceptable as authoritative. Such records include the rosters of personnel concentrated at O'Donnell Concentration Camp, the O'Donnell Death Rosters, Malaybalay POW records, and Bilibid Prison records. Other POW data, such as the Report of the Puppet Governor of Pampanga and the Manila Tribune Files, are also of value in establishing PA USAFFE identify, even though they do not constitute official military records. Since civilians were also held by the Japanese in the Prison camps, appearance of a person's name on these records and identity as a POW do not identify the person as a soldier. Military grade or rank or service number must be shown to establish military identity.

- (4) Manila Tribune Listings of Released POW identifying the subject, and indicating the military rank or grade, or that the released POW was "ex-USAFFEE, or ex-soldier".

- (5) Lists of ex-POWs Employed by Toyo Menka Keisha must show military identity or Comparing the listing with evidence in the claims folder to establish military identity.

- (6) Other archive data, such as rosters, payrolls, general or special orders, combat narrative, etc., which exists in the archives and which are either authenticated original copies or acceptable true copies. These archive records must be dated prior to May 7, 1942, except that special orders of the Visayan-Mindanao Forces dated as late as May 10, 1942 and other archives dated after May 7, 1942 may be given consideration when they establish that service of the person concerned was rendered prior to May 7, 1942.

- c. When proof of PA USAFFE service rests solely on any of the documents mentioned above and entries do not conclusively identify the document as pertaining to the subject of the claims, the documents must be supported by either:
- (1) Acceptable affidavit of at least one soldier who was a member of the same unit (not larger than a regiment) as the subject. Such affidavit must state or infer how the affiant came to know of subject's PA USAFFE service and must be fully compatible with details of affiant's own service as shown by his claims folder. The mere fact that an induction date was not stated is not a valid reason to find the affidavit unacceptable; or
  - (2) Acceptable affidavit of at least one former member of the PA USAFFE who, although not a member of the same unit as the subject, has knowledge of the fact that the individual reported to a place of induction after being called to active duty, indicating the date and place of induction and circumstances under which he became acquainted with such facts.
- d. In the absence of any of the PA USAFFE archives referred to above, PA USAFFE identity may be established as follows:
- (1) Authentic orders of call to active duty supported by acceptable evidence that the subject so reported prior to May 7, 1942. Such evidence may be in the form of affidavit as described above.
  - (2) Certain original guerrilla archives (such as those of the 6th and 8th military districts) wherein the PA USAFFE identity of the soldier can be presumed to have been well known to his unit commander and wherein his PA USAFFE identity is clearly stated. This applies only to guerrilla units which were, in essence, unsundered PA USAFFE units consisting principally of persons who had been members of PA USAFFE organizations under unsundered PA USAFFE officers. Such archive evidence must be weighed carefully and accompanied by other evidence in the form of acceptable affidavits before being given full weight as proof of PA USAFFE identity. "Reconstructed" guerrilla records or records of late date will have no value as proof of PA USAFFE identity. Only authentic early records on file in the military organizational files will be considered.
  - (3) Photostatic copies of "Government of Commonwealth of the Philippines, Certificates of Deposit" are acceptable proof of military service and may be used in identifying PA USAFFE personnel and establishing active military service, provided that certificates show rank and organization and can be identified positively as pertaining to the person concerned. The certificates must have been properly authenticated by an official of the Philippine Government, an Adjutant General, or Assistant Adjutant General on duty at Headquarters, Armed Forces of the Philippines. The authentication will be found on the reverse side of the certificate. The certificate must also bear the official stamp of the US Government Benefits Sections, Welfare Branch, OTAG, General Headquarters, Armed Forces of the Philippines.
  - (4) Acceptable affidavits of at least two soldiers who were members of the same unit (not larger than a regiment) as the subject and have knowledge that he actually served as a member of the unit. The affidavits must state or infer how affiants came to know of the subject's service as a member of the PA USAFFE and must be fully compatible with the details of affiants' own service as shown by their claims folders. The fact that an induction date was not stated is not a valid reason to consider the affidavits unacceptable.
  - (5) Acceptable affidavits of two former PA USAFFE soldiers who, although not member of the same unit as the subject, have knowledge of the fact that he reported to a place of induction after being called to active duty, indicating the date and place of induction and the circumstances under which they became acquainted with such facts. These affidavits must be supported by affidavits of the municipal mayor and the chief of police who held these offices at the time of the call of the subject to active duty and who have knowledge of the fact that he was so called and was notified of the call.

(6) PA USAFFE service may be established by one affidavit or any commissioned or non-commissioned officer (sergeant or above) who indicates that soldier served in the same unit in which affiant served. The affidavit must have been executed prior to July 1, 1948, and affiant PA USAFFE service must be established. If more than one affidavit is available in the claims folder, case cannot be considered as a "one affidavit case". Affidavits of municipal officers will not be considered in determining whether or not case is a "one affidavit case".

- e. Members of Philippine Constabulary units, except those who became actual casualties (KIA, WIA, MIA, or POW) as a result of the unit's engagement against the Japanese, will not be considered to have entered USAFFE service until they are actually inducted. Application of the procedure is restricted to casualties in Philippine Constabulary units which were actually opposing the enemy in organized combat and under orders of their superiors. Mere membership in the Philippine Constabulary is not sufficient to grant this status. There must be acceptable evidence that the casualty of the person was a result of his action against the enemy and that action was a result of competent orders. If a Philippine Constabulary member's active service terminated because he became a casualty during action against the enemy prior to the date he (or his unit) was inducted into the USAFFE, his PA USAFFE status will begin on the date of actual resistance against the enemy, provided his induction date cannot be established, or if his unit was inducted after he became a casualty, or the unit was never inducted.

## 5. **Breakdown of PA service.**

- a. **Pre-War Service.** Only members of the PA USAFFE who were inducted into the service of the US Armed Forces prior to December 8, 1941 qualify for this service, and can be established by the following evidence:

(1) Official archives, such as payrolls, troop rosters, etc., showing the soldier was actually on duty and serving with a bona fide unit of the PA which had been inducted into the service of the US Armed Forces.

(2) A soldier's allegation made at the time of processing may be accepted in the absence of positive evidence to the contrary to establish pre-war service, provided the organization in which service is claimed was a bona fide PA USAFFE unit and mobilized into the US Armed Forces.

- b. **Beleaguered Status.**

(1) **Official entry.** Beleaguered status will begin on the date of actual induction into the PA USAFFE or December 8, 1941, whichever is later.

(2) **Official termination.** Generally, beleaguered status will not extend beyond April 8, 1942 for those elsewhere in the Philippines. If the place of service cannot be determined, beleaguered status will not extend beyond May 5, 1942. When evidence indicates that a soldier was engaged in actual combat against the enemy while serving in an organized PA USAFFE unit, beleaguered status may be extended to April 15, 1942 for those in Bataan or May 24, 1942, for those elsewhere in the Philippines. If the evidence indicates that actual combat operations against the enemy, surrender to the enemy, separation from unit, or disbandment or disintegration of unit in combat. Beleaguered status interrupted for any of the reasons (except death) may be regained upon rejoining any organized PA USAFFE unit prior to May 6, 1942. A soldier who was separated from his unit to carry out an official mission in accordance with orders from competent authority will be determined in a beleaguered status as long as he was engaged in accomplishing that mission, but not after May 6, 1942.

(3) The 14th and 121st Infantry, PA, were inducted into the US Armed Forces on January 5, 1942, and April 8, 1942 respectively. Beleaguered status of members of the 24th and 121st Infantry will not begin before January 5, 1942, or April 8, 1942, as the case may be.

- c. **Prisoner of War Status.**

(1) **Determinations of POW.** A soldier will be determined to be in a prisoner of war status during periods he was held under physical restraint (concentration, confinement, or internment) by the Japanese or their controlled agencies because of his previous military status or suspected anti-Japanese activities. The status of a soldier immediately prior to his capture and detention by the Japanese or their agencies is not necessarily the determining factor in deciding whether he was a prisoner of war. If he became a prisoner of war immediately after or on the occasion of the termination of beleaguered status, unless there is evidence to the contrary, it is presumed that the reason for the restraint was his PA USAFFE status. Soldiers who had no anti-Japanese or guerrilla activities and those who were puppet government officials or employees, may in some cases, be determined to be prisoners of war even though prior to capture, their status is properly determinable as No Casualty Status. Soldiers seized in the general roundup of former high ranking PA USAFFE officers in the latter part of 1944 or early 1945, or in a general roundup of PA USAFFE personnel, such as was staged in Guadalupe in December 1944, may have been in a No Casualty Status because they were employed by the puppet government or were following civilian pursuits; however, there is historical background for the presumption that they were seized because of their former military status. Soldiers seized in a general roundup of inhabitants (or all male persons) by the Japanese or their agents, are not properly determinable as prisoners of war, even if they had former PA USAFFE status. They may be properly determined as prisoners of war if it is shown that they were engaged in guerrilla activities and that the roundup was conducted as a retaliation for those guerrilla activities. Persons identified as guerrillas or PA USAFFE by the "magic eye" during general zoning may also be determined as prisoners of war, even though, at the time of seizure, they were no longer engaged in anti-Japanese activities. A soldier held under physical restraint by any guerrilla unit or by the US Army on suspicion of disloyalty is not a prisoner of war. Further, prisoners of irregular armed bands or bandit groups, such as that of Emilio Escobar ("Sagad") are not prisoners of war, even though their PA USAFFE or guerrilla status may have been the cause of their seizure.

(2) **Proof of POW Status.** POW Register and Death Roster of persons concentrated at Camp O'Donnell, Capas, Tarlac, Malababay, Old Bilibid, Tacloban, Leyte, Camp Bongabong, Camp Luna, Parang, etc., which are available in the military organizational files will conclusively establish the POW status of a person regardless of evidence submitted to the contrary. If the person's name is **not** listed in any of these records, or POW status is claimed for having been confined elsewhere, his POW status will be determined to be such **as may be established by satisfactory evidence.**

(a) **Death March POW.** If a soldier's PA USAFFE status is established, and he claims POW status for the Death March only, consistency and compatibility of statements in his claims folder in its entirety and the [War Claims Commission Form 602](#) may be considered basis for a positive period of POW status, must always be shown as terminated by escape, and will not be considered compatible to the situation if alleged to have extended beyond April 30, 1942.

(b) **Capas Death Certificates.** When a veteran claims PA USAFFE and/or POW service, and proof of POW service rests solely on a Capas Death Certificate which may pertain to him, it shall be a matter of procedure to accept the Capas Death Certificate as pertaining to the living veteran only when the records show that the certificate was previously used in establishing the same veteran's PA USAFFE status for arrears in pay. A complete check of all other possible claims folders/military records must be made in every case prior to making the certificate a part of the living claims folder.

(c) **Manila Tribune Listings of Released POW.** When PA USAFFE service is established, these records may be used as proof of POW status. Military rank must be shown or paragraph heading must indicate a military status.

(d) **Registration Forms Made by PA USAFFE Personnel.** Original documents Commonly referred to as Proclamation #1 (Application for Registration under Proclamation #1 by the Chairman of the Executive Commission) and Proclamation #8 (Application for Registration under Proclamation #8 by the Chairman of the Executive Commission) are currently on file in Organization and Philippine Records. In some cases these originals have been photostated and placed in the claims folder of the person concerned. The photostats of these documents



or an extract from Organization and Team files, when they indicate that subject was a military member of the PA USAFFE, are determined to be acceptable proof of PA USAFFE service and POW status in accordance with the herein prescribed procedure. Both of these proclamations will receive the same consideration in determining cases as authenticated clinical records, National Service Life Insurance data, POW records, etc., and the same principles regarding their pertinence will prevail when qualifying them for positive action in a case.

[1] **Proclamation #1.** This proclamation was issued for the benefit of PA USAFFE personnel who were in hiding or who had not been made prisoners of war to grant them the same standing as regularly released POWs. Proclamation #1 is indicative of PA USAFFE service only and the information on the actual application will apply.

[2] **Proclamation #8.** This proclamation was issued for the benefit of PA USAFFE personnel and POWs who were released from concentration camps because of sickness or other reasons to grant them the same standing as regularly released POWs. Proclamation #8 is indicative of both PA USAFFE service and POW status and the information on the actual application will apply. In adjudicating cases using this proclamation as proof of POW status, the termination date used will not necessarily be the actual date reflected on the proclamation. The termination date will be the most compatible date in accordance with the best available evidence in the claims folder, and consistent with the overall procedure.

(3) **POW records with incomplete data.** If a claims folder contains a POW extract with only the last name and the first letter of the first name and no other identifying data, that POW record can be used only when all other files of the same last name and first name beginning with that letter are eliminated from consideration.

(a) If it is found that a POW record could pertain to one of several persons, an exhaustive effort will be made to determine to whom the record pertains, and a copy of the determination placed in each file of that same name.

(b) If there is only one file under the name on the POW record, and the information in the file is not compatible with the data on the POW record before the case is completed, a full explanation will be written in the Memo for Record concerning each discrepancy noted.

(c) If a definite decision cannot be made as to which file the POW record pertains, a negative determination for POW status will be made. The Memo for Record will include all the facts considered in arriving at that decision. Upon receipt of further evidence, reconsideration is warranted.

(d) If there is only one claims folder or record and a search of archives does not contradict the possibility of there being only one soldier in the service by this same name, a POW record will be used unless a major discrepancy is noted and made a matter of record in the file.

(4) **Termination of POW status.**

(a) If a POW of the Japanese was released from a concentration camp or other place of enforced custody under the Japanese Forces to enter a hospital, convalescent home or other institution under the puppet republic, or a charitable organization, his POW status will terminate on the date prior to release from concentration. The date of release and entire period of hospitalization or convalescence will not be determined as POW status.

(b) **Educational Corps.** An Educational Corp was organized by the Imperial Japanese Forces to train Philippine Army personnel for positions with the Japanese Army and/or the various Puppet Government agencies. One school functional at Camp O'Donnell, Capas, and Tarlac for enlisted men and another at Camp Del Pilar, Dau and Pampanga for officers, and later for enlisted personnel also.

(c) **Arbitrary Termination of POW.** When the soldier's file contains evidence indicating membership in the Japanese sponsored Bureau of Constabulary immediately following or shortly after his release from concentration camp, and no evidence is found indicating period of

constabulary training, deduct 30 days from the date he indicated on his processing paper as the last date of POW. In applying this procedure in the case of former pre-surrender constabulary officers and enlisted men, the arbitrary deduction will be 15 days instead of 30 days.

(d) **Camp Casisang, Malaybalay.** POW concentrated at the POW Camp Casisang, Malaybalay, had been either released or transferred prior to January 12, 1943. Released prisoners were allowed to take up residence in the town of Malaybalay, but were no longer in a POW status. Prisoners not released were transferred to Cagayan, and then to other places; therefore, no POW status beyond January 11, 1943 will be granted for periods of alleged concentration at Malaybalay POW Camp.

(e) **O'Donnell Concentration Camp.** If a soldier was confined at O'Donnell Camp, and the date his POW status began cannot be determined from the evidence, he will be presumed to have been a POW from May 6, 1942. Similarly, when the date of termination of his POW status cannot be determined, he will be presumed to have been a POW until January 25, 1943, the last date that the concentration camp existed as such. POW status at O'Donnell after January 25, 1943 is not authorized.

(f) Medical personnel and Field Grade Officers whose files do not contain documentary evidence proving POW status at O'Donnell Camp beyond August 8, 1942 will be determined to have been released August 9, 1942.

(g) **Cebu Concentration Camp.** POW status will be allowed soldiers at this camp only if their names appear on the Cebu Provincial Jail Roster. POW status will terminate on November 15, 1942 at Cebu Camp.

(h) **Lists of Ex-POW employed by Toyo Menka Keisha.** This evidence is similar to the Manila Tribune Listings and may be used to establish POW status. Soldiers whose names appear on these lists will not be considered as POW during periods of actual employment. The ending dates of POW status will depend on the case involved. When this date cannot be resolved, the limiting date for POW status at O'Donnell Concentration Camp will be used.

#### d. **Determining Guerrilla Service.**

(1) **General.** Recognition of guerrillas was performed by the Guerrilla Affairs Division, Armed Forces Pacific (AFPAC), later Armed Forces West Pacific (AFWESPAC) and Philippine Ryukyus Command (PHILRYCOM). Recognition may be individual or by unit. The guerrilla service of a person is considered recognized with active service if his name appears on a reconstructed roster, casualty roster, or individual letter of recognition. **With the close of the recognition program on Jun 30, 1948, no additions, deletions, or changes to the rosters are authorized;** therefore, when a person's name appears on an approved roster and an examination of the file reveals proof that he did not, in fact, render service in the guerrilla forces, a negative Missing Persons Act determination will be made.

(2) **Troop Rosters.** There are two types of Troop Rosters, the Reconstructed Initial Troop Roster and the Reconstructed Revision Troop Roster. The Reconstructed Initial Troop Roster contains the names of all recognized members of a unit, exclusive of recognized casualties and those individually recognized members of unit, exclusive of recognized casualties and those individually recognized. Any person, other than those recognized as casualties or individually recognized whose name is not listed on the Reconstructed Initial Troop Roster, is not recognized, and has no recognized guerrilla standing. The Reconstructed Revision Troop Roster contains the names of recognized members of a guerrilla unit who are entitled to a revision or extension of their recognition dates. This revision is limited to guerrilla organizations whose dates of recognition had been revised, that is, set back or extended. Not all recognized guerrilla units had their dates of recognition revised. Originally, the recognition of guerrilla units was set as of a certain date, generally beginning on the date of attachment of the guerrilla unit to a using unit of the US Liberation Forces in 1944 and 1945. There are however, certain units whose original dates of recognition were later revised so as to grant members of the unit recognition from an earlier date. Certain units have only one troop roster

that serves as both a Reconstructed Initial Troop Roster and Reconstructed Revision Troop Roster. Most units whose recognition dates have been revised have the two rosters. In determining the period of a soldier's recognition, reference will be made to the letter of recognition and the list of recognition dates of all recognized guerrilla unit. When a unit has both a Reconstructed Initial Troop Roster and a Reconstructed Revision Troop Roster, the appearance of a person's name on the Reconstructed Revision Troop Roster only is not considered sufficient to grant him recognized guerrilla standing. This is because the Reconstructed Revision Troop Roster is merely a roster of members already recognized who are entitled to a revision of dates of recognition. On the other hand, if a person's name is listed on the Reconstructed Initial Troop Roster, he is entitled to recognized guerrilla service for the period indicated on the Reconstructed Initial Troop Roster, or in the absence thereof, for the period established by evidence but not earlier than the original date of recognition of the unit. For those persons who are listed on both rosters, the period of their recognized guerrilla service will be that indicated as the period of service on the Reconstructed Revision Troop Roster, or in the absence thereof, that period established by evidence, but not prior to the date of recognition or date of activation of the component unit in which he served, whichever is later.

(3) **Seventh and Tenth Military Districts.** Persons whose names are listed on the Reconstructed Initial Troop Rosters of the 7th and 10th Military Districts will not be granted recognized guerrilla service for any period unless their names are also manifested on authentic archive records of the unit concerned which may be included in the file or in the custody of the Organization and Philippine records. This requirement is added because the Reconstructed Initial Troop Rosters of these two commands were compiled from the archive records – organization rosters, orders, payrolls, vouchers, etc., kept by the organizations, and were recovered. It is necessary to verify names of persons listed on the Reconstructed Initial Troop Rosters of these two commands with archive records. If a person's name appears on an archive record of the 7th or 10th Military District but is not carried on the approved roster, he is not recognized.

**Note.** The revised data of recognition of any unit in the 10th Military District will be determined by referring to the Catalog of Guerrilla Organization Records. If a member of the 7th or 10th Military District is listed on a casualty roster or is individually recognized, the existence of archive records is not a prerequisite for valid recognition, i.e., the casualty roster or letter of individual recognition is a sufficient criterion for recognition. Unlike the Reconstructed Initial Troop Rosters of the 7th and 10th Military Districts, the casualty rosters and letters of individual recognition for these commands were acted upon and considered by Guerrilla Affairs Division independent of the archive records; however, archives check should also be made on each individual listed on the casualty roster or letter of individual recognition. Archive records will provide reliable information regarding the incidents of the veteran's service. In many cases, archive records have shown definitely that certain persons listed on the casualty rosters were civilians – not military personnel.

(4) **Casualty Rosters.** In unit recognition, the names of recognized members of the unit are listed on a Troop Roster or a Casualty Roster. The most common types of casualty rosters are classified as Killed in Action (KIA), Killed in Line of Duty (KILD), Died in Line of Duty (DILD), Wounded in Action (WIA), and Missing in Action (MIA). There are also rosters regarding CAPTURED by the enemy, Injured in the Line of Duty (IILD), and Wounded in Line of Duty (WILD). Soldiers who are recognized as WIA, WILD, or IILD are considered recognized from date of joining, date of casualty, or date of recognition of the unit, whichever is appropriate. Soldiers who are recognized in any type of casualty roster will be considered recognized from the date of recognition of the unit, or from date of joining, whichever is later. Exception: If a soldier entered into a casualty status prior to date of recognition of his unit, he may be considered recognized on the date of casualty. Dates of casualty may be indicated on the casualty roster or letter of individual casualty recognition. If convincing evidence shows this date to be in error, a deviation may be made. In all casualty recognition, the object is twofold: namely, recognition as a guerrilla as well as recognition of the injury or death, so as to give it prima facie presumption of service connection.

(5) **Individual Recognition.** Individual recognition may be for one day only, usually in casualty recognition, which is the date of casualty; or it may be for a fixed period from a given date to another given date, both dates inclusive. In certain instances, and individual recognition may not be for a fixed period, but one which has the effect of recognizing the individual concerned with the organization to which he belonged. In this case, the recognition of the unit applies to the individual. The letter of individual recognition should always be consulted to determine the period of recognized guerrilla service. Individual recognition may be accorded to one who may have belonged to a guerrilla organization that has never been recognized. In these instances, that fact is stated on the letter and the inclusive periods of recognition are always given.

(6) **Hospital Confinement.** When evidence indicates a soldier was confined in a Army hospital on the indicated ending date of service, he is not discharged on that date, but is still considered in the service, but not after June 30, 1946.

(7) **Terminal Date Guerrilla.** A terminal data guerrilla unit is one that has been recognized for a fixed period with an initial and a terminating data of recognition. In some units, like those of the Zambales Military District, the revision of recognition was not a setting back, but an extension from a given data to another given date. This was because the recognition dates of the units affected were limited to a fixed period. A person listed on a troop roster, regardless of the unit, having a period of service that includes both a beginning and an ending date is considered a terminal date guerrilla and is therefore considered discharged on the indicated ending date. Terminal Data Guerrillas who were processed into Regular Philippine Army service, and actually served therein without an intervening break at time of termination of recognition, are not considered as separated from the service.

(8) **Special Instructions (name on approved roster).**

(a) **Beginning and Ending Dates on Roster.** If a soldier's name appears on a recognized guerrilla roster and period of service is indicated with beginning and ending dates, the only requirement for determination is to identify the name appearing on the roster with the subject. If the [Form 23](#) or other papers in the claims folder are consistent, the case should be concluded, provided it is the only file of record of same name wherein service is claimed with the same organization.

(b) **Beginning Date on Roster (Discharge Certificate Available).** If the beginning date of service is indicated on the roster, but no ending date, and a discharge certificate is available in the claims folder, use the date on the discharge certificate as the last date of service. Only the identity of the soldier is required.

(c) **Beginning Date Only Available.** If no evidence or indication of a specific date of discharge is available, an arbitrary date of discharge of September 26, 1945 will be used if no evidence is present to the contrary. If [Form 23](#) indicates a specific date of discharge, this date will be used rather than the arbitrary date, if consistent.

(d) **No Period of Service Shown on Roster.** If no period of service is indicated on the roster, the period of service will be determined based on data contained in the claims folder and in compilation of data prepared for guerrilla units. Full use will be made of recognition dates of the unit in determining the periods of service of a soldier, other evidence not being contrary.

(e) When guerrilla units in the 10th military district show activation on or about November 1942, service begins the last day of that particular month.

(f) **Inactive period shown on revised roster.** If an inactive period is shown on the Approved guerrilla roster and specific dates are not indicated, such as "inactive 8 months", the breakdown of service will begin with one day recognized guerrilla service for the date of joining of induction and the eight months of inactive service will follow, being identified as "No Casualty Status".

(g) **Service Under an Alias.** Some persons claim to be listed on approved guerrilla rosters under an alias. The following are requirements to establish the identity of a soldier who is alleged to be listed on an approved guerrilla roster under an alias:

[1] **Affidavit of Commanding Officer.** Affidavit executed by the CO of the guerrilla unit to which soldier belongs establishing that he is the CO of the guerrilla unit from a certain date to a certain date; that he personally knows the soldier; that he authorized the use of the alias by the soldier for purpose of military secrecy during operations; that the alias appearing in the recognized roster and the true name refer to one and the same person; and that he will hold himself pecuniarily liable for any wrong payment made to that person whom he has identified.

[2] **Joint Affidavit of Two Disinterested Persons.** A joint affidavit of two disinterested persons, belonging to the same unit as the soldier, who have personal knowledge of the fact that he is the same person as the alias in the roster; that they are not related to the soldier, that they have personal knowledge of these facts because they belong to the same unit; and that they hold themselves pecuniarily liable for any wrong payment made to that person whom they have identified.

**Note.** All affidavits must be dated prior to June 30, 1948 and be a matter of record.

[3] **Records Check for Other Claims.** A records check will be made for the existence of claims under the various names in all cases in which aliases or discrepancies in name are involved. The results will be documented in a Memorandum for Record. Cases involving identification of a soldier's alias or wide discrepancies in spelling of his name will be submitted to the Supervisor, VA Branch, for approval in a Memorandum for Record, outlining the circumstances of the case and giving appropriate recommendations. In determining the identity of a person so as to grant him military status either as PA USAFFE or guerrilla in this type case, extreme caution will be taken to forestall unscrupulous attempts to identify undeserving persons with names of those whose military service is officially of record.

e. **Missing Status.** A missing status is the period during which a soldier is determined to be in a casualty status during enemy occupation other than while beleaguered, prisoner of war, or a recognized guerrilla receiving current pay.

(1) **Evading capture.** A soldier who evaded capture, fled to the hills, or remained in hiding to avoid capture, until his return to military control, will be determined to be in a missing status for such period. Periods of travel to a person's home after evading capture or escape as a POW from the Death March or from concentration camp will be determined as coming within the purview of this section.

(2) **Surrender or disbandment of unit.** Soldiers remaining with their unit before disbandment or awaiting formal surrender for the period immediately following April 8, 1942 or May 5, 1942, as the case may be, will be entitled to a missing status for such period until actual surrender or disbandment.

(3) **Period of illness.** A soldier will be determined to be in a missing status during periods of service-connected illness, provided such illness seriously impaired his earning power and caused him deprivation and hardship to an extent greater than that generally suffered by other residents incident to the Japanese occupation. It is realized that this determination will be very difficult to make in most cases. It can be assumed, however, that such illnesses as Dysentery, Beri-Beri, Malaria, and Malnutrition are service-connected. Lacking evidence to the contrary, if a soldier died of any of these diseases within six months after escape from Bataan, or after release or escape from the concentration camp, he may be presumed to have been ill with that disease from the time of escape or release until his death. When a soldier became ill of any of these diseases within this six month period after release or escape, such disease will be presumed to have been contracted prior to release or escape and therefore service-connected. Missing will be awarded only for the periods of actual illness. Intervening periods of No Casualty Status will not preclude the award of missing as indicated. In all cases, the fact of such illness must be established either by an affidavit or the attending physician or by a statement of an established medical institution. If a soldier was treated in a military hospital,

he will be determined to be in a missing status during that period of hospitalization, unless there is evidence showing that his illness was not service-connected.

(4) **Disability.** A soldier suffering from a service-connected disability, such as loss of the use of any one or more limbs, loss of sight of one eye, etc., will be determined to be in a missing status. The requirements of proof outlined in the preceding sub-paragraph will apply. Affidavits of commissioned officers who by reason of their duties, were in a position to know the facts may be accepted to substantiate a claim for disability resulting from injury in the battlefield.

(5) **Recognized Guerrilla Service.** A soldier will be determined to be in a missing status during period of recognized guerrilla service prior to the date he or his unit began receiving current pay. See "Catalog of Guerrilla Organization Records" for dates of receipt of current pay.

(6) **Unrecognized Guerrilla Activities.** Member of the Philippine Army USAFFE will be determined to be in a missing status during period of active unrecognized guerrilla service or active participation in the anti-Japanese movement. Unrecognized guerrilla service may be proved by acceptable affidavits or certificates of guerrilla unit commander or any two members, preferably commissioned officers, belonging to the same unit. Credit will not be given for unrecognized guerrilla service to a person who claimed to be an agent of the guerrillas when such claim is based merely on the fact that he provided a meager amount of information to another authentic agent. In order to claim service as an agent of a guerrilla unit, it must be clearly shown that the person was duly appointed as an agent and ordered by competent authority to perform these duties.

(a) **Unrecognized Guerrilla Service Under an Immediate Commander.**

[1] In order that a soldier may be considered to have guerrilla service under a commissioned officer, it is necessary that he either shall have served in a guerrilla unit under an immediate commander who was a commissioned officer of the US Army, Navy, Marine Corps, or was a commissioned officer of the Commonwealth Army recognized by, and cooperating with, the US Forces.

[2] Immediate commander means the person occupying the military position of direct responsibility for, and control over, the soldier's acts. The term is elastic and may mean the platoon leader and up along the chain of command, depending on who was occupying the position of immediate responsibility for, and control over, the soldier's acts. If a soldier was a member of a company, or a similar unit, his immediate commander should normally be his platoon leader, or company commander (or similar unit commander). If soldier was in a battalion or regimental staff, his immediate commander would be the battalion commander or regimental commander, as the case may be.

[3] Unrecognized guerrilla service under an immediate commander will be established by an affidavit or a certificate of the immediate commander concerned or authentic archive records. When an affidavit or certificate is used, the commander must identify himself as such as state the periods of soldier's active service with a general description of the soldier's duties. If authentic archives are used, they must be verified to ensure that the officer was an immediate commander, that the soldier's period of service was entirely under that officer, and that there were no periods of absence from duty with the guerrilla force for the period involved. Archives may be in the claims folder or in the Military Organizational Records. Archive information that may prove helpful are monthly payrolls, rosters, consolidated reports, orders, miscellaneous unit letters or communications, personnel reports, intelligence reports, various commendations or recommendations, etc. The absence of an archive for a particular period does not in itself establish that a soldier was absent from duty. If a soldier is unaccounted for in the guerrilla archives for a period not exceeding 3 months, his status may be determined as missing for that period. The immediate commander will be the commander under whom the soldier served prior to the period during which archives are not available, provided there is not evidence indicating soldier was transferred. The immediate commander will be the commander under whom the soldier served after the period during which archives are not available if the

evidence indicates the soldier was transferred. If neither commander was recognized during the period in question, soldier's status will be determined as missing (Unrecognized Guerrilla Service), not under an immediate commander.

