



MONOGRAPH

on

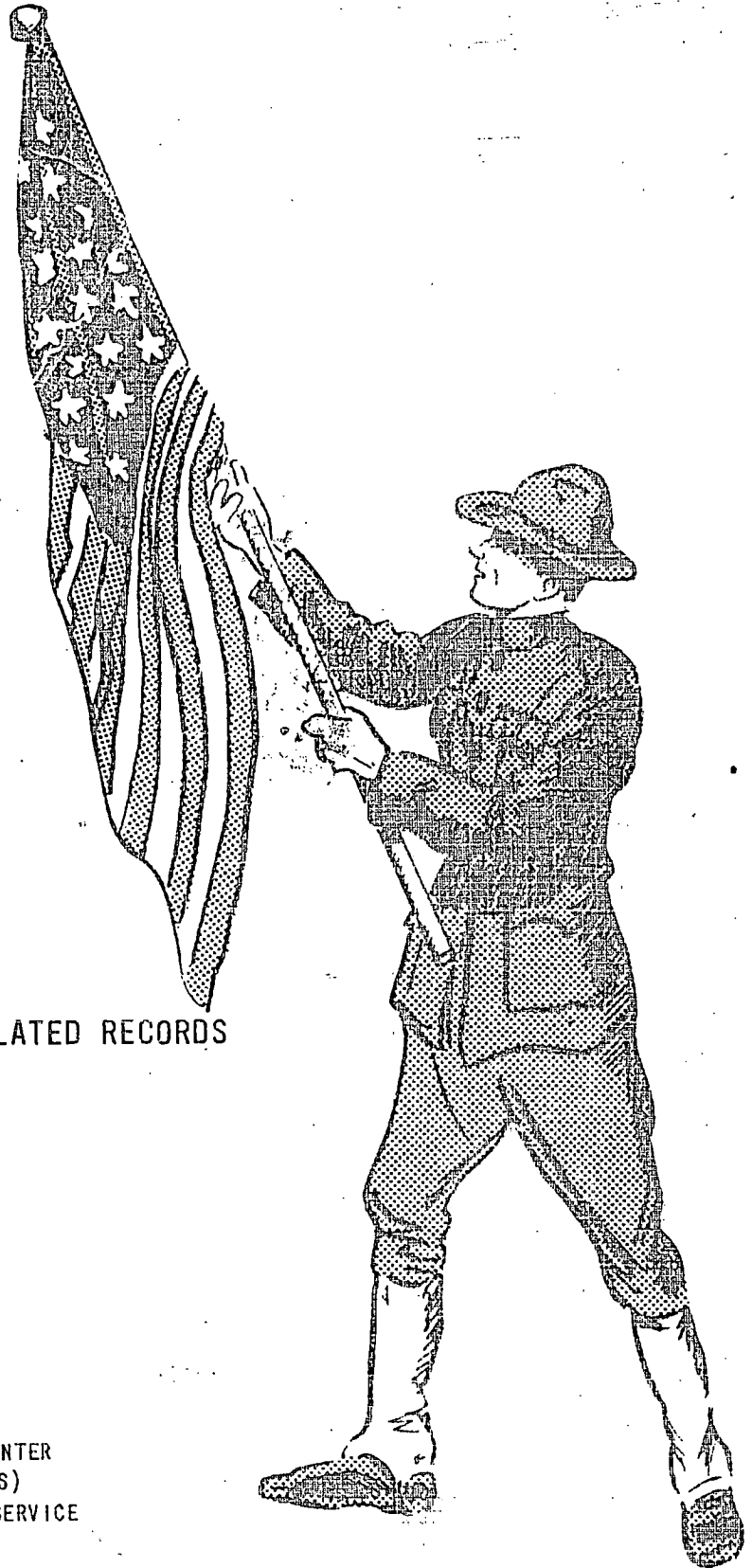
MILITARY PERSONNEL AND RELATED RECORDS

OF THE

WAR DEPARTMENT

1912 - - - - 1939

NATIONAL PERSONNEL RECORDS CENTER
(MILITARY PERSONNEL RECORDS)
NATIONAL ARCHIVES AND RECORDS SERVICE
ST. LOUIS, MISSOURI 63132



NATIONAL PERSONNEL RECORDS CENTER

MILITARY REFERENCE BRANCH

MONOGRAPH ON

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WAR DEPARTMENT

1912 -- 1939

Prepared by:
Grace F. Pennell
Research and Coordination Section
July 1966

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I N T R O D U C T I O N

As World War I recedes further into history, the records that were created on the men who served in it become less meaningful to more people. The first generation of archivists and clerks who serviced these records and who willed their experience to their successors by word of mouth is no longer with us. Before long the second will be leaving the scene of active employment. Each passing generation of hands leaves behind less records know-how because, as time goes by, the rate of reference to the records decreases and the new clerks are afforded less and less opportunity to gain, through normal reference work, the knowledge of their predecessors, and to pass it on.

With this gradual diminution of records center skills as they relate to the World War I period, imperceptible though it may be, it has long been realized that some kind of compilation or commitment to paper of still-available expertise on the records is necessary. Consequently, the primary purpose of this monograph is as a reference aid, i.e., to preserve for as long as the records must be preserved--all that needs to be known by the user, both present and future, about their character, original purpose, informational and evidential values, method of arrangement, etc.

Some of the information has been obtained from scattered written sources, as indicated throughout, but a great deal of it came to the writer through personal experience in performing reference service in the records for a period of nearly 25 years. The types of information included--it has not always been easy to decide what or how much to include--are those which the writer found over the years that she was most frequently in need of in (1) locating pertinent items of information about a serviceman, and (2) properly interpreting the records on him, and the emergency regulations which caused many of the records to be characteristic only to the era covered herein.

The author is especially grateful to Lawrence Cromshaw, who not only has been the editor, but has given invaluable assistance to the general approach in the over-all plan of the Monograph.

SCOPE AND ARRANGEMENT OF MONOGRAPH

The scope of this monograph has been governed by its purpose, i.e., the preservation of essential information about the World War I military personnel and organizational records at the National Personnel Records Center. Essential information is considered to be that which will be of importance to researchers in the records in times when there will no longer be experts available to give personal guidance in their use. Included are brief descriptions of the physical properties of the records; their origin, purpose, content, and arrangement; the various forms used during the period covered; relationship to and tie-in with other records; and current value and usage. Certain background information essential to a proper understanding of the records is also included and some related records subjects concerning military service in general. Since this information is not limited in its applicability to any particular record or category of records (as they are categorized for presentation herein), it is included as a separate part (Part III).

The number of different types of documents contained in the World War I records is incalculable. To have included them all in the monograph would have been neither possible nor desirable. The selection of those to include has been given much thought, based on an understanding acquired through years of experience in answering all manner and type of reference service inquiry. The final choice of documents has centered on those which are known to contain valuable individual or organizational information. It must be recognized, of course, that what is considered valuable today may not necessarily be valuable 50 years from now. The writer does not pretend to predict the changes in values that time will bring; nevertheless, much thought has been given to intelligently selecting for inclusion those records which, because of their informational content and evidence of origin, might some day be needed for research purposes. (This task can be likened to that of the archivist or records manager who must decide which records to retain and which to destroy.)

Every effort has been made to find the most logical arrangement for the material contained in the narrative. Several methods of arrangement suggested themselves, each with certain advantages and disadvantages. The one chosen is considered most suitable because it is based on the fundamental characteristics of the records, which also determines their method of grouping within the Records Center.

All records that are proper for filing by service person's name (individual name records) are discussed first, and these are divided according to the two sizes of individual name records, i.e., enlisted jackets ($4\frac{1}{2}$ by $8\frac{1}{2}$ inches) and "201" files, which are in regular 9- by 12-inch folders.

Within these two groups, the descriptives are arranged alphabetically, using the key words of the titles where possible.

The second part is devoted to records that cannot be filed by individual name. These are the unit or organization type records, filed by unit designation, etc. The narratives in this part are also arranged alphabetically.

The third and last part of the monograph contains the background information and related records subjects concerning military personnel of the World War I period. This information does not pertain exclusively to any one type or group of records as described herein.

The figures used throughout this monograph show the records as they appear at this writing, with no attempt made to alter them for the sake of appearance. The records are in various stages of wear due to age and usage and it is felt the figures are more meaningful if they illustrate them in their present condition.

PERIOD COVERED BY "WORLD WAR I RECORDS"

The state of war that existed between the United States and Germany, now known as "World War I," began officially on April 6, 1917, and ended on November 11, 1918, a period of slightly over one and one-half years. Yet the personnel records at the National Personnel Records Center in St. Louis, which are officially designated as "World War I Records," are defined as including:

Records on officer personnel completely separated between June 30, 1917, and September 8, 1939; and

Records of enlisted personnel completely separated between October 31, 1912, and September 8, 1939.

This disparity in the dates of the conflict and the dates of the records is the result of a series of events which are briefly explained as follows:

Early in 1919, with demobilization and the resulting influx of personnel records in the Adjutant General's Office, it was necessary to establish a new file and to decide upon a "cut-off" date between the old records that had been accumulating since Civil War days and those appertaining more specifically to the then-recent conflict. The date November 1, 1912, was chosen because it marked the beginning of the seven-year enlistment. (All enlistees on and after that date were still in service when the World War began, so their records logically belong in the "World War" category.)

No break in this new file of personnel records occurred until the advent of World War II when, again, the receipt of large quantities of records necessitated the creation of another segment. The most convenient starting date for it was the date of the President's proclamation of a limited National emergency: September 8, 1939. These records immediately were identified as the "World War II Records" and the older ones, despite the fact that they spanned the years 1912--1939, became the "World War I Records." Though this is a misnomer, some justification for it lies in the fact that a great preponderance of the records-- up to 80 percent--pertain to persons who did, in fact, serve during the World War I period proper, i.e. from 1917 to 1919. Relatively few records were added during the peace years.

BRIEF HISTORY OF WORLD WAR I RECORDS

The history of the records described in this Monograph is a complicated one. Closely interwoven with the history of the internal organization of The Adjutant General's Office, the Office of the Secretary of War, and such long-discontinued offices as the Records and Pension Office and the Military Secretary's Office, it is marked by numerous reorganizations, redesignations, consolidations, discontinuances, and transfers; and by reassignment of records-keeping responsibilities. It was not until 1920 that the three major categories of records as we think of them today (personnel, medical, and organizational) came together under a single records-keeping authority and remained fairly stationary for a considerable period of time.

This occurred on January 10, 1920, when the Demobilized Records Division (activated January 16, 1919, to receive, store and administer the records of the demobilizing army of World War I) was combined with the Medical and Archives Divisions to form the World War Division (AGO) with responsibility for all Army records created after November 1, 1912. Except for a brief period in 1924 and 1925 when it was operated as a part of the Adjusted Compensation Branch (created to administer the Adjusted Compensation Act of 1924), the World War Division remained constant until the advent of World War II. This rendered the designation "World War Division" somewhat inappropriate, and there followed at fairly short intervals a number of redesignations and transfers.

On October 31, 1941, the World War Division of the AGO was redesignated the Archives Division; however, this proved unsatisfactory because records intended for the National Archives were being sent instead to the Archives Division of the AGO, and vice versa. The designation "Demobilized Personnel Records Branch" was adopted on June 17, 1942, and on August 29 of that year the word "personnel" was dropped from the title.

The next change came as a result of the President's directive that as many Federal agencies as possible be decentralized to locations outside of Washington. In December 1942 the Demobilized Records Branch was moved to High Point, North Carolina, and was housed in the Southern Furniture Exposition Building. With the influx of World War II records, it soon became necessary to reorganize. At first, a separate branch was established (June 15, 1943) for the World War II records. On April 17, 1944, however, another reorganization took place providing for a single Demobilized Personnel Records Branch with separate sections for the World War I and the World War II records.

After the establishment of the Army Records Administration Center in St. Louis (September 1, 1945), the Demobilized Personnel Records Branch at High Point was transferred to it. The World War I Section was moved on March 20, 1946, and retained its status as a section (in DPRB) until March 1, 1953, when it became a separate branch under the newly-designated Military Personnel Records Center, TAGO. This center was relocated on January 1, 1956, in the new Department of Defense Military Personnel Records Center, 9700 Page Boulevard, which also housed the Naval Records Management Center and the Air Forces Records Center.

The General Services Administration (National Archives and Records Service) assumed custody of all three of these centers on July 1, 1960, and established a separate branch for each of the military services, the World War I records constituting the basis for a section in the Army Branch. Gradual reorganization then took place over the next several years, based on functional operations rather than on origin of the various records groups. Under this reorganization (current as of this writing), the center operates with but two branches (Accession and Disposal and Reference Service), and the World War I Army records, as such, no longer constitute the basis for a separate organizational unit. Persons doing a given type of work in the Army World War I records do the same type of work in the Army records for later years, and also in the Navy, Marine Corps, Air Force, and Coast Guard records.

PART I. INDIVIDUAL NAME RECORDS

PART I. INDIVIDUAL NAME RECORDS

This part of the monograph describes those Army World War I records that are filed by serviceman's name, in contrast to those filed by unit or organization and described in part II. These individual name records comprise by far the bulk of the World War I holdings at the National Personnel Records Center, and the rate of reference to them is much higher than to the organization records. They are filed in two types of containers, each comprising a separate A-Z records group. The largest of these is the records for enlisted men, filed in 4½- by 8½-inch jackets, referred to hereinafter as "enlisted jackets." The other group, containing the records for officers, warrant officers, nurses, Army field clerks, and some miscellaneous types, is in regular 9- by 12-inch manila folders known as the "201" files.

Each of these categories consists of numerous types of forms, documents, correspondence, reports, etc., and these are all described individually. Although some of the record material described herein will be found in both the enlisted jackets and in the 201 files, these two groups are treated separately for the sake of clarity and convenience. When such duplication occurs, the record is described in full under the "Enlisted Jackets" heading, and only the title is shown under "201 Files" with a cross-reference to the first heading.

The individual name records at NPRC in the "Army World War I" category are officially defined as including:

Records of officer personnel completely separated between June 30, 1917, and September 8, 1939; and

Records of enlisted personnel completely separated between October 31, 1912, and September 8, 1939.

It is important to note that the words "completely separated" in the above definition automatically exclude from this category the following records:

Records of all persons in a retirement status (still living) as of September 8, 1939; and

Records of all persons who, though discharged before September 8, 1939, re-entered the service at some time after that date. (When this happened, the prior records were withdrawn from the World War I category and combined with those covering the subsequent service.)

The present locations of these records excluded from the World War I category depends on whether the persons have since been completely separated from the service and, if so, the date of such complete separation.

Filing of all individual name records is alphabetical, under the following basic rules:

- a) For identical names, the order of filing is determined by service number. For records with no service number, date of entry governs the sequence.
- b) Names having prefixes and suffixes are filed as complete names. Example: De Young is filed as DeYoung; de la Cruz is filed as delaCruz.
- c) Names prefixed by St. or Ste. are filed as Saint or Sainte--all names bearing the prefix Saint being filed before those with the prefix Sainte.
- d) All names prefixed by "Mc" are filed at the very beginning of the letter "M," preceding the names beginning with "Ma--."
- e) Hyphenated surnames, such as Easley-Smith or Wheeler-Nicholas, are filed under the complete surname and a cross-reference is made thereto under the latter part of the hyphenated surname.
- f) Indian names oftentimes have two or more words in the surname. These are filed as one name. Example: Rain in the Sky, John--filed as Raininthesky, John.
- g) Abbreviated names are filed as they would be spelled out (in full). Example: Thos.--filed as Thomas.
- h) Nicknames are filed as given. These are not considered as abbreviations.
- i) Temporary titles such as Sr., Jr., and III, are disregarded in the filing sequence.
- j) The records of a nurse who has married since date of final separation from service are filed under her married name, if the change is known. A cross-reference is placed in the file for the name under which she served.
- k) For two or more officers having identical names, the rank (shown in the right end position) determines the order of filing--the lowest rank first. If both the names and the ranks are identical, the first letter of the arm of service (shown in right position) determines the order of filing.

Part I
Individual Name Records

ENLISTED JACKETS

All the individual name personnel and medical records created for World War I enlisted men are now contained in enlisted jackets. Almost five million enlisted men are represented in these files. The jackets measure $4\frac{1}{2}$ - by $8\frac{1}{2}$ -inches, and they vary in thickness to accommodate records of varying bulk. Form 267, A.G.O., edition of January 11, 1918, --see figure 1--is the oldest jacket extant. Other types were subsequently used, some similar to Form 267 but unnumbered, and still others entirely plain. (Plain jackets are used when it is necessary to prepare a new jacket for any reason. The old one, because of the information shown thereon, is folded and filed inside the new jacket along with the record material.)

Enlisted jackets were initially prepared at a time when statements of service were being compiled for the Adjutants General of the States, as authorized by an Act of Congress dated July 11, 1919. Jackets were prepared for all enlisted men who had been separated since November 1, 1912. Thereafter, they were prepared when the soldier was separated from service and his records were being assembled for filing in the Office of the Adjutant General.

The number (in pencil) at the top of the jacket is the veteran's "A" number, or the number of his application for benefits under the World War Adjusted Compensation Act of May 19, 1924. New (or "replacement") jackets will show only the veteran's name and service number (name only if the veteran was never assigned a service number--final separation before February 28, 1918).

1471138

* Colored.
* White.

(Name, surname first) (Number)

Enlisted _____

(Emergency address)

Statement under Art. of Congress
July 11, 1919, furnished A. G. of Staff
(Emergency address)

RECORD AND DATE.	REMARKS.
323 Franklin St. Boise, Idaho. Residence:	
* Enlisted in * R. A. * N. G. * F. B. C. * Inducted	
Ann Arbor, Mich. Jan 10, 1918	
Place of birth:	Boise, Idaho.
Age or date of birth:	22 9/12 yrs.
Organizations (with dates):	
	Enl. Ord. Corps. Ord. Eng. School.
	Ann Arbor Mich. to Feb. 27/18
	Enl. Ord. Corps. Augusta Arsenal
	La. to Apr. 14/18
	Co. 2. 4 Prov. Co. Ord. Corps.
	Bin. and Paper Shops to Aug. 13/18
	Ord. Det. A. P. O. 717 to Aug. 14/18
	Ord. Det. A. P. O. 701 to Aug. 14/18

Form 267, A. G. O. P-2208 (over)

Figure 1. All individual name records for (Part 1 of 2) WW I Enlisted Men are filed in these or similar Enlisted Jackets

RECORD AND DATE.	REMARKS.
Grades, with dates:	Corp. Sept 16/18
Engagements:	Sgt. 1st. Nov 23/18 Ord. Sgt. May 21/19 Priv. Aug 13/19
Oversea service: From	July 9/18 to Sept 23/19
Final separation from service:	Sept 23/19 (Date.)
<input checked="" type="checkbox"/> Honorably discharged on demobilization.	
<input type="checkbox"/> Honorably discharged:	(Cause.)
<input type="checkbox"/> Discharged. Not recommended for reenlistment.	
<input type="checkbox"/> Dishonorably discharged.	
<input type="checkbox"/> Deserted.	
<input type="checkbox"/> Killed in action.	
<input type="checkbox"/> Died of wounds received in action.	
<input type="checkbox"/> Died:	(Cause.)
<input type="checkbox"/> Wounded in action:	(Degree and date.)
Degree of disability upon discharge:	0
Citations or decorations:	
Statement furnished State	(Date.)
on Form No. 721 / , A. G. O.	
Carded by <i>R. M. H.</i>	Typed by <i>W. M. S.</i>
	Reviewed by <i>M. L. S.</i>
	<i>2-19-21</i>

Figure 1. Enlisted Jacket (Reverse)
(Part 2 of 2)

COURT-MARTIAL ORDERS AND CHARGE SHEETS. Court-martial orders announce the result of trials by general and special courts-martial and the initial action of the convening authority thereon. They also show subsequent action taken with respect to the findings or sentence of the court-martial. They are numbered consecutively within each calendar year. The results of summary courts-martial are promulgated by Charge Sheets.

Court-martial records, including the Reports of Proceedings, for Army military personnel are on file in the office of the Judge Advocate General. Copies of the orders and charge sheets, however, will usually be found in the enlisted jackets. The three types of courts-martial and the jurisdiction of each are given below for a better understanding of the records described herein.

General Court-Martial. This is the highest type of military court. It has the power to try any offense punishable by the Uniform Code of Military Justice, and is the only court that can adjudicate a dishonorable discharge. The General Military Court consists of not fewer than five military officers, not including the law officer. A General Court-Martial Order is illustrated in figure 2. (These frequently consist of two or more pages.)

Special Court-Martial. This military court has jurisdiction to try any person subject to military law for any crime or offense not capital, by the Uniform Code of Military Justice. A special court-martial may impose sentences not in excess of six months confinement at hard labor and forfeiture of two-thirds pay per month for a like period. The Special Military Court consists of at least three military officers. Special Court-Martial Orders are similar in format to General Court-Martial Orders.

Summary Court-Martial. This court may impose punishment of confinement up to one month, hard labor without confinement up to 45 days, restrictions up to two months, and forfeitures up to two-thirds of one month's pay. It is composed of one officer. A summary court-martial charge sheet, Form No. 594, A.G.O., is illustrated as figure 3.

Current Use of Court-Martial Orders and Charge Sheets. The principal use now made of WWI court-martial orders and charge sheets is in the furnishing of disciplinary information in response to requests from such sources as penal, mental, and correctional institutions, the Veterans Administration, security and other investigative agents, trial courts, Workmen's Compensation tribunals, etc. These sources of reference service inquiries usually need to know the offense for which a person was tried, and the orders and charge sheets are the only source from which this can be obtained at NPRC. They are also needed in some cases involving benefits to determine actual time lost through absence without authority.

RECORD AND DATE.	REMARKS.
Grades, with dates:	Corp. Sept 16/18
Engagements:	Sgt. 1st. Nov 23/18 Ord. Sgt. May 21/19 Priv. Aug 13/19
Oversea service: From	July 9/18 to Sept 23/19
Final separation from service:	Sept 23/19 (Date.)
<input checked="" type="checkbox"/> Honorably discharged on demobilization.	
<input type="checkbox"/> Honorably discharged:	(Cause.)
<input type="checkbox"/> Discharged, Not recommended for reenlistment.	
<input type="checkbox"/> Dishonorably discharged.	
<input type="checkbox"/> Deserted.	
<input type="checkbox"/> Killed in action.	
<input type="checkbox"/> Died of wounds received in action.	
<input type="checkbox"/> Died:	(Cause.)
<input type="checkbox"/> Wounded in action:	(Degree and date.)
Degree of disability upon discharge:	0
Citations or decorations:	
Statement furnished State	(Date.)
on Form No. 721-f, A. G. O.	
Carded by <i>R. M. H.</i>	Typed by <i>W. M. S.</i>
	Reviewed by <i>M. W. S.</i>
	<i>2-19-21</i>

Figure 1. Enlisted Jacket (Reverse)
(Part 2 of 2)

COURT-MARTIAL ORDERS AND CHARGE SHEETS. Court-martial orders announce the result of trials by general and special courts-martial and the initial action of the convening authority thereon. They also show subsequent action taken with respect to the findings or sentence of the court-martial. They are numbered consecutively within each calendar year. The results of summary courts-martial are promulgated by Charge Sheets.

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Summary Court-Martial. This court may impose punishment of confinement up to one month, hard labor without confinement up to 45 days, restrictions up to two months, and forfeitures up to two-thirds of one month's pay. It is composed of one officer. A summary court-martial charge sheet, Form No. 594, A.G.O., is illustrated as figure 3.

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Original size,
8" x 10½"

GENERAL COURT-MARTIAL)
ORDERS NO. 99.)

HEADQUARTERS SEVENTH CORPS AREA
Fort Omaha, Nebraska, February 13, 1929.

Before a general court-martial which convened at Fort Creek, Nebraska, pursuant to paragraph 6, Special Orders No. 24, Headquarters Seventh Corps Area, January 29, 1929, was arraigned and tried:

Private John J. Doe, Company K, 17th Infantry.

Charge: Violation of the 58th Article of War.
Specification: In that Private John J. Doe, Company "K" 17th Infantry, did, at Fort Leavenworth, Kansas, on or about June 25th, 1928, desert the service of the United States and did remain absent in desertion until he was apprehended at Omaha, Nebraska, on or about January 18th, 1929.

PLEAS:

To the Specification: "Guilty, except the words 'desert' and 'in desertion,' substituting therefor respectively the words 'absent himself without leave from' and 'without leave' of the excepted words not guilty and of the substituted words guilty."
To the Charge: Not guilty, but guilty of a violation of the 61st Article of War."

FINDINGS:

Of the Specification and Charge: "Guilty."

SENTENCE:

To be dishonorably discharged the service, to forfeit all pay and allowances due or to become due, and to be confined at hard labor, at such place as the reviewing authority may direct, for one (1) year. (Three previous convictions considered).

The sentence was adjudged on February 5, 1929.

The sentence is approved and will be duly executed, but the execution of that portion thereof adjudging dishonorable discharge is suspended until the soldier's release from confinement. The United States Disciplinary Barracks, Fort Leavenworth, Kansas, is designated as the place of confinement.

By command of Major General SMITH:

TENNEY ROSS
Colonel, General Staff Corps,
Chief of Staff.

OFFICIAL:
J. B. WILSON,
Colonel, A.G.D.,
Adjutant General.

Figure 2. Order announcing result of general court-martial, the highest type of military court. Format for special court-martial is similar

CHARGE SHEET. Number 41
(In necessary cases only.)

FRANCE, October 15, 1917
(City) (Rank and organization)

Doe, John J.
(Surname) (Christian name)

Date current enlistment, Feb 10, 1917; Rate of pay, \$55.; No. previous convictions, None
(Give date, with character given on each discharge.)

Previous service, None

Date of Arrest, Oct 15, 1917 Place where accused is now in arrest in France
 Confinement, _____, 19 _____ In _____

Witnesses:
Ridson L. J. Smith ; _____ ; _____
1st Sergt. Co. "I", 16th Inftry. ; _____ ; _____

Charge : Violation of the 61st Article of War

Specification : In that Private 1st John J. Doe, Co. "I", 16th
Infantry, did, in France, on or about the 15th day of October, 1917,
fail to repair at the fixed time to the properly appointed place of
assembly for reveille.

JUL 9 1920
 Alexander P. Withers,
 1st Lieut. 85th Infantry.

Findings: **Guilty.**
 Sentence: **To forfeit five (5) days pay.**

Frank C. Bennett,
 Captain 16th Infantry,
 Summary Court.

Eq. 16, Inftry., France, Oct. 17, 1917.
 Approved.

F. A. Wilson,
 Colonel, Infantry, Natl. Army,
 Commanding.

A True Copy
Beamon
 W. R. Beamon,
 1st Lieut. Co. 16th Inftry.
 Actg. Adjutant.

Original size:
 8" x 12 1/2" (front
 and back)

File
 W. W. S.
 087 / 17

Form No. 594, A. G. O.
 24, Mar. 11-17-1918

Figure 3. Various forms were used during WW I period for announcing results of summary courts-martial. One of them was the Charge Sheet, Form 594, A.G.O.

DECORATIONS AND AWARDS RECORDS. Decorations are honors and rewards given in recognition of extraordinary, exceptionally meritorious, or conspicuously outstanding acts or services. The conferring of decorations and the incidents for which they were awarded were normally made a matter of record at the time of their occurrence, or shortly thereafter. This was done by War Department General Order, by the report of proceedings of a Board of Officers (convened to determine a soldier's eligibility for a decoration), or simply by correspondence. Service awards are based on record data, and an administrative decision is required to determine eligibility. Once a decoration or a service award has been issued, some type of record showing that it has been issued or authorized is retained on file with the soldier's enlisted jacket.

The forms or methods used in authorizing the issuance of World War I decorations and awards have changed a number of times since 1918. The most common one to be found in the records is a form letter, illustrated as figure 4. Another form used is DA Form 1577. This was not issued until 1948, but it was designed so it could be used in authorizing decorations and awards earned any time during the World War I period. It is still in use and the latest edition is shown as figure 5. Evidence of the issuance of decorations and awards will also be found in General Orders (Medal of Honor), in official miscellaneous correspondence such as that illustrated as figure 6, in the receipts for the awards (figure 7), etc.

The decorations and awards authorized for World War I servicemen, and the criteria under which each is authorized, are listed below in their order of precedence.

Medal of Honor was authorized for conspicuous gallantry and intrepidity at the risk of life, above and beyond the call of duty, in action involving actual conflict with an enemy. There were 106 World War I servicemen who earned this medal.

Distinguished Service Cross was authorized for extraordinary heroism in connection with military operations against an armed enemy. This medal was brought into existence in 1918 so that the Medal of Honor would be more protected.

Distinguished Service Medal was authorized for exceptionally meritorious service to the Government in a duty of great responsibility.

Distinguished Flying Cross was authorized for heroism or extraordinary achievement while participating in aerial flight.

Silver Star Medal is authorized to members of the Armed Forces who were cited in orders for gallantry in action not justifying the award of a Medal of Honor, Distinguished Service Cross, or the Distinguished Service Medal.

The Purple Heart decoration was established by General George Washington on August 7, 1782. The decoration was revived out of respect to his memory and military achievement February 22, 1932. It is awarded for wounds or death resulting from enemy action; and to those persons who were awarded meritorious Service Citation Certificates by the Commander in Chief, American Expeditionary Forces, and to those who were authorized in orders to wear wound chevrons. Appurtenances to the Purple Heart are:

Oak Leaf Cluster which is issued in lieu of the decoration for each succeeding wound.

A Service Ribbon, identical in color with the suspension ribbon of the Purple Heart decoration.

A Lapel Button (enamel) in the color of the service ribbon to the Purple Heart.

The Soldiers Medal was authorized July 2, 1926. It is awarded to any member of the Armed Forces of the United States, or of a friendly foreign nation who, while serving in any capacity with the Army of the United States shall have distinguished himself by heroism not involving actual conflict with an armed enemy.

Armed Forces Reserve Medal is authorized for ten years of honorable service in the Reserve components of the Armed Forces.

World War I Victory Medal is authorized for service between April 6, 1917, and November 11, 1918; service with the American Expeditionary Forces in European Russia between November 12, 1918, and August 5, 1919; and service with the American Expeditionary Forces in Siberia between November 12, 1918, and April 1, 1920. Battle and service clasps, if applicable, are authorized with the Victory Medal--one battle clasp for each campaign participated in; and a service clasp for service (non-combat) in France, Italy, Siberia, European Siberia, or England. One service clasp only is awarded in an individual case.

Mexican Service Medal is authorized for service in an expedition or engagement in Mexico between November 26, 1914, and June 17, 1919.

Mexican Border Service Medal is authorized for service with the Mexican Border Patrol between January 1, 1916, and April 6, 1917, but only to those persons who were ineligible for the Mexican Service Medal.

Army of Occupation of Germany Medal is authorized for service with the Army of Occupation in Germany or Austria-Hungary between November 12, 1918, and July 11, 1923.

Lapel Button (World War I Victory Button) is authorized for service between April 6, 1917, and November 11, 1918--a silver button to servicemen who were wounded in action, and a bronze button to all others.

Gold Star Lapel Button is awarded to widows, and certain next of kin, of military personnel who lost their lives between April 6, 1917, and March 3, 1921.

French Croix de Guerre was awarded to American soldiers by the French Government for extraordinary heroism in connection with military operations against an armed enemy to France.

References: U. S. Army Administration Center Standard Operating Procedures; World War I "Precedent" Files; AR 15-5 and 600-45.

WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE
WASHINGTON

MMO H-221

IN REPLY
REFER TO

AG SOL ~~Matthews~~ Frank J.
(10-16-35) Ex

SUBJECT: Purple Heart

December 31, 1935.

To: The Quartermaster General.

Original size,
8" X 10 $\frac{1}{2}$ "

1. The Secretary of War directs that a Purple Heart, engraved with the name of the recipient, be issued to

Mr. Frank J. ~~Matthews~~
486 Clark Street,
Clay Center, Kansas.

on account of wound received in action October 3, 1918, while serving as sergeant, Company C, 8th Field Signal Battalion.

E. L. [unclear]

Adjutant General.

Copy made for Mr. _____

File - W.W.Div. - MMO H-221

Figure 4. Form letters such as this were used before 1948 for authorizing the issuance of the Purple Heart and other decorations.

Mr. John J. Doe, John J.
000 000 (1 Mar 65)

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.
AUTHORIZATION FOR ISSUANCE OF AWARDS

TO: **Commanding Officer
U. S. Army Support Command, Philadelphia
Philadelphia, Pennsylvania**

DATE: **28 March 65**

CODE NUMBERS FOR AWARDS							
1 MEDAL OF HONOR	13 GOOD CONDUCT MEDAL	25 WORLD WAR II VICTORY MEDAL	37 OAK LEAF CLUSTER				
2 DISTINGUISHED SERVICE CROSS	14 GOOD CONDUCT MEDAL CLASP	26 ARMY OF OCCUPATION MEDAL WITH RESUME CLASP	38 SERVICE STAR				
3 DISTINGUISHED SERVICE MEDAL	15 DISTINGUISHED UNIT EMBLEM	27 ARMY OF OCCUPATION MEDAL WITH JAPAN CLASP	39 BROCKE AWARD				
4 SILVER STAR	16 MERITORIOUS UNIT EMBLEM	28 MEDAL FOR HUMANE ACTION	40 GOLD STAR LABEL BUTTON				
5 LEGION OF MERIT	17 MEDAL FOR MERIT	29 NATIONAL DEFENSE SERVICE MEDAL	41 PATRIOTIC CIVILIAN SERVICE LABEL BUTTON				
6 DISTINGUISHED FLYING CROSS	18 MEDAL OF FREEDOM	30 KOREAN SERVICE MEDAL	42 FRENCH FOURRAGERE				
7 SOLDIER'S MEDAL	19 WOMEN'S ARMY CORPS SERVICE MEDAL	31 ANTARCTICA SERVICE MEDAL	43 BELGIAN FOURRAGERE				
8 BRONZE STAR MEDAL	20 ARMY OF OCCUPATION OF GERMANY MEDAL	32 ARMED FORCES EXPEDITIONARY MEDAL	44 NETHERLANDS ORANGE LEYBAND				
9 LETTER UNIT DEVICE	21 AMERICAN DEFENSE SERVICE MEDAL	33 ARMED FORCES RESERVE MEDAL	45 PHILIPPINE DEFENSE RIBBON				
10 AIR MILES	22 AMERICAN CAMPAIGN MEDAL	34 COMBAT INFANTRYMAN BADGE	46 PHILIPPINE LIBERATION RIBBON				
11 COMBINATION RIBBON WITH METAL PENDANT	23 ASIATIC-PACIFIC CAMPAIGN MEDAL	35 EXPERT INFANTRYMAN BADGE	47 PHILIPPINE INDEPENDENCE RIBBON				
12 PURPLE HEART	24 EUROPEAN-AFRICAN-MIDDLE EASTERN CAMPAIGN MEDAL	36 MEDICAL BADGE	48 UNITED NATIONS SERVICE MEDAL				

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.)

AWARD CODE	STARS		OAK LEAF CLUSTER		ARROW HEAD	CLASP	GOLD STAR LABEL BUTTON				
	BRONZE	SILVER	BRONZE	SILVER			ENGRAVE	ISSUE :	[] COST	TYPE	[] CLUTCH
12											

REMARKS

Original size,
8" X 10 1/2"

Mr. John J. Doe
2148 Park Avenue
Chicago, Illinois

PERMANENT

DA FORM 1577
MAY 65

REPLACES EDITION OF 1 MAR 65 WHICH WILL BE USED UNTIL 1 MAY 65 UNLESS INDICATED OTHERWISE

Figure 5. Form adopted in 1948 for issuance of awards, including those earned in World War I period

473

GENERAL HEADQUARTERS AMERICAN EXPEDITIONARY FORCES
Division Decorations Section.

France, 30 June 1919.

BY COURIER

From: The Adjutant General, AEF.
To: Commanding General, U. S. Troops, Paris.
Subject: Decorations.

1. Inclosed herewith is Distinguished Service Cross No. 79 which you are authorized to present to the following soldier, who is on duty with Headquarters Detachment, Clignancourt Barracks:

Co. F. 28th Inf.

For extraordinary heroism in action near Soissons, France, 19 July, 1918.

He showed absolute disregard for the safety of his own life by advancing upon a machine gun which was holding up his platoon and finally putting it out of action after being wounded himself.

2. Those headquarters will be informed, by indorsement hereon, the date of presentation.

By Command of General Pershing:

F. L. Whitley
Adjutant General.

RECEIVED
27 JUL 1919
HEADQUARTERS
Dist. of Paris

1 Inc.

7

Original size,
8" X 10 1/2"

THIS PAPER WITHDRAWN FROM
FILE OF FORMER DEPARTMENT
OF WAR, G. H. Q., A. E. F.

Figure 6. Many decorations and awards were issued by formal correspondence

AG 201,

ED-abb

Original size,
8" X 10½"

Received from The Adjutant General of the Army
one certificate representing the award of the

MEDAL OF HONOR

to Mr. _____

formerly private, first-class, Company L,

354th Infantry.

Date received June 13 1925

Signature Charles _____

✓ Address 4222 Mill Street

To be signed and returned to The Adjutant General,
Washington, D. C.

JUN 20 1925

M & B Sec. 599.

W. B. _____
FILE
Date 6/13/25 Sig. Charles

Figure 7. Evidence of awards in World War I period is sometimes found in the receipts therefor, such as above

DESCRIPTIVE LISTS. The Descriptive List was the forerunner to the Service Record (see separate narrative), which was adopted in March 1917. It is, in fact, commonly referred to as the "Old Service Record." It is a twelve-page pamphlet containing the complete military history of the enlisted man. An entire Descriptive List is illustrated as figure 8. Form No. 29, A.G.O. was the form in use as of November 1, 1912, and this was also the form number of the first Service Record, edition of March 22, 1917. This change in March 1917 amounted to little more than a change in title, insofar as the form itself was concerned. There was an important change at that time, however, in the usage: Whereas a new Descriptive List was prepared each time a soldier changed organizations, only one Service Record was prepared for each term of service.

The original Descriptive List was prepared by the first organization to which the soldier was assigned after enlistment--from the Descriptive and Assignment Card (Form No. 25, A.G.O.). With each transfer, a new one was prepared by the acquiring organization from the Descriptive List received from the losing organization. This meant of course that, during a single enlistment, a soldier would have as many Descriptive Lists as he had organization assignments. The Descriptive List shown as figure 8, for instance, is one of five prepared for the person represented, covering a three-year enlistment.

Current Use. See "Service Records."

References: AR 1913, pars. 99, 104, 105, 115, 118, 124, 135, 138, 154, 466, 938, 1069, 1157, 1163, 1337, 1356, 1361, 1451, and 1535; GO No. 22, WD, 1913, par. 5; Bulletin No. 24, WD, 1917; WW I "Precedent" Files labeled "Records found in file of Personnel Records Section."

DESIGNATION OF BENEFICIARY. This is the record of the soldier's designation of beneficiary as provided for under an Act of Congress approved December 17, 1919. This Act provided for the payment of six months' pay to the widow, children, or other designated dependent relative of any officer or enlisted man of the Regular Army whose death resulted from wounds or disease NOT the result of his own misconduct. The use of a separate "designation of beneficiary" form was only temporary. Starting in May 1920, it became a part of the enlistment record, and in December 1924 it was made a part of the service record. After that, the forms were used for redesignation of beneficiary, which was

DESCRIPTIVE LIST

OF

(Given name.) Joe
(Surname.)

Pvt. Co. "D" (1st Regt. C.) 29th
(Rank.) (Organization.)

Residence: New York City, N.Y.
(City or town.)

Name and address (street and house number, if any) of person to be notified
in case of emergency, giving degree of relationship; if friend, no state:
(Cousin) Al
101 E. 72nd St.
New York City, N.Y.

Accepted for enlistment in Infantry
(Name of corps or organization.)
on the 21st day of October, 1917, at
Fort Jay, New York

Born in Clinton, Colorado, Austria
(Place of birth.)
Age, 19 years; occupation, Chauffeur

Eyes, Blue; hair, Black

Complexion, Fair; height, 5 ft 6 in.

Married or single: Single

Admits or permits marks or scars on descriptive and assignment card:
Tattoo - two, 1 1/2" x 1/4" d. d. d. d.
arms; tattoo - flag & eagle with
American printed on oval; 2
stars & Indian head & bust
underneath the oval. Circular
linear scar 1-1/2" l. index
finger.

Investigation record, made
(See U. S. G. O. War Department, 1917.)

Form No. 22, A. G. O.
 11-1917-10, 11-18. (1)

(2)

MILITARY RECORD.

PRIOR SERVICE.

None

Original size, each
 page: 3 3/4" x 8 1/2"
 (Twelve pages)

PRESENT SERVICE.

Enlisted Oct. 21, 1917 at Fort Jay, N.Y.
 by Major Ruby, M. G.

Marksmanship or primary: 200 Oct-1916

Promotions: Fair

Partials: None

Rating, etc.: Low

See Instructions B. 2-22

Figure 8. Descriptive List. Forerunner to the Service Record, (Part 1 of 6) it was given that title on March 22, 1917. Entire Descriptive List is illustrated here and on the next five pages

Wounds or other injuries received in action: None

Medals of honor (action, with date thereof, for which granted): None

Certificate of merit (nature of service, with date thereof, for which granted): None

Physical condition: Good

Vaccinated: OCTOBER 21, 1912
(Date)

Result: Successful

Typhoid prophylaxis completed: MAY 20, 1912

Character: Excellent

Character of service: Honest & Successful
(See G. O. No. War Department, 1912.)

Comments by every marital: I think two thirds (2/3) of pay for me was not detained until he is discharged from pay. Current enlistment; Rk. May 13/15.

* See Instruction 2. 3-275
(3)

(4)

STATEMENT OF ACCOUNTS.

PAY.*

Last paid by Paymaster: Captain H.C. King
To: September 30, 1915
(Date)

Enlistment period: (See Instruction 6.) Serving in 1st enlistment period which was not (line out words not applicable) completed at date of discharge. (Last line to be filled out except in case of discharge.)

Additional pay: For Nothing

CLOTHING.*

(Amounts to be stated in words and figures. Par. 1178, A. R.)

Money value of clothing drawn since enlistment: (a) _____

Balance due (b): Soldier at date of (c) discharge
Thirty three & 5/100 d. o. 23.157

Due United States of last settlement and not deducted on pay roll: (d) _____

(a) To be filled in in the case of a soldier who has not completed six months' service, or whose clothing account has never been settled.
(b) Insert "United States" or "soldier," as the case may be.
(c) Insert "transfer," "discharge," "death," "desertion," or "retirement," as the case may be, or "leaving company," in case of absence under Instruction 4.
(d) To be filled in in case cited in Instructions 3 and 4, when a debit balance at last settlement has not been deducted.

ALLOTMENTS.

Allotment of \$ _____ per month for _____
months beginning with month of _____, 191

Collected to include _____, 191 . Still in force.

SEE SOLDIER.*

For _____
For _____

* See Instruction 2. 3-275

Figure 8. Pages 3 and 4 of Descriptive List
(Part 2 of 6)

CLOTHING ACCOUNT.

(See Instruction 3.)

CLOTHING DRAWN.

DATE OF ISSUE, AND VOUCHER No.	MONEY VALUE.	SIGNATURE OF SOLDIER AND OF OFFICER WITNESSING ISSUE.
85 May 5/15	1.40	(Signature) 27. 15/15.

(7)

3-375

(8)

CLOTHING ACCOUNT.

(See Instruction 3.)

CLOTHING DRAWN—Continued.

DATE OF ISSUE, AND VOUCHER No.	MONEY VALUE.	SIGNATURE OF SOLDIER AND OF OFFICER WITNESSING ISSUE.

3-375

Figure 8. Pages 7 and 8 of Descriptive List (Part 4 of 6)

GRATUITOUS ISSUES OF CLOTHING.

(See Instruction 3.)

DATE OF ISSUE AND VOUCHER NO.	ARTICLES.	MONEY VALUE.	SIGNATURE OF SOLDIER AND OF OFFICER WITNESSING ISSUE.

(9)

3-375

(10)

CLOTHING SETTLEMENTS.

(See Instruction 3.)

DATE OF SETTLEMENT.	ALLOWANCE.	MONEY VALUE OF CLOTHING DEDUCT FROM LAST SETTLEMENT.	BALANCE DUE UNITED STATES.	BALANCE DUE SOLDIER.
July 15/15			-	19.71
Sept 20/15	7.56	1.40	-	25.87
Oct 20/15	7.70	-	-	33.57

REMARKS: Engr. Co., joined Co. K, 29th Sep, Oct 21/15, for D/A and transferred to Co. S, June 22/16, for R. & O. 52, 1914 - detailed for duty with 1st. Det. Sec, Hq. Co. 3rd Inf. reg. by Hq. Co., March 12, 1915.

Discharged at Camp Guilford Co. 30 October 20, 1915, for expiration of term of Service. Discharged and final settlement given. No. Absence without leave.

3-375

Figure 8. Pages 9 and 10 of Descriptive List (Part 5 of 6)

I certify that the foregoing is the complete record and correct statement of
accounts of this soldier to include October 20th, 1915
the date he was discharged.

D. H. Waldron
Capt. 4th Regt. 29th Inf.
Commanding Adjutant

Camp 4, Railroad 6.3.
October 20th, 1915.

INSTRUCTIONS.

1. When a soldier is assigned to an organization, the commanding officer of the organization will open a descriptive list in his case from the data shown on his descriptive and assignment card. In the case of a soldier transferred to an organization, a new descriptive list will be prepared from the data shown on the descriptive list received from the organization from which he was transferred and the latter will be retained at the authority thereof.
2. When by reason of discharge, death, transfer, retirement, or desertion, a soldier's service with an organization is terminated, his descriptive list will be closed by the addition of the proper statements under the headings marked (*), and the necessary data will be transferred to the soldier's discharge certificate, final statement, or to another descriptive list, as the case may be.
3. In case of transfer from one organization to another, no entries will be made on pages 7, 8, and 10 of the new descriptive list under the captions "Clothing drawn" and "Clothing settlements," the statements on page 6 under the heading "Clothing" being all that is required by the organization to which the soldier is transferred, but gratuitous issues of clothing will be stated fully on page 9.
4. The clothing account of a soldier absent on detached service, in confinement, or sick in hospital, in whose case a descriptive list is furnished, will be stated as in the case of a soldier transferred.
- When a soldier who has been absent from the organization to which he belongs, and in whose case a copy of his descriptive list was furnished, returns to his organization, or if he becomes separated from the service during his absence, a partial descriptive list, containing only such data as pertain to his military status or accounts while absent, will be furnished to his organization commander. When a soldier who has been absent is returned to his organization or receives a furlough at the expiration of which he is to return to his organization, and in whose case there has been no change in his military status or accounts while absent, the copy of his descriptive list which was furnished by his organization commander will be returned by the responsible officer who, by dated indorsement on the last page thereof, will expressly state that there has been no change in the soldier's military status or accounts during his absence from his organization.
5. The Act of Congress approved May 11, 1908, provides "That hereafter . . . an enlistment shall not be regarded as complete until the soldier shall have made good any time lost by unauthorized absence exceeding one day." All such unauthorized absences during the present enlistment, with dates, will be shown on a soldier's descriptive list in the space for "Remarks." If no such absences are of record, that fact will be stated. Where such absences are recorded in the case of soldiers enlisted prior to May 11, 1908, and discharged on expiration of term of enlistment, it will also be shown whether or not the time lost in such absences has been made good. (See sec. 135, A. R.)
6. No change can occur in the enlistment period of a soldier during his service under any one enlistment.
7. When the descriptive list of a soldier transferred shows record of conviction by court-martial, it will be accompanied by an authenticated copy of the record of summary court or by an official copy of the order prosecuting the sentence in the case of conviction by a court-martial other than a summary court.
8. Changes of entries on a descriptive list are prohibited. All changes made to original entries thereon will be duly authenticated by the signature of the officer making the changes. Under no circumstances will slips of paper be pasted or attached to a descriptive list.

Figure 8. Pages 11 and 12 of Descriptive List
(Part 6 of 6)

necessary when the eligibility of any relative was changed by reason of marriage, death, divorce of wife or birth of child. If no beneficiary was designated after the soldier was advised of the provisions of the Act, the fact that the law was explained to him was noted on his record. The forms for the designation of beneficiary were:

Form No. 380, A.G.O. (figure 9)
W.D., A.G.O. Form No. 41 (figure 10)

Current Use. Because of the age of most of these records, their current usefulness in the reference service operation is minimal. They are used at times, however, to answer inquiries seeking to determine a veteran's next of kin or their whereabouts, such as in the settling of estates, paying off on insurance policies, preparing genealogies, etc. They are also sometimes used in straightening out mixed records.

References: W.D. Circulars No. 301, 1920; No. 44, 1921; No. 69, 1924; and W.D. Bulletin No. 43, 1919.

DETERMINATION NOTATIONS. A formal determination is a documented administrative decision to amend, correct, clarify, or authenticate Army records. The "determination" thus becomes an official part of the record, and the information is used for official purposes. Determinations are normally based upon the regulations in effect at the time of the event or action, and also upon well-defined office practices, policies, and precedent cases. Precedent cases are usually those in which opinions of The Judge Advocate General of the Army, or decisions of The Comptroller General, have been rendered.

Formal determinations are not to be confused with informal determinations. The latter are also administrative decisions, but they are usually rendered verbally and recorded by "red-star" notation (asterisks, in red ink, placed immediately above the erroneous entry and in the margin with a comment correcting the error). They are made when discrepancies of a minor degree are noted in record facts or where patent errors exist. Cases of this type require individual analysis and consideration because of their inconsistent nature. Any corrective action that cannot be resolved in this manner is handled as a formal determination. The exact nature of the administrative entries depends on the type of determination and the substantiating evidence available to backup the decision.

DESIGNATION OF BENEFICIARY

17

Keaton **Kyle A.**
(Surname.) (Christian name.)

20322 Pvt 1st 2nd Mil Pol Co, 2nd Div
(Army serial number.) (Grade.) (Org'n, and regt. or corps or dept.)

Camp Travis, Texas April 20, 1920
(Place.) (Date.)

under the provisions of the act approved Dec. 17, 1919, the persons eligible to be my beneficiary are designated below:

None
(Full name of wife, if none, so state.)

None
(Full name of each child, if none, so state.)

None
(Give address of each child, if none for all, so state.)

In the event of my leaving no widow or child, or their decease before payment is made, I then designate as my beneficiary under the said act the relative named below, who is my dependent:

Mrs. Louise Keaton Mother
(Name in full.) (Relationship.)

Hinton West Virginia
(Address.)

In the event of the death of the last-named dependent relative before payment is made, I then designate as my beneficiary under the said act the relative named below, who is my dependent:

Mr. Hugh Keaton Father
(Name in full.) (Relationship.)

Hinton West Virginia
(Address.)

Hugh A. Keaton
(Name.)

R. Pemberton
(Signature of witness attesting.)
 Captain Infantry
 (Rank, or office, etc.)

Form No. 296, A. G. O.
 Jan. 24, 1920.

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ACT OF CONGRESS APPROVED DECEMBER 17, 1919

"That hereafter, immediately upon official notification of the death from wounds or disease, not the result of his own misconduct, of any officer or enlisted man on the active list of the Regular Army or on the retired list when on active duty, the Quartermaster General of the Army shall cause to be paid to the widow, and if there be no widow to the child or children, and if there be no widow or child to any other dependent relative of such officer or enlisted man previously designated by him, an amount equal to six months' pay at the rate received by such officer or enlisted man at the date of his death. The Secretary of War shall establish regulations securing each officer and enlisted man having no wife or child to designate the proper dependent relative to whom this amount shall be paid in case of his death. Said amount shall be paid from funds appropriated for the pay of the Army.

Sec. 2. That nothing in this Act shall be construed as making the provisions of this Act applicable to officers or enlisted men of any forces or troops of the Army of the United States other than those of the Regular Army, and nothing in this Act shall be construed to apply in commissioned grades to any officers except those holding permanent or provisional appointments in the Regular Army.

INSTRUCTIONS

- (a) The prescribed designation under the Act approved December 17, 1919, will be prepared on this form for every officer and enlisted man of the Regular Army now on active duty, and forwarded, under the supervision of the commanding officer of the post, camp, or station, through the personal adjutants to The Adjutant General of the Army.
- (b) All officers upon appointment and all enlisted men upon enlistment or reenlistment, at the time of appointment or enlistment, will make the prescribed designation on this form, to be forwarded to The Adjutant General of the Army, with the Statement of Officer and Oath of Office (Form No. 257, A. G. O.), or Enlistment Record (Form No. 22, A. G. O.), until provision is made to incorporate the designation of beneficiary on these forms.
- (c) In case of change in designation of beneficiary the change will be prepared on this form, giving complete information with reference to all persons designated, incorporating therein any changes, and the completed form will be forwarded to The Adjutant General of the Army to be substituted for the designation on file.
- Names and addresses will be legibly written, typewriter being used when practicable. Names will be written in full, and street and house number, if any, will be given.
- In the case of an officer the signature will be witnessed preferably by the next superior commander. In the case of an enlisted man the signature will be witnessed by his immediate commanding officer or other available commissioned officer. If a commissioned officer is not available, the signature will be duly witnessed and attested by a notary public or other official provided with a seal and authorized to administer oaths for general purposes.
- Designations duly made and filed under this Act will continue to be valid and sufficient unless changed, as long as the officers or enlisted men making the designations continue on active duty, or until the redesignation upon the beginning of a new period of service or enlistment.
- It will be obligatory upon each officer or enlisted man to report promptly any change in beneficiary as provided in instructions 1 (c).

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Figure 9. Form adopted as result of Act of December 17, 1919, providing payment of six months' pay to widow, children, or other designated dependent relative. This form was used until approximately May 1924

DESIGNATION OF BENEFICIARY

Name of Designator _____
 (Last name.) (First name.) (Middle name.)
Pvt. Battery #2 18th F.A.
 (Army Serial Number.) (Grade and organization.)
 Under the provisions of the act of Congress approved December 17, 1919, the persons eligible to be my beneficiary are designated below:
 Full name and address of wife **Single**
 (If unmarried, or if wife is deceased or divorced, so state.)

None

None
 In the event of my leaving no widow or child, or their decease before payment is made, I then designate as my beneficiary under the said act the relative named below, who is my dependent:
 Full name of dependent **Mrs. Raffi** Relationship **Mother**
 Full address **414 1/2 N. 25th St., Birmingham, Ala.**
 In the event of the death of the last-named dependent relative before payment is made, I then designate as my beneficiary under the said act the relative named below, who is my dependent:
 Full name of dependent **Father** Relationship **Father**
 Full address **414 1/2 N. 25th St., Birmingham, Ala.**
 Give full name and address of each child; if there be no children, or if address is the same as that of wife, so state. Do not repeat address.
 If no dependent relative, so state in each case. (See Instruction 4.) 8-7864 (OVER)

(Continued from preceding page.)

Nearest relative **Mr. L.** Relationship **Father**
 Address **25th St. Birmingham, Ala.**
 Person to be notified in case of emergency **Mr.** Relationship **Father**
 Address **414 1/2 N. 25th St., Birmingham, Ala.**
 Signature of Designator *W. J. Sill*
 (First name.) (Middle initial.) (Last name.)
 Witnessed at **Ft. Sill, Okla.** on **Jan. 13**, 1931
 Signature of Witness (Instr. 6) *Samuel Marshall*
 Name of witness typed **Samuel Marshall, Capt. 18th F.A.**
 (Grade and organization.)
 If one of the beneficiaries is the nearest relative or the person to be notified in case of emergency, the address need not be repeated.
 U. S. G. O. Form No. 41 February 1, 1928 8-7864 U. S. GOVERNMENT PRINTING OFFICE: 1928

Figure 10. This form replaced Form No. 380, A.G.O., in May 1924. Still in use September 8, 1939

The forms used for documenting formal determinations have been changed a number of times, however, the administrative remarks entered on them have remained substantially the same. Some of the forms of documentation--both old and new--are discussed below.

TAGO Form 108, illustrated as figure 11, is used as of this writing for administrative decisions pertaining to the former soldier's character of separation; the type, reason, and authority for his separation; "constructive" enlistment or discharge; and discharge from the draft. (Constructive enlistments and discharges are those which, in the absence of substantiating evidence, are established through formal determination.) Form No. 186, A.G.O., illustrated as figure 12, represents an earlier form (1921) used for the same type determinations.

Record of Determination, USAAC Form 408, size 8 by 10 $\frac{1}{2}$ inches, is used as of this writing for administrative decisions pertaining to amendments or corrections to record data items, such as time lost, grades held, dates of overseas service, periods of definite and indefinite furlough, etc.

DD Form 1343, illustrated as figure 13, is used as of this writing for administrative decisions pertaining to change of name, service number, date and place of birth, and other miscellaneous items. This form may be compared with W.D., A.G.O. Form No. 0186, illustrated as figure 14, which was used for the same purpose in 1924.

Department of the Army "Notation" is prepared on DA stationery in cases wherein charges of desertion have been removed under the provisions of Act of Congress approved March 4, 1925.

Memorandum for the Commanding Officer, USAAC, is prepared on USAAC stationery when administrative presumption of death is made under the provisions of the World War Adjusted Compensation Act of May 19, 1924; also when it is necessary to establish the validity of "informal applications" claiming the benefits under the same Act.

Memorandum for Record is prepared on regular office stationery or plain bond paper to present the facts when authenticating medical or other type military records, and in straightening out mixed records.

RECORD OF DETERMINATION	
LAST NAME - FIRST NAME - MIDDLE INITIAL	
Doe, John	
SERVICE NUMBER(S)	
Co. B, 15th Inf.	
NOTATION	
IT HAS THIS DAY BEEN DETERMINED BY THIS DEPARTMENT that this former soldier was honorably discharged 23 Dec 1917 by reason of physical disability.	
BY ORDER OF THE SECRETARY OF THE ARMY:	
Adjutant General	
DATE	SIGNATURE OF CLERK
3 Mar 65	Mary Ross
TAGO FORM 108 REPLACES TAGO FORM 01230 AND MPRG FORM 1-21 WHICH WILL BE USED UNTIL EXHAUSTED.	
1 APR 54 GPO: 1954 O-377461	

Ind: 3 Oct 17

Phy exam and found phy qualified for mil svc at Camp Grant, Ill., 5 Oct 17

See: Selective Service report
G.A.O. report
Page 3, Service Record
Form No. 17, A.G.O.

Note: Soldier was furnished a Discharge from Draft Certificate

(Reverse)

Figure 11. Record of Determination. This form was adopted April 1, 1954, for recording administrative determinations (including those concerning World War I records) on separations, "constructive" enlistments and discharges, and discharges from draft

Doe, John
 (Inducted 9/20/17) Co. A, 337 Inf.
 Co., Reg't

NOTATION

Original size,
 3½"x8½"

ADJUTANT GENERAL'S OFFICE
 WAR DEPARTMENT
 Washington, May 23, 1925, 192

It has this day (May 23, 1925, 192)

been determined by this Department from the records and from information furnished by the Comptroller General, that the above named soldier is entitled to be regarded as having been honorably discharged and that so much of the records as shows him discharged from Draft is erroneous.

By authority of the Secretary of War:

[Signature]
 Adjutant General.

Copyist

Form No. 186--A, G. O. 3-8409
 June 1-21

A "Work Sheet" was prepared with this determination with notations as follows:

Name: John Doe - Inducted 9/20-17, Co. "A" 337 Inf.

Nature of case: Vet. Bur.

Particular information sought: Char. of Disch.

Information found: Ind. 9/20-17, Disch. 10/29-17; Form 14 (Re-exam) shows sol. rej. 10/29-17; S.O. 63, par 14, Hq. Cp. Custer reads "....having been found phy. dis. . .are hereby rej." Draft records (Form 164a) shows "Acpt. 9/25/17." G.A.O., rpts "Hcn. Disch., 10/29/17"

Determination: It has this day (May 23, 1925) been determined by this Dept., from the records and from information furnished by the Comptroller General, that the above named soldier is entitled to be regarded as having been honorably disch., & that so much of the records as shows him Disch. fr. Draft. is erroneous.

Clerk F.E. Smith
 Rm No 1-217

Key Clerk F.T.H.

Original size,
 8" X 10½"

Figure 12. "Notation" of formal administrative determination as prepared in 1921 for same types as those later recorded on TAGO Form 108--see figure 11. The separate worksheet contained all record facts necessary to justify the administrative decision

NOTIFICATION OF CHANGE IN SERVICE MEMBER'S OFFICIAL RECORDS			DATE PREPARED
			1 Jan 65
Complete the identification line below only when addressed to OTHER than service member.			
NAME (Last, first, middle) Smith, Charles J.	GRADE/RATE Cpl	SERVICE NUMBER 000 000	BRANCH AND COMPONENT 28th Inf-Army
FROM: DA, TAGO	DATE ENLISTMENT/INDUCTION/COMMISSION 20 Aug 18		SELECTIVE SERVICE NUMBER 2180
TO: Mr. John J. Doe Houghton, Michigan	LOCAL BOARD NUMBER AND LOCATION #23 Cleveland, Ohio		HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE Cleveland, Ohio
The following change has been recorded in the official service records. All records will be changed accordingly.			
RECORD ITEM CHANGED	CHANGED TO		
<input checked="" type="checkbox"/> NAME	Doe, John J.		
<input type="checkbox"/> SERVICE NUMBER			
<input checked="" type="checkbox"/> DATE OF BIRTH	5 June 1895		
<input type="checkbox"/> PLACE OF BIRTH			
<input type="checkbox"/> PRIOR SERVICE			
<input type="checkbox"/> OTHER			
REASON AND AUTHORITY FOR CHANGE Fingerprints Soldier's Affidavit and Birth Certificate Affidavits of two friends	AUTHENTICATION By Order of the Secretary of the Army: J. C. Lambert J. C. LAMBERT Major General, USA The Adjutant General		
COPY TO: COPY 1 - Addresses COPY 2 - AG 201 File COPY 3 - Veterans Administration, Munitions Building, Washington 25, D. C., ATTN: Index COPY 4 - FBI, Washington 25, D.C., ATTN: Division of Identification COPY 5 - Selective Service System COPY 6 - Commanding General, Finance Center, US Army, Indianapolis 49, Indiana COPY 7 - Data Processing Branch, Administrative Services Division, TAGO			

Original size,
8" x 10 1/2"

Figure 13. Form adopted April 1, 1961, for recording record changes other than those recorded on TAGO Form 108--see figure 11. The sample shown above represents a "true name" determination

<p>Dawson, Harold E. SN 220 790</p>	<p>A "Work Sheet" was prepared with this determination with notations as follows:</p>
<p>Sgt. Hq. Co., 34th Infantry.</p>	<p>Name: Harold E. Dawson, SN 220 790; Ind. 8 June 17, honorably disch. 20 July 19.</p>
<p>NOTATION</p>	<p>Nature of case: Request for veteran</p>
<p>Bookmark: AG 201 Doe, Harold E.</p>	<p>Particular information sought: Change of name</p>
<p>THE ADJUTANT GENERAL'S OFFICE WAR DEPARTMENT Washington, March 5, 1937, 192</p>	<p>Information found: Fingerprints identified. Birth cert. shows Harold E. Doe born 8 Feb 96 in Peoria, Ill (same as that shown in records). Veteran states in his affidavit that he lived with a family by the name of "Dawson" when a child and that he was known by that name when he was inducted into the Army. Affidavit submitted by Mr. and Mrs. J. A. Ross states that they are familiar with the circumstances in the case and that Harold E. Dawson's true name is Harold E. Doe.</p>
<p>It has, this day (....., 192.....) been determined by this Department from Satisfactory evidence has been submitted to this department showing that the true name of this soldier is Harold E. Doe.</p>	<p>Determination: Satisfactory evidence has been submitted to this Dept. showing that the true name of this soldier is Harold E. Doe. (Authority: Act of Congress, approved 22 Aug 1912, published in WD GO #35, 25 S. 12).</p>
<p>By authority of the Secretary of War: <i>F. W. Smith</i> Adjutant General.</p>	<p>Original size, 8" x 10 1/2" Clerk T.T.R. Rm No 237</p>
<p>Original size, 3 1/2" x 8"</p>	<p>Key Clerk H.T.F.</p>
<p>W. D., A. G. O. Form No. 0186 August 18, 1924</p>	<p>Copyist. GPO 2-5400</p>

Figure 14. Form used from about 1924 to 1944 for recording the types of administrative determinations later recorded on DD Form 1343--see figure 13. This one also represents a "true name" case, and the worksheet, which was attached, contains all facts necessary to justify a change of name

ENLISTMENT RECORDS. The enlistment record represents the enlisted man's service contract and it contains both enlistment and personal data. The record was in use as early as 1798, being known before August 1919 as the "Enlistment Paper." The forms used from 1912 to 1939 varied somewhat, both in their physical characteristics and their content. The four modes of entering the Army during that period determined the type of record to be used. These are discussed separately as follows:

Enlistments in the Army. These were processed under the direction of the Adjutant General of the Army. They were always voluntary (upon application) for a given period of time, but they could be limited or suspended by the War Department. The act of enlistment was effected by the proper officer's acceptance of the applicant, and by the applicant's taking of the oath of enlistment.

Form No. 22, A.G.O., edition of September 19, 1912 (figure 15) was in use on November 1, 1912, for enlistments in the Army. The dimensions of this form were changed on March 19, 1919, to 8-3/4 by 11 inches. On August 7, 1919, the physical examination at place of acceptance was added to the contents, which increased it to a four-page document. The designation of beneficiary was added May 12, 1920, without further increase in the number of pages. Effective April 1, 1924, the form number was changed to W.D., A.G.O. Form No. 21 (figure 16), and this was still in use on September 7, 1939, for Regular Army Enlistments.

Enlistments in the Organized Militia and the National Guard. Enlistment papers were accomplished for members of those organizations of the Organized Militia and the National Guard of the various States which were called into Federal service after the enactment of the National Defense Act of June 3, 1916, or which were already in Federal service at the time. That Act, among other things, standardized and converted the Militia into the National Guard (Bulletin No. 16, W.D., 1916). The President's call into Federal service of June 18, 1916, embraced both the Organized Militia and the National Guard, as the Militia had not been completely converted into the National Guard at that time. (See also the narrative on National Guard in Part III.) One enlistment paper form only was used for the Organized Militia and one for the National Guard. These were:

Organized Militia Form No. 6 (figure 17)
Form No. 22-1, A.G.O., National Guard, (Blue) (figure 18)

ENLISTMENT PAPER OF

(Surname) Emory M.

enlisted at Fort Myer, Washington, DC on

the 17th day of April, 1913

by Capt. H. B. Humphreys

for 3d U.S. Coast Artillery

(Title of service or organization. See instruction 2.)

enlistment; last served in _____

Discharged _____ 1913

Original size, each
page 3 3/4" x 8 1/2"
(Four pages)

INSTRUCTIONS.

1. One enlistment paper only will be made in the case of a soldier enlisted or reenlisted for the Army. It will be forwarded directly to The Adjutant General of the Army, with the recruiting officer's monthly report. The enlistment paper of a noncommissioned staff officer serving at an unorganized post and of a sergeant serving with the organized Militia will, however, be forwarded immediately through division headquarters.
2. The recruiting officer will enter in the appropriate space the arm of service or organization for which the soldier was enlisted, e. g., in case of enlistments for staff corps, "Ordnance Sergeant," "Quartermaster Sergeant, Quartermaster Corps," "Hospital Corps," "Signal Corps," "Ordnance Corps," or in case of enlistments for general service, "Mounted Service, white," "Mounted Service, colored," "Foot Service, white," "Foot Service, colored," adding the more definite designation "Engineers," "Cavalry," "Field Artillery," "Coast Artillery," or "Infantry," as the case may be.
3. The correct name of the recruit will be ascertained. The Christian name will not be abbreviated, but if it consists of more than one name, only the first will be written and signed in full. Great care will be exercised that the name is correctly written and signed wherever it appears on the enlistment paper.
4. In case of reenlistment, i. e., enlistment within three months from date of last discharge from the Army, the prefix "re" will be added to the word "enlisted" where it occurs and the enlistment paper completed in other respects as in the case of a first enlistment. If an applicant for enlistment or reenlistment is a married man the declaration of applicant will be amended by listing out the words "that I have neither wife nor child" and adding on the blank lines following the declaration a note showing the conjugal condition of the applicant, and number of children, if any.

Form No. 22, A. G. O.
Ed. Sept. 19 11-11-1912

CONSENT BY CASE OF RECRUIT.
(See A. G. O.)

I, _____

do hereby declare that I am the _____

of _____

and _____

_____ years of age; and I do hereby freely give my consent to the enlisting as a soldier in the Army of the United States for the period of seven years.

GIVEN at _____

this _____ day of _____, 1913

Witness: _____

DECLARATION OF APPLICANT.

I, Emory M.

do hereby declare that I am the _____

of _____

and _____

_____ years of age; and I do hereby freely give my consent to the enlisting as a soldier in the Army of the United States for the period of seven years.

GIVEN at _____

this _____ day of _____, 1913

Witness: _____

FORM NO. 22, A. G. O.

17th April 1913

[Signature]

Figure 15.
(Part 1 of 2)

Enlistment Paper in use November 1, 1912, for enlistments in the Army. In March 1919, the dimensions were increased to 8-3/4 by 11 inches; in August 1919, the physical examination was added, making it a four-page document; and on May 12, 1920, the designation of beneficiary was added. This form was replaced March 30, 1924, by WD AGO Form No. 21--see figure 16. (Pages 1 and 2.)

THE UNITED STATES OF AMERICA.

STATE OF Missouri }
 CITY, TOWN OR MILITARY POST. Jefferson Bks. } SS:

I, W. H. [unclear], in the State of Arkansas aged Twenty three years and One month, and by occupation a School Teacher

DO HEREBY ACKNOWLEDGE to have voluntarily enlisted this 13th day of April, 1913, as a soldier in the Army of the United States of America, for the period of seven years, the first four years in service with the organization to which I may be assigned, the last three years on furlough and attached to the Army Reserve, unless sooner discharged by proper authority: And do also agree to accept from the United States 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 of America; that I will serve them honestly and faithfully against all their enemies whatsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the Rules and Articles of War.

George M. [unclear] (Seal.)
 Subscribed and duly sworn to before me this 13th day of April, A.D. 1913.

[Signature]
 Recruiting Officer.

I CERTIFY that this soldier, who was accepted for enlistment on the 13th day of April, 1913 by 1st Lt. L. R. [unclear] at Fort Smith Arkansas was minutely inspected by me previous to his enlistment; that he was entirely sober when enlisted; that to the best of my judgment and belief he fulfills all legal requirements; that I have enlisted him into the service of the United States under this enlistment contract, and, in doing so, have strictly observed the regulations which govern the recruiting service.

He has Brown eyes, Dark Brown hair, Fair complexion, and is 5 feet 6 1/4 inches in height. He gave his residence as Union Arkansas and the name and address of person to be notified in case of emergency as (Brother) Lewis [unclear] (Name and degree of relationship; if friend, so state.)
11 [unclear] (Address—street and house number; if none, so state.)
Union Ark (Town or City.) (State.)

[Signature]
 CAPTAIN [unclear] U. S. A.
 Recruiting Officer.

Figure 15. Pages 3 and 4 of Army Enlistment Paper, (Part 2 of 2) Form No. 22, A.G.O.

ENLISTMENT RECORD REGULAR ARMY

(Last name) _____ (First name) _____ (Middle name) _____ (Army birth certificate) _____ (Class or number) _____

Home address _____
(No. and street or rural route; if none, so state.) (City, town, or post office) (County) (State or country)

*Enlisted at Fort Mills, P. I. on the 20th day of January 1939

by R. E. HUNTT, Capt., MC for Str. "D", 2nd C. A., (PB) to serve Three (3) years

(Company, regiment and branch) (Date of discharge) (Period of last enlistment)

for service in (consult certificate of acceptance) _____

* If applicant is enlisted, strike out the line "Rejected"; if rejected, strike out line "Enlisted" (See Instruction 2.)
† To be filled out at place of enlistment. Care will be taken to make place and date of enlistment, name of enlisting officer, and period of enlistment the same as in _____

Original size, each
page: 8 3/4" x 11"
(Four pages)

DECLARATION OF APPLICANT

(See Instruction 2.)

