

DECLASSIFIED
Authority *AWD 883078*

PERSONNEL PAPERS (Hildy)

DECLASSIFIED
Authority *AMU 88207P*

Ellis.

We also have to have some
idea as to what is to be
stamped as

Perm -

Semi

Temp

We need their "approved
check list." as a guide

BJ -

Maybe we need this before
we get the stamps.

Tony -

In view of Doc Davis's comment on
preparing a check list it appears that we
are the action branch for our own files (see
part 1 of Memorandum 13). Therefore we
would prepare a check list of what is
considered "Permanent" "Semi-Permanent"
"Temporary" and "Immediate Destruction" (over)

Do you agree? If so we can start to prepare a list by the designated categories.

James
14 Apr 57

Also wouldn't we be the action Branch to those files we prepare correspondence on, such as Scout 7A4J files. Do you have a different definition as to who is the action Branch?

MEMO ROUTING SLIP

NEVER USE FOR APPROVALS, DISAPPROVALS,
CONCURRENCES, OR SIMILAR ACTIONS

1	NAME OR TITLE <i>Mr. Lovio</i>	INITIALS	CIRCULATE
	ORGANIZATION AND LOCATION	DATE	COORDINATION
2			FILE
			INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4	RE: TAGO Memo 13, 14 Feb 58		SEE ME
			SIGNATURE

REMARKS

I personally looked through a footlocker full of old rubber stamps in the supply warehouse and could not find a "PERMANENT" stamp or even one with the word included in the nomenclature.

It appears that we have two courses of action:

(1) Type the word on papers we file in TAG 201 files.

(2) Make our own stamp with an eraser and a ~~rubber~~ razor blade.

It appears that number (1) would be the best method.

FROM NAME OR TITLE <i>G. Imhof</i>	DATE <i>1 Apr 58</i>
ORGANIZATION AND LOCATION	TELEPHONE

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Authority AWD 883078

DEPARTMENT OF THE ARMY
Office of The Adjutant General
Washington 25, D. C.

Rec'd 25 Feb 58
M. L. Davis
M. L. Evans
M. L. Davis

MEMORANDUM)
NR 13)

14 February 1958

SELECTIVE FILING OF MILITARY PERSONNEL FILE PAPERS

1. Check Lists. As a means of exercising control over the vast accumulations of personnel papers, check lists identifying and classifying each type of file material according to categories defined in paragraph 2 below will be maintained by each branch or activity which frequently contributes file papers for inclusion in the TAG 201 file. Check lists will be maintained for papers pertaining to officers (including warrant officers) and enlisted personnel which will consist of two parts, (a) Forms, listed numerically by form number, and (b) Other Papers, listed alphabetically by subject. Revisions of check lists will be the responsibility of the action branch (branch having responsibility for sending the paper to the appropriate file) subject to approval of the Chief, Comptroller Division, TAGO.

2. Categories of file papers. Four categories of file papers (permanent, semi-permanent, temporary, and immediate destruction) have been established to control the disposition of military personnel file papers. Evaluation of each type of file material itemized in the check list will be based on the following definitions:

a. Permanent. Documents which must be retained while the individual is in the service for purposes of personnel administration and/or protection of the interests of the Government and the individual, and which must continue to be retained after the individual's separation from the service to protect the interests of the Government and individual. Permanent category papers will be filed in the TAG 201 file.

b. Semi-permanent. Documents which must be retained in the TAG 201 file while the individual is in an active or retired status for purposes of personnel administration and/or protection of the interests of the Government and the individual, but which have no continuing value as permanent data when an officer has been separated from the service or when an enlisted person has been either separated from service or relieved from active duty and transferred to a reserve status.

c. Temporary. Documents which are not required in the TAG 201 file but which contain information that must be retained, usually for a short period of time, in the action branch for purposes of personnel administration. Temporary material will be filed in the action

FEB 24 1958

branch and will be disposed of in accordance with the Records Control Schedule for that branch.

d. Immediate destruction. Documents having no continuing value which should not be placed in a file but destroyed immediately.