[4] If the immediate commander was a commissioned officer of the US Army, Navy, or Marine Corps, it is neither necessary that he be a commissioned officer all the time, nor that he be a recognized guerrilla officer. It is proof enough that he was occupying the position of immediate commander even if he was not legally a commissioned officer at the time, as long as he was subsequently commissioned for his guerrilla activities. A soldier's service under a commissioned officer of the US Army, Navy, or Marine Corps will be gin on the date the officer became his immediate commander.

[5] If the immediate commander was a commissioned officer of the Commonwealth Army, he must have been a recognized guerrilla officer. He did not have to be recognized as a commissioned officer throughout his period of recognized guerrilla service. He may have been recognized in an enlisted grade for a period and later as an officer; however, he must have been immediate commander with respect to the soldier during the period of his commander's recognition. Soldier's service under such a recognized officer of the Commonwealth Army began on the date the recognized guerrilla service of the immediate commander began, or on the date such commander became soldier's immediate commander, whichever is later. If soldier died or became a casualty due to enemy action prior to the beginning date of his immediate commander's recognized guerrilla service, he may be considered to have served under that commander on the date of casualty only. In determining the length of service under an officer of the Commonwealth Army, a soldier may not be placed in a better position than he would have been had his guerrilla service under such commander been actually recognized. In other words, the unrecognized guerrilla service can neither begin prior to, nor extend beyond the period of recognition of immediate commander, except when soldier died or became a casualty due to enemy action prior to the recognition of his immediate commander. It is emphasized that although the immediate commander was a commissioned officer of the Commonwealth Army, he must have been recognized as a guerrilla officer also. Thus, a commissioned officer of the PA USAFFE who was the immediate commander of a soldier in a guerrilla unit will not be considered a commissioned officer of the Commonwealth army recognized by, and cooperating with, the United States Forces, if such officer was not recognized as a guerrilla commissioned officer.

(b) **Unrecognized Guerrilla Service Not Under an Immediate Commander.** This type of service is appropriate when a soldier's immediate commander is not recognized or the other requirements of the preceding sub-paragraph [5e\(6\)\(a\)](#) are not fulfilled. Such service is supported by affidavits or certificates of any two recognized members belonging to the same unit as the soldier (preferably commissioned officers). The affiants will identify themselves in the affidavits or certificates stating the soldier's period of active service and a general description of his duties. Authentic archives that do not meet the requirements of preceding subparagraph [5e\(6\)\(a\)](#) may be used alone or in conjunction with affidavits to support periods of unrecognized service of this type.

(c) **Unrecognized Anti-Japanese Activity.** This term covers service performed by a former PA USAFFE member against the Japanese, assisting the US Armed Forces, including the guerrillas. It should not be confused with "Spy Status". Many types of activities were performed which may be considered in granting unrecognized anti-Japanese activities. The following are a few of the more common activities alleged: Form of intelligence reporting furnished to the guerrillas on Japanese locations, strength, airports, supply dumps and any known military plans or movements; forms of sabotage; obtaining foods, arms or ammunition, radios, medicines, and various supplies for the guerrillas; destruction of communication lines or hampering Japanese movements; housing transient guerrillas and treating sick or wounded guerrillas; etc. It has been noted that many times the person will state in his processing papers, upon return to military control, that he did not join the guerrillas; however, he performed certain "anti-Japanese activities" for a given period. Consideration must be given to granting unrecognized anti-Japanese activity for any such alleged period, if substantiated in any form by an archive or an acceptable affidavit or certificate.

[1] Unrecognized anti-Japanese activity may be based on affidavits or certificates of two PA USAFFE soldiers or recognized civilian guerrillas whose records show them to be in a position to make the affidavits or certificates. The PA USAFFE affiants do not have to be recognized guerillas; however, the statements in their affidavits must coincide with their own official records which place them in a position compatible to the situation.

[2] Unrecognized anti-Japanese activity may be based also on guerrilla archives when the guerrilla unit was not recognized, or when such unit was at one time recognized but subsequently the recognition was revoked.

(d) **Spy Status.** PA USAFFE guerrilla personnel who were employed by the Japanese or a Japanese-controlled agency in any capacity other than as prisoners of war will be determined to be in a missing status for the entire period of employment if satisfactory evidence is presented in the form of affidavits that state they were "planted" as spies during such employment for the purpose of gathering and furnishing their guerrilla unit information of military importance, and that they complied with instructions of their superior officers. To be accepted, such affidavits should be executed by their guerrilla commanders, who must be at least a Battalion or similar unit Commander. (Units similar to a battalion are: squadrons, separate companies, separate troops, separate batteries, or separate detachments.) The affiants must describe themselves in the affidavits as the soldier's battalion or similar unit or higher commander. To establish spy status, it is essential that before soldier was "planted" he must have been a member of a guerrilla unit under the command of the officer who executed the affidavit.

(e) **Civilian Employment During the Liberation.** A soldier employed in any capacity, other than military, by the US Army or Philippine Commonwealth Government, during the liberation, but prior to return to military control, whether or not a regular salary was received, will be determine to be in a missing status for the period of such employment.

(f) **Confinement by Guerrilla Unit.** A soldier who was held in confinement or under physical restraint by a guerrilla unit will be determined in a missing status for the period of confinement, provided he was released without trial by court-martial, or if tried by court-martial, he was not convicted. If the soldier was killed or executed without trial, his case will be decided on its merits, taking into account the cause or causes of confinement.

(g) Period of Absence, Missing or Missing in Action (whereabouts unknown) in Finds of Death Cases.

f. **No casualty status.** This is any period after December 8, 1941 during which sufficient evidence is not available to establish that a soldier is entitled to benefits under the Missing Persons Act.

g. **Desertion and Absence Without Leave (AWOL).**

(1) **Desertion.** The only competent evidence of desertion is the approved findings of a general court-martial. The inclusive periods during which a soldier was absent in desertion will be the period so stated in the approved findings of a general court-martial.

(2) **AWOL.** If convincing evidence is on file showing that the soldier's unauthorized absence was excusable and justifiable, no determination of AWOL will be made. Mere lack of intent, however, is not sufficient excuse. When a soldier has been tried by a court-martial for AWOL, his acquittal or conviction constitutes a conclusive determination of the question. In the absence of a finding or decision by a court-martial, a determination that soldier was AWOL may be made in the following instances:

(a) When a soldier is listed on the records of his organization as AWOL.

(b) When soldier admits AWOL in a statement which is a part of the evidence on file.

(c) When statements of the soldier's superior officers or other members of his unit, who were in a position to know, indicate that he was AWOL.



(d) When a soldier was absent and not performing active military service for unexplained or unjustified reasons.

(e) Several troop rosters (usually for unit on Mindanao) in organizational and military records indicate that some soldiers "deserted". These rosters are dated after May 7, 1942.

[1] If a soldier's name on one of these rosters is followed by the remark "deserted" and a specific date of desertion of May 5, 1942 or earlier is given, the soldier will be considered as AWOL from that date until beginning date of recognized guerrilla service, beginning date of unrecognized guerrilla service under an AUS or recognized guerrilla officer, or date of return to military control.

[2] Soldiers listed on these rosters with date of "desertion" given as May 6, 1942 or later will be considered to have evaded surrender and will be considered in whatever status is appropriate on the basis of claims folder.

[3] Soldiers listed on troop rosters of the 101st Division (PA) initiated after the units were surrendered with the remark "deserted", but no specific date of desertion is given, will be considered as having been with the unit through May 5, 1942, and to have entered whatever status is appropriate based on claims folder evidence, except that "Missing" under Staff Memo 14 "with his unit prior to disbandment" is not appropriate, because the roster's existence indicates the unit did not disband and the soldier's name being listed as a deserter indicates that he did not surrender with his unit.

(f) A soldier listed on the records of his organization as a deserter who in fact was a deserter, but was not tried for desertion will be considered AWOL. A soldier maybe determined AWOL also if after being tried by a competent court-martial for desertion, was acquitted on a technicality, or if convicted, the sentence was disapproved by the reviewing authority on a technicality, provided the findings show that soldier was absent without authority, but not under circumstances amounting to desertion.

(g) Confinement by Civil Authorities. A soldier arrested and confined by civil authorities for a civil offense will be considered AWOL. If released without trial or not prosecuted, or if tried was acquitted, he is restored to duty from the date of arrest.

(h) AWOL from a Guerrilla Organization. A PA USAFFE soldier who joined a Guerrilla organization and absented himself from duty without authority may be determined AWOL during the period of absence, provided his organization is a recognized unit, or if not, his unit commander is individually recognized, regardless of whether or not the soldier is recognized.

### (3) **Determination of Period of AWOL.**

(a) A soldier will be determined as AWOL from the beginning date of unauthorized absence to the date of his arrest by, or surrender to, military authorities, or reporting to duty.

(b) If a PA USAFFE soldier joined a guerrilla unit and went AWOL as provided in subparagraph [5g\(2\)\(h\)](#) above, his period of AWOL will be terminated upon entry into a POW status or missing status by joining another guerrilla unit, whether or not the latter is a recognized unit. In such cases, a period of AWOL will be determined only during the period of recognition of the unit or of the unit commander.

(c) A period of AWOL not exceeding 24 hours will not be considered AWOL, except when a soldier went AWOL and died before the lapse of 24 hours. In such cases, a finding of Not in Line of Duty is proper.

(d) Clinical and Medical records frequently reveal period of AWOL that should be indicated in the determination of soldier's status.

(e) The period after August 15, 1945 to the actual date of return to military control is an AWOL status unless the absence is supported by acceptable evidence of sickness or other bona fide

reasons which would warrant a Missing or No Casualty Status. Note. Compatible statements of soldier may be considered acceptable.

#### h. **Return to Military Control.**

##### (1) **Determination of Date (PA USAFFE).**

(a) **No Recognized Guerrilla Service.** A PA USAFFE soldier who has not recognized guerrilla service will be considered to have returned to military control on the date he reported to a replacement battalion for processing, not the date his processing actually began or was completed.

(b) **Recognized Guerrilla Service.** A PA USAFFE soldier who has recognized guerrilla service will be considered to have returned to military control on the date he reported to a replacement battalion for processing or on the date his guerrilla unit came under the operational control of the 6th or 8th Army, whichever is earlier. (The date a member of a recognized guerrilla unit came under the operational control of the 6th or 8th Army is the date when he was first attached to any unit of the liberation forces. If this date cannot be ascertained, the date he began receiving current pay will be considered as the date of attachment.) The date of return to military control cannot be earlier than the date of initial landings of Liberation Forces on the island where his unit operated. This is the first possible date when he could have been attached to the US Army. The first landing of US Liberation Forces were made on Leyte, October 19, 1944 and on the Island of Luzon, January 9, 1945. For dates of landing on other Philippine Archipelago Islands, refer to the letter of recognition of the guerrilla unit that operated on each island. (See list of dates of capitulation or areas within the Philippines to the Japanese and date of liberation of areas by American Forces in Reference Manual.)

(2) **Confined by CIC.** A PA USAFFE soldier who was confined by the CIC, or in a US Army Evacuation or Station Hospital will be considered to have returned to military control on the date his confinement began, unless he had previously returned to military control in accordance with the preceding sub-paragraphs.

(3) **AWOL.** A member of the PA USAFFE, a recognized guerrilla, or a current enlistee who while under military control became absent from duty without authority and later reported or was returned to duty, will be considered to have returned to military control on the date he reported or was returned to duty.

(4) **Subsequent to June 30, 1946.** A member of the PA USAFFE who reported to military control in the PA after June 30, 1946 will not be considered to have returned to military control under the Armed Forces of the US.

#### 6. **Grades, Promotions, Rates of Pay.**

- a. When the PA USAFFE service of a deceased soldier has been established, but nosatisfactory evidence of grade is available, he shall be determined to be in the lowest grade possible, i.e., private, or if the evidence clearly show that he as a commissioned officer, he shall be determined to be a 3rd Lieutenant. Grades may not be determined on the basis of military position held, except that civilian drivers and mechanics inducted into the PA USAFFE shall be determined in grades not to exceed the following:

Ambulance drivers – Private  
 Drivers (other) – Private First Class  
 Mechanics – Corporal

If at any time there is an indication of civilian status or when the person refers to his status as a civilian driver, civilian mechanic, civilian radio operator, civilian telephone operator, etc., appropriate check should be made for "War Department Civilian Employee File", civilian payroll data, and

NPRC Memo 1865.125 - General Background and miscellaneous correspondence procedures unique to the Philippine Army Records information in the "Unit Histories" or organizational and military records. When official records and affidavits conflict, official records will prevail.

- b. **Original Grades.** PA USAFFE soldier's grades as of December 8, 1941 or date of call to active duty, whichever is later, will be determined from the grade shown in Special Orders of Call to Active Duty, National Service Life Insurance Records, Casualty Reports, organizational and military records, promotion orders issued by authorized Headquarters prior to May 6, 1942, or from acceptable affidavits of unit Commanders, executive officers, personnel officers, first sergeants, platoon sergeants, squad leaders, and company clerks.
- c. **Promotions.** All enlisted men's promotions or appointments in commissioned ranks prior to May 6, 1942 will be determined from available evidence and records, which may be any of the following: Special Orders issued by Headquarters, USAFFE or USAFIP, Fort Mills, Corregidor; Regimental Special Orders for non-commissioned officers; Company Orders – only for enlisted men claiming promotion to or demotion from the grade of private first class; Confirming Orders issued by Headquarters, Army of the Philippines, with authority from the Commanding General, AFPAC, AFWESPAC, or PHILRYCOM; and acceptable affidavits of persons, such as unit commanders, executive officers, personnel officers, first sergeants, platoon sergeants, squad leaders, and company clerks, stating that orders were in fact issued for the promotion or commission in question. When official records and affidavits conflict, official records will prevail.

(1) **POW Record or Death Certificate.** When such record shows a grade higher than that shown in a NSLI record, the soldier will be presumed to have been promoted to the higher grade on the first day of the month following the insurance policy's effective date. If the effective date of promotion will be after the termination of beleaguered status or the effect will be promotion from an enlisted grade to a commissioned rank, the promotion will not be considered, the lower grade will prevail. Promotions of officers will not be presumed under this procedure.

(2) **Guerrilla Ranks and Grades.**

(a) When a PA USAFFE soldier's name appears on a recognized guerrilla roster or individual letter of recognition with a higher rank or grade than his last PA USAFFE one, the guerrilla rank or grade will be accepted beginning on the date of recognition or effective date of promotion, whichever is later.

(b) If a PA USAFFE soldier is a recognized guerrilla with a rank or grade lower than his PA USAFFE one, guerrilla rank or grade will not be considered in the grade determination.

(c) All guerrilla promotions after the date of recognition or date of induction, whichever is later, will be considered in the grade determination, however, the highest acceptable guerrilla rank or grade will be the one shown on the guerrilla roster. A rank or grade higher than that shown on the recognized roster will be considered only when it has been confirmed by Headquarters, Army of the Philippines, with authority from the Commanding General, ARPAC, AFWESPAC, or PHILRYCOM.

(d) **Discrepancies.** When a discrepancy exists regarding a soldier's grade, the following rules will govern:

[1] If a soldier is carried on a recognized roster in different grades, the lower grade will be considered his recognized grade.

[2] If the name appears in more than one roster with different grades and the rosters bear the same date of recognition, the lower grade will be considered his recognized grade and he will be considered to belong to the unit on whose roster his name appears with the lower grade.

[3] If his name appears on rosters of different units, with different grades, his grade on the roster that was approved earliest will be considered his recognized grade.

(3) **After Death.** When a soldier's recommendation for promotion was approved prior to his death, and appropriate promotion orders were issued after his death, the grade to which he was promoted will be considered his highest grade.

d. **Pay and Allowances.** (See Reference Manual, Recovered Personnel Records Branch, for monthly rates of pay and allowances of officers and enlisted men of the Philippine Commonwealth Army.)

7. **Date and Character of Discharge.** The date and character of a soldier's discharge from the service may be extracted from his discharge certificate, Form 55, Special Order of Discharge; WD AGO Form 40; WD AGO Form 100, clinical records; or final endorsement of service record. a discharge may be honorable, other than honorable, or dishonorable. Every effort should be made to obtain copies of the Special Orders of Discharge from the organizational and military records. The guerrilla special orders authorizing the discharge of a PA USAFFE may be accepted as proof of discharge in the absence of evidence in conflict. In case of discrepancy between one record and another in the date of discharge, the date shown on the special orders will be accepted. AFP may be consulted only in cases where the discharge data is material to the determinations. Those requests will be routed through the VA.

a. **Determination of Date.** A soldier will not be discharged from the PA in the service of the US Armed Forces after June 30, 1946. In any case where evidence indicates a soldier continued serving in the PA after June 30, 1946, he will be considered as having been automatically separated on that date.

b. **Determination of Character.**

(1) In determining character of separation, it is necessary to obtain information from the organizational and military records regarding court-martial proceedings, if any, against the soldier which might affect the character of the automatic separation from service.

(2) If the soldier was discharged dishonorably after June 30, 1946, the case will be suspended and a request to AFP for Board or court-martial proceedings will be made to determine whether the act affecting dishonorable discharge was committed on or prior to June 30, 1946. Such request will be dispatched through the VA.

(3) If a soldier died after discharge allegedly any date prior to June 30, 1946 and no discharge certificate or Special Order of Discharge is of record, and the claimant has indicated an inability to furnish the documents, the date and character of discharge will be administratively determined from the evidence in his 201 file and archive records without recourse to an outside agency.

8. **Death Status.**

a. **Fact of Death.** The fact of death may be based on any of the following evidence. True copies of documents are acceptable if they are certified by the legal custodians of the documents. Documents certified by a commissioned officer of the Philippine Army or Philippine Constabulary (in active service) or by a DA Field Investigator may be acceptable also.

(1) **Conclusive Proof.** The following may be considered conclusive proof of death if not contradicted in any material aspect:

(a) Certified true copies of death certificates issued by Local Civil Registrars when evidence shows that the entries on the original certificate were made on or shortly after the date of death.

(b) Certificates of death issued by duly established medical institutions based on existing records accompanied by a statement signed by the custodian thereof that the original records were made by one whose official duty was to record such events and that entries thereon were made on or shortly after the date of death.

(c) An affidavit signed by the medical officer or physician who attended the deceased at time of death, giving date, place, and cause of death.

(d) An affidavit of at least one disinterested person who personally knew the deceased in life, and who actually saw and positively identified the dead body, or was present at the burial. The affiant must state the circumstances surrounding the death, how they came to this knowledge, and they must have been likely in the normal course of events.

(e) A death certificate or casualty report showing that the soldier died after being processed into the PA and while still in the service thereof. This document is considered an official report of death.

(f) Official Guerrilla Casualty Roster or Burial Certificate (Church Record) which is corroborated by a statement of the next of kin that he or she was present at time of death or saw the dead body.

(2) **Reasonably Conclusive Proof.** The following evidence is considered only reasonably conclusive proof of death:

(a) Death certificates and casualty reports issued by the Veterans Affairs Division or by the Philippine Executive Commission and Bureau of Public Welfare showing the soldier died before being processed into the Philippine Commonwealth Army. If these certificates or casualty reports cannot be verified for authenticity against the list of casualties in the archive records of organizational and military records, they should be discarded.

(b) Official Guerrilla Casualty Rosters of KIA, KILD, and DILD.

(c) Burial Certificates (church records).

(d) Affidavits or statements of persons based on actual perception of death, but not conforming strictly to affidavit referred to in sub-paragraph [8a\(1\)\(d\)](#) above.

(e) Reports of death based on records whose accuracy has not been fully established, or statements of actual perception of the fact of death know under circumstances not fully explained.

b. **Date, place, and cause of death.** In addition to the fact of death, the date, place, cause, and circumstances surrounding death are necessary in the determination. The **cause of death is especially vital for determining its service connection, if any**, under the rules and regulations of the Veterans Administration. Every effort therefore should be made to obtain this information and except in finding of death, the statement "unknown cause" or "unknown sickness" should not be shown. If a soldier died of unnatural causes while under military control, a report of investigation or findings or a Board of Officer is necessary. When death or injury was incurred in action or through enemy action, a report of a Board is not necessary; however, there must be evidence proving that death or injury was incurred in action or through enemy action.

(1) Guidelines pertaining to line of duty status are maintained in Special VA Inquiry Section, VA Branch, Entitlements Division, PSD.

(2) When a line of duty determination in death cases is necessary, prepare Memorandum through Branch Chief to Director, PSD, outlining the circumstances of death.

c. **Findings of Death.** A finding of death is the means of establishing death by presumption when the evidence regarding the fact and date of death are insufficient and the circumstances surrounding death are unknown. A finding of death maybe made at any time after the expiration of twelve months absence when a person is absent, missing, or missing in action (whereabouts unknown), and the information received or a lapse of time without information establishes a reasonable presumption that he is no long alive. In no case shall presumed date of death be subsequent to the date the finding is made, or earlier than the day following the expiration of twelve months absence. The determination of the circumstances surrounding the presumed death will not be attempted. The authority for making a finding of death is Section 5, Missing Persons Act (Public Law 490, 77th Congress, as amended).

d. ***Line of Duty.***

e. ***Presumption of Death.*** The presumed date of death shall be fixed in accordance with the following rules:

- (1) A soldier who was last seen, heard from, accounted for or reported to be alive prior to October 23, 1943 shall be presumed dead on October 23, 1944.
- (2) A soldier who was last seen, heard from, accounted for or reported to be alive on or after October 23, 1943 shall be presumed dead on the day following the expiration of twelve months from the date he was last heard from, accounted for, or reported to be alive.

f. ***Presumption of Death Justified.***

(1) When evidence does not indicate actual death, but leaves a possibility of survival, the soldier may be presumed dead. The following evidence is required for a finding of death:

(a) Date and place last seen or heard from after December 7, 1941 must be shown either in official records or in acceptable affidavits of two or more disinterested persons who personally knew the deceased.

(b) Affidavits of two or more disinterested persons from the soldier's locality, certifying to the fact that soldier has neither returned home nor has been heard of to the present. Special attention will be given to affidavits referring to the soldier as "the late \_\_\_", or "deceased \_\_\_" in satisfying the requirements of proof of non-return. Many instances have been noted where statements under oath as to the surviving relatives of the subject have been acceptable to establish non-return.

(2) When date and circumstances of death are not available and claimant is not or would not be able to furnish additional evidence, an arbitrary presumptive date of death is justified if the file contains sufficient indication of non-return. (Cases with NSLI, POW, medical records, etc., the arbitrary date will be that which is consistent with the type of acceptable archive of record. For instances, a case with POW archive would result in arbitrary date of January 25 1943, other evidence consistent. The cases will not be suspended for proof of death.)

(3) When the name of the soldier is identified in a casualty roster which shows he was KIA, KILD, or DILD, and sufficient evidence is on file to establish that he did not die as indicated on the roster, but instead was missing and has never been seen again, a finding of death is justified.

(4) When sufficient evidence is available to establish that a soldier was serving with a guerrilla unit and disappeared prior to the revised date of recognition of the unit, a finding of death is justified. In such case, he would be considered recognized on the date he disappeared and in a missing status until the date of presumed death.

g. ***Status Until Presumed Date of Death.*** When a soldier was determined to be in a casualty status (Beleaguered, POW, Missing, Recognized Guerrilla, or Regular PA Service) on the date of disappearance he will be carried in a Missing Status to the date of presumed death.

h. ***Death in a No Casualty Status.***

(1) A soldier who died while in a No Casualty Status is not subject to the Missing Persons Act; therefore, a determination or presumption of death is neither authorized nor required in any case in which sufficient evidence is available to establish that a soldier died while in this status. If however a determination of death is required for official purposes, the date seven years from date last seen or accounted for will be used and findings of death issued under previous determinations will be cancelled.

(2) If in determining the status of a soldier under the Missing Persons Act, sufficient evidence is compiled to establish that he died in a No Casualty Status, the following procedures will be followed:

(a) A termination date of status under the Missing Persons Act will be established for a person whose whereabouts is unknown while being carried in a no casualty status. The termination date will be the date the person was last seen or accounted for while in a no casualty status.

(b) If a determination of death is not required, a statement will be made that no evidence is available to indicate the whereabouts or activities subsequent to the date the person was last seen or accounted for. Findings of death issued under previous determinations will be cancelled.

(c) No action will be taken on previously determined cases solely to conform to these instructions unless the request is initiated by the Veterans Administration.

i. **Death Due to Unnatural Causes.** The Supervisor, VA Branch, will decide whether an immediate determination may be made in all cases in which veteran died in the service due to unnatural causes. This includes death by accident, gunshot wounds, shot by person or persons unknown, etc., and the records contain insufficient evidence concerning the facts and circumstances surrounding soldier's death. If the soldier was serving in a regular component of the PA during or subsequent to the liberation of the islands and prior to July 1, 1946, a request will be sent to HPA for any record of an Investigation or findings of a Board of Officers concerning the soldier's death. This request must be approved by the Supervisor, VA Branch. (These instructions are not intended to cover death at the hand of the enemy.)

9. **Last date of Entitlement to Pay.** The last date of entitlement to pay of a deceased soldier will be determined as follows:

a. If the soldier died after he returned to military control, last date of entitlement to pay is date of death (determined or presumed), date of discharge, or June 30, 1946, whichever is earliest.

b. If the soldier died without returning to military control.

(1) When death (determined or presumed) occurred while in a status of AWOL, Desertion or No Casualty Status, last date of entitlement to pay will be one day prior to date such status began.

(2) When death occurred while POW, Missing or during service with a Recognized Guerrilla or Regular PA Unit on or after October 23, 1944, last date of entitlement to pay will be date of death (determined or presumed), date of discharge, or June 30, 1946, whichever is earliest.

(3) When death occurred while in a casualty status prior to October 23, 1944, last date of entitlement to pay will be:

(a) October 23, 1944 when proof of death is only reasonably conclusive.

(b) On the date the nearest of kin had personal knowledge or official notice of death, or October 23, 1944, whichever is earlier, when proof of death is conclusive.

c. In deceased cases which have been adjudicated for arrears in pay, the arrears in pay determination should be taken into account in determining last date of entitlement to pay. This date should be the last date of entitlement to pay determined for arrears in pay purposes, or the last date of entitlement to pay as determined under this Section, whichever date is later.

10. **Cases previously adjudicated for arrears in pay for VA purposes.** If a claims folder contains either a prior determination for arrears in pay or a prior certification of service to the VA, or both, the following action is required:

- a. When the claims folder contains a determination for arrears in pay, a search will be made for additional records or archives, which may have been received subsequent to the date arrears in pay determination, was completed. If additional records or archives are received which would warrant a material change in any status of the prior determination, a re-determination of status under the Missing Persons Act is required. If however no additional records or archives are received and prior determination is properly supported, no action is required other than to prepare a [NPRC Test Form 02-03](#).
- b. When the claims folder contains a previous certification of service to the VA dated subsequent to February 11, 1950, and a determination for arrears in pay, the VA certification will be accepted unless it contains a major discrepancy. It will then be compared with the determination for arrears in pay. If the information shown in each certification is compatible, the only action required is a statement in the records that the two certifications are compatible. If the VA certification is verified, but the arrears in pay determination is not compatible, a determination of status under the Missing Persons Act will be completed by transposing status from the VA certification on [NPRC Test Form 02-05](#), or [02-04](#) and entering a notation in the lower left corner of the form "Cross Reference VA certification dated \_\_\_\_".
- c. When a claims folder contains a copy of a determination sheet sent to VA showing the case was previously determined favorably for arrears in pay for PA USAFFE service only, but the case is now determined negative, the prior determination will be revoked by completing [NPRC Test Form 02-04](#).
- d. The latest determination of status under the Missing Persons Act will always be filed as the topmost document on the right side of the claims folder. When the records contain a determination of status under the Missing Persons Act for arrears in pay purposes, and it is determined to be correct, it will be filed as the topmost document on the right side of the claims folder.