- Where were you born? Macabobo, Pampanga, P. I.
(City, town, or county) (State or country)
- What is your race? (See Instr. 7) Filipino What is your regular trade or occupation? Soldier
- Are you a citizen of the United States? No If not, have you made legal declaration of intention of becoming a citizen? No
If a declarant for citizenship: a. On what date and in what court did you make the declaration? No
b. Did you secure entry into the United States in accordance with the immigration laws and without any misrepresentation of fact on your part? No
- Are you single, married, widower, or divorced? Married How many children have you? 2 Is anyone dependent on you for support? Yes If so, give names: Wif children (See declaration)
- Have you ever been convicted of a felony? No Have you ever been imprisoned under sentence of a court in a reformatory, jail, or penitentiary? No If so, where? None
Have you ever been discharged from the service (Army, Navy, Marine Corps, Coast Guard, or National Guard) of the United States, or any other service, on account of disability or through sentence of either a civil or military court? No Have you ever been discharged from any service, except with good character, and for the reasons given by you to the recruiting officer? No
- Have you ever served as an enlisted man in the United States Army, National Guard, Navy, or Marine Corps? Yes If so, state last service and date of discharge Str. "D", 2nd CA (PB) 1/19/29 Have you ever served as a commissioned officer in these services? No If so, state last service, and date and nature of separation therefrom None
- Are you now a member of the National Guard of any State, Territory, or the District of Columbia? No If so, give State and show what action has been taken to secure discharge _____ Are you now a member of the Officers' Reserve Corps? No Enlisted Reserve Corps? No National Guard Reserve? No
- Have you ever previously applied for enlistment and been rejected? No If so, give date, place, and cause of rejection None
- Have you ever since childhood wet the bed while asleep? Yes
- Do you consider that you are now sound and well? Yes If not, give details None
- What illnesses, diseases, or accidents have you had since childhood? None
- Have you ever had any of the following? If so, give dates: Spells of unconsciousness, convulsions, or fits No
Gonorrhea No Sore on penis No
- Have you ever raised or spat up blood? No If so, when? None
- When were you last treated by a physician, and for what ailment? No
- Have you ever been under treatment at a hospital or asylum? No If so, when, and for what ailment? None
- Do you know that if you secure your enlistment by means of any false statement, willful misrepresentation, or concealment as to your qualifications for enlistment you are liable to trial by court-martial for fraudulent enlistment? Yes
- Do you know that if you are rejected by reason of any disqualifications known to you and concealed from the accepting officer you will not be furnished with return transportation to the place of acceptance? Yes
- Do you agree to enlist in the Army, unless found to be disqualified, if you are furnished transportation to place for completion of physical examination Yes

Remarks: No RR

I declare that the foregoing questions and my answers thereto have been read to me and that my answers have been correctly recorded and are true in all respects.

Given at Fort Mills, P. I., the place of acceptance, this 20th day of January 1939

Witness: R. E. HUNTT, Capt., MC Signature: _____
(To be witnessed by recruiting officer.) (Rank and organization) (Print name) (Signature initial) (Last name)

Verified at Fort Mills, P. I. by R. E. HUNTT, Capt., MC (See Instruction 2.)
W. D. A. O. O. Form No. 21 H. (Rev. 1-29-38) Capt., MC

Figure 16. Four-page Enlistment Record adopted April 1, 1924, and still in use September 7, 1939, for enlistments in the Regular Army

PHYSICAL EXAMINATION AT PLACE OF ACCEPTANCE *

(Applicant stripped. See Instruction 8.)

Height _____ inches; weight _____ pounds
 Vision: Right eye _____ Left eye _____ Eye conditions _____
 Hearing: Right ear _____ Left ear _____ Ear conditions _____
 Girth of chest (at nipples): At expiration _____ inches. At inspiration _____ inches.
 Flat foot: _____
 Remarks: _____

I certify that I have personally examined the applicant, and that, to the best of my knowledge and belief, he fulfills the physical and legal requirements for enlistment, and is accepted for enlistment in _____ for service in† (If promised special service outside the United States, or in any particular service within his branch). (Instr. 3): _____

Place _____ Signature: _____
(Rank and organization.)

Date _____ Name typed or stamped: _____, Recruiting Officer.

†If the applicant is enlisted at place of acceptance, this report will not be filled out, except where physical examination is to be made by a civilian physician.
 ‡If accepted for special service, cite authority therefor.

PHYSICAL EXAMINATION AT PLACE OF ENLISTMENT

(Applicant stripped. See Instruction 9.)

Eyes Brown Hair Black Complexion Lt. Brown Height 63 1/2 inches. Weight 103 pounds.
 Girth of chest (at nipples): At expiration 33 inches. At inspiration 34 inches.
 General examination (physique, skin, head, chest, abdomen, extremities, etc.) Normal

General surgical conditions (including hernia, hemorrhoids, varicose veins, and state of abdominal wall and viscera) Normal

Organs of locomotion (including bones, joints, muscles, and tendons) Normal

Genito-urinary system Normal

Vision: Right eye 20/20 Left eye 20/20 Eye conditions Normal
 Hearing: Right ear 20/20 Left ear 20/20 Ear, nose, and throat conditions Normal

Teeth

	Right					Left											
Upper	2	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8	(Strike out those that are missing; circle those that may be restored.)
Lower	2	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8	

Mouth and gums Normal

Cardio-vascular system (including functioning of kidneys) Normal

Lungs Normal

Neuro-psychiatric examination Normal

Remarks None

I certify that I have carefully examined the applicant and have correctly recorded the results of the examination; and that, to the best of my judgment and belief, he is mentally and physically qualified for service in the Army of the United States. ~~_____~~

Place Fort Sill, Okla., U.S.A. Signature: R. R. Sherritt

Date January 20th, 1908 Name typed or stamped: R. R. SHERRITT, Capt., Medical Corps.
(Rank.)

*Strike out blank not applicable. †Strike out word not applicable. ‡See Instruction 11. 1-750

Figure 16. Second page of Enlistment Record, Regular Army, (Page 2 of 4) WD AGO Form No. 21

OATH AND CERTIFICATE OF ENLISTMENT
THE UNITED STATES OF AMERICA

STATE OF Station Hospital,

CITY, TOWN, OR MILITARY POST Fort Mills, P. I.

I, Resident (First name) RE (Middle initial) MC (Last name)
born November (Month) 15th (Day) 1900 (Year), and now aged 34 years and 3 months,

do hereby acknowledge to have voluntarily enlisted this 20th day of January, 1932, as a soldier in the Philippine Scouts, 1st
~~Regular~~ Army of the United States of America for the period of (word and figure) three (3) Years (13) MB under the conditions
(Entered and limited by soldier.)

prescribed by law, unless sooner discharged by proper authority; and do also agree to accept from the United States such bounty, pay, uniform, 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 of America; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the Rules and Articles of War.

Signature: Resident (First name) RE (Middle initial) MC (Last name)

I certify that the above oath was subscribed and duly sworn to before me this 20th day of January, A. D. 1932. I further certify that this soldier was minutely inspected by me previous to his subscription to the oath; that I found him entirely sane and in full possession of all his mental faculties; that to the best of my judgment and belief he fulfills all legal requirements, and that in enlisting him into the service of the United States 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.

Resident (Signature) R. E. NEWITT, CAPT., MC (Name typed) MC (Rank and organization), Recruiting Officer.

* Carefully compare with name at top of page 1.
† The dates in the oath and certificate must be the same. † The signature must be identical with that subscribed to Declaration of Applicant.

DESIGNATION OF BENEFICIARY

(See Instructions 11-14, and Question 4, Declaration of Applicant; each and every line to be accomplished.)

Under the provisions of the act of Congress approved December 17, 1919, the persons eligible to be my beneficiary are designated below:

_____ Wife _____ With soldier
(Full name of wife; if no wife, or if she is deceased or divorced, so state.) (Wife's full address.)

_____ ins 1 _____
_____ same as above _____

In the event of my leaving no widow or child, or their decease before payment is made, I then designate as my beneficiary under the said act the relative named below, who is my dependent:

_____ Wife _____
(Name of dependent; if none, so state.) (Relationship.) (Full address.)

In the event of the death of the last-named dependent relative before payment is made, I then designate as my beneficiary under the said act the relative named below, who is my dependent:

_____ Wife _____
(Name of dependent; if none, so state.) (Relationship.) (Full address.)

Nearest relative _____
(Name in full.)

Relationship Wife Address: _____ Wife _____ With soldier
(Number and street or rural route; if none, so state.) (City, town, or post office.) (State or country.)

Person to be notified in case of emergency _____ Wife Quinta _____
(Name in full.)

Relationship Wife Address: _____ same as above _____
(If friend, so state.) (Number and street or rural route; if none, so state.) (City, town, or post office.) (State or country.)

Signature of soldier: _____ (First name) _____ (Middle initial) _____ (Last name.)

Witnessed at Fort Mills, P. I. _____ Resident (Signature of witness attending.)

on January 20th, 19 32, _____ R. E. NEWITT, CAPT., MC (Name of witness typed.) (Rank and organization), Recruiting Officer.

* Give full name and address of each child; if there be no children, or if address is the same as that of wife, so state. Do not repeat address.
† The beneficiary must be a relative of the soldier and dependent upon him for support. No other person is eligible under the law. (See Instructions 11.)
‡ If one of the beneficiaries is the one shown on the line "Nearest relative" or the person so notified in case of emergency, the address need not be repeated.
§ The recruiting officer will see that signature is identical with that subscribed to the oath of enlistment.

Figure 16. Third page of Enlistment Record, Regular Army,
(Part 3 of 4) WD AGO Form No. 21

INSTRUCTIONS

GENERAL

The greatest care will be exercised by all concerned in the preparation of this form to obviate the necessity for returning it for correction. It will be carefully scrutinized after completion for errors and omissions and compared with the prescribed entries made from it on the service record, which will be opened before the enlistment record is mailed to The Adjutant General of the Army. The instructions governing the preparation of the enlistment record will be carefully studied. This form will be used for enlistments in the Regular Army only.

FOR THE PREPARATION OF THE ENLISTMENT RECORD

1. One original record only will be made in the case of an applicant for enlistment or reenlistment, and in preparing this record black ink will be used, as required by paragraph 522, A. R., 1913. Carbon process is prohibited. Retained or duplicate copies of this record will not be prepared without specific instructions from the War Department. When so authorized, such copies may be prepared by carbon process, but will be marked "Copy" at the top of the first page.
2. When the applicant is enlisted the complete record will be forwarded to The Adjutant General by the recruiting officer with his daily report. When the applicant is rejected the record will be marked "Rejected" at the top of the first page, and, except in case of an applicant with prior military or naval service, will be filed at the place of rejection. The record in the case of a rejected applicant having prior service will be forwarded to The Adjutant General by the recruiting officer with his daily report. (W. D., A. G. O. Form No. 13.)
3. If enlistment is made for any particular service within a branch other than that indicated in the certificate of acceptance (page 2), the recruiting officer will make specific note to that effect, briefly giving reason, in the space following the text of his certificate (page 3).
4. The name, race, home address, last service in the Army, declaration of the applicant, and physical examination at place of acceptance will be filled out at the station where the applicant is accepted for enlistment. The remainder of the record will be filled out at the depot, post, or station to which the applicant is sent for final physical examination and enlistment. Particular care will be taken to determine the bona fide home or residence of the applicant. In case of reenlistment "U. S. Army" will be entered as the home address only when by questioning the applicant it is developed that he has no bona fide home.
5. The correct name of the applicant will be ascertained and it will be written and signed exactly as indicated in each case. A trial signature will be required before signature is made on the enlistment record.
6. Service in the Army (see seventh line, page 1) includes service in the Regular Army, National Guard called or drafted into Federal Service, National Army, Enlisted Reserve Corps, or Regular Army Reserve.
7. Race will be indicated as white, colored, Indian (referring to American Indian only), Porto Rican, Cuban, Mexican, Hawaiian, Filipino, Japanese, Chinese, East Indian, etc. As here employed "colored" will include the American negro, mulattoes and others of negroed race or extraction. For mixed races, except mulattoes, the nationality will be considered as synonymous with the race; for example: Mexican, Filipino, etc. Asiatics, other than members of the white or Caucasian race, will as a rule be indicated by nationality; for example: Japanese, Chinese, East Indian, etc.
8. The declaration of the applicant will be taken before he has been stripped, and any statement indicating a possible cause for rejection will be followed up by searching inquiry and examination and the result noted on the record. This declaration may be taken at a substitution by an enlisted man designated by the recruiting officer, if no commissioned officer is available, in which case the enlisted man will sign as "Witness," but the recruiting officer must verify the statements of the applicant before enlistment.
9. The physical examination will conform to the provisions of Army Regulations No. 40-106. Deviations from normal, though not a cause for rejection, will be noted under the proper headings.
10. Under the heading "Remarks" (page 2) will be noted any authorized special assignment or waiver of defects, the nature of the disability being stated. The space under "Remarks" will also be used for continuation of a statement for which the allotted space is insufficient and for any further statement that the examining officer may desire to make.

FOR THE PREPARATION OF DESIGNATION OF BENEFICIARY

11. The prescribed designation of beneficiary under the act of Congress approved December 17, 1919 (Bul. No. 43, W. D., 1919), will be prepared on this form for every enlisted man upon enlistment or reenlistment in the Regular Army. If there be no persons eligible under the law as beneficiary, a statement to that effect will be made and the form regularly completed. A friend is not eligible for designation as a beneficiary; the beneficiary must be a relative of the soldier and dependent upon him for support. For each class of beneficiary (wife, child, or dependent relative), designation will be made showing the name and address of person or persons eligible, or the word "None" will be written in the proper space. The information on lines 1, 2, and 3 will conform to answers in paragraph 4 of Declaration of Applicant.
12. Names and addresses will be legibly written, typewriter being used when practicable. Except in signatures, names will be written in full, last street and house number, if any, will be given.
13. The signature of the soldier will be witnessed by the recruiting officer or other available commissioned officer.
14. Designations duly made and filed under the act will continue to be valid and sufficient during the term of enlistment for which made until the soldier is separated from active service, or until a change among the persons eligible as beneficiary, addition thereto, or discontinuance of eligibility occurs, in which event redesignation of beneficiary will be made on W. D., A. G. O. Form No. 41. A change in the permanent address of any of the persons designated as beneficiary will be promptly reported through the personnel adjutant to The Adjutant General on W. D., A. G. O. Form No. 43, which will be forwarded as directed on the form.

ACT OF CONGRESS APPROVED DECEMBER 17, 1919

"That hereafter, immediately upon official notification of the death from wounds or disease, not the result of his own misconduct, of any officer or enlisted man on the active list of the Regular Army or on the retired list when on active duty, the Quartermaster General of the Army shall cause to be paid to the widow, and if there be no widow to the child or children, and if there be no widow or child to any other dependent relative of such officer or enlisted man previously designated by him, an amount equal to six months' pay at the rate received by such officer or enlisted man at the date of his death. The Secretary of War shall establish regulations requiring each officer and enlisted man before he will or shall be designated the proper dependent relative to whom this amount shall be paid in case of his death. Said amount shall be paid from funds appropriated for the pay of the Army.

"That if any provision of this Act shall be construed as making the provisions of this Act applicable to officers or enlisted men of any branch of the Armed Forces of the United States other than those of the Regular Army, and nothing in this Act shall be construed to apply to any officers or enlisted men of any branch of the Armed Forces of the United States other than those of the Regular Army."

CONFIDENTIAL

9-4720

Original size, each
page: 3 3/4" x 8 1/2"
(Four pages)

ORGANIZED MILITIA
Form No. 1

ENLISTMENT PAPER OF
James C.
Roarkville Tenn
on the 3^d day of July 1916
by Capt R. S. Stoneham
Co. H. 20 Regt. P.C.
Militiaman, last served in Co. H.
1st Regt. Inf.
Roarkville Tenn

1. This soldier is hereby accepted for enlistment in the Organized Militia of the State of Tennessee under the provisions of the National Defense Act of June 3, 1916, and the provisions of the laws of the State of Tennessee relating to the Militia, and he is hereby sworn to observe the laws of the State of Tennessee and to obey the orders of his superiors.

I Certify that this soldier, who was accepted for enlistment on the 3 day of July, 1916 by Capt R. S. Stoneham at Roarkville Tenn was minutely inspected by me previous to his enlistment; that he was entirely sober when enlisted; that to the best of my judgment and belief he fulfills all legal requirements; that I have called him into the Organized Militia of the State of Tennessee in the service of the United States under this enlistment contract, and, in doing so, have strictly observed the regulations which govern the enlisting service.

He has Blue eyes, Light Brown hair, Ruddy complexion, and is 5 feet, 6 inches in height. He gave his residence as Roarkville (Town or City) Tenn and the name and address of person to be notified in case of emergency as Wm. Street or home no (Address—street and house number, if any, or state) Roarkville (Town or City) Tenn

Enlisting Officer

Figure 17.
(Part 1 of 2)

First two pages of four-page Enlistment Paper used for Militiamen called into Federal service after the enactment of the National Defense Act of June 3, 1916, who had not become National Guardsmen--see narrative on "National Guard."

THE UNITED STATES OF AMERICA

Serve as Private
 Ctry. Troop, co. 2nd
 Military Post.

I, James C., born in
Lebanonville in the State of Tenn
 do hereby acknowledge to have voluntarily (1) Enlisted this
20 day of July, 1916 as a soldier in the
 Organized Militia of the State of Tennessee in the
 service of the United States, for a period of 4 years (2),
 unless sooner discharged by proper authority; and do also agree
 to accept from the United States such pay, rations, and clothing
 as are or may be prescribed by law. And I do solemnly swear
 that I will bear true faith and allegiance to the United States of
 America; that I will serve them honestly and faithfully against
 all their enemies whomsoever; that I will obey the orders of the
 President of the United States, and the orders of the officers
 appointed over me according to the Rules and Articles of War.

James C. (Name)
 Subscribed and duly sworn to before me this 14
 day of July, A. D. 1916

 (Signature of Officer)

(1) If recruited, insert "in."
 (2) Fill in the period of enlistment permitted by the State laws which
 apply to you.

CONSENT IN CASE OF MINOR
 (See A. S. 689)

I, _____
 do certify that I am the _____
 of _____; that the
 said _____
 is _____ years of age; and I do hereby freely
 give my consent to his enlisting as a soldier in the Organized
 Militia of the State of _____
 in the service of the United States for the period of _____
 years.
 Given at _____
 this _____ day of _____, 1916

 (Signature of person giving consent)

 (Signature of witness)

I, James C.
Lebanonville in the State of
Tennessee in the service of the
 United States, for the term of 4 years, do declare
 that I am of the legal age to enlist and believe myself to be
 physically qualified to perform the duties of an able-bodied
 soldier; that I am of good habits and character in all respects
 and have never been discharged from the service of the United
 States, or the military service of any State, or any other service
 on account of disability or through sentence of either a civil or
 military court, nor discharged from any service, civil or military,
 except with good character, and for the reasons given by me to
 the recruiting officer prior to this enlistment; and I do further
 declare that I am not married and have _____ other
 children. (See note.)

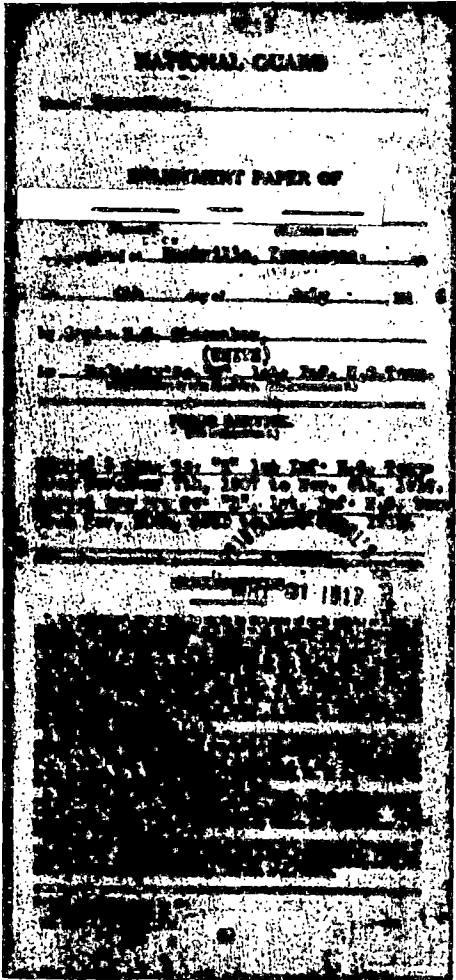
Given at Lebanonville
 this 8 day of July, 1916
James C.
 (Signature of applicant)

 (Signature of witness)

Note.—Should, in case of an applicant for two enlistments, And then I
 give, or have made declaration of my intention to become a citizen of the
 United States.
 * In the case of married men, strike out the word "not," in the case of single
 men, strike out the words "and have" and leave "other children."

Figure 17. Third and fourth pages of Organized Militia Enlistment Paper, Form No. 6 (Part 2 of 2)

Original size, each
 page: 3 3/4" x 8 1/2"
 (Four pages)



(2)

DECLARATION OF APPLICANT.

I, _____
(See Instruction 1.)
 desiring to be enlisted in the National Guard of the United States and of the State of Tennessee for the period of three years in service and three years in the reserve, do declare that I am of legal age to enlist and believe myself to be physically qualified to perform the duties of an able-bodied soldier; that I am of good habits and character in all respects and have never been discharged from the United States service (Army, Navy, or Marine Corps), or from the Organized Militia or National Guard or any other service on account of disability or through sentence of either civil or military court, nor discharged from any service, except with good character and for reasons given by me to the recruiting officer prior to enlistment; (1) and that I am, or have made legal declaration of my intention to become, a citizen of the United States and of the State of Tennessee.
 I do further declare that I am not (2) married; and that no one is now solely dependent upon me for support.

Given at Nashville, Tenn.
 this 23rd day of April, 1917.

[Signature]
(Signature of applicant.)

[Signature]
(Signature of witness.)

(1) To be filled out if a recruit.
 (2) In the case of married men fill out the word "not."

OATH OF ENLISTMENT.
 OF THE UNITED STATES OF AMERICA.

I, _____
 State of Tennessee }
 City, Town, or }
 Military Post } Nashville,

I, _____, born in
Centerville (See Instruction 1.) in the State of Tennessee
 aged 23 years and _____ months, and by
 occupation Hydraulic Engineer
 do hereby acknowledge to have voluntarily (1) _____

Figure 18. First two pages of four-page Enlistment Paper used for National Guardsmen called (drafted) into Federal service after the enactment of the National Defense Act of June 3, 1916, and for those already in the Federal service at that time. The form is on blue paper

(3)

this 4th day of July 1916
 as a soldier in the National Guard of the United States and
 of the State of Tennessee for the period of three years
 in service and three years in the reserve, under the conditions
 provided by law, unless sooner discharged by proper authority.
 And I do solemnly swear that I will bear true faith and allegiance
 to the United States of America and to the State of
Tennessee, and that I will serve them honestly and
 faithfully against all their enemies whomsoever, and that I will
 obey the orders of the President of the United States and of the
 governor of the State of Tennessee, and of the officers
 appointed over me according to law and the rules and articles of
 war.

(The following is a
 subscribed and duly sworn to before me this 4th day
 of July A. D. 1916
[Signature]
Capt. J. W. [unclear]
 Mustering Officer.

(3) Witnessed, sworn "in."

CERTIFICATE OF INSPECTION AND ENLISTMENT.
 I certify that this soldier, who was accepted for enlistment
 on the 4th day of July 1916
 by Capt. R. G. [unclear],
 at Marionville, Tennessee,
 was minutely inspected by me previous to his enlistment;
 that he was entirely sober when enlisted; that to the best of
 my judgment and belief he fulfills all legal requirements that
 I have enlisted him into the National Guard of the United States
 and of the State of Tennessee
 under this enlistment contract, and, in doing so, have strictly
 observed the regulations which govern the recruiting service.

He has Blue eyes, Light Brown,
Fair complexion, and is 5 feet, 8 inches
 tall.

(4)

In height. He gave his residence as Marionville,
Tennessee (Town or City)
 and the name and address of person to be
 notified in case of emergency as
[unclear]
 (Name and address of individual, if found, or state)
Marionville, Tennessee.
 (Address—street and house number if same, or state)
Marionville, Tennessee.
[Signature]
Capt. J. W. [unclear]
 Mustering Officer.

ENDORSEMENT OF U. S. MUSTERING OFFICER.
 (See Instruction 1.)

This soldier, now a Soldier of Company 1st
Regt. of 1st Div.
1916, National Guard, State
 of Tennessee, reported at (1) Marionville, Tenn.
 on April 1916, 1916 under the call (25000) of the
 President and April 1916, 1916. The essential
 information from this paper, including date and place of report-
 ing, has been entered on the descriptive list of the soldier.

Remarks (2):
[Signature]
 Colonel, Infantry,
 U. S. Mustering Officer.

MAILED
 MAY 2 1916
 U. S. DEPARTMENT OF WAR
 OFFICE OF THE ADJUTANT GENERAL
 WASHINGTON, D. C.

Figure 18. Third and fourth pages of National Guard
 (Part 2 of 2) Enlistment Paper, Form No. 22-1, A.G.O.

Inductions. Enlistment and Assignment Card, Form No. 22-2, A.G.O.

(figure 19) was used for all registrants who were inducted into the Army through the World War I Selective Service System after June 5, 1917, and on or before November 11, 1918. Inductions were under the direction of the Provost Marshal General. Under the Selective Service Act, no oath was required for inductees. Registrants were required to appear at their local board for a preliminary physical examination. These physical examinations were necessary before being called for induction because the physical qualifications affected the registrant's classification. After registrants were called for induction, they were given another physical examination at place of mobilization, which was the determining factor in their FINAL ACCEPTANCE into the Army. Inductions could be either voluntary or involuntary. After December 15, 1917, registrants were NOT permitted to enlist in the Army, except for service in the Office of the Surgeon General, Engineers, Signal, and Quartermaster Corps. Except for certain persons with technical and special skills needed in the war effort, all original enlistments for nonregistrants were discontinued from August 7, 1918, to November 11, 1918, and there was no method of entering the Army Military service during that period other than by induction through the Selective Service System.

Enlistments in the Regular Army Reserve. W.D., A.G.O. Form No. 181

(figure 20) was adopted July 1, 1938 for enlistments and reenlistments in the Regular Army Reserve (AR 155-5). A space for the soldier's fingerprints (right hand) was included on that form; otherwise, it is similar in content and the same size as W.D., A.G.O. Form No. 21, Enlistment Record for Regular Army enlistments.

Current Use. These enlistment records are used in answering any kind of reference service inquiry involving personal data on the enlisted man at time of entry (address, beneficiary, birth, citizenship, civilian occupation, marital status, physical description, etc.) and also date, manner, place, and term of enlistment, component, grade at entry, etc. This is one of the more important records for enlisted men of the World War I period.

References. AR 1913, pars. 822 and 857; AR 345-125, 1 Nov., 1924; AR 155-5, 1938; SR Nos. 48, 1917 (pars. 34-36) and 55, Sec. VI, 1917 (par 56a); WD Bulletins Nos. 24, 1917, 9, 1919, and 25, 1920; WD General Orders Nos. 88, July 11, 1917, 73, 1918, and 57, 1919; WD Circulars No. 190, 1919, and 301, 1920; "Second Report of the Provost Marshal General to the Secretary of War--1919"; and National Defense Act of June 3, 1916, and amendments thereto.

Original size, 3 3/4" x 8 1/2" (Front and back)

NATIONAL ARMY
ENLISTMENT AND ASSIGNMENT CARD

Army serial number: _____ white colored

Assigned to: Co. 20 7th
(Company and regiment or corps or department; if none, no state)

Residence: 640 N. 1st St.
(Street and house number; if none, no state)
Montgomery, Alabama
(Town or city) (State)

Place of enlistment, i. e., place at which soldier was ordered to report for military duty, as specified in notice from local board: Chattanooga, Tenn.
(Town or city) (State)

Date of enlistment, i. e., date specified in notice: Oct 14 1918

Did soldier report in person at the place and on the date specified? Yes If not, state place and date of reporting: _____
(Type of case)

_____ 191

Last service in Regular Army; if none, no state: _____
(Company and regiment or corps or department.)

Discharged _____ 191
Last service in National Guard or Organized Militia; if none, no state: _____
(Company and regiment or corps or department.)

Discharged _____ 191

He has Blue eyes, Dark hair, Fair complexion, and is 5' 7" inches in height. He gave the name and address of the person to be notified in case of emergency as: _____
(Name and degree of relationship; if friend, no state)

640 N. 1st St.
(Street and house number; if none, no state)
Montgomery, Alabama
(Town or city) (State or country.)

*Strike out word not applicable.

Form No. 20-A, A. G. O.
(For National Army)
Ed. No. 12-22-1-2-10

DECLARATION OF SOLDIER

Having been enlisted in the National Army of the United States, I declare:

1. I was born in Montgomery, Ala.
(Town or city) (State or country.)
on the 18 day of Oct 1897
and am by occupation a Student

2. I am a citizen of the United States.
I made legal declaration of my intention to become a citizen of the United States on Oct _____ day
of _____
(Name of court.)

3. I am single.
I am married and have _____ children.

4. The following persons are solely dependent upon me for support:
None
(Give names and relationship; if no dependents, so state.)

(Signature of soldier.)
(Signatures will make not applicable.)

The entries on this card are correct to the best of my knowledge and belief. All information received by the instructions on the service record of the soldier has been entered on that record.

Albert F. Galt
and
James H. Galt
Witnesses
Place: Montgomery, Ala.
Date: 10/14/18

INSTRUCTIONS.
1. An enlistment and assignment card will be made on this form for each soldier of the National Army, except those exempted by order of commanding or assistant commanding general or other person. It will be prepared on the basis of the information furnished by the registrant and the local board of the Army with respect to physical examination and identification card.

2. The general name of the soldier will be underlined. The Christian name will not be underlined, but if the number of given name two letters after the first will be written and given in full. Good names will be written and the name is correctly written and signed wherever it appears.

Figure 19. Enlistment and Assignment Card used during 1917-1918 for all registrants who were inducted into the Army under the Selective Service System.

**ENLISTMENT RECORD
REGULAR ARMY RESERVE**

MARRIED

John (None)
(RAR)
White

(Last name) (First name) (Middle name) (Army serial number) (Race; see Instruction 4)
 Home address Route 1, Box 13F Chisholm St. Louis Minnesota
(Number and street or rural route; if none, so state) (City, town, or post office) (County) (State)
 *Enlisted at Duluth, Minnesota on the 5th day of May, 1939, in the grade
 of private 1st, by Maj. Ira B. Hill, C.A.C. for Field Artillery to serve 4 years.
(Arm or service)
 Last enlisted service in the Army:
Battery "B", 13th F.A. (LTZ) Date of discharge July 23, 1929 Private
(Company, regiment, and arm or service) (In the grade of)
 *Care will be taken to make place and date of enlistment and name of enlisting officer the same as in oath.

DECLARATION OF APPLICANT

I, John, desiring to enlist in the Regular Army Reserve of the United States for the term of 4 years under the conditions prescribed by law, do declare that I am ~~unmarried~~ a citizen of the United States, of the legal age to enlist (or reenlist) and believe myself to be physically qualified to perform the duties of an able-bodied soldier; and I do further declare that I am of good habits and character in all respects and have never been discharged from the service of the United States or any other service on account of disability or through sentence of either a civil or military court, nor discharged from any service, civil or military, except with good character and under honorable conditions, and for the reasons given by me to the recruiting officer prior to this enlistment or reenlistment. I am not now a member of the Army, Navy, Marine Corps, National Guard, or Coast Guard in an active, inactive, reserve, or retired status.

Given at Duluth, Minnesota this 5th day of May, 1939

Signature: John Lozban
(First name) (Middle initial) (Last name)

Witness: Ira B. Hill Major, C.A.C.
(To be witnessed by recruiting officer) (Grade and organization)

**PHYSICAL EXAMINATION AT PLACE OF ENLISTMENT
(MADE BY AN AUTHORIZED MEDICAL EXAMINER)**

(Applicant stripped. See Instruction 6)

Eyes Blue Hair Brown Complexion Ruddy Height 54 1/2 inches. Weight 142 pounds.
 Girth of chest (at nipples): At expiration 38 inches. At inspiration 41 inches.
 General examination (physique, skin, head, chest, abdomen, extremities, etc.) Normal

General surgical conditions (including hernia, hemorrhoids, varicose veins, and state of abdominal wall and viscera) Normal

Organs of locomotion (including bones, joints, muscles, and tendons) Normal

Genito-urinary system Normal

Vision: Right eye 20/20 Left eye 20/20 Eye conditions Normal
 Hearing: Right ear 20/20 Left ear 20/20 Ear, nose, and throat conditions Normal

Teeth:

	Right							Left							
Upper	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8
Lower	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8

 (Strike out those that are missing; circle those that may be restored)

Mouth and gums Normal

Cardio-vascular system (including functioning of kidneys) Normal

Lungs Normal

Neuro-psychiatric examination Normal

†Remarks None

†I CERTIFY that I have carefully examined the applicant and have correctly recorded the results of the examination; and that, to the best of my judgment and belief, he is mentally and physically qualified for service in the Army of the United States, ~~he is physically disqualified for service in the Army of the United States by reason of~~

Place Duluth, Minnesota Signature: N. O. MONSERUD 1st Lt.-RES
(Grade) Medical Corps.
 Date May 5th, 1939 Name typed or stamped: N. O. MONSERUD

*Strike out clause not applicable. †Strike out word not applicable. ‡See Instruction 7.
 W. D., A. G. O. Form No. 161—July 1, 1938. NO (1) MAY 30 3-10830

Figure 20. Enlistment Record used from July 1, 1938 (still in use (Part 1 of 4) September 8, 1939) for enlistments in the Regular Army Reserve (Page 1)

OATH AND CERTIFICATE OF ENLISTMENT
THE UNITED STATES OF AMERICA

STATE OF Minnesota }
 CITY, TOWN, OR MILITARY POST Duluth } ss:
 I, John (First name) (None) (Middle name) _____ (Last name) _____ (Army serial number) (BAR)
 born in Hibbing (City, town, or county) Minnesota (State or country)
 on January 4th, 1907 (Month, day, and year) and now aged 32 years and 4 months, by occupation a Cook
 having last served in the Regular Army (Regular Army or Regular Army Reserve)
 for 3 yrs 0 mos 12 das (Years and months), such service terminating by honorable discharge on July 23rd, 1929 (Month, day, and year), as Private (Grade) character Excellent
 from Battery "B", 13th F.A. (MTZ) (Organization or arm or service), at Ft. McDowell, California
 and whose home address is Route 1, Box 13F Chisholm, Minnesota (Street and number, city or town, and State)
 do hereby acknowledge to have voluntarily enlisted this 5th day of May, 1939,
 as a private 1/01 Field Artillery (Arm or service), in the Regular Army Reserve, for
 a period of 4 years under the conditions prescribed by law unless sooner discharged by proper authority, and subject to active duty immediately upon the declaration of an emergency by the President of the United States; and do also agree to accept from the United States 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 of America; that I will serve them honorably and faithfully against all their enemies whatsoever, and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the Rules and Articles of War.

(Signature) † John (First name) _____ (Middle Initial) _____ (Last name)

I CERTIFY that the above oath was subscribed and duly sworn to before me this 5th day of May, A. D. 1939. I further certify that this soldier was minutely inspected by me previous to his subscription to the oath; that I found him entirely sober and in full possession of all his mental faculties; that to the best of my judgment and belief he fulfills all legal requirements, and that in enlisting him into the service of the United States 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) IRA B. HILL (Name typed) Major, C.A.C., Recruiting Officer. (Grade and organization)

* Carefully compare with name at top of page 1. † The Signature must be identical with that subscribed to Declaration of Applicant.
 ‡ The dates in the oath and certificate must be the same.

NEAREST RELATIVE AND PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

Nearest relative Martin (Other than wife or minor child) _____ (Name in full)
 Relationship Brother Address Route 1 Chisholm, Minnesota (City, town, or post office) (State or country)
 Person to be notified in case of emergency None (Name in full)
 Relationship Wife Address Route 1, Box 13F Chisholm, Minnesota (City, town, or post office) (State or country)

Battery "B", 13th Field Artillery (MTZ) (Organization or arm or service) PRIOR SERVICE
 Discharged as Private (Grade) Excellent (Character) from July 12, 1926, to July 23, 1929
 Discharged as _____ (Grade) _____ (Character) _____ (Organization or arm or service), from _____, 19____, to _____, 19____
 Discharged as _____ (Grade) _____ (Character) _____ (Organization or arm or service), from _____, 19____, to _____, 19____

FINGERPRINTS
(Right hand)

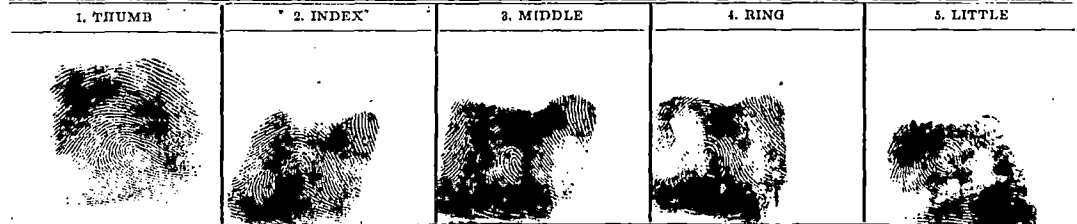


Figure 20. Page 2 of W.D. AGO Form No. 181
(Part 2 of 4)

John _____ Lt. Col., Field Artillery
 (Name) (Army serial number) (Arm or service)

Date of receipt of individual voucher reports	Last paid as Reservist to include	Change of home address to--	Date received
JH 1 7 Sept39	4 Sept39	Disch. 15 Jan 41	
2 8 Jan 40	4 Jan 40 MHF		
3 6 May 40	4 May 40 MHF		
4 6 Sep 40	4 Sep 40 MHF		
5 6 Jan 41	4 Jan 41 FP		
6 20 Jan 41	15 Jan 41 FP		
7			
8			
9			
10			
11			
12			

CHANGE IN NEXT OF KIN TO

(Full name) (Relationship) (Address) (Date)
 (Full name) (Relationship) (Address) (Date)

CHANGE IN EMERGENCY ADDRESSEE TO

(Full name) (Relationship; if friend, so state) (Address) (Date)
 (Full name) (Relationship; if friend, so state) (Address) (Date)

- Ordered to active duty _____, 19____, and *assigned *attached to _____ per _____
 Reported _____, 19____
- Returned to inactive status _____, 19____, per _____
- Rejected for active duty _____, 19____, because of _____ discharged and returned to his home.
- Died _____, 19____
- Separated from the service by reason of Hon. Disch. 15Jan41 dependency authority Par. 16a (1), AR 155-5, character Excellent
 *Strike out word not applicable.

INDORSEMENT OF CORPS AREA COMMANDER

Headquarters, _____ Corps Area _____, 19____
 To THE COMMANDING OFFICER, _____

1. This Regular Army Reservist has been ordered to report to you for active duty on _____, per paragraph _____, Special Order No. _____, this Headquarters, dated _____, 19____. Copies enclosed.

2. He was furnished Government transportation request for transportation from _____ to _____ and, if found physically qualified and accepted for active duty he is entitled to a payment at the rate of three dollars (\$3) per month for each month he has been enlisted in the Regular Army Reserve but not to exceed one hundred and fifty dollars (\$150).

3. Reservist enlistment allowance at the rate of two dollars (\$2) per month is due from date of last payment recorded hereon to include the date preceding the date he reports for active duty.

4. While on active duty he will have the same status and receive only the same pay and allowances provided by law for enlisted men of the Regular Army of like grade and length of service. In computing length of service for pay purposes, time spent on active duty in Federal service only will be counted.

By command of _____ Adjutant Gen. ral.

INDORSEMENT OF COMMANDING OFFICER

Headquarters, _____ Corps Area _____, 19____
 To THE COMMANDING GENERAL, _____ Corps Area, _____

1. This Reservist *reported _____ (Date) *failed to report for active duty as directed and *has *has not been accepted for active duty.

2. Service record and payment of allowances data *have *have not been completed. This record is returned to you for file.

3. Rejected for active duty, discharged _____ (Date) and returned to his home.

*Strike out words not applicable. (3)

Figure 20. Page 3 of W.D. AGO Form No. 181
 (Part 3 of 4)

*Remarks:

.....

.....

* See Instruction 7.

DESIGNATION OF BENEFICIARY

(To be entered only from W. D., A. G. O. Form No. 41)

.....
(Name and degree of relationship of beneficiary)

.....
(Address)

.....
(Name and degree of relationship of beneficiary)

.....
(Address)

.....
(Name and degree of relationship of beneficiary)

.....
(Address)

INSTRUCTIONS TO THE RESERVIST

1. This copy of your enlistment record furnished to you is a valuable paper and should be kept in a safe place.
2. Every 4 months, counting from the date of your enlistment, you are required to report to the corps area commander showing your home address, physical condition, availability for service, etc. This report will be made on War Department Form No. 331 (Voucher for Payment of Allowances, Regular Army Reserve), which will be sent to you at your last properly reported address at the end of each 4-month period of your enlistment. Failure to execute the form promptly and return it to the corps area headquarters within 15 days may result in your discharge and will delay the payment of the enlistment allowance.
3. Immediately upon making a permanent change of address you are required to notify the commanding general of the corps area in which your last (old) place of residence was located, stating both your old and new address. This report should be made on W. D., A. G. O. Form No. 182 (Report of Change of Address, Regular Army Reserve), but if a form is not available, it may be submitted by letter, post card, or prepaid telegram.
4. When a member of the Regular Army Reserve not on active duty departs from the United States or its possessions for any reason, he will report in writing to his corps area commander the date of departure, the country to be visited, his address while absent, and the probable duration of his absence. If the contemplated absence is for a period of 4 months or longer, the Reservist will be discharged.

<i>Corps areas</i>	<i>Addresses of headquarters</i>	<i>Territory included in each corps area</i>
First.....	Boston, Mass.	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.
Second.....	Governors Island, N. Y.	New Jersey, Delaware, New York, and Puerto Rico.
Third.....	Baltimore, Md.	Pennsylvania, Maryland, Virginia, and the District of Columbia.
Fourth.....	Atlanta, Ga.	North Carolina, South Carolina, Georgia, Florida, Alabama, Tennessee, Mississippi, and Louisiana.
Fifth.....	Fort Hayes, Columbus, Ohio.	Ohio, West Virginia, Indiana, and Kentucky.
Sixth.....	Chicago, Ill.	Illinois, Michigan, and Wisconsin.
Seventh.....	Omaha, Neb.	Missouri, Kansas, Arkansas, Iowa, Nebraska, Minnesota, North Dakota, and South Dakota.
Eighth.....	Fort Sam Houston, Tex.	Texas, Oklahoma, Colorado, New Mexico, and Arizona.
Ninth.....	Presidio of San Francisco, Calif.	Washington, Oregon, Idaho, Montana, Wyoming, Utah, Nevada, California, and Alaska.
Hawaiian Department.....	Fort Shafter, T. H.	Hawaiian Islands.
Philippine Department.....	Manila, P. I.	Philippine Islands.
Panama Canal Department.....	Quarry Heights, C. Z.	Canal Zone.

INSTRUCTIONS FOR THE PREPARATION AND DISPOSITION OF THE ENLISTMENT RECORD

1. The greatest care will be exercised by all concerned in the preparation of this form to obviate the necessity for returning it for correction. It will be carefully scrutinized after completion for errors and omissions. This form will be used only for enlistments and reenlistments in the Regular Army Reserve. (See AR 155-5.)
2. The enlistment record will be made in triplicate. The original (white) will be forwarded to the commanding general of the corps area in which the Reservist's home is located; the second copy (pink) will be mailed direct to The Adjutant General; and the third copy (green) will be given to the Reservist. When the applicant is rejected for enlistment or reenlistment, the two copies (pink and green) will be destroyed and the original (white) will be marked "Rejected" at the top of the first page and forwarded to The Adjutant General.
3. The correct name, Army serial number, and previous service of the applicant will be ascertained from previous discharge certificate, place of last discharge, or The Adjutant General. Thereafter the name will be written and signed exactly as called for in the various spaces on this form. A trial signature will be required before signature is made on the enlistment record. Particular care will be taken to determine and record hereon the correct home address.
4. Race will be indicated as white, colored, Indian (referring to American Indian only), Puerto Rican, Cuban, Mexican, Hawaiian, Filipino, Japanese, Chinese, East Indian, etc. As here employed "colored" will include the American Negro, mulattoes, and others of negroid race or extraction. For mixed races, except mulattoes, the nationality will be considered as synonymous with the race; for example: Mexican, Filipino, etc. Asiatics, other than members of the white or Caucasian race, will as a rule be indicated by nationality; for example: Japanese, Chinese, East Indian, etc.
5. The declaration of the applicant will be taken before he is stripped for examination.
6. The physical examination will conform to the provisions of AR 40-105. Deviations from normal, though not a cause for rejection, will be noted under the proper headings.
7. Under the heading "Remarks" (page 1) will be noted any authorized waiver of defects, the nature of the authority being stated, and for the continuation of a statement for which the allotted space is insufficient or for any further statement that the examining officer may desire to make. Under the heading "Remarks" (page 4) may be noted any information required on the form for which the allotted space is insufficient. In each case, a notation will be made in the proper space on the form to the additional information under "Remarks."

Figure 20. Page 4 of W.D. AGO Form No. 181 (Part 4 of 4)

IDENTIFICATION RECORDS

Fingerprint Records

The need for a system of identification of Army military personnel became evident during the Civil War when the repetitious reenlistment of deserters, "bounty jumpers," and other undesirable persons in the Army became an embarrassing problem. Such incidents were stimulated by large bounties which were offered by towns and counties or the large price paid by individuals for substitutes. An example of one of these chronic enlisters is a man who enlisted forty-five times under twenty-one dissimilar names between the years 1908 and 1927. Eleven of his enlistments were in the Marine Corps, ten in the Navy, and twenty-four in the Army. This man evidently enlisted only for the purpose of obtaining transportation from one city to another, as the records show he traveled in Connecticut, New Jersey, New York, Pennsylvania, Maryland, Virginia, District of Columbia, Missouri, Washington, California, Ohio, Texas, Florida, Iowa, Kentucky, Indiana, and Wisconsin. Many methods were tried to circumvent these practices, but were abandoned as useless. One method was to mark each soldier by vaccinating him on the left knee. That method proved unsatisfactory due to considerable time lost because of lameness. Another method was to mark each soldier with silver nitrate.

After the Civil War the repetitious reenlistment of deserters and dishonorably discharged men became more frequent, however, and by 1888 it was evident that some preventive measures were necessary. Consequently, in 1889 the "outline-figure" card system of identification was put into operation. Under this system, a card on which was imprinted the outline-figure of a man (front and back) was prepared for each recruit. Any scars or marks found on the recruit at time of enlistment were noted on the card at corresponding points on the outline-figure. The kinds of marks, scars, moles, tattoos, etc., were also noted as well as the soldier's race, height, and age. This system was continued until the latter part of 1906, when replaced by the fingerprint system of identification, described below.

Regulations first specifying that fingerprints be used for identification of enlisted personnel are found in General Orders No. 68, W. D., April 7, 1906. The method adopted was based on the Henry system of "Classification and uses of Fingerprints." Work was begun on the Fingerprint system after April 7, 1906, and was in full operation by January 1, 1907. Prints of each enlisted man who entered the Army on or after that date are supposed to have been placed on file.

The earliest regulations for fingerprinting commissioned officers are found in General Orders No. 17, W. D., February 13, 1918. AR 40-1195 of November 30, 1923, are the earliest regulations which included fingerprinting members of the Army Nurses Corps.

Since the records concerned the "person", or "body", of the individual, the Surgeon's General's office was held responsible for the preparation of the identification record cards when the system was first adopted. The preparation of these records was later put under the supervision of the recruiting officers or other officers designated for the purpose.

The fingerprint identification records were first prepared to include the soldier's fingerprints (all ten fingers), a brief personal description, and a photograph (front and profile view). This record was subsequently changed to include the soldier's signature, fingerprint impressions, height, and date of birth. The record was prepared on each man at enlistment, and at reenlistment if the soldier's identity was not positively known. The remark "Identification Record made" was entered on the soldier's Descriptive List after his identification record was properly completed. Effective July 1, 1939, fingerprint impressions of five fingers of the right hand were recorded on the enlistment papers of all enlisted men at the time of enlistment and reenlistment, and on the oath of office papers of commissioned personnel upon acceptance of appointment and promotion (AR 345-120, May 1, 1939). The preparation of the fingerprint cards was also continued.

Prior to July 1, 1939, all fingerprint cards, when completed, were transmitted to the Adjutant General of the Army and filed in the Identity Section of the War Department. After July 1, 1939, the fingerprints of all Army personnel, including officers, nurses, warrant officers and enlisted men were made on forms for permanent filing in the Federal Bureau of Investigation, Army Identity Section. In November 1941, all fingerprints made prior to July 1, 1939, were also turned over to the Federal Bureau of Investigation, Army Identity Section, for permanent filing.

Prior to April 5, 1917, and subsequent to March 1, 1919, fingerprints were examined, classified, and indexed. Those could be found either in the index card file by veteran's name or under the classification symbol in the classified files. From April 6, 1917, to March 1, 1919, fingerprints were not classified when taken. Those were filed alphabetically by name. A number of prints from that group were later classified and filed accordingly, but the majority are still filed alphabetically. Prior to July 1, 1939, the prints of officers were filed alphabetically. The Officer's fingerprints file for that period has been reported to be incomplete.

Since the fingerprints of all Army personnel are now under the jurisdiction of the Federal Bureau of Investigation, the National Personnel Records Center does not have access to them. The Federal Bureau of

Investigation will, however, search its files when requested, and will furnish reports on or photographs of the prints. The original prints are retained in their files at all times. For identification purposes, the fingerprint system adopted by the Army has been, and is, invaluable.

Reports of Identification

These reports show the results of the comparison of the soldier's fingerprints (see above). Reports of Identification are normally found in the records of those men who deserted the service and re-enlisted under another name; and of those who served two or more enlistment periods in the Army under dissimilar names, or in another branch of the Armed Forces after completing one or more periods of service in the Army. The reports were accomplished by an employee of the Identity Section (now a part of the Federal Bureau of Investigation) after comparing the soldier's fingerprints. These reports were recorded on printed forms, blank paper, or on blank 3" x 5" cards. The forms for the reports of identification during the World War I period are:

- Form No. 504, A.G.O. (figure 21)
- Form No. O-504, A.G.O. (figure 22)
- Informal Reports of various sizes (figure 23)

Current Use. The reports of identification link together all periods of service rendered by one man, even though served under dissimilar names. When all the service of one person has been properly identified, the process of adjudicating claims and establishing the rights of persons who may be entitled to any benefits is simplified; also, the interests of the United States are protected.

References. WD General Orders Nos. 68 (1906), 85 (1907), 85 (1914), and 17 (1918); WD Circulars Nos. 44 (1906) and 75 (1907); AR 1913, par. 774; AR 40-1195, Nov. 30, 1923, and Aug. 20, 1928; AR 345-120, Oct. 18, 1937, and May 1, 1939; Compilation of General Orders, Circulars, and Bulletins of the War Department, 1881-1915, Article XIX, par. 171; Background Material on Fingerprints--World War I; and World War I "Precedent" Files.

ENLISTED MEN'S DIVISION:

Personal identification records indicate that

[REDACTED]
[REDACTED]
who was enlisted *Nov. 1, 1920*
at *Ft. Jay, N.Y.*
is identical with

[REDACTED]
[REDACTED]
who was enlisted *Aug. 12, 1919*
at *Jefferson Bks., Mo.*

Remarks: *4/21/21* *Kaye*

NEW ARMY:
To be filed with enl. rec. of
[REDACTED] who enl. 8/12/19 at
Jefferson Bks., Mo. and was disch. on
S.C.D. 2/2/20 at Ft. St. McDowell,
Calif.

lco/47 Enl. Div., E.M. Sec.
4/29/21

Original Size:
3-3/4 by 8 1/2 inches

Form No. 561 - A. G. O.
Ed. Nov 9 20 - 5,000.

Figure 21. Report of identification form used from November 9, 1920, to about January 30, 1924. These were used to record the results of the comparison of fingerprints

ENLISTED MEN'S SECTION:

Personal identification records indicate that

who was enlisted Apr. 10, 1924

at Pittsburgh, Pa.

is identical with

who was enlisted Jan. 14, 1924

at Ft. Wayne, Mich.

and others previously reported

Remarks:

Rec Sec: File with enl rec of

enl 1-14-24

AG 201

MCR-47 Enl.Div. 4-19-24.

Form No. 9-594-A.G.O.

Ed. Jan. 31-24-3,900.

Figure 22. This form replaced Form No. 504--A.G.O. (see figure 21) on January 31, 1924, and was still used in September 1939 for recording facts about fingerprint comparison

Mr. Rayermann, Room 42.

Identity Section reports Walter Leonard Smith, R-211 682, enlisted April 1, 1926, at Albany, N. Y., for Chemical Warfare Service, Edgewood Arsenal, Md., claiming last discharged from Q.M.C., Ft. Wayne, Michigan, April 2, 1926, identical with Walter L. Jones, R-238 789, enlisted February 19, 1926. After taking action please refer file papers to Mr. Richardson, Room 158. Name, serial number, date of enlistment, place of enlistment, and prior service claimed have been verified from the enlistment record held in Room 158.

A. Johnson-156
4/26/26 - 11:50

Identical with Walter L. Busch, who enlisted August 12, 1919, at Jefferson Barracks, Missouri; John J. Doe, #63154800, enlisted Nov 1, 1920, at Ft. Jay, New York; Walter L. Knot, #R-66683, who enlisted January 1, 1924, at Ft. Wayne, Michigan; Harry L. Jones, #R21377, enlisted March 16, 1924, at Baltimore, Maryland; Frank L. Smith, enlisted April 12, 1924, at Baltimore, Maryland; John K. Smith, R-2106, enlisted April 26, 1924, at Camden, New Jersey; Walter S. Smith, R-789321, enlisted June 9, 1924, at Ft. Logan, Colorado; also identical with James S. Jones, R-245678, enlisted June 17, 1924, at Ft. MacArthur, California.

IGR-1-118
Dec. 16, 1924

Smith, Walter L.
345 016
1924
Reported iden. with William L. Smith R-234 568
Walter L. Jones R-326 790
Walter L. Brown (no number)
Walter L. King R-897 463
Walter L. Koon R987 666
William L. Kline R-233 445
Walter L. Harris R-555 444

Figure 23. Miscellaneous, informal reports of identification are found in a great many of the World War I individual-name records

MEDICAL RECORDS. Prior to 1821, Congress provided a Medical Department for the Army only in time of war or emergency. One of the functions of that Department was to maintain Army Medical records. An Act of April 4, 1818, gave to the Medical Department for the first time a permanent chief with the title of Surgeon General, and an Act of April 4, 1821, prescribed its peacetime organization. By 1866, all records created pertaining to the sick, wounded, and dead were transferred to the Surgeon General's Office. These records remained in the custody of that office until May 9, 1892, the date the Record and Pension Office of the War Department was established to receive, store, and administer the medical records. By Act of April 23, 1904, the Record and Pension Office was combined with the Adjutant General's Office to form the Military Secretary's Office. The name of that office was changed to the Adjutant General's Office on March 2, 1907. A Medical Division was then created within The Adjutant General's Office to service the medical records. On January 10, 1920, the Medical Division was combined with the Demobilized Records Division and the Archives Division to form what was to be known as the World War Division of the Adjutant General's Office. The new division was made responsible for Army records (military and medical) created subsequent to November 1, 1912. Since January 10, 1920, the World War I medical records of each soldier have been combined with his military records.

Any medical attention extended to military personnel, in or out of the hospital, was recorded on one or more of the medical record forms which were supplied by the Medical Department, or by The Adjutant General of the Army. They were accomplished to provide an individual chronological record of all medical and dental treatment afforded members of the Army. Diseases and injuries were recorded in accordance with the established nomenclature of diseases, or under scientific terms commonly applied to them by the profession.

The retained medical records created during the World War I period for Army military personnel are as follows:

Medical Cards, Form 52, M.D., (figure 24). These cards, which were originally referred to as the "sick and wounded cards," and were used as a register card and report card, make up the bulk of the medical records created between 1912 and 1939. The cards were prepared for every person hospitalized, regardless of the type of illness or injury; for those excused from duty on account of sickness or injury but not hospitalized; for those prescribed for or treated, or placed under observation with a view to treatment; and for enlisted men discharged on

(Front)

(1) SURNAME (2) CHRISTIAN NAME
 [REDACTED] Gilmore

(3) RANK (4) COMPANY (5) REGIMENT OR STAFF CORPS
 Pvt F 24th Inf.,

(6) AGE, YRS. (7) RACE (8) NATIVITY (9) SERVICE, YRS.
 23 C. N.C. 2-10/12

(10) REGISTER NO. 10384-10502

(11) DATE OF ADMISSION, November 11th . 19 14.
 (12) SOURCE OF ADMISSION, COMMAND

(13) CAUSE OF ADMISSION,
 Malaria, type undetermined.

Hosp.

(14) IN LINE OF DUTY? Yes
 (15) COMPLICATION, SEQ., ETC.

(16) DISPOSITION,
 Duty

(17) DATE OF DISPOSITION, November 15th . 19 14.
 (18) NAME OF HOSPITAL, ETC.,
 Post Hospital,
 Fort Mills, P.I.

(19) SENT WITH REPORT OF S. & W. FOR MONTH OF Nov . 19 14.
 (20) FROM

(21)
 Captain M.C. U.S. ARMY.

NO. } CLASSIFICATION { NO. }
 (22) DISPOSITION } (23) OF ADMISSION }
 FORM 52
 (24) SUB NO. MEDICAL DEPT. U. S. ARMY. (25) SUB NO.
 (REVISED OCT. 17, 1910.)

(Back)

SPACE ABOVE THIS LINE TO BE LEFT BLANK

(26) DAYS OF TREATMENT IN CURRENT CASE, CURRENT YEAR

YEAR, 19 14	IN QUARTERS	IN HOSPITAL
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		4
December		
Total		4

Figure 24. The Medical Card was used throughout the period covered by this monograph. It is the most common of all World War I medical records.

account of disability. A case once recorded on Form 52 was normally borne thereon until returned to duty, transferred to another hospital, to quarters, or permanently separated from service. New cards were usually started when additional diagnoses were made or when the original diagnosis was changed. If a soldier who was not admitted to a hospital was discharged for a disability, the medical card bore the remark "carded for record only."

Clinical Records, Form 55, M.D. (Figure 25, Part 1), and Forms 55a, 55b, and 55j, Supplemental Sheets (Figure 25, Parts 2, 3, and 4). These records are second in bulk to the medical cards. Each record gives the details of the condition and treatment of the patient noted during the progress of the case for a specified period. Continuation or supplemental records 55a and 55j were normally prepared in every case, and other supplemental records (extending through 55w) were used when necessary, depending on the nature or importance of the case. The record was prepared for all hospital patients receiving medical treatment which had been recorded on the medical card, except for those cases "carded for record only," "transfer," or "confined in quarters." The clinical record brief (front page) contains the same information as that shown on the front page of the medical card. Upon the patient's departure from the hospital, all the sheets of the clinical record used were arranged in their proper order, and fastened together at the top. The titles of the supplemental pages of the Clinical Record are as follows:

Form 55a - Brief	Form 55l - Radiographic Report
Form 55b - Family and Personal History	Form 55m - Report on Urine
Form 55c - History of Present Disease	Form 55n - Report on Feces
Form 55d - Subjective Symptoms	Form 55o - Report on Sputum
Form 55e - Objective Symptoms	Form 55p - Report on Blood
Form 55f - Objective Symptoms Continued	Form 55q - Wassermann Test
Form 55g - Progress	Form 55r - Gonococcus Fixation Test
Form 55h - Temperature, Etc.	Form 55s - Laboratory Report - Typhoid
Form 55i - Temperature, Etc., Graphic	Form 55t - Report on Stomach Contents
Form 55j - Treatment	Form 55u - Laboratory Report, Miscellaneous
Form 55k - Operation Report	Form 55a-v - Brief & Personal History
	Form 55w - Pathological Examination of Tissue

INSTRUCTIONS.

TREATMENT SHEET, WARD

HOSPITAL

REGISTER No.

NAME

RANK

Co.

REGT.

ADMISSION TO WARD:

DATE

SOURCE

DISPOSITION FROM WARD:

DATE

KIND

ENCLOSURES:

TEMPERATURE CHART,	YES	No.
HISTORY SHEET,	YES	No.
PROGRESS SHEET,	YES	No.

Ward Surgeon

1. This sheet will be filled out under the ward surgeon's direction for every patient in hospital, by the wardmaster or nurse in charge of the case. It will be begun immediately on the patient's admission, and will give details of the condition and treatment of the patient during the progress of the case until he leaves the ward; except that in cases where the history sheet, the progress sheet or the temperature chart is used, the data entered thereon may be omitted from the treatment sheet, a note being made on the latter showing where the missing data are to be found.

Two or more sheets will be used if required. Upon completion of the case or other departure of the patient from ward, the sheets will be fastened together at the upper left-hand corner, and a brief of the case will be made on the last sheet, which will be signed by the ward surgeon.

3. If the patient is transferred from one ward to another the treatment sheet will be sent with him to the new ward, where a new sheet will be begun. The new sheet will show admission of the case by transfer from the old ward, and will be continued in other respects as for a new admission to hospital.

4. Upon completion of the case or other departure of the patient from hospital, all the treatment sheets will be forwarded to the hospital office with the next ward morning report of the ward where the case is completed or whence the patient departs.

5. The directions of the attending physician, changes in diagnosis and the appearance of complications or sequelae in a ward case should be noted without delay upon this sheet in the *Remarks* column.

6. A treatment sheet should also be kept at the discretion of the attending physician for all serious cases in quarters. Upon the discontinuance of treatment because of the completion of the case or the patient's departure from the post or command it should be forwarded to the hospital office.

7. If not previously noted the register number should be entered on the sheet upon its receipt in the office.

Original size, 8 1/2" x 10"
 folded to fit the
 Enlisted Jacket

57

Figure 25. The Treatment Sheet was used before 1912 and was discontinued about January (Part 1 of 4) 1916 when the Clinical Record was authorized. (Front)

15-ⁿ

TREATMENT SHEET

NAME: *[Redacted]* RANK: *Plt* Co. *24th* REGT. *[Signature]*

DIAGNOSIS ON ADMISSION: *Fract. left elbow*

(Note complications and sequelae in Remarks)

DATE <small>Hours if necessary</small>	Temp.	Pulse	Resp.	Urine	Stool	MEDICINE	STIMULANT	NOURISHMENT	REMARKS <small>(Including complications and sequelae)</small>
<i>Aug 26</i> <i>6 AM</i>	<i>98</i>	<i>71</i>			<i>1</i>	<i>Occlusal 25%</i>		<i>dressing</i>	<i>Light diet</i>
<i>6 PM</i>	<i>98</i>	<i>72</i>				<i>Mag Sulph 4000</i>			
<i>6 AM</i>	<i>98</i>	<i>72</i>							
<i>6 PM</i>	<i>98</i>	<i>72</i>							
<i>6 AM</i>	<i>98</i>	<i>73</i>			<i>4</i>			<i>Full</i>	<i>Duty</i>

Figure 25. Treatment Sheet
(Part 1 of 4)
(Reverse)

(Front)

Form 55a
MEDICAL DEPARTMENT, U. S. ARMY
(Authorized Jan. 17, 1916.)

CLINICAL RECORD
BRIEF

Hospital Walter Reed General Hospital
 Register No. 13951 Ward ~~10~~ 11
 Name John B.
 Rank Pvt. Co. L Regt. or Staff Corps 50th Inf.
 Age (years) 32 Race W Service (years) 3/12
 Birthplace R. I.
 Station Potomac Park, D.C.
 Date of admission April
 Source of admission Transfer
 Religion Catholic
 Home address _____
 Name and address of nearest relative Brother
Thomas 10 Fulton St.,
Providence, R. I.
 Initials of admitting officer CSB

(To be filled in by ward surgeon when case is completed.)

Disposition Return to duty
 Date 4-14-18
 Final diagnosis Measles
 Condition on completion of case Normal
Lt. Curran
 Ed. Apr. 18-17-2,800,000. 8-3670 Ward Surgeon.

(Back)

INSTRUCTIONS.

a patient is admitted to hospital Form 55a will (so far as the data are available at the time) giving ward, if there is one, or in the office. will accompany the patient to the ward to be assigned, and will be the wardmaster's or his admission thereto. Clinical record will be completed in the ward, lettered blanks of Form 55 as may be necessary. All important or continued treatment will be on Form 55j, whether Bedside Notes, Form 68, or not. When final disposition of the case is made the wardmaster will complete and sign Form 55a, fasten together the sheets of the clinical record, including laboratory reports, means of paper clips passed through the perforations and send them to the office. If different clinical records in a ward may be kept on a small Shannon file furnished for the

8-3670

Figure 25. (Part 2 of 4) The Clinical Record was authorized January 17, 1916, and was still being used in 1939. It was made up of sheets lettered a thru w (see text). Each sheet was designed for a specific purpose. The first (55a) is shown above.

CLINICAL RECORD
FAMILY AND PERSONAL HISTORY

Occupation:

Tropical service:

None

Habits as to alcohol:

Moderate

Family history:

F. died of hepatitis 1912^{3/4}
M. dead, dont know age or cause
1 B + 2 S living & well

Previous personal history:

never sick

Gunshot wounds or other casualties:

None

Venereal history:

Pos history gon.
1915-

SURNAME OF PATIENT

[Redacted]

CHRISTIAN NAME

John

Figure 25. Family and Personal History is recorded (Part 3 of 4) on supplemental sheet 55b.

Form 55j
MEDICAL DEPARTMENT, U. S. ARMY
(Authorized Jan. 17, 1916.)

CLINICAL RECORD
TREATMENT

DATE	TREATMENT
4-8-18	Col. pro ⁷⁷ Liquid diet followed by Mag. Sul. 60 gr. Q. q. 4 h.
4/4/18	Cleansing bath.
4/4/18	Semi-liquid diet.
4-6-18	See diary #1
4/6/18	House diet.
4/11/18	Diary #2

SURNAME OF PATIENT

CHRISTIAN NAME

[Redacted]

John B. J.

Ed. Apr. 1917-2,500,000

9-288579

Figure 25. Treatment is recorded on supplemental
(Part 4 of 4) sheet 55j.

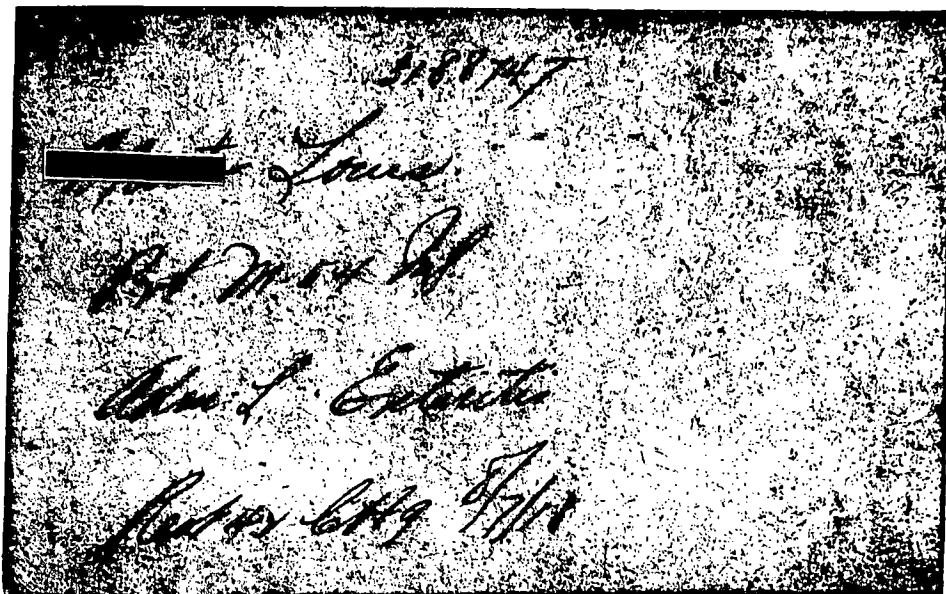
Field Medical Tags (Unnumbered Forms), (Figure 26). These are commonly referred to as emergency medical tags. They were prepared in theaters of operation in wartime, during or after an engagement, and during maneuvers and other field operations in times of peace. The field medical tag was accomplished by the medical attendant who first treated the patient (or examined the remains) in the field, and attached it to the patient's clothing. It was used in recording and reporting casualties and by the medical officer under whose observation the patient came to determine the character of the disability and the treatment given prior to his admission to a hospital.

Field Medical Card, Form No. 1, M.D., (Figure 27). This record was usually started for each patient when first received in a mobile hospital for treatment. It remained with the patient while in transit from a mobile to a stationary hospital where the patient was to receive definite treatment. The card contains information as to the nature of the illness and all medical treatment given the patient prior to the date he was admitted to a stationary hospital.

Register of Dental Patients, Form 79, M.D., (Figure 28). This record was prepared for each soldier receiving dental treatment. A separate record was made for each period of continuous treatment.

Syphilitic Register, Form 78, M.D., (Figure 29). This record was provided to record treatment for venereal disease. The record was started when the diagnosis was made, and was continued until the patient was cured or permanently left the service.

Certificate of Disability for Discharge, Form No. 17, A.G.O., (Figure 30) (changed in 1924 to W.D., A.G.O. Form 40). These records were used when enlisted personnel became unfit for military service and discharge was necessary because of a mental or a physical disability. They were prepared when the veteran had reached the condition of maximum benefit from medical treatment and after he had been examined by a board of medical officers. Included in the certificate of disability were the origin and degree of the disability; full description of the disease, wound, or disability; and the extent to which the disability deprived the veteran of the use of any limb or faculty or affected his health, strength, activity, constitution, or capacity to labor. This record was considered especially important because a disability occurring in the service is usually made the basis of a claim for pension or compensation.



Date, hour and station where tagged:	Cherms-la-Cote. Dec. 22, 1918 - 337 th Inf. Infirmary
Name:	██████████ - Raymond E.
Rank and Regt. or Corps:	Pvt. Casual No. 4 (337 th Inf.)
Diagnosis:	Bronchitis, acute
Treatment:	
Signature:	<i>[Handwritten Signature]</i>

Figure 26. Two different types of Field Medical Tags. This was used from about April 1917 to July 1919 primarily to document wounds received in action. It was used for all Army military personnel who served in the AEF.

Approved Abbreviations		FIELD MEDICAL CARD	
MORPHIA	M.	NAME <i>RAYE</i>	
ANTI-TETANIC SERUM	A.T.S.	(Block letters.)	
GUNSHOT WOUND	G.S.W.	RANK <i>PVT</i>	No. <i>544563</i>
FRACTURE, SIMPLE	F.S.	REGIMENT OR STAFF CORPS <i>30th Air</i>	
FRACTURE, COMPOUND	F.C.	SICK <i>Casual</i>	WOUND <i>no 4</i>
FRACTURE, COMP. COMMUNED	F.C.C.	LINE OF DUTY—YES	OR No. <i>4</i>
NOT YET DIAGNOSED OR UNDETERMINED	N.Y.D.	(Strike out descriptions which do not apply.)	
FEVER OF UNKNOWN ORIGIN	F.U.O.	FIELD HOSP. No.	EVAC. HOSP. No.
DISORDERED ACTION OF HEART	D.A.H.	DRESSING STA. No.	CAMP HOSP. No.
SLIGHT	O.	DATE OF ADMISSION <i>17/22/18</i>	
SEVERE	S.	MORPHIA	
		DOSE AND TIME <i>Brachitis</i>	
		A. T. SERUM	
		DOSE AND DATE	
		DIAGNOSIS <i>Strep</i>	
		BASE HOSPITAL No. <i>51802-22-8</i>	
		DIAGNOSIS (if altered from above)	
		BASE HOSPITAL No.	
		DIAGNOSIS (if altered from above)	

8819

Original size, 6" x 10"
 folded to fit in the
 Enlisted Jacket

Reprint: Central Ptg. Plant, A. P. O. 702.
Form No. 1—MD

Figure 27. (Part 1 of 2) Front of the Field Medical Card. This was used for all Army military personnel from April 1917 to July 1919 to document wounds received in action, or illnesses, and the treatment received while the patient was in transit to a stationary hospital.

Date of entry and medical unit receiving patient must be recorded immediately on admission. Brief clinical notes are to be added later and signed by M. O.

FIELD EVACUATION CAMP HOSPITAL No. <i>B.H. 31</i> DATE OF ENTRY <i>Dec 22</i>	BASE HOSPITAL No. DATE OF ENTRY	BASE HOSPITAL No. DATE OF ENTRY
<p><i>Patient has had diarrhea emaciated chest clear heart normal</i> <i>M. Hardy</i></p> <p><i>Jan. 5. Chow. reg. Temp. normal.</i></p>	<p><i>1-8-19</i> <i>Discharged to Duty by way of Regional Repl Bn. Thorenot Barrack. Ind.</i> <i>A. F. Hobbs</i> <i>1st Lt MG</i></p>	

This card must accompany the patient, attached to his clothing. It must not be destroyed. It will be transmitted with the patient if he is evacuated to the U. S. Temperature charts or additional clinical notes may be sent with this card in the same envelope.