3. Responsibilities.

a. Action Branch. The branch having responsibility for sending the paper to file will:

(1) Stamp material in the permanent and semi-permanent categories either "Permanent" or "Semi-permanent" near the center and bottom of the page. The "Semi-permanent" stamp will be placed on all copies and the "Permanent" stamp on the top page only of permanent material. The determination as to whether a paper falls within the permanent or semi-permanent category will be based upon information contained in approved check lists. Branches or activities not maintaining check lists are responsible for complying with these provisions when contributing papers for inclusion in the TAG 201 file. The proper file authority will be stamped on this material in accordance with paragraph 107, TAGO Supplement to AR 340-15.

(2) Forward "Permanent" and "Semi-permanent" documents to the Personnel Records Branch for inclusion in the TAG 201 files.

(3) File "Temporary" material in local files.

(4) Destroy material in the "Immediate Destruction" category.

(5) Submit recommendations concerning additions and changes to branch check lists as they occur through records control channels to the Chief, Comptroller Division, TAGO, ATIN; TAGO Records Management Officer. Recommendations will include appropriate justification and comments of branch and division Records Management Officers.

(6) Periodically spot-check documents to be forwarded to the Personnel Records Branch to insure that the documents are properly stamped in accordance with approved check lists and these provisions. Each branch chief is responsible for the correctness of material forwarded from his branch for inclusion in the TAG 201 file.

(7) Continuously study the check lists with the objective of reducing permanent and semi-permanent category material to the minimum consistent with the responsibility of the Army to retain information essential to the protection of the interests of the Government and the individual.

- (8) Distribute approved check lists and changes to:
- (a) Appropriate division Records Management Officer.
 - (b) Officer or Enlisted Section, Personnel Records Branch, as appropriate.
 - (c) Commanding Officer, U. S. Army Records Center, St Louis, Mo.
 - (d) TAGO Records Management Officer.

b. Personnel Records Branch, Personnel Division, TAGO. The Personnel Records Branch will:

- (1) Accept for file in TAG 201 files only those papers marked "permanent" or "semi-permanent".
- (2) Remove and destroy semi-permanent material upon separation of officers from the service and upon separation or relief from active duty of enlisted personnel. Temporary and immediate destruction category papers filed in TAG 201 files prior to issuance of these instructions will be destroyed as encountered during records audit operations.
- (3) Assume action branch responsibility, as indicated in paragraph a, above, for military personnel papers created in the Personnel Records Branch.

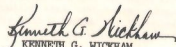
c. Management Branch, Comptroller Division, TAGO. The Management Branch will:

- (1) Review additions and revisions to the check lists and other recommendations submitted for approval of the Chief, Comptroller Division, TAGO.
- (2) Provide assistance in resolving problems pertaining to the establishment and maintenance of effective check lists.

d. U. S. Army Records Center. The U. S. Army Records Center is authorized to destroy material contained in the files of separated personnel on the same basis as Personnel Records Branch, TAGO (see paragraph 3b above).

FOR THE ADJUTANT GENERAL:

DISTRIBUTION:
"B"


KENNETH G. WICKHAM
Colonel, AGC
Executive Officer

1. Washington memos refer PS case to RPR Pol on question of longevity and retirement where NCS was shown in the file - (see Mr Davis)
2. Is there any thing in writing to show this procedure -

(Remember the TWX on the officer case where we told them that they need not refer case to us - use it and any thing else -

2. Col CJB is not convinced we should say what is or is not creditable.
3. Question is who coordinated this memo with Arcen - or for Arcen.