**Figure 2-2.1. NPRC Test Form 00-1, Performance Management Program - Performance Plan**

**NPRC Test Form 00-1**

**Figure 2-2.2. NPRC Test Form 00-1A, Performance Management Program - Performance Plan**

**NPRC Test Form 00-1A**

**Figures 1-3.1. NPRC Test Form 00-2, Performance Management Program - Performance Appraisal (General Schedule Employees)**

**NPRC Test Form 00-2**

Figures 1-3.2. NPRC Test Form 00-2A, Performance Management Program -  
Performance Appraisal (General Schedule Employees)

**NPRC Test Form 00-2A**

Figure 2-1. NPRC Test Form 02-01, Request for Additional Information on VA Form 3101

REQUEST FOR ADDITIONAL INFORMATION ON VA FORM 3101	
<p>1. We are unable to identify a record of service for the individual listed below. To aid in the location of the records, additional information is required as indicated below.</p> <p>NAME: _____</p> <p>SVC NR: _____</p> <p>CLAIM-NR: _____</p> <p><input type="checkbox"/> Verify or furnish information for items 4, and, 8 through 16 on VA Form 07-3101.</p> <p><input type="checkbox"/> Furnish AGO PA Form 23 from TAG-PA.</p> <p><input type="checkbox"/> Furnish names of all next-of-kin living and deceased.</p> <p><input type="checkbox"/> Verify the spelling of the name and furnish or verify service numbers.</p> <p><input type="checkbox"/> Service number pertains to record of another individual.</p> <p><input type="checkbox"/></p> <p><i>If request is returned please change date on VA Form 07-3101 (block 13) to current date of dispatch.</i></p> <p style="text-align: center;"><b>PLEASE RETURN THIS FORM WITH YOUR REPLY</b></p>	
	<p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Prepared By</p> <p style="text-align: center;">NRPM5-A</p> <p>NATIONAL PERSONNEL RECORDS CENTER  (Military Personnel Records)  9700 Page Avenue  St. Louis, MO 63132-5100</p>
<p>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION <span style="float: right;">NPRC Test Form 02-01 (3-02) (Replaces DARP Form 349-E)</span></p>	

Figure 2-4. NPRC Test Form 02-02, Additional Information (Supplement to VA Form 3101)

<b>ADDITIONAL INFORMATION</b> (Supplement to VA Form 3101)	
<input type="checkbox"/> a. _____ appears in the reconstructed guerrilla roster of _____ which was recognized and ordered into the service of the United States Armed Forces on _____. Records in this office indicate that he was present with his unit at _____ from _____ to _____.	
<input type="checkbox"/> b. _____ appears in the reconstructed guerrilla roster of _____ which was recognized and ordered in the service of the United States Armed Forces on _____. However, there is no record presently available in this office to indicate his activities during the period in question.	
<input type="checkbox"/> c. _____ does not appear on any reconstructed guerrilla roster; however, he alleged in his PA AGO Form 23 that he joined _____ on _____ and was present with his unit at _____ from _____ to _____.	
<input type="checkbox"/> d. _____ does not appear on any reconstructed guerrilla roster. Furthermore, there is no record presently available in this office indicating his activities during the period in question.	
<input type="checkbox"/> e. From the records available in this office, _____ is determined to have been a member of the Philippine Army ordered into the service of the United States Armed Forces on _____. His PA AGO Form 23 indicates that he was with _____ at _____ from _____ to _____.	
<input type="checkbox"/> f. _____ has not submitted sufficient evidence of membership with the Philippine Army. However, he alleges in his PA AGO Form 23 that he was inducted into the United States Armed Forces on _____ and was present with _____ at _____ from _____ to _____.	
<input type="checkbox"/> g. _____ has not submitted sufficient evidence of membership with the Philippine Army. Furthermore, there is no record presently available in this office indicating his activities during the period in question.	
<input type="checkbox"/> h. Certification of service of _____, Claim Number _____ was forwarded _____ on VA Form 3101 dated _____. PA AGO Form 23 is/was attached.	
	<div style="text-align: center; margin-bottom: 10px;">           _____            Date         </div> <div style="text-align: center; margin-bottom: 10px;">           _____            Prepared By            NRPM5-A         </div> <div style="text-align: center; font-size: small;">           NATIONAL PERSONNEL RECORDS CENTER            (Military Personnel Records)            9700 Page Avenue            St. Louis, MO 63132-5100         </div>

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NPRC Test Form 02-02 (3-02)  
(Replaces AGUZ Form 544)

Figure 2-5. NPRC Test Form 02-03, Additional Information

Page 2

ADDITIONAL INFORMATION			
1. LAST NAME - FIRST NAME - MIDDLE INITIAL	2. SERVICE NUMBER	3. VA CLAIM NUMBER	
4. LAST GRADE AND ORGANIZATION			
USAFFE:		GRLA OR CE:	
5. From beginning date of service to date of separation, veteran's military history is determined to be as follows:			
<u>Status</u>	<u>From</u>	<u>To</u>	<u>Key</u>
			PWS - PREWAR SERVICE BEL - BELEAGUED POW - PRISONER OF WAR MISS - MISSING NCS - NO CASUALTY STATUS RGS - RECOGNIZED GUERRILLA SERVICE RPA - REGULAR PA SERVICE AWOL - ABSENT WITHOUT LEAVE MPAT - STATUS UNDER MPA TERMINATED <input type="checkbox"/> - CONT'D ON ATTACHED SHEET
6. Veteran is entitled to receive pay during the above periods except as follows:			
<u>From</u>	<u>To</u>	<u>Reason</u>	<u>Key</u>
			A. CIVILIAN PURSUITS, NOT ENGAGED IN MILITARY ACTIVITIES B. ALLEGED POW STATUS, NOT SUPPORTED C. ALLEGED GUERRILLA SERVICE, NOT SUPPORTED D. ALLEGED SICKNESS, NOT SUPPORTED E. AWOL
7. Veteran was determined in a <i>Missing Status</i> and entitled to pay under MPA (including interpretations under Staff Memo #14, RPD, AWESPAC DTD 25 DEC 45) for the periods indicated in paragraph 5 above for the reasons shown below. Included Herein are details of Missing Status for Unrecognized Guerrilla service under a commissioned officer, if any:			
<u>From</u>	<u>To</u>	<u>Reason</u>	<u>Key</u>
			A. RECOGNIZED GUERRILLA SERVICE B. ENROUTE HOME AFTER EVADING CAPTURE C. WITH UNIT AWAITING DISBANDMENT D. WITH UNIT AWAITING FORMAL SURRENDER E. SICK OF _____ <input type="checkbox"/> (AT HOME) <input type="checkbox"/> (IN HOSPITAL) <input type="checkbox"/> (WHILE ENROUTE HOME) F. UNRECOGNIZED ANTI-JAPANESE ACTIVITIES
8. Character of Separation:			
<input type="checkbox"/> HONORABLE		<input type="checkbox"/> DEATH	
<input type="checkbox"/> Veteran, while still a member of the Philippine Commonwealth Army was released from the service of the Armed Forces of the U.S. on 30 June 1946. See item 11 below.			





Figure 2-7. NPRC Test Form 02-04, Determination of Status Under the MPA, As Amended (No Status)

DETERMINATION OF STATUS UNDER THE MISSING PERSONS ACT, AS AMENDED  
(No Status)

NAME: \_\_\_\_\_

DOB/SSN: \_\_\_\_\_

The person indicated has no status under the Act for the reason(s) checked below:

- Alleged service, as a member of the presurrender forces of the Philippine Commonwealth Army in the service of the Armed Forces of the United States, is not properly established.
- His name is not listed on any officially approved Guerrilla Affairs Division Roster.
- His alleged guerrilla service prior to \_\_\_\_\_ is not recognized. His name is not listed on an officially approved Guerrilla Affairs Division Roster authorizing a revised beginning date of recognized guerrilla service.
- His recognized guerrilla service from \_\_\_\_\_ is not covered by the Missing Persons Act because from that date he was paid by his organization commander.
- Alleged employment in the Philippines between 8 December 1941 and 6 May 1942 as a War Department civilian employee is not established by official records.

This determination supersedes any prior action under the Missing Persons Act.

Operations Officer  
for determinations of status  
under the Missing Persons Act

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prepared By

NRPM5-A

NATIONAL PERSONNEL RECORDS CENTER  
(Military Personnel Records)  
9700 Page Avenue  
St. Louis, MO 63132-5100

Figure 2-11: NPRC Test Form 02-05, Determination of Status Under the MPR, As Amended

DETERMINATION OF STATUS UNDER THE MISSING PERSONS ACT, AS AMENDED		
NAME: _____		
SSN: _____		
COMPONENT: _____		
<u>GRADE</u>	<u>FROM</u>	<u>TO</u>
<u>STATUS</u>	<u>FROM</u>	<u>TO</u>
This determination supersedes any prior action under the Missing Persons Act.		
Operations Officer for determinations of status under the Missing Persons Act		
	_____ Date	
	_____ Prepared By	
	NRPM5-A	
	NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100	

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NPRC Test Form 02-05 (3-02)  
(Replaces DARP Form 656)

Figure 2-12: NPRC Test Form 02-05A, Determination of Status Under the MPR, As Amended

DETERMINATION OF STATUS UNDER THE MISSING PERSONS ACT, AS AMENDED		
NAME: _____		
SSN: _____		
COMPONENT: _____		
<u>GRADE</u>	<u>FROM</u>	<u>TO</u>
<u>STATUS</u>	<u>FROM</u>	<u>TO</u>
Death is (conclusively) determined to have occurred on _____.		
Death is presumed to have occurred on _____. Last seen or accounted for on _____ in a _____ status.		
Last date of entitlement to pay _____.		
Evidence to support a determination or presumption of death was received in the Department of the Army on _____.		
This determination supersedes any prior action under the Missing Persons Act.		
Operations Officer for determinations of status under the Missing Persons Act		
	_____	
	Date	
	_____	
	Prepared By	
	NRPM5-A	
	NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100	

Figure 2-38: **NPRC Test Form 02-06, Record of Casualty in the Field**

RECORD OF CASUALTY IN THE FIELD			
THIS IS TO CERTIFY THAT ACCORDING TO THE ROSTER OF CASUALTIES IN THE FIELD ON FILE IN THIS OFFICE OF INDIVIDUALS REPORTED SICK, DEAD, WOUNDED OR KILLED IN ACTION IN THE FIELD, THE FOLLOWING INFORMATION EXISTS:			
Last Name	First Name	Middle Initial	Service Number
Grade	Organization		
Type of Casualty	Date	Place	
Remarks:			
Extracted By:		Date:	
Archives Technician, NRPM5A			

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NPRC Test Form 02-06 (3-02)  
(Replaces DARP Form 636)

Figure 2-41: **NPRC Test Form 02-07, Certificate, Death Record of POWs**

CERTIFICATE, DEATH RECORD OF POW'S				
THIS IS TO CERTIFY THAT ACCORDING TO THE DEATH RECORD OF WAR PRISONERS CONCENTRATED AT O'DONNELL CONCENTRATION CAMP, CAPAS TARLAC, ON FILE IN THIS CENTER, THE FOLLOWING INFORMATION EXISTS:				
Last Name	First Name	Middle Initial	Grade	Age
Organization				
Date of Death	Cause of Death			
Nearest Next of Kin	Address			
Grave Registration NC.	Location of Grave			
	Sec:	Plot:	Lot:	
Remarks:				
Extracted By:			Date:	
Archives Technician, NRPM5A				

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NPRC Test Form 02-07 (3-02)  
(Replaces DARP Form 670)

Figure 2-45: **NPRC Test Form 02-08, War Department Casualty Report**

WAR DEPARTMENT CASUALTY REPORT		
Last Name	First Name	Middle Initial
SVC NR		Grade
Organization		
Nearest Next of Kin		
Address		Relationship
Extracted By:		Date:
Archives Technician, NRPM5A		

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NPRC Test Form 02-08 (3-02)  
(Replaces DARP Form 683)

Figure 2-42: **NPRC Test Form 02-09, Record of Hospitalization, Hermosa and Bulacan Hospitals**

RECORD OF HOSPITALIZATION Hermosa and Bulacan Hospitals	
Hermosa Emergency Hospital	Bulacan Provincial Hospital
Page: Date: Number: Name of Patient: Age: Sex: Address: Ward: Diagnosis:	Page: Admission Number: Name of Patient: Residence: Age: Civilian Status: Date Admitted: Date of Discharge: Diagnosis:
Number of Days in Hospital: Remarks:	
Extracted By: _____ Date: _____  Archives Technician, NRPM5A	
WAR INVALIDS FROM VETERANS HOSPITAL, MANILA, P.I.	
Page: Number: Name of Invalid: Address: Age: Number of Dependents: Nature of Disability:	
Extracted By: _____ Date: _____  Archives Technician, NRPM5A	

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NPRC Test Form 02-09 (3-02)  
(Replaces DARP Form 675)

Figure 2-43: **NPRC Test Form 02-09A, Record of Hospitalization, Tarlac and Pampanga Hospitals**

<b>RECORD OF HOSPITALIZATION</b> Tarlac and Pampanga Hospitals	
TO WHOM IT MAY CONCERN: The following information has been extracted from copies of records of hospitals as indicated on file in this Center.	
Tarlac Provincial Hospital	Pampanga Hospital
Sheet: Number : Name of Patient: Age: Sex: Civilian Status: Nationality: Occupation: Admitted: Date of Discharge or Death: Results:	Page: Number: Name of Patient: Date of Admission: Clinic: Sex: Age: Natinality: Free: Pay: Date of Discharge or Death:
Address: Diagnosis: Department: Class:	Time: Disposition: Remarks: Diagnosis:
Extracted By:	Date:
Archives Technician, NRPM5A	

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NPRC Test Form 02-09A (3-02)  
 (Replaces DARP Form 1-675E)



Figure 2-44: **NPRC Test Form 02-10, Record of NSLI**

RECORD OF NSLI					
THE FOLLOWING INFORMATION HAS BEEN EXTRACTED FROM NSLI RECORDS:					
Last Name		First Name		Middle Initial	
Grade			Service Number		
Organization					
Policy Nr.	Amt. of Policy	Eff. Date of Policy	Monthly Premium	Disc. Date	Allot. Date
Beneficiaries		Relationship	Address		
Extracted By:			Date:		
Archives Technician, NRPM5A					
			NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100		
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION			NPRC Test Form 02-10 (3-02) (Replaces USARCEN Form 676)		

Figure 2-46: NPRC Test Form 02-11, Prisoner of War Information

PRISONER OF WAR INFORMATION	
<p>TO WHOM IT MAY CONCERN: Records of</p> <p><input type="checkbox"/> O'Donnell Concentration Camp-Capas, Tarlac</p> <p><input type="checkbox"/> Malaybalay, Bukidnon</p> <p><input type="checkbox"/> Tacloban, Leyte</p> <p><input type="checkbox"/> Parang, Cotabato</p> <p><input type="checkbox"/> Puppet Governor of Pampanga's weekly reports on provisionally released Prisoners of War Dated:</p> <p><input type="checkbox"/> Camp Keithley, Lanao</p> <p>Show the following information:</p> <p>Name: _____</p> <p>Rank: _____   Age: _____</p> <p>Speciality or Occupation: _____</p> <p>Organization: _____</p> <p>Health: _____   Date of Death and Cause: _____</p> <p>Address: _____</p> <p>Remarks: _____</p>	
Extracted By: _____	Date: _____
Archives Technician, NRPM5A	
<p>The Manila Tribune dated _____ gives the following information concerning former Prisoner of War at O'Donnell, Capas, Tarlac:</p> <p>Name: _____</p> <p>Rank: _____   Province: _____</p> <p>Released Capas: _____</p> <p>To Be Released: _____</p> <p>Hospital: _____</p> <p>Remarks: _____</p>	
Extracted By: _____	Date: _____
Archives Technician, NRPM5A	

Figure 2-40: NPRC Test Form 02-12 (Continued)

REQUEST FOR ARCHIVE INFORMATION AND RECORD OF SEARCH (Cont'd)			
12. Guerrilla Affairs Division roster information listed below may pertain.			
(Initial Reconstructed Troop Roster)		(Initial and Revised Reconstructed Roster)	
A.	<input type="checkbox"/> Not Listed		
	Dates of Recognition	Initial	Limiting
			Revised
Revised Reconstructed Roster			
B.	<input type="checkbox"/> Not Listed		
	Revised Date of Unit Recognition		
Casualty Roster			
C.	<input type="checkbox"/> Not Listed		
	Dates of Recognition	Initial	Limiting
			Revised
	Approval Date as Shown on Roster		
D.	Other Similar Names Listed on GAD Rosters		
13. Casualty Information			
<input type="checkbox"/>	RECORD OF CASUALTY IN THE FIELD (THIS IS TO CERTIFY that according to the roster of casualties in the filed on file in this office of individuals reported sick, dad wounded or killed in action in the field, the following information exists:)		
<input type="checkbox"/>	WAR DEPARTMENT CASUALTY REPORT (For detailed information concerning identity of this individual, submit a request to Records Sec for 90 million casualty report file.)		
Last Name – First Name – Middle Initial		Grade	Service Number
Organization		Remarks	
Type of Casualty	Date of Casualty	Place Of Casualty	
Name of Next of Kin and Relationship		Address of Next of Kin	

Figure 2-39: NPRC Test Form 02-12, Request for Archive information and Record of Search (Page 2)

REQUEST FOR ARCHIVE INFORMATION AND RECORD OF SEARCH			
From	To	Date	
1. Last Name – First Name – Middle Initial		2. ASN: SSN:	
		3. Rank:	
4. ORGN – USAFFE (41-42): GUERRILLA:			
5. GUERRILLA COMMANDING OFFICER:			
6. Date of Birth	7. Date of : (Death)	(Disch)	8. Date Wounded
9. Remarks (NOK – Home Address (1941) etc.)			
10. SEARCH REQUEST		11. SEARCH REPORT	
<input type="checkbox"/> USAFFE Card Index Files		<input type="checkbox"/> NR <input type="checkbox"/> See Below	
<input type="checkbox"/> Guerrilla Affairs Division Rosters		<input type="checkbox"/> NR <input type="checkbox"/> See Reverse Side	
<input type="checkbox"/> Extract Copy of SO of Discharge		<input type="checkbox"/> NR <input type="checkbox"/> Copy Attached	
<input type="checkbox"/> Verify PARA _____ SO _____ Headquarters: _____		<input type="checkbox"/> NR <input type="checkbox"/> See Below	
<input type="checkbox"/> Request Search of GRLA Unit Archive		<input type="checkbox"/> NR <input type="checkbox"/> See Reverse Side	
11. CONTINUED			
<input type="checkbox"/> CAPAS Death Roster		<input type="checkbox"/> NR <input type="checkbox"/> Malaybalay <input type="checkbox"/> NR	
<input type="checkbox"/> O'Donnell POW		<input type="checkbox"/> NR <input type="checkbox"/> Casualty in Field & Elsewhere <input type="checkbox"/> NR	
<input type="checkbox"/> Manila Tribune		<input type="checkbox"/> NR <input type="checkbox"/> Hospital <input type="checkbox"/> NR	
<input type="checkbox"/> Pampanga POW		<input type="checkbox"/> NR <input type="checkbox"/> NSLI <input type="checkbox"/> NR	
<input type="checkbox"/> Other (Specify):			
Remarks:			
Enclosures Attached			

Figure 2-8. NPRC Test Form 02-13, Request for and Report of Search

REQUEST FOR AND REPORT OF SEARCH			
To	From	Date	Case Type - Date
Name		Service Number	Date of Birth
For Use in Case Of		Organization	
<input type="checkbox"/> REQUEST FOR SEARCH	<input type="checkbox"/> (PA) 201s Specified Name	<input type="checkbox"/> (PA) 201 Subject Only	
<input type="checkbox"/> Negative Search for (PA) 201s	<input type="checkbox"/> USAFFE – PA records	<input type="checkbox"/> Guerrilla Affairs Division Rosters	
<input type="checkbox"/> REPORT OF SEARCH	<input type="checkbox"/> _____ Records Attached	<input type="checkbox"/> _____ Others in file	
<input type="checkbox"/> No records found	<input type="checkbox"/> No additional records found	<input type="checkbox"/> Records charged to: _____	
<input type="checkbox"/> USAFFE – PA records verified _____ (no change) (See attached NPRC Test Form 02-12)	<input type="checkbox"/> GAD Rosters searched (Not listed) (See reverse side of NPRC Test Form 02-12)	<input type="checkbox"/> Report of Guerrilla Archives Search attached	
<input type="checkbox"/> Other (Specify)			
NAME VARIATIONS SEARCHED			
Remarks:			
Searcher			Date

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NPRC Test Form 02-13 (3-02)  
(Replaces DARP Form 650)



# National Personnel Records Center

9700 Page Avenue, St. Louis, Missouri 63132-5100

Date: MAR 10 2008

Subject: Standardization Program for Correspondence Functions

Reply to

Attn of: NRP 2008-03

To: NRPM1, NRPM3, NRPM4, NRPM5, NRPMZ-O

1. **Purpose.** This memorandum provides procedures for administering the Standardization Program for NRPM correspondence duties.
2. **Standardization Program Overview.** The Standardization Program has two primary goals;
  - 1) to identify and ensure Center-wide compliance with correspondence related tasks critical to the objectives of protecting privacy, protecting and ensuring the availability of essential source documents, and providing a quality response (see objectives a through c below) and
  - 2) to identify, document, and disseminate "best practices".
  - a. *Protecting Privacy*
    - (1) Requester receives only the documents he/she is authorized to receive.
    - (2) Requester receives only documents for the individual who is the subject of the request.
    - (3) Response is properly sent to the authorized requester.
  - b. *Protecting & Ensuring the Availability of Essential Source Documents.*
    - (1) Records are loaned or transferred to the correct agency.
    - (2) Records are tracked.
    - (3) Records are returned to safe storage when no longer needed.
    - (4) Records are protected from damage.
  - c. *Providing a Quality Response*
    - (1) Response accurately addresses all that was requested.
    - (2) Request or requester correctly referred when we can not meet his/her need.
    - (3) Response is timely.
    - (4) Customers are contacted as needed to clarify expectations or collect additional information.
3. **Responsibilities.**
  - a. *Core Managers, Branch Chiefs and Assistants :*
    - (1) Identify Expert or Lead Technicians to serve on the Standardization Review Team.
    - (2) Work with Learning Center Staff to analyze results, identify improvement areas, and develop solutions to performance problems.

*b. Coaches and Supervisors:*

- (1) Work with Core Manager or Branch Chief and Learning Center Staff to identify Expert or Lead Technicians for the Standardization Team.
- (2) Discuss individual review results with the Correspondence/Organizational Records Technician.
- (3) Work with branch leadership and Learning Center Staff to develop solutions to performance problems.
- (4) Communicate to technicians Center expectations for delivering quality service.

*c. Expert or Lead Technicians:*

- (1) Conduct Standardization Reviews.
- (2) Document review results and enter into tracking database.
- (3) Work closely with Learning Center Staff.
- (4) Participate in the development and implementation of corrections or "best practices".

*d. Learning Center Staff:*

- (1) Inform workforce about the Standardization Program and any changes.
- (2) Work with Directors, Core Managers, and Branch Chiefs to establish Standardization Review Schedules.
- (3) Work with Core Managers and Branch Chiefs to establish Standardization Review Team.
- (4) Work with team assigned Expert and Lead Technicians to assign individual reviews.
- (5) Inform Core Managers, Branch Chiefs, and supervisors of review schedules.
- (6) Monitor Standardization Review process.
- (7) Maintain a database of review results.
- (8) Report results to Directors, Core Managers, and Branch Chiefs.
- (9) Analyze review results and make corrective or "best practice" recommendations.
- (10) Participate in the development and implementation of corrections or "best practices".

*e. Technicians:*

- (1) Follow established best practices and policy.
- (2) Maintain consistent and positive work habits.

4. **Standardization Review.** The key component of the Standardization Program is a recurring observation of the technician's work to determine his/her level of compliance with the critical tasks identified in paragraph 6, and to identify efficient and effective "best practices" that would benefit Center-wide correspondence efforts. In addition to the critical tasks, each standardization review may include a special interest focus on a specific correspondence related task identified by the Director. Examples might include tasks such as archival record processing, referrals or Core loan and transfer processing. The special interest item checklist will be developed prior to the review and based on established task procedure. The Director will consider factors such as trends in customer

perceptions/complaints or the critical nature of the task in determining the special interest item. Newly established processes may also warrant selection to determine the effectiveness of implementation efforts.

- a. Each Correspondence and Organizational Records Technician will normally experience at least one Standardization Review per year; however frequency will be dependent upon factors such as the Center-wide results from previous reviews, changes in business practices, or changes in identified critical tasks. A Standardization Review will include the review of each technician's work. However, small group reviews may be administered to validate changes to the program or critical task listing.
- b. Expert and/or Lead Technicians will conduct Standardization Reviews for each technician using NPRC Test Form 07-01, Standardization Program Review Checklist.
- c. During the review, Expert and/or Lead Technicians will not ask questions of the technician or offer suggestions to the technician, unless observed activities will lead to a violation of law (i.e. direct violation of the Privacy Act).
- d. Each technician's review will take approximately 2 hours, but may last longer if more time is needed to ensure an accurate review of all checklist items. The time devoted to an individual review may be accomplished in split intervals instead of one continuous review. This may be required to capture separate work processes such as "Pre-processing" and "In Core" work.
- e. A typical review day for Standardization Review team members will include preparation, completion of two to three employee reviews, and documentation/data entry of review results.
- f. The following program variances will occur between Core and Organizational Records due to differences in mission and available personnel resources.

(1) Correspondence Cores:

- (a) Core Managers will identify Expert Technicians to conduct Standardization Reviews.
- (b) Typically, no more than three of the Center's Expert Technicians will be conducting Standardization Reviews at any given time. However, additional Expert Technicians may be devoted to this task at the discretion of the Director to reduce the duration of the review cycle. Normally, assigned Expert Technicians will not be from the same Correspondence Core as the subject of the review.
- (c) Participating Expert Technicians will normally be devoted to the task of conducting Standardization Reviews until the work of all available Correspondence Technicians has been reviewed.
- (d) Expert Technician time away from his/her assigned Correspondence Team will be limited to approximately 45 consecutive work-days. This assumes a full team of three Expert Technicians are performing at least two reviews per day. To mitigate the time any given Expert Technician is away from the team, the Director or Assistant Director may authorize smaller group reviews with different Standardization Team Members. For example, one Standardization Team could review all Team A technicians followed by a new Standardization Team that would review all Team B technicians, etc.
- (e) Expert Technicians will not review the work of their own team members, nor will they review of the work of the same employee for consecutive reviews.



(2) Organizational Records:

- (a) An Organizational Records lead technician or the section supervisor will accomplish Standardization Reviews of Organizational Records Section technicians.
- (b) Due to the small number of employees needing reviews, the Organizational Records lead or supervisor will not devote their time exclusively to the task of completing the Standardization Reviews.
- (c) The Organizational Records lead or supervisor may perform consecutive reviews of the same technician's work.

g. A typical Standardization Review process will consist of the following steps:

- (1) The Learning Center Staff will work with Core Managers and Branch Chiefs to identify Expert and Lead Technicians to serve on the Standardization Team.
- (2) Standardization Team members will meet with Learning Center Staff to develop the schedule, develop special interest item checklist, determine individual review assignments, and to ensure an understanding of the process.
- (3) The Learning Center Staff will inform Core Managers, Branch Chiefs and supervisors of general schedule timelines. Individual technicians will not be informed of when their work will be reviewed.
- (4) Standardization Team members will conduct scheduled reviews of assigned employees.
- (5) At the end of each day of review, the Standardization Team members will document and enter review results into the tracking database.
- (6) The Learning Center Staff will distribute individual review results to the employee's supervisor on a weekly basis.
- (7) Standardization Team members will meet with the Learning Center Staff to review overall results, identify trends and "best practices" and develop recommendations.
- (8) The Learning Center Staff will distribute a summary report and recommendations to the Director, Assistant Director, Core Managers and Branch Chiefs.

**5. Use of Standardization Review Results**

- a. Standardization Review results will be used to determine the Center-wide risk for Privacy Act violations, the risk to our record holdings, and the potential for poor quality responses. To help reduce these risks, trainers and supervisors will use individual results as an indicator of areas requiring employee development. Additionally, the identification, development and publication of "best practices" discovered during the review will be used to improve processes.
  - b. Individual Standardization review results will be provided to the employee's supervisor. Supervisors will discuss the results with the employee.
6. **Critical Tasks.** The critical tasks identified below are actions that, if not taken, will have an extremely high likelihood of violating the Privacy Act, damaging record holdings, reducing the availability of essential documents, or providing a poor quality response to the requester. Do not consider the listed critical tasks to be the only actions important to correspondence operations. For example, maintaining a clear separation between multiple veterans' documents at the copy machine is a very important action that will help reduce the likelihood

of mixed records that can result in a Privacy Act violation. The critical action, however, is to verify you do not have mixed documents just prior to placing them in the response envelope.

Item	Critical Task
1	Maintain only 1 record at a time in his/her immediate work area and limit other records, not alphabetized on the cart, to work pending or for dispatch that day.
2	Maintain correspondence-related material alphabetically on the file cart. (Exception: Only GS-3s working sep docs may file by date.)
3	Promptly return records to support for refile when no longer needed.
4	Follow queue management.
5	Avoid multi-tasking that distracts from the correspondence task currently being performed, i.e. talking on the phone while working a case.
6	Confirm all open documents (electronic and paper) match the case being worked.
7	Communicate with the requester to clarify concerns about customer needs or releasability of documents.
8	Utilize CMRS Notes (creating and reading).
9	Read the entire request to positively determine: (a) What is being requested (b) Requester's entitlement
10	Verify the correct record is being used.
11	Follow record handling procedures.
12	Follow established correspondence guidance.
13	Check for orphaned originals and copies.
14	Keep photocopies in the folder with the record after copy work.
15	Delete data according to release policy and deletion procedures.
16	Verify referral and loan & transfer packages are properly prepared, appropriate for the case, contain enough information for the agency to work the case, and dispatched to the correct agency.
17	Ensure original documents are returned to correct veteran's folder.
18	Immediately prior to dispatching any response, perform a final quality check to ensure a complete response is accurately delivered to an authorized requester. As a minimum, re-verify: <ul style="list-style-type: none"> <li>a. Requester's authorization to receive information/copies being provided.</li> <li>b. Information/documents being provided are for the subject of the request.</li> <li>c. Correct mailing address.</li> <li>d. Response addresses each item requested.</li> <li>e. Documents are placed in the correct envelope.</li> </ul>

  
 R.L. HINDMAN  
 Director

## Standardization Program Review Checklist for NRPMP Correspondence Technicians

Employee's Name \_\_\_\_\_ Office Symbol \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reviewer's Name \_\_\_\_\_ Office Symbol \_\_\_\_\_ Review Date(s) \_\_\_\_\_

Expert or Lead Technicians assigned to the Standardization Team will use this checklist during a Standardization Review to measure compliance with identified tasks and work-habits deemed critical to protecting the veteran's privacy, protecting and ensuring the availability of essential documents and providing a quality response. The review will also focus on identifying effective individual processes and work-habits that might be useful in improving the effectiveness of others.

### Reviewer Guidance:

1. Expert or Lead Technicians assigned to the Standardization Team will contact Employee Development staff to establish review assignments and schedules.
2. Prior to beginning a review of the file cart, run and print a CMRS query of the technician's pending requests (Request Status = In Core, Pre-Processing Done, Suspense. Sort results alphabetically by veteran's last name). Records found on the cart that are not showing on the report are likely for closed cases or assigned to another technician.
3. Conduct the review using this checklist. Do not inform the technician of the review prior to showing up at his/her workstation. When you contact the technician briefly communicate the following.
  - a. Introduce yourself and brief the following.
  - b. I will be conducting a Standardization Review. (Technicians should be fully aware of the program, but if you perceive they may be unfamiliar with the program, ask and offer them a copy of the checklist.)
  - c. I will make every effort not to interfere with your work.
  - d. Please continue work as you would if I was not here.
  - e. I will be reviewing records on the file cart, documents in your work areas, observing your work habits, reviewing CMRS data, and your completed work.
  - f. I will not only be reviewing for compliance with critical work habits, but also looking for effective habits that may benefit the entire Center.