Figure 27. Reverse of Field Medical Card--see part 1 of this figure. (Part 2 of 2)

65

REGISTER OF DENTAL PATIENTS AT					
(1) SURNAME [REDACTED]		(2) CHRISTIAN NAME Raymond			
(3) RANK Pvt.	(4) COMPANY F	(5) REGIMENT OR STAFF CORPS 50 th Inf.			
(6) AGE, YRS. 23	(7) RACE W	(8) NATIVITY N.Y.	(9) SERVICE, YRS. 2		
		(10) DISEASE OR INJURY WITH LOCATION, COMPLICATIONS, SEQUELAE, ETC. PULVERISCENT P.R. CARIES L.C. " " R.C. " " R.S.		(11) DATES AND NATURE OF TREATMENTS AND OPERATIONS Dec. 30. F.T. " " 2. 1917. I.P.H. " " I.P.H.	(12) RESULTS AND REMARKS F.T. F.T.

DENTAL SURGEON, U. S. A.

Form 79. - MEDICAL DEPARTMENT, U. S. A.,
Ed. Feb. 27-30-500,000 (Revised Oct. 17, 1916)

Figure 28. The Register of Dental Patients was used throughout the period covered by this monograph. It was used for all Army military personnel. A separate record was made for each period of continuous treatment.

Form 10
 Manual of Instructions, U. S. A.
 (Revised Nov. 1931)

SYPHILITIC REGISTER

IN THE CASE OF

(Surname) **Whitesides**
(Given name)

Staff Sgt (Retired) Hq 24th Inf.
(Rank) (Co.) (Regiment or Staff Corps)

BIRTH

Date **Jan. 1, 1875** **(La)**

Race **Colored**

DATES OF ENLISTMENTS

Completed **30 years service Jan. 1, 1931.**

FINAL DISPOSITION OF CASE

Cured _____
 Discharged on account of _____

 Deserted _____
 Died **March 5, 1936.**

TRANSMITTAL OF REGISTER TO SURGEON GENERAL

Date **APR 21 1936**

Station **Fort Benning, Georgia.**

Signature *J. B. ...*
J. B. ...
 Surgeon General
 U. S. A.

9-5776
 Ed. Oct. 17-17-32

DATE AND POST WHERE DIAGNOSIS WAS MADE:
October 1, 1932.
Fort Benning, Georgia.

DATE AND PLACE WHERE INFECTION WAS CONTRACTED:
Unknown

DATE AND LOCATION OF PRIMARY LESION:
None initial lesion.

DATE AND NATURE OF SECONDARY LESIONS:
None

DATE AND NATURE OF TERTIARY LESIONS:
*in pupils, absent
 in, areas sculis -
 none ++.*
C. L. B.

Figure 29. (Part 1 of 3) The Syphilitic Register was used throughout the period covered by this monograph for all categories of Army military personnel. The various parts are illustrated above and on the succeeding two pages.

INSTRUCTIONS

1. This Register will be kept in the case of every soldier, and of every general prisoner, who has syphilis. It will be begun at the first station where the diagnosis is made, and will be continued until the patient is cured or permanently leaves the service.

2. A case is considered cured when the following conditions have been fulfilled:

(a) No treatment for one year during which there have been no symptoms, no positive Wassermann reactions and several negative ones.

(b) At the end of the year a negative provocative Wassermann reaction and a negative Luetin test.

3. The initial diagnosis, origin of infection, and principal lesions, with the dates of same, will be noted on page 2. Other important manifestations and memoranda worthy of remark will be noted under "Progress of case."

4. The serum tests to determine the status of the infection will be recorded by the dates and places thereof under "Serum reactions," indicating in the "Result" column the nature of the reactions by the symbols ++, +, +-, and -.

5. The medicines used and methods of administration will be noted by successive entries in the appropriate columns under "Treatment."

6. The stations where the patient serves or is confined during the period of observation and his movements from one to another will be recorded on the next to the last page.

7. When the patient is sent from one station or command to another the Register will be sent to the surgeon of the new station or command in time to arrive with or before the man, if possible. If the Register does not arrive within a reasonable time the surgeon will so advise the surgeon of the old station or command, and meanwhile will start a new Register until the original one is received.

8. Each medical officer will initial the entries made by his direction. He will sign in the appropriate columns the prescribed record of treatments.

9. On cure, or on termination of service or confinement, without reenlistment, the Register will be forwarded to the Surgeon General.

10. When the case is finally disposed of by discharge on certificate of disability, a full statement of the causes of the disability for which the patient was discharged, and of his present condition due to the syphilitic infection, will be recorded under "Progress of case."

3-3775

Place	Date	TREATMENT	Signature of Medical Officer
21 Benning, Ga.	10-1-32.	"Merial Luetin" 4.1.16. 4cc. t.i.d.	A. J. Rainey
1. BENNING, GA	OCT 1 1932	0.15 Bismuth Salicylate 1.0M. 4.1.16. "Merial Luetin" 4.1.16. 4cc. t.i.d.	A. J. Rainey
1. BENNING, GA	OCT 22 1932	0.15 Bismuth Salicylate 1.0M. 4.1.16. "Merial Luetin" 4.1.16. 4cc. t.i.d.	A. J. Rainey
1. BENNING, GA	OCT 29 1932	0.15 Bismuth Salicylate 1.0M. 4.1.16. "Merial Luetin" 4.1.16. 4cc. t.i.d.	A. J. Rainey
1. BENNING, GA	NOV 5 1932	0.15 Bismuth Salicylate 1.0M. 4.1.16. "Merial Luetin" 4.1.16. 4cc. t.i.d.	A. J. Rainey

Figure 29. Instructions for completing Syphilitic Register and page for recording treatment. (Part 2 of 3)

PROGRESS OF CASE

Aug. 20 - 33 -
Has Completed Three
Courses. Adm. in room.

June 33. Blood
Exam July 7 - 33 -
Wass and Kahn + +
Started on 4th course -

JLB

Dec 6. 33 - Has Com-
pleted 4th Course Progress
Satisfactory Requiring 5th
Course - this date - JLB

March 26, 1936
Completed 7 courses
antilnetic treatment.
Died March 5, 1936.
Examina of the brain.
JLB

SERUM REACTIONS		
Date	Result	Where Made
Sept. 16, 1932	Kahn +	1. WINNING, GA
Sept. 27, 1932	Kahn +	1. WINNING, GA
July 7, 1933	Kahn +	STONING, GA
Dec. 2, 1933	Wass +	
Jan 9, 1934	Kahn +	

Figure 29. Pages from Syphilitic Register for recording progress of case and serum reactions. (Part 3 of 5)

U. S. Army.

~~REGIMENTARY~~ ~~ENGINEER~~
~~ENGINEER~~ ~~ENGINEER~~

CERTIFICATE OF DISABILITY FOR DISCHARGE

OF

_____ alter A.

Private, Camp Utilities Detch. QMC
(Grade.) (Company and regiment or arm or corps or department.)

Enlisted Dec 7, 1917, at Los Angeles, Cal
 by Local Board Los Angeles Cal.

Age at enlistment, 26 yrs. and 9 mos.; occupation, Patrolman

Prior service (total) _____ yrs. and _____ mos. Last discharged Never, 19

Recommended for discharge on account of Relaxed ligaments
 site of old Pott's fracture.
 2. Hysteria. (State nature of disability.)

Became unfit for duty from present disease or injury (date) _____
 prior to enlistment

Disease contracted or injury received (date and place) _____
 prior to enlistment

When disability arose soldier was (state duty and service. If absent from
 company, cause and date) _____
 prior to enlistment

Cause of disease, or circumstances under which it appeared:
 [NOTE.—In case of wounds (other than wounds received in action), or
 injury, if the company commander has no personal knowledge as to how
 received, certificates of officers, affidavits of enlisted men, or other parties if
 practicable, having such knowledge, special reference being made therein as
 to the sobriety of the soldier at the time of the occurrence, will be procured
 and a copy appended to the certificate of disability, and the number so
 appended will be enumerated hereon. If no information is obtainable, so
 state.]

No information obtainable

Disability ~~was~~ incurred in line of duty.
 was not

E. A. Nelson
 2nd Lieut. Quartermaster Corps
 Commanding Utilities Det.
 Camp Lewis, Washington

February 27, 1919

*Strike out words not applicable

FORM No. 17, A. G. O. (1) 0-2822

Figure 30.
 (Part 1 of 4)

This form of Certificate of Disability for Discharge was used from sometime before 1912. It was changed to WD AGO Form 40 in 1924. This record was used for enlisted personnel only.

REPORT OF BOARD OF MEDICAL OFFICERS.

From a careful consideration of all the evidence obtainable in the case and a critical examination of the soldier,

WE FIND: That he is unfit for service as a soldier because of

1. Weak foot and ankle, traumatic
left due to left foot fracture
result of motorcycle collision Mar. 1917
at Los Angeles Cal. prior to enlistment
 Weakness has persisted continuously since
 accident. At site of injury longitudinal
 scar, stitches. No swelling or other
 objective symptoms walks rapidly limping.
 2. Hysteria neurotic tendency, insom-
nia, cries easily, numbness of ex-
trémities. Extention of left leg and
 foot clonic spasm induced, emotional
 instability, feeling of inadequacy,
 disinclination to work make it impossible
 to for this man to perform the duties of
 a soldier. Condition existed prior to
 enlistment.

because of these conditions he is
 unable to perform the duties of a soldier
 Soldier would not be benefitted by further
 treatment and therefore his discharge is
 recommended.

That the disqualifying disability ~~did~~ exist prior to enlistment and
~~did not~~ originate in line of duty.

That the medical officer who enlisted the soldier is ~~not~~ blamable (867 A. R.).

WE THEREFORE RECOMMEND

That the soldier be discharged for disability which ~~was~~ incurred in
 line of duty.

Length of time case has been under observation of one or more members of
 the board. One year and three months.

In view of occupation, to what extent is he disabled from earning subsistence?
One - tenth

The soldier ~~has~~ decline treatment for the relief of disability (161 A. R.).

Capt Thurman B. Haas, M. C.
 (Name.) (Rank.) (Corps.)
Lt. Charles Ballance, MC.
 (Name.) (Rank.) (Corps.)

*Strike out words not applicable.

8-2223

Figure 30. The Report of Board of Medical Officers
 (Part 2 of 4) appears on page 2 of the Certificate of
 Disability for Discharge.

1st Indorsement.

To the Commanding Officer,
Camp Utilities Detcht. Mar. 6, 1919.
(Post or Regiment.) (Date.)

2d Indorsement.

Headquarters **Camp Utilities, Mar, 11th, 19**
 To the Commanding General **Camp Lewis, Wash.**
 Forwarded recommending approval.

(John Coffee Hays)
 Major, Quartermaster Corps.
 Commanding **Camp Utilities.**

3rd Indorsement, March 13, 1919.

Office of Camp Surg. Camp Lewis, Ann Lake, Wash
 Discharge recommended.

H. C. Gibner
 (H. C. Gibner)
 Lieut. Col. Medical Corps.
 Camp Surgeon.

4th Indorsement, March 13, 1919.

Headquarters **Camp Lewis, Ann Lake, Wash., 19**

To the Commanding Officer:
Camp Utilities Detcht.
(Post or Regiment.)

The discharge of **Walter A. (266900)**
Pvt. Camp Utilities Detch. QMC.
 is **Approved.**
 By command of **MAJOR GENERAL LEITCH.**

(W. G. Miller)
 Major, A. G. D. Camp Adjutant.

(Additional sheets for indorsements, if required, to be attached here.)

(3) 2-222

Figure 30. Indorsements on the CDD.
 (Part 3 of 4)

Indorsement.

Indorsement.

Headquarters -----, 191

To The Adjutant General of the Army:

The soldier was discharged at this Post on the -----
day of -----, 191---, and was furnished with a
discharge certificate and duplicate final statements. He desires to be
addressed at -----
County of -----, State of -----

Commanding-----

INSTRUCTIONS.

1. When a company or detachment commander finds a soldier unfit for military service because of wounds or disease he will fill out the certificate on page 1 of this form (duplicate required only in case of insane soldiers, see instruction 5) and submit the case to the post or regimental commander, who will convene a board of medical officers to examine the soldier as provided in paragraph 169, Army Regulations, 1913.
2. If the board recommends the discharge of the soldier, the post or regimental commander will forward the certificate of disability with his recommendations thereon to the department or division commander.
3. The certificate, after having received the action of the department or division commander, will be returned to the post or regimental commander, who will, if the discharge is authorized, sign the soldier's discharge certificate, see that he is furnished with final statements in duplicate, and forward this certificate of disability directly to The Adjutant General of the Army. He will also inform the surgeon of the discharge, as provided in paragraph 160, Army Regulations, 1913.
4. This certificate will not, under any circumstances, be given into the hands of the soldier.
5. In case of an insane soldier the certificate of discharge will be prepared in duplicate and will be accompanied by the reports and papers required by paragraphs 465-470, Army Regulations, 1913.

Figure 30. Space for final indorsement on (Part 4 of 4) CDD, and Instructions.

Miscellaneous. A few medical records created in French and British hospitals, at Naval stations or on Naval ships, and at other institutions, are on file for some World War I soldiers. While these records are not always complete in all aspects, they are accepted as a part of the soldier's medical history. See figure 31 for a medical record which was prepared in a French hospital.

Current Use. Medical records are used primarily for establishing eligibility for veterans benefits. They have significant medico-legal value to the member concerned, his beneficiaries, and to the Government. They contain the basis for conclusions and guides to future actions in the medical professions and are used to a large extent for various types of research studies and projects.

References. Army Regulations 40-310, 40-1025, 40-1070, 40-1705, 40-2070, and 615-360; AR 1913 (par. 159); Annual Reports of the Secretary of War, 1916--1919; "Guide to Federal Archives Relating to the Civil War" (National Archives Publication No. 63-1); Manuals for the Medical Department 1911 and 1916; WD Circular No. 40, 1924; The National Archives Preliminary Inventory No. 17 (Records of the Adjutant General's Office); and World War I "Precedent" files labeled "Medical Records."

FRANCE

1st Gen Hptl Hospital. Serial No. in H. & D. Book *52953*

Regt. or Corps *M. A. C. P. A.* Ward _____

Troop, Battery or Coy. *11 Gen (Harvard) Hptl*

Regimental No. _____ Rank _____

Name *Paul*

Age *18* Total Service *3/12* *4/12*

Service with Field Force _____

Date of admission *20. 9. 17*

„ discharge to duty _____

„ death *4. 9. 17*

„ transfer (state where to) _____

„ „ (state where from) _____

No. of days under treatment _____ Religion _____

To be filled in by the Medical Officer in charge of case.

Date of wound or onset of disease _____

Disease _____

Operations *Original board taken by No 11 (Harvard) Hptl Gen Hptl*

Result of operation _____

Complications in order of occurrence _____

Signature of Medical Officer _____

One of these cards is to be completed for every patient received into hospital.
Clinical Notes to be entered on the back.

(137) W. 1591/M1722. 1,500 cas. 5/17. Can. P. Ltd. Form W. 3162/5.

Figure 31. The French medical card was used to document medical treatment of American soldiers while serving with the AEF.

OPINIONS AND DECISIONS BY THE LEGAL SECTION. Numerous questions, many of which concern the intent of Congress in passing various acts affecting World War I enlisted men, have been resolved by opinions or decisions rendered in the Office of the Judge Advocate General of the Army. Since 1849, there has been a Judge Advocate General (legal adviser) of the Army. Among the functions of his office is that of rendering decisions and opinions concerning the legal correctness of military administration, disciplinary action, and matters affecting the rights and mutual relationship of the personnel of the Army. Opinions deemed of special importance are normally published in bound volumes titled "Digest of Opinions of the Judge Advocate General," and "Opinions of the Judge Advocate General." The published ones are available for the information of the service in general, and are on file in the Center Library.

The majority of opinions rendered on World War I servicemen were never published. They are usually found filed with the records of the former soldier on whom the opinion was rendered. They cover numerous subjects. More opinions were required in connection with the application of the World War I Adjusted Compensation Act than with any other subject. Other subjects requiring a considerable number of opinions are: fact and nature of discharge; citizenship and alienage; removal of the charge of desertion under the Act of March 4, 1925; the status of training camp service; the status of men discharged from the draft; application of the True Name Act of August 22, 1912; and line of duty status. These can be located through the cross-reference 3- by 5-inch card file available in the World War I "Precedent" File. The cards are filed by subject, and the veteran's name is shown with the subject.

A written request to the Judge Advocate General is illustrated in Figure 32, and his opinion in response to this request is illustrated in Figure 33. Requests to the Judge Advocate General were frequently made by "Memorandum" rather than by "Disposition Form."

Current Use. The opinions and decisions of the Judge Advocate General establish precedents which are used in adjudicating future similar, analogous cases. The greatest number of such opinions and decisions during the World War I era were rendered in connection with the World War Adjusted Compensation Act of May 19, 1924. These and many others are used frequently in resolving the former servicemen's status for benefits currently administered by the Veterans Administration, for retirement creditation under the Civil Service Commission, or for verifying service data needed in connection with burials in National Cemeteries, and many others.

<h1 style="margin: 0;">DISPOSITION FORM</h1>		SECURITY CLASSIFICATION (if any)
FILE NO. AGAZ 201 _____	SUBJECT Status of _____, World War I Soldier	
TO TJAG	FROM TAG, Admin Svc Div	DATE 16 Dec 52 COMMENT NO. 1 Mr. Belnap/71984
<p>1. An opinion is requested as to the Army status of _____ service number _____ whether a certificate of honorable discharge could be issued in his case and, if so, the date of discharge.</p> <p>2. The records show that _____, service number _____ was inducted into the military service 18 July 1918 at Camden, South Carolina. He was placed on indefinite furlough with the Champion Lumber Company, Crestmont, North Carolina, 29 October 1918 and departed from there for his home on or about 20 December 1918. No record has been found to show that he reported back from his furlough or that he was discharged. On 18 September 1952 a determination was made showing that he was not in an ANOL status at the time he departed from the Champion Lumber Company on or about 20 December 1918.</p> <p>3. Under date of 7 March 1947 an opinion was rendered by the Judge Advocate General in the similar case of Henry _____ service number _____. This opinion was based on the fact that a letter was issued directing Henry _____ to return to camp for discharge. In the case of _____, no record has been found of an order recalling him for discharge and it is indicated by his statements that he never received such notice.</p> <p>4. The enlisted records of _____ service number _____ who was in a similar category but returned to camp and was honorably discharged, are also enclosed.</p> <p style="text-align: center;">FOR THE ADJUTANT GENERAL:</p> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 20px;"> <div style="width: 45%;"> <p>7 Incls</p> <ol style="list-style-type: none"> 1. WD AGO Form 214 2. Ltr 8 Apr 52 3. Enl rec (_____) 4. 201 file (_____) 5. Enl rec (_____) 6. 201 file (_____) 7. Enl rec (_____) </div> <div style="width: 45%; text-align: right;"> <p>/s/ Alton D. Shaw for BRUCE EASLEY, JR., Colonel, AGC Chief, Admin Svc Div, TAGO</p> </div> </div> <div style="text-align: center; margin-top: 20px; border: 2px solid black; padding: 5px; transform: rotate(-5deg); width: fit-content; margin-left: auto; margin-right: auto;"> <p style="margin: 0;">Original size, 8" x 10$\frac{1}{2}$"</p> </div>		
DD FORM 96 1 FEB 50 16-54801-0 U. S. GOVERNMENT PRINTING OFFICE		

Figure 32. A request by "Disposition Form" to the JAG for an opinion on a WW I serviceman. Such requests were frequently submitted in the form of a memorandum.

C O P Y

Original size;
8" x 10 $\frac{1}{2}$ "

JAGA 1952/9614

TO: The Adjutant General (Admin Svc Div) FROM: The Judge Advocate General DATE: 31 Dec 1952 COMMENT NO. 2 Lt Small/56377

Based on the evidence contained in the submitted file, it is the opinion of this office that _____ was constructively discharged from the military service. The Secretary of the Army may determine administratively the date that _____ was constructively discharged and may issue any form of discharge certificate which was then authorized for administrative issuance. The available information contained in the submitted file indicates that _____ could be found to have been discharged within such period of time following 20 December 1918 as would have been necessary to effectuate his discharge, and that issuance of a certificate of honorable discharge would be appropriate.

FOR THE JUDGE ADVOCATE GENERAL:

7 Incls
n/c

/s/ Robert H. McCaw
ROBERT H. MC CAW
Colonel, JAGC
Chief, Military Affairs Division

AGAZ

TO: Chief, DFRB, TAGO St. Louis 20, Mo. FROM: Admin Svc Div, TAGO DATE: 8 Jan 53 COMMENT NO. 3 Mr. Belnap/71984

For appropriate action to effect the actions indicated in the opinion of The Judge Advocate General in preceding comment.

7 Incls
n/c

/s/ Alton D. Shaw for
BRUCE EASLEY, JR., Colonel, AGC
Chief, Admin Svc Div, TAGO

Figure 33. An opinion of the JAG. Normally, such opinions were more lengthy and involved, depending on the subject to be resolved.

ORDERS. Orders are the medium of transmittal of instructions or commands which emanate from Army headquarters or from commanders of armies, brigades, regiments, military posts, and other units. Orders have the authority of law and reflect the policy governing the organization, maintenance, and operation of the Army. (1) General Orders announce appointments and promotions of Army Officers, the establishment of military posts, and generally whatever may be important to publish to the whole command. All General Orders published between November 1, 1912, and September 8, 1939, are in bound volumes by year, and each one is numbered. The first one published within the year is "No. 1." These are available in the Center Library. (2) Special Orders announce assignments, transfers, and furloughs of individuals; membership of General Courts Martial; marches of detachments of troops; establishment of temporary camps; and generally such matters as need not be published to the whole command, such as the changes in the status of the personnel (appointment, assignment, reassignment, detail, transfer, promotion, reduction, relief from active duty, discharge, retirement). A Special Order revealing the authority for a soldier's discharge is illustrated in figure 34. Special Orders are frequently found on file with the individual World War I military personnel records.

"PAPER INDUCTIONS." These are the records that were created for hospital internes and medical students who were brought into the Medical Enlisted Reserve Corps by regulations prescribed by the President (Section Z, Compiled Rulings of the Provost Marshal General No. 11, September 4, 1917). These regulations provided that hospital internes and second, third, and fourth year medical students of well-recognized medical schools be granted the privilege of enlisting in the Medical Enlisted Reserve Corps for the purpose of pursuing their education without interruption. Before their enlistment could be accomplished, however, it was necessary for them to clear themselves of their obligation under the Selective Service System. This was done by applying to the Surgeon General of the Army to be inducted into the military service and immediately thereupon to be discharged therefrom for the express purpose of enlisting in the Medical Enlisted Reserve Corps. Inductions under this procedure could be accomplished only after orders were issued to the men by The Adjutant General of the Army to report to their local board on a specified date, in person, or by mail or telegraph. A record of such induction is illustrated in figure 35. The record also contains instructions for the inductee's discharge and enlistment. While almost all inductions of this type were conducted by mail or telegraph, the men involved were ordered by The Adjutant General of the Army to report

HEADQUARTERS, CAMP GREENE,
Charlotte, N.C.

Special Orders, }

No. 44. }

February 13, 1918.

E X T R A C T .

15. Under authority contained in telegram, The Adjutant General's Office, January 27, 1918, Private Charles _____, Battery "B", 1st Maine Heavy Field Artillery (56th Pioneer Regiment of Corps Troops), will be discharged from the service of the United States by his Commanding Officer.

By command of Major General Cameron:

Major, 39th Infantry,
Camp Adjutant.

/s.
Copies to:
56th Pioneer Regt. of Corps Troops;

Original size,
8" x 10 $\frac{1}{2}$ "

Figure 34. A Special Order publishing the authority for a soldier's discharge in 1918. Special Orders promulgating directives affecting status are frequently found among his military personnel records.

rdt/wjn 369

December 10, 1917.

c/o Columbia University, New York, N. Y.

1. Under paragraph 3, Section Z, page 9, Compiled Rulings Provost Marshal General number 11, you were inducted into the military service on December 10, 1917.
2. From and after December 10, 1917 you are in the military service of the United States. You will immediately report in person to the Commanding Officer, Fort Jay, Governors Island, New York.

_____, who has been instructed to discharge you from the National Army and enlist you in the Medical Section of Enlisted Reserve Corps.

By order of the Secretary of War:

F C
Adjutant General.

Original size,
8" X 10½"

Figure 35. Letter informing medical student of his "induction" (commonly known as the "Paper Induction"), with instructions to report for immediate discharge and enlistment in the Medical Enlisted Reserve Corps. See also figure 36.

in person at a specified place for discharge and enlistment in the Medical Enlisted Reserve Corps. The places specified to report were military installations and the commanding officers' thereof were notified in each case. See figure 36.

Current Use. These records are the primary source documents for answering any kind of reference service inquiry involving the military status of the individual. They either prove or refute any allegation of creditable service for use in claims for benefits of many kinds, and they are also used in answering various types of inquiries prompted by purely personal reasons.

References. Special Regulations No. 48, 1917; Section Z, Compiled Rulings of the Provost Marshal General No. 11, September 4, 1917; World War I "Precedent" File Labeled "Paper Inductions."

PAY CARDS. The pay card was used to record all facts concerning the pay of the enlisted man. Form No. 644, A.G.O., edition of March 12, 1918, was the original record (figure 37). The form was changed May 31, 1924, to W.D., A.G.O. Form No. 26 (figure 38). In July 1926, regulations for its gradual discontinuance were published pending consolidation with the Service Record. The final discontinuance of the pay card was authorized in Section I, Circular No. 37, War Department, 1927. Thereafter, all information shown on the pay card was to have been entered in the Service Record. However, some pay cards will be found in the enlisted jackets for men who first enlisted in the Army after this Circular was issued.

Current Use. In addition to their use in resolving matters pertaining to pay, the pay cards are especially useful in resolving discrepancies or omissions in the service records. The cards usually reflect dates of military service events such as enlistment, assignment, transfer, discharge, industrial or agricultural furlough, absence without official leave, desertion, and promotion or demotion with grade. The October 7, 1918, edition of the pay card provided for entry of date of birth.

References. ABs 345-10 and 345-150; WD Circulars No. 138, 1921, No. 73, 1926, and No. 37 (Sec. I), 1927; WWI "Precedent" Files labeled "Records Found in Files of Personnel Records Section."

fdt wjn 369
H/MOriginal size,
8" X 10½"

December 10, 1917.

From: The Adjutant General of the Army.

To: Commanding Officer, Fort Jay, Governors Island, N. Y.

Subject: Discharge from National Army and immediate reenlistment
in the Medical Enlisted Reserve Corps.

1. ~~XXXXXXXXXXXX~~ o/e Columbia University, New York, N. Y. was inducted into the military service December 10, 1917 as a selected man. He has been directed to report to you in person for discharge and enlistment in the Medical Enlisted Reserve Corps. You will discharge him from the National Army under provisions of paragraph 3, section 2, Compiled Orders of the Provost Marshal General No. 11, delivering to him his certificate of discharge for the convenience of the government as a recruit, unassigned, National Army. You will then immediately reenlist him as a member of the Medical Enlisted Reserve Corps under section 53 of the National Defense Act, approved June 3, 1916. After enlistment you will place this man upon the inactive list Medical Enlisted Reserve Corps and permit him to resume his studies.

2. In making enlistments under these instructions your attention is invited to paragraphs 34, 35, and 36 Special Regulations 48, Enlisted Reserve Corps, copy inclosed. The necessary blanks are inclosed herewith to enable you to comply with these instructions.

By order of the Secretary of War:

Inclos*

Adjutant General.

Chairman Local Board, Division No. 156, 72 E. 108th St.,
New York, N. Y.

Figure 36. Letter to Commanding Officer of installation to which "paper" inductee was to report for discharge and immediate enlistment in the Medical Enlisted Reserve Corps.

Form No. 644, A. G. O.
(Ed. Mar. 1-18)

*Regular Army *National Army
*National Guard *Enlisted Reserve Corps
*Strike out words not applicable.

PAY CARD.

MONTHLY WAR RISK ALLOTMENTS (CLASSES A AND B).

Class *B*, \$ *1.40* from *Feb 1, 1918*, Discontinued *1918*, 191..

Class *A*, \$ from *1918*, Discontinued *1918*, 191..

Class *A*, \$ from *1918*, Discontinued *1918*, 191..

MONTHLY WAR RISK AND PRIVATE INSURANCE PREMIUMS (CLASSES C AND D).

Class *C*, \$ *36* from *Feb 1, 1918*, Changed to \$ *15*, 191..

Class *C*, \$ from *1918*, Changed to \$ *1918*, 191..

Class *D*, \$ from *1918*, Changed to \$ *1918*, 191..

MONTHLY CLASS E ALLOTMENTS.

(Including Liberty Bond Allotments.)

Class E, \$ *15.00* from *July 1, 1918*, Discontinued *1918*, 191..

Class E, \$ from *1918*, Discontinued *1918*, 191..

Class E, \$ from *1918*, Discontinued *1918*, 191..

FORFEITURES, DEDUCTIONS, AND PARTIAL PAYMENTS.

(Stoppages for loss of or damage to Government property or supplies; amounts due on account of partial payments, overpayments, post exchange, post laundry, tailor, company fund, transportation, or subsistence; and stoppages, including detained pay, under sentence of court-martial and on account of absence without leave, absence from duty because of disease resulting from the soldier's own intemperance use of drugs or alcoholic liquor or other misconduct, etc.)

Data.	Description and amount of stoppage.	Rolls on which deducted. (Give months and amounts.)
191		
191		
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191		
191		

Date of enlistment *June 4, 1917* Enlistment period *10 yr.*
 (Surname.) *Gordon W.* (Christian name.) *12* (Number.)
 2-2757

Assigned to _____ 191..
 Transferred to *Hq. Det. 1st Mech. Inf. Regt. Aug. 8, 1918* 191..
 Transferred to *Hosp. Hoboken N.J. Aug. 23, 1918* 191..
for Gordon Ga Aug. 25, 1918
 Grade *Private* 191..
 Grade _____ 191..
 Grade _____ 191..
 Grade _____ 191..

ADDITIONAL PAY.
 (Marksmanship, gunner qualification, rating, mess sergeant, extra duty, certificate of merit, foreign service, shoot payment, etc.)
2nd U.S. in a C. Co. Mar 6, 1918
arrived May 17, 1918
with 1st Co. 1st Mech. Inf. Regt.
 Foreign service to *July 27, 1919*
 Signature of soldier *H. W. Miller*
 (To be signed and witnessed when card is started.)

Witnessed by *P. J. Lawrence, 1st Lt., 1st Co., 1st Mech. Inf. Regt.*
 (Signature, with rank and organization of witnessing officer.)
 † Date *Mar. 25, 1919* Last paid in full to include *Feb. 28, 1919*
 by *Major Houston, QMC*
 (Signature, with rank and organization of personnel officer.)
 † Date *July 17, 1919* Last paid in full to include *June 30, 1919*
 by *Mr. C. Kowarski, C.M.C.*
 (Signature, with rank and organization of personnel officer.)
 † Date *8/8/1919* Last paid in full to include *July 31, 1919*
 by *Capt. F. H. Richey, QMC*
J. McCroy, Cpt. MC USA
 (Signature, with rank and organization of personnel officer.)
 † Date *Aug. 15, 1919* Last paid in full to include *July 31, 1919*
 by *Capt. F. H. Richey, QMC*
C. C. ...
 (Signature, with rank and organization of personnel officer.)
 † To be filled out only in case of transfer or detachment.

- INSTRUCTIONS.**
- A pay account on this form will be opened for each soldier upon enlistment or reenlistment, or upon entry into active service in case of reservists.
 - When the soldier is to be transferred or detached, this card, indorsed by the personnel officer, will be delivered to the company or detachment commander, who will make a copy of so much thereof as may be required for the preparation of indorsement on the service record. If the soldier is a member of a party to be transferred or detached, the card will be turned over by the company or detachment commander to the officer or noncommissioned officer in command of the party. If he is to travel alone, or if no officer or noncommissioned officer be placed in command of his party, the card, inclosed in a sealed envelope will be turned over to the soldier. Upon arrival of the party or the individual soldier at the new station this card will be delivered to the new company or detachment commander, who will, when practicable, compare the entries thereon with the service record and transmit the card to the new personnel officer.
 - Each **signature or interlineation** on this card will be initialed by the personnel officer.
 - In case the space provided for any part of the record proves insufficient, the entries will be extended on an extra sheet provided for the purpose, Form No. 644a, A. G. O.
 - When the soldier is furloughed to the reserve, discharged, or otherwise separated from the active service, his pay card will be filed with the service record.

Figure 37. Pay card used from March 1918 to about May 1924. Form No. 644a, Extra Sheet, was added as needed.

PAY CARD

(See AR 945-150)

F

Date of enlistment Jan 24, 1924
 Completed years 1 mos. 14 days for longevity pay at enlistment.
 Has ever _____ years service.
 Enlistment allowance of \$ _____ for the grade of _____
 paid on pay roll for _____, 19____ (See AR 35-2420)

Grade	Authority	Date

SPECIALIST RATING

Class	Authority	From	To
6-c	1st ind. H. & C. Q. Surg Off. 31st Inf.	Dec 24, 1926	19
6-c	1st ind. H. & C. Q. Surg Off. 31st Inf.	19	19
6-c	1st ind. H. & C. Q. Surg Off. 31st Inf.	Jan 12, 1927	Jan 12, 1928
6-c	1st ind. H. & C. Q. Surg Off. 31st Inf.	Apr 28, 1928	June 6, 1928

INSURANCE

* Class C (Term) } \$ _____ from _____, 19____
 * Class D (Converted) } (Amount) _____, 19____
 Monthly premium, \$ _____ Discontinued _____, 19____
 Class C (Term) insurance converted into Class D (Converted) insurance:
 \$ _____ on _____ (Kind) _____, 19____
 * Class C (Term) } \$ _____ from _____, 19____
 * Class D (Converted) } (Amount) _____, 19____
 Monthly premium, \$ _____ Discontinued _____, 19____
 * Class C (Term) } \$ _____ from _____, 19____
 * Class D (Converted) } (Amount) _____, 19____
 Monthly premium, \$ _____ Discontinued _____, 19____

CLASS E ALLOTMENTS

Amount	From	Period	Discontinued
20.00	May 1st, 1927	21 mos	July 28, 1928

W. D. A. G. O. Form No. 28
 8-5787 May 31, 1924
 * Strike out words not applicable

QUALIFICATION IN ARMS

Qualification	Authority	Date	Compensation per month

ADDITIONAL PAY

(Medals, foreign service, short payments, etc. Give dates)

FORFEITURES, DEDUCTIONS, AND PARTIAL PAYMENTS

(Stoppages for loss of or damage to Government property or supplies; amounts due on account of partial payments; balances due the United States at semi-annual settlements of clothing accounts and at desertion; overpayments; amounts due the post exchange, post laundry, tailors, company fund; transportation or subsistence; stoppages, including detained and forfeited pay under sentence of court-martial, and on account of absence without leave, absence from duty because of disease resulting from the soldier's own intemperate use of drugs or alcoholic liquor or other misconduct.)

Date	Description and amount of stoppage	Rolls on which deducted (Give months and accounts)
4/2/26	PAID U.S. PARTIAL PAYMENT	APR 30 PAID
6/9/26	PAID U.S. PARTIAL PAYMENT	MAY 31 PAID JUN 30 PAID PAID JUL 31
8/7/26	PAID U.S. PARTIAL PAYMENT	PAID SEP 30 1926
1/5/27	PAID U.S. PARTIAL PAYMENT	

Figure 38. Pay card used from about May 1924 to about 1927, after which the information was recorded in the Service Record. This is a four-page record, illustrated here and on the next page.

PRESIDENTIAL PARDON RECORDS. Warrants of Pardons, with related material, are sometimes found in the files for World War I servicemen who were pardoned by the President for military offenses for which they had been convicted by court-martial.

The majority of pardon requests were initiated by persons who, having been convicted of desertion, stood to lose their citizenship rights under Sections 1996 and 1998, United States Revised Statutes (modified by an Act of August 22, 1912), or some rights under State law. Requests were also submitted by persons who simply desired to clear their records of the type of discharge received (dishonorable or without honor), the question of restoring citizenship rights not involved.

Citizenship rights of servicemen were forfeited upon conviction by a general court-martial of desertion committed prior to August 22, 1912, or subsequently IN TIME OF WAR only. The President's proclamation of March 5, 1924, restored forfeited civil rights to former soldiers who were convicted of deserting the military service between November 11, 1918, and July 2, 1921. The President's proclamation of December 23, 1933, covered certain war-time offenses which could be reached by a pardon; however, actual war-time desertion offenses committed between April 5, 1917, and November 11, 1918, remained untouched until 1958, when ruled unconstitutional by the Supreme Court insofar as loss of nationality was involved.

The President of the United States is empowered to grant pardons for crimes and offenses against the United States. Prior to the latter part of 1921, the Department of Justice prepared, countersigned, and recorded warrants of pardons for all offenders against the laws of the United States. From December 1921 to September 1937, the War Department prepared its own warrants of pardon and submitted them to the President. In September 1937, the Attorney General agreed to cooperate with the War Department in making investigations into the character, habits, and associates of the applicant in civil life.

A "warrant of pardon" pertaining to a World War I soldier is illustrated as figure 39. The related material created in the course of processing a pardon case becomes a permanent part of the soldier's military personnel records. This material normally consists of the following: An application for pardon to restore civil rights, a memorandum of facts of military history, and correspondence to the Attorney General with the recommendation of the War Department. Normally, the Department of Justice, after completing its customary investigation and final action, either sends the warrant of pardon to the applicant or advises him of any other action taken. Copies are sent to the War Department. These papers are then sent to the Judge Advocate General of the Army to note and return to the Military Personnel Records Center where they are filed with the former soldier's military personnel records.

Franklin D. Roosevelt,

President of the United States of America,

To all to whom these presents shall come, Greeting:

Whereas

██████████ was inducted into the military service on May fourth, 1918; and

Whereas the said ██████████ was arraigned at Vladivostok, Siberia, on December tenth, 1919, charged with the larceny of a pistol, value about Fourteen dollars and ninety-three cents (\$14.93), property of the United States, and upon a plea of not guilty was convicted by a general court-martial on December thirty-first, 1919, and sentenced to be dishonorably discharged from the military service, with forfeiture of all pay and allowances due or to become due, and confinement for one year; and

Whereas the sentence of the said ██████████ was approved by the reviewing authority on January eighth, 1920, and the Pacific Branch, United States Disciplinary Barracks, Alcatraz, California, was designated as the place of confinement to which he was duly committed; and

Whereas on June fifteenth, 1920, the unexecuted portion of the sentence was remitted by the War Department and the said ██████████ was ordered discharged under the provisions of paragraph 139(I), Army Regulations, 1913, and discharged, not honorably, on June twenty-fourth, 1920; and

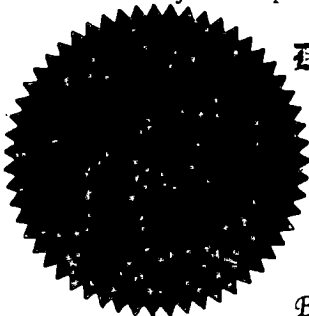
Whereas it has been made to appear to me that the said _____

is a fit object of executive clemency: _____

Figure 39. A "Warrant of Pardon" issued in 1941 by President Roosevelt (Part 1 of 2) for purpose of restoring former soldier's civil rights.

Now, therefore, be it known, that I,
Franklin D. Roosevelt, President of the United States of America,
in consideration of the premises, divers other good and sufficient reasons me thereunto
moving, do hereby grant unto the said [REDACTED] a full and unconditional pardon
for the purpose of restoring his civil rights.

In testimony whereof I have hereunto signed my name and caused
the seal of the Department of Justice to be affixed.



Done at the City of Washington this Thirtieth day
of July in the year of our Lord One Thousand
Nine Hundred and Forty-one and of the Independence
of the United States the One Hundred and sixty-sixth.

By the President:

Attorney General.

Figure 39. Page 2 of "Warrant of Pardon."
(Part 2 of 2)

While pardons restore civil rights forfeited by reason of conviction of military offenses, they do not operate to change a former soldier's military status nor to alter the fact that he was dishonorably discharged from the military service. A pardon does not confer any benefits enjoyed by honorably discharged soldiers. In other words, a pardon does not change the historical facts of a court-martial or dishonorable discharge, but only operates on the unexecuted penal consequences and disabilities growing out of the sentence.

References. Digest of Opinions of the JAG of the Armed Forces, Vol. 7, 1957-58; USAAC Standing Operating Procedures; World War I "Precedent" Files labeled "Clemency."

REPORTS OF DEATH. These are the records prepared on soldiers who died while in the military service. Reports of death have been traced back to the Civil War. Form No. 415, A.G.O., "Report of Death and Disposal of Remains," was in use on November 1, 1912. The edition of July 10, 1918, was designated simply "Report of Death." Some reports of death during the World War I period were recorded on blank paper, by letter, or on the outside of plain envelopes.

During the World War I period, reports of death were prepared by the surgeon in triplicate immediately after death, or by the immediate commanding officer of the deceased if no medical officer was on duty with the command. All three copies were then forwarded to the Adjutant General of the Army, and all three of these are usually found in the deceased's enlisted jacket. The form for the World War I reports of death were:

Form No. 415, A.G.O., Report of Death and Disposal of Remains (figure 40).

Form No. 415, A.G.O., Report of Death (figure 41).

W.D., A.G.O., Form No. 52, Report of Death (figure 42).

Current Use. These records are used in adjudicating claim of deceased's next of kin and in establishing the rights of those who may be entitled to any benefits based on the deceased's military service, as well as to protect the interest of the United States. In response to the many

REPORT OF DEATH AND DISPOSAL OF REMAINS.

(Surname.)

(Christian name.)

Private 1st Class Mad. Dept. U.S.A.
(Grade.) (Company and regiment or corps or department.)

(If civilian, capacity and department in which employed.)

Date of death: September 4, 1917.

Place of death: U.S. Army Base Hospital No. 5,
Dannes-Camiers, France.

* Cause of death: Multiple gunshot wounds caused
by explosive bombs dropped by hostile
aircraft on U.S. Army Base Hospital No. 5.

Date and place of burial, with No. and locality of grave. (If not interred at post,
state disposition made of remains) Military Cemetery,

Etaples, France. Grave No. U-41

September 8, 1917.

Married or single? If married, name and address of widow:

Single

Remarks:

Original size
3 3/4" x 8 1/2"
(One page)

Lt. Col. H. C. [Signature] Commanding.

Station: Dannes-Camiers, France.

Date: October 4, 1917.

EXTRACT FROM ARMY REGULATIONS.

- 1824. The following reports are required by the War Department in the case of the death of a soldier in the active service:
(a) Report of death and disposal of remains (Form No. 415, A. G. O.) to be made by the commanding officer of the post or station or of a command in the field, and forwarded directly to The Adjutant General of the Army as soon as practicable after final disposition has been made of the remains.

Form No. 415, A. G. O.
Ed. May 22-17-29, 1917.

2-421

Figure 40. Report of Death and Disposal of Remains form used from 1912 until 1918.

REPORT OF DEATH

Training Center, Camp Lee, Va.
February 2nd, 1919

(Surname.) (Christian name.) (Army serial number.)

PT. ~~...~~ Co. K. 62nd Infantry
(Grade.) (Organization.)

died Jan. 21st 1919 at Base Hospital
Nature of injury or disease 1. Appendicitis acute, suppurative. 2. Intestinal obstruction. 3. Peritonitis, acute, general.

Direct cause of death Peritonitis, acute, general.

Death ^{was} in line of duty and ^{was} the result of the deceased's own willful misconduct.

W. R. Bear
(Signature of medical officer.)

ST/Sec W. R. Bear, Lt. Col. Med. Corps
1st Ind.

Camp Lee, Virginia, Feb. 4, 1919
TO THE ADJUTANT GENERAL OF THE ARMY,
Washington, D. C.

- *The report of the surgeon is approved.
- The deceased was ^{single} at time of death.
- Amount of Government insurance in effect at time of death, \$None Date 12/31/18.
- Name and address of person who was to be notified in case of emergency:

brother
(Name and degree of relationship; if friend, so state.)

None
(No. and street or rural route; if none, so state.)

Louisville, Colorado
(City, town, or post office.) (State or country.)
- Date and place of burial, with number and locality of grave. (If not interred at post, state disposition made of remains.)

Remains shipped to emergency
address, Louisville, Colorado.

Remarks None.

W. C. Robinson
W. C. Robinson,
1 Service Record, Captain, 62nd Infantry
1 Pay Card. (Commanding.)
1 Final Statement.
*2 Inventories of Effects.

Form 415, A. G. O. Ed. July 10, 1918. *8 (Strike out words not applicable.)

Copies of record furnished B. W. & L. and G. M. G.

Figure 41. Report of Death form used from 1918 to 1925.

3A

FORM FORWARDS BY SURGEON

No. _____

REPORT OF DEATH

(See AB 25-25 and AB 25-25)

Class (name) (First name) (Middle initial) (Army serial number)

Pvt. Batty "E" 19th F.A.

(Grade) (Company) (Regiment) (Branch)

died 2:22 A.M. December 8th, 1932

at Station Hospital, Carlisle Bks, Pa.

Nature of disease or injury Intestinal obstruction, acute of ileum from loops of ileum passing under old adhesions of liver posterior inferior surface of bladder and lower portion of sigmoid colon. Origin of adhesion acute. Peritonitis, acute, following

Direct cause of death Intestinal obstruction, acute.

Death occurred in line of duty and was not the result of the deceased's own misconduct.

H.G. Weyer
H.G. Weyer, Major, M.C.
(Signature of medical officer)

Surgeon

Place Carlisle Bks, Pa.

Date December 8th 1932.

Carlisle Barracks Pa.
Date December 9, 1932.

*The report of the surgeon is approved.

Date and place of burial. (If not interred at station, state disposition made or to be made of remains. Remains sent to Carlisle Bks, Pa. in a casket and buried over to relatives to be buried in Willowview Cemetery, Carlisle, Pa.)

Remarks: None.

G.L. McKinstry
Lieut. Col. Medical Corps.
Commanding.

*Write out if inapplicable.

W. D., A. G. O. Form No. 28
September 25, 1925

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General

The deceased named in the foregoing report was Government Employee

Warrant of Discontinuance of Detention (W.D., A.G.O. Form No. 28) mailed to United States Veterans' Bureau, _____, 1932

The deceased named in the foregoing report had not an allotment

Warrant of Discontinuance of Allotment (W.D., A.G.O. Form No. 28) mailed to Finance Officer, U. S. Army, Washington, D. C., _____, 1932

The total monthly rate of pay of the deceased exclusive of allowances for subsistence and quarters at date of death was \$ 21.00

Date of current enlistment JUNE 10, 1922.

Completed 2 yrs. 1 mo. 1 days service for longevity pay at date of death.

Specialist rating None.

Qualifications for which soldier received additional pay 0.

James K. ...
Adjutant

RECORDS FORWARDED

	NUMBER
Warrant of Discontinuance of Detention	1
Warrant of Discontinuance of Allotment	1
W.D., A.G.O. Form No. 28	0
Warrant of Discontinuance of Detention	0
Proceedings Dead Officer	0
Final Statement	1
Inventory of Effects (I)	2
Report Book	0

Reason for not forwarding a required paper will be stated below:

NO Designation of beneficiary: None.

Original to file 1-16-33 MXT-43

Copy to Finance Officer 1-16-33 MXT-43

*Write out if inapplicable.

†The personnel adjacent will enter in this column the number of copies of each report or record forwarded, using pencil if desired.

Figure 42. Report of Death form used from 1925--still in use in September 1939.

requests for death certificates on military personnel who died while in service, official statements of death are prepared and furnished from the reports of death. These are normally accepted as proof of death in lieu of death certificates. (Reports of death for military personnel were not furnished to the Bureau of Vital Statistics of the various states.)

References. AR 1913, pars. 83½, 162½, and 167; ARs 600-550 and 345-800; WD Circulars Nos. 98, 1918, 205, 1922, and 71 (Sec III), 1923; Preliminary Inventory of the Records of the Adjutant General's Office, The National Archives, No. 17, page 102.

REPORTS OF DESERTION AND REPORTS OF APPREHENSION OR SURRENDER. A soldier absent without leave was not considered to be in desertion until an investigation was made and there was reasonable assurance that he INTENDED to stay away permanently. When such a conclusion was reached, he was dropped from the rolls and a Report of Desertion was prepared by the custodian of the service record and forwarded, with the service record and various other records, to The Adjutant General of the Army. The information for the Report of Desertion was taken from the morning report. Form No. 631, AGO and WDAGO Form No. 44 were the two Report of Desertion forms in use during the period of the records covered in this monograph. These are shown as figures 43 and 44.

Upon apprehension or surrender, a "Report of Apprehension or Surrender of a Deserter" was prepared at the place of confinement and sent immediately to the Adjutant General. The Adjutant General then matched these with the records received with the Report of Desertion and forwarded them to the place of confinement. Form 632, AGO, and WDAGO Form 46 were in use during the World War I period. See figures 45 and 46.

Current Use. These records are useful in determining time lost in the adjudication of claims. They are also used in closing out the records of deserters who never surrendered or who were never apprehended and returned to military control.

References. AR 615-300 with changes (prior to September 9, 1939); AR 345-125, Change 2, par. 41(2), August 10, 1938; AR 1913, par. 118; JAG Opinion 342.18, January 19, 1922 (WWI "Precedent" File); WD Circular No. 70, Nov. 4, 1924; WD Bulletins Nos. 67 and 72, 1917.

No. 1

REPORT OF DESERTION

(Last name) (First name) (Middle initial) (Army serial number)
Private Company "L", 10th Inf.,
 Attached to **100th Inf.**
 absented himself without proper leave on **Jan. 21, 1918**
 and is on this **4th** day of **February, 1918**
 dropped as a deserter

Witness as to charge of desertion:
1st Lt [redacted] 10th Infantry
1st [redacted] 1, 3243207
Company L, 10th Infantry
Spl. Lowell C. Kelly, 24638190, Co. L,
10th Inf.

I certify that the foregoing report is a true and correct statement of the military status of the soldier named above on the dates given, and is based on my personal knowledge as the soldier's immediate commanding officer

The soldier is also charged with additional offenses as follows (give a summary only; if none, so state):

Witness as to additional offenses:

Ernest R. Stiles
ERNEST R. STILES,
1st Lieut., 10th Infantry
 Commanding Co. L

Place **Fort Hayes, Columbus, Ohio.**
 Form No. 100, A. G. O.

To The Adjutant General of the Army
INSURANCE

The soldier named in the foregoing report ~~had not~~ Government Insurance.

~~Notification of Discontinuance of Deserter (Form No. 10, A. G. O.) mailed to [redacted] [redacted] Bureau~~

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ALLOTMENTS

The soldier named in the foregoing report ~~had not~~ an allotment running.

~~Notification of Discontinuance of Allotment (Form No. 10, A. G. O.) mailed to Finance Officer, U. S. Army, Wash.~~

482b

S. C. [redacted]
S. C. [redacted] [redacted]

REPORTS AND RECORDS FORWARDED		THESE COLUMNS ARE FOR ADD USE ONLY	
Name	Date	Blank papers sent to	Receipt and Quantity to AGO
Service Record	/		To file
Pay Card	/		To file

Reason for not forwarding a required paper will be stated below.

Original size
 3 3/4" x 8 1/2" (Front
 and back)

*Strike out words not applicable.
 †The personnel adjutant will enter in this column the number of copies of each report or record forwarded, using pencil if desired.

Figure 43. Report of Desertion record used from about 1912 to June 30, 1924, for recording facts of desertion.

To be Forwarded in Triplicate No. _____

REPORT OF DESERTION

(DA FORM 28)

Last name (First name) (Middle name) (Army serial number)
Art. **Company "D", 6th Engrs.**
(Rank) (Company, regiment, etc. branch)

absented himself without proper leave on **JUNE 1, 1928** §
 and is on this **11th** day of **June**, 1928 §
 dropped as a deserter.

Witnesses as to charge of desertion:

....., 1st Lt., 6th Engineers,
 1st Sgt., Co. "D",
 6th Engrs

.....

.....

The soldier is also charged with additional offenses as follows (give a summary only; if none, so state):

None.....

.....

Witnesses as to additional offenses:

None.....

.....

PERMANENT
Anthony H. Bond
ANTHONY H. BOND (and signature)
 Capt. 6th Engrs., Personnel Adjutant
 Commanding

Place: **Hq., 2nd Bn., 6th Engineers,**
 W. B. A. G. O. Form No. 44 **St. Louis, Mo.**
 Oct. 14, 1924

To The Adjutant General!

INSURANCE

The soldier named in the foregoing report had not Government Insurance.

.....

ALLOTMENTS

The soldier named in the foregoing report had not an allotment running.

.....

.....

Anthony H. Bond
ANTHONY H. BOND, Personnel Adjutant
 Capt. 6th Engrs.

REPORTS AND RECORDS FORWARDED	NUMBER	Blank papers called for	Receipt and disposition to A. G. O.
Servic Record	1		To file
Pay Card			To file
Unissued Clothing Record	1		
Let of clothing left at post	5		
Report of Investigation	3		

Reasons for not forwarding a required paper will be stated below:

Original size, each page: 3 3/4" x 8 1/2" (Four pages)

* Strike out words not applicable.
 † The personnel adjutant will refer to this column the number of copies of each report or record forwarded, using pencil if desired. 2-2171

(2)

Figure 44. Report of Desertion record used from June 30, 1924 (still in use September 1939), for recording facts of desertion. (Pages 1 and 2.)

EXTRACT COPY OF MORNING REPORT OF-

Co. "D", 6th Engrs., Ft. Lewis, Wn.
(Company, troop, battery, or detachment) (Regiment or other organization)

June 1928.

- 1. Pvt. [redacted] duty to AWOL 6:00 AM
AHB OPH
- 11. Pvt. [redacted] AWOL to desertion
AHB OPH

Co. "D", 6th Engrs., Ft. Lewis, Wn.
(Complete designation of command named in first certificate) June 22/28

I, C. F. HARDY, 1st Lt., 6th Engrs.,
(Name, rank, and branch)

that I am the commanding officer of Co. "D", 6th
(Complete designation of command named in first certificate)
Engrs., and official custodian of the morning reports
(Name of command)

of said command, and that the foregoing is a true and complete copy including any signature or initials appearing thereon of that part of the morning report of said command submitted at Fort Lewis, Washington,
(Place)

for the dates indicated in said copy which relates to
Art. [redacted] Pvt. [redacted]
(Full name, rank, grade, and organization of person referred to in first certificate)

Co. "D", 6th Engrs., Ft. Lewis, Wn.
(To be filled in by)

C. F. HARDY,
1st Lt., 6th Engrs.
(Rank and branch)

Headquarters 2nd Bn., 6th Engrs.
(Complete designation of command named in first certificate)

Ft. Lewis, Wn., 6/22/28

I, JOHN W. SCHULZ, Major, 6th
(Name, rank, and branch)
commanding officer of the command last above named.

*If the Extract Copy of Morning Report is offered in evidence before a court-martial, it must be dated and filed on page 1 and 2.

My that Co. "D", 6th Engrs.
(Complete designation of command named in first certificate)

is a part of my command; that C. F. HARDY,
(Name, rank, and branch)

1st Lt., 6th Engrs., the commanding officer of
(Name, rank, and branch)

Co. "D", 6th Engrs., and official
(Complete designation of command named in first certificate)

custodian of the morning reports thereof; that the signature attached to the foregoing certificate is a genuine signature of said officer; and that to his certification full faith and credit are and ought to be given.

JOHN W. SCHULZ,
Major, 6th Engrs.
(Rank and branch)

Figure 144. Pages 3 and 4 of Report of Desertion, W.D., A.G.O. Form (Part 2 of 2) No. 144.

SOLDIER TO BE FORWARDED IN DUPLICATE

TO BE FORWARDED IN DUPLICATE.

No.

**REPORT OF APPREHENSION OR SURRENDER
OF A DESERTER**

(Last name) (First name) (Middle initial) (Army serial number)
Pvt. Det. Quartermaster Corps

(Grade) (Company; regiment; branch)

an alleged deserter, ~~is~~ **surrendered himself**
 at **Fort Reno, Oklahoma.**

on **Dec. 15th**, 1922 **and was returned to military control**
 at **Fort Reno, Oklahoma**

on **December 15th**, 1922

by _____

Reward for apprehension has not been paid.

[Signature]
 Place **Reno, QMD., Fort Reno, Okla.**

Date **December 15, 1922**

Received **A. G. O. Dec. 13 1922**

WAR DEPARTMENT, A. G. O., **Dec. 18**, 1922
 Co., **The P.A. School, Ft. Sill, Okla.**

Service record and pay card are furnished herewith. Also
 ICR, Rpt. of Des. and Cle. List.

inclosures **all-48**

Second Indorsement

Hq. _____, 1922

The charge of desertion against the soldier named above has
 been disposed of as follows:

- Tried by CM and convicted of *desertion *AWOL only.
- Removed as erroneously made.
- Restored to duty without trial.
- Soldier discharged for physical unfitness and desertion admitted.
- Soldier discharged for physical unfitness and desertion not admitted.

_____, Adjutant.

* Strike out words not applicable.

Form No. 622, A. G. O.
 May 23, 1921. 2-5227

Figure 45. Report of Apprehension or Surrender of a Deserter used from 1912 to June 1924.

Original size
3 3/4" x 8 1/2"
(One page)

**REPORT OF APPREHENSION OR SURRENDER
OF A DESERTER**
(See AR 615-200)

.....
(Last name) (First name) (Middle initial) (Army serial number)

Private Air Service
(Grade) (Company, regiment, and branch)

an alleged deserter, * was apprehended
* was apprehended by himself

at Sunbury, Penna.

on 9/26/25, 102, and was returned to military control
at Carlisle Barracks, Penna.

on 9/30/25, 102

by Detective

.....
* has not been paid. Pending verification of desertion.

W.H. Richardson, Major, MC.U.S.A., Adjutant.
(Signature with rank and organization)

Place Carlisle barracks, Penna.

Date September 30, 1925.

1st INDORSEMENT

WAR DEPARTMENT, A. G. O., October 5, 1925

To G.O., Carlisle Barracks, Pa.

Service record, pay card, individual clothing record, and certified copies of extract of morning report are furnished herewith. clothing list.

.. 5. inclosures. OCT - 6 1925 NK-62.

2d INDORSEMENT

Hq. M.T.S.S. Carlisle Bks, Pa.
October 5, 1925, 102

The charge of desertion against the soldier named above has been disposed of as follows:

- Told by C.M. and convicted of desertion - A.W.O.L. only.
- Returned as necessary - A.W.O.L.
- Returned to duty - A.W.O.L.
- Soldier discharged for physical unfitness and desertion admitted.
- Soldier discharged for physical unfitness and desertion not admitted.

W.H. Richardson, Major, MC.U.S.A., Adjutant.

Received

U.S. G. O. Form No. 46
June 30, 1924

Figure 46. Report of Apprehension or Surrender of a Deserter used from June 1924 (still in use September 1939) for recording facts of apprehension of deserter or return to military control.

REPORTS OF FINAL PHYSICAL EXAMINATION. This is the summary of the findings of the physician who gave the soldier his final physical examination. Regulations first specifying that physical examinations be given to ALL enlisted men prior to separation from the Army are found in Circular No. 73, W.D., dated November 18, 1918, covering all separations on and after November 11, 1918. Before that, physical examinations were given only:

- (1) When enlisted personnel became unfit for military service and discharge was necessary because of a mental or physical disability (in such cases a Certificate of Disability for Discharge was prepared, on which the report of the examining physician was noted);
- (2) When enlisted personnel were apprehended or surrendered as deserters whose trial for desertion was not barred by the statute of limitations (reports of physical examinations in these cases were normally prepared in the form of a military indorsement); and
- (3) When enlisted personnel were furloughed to the Regular Army Reserve (results of physical examinations in these cases were noted on Reservist's Descriptive Card, Form No. 443, A.G.O.).

Physical examinations prior to discharge were ordinarily given in camps or stations to which troops were ordered for demobilization, or at which already stationed. They were under the direction of the camp surgeon or other senior surgeon of the command. Except in doubtful or deferred cases, the examination was completed within one day by the medical examiner or a special examining board. The completed report of final physical was transmitted with the soldier's other individual records to the camp or station personnel adjutant who forwarded the records to The Adjutant General of the Army. The forms (note designations) for the reports at discharge were:

Form No. 135-2, A.G.O.-Report of Physical Examination Prior to Separation from Federal Service for National Guard (figure 47) (National Guardsmen were required to have a thorough physical examination prior to separation from the service of the United States through muster-out, resignation, dismissal, furlough to the National Guard Reserve, or discharge by reason of a mental or physical disability.)

Form No. 135-3, A.G.O.-Report of Physical Examination of Enlisted Man Prior to Separation from Service in the United States Army (figure 48).

NATIONAL GUARD	DECLARATION OF PERSON EXAMINED.
State of <u>Tennessee</u>	QUESTION. Have you any reason to believe that at the present time you are suffering from the effects of any wound, injury, or disease, or that you have any disability or impairment of health, whether incurred in the military service or otherwise?
	ANSWER: <i>No</i>
	5. If so, describe the disability, stating the nature and location of the wound, injury, or disease.
(Signature) (Print name)	A. _____
REG. CHIEF (Rank and organization)	6. When was the disability incurred?
	A. _____
	6. Where was the disability incurred?
	A. _____
	6. State the circumstances, if known, under which the disability was incurred.
	A. _____
REPORT OF PHYSICAL EXAMINATION PRIOR TO SEPARATION FROM FEDERAL SERVICE.	INSTRUCTIONS.
	1. This form will be used for report of the physical examination of officers and enlisted men of the National Guard immediately preceding separation from the service of the United States through muster-out, resignation, discharge, or furlough to the National Guard Reserve, or discharge other than discharge on surgeon's certificate of disability.
	2. The provisions of paragraphs 81 and 83, United States Muster Regulations, and of section 118, National Defense Act, approved June 3, 1916, will be complied with strictly.
	3. When completed the report will be forwarded to The Adjutant General of the Army with the final muster roll of the organization or, in case of individual separation from the service, with the papers pertaining thereto. 7-223
<small>Form No. 239-A, G. O. (For National Guard) Ed. Sept. 6-16-1916.</small>	I declare that the foregoing questions and my answers thereto have been read over to me, and that I fully understand the questions, and that my replies to them are true to every respect and are correctly recorded.
	Witness:
	<u>Capt. INF. REG'TON</u>
	CAMP. ORD. <u>WALSH</u> (Print name)
	Feb. 23, 1917. (Date)

Original size, each
page: 3 3/4" x 8 1/2"
(Four pages)

Figure 47. First two pages of National Guard Report of Physical Examination prior to separation from Federal service. This was used from September 4, 1916, to about August 5, 1917.

CERTIFICATE OF EXAMINING SURGEON.	CERTIFICATE OF IMMEDIATE COMMANDING OFFICER.
<p>QUESTION. Have you subjected this man to a thorough physical examination?</p>	<p>QUESTION. Do you know, or have you any reason to believe, within the scope of your duty, that the person who made and signed the foregoing statement is disabled or incapable to fulfill the present duty, by reason of any wound, injury, or disease, whether incurred in the military service of the United States or otherwise?</p>
<p>ANSWER. <i>Yes</i></p>	<p>ANSWER. <i>No</i></p>
<p>Q. Do you find that at the present time he has any disability, whether incurred in the military service or not?</p>	<p>Q. If so, describe the disability, stating the nature and location of the wound, injury, or disease, or the nature of the disability.</p>
<p>A. <i>None</i></p>	<p>A. <i>None</i></p>
<p>Q. If any disability is found to exist, describe the character and cause of the wound or injury, or the nature of the disease.</p>	<p>A. <i>None</i></p>
<p>A. <i>None</i></p>	<p>A. <i>None</i></p>
<p><i>1317</i> <i>U.S. Army</i> <i>1st Lt. [Signature]</i> <i>1st Regt. [Signature]</i></p>	<p>Q. When was the disability incurred?</p>
<p>Q. State whether, in your opinion, the disability originated in the line of duty in the military service of the United States.</p>	<p>A. <i>None</i></p>
<p>A. <i>None</i></p>	<p>Q. When was the disability incurred?</p>
<p>Q. Is the disability permanent?</p>	<p>A. <i>None</i></p>
<p>A. <i>None</i></p>	<p>Q. State the circumstances, if known, under which the disability was incurred.</p>
<p>Q. To what extent does the disability disability impede the performance of manual labor?</p>	<p>A. <i>None</i></p>
<p>A. <i>None</i></p>	<p>A. <i>None</i></p>
<p>A. <i>None</i></p>	<p>A. <i>None</i></p>
<p>A. <i>None</i></p>	<p>A. <i>None</i></p>
<p>A. <i>None</i></p>	<p>A. <i>None</i></p>
<p>I certify that the foregoing statement is correct to the best of my knowledge and belief.</p>	<p>Q. Why the disability incurred in line of duty?</p>
<p><i>[Signature]</i></p>	<p>A. <i>None</i></p>
<p><i>1st Lt. [Signature]</i></p>	<p>A. <i>None</i></p>
<p><i>Earle P. [Signature]</i> (Name)</p>	<p>A. <i>None</i></p>
<p><i>Feb 21, 1917</i> (Date)</p>	<p>A. <i>None</i></p>
<p>Additional details for explanation or remarks, if any, will be attached hereto.</p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>
<p></p>	<p>A. <i>None</i></p>

Figure 47. Last two pages of National Guard Report of Physical Examination prior to separation from Federal service.

Report of Physical Examination of Enlisted Man Prior to Separation from Service in the United States Army

(Surname) (Christian name) (Army serial number)
CV1 Pvt. 2nd Military Police Co., 2nd Div
 (Grade) (Company and regiment or arm or corps of dept.)
None
 (Occupation prior to entry into service)

DECLARATION OF SOLDIER.

Question. Have you any reason to believe that at the present time you are suffering from the effects of any wound, injury, or disease, or that you have any disability or impairment of health, whether or not incurred in the military service?
No

Answer
 Q. If so, describe the disability, stating the nature and location of the wound, injury, or disease.
No

A. **No**

Q. When was the disability incurred?
No

A. **No**

Q. Where was the disability incurred?
No

A. **No**

Q. State the circumstances, if known under which the disability was incurred.
No

A. **No**

I declare that the foregoing questions and my answers thereto have been read over to me, and that I fully understand the questions, and that my replies to them are true in every respect and are correctly recorded.

Witness

(Signature of soldier.)

(Signature of witnessing officer.)

E.L. Ferguson,
Captain Infantry,
 (Rank and organization)

Place **Camp Travis, Texas**

Date **July 23 1920**

Form No. 120-2, A. G. O.
 Nov. 11, 1918.

(1)

Original size, each
 page: 3 3/4" x 8 1/2"
 (Four pages)

(1)

CERTIFICATE OF IMMEDIATE COMMANDING OFFICER.

I CERTIFY THAT:

*Aside from his own statement I do not know, nor have I any reason to believe, that the soldier who made and signed the foregoing declaration has a wound, injury, or disease at the present time, whether or not incurred in the military service of the United States.

*The soldier who made and signed the foregoing declaration has a wound, injury, or disease, which was incurred

about **191**, at **None**

The nature and location of the wound, injury, or disease, so far as known, are **None**

None

The circumstances under which incurred were **None**

None

In my opinion the wound, injury, or disease ~~originates~~ originates in the line of duty in the military service of the United States.

Remarks **None**

E.L. Ferguson,
Captain Infantry,

Commanding **2nd Mil Pol Co.**

Camp Travis, Texas, July 23, 1920
 (Place and date.)

*Strike out the part of the certificate not applicable to the case.

†Strike out words not applicable.

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Figure 48. First two pages of Report of Physical Examination of Enlisted Man Prior to Separation from Service in the United States Army. This form used from November 11, 1918, to about January 1, 1924.

CERTIFICATE OF EXAMINING SURGEON.

I CERTIFY THAT:
 The soldier named above has this date been given a careful physical examination.
 *He is physically and mentally sound.

None

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

In view of occupation he is None per cent disabled.

Remarks **None**

James C Hall
 James C Hall
 Captain M. C. U. S. Army.

Camp Trevis - Texas July 25 1920

*Strike out the part of the certificate not applicable to the case.
 †Strike out words not applicable.

(8)

(6)

REPORT OF BOARD OF REVIEW.

(See Instruction 1.)

From a careful consideration of the case and a critical examination of the soldier,

WE FIND:

*That he is physically and mentally sound.
 *That he has a wound, injury, for disease, the nature and location of which are as follows:

.....

The wound, injury, or disease did did not result in death or disability.
 In our opinion the wound, injury, or disease did did not originate in the line of duty in the service of the United States.

In view of occupation, he is per cent disabled.

..... (Name) (Rank)	M. C. U. S. Army.
..... (Name) (Rank)	M. C. U. S. Army.
..... (Name) (Rank)	M. C. U. S. Army.

(Place and date) 191

*Strike out the part of the certificate not applicable to the case.
 †Strike out words not applicable.

INSTRUCTIONS.

1. This report will be made out for each soldier immediately preceding separation from service in the United States Army.
2. If the declaration of the soldier and the certificate of the examining surgeon do not agree, the case will be referred to a board of review, to consist of not less than two medical officers, convened by the commanding general or regimental commander, which will complete the report on page 4 of this form.
3. When completed the report will be forwarded, with the service record of the soldier, to The Adjutant General of the Army in compliance with instructions prescribed in orders and regulations.

Figure 48. Last two pages of Report of Physical Examination of Enlisted Man Prior to Separation from Service in the United States Army.

Form No. 414, A.G.O.-Report of Discharge or Retirement (figure 49). The first edition of this report was May 26, 1921. It was used primarily for the soldier's declaration as to his physical condition. The second edition of the report, January 2, 1924, included the final report of physical examination as well as the soldier's declaration as to his physical condition (figure 50).

W.D., A.G.O. Form No. 38-Report of Discharge or Retirement of Enlisted Man and Physical Examination Prior Thereto (figure 51).

For enlisted men discharged by reason of physical disability after November 11, 1918, both a report of final physical and a Certificate of Disability for Discharge (see separate narrative) will sometimes be found in the enlisted jacket. Enlisted men NOT discharged for mental or physical disability were required to execute a declaration of their physical condition before undergoing a physical examination (unless discharged on account of sentence to confinement by a civil court--in such cases the soldier's declaration of physical condition was dispensed with and no physical examination was required even though disability was claimed or believed to exist). If the soldier's declaration was at variance with the findings of the medical examiner, the soldier was examined by members of a board of review.

Current Use. The reports are used in adjudicating claims for pensions based on disabilities incurred in the military service and in establishing the rights of persons entitled to the benefits of the pension laws, as well as to protect the interests of the United States.

References. WD General Orders No. 11, 1913, and No. 47, 1915; WD Circulars Nos. 73, 93, 162, and 188, 1918; 16, 72, and 261, 1919; 362, 1920; and 184, 1921; WD Bulletins Nos. 33, 1913, and 16, 1916; AR 345-125, par. 38(1)(5), Nov. 1, 1924; AR 40-100, Dec. 4, 1922; AR 1913, par. 159; AR 615-360; United States Mustering Regulations for the Organized Militia, 1916.

REPORTS OF FURLOUGH TO THE RESERVES. The report of furlough to the Reserves is the record of the soldier's transfer to the Regular Army Reserve from an active duty status. Enlistments in the Regular Army from November 1, 1912, to April 5, 1917, were for seven years--the first four in the active military service, and the last three on furlough attached to the Regular Army Reserve. In the event the soldier was recalled to active duty while on furlough, a new record was prepared showing the date he was recalled to active duty.

No.

REPORT OF DISCHARGE OR RETIREMENT

(Surname) (First Christian name) (Middle initial) (Army serial number)

Gale Gregory "D" 21st Infantry
(Grade) (Company and Regiment or Branch)

DECLARATION OF SOLDIER

(When the discharge is by reason of disability the following declaration of soldier and on part of the certificate of the company commander as relating to physical condition will not be filled in. In such case a Certificate of Disability, Form No. 17, A. G. O., will be completed and forwarded with this report.)

Question. Have you any reason to believe that at the present time you are suffering from the effects of any wound, injury, or disease, or that you have any disability or impairment of health, whether or not incurred in the military service?

Answer No

I declare that the above question has been read over to me, that I fully understand the question, and that my reply thereto is true in every respect and is correctly recorded.

(Signature of soldier)

Date December 28, 1923

The foregoing declaration was made and signed in my presence.

Note.—If the answer of the soldier is not clearly in the negative, or if the company commander knows, or has reason to believe, that the soldier has a wound, injury, or disease, whether or not incurred in the military service of the United States, or has had a serious or prolonged illness, or if for any other reason it is deemed necessary, the soldier will be examined physically and report thereof made on Form No. 18-2, A. G. O.

* I do not know, nor have I any reason to believe, that the soldier who made and signed the foregoing declaration has a wound, injury, or disease at the present time, whether or not incurred in the military service of the United States.

Report of physical examination of the soldier (Form No. 18-2, A. G. O.) forwarded herewith.