*Chief, Personnel Branch
Rec B-1*

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Authority AWD 88307P

ENLISTED SECTION
PERSONNEL RECORDS BRANCH
THE ADJUTANT GENERAL'S OFFICE

MEMORANDUM
NUMBER 26)

12 September 1957

STATEMENTS OF SERVICE INVOLVING PHILIPPINE SCOUTS

1. DA Circular to be printed at a later date states that Public Law 85-217, an act "To Amend Further and Make Permanent the Missing Persons Act, as Amended", was approved by the President on 29 August 1957. A provision of this law authorizes back pay and allowances for Philippine Scouts who were captured and paroled in the Philippine Islands during World War II and who did not receive pay and allowances for the period of parole.

2. All "Philippine Scout" cases which question the individual's longevity and/or requests pay for the period in question will be forwarded by Disposition Form to Commanding Officer, U. S. Army Records Center, for appropriate action together with records charged to Mr. John Howard, Chief, Mail Section, U. S. Army Records Center.

3. Paragraph 10, SOP 6-5-32, is amended by deleting all information pertaining to Philippine Scouts and the statement pertaining to the Missing Persons Act. The paragraph ends after the words "furnishing DD Form 13". The statement pertaining to the Missing Persons Act will not be shown on any DD Form 13. The provisions of Paragraph 8, SOP 6-5-32, apply.

E. C. Davies
E. C. DAVIES
Lt Colonel, AGC
Chief

Standing Operating Procedures
Enlisted Section, PRB

SOP 6-5-32
1 August 1957

VERIFICATION

Requests for Statements of Service

Section I - General

1. The general policy on the preparation of statements of service is that the information will be furnished in a brief, concise manner consistent with the purpose for which intended. The majority of requests received may be processed by furnishing DD Form 13 (Statement of Service), authenticated with an official seal, showing a chronological listing of the periods of service for the individual concerned (Figure 1). Special requests received from Congressional or VIP sources where a form reply is not appropriate will be handled by furnishing a typewritten, biographical statement in narrative form (Figure 2).

2. When previous Army or Air Force Reserve service is involved and records are not on file, send AGPZ Form 83 (Request for Prior Service) to U. S. Army Records Center. If a negative report is received or records show individual has not been separated from Army Reserve or Air Force Reserve, one of the following actions will be taken:

- a. U. S. Army Reserve. Follow procedure outlined in SOP 4-3-8.
- b. Air Force Reserve. Follow procedure outlined in SOP 4-3-11.

Section II - To Whom Furnished

3. DD Form 13 will be furnished to:

- a. Field installations and other Armed Services.
- b. The individual concerned.
- c. The wife, when there is need for immediate action regarding veteran's benefits (housing, welfare, pension, etc.).
- d. Next of kin of deceased soldiers.
- e. Guardians.

(Supersedes SOP 6-5-32, 16 Oct 56, and Changes) Complete revision.

Initial 20 Aug 57
1 - PWD B
1 - WWD B
1 - WWD 3 B
1 - SA 100
1 - File (Admin. Sec)

REC'D 20 AUG 1957

SOP 6-5-32

f. Divorced spouse(s) (whether or not remarried) of a member or former member of the Army or to the spouse who has been deserted, or separated (without divorce) provided that:

- (1) Legitimate interest is indicated.
- (2) Period(s) in question terminated in honorable discharge. (If discharge was other than honorable, consent of individual whose records are involved must first be obtained).

g. Where deemed necessary for official and/or legal purposes.

4. A typewritten narrative statement of service or biographical sketch (Figure 2) will be furnished in special cases received from Executive Unit, Enlisted Section, such as Congressional cases or cases from VIP sources or in cases which, in the opinion of the Administrative Assistant of a unit, a form reply would not be appropriate. Extreme care will be taken to insure the use of correct terminology and sentence structure so that the statement is readily understood.