NRRPM Standardization Program Review Checklist

Item	Critical Task	Look for:	Compliance		Remarks
			Yes	No	
1	Maintains only 1 record at a time in his/her immediate work area and limits other records, not alphabetized on the cart, to work pending or for dispatch that day.	Inspect the technician's work area. Technician should have no more than 1 record in his/her immediate work area. Stacks of records outside the immediate work area should be limited to records being dispatched or pending work that will be completed that day. All other records will be maintained alphabetically on the cart.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Maintains correspondence-related material alphabetically on the file cart. (Exception: Only GS-3s working sep docs may file by date)	Inspect the technician's record cart and work area. All records, photocopies, and other printed correspondence material must be maintained sequentially on the file cart. A small amount of work in progress may be off the cart, but should not exceed that which can be completed that day. Records and documents will be arranged alphabetically (Only GS-3 employees working sep docs may file by date). Note: Separate shelves may be maintained for various request statuses such as suspense, however, these records will also be maintained alphabetically.	<input type="checkbox"/>	<input type="checkbox"/>	How many records were for cases assigned to other technicians? _____ How many records were for cases that closed over 3 days ago? _____
3	Promptly returns records to support for refill when no longer needed.	Inspect the technician's record cart and work area. Over 95% of the records on the technician's cart should be for pending cases. Look for records on cases closed for longer than 3 days or records for cases not assigned to the technician.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Follows queue management.	Is the technician following established queue management practices? An analysis of CMRS date and time fields will help determine queue discipline.  Note: Limited exceptions to queue management may exist for work returned by the Coach or ET for correction or for a temporary deviation as directed by the Coach.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Avoids multi-tasking that distracts from the correspondence task currently being performed.	Observe the technician while working. The technician should stop all correspondence work when engaged in telephone or in-person conversations not directly related to the specific task he/she is performing at that instant.	<input type="checkbox"/>	<input type="checkbox"/>	

**NRPM Standardization Program Review Checklist**

Item	Critical Task	Look for:	Compliance		Remarks
			Yes	No	
6	Confirms all open documents (electronic and paper) match the case he/she is working.	Observe the technician while working. All open documents and attachments should be for the case the technician is working at the time.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Communicates with the requester to clarify concerns about customer needs or releasability of documents.	Observe the technician while working. Does the technician contact requesters (when needed) to clarify customer needs or authorization or to obtain information to identify a record? Always facilitates customer service by calling or e-mailing whenever possible. NOTE: A large suspense file may be an indicator of reluctance to call or e-mail the requester.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Utilizes CMRS Notes (creates and/or reads notes).	Observe the technician while working and review completed work to identify how well the technician reads and enters CMRS Notes. Technician should read notes before starting work on the case and make appropriate entries.	<input type="checkbox"/>	<input type="checkbox"/>	
9	Reads the entire request to positively determine: (a) What is being requested (b) Requester's entitlement.	Observe the technician while working and review completed work to ensure the technician read the entire request to positively determine what is being requested and entitlement. This should be accomplished during pre-processing and again before starting to work the case "In Core".	<input type="checkbox"/>	<input type="checkbox"/>	
10	Verifies he/she is using the correct record.	Observe the technician while working to ensure he/she verifies use of the correct record before beginning "In Core" work on the case.	<input type="checkbox"/>	<input type="checkbox"/>	
11	Follows record handling procedures.	Observe the technician while working to ensure he/she handles records in a manner that prevents damage. (e.g. properly removing documents from ACCO fasteners, removing staples and tape before photocopy work, manually copying fragile documents, reassembling jacket, etc?)	<input type="checkbox"/>	<input type="checkbox"/>	

**NRPMP Standardization Program Review Checklist**

Item	Critical Task	Look for:	Compliance		Remarks
			Yes	No	
12	Follows established correspondence guidance.	<p>Review the technician's completed work to ensure he/she is following established correspondence guidelines. Note: Review for serious mistakes that will positively result in any of the following:</p> <ul style="list-style-type: none"> <li>• Likely adverse impact to requester or veteran</li> <li>• Illegal Response (Privacy Act violation, etc)</li> <li>• Incorrect information being provided</li> <li>• A response that only addresses part of what was requested</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Checks for orphaned originals and copies.	Observe the technician while working to ensure he/she is observant for, and does not leave, orphaned original documents around copy machines, microfiche readers and general work areas.	<input type="checkbox"/>	<input type="checkbox"/>	
14	Keeps photocopies in their folder with the record after copy work.	Review returned copy work to ensure it is located with the appropriate record until the case is ready to be worked.	<input type="checkbox"/>	<input type="checkbox"/>	
15	Deletes data according to release policy and deletion procedures.	Review the technician's completed work and observe the technician while working to ensure deletions are made in accordance with NARA, DOD and NPRC policy. Ensure proper deletion methods are used.	<input type="checkbox"/>	<input type="checkbox"/>	
16	Verifies referral and loan & transfer packages are properly prepared, are appropriate for the case, contain enough information for the agency to work the case, and are dispatched to the correct agency.	<p>Review the technician's completed work and observe the technician while working to ensure referral or loan &amp; transfer requests are properly prepared. Pay special attention to the following.</p> <ul style="list-style-type: none"> <li>• Referral or L&amp;T is appropriate for the case.</li> <li>• Package contains enough information for the referral/LT agency to work the case.</li> <li>• Referral/LT is sent to the correct agency</li> <li>• Included materials are for the correct record subject or veteran.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

**NRRPM Standardization Program Review Checklist**

Item	Critical Task	Look for:	Compliance		Remarks
			Yes	No	
17	Ensures original documents are returned to correct veteran's folder.	Review the technician's completed work and observe the technician while working to ensure he/she returns original documents to the correct folder.	<input type="checkbox"/>	<input type="checkbox"/>	
18	Immediately prior to dispatching any response, performs a final quality check to ensure a complete response is accurately delivered to an authorized requester. As a minimum, re-verifies: a. Requester's authorization to receive information/copies being provided. b. Information/documents being provided are for the subject of the request. c. Correct mailing address. d. Response addresses each item requested. e. Documents are placed in the correct envelope.	Review the technician's completed work and observe the technician while working to ensure he/she verifies that the requester is authorized to receive all information being provided and that it is for the person who is the subject of the request. The technician should also ensure that documents in the response envelope are going to the proper requester. The technician analyzes mailing address and compares the address provided by the requester prior to completing response letter. Technician is also observant for obvious missing address elements (e.g., missing zip code or house number). The technician verifies that response addresses all items requested.	<input type="checkbox"/>	<input type="checkbox"/>	

**Critical Task Review Summary**

Total time to complete review (estimated hours) \_\_\_\_\_ Number of items marked where compliance was "No" \_\_\_\_\_

Number of items not observed \_\_\_\_\_ Were effective work-habits observed that might be beneficial to others? **Yes**  **No**

Effective work habits (if not included in Remarks column) \_\_\_\_\_

\_\_\_\_\_



NRRPM Standardization Program Review Checklist

Instructions: Prior to beginning the Standardization Review, document the steps for the special interest task identified by the Director. Add rows to the table as necessary to cover every measurable step in the process. Use this checklist as part of the Standardization Review.

Special Interest Item Task Checklist				Task: _____		Remarks
Item	Task Step	Look for:	Compliance			
			Yes	No		
1			<input type="checkbox"/>	<input type="checkbox"/>		
2			<input type="checkbox"/>	<input type="checkbox"/>		
3			<input type="checkbox"/>	<input type="checkbox"/>		
4			<input type="checkbox"/>	<input type="checkbox"/>		
5			<input type="checkbox"/>	<input type="checkbox"/>		



# *National Personnel Records Center*

9700 Page Avenue, St. Louis, Missouri 63132-5100

Date : March 30, 2009  
Reply to  
Attn of : NRP 2009-09  
Subject : Individual and Team Awards in Correspondence  
To : All NRPM Core Employees

This memorandum cancels NRP 2007-07, Subject: Individual and Team Awards in Correspondence, dated April 20, 2007. Changes have been made to the award criteria, amount, and distribution for the Pacesetter and Team Performance Awards in paragraphs 3d(3)-(5), 3e(1)-(2), and 4a(3).

## **1. Purpose.**

a. This memorandum describes individual and team awards available for personnel assigned to NRPM Core environment operations. The level and continuation of these awards is dependent upon the availability of adequate funding in the performance award budget.

b. These awards are in addition to the awards outlined in Chapter 3 of NPRC Memorandum 3630.5, Performance Management Program for personnel in the NRPM Core Environment. The awards described in Chapter 3 include individual performance awards, superior accomplishment awards, and quality step increases (QSI).

**2. Coverage.** This memorandum applies to all NARA/NRPM employees within a Core Environment and excludes employees in excepted service positions for which employment is not reasonably expected to exceed 120 days in a consecutive 12-month period.

## **3. Pacesetter Awards.**

a. Pacesetter Awards will be awarded to the top producing caseworkers within each core and center-wide, the coaches and expert technicians on their teams, and the core support staff.

b. Caseworkers include those employees on career ladder positions (FPL GS-6) as well as those employees working cases who are on non-career ladder positions (i.e., legacy positions with a FPL of GS-5 or GS-3).

c. To be eligible for a Pacesetter Award:

(1) Employee must be in good standing. An employee is in good standing if during the period on which the award is based she or he has had no disciplinary or adverse actions taken against them, and as of the last day of the period on which the award is based, the employee is not on a leave restriction.

(2) Core/team members must currently be performing at the fully successful level or better, and

(3) Case workers must report 120 hours or more on production during the TASK month for which the award is being considered. Coaches, Expert Technicians, and support staff cannot have more than 40 hours of leave during the TASK month for which the award is being considered.

d. Pacesetter awards will be based on the number of completed quality cases above the required staffday average (SDA) during the TASK month. The awards will be calculated and awarded at the end of each TASK month.

(1) The formula used in the calculation of the number of completed quality cases will be prorated to recognize the varying required SDA of caseworkers.

(2) Work completed on overtime hours will be used in the calculation of completed quality cases for Pacesetter Awards unless otherwise specifically excluded (i.e, for special projects for which additional overtime dollars have been provided).

(3) In order to be eligible to receive a Center-wide Pacesetter Award, technicians must be performing at least 123% of their minimum production standards.

(4) In order to be eligible to receive a Core Pacesetter Award, technicians must be performing at least 105% of their minimum production standards.

(5) Technicians receiving a Center-wide Pacesetter Award will not be eligible for the Core Pacesetter Award.

e. Based on the criteria established above in par. 3d., Pacesetter Awards will be distributed as follows:

(1) A cash award in the amount of \$250.00 for each of the top 15 producing caseworkers center-wide (based on quality staffday average).

(2) A cash award in the amount of \$75.00 for each of the top 17 producing caseworkers in each Reference Core (based on quality staffday average). Center Pacesetter winners are excluded from eligibility for this award category.

(3) Expert Technicians (Archives Technicians, FPL GS-8) will be given a cash award equivalent to 10% of the total award amount computed for all caseworkers on their assigned team.

(4) Coaches (Supervisory Archives Specialists, FPL GS-9) will be given a cash award equivalent to 12% of the total award amount computed for all caseworkers on their assigned team.

(5) Each member of the Core Support will be given a cash award equivalent to 2% of the total award amount computed for all caseworkers on their assigned core. Core Support includes the secretary, copy operators, and data entry personnel.

#### **4. Team Performance Awards.**

a. Team performance awards are presented quarterly for outstanding team performance.

(1) For a team or a core level staff to be eligible for a team performance award, the team or core level staff must be rated at the Outstanding level on all additional elements of their performance plans. For award purposes, the computation of team/core staffday

average will not include cases produced while using non-standard TASK cores as such as those used for training purposes.

(2) For an individual team or core staff member to be eligible to share in the team performance award, the team or core staff member must be on the current performance plan for the minimum appraisal period of 90 days as of the end of the quarter.

(3) For team award purposes, the computation of the team’s percentage of time on production will not include employees who are in their initial training periods.

b. Team performance awards will be awarded on a quarterly basis to coincide with the four three-month periods of the appraisal year (i.e., at the end of March, June, September, and December).

c. Team performance awards will be calculated and awarded as follows:

(1) At the start of the fiscal year, a total quarterly dollar amount (referred to as team award dollars) will be calculated based upon funding available in the performance award budget and set aside for distribution for team performance awards.

(2) Written performance appraisals prepared at the time of quarterly progress reviews will be the basis for determining teams or core level staff performing at the Outstanding level.

(3) The total quarterly team award dollars will be divided equally among all teams and core level staff rated outstanding on the additional elements.

**5. Processing of Awards.**

a. Pacesetter Awards.

(1) For individuals awards, process following Table 1 below.

**Table 1. Processing Individuals Awards.**

Step	Who	Action
1	Coach or Assistant Core Manager	<ul style="list-style-type: none"> <li>• Runs Pacesetter Eligibility Report and Pacesetter Award Report from the CHARTS database after the end of the report month.</li> <li>• Reviews reports and confirms who is eligible for Pacesetter Awards.</li> <li>• Submits reports to core manager.</li> </ul>
2	Core Manager	<ul style="list-style-type: none"> <li>• Approves awards listed on Award Report.</li> <li>• Inputs award into the GSA Comprehensive Human Resources Integrated System (CHRIS). Type of award is “productivity.”</li> <li>• Maintains a complete documentation file to support all awards including the following: signed copy of the Pacesetter reports and a CHRIS screen print from the Awards System showing that the award has been submitted.</li> <li>• Forwards to NRPS-Budget a copy of CHRIS screen shot of awards submitted.</li> </ul> <p><i>Note: If award is for more than \$2,000.00 it must be prepared on GSA Form 1291, Recommendation for Performance Recognition, and routed for approval through the director to NR and NAHO for final approval.</i></p>

3	NRPS- Budget	<ul style="list-style-type: none"><li>• Updates local cuff records.</li><li>• Files paper copies of approved award documents.</li></ul>
---	-----------------	---

(2) The maximum amount of any individual award that can be approved locally is \$2,000.00.

b. Team Performance Awards. At the end of each quarter, outstanding team performance will be documented on NPRC Test Form 00-2, Performance Management Program – Performance Appraisal (General Schedule Employees). The completed quarterly appraisal will be routed to and signed by the Rating Official, the Reviewing Official, and the Awards Fund Manager (Assistant Director for Military Records or the Director, NRPC) BEFORE being discussed with the rated employee(s). The completed quarterly appraisal will be forwarded to the Awards Fund Manager within two weeks of the end of the quarter. If approved, the Awards Fund Manager will record the approved award amount on the NRPC Test Form 00-2.

R. L. HINDMAN  
Director



# *National Personnel Records Center*

9700 Page Avenue, St. Louis, Missouri 63132-5100

Date :  
Reply to  
Attn of : NRP 2009-09A  
Subject : Individual and Team Awards in Correspondence  
To : All NRPM Core Employees

This memorandum adds a processing timeline to NRP 2009-09, Subject: Individual and Team Awards in Correspondence, dated March 30, 2009.

## **1. Purpose.**

- a. This memorandum describes individual and team awards available for personnel assigned to NRPM Core environment operations. The level and continuation of these awards is dependent upon the availability of adequate funding in the performance award budget.
- b. These awards are in addition to the awards outlined in Chapter 3 of NPRC Memorandum 3630.5, Performance Management Program for personnel in the NRPM Core Environment. The awards described in Chapter 3 include individual performance awards, superior accomplishment awards, and quality step increases (QSI).

- 2. Coverage.** This memorandum applies to all NARA/NRPM employees within a Core Environment and excludes employees in excepted service positions for which employment is not reasonably expected to exceed 120 days in a consecutive 12-month period.

## **3. Pacesetter Awards.**

- a. Pacesetter Awards will be awarded to the top producing caseworkers within each core and center-wide, the coaches and expert technicians on their teams, and the core support staff.
- b. Caseworkers include those employees on career ladder positions (FPL GS-6) as well as those employees working cases who are on non-career ladder positions (i.e., legacy positions with a FPL of GS-5 or GS-3).
- c. To be eligible for a Pacesetter Award:

(1) Employee must be in good standing. An employee is in good standing if during the period on which the award is based she or he has had no disciplinary or adverse actions taken against them, and as of the last day of the period on which the award is based, the employee is not on a leave restriction.

(2) Core/team members must currently be performing at the fully successful level or better, and

(3) Case workers must report 120 hours or more on production during the TASK month for which the award is being considered. Coaches, Expert Technicians, and support staff cannot have more than 40 hours of leave during the TASK month for which the award is being considered.

d. Pacesetter awards will be based on the number of completed quality cases above the required staffday average (SDA) during the TASK month. The awards will be calculated and awarded at the end of each TASK month.

(1) The formula used in the calculation of the number of completed quality cases will be prorated to recognize the varying required SDA of caseworkers.

(2) Work completed on overtime hours will be used in the calculation of completed quality cases for Pacesetter Awards unless otherwise specifically excluded (i.e, for special projects for which additional overtime dollars have been provided).

(3) In order to be eligible to receive a Center-wide Pacesetter Award, technicians must be performing at least 123% of their minimum production standards.

(4) In order to be eligible to receive a Core Pacesetter Award, technicians must be performing at least 105% of their minimum production standards.

(5) Technicians receiving a Center-wide Pacesetter Award will not be eligible for the Core Pacesetter Award.

e. Based on the criteria established above in par. 3d., Pacesetter Awards will be distributed as follows:

(1) A cash award in the amount of \$250.00 for each of the top 15 producing caseworkers center-wide (based on quality staffday average).

(2) A cash award in the amount of \$75.00 for each of the top 17 producing caseworkers in each Reference Core (based on quality staffday average). Center Pacesetter winners are excluded from eligibility for this award category.

(3) Expert Technicians (Archives Technicians, FPL GS-8) will be given a cash award equivalent to 10% of the total award amount computed for all caseworkers on their assigned team.

(4) Coaches (Supervisory Archives Specialists, FPL GS-9) will be given a cash award equivalent to 12% of the total award amount computed for all caseworkers on their assigned team.

(5) Each member of the Core Support will be given a cash award equivalent to 2% of the total award amount computed for all caseworkers on their assigned core. Core Support includes the secretary, copy operators, and data entry personnel.

#### **4. Team Performance Awards.**

a. Team performance awards are presented quarterly for outstanding team performance.

(1) For a team or a core level staff to be eligible for a team performance award, the team or core level staff must be rated at the Outstanding level on all additional elements of their performance plans. For award purposes, the computation of team/core staffday average will not include cases produced while using non-standard TASK cores as such as those used for training purposes.

(2) For an individual team or core staff member to be eligible to share in the team performance award, the team or core staff member must be on the current performance plan for the minimum appraisal period of 90 days as of the end of the quarter.

(3) For team award purposes, the computation of the team's percentage of time on production will not include employees who are in their initial training periods.

b. Team performance awards will be awarded on a quarterly basis to coincide with the four three-month periods of the appraisal year (i.e., at the end of March, June, September, and December).

c. Team performance awards will be calculated and awarded as follows:

(1) At the start of the fiscal year, a total quarterly dollar amount (referred to as team award dollars) will be calculated based upon funding available in the performance award budget and set aside for distribution for team performance awards.

(2) Written performance appraisals prepared at the time of quarterly progress reviews will be the basis for determining teams or core level staff performing at the Outstanding level.

(3) The total quarterly team award dollars will be divided equally among all teams and core level staff rated outstanding on the additional elements.

**5. Processing of Awards.**

a. Pacesetter Awards.

(1) For individuals awards, process following Table 1 below.

**Table 1. Processing Individuals Awards.**

Step	Who	Action	When
1	Team Coaches	<ul style="list-style-type: none"> <li>Correct/approve all ARCIS Time Management (TASK) entries for the reporting month.</li> <li>Post errors in CHARTS.</li> </ul> <p><i>Note: To delete an error in CHARTS, type a "0" (zero) or other numeric value; spaces and deletions are not allowed.</i></p>	By close of business (COB) of first Wednesday following the last Saturday of reporting month
2	Team Coaches or Core Assistant Managers	<ul style="list-style-type: none"> <li>Run Pacesetter Eligibility Report and Pacesetter Award Report from the CHARTS database.</li> <li>Review the awards eligibility chart.</li> <li>Add/remove checkmarks in the "No Awards", "Coach", and "ET" columns in CHARTS, as appropriate.</li> </ul>	By COB of first Friday following the last Saturday of reporting month
3	Core Assistant Managers	<ul style="list-style-type: none"> <li>Notify the CHARTS/Pacesetters Application Administrator (Management Analyst) when Steps 1 and 2 are complete for the entire core.</li> </ul>	By COB of first Friday following the last Saturday of reporting month



4	Management Analyst	<ul style="list-style-type: none"> <li>Prints and distributes Pacesetter charts to cores.</li> </ul> <p><i>Note: Pacesetter charts will not be generated until all cores send a notification e-mail.</i></p>	By COB of second Wednesday following the last Saturday of reporting month
5	Core Managers or Assistant Managers	<ul style="list-style-type: none"> <li>Approve awards listed on Award Report.</li> <li>Input awards into GSA Comprehensive Human Resources Integrated System (CHRIS) indicating type of award as "productivity."</li> <li>Maintain a complete documentation file to support all awards including the following: signed copy of the Pacesetter reports and a CHRIS screen print from the Awards System showing that the award has been submitted.</li> <li>Forward to NPRS-Budget a copy of CHRIS screen shot of awards submitted.</li> </ul> <p><i>Note: If award is for more than \$2,000.00, it must be prepared on GSA Form 1291, Recommendation for Performance Recognition, and routed through the NPRC Director to NR and NAHO for final approval.</i></p>	By COB of second Friday following the last Saturday of reporting month.
6	NRPS-Budget	<ul style="list-style-type: none"> <li>Updates local cuff records.</li> <li>Files paper copies of approved award documents.</li> </ul>	Upon receipt from core managers.

(2) The maximum amount of any individual award that can be approved locally is \$2,000.00.

b. Team Performance Awards. At the end of each quarter, outstanding team performance will be documented on NPRC Test Form 00-2, Performance Management Program – Performance Appraisal (General Schedule Employees). The completed quarterly appraisal will be routed to and signed by the Rating Official, the Reviewing Official, and the Awards Fund Manager (Assistant Director for Military Records or the Director, NRPC) BEFORE being discussed with the rated employee(s). The completed quarterly appraisal will be forwarded to the Awards Fund Manager within two weeks of the end of the quarter. If approved, the Awards Fund Manager will record the approved award amount on the NPRC Test Form 00-2.

R. L. HINDMAN

Director



## NRP MEMORANDUM

Date : October 9, 2000  
Reply to  
Attn of : NRP 2001-01  
Subject : Federal Customer Complaint Tracking Log  
To : NRPC  
NRPM

The Performance and Reporting System (PRMS) and the Performance Measurement Log have been updated, effective September 28, 2000, to include a Complaint Log. The purpose of that log is to record complaints from Federal customers about the delivery of the General Purpose records which they have requested. The General Purpose records covered by this log will include military hospitalization records and medical records of military dependents, as well as local agency records. Specialized records, including civilian and military personnel records and the health records associated with them, are **not** covered by this performance measurement log. The results of this effort will be reported to the Office of Regional Records Services at the end of each quarter.

The Correspondence Section 2 (OR), Records Reconstruction Branch, and the Agency Reference Service Section, Reference Service Branch, will be the most likely recipients of such complaints. The various branch headquarters and cores may also receive some complaints, which should be directed to the appropriate section. When the Records Retrieval Branch is established, all complaints concerning these types of records located at 9700 Page Avenue should be directed to that branch.

All complaints from Federal customers will be recorded on the attached Customer Complaint Form. (An electronic version of this form will be e-mailed to each branch and core. The form will not be printed.) Once the upper part of the form is completed to fully describe the complaint, it is given to a supervisor for investigation. The result of that investigation is forwarded immediately through supervisory channels to the Management Systems Staff. The Staff enters the results into the new Complaint Log database.

The tracking and investigation of complaints is to be implemented upon receipt of this memorandum. If you have questions, please contact Jane Weaver, Management Systems Staff.

R. L. Hindman  
Director

[Enclosure](#)

[Back to NPR Memo Index](#)



## NRP MEMORANDUM

Date : December 12, 2000  
Reply to  
Attn of : NRP 2001-11  
Subject : Electronic Records Sort-Out  
To : All NPRC Employees

December 12 to December 22, 2000, will be the Electronic Records Sort-Out period at the National Personnel Records Center. This is the second year that NARA has devoted time to sorting out email and other electronic files.

The reason why valuable time will be used for this activity is simple. The volume of files on NARANet continues to grow. Storage capacity has been increased, but that action is not the answer. The greater the number of files, the more NARANet's performance is negatively affected. We must, therefore, manage the electronic files we create and receive.

The Sort-Out is targeting two types of files: 1) Email and (2) word processing and other textual files. Specific instructions follow:

### 1. *EMAIL*

- a. *Personal Email* – Delete messages of a **personal nature** that you no longer need.

These include, but are not limited to, such items as messages from friends and family beyond NARA, listserves, lunch dates, jokes, and video and audio clips (these last are extremely important to delete since they take up large amounts of storage space). Please keep in mind that NARA Directive 802, *Appropriate Use of NARA Equipment* does not permit downloading and storing large media files for personal use (See paragraph 802.6a(1)).

- b. *Information / Reference Material* – Delete messages related to your official duties that were sent to you as "FYIs" but which you were not expected to and did not take action on and which you no longer need.

Examples include informational copies of directives, notices, copies of correspondence and reports forwarded to you to keep you informed but which you did not act on. Remember that notices and directives are available on the Staff Home Page for your continued reference. You do not need to save copies of these issuances on your network and local drives to be able to access them.

- c. *Work-Related Email* – Delete messages related to your official duties and any associated attachments **that you have already printed out and filed in a scheduled recordkeeping system.**

Do not delete any message related to your official duties which you have not already printed out and filed. If you identify "official" messages that can be filed in a scheduled

record-keeping system but you have not yet done so, print out the message and associated attachments. If necessary for complete documentation,

print out the metadata for each message (all information that is included in the Properties screen showing sender, date and time sent, who received, and when opened). File the message in a scheduled recordkeeping system. **Only then** should delete the electronic message.

- d. *Unscheduled? / Don't Know?* – If the records are not schedule yet – or you don't know which scheduled recordkeeping system applies, contact your Records Liaison Officer (RLO). If necessary, the RLO may refer your question to the NARA Records Management Team. The RLO for the NPRC is Charles Pellegrini.
- e. *Archiving in GroupWise* – If you must retain a message and related attachments electronically for convenience for any great length of time, archive it.

GroupWise is configured to delete non-archived email messages automatically after 120 days. Archiving a message will prevent this automatic deletion. NOTE: Archiving is not a substitution for carrying out the NARA-wide policy for preserving email record material as described above.

## 2. WORD PROCESSING FILES

- a. *Personal Files* – Delete files that are of a strictly personal nature that you no longer need.

Examples are too numerous to mention in full but can include attachments to listserves saved for reference, other documents downloaded from the internet, correspondence, recipes, and flyers for church or civic organizations created on non-work time.

- b. *Work-Related Files*

PRINTED OUT AND FILED?—IF "YES":

Delete files that you have identified with certainty as having already been printed out and filed in a scheduled recordkeeping system.

The most common examples are correspondence, memos or reports that you have composed on your PC, and sent on for review and/or final production. The record copy resides in the recordkeeping system, thereby making your electronic version eligible for deletion. However, you can retain the electronic version for convenience if you know that you will need to reuse the file as a template for later versions or you will need to update the file at a later date.

PRINTED OUT AND FILED? – IF "NO":

If you identify a file as eligible to print out and file in a scheduled recordkeeping system but you have not yet done so, print out the file and file the paper.

NARA does not currently have the capability for electronic recordkeeping, so retaining a record copy electronically will not satisfy current NARA recordkeeping requirements. File the printout in a scheduled recordkeeping system. **Only then** should you delete the electronic message.

- c. *Unscheduled? / Don't Know?* – If the records are not scheduled yet – or you don't know which scheduled recordkeeping system applies, contact your RLO. If necessary, the RLO

may refer your question to the NARA Records Management Team. The RLO for the NPRC is Charles Pellegrini.

- d. d. *Storing Files on Your C Drive* – Do not store files you must retain electronically on your C drive.

The C drive does not provide the security necessary to preserve these files, especially backups. Network drives (H, S, and others) are regularly backed up.

Instructions on when, specifically, in the next two weeks you will be given time to sort-out your electronic records will be coming from your Branch Chief/Core Manager. Please do your best to make the sort-out a success.

R. L. Hindman  
Director

---

[Back to NPR Memo Index](#)



## NRP MEMORANDUM

Date : December 19, 2000

Reply  
to  
Attn of  
:  
NRP 2001-14

Subject : Customer Service Plan Performance Measurement

To : NRPM, NRPMA, NRPMN, NRPMF, NRPMR, NRPMO, NRPMO-M, NRPM1, NRPM2,  
NRPM3, and NRPMZ

### 2.1.1 Correspondence Requests (reference branches)

The reference branches shall sample their correspondence request load at the level indicated in the table below, provided the request that is being sampled is not processed through the CMS system in use by the Cores.

Branch/Organization	Correspondence Weekly Sample Size
Army Reference Branch	19
Air Force Reference Branch	6

Navy Reference Branch	15
Records Reconstruction Branch	11

## Sampling

It has been determined that during the transition phase from branches to cores that the sample is best taken at the point where the requests are bundled for distribution to the correspondence clerk for processing. This may be done by either the Batch and Control Clerk or another designated individual in the branch. An individual that typically works requests should be avoided for this assignment.

The sample shall be representative of the type of work being processed by the branch. Hence, it should contain a mixture of requests in rough proportion to their grade, type and volume. This may not be possible for a single distribution, but that should be the goal over several distributions. However, a single sampling shall be spread out over several types of requests and not disproportionately grouped towards one kind of request. In all other respects the requests selected shall be made randomly without bias.

The individual doing the distribution shall attach a color-coded cover sheet to the request to be included in the sample and fill in the date tag coding and/or Finding Aid Report (FAR) date. From these two items the date the request entered the center shall be determined and recorded on the cover sheet. Also, a folder identifier shall be recorded on the cover sheet that will enable a follow up search to be conducted should one be needed at a later date.

## Processing

The correspondence clerk shall work the request as normal (without bias) with the following exceptions. If the request is entered into the CMRS system used by the Cores, than the cover sheet shall be destroyed. Otherwise, the cover sheet shall be attached to the response sent to the mailroom. The branch may require a review of the response before it's dispatched to the mailroom and the dispatch date is recorded on the cover sheet.

The mailroom shall record the date that the response was mailed out on the cover sheet and return the cover sheet to the branch indicated on the cover sheet.