Remarks

The soldier named above has this date been separated from active service by reason of—

Discharge **RETIRED**
Warrior 21st Infantry
(Signature of company commander, with rank and original station)

Place **Schofield Barracks, Hawaii**

Date December 28, 1923

Form No. 414, A. G. O. (Rev. 1921) * Strike out words and sentences not applicable.

To The Adjutant General of the Army:

INSURANCE

The soldier named in the foregoing report had Government insurance.

* Notification of Discontinuance of Deduction (Form No. 19, A. G. O.) mailed to Bureau of War Risk Insurance.

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ALLOTMENT

The soldier named in the foregoing report had not an allotment running.

* Notification of Discontinuance of Allotment (Form No. 19, A. G. O.) mailed to Finance Officer, U. S. Army, Washington.

D. C. 192

J. J. ...
(Signature with rank and organization)

Place Schofield Barracks, Hawaii

Date December 28, 1923

REPORTS AND RECORDS FORWARDED		THESE COLUMNS ARE FOR ABO USE ONLY	
Name	Number	Being papers sent to	Receipt and Disposition to ABO
Service Record	1		To file
Pay Card	1		To file
Report of Physical Examination			To file
Certificate of Disability			To file
Allotment for Travel Pay			To file
Board of Payment of Retired Pay			To file

Reason for not forwarding a required paper will be stated below.

Original size
3 3/4" X 8 1/2" (Front and back)

* Strike out words not applicable.
 † The personnel official will enter in this column the number of copies of each report or record forwarded, using pencil if desired.
 ‡ When applicable.

Figure 49. Report of Discharge or Retirement, edition of May 26, 1921, used until about January 1, 1924, to record the soldier's declaration as to his physical condition.

**REPORT OF DISCHARGE OR RETIREMENT OF ENLISTED MAN AND
PHYSICAL EXAMINATION PRIOR THERETO**

(See par. 9, AR 40-100.)

(Last name) (First name) (Middle initial) (Army serial number.)
Pvt.
 (Grade) **Q. Corps**
 (Regiment and branch)
Carpenter
 (Occupation prior to entry into service.)

DECLARATION OF SOLDIER

(When the discharge is by reason of disability the following declaration of soldier will not be filled in. In such case a Certificate of Disability, Form No. 17, A. G. O., will be completed and forwarded with this report.)
 Question. Have you any reason to believe that at the present time you are suffering from the effects of any wound, injury, or disease, or that you have any disability or impairment of health, whether or not incurred in the military service? Answer **Yes**

Q. If so, describe the disability, stating the nature and location of the wound, injury, or disease.

Loss of portion of second finger on left hand and severe cut on third finger.

War Dept. A G O Form 400

Q. When was the disability incurred? **A. Oct. 2nd, 1925**

Q. Where was the disability incurred? **A. QM Shop Ft. Scott**

Q. State the circumstances, if known, under which the disability was incurred. **A. Cut by a jointer machine in carpenter shop - line of duty**

I declare that the foregoing questions and my answers thereto have been read over to me, and that I fully understand the questions, and that my replies to them are true in every respect and are correctly recorded.

Witness: *[Signature]* (Signature of soldier.)

[Signature] (Signature of commanding officer.)

Captain, Q. Corps
 (Rank and organization.)

Fort Winfield Scott, Cal., Nov. 20, 1925
 (Place and date.)

CERTIFICATE OF IMMEDIATE COMMANDING OFFICER

(When no disability is alleged or no surgeon available it will be so stated in this certificate.)

I CERTIFY THAT:
 *To the best of my knowledge and belief the soldier, who made and signed the foregoing declaration, (has not) a wound, injury, or disease of the present time, which (was not) incurred in the military service of the United States about **Oct. 2nd, 1925**

The nature and location of the (wound, injury, or disease) as far as known, are **loss of portion of second finger of left hand and severe cut on the third finger.**

* Strike out the part of the certificate not applicable to the case.
 † Strike out words not applicable.

Form No. 414, A. G. O.
 January 2, 1924.

(1)

662

The circumstances under which incurred were **cut by jointer machine in carpenter shop while working on government work under official work order**

In my opinion the wound, injury, or disease (did not) originate in the line of duty in the military service of the United States.

Remarks **Board of Officers convened and found the injury to have occurred in line of duty.**

Capt. Q. Corps Commanding.
Ft. Winfield Scott, Cal., Nov. 20, 1925
 (Place and date.)

CERTIFICATE OF EXAMINING SURGEON

I CERTIFY THAT:
 The soldier named above has this date been given a careful physical examination, and it is found that

* He is physically and mentally sound.
 * He is physically and mentally sound with the following exceptions: (Describe the nature and location of the defect, wound, injury, or disease.)

Loss of portion of second finger of left hand and severe cut on third finger same hand.

The wound, injury, or disease (is not) likely to result in death or disability.

In my opinion the wound, injury, or disease (did not) originate in the line of duty in the military service of the United States.

In view of occupation, as shown by his record, he is **D.O.** per cent disabled.

Remarks

Original size, each page: 3 3/4" x 8 1/2"
 (Four pages)

Capt. M. C. U. S. Army
Ft. Winfield Scott, Calif. Nov. 19, 1925
 (Place and date.)

* Strike out the part of the certificate not applicable to the case.
 † Strike out words not applicable.

(2)

663

Figure 50. First two pages of the form used for the report of final physical. Replaced by WD AGO Form No. 38 on November 5, 1924, but still used to some extent after that date.

REPORT OF BOARD OF REVIEW

(See Instruction 2.)

From a careful consideration of the case and a critical examination of the soldier,

WE FIND:

- *That he is physically and mentally sound.
- *He is physically and mentally sound with the following exceptions:
- *Describe the nature and location of the defect, wound, injury, or disease.

The wound, injury, or disease ^{if} ~~is~~ ^{is not} likely to result in death or disability.

In our opinion the wound, injury, or disease ^{if} ~~did~~ ^{did not} originate in the line of duty in the service of the United States.

In view of occupation, as shown by his record, he is per cent disabled.

..... M. C., U. S. Army.
(Name.) (Rank.)

..... M. C., U. S. Army.
(Name.) (Rank.)

..... M. C., U. S. Army.
(Name.) (Rank.)

..... 19.....
(Place and date.)

To The Adjutant General:

INSURANCE.

The soldier named in the foregoing report ~~is~~ ^{has} Government Insurance.

Notification of Discontinuance of Deduction (Form No. 19, A. G. O.) mailed to United States Veterans Bureau, ~~none~~ 19.....

ALLOTMENT.

The soldier named in the foregoing report ~~is~~ ^{has} an allotment running.

*Notification of Discontinuance of Allotment (Form No. 19, A. G. O.) mailed to Finance Officer, U. S. Army, Washington, D. C., ~~none~~ 19.....

John Vann Captain 6th C.A. Personnel
(Signature with rank and organization.)

Fort Winfield Scott, Calif., Nov. 20, 19 25
(Place and date.)

* Strike out the part of the certificate not applicable to the case.
† Strike out words not applicable. 2-5141

MAILED

(3)

664

REPORTS AND RECORDS FORWARDED THESE COLUMNS ARE FOR AGO USE ONLY

Name	Number	Missing papers called for	Receipt and Disposition in AGO
Service Record	1		To file
Pay Card	1		To file
Certificate of Disability*			To file
Record of Payment of Retired EM†			To FO

Reason for not forwarding a required paper will be stated below

Remarks

The soldier named above has this date been separated from active service by reason of—

Discharge *[Signature]* ~~RETIRED~~

[Signature]
(Signature of company commander, captain, or regimental commander)

Fort Winfield Scott, Calif., Nov. 20, 19 25
(Place and date.)

*The personnel adjutant will enter in this column the number of copies of each report or record forwarded, using pencil if desired.
†When applicable.
‡Strike out word not applicable. 665

INSTRUCTIONS.

1. This report will be made out for each soldier, immediately preceding separation by discharge or retirement from service in the Army of the United States.
2. If the declaration of the soldier and the certificate of the examining surgeon do not agree, the case will be referred to a board of review, to consist of not less than two medical officers, convened by the camp, post, or regimental commander, which will complete the report on page 3 of this form.
3. When completed the report will be forwarded, with the service record of the soldier, to The Adjutant General. 2-5141

(4)

Figure 50. Last two pages of the Report of Discharge or Retirement of (Part 2 of 2) Enlisted Man and Physical Examination Prior Thereto.

DECLARATION OF SOLDIER

When the declaration is by reason of disability the following Certificate of Disability, U. S. A. G. Form No. 53, will be completed and forwarded with this form.

Caution: There are two copies to be made of the original and one copy will be retained in the office of the commanding officer of the unit to which the soldier is assigned or to which he is being transferred.

Original size, each page: 3 3/4" x 8 1/2" (Four pages)

Q. When was the disability incurred? A. *about April 27, 1918*

Q. Where was the disability incurred? A. *France*

Q. State the circumstances, if known, under which the disability was incurred. A. *Not known*

I declare that the foregoing statement and my answers thereto have been read over to me, and that I fully understand the contents, and that my replies to them are true to every respect and are correctly recorded.

Witness: *R. O. SHIDOR* (Signature of soldier.)
R. O. SHIDOR (Signature of commanding officer.)
 Captain 6th Coast Art'y (AA).
 Fort Totten, N.Y., April 26, 1926
 (Place and date.)

CERTIFICATE OF IMMEDIATE COMMANDING OFFICER

When an disability is alleged or an express certificate it will be so stated in this certificate.

I CERTIFY THAT:
 To the best of my knowledge and belief the soldier, who made and signed the foregoing declaration, is a *former* member of the present unit, which *was not* inducted in the military service of the United States about *April 1, 1918*.

The name and location of the wound, injury, or disease, as far as known, is:

0

* Strike out the part of the certificate not applicable to the case.
 † Strike out words not applicable.
 W. D., A. G. O. Form No. 53 (Old No. 410).
 November 4, 1925. (1)

The circumstances under which incurred was *Not known*

In my opinion the wound, injury, or disease *(None)* originates in the line of duty in the military service of the United States.

Remarks:

R. O. SHIDOR
 R. O. SHIDOR
 Captain, 6th Coast Artillery (AA),
 Fort Totten, N.Y., April 26, 1926
 (Place and date.)

CERTIFICATE OF EXAMINING SURGEON

I CERTIFY THAT:
 The soldier named above has this date been given a careful physical examination, and it is found that *he is physically and mentally sound with the following exceptions:*
Syphilis, secondary, manifested by lesions on penis and pharynx.
Biological findings.
(Under undergoing treatment)

The wound, injury, or disease *(None)* likely to result in death or disability.

In my opinion the wound, injury, or disease *(None)* originates in the line of duty in the military service of the United States.

In view of completion, as shown by his record, he is *0* per cent disabled.

Remarks:

A. R. Jones
 Capt.
 Fort Totten, N.Y., April 27, 1926
 (Place and date.)

* Strike out the part of the certificate not applicable to the case.
 † Strike out words not applicable.

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Figure 51. First two pages of form adopted in 1924 for report of (Part 1 of 2) final physical.

REPORT OF PHYSICAL EXAMINATION
(Continued)

State a brief description of the wound and a brief description of the soldier.

WE WOUNDS:
 * That he is physically and mentally sound.
 * He is physically and mentally sound with the following exceptions:
 (Describe the nature and location of the defect, wound, injury, or disease.)

The wound, injury, or disease (if any) likely to result in death or disability.

In our opinion the wound, injury, or disease (if any) occurred in the line of duty in the service of the United States.

In view of the facts, as shown by his record, he is _____ per cent disabled.

 (Name) (Rank) M.C.U.S. Army.

 (Name) (Rank) M.C.U.S. Army.

 (Name) (Rank) M.C.U.S. Army.

 (Place and date.)

To The Adjutant General:

INSURANCE.
 The soldier named above has this date been reported from active service by reason of—
 Distribution of Department of Defense (W. D. A. G. O. Form No. 37)

 mailed to United States Veterans' Bureau, _____

ALLOTMENT.
 The soldier named in the foregoing report (if any) an allotment remaining.
 Distribution of Department of Defense (W. D. A. G. O. Form No. 37)

 mailed to _____, U. S. Army, Washington, D. C.

 (Signature with rank and organization.)

Fort Totten, New York, April 27, 1924
 (Place and date.)

* Delete out the part of the certificate not applicable to the case.
 † Delete out words not applicable.

(3)

NAME	DATE	REMARKS
Grade Awarded	1	To file
Pay Grade	1	To file
Enlistment-Contract Number	0	To file
Certificate of Enlistment	0	To file
Report of Payment of the	0	To file

Reason for not forwarding a required paper will be stated below.

C- Discharged per (Purchase)

 Remarks

The soldier named above has this date been reported from active service by reason of—
 H. O. SHILOH
 (Signature of company commander, with rank and organization.)

Captain, 62nd Coast Artillery (AA)
 (Signature of company commander, with rank and organization.)

Fort Totten, N.Y. April 27, 1924
 (Place and date.)

* The personnel attached will enter in this column the number of copies of original each report or record forwarded, using pencil if desired.
 † When applicable.
 Delete out words not applicable.

INSTRUCTIONS.

- This report will be made out by each soldier, immediately preceding separation by discharge or retirement from service in the Army of the United States.
- If the certificate of the soldier and the certificate of the commanding officer do not agree, the case will be referred to a board of officers, to consist of not less than two qualified officers, composed by the company, post, or regimental commander, which will complete the report on page 3 of this form.
- When completed the report will be forwarded, with the service record of the soldier, to The Adjutant General.

(4)

Figure 51. Last two pages of form adopted in 1924 for report of (Part 2 of 2) final physical.

Post and regimental commanders were authorized to furlough eligible enlisted men to the Army Reserves. The report was accomplished by the proper commanding officer immediately after a transfer had been made, and forwarded to The Adjutant General of the Army. The forms for the report were:

Form No. 559, A.G.O. (figure 52)
Unnumbered Form (figure 53)
(Blank sheets of paper or 3" x 5" cards were used
in some cases)

Current Use. The reports are used in determining dates of service (active and inactive) for benefits, or when verifying service for any reason.

References. Bulletin No. 15, WD, 1912, and No. 25, 1920; General Order No. 11, WD, 1913, and No. 47, 1915; National Defense Act of June 3, 1916, with amendments.

REPORTS OF PHYSICAL EXAMINATION AT ENTRANCE. These records show the results of the physical examinations given to enlisted personnel before entering the Army. The earliest mention of such reports are those referred to as "Certifications of the examining surgeon." These are listed among the contents of a file in National Archives for the period 1798-1894, and are filed with other papers in jackets on which the soldier's name, date of enlistment, and organization are shown.

During the period November 1, 1912-September 7, 1939, all men were required to undergo a thorough physical examination at time of entry, regardless of the mode of entry. Since the modes of entering the service determined to some degree the type of forms used for the reports of physical examinations at entrance, they are discussed separately as follows:

Army Volunteer System. Report of Physical Examination, Form No. 135, A.G.O., edition of December 9, 1911, was in use November 1, 1912, for men who enlisted in the Army (figure 54'). On August 7, 1919, the report of physical examination at entrance was combined with the Enlistment Record, Form No. 22, A.G.O. (See separate narrative on Enlistment Records.) That form was changed April 1, 1924, to W.D., A.G.O. Form No. 21 (figure 16), and was still in use September 7, 1939.

(Surname.) **Emzy M.** (Christian name.)

Private, 63rd Co., C.A.C.
(Rank and organization.)

April 17, 1913.
(Date of enlistment.)

April 16, 1916.
(Date of furlough to Reserve.)

April 16, 1920.
(Date Reservist is to be discharged from service.)

210 (to Mrs. M.)
R.F.D. # 2. (No street or house No.)
(Reservist's address—street and house number; if none, so state.)

Alma, (Town or city.) **Arkansas.** (State.)

Original size
 3 3/4" x 8 1/2" (One page)

Emzy M.

Name and address of person to be notified in case of emergency:

Sister:- Mrs. W. T. Matthews,
(Name and degree of relationship; if friend, so state.)

R.F.D. # 2. (No street or house No.)
(Address—street and house number; if none, so state.)

Alma, (Town or city.) **Arkansas.** (State.)

P. I. Tressler
Capt., Coast Art'y Corps,
 Commanding 63rd Co., C.A.C.

Under the provisions of G. O. No. 47, War Department, 1915, post and regimental commanders are authorized to furlough any enlisted man eligible to be discharged and transferred to the Army Reserve under the provisions of G. O. No. 11, War Department, 1915. This report will be made out by the proper commanding officer immediately after a transfer has been made and will be forwarded directly to The Adjutant General of the Army.

Form No. 450—A.G.O. Noted in *Rolls Div. APR 10 1916*
 Ed. Oct. 14-15-16, 1904.

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Figure 52. Report of Furlough to the Reserves as prepared for enlisted man who completed the active duty portion (three years) of his seven-year enlistment.

(Surname)	(Christian name)
Pvt. 1/s1. Company K. 3rd Phil. Inf. (Prov.)	
(Rank and organization)	
<i>Enlisted</i>	September 6, 1916.
<i>Furloughed</i>	February 27, 1920.
<i>Date to be discharged</i>	September 5, 1923.
<i>Character</i>	Excellent
<i>Residence</i>	Masantol, Pampanga, P.I.
<i>Emergency address</i>	_____ (wife)
	Masantol, Pampanga, P.I.
<i>Furloughed from</i>	PT Wm MCKINNEY P.I.

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Figure 53. Another form of Report of Furlough to Reserve.

Original size, each
page 3 3/4" x 8 1/2"
(Seven pages)

(Surname.) (Christian name.)

REPORT OF PHYSICAL EXAMINATION
OF THE MAN NAMED ABOVE.

Accepted October 17th, 1913. 10

at Lynchburg, Virginia.,

Enlisted } OCT 20 1913 10
Rejected }

at ROANOKE, VA.

*Strike out the word "enlisted" or "rejected," as required.

INSTRUCTIONS.

1. So much of page 1 of this report as pertains to name of applicant and date and place of acceptance, and pages 2, 3, 4, and the certificate on page 5, will be filled in at the time of the applicant's examination for acceptance; the remainder of the report will be filled in at the time of his final examination preliminary to enlistment or rejection, as the case may be. The questions on pages 2, 3, and 4 will be asked before the applicant has been stripped, and any answer indicating a possible cause of rejection will be followed up by searching inquiry and examination and the result will be noted under "Remarks."
2. The greatest care will be taken that the name of the applicant is correctly shown and that it corresponds with the name on his enlistment paper and descriptive and assignment card. The Christian name must not be abbreviated, but if it consists of more than one name, only the first will be written and signed in full.
3. Under the heading "Remarks" on pages 4 and 7 will be noted any authorized special assignment or waiver of defects, the nature of the authority being stated.
4. The physical examination will conform strictly to the provisions of the manual for the examination of recruits.
5. When the applicant is enlisted the completed physical examination report will be forwarded, with the identification record, directly to The Adjutant General of the Army without delay.

Form No. 135, A.
Ed. Dec. 9-11-50.

THE ADJUTANT GENERAL'S OFFICE
RECEIVED
OCT 22 1913

6-129

Figure 54. First page of form used for Report of Physical Examination at entry. This form was in use from November 1912 to August 1919 for men entering the service through the Army volunteer system.

(2)

STATEMENT OF APPLICANT.

Name: _____

Residence (street and house number, if any, town or city, and State): _____
Norton,
Virginia.

✓ Date and place of birth: Nov. 24th, 1889.
Wise Co. Virginia.

Occupation: Soldier

White or colored: White

Married or single: Single

Name and address of last employer, and duration of employment: _____
3 Years, United States Army.

Do you know that if you secure your enlistment by means of any false statement or misrepresentation you are liable to trial by court-martial for fraudulent enlistment? Yes

Nationality of father: American

Are you a citizen of the United States? Yes If not, have you made application for citizenship, and if so, when and in what court? _____

State previous Army, Navy, or Marine Corps service (United States or foreign): _____
3 Years, 118th, Company, Coast
Artillery, Corps, Fort Monroe, Va.

Date and place of last enlistment: October 11th, 1910
Columbus, Barracks, Ohio.

Date on which and organization from which last discharged: _____
Oct. 10th, 1913, Fort Monroe, Va.

Are you now, or have you been, a member of the organized militia of any State, Territory, or District of Columbia? No

Have you applied for enlistment before, and if so, when and where? Yes
Columbus, Barracks, Ohio, Oct. 11th, 1910

If rejected, for what cause? Never

Are there any reasons for your parents or other relatives objecting to your enlistment? No

Give names and addresses of persons dependent upon you for support: _____
None

Have you ever been convicted of a felony or imprisoned under sentence of a court in a reformatory, jail, or penitentiary? No

Have you found that your health and habits in any way interfere with your success in civil life, and if so, give details: No

Are you addicted to the use of intoxicants or narcotics, and if so, to what extent? Tobacco Moderately

Do you consider that you are now sound and well? Yes

What illnesses, diseases, or accidents have you had since childhood? _____
None

Have you ever had any of the following, if so, give approximate dates?
 Convulsions: No

✓ Epilepsy: No

Gonorrhea: No

Sore on penis: No

Have you ever raised or spat up blood? No

When were you last treated by a physician, and for what ailment? _____
Never

(3)

Figure 54. Pages 2 and 3 of Form No. 135, AGO, Report of Physical Examination. (Part 2 of 4)

(4)

Have you ever been under treatment at a hospital or asylum, and if so, for what ailment? **NO**

I certify that the foregoing questions and my answers thereto have been read over to me, that I fully understand the questions, and that my answers thereto are correctly recorded and are true in all respects.

(Signature of applicant.)

PHYSICAL EXAMINATION AT PLACE OF ACCEPTANCE.
(Applicant stripped. See instruction 4.)

Weight, **140** lbs.; height, **69** inches.
 Vision: Right eye, **20/30**
 Left eye, **20/30**
 Hearing: Right ear, **Normal**
 Left ear, **Normal**
 Girth of chest (at nipples): At expiration, **32 1/2** inches;
 At inspiration, **36** inches.
 Remarks: **Tattoo (Indian Madien) Right forearm.**

I certify that I have personally asked the foregoing questions; that I have explained to the applicant such of the questions as he did not understand; that I have recorded the answers as given to me; and that I have personally examined him, and that, to the best of my knowledge and belief, he fulfills the physical and legal requirements for enlistment; he speaks, reads, and writes the English language **Well**
 his intelligence is **Good**
 and he has presented satisfactory evidence of good character.

[Signature]
1st Lieut. U.S. Army, Ret.
 Recruiting Officer.

Lynchburg, Va.
(Place.)

October, 17th, 1913.
(Date.)

PHYSICAL EXAMINATION AT PLACE OF ENLISTMENT.
(Applicant stripped. See instruction 4.)

Weight, **140** lbs.; height, **69 1/2** inches.
 Girth of chest (at nipples): At expiration, **32 1/2** inches;
 At inspiration, **36** inches.
 General examination (head, chest, abdomen, extremities) **Normal**

(5)

Figure 54. Pages 4 and 5 of Form No. 135, AGO, Report of Physical Examination. (Part 3 of 4)

<p style="text-align: center;">(6)</p> <p>Genito-urinary organs: <i>Normal</i></p> <hr/> <hr/> <hr/> <p>Nose and throat: <i>Normal</i></p> <hr/> <hr/> <hr/> <p>Eyes: Vision, right eye, <i>20/30</i> left eye, <i>20/30</i></p> <hr/> <hr/> <hr/> <p>Ears: Hearing, right ear, <i>Normal</i> left ear, <i>Normal</i></p> <hr/> <hr/> <hr/> <p>Teeth: Missing Upper, <i>3</i> Lower, <i>3</i> (Strike out those that are missing.)</p>	<p>Remarks:</p> <hr/> <hr/> <hr/> <p>I certify that I have carefully examined the applicant, and have correctly recorded the results of the examination, and that it is my judgment and belief,</p> <p>Line out, please not applicable.</p> <p><i>he has no mental or physical defect disqualifying him from service in the United States Army: (or)</i> he is disqualified from service in the United States Army by reason of</p> <p style="text-align: right;"><i>Ryndon Simons</i> Surgeon, USA, Examining Officer.</p> <p>I certify that the applicant was <i>enlisted</i> by me this <i>20th</i> day of <i>October</i>, 191<i>3</i> at <i>Fort</i>, <i>U.S.A.</i></p> <p>Remarks:</p> <hr/> <hr/> <hr/> <p style="text-align: right;"><i>R. Simons</i> 1st Lieut., U.S. A. Rtd.</p>
--	---

Figure 54. Pages 6 and 7 of Form No.135, AGO, Report of Physical Examination. (Part 4 of 4)

Applicants for enlistment were given a general examination at recruiting stations. If found to be qualified for service, they were sent to recruiting depots for final physical examination and enlistment. If found physically disqualified, the enlistment was not accomplished, and the report was not retained as a permanent record. Physical examinations were conducted by Army medical officers or contract surgeons. An applicant for enlistment at a place where there was no medical officer or contract surgeon was examined by a civilian physician who was employed by the Medical Department. The first five pages of Form No. 135, A.G.O., were completed at the time of the applicant's general examination for acceptance. The remainder of the form was filled in at the time of the applicant's final physical examination preliminary to enlistment or rejection at the recruiting depots. Physical examinations for men entering the service voluntarily were completed before they took the oath of enlistment.

✓ Organized Militia and National Guard. Enlisted men of the Organized Militia and National Guard were physically examined when called into service of the United States. The standard of physical examination at time of muster-in for these men was the same as that prescribed for those men entering the Army under the volunteer system. The printed forms for these reports were prepared to contain practically the same information as those used for the Army volunteer system, but the form numbers were different. Physical Examination Form No. 10, O.M., (figure 55) is usually found in the records of those men of the Organized Militia who were mustered into the service of the United States in 1916. Form No. 135, A.G.O., (figure 54) is usually found in the records of National Guardsmen who reported for Federal service in 1916 or 1917.

Shortly after the passage of the National Defense Act of June 3, 1916, the Organized Militia of the several states began to transform themselves into the National Guard. The "call" of June 18, 1916, thus embraced the Organized Militia as well as the National Guard. At that time some States and Territories and the District of Columbia had not adopted for the Organized Militia the standard medical examination prescribed for the Regular Army. Men mustered from those states were given physical examinations before they were mustered. Men mustered from those states which had adopted the standard medical examination were physically examined after they were mustered. Only the names of militiamen who were found physically qualified for military service when mustered were shown on the muster-in roll (Militia Form No. 3). In the absence

Original size, each
page 4" x 8" (Seven
pages)

Rep. R. M. C.

REPORT OF PHYSICAL EXAMINATION
OF THE MAN NAMED ABOVE.

July 1 1916
Int. Britna R.

..... 101

.....

*Strike out the word "collected" or "rejected," as required.

INSTRUCTIONS.

1. This form will be used for all physical examinations preliminary to service in the Army of the United States, whether for the Regular Army (other than for commissioned officers), the Organized Militia in the Federal Service, or the Volunteers. It will also be used in the examinations required by paragraph II (d) of section 24, Mustering Regulations for the Organized Militia.

In all cases, the standard of examination will be that prescribed for the Regular Army.

2. The greatest care will be taken that the name of the applicant is correctly shown and that it corresponds with the name on his enlistment paper and descriptive and assignment card. The Christian name must not be abbreviated, but if it consists of more than one name, only the first will be written and signed in full.

3. Under the heading "Remarks" on pages 4 and 7 will be noted any authorized special assignment or waiver of defects, the nature of the authority being stated.

4. The physical examination will conform strictly to the provisions of the rules for the examination of recruits.

5. When the applicant is accepted, the completed physical examination report will be forwarded, with the identification record, directly to The Adjutant General of the Army without delay.

REGULAR ARMY, ORGANIZED MILITIA, OR VOLUNTEERS.
FORM No. 10. 1-100

Figure 55.
(Part 1 of 4)

First page of Report of Physical Examination used primarily in 1916 for Militiamen and National Guardsmen when mustered into the Federal service.

STATEMENT OF APPLICANT.	
<p>Name: _____</p> <p>Residence (street and house number, if any, town or city, and State): <i>#1211 Buffalo St. Franklin R.</i></p> <p>Age: <i>28</i> years; Date and place of birth: <i>April 5, 1898</i></p> <p>Occupation: _____</p> <p>White or colored: _____</p> <p>Married or single: _____</p> <p>Name and address of last employer and duration of employment: _____</p> <p>Do you know that if you secure your enlistment by means of any false statement or misrepresentation you are liable to trial by court-martial for fraudulent enlistment? _____</p> <p>Citizenship of father: _____</p> <p>Are you a citizen of the United States? If not, have you made application for citizenship, and if so, when and in what court? _____</p> <p>State previous Army, Navy, or Marine Corps service (United States or foreign): _____</p> <p>Date and place of last enlistment: _____</p> <p>Date on which and organization from which last discharged: _____</p> <p>Are you now, or have you been, a member of the organized militia of any State, Territory, or the District of Columbia? _____</p>	
<p>Have you applied for enlistment before, and if so, when and where? _____</p> <p>If rejected, for what cause? _____</p> <p>Are there any reasons for your parents or other relatives objecting to your enlistment? _____</p> <p>Give names and addresses of persons dependent upon you for support: _____</p> <p>Have you ever been convicted of a felony or imprisonment under sentence of a court in a reformatory, jail, or penitentiary? _____</p> <p>Have you found that your health and habits in any way interfere with your success in civil life? And if so, give details: _____</p> <p>Have you ever since childhood wet the bed when asleep? _____</p> <p>Do you consider that you are now sound and well? _____</p> <p>What illnesses, diseases, or accidents have you had since childhood? _____</p> <p>Have you ever had any of the following? If so, give approximate dates:</p> <p>Spells of unconsciousness: _____</p> <p>Convulsions: _____</p> <p>Convulsions: _____</p> <p>Spots on palms: _____</p> <p>Have you ever retained or spit up blood? _____</p> <p>When were you last treated by a physician, and for what ailment? _____</p>	

Figure 55). Pages 2 and 3 of Form No. 10, Report of Physical Examination. (Part 2 of 4)

Have you ever been under treatment at a hospital or asylum, and if so, for what ailment?

.....

I certify that the foregoing questions and my answers thereto have been read over to me, that I fully understand the questions, and that my answers thereto are correctly recorded and are true in all respects.

[Signature]
 (Signature of applicant.)

PHYSICAL EXAMINATION AT PLACE OF ACCEPTANCE.
 (Applicant stripped. See instruction 4.)

Weight, 148 lbs.; height, inches.

Vision: Right eye,
 Left eye,

Hearing: Right ear,
 Left ear,

Girth of chest (at nipples): At expiration, inches;
 At inspiration, inches.

Remarks:

I certify that I have personally asked the foregoing questions; that I have explained to the applicant each of the questions as he did not understand; that I have recorded the answers as given to me; and that I have personally examined him, and that, to the best of my knowledge and belief, he fulfills the physical and legal requirements for enlistment; he speaks, reads, and writes the English language; his intelligence is and he has presented satisfactory evidence of good character.

.....
 Recruiting Officer

.....
 (Place)

.....
 (Date)

PHYSICAL EXAMINATION AT PLACE OF ENLISTMENT.
 (Applicant stripped. See instruction 4.)

Weight, 148 lbs.; height, 70 inches.

Girth of chest (at nipples):
 At expiration, 32 inches;
 At inspiration, 36 inches.

Respiratory system: normal

Heart:
 Location of apex beat, normal
 Pulse rate (standing), 72
 Evidence of organic lesion, none
 Evidence of functional disorder, none

Skin, clear

Nervous system:
 Pupils reflexes, normal
 Tremors, none
 Bones and joints, normal

.....
 (A)

Figure 55. Pages 4 and 5 of Form No. 10, Report of Physical Examination. (Part 3 of 4)

Are there flat feet, or other deformities of the feet? **no**

Bornia, **no**

Varicose, **no**

Varicose veins, **no**

Hemorrhoids, **no**

Genito-urinary system: **normal**

Nose and throat: **normal**

Eyes:

Vision, right eye, **20/20**

left eye, **20/20**

Ears:

Hearing, right ear, **normal**

left ear, **normal**

Teeth:

	Right.	Left.
Upper,	8 7 6 5 4 3 2 1	1 2 3 4 5 6 7 8
Lower,	8 7 6 5 4 3 2 1	1 2 3 4 5 6 7 8

(Strike out those that are missing.)

3-7045 (F)

Remarks:

I certify that I have carefully examined the applicant, and have correctly recorded the results of the examination, and that, to the best of my judgment and belief,

he has no mental or physical defect disqualifying him from service in the United States Army; (or)

is disqualified from service in the United States Army by reason of

P. A. Thompson
 Surgeon, U. S. A., Examining Officer.
 Capt. M.C. 119 USPA

I certify that the applicant was **accepted** by me this **10/16** day of **October**, 191**6**

1st Sgt. G. R. R.

Remarks:

P. A. Thompson
 Examining Officer.
 Capt. M.C. 119 U.S.P.

3-7045 (F)

Figure 55. Pages 6 and 7 of Form No. 10, Report of Physical Examination. (Part 4 of 4)

of a Militiamen's report of physical examination and when it is necessary to know if he was physically qualified for Federal service, Militia Form No. 3, should be examined. The muster-in rolls are on file in Organizational Records--see separate narrative.

Physical examinations for Militiamen and National Guardsmen when mustered were made by medical officers of the Army detailed for that purpose or by Medical Officers of the National Guard. In the absence of such medical officers, civilian physicians were employed.

Selective Service Act of May 18, 1917. Physical examinations for men who were inducted under the Selective Service Act of May 18, 1917, were conducted in accordance with the prescribed instructions of that Act. A Medical Division was organized in the office of the Provost Marshal General, whose functions were to coordinate the medical activities associated with the selective service, and to render authoritative decisions upon technical points related to physical standards and medical examinations. The physical standards first adopted for inductees were based on those used by the Army volunteer system but differed in some particulars. The standards first adopted were soon found to be too severe to secure the requisite manpower for the World War I emergency, and were revised. The revised physical standards, which waived minor defects, were promulgated to draft boards in June 1918. The new standards were not made available to those making physical examinations at Army camps until considerably later. During the time the two standards prevailed, much confusion resulted. ✓

During the period covered by the Selective Service Act (May 18, 1917-November 11, 1918), registrants were required to appear for a preliminary physical examination at the place of their local board before being called for induction into the Army. Normally, some time elapsed between physical examination at the local board and call for induction into the Army. Each local board had a civilian examining physician. Additional ones were appointed as needed, and the services of volunteer physicians were also utilized. After registrants were called for induction into the Army, they were given a final physical examination at an Army mobilization camp by a team of Army Medical Officers. Each team was composed of specialists so that every part of the human body could be subjected to special study by an expert in that field.

Under the Selective Service Act, no oath was provided for those entering the service by the selective draft. The physical examination at mobilization camp was the determining factor in the registrant's final acceptance. The decision as to the acceptance or X NB

rejection was the responsibility of the military examining physicians at the mobilization camps or other military stations to which the registrants were sent. Inductees who were found physically disqualified at mobilization camps were rejected and furnished a Certificate of Discharge from Draft. This groups is discussed more fully under the subject "Discharge from Draft."

Special printed forms were adopted for the reports of physical examinations for inductees under the Act of May 18, 1917. They were set up to conform to the standards of the World War I emergency (1917-1918). The two editions of the report adopted for registrants were:

Form No. 14, P.M.G.O. (figure 56.)

Form No. 1010, P.M.G.O. (figure 57)

Current Use. The reports are used in adjudicating claims based on disabilities allegedly incurred in the military service and in establishing the rights of persons entitled to the benefits of the pension laws, as well as to protect the interests of the United States. The reports for those men who were inducted under the Selective Service Act of May 18, 1917, are used to determine their status.

References.

Army Volunteer System. AR 1913 (pars. 841, 847, 848, 862, 864, 867, 871, and 1484); AR 40-105, Apr. 1, 1924; GO No. 11, W.D., 1913; Cir No. 118, W.D., 1918 Special Reg. No. 65, 1918.

Organized Militia and National Guard. U. S. Mustering Regulations (Apr. 22, 1914); Special Regulations No. 55, 1917; Bulletin No. 16, WD, 1916 (Sec 115).

Selective Service Act of May 18, 1917. Selective Service Regulations with Changes (1917-1918); First and Second Reports of the Provost Marshal General - Physical Qualifications (1917-1918).

REPORTS OF PROCEEDINGS OF BOARDS OF OFFICERS. These are the reports of a committee of officers appointed to act as a fact-finding agency or as an advisory body in the adjudication of various matters. The appointment of such a board was published in Special Orders (see separate narrative on Orders) and this was documented with the Report of Proceedings. Most boards of officers were for the purpose of determining the soldier's

Original size, each
page 3 3/4" x 8 1/2"
(Four pages)

Form No. 14, P. M. G. O.
Prepared by the Surgeon General of the Army.

PHYSICAL EXAMINATION

UNDER THE
SELECTIVE SERVICE ACT OF MAY 18, 1917
(See instructions, page 4)

Surname: _____ (Christina name): _____
Serial No. 354

STATEMENT OF PERSON EXAMINED

Have you found that your health and habits in any way interfere with your success in civilian life? If so, give details:
Cataract of head

Do you consider that you are now sound and well? If not, state details:
Cataract of head

Have you ever been under treatment in a hospital or asylum? If so, for what ailment?
no

I certify that the foregoing questions and my answers thereto have been read over to me; that I fully understand the questions and that my answers thereto are correctly recorded and true in all respects.

I further certify that I have been fully informed and know that making or being a party to making any false statement as to my fitness for military service renders me liable to punishment by imprisonment.

(Signature of person examined)
W. H. Alexander M. D.
Examining Physician.

Place: Paducah, Ky.
Date: Aug 23 - 1917

(2)

PHYSICAL EXAMINATION BY EXAMINING PHYSICIAN OF LOCAL BOARD

(Person under examination stripped.)

Weight: 149 lbs.; height: 70 1/2 inches.
Circumference of chest (at nipples): At expiration, 33 inches.
At inspiration, 37 inches.

General examination (head, chest, abdomen, extremities):
normal

Nose and throat: normal

Heart: normal

Genito-urinary organs (urine will be examined in suspicious cases):
normal

Hernia: none

Hemorrhoids: none

Flat foot or other deformities of feet: none

Eyes: good
Vision—Right eye: 20/20; left eye: 20/20

Ears: 20/20
Hearing—Right ear: 20/20; left ear: 20/20

Teeth: good

Missing Teeth:	Upper:	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8
	Lower:	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8

(Strike out those that are missing.)

Remarks: _____

I certify that I have carefully examined the person named on the first page hereof and have carefully recorded the results of the examination, and that it is my judgment and belief that he is physically qualified for military service.

(Signature of examining physician)
W. H. Alexander M. D.
Examining Physician.

Place: Paducah, Ky.
Date: Aug 23 - 1917

Figure 56, Pages 1 and 2 of Physical Examination form used from May 1917 to December 1917 for inductees entering the service under the Selective Service Act.

INSTRUCTIONS

- The name of the person examined and the serial (red ink) number of his registration card will be entered in the spaces for that purpose on page 1 accordingly as they appear on his registration card.
- The questions under the heading "Statement of Person Examined" will be asked by the examining physician and the answers recorded by him before the person to be examined has been stripped. Any answer indicating possible disqualification will be followed up by searching inquiry and examination and the result noted in the examining physician's report.
- The physical examination will conform strictly to the requirements of this form and all prescribed regulations and instructions governing physical examinations under the Selective Service Act of May 18, 1917.
- Deviations from normal, though not causing the person examined physically deficient and not physically qualified for military service, will be noted under the proper heading.
- The spaces under the Formata will be used for continuation of an answer if the allotted space is insufficient, and for any further statement that the examining physician may desire to make.
- In each case in which, after examination by one examining physician, a reexamination by another is required by regulations, an independent report of the reexamination will be made on this form; and the word "Reexamination" will be entered in red ink under the words "Serial Number" on the first page of the report of the reexamination. After completion of the reexamination the report thereof will be permanently attached to the report of the original examination.

101
Date, July 23
Place, Johnson City
The Local Board finds the person named on the first page hereof "physically qualified for military service" (by the definition of the term "physically qualified" as used in the military service laws) and not physically qualified for military service.

W. H. Johnson
Chief, Local Board.

W. H. Johnson
Executive Officer, Local Board.

By reason of _____
I certify that I have carefully examined the person named on the first page hereof and have carefully recorded the results of the examination, and that it is my judgment and belief that he is "physically qualified for military service" (by the definition of the term "physically qualified" as used in the military service laws) and not physically qualified for military service.

W. H. Johnson
Physician

Remarks: _____
(Strike out those that are inapplicable.)

Teeth: _____
Right. _____
Left. _____
Upper. 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8
Lower. 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8

FINDING OF LOCAL BOARD

Johnson City
Date, July 23
101

The Local Board finds the person named on the first page hereof "physically qualified for military service" (by the definition of the term "physically qualified" as used in the military service laws) and not physically qualified for military service.

W. H. Johnson
Chief, Local Board.

W. H. Johnson
Executive Officer, Local Board.

By reason of _____
I certify that I have carefully examined the person named on the first page hereof and have carefully recorded the results of the examination, and that it is my judgment and belief that he is "physically qualified for military service" (by the definition of the term "physically qualified" as used in the military service laws) and not physically qualified for military service.

W. H. Johnson
Physician

Remarks: _____
(Strike out those that are inapplicable.)

Teeth: _____
Right. _____
Left. _____
Upper. 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8
Lower. 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8

Weight, _____ lbs.; height, _____ inches.
Circumference of chest (at nipple): At expiration, _____ inches.
At inspiration, _____ inches.

General examination (head, chest, abdomen, extremities): _____

Neck and throat: _____

Heart: _____

Genito-urinary organs (urine will be examined in suspicious cases): _____

Formata: _____

Hemorrhoids: _____

Flat foot or other deformities of feet: _____

Wrestmann reaction: _____

Eyes: _____

Vision—Right eye, _____; left eye, _____

Hearing—Right ear, _____; left ear, _____

Original size, each
page 8½" x 11"
(Four pages)

Form 1010-P. M. G. O.
(See No. 122 B. 441)

Local Board for Sequoyah County, Okla.

REPORT OF PHYSICAL EXAMINATION.

Serial No. _____ Order No. _____

STATEMENT OF PERSON EXAMINED.

1. Have you found that your health and habits in any way interfere with your ability to earn a livelihood? If so, give details. No.
2. Do you consider that you are now sound and well? If not, state details. No. Lung trouble.
3. Have you ever been under treatment in any hospital or asylum? If so, for what ailment? No.
Names of hospitals or asylums _____
Dates of admissions and discharges _____
4. Have you been confined to your bed at home under a physician's care within the past year? If so, for what ailment and for what length of time? No.
Name of physician _____ When _____

I certify that the foregoing questions and my answers thereto have been read over to me; that I fully understand the questions, and that my answers thereto are correctly recorded and true in all respects. I further certify that I have been fully informed and know that making or being a party to making any false statement as to my fitness for military service renders me liable to punishment by imprisonment.

Place Sallisaw, Okla.

Date April 17, 1918

PHYSICAL EXAMINATION BY EXAMINING PHYSICIAN OF LOCAL BOARD.

(Person under examination stripped.)

Weight 146 lbs.; height 68 inches.
Girth of chest (at nipples): At expiration _____ inches. At inspiration, 27-2 inches.
General examination (head, chest, abdomen, extremities) Normal.
Nose and throat Normal.
Heart Normal. Lungs Suspected T. B.
Genito-urinary organs (urine will be examined in suspicious cases) Normal.
Hernia No. Hemorrhoids No.
Flat foot or other deformities of feet No.
Eyes: Vision—Right eye, 20-20; left eye, 20-20.
Ears: Hearing—Right ear, 15-20; left ear, 15-20.

Teeth: None.
Missing teeth: Upper, 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8; Lower, 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8 (Strike out those that are missing.)

Remarks Referred to Med. Adv. Board, for exam, lungs.

Special entry—Particular qualifications of registrant found to be physically deficient and not physically qualified for general military service (note hereunder any trades, professions, or other civil occupations in which the registrant has had experience).

I certify that I have carefully examined the person named on the first page hereof and have carefully recorded the results of the examination, and that it is my judgment and belief that he is physically qualified for general military service.
is physically qualified for special or limited military service as
physically deficient and not physically qualified for military service by reason of

Place Sallisaw, Okla.

Date April 17, 1918

M. D., M. D.
(Signature)

PASSED BY NEURO-PSYCHIATRIC

Figure 57. First page of Report of Physical Examination used from December 1917 to November 1918 for inductees (Part 1 of 4) entering the service under the Selective Service Act.

APPLICATION TO BE SENT TO MEDICAL ADVISORY BOARD.

I hereby make application to be sent to a Medical Advisory Board for further physical examination.

Date: _____ (Signature of registrant.)

REFERENCE TO MEDICAL ADVISORY BOARD.

Respectfully referred to Medical Advisory Board _____
for further physical examination of the person named on the first page hereof.

Place _____
Date: _____ *J. M. Brown*
(Member of Local Board.)

PHYSICAL EXAMINATION BY MEDICAL ADVISORY BOARD.

(Person under examination striped.)

Weight ~~146~~ 146 lbs.; height ~~68~~ 68 inches.
Girth of chest (at nipples): At expiration ~~33 1/2~~ inches; at inspiration ~~37~~ 37 inches.
General examination (head, chest, abdomen, extremities) _____
Nose and throat Normal
Heart Normal Lungs Normal, Suspected T. B.
Genito-urinary organs (urine will be examined in suspicious cases) Normal
Hernia No. Hemorrhoids No.
Flat foot or other deformities of feet Normal
Eyes: 20-30 Vision—Right eye 20-30; left eye 20-30
Ears: 25-30 Hearing—Right ear 15-20; left ear 25-20
Teeth: RIGHT LEFT
Missing tooth {Upper, 3 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8} (Strike out those that are missing.)
Lower, 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8

Remarks _____

I hereby certify that the person named on the first page hereof has been carefully examined and that the results of the examination have been carefully recorded and that it is the judgment and belief of the Medical Advisory Board that he

is physically qualified for general military service.
physically qualified for special or limited military service as
physically deficient and not physically qualified for military service by reason of

Place Sallisaw, Ok a.
Date: April 23, 1918 *J. M. Brown*
(Signature)

FINDING OF LOCAL BOARD.

This Local Board finds the person named on the first page hereof physically qualified for general military service.
physically qualified for special or limited military service as
physically deficient and not physically qualified for military service by reason of

Place _____
Date: 4/19/18 *Joe Brandon*
(Member of Local Board.)

APPEAL FROM FINDING OF LOCAL BOARD.

I hereby appeal from the above finding of Local Board for _____
on the ground that _____

Date: _____ (Signature of registrant.)

Figure 57. Second page of Form 1010, P.M.G.C.O. (Part 2 of 4)

DECISION OF DISTRICT BOARD.

The District Board finds the person named on the first page hereof physically qualified for general military service.
physically qualified for special or limited military service as.....
physically deficient and not physically qualified for military service by reason of.....

Date.....
(Member of District Board.)

PHYSICAL EXAMINATION AT PLACE OF MOBILIZATION.

(Person under examination stripped.)

Weight 143 1/2 lbs.; height 67 1/4 inches.
Girth of chest (at nipples): At expiration 34 inches; at inspiration 36 1/2 inches.
General examination (head, chest, abdomen, extremities)..... **NORMAL**
Nose and throat..... **NORMAL**
Heart..... **NORMAL** Lungs..... **NORMAL**
Genito-urinary organs (urine will be examined in suspicious cases). Urinalysis
Hernia..... **NORMAL** Hemorrhoids..... **NORMAL**
Flat foot or other deformities of feet..... **NORMAL**
Eyes..... **NORMAL** Vision—Right eye..... 20/30; left eye..... 20/30
Ears..... **NORMAL** Hearing—Right ear..... 9/30; left ear..... 1/30
Teeth:
Missing teeth

	RIGHT	LEFT	
Upper,	8 7 6 5 4 3 2 1	1 2 3 4 5 6 7 8	(Strike out those that are missing.)
Lower,	8 7 6 5 4 3 2 1	1 2 3 4 5 6 7 8	

Remarks.....
I certify that I have carefully examined the person named on the first page hereof and have carefully recorded the results of the examination, and that it is my judgment and belief that he physically qualified for general military service.
is physically deficient and not physically qualified for general military service by reason of.....

Camp Camp Travis, Texas
Date JUN 5 - 1918
[Signature]
Capt. M. R. C.

FIRST INDORSEMENT.

Examined and found physically qualified
not qualified for general military service by reason of.....

Camp.....
Date.....
(Special Examiner.)

SECOND INDORSEMENT.

Acceptance } recommended.
Rejection }

Camp.....
Date.....
(Division Surgeon.)

THIRD INDORSEMENT.

Approved } as recommended in second indorsement.
Disapproved }

Camp.....
Date.....
(Major General, Commanding.)

Figure 57. Third page of Form 1010, P.M.G.O.
(Part 3 of 4)

INSTRUCTIONS.

1. The name of the person examined and the serial (red ink) number of his registration card will be entered in the spaces for that purpose on page 1 exactly as they appear on his registration card. The order number of the registrant will also be entered in the space for that purpose on page 1.

2. The questions under the heading "Statement of Person Examined" will be asked by the examining physician and the answers recorded by him before the person to be examined has been stripped. Any answer indicating a possible disqualification will be followed up by searching inquiry and examination and the result noted in the examining physician's report.

3. The physical examination will conform strictly to the requirements of this form and all prescribed regulations and instructions governing physical examinations under the Selective Service Act of May 18, 1917.

4. Deviations from normal, though not cause for finding the person examined physically deficient and not physically qualified for military service, will be noted under the proper headings.

5. The space under the Remarks will be used for continuation of an answer if the allotted space is insufficient, and for any further statement that the examining physician may desire to make.

2-5118

Figure 57. Fourth page of Form 1010, P.M.G.O.
(Part 4 of 4)

character at discharge or character of service. In cases of death, the facts surrounding the cause of death sometimes required investigating by such a board. A report of the proceedings of a Board of Officers is illustrated in figure 58. They are filed in the enlisted jackets.

REVIEW AND CORRECTION BOARDS RECORDS. The records created as a result of action by the Army Discharge Review Board and the Army Board for Correction of Military Records are extremely important. These Boards were established under separate legislation for different functional purposes:

The Army Discharge Review Board was an administrative agency created within the Department of the Army under authority of Section 301, Public Law 346, 78th Congress, June 22, 1944. Its function was to review upon its own motion, or upon application by or in behalf of a member or former member of the Army, the type (character) and nature (reason) of discharge or dismissal, except discharges or dismissals given by reason of sentence of general court-martial, or a request for a medical discharge. This board was made up of a panel of five or more Army Officers designated by the Secretary of the Army. The Act of Congress providing for the establishment of the Army Discharge Review Board also included a time limitation for accepting requests for review. Applications must have been initially received in the Department of the Army prior to June 22, 1959, or within 15 years after date of separation from the Army.

The Army Board for Correction of Military Records was established under Section 207, Public Law 601, 79th Congress, as amended, (Legislative Reorganization Act of 1946), 10 USC 1552. This board's functions are to consider applications to determine existence of errors or injustices, and to make appropriate recommendations to the Secretary of the Army.

The World War I cases most commonly considered by the Army Board for Correction of Military Records are: dishonorable discharge pursuant to sentence of a general court-martial; discharge from draft; discharge for physical disability; and cases previously reviewed by the Army Discharge Board where favorable action was not taken, or when the statutes of limitation have expired for review by that board.

Fort Hancock, New Jersey.
March 7, 1918.

Proceedings of a Board of Officers convened by the following order.

Headquarters Coast Defenses of Sandy Hook,
Fort Hancock, New Jersey.
March 5th, 1918.

Special Orders)
No. 57,)

3. Under the provisions of par 146g A.R. a Board of Officers consisting of

Capt. W. W. Irvine, C.A.C.
Capt. L. G. Cutler, C.A.R.C.
1st Lt. F. Roberts, J.A.N.A.

Is appointed to meet at Fort Hancock, N.J. at 2:00 P.M. Wednesday March 6th, 1918. or as soon thereafter as practicable to determine whether or not Pvt. John Doe, 17th, Company, Sandy Hook, should be discharged prior to expiration of his term of enlistment on account of his habits or traits of character which serves to render his retention in the service undesirable.

The attention of the board is invited to par 1 at 16/15. The proceedings will be submitted in duplicate.

By order of COLONEL HARRIS

D. N. Swan Jr.
Fort Hancock, New Jersey. Capt. C.A.C.
March 7th, 1918. ACtg Adj

The board meet pursuant to the order above at 2:00 P.M.

To-Day,

PRESENT:

Capt. W. W. Irvine
Capt. L. G. Cutler
1st Lt. F. Roberts

Original size, each page, 8" x 12 1/2" (two pages)

Pvt. John Doe 17th, Company, Sandy Hook, appeared before the board. The order convening it was read to him and he was asked whether he objected to any member thereof, To which he replied in the negative.

The president then explained to Pvt. Doe, that he would have a right to question the witnesses, submit evidence and make a statement. The president asked Pvt. Doe, if he desired council and he answered in the negative.

1st Lieut, G.E.G. Norton, M.C.M.G.U.S., was then duly sworn and testified in substance as follows, That Pvt. Doe had been under his observation for about one (1) month.

That Pvt. Doe, was a drug user and that the drug habit existed prior to his entry into Federal Service, And in view of his habits he did not believe that Pvt. Doe ever could be come a good reliable soldier.

Pvt. Doe did not want to ask Lieut, Norton, any questions.

The president then asked Pvt. Doe, if he wished to call any witnesses or make a statement, Pvt. Doe replied that he did not wish to call any witnesses but desired to make a statement, Being duly sworn he made a statement in substance as follows:

November 1912 I was sentenced to Sing Sing Prison for a term

(1)

Figure 58. Report of Proceedings of Board of Officers convened to determine if serviceman should be discharged because of habits and traits of character rendering him undesirable. (Part 1 of 2)

of 2 years. While in Sing Sing Prison, I became a drug user. In 1913 I was given my first pill and kept using the drug till I was discharged from prison on November 17th, 1914. When I was discharged I found out from some users of the drug, I was introduced to two or three sellers that were drug users themselves. I kept using the drug till 1916. In the month of June 1916. I volunteered to be cured of the drug habit, I went to the Metropolitan Hospital, on Blackwells Island, and was treated by Dr. Darst, I was discharged from the Hospital after 11 days and it seemed that they did not do me any good. July 4th, 1916 I was arrested for the theft of \$30.00, I was out on bail, in October I was found Guilty in Court Special Session, but before I was sentenced I was sent to Belview Hospital for observation, when I left Belview Hospital I was brought up before Justice Morse, in the Court of Special Sessions, and given a sentence of 3 Months, in the mean time while in the work house on Blackwells Island, I was receiving dope sent by some of my friends, while doing my 3 months I was using dope. I was released from Blackwells Island, February 2, 1917. I went to the Onedia Hospital at Rome New York, to be cured of the drug habit, I was there 3 days when my pain was coming on so I demanded my clothes and left the Hospital, then I took another cure for 14 days, my friends were furnishing me dope while the Doctor was trying to cure me, On August 11th, 1917, I enlisted in the 9th Regiment, N.Y.N.G., I thought that was the only way I could be cured, by going away. When I returned from pass or AWOL I would bring enough dope to last about a month and a half.

The president then asked Pvt. Doe if he had anything else to say or offer and he replied in the negative, whereupon he was excused.

Private Doe was present during the hearing of all evidence.

FINDINGS:

After a careful consideration of the above evidence the board finds that Pvt. Doe, is a confirmed drug user, and that his retention in the service is undesirable because of the effect of his habits on morals and discipline in his organization.

RECOMMENDATIONS:

The Board, therefore, recommends that he be discharged. Character Fair.

The board then at 5.15, P.M. Adjourned:

M. J. Irvine

Captain, C.A.C.
President.

Leon G. Cutler

Captain, C.A.R.C.
Member.

Approved

Henry H. Harris

Colonel, C.A.C., Comdg.

Fredrick Roberts

1st Lieut, C.A.N.A.
Recorder.

Figure 58. (Continuation)
(Part 2 of 2)

The Army Board for Correction of Military Records is made up of a panel of not less than three civilian officers or employees of the Department of the Army. They are appointed by the Secretary of the Army.

Record material normally created for each case reviewed and favorably considered by either of the foregoing boards is as follows:

Application for Review of Discharge by the Army Discharge Review Board (DD Form 293); Application for Correction of Military Records by the Army Board for Correction of Military Records (DD Form 149).

A record of proceedings of the board.

A "brief" (facts of military service in detail).

Opinions rendered by officers of the Judge Advocate General or the Surgeon General when necessary in a particular type case.

Directives of the Secretary of the Army to The Adjutant General of the Army. Such a directive from each of the boards is illustrated as figures 59a and 59b.

Current Use. These records had the effect of producing changes in the official entries in the personnel records. They are, consequently, used in the same way and for the same purposes as the official personnel records. Records of denials by the boards are of course valuable in the event of subsequent appeals.

References. Standing Operating Procedures; AR No. 15-185; Memorandum No. 400-5-3, Department of the Army, July 23, 1948; World War I "Precedent" files labeled "Army Discharge Review Board" and "Army Board for Correction of Military Records."

Original size,
8" x 10 $\frac{1}{2}$ "

REVIEW OF DISCHARGE OR SEPARATION		DEPARTMENT OF THE ARMY OFFICE OF THE SECRETARY OF THE ARMY ARMY DISCHARGE REVIEW BOARD WASHINGTON 25, D.C.		DATE OF HEARING 15 January 1959
GRADE Private		SERVICE NUMBER 358		
DOCKET NUMBER 56131	TYPE OF CASE (Check one) <input type="checkbox"/> APPEARANCE <input checked="" type="checkbox"/> NON-APPEARANCE			
NAME OF COUNSEL Kane		ADDRESS AND/OR ORGANIZATION		
MEMBERS SITTING				
Colonel Bernard E. Conroy		Lt. Colonel William E. Campbell, Jr.		
Colonel Peter W. Scott		Lt. Colonel Charles F. Pettin		
Lt. Colonel Charles L. McNeill				
SECRETARY-RECORDER Lt. Col. Harriet E. Moses	REPORTER	<input type="checkbox"/> APPLICANT APPEARED <input checked="" type="checkbox"/> DID NOT APPEAR <input type="checkbox"/> WITH COUNSEL <input checked="" type="checkbox"/> WITHOUT COUNSEL		
Received a Other Than Honorable discharge, 21R on 14 February 1948 per, The Adjutant General's Office Telegram, dated 27 January 1948 .				
APPEALS FOR: (Check appropriate box) <input type="checkbox"/> MODIFICATION <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> GENERAL <input checked="" type="checkbox"/> HONORABLE		EXHIBITS: A - ORDER APPOINTING BOARD B - APPLICATION FOR REVIEW OF DISCHARGE C - BRIEF OF PERSONNEL FILE		
FINDINGS				
The Army Discharge Review Board, established under the provisions of Section 301, Public Law 346, 78th Congress, approved 22 June 1944, finds that the applicant (358) (was not) properly discharged. The change in type of separation was made not as a statutory right but was on the basis of equity in this particular case.				
CONCLUSIONS				
The Army Discharge Review Board concludes that: 358 should receive an Honorable discharge, 21R, as an Enemy Alien, UP Section 301, Public Law 346, 78th Congress, approved 22 June 1944. 358 should receive an Honorable discharge, 21R, as an Enemy Alien, UP Section 301, Public Law 346, 78th Congress, approved 22 June 1944.				
DIRECTIVE				
SUBJECT: (Case of) 358			DATE 22 JAN 1959	
TO: The Adjutant General The Secretary of the Army directs that the following action be taken and that the applicant, 358 , be informed: (Check appropriate box)				
<input type="checkbox"/> APPEAL DENIED <input type="checkbox"/> MODIFICATION <input type="checkbox"/> CHANGE TO GENERAL <input checked="" type="checkbox"/> CHANGE TO HONORABLE as an Enemy Alien. See Sec 301, PL 346, 78th Cong, apvd 22 June 1944.		NAME AND ADDRESS OF PERSON TO BE NOTIFIED		
SIGNATURE OF SECRETARY-RECORDER Harriet E. Moses Lt. Colonel, GS		SIGNATURE OF PRESIDENT OF THE BOARD B. E. Conroy Colonel, GS		

Figure 59a. A "directive" of the Secretary of the Army in a case reviewed by the Army Discharge Review Board. Directives of this type are filed with all cases reviewed by the Board from 1944 to 1959.



BY ORDER OF THE SECRETARY

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C.

MAY 17 1954

AG 201 - _____

MEMORANDUM FOR THE ADJUTANT GENERAL:

Having approved the findings, conclusions and recommendations of the Army Board for Correction of Military Records in the case of _____ and under the authority vested in me by Section 207 of the Legislative Reorganization Act of 1946, as amended (Public Law 290, 82nd Congress), it is directed:

1. That all of the Department of the Army records of _____ be corrected to show him to have been separated on a Certificate of General Discharge from the Army of the United States, dated 24 June 1920.
2. That the Department of the Army issue to _____ a Certificate of General Discharge from the Army of the United States, dated 24 June 1920, in lieu of the other than honorable (blue) discharge of the same date now held by him.
3. That no money as a result of past loss of pay, allowances, compensation, emoluments, or other pecuniary benefits be paid, nor shall repayment of any fine or forfeiture imposed be made, by the Department of the Army, as a result of the foregoing correction of record.
4. That time shown as lost under Article of War 107 remain unchanged.

Robert T. Stevens
Robert T. Stevens
Secretary of the Army

Original size,
8" x 10½"

Figure 59b. A "memorandum" type directive on a case reviewed by the Army Board for Correction of Military Records. Memoranda of this type are filed with all cases reviewed by the Board after it was established in 1946.

SERVICE RECORDS. The World War I Service Record is a 3-3/4 by 8½ inch pamphlet, consisting of approximately 20 pages. It is a compilation of pertinent personal data on the enlisted man, and a history of certain actions, events, proceedings, etc., that took place during his military service, from entrance to separation. The same type record was used regardless of mode of entry (enlistment, induction, reenlistment) or of the component. Form No. 29, A.G.O., edition of March 22, 1917, was the initial Service Record (first used about March 29, 1917), replacing an almost identical record called the "Descriptive List" (see separate narrative) and the Descriptive and Assignment Card (Form No. 25, A.G.O.). The form number was changed November 1, 1924, to W.D., A.G.O. Form No. 24, and this was still in use September 7, 1939. The record, when first adopted, was prepared for all enlisted men then in the service, and thereafter for each one who entered.

Service records were "opened" by recruiting officers and by officers charged with inducting men under the Selective Service System. Finance Officers opened them for retired enlisted men who were called to active duty. The person who opened the service record filled in the following information:

Soldier's name

Service number

Branch of service for which enlisted (inducted)

Home address

Name and address of next of kin

Emergency addressee

Date and place of birth

Age at entry

Soldier's description

Any other pertinent information shown on the enlistment paper or (in the case of reenlistments) on the discharge certificate in the soldier's possession.

The Service Records for National Guardsmen called into Federal service were opened by the commanders of the organizations to which first assigned. After the service record was opened, the personnel adjutant was made responsible for all entries (including the closing entries) except for those pertaining to the soldier's character and efficiency ratings. These two items were entered and initialed by the company or detachment commander.

Supplementary Service Records were prepared on enlisted men who were without complete records of service when ordered discharged. Information entered in the Supplementary Service Records was based on affidavits sworn to by the soldier (Cir. No. 148, WD, Dec. 13, 1918). Temporary Service Records were prepared if, upon transfer from one organization to another, the original record was not received from the losing organization. The word "SUPPLEMENTARY" and/or "TEMPORARY" was entered at the top of the front page of the Service Record form. Items of information entered in Temporary Service Records concerning the soldier's service up to the time such record was opened were normally based on the soldier's own statements. These statements have been found incorrect in many respects and this of course presents a problem when the original Service Record is not available. Relatively few World War I enlisted men have Temporary Service Records only.

Complete instructions concerning the preparation of the Service Record and the items of information to be entered therein are found in AR 345-125. The final indorsement, when completed, is proof that the record has been closed. Once the record is closed, no changes can be made in it without the approval of the Secretary of the Army, or locally by administrative determination.

Although there were only two service record form numbers during the World War I period, the format and content underwent several changes during that time. These came about by revision as the Service Record was reprinted from time to time, or by the insertion of new pages. Some of the changes merely involved the spacing for the various entries, while others provided for the addition and/or elimination of entire items. (For example, printed items concerning company punishment were included in the record for many years, then dropped with the June 30, 1928, edition.) It is not possible to trace and illustrate each and every item changed, added, and eliminated. For the purpose of this monograph, it should be sufficient to provide a listing of the items that appear in the initial Service Record (Form No. 29, A.G.O. March 22, 1917) and an illustration of the one that was in use at the end of the World War I period--September 7, 1939. The listing appears below, and the illustration is included as figure 60.

Descriptive List page 2

Residence
Emergency addressee
Birth record
Personal description
Vaccination and immunization dates with results

Prior Service. page 3

Organization
Dates prior service
Date and character at discharge

Current Enlistment page 3

Enlistment period, in which serving
Place of acceptance
Date and place of enlistment
Name of recruiting officer
Organization and station to which assigned
Designation of organization to which transferred
Furloughed to Reserve data, such as:
 Station at time of furlough
 Date of furlough
 Character rating at time of furlough
Date, place, and character rating at discharge

Military Record. page 4

Grades and dates of any changes in grades
Marksmanship, gunner, qualification or rating
 Date of qualification or rating and number
 Date and source of order announcing same
Battles with dates
Wounds or other injuries received in action with dates
Medal of honor (action, with date thereof, for which granted)
Certificate of merit (nature of service, with date thereof for which granted)
Furloughs (dates of and authority for furlough)
Time lost to be made good under A.W. 107
 Absence without proper authority or in desertion
 Confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction
 Unable to perform duty through the intemperate use of drugs or alcoholic liquor, or through disease or injury the result of soldier's own conduct

"Paster for Service Record" inserted at top of page 5

Decorations and awards with date and action
Wound chevron authorized with date
War Service Chevron authorized with date
Other medals and Foreign Decorations

Date passed through gas
Designation of gas school
Date recruit toilet outfit issued
Date overseas shaving outfit issued

Pay detained by court-martial. page 5

Type of court-martial (General, Special, or Summary)
Dates and amount of pay detained

Remarks Section. page 5

In case the space under any heading, except "Deposits," in the service record proved insufficient, the entry could be continued under "Remarks." Entries not shown elsewhere required to complete soldier's record were also shown such as:

Clothing sizes
Articles of War read with dates
Sick in hospital with date
Date rejoining company from hospital
Lectures attended with dates
Course in sex morality completed with date

(If the space under remarks was insufficient, additional sheets were pasted at bottom of page 5)

Clothing Account page 6

Date of issue
Value
Initials of the custodian making entry

Educational Qualifications page 6a

Years of schooling
Specialization
Languages spoken
Intelligence rating

Occupational Qualifications. page 6a

Main occupation with number years
Duties performed

Weekly wages
Next best occupation with number years, and duties performed

Military Qualifications. page 6a

Army speciality
Rating with date
Rerating with date

Record of Convictions by Courts-Martial. page 6b

Type (Summary, Special, or General)
Number of the Article of War under which tried
Synopsis of the specifications
Date of offense
Date of sentence announced and adjudged or acquittal and
date of approval
Initials of company or detachment commander

Company Punishment page 6c

Offense, including date
Punishment awarded with date
Decision on appeal

Record of Known Distance Rifle Practice. page 6d

Special course C - Record Practice
Qualification Course - Record Practice

Record of Pistol Firing. page 6d

Dismounted Course
Mounted Course

Gratuitous Issues of Clothing. page 7

Date of issue
Value
Clothing settlement

Date of settlement
Allowance
Money value of clothing drawn
Balance due U. S.
Balance due soldier

Allotments page 7

Amount withheld with date and class
Date discontinued

Deposits page 8

Date of deposits with initials of custodian
Amount

Indorsements pages 9-14

Organization and station from which transferred with date
Organization and station to which transferred
Authority for soldier's change of station or status
Date of last payment and the name and rank of the finance
officer by whom such payment was made
Statement of accounts (exclusive of allotments and
insurance)
Statement concerning Government insurance
Soldier's character and efficiency rating when transferred

Final Indorsement. un-numbered last page

Station and date of discharge
Soldier's name and service number
Authority, character, and reason for discharge
Character rating at discharge
Type discharge certificate furnished
Date foreign service
Soldier's signature
Address furnished by soldier for future reference
Signature of company or detachment commander

Current Use. It is evident from the foregoing description of the Service Record that it is the sole source of nearly every type of military service and personal data on the World War I enlisted man. Inquiries of every conceivable type and from an extremely wide variety of sources are almost all answered from the Service Record. The largest percentage of these are from the Veterans Administration, since that agency administers the numerous benefits that have been allowed for veterans and their families. Other types received in large volume are:

requests from the veterans themselves (or their families) for replacement of lost separation documents;

requests from probation officers (Federal and non-Federal) for service data needed in conducting presentence investigations;

requests from National Cemeteries for data needed in connection with the burial of veterans and their next of kin;

requests from penal, mental, and correctional institutions for background information needed in planning their inmates welfare, treatment, and rehabilitation programs;

requests from the Office of the Chief of Support Services (Army) for verification of service data needed in inscribing headstones and grave markers;

requests from the U. S. Soldiers Home and the Naval Home for information needed in determining eligibility for admittance;

requests from private sources (individuals, companies, institutions, business firms, etc.) for latest address of record--needed for various reasons;

requests from veterans for decorations and awards.

Additionally, the Service Record is used to answer requests from veterans for specific papers or copies of papers and for specific items of information relating to such matters as birth data, character (conduct), reason for discharge, military pay data, name data (name change, true name), etc.

References: ARs 345-125 and 615-210 (par. 15); Bulletin No. 24, W.D., 1917; WD Circulars Nos. 40, 57, 148, and 171, 1918; and WWI "Precedent" files labeled "Records found in Files of Personnel Records Section."

WOUNDS (OR GAS) RECEIVED IN ACTION. NOTIFICATION OF. When World War I servicemen were wounded or gassed in action, the next of kin were notified by War Department telegram or by letter. These notifications were prepared at or near the time of the incident. They were prepared on forms such as that shown as figure 61 and copies of these became a permanent part of the soldier's military personnel records. In some cases, they are the only available information revealing fact of wound or gas.

Current Use. These communications, in the absence of other record material disclosing fact of wound or gas, may be accepted as the basis for authorizing the issue of the Purple Heart decoration.

References. General Orders No. 134, W.D., 1917; USAAC Standing Operating Procedures; and World War I "Precedent" file labeled "Purple Heart."

[REDACTED]	[REDACTED]
(Last name)	(Army serial number)
Elmer	E.
(First name)	(Middle initial)
Med. Dept. Ft. DuPont, Del.	
(Branch for which enlisted or inducted)	
Color or race White	
SERVICE RECORD	
covering period	
From April 14, 1925 , to _____, 192	
For instructions see AR 345-125	
W. D., A. G. O. Form No. 24 (Old No. 20)	
RECEIVED A. G. O. DEC 9 1928	

Figure 60. Copy of a Service Record. This form was used from November 1924 and was still in use in September 1939. The record was prepared for all enlisted men, regardless of mode of entry or component.

IMMUNIZATION REGISTER				
RANK		COMPANY	REG'T OR STAFF CORPS	
Pvt.		F	6th Fa.	
Entered service <u>December 15, 1934</u> , 19				
At <u>Wilkes-Barre, Pa.</u>				
Date of birth <u>August 12, 1910</u> , 19				
SMALLPOX VACCINATION				
DATE	RESULT	INITIALS OF MED. OFFICER		
1/6/35	Immune	J. Z.		
TYPHOID-PARATYPHOID VACCINATION				
DATES OF ADMINISTRATION (DAY, MONTH, AND YEAR)			INITIALS OF MED. OFFICER	
FIRST	SECOND	THIRD		
1/6/35	1-12-35	1-21-35	J. Z.	
OTHER VACCINATIONS				
KIND	DATE OF ADMINISTRATION (DAY, MONTH, AND YEAR)			INITIALS OF MED. OFFICER
	FIRST	SECOND	THIRD	
DIPHTHERIA SUSCEPTIBILITY TEST (SCHICK)				
DATE	RESULT	INITIALS OF MED. OFFICER		
CARRIER EXAMINATIONS				
DATE	PARASITE EXAMINED FOR	KIND OF SPECIMEN	POSITIVE OR NEGATIVE	
REMARKS				
J. Z. Miller				
M. J. Miller				
STATION OR COMMAND				

INSTRUCTIONS.