Section III - Types of Statements of Service

5. The typewritten narrative statement of service or biographical sketch will be closed out by the following command line "By Authority of Wilber M. Brucker, Secretary of the Army." Place the "Official Seal" over the typed three-line signature. A memo for record will be placed on the file copy to include the date furnished, requestor's name and address and reason for furnishing. The following information will be shown:

- a. Enlisted and Army Reserve service. Include date(s) enlisted and date(s) and type(s) of separations.
- b. Warrant Officer, Army Field Clerk and Flight Officer Service. Include date(s) appointed, date(s) accepted, grade(s) held, and date(s) of discharge and/or separation.
- c. Commissioned Service. Include date(s) appointed and accepted and all promotions, followed by any subsequent changes in status.
- d. Periods of active duty and active duty for training. Include all periods in chronological order.
- e. Station assignments, decorations and awards.
- f. Time lost and records of trial by Courts-Martial.

SOP 6-5-32

6. DD Form 13 will be prepared in the format shown in Figure 1 except for those intended for reserve CIL's and bonus purposes. (See appropriate SOP). There is no spacing between entries. When sufficient space is not available in any particular section or block, the following statement will be typed on the last available line "FOR ADDITIONAL INFORMATION, SEE REVERSE SIDE". The following information will be shown:

- a. Dates of enlistment or induction.
- b. Component (AUS, RA, NG, Army Reserve, etc.)
- c. Dates of separation.

d. USAR. Dates of active duty, including short tours, will be shown in columns d and e. If no active duty performed, show "none" in these columns. If records show the individual has not been separated from the USAR and has subsequently enlisted in the Regular Army, show under "Remarks" that action has been taken to effect separation from USAR. If individual has dual status in USAR and Regular Army, furnish all periods of service. Place an asterisk next to the applicable entries and under "Remarks" enter the following: "*Dual Status - Para 6, AR 35-1110 applies."

e. Reason for separation. (If DD, BCD, or Undesirable Discharge furnished as a result of fraud, invite attention to Para 11, AR 35-1110.

f. Individuals who have held commissions or warrants. The effective dates of termination of temporary appointments in the Army of the United States as officers, warrant officers, flight officers and reserve officers, as shown below, will be used as a basis for computing service. (All statements of service which reflect an AUS appointment only will contain the statement "AUS status terminated on (date) by operation of law. (Comptroller General's Decision R-123922, 7 Oct 55.)")

- (1) Commissioned Officers. Temporary appointments of commissioned officers in the Army of the United States between 7 December 1941 and 7 August 1947:
 - (a) Commissions in the Women's Army Corps, AUS, terminated on 12 June 1949.
 - (b) All other commissions in the AUS, without component, terminated as of midnight 30 June 1948, except:
 - 1. Officers who had completed a course of medical instructions at Government expense under the Act of 6 February 1942, 56 Stat. 50, as amended, and who were on active duty in AUS status on 30 June 1948 were terminated upon release from active duty.

SOP 6-5-32

2. Disabled officers who were on active duty in AUS status on 30 June 1948 were terminated upon release from active duty following determination that their treatment had reached a point where they would not be benefited by further retention.
- (2) Warrant Officers. Temporary appointments in AUS between 21 August 1941 and 15 December 1950, terminated on 1 April 1953 except for those serving on active duty on 1 January 1953 in which case the date of termination is the same as the date of relief from active duty.
- (3) Flight Officers. Temporary appointments in AUS between 8 July 1942 and 7 August 1947 terminated on 28 October 1952.
- (4) Reserve Officers. Effective 1 April 1953, all appointments were terminated in the USAR that were issued on or before 2 April 1948. Appointments in the USAR still in effect on 1 April 1953 (other than indefinite term appointments) were for five year periods and will terminate five years from the date of appointment unless sooner terminated by some other action. (Indefinite term appointment, resignations, transfer to NGUS).

g. The "Remarks" block will contain miscellaneous information, as applicable, such as:

- (1) Rank at time of death.
- (2) Rank at time of discharge, when specifically requested.
- (3) The statement "This document will be filed permanently in the field 201 file" will be shown when furnishing DD Form 13 to an Army installation.

h. Time lost for each period; if none, so state.