The branch shall enter the data collected on the cover sheet into the NARA Performance Metrics Data Collection and Reporting System (Customer Survey/GPRA). The four values to be entered are a request identifier, request code, entry date into the center, and exit date from the center. The branch shall have an individual identified to enter this information. The information for the previous task month shall be entered into the reporting system by the end of the first reporting week of the next month.

### **2.1.5 Folder Returns (Records Retrieval Branch)**

The Records Retrieval Branch shall sample their folder return (loans and transfers) requests by having each of its three search sections randomly select twelve (12) requests on a weekly basis.

## Sampling

The sample shall be representative of the type of work being processed by that section. Hence, it should contain a representative mixture of the kinds of records they return to federal agencies in both type and volume. This may not be possible for a single sample selection, but that should be the goal

over several selections. However, a single sampling shall be spread out over several types of requests and not disproportionately grouped towards one kind of return or another. In all other respects the requests selected shall be made randomly without bias.

The individual doing the distribution shall attach a color-coded cover sheet to the request to be included in the sample and fill in the date tag coding and/or Finding Aid Report (FAR) date. From these two items the date the request entered the center shall be determined and recorded on the cover sheet. Also, a folder identifier shall be recorded on the cover sheet that will enable a follow up search to be conducted should one be needed at a later date. The Branch of Service shall also be recorded using the codes indicated in the table below on the cover sheet.

<b>Branch/Organization</b>	<b>Request Code</b>
Army Records	<b>AS</b>
Air Force Records	<b>FS</b>
Navy Records including Marine Corps and Coast Guard Records	<b>NS</b>
Records Reconstruction Records both "R" and "B" File Records	<b>RS</b>

## Processing

The section shall work the request as normal (without bias) with the following exceptions. The branch may require a review of the return before it's dispatched and the dispatch date may be recorded on the cover sheet.

At the point nearest to the exit of the folder from the center the date that the return exits the center shall be recorded on the cover sheet and sent to the Records Retrieval Headquarters for entry. This point may occur in the mailroom or the search section depending on the records involved and existing procedures.

The branch shall enter the data collected on the cover sheet into the NARA Performance Metrics Data Collection and Reporting System (Customer Survey/GPRA). The four values to be entered are a request Identifier, request code, entry date into the center, and exit date from the center. The branch shall have an individual identified to enter this information. The information for the previous task month shall be entered into the reporting system by the end of the first reporting week of the next month.

If you have any questions, please contact Robert Coan at 801-0591.



R.L. HINDMAN  
Director

Enclosure

---

[Back to NPR Memo Index](#)



## NRP MEMORANDUM

Date : February 22, 2001

Reply to  
Attn of : NRP 2001-24

Subject : Procedures for emergency or priority requests using the search paging system

To : NRPM NRPS NRPM1 NRPM2 NRPM3  
NRPMZ NRPMF NRPMA NRPMN NRPMO NRPMR  
NRPMF-C, Customer Service Team NRPMZ, Search Sections

NPRC has recently obtained pagers for the use of search personnel in responding to emergency and priority requests for records.

Use of the paging system described in this memorandum to retrieve records for a priority or emergency request is **absolutely restricted to authorized branch and core personnel**. Only those individuals who have received this authorization from their branch or core supervisors may access the pager system.

This memorandum provides guidance on authorization, restrictions, and the proper procedures to request an emergency or priority search using this system.

The attached guidance is effective immediately.

R. L. HINDMAN  
Director

Attachment

---

### PROCEDURES FOR EMERGENCY OR PRIORITY REQUESTS USING THE SEARCH PAGING SYSTEM

1. **Authorization.** Only **authorized** branch and core personnel may request records retrieval utilizing the search paging system.
2. **Restricted use.** The paging system will **only** be used for cases that require **Immediate action**, such as burial cases, man-waiting cases, or medical emergency cases.
3. **After hours paging.** Emergency request pagers **do not** replace the pagers used by Center personnel for after hours, call in emergency cases.

4. **Procedures.** The following information is provided as guidance in the proper use of the emergency records retrieval paging system:

- a. **Pager numbers.** There is a separate pager number for each floor of the Center. When pager numbers are entered on either of the access methods **no spaces or dashes are used.**

3142948521  
1<sup>st</sup> Floor

3142948522  
2<sup>nd</sup> Floor

3142948523  
3<sup>rd</sup> Floor

3142948524  
4<sup>th</sup> Floor

3142948520  
5<sup>th</sup> Floor

- b. **Pager access methods.** There are two methods which can be used to send an emergency records retrieval request to one of the pagers:

(1) **Email access.** To access a pager using email the following steps are necessary:

Open Groupwise and create a new message. Use the following address format, including the ten-digit telephone number (no spaces or dashes) of the pager for the appropriate floor where record is stored, in the space marked TELEPHONE NUMBER:

Internet:(space) **TELEPHONE NUMBER@MyAirMail.com**

*Example for the 2<sup>nd</sup> Floor Search Section:* Internet: **3142948522@MyAirMail.com**

In the body of your email, enter the following information:

**Registry Number** (example: A 5 999 999)

**Name** Last, First, Middle Initial (example: Brown, Willie J.)

**Charge out information** (example: Man waiting, AC3, Core 1, Team B)

(2) **Internet access:** To access a pager using the internet the following steps are necessary:

Open Netscape Navigator. Select "open page" and type [www.MyAirMail.com](http://www.MyAirMail.com). You will see a form, similar to an email form, onto which you may type to appropriate information, as follows:

**To:** Enter the ten digit telephone number (no spaces or dashes) of the pager for the floor where the record is stored.

**Subject:** This entry is optional. Enter the type of request (burial, man waiting, etc).

Your message: Enter the same three items of information required in email access and include your name:

**Registry Number**                    (*example:* A 5 999 999)

**Name**                                    Last, First, Middle Initial (*example:* Brown, Willie J.)

**Charge out information** (*example:* Man waiting, AC3, Core 1, Team B)

### Your Name

After entering the necessary information, press the button on the screen marked "Send Message". Your message will be transmitted to the pager number selected.

*Note.* The pager will display up to 232 characters. Enter only the information required above. Too much information will make the pager more difficult to read.

---

[Back to NPR Memo Index](#)



## NRP MEMORANDUM

Date : March 19, 2001  
Reply to  
Attn of : NRP 2001-28  
Subject : Guidelines for identifying potential special projects  
To : All Employees

This memorandum provides guidelines for identifying potential special projects at NPRC. NCP 92-12, Guidelines for identifying potential reimbursable work, dated February 28, 1992, is canceled.

It is extremely important to Center operations to identify all work that may be appropriate for handling as a special project. A special project is work performed by NPRC outside of baseline services. Baseline services include records storage and work performed by NPRC employees on daily, routine operations of the Center. Special project work is defined as services that are provided over and above baseline services and are performed only after special arrangements have been made with the customer and funding is obligated. (For further information on baseline and special project work refer to NRP 99-43, Reimbursable 2000 - general guidance, dated September 22, 1999.)

The most obvious indication that a request should be considered a potential special project is the total volume of records requested. However, some requests for smaller volumes of records should not be automatically ruled out. In the past we have handled special projects that involved just a few hundred records. Other factors that must be considered when evaluating potential projects are:

1. Special handling procedures required; i.e., requester mentions specific timeframes or expedited action and/or work must be kept separate from baseline work;
2. The purpose of the project and work involved in providing the service is outside the mission of NPRC. (Most research projects fall outside the mission of the Center since the purpose and scope of the studies usually do not directly benefit veterans/next of kin, former Federal civilian employees, or dependents of military personnel.);
3. The length of the project; i.e., one time request to the Center or continuing requests over a specific or undetermined period of time; and
4. The requester indicates that he/she has received or is in the process of obtaining funds specifically for the study/project.

Generally, special project work involves retrieval of civilian or military personnel records, civilian or military health records, organizational records, or military and dependent hospital records. However, other types of work involving Center operations; e.g., interfiling, should be considered as a possible special project depending on the work requirements.

Requests for special projects may be received by mail, e-mail, or telephone. Employees are responsible for identifying these non-routine requests in the pending workload and bringing these requests to the attention of their immediate supervisor.

If received by mail or e-mail, the branch/core chiefs should recommend action to the assistant director. If necessary, initiate contact with the requester to clarify information about the proposed work. **Take no action on the request using Center resources or make commitments to the requester until a determination is made by the assistant director.**

If received by telephone, direct the caller to prepare a written request, addressed to the assistant director, which includes an explanation of the purpose and scope of the proposed work, or refer the requester to Barbara Bauman, Management Systems Staff, at (314) 538-4174.

If you have any questions, contact Ms. Bauman at 538-4174.

R.L. HINDMAN  
Director

---

[Back to NPR Memo Index](#)



## NRP MEMORANDUM

Date : April 2, 2001  
Reply to  
Attn of : NRP 2001-30  
Subject : Changes to customer service organization and procedures  
To : All Employees

Effective April 1, 2001, the following organization and procedural changes are being implemented to improve casework required by Center customers on an emergency or time sensitive basis.

A Customer Emergency Response Team (CERT) will be provisionally established. It will supplement the already assigned Telephone Customer Service Team (TCST) personnel in room 2077, and will consist of six Archives Technicians who will be assigned from volunteers from the legacy environment. These teams will comprise the center customer service operation, which will also include the Research Room. The Customer Service Operation will be under the provisional direction of the Assistant Director of Military Records, through a Supervisory Archives Specialist.

The CERT is intended to process all inquiries determined to be of an emergency or time critical nature. These will include the burial requests received from the four national cemeteries, client waiting requests, medical emergency requests, media requests determined to be time critical or highly sensitive in nature, e-mail requests or follow ups determined to be of an emergency nature, and other requests determined to be of an emergency nature. Homeless Veteran cases will also be processed by the response team. Congressional inquiries will continue to be worked in the cores and legacy operation. Close coordination and mutual support will be required between the cores and the customer service operation on certain types of cases. The success of this group depends upon quickly processing quality responses. Procedural changes will be implemented to reach our objectives in that regard. Principal highlights follow.

1. Burial inquiries will be received from the four national cemeteries via an e-mail template. FAX will remain as a back up procedure if necessary. Required records will be requested and pulled on a priority request using the pagers recently implemented by the Records Retrieval Branch. (See [NRP 2001-24](#).) The request will be worked by a CERT technician, the template completed and returned to the requesting cemetery. The e-mail will serve as the receiving and sending transmittal verification, as well as the actual service verification document. A copy will be made for inclusion in the file, and the case will be entered into and tracked by the CMS. There will be no FAX or hard copy transmitted.
2. Because of the high rate of recidivism, scanning technology will be employed to process Homeless Veteran cases. These files will generally be pulled utilizing on-line ordering, unless a genuine emergency is established. When worked, the DD 214 or Statement of Service will be scanned into a CMS associated database so that it will be available upon subsequent requests without again pulling the OMPF. Responses will be via e-mail if the requesting shelter has that capability. Otherwise, they will be provided via FAX, with no hard copy surface mail follow up.

3. All other emergency cases will be worked in the CERT essentially within established center procedures. The files will be pulled or searches requested as the urgency of the case dictates, using the RRB pager capability, as needed.
4. If there are follow up requests or inquiries on cases that are already in process, they may be either requested on a priority to be worked in the CERT, or the inquiry forwarded to the core if they are already core assigned. This will be at the discretion of the Customer Service personnel on a case-by-case basis. A designated point or points of contact will be established in each core and the legacy operation for these cases. The follow up will be assigned to the designated individual via the Novell task process. Telephones will not be used for this process. The designated contact individual will be responsible for pulling the case and seeing that it is worked on an emergency basis. The case will be tracked by CS until completed. When a new case must be opened, it will be opened in CMS by our telephone personnel while collecting the information over the phone. To keep hands free for typing, telephone headsets will be required. This requirement also will reduce the risk of injury from awkward balancing of a receiver on the technicians shoulder.
5. The flex time in the Telephone Customer Service Team (TCST) will be modified to allow flexing between 6:45 a.m. and 5:00 p.m. That means that the morning flex band will be between 6:45 a.m. and 8:30 a.m., the core day will be from 8:30 a.m. to 3:15 p.m., and the evening flex band will be between 3:15 p.m. and 5:00 p.m. Additional schedule adjustments may be required to insure coverage during all periods. This will maximize availability to both our west coast and east coast customers. Clearly, personnel assigned to the TCST will have less schedule flexibility than most others working at the center.

Much of the duplication and hand off activity associated with regular processing will be eliminated in the customer service operation to gain processing efficiencies. Speed and accuracy will be the twin objectives, and close cooperation and mutual support will be required between the customer service operation and the cores if we are to meet our objectives. Our goal is to develop a team whose perspective is "we don't go home until all possible emergency cases are worked." For this reason, quantitative performance measures will not initially be established. Rather, over the course of the first 90 days of operations, performance requirements will be established for performance management purposes.

This memorandum serves as a general announcement and explanation of the proposed changes. More detailed instructions will be forthcoming as the team rolls out and procedures are finalized.

R. L. HINDMAN  
Director

---

[Back to NPR Memo Index](#)



National Archives and Records Administration  
National Personnel Records Center

NARA  
Staffonly



---

## NRP MEMORANDUM

---

Date : March 29, 2001

Reply

to

Attn of

: NRP 2001-32

Subject Correspondence Procedures - Use of White Paper for Official File Copies

:

To : NRPS, NRPC, NRPM, NRPM1, NRPM2, NRPM3, NRPM4, NRPMZ, NRPMF, NRPM  
NRPMN, NRPMO, NRPMR

Reference NARA Interim Guidance 94-094, dated December 15, 1993, Subject: Correspondence Procedures, copy attached.

The attached guidance provides for the use of white xerographic paper for official file copies of correspondence. The expiration date on this guidance was extended to September 2001. It concerns the forthcoming revised ch. 14, Correspondence, of the NARA Administrative procedures Manual (ADMIN. 201).

It has come to my attention that in many areas of the center the official file copy is being printed on yellow paper. All offices should discontinue the use of yellow paper for official file copies and follow the procedures outlined in the attached Interim Guidance 94-094, effective immediately.

R.L. HINDMAN  
Director

[Enclosure](#)

---

[Back to NPR Memo Index](#)

National Archives and Records Administration  
National Personnel Records Center

NARA  
Staffonly



## NRP MEMORANDUM

Date : April 19, 2001

Reply

to

Attn of

: NRP 2001-34

Subject Congressional Postcard Mailings

:

To : NRPM core employees, legacy branch employees, customer service representatives, and members of the Emergency Response Team.

To reduce unscheduled interruptions of our archive technicians, postcards now are now being forwarded in response to congressional inquiries the day after each request is assigned to a caseworker. These cards show the caseworker assigned to their case and their telephone number. Caseworkers are required to call the congressional office about their request if it will not be completed within the three-week period mentioned in the card. No other changes in the work process are anticipated as a result of these congressional mailings.

Sample Card:

National Personnel Records  
Center  
9700 Page Avenue  
St. Louis, MO 63132-5100

Honorable Peter Deutsch  
House of Representatives  
Washington, DC 20515

**Subject: Veteran's Name**

**Ref: 2001-100-9999**

We have received your request for military records. This case has been assigned to **[caseworker]**, Telephone number **(314) 538-9999**. We are completing our routine Congressionals within 3 weeks. If we find that we cannot respond within this timeframe, we will call you.

R. L. Hindman  
Director

[Back to NPR Memo Index](#)



## NRP MEMORANDUM

Date : October 16, 2001

Reply to

Attn of : NRP 2002-2

Subject : Processing Homeless Veteran requests

To : NRPM1, NRPM2, NRPM3, NRPM4, NRPM5, NRPMZ

Since the late 1980's, MPR has made special efforts to respond in a timely manner to requests on behalf of homeless veterans. The purpose of this extra attention is for MPR to provide a separation document (DD Form 214 or equivalent) to show whether the person is eligible to receive temporary shelter. Requesters are required to send these inquiries via fax or e-mail to the Customer Service Team (CST) and a response typically has been made within 10 working days.

Effective immediately, the following procedures will be followed in response to requests that are faxed to 538-4898 or received by e-mail and cite the Homeless Veteran program:

1. If the request asks for more than just a separation document, it is not to be processed as a Homeless Veteran case. Instead, the CST will provide the complete answer in accordance with its procedures for responding to emergency requests.
2. The requirement for 10-day turnaround time will continue, but most of the requests that cite the Homeless Veteran program will be answered in the cores, under the following procedures:
  - a. If the inquiry is a true Homeless Veteran request (i.e., it asks for only a separation document to indicate eligibility for shelter), the CST will enter the case into the Case Management System (CMS) as a Homeless Veteran request.
  - b. If CMS indicates a response to a similar request was made after April 2001, the Customer Service technician will determine if a separation document was scanned and can be retrieved from the separation document database. A major clue from CMS that will give the technician a reason to look for a scanned separation document would be the fact that a reply after April 2001 was sent to a homeless shelter, veterans service officer, or VA office.
  - c. If the required separation document is found in the database, CST will retrieve the separation document from the scanned image, fax or e-mail the response, and close out CMS.
  - d. If CMS does not indicate a response after April 2001, then a scanned separation document will not be available and the case will be worked in the cores. The CST initially will print the CMS Tracking Sheet on bright green paper, create a FAR, attach these to the fax inquiry sheet, and deliver the case to the appropriate Search Section at least once daily.
  - e. The receiving Search Section will log in each Homeless Veteran case, then process it as a normal C3 Search Case.

- f. Staff in the Staging Area will manage Homeless Veteran cases the same as other C3 cases, except they will be assigned randomly in pending profile requests without regard to "technician strength." All C3 cases should be routed to technicians quickly to facilitate accomplishment of the Center's 10-day turnaround requirement.
- g. After requests reach the cores, the technicians to whom Homeless Veteran requests are assigned will normally:
- (1) Work Homeless Veteran cases early in the profile, so that the response can be sent within the 10-day time frame. The Homeless Veteran cases will stand out because of the bright green tracking sheet, but the technician must be careful to check the profile when it is assigned, to ensure that these cases (or any others of a priority nature) are completed in a timely manner. Coaches must be sure to review a technician's current profile when the technician is absent for more than one day.
  - (2) Send the separation document via fax, using the Homeless Veteran fax cover sheet on the CMS toolbar. If necessary (as indicated by the requester), provide a certified copy through the USPS. If you are unable to fax the separation document because of equipment or transmission failure, please report the problem to your coach.
  - (3) Log the case out of CMS.
  - (4) Place the copy of the separation document in the core's "Homeless Veteran" box as soon as the separation document has been faxed.
- h. Messengers will pick up the separation document copies in the "Homeless Veteran" box and deliver the copies to the CST.
- i. The CST will scan each separation document into the separation document database and destroy the photocopy.

This procedure is effective upon receipt. If you have questions, please contact Norman Eisenberg, NRPS, at 4171 or by e-mail.

R.L. HINDMAN  
Director

---

[Back to NPR Memo Index](#)

National Archives and Records Administration  
National Personnel Records Center - Military Personnel Records

NARA  
Staffonly



## NRP MEMORANDUM

Date : April 8, 2002

Reply

to

Attn of

: NRP 2002-15

Subject Customer Survey/GPRA Performance Measurement – Metric 2.1.5, Folder Returns (Records  
: Retrieval Branch)

To : NRPM, NRPMZ, NRPMO-M

Folder Return sampling procedures are changed effective March 31, 2002, as indicated below, in order to simplify and improve data collection efforts. These changes will also make data collection and reporting more statistically accurate and reflective of our center overall performance.

A recent review of the center's current sampling method of folder returns (loans and transfers) distributed and sampled through the mailroom, indicated that disproportionate sampling was occurring. This method was not accurately reflecting our overall performance. For example, sampling was not including the average 6,000 folder requests per week for the VA, which are processed within five days, but not distributed and sampled through the mailroom. This disproportionate sampling was leading to a poor performance indicator for the center.

Folder return sampling data, entered in the Customer Survey/GPRA database is extracted and reported monthly to NR under our Performance Measurement Reporting System (PMRS). The center's performance goal for folder returns (loans and transfers) is 90% delivered in five days or less. Since 75% of our folder return workload involves requests from the VA liaison office, 75% of our sampled data should be derived from the VA folder return requests.

The following must occur to accurately reflect sampling data of folder returns:

### ***Responsibility***

The Records Retrieval Branch shall sample folder return (loans and transfers) requests by requiring each of the three sections to randomly select nine (9) VA folder returns and three (3) other agency returns, for a total of twelve (12) requests on a weekly basis. This equates to 36 samples per week and approximately 144 per average month.

### ***Folder Return Sampling/Processing***

The sample shall be representative of the type of work being processed by each section. It should contain a representative mixture of the kinds of records returned to federal agencies in both type and volume. However, 75% of the sampling should be taken from the folder returns (loans and transfers) processed and provided to the VA Liaison Office. All other sampling should be spread out over several types of requests and not disproportionately grouped toward one kind of return, and the requests shall be randomly selected without bias.

*Exception:* Folder returns processed, which were *delayed due to verification efforts* (i.e., folder charge outs) *should be excluded from the sampling.*

*Performance Matrix Reporting Data – Folder Returns sampling sheet.* This sampling sheet will be used in each of the three Search sections to record the sampling data, and completed sheets will be provided to the person responsible for data entry on a weekly basis. (The cover sheet previously used to randomly select and track folder returns (green) will be discontinued.)

Recording Sample Data. The individual assigned the responsibility for sampling in each Search Section shall record the following data in the blocks provided on the sampling sheet:

- o *Request Code* - The branch of service shown on the cover sheet, and in the following chart:

<i>Branch/Organization</i>	<i>Request Code</i>
Army Records	AS
Air force Records	FS
Navy Records including Marine Corps and Coast Guard Records	NS
Records Reconstruction Records Both R and B File Records	RS

- o *Folder Request Identifier* – The folder registry number, or other identifier used to enable a follow up search if necessary
- o *On-Line Run Date or Date Tag* -The date the request entered the center
- o *Date Folder Received in Search* - The date the folder and request was received in the Search Section following retrieval of the appropriate folder from the files area.
- o *The Date Mailed Out of Center (completed date)* – The date the folder exited the center (mailroom date of mailing), or the date the folder was provided to the requestor.

*Data entry.* A designated individual in the Records Retrieval Branch will accomplish data Entry into the Customer Survey/GPRA database. The required data collected on the Performance Reporting Data – Folder Returns sheet and entered into the database at the end of the reporting month, must be entered into the database *no later than the 5<sup>th</sup> working day of the month following each reporting month’s end.* The four values that are to be entered into the database (indicated by an (\*) asterisk on the form) are:

- Folder Request Identifier \*(Registry number, etc)
- Request Code \*(AS, FS, NS, or RS)
- Date Folder Received \*(Receipt date)
- Date Folder Mailed Out of Center \*(Completed Date)

If there are any questions concerning these instructions, please contact Jane Weaver at 538-4237.

R.L. HINDMAN  
Director

[Enclosure](#)

---

[Back to NPR Memo Index](#)



National Archives and Records Administration  
National Personnel Records Center - Military Personnel Records

NARA  
Staffonly



## NRP MEMORANDUM

Date : February 28, 2002  
Reply to  
Attn of : NRP 2002-16  
Subject : Change in Coding for Army Medals and Fire-Related Requests  
To : All NPRC employees, 9700 Page

Effective March 1, 2002, the following changes in coding will occur:

Army medals cases from AM5 to AC5 or RC5. This change is made because the Army Medals Section no longer exists and the need to identify this type of work with a special code of AM (Army Medals) is no longer necessary. To ensure proper routing and distribution to the appropriate Core, the mailroom needs to code Army medals cases as AC5 (non fire-related) or RC5 (fire-related).

Fire-related requests for separation document, when returned to the Center with a completed NA Form 13075 from RC3 to RC5. This change is made because when the requester returns the completed NA Form 13075 to the Center, the mailroom currently codes the request RC3 since the request is for a separation document and is still considered a basic case. The mailroom needs to code this type of case RC5 because its processing will require more extensive reconstruction actions, not typically required at the GS-3 level.

This memorandum serves as a general announcement and explanation of the changes in procedures within the Center.

R.L. HINDMAN  
Director

[Back to NPR Memo Index](#)

National Archives and Records Administration  
National Personnel Records Center - Military Personnel Records

NARA  
Staffonly



## NRP MEMORANDUM

Date : March 4, 2002  
Reply to  
Attn of : NRP 2002-17  
Subject : Change in Processing for Fire-Related Requests  
To : All NPRC employees, 9700 Page

Effective March 1, 2002, the following changes in processing fire-related requests will occur:

1. Mailroom probes on-line registry and BIRLS.
2. If finding aid report indicates B and/or R hits mailroom follows current processing steps.
3. Not founds (complete negatives) are returned to requesters with NA Form 13075, Questionnaire About Military Service or NA Form 13055, Request for Information Needed to Reconstruct Medical Data.
4. If finding aid report indicates auxiliary hits (i.e. QM/QT, etc.), mailroom places requests in specially marked tubs for delivery to Records Retrieval Branch, Second Floor Search.
5. The Records Retrieval Branch technician analyzes requests to determine if there is enough information to process the requests.
6. Requests that cannot be processed due to insufficient information to pursue reconstruction (i.e. "go-backs") are returned to the mailroom with a transmittal note explaining what they are. The mailroom will return the requests to the requesters with the NA Form 13075 or NA Form 13055. **"Go-back" requests will not be entered into the Case Management System.**

Note: Time spent by the Records Retrieval Branch technician analyzing the requests will be captured in TASK as items processed. Time spent by the Mailroom returning requests with blank NA Forms 13075 and 13055 to requesters will be captured in TASK as reference service.

7. Requests, which have sufficient information to pursue reconstruction, will be delivered to Data Entry, Accession and Disposal Section to be keyed into the Case Management System. Requests will follow current processing steps from that point on.

Processing fire-related "go-backs" in the manner described above will resolve the following:

1. Resolves the current problem of receiving a large volume of potential duplicate requests because technicians closed cases out of CMS when they returned requests for additional information.
2. Resolves the future problem of placing a large volume of requests in suspense because "go-backs" will not be entered into CMS until the additional information is attached and returned.

This memorandum serves as a general announcement and explanation of the changes in procedures within the Center.

R. L. HINDMAN  
Director



## NRP MEMORANDUM

Date : June 10, 2002

Reply to  
Attn of : NRP 2002-23

Subject : Guidelines for copies of documents needed from "B" files for Customer Service use

To : NRP (Preservation Staff), NRPM5 (Team D)

Effective immediately, the attached guidelines will be used by the Preservation staff for processing "B" files required for Customer Service use. Due to the priority level of most requests handled by Customer Service, the stated turn-around times on the guidelines must be met.

R. L. Hindman  
Director

Enclosure

---

### *GUIDELINES FOR COPIES OF DOCUMENTS NEEDED FROM "B" RECORDS FOR CUSTOMER SERVICE*

URGENT – Same day

1. BURIALS –

- a. all separation documents
- b. discharge order from the Reserve (if applicable)
- c. DA 20, DA 24, AF 7, or pages of SRB showing ranks
- d. DA 20, DA 24, AF 7, or pages of SRB showing awards
- e. DA 20, DA 24, AF 7, or pages of SRB showing ADT dates

2. MEDICAL EMERGENCY –

- a. all separation documents

3. DEATH BED MEDALS –

- a. all separation documents

- b. DA 20, DA 24, AF 7, or pages of SRB showing awards

CONGRESSIONALS – Three days

1. DD214's – all separation documents
2. MEDALS –
  - a. all separation documents
  - b. DA 20, DA 24, AF 7, or pages of SRB showing awards
3. SERVICE VERIFICATION – all separation documents
4. COMPLETE COPIES (201 FILE) –
  - a. all separation documents
  - b. DA 20, DA 24, AF 7, or pages of SRB
5. MEDICAL –
  - a. all medical records
  - b. VA 3101 if medical records not in file

RED TAGS – Seven days

SEE ITEMS LISTED UNDER "CONGRESSIONALS"

---



## NRP MEMORANDUM

Date : October 11, 2005

Reply to  
Attn of : NRPM 2006-01

Subject : Assignment of Service Requests

To : NRPM1 NRPM5  
  
NRPM2 NRPMO  
  
NRPM3 NRPMZ-0  
  
NRPM4

Many correspondence technicians have expressed an interest in learning more about how service requests are assigned. The following provides clarification.

### **How are service requests assigned to me?**

There are three ways in which a service request may be assigned to you.

1. Most requests are assigned automatically based on business rules embedded in CMRS. The Assignment Manager keeps track of technician availability and assigns cases in accordance with the Center's queue discipline and in alignment with pre-determined complexity ratios based on each technician's grade and organizational element. CMRS business rules also include an automated workflow process to assign cases flagged as potential duplicates to the same technician to whom the original request is assigned. Potential duplicates are assigned without regard to workload, complexity, recon type, etc.
2. Cases may be manually assigned to you by a supervisor or expert technician. For example, in order to achieve our response time goals it is sometimes necessary for a supervisor or expert technician to redistribute requests among technicians after they were originally assigned to a technician by the Assignment Manager.

3. Occasionally timing causes workflow conflicts which result in cases not being assigned by the Assignment Manager. These cases are identified by NPRS analysts who run exception reports and then make manual assignments to technicians.

To summarize, most work assignments are made by CMRS, but sometimes it is necessary for supervisors, Expert Technicians, or management analysts to override CMRS or intervene to ensure the continuous flow of work. Manual overrides and interventions may only be made by supervisors, expert technicians or management analysts and must always be in alignment with the center's queue discipline.

SCOTT A. LEVINS  
Assistant Director  
for Military Records

---

[Back to NRPM Memo Index](#)  
[Back to NPRC Staff Only Page](#)



# National Personnel Records Center

9700 Page Avenue, St. Louis, Missouri 63132-5100

Date : JUN 01 2011

Reply to

Attn of : NRP 2011-02

Subject : Pacesetter Awards for Records Retrieval Branch

To : All AFN-MR employees

This memorandum replaces NRP 2010-02, dated January 20, 2010 same subject as above. It makes the following changes: changes the goal for all L&T cases closed in five days or less from 97% to 98% in paragraph 3(e)(3) and within the attachment Records Retrieval Branch Performance Targets for Fiscal Year 2011, as well as the average cycle time for organizational searches (GS-5) from <=10 Days to <=8 Days. The new targets were established in NARA's FY2011 Performance Plan for all center operations.