1. See A. R. 40-215 for details relative to immunization record. A record will be kept on this form of all vaccinations (including those against typhoid and paratyphoid fevers and smallpox), of results of immunity tests and carrier examinations, etc., given under the direction of medical officers to officers, members of the Army Nurse Corps, warrant officers, field clerks, enlisted men, civilian employees of the Army, and other civilians accompanying or resident with military commands.
2. The record will be begun in each case immediately upon giving any prophylactic vaccine by making proper entry thereof, which will be authenticated by the initials of the responsible medical officer. The other blank spaces will be filled out as soon as practicable.
3. In the case of a civilian employee, the character of his employment (clerk, teamster, etc.) and the staff corps or department in which he is employed will be noted in the spaces rank, company, and regiment. A brief notation of the status of other civilians will be made in the same spaces.
4. All officers and warrant officers furnished completed vaccination registers will preserve them and will exhibit them to examining medical officers at the annual physical examination. The medical examining officer will transcribe salient immunization data to the report of the annual physical examination.
5. The retained records will be filed by classes (officers, enlisted men, civilian employees, other civilians, etc., separately); each class by names in dictionary order.
6. Supplemental or continuation forms will be prepared and attached to the original forms as necessary.
7. The provisions of A. R. 40-215 respecting the notifications to be given of vaccinations performed and the preparation and disposal of immunization registers will be carefully observed.
8. Record as vaccina, vaccinoid, or immune reaction.
9. Record as positive, positive combined, pseudo-negative, or negative.
10. Record as feces, urine, sputum, blood, etc.

Form 61
MEDICAL DEPARTMENT, U. S. A.
(Revised Jan. 2, 1934.)

D-5711

Figure 60. The Immunization Register is an insert to the Service (Part 2 of 10) Record. It was usually pasted to the top of page 2.

DESCRIPTION OF

(Last name) (First initial) (Middle initial) (Army serial number)

Name address RD. 2
(Number and street or rural route; if none, no state)

Korea Pa.
(City, town, or post office)

Name and address of nearest relative
Mother same as above (Name)
(Relationship) (Number and street or rural route; if none, no state)

(City, town, or post office) (State or country)

Person to be notified in case of emergency same as above (Name)

(Degree of relationship; if none, no state) (Number and street or rural route; if none, no state)

(City, town, or post office) (State or country)

Born Aug 12, 1910 Red Bank, Pa.
(Month, day, and year) (City or town) (State or country)

Age at enlistment 22 yrs. 4 mos. Eyes Blue Hair Brown
Complexion Ruddy Height 5 ft. 7 1/2 ins. Size of shoes 7E

Complexion Laborer Married or single single

Physical defects of enlistment None

EDUCATIONAL QUALIFICATIONS

Years in: Common school 8 High school 2 College or university _____

Graduate work _____ Specialized in _____

Speaks * English, * ~~French~~, _____

OCCUPATIONAL QUALIFICATIONS

Laborer _____ 18.00
(Main occupation) (Weekly wages)

Years _____ as * apprentice, * journeyman, * expert

Just what did he do? General labor work

(Check best occupation) (Weekly wages)

Years _____ as * apprentice, * journeyman, * expert

Just what did he do? _____

MILITARY QUALIFICATIONS

Served as _____ in the United States Army in the World War.
(Grade)

Holds commission as _____ in the Officers' Reserve Corps.
(Grade) (Reserve)

Graduate of _____
(Noncommissioned officer or special service school)

Army specialty	Rating with date	Rating with date

* Ratings and words not applicable.
† Sr-Excellent; VG-Very good; G-Good; F-Fair. P-Poor

RECORDS OF IMMUNIZATION
(See par. 4, AR 60-20, for details relative to immunization records)

DIPHTHERIA VACCINATION

Date	Result*	Name and rank of medical officer†
<u>11/1/33</u>	<u>Immune</u>	<u>92</u>

TYPHOID-PARATYPHOID VACCINATIONS

Date of administration (Month, day, year)			Name and rank of medical officer†
1st	2d	3d	
<u>11/1/33</u>	<u>11/7/33</u>	<u>11/21/33</u>	<u>92</u>

OTHER VACCINATIONS

Kind	Date of administration (Month, day, year)			Name and rank of medical officer†
	1st	2d	3d	

DIPHTHERIA SUSCEPTIBILITY TEST-SKICK

Date	Result*	Name and rank of medical officer†

CARRIER EXAMINATIONS

Date	Specimen completed for	Kind of specimen*	Positive or negative	Name and rank of medical officer†

CURRENT ENLISTMENT

Accepted for service as Private-First Class
Enlisted or inducted in grade of Private-First Class on 14th 11 33
AMUNGA-BARTO, P.

by ISLAND W. SKAGG for _____ years
CAMP BULLDOG OFFICER

* Based on venereal, venereal, or blood specimen.
† Based on sputum, pus, or other discharge, or negative sputum or negative.
* Based on sputum, urine, or other specimen, blood, etc. P-Poor

Has over _____ years service.

Figure 60. Continuation of Service Record.
(Part 3 of 10)

7

RECORD OF TRIALS BY COURTS-MARTIAL

C. M. _____ A. W. _____ 19____
(No.) (Date) (Speculations)

Sentence imposed and adjudged _____ 19____
 Sentence as approved _____ Approved _____ 19____

I certify the above is correct.

(Name, rank, and organization)

Unaccounted portion of confinement and forfeiture resulted per _____ 19____
 Released from confinement _____ 19____
(Name, rank, and organization)

C. M. _____ A. W. _____ 19____
(No.) (Date) (Speculations)

Sentence imposed and adjudged _____ 19____
 Sentence as approved _____ Approved _____ 19____

I certify the above is correct.

(Name, rank, and organization)

Unaccounted portion of confinement and forfeiture resulted per _____ 19____
 Released from confinement _____ 19____
(Name, rank, and organization)

C. M. _____ A. W. _____ 19____
(No.) (Date) (Speculations)

Sentence imposed and adjudged _____ 19____
 Sentence as approved _____ Approved _____ 19____

I certify the above is correct.

(Name, rank, and organization)

Unaccounted portion of confinement and forfeiture resulted per _____ 19____
 Released from confinement _____ 19____
(Name, rank, and organization)

Pay Detained by Courts-Martial Entered on Pay Roll

Month	Amount		Month	Amount	
	Dols.	Cts.		Dols.	Cts.
19____			19____		
19____			19____		
19____			19____		
19____			19____		

8-2525

8

COMPANY PUNISHMENT

(Par. 204, Manual for Courts-Martial)

Record of company punishments will under no circumstances be admitted in evidence before courts-martial with record of previous convictions.

Offense, including date	Punishment awarded, with date	Decision on appeal

DESIGNATION OF BENEFICIARY

Mrs. Margaret _____ (Mother)
(Name and degree of relationship of beneficiary)
R.D. #1. _____ Pa.
(Address)

(Name and degree of relationship of alternate beneficiary)

(Address)

(Name and degree of relationship of alternate beneficiary)

(Address)

CLASS E ALLOTMENTS

Class E allotments of pay authorized as follows:

\$5.00 per month for **31** months, commencing **July 1st, 1933** and ending **Nov. 30, 1935**

In favor of **Mrs. _____** for the purpose of **Support**

\$3.75 per month by **C. S. _____**

Discontinued **August 31, 1934**

Reason: **discontinued** W. B. A. G. O. Form No. 20, mailed to Finance Office, U. S. Army, Washington, D. C., through personnel adjutant on **Sept 2, 1934** by **Sgt. _____**

Acknowledgment of discontinuance received **Sept 14, 1934**

_____ per month for _____ months, commencing _____ and ending _____

In favor of _____ for the purpose of _____

_____ by _____

Discontinued _____

Reason: _____ W. B. A. G. O. Form No. 20, mailed to Finance Office, U. S. Army, Washington, D. C., through personnel adjutant on _____ by _____

Acknowledgment of discontinuance received _____

Figure 60. Continuation of Service Record.
 (Part 5 of 10)

11 CLOTHING ACCOUNT CLOTHING DRAWN					
Date of issue	Money value clothing	* Initials	Date of issue	Money value clothing	* Initials
12-21-33	39.99	Amely	5-7-35	1.45	S.D.C.
4-23-33	11.03	Pa	7-1-35	5.71	S.D.C.
5-12-33	9.15	Pa			
6-17-33	5.00	Pa			
7-11-33	5.47	Pa			
10-6-33	2.28	Pa			
11-18-33	6.00	Pa			
1-15-34	3.87	Pa			
3-26-34	2.23	Pa			
11-17	5.37	Pa			
1-10-34	3.15	S.D.C.			
1-1-35	3.91	S.D.C.			
1-21-35	5.34	S.D.C.			
4-20-35	2.00	S.D.C.			
DITS 757316 20523 207764 207765					
6-30-34	24.22	--	--	--	Pa
Quantity four x four of them ordered					
10-31-34	26.93	--	--	--	S.D.C.
(Monthly pay) 2.89/1.00 dollars					
6-30-34	15.63	--	--	--	S.D.C.
EIE 1000 And 63/100 doll/205 S.D.C.					
12-13-35	17.62	--	--	--	Pa
SEVENTEEN AND 62/100 dollars					
GRATUITOUS ISSUE OF CLOTHING					
7-10-35	16.83	S.D.C.			
CLOTHING SETTLEMENTS					
Date	Doc number	Dep U.S.	Date entered on pay card	* Initials	Initials of pay card holder entry on pay card of person who U.S.
12-31-32	34.10	--	--	COO	--
Thirty four and 10/100 dollars					
6-30-33	17.56	--	--	Pa	--
Seventeen and 56/100 dollars					
12-31-34	18.79	--	--	Pa	--
Eighteen and 79/100 dollars					
12-31-35	18.79	--	--	Pa	--
Eighteen and 79/100 dollars					

12

QUALIFICATION IN ARMS

Special qualifications obtained in the use of the various arms and additional compensation therefor

Qualified as _____ 19____
(Circle designation)

Compensation \$_____ per month. Aggregate or final award _____

Order publishing list of qualifications _____ (Number) (Source) (Date)

Qualified as _____ 19____
(Circle designation)

Compensation \$_____ per month. Aggregate or final award _____

Order publishing list of qualifications _____ (Number) (Source) (Date)

Qualified as _____ 19____
(Circle designation)

Compensation \$_____ per month. Aggregate or final award _____

Order publishing list of qualifications _____ (Number) (Source) (Date)

Qualified as _____ 19____
(Circle designation)

Compensation \$_____ per month. Aggregate or final award _____

Order publishing list of qualifications _____ (Number) (Source) (Date)

Qualified as _____ 19____
(Circle designation)

Compensation \$_____ per month. Aggregate or final award _____

Order publishing list of qualifications _____ (Number) (Source) (Date)

PRIOR SERVICE

For every year preceding the service date, they have tendency to show service in the United States Army, Navy, Marine Corps, and National Guard

W.D. Dec 15 1935

Received at _____ 19____

Discharged as _____ character _____

Received at _____ 19____

Discharged as _____ character _____

Received at _____ 19____

Discharged as _____ character _____

Received at _____ 19____

Discharged as _____ character _____

2-222

Figure 60. Continuation of Service Record.
(Part 7 of 10)

REMARKS

On this page will be shown awards of medals of honor and other medals, citations, and foreign decorations; participations in action or battles, wounds, or other injuries received in the service; and such other entries not set forth elsewhere as may be required to make soldier's record complete.

Zone Rating (Vocabulary)

78 4

Member of Btry B, 109th F.A. Pennsylvania National Guard, to 12/13/32 - disch as Privat (Not in Federal Service)

Religion - Protestant

These endorsements are filled out in all cases when a soldier deserts or is transferred from one company or detachment to another company or detachment and in all changes of status except with an organization.

These endorsements will not be used when a soldier is only attached to another organization for either rotation or quarters or both.

U. S. ARMY RECRUITING OFFICE

U. S. ARMY RECRUITING OFFICE

December 14, 1932

To: Co. D, 6th P.A., Fort Hoyle, Md.

This soldier was transferred to FORG COMPANY

per P. A. SN 202 and left this organization Dec. 15th 32

He was last paid to include

by

Due United States; if nothing, so state NOTHING

Due soldier at date of transfer NOTHING

This soldier has a Class E allotment running which has been deducted from his pay to include

This soldier has authorized a Class C deduction for Government insurance which has been deducted from his pay to include

His character is

Efficiency rating as soldier

I have personally verified all entries in this endorsement.

U. S. ARMY RECRUITING OFFICE

This soldier reported

and was assigned to 2d Ind.

To

This soldier was transferred to

per and left this organization

He was last paid to include

by

Due United States; if nothing, so state

Due soldier at date of transfer

This soldier has a Class E allotment running which has been deducted from his pay to include

This soldier has authorized a Class C deduction for Government insurance which has been deducted from his pay to include

His character is

Efficiency rating as soldier

I have personally verified all entries in this endorsement.

U. S. ARMY RECRUITING OFFICE

This soldier reported

and was assigned to

To

This soldier was transferred to

per and left this organization

He was last paid to include

by

Due United States; if nothing, so state

Due soldier at date of transfer

This soldier has a Class E allotment running which has been deducted from his pay to include

This soldier has authorized a Class C deduction for Government insurance which has been deducted from his pay to include

His character is

Efficiency rating as soldier

I have personally verified all entries in this endorsement.

U. S. ARMY RECRUITING OFFICE

This soldier reported

and was assigned to

To

This soldier was transferred to

per and left this organization

He was last paid to include

by

Due United States; if nothing, so state

Due soldier at date of transfer

This soldier has a Class E allotment running which has been deducted from his pay to include

This soldier has authorized a Class C deduction for Government insurance which has been deducted from his pay to include

His character is

Efficiency rating as soldier

I have personally verified all entries in this endorsement.

U. S. ARMY RECRUITING OFFICE

This soldier reported

and was assigned to

To

This soldier was transferred to

per and left this organization

He was last paid to include

by

Due United States; if nothing, so state

Due soldier at date of transfer

This soldier has a Class E allotment running which has been deducted from his pay to include

This soldier has authorized a Class C deduction for Government insurance which has been deducted from his pay to include

His character is

Efficiency rating as soldier

I have personally verified all entries in this endorsement.

U. S. ARMY RECRUITING OFFICE

This soldier reported

and was assigned to

To

Figure 60. Continuation of Service Record. (Part 8 of 10)

15
3d Ind.

To 19

This soldier was transferred to
per and left this organization 19

He was last paid to include 19
by
(Name and rank of finance officer or agent officer, if any)

Due United States; if nothing, no state

† Due soldier at date of transfer

This soldier ^{has} ~~has not~~ a Class E allotment running which has been deducted from his pay to include 19

This soldier has authorized a ^{Class C} ~~Class D~~ deduction for Government insurance which has been deducted from his pay to include 19

His character is

Efficiency rating as soldier

I have personally verified all entries in this instrument.

(Name)
.....
(Rank and organization)

This soldier reported 19
(Organization to which transferred)

and was assigned to (see page 8)

4th Ind.

To 19

This soldier was transferred to
per and left this organization 19

He was last paid to include 19
by
(Name and rank of finance officer or agent officer, if any)

Due United States; if nothing, no state

† Due soldier at date of transfer

This soldier ^{has} ~~has not~~ a Class E allotment running which has been deducted from his pay to include 19

This soldier has authorized a ^{Class C} ~~Class D~~ deduction for Government insurance which has been deducted from his pay to include 19

His character is

Efficiency rating as soldier

I have personally verified all entries in this instrument.

(Name)
.....
(Rank and organization)

This soldier reported 19
(Organization to which transferred)

and was assigned to (see page 8).

* Strike out words not applicable.
† Here enter any amounts due soldier and not paid to date, such as monetary allowance in lieu of quarters and subsistence. 8-5222

16
5th Ind.

To 19

This soldier was transferred to
per and left this organization 19

He was last paid to include 19
by
(Name and rank of finance officer or agent officer, if any)

Due United States; if nothing, no state

† Due soldier at date of transfer

This soldier ^{has} ~~has not~~ a Class E allotment running which has been deducted from his pay to include 19

This soldier has authorized a ^{Class C} ~~Class D~~ deduction for Government insurance which has been deducted from his pay to include 19

His character is

Efficiency rating as soldier

I have personally verified all entries in this instrument.

(Name)
.....
(Rank and organization)

This soldier reported 19
(Organization to which transferred)

and was assigned to (see page 8).

6th Ind.

To 19

This soldier was transferred to
per and left this organization 19

He was last paid to include 19
by
(Name and rank of finance officer or agent officer, if any)

Due United States; if nothing, no state

† Due soldier at date of transfer

This soldier ^{has} ~~has not~~ a Class E allotment running which has been deducted from his pay to include 19

This soldier has authorized a ^{Class C} ~~Class D~~ deduction for Government insurance which has been deducted from his pay to include 19

His character is

Efficiency rating as soldier

I have personally verified all entries in this instrument.

(Name)
.....
(Rank and organization)

This soldier reported 19
(Organization to which transferred)

and was assigned to (see page 8).

* Strike out words not applicable.
† Here enter any amounts due soldier and not paid to date, such as monetary allowance in lieu of quarters and subsistence. 8-5222

Figure 60. Continuation of Service Record.
(Part 9 of 10)

CHARGE TO A. G. O.
GOVERNMENT RATE.

WAR DEPARTMENT TELEGRAM

Stenciled

OFFICIAL BUSINESS.

WASHINGTON.

June 11, 1918.

AGSD 201(DOE, Raymond W.)

Mrs. _____
2229 Wilkins Ave.,
Baltimore, Md.

Deeply regret to inform you that it is officially

reported that

Private Raymond W. DOE, Infantry.

was

severely

wounded in action

May twenty-eighth.

Will send any further information received.

McCain
The Adjutant General

222-155-7-4
RFV

Original size,
8" x 10½"

Figure 61. Telegram notifying next of kin of enlisted man's wounds received in action. Copies of such notifications are found in the records of some servicemen in the AEF between April 1917 and July 1919.

Part I
Individual Name Records

"201" FILES

The designation "201" is one of the nine general classifications in the old War Department Decimal Files System. It signifies "personnel records," and it was first applied to the individual Army Personnel Records in the Office of the Adjutant General in July 1917 when the Decimal System was adopted.

The 201 files group at NPRC now consists of the individual name records on officers, warrant officers, nurses, Army field clerks, and a few miscellaneous types. (Originally, they also included a great deal of material on enlisted men, but this has been interfiled into the enlisted jackets described above.)

The 201 files are in 9-by 12-inch manila folders with the name of the individual, arm of service, and service number if any, in the upper left corner. Each file contains the military and medical records created on one individual during his/her service. The bulk of these are on 8-by 10 $\frac{1}{2}$ -inch forms and papers of many kinds, fastened to a backing sheet with an Acco fastener. The various documents that make up these files are described in the brief narratives that follow.

As stated in the introduction to part I, some types of individual name records will be found in both the enlisted jackets and the 201 files. These are described only under enlisted jackets, with necessary cross-references under this heading.

COMMISSIONED OFFICERS' RECORDS

The officers' personnel records make up the bulk of the World War I 201 files. They include the personnel records of all Army officers who served during the period July 1, 1917, to September 7, 1939, and whose service was last terminated for any reason prior to September 8, 1939. The majority of officers in this category, however, served during the World War I period proper, i.e., from 1917 to 1919 generally. Included in this grouping are the thousands of officers who were retired under the Emergency Officers Retirement Act of May 1928; the records of all Regular Army officers who retired during the above specified period, and whose death occurred prior to September 8, 1939; and the records of all Reserve Officers (active and inactive status) whose last commissions expired prior to September 8, 1939.

At the beginning of the World War I emergency, fewer than 9000 officers were in the Army. As an estimated 200,000 were needed, the Army was confronted with an enormous selection and training task. A vast program was provided under the National Defense Act of June 3, 1916--see the narrative on World War I Training Camps. The majority of officers commissioned during the emergency attended one or more of these training camps. Only professional men such as doctors and persons qualified for duty in supply and the technical services received direct commissions. (Prior to the emergency, officer requirements had been met largely by appointments directly from civilian life, the Militia of the several states, and the Volunteers.)

For a better understanding of the officer records described in this portion of the monograph, the following general information is furnished on types of officer appointments, how to determine dates of service in the various components, and separation of emergency officers.

Types of Appointments.

Since the majority of the officers represented by the World War I records were commissioned during the period of the emergency (June 3, 1916, to November 12, 1918), the three types of appointments effected during that time are explained:

Permanent Appointments. These were Regular Army appointments, and were given only to graduates of the United States Military

Academy during the emergency. (After the emergency, regular appointments to commissions were made in the Regular Army, the Officers' Reserve Corps, and the National Guard, if in Federal service).

Provisional Appointments. These were also Regular Army appointments but "provisional" in character, and were given to persons other than graduates of the United States Military Academy (Sec. 24, National Defense Act of June 3, 1916) (Special Regulations No. 1, 1917). These regulations provided that all appointments to the grade of Second Lieutenant in the Regular Army, other than those of graduating classes from the United States Military Academy, West Point, should be provisional for a period of two years. A person desiring a permanent commission in the Regular Army, other than a graduate of West Point, was required to pass through a two year provisional or probational period, during which time he was carefully observed. If at the end of the two year period, the provisional appointee was found to be undesirable officer material, his appointment was terminated. The first provisional appointments were made in November 1916, and the last in May 1918, except in the Corps of Engineers, where some were made in July 1918. Provisional appointments were discontinued by General Order No. 73, W.D. August 7, 1918, and the Act of June 4, 1920, abolished such appointments. Provisional officers who qualified and chose to remain in service after June 4, 1920, reverted to the same status (permanent) as the Regular Army officers.

Temporary Appointments. These and Temporary promotions were made in the National Army and the U. S. Army between May 18, 1917, and November 11, 1918, (Bul. No. 32, W.D., 1917, and G.O. No. 132, W.D., 1917). Vacancies in the Regular Army resulting from Regular Army officers being temporarily appointed to higher grades were also filled by temporary appointments.

Guide Lines for Determining Dates of Service.

The official beginning date of active military service for World War I officers is determined differently for each of the components of the Army in which the appointments to commissions were made. This is explained as follows:

Regular Army. An officer appointed in the Regular Army began his active service on the date of the acceptance of commission. If more than one date of acceptance is shown, the earliest date governs.

National Army. The National Army was created by the Selective Service Act of May 18, 1917 (Bul. No. 32, W.D., 1917), and remained in existence until August 7, 1918. An officer appointed in the National Army began his active service on the date of the acceptance of commission. If commission in the National Army was accepted prior to the effective date of commission then the acceptance is regarded as the effective date of commission. National Army commissions were for the duration of the emergency only (G.O. No. 132, W.D., 1917).

The United States Army. On August 7, 1918, the designations Regular Army, National Army, National Guard, and Reserve Corps, were discontinued and the single term "The United States Army" was used (G.O. No. 73, W.D., 1918). All appointments to commissions and promotions after August 7, 1918, and prior to November 12, 1918, were in the United States Army. Active service for officers commissioned in the United States Army began on the date of acceptance of commission. These appointments were for the duration of the emergency only (see Separation of Emergency Officers). On June 4, 1920, the National Defense Act of June 3, 1916, was amended to show that the Army of the United States would consist of the Regular Army, National Guard while in the service of the United States, and the Organized Reserves (Officers and Enlisted men) (Bul. No. 25, W.D., 1920). Thereafter, appointments to commissions were made in those three Army components which remained intact until the World War II emergency.

Officers' Reserve Corps. The Officers' Reserve Corps owes its origin to the National Defense Act of June 3, 1916. The purpose of the corps was to have available, when needed, a reserve of qualified officers for military service. Reserve Officers were in an active duty status only after orders had been issued by the War Department or by the Geographical Department Commanders assigning them to active duty. Unless appointment to commission was made while in attendance at a Reserve Officers' Training Camp, the Reserve Officer's active military service began on one of the following dates:

date orders were complied with,
date of reporting,
date from which first paid, or
date of order.

If appointment was made while person was in attendance at a Reserve Officers' Training Camp, and he accepted his commission before the training camp period ended, the date the training camp officially ended is used for both the date of acceptance and the date of active

duty. This applies to the first and second series of the Reserve Officers' Training Camps which ended August 15, 1917, and November 27, 1917, respectively.

The appointment of Officers to the Medical Section, Officers' Reserve Corps, should not be confused with the appointment of those in the Medical Reserve Corps prior to June 3, 1916. "The Medical Corps" was created by Act of April 23, 1908, and was abolished by the National Defense Act of June 3, 1916 (Bul. No. 16, W.D., 1916, pg 40). Provisions were made at that time for members of the Medical Reserve Corps to be commissioned in the Medical Section, Officers' Reserve Corps, the Medical Section being equivalent to the other arms of service of the Officers' Reserve Corps.

Reserve Officers were appointed for a period of five years. Those called to active duty during the World War I emergency were in the same emergency duty status as National Guard and National Army officers (Sec. 38, Bul. No. 16, W.D., 1916). The need for a competent Reserve Commissioned Personnel was evident after the signing of the Armistice on November 11, 1918. Consequently, appointments to commissions in the Officers' Reserve Corps were extended to qualified men who had been discharge from their emergency commissions, to training school graduates, except a comparatively small number who had been found qualified for special service and whose appointments as temporary officers were stopped on account of the signing of the Armistice.

Separation of Emergency Officers.

After the signing of the Armistice on November 11, 1918, all officers, except those holding permanent (some provisional) appointments in the Regular Army, were to be discharged from the United States Army "for the convenience of the government" at such time as met that convenience (Cir. No. 75, W.D., 1918). Paragraph 12, Section 127a, Act of June 4, 1920, specified that all emergency officers, except those undergoing treatment for physical reconstruction, be discharged not later than December 31, 1920. While the majority of them had been discharged by early 1919, the discharge of all emergency officers was not accomplished until the end of 1921. All Regular Army officers who held temporary higher grade commissions during the emergency were discharged from those commissions in the United States Army, and reverted to their permanent grades in the Regular Army (G.O. No. 115, W.D., 1919, and G.O. Nos. 73 and 76, W.D., 1920).

Officers were honorably discharged, discharged under other than honorable conditions, and dismissed (dishonorably discharged). Only the terms "honorably discharged," "discharged (character not specified),"

The miscellaneous material created during the officer's military service consists of many kinds of papers--formal and informal--relating to actions of

Not included in these descriptive narratives is the miscellaneous record and nonrecord material that has accumulated in the 201 files over the years. The material was created both before and after separation and this accumulation is not surprising since the 201 file--from the time of its origin in 1917 until very recently--was used as a "catchall" for any kind of paper bearing an individual officer's name. Filing a paper in it was easier than determining on the spot whether it should in fact be kept or thrown away. In 1960, this practice was discontinued and correspondence and copies thereof are no longer filed, unless they add to or clarify what is already in the file, or unless they must be kept because of some law or regulation.

Certain forms and reports found in the World War I officer records are peculiar to a given arm or staff department of the Army, or to a given mode of entry into the service. For the most part, however, the records in this category are fundamentally the same. Full descriptions are given in the brief narratives which follow. These are confined to the basic personnel records created for commissioned and Warrant officers during the period July 1, 1917 - September 7, 1939. Many of these records came into existence after the passage of the National Defense Act of June 3, 1916, some of which were discontinued at the end of the World War I emergency. Others were in use prior to June 3, 1916, and still in use September 7, 1939. Each narrative covers a brief description of the physical makeup of the record, and its current use. Figures are used whenever possible to illustrate the record's actual appearance and content. References to source materials are given throughout, but to a large extent the narratives are based on experience gained over the years in servicing the records.

Records.

"resignation accepted by the President," and "dismissed," were shown on the discharge orders. Even tho an officer was discharged under other than honorable conditions or dishonorably discharged, such phraseology was not used or shown in his records. Separation by dismissal was the result of conviction by general court-martial, and is equivalent to a dishonorable discharge. If the word "honorable" was not shown in the separation orders, or if "for the good of the service" was included when separation was by reason of "resignation," it usually infers that the officer's service was terminated "under other than honorable conditions." The President was authorized to drop from the rolls of the Army for desertion any officer absent from duty three months or more (Section 1229, Revised Statutes). A similar statute (118 Article of War) granted a like power merely in the case of unauthorized absence. Such action effected the officer's complete separation from the military service.

Part I
Individual Name Records

"201" Files
Commissioned Officers' Records

all kinds--routine and nonroutine--and to personal and official matters of many descriptions. After separation, the material being added consisted mostly of correspondence brought about by legislation effecting the officer's rights and benefits, inquiries from diverse sources about the dates and character of service, medical treatment, etc.

Because of the great diversity of subject matter covered by this miscellaneous material, it is impractical to list, describe, or illustrate it. In any event, most of it is self-explanatory.

ACCEPTANCE RECORDS. Office in the military service is vested by appointment and by acceptance thereof. Acceptance records are, consequently, primary source documents. Acceptance during the World War I period was by telegram, letter, oath of office, or by actually entering on the duties of the grade to which appointed (Bul. No. 75, W.D., 1917). An acceptance of a commission by telegram is exhibited as figure 62a, and one by letter in the Officers' Reserve Corps as figure 62b. The latter may be compared to the acceptance letter of a Regular Army Officer illustrated in figure 62c, which was the type used by both commissioned and warrant officers of the Regular Army. The telegram was the method of acceptance primarily employed by the World War I emergency officers, and was frequently used after the emergency period by commissioned and warrant officers of the Regular Army in addition to their letter of acceptance.

Current Use. The acceptance records are the primary source documents for the date of entry into the active military service for officers of the Regular Army, National Army, and the United States Army. They reveal the components of the Army in which appointment was made, and the manner of entry into service. The record also represents the person's commitment to serve as a commissioned officer.

RECEIVED AT **WAR DEPARTMENT.**

82CH NA. 17 GR. 435

Ft Bayard NM Jun 12, 1918.

Adj. Genl. Army,
Washington.

I accept commission as First Lieut. Sanitary Corps National
Army

Joaquin F. ~~Monahan~~

511PM.

Received A.G.O. JUN 13 1918

FILE

Date _____ Sig. _____

Figure 62a. Telegraphed Acceptance of commission.

OFFICERS' RESERVE CORPS.

Date June 27-1923

From: Maurice S. [redacted] M. 62

To: The Adjutant General of the Army.

Subject: Appointment in Officers' Reserve Corps.

I hereby accept (decline) appointment as Captain Medical
(Strike out word not desired) (Rank) (Section)

Reserve Corps
July 1, 1922.
Capt. Eugene General
SO: C.O. Third CA.

Maurice S. [redacted]
(Write name in full legibly. If not clearly legible type or print name directly below.)

Address 806 May Bldg
Pittsburgh Pa

*File 7/6/23
Hulligan 463
C/M*

Recorded - Whiffles
RECEIVED A. G. O. JUN 29 1923
7/2/23

Original size,
5" x 8" (one page)

WH 201 (P)
Maurice S. [redacted]

Figure 62b. Letter of acceptance used by both commissioned and warrant officers during the World War I period.

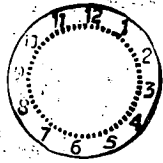
Chief of Finance *me B*
Camp Knox, Kentucky, *JK*
April 4, 1921,

From: A. C. [redacted] 1st Lieutenant, Field Artillery.
To: The Adjutant General of the Army.
Subject: Acceptance of Commission.

I hereby accept my commission as First Lieutenant, Field Artillery, Regular Army, to rank from July 1, 1920.

A. C. [redacted]
A. C.
1st Lieutenant, Field Artillery.

RECEIVED
REGISTER SECTION
13 received A. C. G. April 7, 1921



FILE
Date *4/12/21* Sig *D. K. Miller*

Figure 62c. Letter of acceptance for Regular Army officer.

APPOINTMENT CERTIFICATES. This record is the documented evidence that a person was appointed by the President to serve as a commissioned officer or by the Secretary of War to serve as a warrant officer. The record, which is usually blue, was prepared after an officer was commissioned or appointed, and thereafter when he was promoted or appointed in a branch different from the one in which the original appointment was made. Despite the change in form number on the certificate, the content printed thereon remained unchanged, other than the types of appointments and the components of the Army. In 1924, Form No. 650 (1 thru 8 series) A.G.O., was changed to W.D., A.G.O. Form No. 0650 (A thru H series). The certificate bearing A.G.O. Form No. 650-6, exhibited in figure 63, was used primarily for National Army and United States Army appointments.

Current Use. The record may be used to verify grade, branch of service, and date of appointment.

COURT-MARTIAL RECORDS.*

DECORATIONS AND AWARDS.*

DETERMINATION NOTATIONS.*

EFFICIENCY REPORTS. These are the reports on the manner in which officers performed their assigned duties. They were prepared by the officers' immediate superior at stated intervals, usually annually, upon temporary duty of 60 days or more, and upon permanent change of station. Officers efficiency reports for the World War I were required by paragraphs 829 and 830, AR-1913, but were discontinued during the period September 1917 - September 1919 (Bul. No. 50, W.D., 1917 and Bul. No. 32, W.D., 1919). Consequently, few efficiency reports are found on file for the World War I emergency officers. The two year period was later covered by efficiency reports for Regular Army officers whose service extended beyond September 1919. Form No. 429, A.G.O. (a 3-3/4- by 8 $\frac{1}{2}$ - inch, twelve-page document), was in use in 1917 when the preparation of the report was discontinued. When it was resumed in September 1919, a new

*See same subject under "Enlisted Jackets."

THE PRESIDENT OF THE UNITED STATES OF AMERICA

Soreno, Joaquin P. Fort Bayard, N. Mex.



Original size, 8" x 10 1/2" (one page)

To all who shall see these presents, greeting. Know ye, that reposing special trust and confidence in the patriotism, valor, fidelity and abilities of JOAQUIN PERAIN FIRST LIEUTENANT IN THE SANITARY CORPS in the

National Army, in the service of the United States:

do rank as such from the eleventh day of June nineteen hundred and eighteen. He is therefore carefully and diligently to discharge the duty of the office to which he is appointed by doing and performing all manner of things the same belonging.

And I do strictly charge and require all Officers and Soldiers under his command to be obedient to his orders as an officer of his grade and position. And he is to observe and follow such orders and directions from time to time, as he shall receive from me, or the future President of the United States of America, or the General or other Superior Officers set over him, according to the rules and discipline of War.

This commission to continue in force during the pleasure of the President of the United States for the time being, and for the period of the existing emergency, under the provisions of an Act of Congress approved May eighteen, nineteen hundred and seventeen.

Given under my hand at the City of Washington, this eleventh day of June in the year of our Lord one thousand nine hundred and eighteen and in the one hundred and sixty-second year of the Independence of the United States.

By the President

The Adjutant General's Office JUN 19 1918

H. P. McCain

The Adjutant General

B. Crowell,

The Assistant Secretary of War

Figure 63. Appointment certificate form used during the World War I period for both commissioned and warrant officers

record, Form No. 711, A.G.O. (figure 64) was made available (Cir. No. 421, W.D., 1919). The latter remained in use until 1924, when reprinted as W.D., A.G.O. Form No. 67 (AR 600-185) without change in content. This form was still in use September 7, 1939. The reports were prepared on all officers below the grade of brigadier general. (AR 605-185).

Current Use. Efficiency Reports were used during active service for promotional purposes (Cir. No. 554, W.D., 1919, and AR 605-185). For current needs, the information shown thereon is helpful in determining the duties performed by the officer, as this information is frequently requested. The designation and the location of the organization are sometimes taken from the report.

EMERGENCY OFFICERS RETIRED. RECORDS OF. Several thousand officers, other than those of the Regular Army, who incurred a disability in line of duty between April 6, 1917, and November 11, 1918, were eligible for retirement under the provisions of the Emergency Officers' Retirement Act (P.L. 506 of May 24, 1928). The names of those who applied and qualified were placed on the Emergency Officers' Retired List viz, their names were listed alphabetically by rank in a separate grouping in the Army Registrar (Bul. No. 26, W.D., 1928). They retained the rank held when discharged from their emergency commissions. The Emergency Officers Retired were entitled to the same privileges as those extended to Regular Army officers who had been retired for a physical disability incurred in line of duty (par III, Cir. No. 39, W.D., 1939). The names of all Emergency Officers retired without pay were automatically removed from the List by Sec. 17, P.L. No. 2, March 30, 1933, and many of those receiving pay were removed as a result of the Economy Act (P.L. No. 2, March 20, 1939). Pursuant to an Act to continue the Emergency Officers' pay (P.L. No. 743 of July 15, 1940), the names of many of the officers were restored to the List. The pay of these officers was increased by Sec. 411, P.L. No. 351 of October 12, 1949.

The fact that an officer became an Emergency Officer Retired, as well as any change in his status as such, was made a matter of record and filed in his 201 file. Illustrated as figure 65 is the information compiled for the Army Register. Additionally, correspondence pertaining to the status of these officers was originated by the United States Veterans Bureau (now Veterans Administration) since all laws pertaining thereto (including pay) were (and still are) administered by that agency. A letter from the United States Veterans Bureau placing an officer on the

EFFICIENCY REPORT
CLASSIFIED BY: [redacted]

APR 13 1920

(SEE PAR. 829, A. R. AND INSTRUCTIONS BELOW.)

(NAME OF REPORTING OFFICER)

A. Officer Reported Upon: **JOSQUIN F.**
(Name, typed)
(Rank and organization): **1st. LIEUT. S. C.**
A's official status with reference to B. (See Par. 3, Instructions.)

B. Reporting Officer: (Certificate) I certify that the entries made herein by me are true and impartial to the best of my knowledge and belief.

(S'g'd.) **Ralph C. Matson** Leave blank
(Name, typed) **Ralph C. Matson**
(Rank and organization) **Major Med Corps**
(Comm'd'g-What?) **U. S. A. General Hospital No. 71**
(Place) **SEVEN COLORADO**
(Date) **MAR 10 1920** (No. of Encls.)

C. Next Superior to B: (See Par. 829, A. R.)
1st Ind. (Office) **U. S. A. General Hospital No. 71**
(Place) **SEVEN COLORADO** (Date) **APR 3 1920**

Examined and forwarded; no—or—see "Remarks": (Initials)
2d Ind. (Office) _____ (Date) _____
Examined and forwarded: (Initials) _____ (Date) _____
3d Ind. (Office) _____ (Date) _____
Examined and forwarded: (Initials) _____ (Date) _____

D. Period Covered by this Report: **12 months**
from **Dec. 2, 1919** to **DEC 31 1919**

E. Stations he Served at: **U. S. A. General Hospital No. 71**
SEVEN COLORADO

F. Duties he Performed: (State separately, and summarize. See Par. 4 of Instructions. Typewrite, or write clearly.)
Known no patient only.

G. Describe manner in which he performed each separate duty under F.

H. Since last report has been specially mentioned favorably in official communications?
I. This report was he the measure that should be (If "yes," inclose here- stating nature and attendant

Original size, 8" x 10 1/2" (two pages)

PARAGRAPH 829, A. R. (As amended by C. A. R., No. 1.)

1. Officers' efficiency reports are designed to serve two purposes: first, to give an accurate estimate of the character of service performed during the period covered by the report; and, second, to make known, to the superior, any peculiar qualifications possessed by the officer for any particular duty.

2. In the case of each officer of the Army below the grade of colonel, the efficiency report will be prepared by the officer's immediate superior and forwarded to the next military superior. The latter will indicate upon the report such remarks as the case calls for, and then forward it directly to the Adjutant General. All efficiency reports originating within a regiment or Coast Defense command shall, however, pass through regimental or Coast Defense headquarters, respectively.

3. Military channels for efficiency reports shall include battalion and fire commanders. It is the duty of the next military superior of the reporting officer to examine the report and insure that it is properly prepared; if, in his opinion, the report does injustice to the officer or is otherwise so erroneous as to require revision, he will make the appropriate entries under "Remarks"; if he does not desire to record any point of difference, he will forward the report without remark.

4. Efficiency reports will be forwarded to the Adjutant General as follows:
(a) A full report (as described on the blank form) whenever an officer who has been serving continuously under the direct command of another for a period of three months or longer, ceases to serve, or in case the service continues, on December 31.
(b) In cases similar to (a) but where the period of service has been for less than three months and more than one month, an abbreviated report (as described on the blank form) only will be required; the remarks to cover generally the kind of duty and character of its performance.
(c) A report may be submitted for a period of less than one month where, for any reason, the reporting officer considers that the character of the service warrants it.

5. A report will be required on December 31, unless on that date the period of service has been less than one month in which case see (c), par. 4. Where an officer serves throughout the year under one immediate commander, he will have one efficiency report for the year (forwarded December 31). If the duration of the service is less than one month, a report should be submitted, if the senior considers the service to have been unusual either through merit or lack of merit. In case where an abbreviated report only is required, the reporting officer, should he so desire, may nevertheless fill out such portions of the full report as may be justified by his knowledge of the officer reported upon.

INSTRUCTIONS.

1. **FULL REPORT.**—Required when service lasted three months or longer. Use all paragraphs A to G, inclusive.

2. **ABBREVIATED REPORT.**—Required when service lasted less than three months and at least one month. Use paragraphs A, B, C, D, F, G, H, I, P, Q, R, and S. Additional portions of the report may be used at the option of the reporting officer.

3. **F. A. R. A.**—State the official relation that the officer reported upon (A) bears to the reporting officer (B), e. g., "Company commander in B's Battalion"; "Battalion Adjutant in B's Brigade," etc.

4. **F. A. R. F. AND G.**—State duties separately, and summarize each. For example: (a) Regt. Quartermaster, supplied regt., construction (concrete bullet-proof, roads, etc.); (b) Regt. Quartermaster, (c) Co. Quartermaster, ordinaryarrison training, in the last 1) months, marched from _____ to _____ miles, large parties, etc.; (c) Brigade Adjutant—prepared training schedules, arranged brigade maneuvers, supplies, etc.; (d) Office C. of D., drafts, tractor and trailer division, etc.; (e) General Staff, Operations Div., Equip-ment, etc. In describing number of performance under 1, use five headings as given in K, amplified as may be appropriate.

5. This paragraph is very important. Its subdivisions apply to all officers of the Army. The classifications are made it necessary to consider how reported upon in comparison with other officers whose rank and length of service are about the same as his. Blank lines are for the use of reporting officers in case he desires to report on qualifications not listed in the table.

6. Entries of Superiors, under "F," and "G," should be made only in the case of officers who stand out to a marked degree as being excellent in the particular point under consideration. Entries of inferiority should be made only in cases where the officer is notably feeble or deficient in the point under consideration.

7. **F. A. R. L.**—The headings under this paragraph apply to most line officers and to many staff officers. Entries should be made under every heading that applies. If an officer has been engaged in duties involving any of the subjects listed, an entry under the appropriate heading should not be omitted. Numbers 1, 3, 10, and 11 apply to nearly all officers at all times. (Blanking must be taken to include blanking officers also.) Numbers 2, 4, 6 and 9 apply to most officers at one time or another. No. 4, Special handling of troops, applies to the unit or command appropriate to the officer's rank. Nos. 7 and 8 have wide application. No. 12, Personal work, requires the attention of certain officers of every arm and staff department. Infantry, Cavalry, Field Artillery, and Coast Artillery Corps are all equipped with machine guns (No. 13) and automatic rifles (No. 14). Four lines are left for entering SPECIALTIES; they should be used to cover such subjects as Mountain, Grenades, Bayonet, Trench Warfare, Gas, Railroads, Railway Artillery, Orthopaedic Surgery, Contract Law, Purchase and Care of Animals, Military Intelligence, etc., specialties pertaining to the officer's own branch of arms on which a positive report can be made. The reporting officer's entries should be based upon his observation of the officer during the period reported upon, or upon his positive knowledge of the officer gained at some other time.

8. **F. A. R. N.**—Some officers seem to be very much better suited for line duty than for staff duty; they should be classified under "12." Presumably a line officer. On the other hand, some officers who do well in certain capacities as staff officers, are failures in command of troops; they should be classified under "3." Many officers will be found to come under "11."

9. **F. A. R. O.**—Recommendation for duty should not be given unless the reporting officer considers the subordinate's special fitness for that duty well ABOVE AVERAGE. Those that are left for entering other duties or details not listed, such as Instructor, U. S. M. A. (training subject), Instructor, Service Schools (training school and subject), etc. Special fitness should be the sole basis for a recommendation for transfer to another arm.

10. **F. A. R. P.**—Intemperance, gambling, or other vices that tend to corrupt an officer and lower the professional standard, should be reported here. Also, lack of self control, stubbornness, bad temper, or any other weakness, if of sufficient importance to be classed as damaging. Inability to march, inability to ride, or any other damaging physical weakness known to reporting officers should also be reported.

11. **F. A. R. R.**—Inserted so as to permit of a brief general estimate of the officer in the reporting officer's own words.

12. **HABITS.**—No entry or remark bearing solely upon the habits or individual peculiarities of an officer will be made on this report, unless those habits or peculiarities are of such a nature as to affect his professional character or the performance of his official duties.

13. **UNFAVORABLE ENTRY OF FACT.**—In case of an unfavorable entry of fact, the reporting officer by official letter to the officer reported upon, should inform the officer concerned, who will return it by indorsement including such statement as he may desire to make. This statement, with remarks thereon of the reporting officer, will be forwarded with the report. It is impracticable to obtain such statement without unduly delaying the forwarding of the report, a copy of the letter by which the officer concerned was informed of the unfavorable entry will be inclosed with the report, and his written statement will be forwarded later. Should the officer not desire to make a statement, he will so state in his indorsement. A copy of any unfavorable entry of opinion will not be furnished the officer reported on.

Form No. 711-A. G. O.—Sept. 9, 1919. (Page 1)

Figure 64. An Efficiency Report representative of all those (Part 1 of 2) prepared during the World War I period. This was used from 1919 to 1924, when reproduced as W.D., A.G.O. Form No. 67.

Typed Name of Officer Reported on JOSEPH J. JOSQUIN

Typed Name of Reporting Officer _____

K. To what degree has he exhibited the following qualifications? (Consider him in comparison with others in his grade or of about same length of service and indicate by marking X in center of appropriate rectangle.) (Should be filled out for all officers—See Par. 5 and 6, Instructions.) (Opinion.)

Inferior (lowest)	Below Average (low)	Average (medium)	Above Average (high)	Superior (highest)
-------------------	---------------------	------------------	----------------------	--------------------

- | | | | | |
|-----------------------------------|--|--|--|--|
| 1. Physical energy and endurance | | | | |
| 2. Judgment and common sense | | | | |
| 3. Attention to duty | | | | |
| 4. Intelligence | | | | |
| 5. Professional knowledge | | | | |
| 6. Leadership | | | | |
| 7. Force | | | | |
| 8. Tact | | | | |
| 9. Initiative | | | | |
| 10. Military neatness and bearing | | | | |
| 11. _____ | | | | |
| 12. _____ | | | | |
| 13. _____ | | | | |

Classification (Based on general value to service.) _____

L. What degree of success has he attained under each of the following headings? (Fill out where applicable as may be justified by your knowledge of this officer. Mark X in center of appropriate rectangle.) (See Par. 6 and 7, Instructions.) (Opinion.)

- | | |
|--|--|
| 1. Handling men | |
| 2. Performance of field duties | |
| 3. Administrative and executive duties | |
| 4. As an instructor | |
| 5. Training troops | |
| 6. Tactical handling of troops | |
| 7. Handling transportation (animal) | |
| 8. Handling transportation (motor) | |
| 9. Equestrian | |
| 10. Topography | |
| 11. Map reading | |
| 12. Personnel work | |
| 13. Machine guns | |
| 14. Automatic rifles | |
| 15. Military intelligence | |

SPECIALTIES.

(Other than above, see paragraph 7, Instructions.)

- | |
|-----------|
| 16. _____ |
| 17. _____ |
| 18. _____ |
| 19. _____ |

M. Considering the possible requirements of the service in peace or war, indicate your attitude toward having this officer with your command. (Answer only one question.) (Opinion.)

- Especially desire to have him?
- Be satisfied to have him?
- Prefer not to have him? (If "yes" under Question 3, explain under "Remarks.")

N. Considering the officer's general qualifications, would you classify him as: (Answer only one question—See Par. 8, Instructions.)

- Well qualified for either line or staff?
- Preferably a line officer?
- Preferably a staff officer?

O. Indicate by marking X opposite those of the following duties for which you consider him especially fitted and for which you recommend him. If your recommendation is based on your knowledge of his actual performance of this particular kind of duty, indicate it by marking X. Indicate order of fitness by writing numerals after names of duties for which you have recommended him. (See Par. 9, Instructions.) (Opinion.)

- | | | | |
|----------------------------|--|------------------------------|--|
| 1. General Staff Corps | | 13. Air Service | |
| 2. Gen'l Staff with troops | | 14. Motor Transport Corps | |
| 3. Adjutant Gen'l's Dep't | | 15. Tank Corps | |
| 4. Adjutant with troops | | 16. Instructor at College | |
| 5. Inspection Duty | | 17. Recruiting Service | |
| 6. Supply | | 18. With National Guard | |
| 7. Construction | | 19. Mil. Attaché (.....) | |
| 8. Finance | | 20. Any others | |
| 9. Transportation | | 21. _____ | |
| 10. J. A. G. Dep't | | 22. _____ | |
| 11. Ordnance Dep't | | 23. _____ | |
| 12. Signal Corps | | Transfer to (Name other arm) | |

P. Has he any damaging weaknesses—temperamental, moral, etc.? (If "yes," describe them.) (See Art. XI, A. R. and Par. 10, Instructions.) (Fact or Opinion)—line out case.

Q. Proper authority having decided on the methods and procedure to accomplish a certain end, does he cooperate faithfully and loyally regardless of his personal views in the matter? (Opinion.)

R. Write a brief general estimate of this officer. (Opinion.) (Include statement as to how long you have known him and how well you know him.) (See Par. 11, Instructions.)

Known as patient only

S. Remarks. (Type or write clearly.)

(If more space be needed for "Remarks" use ordinary sheet of letter paper, numbered "Page 2.")

(PAGE 2.)

(WRITE NOTHING IN THIS SPACE)

Figure 64. Reverse of Form No. 711--A.G.O. (Part 2 of 2) (Efficiency Report)

Doe, Joseph H. : 1 1st. Q.M.C. N.A. 11 Apr. 18;
B-N. Y. 19 Feb 82 : accepted 12 Apr. 18; hon. dis. 27 Sept. 19.
A-N. Y. : Placed on E.O.R.L. 28 June 28.

Abbreviations:

B - denotes date and place of birth
A - denotes place appointed from
E.O.R.L. - denotes Emergency Officers' Retired List.

The above record is correct.

Signed

Joseph H. Doe
1st. Lieut. U.S.A. E.O.R.L.

Figure 65. Information compiled on an Emergency Officer Retired (Act of May 24, 1928) for the Army Register.

Emergency Officers' Retired List is exhibited as figure 66. The 201 files of the majority of these officers have stamped on the cover sheet (if one is available) or somewhere therein in large letters "E.O.R.L."

Current Use. The status as an Emergency Officer Retired is rightly considered a part of his military history. The records described above are used when statements of military history are furnished on officers whose names have been placed on the Emergency Officers' Retired List.

GENERAL ORDERS.*

MASTER CARDS. The Master Cards, commonly referred to as the "Overseas Cards," were prepared for all military personnel who served with the American Expeditionary Forces in Europe. Except in color (blue for officers and white for enlisted men), the record, A.G.O. A.E.F. Form No. 6, was the same for all military personnel. The blue card is exhibited as figure 67. The sailing slips exhibited in the same figure are considered a part of the master card and are usually stapled thereto.

Current Use. Master Cards are the primary source documents for dates of overseas service. The cards contain other military information which is frequently needed, such as the component of the Army in which service was rendered, and the designation of organization with dates and authority for transfer.

MEDICAL RECORDS. The hospital and other sick records created for World War I officers are filed in their 201 files. The medical record forms for both commissioned and warrant officers are the same as those discussed under the same subject under "Enlisted Jackets," except for the Certificates of Disability for Discharge. The latter were not prepared for officers when they became unfit for military service and discharge was necessary because of a mental or a physical disability. Instead, a report of the proceedings of a board of Medical officers

*See same subject under "Enlisted Jackets."



UNITED STATES VETERANS BUREAU

WASHINGTON

APR 11 1928

THIS LETTER SHOULD BE
YOUR FILE NUMBER

IN REPLY REFER TO: 3429

C- 528 626

The Honorable,
The Secretary of War,
Washington, D. C.

Original size,
8" x 10 1/2" (one page)

Sir:

Pursuant to the provisions of the Emergency Officers' Retirement Act, Public No. 506, making eligible for retirement, under certain conditions, officers and former officers of the Army, Navy and Marine Corps of the United States, other than officers of the Regular Army, Navy or Marine Corps, who incurred permanent disability in line of duty while in the service of the United States during the World War, which is defined as the period from April 6, 1917 to July 21, 1921, the following certification is made:

Joaquin Fermin ~~Monahan~~ 1st Lieut. Sanitary Corps

whose application for retirement under the provisions of the Emergency Officers' Retirement Act was received June 1, 1928, has been rated by this Bureau, in accordance with law, at not less than 30 per centum permanently disabled for disability incurred in line of duty and resulting directly from service.

He has given his present address as -411 S Mount Vernon Street
Prescott, Arizona.

For the Director,

George E. Jans
GEORGE W. JANS,
Assistant Director.

Form 517

Figure 66. Letter from the United States Veterans Bureau approving the application of an officer for retirement under the Act of May 24, 1928.

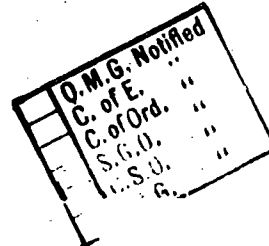
was required in these cases. This report normally reveals the same items of information as a Certificate of Disability for Discharge, but a more detailed report.

Current Use. The medical records of officers are used in the same manner as those of other military personnel.

OATH OF OFFICE. Army officers were required to take the oath of office since their positions were specifically appropriated for and provided by Act of Congress (Sec. 1757, Revised Statutes) (Bul. No. 72, pg 12, W.D., 1917). Taking the oath of office constituted the acceptance of appointment (Bul. No. 75, W.D., 1917); however, a record of acceptance in addition to the oath is usually found in the World War I officers' 201 files (See also "Acceptance Records.") Forms with the oath printed thereon were provided for this purpose. Regardless of the form number, the oath was printed as prescribed by law and no modified oath could be substituted therefor (Ops. J.A.G. 230-211, Nov. 19, 1917). Form No. 337 A.G.O. was used most frequently for World War I emergency officers. The July 30, 1917, edition of the form is illustrated as figure 68, and the June 15, 1918, edition as figure 69. The latter contains a statement of officer and prior military service in addition to the oath. Form No. O337-R., A.G.O., illustrated as figure 70, was used (after the emergency period) for oath of office in the Officers' Reserve Corps. Form No. 337-A, A.G.O., illustrated in figure 71(1)&(2), was used for executing oath of office only in the case of initial appointment to commission in the Regular Army after the emergency period. An identical form, except for the number (Form No. 748, A.G.O.) was provided at the same time for warrant officers. These forms were designed to show the "Designation of Beneficiary" and the "Historical Record" of officer, in addition to the oath of office. Another oath of office record, Form No. 337-P, A.G.O., edition of June 10, 1920, was used for executing oath of office in the Regular Army when promoted or transferred. This form included the "Designation of Beneficiary" but not the "Historical Record" of officer. In 1939, fingerprints were required of all officers, except of graduates of the United States Military Academy, at time of accepting appointments or commissions in the Army. This brought about a decided change in the oath of office forms as the fingerprints were to be entered thereon. These are designated and discussed in AR 345-120 of May 1, 1939. Few, if any, of these would be in the World War I records.

Current Use. The records described above are the primary source documents for the component of the Army, the manner of entry, and the date of entry if taking the oath constituted an acceptance.

OATH OF OFFICE



One to accompany the acceptance of every commissioned officer appointed or commissioned by the President in the United States.

Original size,
8" x 10 1/2" (one page)

I, _____, having been appointed a 1st Lieutenant, Sanitary Corps, U.S. Army
(Rank) (Corps or Arm of Service)
in the military service of the United States, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter: So help me God.

1st. Lieut., S. n. Corps

Sworn to and subscribed before me, at Whipple Barracks, Arizona

, this 2nd day of September, 1918.

E. Volenberg
St. Col. Med. Corps
Brandy

Form No. 337--A. G. O.
Ed. July 30-17-40,000

NOTE--See instructions on reverse side hereof

7-4184

Figure 68. Form No. 337--A.G.O., Oath of Office form found most frequently in the 201 files of the World War I officers who were commissioned before June 15, 1918.

STATEMENT OF OFFICER.

Ernest Felger
(First Christian name.) (Suffield to name.)

Date of birth **June, 10th, 1874**

Place of birth **Hudson, Mass.**

Married or single **Single**

Home address **Spokane, Wash.**
(No. and street or rural route; if none, so state.)

Spokane, Wash.
(City, town, or post office.) (State or country.)

Name and address of person to be notified in case of emergency
Mrs Lillian G. Hayes
(Name and degree of relationship; if friend, so state.)
11 Fulton Street
(No. and street or rural route; if none, so state.)
Hudson, Mass.
(City, town, or post office.) (State or country.)

The persons named below and none others, are my wife, children, mother, and father:
Mother-- Mrs. Lillian G.
(Degree of relationship.) (Christian name.) (Surname.)
11 Fulton St.
(No. and street or rural route; if none, so state.)
Hudson, Mass.
(City, town, or post office.) (State or country.)

(Degree of relationship.) (Christian name.) (Surname.)
(No. and street or rural route; if none, so state.)
(City, town, or post office.) (State or country.)

(Degree of relationship.) (Christian name.) (Surname.)
(No. and street or rural route; if none, so state.)
(City, town, or post office.) (State or country.)

(Signature.)
(Rank and organization.)

Form No. 337, A. G. O. Ed. June 15, 1918. —414—

(Degree of relationship.) (Christian name.) (Surname.)

(No. and street or rural route; if none, so state.)

(City, town, or post office.) (State or country.)

(Degree of relationship.) (Christian name.) (Surname.)

(No. and street or rural route; if none, so state.)

(City, town, or post office.) (State or country.)

(Degree of relationship.) (Christian name.) (Surname.)

(No. and street or rural route; if none, so state.)

(City, town, or post office.) (State or country.)

(Signature.)
(Rank and organization.)

OATH OF OFFICE.

Ernest Felger

having been appointed a **1st Lieut.**
(Rank.)
Med. Corp. U.S.A.
(Arm, corps, or department.) (*Component term.)

in the military service of the United States, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter: So help me God.

A. Ernest Felger
(Signature.)
1st Lieut. U.S.A.
(Rank and organization.)

Sworn to and subscribed before me, at
W. P. O. 918
this **27** day of **Nov**, 1918
Charles H. ...
Captain of Infantry
Sumner ...
NOTE: See instructions on previous side hereof.

*Regular Army, National Army, National Guard, or Reserve Corps; in case of Reserve Corps the section to be stated.

Original size,
8 1/2" x 11" (one page)

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Figure 69. Form No. 337, A.G.O., Oath of Office combined with "Statement of Officer" and "Prior Service," used primarily after June 15, 1918, and before November 12, 1918

Note Instructions on reverse side.

OATH OF OFFICE
OFFICERS' RESERVE CORPS

A. G. O. 281

I, FRED ALLEN [REDACTED], having been appointed
(Name in full)
a Lt. Col. Medical Corps in the Officers' Reserve Corps of the
(Trade) (Section)
Army of the United States, do solemnly swear (or affirm) that I will support and defend
the Constitution of the United States against all enemies, foreign and domestic; that
I will bear true faith and allegiance to the same; that I take this obligation freely, without
any mental reservation or evasion; and that I will well and faithfully discharge
the duties upon which I am about to enter: So help me God.

Original size;
8" x 10 1/2"

acc noted as of 4-24-34
file # 463
24-34

Fred Allen
FRED ALLEN [REDACTED]
Lt. Col. Med. Dep.
(Grade and section)

Fred Allen

Present permanent address: 148 East Jefferson Street, Boise, Idaho
(Number and street or rural route; if none, so state) (City, town, or post office) (State)

Sworn to and subscribed before me, at Boise, Idaho this 10th day
of April, 1934.

L. D. Egan
L. D. EGAN
Major, Infantry
Summary Court

(Seal to be placed here)

(For Notaries Public)
My commission as Notary Public expires _____

This space for sole use of any subordinate office in forwarding to corps area or department commander	This space for sole use of corps area or department commander in forwarding to chief of area or service	This space for sole use of chief of area or service in forwarding to the Adjutant General
<p>1st and</p> <p>APR 13</p> <p>REC'D MED. RESERVE DIVISION</p> <p>APR 21 1934</p>	<p>2nd Ind.</p> <p>Hq. 9th C.A. Pres of S.F. Cal.,</p> <p>Apr. 25, 1934. To: The Surgeon General.</p> <p>NOTED.</p> <p><i>[Signature]</i></p> <p>MAY 4 1934</p>	<p>RECEIVED H. A. O. APR 28 1934</p> <p>Ind.</p> <p>War Department, S. G. O. MAY 2 1934</p> <p>To the Adjutant General of the Army</p> <p>1. Noted</p> <p>(R)</p>

Form No. 0337-R., A. G. O.
Dec. 1, 1924

REAPPOINTMENT

1

Figure 70. Form No. 0337-R., A.G.O., Oath of Office form for commissions in the Officers Reserve Corps. First used the latter part of 1918, it was still in use September 7, 1939. This form is similar to those used during the same period for commissions and appointments in other components of the Army.

OATH OF OFFICE

REGULAR ARMY

(Instructions 1-4.)

I, Albert Crofut, having been appointed a 1st Lieut., Field Artillery in the Regular Army of the United States, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter: SO HELP ME GOD.

Albert C. Crofut, 1st Lt., Field Artillery (Signature) (Rank and organization)

Sworn to and subscribed before me, at Camp Knox, Ky. this Twenty third day of October, 1920. District National Secretary, U.S.A.

The commission for which this oath of office was taken has been previously accepted by letter dated Sept 3rd, 1920. Strike out words not applicable.

DESIGNATION OF BENEFICIARY

(Instructions 5-8.)

Under the provisions of the act of Congress approved December 17, 1919, the persons eligible to be my beneficiary are designated below: Virginia Freeman, Camp Knox, Ky. (Temporary) Frank Horsett

In the event of my leaving no widow or child, or their decease before payment is made, I then designate as my beneficiary under the said act the relative named below who is my dependent:

(Name of dependent; if none, so state.) (Relationship.) (Full address.)

In the event of the death of the last-named dependent relative before payment is made, I then designate as my beneficiary under the said act the relative named below who is my dependent:

(Name of dependent; if none, so state.) (Relationship.) (Full address.)

Next of kin to be notified in case of emergency: Mrs. Virginia Freeman (Name in full.)

Relationship: Wife Address: (Number and street or rural route; if none, so state.) (City, town, or post office.) (State or country.)

Signature of officer: Albert C. Crofut (1. First Christian name. 2. Middle initial. 3. Surname. For example: "William H. Smith.")

Witnessed at: Camp Knox, Ky. Owen M. Marshburn (Signature of witness attending.)

on Oct. 24th, 1920 Owen M. Marshburn, 1st Lt., F.A. (Name of witness typed.) (Rank, etc., or other designation.)

*Give full name and address of each child; if there be no children, or if address is the same as that of wife, so state. Do not repeat address. †The beneficiary must be a relative of the officer and dependent upon him for support. No other person is eligible under the law. (Instr. 5.) ‡If the officer desires to designate a friend to be notified in case of emergency instead of a relative, it will be so entered and the proper notation made. §If one of the beneficiaries is the person to be notified in case of emergency, the address need not be repeated.

Figure 71. The Oath of Office form combined with the Designation of Beneficiary and the Historical Record (on reverse) of officer, used after the emergency for original appointment in the Regular Army.

HIS HISTORICAL RECORD OF OFFICER

STATEMENT OF OFFICER UPON ORIGINAL APPOINTMENT IN REGULAR ARMY

(See Instructions.)

54

Surname: Albert Crofut
(First Christian name.) Albert
(Middle name.) Crofut

Date of birth: Dec. 29, 1886

Place of birth: Danbury, Conn.

(If foreign born, give date and place of naturalization.)

Race: White

Home address: None
 (Number and street or rural route; if none, so state.)

(City, town, or post office.) (County.)

(No. of Congressional District.) (State.)

Father's name: Timothy (unc.) (Dec)
 (First Christian name.) (Middle name.) (Surname.)

Father's address: _____
 (Number and street or rural route; if none, so state.)

(City, town, or post office.) (State or country.)

Father's birthplace: New York, N.Y.

(If of foreign birth, state whether or not naturalized, giving date and place.)

Mother's name: Imogene Adelaide (Dec)
 (First Christian name.) (Middle name.) (Present surname.)

Mother's address: _____
 (Number and street or rural route; if none, so state.)

(City, town, or post office.) (State or country.)

Mother's birthplace: Danbury Conn.

Remarks:

Approved by Sub. 170. 5/19/21

Oct. 4/16/21

SCHOOLING PRIOR TO UNITED STATES COMMISSION	NUMBER OF YEARS	GIVE DATE IF GRADUATED	NAME OF SCHOOL
High school or military school	4	1905	Englewood High School
College or university	2		University of Chicago
Technical college			

Subjects specialized in and degrees received:
Associate in Philosophy, U.C.

Occupation prior to entry into service:
Security Salesman

State what you can do best:

FEDERAL SERVICE:
 Prior military service (at United States Military or Naval Academy; enlisted man or officer in United States Army, Navy, or Marine Corps, Regular or Volunteer; National Guard in Federal service; Reserve Corps on active duty, or National Army). Give dates, ranks, company, regiment, etc.; wounds in action, decorations, etc.

1st Sgt, 1st Ill. Cav, June 1916
To Nov. 1916, Mexican Border.
Candidate, 2nd Training Camp, August 27, 1917
1st Lt, F.A., Nov 27, 1917, to Oct 29, 1919.
In France Jan. 10, 1918, to Mar. 4, 1919.
Last assigned to Co A, 102nd Amm. Train.
In following Actions: Amman-Champagne-Meuse,
St. Mihiel; and Meuse-Argonne.

Prior service in Coast Guard, Public Health Service, or Coast and Geodetic Survey. Give dates and nature of service.

MILITARY SERVICE OTHER THAN FEDERAL:
 Service in Officers' Reserve Corps (inactive), Enlisted Reserve Corps (inactive), Naval Reserve Force (inactive), National Guard or Naval Militia not in Federal service, or in military or naval forces of foreign countries.

Troop M, 1st Ill. Cav, 1914-1917
Capt, F.A., O.R.C. Jan. 1920 to July 6, 1922

Signature: G.C. A
1st Lt, F.A.
 (Rank and organization or arm of service.)

*Race will be indicated as white, colored, Indian (referring to American Indian only), Porto Rican, etc. As here employed "colored" will include the American negro, mulattoes, and others of negroid race or extraction. For Asiatics, and mixed races, except mulattoes, nationality will be considered as synonymous with race, as Japanese, Mexican, etc., unless the color differs from that commonly ascribed to such nationality, in which event color also will be given.

†In giving the names of the father or mother, if either is deceased it will be noted following the name.

‡In giving the mother's surname, that which she at present bears will be given.

§If the mother's address is the same as the father's, it will be so noted and not repeated.

2-7313

Figure 71. Reverse of Form No. 337-A, A.G.O., Oath of Office, Designation of Beneficiary, and Historical Record of Officer.

OFFICERS' QUALIFICATION CARDS. These records contain information pertaining to the efficiency of the commissioned personnel of the Army. They were in use only from about May 1918 to November 1919. (This is the period during which the Efficiency Reports were discontinued--see separate narrative.) Each officer below the grade of brigadier general was required to fill out an officer's qualification card and to be rated by his superior. In case of transfer, the rating was made by the losing rating officer, and the card was delivered by the officer being transferred to the receiving organization commander. The qualification card was to be completed to date of the officer's separation from service. A final rating was given each officer just prior to separation, and the card was then transmitted to The Adjutant General of the Army (Cir. No. 73, 1918).

The Officers' Qualification Card is illustrated as figure 72. Form C.C.P.-1101, edition of May 22, 1918, was the initial record. For officers who served with the American Expeditionary Forces, "Officers' Rating Card," Form 1105 A.E.F., was also completed and fastened to C.C.P.-1101. Form 1105 A.E.F. is illustrated as figure 73. These records were to be discontinued when the preparation of the efficiency reports was resumed in September 1919 (Cir. No. 421, W.D., 1919); however, they were still used for the final rating of officers who were discharged on or before October 31, 1919, and for a final rating for all emergency officers still in service on November 1, 1919. After that date the cards were forwarded to The Adjutant General of the Army (Cir. No. 437, W.D., 1919).

Current Use. The records described above are the primary source documents for the former officer's occupational qualifications, and his schooling. Personal data such as the officers place of birth, home of record, and the name and address of his emergency addressee are often taken from these records.

OPINIONS AND DECISIONS BY THE LEGAL SECTION.*

PERSONAL REPORT. These reports came into being in 1913 (par. 827, AR 1913). The regulations specified that officers of a staff corps

*See same subject under "Enlisted Jackets."

TAMPS ELIHY

This table the other hand will show any of the following...
 Name and address of the number of years...
 The number of years. Near the end of each column place a "1" if you served in that...

Original size,
 8" x 11" (front and
 back)

<p>1. Accounting and clerical work</p> <p>2. Agriculture</p> <p>3. Architecture</p> <p>4. Automobile driving</p> <p>5. Bookkeeping</p> <p>6. Carpentry</p> <p>7. Civil engineering</p> <p>8. Civil service</p> <p>9. Electrical engineering</p> <p>10. Electrical work</p> <p>11. General office work</p> <p>12. General supervision</p> <p>13. General work</p> <p>14. General work</p> <p>15. General work</p> <p>16. General work</p> <p>17. General work</p> <p>18. General work</p> <p>19. General work</p> <p>20. General work</p> <p>21. General work</p> <p>22. General work</p> <p>23. General work</p> <p>24. General work</p> <p>25. General work</p> <p>26. General work</p> <p>27. General work</p> <p>28. General work</p> <p>29. General work</p> <p>30. General work</p> <p>31. General work</p> <p>32. General work</p> <p>33. General work</p> <p>34. General work</p> <p>35. General work</p> <p>36. General work</p> <p>37. General work</p> <p>38. General work</p> <p>39. General work</p> <p>40. 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Principal civil occupation? *Physician*
 Just what did you do? *general practice*
 Years engaged in it? *4*

Name and address of firm worked for _____

Annual earnings last year in civil life, \$ *2500.00*

Figure 72. Form C.C.P.-1101, Officers' Qualification Card, (Part 1 of 2) used from about May 1918 to November 1919.

FILL OUT IN ACCORDANCE WITH FORM CCP 1102 A. E. F.							SUITED FOR WHAT SORT OF SERVICE	
DATE	December 15 1918						FORM 1105 A. E. F.	
NAME	James Fling						BRANCH OF SERVICE	
							Med. Corps	
							ORGANIZATION	
							321st M. G. Bn	
RATING	PERSONAL	INTELLIGENCE	LEADERSHIP	PERSONAL QUALITIES	GENERAL VALUE	TOTAL	DISCIPLINARY ACTIONS TAKEN	
	9	12	9	12	32	74	Medical Corps	
REVISION	6	15	6	15	32	74	None	
SUMMARY OF DUTIES WHILE IN THE A. E. F.								
OBSERVATIONS	NUMBER OF MONTHS IN EACH	JUST WHAT DID HE DO						
307 Sanch.	9	Has been on duty with Amb Co 327 & 328						
321 M. G. Bn	3	On duty as						
ACTIONS PARTICIPATED IN:		SIGNATURE OF RATING OFFICER					NUMBER OF MONTHS IN EACH RATED PER	
St. Michel		J. C. Halloway Major USA					3	
Munee Argonne		SIGNATURE OF REVISION OFFICER						
		M. J. Cunningham Capt. J. M. A. C.						
USE REVERSE SIDE OF CARD FOR REMARKS		SIGNATURE OF RATING OFFICER					NUMBER OF MONTHS IN EACH RATED PER	

Original size,
5 1/2" x 8 1/2"

Figure 73. Officers' Rating Card prepared for all officers who served with the American Expeditionary Forces (1917-1920). It was fastened to the Officers' Qualification Card.

or department, or those serving therein by detail, would be required to render such reports on the last day of every month. The initial forms provided for these reports were used primarily by the officers who served only during the World War I emergency. Those most frequently found in this category of records are Form No. 213, A.G.O. and W.D., Q.M.C. Form No. 400. Both have the same record content. The latter is exhibited in figure 74. They usually give the name, rank, station, and the address of the officer, and a resume of the duties on which he had been employed during the month. These forms were seldom, if ever, used after the World War I emergency. Instead, the officer usually submitted by correspondence a resume of his duties for a specific period and the designation of his organization.

Current Use. The Personal Report was created for the purpose of supplying certain information required to be entered on the officer's "Status Card." In the absence of the latter, these reports are used when the items of information shown thereon are required in replying to the various types of inquiries received pertaining to the World War I officers.