- (1) An asterisk will be placed next to each date of enlistment where the time lost cannot be reported when the service record for any period of service is maintained by field installations. Make notation under "Remarks": "Time lost not available. Service record maintained by field installation."

- (2) All discrepancies in the dates and number of days time lost will be searched against the morning reports in the U. S. Army Records Center. A disposition form will be used in this instance and the live case placed in suspense file with copy of action taken. Upon receipt of reply, if error is evident, place an asterisk next to the incorrect entry in the service record and make a marginal notation "See correspondence - date".
- i. "To" block.
 - (1) For DD Form 13 furnished to Army installations and other Armed Services, leave blank. Forward by indorsement, exception is made in paragraph 7a(1).
 - (2) All others. The complete address of the requestor will be shown. The request will be returned with the DD Form 13 unless otherwise warranted.
 - j. Authenticate with "Official Seal" placed over the signature.

Section IV - Special Conditions

7. When records or communication show individual had prior service in another branch of service, such as: Navy, Marine Corps, etc., take the following actions as applicable:

- a. For all cases other than telegrams prepare the following:
 - (1) Prepare DD Form 13 for the Army and Air Force service and forward to the field commander inclosing a copy of the basic request. In "Remarks" block show "Action has been initiated to verify service claimed in the (U. S. Navy or U. S. Marine Corps, etc.)"
 - (2) Prepare, in duplicate, TAGO Form 109 (Request for Statement of Service) (Figure 3) or TAGO Form 109-1 (Request for Statement of Service - National Guard Service) whichever is appropriate. On the reverse side request that the original be returned to this office and the copy forwarded in a form similar to that shown in Figure 3b.
- b. If all prior service is other than Army or Air Force, comply with paragraph 7a(2) and acknowledge the field commander's request, other than telegrams, by TAGO Form 21 (Delay and Referral Notice) checking block number 3 thereon and completing the statement on the card.

SOP 6-5-32

c. Electrically transmitted messages received will be handled as prescribed in paragraph 7a except a military letter will be prepared, incorporating the request contained in the electrically transmitted message. Prepare message to requestor advising of referral to the appropriate agency. Figure 3b is not applicable.

8. Statements of service for individuals who were Philippine Scouts will show the inclusive dates of each period of service even though a determination or a redetermination shows that all or part of the period from 1 December 1941 to 31 December 1945 was in a non-casualty (non-pay) status, under the provisions of the Missing Persons Act.

9. WAAC service is not considered creditable for longevity. WAC service is creditable for longevity. When doubt exists on certain periods of service, refer to AR 35-1110.

10. Requests received from individuals for a statement of service to be used for retirement purposes will be returned to the individual's commanding officer without action directing attention to the provisions of paragraph 15a, AR 635-230. Requests of this nature received from Army installations will be handled by furnishing DD Form 13, except for Philippine Scouts. The following statement will be shown under "Remarks": "Not in a Casualty Status under the provisions of the Missing Persons Act from (date) to (date), therefore, not entitled to credit for this period for retirement purposes." The pertinent dates may be obtained from a determination or redetermination in the records.

11. Correspondence received from chief, military districts requesting verification of exact date of completion of thirty (30) years service in order that the individual may be discharged from the U. S. Army Reserve will be forwarded to Retirement Unit, Enlisted Section, Separations Branch.

12. DD Form 13 will be completed upon request from Special Verification Unit for use in processing a list case.

Section V - Review

13. These cases will be reviewed by the Administrative Assistant or the Administrative Supervisor of the unit prior to sending to the Chief, Service Units or Assistant Chief of Section.

14. If a number of stereotyped requests are received from one organization, which appear to be unwarranted, submit to Executive Unit for instructions.

