

DECLASSIFIED

Authority *AWD 88302*

IDENTIFYING FILLS (DECEASED PERSONNEL)

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Authority *AWD 88308*

HEADQUARTERS, DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
U. S. ARMY RECORDS CENTER
St. Louis 14, Missouri

MEMORANDUM
NR 345-265-12

29 December 1958

(Records)

MAINTENANCE AND DISPOSITION OF MILITARY PERSONNEL FILES

Identifying Files of Deceased Personnel

1. PURPOSE. To describe procedures to be used in identifying records of deceased personnel and to determine reference activity in some of these records.
2. CATEGORIES OF PERSONNEL CONCERNED. This includes the records of all military personnel on file in this Center. It concerns all such personnel who died in the service as well as those who died subsequent to their tour of military service.
3. FORMS TO BE USED. a. USARCEN Form 322 will be used to identify records of deceased personnel other than those records on file in the World War I Branch and it will be used to identify the records of deceased Philippine Army personnel, including recognized guerrillas, only when military identity has been established.
b. USARCEN Form 323 will be used concurrently with USARCEN Form 322 to determine reference activity in these records.
c. USARCEN Forms 269 and 270, formerly used to identify records of deceased personnel throughout the Center, will be used only to flag enlisted jackets and 201 files of deceased personnel whose records are on file in the World War I Branch.
4. POLICY. Evidence of death will be established from either the personnel records or an incoming request.
 - a. In those instances where the serviceman died in service, information in the personnel records will be used as a basis to prepare appropriate form(s).
 - b. Any official file paper or inquiry received indicating or reporting death after separation from the military service will be accepted as evidence of death and used as a basis to prepare the necessary forms. Some sources from which this material are received are listed below:
 - (1) Headstone application or burial request received from Office of the Quartermaster General or National Cemeteries.

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(2) Inquiry from Veterans Administration. (Body held, burial, death, etc.)

(3) Material received for file in the 201 file showing former serviceman is deceased.

(4) Request for a Certificate in Lieu of Lost or Destroyed Report of Separation from a widow or widower.

5. PROCEDURES. Appropriate forms may be typed or printed.

a. Preparation of USARCEN Forms 269 and 270. (See paragraph 3c)

(1) USARCEN Form 269 will be used to flag enlisted jackets.

(2) USARCEN Form 270 will be used to flag 201 files when no enlisted jackets were prepared.

(3) Year - This information will be entered in the upper right corner of the form beside the entry "DECEASED." If year of death is known, such information will be used. If year of death is unknown, the year that evidence of death was received in this Center will be shown.

(4) Service Number - Self-explanatory.

(5) Evidence of Death - This item will be completed by placing an "X" in the appropriate block.

(a) The entry "Died in Service" will be completed for all persons who died in the service.

(b) Other entries concern primary sources from which notification of death is received subsequent to military service. If none of these entries are applicable, the entry "Other" will be completed to show the source of the document or inquiry used as a basis to prepare the flag.

b. Preparation of USARCEN Form 322. (See paragraph 3a) This form will be completed by the action clerk in every instance where evidence of death is established.

(1) Name - Self-explanatory.

(2) Service Number or Date of Birth - Self-explanatory except for Philippine Army or guerrilla personnel in which case the VA Claim number will be entered. In the absence of a VA Claim number, the service number will be used. In the absence of both, the date of birth will be used.

(3) Year - See paragraph 5a(3).

(4) Source of Inquiry - This item will be completed by placing an "X" in the appropriate block.

(5) A check mark (✓) will be used to indicate whether USARCEN Form 323 was prepared. (See paragraph 5c)

(6) The notation "USARCEN Form 322 prepared" will be entered in the lower, right corner of the front of the service record or in the case of officer personnel, the reverse side of the 201 backing sheet for other than Philippine Army or guerrilla personnel. For those personnel the notation will be placed on the upper left corner of the front of the 201 folder beneath the name with red pencil or ink.

(7) Completed USARCEN Forms 322 will not be filed in the personnel records but maintained in a separate file in the Records Section. These forms will be filed alphabetically by year of death, with a new file established at the beginning of each calendar year.

c. Preparation of USARCEN Form 323. (See paragraph 3b) In addition to completing USARCEN Form 322, action clerks will prepare USARCEN Form 323 in every instance when death is discovered and the service number assigned to the former serviceman ends in the number "4." For records pertaining to Philippine Army personnel, USARCEN Form 323 will be prepared when the VA Claim Number ends in the number "4." USARCEN Form 323 will be completed as follows:

(1) Year - See paragraph 5a(3).

(2) Service Number - See paragraph 5b(2).

(3) Source of Inquiry - A check mark (✓) will be used to supply this information.

(4) Date - Enter current month and year.