PRESIDENTIAL PARDON RECORDS.*

REPORTS OF CHANGE. Individual reports of change came into existence on June 30, 1919, replacing the consolidated reports described in Part II (Organizational Records). They were prepared for officers and enlisted men for each change in status (Cir. No. 291, W.D., 1919). Form No. 684a, A.G.O., edition of June 4, 1919 (blue for officers and white for enlisted men), was the initial record. This form number was changed later to W.D., A.G.O. No. 78 (Cir. No. 40, W.D., 1924). Many of the reports were prepared on unnumbered forms or on plain bond paper, however, the same items of information were shown thereon. The forms used during the World War I period are illustrated and discussed in Special Regulations No. 59a, 1918; Cir. No. 291, W.D., 1919; AR 345-800, and AR 605-120. Samples of all the forms used for the reports during the period covered in this monograph are filed under "Reports of Change" in the World War I precedent files.

*See same subject under "Enlisted Jackets."

Figure 74. Personal Report used from 1913 to about 1921.

NAV DEPARTMENT
C. PETERSON
 Issued April 21, 1918

PERSONAL REPORT.
COMMISSIONED OFFICERS.

Name..... Edwin H. [redacted]

Rank..... 1st Lieut. U.S.N.A.

Station..... Camp Holabird, Balto. Md.

Month of..... April

P. O. address..... Camp Holabird, Balto. Md.

Duty during the month.....

Recorder of..... Board of Officers

per S.O. 50, Camp Holabird, Baltimore, Md. April 17, 1918.

Joined Station April 15th, 1918.

from civilian life per telegram

A.G.O. dated April 11th, 1918.

Absent.....

days, from..... to.....

authority of.....

Left station.....; rejoined.....

Sick from..... to.....

(Signature)..... *Edwin H. Peterson*

1st Lieut. U.S.N.A.

Requested under A.R. 327 of 1912, as amended by G.A. R., No. 24, April 17, 1918.

To be forwarded on the last day of each month. - 575

Original size,
 3 1/2" x 8"

Current Use. Reports of changes constitute the official record of service (Cir. No. 15, W.D., 1923). These reports are used to determine the veteran's status, and to clarify items of information sometimes shown under the remarks section on the Morning Reports.

REPORTS OF DEATH.*

REPORTS OF PHYSICAL EXAMINATIONS. These reports reflect the results of the physical examinations given Army commissioned personnel, viz, officers, warrant officers, nurses, and Army field clerks. For the most part, the records for all these are fairly uniform. Where deviations do exist, they are explained as appropriate hereinafter. All Army officers were required to undergo a thorough physical examination prior to appointment to commission (Cir. No. 13, W.D., 1916, and Special Regulations No. 65, 1918). Physical examinations were also given to the officers promoted to higher grades, and prior to separation from service unless separated by death. Annual physical examinations were also required, normally during the month of January or as soon thereafter as was practicable (AR 40-100). Officers were physically examined any time it was deemed necessary.

At the beginning of the period covered by the records discussed herein (July 1917), the forms for the reports of physical examinations varied with respect to the purpose for which the examinations were given. (The manner in which the officer entered the service however, did not determine the type of form used, as was normally the case for the enlisted personnel during the same period.) Form No. 395, A.G.O., exhibited in figure 75, was designed for the report of the officer's physical examination prior to appointment. This form was sometimes used when the officer was promoted, and sometimes prior to the date of his retirement. Form No. 395-1, A.G.O., figure 76 was designed specifically for the physical examination prior to separation. Form No. 378, A.G.O., was for the annual physical examination, and Form No. 433, A.G.O., for the promotion physical. (The latter two are not exhibited) Though designed for specific purposes, the forms described above were sometimes used interchangeably. A single form, W.D., A.G.O. Form No. 63, figure 77, was provided for

*See same subject under "Enlisted Jackets."

PHYSICAL EXAMINATION FOR APPOINTMENT, PROMOTION, OR RETIREMENT.

(SURNAME.) [REDACTED] (CHRISTIAN NAME) Leroy W
 (RANK.)* Captain (ORGANIZATION.)* Engineers Officers' Bn Corps
 Applicant for † Captain Engineers Officers' Bn Corps
 Age, 37 in 1916
 Years of Service, * 22 1/2

[Note.—This form is intended as a general guide only, and should in no way restrict the scope of the inquiry, which should be as thorough as possible.]

History of the case (obtained from the Candidate or Officer before the Board),

Mountain fever 1902 fully recovered
otherwise negative

PRESENT CONDITION.

Vision: Right eye, 20/20
 Left eye, 20/20
 Right eye corrected to _____ by _____
 Left eye corrected to _____ by _____
 Color perception, normal
 Hearing: Right ear, normal
 Left ear, normal
 Figure and general appearance: Erect well nourished
 Weight: 154 pounds. Height: 68 1/4 inches.
 Chest measurement: At expiration, 33 1/2 inches.
 At inspiration, 37 1/2 inches.
 Respiratory system, Normal

* If an officer of the Army, give rank, organization, and years of service.
 † If an applicant for appointment, give branch of service for which application has been made, e. g., Corps of Engineers, Coast Artillery Corps, Mounted Service, Infantry, Medical Corps, Medical Reserve Corps, Contract Surgeon, Acting Dental Surgeon, Chaplain, Philippine Scouts, or Porto Rico Regiment of Infantry.

Figure 75. Form No. 395, A. G. O., Physical Examination Prior (Part 1 of 3) to Appointment, used from 1917 to about June 1924.

Teeth Good condition none missing.

Nose normal

Throat normal

OFFICE OF SURGEON GENERAL
1943
WAR DEPARTMENT

416
42
Remark: Slightly pigeon-breasted

Figure 75. Reverse of first page of Form No. 395,
(Part 2 of 3) A.G.O.

Bones and joints, normal
 Flatfoot, none
 Skin, normal
 Nervous system, normal
 Vascular system: Pulse, rate, 70; quality, Good
 Condition of arteries: normal
 Wassermann reaction (taken at entrance into service only),
 Heart: Normal
 Blood pressure: S— 125; D— 80
 Varicocele, none
 Varicose veins, none
 Hemorrhoids, small external
 Digestive system, Normal
 Hernia, none
 Genito-urinary system, normal
 Urinalysis: Sp. gr. 1020; Albumen, 0; Casts, 0; Sugar, 0
 Is he incapacitated for active service? No
 Nature and degree of disability,
 How does it incapacitate?
 Is it permanent?
 What physical defects, if any, did he have when commissioned?
 How was this information obtained by the Board?
 Is the incapacity the result of an incident of service?
 Place, Los Angeles, Cal.
 Date, June 22, 1917
J. J. [Signature]
 Medical Corps, U. S. A.
 Medical Corps, U. S. A.

Figure 75. Second page of Form No. 395, A.G.O. (Part 3 of 3)

Report of Physical Examination of Officer Prior to Separation from Service in The United States Army.

A. G. SOL - FILM - 25 - 11

 Edwin Hoffman
(Surname.) (Christian name.)
1st. Lieut., Motor Transport Corps.
(Rank.) (Regiment or arm or corps or department.)
Automobile Industry
(Occupation prior to entry into service.)

CERTIFICATE OF OFFICER.

I certify that—

*At the present time I have no wound, injury, or disease, whether incurred in the military service of the United States or otherwise.

*I have a ~~wound~~ injury, ~~†~~ ~~which~~ which was incurred about Dec. 17, 1918, at Camp Holabird, Md.

The nature and location of the ~~wound~~ injury, ~~†~~ ~~is~~, so far as known, are:

1. Painful defecation, micturition and ejaculation following operation for hernia and varicocele right, at Army General Hospital #2, Fort Mifflin, Pa. Feb. 13, 1919.
2. General Physical weakness.

Original size, 8" x 10 1/2" (front and back)

Place Camp Holabird, Md.
 Date September 16, 1919, 1919

CERTIFICATE OF EXAMINING SURGEON.

I certify that—

The officer named above has been given a careful physical examination, and is found that;

~~He is physically and mentally sound.~~

He is physically and mentally sound with the following exceptions:

(Describe the nature and location of the defect, wound, injury or disease.)

Neurasthenia, manifested by painful defecation, micturition, and ejaculation following operation for hernia and varicocele right, at Army General Hospital No. 2, Fort Mifflin, Pa.
Maximum benefit has been obtained.

The wound, injury, or disease $\left\{ \begin{array}{l} \text{† is} \\ \text{† is not} \end{array} \right\}$ likely to result in death or disability.

In my opinion the wound, injury, or disease $\left\{ \begin{array}{l} \text{† did} \\ \text{† did not} \end{array} \right\}$ originate in the line of duty in the military service of the United States.

In view of occupation he is 25 per cent disabled

Clayton R. Peltz Major, M. C., U. S. Army.
(Name) (Rank)

Place Camp Holabird Md.
 Date Sep. 17, 1919

* Strike out the parts of the certificates not applicable to the case.

† Strike out words not applicable

Figure 76. Report of Physical Examination of Officer Prior to Separation from Service, used from about November 1918 to June 1924

REPORT OF BOARD OF REVIEW.

(See instruction 2.)

From a careful consideration of the case and a critical examination of the officer,

We find—

- *That he is physically and mentally sound.
- *That he is physically and mentally sound with the following exceptions:
(Describe the nature and location of the defect, wound, injury or disease.)

.....

.....

.....

.....

.....

.....

.....

The wound, injury, or disease $\left\{ \begin{array}{l} \dagger \text{ is} \\ \dagger \text{ is not} \end{array} \right\}$ likely to result in death or disability.

In our opinion the wound, injury, or disease $\left\{ \begin{array}{l} \dagger \text{ did} \\ \dagger \text{ did not} \end{array} \right\}$ originate in the line of duty in the military service of the United States.

In view of occupation he is.....per cent. disabled.

....., *M. C., U. S. Army.*
(Name.) (Rank.)

....., *M. C., U. S. Army.*
(Name.) (Rank.)

....., *M. C., U. S. Army.*
(Name.) (Rank.)

Place

Date....., 191

- * Strike out the part of the certificate not applicable to the case.
- † Strike out words not applicable.

INSTRUCTIONS.

- 1 This report will be made out for each officer immediately preceding separation from service in The United States Army.
- 2 If the certificate of the officer examined and the certificate of the examining surgeon do not agree, the case will be referred to a board of review, to consist of not less than two medical officers, convened by the camp, post, or regimental commander, which will complete the report on page 2 of this form.
- 3 When completed the report will be forwarded to The Adjutant General of the Army in compliance with instructions prescribed in orders and regulations.

3-4596

EF

**Figure 76. Reverse of Form No. 395-1, A.G.O.
(Part 2 of 2)**

REPORT OF PHYSICAL EXAMINATION

(See AR 40-100 and AR 40-105)

Information—States clearly specified, this form will be used for all physical examinations of officers, sergeants, or warrant officers; applicants for appointment as such in the Regular Army (R. A.), National Guard (N. G.), or Organized Reserves (O. R.); and enrollment in the Reserve Officers' Training Corps (R. O. T. C.), as well as for the Regular Army (R. A.), National Guard (N. G.), or Organized Reserves (O. R.); and enrollment in the Reserve Officers' Training Corps (R. O. T. C.), as well as for the Regular Army (R. A.), National Guard (N. G.), or Organized Reserves (O. R.); and enrollment in the Reserve Officers' Training Corps (R. O. T. C.). Name of examination: Appointment, Promotion, Retirement, Annual, Access Duty, Special. Component of Army: R. A., N. G., O. R., R. O. T. C. Use typewriter if practicable. Attach additional sheets if required.

1. Fred Allen (First name) (Middle initial) (Serial No.)

2. Lt. Colt Med. Reg. (Rank) (Organization and arm or service) Age 63 (Nearest birthday) Years of service 29 (Whole number only)

3. Typhoid-paratyphoid vaccination: No. series completed 10 Last series May, 1938

4. Date of last smallpox vaccination 1920 Type of reaction Disseminated

5. Other vaccinations or immunity tests Typhoid Serum 1927-29

6. Medical history Toraxillectomy
No serious ill

7. Eyes Normal
Distant vision: Right 20/20 to 20/60 by Glasses 75
Left 20/20 correctable to 20/20 by Glasses 75
Near vision: Right 20/20 correctable to 20/20 by Glasses 75
Left 20/20 correctable to 20/20 by Glasses 75

8. Color perception (red, green, and violet) Normal

9. Ears Normal
Hearing, low conversational voice: Right 20 left 20 Audiometer: Right 20 left 20

10. Nose and throat Normal

11. Teeth: Right (Examinee's) Left
U. 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8
L. 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8
Indicate: Restorable carious teeth by O; nonrestorable carious teeth by /; missing natural teeth by X.

12. Remarks, including other defects None Classification IV

13. Prosthetic dental appliances None

14. Cardio-vascular system Normal

15. Blood pressure: S. 116, D. 78 Pulse rate: Sitting 74 Immediately after exercise 86
Two minutes after exercise 78 Character Rhythmic & regular

16. Heart Normal

17. Respiratory system Normal

18. Posture Excellent Figure Stocky Frame Medium
(Excellent, good, fair, bad) (Slender, medium, stocky, obese) (Light, medium, heavy)

19. Height 67 inches. Weight 166 pounds. Chest: Inspiration 40 inches;
expiration 38 1/2 inches; rest 37 3/4 inches. Abdomen 26 inches.

20. Bones, joints, and muscles Normal

21. Feet Normal Skin Normal

22. Abdominal viscera Normal

23. Hernia None

24. Hemorrhoids None Varicose veins None

25. Genito-urinary system Normal

Original size, 8" x 10 1/2" (front and back)

For annual physical examination, record only distant and near vision, and state whether defect is properly corrected.
If not required for annual physical examination.
If referred for specialization in Regular Army branches of administration, send plaster models to The Surgeon General.

W. D., A. G. O. Form No. 63
May 14, 1924

MAY 20 1939

Figure 77. W.D.,A.G.O. Form No. 63, Report of Physical Examination, (Part 1 of 2) adopted June 12, 1924, and still in use September 7, 1939.

26. Microscopic system Normal

27. Microscopic system Normal

28. Laboratory procedures: Wassermann test None - 1934 Kahn test None - 1934
 Urobilin: Sp. gr. 1.022 Albumin None Sugar None
 Microscopical (if indicated) _____
 Other laboratory procedures _____

29. Remarks on defects not sufficiently described above _____

30. Corrective measures, or other action recommended None

31. Is the individual permanently incapacitated for active service? No
 If yes, specify defect _____

32. If applicant for appointment: Does he meet physical requirements? Yes Do you recommend acceptance with minor physical defects? Yes If rejection is recommended, specify cause _____

Brian J. Hahn _____ Corps.
(Print) (Name and grade)

5-11, 1934 _____
(Date)

Quentin N. Mack, Lieutenant (Jg) MC-V(G)USMC, Corps.
(Name and grade) (Name and grade)

_____ Corps.
(Name and grade)

1st Ind.¹

Headquarters, _____, 19____
 To the Commanding General, _____
 Remarks and recommendations _____

_____ (Name)
 _____ (Grade) _____ (Organization and term of service)
 2d Ind.¹ Commanding

_____, 19____, To The Adjutant General.

_____ (Name)
 _____ (Grade) _____ (Organization and term of service)
 3d Ind.¹

War Department, S. G. O., _____, 19____ To The Adjutant General.

Noted. See _____ Ind. Recommend

¹ Does action taken on recommendation of the board. If incapacitated for active service, state whether action by retiring board is recommended.

U. S. GOVERNMENT PRINTING OFFICE 3-2887

Figure 77. Reverse of W.D.,A.G.O. Form No. 63. (Part 2 of 2)

these reports in 1924 (Circulars Nos. 6, and 40, W.D., 1924; ARS 40-100, 40-105). That form was used almost exclusively after June 12, 1924, regardless of the reason for the examination, and was still in use September 7, 1939, except for officers of the Air Corps. The latter were provided with W.D., A.G.O. Form No. 64 on October 30, 1933 (Cl, AR 40-100, Oct 30, 1933).

Current Use. The records described above are used in adjudicating claims based on disabilities incurred in the military service and in establishing the rights of persons entitled to retirement benefits or other benefits of the pension laws.

REPORTS OF PRIOR SERVICE. This is a personal report created for the emergency officer's convenience in reporting any prior military service. It is commonly referred to however, as the report of residence and emergency addressee, since it is for these items that it finds its greatest usage. Form No. 218, A.G.O., edition of March 31, 1917, is the initial record. This is exhibited as figure 78. The record is also used for obtaining the officers' date and place of birth. (Inasmuch as the prior service shown thereon was furnished by the officer himself, it is used only as a guide in establishing such service.)

REPORTS OF PROCEEDINGS OF BOARDS OF OFFICERS.*

REPORTS OF SEPARATION OF OFFICERS FROM SERVICE. This report was authorized in 1918 and was prepared for each World War I emergency officer discharged, and for the Regular Army officers whose resignations were accepted by the President (Cir. No. 75, W.D., 1918). Reserve Corps Commissions in general were to be issued to those officers who served with credit to themselves during the emergency and who desired such commissions. The original Report of Discharge, Form 150-CPB-GS, was designed to include the officer's consent or rejection of the Reserve Corps commission. This form was changed to Form No. 721, A.G.O. (Cir. No. 469, W.D., 1919). The latter is

*See same subject under "Enlisted Jackets."

WAR DEPARTMENT,
THE ADJUTANT GENERAL'S OFFICE,
WASHINGTON,

November 26, 1917

Donald Alonzo [REDACTED]

Fort Sheridan, Illinois

Sir:

In order to complete your record in this office you are requested to furnish, as fully as possible, on the reverse side of this card, the information indicated there, and return the card to this office.

Very respectfully,

*H. P. McCain,
The Adjutant General.*

NOTE.—Please give exact dates. Give full name, not initials.

(OVER)

Form No. 218—A. G. O.
Ed. July 2-17—200,000.

3-4218

Figure 78.
(Part 1 of 2)

Report of Prior Service normally found in the 201 files of officers who served during the World War I emergency.

Fort Sheridan, Ill.

(Place.)

November 26, 1917

(Date.)

Full name ██████████, Donald Alonzo

2nd LIEUT., F. A., O. R. C.

When and where born Oct. 11, 1894

Mishawaka, Indiana

Prior military service (at United States Military or Naval Academy, enlisted man or officer in United States Army or Navy, Regular or Volunteer. Give dates, rank, company, regiment, etc.) Pvt. Battery F

1st Ill., Field Artillery, Dec. 10, 1915 to May 26, 1917.

Home address 5413 Washington Blvd

Chicago, Ill.

Name and address of nearest relative

Harry A. ██████████, (Father)

4459 Fillmore st.,

Chicago, Ill.

Donald A. Tompfer

(Signature.)

2nd LIEUT., F. A., O. R. C.

3-4218

(Rank and organization.)

Figure 78. Reverse of Report of Prior Service
(Part 2 of 2)

exhibited in figure 79. That form was later designed to exclude the recommendation for the officer's discharge (Cir. No. 229, W.D., 1920). The forms provided for the Officer's report of separation after 1920 are exhibited in AR 345-800 and AR 345-810.

Current Use. In the absence of other record material, the date and place of discharge, home of record, and certain information pertaining to the officer's status, are sometimes taken from the reports of separation.

REVIEW AND CORRECTION BOARDS RECORDS.*

SEPARATION RECORDS. The service of officers was terminated by discharge, resignation, retirement, termination of the period of service for which appointed, death, and by being dropped from the rolls of the Army while in a status of desertion. The discharge of officers was by direction of the President, and was usually announced in War Department Special Orders (see "Orders" under Enlisted Jackets). (The discharge of the World War I emergency officers was by War Department orders only--Cir. No. 469, W.D., 1919). The special order announcing the officer's separation is usually filed with his military personnel records. The "Appendix to File Record Card of Officer"--see "Status Cards" immediately following--also shows the date and the authority for the emergency officer's discharge. A record reporting the retirement of a Regular Army officer is exhibited in figure 80, and a message form reporting the death of a retired Army officer is exhibited in figure 81. Telegrams reporting the discharge of emergency officers are frequently found in their 201 files. Reports of death for officers were the same as those used for all Army military personnel (see that subject under "Enlisted Jackets"). A record terminating service by reason of the expiration of the period for which appointed in the Officers' Reserve Corps is exhibited in figure 82. This is the only record of separation for the Reserve Officers, unless separated for a reason other than the expiration of the period for which appointed.

Current Use. The value of the records described above is self-evident, since they reveal, among other things, the officer's type and character

*See same subject under "Enlisted Jackets."

REPORT OF SEPARATION OF OFFICER FROM SERVICE

Desires Reserve Corps
Original size, 8" x 10 1/2"

Fitzsimons General Hospital
Oct. 15, 1920, 19

1st. Joaquin Verma
(Name) (Full Christian name, no initials.)
Sanitary Corps
(Regiment or arm or corps or department.) (Regular Army rank, and arm or corps or department.)
Home address 129 Pleasant St Prescott Arizona
(No. and street or rural route; if none, no state.) (City, town, or post office.) (State or country.)
When entering upon active duty I ~~did~~ did not hold a commission in the *Reserve Corps or *National Guard in the grade of _____
If opportunity is later offered, I ~~do~~ do not desire appointment to a commission in the Regular Army, in the _____, in a grade for which I am qualified and eligible.
(Arm or corps or department.)
I ~~do~~ desire appointment to a commission in the Officers' Reserve Corps, in the A. G. Section, in a grade for which I am qualified and eligible.
(Arm or corps or department.)
Date of birth Dec. 22, 1875., 19_____
Joaquin P. Verma
(Name)
1st. Lt. San. Corps.
(Rank and organization.)

1st Indorsement
(To be prepared by the officer's immediate commanding officer.)

Fitzsimons General Hospital Denver, Colorado Oct. 15, 1920, 19_____
(Organization.) (Place.) (Date.)
—To the Commanding Officer Fitzsimons General Hospital Denver, Colo.

I ~~do~~ do not recommend this officer for appointment in the *Regular Army or *Reserve Corps.

REMARKS (to include a brief estimate of the officer and reason for any unfavorable recommendation)....
(1) Tuberculosis, pulmonary, chronic, active, middle lobe right lung;
(2) ~~Other~~ ~~kidney~~ ~~in~~ ~~1914~~ ~~hepatitis~~ ~~chronic~~ ~~tuberculous~~ ~~right~~ ~~kidney~~;
(4) Nephrectomy, left, performed in 1914 for pyonephrosis; results good.

Shelley U. Marietta
(Name)
Chief Med. Service. Maj. Med. Corps.
(Rank and organization.)

2d Indorsement
(To be prepared by the commanding officer of the post, camp, or station, where officer is separated from service.)

Fitzsimons General Hospital Denver, Colorado Oct. 15, 1920., 19_____
(Organization.) (Place.) (Date.)
—To The Adjutant General of the Army.

This officer was separated from the service by *discharge ~~with~~ Oct. 15, 1920., 19_____
The recommendation contained in 1st Indorsement *is ~~is~~ not concurred in.
REMARKS:

Lieut. Colonel, William H. Honerief.
(Name)
Medical Corps.
(Rank and organization.)
Commanding

Form No. 721, A. G. O.
October 17, 1918.
4444-1-2 20

Strike out words not applicable.

Figure 79. Report of Separation of Officer from service, used from about 1918 to 1921.

WAR DEPARTMENT
WASHINGTON

The proceedings and finding of the Retiring Board are approved by the President, and by his direction Colonel Tracy C. [REDACTED] Ordnance Department, is retired from active service on September 30, 1923, under the provisions of Section 1521, Revised Statutes, and the Act of Congress approved April 23, 1920. Colonel [REDACTED] is retired with the rank of brigadier general, under the provisions of the Acts of Congress approved March 4, 1909, February 23, 1915, and the Act of Congress approved June 21, 1920.

SEP 14 1923
APPROVED

GEO. VAN HORN MOSLEY

Original size,
8" x 10½"

Figure 80. Record of the retirement of a Regular Army Officer.

Signal Corps, United States Army

War Department Message Center,
 Received at Room 502, Munitions Building,
 Washington, D. C.

RADIOGRAM

859 49 WD 8 BALTIMORE MD 223PM MAY 20Z

VNS ADJUTANT GENERAL
 WASHN DCZ

HEAD MAY NINETEENTH BRIGADIER GENERAL [REDACTED] ON
 USARMY RETIRED DIED MAY SEVENTEEN [REDACTED] X
 STOP CAUSE HEART ATTACK [REDACTED] HAVRFORD PENNA STOP
 NEAREST RELATIVE IS [REDACTED] WSON COMMA HAVRFORD
 GABLES HAVRFORD PENNA [REDACTED] ON GENERAL [REDACTED] RESIDED
 VNS GENERAL WAS A WIDOWER [REDACTED] MAY

Original size,
 8" x 8"

RECEIVED
 MAY 20 1968
 (Circular stamp with text: RECEIVED, MAY 20 1968, and a circular border with numbers)

BOUPEY

Figure 81. Message form reporting the death of a retired Army Officer.

WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE
WASHINGTON

IN REPLY
REFER TO

AD 201 ~~XXXXXXXXXX~~ Fred Allen
(~~XXXXXX~~) Reservist.

April 25, 1939
MAY 1939

THROUGH:

Commanding General, Ninth Corps

TO:

Lieut. Colonel F.
148 E. Jeff
Boise,

Original size,
8" x 10½" (one page)

NOT FOUND - MISO 201 FILE

1. The records of this office show that your commission in the Officers' Reserve Corps has terminated by reason of the expiration of the five - year period for which it was granted.

Grade and Section

Date of termination

Lt. Col. Med-Maj.

April 25, 1939

2. In view of the fact that the required report of physical examination was not received in this office, you were not tendered reappointment.

3. The War Department regrets that you have found it impracticable to continue your affiliation with the Officers' Reserve Corps.

By order of the Secretary of War:

A. B. Leavelle

Adjutant General.

Copy to:

The Surgeon General.

40/22

File 4-26-39
McN 1507

Figure 82. Record terminating a commission in the Officers' Reserve Corps by reason of the expiration of the period (5 years) for which appointed. First used about 1923 and still in use September 7, 1939.

of separation. This is probably the most important and frequently needed item of information about the former service person. It is needed in answering a large percentage of the inquiries received in the Military Personnel Records Center--see the subject "Service Records" under "Enlisted Jackets."

SPECIAL ORDERS.*

STATUS CARDS. The Status Card represents the greatest concentration of service data for World War I officers. It was maintained on Regular Army officers, Reserve officers on active duty fifteen days or more, contract surgeons, and the emergency officers. The record was compiled in the Officers' Division of the Adjutant Generals Office from various rosters, orders, reports, and passenger lists; but mainly from the daily reports of changes. (Keeping the status card up-to-date was made possible by assigning 1200 cards to a single clerk who transferred all information to the cards immediately after it was received.) Before issuing any orders pertaining to an officer, his status card was referred to. The authority for the changes in the officer's status was usually entered on the status cards. Form No. 485, A.G.O. edition of May 5, 1917, is believed to be the initial record. This is exhibited in figure 83. If more than one status card was needed, Form No. 485-2, A.G.O., was to have been for the continuation of the record. Frequently, however, a second Form No. 485, A.G.O., was used for the continuation. The "Appendix to File Record Card of Officer," which is pasted to the status card, is considered a part of that record. Its content is best noted by consulting figure 83.

Current Use. The reference value of the officer's Status Card is much the same as that of the Service Record for enlisted personnel. See that subject under "Enlisted Jackets."

*See same subject under "Enlisted Jackets."

Called into Federal Service, ordered to proceed to M. O. J. C. St. Benj. Harrison, Ind. for court of inquiry. (P. 2603495 June 1917)
 Ordered to report to M. O. J. C. St. Benj. Harrison and for court of inquiry per S. O. 161 Feb. 26 P. E. D. (P. 2603497)
 Relieved from duty at M. O. J. C. and ordered next to proper organization per S. O. 161
 Took W. D. Dept. 8/1917
 Granted 1st Lt. of M. C. Staff. to re-appoint. (P. 2911 Tab. 1) W. D. Dec. 31 1917
 1/2 year leave from Dec. 1, 1917 - 2.1.1918
 Ft. Monmouth, N. J. Dec. 1, 1917
 Report in N. J. accepted to date from Nov. 20, 1917 per S. O. 161 Dec. 26 1917 W. D. Jan. 7/18
 Received notice from N. J. of resignation in N. J. and on this date.
 Conducting board of M. C. officers for purpose of conducting exam. applicants ordered before it determine permanent M. C. U. S. A. Temp. Pres. for absence on coast. thereof ret. prop. sta. per tele. "Harris" Sept 9-19
 Detail Capt. M. C. for pres. emerg. uprank for Oct 25/18
 To Dept. of War, D. O. 1918
 1919
 In compliance of para. 1, order # 134 Jan. 9/19 from the War Dept. duty at Co. Greenleaf, 5th Regt. 1st Div. 1st Army, Camp. California, California to perform the same on or about Feb. 2/19 report by Capt. [Name] for transportation to Blackhawk, Wisconsin at Co. D. 1st, 1st Div. for duty. S. O. 161 Dec. 11/19
 Detail assigned to S. O. 38-0/54 Feb. 14/19
 Promoted to Capt. M. C. permanently dated 1st of March 1919, is announced S. O. 161 Feb. 10/19
 57/19 Feb. 10/19

Original size, 9" x 11" (front and back)

APPENDIX TO THE REGIMENTAL STATUS CARD

Fort Wm. McKinley, Rizal, P. I.
 (Post)
 Feb. 3, 1919

ADJUTANT GENERAL OF THE ARMY.
 Bradford
 (Full Christian name, no initials)
 Captain, Medical Corps.
 (Rank) (Regiment or corps or department)
 Separated from service in The United States Army at this post and on this date.
 The authority for separation Resignation

Service with American Expeditionary Forces: AEF, Siam
 Sailed from U.S. for foreign service 2/25/1918 191
 Arrived at port overseas 2/27/1918 191
 Sailed from port overseas for U.S. 191 191
 Arrived at Manila, on 2d boat on 4/9/1918 191
 (Post) (Name of vessel)
 Ordinary leaves of absence while overseas:
 From None 191, to 191
 From 191, to 191
 From 191, to 191

Address furnished for future reference.
 1823 Wallace St.,
 (No. and street or rural route)
 Philadelphia, Penn.,
 (City, town, or post office) (State or territory)

Instructions relating to War Risk Insurance have been furnished me. I acknowledge having received notice on or prior to this date of separation from active service.
 Jan. A. Elec. Bradford
 9/16/31 Boston - 485
 Captain, Medical Corps.
 Received at Manila 10 1918

1823 Wallace St.,
 Philadelphia, Pa.

Figure 83. Form No. 485, A.G.O., Status Card. These cards were used only for officers who served during the World War I emergency period.

STATUS SHEETS. The Status Sheet--figure 84--came into being as a result of an act of July 11, 1919, which provided that statements of military service be furnished to the Adjutant General of each state for persons who entered military service from such states. Each time a statement of service was prepared for an officer or an Army Field Clerk, a Status Sheet, showing the same information, was prepared for the 201 file. This work was begun in January 1919, but was temporarily halted June 30, 1921, due to lack of funds. With additional funds provided by an act of June 30, 1922, the project was immediately resumed and was finally carried to completion in 1926 under the regular annual appropriations for the War Department. The forms were either salmon or yellow in color.

Current Use. Due to the limited data entered on most of these forms, there is relatively little use for them in current reference service operations. When other records are missing, however, any of the items shown may be considered as authentic and used for answering inquiries.

WOUNDS (OR GAS) RECEIVED IN ACTION, REPORTS OF*

*See same subject under "Enlisted Jackets."

(Make no entries above this line.)

Component force: Regular Army (RA); National Guard (NG); National Army and United States Army (NA and USA); Officers' Reserve Corps (ORC).

Residence: _____ (Surname) _____ (Street and house number) _____ (County) _____ (State) _____ (Date)

Born in: Hudson _____ (County) _____ (State) June 19/14 _____ (Date)

* Appointed (NA and USA) _____ (Date)
 * Drafted into active service (ORC) as _____ (Date)
 * Drafted into Federal service (NG), Aug. 6, 1917, as _____ (Date)

Source: Civil life (CL); Regular Army (RA); National Guard (NG); National Army and United States Army (NA and USA); Officers' Reserve Corps (ORC).

* Attended _____ Training Camp.

Promotions: _____ Date of separation from service or death June 21/19

Honorably discharged for the convenience of the Government, services no longer required. (Form No. 84-1)

Honorably discharged. (Form No. 84-2.)

Discharged. (Form No. 84-3.)

Dismissed. (Form No. 84-4.)

Deserted. (Form No. 84-5.)

Killed in action. (Form No. 84-6.) _____ (Place or battle)

Died at (Form No. 84-7) _____ of wounds received in action at _____

Died of (Form No. 84-8) _____ (Cause) at _____

Buried at _____

Person notified of death _____ (Name and relationship) _____ (No. and street, or rural route) _____ (City, town, or post office) _____ (County) _____ (State)

Wounded in action. (Form No. 84-9) _____ (Date) _____ (Place or battle) _____ (Degree)

Disability on discharge (per cent) 5

Served overseas: Food Commission to Apr 23/19

Statement prepared on Form No. 84C-1, date 2/9/22

Remarks: _____ Drafted by Ab 3; typed by _____; reviewed by U

* Strike out lines not applicable. 8-501

Original size,
 8" x 10 1/2" (salmon or
 yellow colored)

Figure 84. Status Sheet (salmon or yellow colored). These sheets were accomplished between July 1919 and the latter part of 1926.

WARRANT OFFICER RECORDS

The "warrant officer" grade was unknown in the Army prior to the Appropriation Act of July 9, 1918. Under that Act, the Army Mine Planter Service was created in the Coast Artillery Corps and made a part of the Regular Army. Five Warrant Officers were appointed for each mine planter in the service of the United States. They were rated master, first mate, second mate, chief engineer, and assistant engineer, with annual pay ranging from \$972 to \$1,800. Warrant Officers were appointed by and held their offices at the discretion of the Secretary of War (Bul. No. 43, W.D., 1918 - pg 51). They took rank next below second lieutenants, and among themselves according to dates of their respective warrants (Cir. No. 280, W.D., 1920).

Few Warrant Officers were appointed under this act, since there were only eighteen mine planters in the service at that time (Report of The Adjutant General of the Army to the Secretary of War - 1919). Under an act of June 4, 1920, however, the number of warrant officers was increased by 1120, and they were distributed throughout the entire Army (Bul. No. 25, W.D., 1920; Cir. No. 296, W.D., 1920). The majority of Warrant Officers whose records are in the WW I files were appointed under this act. All of them had had prior service, since section 4a of the act specified that appointments be made from among noncommissioned officers with at least ten years' enlisted service; enlisted men who served as officers of the Army at some time between April 6, 1917 and November 11, 1918, with total service of at least five years; and those who were serving, or had served, as Army Field Clerks. The majority of the appointments came from the first category, and a considerable number of Army Field Clerks and former Army Field Clerks were also appointed as Warrant Officers. (Bul. No. 25, W.D., 1920; Bul. No. 4, W.D., 1926). Many Warrant Officers while serving as such were at the same time holding commissions in the Officers' Reserve Corps, and some of them were promoted to second lieutenants (or higher grade) in other components of the Army during the World War I period.

Records. All the records for a given WW I warrant officer, including those covering any prior service as an Army Field Clerk and any subsequent service as a commissioned officer, are in a single folder in the World War I 201 files, provided of course he was last and completely separated before September 8, 1939. This means that if a warrant officer was retired but still living on September 8, 1939, none of his records would be in the World War I files. They would be in the World War II or the Post-World War II files, depending on whether the person has since died and, if so, when. (The basic rules under which the 201 records are filed are explained in the introduction to part I, "Individual Name Records.")

The basic military personnel documentation is for the most part the same as that of commissioned officers of the Regular Army. This is true of the

following records, which are described above under the heading "Commissioned Officers":

- Acceptance Records
- Appointment Certificate
- Efficiency Reports
- Master Cards
- Oath of Office
- Officers Qualification Cards
- Reports of Change
- Reports of Physical Examinations
- Separation Records
- Status Cards
- Status Sheets
- Miscellaneous Record Material

The following records in the Warrant Officer 201 files are the same as those of enlisted personnel--see "Enlisted Jackets," above.

- Court-Martial Records
- Decoration and Awards Records
- Determination Notations
- Medical Records
- Opinions or Decisions by the Legal Section
- Orders
- Presidential Pardons
- Reports of Death
- Reports of Proceedings of Boards of Officers
- Review Board and Correction Board Record Material
- Wounds (Gas) received in Action, Records of

ARMY FIELD CLERKS

The position of Field Clerk in the Army and in the Quartermaster Corps was created by an act of August 29, 1916. They are not to be confused with civilian employees on duty as clerks in the War Department. Appointment to the position of Field Clerk was made by the Secretary of War upon the recommendation of The Adjutant General of the Army. Field Clerks were assigned (when authorized by Acts of Congress) to offices at the headquarters of the several territorial departments, districts, divisions, brigades, service schools, Army and Corps headquarters, camps and ports of embarkation and debarkation, according to their qualifications for the duty to be performed. They were transferred from station to station to meet the exigencies of the military service. All transfers were ordered in War Department special orders. The duties of the Field Clerks included administrative and general clerical (correspondence, filing, and recording). A good working knowledge of typing and stenography was usually a requirement. Their rates of pay were fixed by law and ranged from \$1,000 to \$2,000 per annum.

Early in 1920 there were 4,161 Field Clerks in the military service; however, as the work incident to the demobilization of the Army progressed toward completion, the number was gradually reduced. An act of June 4, 1920, stipulated that no more appointments to these positions would be made. That act also provided for the appointment as warrant officers of Field Clerks and former Field Clerks. By an act of April 27, 1926, all positions as Army Field Clerks and Field Clerks of the Quartermaster Corps were abolished. With the exception of those retired on account of age, all Field Clerks in service on April 27, 1926, (approximately 367) were made Warrant Officers of the Regular Army (Sec IV, Bul No. 4, W.D., 1926).

The work performed by the Field Clerks was of great importance in connection with the organization of the Army and the administration of its affairs. Some of the clerks were subjected to enemy fire; however, none were killed or wounded in action. Many of the clerks were given citations for meritorious service.

Status. The Secretary of War held that legislation of August 29, 1916, placed all Army Field Clerks and Field Clerks of the Quartermaster Corps in the military service, and that appointments to and separations from these clerkships were excluded from the operation of the Civil Service law and rules (G.O. No. 52, W.D., Sept 30, 1916). These Clerks were considered to be officers in the military service, although not commissioned officers. They were subject to the rules and articles of war, and were privileged to wear the same uniform (omitting all insignia of rank and the brown band on cuff of service coat) as commissioned officers. They were entitled to the same travel allowances of a commissioned officer upon discharge from the service.

Records. The records (201 files) created for Field Clerks are similar to those created for commissioned officers during the same period. Some of them are identical. The forms used during the period these positions were in existence (August 1916 to April 1926) remained unchanged. The basic records are listed below, and those used exclusively for Field Clerks are illustrated as figures.

1. Report of Physical Examination Prior to Appointment, Promotion, or Retirement, Form No. 395, A.G.O. (See "Reports of Physical Examinations" under Commissioned Officers).
2. Form of Acceptance, Form No. 590-A.G.O. (figure 85). All Field Clerks were required to subscribe to the form of acceptance.
3. Oath of Office, War Department Standard Form No. 6 (figure 86).
4. Statement of Personal History and Qualification, Form No. 591, A.G.O. (figure 87).
5. Record of Service of Army Field Clerk (figure 88).
6. Special Orders announcing discharge, transfer, leave of absence, assignment to duty, relief from duty, and etc. (See "Orders" under Enlisted Jackets).
7. Efficiency Report (figure 89).
8. Medical record forms are the same as those used for all other Army military personnel (See "Medical Records" under Enlisted Jackets).
9. Report of Physical Examination Prior to Discharge, Form No. 395-1, A.G.O. (See "Reports of Physical Examinations" under Commissioned Officers).
10. Copy of discharge certificate (figure 90). This is a mimeograph sheet containing all items of information shown on the original certificate. Form No. 525-4, A.G.O. (figure 91) was the original Discharge Certificate authorized for issuance to all Army Field Clerks and Field Clerks of the Quartermaster Corps who were honorably discharged.
11. Salmon (or yellow) colored sheets, commonly referred to as "status sheets." These sheets were prepared when statements of service were furnished to The Adjutant General of the various states under an act of Congress of July 11, 1919. (See "Status Sheets" under Commissioned Officers).

FORM OF ACCEPTANCE.

(Prescribed by regulations governing appointment of Army field clerk.)

State of Illinois,

County of Cook

Original size,
8" x 10½"

I hereby accept the appointment as Army field clerk in the United States Army, dated
May 26, 19 20, and bind myself to be subject to the rules and articles of war and to such laws,
and regulations for the government of the Army as have been or may be enacted by Congress or established by
competent authority, and to serve until my appointment terminates or shall be revoked by proper authority.

[Handwritten signature]

Subscribed and sworn to before me this twenty-sixth day day of May 1920.

[Handwritten signature]

Notary Public

My Commission Expires May 20, 1923

*To be executed by Notary or other officer authorized to administer oaths.

Form No. 590-A. G. O.
Ed. June 10-15-5,000.

Figure 85. Form No. 590-A.G.O., Form of Acceptance, was required, in addition to the Oath of Office, of all Army Field Clerks and Field Clerks of the Quartermaster Corps. This form was in use from August 1916 to about June 1920.

OATH OF OFFICE

State of Illinois,

County of Cook

SS:

Original size,
8" x 10 1/2"

I, _____ having been appointed
Army Field Clerk in the military service of the United
States, do solemnly swear that I will support and defend the Constitution of
the United States against all enemies, Foreign and Domestic; that I will bear
true faith and allegiance to the same; that I take this obligation freely,
without any mental reservation or purpose of evasion; and that I will well
and faithfully discharge the duties of the Office on which I am about to
enter. So help me God.

W. J. ...

Sworn and subscribed to before me this twenty sixth day
of May 1920.

COPIED
INDEXED
SERIALIZED
MAY 26 1920

Wm. L. ...
NOTARY PUBLIC.

My Commission Expires May 20, 1923

WAR DEPARTMENT,
STANDARD FORM No. 6.

Figure 86. W.D. Standard Form No. 6, was executed by all Field Clerks at time of entry.

*STATEMENT OF PERSONAL HISTORY AND QUALIFICATIONS
OF
ARMY FIELD CLERKS.

(Surname) _____ (Christian name) _____
 Present station: **Headquarters 57th Division, Camp Sheridan, Alabama**
 Date of arrival thereat: **February 14, 1918.**
 Date of original appointment: **February 15, 1918.** Present grade: \$ **1000.00**

Periods of service, giving dates and compensation, as headquarters clerk or messenger, as general service clerk, and, if previously employed in the Government service, give statement showing in chronological order the departments under which employed and respective dates of appointment and separation, with length and character of service and compensation under each appointment. **No previous service.**

Method of appointment (whether by competitive examination, transfer, reinstatement, or otherwise): **Appointed by telegraphic authority from The Adjutant General of the Army 1/9-10/18, to fill vacancy.**

Date and place of birth: **Male**
 Legal residence: **Milford, Clermont County, Ohio.** Congressional District:
 Married or single: **Single** Number of minor children, if any: **None**
 Name, address and relationship of nearest relative (street and house number, if any):
Mrs. J _____ Ohio (mother)

Are you a citizen of the United States and, if so, in what way did you become a citizen? **Yes; by birth.**
 Military or Naval service, with date of enlistment, rank, organization, and date and character of final discharge:
No previous service.

Qualifications (answer "Yes" or "No"):

Stenographer: Yes	Returns clerk: No	Record clerk: No
Typewriter: Yes	General correspondence clerk: Yes	
Small arms firing clerk: No	Financial clerk: No	Order Clerk: No

* This form will be made in duplicate—duplicate to be retained at station of the clerk.

Form No. 591--A. G. O.
Ed. July 9-17-1918.

(OVER)

Figure 87. Form No. 591--A.G.O., Statement of Personal History and Qualifications of Army Field Clerks, was used for Field Clerks from about July 1917 to April 1926.

RECORD OF SERVICE OF ARMY FIELD CLERK.

Walter Reed General Hospital

July 2, 1921, 191

To The Adjutant General of the Army.

(Surname)

(Full Christian name, no initials)

1. SEPARATED from service in The United States Army at this place and on this date.

(a) Authority for separation and cause (whether by discharge or resignation):

Hon. Disch FP 11, S.O. 189, WRGH, July 9, 1921 and letter WDAGO same date.

2. SERVICE IN THE UNITED STATES:

Served at Walter Reed General Hospital, Washington, D.C., Apr. 9, 1919.

(Give all stations and hdqrs., with dates of service)

Aug. 14, 1920, Pittsburgh Pa. Aug 15, 1920 to Jan. 18, 1922, AGO Wash., D. C.

Jan. 21, 1920 to Mar. 6, 1921 Victory Medal Distribution Wash., D.C., Mar. 6, 1921 to Apr. 7, 1921. Important duty Gen Corps Area, State of Va. Apr. 13, 1921 to July 9, 1921.

3. Ordinary leaves or absence in United States:

From <u>15 days leave</u>	191	to	191
From while at WRGH:	191	to	191
From	191	to	191
From	191	to	191

4. SERVICE WITH AMERICAN EXPEDITIONARY FORCES:

Shipped from U. S. for foreign service	None	191	to	191
Arrived at port overseas		191	to	191
Shipped from port overseas for U. S.		191	to	191
Arrived at	on	191	to	191

(Part) (Name of vessel)

5. Ordinary leaves or absence while overseas:

From <u>None</u>	191	to	191
From	191	to	191
From	191	to	191

6. Sick leaves: None

7. Absent without leave: None

8. During my service with A. E. F. I served at None

(Give all stations and hdqrs., with dates of service)

9. Entitled to War Service Chevrons? No To Wound Chevrons? No
(Yes or No) (Yes or No)

Note:

ALL QUESTIONS MUST BE ANSWERED.

12-12-16

(OVER)

Figure 88. Record of Service of Army Field Clerk is an (Part 1 of 2) un-numbered mimeograph form which was used for Field Clerks during the period 1916 - 1926.

10. ADDRESS FURNISHED FOR FUTURE REFERENCE:

(No. and street or rural route)

(City, town, or post office)

(State or country)

11. Instructions relating to War Risk Insurance have been furnished me. I acknowledge having received notice on or prior to this date of separation from active service. *Notification Received July 24, 1921 at Washington, D.C.*

Army Field Clerk

12. DATE OF LAST PAYMENT BEFORE LEAVING FOR U. S.: 1921

(a) " " " " " DATE OF DISCHARGE (Resignation): 1921

This certificate will be executed by the commanding officer of the post, school, camp, headquarters, or station at which the Army field clerk is stationed on departure for United States:

This is to certify that the foregoing statements under Nos. 2, 3, 4, 5, 6, 7, 8, 9 and 12 are correct so far as they can be verified by the records on file at those headquarters:

Date: _____, 1921

(Edgrs. or station)

Original size (front and back) 8" x 12 1/2"

THE FOLLOWING CERTIFICATE WILL BE EXECUTED BY THE COMMANDING OFFICER OF THE POST, SCHOOL, CAMP, HEADQUARTERS, OR STATION AT WHICH THE ARMY FIELD CLERK IS STATIONED AT DATE OF DISCHARGE OR RESIGNATION:

This is to certify that the foregoing statements contained under the numbered headings not already covered by the preceding certificate are correct so far as they can be verified by the records at these headquarters.

Date: July 9, 1921, 1921

Walter Reed General Hospital.

(Edgrs. or station)

Allen
Commanding Officer, U. S. A.,
Walter Reed General Hospital.

Figure 88. Reverse of Record of Service of Army Field Clerk (Part 2 of 2)

EFFICIENCY REPORT OF

Army field clerk _____
 (Christian Name) (Middle Initial) (Surname)

Hqrs 9th Division
Camp Sheridan, Ala. (Station) *\$ 1200⁰⁰* (Salary Grade) *Dec 24, 1888.* (Date of Birth)

The above-named Army field clerk is instructed to answer the following questions in his own handwriting and then forward this report to the officer commanding the station where employed, who will answer the questions on reverse side of this report:

1. Are you a stenographer? *Yes*. A Typist? *Yes*

2. What classes of work are you engaged upon? *Issuance and distribution of Division General, Special and Memorandum Orders.*

3. For what other classes of work do you consider yourself adapted?
General correspondence clerk, Order Clerk or any position in Adjutant's office.

4. What physical defects have you, if any? *None*

Date: *Nov 25, 1918* (Signature) _____

 Army field clerk

NOTE: This report will be made out by every Army field clerk who has been appointed for service during the present emergency.

(OVER)

Figure 89.
 (Part 1 of 2)

Efficiency Report is an un-numbered mimeograph form which was used for Army Field Clerks and Field Clerks of the Quartermaster Corps during the period 1916 - 1926. These reports were prepared twice a year, December 31 and June 30, for promotional purposes.

THE COMMANDING OFFICER WILL ANSWER THE FOLLOWING QUESTIONS AND FORWARD THIS REPORT TO THE ADJUTANT GENERAL OF THE ARMY:

1. What comment have you to make on the foregoing statements of the clerk?

Concur in field

2. Is the clerk giving satisfaction in the performance of his duties?

Yes ✓

3. In your opinion what is the ability of this clerk as a stenographer?

Very good ✓

As a typist? *Excellent* ✓

4. What is the condition of the clerk's health? Do you consider him incapacitated for active duty in the field? If so, state your reason.

Fit - 510 ✓

5. Comment on the quality and the quantity of the clerk's work.

Very fast and accurate ✓

6. Comment on the clerk's sobriety, subordination, cheerfulness in obeying orders and regulations, and courtesy in official relations.

Cheerful and subordinated. Drinks at times and not on duty ✓

Original size
8" x 14 1/2" (front and back)

7. This Army field clerk is one of those appointed for service during the present emergency. Do you recommend his retention for service in the PERMANENT FORCE of Army field clerks in the event that the authorized number of 170 is increased? If not, state your reason.

Recommend retention in service ✓

Adj. G. Division
Camp Sheridan, Va
(Station)
November 4th 1918
(Date)

W. C. Crook
(Signature of commanding officer)
Major General U. S. Army
(Rank)

RECORD OF ABSENCE (Stating year in which leave was taken):

Annual leave:	Sick leave:	Absence without leave:
3 days, Nov 6 th to 9 th , 1918		

Figure 89. Reverse of Efficiency Report for (Part 2 of 2) Army Field Clerk

NOTE: This copy of discharge certificate is for file in clerk's file.

ARMY OF THE UNITED STATES OF AMERICA
To all who shall see these presents greetings:

THIS IS TO CERTIFY THAT

ARMY FIELD CLERK

is hereby HONORABLY DISCHARGED from the military service in the United States Army, by authority of the Secretary of War, for the Government.

Given at Washington, D. C., on this 30th day of June 1920, and nine hundred and 21

Original size,
8" x 10 1/2"

Form No. 525-4, A.G.O.
Dec., 1916.

J. T. Kerr
Adjutant General.

MILITARY RECORD

Appointed on the 24th day of May, 1920, at Hqs. Central Dep't., Chicago, Ill.

Physical condition when discharged Good
Battles, engagements, skirmishes None. No overseas service.

Medals awarded None

Wound chevrons authorized None

War Service chevrons authorized None

REMARKS: Service honest and faithful. Discharged at Hqs. 6th Corps Area, Fort Sheridan, Ill.

Original mailed to clerk to address shown on his Record of Service on

J. T. Kerr
Adjutant General.

7/9/21
J. B. S.

Figure 90. Copy of Discharge Certificate is an unnumbered mimeograph form which was prepared for all Field Clerks at time of separation.



Army of the United States of America

To all who shall see these presents, greeting:

This is to certify that

Army Field Clerk

is hereby honorably discharged from the military service in The United States Army, by authority of the Secretary of War, for the convenience of the Government.

Given at Washington, D. C., office of The Adjutant General of the Army,

this 4th day of September, one thousand nine hundred and 19.

Form No. 525-4, A. G. O.
Dec., 1914

J. S. BARR

Adjutant General

Figure 91. Form No. 525-4, A.G.O., was the original discharge certificate authorized for issuance to Field Clerks. (It was used until about 1958 for replacing lost or destroyed discharge certificates.)

MILITARY RECORD

Appointed on the third day of June, 19 19

at Headquarters, Camp Upton, New York.

Physical condition when discharged good

Battles, engagements, skirmishes None. No overseas service.

Medals awarded None

Wound chevrons authorized None

War service chevrons authorized None

Remarks Service honest and faithful. Discharged at Headquarters, Camp Upton, New York.

Original size,
8 1/2" x 10 1/2" (front and
back)

J. E. Kerr.
Adjutant General.

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Figure 91. Reverse of Form No. 525-4, A. G. O.
(Part 2 of 2)

Current Use. These records are the primary source documents for all information on Army Field Clerks. They are used for answering all types of reference service inquiries. (See "Service Records" under Enlisted Jackets).

Filing. All the records for a given Army Field Clerk, including those covering any subsequent service he may have had as a warrant or commissioned officer, are in a single folder in the World War I 201 files, provided of course he was last and completely separated before September 8, 1939. This means that if an Army Field Clerk later served as an officer and was retired but still living on September 8, 1939, none of his records would be in the World War I files. They would be in the World War II or the Post-World War II files, depending on whether the person has since died and, if so, when. (The basic rules for alphabetical filing in the 201 files are explained in the introduction to part I, "Individual Name Records.")

References. Report of The Adjutant General of the Army for 1918 thru 1921; War Department Bulletins Nos. 33, 1916, and 4, 1926; W.D. G.O. No. 52, 1916; Circular No. 280, W.D., July 21, 1920; and WW I "Precedent" Files labeled "Army Field Clerk."

NURSES' RECORDS

The records on Army Nurses are the second largest in bulk--next to Commissioned Officers--in the 201 files category for the World War I period. They include the personnel records of all Army nurses who were in the military service after October 13, 1917, and who were last separated for any reason prior to September 8, 1939. The present location of records of Nurses whose service extended beyond September 7, 1939, and for those who retired and were still living on that date depends on the date of their complete separation or the date of death. The service of the majority of nurses in the World War I grouping was terminated by the end of the emergency period, or immediately thereafter.

These records are, for the most part, on forms which were supplied by the Surgeon General and the Medical Department. Some were supplied by the Adjutant General's Office and the War Department. The latter, however, were normally used for all Army military personnel regardless of rank or status. The record forms which were peculiar only to nurses are described and illustrated in the succeeding brief narratives. Listed among these narratives are those types of nurse's records that will also be found in Enlisted Jackets and in Commissioned Officer records and that have already been described under those headings.

There are a very few records (201 files) in the World War I records category for Contract Nurses. These records are not to be confused with those of the Army Nurse. The Contract Nurse's file can be readily identified from the contract contained therein. The "contract" is an 8- by 14 inch document bearing Form 43, M.D., with the contents of the agreement printed thereon. Contract Nurses in service during World War I did not acquire a military status by reason of such service. They were known as civilian employees of the Medical Department of the Army.

BRIEF HISTORY OF THE ARMY NURSE CORPS

The "Nurse Corps" was established and made part of the Medical Department of the Army by sections 18 and 19, Act of February 2, 1901 (G.O. No. 9, W.D., 1901). Nurses employed by the Army prior to that date earned no military status. The original Nurse Corps was allowed one superintendent, and as many chief nurses, nurses and reserve nurses, as were needed. All rules and regulations concerning the duties, appointment, or removal of members of the Army Nurse Corps were prescribed by the Surgeon General subject to the approval of the Secretary of War (Bul. No. 43, W.D., 1918).

In 1916, the enrolled nurses of the American Red Cross formed, for the most part, the Reserve of the Nurse Corps (par. 102, Manual for the Medical Department-1916). With their consent, the Reserve Nurses were assigned to active duty in time of war or other emergency. While on active duty, they were in the military service of the United States, not as members of the Red Cross, but as members of the Army Nurse Corps. Eighty-three percent of the nurses in the Army military service on November 11, 1918 (the peak), were originally enrolled in the American Red Cross. Some of them were later appointed to serve in the permanent Army Nurse Corps.

After the emergency, the appointment by selection of Reserve Nurses was made from various acceptable sources, in addition to the Red Cross (AR 40-20). In 1918, the Nurse Corps was designated the "Army Nurse Corps" (Bul. No. 43, W.D., 1918), and was still operating as such under the Medical Department on September 7, 1939.

A decided change in the rights and privileges of Army Nurses was brought about under the Act of June 4, 1920. Nurses were given relative rank (Second Lieutenant to Major) for the first time, and their relative standing in the Army corresponded to that of commissioned officers, although they were not considered commissioned officers during the period of the records discussed in this monograph. Other rights and privileges extended to them under the foregoing Act are outlined in Sec. III, G.O. No. 49, W.D., 1920.

APPLICATIONS FOR APPOINTMENT. Forms were made available by the Surgeon General to known prospective applicants for appointment in the Army Nurse Corps. Nurses sometimes made their wishes known by letter requests to the proper officials, but an accurately completed application was a requirement. The revised editions of Form 177, W.D., S.G.O., were used most frequently for this purpose throughout the World War I period. The record is exhibited as figure 92.

Current Use. This record contains complete personal data (including educational background) on the Nurse, and is used when such information is requested. Numerous requests are received from the Social Security Administration for information which can be wholly or partially supplied from the nurses' applications for appointment. These records are the primary source documents for the Nurse's date and place of birth.

APPOINTMENT LETTERS. The appointment letters, commonly referred to as certificates of appointment and letters of assignment to active duty, are similar to the Appointment Certificates for commissioned officers. The record was prepared when a nurse was appointed and thereafter when additional appointments were extended to her. The forms provided for this purpose and most frequently used for World War I nurses are: Form 175a, W.D., S.G.O., illustrated in figure 93, which was used for regular appointments in the ANC; and Form No. 176, S.G.O., illustrated in figure 94, which was used for reserve appointments in the ANC. These forms were authorized April 26, 1912, revised in 1937, and were still in use September 7, 1939, with no change in the form numbers. An unnumbered appointment letter, occasionally found on file, is illustrated in figure 95. Various notations were often made on the letters of appointment, such as: date of reporting to first station; date oath of office was taken; change of stations; and date and character of discharge. Nurses who were discharged prior to June 4, 1920, retained the original letter of appointment in their possession as proof of service, since discharge certificates were not authorized for issue to Nurses until after that date (G.O. No. 49, W.D., 1920).

Current Use. The letters of appointment are the primary source documents for the mode of entry and the date of appointment in the Army Nurse Corps. The date of appointment is, of course, the most frequently needed item of information. In the absence of other records, the active duty date can be taken from the notation on the appointment letter revealing the date the Oath of Office was executed. (Nurses were on active duty from the date of executing Oath of Office even though they awaited orders assigning them to stations for duty. Bul. No. 20, W.D., 1914).

Original size
8 by 14 inches

Davenport Iowa
January 6 1917

To the SURGEON GENERAL, U. S. ARMY,
Washington, D. C.

Sir: I hereby apply for appointment as Nurse, Army Nurse Corps, subject to the prescribed examinations. I certify that to the best of my knowledge and belief I am not afflicted with any form of disease or disability which will interfere with the performance of the duties of nurse, and that the answers given to the interrogatories below are true and correct in every respect.

Very respectfully,

431 W Locust St
Present post-office address Davenport Iowa

INTERROGATORIES.

1. What is your name in full? *Lynn C. [redacted]*
2. What was the date of your birth? *May 28th 1891*
3. Where were you born? *La Porte Indiana*
(Give State and city or county; if foreign born, give country.)
4. (For applicants of foreign birth only.) Are you a citizen of the United States?
If so, when and where were you naturalized?
5. What is your permanent residence? *Davenport Iowa*
6. Are you married or single? If a widow, so state
7. What is your height, in inches? *64 inch* Your weight, in pounds? *165 lb.*
8. Have you any physical defect; and if so, what? *None*
9. Have you any tendency to disease, inherited or otherwise; and if so, what? *None*
10. What serious illness or surgical operation have you had, and when? *Scarlet fever at the age of 7 years. Appendectomy, Tonsillectomy*
11. Have you had diphtheria? *No*
12. Have you at present, or have you ever had, beriberi? *No*
13. Have you given up any pursuit on account of ill health? *No* If so, give particulars:
14. If either parent, or brother or sister, has died, state cause and age in each case:
Mother paralytic stroke 68 years old
Sister mastoiditis 29 years old
15. In what school were you educated?
Graner school High school
16. What was your occupation, if any, before entering Training School for Nurses? *None*
17. From what Training School did you graduate?
Mercy Hospital Davenport Iowa

Figure 92. Front side of Form 177, W.D., S.G.O., (Part 1 of 2) Application for Appointment. This form probably dates back to the beginning of the Army Nurse Corps--1901. It will be found in the majority of the World War I nurses' 201 files

18. Is it connected with a General Hospital, a Special Hospital, or a Private Hospital?
General Hospital
(Give name and character of hospital)

19. How many beds had the hospital at the time of your graduation? *150 beds*

20. What was the length of the Training School course? *Three years*

21. What was the date of your graduation? *May 19th 1906*

22. What is the name and address of the Superintendent under whom you were trained?
Sister M. Alphonsus, Mercy Hospital

23. Of what nursing organization are you a member, if any? *None*

24. What is the name and address of its Secretary?

25. Are you a registered nurse? *Yes* If so, in what State were you registered and when, and what is the number of your registration certificate?
Iowa July 29th 1916. No. 2198

26. How and where have you been employed since graduation? Give information for each year.
Been doing private nursing in Iowa & Ill.

27. Have you previously been an applicant for employment in the nursing service of the United States? If so, state when and with what result *None*

28. What is the name, kinship, and address of your nearest relative?
Mr. B. Od. Freeland, La Porte, Indiana

29. Do you agree to serve three years in the Army Nurse Corps, if appointed? *Yes*

30. How soon can you accept an appointment? *As soon as I am accepted*

Form 177,
 (Revised July 23, 1915.)
 ARMY NURSE CORPS
 APPLICATION FOR APPOINTMENT
 BY *[Redacted]*
Lynn C.
 Date *January 6, 1917*

Figure 92. Reverse of Form 177, W.D., S.G.O.,
 (Part 2 of 2) Application for Appointment



Army of the United States of America

With the approval of the Secretary of War

Original size,
8 by 10½ inches

JANE T. R. [REDACTED]

of WASHINGTON, DISTRICT OF COLUMBIA, is hereby appointed
NURSE, Army Nurse Corps, with the relative rank of
SECOND LIEUTENANT, in conformity with Section 10, the National
Defense Act, as amended June 4, 1920 (41 Stat. 767), and will enter upon her duties on
DECEMBER 6, 1939, after taking the oath prescribed by Section 1757 of the
Revised Statutes of the United States.

Serial No. N-709996

ALBERT G. LOEB

Colonel, U. S. Army,
Acting The Surgeon General.

Form 175a
W. D., S. O. O.
(Revised Feb. 23, 1937)

••• 2-4001

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Figure 93. "Appointment Letter," Edition of April 26, 1912. This was still in use in September 1939 for regular appointments in the Army Nurse Corps

ARMY NURSE CORPS

WAR DEPARTMENT
OFFICE OF THE SURGEON GENERAL
WASHINGTON

SEPTEMBER 20, 1912

With the approval of the Secretary of War,

ALLISON

of ROCHESTER, NEW YORK
Reserve Nurse, Army Nurse Corps, is hereby assigned to active service in the military establishment, and will enter upon her duties after taking the oath prescribed by Section 1757 of the Revised Statutes of the United States.

L. B. Baldwin,
Lt. Colonel, U.S. Army
For the Surgeon General U.S. Army.

Oath of office taken

SEP 27 1912

Filed in S. G. O.

Original size,
8 by 10 inches

FORM 170a
W. D., S. G. O.
(Authorized April 23, 1912.)
Ed. Sept. 3-17-10, 000.

2-4331

Figure 94. The "Appointment Letter" authorized April 26, 1912, for appointments in the Reserve, Army Nurse Corps. The revised editions of the record was still in use in September 1939

ARMY NURSE CORPS

HEADQUARTERS AMERICAN EXPEDITIONARY FORCES

OFFICE OF THE CHIEF SURGEON.

FRANCE.

July 9th, 1918.

Original size,
8 by 10 1/2 inches


With the approval of the Secretary of War,

-----L-T-N-N-C-----
of ----- DAVENPORT, IOWA -----

is hereby appointed in the Army Nurse Corps for three years, unless sooner discharged, to date from July 9th, 1918, and will enter upon her duties after taking the oath prescribed by section 1757 of the Revised Statutes of the United States.

By direction of the Chief Surgeon.

FILED
MAY 13 1919
Record Room


E.M. Welles Jr.,
Lieut. Col., Medical Corps.

Previous length of service from
February 8, 1917, to July 9, 1918.

This is to certify that the
above named nurse took oath
of office before me

at Base Hospital #56

on November 1st 1918.

Arthur K. ...

Med. Lt. S. E.

MAY 13 1919

File

Figure 95. Certain Commanding Officers of hospitals in the AEF interpreted the act of July 9, 1918, (reorganizing the Army Nurse Corps) as requiring new appointment letters. This nurse entered the service on February 6, 1917

CORRESPONDENCE (OFFICIAL). A considerable amount of official correspondence is to be found in the nurses' 201 files. The bulk of this material was created during military service, and it reflects status and various events such as: assignment to active duty; relief from active service; change in grade or status; character of service; commutation of quarters and rations; continuation of service (requests for and reply thereto); discharge (requests for and reply thereto); insurance; leave; transfers (change in stations); pay (reimbursement incident to traveling expenses, final pay, etc.); transportation arrangements; and many others. Illustrated as figure 96 is a sample of such correspondence which was prepared on Form 128, S.G.O. That form was frequently used for correspondence on a variety of subjects, but it is not representative of the overall bulk which is on regular stationery or plain paper.

Current Use. Some of the correspondence material mentioned above enables the Center to satisfactorily fulfill its obligation in furnishing essential information necessary for establishing the nurses' entitlement to rights, privileges, or benefits accruing from her service in the Army Nurse Corps. The material reveals information normally required in compiling military history data, which is frequently requested from various sources and for many reasons.

COURT-MARTIAL RECORDS. See "Court-Martial Orders and Charge Sheets" under the heading "Enlisted Jackets."

DECORATIONS AND AWARDS RECORDS. See this same subject under "Enlisted Jackets."

DETERMINATION NOTATIONS. See this same subject under "Enlisted Jackets."

EFFICIENCY REPORTS. See "Service Records" below.

MASTER CARDS. See same subject under "Commissioned Officers" (201 Files).

MEDICAL RECORDS. See same subject under "Enlisted Jackets."

OATH OF OFFICE. Army nurses were required to execute oaths of office after receiving notification of appointment in the Army Nurse Corps and before reporting to a designated station for active duty. Nurses

S.G.O. 201 (Form No. 126, S. G. O.)

REJ.

February 18, 1918.

From: The Surgeon General, U. S. Army.

To: Miss Eva L. [redacted] 1543 - Washington, St., Denver, Colorado.

Subject: Reserve Nurse, Army Nurse Corps, relief from active service.

I am directed by the Surgeon General to inform you that the date of your relief from active service as Reserve Nurse, Army Nurse Corps is February 18, 1918.

Your pay roll for the period has this date been forwarded to the Depot Quartermaster, U. S. Army, Washington, D. C. January 1 to February 18, 1918, incl.,

Major, Medical Corps,
Reserve

Original size,
8 by 10½ inches

RECEIVED
FEB 18 1918

Form No. 126, S. G. O.

(Write nothing in this space.)

(Write nothing in this space.)

(Write nothing in this space.)

(Attach this end.)

(Attach this end.)

(Attach this end.)

* 3-2336

Figure 96. Sample of official correspondence in nurse's 201 file. This form was frequently used for such correspondence

were not legally entitled to pay and travel allowances until after the oath of office had been executed. A blank oath form was mailed with the letter notifying the nurse of her appointment. She executed the form, returned it to the office of the Surgeon General, and awaited receipt of orders (appointment letter) assigning her to a station for duty. A nurse was on active duty from the date she executed her oath even tho she awaited notification assigning her to a station for duty (Bul. No. 20, W.D., 1914).

Standard Form No. 6 was normally used for the Nurse's oath of office until about May 1925, when Standard Form No. 8 was approved for the same purpose. After that date and prior to September 8, 1939, both forms were in use. They are almost identical except that Form No. 8 was prepared to include the "position to which appointed" and the "date of entrance on duty." Standard Form No. 6 is illustrated under Oath of Office, Army Field Clerks.

Current Use. The record described above is the primary source document for the Nurse's date of active duty. It is always used for that purpose when furnishing military history data. Once executed, the record changed the nurse's status from "civilian" to "military."

OPINIONS AND DECISIONS BY THE LEGAL SECTION. See same subject under "Enlisted Jackets."

ORDERS. The types of orders described under "Enlisted Jackets" will also be found in the records of Army Nurses, but, for the most part, informal orders were the medium for transmitting instructions normally affecting the nurses' status. The informal orders emanated from the headquarters of commands, departments, ports of embarkation, and hospitals. They cover various subjects, on which correspondence was also usually conducted, such as: assignment to and relief from active duty; transportation; promotion or demotion in grade; leave of absence; transfers; assignment to new stations, etc.

Current Use. These records are the primary source documents for the nurses' station designation, active service dates, and any change affecting her status. This information is used frequently in compiling military history data requested from various sources.

RECORDS OF ASSIGNMENT AND PAY OF ARMY NURSE. This record was authorized July 23, 1915, for the purpose of keeping the nurse's pay in order. It was designed to show all items of information normally required in completing her first Pay Voucher upon reporting to a new station for duty. (Pay Vouchers are also among the contents of almost all the World War I nurses' 201 files, but are now of little or of no value as source documents). The Record of Assignment and Pay of Army Nurse, Form 66, M.D., illustrated as figure 97, was used throughout the World War I period. The record was prepared by the officials of the losing hospital each time a nurse was transferred to a new station.

Current Use. These records are used when the dates and station designation are required in military history data which is requested on nurses from various sources. While not a primary source document, the record is supplemental to those that are, and they reveal the same type information. They are not always available.

REPORTS OF CHANGE. See same subject under "Commissioned Officer" (201 Files).

REPORTS OF DEATH. See same subject under "Enlisted Jackets."

REPORTS OF DISCHARGE (RETIREMENT, RESIGNATION OR DISMISSAL). This record was authorized in 1918 but was not required of Army nurses until sometime after June 4, 1920 (AR 345-800; AR 345-810). See "Report of Separation of Officer from Service" under "Commissioned Officers" for information on the record prior to June 4, 1920. The reports after that date were normally prepared on plain paper, such as the one illustrated as figure 98.

Current Use. The declaration made by the nurse as to her physical condition on the record illustrated above is beneficial to the Veterans Administration in establishing her rights to benefits. In the absence of other record material, the nurses date and place of discharge, address and rank at discharge, can be taken from this record.

RECORD OF ASSIGNMENT AND PAY OF ARMY NURSE

NAME OF NURSE Lynn G. (Nurse, ANG) <small>(Surname) (Given Name)</small>	NAME, KINSHIP, AND ADDRESS OF NEAREST RELATIVE (father) Charles, 502 7 St., LaPorte, Ind.
---	---

Service in Army Nurse Corps, by inclusive dates of each period, previous to current appointment: **one year and six months**

Current appointment: Place, **Davenport, Iowa** Date of birth, **Nov. 1/19**, 191

ASSIGNMENT TO THIS HOSPITAL

Joined: Date, **May 15/19**, 191, from **Nurses' Detach. Sta., Hotel Albert, New York** per **p 1, SO 82, that station, dated May 14/19.**

LAST PAID

by **Major WM Donnelly, QMC USA**, to include **June 30**, 191

ABSENCES UNDER CURRENT APPOINTMENT

(To include all leaves, with or without pay, and all absences without leave, at this and at prior stations.)

From—	To—	No. of Days	REMARKS <small>(State character of absence, as leave with pay, leave without pay, without leave.)</small>	From—	To—	No. of Days	REMARKS <small>(State character of absence, as leave with pay, leave without pay, without leave.)</small>
<div style="border: 2px solid black; padding: 10px; transform: rotate(-15deg); display: inline-block;"> Original size, 8 by 10½ inches </div>							
No deductions from pay							

RELIEF FROM DUTY AT THIS HOSPITAL, AUTHORITY THEREFOR, DATE OF DEPARTURE AND DESTINATION
 Relieved from duty at this hosp. & left July 7/19, to proceed to Letterman General Hospital, San Francisco, Cal., reporting upon arrival thereof to the S.O., for duty (temporary) and to await transportation to the Philippine Department, for duty, pp 2, SO 100, this hosp., dated July 8/19.

I CERTIFY that the foregoing is a correct statement from the notations on the above-named nurse's letter of appointment and the records of this hospital.

Date, **July 7**, 191
 Place, **USA Hqs. No 4, New York, N.Y.**

James L. Robinson
 Lt. Col., I.L.C., U.S. Army, U. S. Army, Surgeon.