1. **Purpose.** This memorandum describes Pacesetter award opportunities for staff assigned to the Records Retrieval Branch (AFN-MR). As in previous fiscal years, the continuation of awards programs is dependent upon the availability of adequate funding in the operating budget.
  - a. Pacesetter award opportunities will be available in addition to the annual performance award opportunities described in NPRC Memorandum 3620.2, *NPRC Cash Awards for Performance and Productivity*.
  - b. The Pacesetter award opportunities replace the productivity award opportunities outlined in par. 2a(2) of NPRC Memorandum 3620.2, *NPRC Cash Awards for Performance and Productivity*.
2. **Coverage.** This program includes permanent employees and students (temps and career experience), but excludes employees in excepted service positions for which employment is not reasonably expected to exceed 120 days in a consecutive 12-month period.
3. **Pacesetter Awards.**
  - a. Pacesetter awards will be given to the top-performing employees based on their Success Rate (a weighted average between Production Effectiveness levels and records Find Rate) for those employees whose performance plans contain Find Rate and Success Rate requirements. For operations in which no Find Rate and Success Rate have been established yet, the Pacesetter awards will be given to the top-performing employees on the basis of their Quality Production Effectiveness level. Monthly award periods will coincide with TASK reporting cycles for the Search, Refile, and Organizational Records sections. The monthly award period for the Verification Section will start/end one week prior to the TASK reporting month period to ensure inclusion of all records found and timely payment of the awards. Overtime work will be included in the award computations. Pacesetter charts indicating award winners will be posted inside and outside AFN-MR Headquarters and inside each RRB section on a monthly basis.
  - b. To be eligible for a Pacesetter Award, a staff member must:



- (1) Be in good standing. An employee is in good standing if during the period on which the award is based she or he has had no disciplinary or adverse actions taken against them, and as of the last day of the period on which the award is based, the employee is not on leave restriction.
- (2) Perform at Fully Successful level or better;
- (3) Achieve an overall Quality Production Effectiveness level or Success Rate of 105% or greater for the monthly award period;
- (4) For the Search and Organizational Records Sections, report a minimum of 72.5% of all hours on production standards for the monthly award period and must work at least 70 hours during the monthly award cycle. For the Refile Section, report a minimum of 60% of all hours on production standards for the monthly award period and must work at least 70 hours during the monthly award cycle.

c. Pacesetter Awards for technicians will be awarded as follows:

- (1) For the Organizational Records Section - A cash award in the amount of \$130.00 will be awarded to each of the three top-performing employees (includes one GS-3 searcher and two GS-4 or above technicians).
- (2) For the Verification Section - A cash award in the amount of \$130.00 will be awarded to the two top-performing employees.
- (3) For the Search Section - A cash award in the amount of \$130.00 will be awarded to each of the six top-performing employees.
- (4) For the Refile Section - A cash award in the amount of \$130.00 will be awarded to each of the six top-performing employees.

d. Pacesetter Awards for Leads and Supervisors will be awarded quarterly as follows:

- (1) For the Organizational Records Section – A cash award in the amount of \$130.00 will be awarded to the Lead and \$150.00 awarded to the Supervisor should the Section exceed its published goals for the quarter.
- (2) For the Search Section – A cash award in the amount of \$130.00 will be awarded to each of the two Leads should the respective Search Section or Verification Search Section exceed its published goals for the quarter. A cash award in the amount of \$130.00 will be awarded to the Lead in Records Distribution Area (RDA) should the Section exceed its published goal for the quarter. A cash award in the amount of \$150.00 will be awarded to each of the two Supervisors should the Section achieve all of the published goals for the quarter.
- (3) For the Refile Section – A cash award in the amount of \$130.00 will be awarded to each of the three Leads in Refile and \$150.00 awarded each of the two Supervisors should the Section exceed its published goals for the quarter.

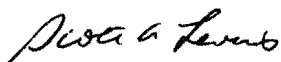
- e. Pacesetter Awards for Support – An additional quarterly group award for outstanding team performance in the amount of \$1,900.00 will be shared evenly among staff occupying support positions throughout the branch (Office of the Branch Chief – (12 positions)), Organizational Records Section - (2 positions), Records Distribution Area - (13 positions) should the staff achieve the following goals for the quarter:

- (1) 99% of all data entry is completed within 8 hours of receipt;
- (2) 99% of all wandling is completed within 8 hours of receipt;
- (3) Greater than or equal to 98% of all L&T cases close in five days or less;
- (4) 100% of emails in Search Request Search box are answered within 4 hours;
- (5) TASK/NEARS report shows no more than 5 errors each pay period; and,
- (6) There are no administrative delays in student appointment actions that require Branch Chief intervention or results in an appointment erroneously expiring.

The goals will be posted in each section of the Records Retrieval Branch and progress will be charted along the way.

#### **4. Processing of Awards.**

- a. The Section Supervisors will document eligibility in the AFN-MR CHARTS application and continuously review CHARTS data for accuracy. The CHARTS application will be used to perform calculations and rank eligible staff members. The Branch Chief/Assistant Branch Chief will review the nominations for accuracy and initiate/approve the awards through NARA's Comprehensive Human Resource Information System (CHRIS) Awards program. The Branch Chief/Assistant Branch Chief must maintain a complete documentation file to support all awards to include the following: (1) CHARTS report print-out showing eligibility and (2) a screen print from the CHRIS Awards System showing that the award has been submitted. The Branch Chief/Assistant Branch Chief also must forward to AFN-Budget the confirmation screenshot from CHRIS listing each award recipient and the dollar amount of his/her award.
- b. The maximum amount of any individual award that can be approved locally is \$2,000.00.



Scott A. Levins  
Acting Director

Enclosure

## Records Retrieval Branch Performance Targets for Fiscal Year 2011

<b>Business Goal</b>	<b>Metric</b>	<b>Source</b>
<b>Find Rate</b>	92% of registry 1 <sup>st</sup> search requests result in a found record.	E-Analytics & Search Success Rate Report
	65% of non-registry 1 <sup>st</sup> search requests result in a found record.	E-Analytics & Search Success Rate Report
	80% of Organizational Record search requests (GS-3) result in a found record.	E-Analytics & Search Success Rate Report
	40% of Organizational Record search requests (GS-5) result in a found record.	E-Analytics & Search Success Rate Report
	37% of verification searches results in a found record.	E-Analytics & Search Success Rate Report
<b>Timeliness</b>	Average time spent "being searched" and "waiting delivery" (to core) for non-fire-related requests is less than 2.0 workdays.	Search Request Cycle Time Analysis (Work Days)
	% of Closed L&T cases in $\leq$ five days is $\geq$ 98%.	E-Analytics & PMRS Report
	80% of refiles are completed within twelve calendar days.	E-Analytics & Refiles Completed in 10 days Report
	Average cycle time for Organizational Record Search (GS-3) is $\leq$ 3.0 workdays.	E-Analytics
	Average cycle time for Organizational Record Search (GS-5) is $\leq$ 8.0 workdays.	E-Analytics
<b>Quality</b>	Quality of search activities, based on review and feedback, is greater than 99.5% accurate.	CHARTS
	Quality of refile activities, based on review and feedback, is greater than 99.5% accurate.	CHARTS
	Quality of Organizational Records search activities, based on review and feedback, is greater than 99.5%	CHARTS
<b>Productivity</b>	Average SDA on Refiles is greater than 465.0	CHARTS
	Average SDA on Routine Search is greater than 225.0	CHARTS
	Average SDA on Verification Search is greater than 33.0	CHARTS
	Average SDA on Routine Organizational Records Search is greater than 40.0	CHARTS



# National Personnel Records Center

9700 Page Avenue, St. Louis, Missouri 63132-5100

Date : **APR 20 2007**  
Reply to :  
Attn of : NRP 2007-07  
Subject : Individual and Team Awards in Correspondence  
To : All NRPM Core Employees

This memorandum cancels NRP 2006-04, Subject: Individual and Team Awards in Correspondence, dated December 1, 2005. Changes have been made in the award amounts and number of eligible technicians in paragraphs 3e(1) and 3e(2). Paragraph 5a has been amended to show revised awards processing procedures and increased approval limits.

## 1. Purpose.

a. This memorandum describes individual and team awards available for personnel assigned to NRPM Core environment operations. The level and continuation of these awards is dependent upon the availability of adequate funding in the performance award budget.

b. These awards are in addition to the awards outlined in Chapter 3 of NPRC Memorandum 3630.5, Performance Management Program for personnel in the NRPM Core Environment. The awards described in Chapter 3 include individual performance awards, superior accomplishment awards, and quality step increases (QSI).

2. **Coverage.** This memorandum applies to all NARA/NRPM employees within a Core Environment and excludes employees in excepted service positions for which employment is not reasonably expected to exceed 120 days in a consecutive 12-month period.

## 3. Pacesetter Awards.

a. Pacesetter Awards will be awarded to the top producing caseworkers within each core and centerwide, the coaches and expert technicians on their teams, and the core support staff.

b. Caseworkers include those employees on career ladder positions (FPL GS-6) as well as those employees working cases who are on non-career ladder positions (i.e., legacy positions with a FPL of GS-5 or GS-3).

c. To be eligible for a Pacesetter Award:

(1) Employee must be in good standing. An employee is in good standing if during the period on which the award is based she or he has had no disciplinary or adverse actions taken against them, and as of the last day of the period on which the award is based, the employee is not on a leave restriction.

(2) Core/team members must currently be performing at the fully successful level or better, and

(3) Case workers must report 120 hours or more on production during the TASK month for which the award is being considered. Coaches, Expert Technicians, and support staff cannot have more than 40 hours of leave during the TASK month for which the award is being considered.

d. Pacesetter awards will be based on the number of completed quality cases above the required staffday average during the TASK month. The awards will be calculated and awarded at the end of each TASK month.

(1) The formula used in the calculation of the number of completed quality cases will be prorated to recognize the varying required staffday averages of caseworkers.

(2) Work completed on overtime hours will be used in the calculation of completed quality cases for Pacesetter Awards unless otherwise specifically excluded (i.e., for special projects for which additional overtime dollars have been provided).

e. Pacesetter Awards will be awarded as follows:

(1) A cash award in the amount of \$75.00 for each of the top seventeen (17) producing caseworkers (based on quality staffday average) in each Reference core.

(2) A cash award in the amount of \$175.00 for each of the top fifteen (15) producing caseworkers (based on quality staffday average) center-wide.

(4) Expert Technicians (Archives Technicians, FPL GS-8) will be awarded a cash award equivalent to 10% of the total award amount computed for all caseworkers on their assigned team.

(5) Coaches (Supervisory Archives Specialists, FPL GS-9) will be awarded a cash award equivalent to 12% of the total award amount computed for all caseworkers on their assigned team.

(6) Each member of the Core Support will be awarded a cash award equivalent to 2% of the total award amount computed for all caseworkers on their assigned core. Core Support includes the secretary, copy operators, and data entry personnel.

#### **4. Team Performance Awards.**

a. Team performance awards are awarded quarterly for outstanding team performance.

(1) For a team or a core level staff to be eligible for a team performance award, the team or core level staff must be rated at the Outstanding level on all additional elements on their performance plans. For award purposes, the computation of team/core staff day average will not include cases produced while using non-standard TASK codes such as those used for training purposes.

(2) For an individual team or core staff member to be eligible to share in the team performance award, the team or core staff member must be on the current performance plan for the minimum appraisal period of 90 days as of the end of the quarter.

b. Team performance awards will be awarded on a quarterly basis to coincide with the four three-month periods of the appraisal year (i.e., at the end of March, June, September, and December).

c. Team performance awards will be calculated and awarded as follows:

(1) At the start of the fiscal year, a total quarterly dollar amount (referred to as team award dollars) will be calculated based upon funding available in the performance award budget and set aside for distribution for team performance awards.

(2) Written performance appraisals prepared at the time of quarterly progress reviews will be the basis for determining teams or core level staff performing at the Outstanding level.

(3) The total quarterly team award dollars will be divided equally among all teams and core level staff rated outstanding on the additional elements.

**5. Processing of Awards.**

a. Pacesetter Awards.

(1) For individuals awards, process following Table 1 below.

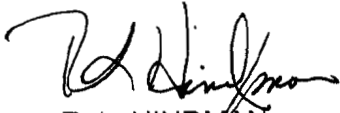
**Table 1. Processing Individuals Awards.**

Step	Who	Action
1	Coach or Assistant Core Manager	<ul style="list-style-type: none"> <li>• Runs Pacesetter Eligibility Report and Pacesetter Award Report from the CHARTS database after the end of the report month.</li> <li>• Reviews reports and confirms who is eligible for Pacesetter Awards.</li> <li>• Submits reports to core manager.</li> </ul>
2	Core Manager	<ul style="list-style-type: none"> <li>• Approves awards listed on Award Report.</li> <li>• Inputs award into the GSA Comprehensive Human Resources Integrated System (CHRIS). Type of award is "productivity."</li> <li>• Maintains a complete documentation file to support all awards including the following: signed copy of the Pacesetter reports and a CHRIS screen print from the Awards System showing that the award has been submitted.</li> <li>• Forwards to NRPS-Budget a copy of CHRIS screen shot of awards submitted.</li> </ul> <p><i>Note: If award is for more than \$2,000.00 it must be prepared on GSA Form 1291, Recommendation for Performance Recognition, and routed for approval through the director to NR and NHHO for final approval.</i></p>
3	NRPS-Budget	<ul style="list-style-type: none"> <li>• Updates local cuff records.</li> <li>• Files paper copies of approved award documents.</li> </ul>

(2) The maximum amount of any individual award that can be approved locally is \$2,000.00.

b. Team Performance Awards. At the end of each quarter, outstanding team performance will be documented on NPRC Test Form 00-2, Performance Management Program – Performance Appraisal (General Schedule Employees). The completed quarterly appraisal will be routed to and signed by the Rating Official, the Reviewing Official, and the Awards Fund Manager (Assistant Director for Military Records or the Director, NRPC) BEFORE being discussed with the rated employee(s). The completed

quarterly appraisal will be forwarded to the Awards Fund Manager within two (2) weeks of the end of the quarter. If approved, the Awards Fund Manager will record the approved award amount on the NRPC Test Form 00-2.



R. L. HINDMAN  
Director

National Archives and Records Administration  
National Personnel Records Center - Civilian Personnel Records

NARA  
Staffonly



## NRPC MEMORANDUM

Date : October 17, 2006

Reply to  
Attn of : NRPC 2007-01

Subject : Reporting Requirements for Work Performed in the Document Conversion Unit

To : Employees assigned to the Document Conversion Unit

**What is the purpose of this memorandum?** This memorandum provides reporting requirements for work performed in the Document Conversion Unit (DCU).

**When are the reporting requirements effective?** On October 10, 2006, CPR deployed the Document Conversion Unit. This Unit will provide scanning services to agencies under OPM's recordkeeping authority that are converting active paper Official Personnel Folders (OPFs) to an electronic format (eOPF). Conversion will begin with NARA's own active paper OPFs to electronic format.

**What are my responsibilities?** Employees assigned to the DCU are responsible for reporting the volume of completed work and hours expended on the work in the Task Reporting System.

**What TASK Organizational Code should I use?** A new Task Organizational Code has been established for the DCU. The new Task Organizational Code is "UOD."

**What TASK Codes should I use to report my work?** New Task Codes will be created and provided to employees by Joseph Stewart, Unit Supervisor.

**What Reimbursable Job # and Agency Code should I use?** New Reimbursable Job Numbers and Agency Codes have been established to report work related to the conversion of NARA active OPFs.

Job #	Agency Code	When to Use This Code
6800	ENAR	On tasks specifically related to document conversion services performed for NARA, such as document preparation, scanning, indexing, quality control, and box/folder tracking. This includes



		completed work while receiving on-the-job training. Report the <b>volume</b> of completed during training (but not hours) using appropriate work related Task Code.
6868	EHRI	On tasks which are support functions, such as clerical and administrative tasks, lead technician, supervision, meetings, all types of leave, special interest programs, fire drills, and computer downtime. Report <b>hours</b> using appropriate training Task Code.

**Who is the point of contact?** Questions should be directed to Patricia Resler, Chief, Civilian Operations Branch, X1-92333, or the supervisor of the DCU.

THELMA J. MARTIN  
Assistant Director  
for Civilian Records

---

[Back to NRPC Memo Index](#)  
[Back to NRPC Staff Only Page](#)



## NRPM MEMORANDUM

Date : October 10, 2001

Reply to  
Attn of : NRPM 2002-01

Subject : Marine Corps Master Microfiche

To : All employees: NRPM1, NRPM2, NRPM3, NRPM4, NRPM5  
NRPMZ  
NRPS  
Project Respond  
Nancy Jones, Training Instructor

1. Effective immediately, use the following procedure for those instances where you would normally request a master microfiche from the Marine Corps Liaison Office (MCLNO).

a. ***Record is charged out or not in file:*** Every effort will be made to locate a charged-out record before forwarding the request to the MCLNO. If the record is not in file, conduct a verification search before forwarding the request.

1. Attach Finding Aid Report (FAR) and NA Form 13077, Report of Searching Actions, to request.
2. Forward the request, FAR, and NA Form 13077 to the MCLNO via NA Form 13098, NPRC Routing Slip. Be sure to indicate on the NPRC Routing Slip the reason for forwarding the request.

The MCLNO will attempt to locate information so NPRC (MPR) can respond to the request.

b. ***Microfiche in record is missing, illegible, or incomplete:***

1. Notify the MCLNO that a copy of the master microfiche is needed, using NA Form 13098, NPRC Routing Slip. Include on the Routing Slip the veteran's name and service number/social security number. Indicate on the Routing Slip whether the record is missing, illegible, or incomplete. *Be sure to include your name, core number and team, and phone number.*

2. The MCLNO will request the master microfiche from CPR, duplicate it, and provide it to the technician who requested it.

2. If you have questions regarding this memo, please contact Linda Torrusio at 538-4236.

SCOTT A. LEVINS  
Assistant Director  
for Military Records

---

[Back to NPRM Memo Index](#)

[Back to NPRC Staff Only Page](#)



## NRPM MEMORANDUM

Date : November 15, 2001

Reply to  
Attn of : NRPM 2002-02

Subject : American Battle Monuments Commission Web Site

To : All employees: NRPM1, NRPM2, NRPM3, NRPM4, NRPM5  
NRPMZ  
NRPS  
Nancy Jones, Training Instructor

1. Information found on the American Battle Monuments Commission microfiche is available at [www.usabmc.com](http://www.usabmc.com). This web site provides information about soldiers who are buried in American military burial grounds in foreign countries. For each soldier, the following information is listed: Rank, branch of service, service number, last military organization, state from which soldier entered the service, date of death, burial information, and awards. Once you access the web site:
  - Select "About War Dead."
  - Select appropriate listing ("Korean War Dead," "WWII Dead" or "WWI Dead").
  - Select "new listing of the (Korean, WWII, or WWI) database" link.
  - Enter last name - a space - and first name or initial. Do not put a comma after the last name.
  - Click the "Search" button.
2. The Organizational Records (OR) Section will no longer search for information from American Battle Monuments Commission microfiche.
3. If you have any questions regarding this memo, please contact Linda Torrusio at 4236.

SCOTT A. LEVINS  
Assistant Director  
for Military Records

[Back to NPRM Memo Index](#)

[Back to NPRC Staff Only Page](#)



## NRPM MEMORANDUM

Date February 22, 2002

:

Reply to  
Attn of : NRPM 2002-04

Subject : "Tracer" Requests

To : All employees: NRPM1, NRPM2, NRPM3, NRPM4  
NRPM5, Nancy Jones (Training)

1. Recently we received several "TRACER" requests from the U. S. Coast Guard. The original requests were on Standard Form 180 for specific documents "to credit member for all prior service for pay purposes" (see [attached sample](#)). We followed up with the Coast Guard and were told we provided only *a portion* of the documentation requested. We reviewed our completed response documents and it **appears** we provided only separation documents in most cases.
2. According to the [Release Guide, NPRC 1865.16](#), we are to "furnish statement of service, showing any lost time, with character of separation or discharge" for any Armed Force seeking data on past military service to compute service for current basic pay purposes. However, [NPRC 1865.60, Requests for Verification or Statement of Service](#), provides an additional option of providing photocopies of documents to military facilities in lieu of a completed NA Form 13041, Statement of Service. **You determine the most efficient method of reply.**
3. Regardless of the method of response you choose, please read each request carefully and provide as complete a response as possible. *If requested documentation is not available in the record, be sure to tell the requester in the response document exactly what you cannot furnish.* This will alert the requester we did not inadvertently overlook what was requested, and will reduce these time-consuming "tracers."

SCOTT A. LEVINS  
Assistant Director  
for Military Records

<b>REQUEST PERTAINING TO MILITARY RECORDS</b>			<i>Please read instructions on page 2. If more space is needed, use plain paper.</i>		
PRIVACY ACT OF 1974 COMPLIANCE INFORMATION: The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and E.O. 9397 of November 22, 1943. Disclosure of the information is voluntary. The principal purpose of the information is to assist the facility servicing the records in locating and verifying the correctness of the requested records or information to answer your inquiry. Routine uses of the information as established and published in accordance with			5 U.S.C.a(e)(4)(D) include the transfer of relevant information to appropriate Federal, State, local, or foreign agencies for use in civil, criminal, or regulatory investigations or prosecution. In addition this form will be filed with the appropriate military records and may be transferred along with the record to another agency in accordance with the routine uses established by the agency which maintains the record. If the requested information is not provided, it may not be possible to service your inquiry.		
<b>SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)</b>					
1. NAME USED DURING SERVICE (Last, first, and middle)		2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH	
TEDFORD, JONATHAN J.		[REDACTED]	[REDACTED]	[REDACTED]	
5. ACTIVE SERVICE, PAST AND PRESENT (For an effective records search, it is important that ALL service be shown below)					
BRANCH OF SERVICE <i>(Also show last organization, if known)</i>		DATES OF ACTIVE SERVICE		Check one OFFICER ENLISTED	SERVICE NUMBER DURING THIS PERIOD
USA		DATE ENTERED 82 09 23	DATE RELEASED 88 05 01	<input type="checkbox"/> OFFICER <input checked="" type="checkbox"/> ENLISTED	SAME AS BLOCK 2
6. RESERVE SERVICE, PAST OR PRESENT <i>If "none," check here</i> <input type="checkbox"/>					
a. BRANCH OF SERVICE		b. DATES OF MEMBERSHIP		c. Check one OFFICER ENLISTED	d. SERVICE NUMBER DURING THIS PERIOD
		FROM	TO	<input type="checkbox"/> OFFICER <input type="checkbox"/> ENLISTED	
7. NATIONAL GUARD MEMBERSHIP (Check one): <input type="checkbox"/> a. ARMY <input type="checkbox"/> b. AIR FORCE <input type="checkbox"/> c. NONE					
d. STATE	e. ORGANIZATION	f. DATES OF MEMBERSHIP		g. Check one OFFICER ENLISTED	h. SERVICE NUMBER DURING THIS PERIOD
		FROM	TO	<input type="checkbox"/> OFFICER <input type="checkbox"/> ENLISTED	
8. IS SERVICE PERSON DECEASED <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "yes," enter date of death.</i>				g. IS (WAS) INDIVIDUAL A MILITARY RETIREE OR FLEET RESERVIST? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>SECTION II - REQUEST</b>					
1. EXPLAIN WHAT INFORMATION OR DOCUMENT YOU NEED; OR, CHECK ITEM 2; OR, COMPLETE ITEM 3				2. IF YOU ONLY NEED A STATEMENT OF SERVICE  check here <input type="checkbox"/>	
ALL ENLISTMENT CONTRACTS, ALL DISCHARGE DOCUMENTS, ALL DD-214 ALL HISTORY OF ASSIGNMENTS, ALL RESERVE RETIREMENT POINTS, ALL ADT DRILLS FIRST PAID DRILL					
3. LOST SEPARATION DOCUMENT REPLACEMENT REQUEST	<input type="checkbox"/> a. REPORT OF SEPARATION (DD Form 214 or equivalent)	YEAR ISSUED	<i>This contains information normally needed to determine eligibility for benefits. It may be furnished only to the veteran, the surviving next of kin, or to a representative with veteran's signed release (item 5 of this form).</i>		
	<input type="checkbox"/> b. DISCHARGE CERTIFICATE	YEAR ISSUED	<i>This shows only the date and character at discharge. It is of little value in determining eligibility for benefits. It may be issued only to veterans discharged honorably or under honorable conditions; or, if deceased, to the surviving spouse.</i>		
(complete a or b, and c)	c. EXPLAIN HOW SEPARATION DOCUMENT WAS LOST *****785-339-3784*****				
4. EXPLAIN PURPOSE FOR WHICH INFORMATION OR DOCUMENTS ARE NEEDED			5. REQUESTER		
TO CREDIT MEMBER FOR ALL PRIOR SERVICE FOR PAY PURPOSES. THIS MEMBER ENTERED THE COAST GUARD ON:  99 12 06			a. IDENTIFICATION (check appropriate box) <input type="checkbox"/> Same person identified in Section I <input type="checkbox"/> Surviving spouse <input type="checkbox"/> Next of kin (relationship) _____ <input checked="" type="checkbox"/> Other (specify) COAST GUARDS RECORDS CHECK		
			b. SIGNATURE	DATE OF REQUEST	
			K.S. STADLER, BY DIR. MISPERSTECH	02 01 10	
5. RELEASE AUTHORIZATION, IF REQUIRED (Read instruction 3 on page 2)			7. Please type or print clearly - COMPLETE RETURN ADDRESS		
I hereby authorize release of the requested information/documents to the person indicated at right (item 7).			Name, number and street, city, State and ZIP code		
VETERAN SIGN HERE _____			COMMANDING OFFICER (SES) USCG HUMAN RESOURCE		
			SERVICE & INFORMATION CENTER		
			444 SE QUINCY ST TOPEKA KS 66683		
(if signed by other than veteran show relationship to veteran.)			TELEPHONE NO. (include area code) 785-339-3554		



## NRPM MEMORANDUM

Date : **December 16, 2003**

Reply to  
Attn of : NRPM 2003-01

Subject : Change in Task codes in the Cores

To : All Core employees

The purpose of this memorandum is to provide information on a change in Task codes in the Cores for reporting completed cases. This memorandum cancels NRPM 2002-07, Case assignment profiles.

Currently the Task codes used by core technicians reflect three categories of work representing case difficulty: Basic; Intermediate; and Advanced. In relation to these levels, case assignment profiles were established as general guidelines for the assignment of work to core technicians. It has been determined that reporting completed cases by level of difficulty is no longer needed.

In accordance with RCP Billing System requirements, completed cases in the cores will be reported as Routine (No Priority) or Priority cases. In addition, we will continue to track our production on non-fire-related and fire-related cases, and distinguish whether the work was accomplished on regular time or overtime.

**Effective with the January reporting month (December 29, 2002), new Task codes have been created to reflect the revised reporting requirements.** The current Task codes designating Basic, Intermediate, and Advanced levels will be discontinued. Attached is a list of the new and discontinued Task codes.

SCOTT A. LEVINS  
Assistant Director  
for Military Records

Enclosure

---

Attachment to NRPM 2003-01



## NEW TASK CODES FOR CORES

(effective 12/29/02)

NEW TASK CODES	DISCONCONTINUED TASK CODES
RNNF RESPONSE-NO PRIORITY/NON FIRE-RELATED	RWRB WRITTEN REQ-BASIC
RNNO RESPONSE-NO PRIORITY/NON FIRE-RELATED-OT	RWRI WRITTEN REQ-INTER
RNFF RESPONSE-NO PRIORITY/FIRE RELATED	RWRA WRITTEN REQ-ADVANCED
RNFO RESPONSE-NO PRIORITY/FIRE RELATED-OT	RWRR WRITTEN REQ-RECON
RPNF RESPONSE-PRIORITY/NON FIRE RELATED	PRTB PRIORITY WRITTEN REQUEST-BASIC
RPNO RESPONSE-PRIORITY/NON FIRE RELATED-OT	PRTI PRIORITY WRITTEN REQ-INTER
RPFF RESPONSE-PRIORITY/FIRE RELATED	PRTA PRIORITY WRITTEN REQ-ADV
RPFO RESPONSE-PRIORITY/FIRE RELATED-OT	PRTR PRIORITY WRITTEN REQ-RECON
	CUBS WRITTEN REQUEST-BASIC DOD OT

	SOXX WRITTEN REQUEST-INT DOD OT
	RAMS WRITTEN REQUEST-ADV DOD OT
	BEAR WRITTEN REQUEST-RECON DOD OT
	PUBS PRIORITY WRITTEN REQ-BASIC OT
	POXX PRIORITY WRITTEN REQ-INT OT
	PAMS PRIORITY WRITTEN REQ-ADV OT
	PEAR PRIORITY WRITTEN REQ-RECON OT

---

[Back to NPRM Memo Index](#)  
[Back to NPRC Staff Only Page](#)



# National Personnel Records Center

Military Personnel Records

9700 Page Avenue, St. Louis, Missouri 63132-5100

Date : **MAY 18 2007**  
Reply to  
Attn of : NRPM 2007-02  
Subject : Instructions for annotating documents received from unofficial sources  
To : All employees

This memorandum implements the use of the “Received from an unofficial source” stamp, effective immediately.

**Purpose.** The purpose of the “Received from an unofficial source” stamp is to help distinguish between official documents that may be used to verify service for veterans and unofficial supporting documentation provided by the requester.

**Responsibility.** The primary personnel stamping documents will be those who scan documents into CMRS. This includes, but is not limited to, Mailroom Data Entry Technicians, Core Support Personnel, Customer Service Technicians, Core Managers, Assistant Core Managers, Expert Technicians, and Secretaries. Core Technicians will use the stamp on documentation that they will submit to other personnel for scanning.

**Requester’s Original Documents.** Please note that when the mailroom and other personnel receive original documents, they will continue the practice of **making a copy of the original** document to scan into CMRS. Those **copies should be stamped** with the “Received from an unofficial source” stamp **before being scanned**. Return the originals to the requester without modification.

**Placement of stamp on documents.** When stamping the unofficial documents, please try not to stamp over the last name, first name, date of birth, Social Security number, service number, branch of service, or date released from service.

**Determining when to stamp documents.** Documents received at NPRC from non-government agencies and individuals are considered as received from an *unofficial* source. The **sender** of the document, rather than the document itself, determines whether it is considered unofficial. Only government documents received from an unofficial source should be annotated with the “Received from an unofficial source” stamp.

For example, if a **veteran or requester sends a DD214, it is considered received from an unofficial source. If the Air Force sends NARA a DD214, it is considered received from an official source.**

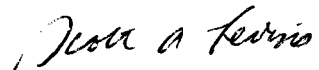
Please note letters and memoranda from service departments will usually include an attention line with an office symbol. However, if a service department is **referring a request** from a veteran, any enclosures are considered **unofficial**, as the **source** of the request was the veteran.