Appropriate entries will be made for each succeeding inquiry received relating to a person whose records contain USARCEN Form 323. USARCEN Form 323 will be filed in the enlisted jacket or in the 201 file when no enlisted jacket was prepared. In the case of Philippine Army or guerrilla personnel it will be filed on top of the left side of the 201 folder.

6. GENERAL. a. While the forms cited in this memorandum will be prepared as outlined, no additional procedures will be established nor screening accomplished for the sole purpose of determining the former serviceman's status.

b. After a given period of time, a follow-up check of reference activity in these records will be made by designated personnel.

Memo 345-265-12

7. RESCISSION. USARCEN Memorandum Nr. 345-265-12, 29 August 1958 is rescinded.

(AGOD-CM 293)

FOR THE COMMANDER:

OFFICIAL:

HARLEY R. DREW
Captain, AGC
Adjutant

John H. Williams, Lt Col a-4c
for HARLEY R. DREW
Captain, AGC
Adjutant

DISTRIBUTION:

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MAINTENANCE AND DISPOSITION OF MILITARY PERSONNEL FILES

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b. USARCEN Form 323 will be used concurrently with USARCEN Form 322 to determine reference activity in these records.
c. USARCEN Forms 269 and 270, formerly used to identify records of deceased personnel throughout the Center, will be used only to flag enlisted jackets and 201 files of deceased personnel whose records are on file in the World War I Branch.
4. POLICY. Evidence of death will be established from either the personnel records or an incoming request.
 - a. In those instances where the serviceman died in service, information in the personnel records will be used as a basis to prepare appropriate form(s).
 - b. Any official file paper or inquiry received indicating or reporting death after separation from the military service will be accepted as evidence of death and used as a basis to prepare the necessary forms. Some sources from which this material are received are listed below:
 - (1) Headstone application or burial request received from Office of the Quartermaster General or National Cemeteries.

(2) Inquiry from Veterans Administration. (Body held, burial, death, etc.)

(3) Material received for file in the 201 file showing former serviceman is deceased.

(4) Request for a Certificate in Lieu of Lost or Destroyed Report of Separation from a widow or widower.

5. PROCEDURES. Appropriate forms may be typed or printed.

a. Preparation of USARCEN Forms 269 and 270. (See paragraph 3c)

(1) USARCEN Form 269 will be used to flag enlisted jackets.

(2) USARCEN Form 270 will be used to flag 201 files when no enlisted jackets were prepared.

(3) Year - This information will be entered in the upper right corner of the form beside the entry "DECEASED." If year of death is known, such information will be used. If year of death is unknown, the year that evidence of death was received in this Center will be shown.

(4) Service Number - Self-explanatory.

(5) Evidence of Death - This item will be completed by placing an "X" in the appropriate block.

(a) The entry "Died in Service" will be completed for all persons who died in the service.

(b) Other entries concern primary sources from which notification of death is received subsequent to military service. If none of these entries are applicable, the entry "Other" will be completed to show the source of the document or inquiry used as a basis to prepare the flag.

b. Preparation of USARCEN Form 322. (See paragraph 3a) This form will be completed by the action clerk in every instance where evidence of death is established.

(1) Name - Self-explanatory.

(2) Service Number or Date of Birth - Self-explanatory except for Philippine Army or guerrilla personnel in which case the VA Claim number will be entered. In the absence of a VA Claim number, the service number will be used. In the absence of both, the date of birth will be used.

(3) Year - See paragraph 5a(3).

Placing an "X"

(4) Source of Inquiry - This item will be completed by placing an "X" in the appropriate block.

(5) A check mark (✓) will be used to indicate whether USARCEN Form 323 was prepared. (See paragraph 5c)

(6) The notation "USARCEN Form 322 prepared" will be entered in the lower, right corner of the front of the service record or in the case of officer personnel, the reverse side of the 201 backing sheet for other than Philippine Army or guerrilla personnel. For those personnel the notation will be placed on the upper left corner of the front of the 201 folder beneath the name with red pencil or ink.

(7) Completed USARCEN Forms 322 will not be filed in the personnel records but maintained in a separate file in the Records Section. These forms will be filed alphabetically by year of death, with a new file established at the beginning of each calendar year.

c. Preparation of USARCEN Form 323. (See paragraph 3b) In addition to completing USARCEN Form 322, action clerks will prepare USARCEN Form 323 in every instance when death is discovered and the service number assigned to the former serviceman ends in the number "4." For records pertaining to Philippine Army personnel, USARCEN Form 323 will be prepared when the VA Claim Number ends in the number "4." USARCEN Form 323 will be completed as follows:

(1) Year - See paragraph 5a(3).

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7. RESCISSION. USARCEN Memorandum Nr. 345-265-12, 29 August 1958
is rescinded.

(AGCD-CM 293)

FOR THE COMMANDER:

OFFICIAL:

HARLEY R. DREW
Captain, AGC
Adjutant

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