Figure 97. Form 66, M.D., authorized July 23, 1915, and used throughout the World War I period

Original size,
8 by 10 1/2 inches

20201 Japan Cotton

NO. 1

REPORT OF DISCHARGE (RETIREMENT, RESIGNATION
OR DISMISSAL)

LINE
(First Christian name) (Middle name in full) (Surname)

SECOND LIEUTENANT ARMY NURSE CORPS
(Rank) (Branch)

STATEMENT AND CERTIFICATE OF OFFICER.

1. I acknowledge having received notice of separation from active service.
2. I acknowledge receipt of ~~notice of separation from active service~~ radio Office of the Surgeon General, June 29/24
(confidential) War Department 192
3. I do (do not) desire appointment in the Officers' Reserve Corps in the _____ section in a grade for which I am qualified and eligible. (Branch)
4. Address furnished for future reference:

502 E. Street
(Number and street or rural route)
La Porte Indiana
(City, town, or post office) (State)

5. I certify that at the present time I am not suffering from the effects of a wound, injury, or disease, whether incurred in the military service of the United States or otherwise.

[Signature]
(Signature of Officer)

Date: July 5, 1924

STATEMENT OF ADJUTANT.

The officer named above, (Army Nurse Corps) while on leave at La Porte, Ind. has on this date and at this place been separated from active service by reason of resignation radio Office of the Surgeon General, June 29/24
War Department 192

Report of physical examination (Form No. 325-1, A.G.O.) is forwarded herewith.

Place: Fort Sheridan, Illinois

[Signature]
J.E. EVANS
Adjutant.

Date: July 5 1924



RECEIVED JUL 11 1924

Figure 98. Report of Discharge as prepared after June 4, 1920. Before that date, the "Report of Separation of Officer from Service" described under "Commissioned Officers" was used

REPORTS OF PHYSICAL EXAMINATIONS. The standards of the nurses' physical examinations are covered in AR 40-100, and the record forms for this purpose are, for the most part, the same as those for commissioned officers. During the period of the records discussed herein (October 13, 1917-September 7, 1939), nurses were required to undergo thorough physical examinations prior to admission to the Army Nurse Corps, before and after service beyond the continental limits of the United States, prior to separation from service, and annually (after the emergency period). Prior to July 1924, the nurses' report forms varied as the purpose for the examinations varied, as follows:

Form 69, M.D. See figure 99. This Form was used prior to admission to the Army Nurse Corps, and before and after a tour of service in a Foreign country. It is the only form within this grouping that is peculiar only to Nurses.

Form No. 135-3, A.G.O. See "Reports of Final Physical Examination" under "Enlisted Jackets" for illustration. This Form was used for the nurses' reports prior to separation. It is usually found in the 201 files of those who were separated prior to June 4, 1920.

Form No. 395-1, A.G.O., was also used for the nurses' reports prior to separation. It was used most frequently for those separated between June 4, 1920, and July 1, 1924.

A single report form (W.D., A.G.O. Form No. 63), replacing all others for nurses, was authorized June 12, 1924 (Cir. No. 6, and Cir. No. 40, W.D., 1924). It was still in use September 7, 1939. See "Reports of Physical Examinations" under "Commissioned Officers" for illustrations of Form No. 395-1, A.G.O., and W.D., A.G.O. Form No. 63.

Current Use. The nurses' reports of physical examinations are occasionally used in establishing eligibility to retirement benefits or other benefits of the pension laws. The report prior to separation is a primary source document for establishing service-connected benefits.

REPORTS OF PROCEEDINGS OF BOARDS OF OFFICERS. See same subject under "Enlisted Jackets."

REPORT OF PHYSICAL EXAMINATION

OF

Nurse.....Curso Lynn G. [redacted] A.N.C.

At U.S. Army Hospital #4, N.Y.C. on June 26, 1919

- 1. Figure and general appearance, Figure good - appearance healthy.
- 2. Height, without shoes, 66 1/2 inches. 3. Weight, less estimated weight of clothing, 155 pounds.
- 4. Vision { Right eye (Snellen), 20/20; corrected to —; lens used, none,
Left eye (Snellen), 20/20; corrected to —; lens used, none,
- 5. Color perception, Good
- 6. Hearing: Right ear, —; left ear, —
- 7. Condition of teeth, Good
- 8. Condition of feet, Normal
- 9. Skin, Normal
- 10. Chest and contained organs: Normal
Girth: Expiration, 33 inches; inspiration, 37 inches.
Respiration, rate of 18 Heart, pulse rate, 72
- 11. Abdomen and contained organs: Normal
- 12. Urine examination:
Color, Normal Reaction, Acid
Specific gravity, 1.022 Albumen, none
Casts, few hyaline Leucocytes, occasional
Sugar, none
- 13. Is there evidence of constitutional or hereditary disease, or of impaired health? no

- 14. Remarks on fitness for:
(a) General army service, Physically fit for service
(b) Tropical service, Physically fit for tropical service

15. General remarks: Original size, 8 by 14 inches

I CERTIFY that the foregoing is a correct exhibit of the physical condition of the nurse named above as found by me on the examination indicated.

James H. Bunker, M. D.
1st Lt U.S.A.

Place, U.S. Army Hospital #4
345 W. 30th St
N.Y.C.

Ed. Apr. 16-17-22, 000

3-441

Figure 99. Form 69, M.D. in use from July 1915, to July 1924

REVIEW AND CORRECTION BOARDS RECORDS. See same subject under "Enlisted Jackets."

SERVICE RECORDS. Although it did not officially bear the title "Service Record," the pamphlet described herein has been commonly referred to as such because it served much the same purpose as the service record of the enlisted man. (See Enlisted Jackets) It is a 3½- by 8- inch pamphlet made up of a combination of numbered forms and plain sheets, and it was used to record various types of pertinent information on the nurse, including personal history, actions, events, proceedings, etc. Some contain medical data. The sheets are fastened together at the top to form the pamphlet, the thickness of which depends on several factors, including of course the length of service.

The number and variety of forms to be found in these pamphlets make it impractical to explain and illustrate them in their entirety. The following will suffice for a general understanding of the basic documents.

W.D. Standard Form 9A (figure 100). This was nothing more than a 3½- by 8- inch sheet printed with horizontal lines and used for entering almost any kind of information about the nurse, such as personal information; date of oath; changes in station, rating, etc.; short "briefs" of letters and orders directing travel and change of station; departure time for and arrival time at new stations; etc. Some of the forms were overprinted with vertical lines for conveniently entering the nurse's periodic ratings on various factors. Plain sheets of paper were sometimes used for this form.

Form 174, M.D. (Revised Edition of January 8, 1910) (Figure 101). This form, and also Form 165, M.D., not illustrated, were designed specifically for entering personal data on the nurse, including her hospital experience.

Form 174-A, S.G.O. (Authorized February 5, 1920) (Figure 102). This form was used for entering the nurse's general and professional education and the types of any medical institutional positions held since graduation.

Form 62, M.D. (Figure 103). This is the only form in the service record specifically designated and designed for rating the nurse on efficiency, ability, aptitude, and other factors. The reports were normally required monthly, quarterly, annually, or at any other time if, in the opinion of the officials, the nurse's services were not up to the required standard (AR 40-20).

1920

3-858

Write nothing above this line.

██████████ ELIZABETH F.

BORN: _____ N.J. _____

Registered? _____

OATH: ARMY NURSE CORPS.
3/2/18
June 11, 1920. DISCHARGED.

Statement of Service furnished to A. G.
of State, under Act of Congress
June 30, 1922.

W. D. STANDARD
Form 9A.

Figure 100. These were by far the most versatile of the documents included in the nurse's "service record," being used for all kinds of information as evidenced by the above and by part 2 of this figure

Write nothing above this line.

26 - Letter to C.O., G.H., Fort Bayard, Feb. 21, directing that this nurse, with six others, be ordered to proceed to Letterman General Hospital, after the arrival of nurses sent to relieve them from Camp Kearny, for duty. jef

1919
 Mar. 10 - Left Genl. Hosp. Ft. Bayard, N.M. enroute to Letterman Genl. Hosp., San Francisco, Cal. for duty. s. b. B.

" 12 - Reported for duty at Letterman Gen. Hosp. Cal. from Gen. Hosp. Ft. Bayard, N.Mex. m. c.

835 - April 1. Letter to C.O., Letterman General Hospital, San Francisco, Cal. directing that this nurse be relieved from duty at that hospital and ordered to proceed to Manila, P.I. for duty in the Philippine Department, on the transport sailing on or about May 5th. jef

April 1. Letter to Chief Emh. Service Washington, D.C. requesting that transportation be furnished this nurse on the transport

Figure 100. W.D. Standard Form 9A used to chronologically record transfers, departures, arrivals, etc. (Part 2 of 3)

1919	Date	Station	Phys. Exam.	Work	Cond.	Health	Class	Officer
	Jan	Waukegan	O.P.	9	9	9	1	"
	July	"	O.P.	9	9	9	1	"
	Aug	"	O.P.	9	9	9	1	"
	Sept	"	O.P.	9	9	9	1	"
	Oct	"	O.P.	9	9	9	1	"
	Nov	"	O.P.	9	9	9	1	"
	Dec	"	O.P.	9	9	9	1	"
1920	Jan	"	O.P.	9	9	9	1	"
	Feb	"	O.P.	9	9	9	1	"
	Mar	"	O.P.	9	9	9	1	"
	Apr	"	On leave					
	May	"	"					
	June 11	Discharged						
B-720								
2-958 Write nothing below this line								
W.D. STANDA Took Va.								

Figure 100.
(Part 3 of 3)

W.D. Standard Form 9A overprinted with vertical lines to facilitate the recording of the nurse's efficiency and other ratings. This was replaced June 12, 1926, by a special "Efficiency Report"--see figure 103

KORREKT

Name Elizabeth E. ██████████ ✓

Address 171 Randolph Ave.,
 Jersey City, New Jersey. ✓

Date of birth July 5, 1892. ✓

Place of birth Jersey City, N. J. ✓

Graduate of All Souls Hospital,
 Morristown, New Jersey.

Date of graduation June 14, 1916.

Date of application Feb. 2, 1918.

Date of appointment Feb. 26, 1918.

Date of oath *Mar 2, 1918*

Subsequent hospital experience

Private nursing.

Name and permanent address of nearest relative:

Mr. Daniel James ██████████ (Father)

171 Randolph Ave.,
 Jersey City, New Jersey.

Form 174
 W. D., S. G. O.
 (Revised January 8, 1910.)
 Ed. Sept. 5-17-10,000.

3-5876

Figure 101. This form was in use until February 1920, when it was replaced by Form 174-A, W.D.; S.G.O.--see figure 102

(Write nothing below this line.)

Date March 22, 1931
 Name E. M. [redacted]
 Age 31

GENERAL EDUCATION.

Grammar School.
 Where? W. K. Kline Indiana

Did you graduate? Yes What year? 1911

High School.
 Where? South Bend Ind.

Did you graduate? Yes What year? 1912

Normal School.
 Where? _____

Did you graduate? _____ What year? _____

College.
 Where? Oberlin, Ohio 1914

Did you graduate? No What year? _____

PROFESSIONAL EDUCATION.

Training School.
West Side Hospital, Chicago, Ill.

Date of Graduation 1909

Post Graduate Course.

Registered.
 State Illinois Year 1914

Form 174-A
 WAR DEPARTMENT, S. G. O.
 Authorized Feb. 5, 1920.

(Front)

(Back)

INSTITUTIONAL POSITIONS HELD SINCE GRADUATION

	Where	From	Until
Superintendent of Nurses			
Assistant Supt. of Nurses			
Night Supervisor			
Instructor			
Head Nurse			
Operating Room Nurse			
Anesthetist			
Dietitian			
Housekeeper			
Private Duty Nursing	<u>Chicago, Ill.</u>	<u>1909</u>	<u>1911</u>
Public Health Nursing	<u>Chicago, Ill.</u>	<u>1912</u>	<u>1914</u>
Social Service Work			

SPECIAL INTEREST (Check)

Medical.	Obs. & Gyn.	X-ray.	Eye, Ear, Nose.
Surgical.	Psychiatric.	Children's Dis.	Laboratory.
Contagious.	Tuberculous.	Orthopedic.	etc.

Figure 102. Authorized February 5, 1920, this form was still in use in September 1939

**EFFICIENCY REPORT
ARMY NURSE CORPS**

SUMMARY OF INSTRUCTIONS

REPORT TO BE REGARDED AS CONFIDENTIAL

Refer to Par. 21, AR40-20.

Class I.—The highest mark and should be given only to nurses who are well adapted to the Service in every requirement.

Class II.—An honorable grading given to nurses who are suitable for retention, though not entirely satisfactory in every requirement.

Class III.—A grading given to nurses who are professionally or physically unfit for retention, or who lack adaptability. Two reports in Class III would, in general, indicate inaptitude and consequent discharge.

Class IV.—A grading given to nurses recommended for immediate discharge for cause.

The Commanding Officer will note in first indorsement his approval or disapproval, giving reason if he does not concur in the report of the Principal Chief Nurse.

Station Hospital,
Hospital. Fort Sam Houston, Texas

Period ended June 30, 1938

W. Lee Hart
Colonel, Medical Corps, U. S. Army

FIRST INDORSEMENT

June 30, 1938

To: The Surgeon General, U. S. Army,
Washington, D. C.

W. Lee Hart

W. LEE HART,
Colonel, Med. Corps, U. S. A.,
Commanding Hospital.

(Front)

(Back)

Name ~~Edna M.~~ Edna M.
Rank Captain, Ass't Supt., A.N.C.
Days sick since last report. None

QUALIFICATIONS, ETC. *

(To be filled in by the Principal Chief Nurse)

Health Good
Judging ability Ex.
Executive ability Ex.
Manner in performance of duty Ex.
Relations with coworkers Ex.
Attitude Ex.
Special ability As executive.
Class I, II, III, or IV I

General remarks An energetic, loyal and efficient nurse, who does her duties conscientiously and thoroughly. She is well liked by her coworkers.

Figure 103. This Efficiency Report was Authorized June 12, 1926, and was still in use in September 1939

Current Use. The pamphlet described herein usually meets the need for supplying military history and personal data in response to the many requests received. For more information on usage, see "Service Records" under "Enlisted Jackets."

STATUS SHEETS. Although not generally prepared on Army nurses, these will sometimes be found in their records. See same subject under "Commissioned Officers" (201 Files).

CONTRACT SURGEONS

The term "contract surgeon" is the general term applied to civilian physicians (medical and dental) who, in emergencies, were authorized to perform service for the Army under contract. The authority to employ such persons was contained in an Act of February 2, 1901. All contracts were entered into by the Surgeon General with the approval of the Secretary of War.

Contract Surgeons were made part of the Medical Department of the Regular Army under the provisions of the National Defense Act of June 3, 1916. After that date, they had a military status during the life of their respective contracts and were subject to military law (JAG Opinions 1912-1930; and decision of the Comptroller of the Treasury of Nov. 13, 1920). They had the same professional and administrative duties as those officers of the Medical Corps, except in so far as they were limited by the fact that they did not perform their functions by virtue of military rank or commission (AR 40-30). Their service was terminated by the annulment of their contracts.

There were approximately 1,380 civilian physicians (medical and dental) employed as contract surgeons by the Army between April 6, 1917, and November 18, 1918. During that period contracts generally were entered into only with those individuals who, for some specific reason, were unable to render full field service with the Army.

Records.

The few basic records created for the World War I Contract Surgeons are, for the most part, on forms which were supplied by the Surgeon General and the Medical Department. The contract, Form 44, M.D., was designed specifically for Contract Surgeons. It is an 8- by 14-inch printed document. Notations concerning the Surgeon's leave, pay, and transfers were usually recorded on the back of the contract.

Other types of records normally found in the Contract Surgeon's 201 file are listed below. These were also used for other military personnel during the same period, and have been covered with narratives under part I.

- Master Cards
- Medical Records
- Personal Report
- Qualification Cards
- Special Orders
- Status Cards
- Status Sheets

MISCELLANEOUS 201 FILES

Some of these are unidentified folders which pertain to persons on whom records of military service were never established. They contain correspondence, fingerprint classification, and various search reports which were conducted (in some cases over a period of years) in an effort to establish military service. Other miscellaneous folders contain military or medical records (one or both) which never could be identified as pertaining to any one person. Many records created on Army personnel were unidentifiable due to incorrect information entered thereon or the omission of items of information. Furthermore, a great many men were in service and many of them had the same name, and a considerable number of them were discharged before service numbers were assigned to them.

Also included in the miscellaneous category are 201 folders containing correspondence or other bits of record information on persons who were employed as civilians by the War Department (see narrative under Part III for classes of civilian employees). Other records are often found on members of various Welfare organizations who confined their services during the emergency period to the War effort. For instance, the American Red Cross maintained within the American Expeditionary Forces zones a system of "Line of Communication Canteens," which furnished refreshments and relief to troops in transit, and obtained and furnished much information to relatives of the servicemen. The Y.M.C.A., Y.W.C.A., Jewish Welfare Board, Salvation Army, American Library Association, and the Knights of Columbus, contributed a great deal to the general morale of the servicemen during and after hostilities. These groups conducted amusement, recreation, and educational programs. There are also 201 folders on persons who were members of various groups which were formed for specified tasks or services solely in behalf of the War emergency, such as the Russian Railway Service Corps and the Slavic Legion. Brief narratives have been presented on these two groups, and on Contract Surgeons (Nurses) and United States Public Health Service workers, since the records of some of these are filed with the World War I records.

The records created on the civilian workers referred to above were, no doubt, inadvertently mixed with those of the military personnel because of the mass volume received in the office of the Adjutant General when the huge emergency army was demobilized. At this time (1966) the majority of these have been transferred to the agencies having custody of such records. The unidentified folders, however, will remain with the World War I category of records, filed in their proper sequence among the 201 files.

PART II. ORGANIZATIONAL RECORDS

PART II. ORGANIZATIONAL RECORDS

These are the permanent records which were created by the military organizations. Commonly referred to as "unit" type records, they were designed for the documentation of events and happenings involving the members of the unit. Normally, each document includes the names of several members with a description of the events for a specific date or for a given period of time. They are different in this respect from the military personnel records described in Part I, which are individual records prepared for assembly and filing by name. The organization records are more or less auxiliary to the individual records, much of the information in the latter having been taken from the unit records.

Unlike the individual name records described in Part I, no clear-cut date policy can be stated for the organizational records. This varies with each type of record and is brought out in the descriptive narratives which appear under the following headings:

- Card Files for
 - Army Field Clerks
 - Nurses
 - Officers
- Casualty Lists
- Daily Sick Reports
- Mexican Border Index Cards
- Morning Reports
- Muster Rolls
- Nominal Check Lists
- Nurses Medical Cards
- Nurses Returns
- Register of Enlistments
- Report Sheet of Sick and Wounded
- Reports of Change
- Rosters

Filing

Approximately 95 percent of the World War I organizational records are on microfilm. These are on reels which are filed in numbered boxes. Typed on the outside of each box are the designations of the first organization, three intermediate organizations, and the last organization appearing on the reel contained therein. The overall arrangement is alphabetical by arm of service, broken down by regiment, battalion, or company; in alphabetical or numerical order, as the case may be. As a guide for searching, a listing of organizations according to the level of command (higher echelons shown first), showing the number of the reel box, has been made available to the Organizational Records Units. Also available are IEM cards which show the location of each reel.

Part II
Organization Records

The above filing arrangement for the microfilm records is referred to hereinafter as the "uniform system." Unit type records not included under it are filed under a variety of systems, depending on the physical makeup of the records involved. These filing systems are explained in the narrative for each type of record.

Descriptive Narratives for Organizational Records.

Information about the various types of organizational records is presented in the brief narratives appearing below. These narratives are arranged alphabetically by the designation of the records, without regard to importance, current use, or arrangement within the National Personnel Records Center. Some of these records were created and discontinued during the period covered by this monograph, while others were in use long before November 1, 1912, and still in use September 7, 1939. For this reason, the descriptions of the records usually provide information as to the origin (date) of the original record, and the date of discontinuance, if before September 8, 1939.

Each narrative covers a brief description of the physical makeup of the record, its content and current use. If the filing is different from the "uniform system" described above, then this is also covered. Figures are used wherever possible to illustrate the record's actual appearance. The sources of the information are given under the heading "References."

Part II
Organizational Records

CARD FILES. These files consist of individual 3- by 5-inch cards for Army Field Clerks, Nurses, and Officers (both Regular and Emergency) who served in the United States Army during the period 1917-1919. The cards are commonly referred to as "status" or "index" cards. They are approximately 98% complete. NOTE: It is believed that these cards originated with a system initiated in 1889 by Fred C. Ainsworth, who was then Chief of the Record and Pension Division of the Office of The Adjutant General.

Content.

Army Field Clerk Cards. The normal arrangement of the items of information is as follows:

- Name
- Date of appointment
- Salary
- Overseas service
- Ship on which returned to United States
- Dates of transfer
- Promotions
- Organizations and changes
- Camp or Station
- Date and character of discharge ✓

Army Nurse Corps Cards. These show only the name of the nurse and notation concerning any change of name, including name changed by marriage.

Officer Cards. The normal arrangement of the items of information is as follows:

- Name
- Arm of Service
- Type of appointment (commission)
- Grades
- Date of appointment (commission)
- Date of acceptance of appointment (commission)

Current Use. The cards are used primarily for identification purposes. They may also be used to obtain limited military data when the individual records are not available or are inadequate.

Filing. The cards are on microfilm, alphabetically by name. There are 48 reels. Originally filed in the Enlisted Division of the Office of The Adjutant General, they were transferred to the World War Division in December 1921 and were made available for search in the Personnel

Part II
Organizational Records

Files Section of that Division. After the cards were microfilmed, they became a part of the Organization Records Unit for servicing.

References: World War I "Precedent" files, labeled as follows:

Old Records Section of War Department.
Personnel Records Section--WW I.
Army Field Clerks--WW I.

CASUALTY LISTS. See figure 104. These are alphabetical listings of persons who were killed in action, died of wounds received in action, or of other causes, during the period 1912-1918. The lists are on 8-by 10½-inch paper, unnumbered. They pertain principally to personnel serving in the American Expeditionary Forces at time of death. The lists were made up from the daily reports of casualties and changes. Some reports of casualties were received several days after the casualty or after the casualty lists were started. These were recorded under "ADDITIONAL" on the listings, as in figure 104.

Content. In the absence of other record data, the date of death and the organization can be obtained from the lists, thereby making possible further searches for pertinent military information needed. The lists also provide statistical information on the causes of death.

Filing. The unnumbered pages are filed alphabetically in three loose leaf binders under the heading "Deaths Enlisted men all Branches." Each binder covers a specific period. The one covering the period from 1912-March 1917 is incomplete and is referred to as the miscellaneous casualty listing. The two other binders cover the periods April 1917-August 1918, and September 1918-October 1918, respectively.

References. WW I "Precedent" files, labeled "Old Records Section of War Department Records Branch" and "Rolls and Rosters."

<u>Name</u>	<u>Rank</u>	<u>Organization</u>	<u>Date</u>	<u>Place</u>	<u>Cause</u>
Adams, Joe E.	Pvt	Co B 68th Inf	Aug 3 1918	AEF France	Killed in Action
Doe, John	Cpl	Co B 68th Inf	Aug 5 1918	Cp Lee Va	Pul Tuberculosis
Doe, James	Pvt	Co C 68th Inf	Aug 5 1918	AEF France	WIA*
Finn, Charles	Cpl	Co B 68th Inf	Aug 5 1918	AEF France	Killed in Action
Finn, John	Sgt	Co D 68th Inf	Aug 9 1918	AEF France	Undetermined
Gott, Carl	Pvt	Co B 68th Inf	Aug 9 1918	Cp Lee Va	Pneumonia
Greer, Lark	Pvt	Co A 69th Inf	Aug 9 1918	AEF France	WIA*
Gross, Carl	Sgt	Co B 68th Inf	Aug 10 1918	AEF France	Killed in Action
Guest, Frank	Cpl	Co D 68th Inf	Aug 11 1918	AEF France	WIA*

**	**	**	**	**	**
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**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**

ADDITIONAL

Ailes, Fred	Pvt	Co B 68th Inf	Aug 7 1918	AEF France	Pneumonia
Aster, Lee	Pvt	Co E 68th Inf	Aug 10 1918	AEF France	WIA*
Allen, John	Cpl	Co E 68th Inf	Aug 11 1918	Cp Lee Va	Pul Tuberculosis

**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**

*Wounds received in action

Figure 104. Sample Casualty List (Excerpt)

Part II
Organizational Records

DAILY SICK REPORTS. See figure 105. These are 3-3/4- by 8 1/2-inch, book-type records. Prepared by companies, they are daily listings of enlisted men reporting for treatment at morning sick call. The use of Daily Sick Reports goes back to the Civil War. Form No. 339, A.G.O., edition of November 29, 1910, was in use November 1, 1912. The form number was changed May 1, 1924, to W.D. A.G.O., Form No. 5, but the contents and format remained the same. The latter form was still in use September 7, 1939. Each sick-report book contained approximately thirty-nine pages, and the book was completely used before a new one was started. Consequently, the periods covered by the sick-report books vary from a few days to two or three months, depending on the number of persons reporting at each morning sick call.

Content. The front page of the sick-report book shows organization and the dates of the period covered in the book. The back of the front page consists of printed instructions on preparation of all the reports. The other pages are all the same in format, and they are in two parts: (1) The company officer's report which shows the date of the report, soldier's name, rank, date taken sick, and in some instances the line of duty status; and (2) the medical officer's report which shows line of duty status and disposition. The reports do not contain a record of either diagnosis or treatment. Figure 105 shows the front page (both sides) and one typical page from a sick report.

Current Use. Sick report entries are used when medical records are not available to prove or substantiate periods of medical treatment when needed as evidence in claims for personal benefits. The line of duty status is beneficial in determining time lost.

Filing. Sick reports created during the World War I period are all on microfilm, except approximately 24 cubic feet. Those on microfilm (1,200 reels of 35mm microfilm, each reel containing approximately 3,500 images or a total of 4,200,000 images) are filed in accordance with the uniform system described above. Those not on microfilm are filed alphabetically by the name of the creating organization, thereunder by date.

References. AR 1913, pars. 280, 1471, and 1472; AR 345-415; WW I "Precedent" Files labeled "Old Records Section of WD" and "Sick Reports"; and National Archives Guide 1948, page 400.

DAILY SICK REPORT

OF

3rd S 1st Inf Tr Regt.
(Organization.)

From *Aug 19*, 1918

To *Aug 30*, 1918

Original size, each
page 4" x 8 1/2"
(approximately 39
pages)

Form No. 339, A.G.O.
2d July 25-27-1918

INSTRUCTIONS.

The report will be signed by a commissioned officer of the company and by the medical officer on the line immediately following the last entry for the occasion, each officer using only one line for his signature and title and signing under the items of his report. The first entry for each succeeding occasion will be made on the line immediately following the signatures of the officers.

The report of the company officer will, if practicable, be completed before the report is sent to the medical officer.

If the company officer can not state whether the alleged sickness or injury originated in the line of duty, he will write an interrogation mark (?) in the column provided for such expression of opinion.

In order that the report may be clear, erasures are prohibited. A line drawn across an erroneous entry will sufficiently indicate its obliteration. All obliterations and corrections must be authenticated by a certificate of the officer making them, written on the margin of the page.

The report will be carefully preserved with the records of the company as prescribed in Army Regulations or orders of the War Department.

LINE OF DUTY.

Every disease or injury suffered by an officer or soldier while in the military service of the United States should be reported as originating in the line of duty, unless the reporting officer knows personally or by credible information: First, that the disease or injury existed before the man entered the service; second, that it was incurred while the man was absent on furlough or without permission; or, third, that it resulted from military neglect or personal conduct of the man himself.

COMPANY OFFICER'S REPORT.					MEDICAL OFFICER'S REPORT.		
DATE	SURNAME	CHRISTIAN NAME	RANK	WHEN TAKEN Sick.	IN LINE OF DUTY. (Yes or No.)	IN LINE OF DUTY. (Yes or No.)	DISPOSITION.
<i>8/19/18</i>			<i>Capt</i>	<i>7/1/18</i>		<i>Yes</i>	<i>Hospital</i>
			<i>Plt.</i>	<i>8/14/18</i>		<i>Yes</i>	<i>Hospital</i>
			<i>Rec.</i>	<i>8/19/18</i>		<i>Yes</i>	<i>Duty</i>
			<i>Rec.</i>	<i>8/19/18</i>		<i>Yes</i>	<i>Duty</i>
			<i>Rec.</i>	<i>8/19/18</i>		<i>Yes</i>	<i>Duty</i>
			<i>Rec.</i>	<i>8/19/18</i>		<i>Yes</i>	<i>Duty</i>
			<i>Rec.</i>	<i>8/19/18</i>		<i>Yes</i>	<i>Hospital</i>
			<i>Rec.</i>	<i>8/19/18</i>		<i>Yes</i>	<i>Duty</i>
			<i>Rec.</i>	<i>8/19/18</i>		<i>Yes</i>	<i>Duty</i>
			<i>Rec.</i>	<i>8/19/18</i>		<i>Yes</i>	<i>Hospital</i>
			<i>Rec.</i>	<i>8/19/18</i>		<i>Yes</i>	<i>Duty</i>
			<i>Rec.</i>	<i>8/19/18</i>		<i>Yes</i>	<i>Duty</i>
			<i>Rec.</i>	<i>8/19/18</i>		<i>Yes</i>	<i>Duty</i>

Figure 105. Front, back, and one page from Daily Sick Report, Form No. 339, A.G.O.

Part II
Organizational Records

MEXICAN BORDER INDEX CARDS. These are the index cards on state militiamen and National Guardsmen who were members of organizations called for Federal service because of the Mexican Border incidents of 1916-1917. ("Mexican Border" service is explained more fully under the subject "State National Guard" in Part III). These men were called from the several states and territories and from the District of Columbia under Section 7 of the Dick Bill of May 9, 1916, and under the call of the President of June 18, 1916. Muster-in rolls were prepared by the mustering officers when these men reported for duty, and the individual index cards were prepared from the muster-in rolls. The cards for enlisted men are on Form No. 572, A.G.O. (figure 106). Those for officers are on unnumbered slips of plain paper measuring 3½ by 8 inches (figure 107)

Content. The following information is shown on the cards.

Enlisted Men

Name
Rank
Organization
Date of enlistment
Place of enlistment

Officers

Name
Rank
Organization
Date mustered into Federal service
Home address
Date mustered out of Federal service

Current Use. The Mexican Border index cards are used primarily for identification purposes. They sometimes provide sufficient information to make additional searches for military data in the absence of the individual personnel record. The personnel files of officers may be verified from or augmented by the index cards when discrepancies exist.

Filing. The index cards for enlisted men are filed alphabetically by state, thereunder alphabetically by soldier's name. For officers, they are alphabetical by name only.

References. U. S. Mustering Regulations (Organized Militia) and WW I "Precedent" files, labeled "Personnel Records Section."

[Redacted] *Barney H.*
Surname. Christian name.

K. 1 Inf. Ala.
Rank and organization.

Enlisted *July 10*, 1916
 At *Montgomery, Ala.*

Report of physical examination received

Finger-print record received

Classification _____

Original size,
 $3\frac{1}{3}'' \times 6\frac{1}{2}''$
 (one page)

ORGANIZED MILITIA OR VOLUNTEERS

Form No. 572, A. G. O.
 Ed. June 29-16-125,000. 3-2248

Figure 106. Mexican Border Index Card (Enlisted)

[Redacted], Walter E.

1st Lt. Co. M, 3rd N.C. Inf.

Mustered in: July 11, 1916.

Home address: Durham, N.C.

Mustered out: *March 9, 1917*

Mustered in as Capt: *July 30, 1916.*
3 N.C. Inf.

Original size,
 $3\frac{1}{2}'' \times 8''$
 (one page)

Figure 107. Mexican Border Index Card (Commissioned)

Part II
Organizational Records

MORNING REPORTS. The morning report is the daily history of the company or headquarters. It is one of the oldest and most important documents maintained by the military establishment because it reveals, as of each midnight, the strength of the organization in a detailed tabulation, and all changes in duties and status of the personnel which occurred during the preceding twenty-four hours.

Regulations provided that morning reports be prepared and presented to the Commanding Officer on the morning following the day on which the events occurred. Some companies, however, recorded the events under the date on which the records were presented to the Commanding Officer, even though this was contrary to instructions. This matter was clarified in paragraph 8, AR 345-400, April 28, 1924, which stated in part, "In the absence of the date of the event being shown in the remarks on the morning report or any other record of the event shown differently in the records, the event will be held to have occurred on the date under which it is recorded on the morning report."

Morning reports maintained by the Army prior to November 1, 1912--some dating back to the Revolutionary War--have been preserved and made available for use in the National Archives. Some of the morning report forms issued prior to November 1, 1912, were still in use during the World War I period, and those authorized during that period (as the term is used in this monograph) are as follows:

Form No. 332, A.G.O. (changed June 30, 1924, to W.D., A.G.O. Form No. 1). This form was used for Company Morning Reports and it makes up the bulk of the morning report records for the period November 1, 1912-September 7, 1939.

Form No. 333, A.G.O. Known as the Headquarters Company Morning Report, this form was used by headquarters companies and troops of regiments and by engineers and Coast Guard Artillery bands (SR 57a, 1918) until about May 1924.

Form No. 334, A.G.O. (changed June 30, 1924, to W.D., A.G.O. Form No. 2). This form is known as the Headquarters Morning Report. It was used to account for officers and enlisted men not belonging or attached to a company or to a detachment using a Company Morning Report.

Form No. 334a, A.G.O. (changed June 30, 1924, to W.D., A.G.O. Form No. 3). This form is known as the Supplementary Morning Report. It was used to account for warrant officers, members of the Army Nurse Corps, and contract surgeons, and was in use from about 1924 to August 1938.

Part II
Organizational Records

Form No. 336, A.G.O. This is the Consolidated Morning Report, used from about 1918 to 1926 to compile statements of the strength of the command as shown by company, headquarters company, and headquarters morning reports. After 1926 the information shown on this report could be rendered as a special strength return on W.D., A.G.O. Form No. 73, when necessary or when required by a commanding officer. Since the preparation of the consolidated morning report was optional with the commanding officer concerned, very few of this type are on file.

Regulations published August 25, 1938 (AR 345-400), provided two forms only for the morning reports. These were: The Company Morning Report, W.D., A.G.O. Form No. 1; and the Headquarters Morning Reports, W.D., A.G.O. Form No. 2. Every officer, Army nurse, warrant officer, contract surgeon, and enlisted man of the Army on the active list; and every retired officer, retired enlisted man, and reserve officer on active duty was accounted for daily on either the Company or on the Headquarters Morning Report. Model sections of the morning reports are shown in AR 345-400, SR No. 57a, 1918, and SR No. 57, 1919.

All World War I Morning Reports are in book form (3-3/4 by 8 1/2 inches), containing from six to twenty-four pages, depending on the number of "changes" occurring during the reporting period. Each book covers a period of one month, and the "morning-report day" extended from midnight to midnight. Since the various editions of the morning report forms were similar in appearance, only one--the W.D., A.G.O. Form No. 1--is illustrated. See figures 108 thru 110.

Content: The morning report books normally consist of a strength section, remarks section, station and record of events section, and a ration account section. Other documents which may be found attached to the morning reports are: Admission and Disposition Sheets; Courts-Martial records; Crew Lists; Line of Duty Board Proceedings; Orders (which serve as vouchers); Passenger Lists; Reports of Investigations; Rosters; and Tables of Organization and Equipment. The morning reports reflect diversified information of the types shown below:

Organizational

Activation	Maneuvers
Battle participation	Modes of travel
Changes in activity	Movements
Commanding Officers	Overseas Stations
Demobilization	Redesignation
Disbandment	Reorganization
Discontinuance	Services given
Efficiency	Strength (by grade or rank)
Gains	Travel
Geographical location	Unusual conditions
Inactivation	(flood, terrain, epidemic,
Losses	disaster, etc.)

COMPANY

MORNING REPORTS
(See A R 345-400)

OF

Vincennes Military District
(Company or equivalent) (Regiment and branch)

FOR THE MONTH OF

May, 19*34*

INSTRUCTIONS

This form will be used by companies, troops, batteries, and detachments of all branches, and by all other units, establishments and institutions similar in organization and administration to a company, including headquarters companies and troops of divisions and higher tactical units. Headquarters companies of brigades, regiments, and battalions will, as a rule, use Headquarters Morning Reports (W. D., A. G. O. Form No. 2) on which will be entered personnel pertaining to the headquarters as well as to the company.

W. D., A. G. O. Form No. 1
June 30, 1924

2-1449
GOVERNMENT PRINTING OFFICE

Figure 108. Company Morning Report, W.D., A.G.O. Form No. 1 (Front Page)

Day of month	OFFICERS										ENLISTED MEN, INCLUDING SPECIALISTS										
	Present		Absent		On special duty		In quarters		In hospital		In punishment		Total present		Absent		Total present and absent		A detailed		
	For duty	For absent only	For duty	For absent only	For duty	For absent only	For duty	For absent only	For duty	For absent only	For duty	For absent only	For duty	For absent only	For duty	For absent only	For duty	For absent only	For duty	For absent only	
	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Day of month	REMARKS
1	Pat. Allison ab. D. Duty. Next to duty at 100. Called to Post and for duty.
2	Pat. Stevens ab. E. Duty. by duty. D. Vaughn. Pl. Vaughn of E. Duty. Next to duty 2:15 P.M. Called to Post for duty. Pl. Vaughn of E. Duty. Next to duty 2:15 P.M. Called to Post for duty.
3	Pat. Brown ab. E. Duty. for next to duty at 1:15 P.M. called to Post but for duty.
4	Pat. Johnson ab. H. Duty. for duty. D. Smith. Called to duty at 1:15 P.M. Called to Post but for duty.
5	Pat. Williams ab. H. Duty. for duty. D. Smith. Called to duty at 1:15 P.M. Called to Post but for duty.
6	Pat. Brown ab. E. Duty. for next to duty at 1:15 P.M. called to Post but for duty.
7	Pat. Brown ab. E. Duty. for next to duty at 1:15 P.M. called to Post but for duty.
8	Pat. Brown ab. E. Duty. for next to duty at 1:15 P.M. called to Post but for duty.
9	Pat. Brown ab. E. Duty. for next to duty at 1:15 P.M. called to Post but for duty.
10	Pat. Brown ab. E. Duty. for next to duty at 1:15 P.M. called to Post but for duty.
11	Pat. Brown ab. E. Duty. for next to duty at 1:15 P.M. called to Post but for duty.
12	Pat. Brown ab. E. Duty. for next to duty at 1:15 P.M. called to Post but for duty.

Figure 109. Sample "Strength" and "Remarks" Pages from Company Morning Report, W.D., A.G.O. Form No. 1

Day of month.	STATION AND RECORD OF EVENTS.		
1	Usual Administrative Duties		
4	Troop School for Ranger Office	Terrace	Attendance 27
7	Enrolled at	Quincy	388 C.C.C. Enrolled
7	Evansville Ind.	Enrolled	144 C.C.C. Enrolled
	Troop School	Mitchell	Attendance 3
10	Troop School for R.O.	Vincennes	Attendance 5
14	Troop School for R.O.	Evansville	Attendance 7
16	"	Washington	" 6
16	"	Highland	" 9
17	Enrolled at	C.C.C. Enrolled	Vincennes
23	Troop School	Mitchell	Attendance 7
24	"	"	Vincennes 3
28	"	"	Evansville 3

Figure 110. Sample "Station and Record of Events" Page from Company Morning Report, W.D., A.G.O. Form No. 1

Part II
Organizational Records

Individual

Active duty	Furlough
Active duty training	Grade
Arrests	Hospitalization
Assignments	Inductee personnel
Attached, unassigned, releases	Killed in action
Authority for actions	Leave
Awards	Line of duty status
Absence without leave	Mess, men authorized separate mess
Basic pay entry dates	Men messing with organization
Captured personnel	Military Occupational Specialist
Casualties	Missing in action and non-battle
Confinement	Movement
Dates return foreign service	Name, change of
Death	Pay change (grade, proficiency)
Demotion	Prisoners
Desertion	Prisoner of War
Detached service	Promotion
Detention by foreign power	Quarters
Discharge	Rations (See Mess)
Discipline	Reenlistment
Dropped from Unit Rolls	Separation
Duty, active, special, and temporary	Sickness
Escape	Special duty
Extended tour active duty	Temporary duty
Foreign Nationals	Transfers
	Travel

Current Use. These records are used mostly for the following actions:

Adjudication of Claims. This work usually requires verification of the individual's duty status on a certain date or for a given period of time.

Reconstruction of Records. Lost or destroyed personnel records can be reconstructed from the morning reports by tracing an individual's assignments, promotions, etc. This is of course a time-consuming task, but sometimes necessary.

Historical Value. Morning reports may be used in tracing the history of an outfit since all important events of the organization and of its personnel are recorded.

Filing. All morning reports created during the World War I period are on microfilm except approximately 4 cubic feet. Those on microfilm are filed in accordance with the uniform system. Those not on microfilm are filed alphabetically by the name of the creating organization, thereunder by date.

Part II
Organizational Records

References. "Guide to Federal Archives Relating To Civil War," pages 382-384; AR 1913, par 280; AR 345-400, April 28, 1924, September 27, 1926, and August 25, 1938; Special Regulations No. 57a, 1918; Special Regulations No. 57, 1919; and Cir No. 73, W.D., November 18, 1918.

MUSTER ROLLS. This was one of the most important records of the old Army, dating from the War of Independence. It was designed for periodically listing all personnel of the organization and recording all changes in grade, assignment, status, etc. Until 1885, large, unbound and unnumbered sheets of paper were used. From 1885 to about 1913, a book-form muster roll was used, with similar record content as the old blanket rolls. The forms in use from about 1913 until June 30, 1918, are explained below. (The Muster Roll system of record keeping was discontinued on June 30, 1918, when it was found to be impractical for supplying service information promptly. Muster Rolls were replaced July 1, 1918, by Rosters and Daily Reports of Change, as explained under those headings.)

Muster Roll for the Regular Army. Form No. 61, A.G.O., was the Regular Army Muster Roll, except for detachments, which used Form No. 21, A.G.O. Regular muster rolls were prepared bimonthly, showing name, grade, and date of enlistment or induction for all personnel in the organization during the reporting period. Assignments to and separations from the organization during that period were accounted for under "remarks," which was also used for showing active duty dates, absences on account of sickness and the line-of-duty status, absence without leave, confinement, courts-martial and dates, full report of discharge, and furlough. (A regular bi-monthly muster roll is not illustrated herein. The form is the same, however, as that used for the "final" roll, and one of these is shown as figure 113.)

Muster-In Roll for Organized Militia and National Guard--Mexican Border Service. Organized Militia Forms Nos. 3, 4, 5, 13, and 14 were used exclusively for Militia and National Guard organizations when mustered in for service on the Mexican Border in 1916. See figure 111 for Organized Militia Form No. 3. The formality of Muster-In was necessary as evidence of the acknowledgement of obligation and responsibility to the United States Army. The muster-in roll is sufficient evidence of the muster or acceptance of individuals into the service of the United States Army. (Enlisted men of the Regular Army, National Guard, National Army, or other components of the Army, were carried on the same muster rolls after December 24, 1917 (Bul. No. 72, WD, 1917).)

Part II
Organizational Records

Final Muster Roll for Organized Militia and National Guard--Mexican Border Service. See figure 112. State organizations which were mustered into Federal service during the Mexican Border disputes were mustered out when the purpose for which they were called had been accomplished. The forms used for this were the same as those used for the Regular Army Muster Rolls (see subpar. a, above), except that they were altered by adding the word "Final" before the words "Muster Roll" on the brief and also on the page headings. Some organizations of the Organized Militia and the National Guard which were mustered in for service on the Mexican Border in 1916 continued in service during the World War I emergency or after April 5, 1917. Final muster rolls were not prepared for this group as their service was terminated by discharge from the Army. The process of mustering out did not alone constitute a discharge from Federal or State service. Final Muster Rolls were unnecessary after April 5, 1917, as no organizations of the Organized Militia or National Guard were mustered out after that date.

Initial Muster Rolls for State Militia and National Guard Organizations Called for WW I Service. These are the listings of Militia and National Guard organizations reporting for Federal service in 1917 in response to the President's calls. The rolls were prepared on the Regular Army Muster Roll forms (No. 61 or 21, A.G.O.), or on the Organized Militia forms (No. 13 or 14 O.M.) (par 57, SR 55, 1917). See figure 113 for Organized Militia Form No. 13. These forms were altered by adding the word "Initial" before the words "Muster Roll" on the brief and also in the page headings. The blue enlistment papers (Form No. 22-1, A.G.O.) were also prepared for these men as evidence of their entry into World War I service.

Current Use. The muster rolls are used principally (1) in the adjudication of claims when duty status of the veteran must be obtained from "records of events" not available elsewhere; (2) in reconstructing personnel records--the Muster-In and Final Rolls are usually the only extant records for Militiamen and National Guardsmen who served on the Mexican Border (no subsequent service), other than those on file in the offices of the Adjutants General of the various states; and (3) in obtaining service information needed to help identify individual personnel records. (Organization must be known in these cases.)

Filing. All muster rolls in the National Personnel Records Center are on microfilm. They are filed in accordance with the uniform system as explained under "filing" in the beginning of Part 2.

ORGANIZED MILITIA.
Form No. 3.

MUSTER-IN ROLL

OF

G

of the *First* Regiment
of *Missouri Ariz* Militia.

Date: *June 25 1916*

Station:

REGIMENT GENERAL

Figure 111. Front fold of Muster-In Roll form used in 1916 for Militiamen and National Guardsmen who were mustered in for service on the Mexican Border. The "Roll" proper, usually folded three times for filing, is illustrated on the next three pages of this figure.

MUSTER-IN ROLL of Co. _____ of the First Regiment of the _____ Militia.																	
to serve from the 25 day of _____, 1916 (date of this)																	
1	John R. Robinson	Capt	57	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	Long	1886	Ohio	Mr. T. R. Robinson	Father	1886	Ohio
2	William H. Spence	1st Lt	62	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1822	Ohio	Mr. W. H. Spence	Wife	1822	Ohio	
3	Henry C. LeMaster	1st Lt	55	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	Cleveland	Ohio	Mr. Henry C. LeMaster	Wife	1875	Ohio	
4	George C. John	1st Lt	26	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	2835	Ohio	Mr. George C. John	Wife	2835	Ohio	
5	Ralph M. Lester	1st Lt	58	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1886	Ohio	Mr. J. B. Mack	Wife	1886	Ohio	
6	Frank J. Hensel	1st Lt	59	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1886	Ohio	Mr. J. B. Mack	Wife	1886	Ohio	
7	William W. Cooper	1st Lt	55	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1886	Ohio	Mr. J. B. Mack	Wife	1886	Ohio	
8	William J. Haller	1st Lt	55	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1886	Ohio	Mr. J. B. Mack	Wife	1886	Ohio	
9	Clifford L. Hamilton	1st Lt	55	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1886	Ohio	Mr. J. B. Mack	Wife	1886	Ohio	
10	Alton L. Hays	1st Lt	55	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1886	Ohio	Mr. J. B. Mack	Wife	1886	Ohio	
11	Walter V. Auditt	1st Lt	55	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1886	Ohio	Mr. J. B. Mack	Wife	1886	Ohio	
12	Walter J. Reynolds	1st Lt	61	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1886	Ohio	Mr. J. B. Mack	Wife	1886	Ohio	
13	Percy M. Cook	1st Lt	56	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1886	Ohio	Mr. J. B. Mack	Wife	1886	Ohio	
14	Charles P. Hambley	1st Lt	55	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1886	Ohio	Mr. J. B. Mack	Wife	1886	Ohio	
15	Frank J. Higginbotham	1st Lt	55	Jan	Ohio	Union	Ohio	Drum	1st Lt	Drum	1886	Ohio	Mr. J. B. Mack	Wife	1886	Ohio	

Figure 111. First "fold" of Muster-In Roll, Organized Militia Form No. 3. (Part 2 of 4)

Commanded by Colonel *Abner B. Connelly*, called into service of the United States by the President
 to serve for date of current commission or extension

March 19 1915	St. Louis Mo	June 18 1916	<i>James H. ...</i>	In service U.S.M. since June 1910
June 2 1916	St. Louis Mo	June 18 1916	<i>William H. ...</i>	In service U.S.M. since Feb 22 1911
June 2 1916	St. Louis Mo	June 18 1916	<i>Harry E. La ...</i>	In service U.S.M. since ...
Apr 29 1914	St. Louis Mo	June 18 1916	<i>George C. John</i>	
Feb 27 1915	St. Louis Mo	June 18 1916	<i>Ralph M. ...</i>	In U.S. Army Oct 22 1909 - ...
Apr 9 1915	St. Louis Mo	June 18 1916	<i>Frank ...</i>	
Jan 21 1916	St. Louis Mo	June 18 1916	<i>William W. ...</i>	In Co M 1st Regt 7th Inf July 22 1912 - ...
Jan 26 1915	St. Louis Mo	June 18 1916	<i>William ...</i>	In Co B 1st Regt 9th Inf Apr 25 1912 - ...
May 19 1914	St. Louis Mo	June 18 1916	<i>Clifford L. ...</i>	
Apr 29 1915	St. Louis Mo	June 18 1916	<i>Blayton L. ...</i>	In Co C 6th Cav 9th Div July 22 1912 - ...
Jan 19 1916	St. Louis Mo	June 18 1916	<i>Walter M. ...</i>	6th Mo. Inf. ...
July 1 1915	St. Louis Mo	June 18 1916	<i>William ...</i>	In U.S. Army Aug 15 1912 - ...
June 19 1916	St. Louis Mo	June 18 1916	<i>Charles M. ...</i>	
June 19 1916	St. Louis Mo	June 18 1916	<i>Charles F. ...</i>	
June 19 1916	St. Louis Mo	June 18 1916	<i>Frank L. ...</i>	

Figure 111. Second "fold" of Muster-In Roll, Organized Militia Form No. 3. (Part 3 of 4)

<p>UNITED STATES OF AMERICA DEPARTMENT OF THE ARMY OFFICE OF THE ADJUTANT GENERAL WASHINGTON, D. C.</p>	<p>UNITED STATES OF AMERICA DEPARTMENT OF THE ARMY OFFICE OF THE ADJUTANT GENERAL WASHINGTON, D. C.</p>	<p>UNITED STATES OF AMERICA DEPARTMENT OF THE ARMY OFFICE OF THE ADJUTANT GENERAL WASHINGTON, D. C.</p>
<p>I certify that this roster will exhibit the true state of Captain <u>James F. Robinson</u> <u>Company B</u> of the <u>1st Missouri Inf Regt of U.S.</u></p>		<p>I certify that I have carefully examined the roster and am satisfied that the rank of all those in the United States are correct in and substantial before me, and that I have accepted them into the service of the United States for the term of _____ days from the _____ day of _____ 1916</p>
<p>Rank and address are correct and just.</p> <p><u>James F. Robinson</u> Capt. 1st Missouri Inf Regt U.S. Company B</p>		<p><u>W. H. [Signature]</u> 1st Lt. [Signature]</p>
<p>Station: <u>Camp Clark Nevada</u></p> <p>Date: <u>June 25, 1916</u></p>		<p>Station: <u>Washington D.C.</u></p> <p>Date: <u>June 25 1916</u></p>

Figure 111. Third "fold" of Muster-In Roll, Organized Militia Form No. 3. (Part 4 of 4)

1916

MUSTER ROLL

of the Regular Army, U.S.A.

from the 1st day of August, 1916

to the 31st day of September, 1916

GENERAL'S OFFICE
SEP 17 1916

Form No. 41, A. G. O.
Revised 1916

Figure 112. Front of the Muster Roll form used from November 1, 1912, to June 30, 1918, for the Regular Army. The form (as altered) was also used as the Final Muster Roll (muster out procedures) for Militiamen and National Guardsmen in 1916 and prior to April 5, 1917. The upper part of the first page and the lower part of the last page are shown in the next figure.

MUSTER ROLL of _____ of the _____
 Army of the United States from the _____ day of _____, 1916 (date of last
 bimonthly muster), to the _____ day of _____, 1916.

NAME, PRESENT AND ABSENT, AND RANK <small>(Commissioned and noncommissioned officers appear in rank. Surnames of all enlisted men to be given in full. Privates of each class in alphabetical order.)</small>	WHEN ENLISTED.	ALL absent and mustered except those indicated in this column by the word ABSENT.	REMARKS.
1st. _____	March 11-15		
2nd. _____	_____		from Battalion Adjutant
_____	_____		to Co. _____
_____	_____		August 11th, 1916. _____
_____	_____		absence _____

I certify that this muster roll is made out in the manner required by the printed instructions; that the remarks set opposite the name of each officer and soldier are accurate and just; and that it exhibits the true state of the organization for the period mentioned herein, as required by Regulations and the Rules and Articles of War.

Station: _____
 DATE: _____, 1916.

Commanding the Organization.

I certify that I have carefully examined this muster roll, and that I have mustered and minutely inspected the organization, the condition of which is found to be as expressed in my remarks hereunto annexed (see note *).

MILITARY APPEARANCE: _____
 ARMS: _____
 ACCOUTERMENTS: _____
 CLOTHING: _____

Inspecting and Mustering Officer.

*Note.—It is made the special duty of the inspecting and mustering officer to add the appropriate remarks according to the facts determined in the course of his inspection with such other records as may be necessary or useful for the information of the War Department. He will also see that the roll is signed by the proper officer; that the absentees are recorded in the column provided for that purpose, and that the roll is the master copy.

Figure 112. Upper part of first page and lower part of last page (Part 2 of 2) of Muster Roll, Form No. 61, A.G.O.

5
1917

ORGANIZED MILITIA.
Form No. 18.
Ed. May 9-16-17, 1917.

"Mustard"
MUSTER ROLL

of **Company "G"**

of the **1st Mo. Infy. N.G.**

from the **22th** day of **March** **1917**

to the **23rd** day of **March** **1917**

BATTAL GENERAL'S OFFICE
MAY 7 1917

Figure 113. The Initial Muster Roll form used in 1917
(Part 1 of 3) for members of the National Guard organiza-
tions which reported for World War I service
in response to the President's call.

Initial MUSTER ROLL of Co. "G" 1st Infantry of the *National Guard* ~~Organized Militia~~ State of Missouri

Army of the United States from the 26th day of March, 1917. (date of ~~last~~
~~monthly muster~~ to the 22nd day of April, 1917.

THE LEGAL TERM OF ENLISTMENT IN THIS STATE IS 6 YEARS.

NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	All present and mustered except those indicated in the column by the word ABSENT.	REMARKS.
Captain			
Harry E. Sugden			
1st Lieut.			
Harry Koetting			
2nd Lieut.			
George Kohlberg			
1st Sergeant			
John George G.	1914. April 29		
Meas Sergeant			
Schoeppl John	June 24th 1916		Reported at company rendezvous April 1st 1917. Reported from Detroit Mich. by letter 3/27/17.
Supply Sergeant			
Seeger Philip J.	April 9th 1916		
Sergeants			
Nesselhauf Frank J.	April 9th 1916		
Cooper William W.	Jan. 21st 1916		
Allen Charles B.	July 1st 1914		
Haller William T.	April 26th 1916		
Innell Thomas A.	June 19th 1916		
Priester Ralph M.	April 27th 1916		
Corporals			
O'Neal Franklin E.C.	Nov. 26th 1916		
Wilkinson Richard J.	July 6th 1914		
Claiborne Henry M.	June 19th 1916		Reported at company rendezvous March 25th 1917.
Hack Karl G.	June 2nd 1916		
Ruby Patrick H.	Jan. 6th 1917		Reported at company rendezvous March 27th 1917.

Figure 113. First page of "Initial" Muster Roll form used in 1917. (Part 2 of 3) (Organized Militia Form No. 13.)

Privates:	March 23rd		Honorably discharged at St. Louis Mo. per certificate of disability for discharge 4th ind. Central Dept. Chicago Ills. April 18th 1917. No unauthorized absences of record. Service-honest & faithful. Character excellent. Reported at company rendezvous 3/27/17.
Baldus Elmer T.	1917	Absent	
Bassett Alvin G.	Feb. 2nd		Honorably discharged at St. Louis Mo. per certificate of disability for discharge 4th ind. Central Dept. Chicago Ills. April 18th 1917. No unauthorized absences of record. Service-honest & faithful. Character excellent. Reported at company rendezvous 3/27/17.
	1917	Absent	
Krsysanowski Frank J.	April 18th		Honorably discharged at St. Louis Mo. per certificate of disability for discharge 4th ind. Central Dept. Chicago Ills. April 18th 1917. No unauthorized absences of record. Service-honest & faithful. Character excellent. Reported at company rendezvous 3/27/17.
	1917	Absent	
Peters Charles A.	May 18th		Honorably discharged at St. Louis Mo. per certificate of disability for discharge 4th ind. Central Dept. Chicago Ills. April 18th 1917. No unauthorized absences of record. Service-honest & faithful. Character excellent. Reported at company rendezvous 3/27/17.
	1917	Absent	
Packet James	July 7th		Honorably discharged at St. Louis Mo. per certificate of disability for discharge 4th ind. Central Dept. Chicago Ills. April 18th 1917. No unauthorized absences of record. Service-honest & faithful. Character excellent. Reported at company rendezvous April 2nd 1917.
	1916	Absent	
Died	Oct. 27th		Died April 18th 1917. No unauthorized absences of record. Service-honest & faithful. Character excellent.
Mechanic	1916.	Absent	
Skov John E.			

I certify that this muster roll is made out in the manner required by the printed instructions that the remarks set opposite the name of each officer and soldier are accurate and just; and that it exhibits the true state of the organization for the period mentioned hereina, as required by Regulations and the Rules and Articles of War. Except as otherwise stated in remarks each officer and soldier named herein was duly reported for duty at the rendezvous at St. Louis, Mo. on the date specified.

Date: April 23rd 1917. March 23rd 1917

A. E. ...
Captain 1st Mo. Infy. N.G.
Commanding the Organization.

I certify that I have carefully examined this muster roll, and that I have mustered and minutely inspected the organization, the condition of which is found to be as expressed in my remarks hereunto annexed (see note #1)

MILITARY APPEARANCE: Fair
 ARMS: Good, but inadequate
 ACCOUTREMENTS: Good, but inadequate
 CLOTHING: Poor, inadequate

Louise ...
Captain ...
Inspecting and Mustering Officer

*Note - It is made the special duty of the Inspector and recruiting officer to add the appropriate remarks, according to the facts determined in the course of his inspection, with such other remarks as may be necessary or useful for the information of the War Department. He will also see that the roll is covered by the proper officers; that the names are recorded in the column provided for that purpose, and that the roll is the most correct.

Figure 113. Last page of "Initial" Muster Roll form used in 1917 (Part 3 of 3) (Organized Militia Form No. 13)

Part II
Organizational Records

References. AR 1913; WW I precedent files labeled "Rolls and Rosters; United States Mustering Regulations 1916; Special Regulations No. 55, 1917; Report of the Adjutant General of the Army 1918 (pages 37-39); and Guide to Federal Archives Relating to the Civil War (pages 258-259).

NOMINAL CHECK LIST FOR REPORT OF SICK AND WOUNDED. These are listings-- in Register Number order--of military and civilian patients who were treated in Army hospitals. NPRC has the Lists for all hospitals for the period June 1917 to December 1920. Prepared monthly on Form No. 51a M. D., each list shows the name of the hospital at the top, and the month for which prepared. The information entered for each patient includes the Register No., Month Completed, Name, Rank, Company, and Organization. For civilians, the word "Civilian" was written across the Rank-Co.-Organization columns. See figure 114 for a Nominal Check List as reproduced from the microfilm.)

Current Use. The Nominal Check Lists serve as statistical records and, in the absence of medical records, they establish dates of hospitalization. They may also be used for identification purposes, if the name of the hospital is known.

Filing. The Nominal Check Lists are all on microfilm. The lists for overseas hospitals are filed alphabetically by hospital, and the lists for hospitals remaining in the United States are set up and filed by register numbers.

References. AR 40-1025. AR 40-1070; WW I precedent files labeled "Medical Records," and WW I precedent files labeled "Old Records Section."

NURSES MEDICAL CARDS. The Nurses Medical Cards on file at NPRC (Form No. 52, M.D., and Form No. 5, M.D) cover the period 1917-1919. Form No. 52 was ordinarily referred to as the "sick and wounded card" and was used both as a register and a report card. All types of illnesses and injuries were recorded on these cards. They were maintained by every type of Army medical facility. This record is shown as figure 24.

Part II
Organizational Records

Content. These cards normally contain the following items:

- Patient's name, rank, race, age, and organization
- Register number
- Date and source of admission
- Diagnosis
- Line of duty status
- Disposition of patient and date
- Name of hospital

Current Use. The medical cards are used principally to facilitate the settlement of claims for pensions that may be made on account of disabilities incurred in the military service, to establish the rights of persons entitled to the benefits of the pension laws, and to protect the interests of the United States.

Filing. The cards are on microfilm, arranged alphabetically by name.

References. WW I precedent files labeled "Personnel Records Section"; WW I precedent files labeled "Medical Section"; and AR 40-1025.

NURSES RETURNS. These are listings, made at the end of the month, of nurses serving at Army Hospitals. They are similar to the hospital monthly rosters. The nurses returns on file at the Military Personnel Records Center were created during the period 1917-1920. October 13, 1917, is the beginning date for the nurse personnel records on file at the Center, and the earliest date of the returns corresponds with that of the personnel records. Monthly returns were being prepared for Contract Nurses as early as 1861. All those created prior to 1917, and the personnel records of nurses whose final separation was prior to October 13, 1917, are in the custody of National Archives. Nurses returns were transferred from the Office of the Surgeon General to the Office of The Adjutant General in 1927. Form 63, M.D. (figure 115) was used for the nurses returns from 1917-1920.

Content. Each return is broken down into two groupings. The first, headed "Belonging to the formation at the end of month" shows all nurses on duty with or under assignment to the formation at midnight of the last day of the month, whether present or absent. The second, headed "Losses since the preceding return" shows all nurses who had been on duty or under assignment to the formation during any part of the month and who were relieved from duty on or before midnight of the last day of the month. The nurses names are listed alphabetically under each grouping. The date each nurse was

RETURN OF THE NURSE CORPS

AT

Base Hospital, No. 2, Fort Bliss, Texas,

FOR THE MONTH ENDING

May, _____, 1917.

Enter record marks and numbers below this line.



Original size, each
page 8 1/2" x 14"
(2 pages)

INSTRUCTIONS.

1. The return will give, in two groups, the names of all the nurses who have been on duty with or assigned or attached to the organization during the month or any part of it. In the first group, under the heading "Belonging to the formation at the end of month" written across the face of the return, will be recorded, in alphabetical order, all the nurses on duty with or under assignment to the formation at midnight of the last day of the month, whether present or absent. In the second group, under the heading "Losses since the preceding return," will be recorded all nurses who, having been on duty with or under assignment to the formation during any part of the month, have on or before midnight of the last day thereof been relieved from such duty or assignment.

2. All changes in the status of the several nurses which have taken place since the preceding return, with the date of the change in each instance, will be indicated under *Remarks*.

Figure 115. Nurses' Return (Form 63, M.D.) used from 1917 to 1920
(Part 1 of 2)

RETURN OF THE NURSE CORPS

at Base Hospital, No. 2, Fort Bliss, Texas,
(Here insert name of post or station, and department) or, in the field, the designation of the military formation to which attached.)
 for the month ending May 30, 1917, 191

NAME	LEAVE WITH PAY.		LEAVE WITH-OUT PAY.		LAST PAID TO INCLUDE (Give date.)	REMARKS (Transfer, etc. Give dates.)
	From—	To—	From—	To—		
REMAINS TO FORMATION AT END OF MONTH						
Recher, Beatrice M.					Apr 30/17	Chief Nurse
Allon, Sarah E.					Apr 30/17	UNDEP. APR. 10/15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 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630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 841. 842. 843. 844. 845. 846. 847. 848. 849. 850. 851. 852. 853. 854. 855. 856. 857. 858. 859. 860. 861. 862. 863. 864. 865. 866. 867. 868. 869. 870. 871. 872. 873. 874. 875. 876. 877. 878. 879. 880. 881. 882. 883. 884. 885. 886. 887. 888. 889. 890. 891. 892. 893. 894. 895. 896. 897. 898. 899. 900. 901. 902. 903. 904. 905. 906. 907. 908. 909. 910. 911. 912. 913. 914. 915. 916. 917. 918. 919. 920. 921. 922. 923. 924. 925. 926. 927. 928. 929. 930. 931. 932. 933. 934. 935. 936. 937. 938. 939. 940. 941. 942. 943. 944. 945. 946. 947. 948. 949. 950. 951. 952. 953. 954. 955. 956. 957. 958. 959. 960. 961. 962. 963. 964. 965. 966. 967. 968. 969. 970. 971. 972. 973. 974. 975. 976. 977. 978. 979. 980. 981. 982. 983. 984. 985. 986. 987. 988. 989. 990. 991. 992. 993. 994. 995. 996. 997. 998. 999. 1000. 1001. 1002. 1003. 1004. 1005. 1006. 1007. 1008. 1009. 1010. 1011. 1012. 1013. 1014. 1015. 1016. 1017. 1018. 1019. 1020. 1021. 1022. 1023. 1024. 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1191. 1192. 1193. 1194. 1195. 1196. 1197. 1198. 1199. 1200. 1201. 1202. 1203. 1204. 1205. 1206. 1207. 1208. 1209. 1210. 1211. 1212. 1213. 1214. 1215. 1216. 1217. 1218. 1219. 1220. 1221. 1222. 1223. 1224. 1225. 1226. 1227. 1228. 1229. 1230. 1231. 1232. 1233. 1234. 1235. 1236. 1237. 1238. 1239. 1240. 1241. 1242. 1243. 1244. 1245. 1246. 1247. 1248. 1249. 1250. 1251. 1252. 1253. 1254. 1255. 1256. 1257. 1258. 1259. 1260. 1261. 1262. 1263. 1264. 1265. 1266. 1267. 1268. 1269. 1270. 1271. 1272. 1273. 1274. 1275. 1276. 1277. 1278. 1279. 1280. 1281. 1282. 1283. 1284. 1285. 1286. 1287. 1288. 1289. 1290. 1291. 1292. 1293. 1294. 1295. 1296. 1297. 1298. 1299. 1300. 1301. 1302. 1303. 1304. 1305. 1306. 1307. 1308. 1309. 1310. 1311. 1312. 1313. 1314. 1315. 1316. 1317. 1318. 1319. 1320. 1321. 1322. 1323. 1324. 1325. 1326. 1327. 1328. 1329. 1330. 1331. 1332. 1333. 1334. 1335. 1336. 1337. 1338. 1339. 1340. 1341. 1342. 1343. 1344. 1345. 1346. 1347. 1348. 1349. 1350. 1351. 1352. 1353. 1354. 1355. 1356. 1357. 1358. 1359. 1360. 1361. 1362. 1363. 1364. 1365. 1366. 1367. 1368. 1369. 1370. 1371. 1372. 1373. 1374. 1375. 1376. 1377. 1378. 1379. 1380. 1381. 1382. 1383. 1384. 1385. 1386. 1387. 1388. 1389. 1390. 1391. 1392. 1393. 1394. 1395. 1396. 1397. 1398. 1399. 1400. 1401. 1402. 1403. 1404. 1405. 1406. 1407. 1408. 1409. 1410. 1411. 1412. 1413. 1414. 1415. 1416. 1417. 1418. 1419. 1420. 1421. 1422. 1423. 1424. 1425. 1426. 1427. 1428. 1429. 1430. 1431. 1432. 1433. 1434. 1435. 1436. 1437. 1438. 1439. 1440. 1441. 1442. 1443. 1444. 1445. 1446. 1447. 1448. 1449. 1450. 1451. 1452. 1453. 1454. 1455. 1456. 1457. 1458. 1459. 1460. 1461. 1462. 1463. 1464. 1465. 1466. 1467. 1468. 1469. 1470. 1471. 1472. 1473. 1474. 1475. 1476. 1477. 1478. 1479. 1480. 1481. 1482. 1483. 1484. 1485. 1486. 1487. 1488. 1489. 1490. 1491. 1492. 1493. 1494. 1495. 1496. 1497. 1498. 1499. 1500. 1501. 1502. 1503. 1504. 1505. 1506. 1507. 1508. 1509. 1510. 1511. 1512. 1513. 1514. 1515. 1516. 1517. 1518. 1519. 1520. 1521. 1522. 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1689. 1690. 1691. 1692. 1693. 1694. 1695. 1696. 1697. 1698. 1699. 1700. 1701. 1702. 1703. 1704. 1705. 1706. 1707. 1708. 1709. 1710. 1711. 1712. 1713. 1714. 1715. 1716. 1717. 1718. 1719. 1720. 1721. 1722. 1723. 1724. 1725. 1726. 1727. 1728. 1729. 1730. 1731. 1732. 1733. 1734. 1735. 1736. 1737. 1738. 1739. 1740. 1741. 1742. 1743. 1744. 1745. 1746. 1747. 1748. 1749. 1750. 1751. 1752. 1753. 1754. 1755. 1756. 1757. 1758. 1759. 1760. 1761. 1762. 1763. 1764. 1765. 1766. 1767. 1768. 1769. 1770. 1771. 1772. 1773. 1774. 1775. 1776. 1777. 1778. 1779. 1780. 1781. 1782. 1783. 1784. 1785. 1786. 1787. 1788. 1789. 1790. 1791. 1792. 1793. 1794. 1795. 1796. 1797. 1798. 1799. 1800. 1801. 1802. 1803. 1804. 1805. 1806. 1807. 1808. 1809. 1810. 1811. 1812. 1813. 1814. 1815. 1816. 1817. 1818. 1819. 1820. 1821. 1822. 1823. 1824. 1825. 1826. 1827. 1828. 1829. 1830. 1831. 1832. 1833. 1834. 1835. 1836. 1837. 1838. 1839. 1840. 1841. 1842. 1843. 1844. 1845. 1846. 1847. 1848. 1849. 1850. 1851. 1852. 1853. 1854. 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2021. 2022. 2023. 2024. 2025. 2026. 2027. 2028. 2029. 2030. 2031. 2032. 2033. 2034. 2035. 2036. 2037. 2038. 2039. 2040. 2041. 2042. 2043. 2044. 2045. 2046. 2047. 2048. 2049. 2050. 2051. 2052. 2053. 2054. 2055. 2056. 2057. 2058. 2059. 2060. 2061. 2062. 2063. 2064. 2065. 2066. 2067. 2068. 2069. 2070. 2071. 2072. 2073. 2074. 2075. 2076. 2077. 2078. 2079. 2080. 2081. 2082. 2083. 2084. 2085. 2086. 2087. 2088. 2089. 2090. 2091. 2092. 2093. 2094. 2095. 2096. 2097. 2098. 2099. 2100. 2101. 2102. 2103. 2104. 2105. 2106. 2107. 2108. 2109. 2110. 2111. 2112. 2113. 2114. 2115. 2116. 2117. 2118. 2119. 2120. 2121. 2122. 2123. 2124. 2125. 2126. 2127. 2128. 2129. 2130. 2131. 2132. 2133. 2134. 2135. 2136. 2137. 2138. 2139. 2140. 2141. 2142. 2143. 2144. 2145. 2146. 2147. 2148. 2149. 2150. 2151. 2152. 2153. 2154. 2155. 2156. 2157. 2158. 2159. 2160. 2161. 2162. 2163. 2164. 2165

Part II
Organizational Records

paid is also shown. All changes in the nurses' status (with date of change in each instance) are noted under the "Remarks" section of the return. The name of the hospital (post or station) and the month of the return are shown on the first page of the return.

Current Use. Nurses returns are searched only when the designation of the hospital and the register number are known. They are used by the various NPRC service units in determining the duty status of nurses to establish their rights under the pension laws; and to protect the interests of the United States. The returns are used when the files are no longer available, or to augment incomplete files.

Filing. The nurses returns are filed alphabetically by name of hospital, thereunder by register number.

References. WW I precedent files labeled "Rolls and Rosters"; WW I precedent files labeled "Old Records Section"; and AR 345-50.

REGISTER OF ENLISTMENTS. Registers of Enlistments are listings of Regular Army men. Those in the custody of the National Personnel Records Center were created during the period February 1, 1912- April 6, 1917. These were prepared monthly on unnumbered forms (10 $\frac{1}{2}$ - by 23- inch) and filed in loose leaf binders. Prior to February 1, 1912, the registers were arranged in volumes chronologically by groups of years and thereunder chronologically by date of enlistment. These registers cover enlistments dating back to 1798. Separate volumes were set up for Post Quartermaster Sergeants, Indian Scouts, Ordnance Sergeants, Commissary Sergeants, and Hospital Stewards. The Register of Enlistments was discontinued April 6, 1917 (the beginning of the World War I emergency), because of the pressure of work that was considered more important.

Content.

Name of soldier
Date of enlistment
Period (number years enlistment comprised)
Place of enlistment
Age and birthplace
Organization
Number of enlistments
Remarks such as date, place, character, and reason for discharge; and dates time lost (unauthorized absences).