Below is a guideline to determine if a source is official or unofficial:

<b>Received from:</b>	<b>Stamp Document Unofficial Source?</b>
Requester	Yes
Veteran	Yes
3 <sup>rd</sup> Party	Yes
Relative	Yes
American Legion/VFW/Similar Organizations	Yes
Law Office	Yes
Military Services	No, if received <i>directly</i> from the service department in an official envelope or <i>directly</i> from a Liaison Officer and the request is not a referral with information provided by the veteran.
Department of Veteran's Affairs	No, if received <i>directly</i> from the Department of Veteran's Affairs in an official envelope and the request is not a referral with information provided by the veteran.
Procurements to other government agencies initiated by NARA technicians.	No, if received <i>directly</i> from the government agency itself for the case referenced in the procurement.
Unsolicited	Yes, if <i>documentation appears to have been provided initially by the veteran</i> or if original source of document is unknown.
City, State, Federal Government Agencies	No, if received <i>directly</i> from the government agency itself and the request is not a referral with information provided by the veteran.
Unknown Source	Yes

*Using 'Unofficial' documents to respond to requests.* Reconstruction cases will retain the same verification rules now in practice. Medals will be verified by official documentation as identified in the *Guide to Reconstruction Sources* job aid. **However, in the absence of official documentation, for reconstruction cases only, medals may be verified based on documentation provided by the veteran, except when the documentation appears to be altered.**

**Official documents must be used to verify service in the Armed Forces for all cases, both reconstruction and non-reconstruction.**



SCOTT A. LEVINS  
Assistant Director  
for Military Records



# *National Personnel Records Center*

*Military Personnel Records*

*9700 Page Avenue, St. Louis, Missouri 63132-5100*

Date : March 16, 2009

Reply to

Attn of : NRPM 2009-03

Subject : Instructions for annotating documents received from unofficial sources

To : All employees

NRPM 2007-02 dated May 18, 2007 is cancelled.

This revised memorandum provides additional guidance for the use of the “Received from an unofficial source” stamp, primarily for situations involving reconstruction of lost records.

***Purpose.*** The purpose of the “Received from an unofficial source” stamp is to help distinguish between official documents that may be used to verify service for veterans and unofficial supporting documentation provided by the requester.

***Responsibility.*** The primary personnel stamping documents will be those who scan documents into CMRS. This includes, but is not limited to, Mailroom Data Entry Clerks, Core Support Personnel, Customer Service Technicians, Core Managers, Assistant Core Managers, Expert Technicians, and Secretaries. Core Technicians will use the stamp on documentation that they will submit to other personnel for scanning.

***Requester’s Original Documents.*** Please note that when the mailroom and other personnel receive original documents, they will continue the practice of **making a copy of the original** document to scan into CMRS. Those **copies should be stamped** with the “Received from an unofficial source” stamp **before being scanned**. Return the originals to the requester without modification.

***Placement of stamp on documents.*** When stamping the unofficial documents, please try not to stamp over the last name, first name, date of birth, Social Security number, service number, branch of service, or date released from service.

***Determining when to stamp documents.*** Documents received at NPRC from non-government agencies and individuals are considered as received from an *unofficial* source. The **sender** of the document, rather than the document itself, determines whether it is considered unofficial. Only government documents received from an unofficial source should be annotated with the “Received from an unofficial source” stamp.

For example, if a **veteran or requester sends a DD214, it is considered received from an unofficial source. If the Air Force sends NARA a DD214, it is considered received from an official source.**

Please note that letters and memoranda from service departments will usually include an attention line with an office symbol. However, if a service department is **referring a request** from a veteran, any enclosures are considered **unofficial**, as the **source** of the request was the veteran.

Below is a guideline to determine if a source is official or unofficial:

<b>Received from:</b>	<b>Stamp Document Unofficial Source?</b>
Requester	Yes
Veteran	Yes
3 <sup>rd</sup> Party	Yes
Relative	Yes
American Legion/VFW/Similar Organizations	Yes
Law Office	Yes
Military Services	No, if received <i>directly</i> from the service department in an official envelope or <i>directly</i> from a Liaison Officer and the request is not a referral with information provided by the veteran.
Department of Veteran's Affairs	No, if received <i>directly</i> from the Department of Veteran's Affairs in an official envelope and the request is not a referral with information provided by the veteran.
Procurements to other government agencies initiated by NARA technicians.	No, if received <i>directly</i> from the government agency itself for the case referenced in the procurement.
Unsolicited	Yes, <i>if documentation appears to have been provided initially by the veteran</i> or if original source of document is unknown.
City, State, Federal Government Agencies	No, if received <i>directly</i> from the government agency itself and the request is not a referral with information provided by the veteran.
Unknown Source	Yes

***Using 'Unofficial' documents to respond to requests.*** Reconstruction cases will retain the same verification rules now in practice. Medals will be verified by official documentation as identified in the *Guide to Reconstruction Sources* job aid. **However, in the absence of official documentation, for reconstruction cases only, if dates and character of service have been verified through official sources, medals that are not related to benefits or higher awards may be verified based on documents provided by an unofficial source, except when the documentation appears to be altered.**

**Official documents must be used to verify service in the Armed Forces for all cases, both reconstruction and non-reconstruction.**

Further guidance on this subject and Frequently Asked Questions are attached.

SCOTT A. LEVINS  
Assistant Director  
for Military Records

Attachments



## Unofficial Documents and Reconstruction Impact

Requested Action	Document Supplied by Unofficial Source	Verification of Service Process	Document Supplied to Requester
Medals Replacement	Separation Document	<p>1) Verify service dates and character of service. Utilize both internal and external sources to validate the separation document provided to us by an unofficial source.</p> <p>2) Verify medals with official documentation. If we are not able to reconstruct all the medals identified on the unofficial separation document and step one provides a match for accurate service, authorize only those that are not related to benefits and not higher-level awards. Purple Heart, Medal of Honor, etc. must be based on documents from an official source, not a separation document supplied by an unofficial source.</p>	Response letter with medals authorization.
"Seal my separation document" Request	Separation Document	Verify service utilizing both internal and external sources to obtain an official replacement separation document. If unable to obtain an official replacement separation document, verify service through alternate sources and create an NA 13038.	<p>Response letter and sealed separation document obtained from an official source or a sealed NA 13038.</p> <p>Do not affix a NARA seal to a separation document supplied by unofficial sources.</p>
Verification of Service from unofficial source	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Korea card</li> <li>• DD217 with picture and service info on the back</li> <li>• Wallet size separation document</li> <li>• Id card</li> <li>• Discharge certificate.</li> </ul>	<p>Verify service utilizing both internal and external sources to obtain an official replacement separation document.</p> <p>If unable to obtain an official replacement separation document, verify service through alternate sources and create an NA 13038.</p> <p>If there are extenuating circumstances with the case, always consult with your Coach.</p>	Response letter and sealed separation document obtained from an official source or a sealed NA 13038.

## Frequently Asked Questions:

Question	Response
<p><b>Sometimes a separation document provided by a VA Office (RMC or VARO) is a member copy. Why would we use what the veteran supplied just because it came from the VA?</b></p>	<p>The VA-provided copy of the DD214 is from the claim folder housed at the VA. If we have a DD214 supplied by the VA that is a member copy, we should validate the service (character, in and out dates) from other official sources before accepting the document as an official document.</p>
<p><b>If we get a separation document from a state archives or county court house, isn't it one supplied by the veteran? Why would we use that one?</b></p> <p><b>If the military documents are sent in with a raised seal from a federal or state agency, may we use them?</b></p>	<p>The separation document supplied by the state office was sent directly to the state from the service department.</p> <p>If the separation document provided to us from the state is the member copy, we should validate the service dates and character before utilizing the document as official.</p> <p>The member copy of separation documents registered in the County courthouse in the 40s and 50s may be utilized as official with validation of service dates and character.</p> <p>If an unofficial source provided the raised seal document, we cannot utilize that document as official.</p>
<p><b>Should I stamp the documents in the R-file as unofficial when I work the case?</b></p>	<p>Do not stamp documents as unofficial if they were previously filed in the record. We do not know that those are truly unofficial.</p>
<p><b>Why aren't we permitted to use all of the information on the VA Index? Enlistment and Discharge date.</b></p>	<p>The enlistment date may be used but the discharge date has been historically rated as unreliable.</p>
<p><b>Which is more reliable, VA Index or AAD? Which should we use first?</b></p>	<p>The AAD is based on official documents from the SN Index for WWII. These are more reliable than the VA Index.</p>
<p><b>May we use a verified BIRLS for the enlistment date if we have no VA Index and the discharge date is from an official source? Aren't the discharge and character what drives benefits?</b></p>	<p>No, do not use BIRLS to verify service.</p>

<p><b>How do we respond if the veteran has a separation document and we are unable to validate. Is there a new paragraph?</b></p>	<p>The paragraph is: Fire Related Records &gt; Fire pp, separation document provided more than we can reconstruct.</p> <p>To provide the partial information we have verified, and request additional information from the requester to make an additional search, use the paragraph: Fire Related Records&gt; Fire pp, some info. verified, need additional info. for another search.</p>
<p><b>If there is an unofficial separation document in the file and the request is for FOIA information, may we use that unofficial separation document to create the FOIA?</b></p>	<p>We should not respond to a FOIA request with any information that is unofficial. The separation document is unofficial and the FOIA is an official response. We would have to reconstruct or reply that we have no official documents pertaining to the veteran.</p>
<p><b>If we are unable to use the unofficial document to respond to the service dates on the FOIA response, may we use the medals listed?</b></p>	<p>This is an official response. Use basic medals as reference, but seek an alternate source to confirm eligibility. Check the unit books for any other awards.</p>
<p><b>Where are we with follow through searches in OR? May we consistently do these for benefits requests?</b></p>	<p>When a follow through search is needed for benefits, technicians should obtain concurrence from their Coach or ET and then order the follow through. The Coach or ET will email OR so they know that this is an authorized search. (Note: Because these are time consuming, expensive searches, we want to ensure we have exhausted all other sources for information prior to going to the follow through search.)</p>
<p><b>I hear we may destroy x-rays. It's been said the big x-rays are the ones off-gassing and not the small chest x-rays that are needed for reconstruction. True and, if so, can we keep those?</b></p>	<p>Small x-rays are for Navy/Marine Corps veterans and do not impact the major reconstruction effort.</p>
<p><b>May we send out copies of the documents marked Unofficial? To veteran or NOK?</b></p>	<p>We may include unofficial documents when we provide a certified or authenticated copy of the record. We are not certifying the authenticity of the record, only that these documents were in the records when the request was received. It is up to the courts or the requester to determine whether the documents accurately reflect the member's service.</p>

<b>If the veteran sends in a separation document and asks that it be sealed, but we have to send an NA13038, may we have a new paragraph explaining that and our inability to reconstruct?</b>	The paragraph is: Get Paragraph > Personnel Related Info > Certify documents from official source only—with NA 13038.
<b>We get dates of service from the civilian record. Is that information supplied by the veteran to the civilian agency and should that be used as an official source?</b>	The military service information contained in a federal civilian personnel record is official.
<b>May we use a VA Form 3101 as an official source?</b>	Statement of service (from previously submitted VA-3101, Request for Information) is one of the items in our guide to reconstruction. The old PIEs requests with the stamp on it indicating who verified the information as well as the box checked saying “verified” may be used as official documents.
<b>If an unofficial separation document is in the file and the veteran wants a correction/DD215. May we do the DD215 from the unofficial separation document?</b>	No. We should prepare an NA 13038 with the correct information. Medals information may be placed in the comments section.
<b>If we see writing on a separation document or documents, what do we consider altered?</b>	There are some authentic documents that have writing on them. When looking at a separation document, one normally sees items that pertain to service or medals adjusted. If there is any doubt, see ET or Coach.
<b>Do we consider Honorable Discharges which include entry and discharge as items that have to be verified?</b>	If received from an unofficial source, documents may not be used to validate service. Service must be verified as noted in the matrix. Consult your Coach if the document appears to be an original or if you feel there are extenuating circumstances.

**Note: At any time the Technician is unable to validate service or the veteran through the process above but believes the record contains enough information to be sure it is correct to respond to the request, he/she should see the Coach before denying the request.**

# Nuclear Deterrence Operations Service Medal (USAF Only)

Last Update: 11/07/2014

**This medal is for USAF personnel only and is retroactive to 27 December 1991. Reply to any request received for this specific medal by copying and pasting the paragraph and referral address below to your response letter. THE BACKGROUND INFORMATION IS FOR YOUR INFORMATION AND IS NOT TO BE INCLUDED IN YOUR REPLY.**

The specific medal that you are requesting (Nuclear Deterrence Operations Service Medal) is not processed by the National Personnel Records Center. This medal may be awarded retroactively to December 27, 1991. To apply for this specific medal, you must apply directly to:

Air Reserve Personnel Center  
HQ ARPC/DPTARA  
18420 E Silver Creek Ave Bldg 390 MS 68  
Buckley AFB, CO 80011

**Background:** The Air Force has released the criteria for a new service medal for airmen directly supporting the beleaguered nuclear missile community. Air Force Secretary Deborah Lee James on 27 MAY authorized the Nuclear Deterrence Operations Service Medal. Service members can receive the medal if they were assigned, deployed or mobilized to a wing, center or other organization supporting nuclear deterrence operations for 120 consecutive days or 179 nonconsecutive days, the Air Force said 10 OCT. Subsequent awards will only be authorized when an airman has a permanent change of station move to a qualifying unit. The medal is being developed and is expected to be available in March. "This service medal provides a clearly visible way to recognize the dedication and professionalism of our airmen who are the guardians of our nation's nuclear deterrence," said Col. Zannis Pappas, missile operations career field manager. "Because of our success, often times nuclear deterrence operations can be overlooked as a critical function. The medal acknowledges the special challenges faced by those airmen charged with supporting the nuclear enterprise and will be a point of pride by all who wear it."

The award will be a bronze medal with a laurel wreath symbolizing achievement, an atomic symbol representing the nuclear surety mission, and a star with a disc representing the Air Force. The medal's reverse will have a triangle, alluding to the nuclear triad. The [medal's] blue represents the nuclear dominance in the sky; red represents the power and passion in which we provide nuclear deterrence; green represents the earth and our global capabilities; gold represents the wealth of our nuclear enterprise — our people. "The Air Force continues to demonstrate its support to the most vital part of the nuclear enterprise — the airmen," said Maj. Gen. Garrett Harencak, Air Force assistant chief of staff for strategic deterrence and nuclear integration. "This medal exists as a tangible way to acknowledge the importance of this mission and the dedication and pride that the men and women in the nuclear community show to their country. Having Secretary of the Air Force-level interest testifies to the importance of this decoration and impact on the nuclear operations."

The medal will be worn with an "N" device for airmen dispatched to a missile complex for 179 nonconsecutive days, who directly support intercontinental ballistic missile operations or nuclear weapon carrying aircraft. Airmen will only receive one "N" device, no matter how many qualifying

assignments they serve in. When a permanent change of station occurs, airmen may receive an oak leaf cluster. Medal eligibility will be retroactive to Dec. 27, 1991. Currently serving airmen will have their nominations processed through their chains of command. An airman's current group commander will be the awarding authority for the medal. ***Retired or separated airmen who wish to receive the medal can submit a request to the Air Force Personnel Center recognition section. Family members of deceased airmen can ask AFPC for information on receiving the medal posthumously.***



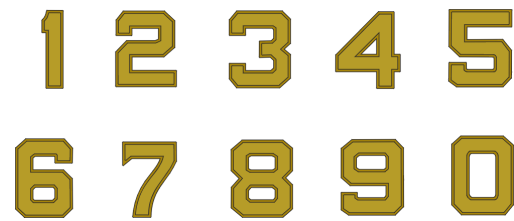
---

*Note: This web page contains a blind updateable reference to address [\[00662\]](#).*

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Numerals



Arabic numerals are issued instead of a medal or ribbon for second and subsequent awards of the Air Medal, Multinational Force and Observers Medal, Overseas Service Ribbon and the Army Reserve Components Overseas Training Ribbon. The ribbon denotes the first award and numerals starting with the numeral 2 denote the additional awards. The numeral worn on the NCO Professional Development Ribbon will denote the highest completed level of NCO development.

Numerals are worn on the service and suspension ribbons of the following awards:

Air Medal

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 6-4](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)



ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

---

# NUMERICAL LISTING OF NPRC MEMORANDUMS

---

- [1600 Series Memorandums](#)
- [1804 Series Memorandums](#)
- [1820 Series Memorandums](#)
- [1852 Series Memorandums](#)
- [1864 Series Memorandums](#)
- [1865 Series Memorandums](#)
- [1867 Series Memorandums \(CPR Only\)](#)
- [Non Reference Related Memos](#)

---

## 1600 Series Memorandums

- [NPRC 1600.1](#) [Release of information from archival Official Military Personnel Files \(OMPFs\)](#)
- [NPRC 1600.2](#) [Loans of accessioned Official Military Personnel Files \(OMPFs\) from the National Personnel Records Center \(NPRC\) to the originating Military Service Departments](#)
- [NPRC 1600.3](#) [Release of information from archival civilian personnel records](#)

## 1804 Series Memorandums

- [NPRC 1804.1](#) [Signature authority, Center correspondence](#)

## 1820 Series Memorandums

- [NPRC 1820.2](#) [Core Suspense and Control Files](#)

## 1852 Series Memorandums

- [NPRC 1852.1](#) [Information and instructions on fee cases \(9700 Page\)](#)
- [NPRC 1852.2](#) [Information and instructions on fee cases \(111 Winnebago\)](#)

## 1864 Series Memorandums

- [NPRC 1864.99](#) [Civilian and military records of VIP's](#)
- [NPRC 1864.101](#) [Workflow control procedures and priority levels in reference service](#)
- [NPRC 1864.102](#) [Privacy Act implementation in NPRC reference service operations](#)
- [NPRC 1864.103](#) [Delay notices](#)
- [NPRC 1864.104](#) [Processing inquiries prepared in a foreign language](#)
- [NPRC 1864.106](#) [Affixing NARA official seal by embossing documents or photocopies of](#)

[documents](#)

- [NPRC 1864.107](#) [Legal demands for records and/or information](#)
- [NPRC 1864.108](#) [Screening of military personnel and medical records for onsite review or for disclosure through photocopies](#)
- [NPRC 1864.112](#) [Requests received in the NPRC Research Rooms](#)
- [NPRC 1864.113](#) [Freedom of Information Act \(FOIA\) Requests](#)
- [NPRC 1864.114](#) [Use of Facsimile machines at NPRC](#)

## **1865 Series Memorandums**

- [NPRC 1865.1](#) [Comprehensive index to NPRC memorandums used by employees at 9700 Page](#)
- [NPRC 1865.2](#) [General information and instructions relating to reference service](#)
- [NPRC 1865.3](#) [Reference service source document guides](#)
- [NPRC 1865.8](#) [Inquiries received by telephone at NPRC \(MPR\)](#)
- [NPRC 1865.12](#) [Congressional inquiries at NPRC \(MPR\)](#)
- [NPRC 1865.16](#) [Release and access guide](#)
- [NPRC 1865.20](#) [Inquiries lacking sufficient identifying and/or locator data](#)
- [NPRC 1865.22](#) [List cases](#)
- [NPRC 1865.28](#) [Refiling and interfiling military personnel and medical records](#)
- [NPRC 1865.32](#) [Verification, misplaced, and "can't find" records searching](#)
- [NPRC 1865.33](#) [Records blocks data](#)
- [NPRC 1865.37](#) [General information on VA Form 3101 requests](#)
- [NPRC 1865.38](#) [Answering VA Form 3101 Requests](#)
- [NPRC 1865.42](#) [Burial requests from national cemeteries](#)
- [NPRC 1865.44](#) [Penal/mental/correctional institution requests](#)
- [NPRC 1865.45](#) [Requests from Federal Probation Officers](#)
- [NPRC 1865.46](#) [OPM requests concerning credit for military service](#)
- [NPRC 1865.49](#) [Requests for last known addresses or "whereabouts" information](#)
- [NPRC 1865.50](#) [Employment suitability requests](#)
- [NPRC 1865.51](#) [Request for replacement of separation documents](#)
- [NPRC 1865.52](#) [Social Security Administration requests](#)
- [NPRC 1865.60](#) [Requests for verification or statement of service](#)
- [NPRC 1865.62](#) [Department of the Army separation program numbers \(SPN\) and separation program designators \(SPD\)](#)
- [NPRC 1865.64](#) [Requests for ship histories or deck logs](#)
- [NPRC 1865.68](#) [Requests for verification of training, education, and performance while](#)

- [in the military](#)
- [NPRC 1865.72](#) [Issuance and reissuance of original discharge and retirement certificates](#)
- [NPRC 1865.73](#) [Military finance center requests](#)
- [NPRC 1865.80](#) [Requests for photographs](#)
- [NPRC 1865.82](#) [Requests concerning admission to the United States Naval Home](#)
- [NPRC1865.83](#) [Requests for verification of sea service](#)
- [NPRC 1865.84](#) [Retirement Credit Points \*\*\(Cancelled\)\*\*](#)
- [NPRC 1865.85](#) [Requests for Identification Card, Uniform Services Identification and Privilege Cards](#)
- [NPRC 1865.86](#) [Genealogical requests](#)
- [NPRC 1865.87](#) [Corrections to DD Form 214, Certificate of Release or Discharge from Active Duty \(and predecessor forms\)](#)
- [NPRC 1865.98](#) ["Open Service Records" \(records which indicate member deserted and never returned to military control\)](#)
- [NPRC 1865.101](#) [Requests for information concerning compensation, leave, and grade/rank](#)
- [NPRC 1865.103](#) [Requests involving health records of former military members](#)
- [NPRC 1865.104](#) [General background and reference information concerning Records Reconstruction Branch](#)
- [NPRC 1865.106](#) [Routine searching of auxiliary records in Records Reconstruction Branch](#)
- [NPRC 1865.107](#) [Miscellaneous correspondence procedures unique to Records Reconstruction Branch](#)
- [NPRC 1865.110](#) [Requests for awards and certificates](#)
- [NPRC 1865.111](#) [Internal sources of information used in the records reconstruction process](#)
- [NPRC 1865.112](#) [External sources of information used in the records reconstruction process](#)
- [NPRC 1865.113](#) [Organizational records searching procedures used in the Records Reconstruction Branch](#)
- [NPRC 1865.114](#) [Changes/corrections to identification data for military personnel/medical records indexed by computer](#)
- [NPRC 1865.115](#) [Registry File System records processing procedures](#)
- [NPRC 1865.116](#) [Requests for classified Morning Reports/Rosters](#)
- [NPRC 1865.117](#) [Processing requests for service information for homeless veterans](#)
- [NPRC 1865.118](#) [Requests for birth or death certificates/information](#)
- [NPRC 1865.119](#) [Requests for disciplinary data](#)
- [NPRC 1865.120](#) [Requests for Air Force officer flight records](#)

- [NPRC 1865.121](#) [Requests involving records created at military medical facilities](#)
- [NPRC 1865.122](#) [Army Reserve retiree records without retirement orders](#)
- [NPRC 1865.123](#) [Title 10 letter for State Employee Retirement Annuitants](#)
- [NPRC 1865.124](#) [Requests for Army replacement medals and certificates](#)
- [NPRC 1865.125](#) [General Background and miscellaneous correspondence procedures unique to the Philippine Army Records](#)
- [NPRC 1865.126](#) [Standard Operating Procedure \(SOP\) for Refile Section, Records Retrieval Branch](#)
- [NPRC 1865.127](#) [Return of documents to NPRC after having been released in error](#)

### **1867 Series Memorandums (CPR Only)**

- [NPRC 1867.1](#) [Comprehensive index to NPRC memorandums used by employees at 111 Winnebago](#)
- [NPRC 1867.6](#) [Restrictions and release policies for Official Personnel Folders](#)
- [NPRC 1867.62](#) [Processing Requests for Information from FBI Personnel Files](#)

### **Non Reference Related Memos**

- [NPRC 1824.2](#) [List of current local NA and GSA forms controlled by NPRC](#)
- [NPRC 1832.4](#) [Distribution coding system for NPRC instructional memos](#)
- [NPRC 1832.6](#) [Checklist of current and canceled NPRC memorandums](#)
- [NPRC 1840.11](#) [NPRC Civilian Personnel Records \(CPR\) mail coding and routing guide](#)
- [NPRC 1840.12](#) [Undeliverable NPRC mail returned by the U. S. Postal Service \(Returned Mail\)](#)
- [NPRC 1872.5](#) [Task automated reporting system](#)
- [NPRC 2140.1](#) [Information Technology \(IT\) Operations at NPRC](#)
- [NPRC 3610.6](#) [Orientation of new employees](#)
- [NPRC 3610.9](#) [Initial Transition Training](#) See also: [Refile Training manual](#) ([Printing Instructions](#))
- [NPRC 3610.10](#) [Core Learning for Archive Technicians](#)
- [NPRC 3610.12](#) [Student Career Experience Program](#)
- [NPRC 3620.2](#) [NPRC cash awards for performance and productivity](#)
- [NPRC 3630.5](#) [Performance Management Program for personnel in the NRPM Core Environment](#)
- [NPRC 3630.6](#) [Career Advancement Plan for Personnel in the NRPM Core Environment](#)
- [NPRC 3630.7](#) [Career Advancement Plan for NPRC Preservation Unit personnel](#)
- [NPRC 6010.3](#) [Overtime and compensatory time](#)

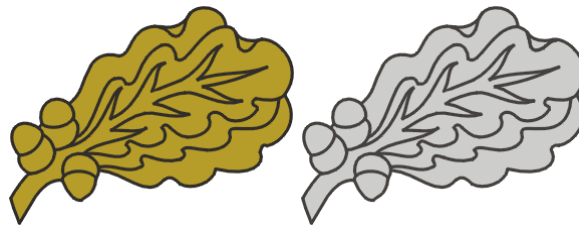
[NPRC 6400.1](#) [Computing average salary costs and staffing requirements](#)

---

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

- 
- ÿ [Air Medal](#)
  - ÿ [American Campaign Medal](#)
  - ÿ [American Defense Service Medal](#)
  - ÿ [Antarctica Service Medal](#)
  - ÿ [Armed Forces Expeditionary Medal](#)
  - ÿ [Armed Forces Reserve Medal](#)
  - ÿ [Army Aviator Badge](#)
  - ÿ [Army Commendation Medal](#)
  - ÿ [Army of Occupation of Germany WWI](#)
  - ÿ [Army of Occupation Medal WWII](#)
  - ÿ [Asiatic Pacific Campaign Medal](#)
  - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
  - ÿ [Belgian Fourragère](#)
  - ÿ [Bronze Star Medal](#)
  - ÿ [Combat Infantryman Badge](#)
  - ÿ [Combat Medical Badge](#)
  - ÿ [Commendation Ribbon w/Metal Pendant](#)
  - ÿ [Distinguished Flying Cross](#)
  - ÿ [Distinguished Service Cross](#)
  - ÿ [Distinguished Service Medal](#)
  - ÿ [Distinguished Unit Citation](#)
  - ÿ [Diver Badges](#)
  - ÿ [Drill Sergeant Identification Badge](#)
  - ÿ [Driver and Mechanic Badge](#)
  - ÿ [European African Middle Eastern Campaign Medal](#)
  - ÿ [Expert Infantryman Badge](#)
  - ÿ [Explosive Ordnance Disposal Badges](#)

## Oak Leaf Clusters



Bronze

Silver

Oak Leaf Clusters are issued to denote award of second and succeeding awards of decorations (other than the Air Medal), the Army Reserve Components Achievement Medal, and unit awards. A Silver Oak Leaf Cluster is worn instead of five Bronze Oak Leaf Clusters. Oak Leaf Clusters are not issued for the Legion of Merit awarded in degrees to foreign nationals.

Oak Leaf Clusters are authorized for wear on the following medals and or ribbons:

- Medal of Honor
- Distinguished Service Cross
- Distinguished Service Medal
- Silver Star
- Distinguished Flying Cross
- Soldiers Medal
- Purple Heart
- Army Commendation Medal
- Bronze Star Medal
- Meritorious Unit Emblem
- Presidential Unit Citation

**Specific requirements** for this award are contained in [Army Regulation 600-8-22: paragraph 6-3](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
  
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
  
- ÿ [Honorable Service Lapel Button WWII](#)
  
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
  
- ÿ [Legion of Merit](#)
  
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
  
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
  
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
  
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
  
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)



ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps  
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

---

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

# Officer Pay Card

Details: Payroll records of officer Personnel

- Branch: Army
- Timeframe: World War I & World War II

How to request: Create an OR search request in CMRS. Be sure to choose the correct war (WWI or WWII) in the drop down menu.