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SOP 6-5-32

STATEMENT OF SERVICE		LAST NAME - FIRST NAME - MIDDLE NAME Doe, John J.			SERVICE NUMBER(S) RA 6 003 456	
ENLISTED SERVICE						
ENLISTED OR INDUCTED A	COMPONENT B	SEPARATED C	ACTIVE DUTY (Not required if same as columns A and C)		TYPE/REASON FOR SEPARATION F	
			FROM D	TO E		
27 Apr 37 27 Apr 40 4 Sep 41 28 Oct 54	RA RAR RA	29 Apr 40 3 Sep 41 3 Sep 42	1 Jun 41	3 Sep 41	Hon/ETS Hon/To enlist in RA Hon/To accept ocom. Still in service	
FLIGHT, WARRANT AND/OR COMMISSIONED SERVICE						
GRADE A	COMPONENT B	APPOINTED OR PROMOTED C	ACCEPTED D	ACTIVE DUTY		TYPE/REASON FOR SEPARATION G
				FROM E	TO F	
2d Lt 1st Lt Capt Maj Maj Maj Maj	AUS AUS AUS AUS ORC Calif NG NGUS	4 Sep 42 3 Jun 43 4 Nov 44 3 Dec 45 2 Feb 46 22 Apr 47 3 Apr 47	4 Sep 42 2 Feb 46 31 Jul 47	4 Sep 42 ----- 1 Jan 48 1 Aug 48	----- 20 Apr 46 13 Apr 48 15 Aug 48	 Honorable
Lt Col Lt Col Lt Col Lt Col	Calif NG NGUS USAR USAR (Indefinite Term)	14 Jun 49 12 Aug 49 1 Jun 52 8 Nov 52	29 Aug 49 8 Jul 52 1 Dec 52	27 Nov 49 13 Oct 54	27 Nov 49 27 Oct 54	
REMARKS See paragraphs 6d, g, h, 7e(1) and 10.				TIME LOST (Inclusive dates)		
				FROM	TO	NO. DAYS
				16 Mar 38	18 Mar 38	3
TO: _____				DATE 15 October 1956		
				AUTHENTICATION Official Sec-1 <i>Robert M. Jones</i> ROBERT M. JONES Major General, USA The Adjutant General		

DD FORM 13
1 MAR 56

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

U. S. GOVERNMENT PRINTING OFFICE: 1954 O - 80428

Figure 1

DECLASSIFIED
Authority AWD 883078



DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

IN REPLY REFER TO

AGPF-I 201 Doe, John J.
RA 12 345 678 (1 Oct 56)

3 October 1956

STATEMENT OF SERVICE

OF
JOHN J. DOE, RA 12 345 678

1. The records of John J. Doe, RA 12 345 678, show the following periods of service:
 - a. Inducted into the Federal service on 16 September 1940 and was honorably discharged as First Sergeant on 23 October 1945.
 - b. Enlisted in the Enlisted Reserve Corps on 17 October 1947 and was honorably discharged on 14 July 1949.
 - c. Federally recognized as a Second Lieutenant, Infantry, Missouri National Guard on 27 September 1948, to date from 7 July 1948.
 - d. Appointed Second Lieutenant, Infantry, National Guard of the United States on 6 October 1948 and accepted 18 October 1948.
 - e. Federally recognized as First Lieutenant, Infantry, Missouri National Guard on 21 August 1950, to date from 25 July 1950.
 - f. Appointed First Lieutenant, Infantry, National Guard of the United States on 28 August 1950 and accepted 12 September 1950.
 - g. Appointed First Lieutenant, Armor, National Guard of the United States on 24 June 1952 and accepted 11 July 1952. His commissions as First Lieutenant, Armor, Missouri National Guard and First Lieutenant, Armor, National Guard of the United States were terminated by reason of withdrawal of federal recognition, and he was transferred to the United States Army Reserve effective 5 November 1953.
 - h. Appointed Captain, Armor, United States Army Reserve on 22 July 1954 and accepted 27 July 1954. He is now a Captain, Armor, United States Army Reserve.