Samples of documents returned to technician:

Sample of Officer Pay Card (Part 1 of 3)

[Redacted] JOSEPH D. (Name)  
 0-1643802 (Serial Number) 2nd LT (Rank) ← **Name, Service Number, & Rank**  
 (Longevity (or date of appointment))

PAYING OFFICER	MONTH OF ACCT. 1943	VOUCHER	PERIOD OF SERVICE	CREDITS				DEDUC	
				PAY	OTHER	SUBS.	RENTAL	INS.	ALLOT.
K.A.K. O'NEIL	7	96573	DOA		250				
✓	3	107138	719-28	60		1260	23		
E.H. BUTLER			4	150.00		42.00	60.00	6.50	
P.A. KOCH			3	✓		✓	✓	6.50	
S.A. Butler	2	16242	5	✓		43.40	✓	✓	
T.W. Moore	6	163	6	✓		✓	✓	✓	

**Officer Appointment Date**

GENERAL ACCOUNTING OFFICE

Sample of Officer Pay Card (Part 2 of 3)

*[Redacted]* *[Signature]*  
 (Name) *[Signature]*  
 12/20/43  
 (Serial Number) (Rank) (Longevity (or date of appointment))

**Promotion Date and Rank**

PAYING OFFICER	MONTH OF ACC'T	PAY	OTHER	CREDITS			DEDUCT	
				SUBS.	RENTAL	INS.	ALLOT.	
<i>[Signature]</i>	7	2712	July	✓	43.40	00.00	0.50	
✓	8	5840	Aug	✓		✓	✓	
✓	9	9630	Sept	✓		✓	✓	
<i>Johnson, C. L.</i>	11	3202	Oct	✓		✓	✓	
<i>Lepskov, M. S.</i>	12	2459	Nov	✓		✓	✓	
✓	12	5606	Dec	✓		✓	✓	
✓	44	9464	Jan	166.67	By Brown 11.61	75.00	✓	
<i>O'Hara, C. W.</i>	3	7622P	Feb	✓		✓	✓	

GENERAL ACCOUNTING OFFICE  
 Form No. 959

Sample of Officer Pay Care (Part 3 of 3)

Class: 12  
Rate: 200



1085711 P

1-16-43-80 ✓  
(Serial Number)

(Name) 1st Lt Sigl  
(Rank)

Assignment

(date of appointment)

PAYING OFFICER	MONTH OF ACCT.	VOUCHER	PERIOD OF SERVICE	CREDITS				DEDUCTIONS	
				PAY	OTHER	SUBS.	RENTAL	INS.	ALLOT.
d.n. Hoffman ✓	2	3665-9	1	16667	1067	4393	25-	650	200
✓	3	4100-22	2	✓	✓	✓	✓	✓	✓
✓	4	4119-37	3	✓	✓	✓	✓	✓	✓
B. J. Rogers	7	981-85	6	✓	✓	✓	✓	✓	✓
S. J. Hoffman	5	4768-29	4	✓	✓	✓	✓	✓	✓
H.C. ...	8	6109	8/11	80.00					
S. J. Hoffman	6	5100-45	5	183.33		✓	✓	✓	✓
✓	7	11-...	7-8-21	34-	114	214-	10-	2-	100-
✓	9	11-...	9	175-		42-	70-	150	200-
✓	10	24345-46	10	✓		✓	✓	✓	✓
H.M. Ford	11	21709	11/24		TR 280				
✓	12	25518	12	✓		✓	✓	✓	✓
✓	1/1	26370	1/1-18/46	4667	MOP 100-	112020-			✓

Date of discharge & mustering out pay (used to determine character of discharge)

Primary Sources

---

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
National Personnel Records Center  
St. Louis, Missouri 63132-5100

NPRC 1865.46B  
January 7, 1981

**SUBJECT: OPM requests concerning credit for military service**

1. **Purpose.** This memorandum contains instructions for answering requests from the Compensation Group of the Office of Personnel Management. This office was formerly known as the Bureau of Retirement and Insurance, U.S. Civilian Service Commission. Requests seek information needed to determine eligibility for, and/or the amount of, monetary benefits due Federal civilian employees, under the Civil Service Retirement Act. Credits for military service are allowable under the Act.
2. **Cancellation.** NPRC 1865.46A is canceled.
3. **Reason for revision.** NPRC 1865.46A is revised to reflect the changes in Agency names caused by the Civil Service Reform Act of 1978. Instructions are updated on the use of the request forms currently being received at NPRC.
4. **Applicability.** This memorandum is applicable to all employees in the correspondence/WIF sections of military reference branches and the Records Reconstruction Branch.
5. **Forms.** This memorandum provides for the use of the following forms:

Regional Form R6-7043, Inquiry Return (with SF 180)  
GSA Form 7093, Reply to Inquiry (NCP)  
Standard Form 180, Request Pertaining to Military Records  
CSC Form BRI 46-143, Verification of U. S. Military Service

DAVID L. PETREE  
Director

---


**OPM REQUESTS CONCERNING CREDIT FOR MILITARY SERVICE**

1. **Request form.** The Compensation Group of the Office of Personnel Management (formerly the Bureau of Retirement and Insurance, U. S. Civil Service Commission) still uses the old Civil Service Commission Form BRI 46-143, Verification of U. S. Military Service. See [fig. 1](#). This is normally submitted in the original and one copy. The left side is the request portion, containing the identifying information and the service claimed. The NPRC reply is made by placing check marks or writing in information to the right of the dark vertical line.
2. **Instructions for completing replies.** [Fig. 1](#) is a sample request form, as completed by NPRC.
  - a. **General.** The entire NPRC reply is usually made on the request form. (See [subpar. 2d](#) for exceptions.) The information provided by NPRC results in the determination of eligibility for, and/or the amount of, a substantial monetary benefit. The importance of providing correct information, therefore, cannot be overstressed.

Be sure to verify each item carefully before placing a check mark. It is also important to complete the case quickly. A delayed case can delay the first retirement check, or may make necessary a complete recomputation of a person's retirement annuity.

- b. **Name and social security number or service number.** Verify these items with the record. For each correct item, place a check mark in the block provided. If an item is incorrect, enter the correct information in the space to the right.

c. **Branch(es) and dates of active Federal service.** If the branch(es) of military service and the "from" and "to" dates shown on the left are correct, place a check mark in the block provided. If any of the information on the left is incorrect, enter the correct information in the "reply" column(s). If the record shows additional active HONORABLE service (including (ACDUTRA), enter the dates in the reply column(s), as shown below:

SERVICE TO		ALWAYS COMPLETE THIS BLOCK →		SHOW TYPE OF SEPARATION FOR EACH PERIOD OF ACTIVE SERVICE. ↘
		FROM	TO	
13/45	✓			HONORABLE
		11/14/45	11/13/49	HONORABLE

d. **Active duty for training.** ACDUTRA is creditable for retirement purposes. Any ACDUTRA not included in the request portion must be shown in the reply. Show "Training Duty" in the Type-of-Separation column for this. NOTE: Numerous periods of Navy ACDUTRA may be reported by furnishing copies of such records as the retirement eligibility and credit cards, in lieu of transcribing the dates to the Form 143. This method should be limited to cases where the periods of ACDUTRA to be reported are sufficient to warrant it. Also, copies should be furnished only when it is clear that the OPM will be able to make out the ACDUTRA dates. **CIRCLE IN RED THOSE PORTIONS SHOWING ACDUTRA.**

e. **Separation.** Show the type of separation of each period of active military service entered on the form.

f. **Time lost.** Furnish all time lost, unless service was other than honorable. Always check the "None" block, if applicable. Show time lost either in total number of days, or in "From - to" dates, depending on how it is shown in the record.

g. **Additional information requested.** If any of the three blocks in the lower part of the request portion are checked, provide the requested information in the space to the right or under "remarks."

h. **Requests involving multiple enlistments for which all separation documents cannot be obtained.** In these cases--which usually involve fire-related records--it is sometimes possible to verify the total amount of prior active service from the available documents, even though the exact DATES of such service are not known. OPM has agreed that this type verification can be made by writing "HONORABLE ACTIVE FEDERAL SERVICE PRIOR TO PERIOD(S) SHOWN ABOVE: \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days" immediately after the period(s) for which inclusive dates are available. This arrangement is based on an understanding that the "Prior service" entries on separation documents reflect only active Federal service for pay and longevity purposes. It is **EXTREMELY IMPORTANT** that care be taken to pick up only the prior **ACTIVE** service. The "TOTAL SERVICE FOR PAY PURPOSES" entry may include **INACTIVE** service, so this figure should never be used without careful examination of the other entries. Following is an illustration of a typical response of this type.

SERVICE	ALWAYS COMPLETE THIS BLOCK →			SHOW TYPE OF SEPARATION FOR EACH PERIOD OF ACTIVE SERVICE. ↘
	TO	FROM	TO	
7-20-56		Jan. 7, 1952	Aug. 23, 1954	Hon.
		Aug. 24, 1954	Nov. 7, 1956	Hon.
		Honorable active Federal service		
		prior to period(s) shown above:		
		9 years, 9 months, 17 days.		

i. **Authentication and disposition of request forms.** The person who completes the reply enters the NPRC correspondence code immediately above the words "RECORDS OFFICE OFFICIAL SIGNATURE" in the lower right corner, and signs as in [fig. 1](#). Enter the current date, as shown. The duplicate copy of the completed form is filed in the record.

3. **Special instructions on requests showing service in more than one branch of service.** OPM submits only one request for verification of service, even though service was performed in more than one branch of military service. Such requests are answered in the NPRC branch responsible for the records of the last period served. Information regarding the earlier period(s) is obtained under the procedures outlined in [NPRC 1865.2B, app. A, par. 5](#).
4. **Negative replies.** If records are not found, based on the information provided in the original request, use a Regional Form R6-7043, Inquiry Return, to transmit a Standard Form 180, Request Pertaining to Military Records. If a record cannot be found after the SF 180 is returned, compose a negative response on GSA Form 7093, Reply to Inquiry (NCP).





# Officer Register

**Details:** These books are by year and contain an active and a retired list of officers.

- Branch: Army
- Timeframe: 1915-1959

**How to request:** These books are located in the Reconstruction Branch library from A3 to B5.

## *Samples of documents returned to technician:*

Sample of active list.

### ACTIVE LIST

217

<p>██████████ 028003 B-Md 8 Feb 24 A-MA Md BSUS MA 46 Grad Engr Sch Bsc O Crse 47 Adv O Crse 53 MS in CE Univ of Ill 50 Enl 23 Nov 42 to 22 June 43 Cadet MA 1 July 43 to 3 June 45 1lt AUS 19 Dec 47 to Capt AUS 30 Dec 50 RA 2lt CE 4 June 46 to Capt 1 Apr 53 PL 11930</p>	<p>██████████ 073662 B-NY 5 Dec 32 A-MA Army BSUSMA 56 Grad Inf Sch Bsc O Crse 56 Enl 26 July 51 to 30 June 52 Cadet MA 1 July 52 to 31 May 56 1lt AUS 1 Dec 57 RA 2lt Inf 1 June 56 PL 22537</p>
<p>██████████ 061433 B-NY 17 Feb 25 A-NJ CR Grad Arty Sch Btry O Crse 53 Arty &amp; GM Sch Adv O Crse 56 BS in BA Univ of Del 50 Navy 31 Dec 42 to 12 Aug 47 31 Mar 48 to 22 Sep 48 2lt CA USA 4 June 50 to Capt AUS 12 Oct 54 RA 2lt CAC 15 June 50 D/R 15 June 50 to Capt 15 June 57 PL 16136</p>	<p>██████████ 038709 B-Wash 15 Dec 06 A-Ind LM E-C&amp;GS Coll Grad AFSC 49 Imperial Def Coll (British) 53 Armd Sch Adv O Crse 48 AB Va Mil Inst 31 MA Geo Wash Univ 33 2lt Cav Res 11 June 31 to Col AUS 7 Sep 50 RA Capt Cav 6 Sep 46 D/R 15 Dec 41 to Col 3 Aug 53 PL 626</p>
<p>██████████ USMA PL 2</p>	<p>██████████ 042762 B-England 25 Jan 11 A-Pa SS(OLC) Grad C&amp;GS Coll 51 Inf Sch Adv O Crse 50 BA Pa State Coll 33 Enl 13 July 42 to 3 Feb 43 2lt AUS 4 Feb 43 to Lt Col AUS 2 Nov 50 RA Capt Inf 9 July 47 D/R 25 Jan 46 to Lt Col 2 July 54 PL 4045</p>
<p>██████████ 46 Gr</p>	<p>██████████ 028049 B-Nev 3 Nov 24 A-MA Nev BS USMA 48 Grad Arty Sch Bsc O Crse 47 Arty Sch O Electron Radar Crse 51 Adv O Crse 54 Cadet MA 1 July 43 to 3 June 46 1lt AUS 23 Dec 47 to Capt AUS 30 Dec 50 RA 2lt FA 4 June 46 to Capt 1 Apr 53 PL 11958</p>
<p>██████████ 3 June 52 to 1lt 3 June 55 PL 18439</p>	<p>██████████ RW904563 B-Ohio 9 Mar 02 A-Ohio LM CR AB Wittenberg Coll 25 Enl 28 Nov 32 to 14 May 33 2lt NG 15 May 33 to Col AUS 7 Sep 50 to Col Inf Res 1 Aug 47 CWO W-4 AUS 15 Jan 54 RA WO W-1 1 Nov 54 D/R 1 Oct 49 to CWO W-3 1 Nov 55 PL 916</p>
<p>██████████ 051502 B-Tex 3 Mar 09 A-Tex LM Grad C&amp;GS Sch 23 GS Cl 45 Arty Sch Adv O Crse 50 BS in TE, A&amp;M Coll of Tex 30 2lt FA Res 26 May 30 to Col AUS 31 Jan 55 RA Capt FA 22 Oct 47 D/R 3 Mar 44 to Lt Col 14 May 51 PL 1997</p>	<p>██████████ 071666 B-Ga 1 May 28 A-SC Grad Ord Sch Bsc O Crse 50 AA Arty &amp; GM Sch Bsc O Crse 55 BSc The Citadel 48 MSc Ohio State Univ 54 2lt Ord Res 4 Aug 48 to Capt AUS 20 Sep 56 RA 1lt Ord C 4 Apr 55 D/R 1 July 54 PL 17629</p>
<p>██████████ 029573 B-Ga 13 May 06 A-Ga LM BSM Grad ICAF 51 AFSC 47 Air WC 49 BS Ga Sch of Tech 29 Enl 13 July 25 to 13 July 28 6 Aug 28 to 8 Aug 29 12 Aug 29 to 28 June 30 2lt Ord Res 10 June 29 to Col AUS 4 Feb 44 to Lt Col 6 Aug 42 to Col AUS 7 Sep 50 RA Capt Ord Dept 10 July 46 D/R 13 May 41 to Col 29 July 53 PL 417</p>	<p>██████████ 036298 B-Ga 3 Apr 21 A-Ga Grad Arty Sch AA O Adv Crse 51 Enl 6 Nov 39 to 20 June 40 23 Nov 40 to 2 July 42 2lt AUS 3 July 42 to Maj AUS 27 Dec 50 RA 1lt CAC 15 July 46 D/R 3 July 45 to Maj 9 May 56 PL 9539</p>
<p>██████████ 023866 B-Ky 11 Aug 15 A-MA Ky CR BSUS MA 41 E-C&amp;GS Coll Grad C&amp;GS Sch 22 GS Cl 45 MS Ohio State Univ 50 Cadet MA 1 Jul 36 to 13 Jan 37 28 Aug 37 to 10 Jun 41 1lt AUS 10 Aug 42 to Lt Col 9 Apr 46 to Maj 15 Feb 44 to Lt Col AUS 15 June 51 RA 2lt Sig C 11 June 41 to Maj 2 July 53 PL 7023</p>	<p>██████████ 1167 B-NY 17 Mar 19 A-NY Grad QM Sch Bsc O Crse 50 Adv O Crse 51 2lt WAC AUS 1 Sept 43 to Maj AUS 6 July 56 RA 1lt WAC 24 Jan 49 D/R 1 Sep 46 to Maj 1 Sep 57 PL 205</p>
<p>██████████ 057349 B-Fla 6 May 26 A-MA Wis BSM (OLC) PH BSUSMA 48 Grad Inf Sch Bsc O Crse 49 Adv O Crse 54 Cadet MA 1 July 44 to 7 June 48 Capt AUS 30 Sep 50 to Maj AUS 11 July 56 RA 2lt Inf 8 June 48 to Capt 29 Oct 54 PL 13778</p>	<p>██████████ 030237 B-Mass 29 May 09 A-Calif LM BSM E-TC Adv Grad AFSC 54 C&amp;GS Coll 48 C&amp;GS Sch 19 GS Cl 44 Enl 2 July 28 to 1 July 31 20 July 31 to 13 Apr 36 2lt CAC NG 14 Apr 36 to Col AUS 21 Apr 46 to Lt Col 21 Oct 43 to Col AUS 19 Nov 52 RA Capt QMC 22 July 46 D/R 29 May 44 trfd TC 31 July 50 Lt Col 14 May 51 PL 2088</p>

**Name, service number, place and date of birth, medals, schooling, enlisted dates, officer appointment & promotions**

066291 B-Pa 3 Mar 31 A-MA Pa CR BSUSMA  
52 Cadet MA 1 July 48 to 2 June 52 1lt AUS 3 Dec 53 RA 2lt Inf  
3 June 52 to 1lt 3 June 55 PL 18217

068504 B-Mass 21 June 30 A-MA(Sec 2 Act  
3 June 42) BSUSMA 53 Grad Inf Sch Bsc O Crse 53 Cadet MA 1  
July 49 to 1 June 53 1lt AUS 2 Dec 54 RA 2lt Inf 2 June 53 to 1lt  
2 June 56 PL 19634

066829 B-Mont 15 Sep 30 A-Wash BSM Grad  
TC Sch Co O Crse 55 BA State Coll of Wash 52 2lt CE USA R 1  
June 52 to 1lt AUS 12 Dec 53 RA 2lt TC 23 Sep 52 D/R 15 June  
52 to 1lt 12 June 55 PL 18465

026490 B-Ill 23 Dec 19 A-MA Ill BSM BS  
USMA 44 E-Engr Bsc Grad Cml C Sch Adv O Crse 51 BS in  
Chem Engr Univ of Ill 41 MS Mass Inst of Tech 48 Cadet MA 1  
July 41 to 5 June 44 1lt AUS 1 Mar 45 to Maj AUS 9 July 56  
RA 2lt CE 6 June 44 trfd Cml C 18 July 49 Maj 4 Sep 57 PL 10818

059288 B-Md 2 Mar 26 A-MA At lge BSUSMA  
49 Grad Arty Sch Bsc O Crse 50 O Adv Crse 57 Fire Control  
Sys O Crse 52 Cadet MA 2 July 45 to 2 June 49 1lt AUS 20 Oct  
50 to Capt AUS 27 Apr 54 RA 2lt FA 3 June 49 to Capt 3 June 56  
Sys O Crse 52 Cadet MA 2 July 45 to 2 June 49 1lt AUS 20 Oct  
50 to Capt AUS 27 Apr 54 RA 2lt FA 3 June 49 to Capt 3 June 56  
PL 14916

027810 B-Ill 4 July 21 A-MA Ill SS BSM(OLC)  
CR BSUSMA 45 Grad Inf Sch Adv O Crse 54 Cadet MA 15 July  
42 to 4 June 45 1lt AUS 21 Oct 46 to Maj AUS 3 Aug 51 RA 2lt  
Inf 5 June 45 to Capt 18 Mar 52 PL 11693

020957 B-Mo 20 Aug 11 A-Mo Grad Med  
Fld Sv Sch 38 Army Dent Sch 40 DDS Univ of Wash 35 1lt Dent  
Res 4 Nov 38 to Col AUS 29 June 51 RA 1lt DC 5 Oct 37 D/R 1  
Oct 37 to Lt Col 21 Dec 49 PL 81

058788 B-Kans 20 May 21 A-Kans Grad  
Med Fid Sv Sch Adv O Crse 52 Enl 10 July 42 to 26 Jan 43 2lt  
MA AUS 27 Jan 43 to Capt 29 Dec 45 to 1lt 26 Nov 46 to Capt AUS  
24 July 51 RA 2lt MSC 16 June 49 D/R 1 Jan 48 to Capt 1 Jan 55  
PL 516

063927 B-Pa 10 Sep 28 A-MA NY  
BSUSMA 51 Cadet MA 1 July 47 to 31 May 51 1lt AUS 1 Dec 52  
to Capt AUS 7 Dec 56 RA 2lt Arty 1 June 51 to Capt 26 Nov 57  
PL 16989

032860 B-Mass 28 Apr 15 A-Rl SS  
BSM(OLC) PH Grad C&GS Coll 35 Str Int Sch 50 BS in Econ RI  
State Coll 40 2lt Inf Res 10 June 40 to Lt Col AUS 28 Dec 50 RA  
1lt Inf 14 Aug 46 D/R 28 Apr 43 to Maj 25 July 52 PL 5990

071338 B-Okla 16 Oct 32 A-Okla Grad Inf Sch  
Bsc O Crse 54 Fin Sch Bsc O Crse 56 BS Okla A&M Coll 54 2lt  
Inf USA R 18 May 54 to 1lt AUS 13 Feb 56 RA 2lt FC 25 Sep 54  
D/R 13 Aug 54 to 1lt 13 Aug 57 PL 20514

065547 B-NI 29 Apr 21 A-Colo DVM Colo  
Inf Res 25 July  
R 22 July 49

g 32 A-NC BS  
o 1lt AUS 18  
8 Aug 56 PL

BS in Ch Engr  
lt AUS 15 Dec  
33 RA 2lt Ord C 29 Aug 52 D/R 15 June 52 to 1lt 15 June 55 PL  
18509

**Name, service number,  
place and date of birth,  
medals, schooling,  
enlisted dates, officer  
appointment & promotions**

Sample of retired list.

REGULAR ARMY RETIRED LIST

NAME	GRADE	SERVICE NO.	RETMT. CODE	DATE RETIRED	DECORATIONS	BIRTHDATE
[REDACTED]	Col	03660	C9	30 Nov 45	SS BSM PH	31 Mar 90
[REDACTED]	Col	012497	C9	30 Sept 46	LM(OLC)	17 Sep 92
[REDACTED]	Maj Gen	02843	C9	30 Sep 47	DSM SS CR PH(OLC)	17 Feb 86
[REDACTED]	Col	03495	C9	30 Sept 41		23 Feb 86
[REDACTED]	Lt Col	06562	M1	31 Jan 42		1 Aug 89
[REDACTED]	Col	016346	C9	31 Jan 46		8 Dec 98
[REDACTED]	Lt Col	039534	N6	31 Aug 54	CR	18 Mar 01
[REDACTED]	Brig Gen	016079	M1	30 Apr 56	LM CR	19 Aug 02
[REDACTED]	Col	039712	M1	31 July 57	CR	15 Feb 06
[REDACTED]	Col	011712	C9	31 Jan 46		23 Oct 93
[REDACTED]	Col	016760	M1	30 June 57	PH	22 Oct 04
[REDACTED]	Col	07033	N5	31 July 53	SS(OLC) LM CR PH	1 Jun 95
[REDACTED]	Lt Col	05619	E9	31 July 30		6 Dec 95
[REDACTED]	Lt Col	08571	C9	29 June 22	CR	8 Sep 94
[REDACTED]	Maj	08509	C9	31 May 34		17 Dec 76
[REDACTED]	Col	014722	C9	31 Aug 38	SM	15 Aug 95
[REDACTED]	Col	010425	L2	30 June 53	BSM	16 Jul 94
[REDACTED]	Col	06978	M1	31 Jan 47	LM	19 Mar 91
[REDACTED]	CWO	W903000	M2	31 Mar 57		28 Jun 07
[REDACTED]	1lt	014989	D4	30 June 27		10 Mar 00
[REDACTED]	Col	0272	B3	31 Aug 36	DSM	18 Aug 72
[REDACTED]	Col	015507	N5	31 July 54	LM(OLC) CR	24 Mar 01
[REDACTED]	WOJG	W902315	C4	31 Mar 48		11 Jun 05
[REDACTED]	Maj Gen	015453	B6	31 Oct 55	MH DSC DSM LM BSM	1 Aug 99
[REDACTED]	Col	09888	C9	30 Sept 45		30 Jul 91
[REDACTED]	Col	020492	M1	31 Mar 57	CR	3 May 12
[REDACTED]	Maj Gen	09759	M1	30 Sep 46	DSM LM	18 Mar 96
[REDACTED]	Maj	02375	C9	3 Dec 21		15 Mar 86
[REDACTED]	Col	02142	C9	30 Nov 43		17 Nov 83
[REDACTED]	Col	08635	M1	30 Nov 46	CR	5 Nov 93

Capt	015164	C9	30 June	37		19 Feb	99
Col	09370	D4	30 Apr	42		30 Dec	83
Col	08590	L2	31 July	53	CR	31 Jul	95
Capt	07915	C9	12 July	28		27 Aug	87
Col	03206	C9	30 Nov	46	SS PH	3 Nov	88
Capt	012007	M4	31 Mar	36		22 Feb	83
Col	015789	L2	30 June	54		28 Dec	98
Col	016123	L2	30 Apr	55	BSM	4 Feb	02
Col	012663	C9	30 Nov	46	DSC LM CR	28 Dec	96
Col	07594	M4	31 Aug	50	LM BSM CR	31 Dec	94
Col	03916	N1	31 Mar	48	LM	24 Mar	88
Col	012532	C9	31 Aug	45	LM	31 Aug	85
Lt Col	06123	C9	31 Dec	38		29 Sep	89
1lt	014938	C7	31 Dec	34		18 Mar	92
Col	015096	C9	31 Oct	47	BSM	29 Dec	00
Col	018956	C9	30 June	46		16 Jun	02
Col	018361	M1	30 Apr	56	LM(OLC)	24 Dec	08
Capt	08605	D2	31 Aug	33		5 Aug	96
Capt	07159	C9	31 Oct	32		4 Dec	93
Col	017491	B6	31 Jan	47	LM CR	15 Oct	01
Col	07259	L2	31 Mar	53	BSM	30 Mar	93
Maj	058066	L2	31 Aug	54		6 Oct	24
Col	029128	N5	30 Apr	57		19 Mar	02
Col	021259	M1	30 June	57	LM CR	28 Oct	13
Col	02780	C9	31 Jan	46		24 Dec	83
Col	08653	M4	30 Nov	53		7 Aug	97
Col	01237	C9	31 Aug	34	DSM	9 Aug	77
Maj	04021	C9	31 Dec	33		5 Apr	93
Col	06818	C9	30 Nov	47		20 Oct	87
CWO	W900953	M5	30 Apr	51	CR	28 Oct	88
Col	04035	N1	31 Oct	49		10 Oct	89
Maj Gen	08675	L2	30 Sep	53	DSM LM BSM CR	28 Sep	91
WO	W800223	C9	31 Oct	31		2 Jun	96
Col	07719	E9	30 June	42		5 Jul	81
Col	018052	M1	31 Jan	57	LM(OLC)	3 Sep	07
Col	02973	C9	28 Feb	42		27 Apr	84
Col	06630	C9	31 Dec	45		11 Mar	93
Col	010102	C9	30 Nov	46	CR	16 Jan	91
Brig Gen	02619	C9	31 Aug	46	DSM LM	29 Aug	84
Col	012658	N5	30 Sep	54	LM(OLC)	2 May	00
Col	016278	N5	31 July	55	SS BSM	16 Jun	03
Col	01321	M5	30 Nov	37		1 Nov	77
Lt Col	07749	C9	30 Apr	38		25 Dec	82
CWO	W902300	M2	30 Apr	55	BSM CR	30 Jun	08
CWO	W903008	M2	31 Dec	54		2 Jun	02
Col	010333	M1	31 Aug	54	LM(OLC) CR	20 Oct	95
Col	016241	C9	29 Feb	44		5 Jun	00
Col	016744	M1	30 Apr	56		14 Jan	05
2lt	014450	C9	19 Nov	04		3 Aug	78
Col	04558	L2	30 Apr	53	SS LM BSM	25 Apr	93
Col	09931	J4	30 Sep	44		24 Sep	84
Col	08952	C9	31 Oct	47	LM	27 Jul	90

Primary  
Sources

Figure 1-10.4: Orange instruction sheet for completing DD Form 877

## PLEASE POST FOR REFERENCE

### REQUESTING RECORDS FROM THE NATIONAL PERSONNEL RECORDS CENTER, ST. LOUIS, MO

- Complete DD Form 877 as specified below to request records which have been retired to NPRC (St. Louis). Submit request in duplicate.
- Please check to make sure that records from recent years have been retired BEFORE sending this form. Contact your Records Management Officer to find out if records have been sent.
- TO EXPEDITE THE RECEIPT OF RECORDS YOU MUST COMPLETE ITEMS 1-10. Incomplete forms will be returned.
- Submit one form PER PATIENT, per type of records requested (Item 8).
- All entries relate to a patient at TIME OF TREATMENT.
- This form is authorized for use by military medical treatment facilities ONLY. Do not distribute to individuals for personal use.
- Medical records are filed by year, type and place of treatment. Records compiled over several years may be combined in one folder and retired to this Center by the last medical facility at which the patient was treated. The more information you can provide the better opportunity we have of finding the requested records.

REQUEST FOR MEDICAL/DENTAL RECORDS OR INFORMATION		REQUESTING ACTIVITY - Complete Items 1 through 10 (except 4b) also complete Item 11.	DATE 10-31-91
1. NAME OF MEDICAL TREATMENT FACILITY WHERE PATIENT WAS TREATED.		2. STATUS <input type="checkbox"/> MILITARY <input type="checkbox"/> VA BENEFICIARY <input type="checkbox"/> DEPENDENT <input type="checkbox"/> FEDERAL EMPLOYEE <input type="checkbox"/> OTHER (Specify)	
3. ADDRESS - Complete Items 2b, 11 to 14 or 15 to 18, as appropriate. Postal addresses should return to requester.		4. NAME OF PATIENT (Last, First, Middle Initial)	
5. TO (include ZIP Code)		6. MULTIPLE COPY INFORMATION - PRACTICE NUMBER (if mil.) - TREATMENT (if mil.) - SOCIAL SECURITY ACCOUNT NO.	
7. YEAR OF TREATMENT (including CORRESPONDING TO EACH TYPE OF TREATMENT CHECKED)		8. DISEASE OR INJURY	
9. RECORDS REQUESTED		9. RECORDS FORWARDED	
10. CHECK ONLY ONE PER REQUEST. SUBMIT SEPARATE REQUESTS FOR EACH TYPE OF RECORDS REQUESTED TO EXPEDITE A REPLY.		11. SIGNATURE	
12. RETURN TO (include ZIP Code)		13. COMMENTS	

NAME OF MEDICAL TREATMENT FACILITY WHERE PATIENT WAS TREATED.

SEND REQUEST TO THE APPROPRIATE LOCATION TO WHICH THE RECORDS HAVE BEEN RETIRED.

SPECIFY YEAR OF TREATMENT CORRESPONDING TO EACH TYPE OF TREATMENT CHECKED

CHECK ONLY ONE PER REQUEST. SUBMIT SEPARATE REQUESTS FOR EACH TYPE OF RECORDS REQUESTED TO EXPEDITE A REPLY.

PROVIDE RETURN ADDRESS LEGIBLY ON THE ORIGINAL AND CARBON COPIES.

STATUS AT TIME OF TREATMENT, IF A/D, CHECK MILITARY. IF RETIRED, CHECK OTHER, AND WRITE "RET" AND INCLUDE RETIREMENT DATE.

IF THE FACILITY WHICH CREATED THE RECORDS IS NOT THE SAME AS THE FACILITY REQUESTING THE RECORDS (I.e., LOCATION INFORMATION (ACCESSION #, BOX #, LOCATION #, AND FOR VA RECORDS - CLINICAL REPORT # MUST BE PROVIDED, AS APPROPRIATE).

CONTACT THE RECORDS MANAGEMENT OFFICER FOR LOCATOR DUPO WHICH IS AVAILABLE FROM THE FILE COPIES OF THE SF 115, RECORDS TRANSMITTAL AND RECEIPT.

DD FORM 877 REPLACES EDITION OF 1/77 WHICH MAY BE USED.