AGPF-I 201 Doe, John J.
RA 12 345 678 (1 Oct 56)

3 October 1956

2. He is credited with the following periods of active duty:

- a. As an enlisted man:
16 September 1940 to 23 October 1945 inclusive
- b. As a commissioned officer:
1 August 1954 to 15 August 1954 inclusive
31 July 1955 to 14 August 1955 inclusive

He was honorably relieved from all tours of active duty.

By Authority of Wilber M. Brucker, Secretary of the Army:

OFFICIAL
SEAL

HERBERT W. JONES
Major General, USA
The Adjutant General

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 Authority NAJ 883078

SOP 6-5-32

IN REPLY REFER TO: (Army Name and Service Number)				REQUEST FOR STATEMENT OF SERVICE			
AGPF-I 201 Doe, John A				RA 20 037 359			
TO: <input checked="" type="checkbox"/> CHIEF OF NAVAL PERSONNEL DEPARTMENT OF THE NAVY WASHINGTON 25, D. C.		<input type="checkbox"/> OIC, DISCHARGED ENL PERS REC BR U. S. NAVAL REC MGMT CENTER 9750 PAGE BLVD, ST. LOUIS 14, MO.		FROM: The Adjutant General Department of the Army Washington 25, D.C.		DATE 10 May 1957	
<input type="checkbox"/> COMMANDANT UNITED STATES MARINE CORPS WASHINGTON 25, D. C.		<input type="checkbox"/> COMMANDANT UNITED STATES COAST GUARD WASHINGTON 25, D. C.		<input type="checkbox"/> REQUEST INFORMATION REACH THIS OFFICE BY: (Date) <u>SEE REVERSE SIDE</u>			
AGENCY MARKED ABOVE TO FILL IN OR VERIFY REQUESTS IN BOXES CHECKED				IF THE INFORMATION GIVEN ON THE LEFT IS INCORRECT PLEASE ENTER THE CORRECT ENTRY BELOW IN THE APPROPRIATE BOX.			
<input checked="" type="checkbox"/> LAST NAME - FIRST NAME - MIDDLE INITIAL. Doe, John A.				LAST NAME - FIRST NAME - MIDDLE INITIAL			
<input checked="" type="checkbox"/> SERVICE NUMBER		DATE OF BIRTH DAY MONTH YEAR 28 May 1910		SERVICE NUMBER		DATE OF BIRTH DAY MONTH YEAR	
<input checked="" type="checkbox"/> PLACE OF BIRTH Syracuse, N. Y.				PLACE OF BIRTH			
DISCHARGE CLAIMED				DISCHARGE			
DATE	PLACE	GRADE	ORG	DATE	PLACE	GRADE	ORG
9 Dec 33							
<input checked="" type="checkbox"/> PERIODS OF SERVICE CLAIMED				PERIODS OF SERVICE			
FROM	TO	FROM	TO	FROM	TO	FROM	TO
10 Dec 29	9 Dec 33						
<input type="checkbox"/> LIST SERVICE DATES CHRONOLOGICALLY INCLUDING DATE OF ENTRANCE AND TERMINATION							
ACTIVE		INACTIVE		REASON & TYPE DISCH. NATURE OF DISABILITY		TIME LOST AS EN (Inclusive dates. Give reason)	
FROM	TO	FROM	TO				
Remarks or additional information to be placed on the reverse side.							
DATE		TYPED NAME OF AUTHENTICATING OFFICIAL			SIGNATURE		

TAGO FORM 109 1 JAN 57 EDITION OF 1 APR 54 IS OBSOLETE AFTER 31 DEC 58

U.S. GOVERNMENT PRINTING OFFICE: 1951 O - 50296

Figure 3a

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SOP 6-5-37

Enlisted in the Regular Army 10 Dec 38.

It is requested that the original Form be returned to this office, ATTN: AGPF-I
and that the copy be forwarded together with the attached letter to:

Commanding Officer
65th Engineer Battalion
APO 25, San Francisco, Calif.

Figure 3b

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PERSONNEL PAPERS (X-107)

DECLASSIFIED

Authority MAJ 882078