Part II
Organizational Records

Current Use. The register of enlistments are searched only when organization is unknown and date of enlistment is available. The records are used for identification purposes, and to augment or reconstruct personnel records when missing, incomplete, or conflicting.

Filing. The records are all on microfilm by dates.

References. National Archives Preliminary Inventory No. 17 of the Records of the Adjutant General's Office (page 27); and WW I Precedent files labeled "Rolls & Rosters."

REPORT SHEETS OF SICK AND WOUNDED. The reports of sick and wounded, which include vital statistics, were compiled monthly from the nominal check lists and the medical cards. They were required from every military station and separate command attended by a medical officer or civilian physician, even though no cases were treated or disposed of. The report was also prepared when a hospital was closed or when a command was discontinued. Form 51, M.D. (figure 116) was authorized for the report in May 1911. Those in the custody of the National Personnel Records Center cover the period January 1917-December 1939.

Content.

Statistical:

Stations
Variations of Command
Organizations serviced by Hospital
Patient days
Strength of Command

Vital Statistics:

Birth:

Date, name, and sex of child
Father's name and rank
Mother's maiden name
Number of child of marriage

Marriages:

Date, names, occupation, rank and organizations
Birthplaces and ages

REMARKS:

None.

Original size, used.
(also 8" x 10")
(two pages)

Form 81
Revised Feb. 1, 1911

INSTRUCTIONS

1. The Report of Sick and Wounded, contains the report sheet Form 81, and a summary sheet, Form 82, and the report card, Form 83, attached to the summary for the period covered by the report will be completed as follows: The whole of the report for each day of the period covered by the summary (from the earliest morning until the latest evening) shall be entered on the report card, and the number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. The total number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet for the whole period. (2) The following is the list for entries, which are to be entered on the report card, and which are to be entered on the summary sheet. (a) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (b) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (c) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (d) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (e) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (f) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (g) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (h) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (i) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (j) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (k) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (l) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (m) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (n) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (o) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (p) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (q) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (r) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (s) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (t) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (u) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (v) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (w) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (x) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card. (y) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the summary sheet. (z) The number of cases, number of deaths, number of recoveries, and number of discharges, shall be entered on the report card.

and P. O. L. B.

CIVILIAN POPULATION WITH THE COMMAND

(See Instruction 3.)

NUMBER OF--	MEN.	WOMEN.	CHILDREN.	TOTAL.
1. (Average for the month)	9	15	14	40
2. (Average for the month)	0	0	0	0
3. (Average for the month)	0	0	0	0
Total	0	0	0	0

BIRTHS, MARRIAGES, AND DEATHS

(See Instruction 4.)

William Francisco Vice, Male, April 23rd 1922. Father: Winfield Scott Vice, Private, Q.M.C., U.S. Army, age 40 years. Mother's maiden name: Elena Mercedes Lopez, age 19 years. Second child of the marriage.

Figure 116. Report Sheets of Sick and Wounded (authorized for use in (Part 1 of 2) May 1911).

Part II
Organizational Records

Death:

Date, name, sex, age and cause
Organization (for military personnel)

Current Use. The records are used by NPRC in supplying information concerning births, marriages, and deaths. They present information on the mean strength of each command having its own medical service, and of the organizations attached to the command.

Filing. The records are all on microfilm filed by station designation, thereunder by month.

References. WW I precedent files labeled "Rolls & Rosters"; WW I precedent files labeled "Old Records Section"; and AR 40-1025.

REPORTS OF CHANGES. These are daily listings (alphabetical) showing changes in the service person's duty and status. They were compiled from the morning reports and other official records. The reports are numbered serially within the calendar year, the first report for any organization or headquarters being numbered 1. Reports of officers and reports of enlisted men are numbered in separate series. The reports were first used July 1, 1918, and were authorized by Special Regulations 57a, 1918. The three forms first adopted for the reports were:

- Form No. 647, A.G.O., for enlisted men (figure 117)
- Form No. 648, A.G.O., for officers (figure 118)
- Form No. 649, A.G.O., for individual officers detached and serving alone, or on leave of absence

NOTE: The latter form and various other "individual" reports of changes (first used in January 1919) are filed with the individual personnel records and are not covered in the organizational records portion of this monograph. The consolidated reports of changes (Form No. 647, A.G.O., and Form No. 648, A.G.O.) remained in use until December 1919. The individual reports of changes were still in use September 7, 1939.

Content. The service persons' names were entered on the report in alphabetical order, without regard to grade, organization, arm, corps, department, or component of the Army. The following items are usually shown under the remarks section:

REPORT OF CHANGES ENLISTED MEN

No. 55A.P.O. 708, Am. M.F.
(Place from which report is rendered.)Hq. 19th (Gd Div) T.O.
(Organization or headquarters for which report is rendered.)For the twenty-four hours ending at midnight on February 24th, 1919

NAME <small>Arranged alphabetically without regard to grade, organization, or component force of the Army. Surnames will precede Christian names.</small>	ARMY SERIAL NUMBER	GRADE	COMPANY AND REGIMENT OR BATTAL OR CORPS OR DEPARTMENT	REMARKS
Mulney, James W.	1325833	Pvt	Co.60 TC	Fr act in L/D Mars Hosp Center since 2-4-19 ret'd to D with Organ FM 2-23-19 pursuant to Parl Sect G05 G.H. 1919.
Bates, Richard V.	2145046	Corp	Co.109 TC	Fr D to D3 (Is-sur-Tille) per 3052 par 24 Hq Inter Sec 303 dated 2-22-19. Left Post FM 2-23-19.
Harback, Edward O.	170543	Pvtlc		Fr D3 (Etienne de Mauvy) to D per 3023 par 24 Hq Inter Sec 303 dated 1-23-19. Left Post AM 2-23-19.
Murray, John			Co.10 TC	Tr to Co.82 per 3043 par 1 Hq 19th Gd Div TC dated 2-23-19.
Harp, Lewis D.		"	"	Tr to Co.137 per above auth
Bynum, Edward L.	2552643	"	"	Tr to Co.115 per 3043 par 2 Hq 19th Gd Div TC dated 2-23-19.
Jennings, Charles S.	2092609	"	"	Fr WL Mars Hosp Center to D FM 2-23-19.
Hendl, Emil	1753089	"	"	Do.
Westman, William	2009509	Cook	"	Fr D to 7 days leave to Cannes. Left Post AM 2-24-19.
Bartkic, Joseph	2048426	Pvtlc	"	Do.
Gallagher, Harold P.	2086114	"	"	Do.
Laritary, Ellwood J.	2313277	Pvt	"	Do.
Harter, John M.	2313266	"	"	Do.
Booler,		Pvtlc	Co.115 TC	Fr D to Hosp #28 2-23-19.
Haskins, Earl	3115126	Pvt	Co.117 TC	Fr 72 hour pass to Komorantia to D AM 2-23-19.
Conger, Leland	2548477	Pvtlc	"	Fr D3 (Gievres) to D FM 2-23-19 per 3050 par 2 Hq Inter Sec 303 dated 2-19-19.
Buster, Roy	2718562	Pvt	"	Fr abs conf Casserne Pettie to D FM 2-22-19.
Deemie, Daniel	3108150	"	"	Do.
Reynolds, Charles	3114203	"	"	Do.
Hause, Charles J.	2746049	Pvtlc	Co.119 TC	Fr 72 hour pass to Paris to D FM 2-23-19.
Ward, Earl H.	464990	"	"	Do.
Gibbs, Guy C.	474060	Sup Sgt	"	Fr 14 days leave to Belgium to D FM 2-23-19.
Shoup, Albert H.	380398	Sgt	Co.120 TC	Fr D to 7 days leave to Cannes. Left Post AM 2-24-19.
Hobbs, A. F.	2779568	Pvt	"	Do.

Original size, each
page 8" x 11"
(2 pages)

Figure 117. Report of Changes (Enlisted Men) used during the period July 1, 1919--December 1919.

REPORT OF CHANGES (con.)

OFFICERS
- 2 -

Report No. 64

Allentown, Pa.,

Camp Crane

(Place from which report is rendered.)

(Organization or headquarters for which report is rendered.)

For the twenty-four hours ending at midnight on October 7, 1918

NAMES. <small>Arranged alphabetically without regard to rank, organization, or component force of the Army. Surnames will precede Christian names.</small>	RANK.	REGIMENT OR ARM OR CORPS OR DEPARTMENT.	REMARKS.
✓ Rogers, Harry L.,	1st Lt.	Med. Corps	Reported for duty October 7, 1918
✓ Russell, Frank H.,	Captain	Med. Corps	Reported for duty October 7, 1918
✓ Sibley, Frank C.,	Captain	Med. Corps	Reported for duty October 7, 1918
✓ Terry, Arthur H.,	Captain	Med. Corps	Reported for duty October 7, 1918
✓ Vose, Robert H.,	Captain	Med. C.	Reported for duty October 7, 1918

Original size
3 3/4" x 8 1/2" (front
and back)

NAMES.	RANK.	REGIMENT, ETC.	REMARKS.
✓ Tucker, John K.,	1st Lt.	Med. Corps	Reported for duty October 7, 1918
✓ Myer, Henry G.,	Major	Med. Corps	Reported for duty October 7, 1918
✓ Tierney, John P.,	1st Lt.	Med. Corps	Left for Bellevue Hospital, N.Y. 10/7/18

I certify that the remarks set opposite the name of each officer in this report are correct to the best of my knowledge and belief.

Chewman
CAPT. SAN. CORPS, U. S. A.
Approved Officer

Figure 118. Report of Changes (Officers) used during the period July 1, 1919--December 1919.

Part II
Organizational Records

Absence with leave	Fraudulent enlistment
Absence without leave	Furlough to Reserve
Arrest and confinement	Missing in action
Assignment	Retirement
Attachment	Resignation of officers
Change in command	Return of deserter to military control
Change in grade	Sentence of court-martial
Date of change	Separation from service while absent from regular station or organization
Death	Sick status
Desertion	Stations and locations
Detached service	Transfers
Discharge	War-service chevron and wounded chevron
Dismissal of officers	
Extra and special duty	
Fact of award	

Current Use. The information shown on the daily reports of changes is used by the service units at NPRC when individual personnel records are incomplete or are not available, and to clarify items of information shown under remarks on the morning reports.

Filing. The consolidated reports of change which are on microfilm are filed in accordance with the uniform system as explained in the introduction to Part II. The 30 cubic feet not on microfilm, are filed alphabetically by organization, thereunder by date.

References. Special Regulations 57a, 1918; Special Regulations 57, 1919 (Sec IV, par. 35); GO No. 42, W.D., 1918; Cir No. 173, W.D., Dec 24, 1918; Cir No. 180, W.D., Dec 28, 1918; and Cir No. 17, W.D., 1923.

ROSTERS. These are listings of military personnel belonging to, or attached for duty with, an organization, headquarters, or establishment as of midnight of a predetermined date--usually the last day of the month. The record is generally known as the monthly roster or the personnel roster. These rosters were put into use July 1, 1918, when the muster roll system was discontinued. They must not be confused with the DUTY ROSTERS (AR 345-25). During the period July 1, 1918-September 7, 1939, the rosters were classified as follows:

Part II
Organizational Records

Roster of Troops. This roster contained the names of officers and enlisted men for each company, detachment, headquarters, general and base hospital, depot and other institution, for which morning reports were submitted.

Roster of Officers. This roster contained only the names of the officers of each regiment, separate and detached brigade and higher tactical unit, including the headquarters of each department, district, coast defense command, post, camp, and other station, and for each bureau of the War Department.

Roster of Warrant Officers and Field Clerks. This roster was adopted in 1920 for Warrant Officers and Field Clerks assigned to tactical organizations. Prior to 1920, information shown on this particular type roster was normally found on the morning reports.

Miscellaneous Rosters. These were first prepared in 1922, and are broken down into four classes as follows:

Special Rosters. Prepared whenever an organization or headquarters left a station under conditions which required the rendition of a special return.

Initial Rosters. Prepared whenever an organization, detachment, or headquarters was organized, or when one already in existence was reorganized.

Final Rosters. Prepared whenever an organization, detachment, or headquarters was either demobilized or was placed on the inactive list.

Rosters of Inactive Units. These were the rosters of officers of inactive units, and were prepared semiannually (June 30 and December 31) and then only when the rendition of strength returns was necessary.

No forms were issued for rosters when adopted July 1, 1918. They were first prepared on official letter size paper (8- by 10½-inch). Form No. 703, A.G.O., was subsequently adopted for the roster (figure 119). The form number was changed in January 1924 to W.D., A.G.O., Form No. 9, and was still in use September 7, 1939, for all classes or kinds of rosters. If space on the roster form was insufficient, the record was continued on sheets of thin paper of official letter size (8" x 10½") utilizing one side of the paper only.

*ROSTER OF TROOPS.
*ROSTER OF OFFICERS

MONTHLY ROSTER.
(FIRST DIVISION)

Service Company 16th. Infantry, Fort Jay, N.Y. At midnight March 31, 1934
(Organization) (Station)

The following roster, consisting of 3 sheets, contains the names of all officers (and enlisted men of those attached thereto, and the names of all officers (and enlisted men) who have been transferred, discharged, or otherwise separated therefrom, since the date of the last monthly roster. Unless otherwise indicated opposite his name each officer (and enlisted man) whose name appears on this roster is present at the station indicated above.

Received A. G. O. JUN 13 1934

Philip H. Kron
Philip H. Kron (Name typewritten)

1st Lt. 16th. Infantry, Personnel Adjutant.
(Rank and organization)

CAPTAIN		Corporals	
1. Penrose Arthur W.	07913	1. Glodhill, Charles L.	R-1003904
1st Lt.		DS Ft. Wadsworth 11/28/23	
1. Kron Philip H.	01048	2. Sige, John	R-345190
Assgd. & Jd. 4th.		Fur. since Jan. 28/24	
Warrant Officer		3. Wills, Leo	R-6437482
1. Wiedenkeller, Peter O.	W-904049	4. King, Charles	R-2365196
Master Sergeants		Privates First Class	
1. Ward, James J.	R-2381529	1. Aparicio, Rafael	R-664365
2. Hensle, Frederick D.	R-1027171	Enfd. fr. 7th. Band CAC Jd. 27th.	
1st Sergeant		2. Atkinson, Earl E.	R-1572379
1. Sproesser, George	6093	3. Axelman, Max	R-576567
Staff Sergeants		4. Crisantez, Joe	R-1135079
1. Ortiz, Julian	6181	Ft. Wadsworth since 10/19/23	
2. Springs, William H.	6181	5. Gribble	R-566955
3. George, Russell W.	R-105254	6. Daniel H.	R-752799
Sergeants		7. Walter W.	R-644300
1. Holder, Roy A.	R-2033584	Enl. & Jd. 5th.	
2. Williams, William J.	R-1975769	9. Haslip, Alfred	R-44932
3. Vad Bunker, William J.	R-105241	DS Ft. Wadsworth since 9/7/23	
4. Greer, Edward C.	R-44939	10. Joshlin, Harry J.	R-399570
5. Fround, William Jr.	R-1523006	DS Ft. Wadsworth since 15th	
6. McNally, Joseph I.	R-2365005	11. Murray, John J.	R-6409469
7. Acevedo, Pedro	R-358279	DS Animal Trans. Sch. Ft. Hamilton 31st.	
8. Spalding, Albert G.	R-6056743	12. Myers, Francis J.	R-2537838
Fur. 3 mos. since Feb. 29/24		Enl. & Jd. 29th. Fur. 3 mos. fr. 29th.	
9. Nicholson, Martin J.	R-359591	13. Nichols, Albert H.	R-1021599
10. Oliver, James T.	R-2194285	DS Ft. Wadsworth since 9/7/23	
11. Woodrum, James	R-6472194	14. Osborn, Joe B.	R-5438972
Fur. 1. mo. since Mar. 5/24		15. Peterson, William P.	R-1000888
12. Mans, Nile	6439795	16. Rambo, Joe J.	6626421
Enfd. fr. Co. "C" Jd. 25th.		Fur. 3 mos. 5th.	
		17. Rylander, Carl O.	R-549033
		18. Short, Earl B.	R-2368400
		19. Smith, Milton P.	R-44951
		20. Sogorka, William	R-353367
		Rojd. 31st.	
		21. Steinhouser, Harry J. Jr.	R-6041907
		DS Army Band Sch. Wash. D.C. 12/2/23	
		22. Sues, Simon	R-6413100

Original size, each
page 8" x 10 1/2"
(3 pages)

Form No. 703, A. G. O.
July 14, 1922

*Strike out words not applicable.
†When used as a roster of officers, strike out words "and enlisted men" and "and enlisted man."
(SEE INSTRUCTIONS ON BACK.)

Figure 119. One page of Monthly Roster (Form No. 703, A.G.O.) first used July 1, 1918, when the muster roll was discontinued.

Part II
Organizational Records

Content. Rosters show organization, station, and date prepared; names, grades, and service numbers of military personnel accounted for; and they sometime show losses, absences at the end of the month, and the date the soldier joined the organization. The names are listed thereon, according to rank or grade. Models of some of the classes of rosters are shown in SR No. 57a, 1918, and in AR 345-900.

Current Use. The rosters are used by NPRC for identification purposes, verification of service, and to augment or complete personnel files. The status of an individual on specific dates, and any change in his status from month to month, may be obtained from the rosters.

Filing. The World War I rosters are all on microfilm filed in accordance with the uniform system - principally by organization, thereunder by month. (See par on "Filing")

References. SR No. 57a, 1918, Sec III; SR No. 57, 1919, Sec IV, par 36; Cir No. 73, W.D., Nov 18, 1918, pars 12c, 16b; Cir No. 6, W.D., Jan 18, 1924; AR 345-900; and WW I precedent files labeled "Rolls & Rosters."

PART III. RELATED SUBJECTS

PART III. RELATED SUBJECTS

This part of the monograph contains background information about certain significant occurrences, actions, or events which figure prominently throughout the World War I records and which are important to know about in dealing with those records. It also covers certain kinds of service or status, nonmilitary organizations often confused with the military, and other related military personnel subjects essential to an understanding of the records. Most of these are general military service and records matters, and are not identifiable with any particular group of records as discussed in parts I and II. The subjects are arranged alphabetically.

ADJUSTED COMPENSATION (Bonus)

The World War Adjusted Compensation Act, commonly referred to as the Bonus Act, became a law May 19, 1924. The Act provided for the payment of a bonus to the majority of persons who served on active duty in the military and Naval forces at sometime after April 5, 1917, and prior to November 12, 1918. As a result of this Act, there devolved upon the Adjutant General the tremendous task of certifying to the United States Veterans' Bureau (now Veterans Administration) the amount of service credit, overseas and domestic, to which each eligible veteran of the Army was entitled. To handle this work load a temporary branch, designated the Adjusted Compensation Branch was established on May 28, 1924, with a large force of specially enrolled clerks. Included in the new branch was a Legal Section with a Judge Advocate General in charge. He was responsible for the interpretation and the administration of the new law. Decisions and opinions were made by him on every phase of the work. These are on file in the Center's Library, and are still used in resolving many questions on a variety of subjects. For administration purposes, the World War Division (activated January 10, 1920) was made part of the Adjusted Compensation Branch but continued to operate separately with its own permanent clerical force. By June 30, 1925, the Adjusted Compensation Branch had completed its mission and was dissolved. The World War Division again became a separate entity and absorbed, among other things, the work of the dissolved branch.

The law provided computation at the rate of \$1.00 per day for each day of home service and \$1.25 for each day of overseas service in excess of 60 days. Service between April 5, 1917, and July 1, 1919, only, was creditable. The maximum amount for home service was \$500, and the maximum amount for overseas service was \$625. If the amount due was \$50 or less, it was paid in cash in one payment. If more than \$50, the recipient received an "Adjusted Service Certificate," which was in the nature of a paid-up 20 year endowment insurance policy, and on which a loan could be made two years after the date of the certificate. The Veterans Bureau was charged with the computation and issuance of the certificates, as well as the actual payment of the bonus. The value of the certificate was based on the amount of the adjusted service credit certified by The Adjutant General and the age of the veteran at time of filing application. The maximum face value of such certificates was \$1590.

The general conditions of the country in the late 1920's and early 1930's were such that a movement was initiated among the Veterans' organizations to obtain full payment of the adjusted service certificates. One of the movements was the "Bonus March" on the Capitol in Washington, D. C., in July 1932. The agitation and complaints from the veterans for full payment of their certificates continued during 1934 and 1935. The culmination

of their efforts was finally reflected in the Adjusted Compensation Payment Act of January 27, 1936. That Act provided for immediate payment of the face value of the certificate to the veteran or his estate in the form of \$50 United States Treasury Bonds. The bonds were dated June 15, 1936, and were redeemable by the owner at any time after issue, but those redeemed prior to January 15, 1937, earned no interest. The interest on each bond was accrued at the rate of 3 per centum per annum from date of issue to date of maturity (June 15, 1945), or payment of the principal of the bond, whichever was earlier.

Of the 4,591,747 persons who served in the Army after April 5, 1917, and prior to November 12, 1918, an estimated 3,675,090 were eligible for the benefits under the World War Adjusted Compensation Act. Properly completed applications for the benefits had to be submitted to the office of the Adjutant General before determination of eligibility and certification to the Veterans Bureau could be made. (Each application when received by the service department was date stamped and assigned a number. The block of numbers allotted to the Army began with 1 000 000). The date first fixed by law for filing applications was January 1, 1928. On May 29, 1928, the date was extended to January 2, 1930. When that date expired, there were approximately 434,672 eligible Army veterans who had not applied. Consequently, on June 5, 1930, the date for filing was again extended to January 2, 1935. This was repeated on August 23, 1935, when the date was extended, for the third and final time, to January 2, 1940. There remained, however, approximately 80,769 Army veterans and dependents of deceased veterans who were eligible for the benefits but who had failed to make application therefor within the final time fixed by law.

After January 2, 1940, the work required to administer all aspects of the Adjusted Compensation Act, as amended, decreased gradually each year. At this time (1966), the provisions of the Act for all practicable purposes have been fulfilled. A few certifications to the Veterans Administration, however, are still necessary from time to time. The reasons for this are below.

Many applications were disallowed solely because the soldier's character of separation was not honorable. These may be reopened and certified to the Veterans Administration if the soldier's character of separation is reviewed by the Army Discharge Board or the Army Board for Correction of Military Records and changed to honorable.

Soldiers of foreign birth who were discharged by reason of alienage were excluded from the benefits under the World War Adjusted Compensation Act. Those who are successful in having their reason for discharge reviewed by the Army Board for

Correction of Military Records and changed to a reason other than alienage become eligible for the benefits provided all other requirements have been met.

In a very few cases and for very specific reasons, the Army Board for Correction of Military Records may determine that technically an application for Adjusted Compensation was filed within the date fixed by law. When this happens, a certification to the Veterans Administration is in order.

Thousands of applications which were submitted prior to January 2, 1940, had to be returned to the applicant for proper completion. Occasionally, such application is found among the effects of a deceased veteran or elsewhere and sent in for certification. For unknown reasons, many of these applications were never returned for certification.

A great many men who were discharged from the Army by reason of disability during the World War I emergency were, through error, given Blue Discharge certificates (discharges under other than honorable conditions). When discovered, these are changed to honorable by administrative determination. In the event of a disallowed bonus application for that reason, it can then be certified provided all other requirements have been met.

Sometimes it is found that the adjusted service credit was incorrectly computed on a certification to the Veterans Administration. In such cases a substitute certification is prepared and submitted to the Veterans Administration.

ALIEN DISCHARGES

The events and actions leading up to the problems created by the discharge of aliens from the Army during and after World War I are difficult to trace in close detail. Any exhaustive treatment of the subject could well stand alone as a separate monograph. For our purpose, however--i.e., a basic understanding of the problems that have contributed greatly over the years to the reference service workload--only a cursory review is necessary.

Certain males of foreign origin were liable to military service in World War I. Thousands of others, however, were accepted in complete disregard of the laws and Selective Service Regulations. (The classification principles and results of alienage were explained fully by the Provost Marshall General in Chapter IV of his Second Report to the Secretary of War - December 1918).

By August of 1917, when the first reports concerning the disposition of aliens in the United States Army were made to the Secretary of War, it was realized that certain classes of aliens, for security reasons, should be separated or interned and that certain other classes should be protected. Of those that were to be separated, the directives generally allowed them the privilege of requesting their discharge. Some of the directives, however, failed to specify the form of discharge to be issued. Thus the types of discharges issued depended, for the most part, upon the interpretation of the regulations by the administrative personnel in the various camps from which the aliens were discharged. This, of course, resulted in a lack of uniformity with respect to the types of discharges issued, and the closing notations concerning the character of separation shown in the men's service records.

For many years after the Armistice, the War Department was confronted with numerous problems relating to these discharges. The Department's general policy was to hold that a discharge by reason of enemy alienage was a discharge under conditions other than honorable, regardless of the type of discharge originally issued. This resulted in thousands of men being declared to be eligible only for other than honorable discharges, even though they had originally received honorable discharges. That policy, however, was not always followed. A decision by the Secretary of War on March 17, 1920, resulted in the issuance of honorable discharge certificates to men who had been discharged after November 11, 1918, by reason of enemy alienage and who had received other than honorable discharges. When that decision was rescinded on February 21, 1924, by the Secretary's successor, approximately 100 men in that category had been issued honorable discharge certificates. These remained intact, but left the discharges of a great

many men in identical circumstances unchanged.

Other problems stemmed from certain classes of aliens who were liable to military service, but who sought and obtained their discharges. Many of these discharges resulted from a lack of understanding by these men as to the course of action open to them (in many instances due to language barriers). It has been practically impossible to differentiate between those men who were actually unwilling to serve, and those who were released arbitrarily, involuntarily or unintentionally (due to the soldier's lack of information or understanding). Within the authority granted it by law, the Secretary of War's Discharge Review Board (established June 22, 1944, and later designated Army Discharge Review Board) could determine on an individual basis whether a discharge was improper. During the first twelve years of the Board's existence, however, only a few alien discharges were changed to honorable.

By early 1957, further steps were taken to eliminate the confusion and to insure that just and equitable treatment be given to all persons who had been discharged from World War I by reason of alienage. The Secretary of the Army then authorized the Army Discharge Review Board to conduct a re-examination of all such discharges which had been previously reviewed and wherein change to honorable discharge had not been made. Prior policies were, for the most part, replaced by less rigid ones. Thereafter, the Board directed the issuance of honorable discharge in approximately 98 per cent of the alien discharge reviewed, including those reexamined. In September 1959, the authority to administratively determine the discharges was delegated to the officials having custody of the World War I records. As of this writing, from ten to fifteen such determinations are made each week.

Part III
Related Subjects

ARMY TRANSPORT SERVICE

The Army Transport Service was organized in about 1914 as a special branch of the Quartermaster Corps, for the purpose of transporting troops and supplies by water. A great many ocean-going vessels were operated, either owned by the War Department, or taken over temporarily from private industry. The Transport Service was made, as far as practicable, independent of other government agencies. It was manned, for the most part, by the War Department. During the war emergency where ports of embarkation for the scene of intended hostilities had been established, the Transport Service at such ports was under the supervision of the commander of the port of embarkation. (SR No. 71, 1918).

The records of military personnel who were assigned to the Army Transport Service are no different than those of the military personnel assigned to other elements of the Army during the same period. Some of the civilians who were employed by the service during World War I have created problems by claiming or trying to establish military service by reason of such employment. A few fragmentary records pertaining to these civilian employees are found among the World War I military personnel records. When these are discovered, they are withdrawn and filed with the Civilian Personnel Records, National Personnel Records Center in St. Louis.

CIVILIAN EMPLOYEES

The President was authorized by Congress to employ a large number of persons in a civilian capacity during the World War I emergency. They were subject to such rules and regulations as were prescribed during their period of employment. Both male and female of a variety of classes were employed such as: anesthetists, bacteriologists, chauffeurs, chemists, clerks, cooks, dental hygienists, dentists, dietitians, educational workers, firefighters, firemen, interpreters, laboratory technicians, laborers, machinists, maids, messengers, nurses, nurses' aides, physical therapists, reconstruction aides in occupational therapy, stenographers, student nurses, telephone operators, veterinarians, watchmen, and welfare and entertainment workers. A considerable number of these classes of employees were employed by the Medical Department. Others were placed in various branches of the War Department where their services were needed most.

The classes of civilians referred to above acquired no military status by virtue of having been employed with Army units during a war emergency. Many of them, however, have claimed military service. A considerable amount of correspondence has been conducted concerning their status over a period of years. While their records may resemble some of those of Army military personnel, the latter acquired their status by enlistment, induction or commission. None of the civilian employees were obtained by any of those methods.

The records of civilian employees are covered in more detail in Monograph #8 "Personnel Records of the Department of the Army - Department of the Air Force - Office Secretary of Defense" of the Federal Records Center, St. Louis, Missouri. That Center is the proper depository for the civilian personnel records. When such records are found among the World War I military personnel records they are withdrawn and filed with the Civilian Personnel Records, National Personnel Records Center in St. Louis.

DISCHARGE FROM DRAFT

This is a general term used to apply to the World War I inducted men who were rejected by the military authorities at place of mobilization, and by reason of such rejection were "discharged from the draft" and not from the Army. Approximately 200,000 men were in this category. The reasons for their rejection are discussed below.

Rejection by Reason of Disability. The majority of the men (about 70 per cent) in this category were discharged by reason of physical disqualification. Under the Selective Service Act of May 18, 1917, no oath was required for entrance into service by the selective draft (pg 221, "Second Report of the Provost Marshal General to the Secretary of War" - Dec. 1918). Registrants were required to report to their local board for a preliminary physical examination. These physical examinations were necessary before being called for induction because they affected the registrants classification. After being called for induction, registrants were given another physical examination at mobilization camp, which was the determining factor in their FINAL acceptance into the Army. Normally, some time elapsed between the preliminary physical examination and the date the registrant was called for induction into the Army. All registrants found physically disqualified for service at mobilization camp were rejected, and were only entitled to a discharge from draft certificate.

Rejection by Reason of Alienage, Dependency, and Domestic Service (Specific Vocations Necessary in the War Effort). A few inducted men (about 1 percent) were discharged from the draft for these reasons. A discharge from draft certificate was applicable in such cases only when inductee had not been examined and found physically qualified for service at a mobilization camp. In other words, an inducted man could not be discharged from the draft subsequent to acceptance. Generally, the men in this category had filed claims for exemption (or deferred classification) because of their foreign birth, dependent relatives, etc., which had not been settled when they were called for induction. Once called for induction they were required to report on the date specified in the induction orders. If they failed to report on the date specified, they became "draft deserters." Any induction found to be improper was immediately terminated by discharging the inductee from the draft.

Cancellation of the Draft Call. About 29 per cent of the men in this category received discharge from draft certificates by reason of the cancellation of the draft call by the President on November 11, 1918. These men were under orders to report for military duty on November 11, 1918, and days immediately following. The draft officials endeavored to notify local boards, through State draft officials, of the cancellation of all outstanding orders of induction by telegram on November 11, 1918. This was physically impossible because of the time element. Consequently, a few local boards did not receive

the official notice until November 12, 1918, and a few days later. Some of the men had already arrived at camp and were awaiting physical examination, others were enroute to camp, while others were still at home when the cancellation notice was received. All discharges not completed on November 11, 1918, were accomplished a few days later.

Discharge From Draft Certificate Forms.

No certificate of discharge from draft form was available until about November 1917. When adopted, copies of the certificates were filed with the individual's personnel records.

Form No. 107, P.M.G.O. This form was used throughout by local boards to release inductees, who were found physically deficient at place of local board, of their obligation to serve. (Form No. 108, P.M.G.O., was used as a certificate of postponement of physical examination because of temporary physical deficiency). Form No. 107 was also used (Telegram, A.G.O., Nov. 12, 1917) from about November 1917 to January 1918, by the military authorities to discharge inductees who were rejected for physical or mental deficiency. (No other form of certificate was available at that time for discharging these draftees.)

Form No. 638, A.G.O. This was the initial Discharge From Draft Certificate. It was first used about January 1918, to discharge inducted men who were rejected for any cause (W.D. Cir. Jan 12, 1918).

Forms Nos. 638-1 and 0638-1, A.G.O. The November 19, 1918, editions of these forms were used to discharge inducted men by order of the President November 11, 1918, because of cancellation of the draft call (W.D. Cir. No. 111, Dec. 4, 1918).

Form No. 638-2, A.G.O. This form was first used about March 1922, for the men who were rejected at camp and who were never issued a discharge certificate. The form was also used for replacing lost Discharge From Draft Certificates until August 1, 1939, when replaced by W.D., A.G.O. Form No. 0638-2.

Form No. 638-3, A.G.O. This form was authorized July 30, 1920. It was issued to draft deserters in accordance with instructions contained in pamphlet "War Department Policy with reference to the disposal of Draft Deserters," August 1920.

DA Form 1590. The "Certificate in Lieu of Lost or Destroyed Discharge From Draft" authorized November 1, 1955, and used until about November 20, 1963.

R6-1277. This form replaced DA Form 1590 in November 1963, and is used as of this writing.

Records.

Other than the Discharge from Draft Certificates, described above, the few records normally created for men in this category have been covered under part I. The contents of the Enlisted Jackets of these men vary somewhat. The "Jackets" of those who were never accepted because of the cancellation of the draft call on November 11, 1918, may contain only a true copy of the certificate of discharge from draft. Those rejected by reason of disability, or for other causes, generally contain a Physical Examination, Form No. 14, P.M.G.O. (figure 56), or Form No. 1010, P.M.G.O. (figure 57). The Enlistment and Assignment Card, Form No. 22-2, A.G.O. (figure 19), was prepared for a great many of these men, and the Service Record, Form No. 29, A.G.O. (figure 60), is sometimes found in these jackets (Cir. W.D., Nov. 12, 1918).

Many discrepancies have been found to exist in the records created for the inducted men who were rejected for military service. This and the absence of certain records that should have been prepared, have posed many problems in determining whether a draftee was in fact "accepted" or "rejected" at mobilization camp. The greatest difficulty has been experienced in determining whether certain draftees were originally found physically qualified and accepted and then, later, rejected on reexamination. Once accepted, the only kind of discharge properly to be given, no matter how brief the service, was from the Army, and not from the draft. That policy, however, was not always followed. The draftee could not be returned to that status merely by describing him as "rejected," nor could he be "reexamined" and "rejected." He could be reexamined, however, and discharged from the Army. ✓

In 1917, some of the mobilization camps misunderstood just what "acceptance" meant with respect to the draftees. "Acceptance" to them was merely to acknowledge receipt of the men at camp. This, of course, resulted in a lack of uniformity with respect to the kind of discharge issued.

An example of this has been revealed in the kind of discharge certificates furnished to draftees who were separated at Camp Lewis, American Lake, Washington. The majority of men who were found physically disqualified and rejected at that camp were given discharges from the Army, while those who were found physically disqualified subsequent to acceptance (reexamination), were given discharge from draft certificates. (The forms of certificates given these men, however, were not conclusive. They were only evidence of the fact of discharge and therefore capable of correction by other evidence.)

The WW I draftees' records that required clarification and changing have been corrected by administrative determinations in accordance with the established procedures. These procedures were based on decisions by the Judge Advocate General of the Army and rulings by the Supreme Court of the United States. Each case has had to be considered on its own merits. In many instances the evidence of record has been so conflicting that the case of necessity had to be resolved on the preponderance of evidence and weight accorded such evidence. Thousands of such determinations have been necessary during the years of servicing the WW I records, and many are still (1966) being made.

Status.

MB ✓
The World War I men who were discharged from the draft were in the military service from the date of induction to the date of discharge. The Service Department, however, has consistently held that a distinction exists between those men who were only awaiting acceptance by the military authorities for the full duties of a soldier and those who were accepted and entered upon such duties. The distinction is particularly important insofar as the various laws providing benefits for veterans are concerned. Congress saw fit, almost without exception, to exclude the men discharged from the draft from such benefits. The right of the Department to issue the discharge from draft certificate has been upheld by the Supreme Court of the United States.

References.

WW I Precedent File labeled "Discharged From Draft."

Part III
Related Subjects

FURLOUGHES

The World War I Selective Service Regulations provided that an adequate Army be mobilized with the least possible interference with industry and agriculture. In 1918, however, it was found that some registrants were selected for the Army when their services were in greater need, from a national standpoint, in industry or on the farm. This situation came about by the failure of the registrant or his employer to present the merits of his claim and to show the importance of his connection with some industrial or agricultural enterprise, or by the overzealousness of the district boards to select an Army with the utmost speed. As a safeguard against such practices, the Act of March 16, 1918, commonly known as the "Furlough Act" was passed. That Act authorized the Secretary of War to grant furloughs for designated periods to Army enlisted men. The furloughs were to be granted only upon the voluntary application of the soldier. The types of furloughs which are discussed below are not to be confused with earned leave furloughs.

Agricultural Furloughs.

The agricultural aspect of the foregoing Act was taken advantage of immediately after its passage (G.O. #31, W.D., April 2, 1918). These furloughs were to be of short duration for the purpose of augmenting the agricultural production largely during seeding and harvesting time. The records show that they were usually granted for a definite period of time, the average duration being approximately thirty days.

Applications for farm furloughs were submitted by the soldiers to their local boards. If approved by the local board, the application was then placed in the hands of a county agricultural agent for his concurrence or nonconcurrence in the recommendation of the local board. The application was next sent to the soldier's camp commander, who had the authority to grant or deny it. Camp Commanders were directed to deny the applications of soldiers whose services were essential in the training or the preparation of their organizations; those whose grade was first sergeant or above; and those who were members of organizations which were scheduled for service overseas. Agricultural furloughs were to be without pay and allowances, except that enough pay was retained in each case to meet allotments in force at time of furlough, including War Risk Insurance and pledges on Liberty Bonds.

Industrial Furloughs.

Industrial furloughs were initiated in War Department Staff Memo of May 13, 1918. The need for specially skilled men in essential war industries

was eminent at that time. These furloughs were to be granted for indefinite periods without pay or allowance, the average duration being from three to four months. After November 11, 1918, all industrial furloughs were revoked, and orders were issued to the men concerned ordering them to report to the nearest camp for discharge from the Army.

A great many skilled workmen were taken into the Army from industrial enterprises having Government contracts, and the authority for returning them to their employer was contained in the Memo of May 13, 1918. The contents of the Memo was made known to the industrial enterprises, which requested the soldier's return by making application through the Government department with which they had contracts. Each application was prepared to show the soldier's skill and training, and the length of time he had been employed by the plant prior to entering the Army. A section, known as the Industrial Furlough Section, was established in the office of the Adjutant General for the purpose of investigating and approving all applications for these furloughs. There was also maintained in each Government department a certifying officer, who, through his various district officers, determined the merits of each application. If he approved the application it was transmitted to the Industrial Furlough Section. That section would then harmonize its action with that of the local and the district boards before approving or disapproving the application. If approved, the Adjutant General of the Army ordered the furlough through the proper commanding officer. The soldier was then transferred to Infantry, unassigned, and granted the furlough. The soldier had to be willing, prove himself to be a competent workman as represented, and not be a member of an organization under orders for overseas service.

Other Type Furloughs.

Under the provisions of the Furlough Act, the Secretary of War was authorized to grant furloughs to enlisted men to permit them to engage in civilian occupations and pursuits, other than the agricultural and industrial enterprises. Such occupations and pursuits, however, had to be in the interest of national security and defense.

In 1918, a shortage of personnel existed in the Metropolitan Police and Fire Departments in the District of Columbia. Approximately 150 men were needed in these departments. The Chief of Police of that city was given permission to visit certain Army Camps and select that number of men who were capable of filling these positions from personnel who had been found unfit for service overseas. Other service men were granted furloughs to permit their employment with the Railway Mail Service and with the St. Elizabeth Hospital. These were normally indefinite furloughs without pay and allowances.

Record of Furloughs. Notations as to the dates and places of furloughs are normally shown in the soldier's service record, pay card, on the roster of his organization, morning reports, and the daily reports of change. The complete record data on the furloughs discussed herein are maintained in National Archives under the decimal filing system. There is usually a reference to the pertinent decimal file in the Enlisted Jacket of each soldier who was granted a furlough.

Duty Status. The determination as to whether a soldier was in a duty status while on furlough for the purpose of receiving benefits from the Army was dependent on whether the furlough was granted for a definite or an indefinite period. If it was granted for a definite period, he was considered in a duty status; if for an indefinite period, he was not considered to be in a duty status for the duration of the furlough. These determinations were primarily based on the opinions rendered by The Judge Advocate General, page 803 of 1918, and page 408 of 1919:

"A soldier on an indefinite furlough is upon an entirely different status from a soldier furloughed for a brief definite period. The latter is but temporarily away from his organization. The former is in reality returned to civil life. An enlisted man on indefinite furlough may never be required to reenter the Military Establishment and, except for the facility with which he can be called to service, his position is not for practical purposes different from that of any civilian subject to draft."

"A soldier on 'indefinite' furlough has for the time being lost a duty status for the purpose of receiving any benefits from his connection with the Army. Soldiers with this class of furlough are nowhere mentioned in the regulations as admissible to military hospitals, and it is the opinion of this office that they are not entitled to admission to such hospitals."

"Indefinite furloughs are authorized and granted in order to enable specially skilled men to engage in essential war industries. While on such furloughs enlisted men are not in a duty status, but are virtually returned to civil life."

Part III
Related Subjects

LAFAYETTE ESCADRILLE

The Lafayette Escadrille was a squadron of American pilots who volunteered their services to the French Flying Corps during World War I. The idea for such a squadron to serve in France was conceived by Norman Price in November 1914, while a student at the Burgess School of Marblehead, Massachusetts. He hoped to offer his service to France upon completing his flying training, believing that other Americans with experience as aviators would like to join him, and that the French Government would be willing to accept such a squadron for service at the Front. The French Government was initially reluctant to the idea because of the popularity of the French Flying Corps with the French soldiers. In February 1915, however, permission for the formation of an American Flying Squadron was obtained.

The Americans were to contract an engagement in the French Army for the duration of the war, and agree to fly only the aeroplanes customarily used in the French Aviation service. Only six Americans, three of whom were already serving in the French Army as enlisted volunteers, were admitted to the French Flying Corps at that time. By July 1915, the French Government expressed a willingness to train 100 Americans as flyers and keep them together in one squadron. Americans with flying experience were preferred. The American Squadron was to be known as the "Escadrille Americaine." This title was dropped because of German diplomatic protests to the United States and was redesignated "Lafayette Escadrille" in the fall of 1916. The American flyers were officially on duty at the Front by April 1916.

The Lafayette Escadrille was disbanded on October 1, 1917. Ninety of the pilots were transferred to the United States Army, 22 to the United States Navy, and 37 chose to remain in the French Army. Approximately 59 Americans were reported as either killed in action or died of other causes while serving with the Lafayette Escadrille.

(A history of the Lafayette Escadrille is on file with the American Expeditionary Forces records, Volume E-16, Air Service, in the National Archives).

NATIONAL GUARD

The National Guard is the State Military Force under the control of the various state governors. The Militia, which was the forerunner to the National Guard, emanated from an ancient British institution, dating back to the colonial period. A Militia was organized in each of the thirteen colonies, and each was administered under a separate set of laws. These original Militia organizations were based on the principle that every able-bodied male citizen should hold himself in readiness for call in case of Indian attacks or other emergencies. The first Militia regiment in the United States was the 182d Infantry of Massachusetts which was organized in 1636.

One of the first laws enacted when the permanent government was established was the Militia Act of May 8, 1792, making every male citizen between the ages of 18 and 45 liable for military service. An Act of February 28, 1795, gave the President authority to call out the Militia in cases of invasion and other emergency; however, up until 1903 Federal use was dependent on the individual governor's acceptance or rejection of the President's request.

Prior to the passage of the Acts of 1792 and 1795, the Militias were continually relied on to supplement the Regular Continental Army. By 1868, the Militia began to show a marked improvement in discipline and training, and public interest was revived as the states recognized their responsibility for the proper arming and equipping of their Militia. Consequently, the Militia developed along with the policies and other military establishments of the new nation.

There was no central office to handle Militia affairs until the Militia Division was established in 1903. The National Defense Act of June 3, 1916, transformed that division into the "Militia Bureau" and provided that it should not form a part of any other War Department bureau or office. The Bureau was renamed the "National Guard Bureau" by Act of June 15, 1933.

The name "National Guard" was first applied to a State Militia August 16, 1824, when the New York units took that title in compliment to Lafayette who was visiting the United States at that time. Lafayette had commanded the National Guard in Paris in 1789. An important step in the development of the National Guard was the passage of the "Dick Bill" (Act of January 21, 1903), which emerged from a general program instituted by Elihu Root to reorganize the military establishment after the Spanish American War. The term "Organized Militia" was applied to the Militia organized under the "Dick Bill" and the term "National Guard" was applied to the "Organized Militia" organizations which qualified under the National Defense Act of June 3, 1916. (Bulletin No. 16, W. D., 1916.)

The Organized Militias were required to keep their training up to the standard specified in the "Dick Bill" to qualify and retain the term "Organized." Shortly after the passage of the National Defense Act of June 3, 1916, the Organized Militia of the several states began to transform themselves into the state National Guards by subscribing to the "Dual Oath" and the enlistment contract as provided in sections 70 and 73 of that act. The "Dual Oath" was the act of declaring allegiance to the United States and the State Military Force at the same time. By 1920, the Organized Militias were officially reestablished as the National Guard of the various states.

The primary purpose for this narrative is to explain the dates of Federal service for State troops during the World War I period, and the procedures employed in bringing them into the Armed Forces of the United States. The two conflicts requiring the mobilization of State troops during this period were the Mexican Border disturbances in 1916 and the declaration of war on Germany by the United States in April 1917. Since the mobilization regulations for each of the conflicts vary somewhat, they are discussed separately below.

Mexican Border Disturbances

These disturbances first occurred when a revolution broke out in Mexico in November 1910. By March 1911, they had increased to such a degree that it was necessary to order to duty along the Mexican border small forces of the Regular Army. These small forces, however, were found to be inadequate, and on March 8, 1916, there was an attack by Mexican bandits on Columbus, New Mexico. As further aggression upon the territory of the United States was to be expected, the Federal Government was compelled to organize an adequate military force. Consequently, in 1916 the President issued calls for the purpose of bringing into Federal service various elements of the State forces. Two calls were necessary. The first call was issued May 9, 1916, and the second on June 18, 1916. These "calls" were authorized under different Acts of Congress and the criteria for bringing State troops into Federal service differed under each call.

Call of May 9, 1916.

That call was authorized under the Act of January 21, 1903, or the "Dick Bill," which had provided State forces with Federal funds and had vested in the President authority to call State Militia troops into Federal service in cases of invasion and other emergency. In the call of May 9, 1916, the President directed the concentration of the Organized Militia from three States (Arizona, New Mexico, and Texas) to report to company rendezvous (place designated by the Commanding General of the Southern Department).

Upon the arrival of the Militia troops at the designated company rendezvous, the formality of their "Muster into Federal service" was to be accomplished. Several days sometimes elapsed from the date of reporting to the date of "muster-in." The "oath of allegiance to the United States" prescribed by the muster-in regulations was sworn to at the time of muster-in and not at the time of reporting. The date of muster-in is, therefore, most important since it is the beginning date for creditable Federal service for all Militiamen responding to the call of May 9, 1916 (Dig. Ops. JAG, July 1, 1912 - April 1, 1917, p. 588). (These men had subscribed only to the oath of allegiance to the State at time of their original enlistment for State service, and the Federal oath was a requisite to change their status from State to Federal service.)

Call of June 18, 1916.

This call was made under authority of the National Defense Act of June 3, 1916. That act had provided, among other things, for the transition of the Organized Militia of the several States and the District of Columbia into the National Guard, and had subjected members of the National Guard to call (or draft) into Federal service. The transition was accomplished by the Militiamen subscribing to the "Dual Oath" and the enlistment contract prescribed by that Act, thereby substituting a new enlistment contract for their former State contract (par 1765, Dig. Ops. JAG, 1912-1930).

The transition was already in progress in the several states when the President's call of June 18, 1916, was made, and it was, therefore, necessary for that call to embrace both the Organized Militia and the National Guard of all the States in order to be effective in calling into Federal service all State forces needed. Consequently, Militiamen brought into Federal service under the President's call of June 18, 1916, belonged to two classes, viz, (a) Militia organized under the "Dick Bill" (Organized Militia) but not effected by the call of May 9, 1916, and (b) the Organized Militia which had become National Guard under the National Defense Act of June 3, 1916.

Militiamen responding to the call of June 18, 1916, who had not become National Guardsmen, were in the Federal service from the date of their "muster-in." All National Guardsmen (including Militiamen who had become National Guardsmen) responding to the call of June 18, 1916, were in the Federal service from the date they were required by the terms of the call to respond thereto (Sec. 101, National Defense Act of June 3, 1916) (Dig. Ops. JAG, 1912 - 1930, sec. 516, par 4).

Federal Service Dates for Persons Effected by Above Two Calls.

The dates of muster-in and the dates required by the terms of the calls to respond thereto are shown on the Muster-In Rolls for the various State organizations. These records are on file in Organizational Records Units and are described fully in part II under the heading "Muster Rolls." While State troops who responded to the President's calls for the purpose of protecting the United States against aggression from Mexico were paid by the Federal Government from the date of reporting to their company rendezvous, creditable Federal service begins only on the date of muster-in or on the date required by the terms of the call to respond thereto.

Federal service for State troops serving on the Mexican border terminated at the time of "muster-out." While some of these organizations continued in Federal service on into the World War I emergency period, the majority were "mustered-out" the latter part of 1916 or prior to April 5, 1917. The act of muster-out did not constitute a discharge from Federal or State service. The troops on the date of muster-out reverted to the same status held by them prior to the date they were brought into Federal service. The matter of discharging those who did not again report for World War I service was entirely under the jurisdiction of the Adjutant General of their respective States. The muster-out date is important since it terminates Federal service on the Mexican border. The muster-out dates are found on the Final Muster Rolls for the various State organizations. These records are also discussed in part II under "Muster Rolls." Final Muster Rolls were not required after April 5, 1917, as Federal service for State troops was terminated by discharge from the Army after that date.

World War I Emergency

National Guard organizations only were mobilized for the World War I emergency in 1917. Organized Militiamen who had not transformed themselves into the National Guard under the National Defense Act of June 3, 1916 (see previous narrative), were under no obligation to respond to the President's calls or draft in 1917. Some Militiamen did report however, but were dropped from the National Guard rolls for failure to qualify as National Guardsmen (Dig. Ops., JAG, 1917, p. 18). Under the regulations for the mobilization of the National Guard troops in 1917 (Special Regulations No. 55, 1917), the President's calls or draft brought all National Guardsmen into Federal service on the date they were required to report in the calls, or in case of draft, on the date thereof. The National Defense Act of June 3, 1916, provided, among other things, that the National Guard, while in the service of the United States, was a component part of the United States Army. Prior to the passage of that Act, members of National Guard organizations were relatively free from Federal control.

Draft into Federal Service (August 5, 1917).

The Act of May 18, 1917 (an Act authorizing the President to increase temporarily the military establishment of the United States) provided among other things, that National Guard organizations be "drafted" into Federal service (G.O. No. 90, W.D., July 2, 1917). The National Defense Act had already subjected members of the National Guard to "call" under section 101 thereof, and to "draft" under section 111 thereof. Consequently, members of all National Guard organizations which had been Federally recognized (those conforming to the standards of the National Defense Act), and were not already in Federal service on August 5, 1917, were drafted on that date. The draft was under the President's proclamation of July 3, 1917. Enlisted men of the National Guard Reserve (organized under section 78, National Defense Act of June 3, 1916) were also included in the draft. All persons drafted on and from August 5, 1917, stood discharged from State service on that date, and thereafter they were subject to the laws and regulations governing the Regular Army, except as to promotions. All State forces drafted on August 5, 1917, were in Federal service from that date. The National Guard (in Federal service) lost its identity as such on August 5, 1917. After that date, the Federal service of all State troops was terminated by discharge from the Army, and they were entitled to the same type of discharge certificate as that authorized for use by the Regular Army. State troops discharged for any reason while in Federal service after April 5, 1917, and before August 5, 1917, were discharged from both the State and the Army on the same date. Separation documents in these cases were modified to show this fact.

Several calls were issued for the purpose of bringing State troops into Federal service during the World War I conflict, but no calls were issued to the several States after the draft on August 5, 1917; however, the President was authorized (Act of January 26, 1918, Bulletin No. 7, W.D., 1918) to call into the service of the United States the Militia and other locally created armed forces of the Philippine Islands, under the same conditions as those governing the "calls" or "draft" of the National Guard of the various States. Also, after August 5, 1917, Texas organized six regiments of cavalry, (2d, 3d, 4th, 5th, 6th, 7th.), with the distinct understanding that they would not be called into Federal service unless the Federal Government required their services. These regiments were inspected by the War Department and were Federally recognized in August 1918. In September 1918, they were designated to be called on January 2, 1919. Because of the cessation of hostilities on November 11, 1918, these regiments were not called as designated. Various members of these regiments have, for a number of years, tried to establish Federal service because their organizations were Federally recognized; however, since these regiments were not called or drafted, the members thereof are not considered to have been in Federal service. ✓

After June 3, 1916, enlistments in Federally recognized National Guard organizations were accomplished in the same manner as enlistments in the Regular Army. The date of active Federal service for enlistments in State organizations already in Federal service after June 3, 1916, is the date the oath is signed on the blue enlistment paper. If a National Guardsman failed to respond on the date specified in the call or draft, his active Federal service begins on the date he actually reports.

Two-fifths of the divisions in the American Expeditionary Forces of 1917 and 1918 were National Guard divisions. National Guardsmen are credited with piercing the Hindenburg Line, helping crush the St. Mihiel salient, and smashing to victory through the Meuse-Argonne. The absorption of the National Guard into the Army during World War I left the states without any Guard units after the armistice; however, after November 11, 1918, the National Guard in the States began to reorganize, and numerically, it was the largest component of the Army of the United States between 1922 and 1939.

POLISH LEGION

The Polish Legion was organized in the United States in 1918, but was not a part of the United States Army. It was made up of Polish non-citizens who were recruited in the United States for service in France with the Polish Army, commonly referred to as Haller's Army. The War Department was in no way concerned in the recruitment, organization, or equipment of the Polish units. The only action on the part of the War Department was to grant permission for a place of assembly for the Legion. The recruitment and the entire control of the Polish units was administered by the Polish Military Commission, which was created in September 1917 for that purpose by the Polish National Department of Chicago. The Polish Army in France was created by the decree of the President of the French Republic issued on June 4, 1917. The Headquarters of the Commission was established in Pittsburgh, Pennsylvania, and later moved to New York City. Permission was extended by the War Department to use Fort Niagara, New York, as a place of assembly for the Polish recruits, and another place of assembly was at Niagar Camp, Niagara-on-the Lake, Ontario, Canada.

The Polish Legion raised about 18,000 men (Second Report of the PMG, 1918, pg 102). The first officers appointed therein were active members of the "Polish Falcons Alliance of America." In January 1919, it was discovered that some American citizens had joined the Polish Army and that they were being forced to go to Poland for service. Because of the military conditions in Poland at that time, the War Department considered it undesirable to request their discharges. The Polish-American troops were returned to the United States during the period March 30, 1920-February 16, 1921 (Bul #11, W.D., 1920).

Members of the Polish Legion earned no military status in the U. S. Army by reason of such service, and no known records for them have been located at NPRC. Inquiries have been received from some of these men, however, alleging U. S. military service, and this brief narrative is felt to be appropriate for inclusion in this monograph.

RUSSIAN RAILWAY SERVICE CORPS

The Russian Railway Service Corps was made up of United States railroad men, of no military experience, who were sent to Siberia in 1917 to improve the operating conditions of the Trans-Siberian Railroad. The corps was under the general supervision of the State Department, and was organized under authority of the President of the United States.

Early in June 1917, the President, with the approval of the Russian Government, sent a railway advisory commission to Russia to study the railway systems in Russia and Siberia. The commission was composed of five railway experts headed by a Mr. John F. Stevens, then Chairman of the Inter Allied Technical Board. After making a complete study and recommendation, four of the men returned to the United States. Mr. Stevens remained in Moscow as an advisor to the Ministry of Ways of Communication. About that time the Russian Government requested that a corps of railway engineers be formed in the United States for the express purpose of entering the service of their country. The corps members were to be advisory consultants of the different sections of the railway system along the Siberian lines. All salaries and expenses of the corps members were to be met by the Russian Government.

At the request of the State Department, the procurement of these railway engineers was undertaken by the Director General of the Military Railways and the Chief of Engineers of the Army. They were selected from the different American Railways. The Secretary of War on October 9, 1917, authorized a total of 339 men for this purpose. The first party, consisting of approximately 215 men, left the United States November 19, 1917. While they were in transit to Vladivostok, Siberia, the Kerensky Government was overthrown by the Bolsheviki Revolution. By the time they arrived at Vladivostok conditions were so unsettled that they were unable to enter upon their assigned duties, so they were ordered to proceed to Nagasaki, Japan. They disembarked at Nagasaki January 10, 1918, and remained there until early March 1918, when 110 of them were sent to Harbin, Manchuria, and were distributed along the Chinese Eastern Railway. The remainder of the group was later sent to Vladivostok and distributed along the Trans-Siberian Railway as far West as Omsk, Siberia. They assisted in the movement of troops and supplies of the Allies and of the Provisional Government; the evacuation of troops and refugees when the Kolchack Government was driven back; and in the transportation of the Czech-Slovak contingents through Siberia. In March 1919, they entered upon the duties that were originally planned for them. Mr. John F. Stevens was in charge of the Russian Railway Service Corps at that time.

With the overthrow of the Kolchak Government, the Trans-Siberian Railway was passed into the hands of either the Soviet Government or of the Democratic Government of Eastern Siberia. Consequently, the Russian Railway Service Corps came to an end. With the exception of Mr. Stevens and a few other members, the Corps was completely evacuated from Siberia with the American Troops. The last American Transport left Vladivostok April 1, 1920.

Status. *

The Russian Railway Service Corps was never recognized by the War Department as part of the military forces of the United States. The members of the corps earned no military status by reason of their service therein. There was no form of contract binding them to remain in the service against their will. They were free to resign at any time.

Because of the chaotic conditions existing in Siberia in 1917, it was deemed advisable to give the corps a semi-military organization, as a means of protection for its members. The men were authorized to wear uniforms which were the same as those of the United States Army Officers. Their uniforms bore the insignia of the Engineer Corps. The men were given military titles, including rank from Second Lieutenant to Colonel.

Records. The records of the men who served with the Russian Railway Service Corps have been retired to the Civilian Personnel Records, National Personnel Records Center in St. Louis. That center is the proper depository for the civilian personnel records of the War Department.

* In *Herkins vs. Reso* 1971 ^{Dist.} Court ruled that these men were to be considered veterans. Dist Court appeal Court upheld in Jan 1973.

SELECTIVE SERVICE SYSTEM (1917-1918)

Most persons who served in the Army during World War I were inducted under the Selective Service Act of May 18, 1917.

The Provost Marshal General was vested with the execution, under the Secretary of War, of so much of the Act as related to registration and the selective draft. The operation of the system, including the philosophy of its relationship and effects, are covered in the First and Second Reports of the Provost Marshal General of December 20, 1917 and 1918. These books are on file in the NPRC Library, along with bound editions of the Selective Service rules and regulations, as prescribed by the President. The latter includes the interpretation and construction of the law, which is broken down into sections. Also included therein are the types of record forms authorized for use by the Provost Marshal General.

The World War I Selective Service System was somewhat ramified and intricate and the processes were changed from time to time. No oath was required of anyone inducted under the system. The reason for this was that a theory was necessary under which a person unwilling to be inducted or refusing to report might be considered nonetheless as having been inducted. One specific principle which operated in every case of induction was that the induction was accomplished by THE ARRIVAL OF A SPECIFIED HOUR. The arrival of a designated time placed the unwilling as well as the willing in a military status regardless of the physical whereabouts of the person and without any necessity for him to sign anything or take any oath.

The order of procedure under the draft was: (1) registration, (2) classification, (3) physical examination at place of local board, and (4) induction and mobilization. Physical examination was required of each registrant before his local board sent him to a mobilization camp. The local board had no authority to issue an induction order to a man prior to his physical examination, even though the physical examination at mobilization camp was the determining factor in his final acceptance into the Army.

World War I draft evaders were generally of three kinds, viz (1) slackers (those who failed to register), (2) delinquents (those who registered but failed to report for physical examination or failed to file draft questionnaires), and (3) deserters (those ordered to report for military duty and failed to report on the day and hour specified). A registrant could become a deserter by failing to obey the order of the local board to report for military duty; or by failing to obey the order of the State Adjutant General to report after having been reported to that official as a delinquent.

The Adjutant General was the only authority who could induct a registrant without a preliminary physical examination. Once the local board reported a registrant as delinquent or as a deserter to the Adjutant General that board ceased to have jurisdiction of the registrant for purposes of induction. A registrant once inducted into the military service came under the jurisdiction of the military authorities, and deserters from that service became amenable to trial by general court martial. Instructions for disposing of draft deserters are found in War Department Circulars 75, 125, 375, and 574 of 1919.

Records.

The retained World War I Selective Service records are in the custody of the Federal Records Center, 221 St. Joseph Avenue, East Point, Georgia. These records contain invaluable information often needed in handling and adjudicating reference service cases.

Approximately 24 000 000 male persons born on or after September 12, 1873, and before September 12, 1900, registered under the Act of May 18, 1917. Of that number, 2 810 296 were selected and entered the military service. The draft records of those who were not inducted into the military service, with the exception of the registration cards, were destroyed under the Act of August 5, 1939. That Act provided for the disposition of certain records of the United States Government.

References.

WWI Precedent File, labeled "Selective Service." Organization, Operation and Functions of The Adjutant General's Office - Lecture No. 7, Selective Service Division - dated Aug 24, 1923.

Part III
Related Subjects

SERVICE NUMBERS

General John J. Pershing recommended on January 25, 1918, the numbering of officers, enlisted men, and civilian employees of the War Department. It had become obvious by that time, because of the large numbers of persons serving under similar and identical names, that a numbering system of some type would be necessary for the prompt and accurate identification of War Department personnel. On February 8, 1918, the General's recommendation was adopted insofar as it pertained to enlisted personnel of the Army. The assignment of numbers was begun generally as of February 28, i.e., to all enlisted personnel in service on and after that date. The personnel records reveal, however, that some numbers were assigned to persons who were discharged between February 8 and February 28, 1918.

Service numbers for commissioned officers, warrant officers, Army nurses, Army field clerks, and field clerks of the Quartermaster Corps, were first assigned under authority of War Department Circular No. 138 dated May 26, 1921. Whereas the numbers for enlisted personnel were without alphabetical prefix, commissioned officers' numbers were preceded by the letter "O"; warrant officers' by "W"; Army Nurses' by "N"; and Field Clerks' by "F."

Marine Corps personnel serving in the American Expeditionary Forces during the World War I emergency period (1918-1919) were allotted numbers by the Army. These were taken from the first series of blocks allotted. The Marine Corps personnel who were assigned numbers from blocks received from the Army were also assigned numbers by the Marine Corps. They retained both numbers; however, the Army number is seldom referred to unless there is a mixup in identifying information.

Throughout the World War I period, identification numbers were known as "Army Serial Numbers." It was not until 1949 that the term "Service Number" was adopted. The approved method for writing these numbers is to allow one space between the million and hundred-thousand digits, and one space between the thousand and the hundred digits. Commas are not used. Examples: 27 894 321; 09 826; N 700 000.

Service Number Card File.

The service number cards show the person's name, service number, and reenlistment date if applicable. Cards measuring 3" by 5" were used until June 30, 1940, when regular IBM cards were adopted. All cards were serialized and filed in numerical order, without regard to rank. After the IBM cards came into use, however, the cards for commissioned personnel were

filed separately--also in numerical order--from those of enlisted personnel.

It will be noted that this discussion on service number cards disregards the accepted cut-off date for "World War I Records," i.e., September 7, 1939. This is so because there was no cut-off or break in the card files until after World War II. October 5, 1945, is the dividing date between the World War II records and the Post World War II records.

Assignment of Numbers.

Service numbers were allotted in blocks--one series of numbers to a block--to the various department and corps area commanders, who in turn distributed smaller blocks to other proper officials for assignment to persons under their respective commands. An account of the numbers allotted and assigned was kept. Normally, one block of numbers only was maintained at and for one place. Before an allotted block of numbers became exhausted, application was made to the Department Commander for a further allotment. (These are listed as "additional numbers.") Unused numbers not required for current use were returned to the block from which received. The method of assigning service numbers to enlisted and commissioned personnel was as follows:

Enlisted Personnel. Only one series of numbers was used for all enlisted personnel regardless of organization, corps, or department. Names were not placed in alphabetical sequence for the assignment of numbers. For instance, service number 1 was assigned to Sergeant Arthur B. Crean, Medical Department; and service number 2 was assigned to Private Patrick J. Skelly.

Numbers 1 to 5 996 630 were the first allotted and were assigned during the period February 28, 1918 - February 28, 1919, to enlisted personnel who were in service during that period. (Men who had been assigned a service number and then reenlisted after February 28, 1919, retained their original number. In these cases, however, the number was preceded by the letter "R."

The second block of numbers allotted, 6 000 000 to 7 099 999, was assigned to enlisted personnel who first enlisted during the period March 1, 1919 - June 30, 1940. Any numbers not used when the first and second blocks were discontinued were cancelled. Subsequent to March 1, 1919, numbers greater than 6 000 000 were also assigned to enlisted men who returned to active duty status from retirement or from desertion, or were restored to duty from a sentence to dishonorable discharge and/or confinement.

Commissioned Personnel. The blocks of numbers allowed to commissioned personnel are as follows:

O 1 thru O 99 999 (Regular Army Officers). Effective July 1, 1921, numbers from this block were assigned to Regular Army Officers, and were still in use October 5, 1945. In assigning numbers to Regular Army Officers, relative rank was followed until the senior officer on the promotion list order was reached. Officers not on the promotion list (below grade of Colonel) were fitted in with the service number sequence according to service. Service number O 1 was assigned to General John J. Pershing.

O 100 001 (No Maximum) (Reserve Division). Effective July 1, 1921, Reserve Officers, Commissioned Officers of the National Guard of the United States, and Commissioned Officers of the Army of the United States appointed as such after being enlisted or inducted into Federal service as Warrant Officers or enlisted men, were assigned numbers from the block beginning with O 100 001. Reserve Officers were assigned numbers according to date of appointment. No maximum limit was specified for the block beginning with O 100 001; however, numbers from this block were still being assigned October 5, 1945.

N-700 000 to N-719 999 (Regular Army Nurses); N-720 000 to N-741 999 (Reserve Nurses). Effective July 1, 1921, Regular Army Nurses were assigned numbers from the block N-700 000 thru N-719 999. In 1941, a block of service numbers extending from N-720 000 to N-741 999 was allotted to Corps Area and Department Commanders for assignment to Reserve Nurses. These blocks of numbers were still in use October 5, 1945.

W-800 000 (No Maximum) (Warrant Officers of the Regular Army); W-2 000 101 to W-2 001 099 (Warrant Officers of the National Guard); W-2 100 001 to W-2 120 000 (Warrant Officers with Temporary Appointments). Effective July 1, 1921, numbers from the W-800 000 block were assigned to Warrant Officers of the Regular Army. No maximum limit was specified for this block. The block beginning with W-2 000 101 and extending through W-2 001 099 was allotted for assignment to Warrant Officers of the National Guard of the United States. In December 1941, Warrant Officers appointed temporarily in the Army of the United States were assigned numbers from W-2 100 001 to W-2 110 000. This block was extended in June 1942 to include W-2 120 000. These blocks were still in use for Warrant Officers October 5, 1945.

W-800 000 (No Maximum) (Army Field Clerks, and Field Clerks of the Quartermaster Corps). Field Clerks and their records are discussed under "201 Files" in part I of this monograph. There were only about 400 Field

Clerks in service in July 1921, the date service numbers were assigned to them. Consequently, the 800 000 block was sufficient for both the Field Clerks and the Warrant Officers of the Regular Army--see preceding block. The 9th Corps Area, for example, was allotted only 42 numbers from the 800 000 block for assignment to Army Field Clerks and Field Clerks of the Quartermaster Corps on duty in that Corps area.

CS-1 000 thru CS-2 000 (Contract Surgeons). A block of numbers beginning with CS-1 000 and extending through CS-2 000 was allotted for assignment by the Surgeon General to Contract Surgeons. These numbers were first assigned about 1941.

SLAVIC LEGION

A great many men, technically enemy aliens, were excluded from the World War I draft. They were residents of the United States, but were not citizens. Their interests, however, were to serve the United States. The Act of July 9, 1918 (Bul #43, W.D., 1918), among other things, authorized the formation of a force of volunteer troops for the purpose of utilizing the services of these men. The formation was to be known as the Slavic Legion. The men eligible for recruitment under that Act represented the oppressed races of the Austro-Hungarian or the German Empire which included the following:

Czecho-Slavak:

Bohemians or Czechs
Moravians
Slovaks
Ruthenians

Jugo-Slavs:

Serbians
Croatsians
Slovenians
Bosnians
Dalmatians

The regulations pertaining to the formation of the Slavic Legion were published in G.O. #90 and G.O. #103, W.D., of 1918. Arrangements were made whereby the local boards would enlist all volunteers for the Slavic Legion (Second Report of FMG, pgs 106-107). One company (known as the 1st Provisional Company Slavic) was in the process of being formed at Camp Wadsworth, South Carolina, when the entire plan was abandoned on November 11, 1918, cessation of hostilities.

If the Slavic Legion had been completely organized on or before November 11, 1918, all members therein would have trained with the other troops, and have been credited with a military status.

Some unit type records of the 1st Provisional Slavic Company are among the Camp Wadsworth organizational records for World War I.

Part III
Related Subjects

UNITED STATES PUBLIC HEALTH SERVICE

Section II of Monograph No. 13, Department of Health, Education, and Welfare (prepared by the Federal Records Center in 1956) presents a very lucid description of the United States Public Health Service, including records holdings, maintenance, etc. Consequently, the inclusion herein is primarily intended as a reference rather than a narrative.

The United States Public Health Service was a civilian Federal agency. In 1889, however, it established a Commissioned Officers' Corps, and in 1918, a Commissioned Officers' Reserve Corps, for its professional personnel. These Corps were patterned very much like those of the United States Army.

An important incident during World War I was that the control of all government activities for civilian health was given to the United States Public Health Service by order of the President of July 1, 1918. By virtue of that order, the Service took over the health and sanitation control of all communities engaged in war industry, especially those engaged in shipbuilding and munitions manufactures. The task of stemming the influenza scourge of the fall of 1918 also devolved upon the Service.

Officers of the Public Health Service who were detailed in time of war for duty with the Army were entitled to a pension and benefits under the World War Adjusted Compensation Act comparable to officers of similar grade and service in the United States Army (Sec. 2208 JAG Opinion 1912 - 1930, and Sec. 201 (f), World War Adjusted Compensation Act). The eligibility for such benefits was based on the provisions of the Act of July 1, 1902 (Bul. #21, W.D., 1918).

There are no known United States Public Health Service records among those of the Army World War I military personnel records.

Part III
Related Subjects

WORLD WAR I TRAINING CAMPS

The various training schools and camps discussed herein were primarily conducted for the purpose of better qualifying men for military service, especially those men who were anticipating becoming officers in the United States Army. These camps and schools were under the direct supervision of The Adjutant General after June 3, 1916. The period of time spent in these training sessions did not confer a military status. It is creditable as military service only for persons who were in the military service in some other capacity during the training period such as:

Candidates who were Reserve Officers and were ordered to active duty by Camp Commanders under the provision of par 1, G.O. #94, W.D., 1917.

Commissioned Officers who were already on active duty.

Enlisted men between the ages of 21 and 40 years in organized divisions.

Enlisted men between the ages of 21 and 40 years from organizations not in divisions except the Coast Artillery and the various staff corps.

Enlisted personnel from all branches of the Army. (Enlisted men desiring to attend the school submitted their applications to their immediate commanding officers who, in turn, processed the application through the division commanders.)

Selective Service Registrants who were issued a competent order offering individual induction into the Students Army Training Corps (SATC), who were accepted, were found physically qualified for military service, and were actually inducted into the Army. (Approximately 6,000 students were present and actually drilled and took part in the activities of the SATC, but did not become members of the United States Army because their induction had not been accomplished in accordance with the Selective Service Law and Regulations.)

The type of training school or camp and the period of training are important since the trainees' status are involved. For this reason, each type is discussed separately below.

Citizens' Military Training Camps. All training camps in operation prior to the passage of the National Defense Act of June 3, 1916, are generally known as the "Citizens Military Training Camps." The first

Federal Training Camps, designated "Student Camps," were instituted by the War Department in 1913 through the initiative of Major General Leonard Wood and various University Presidents. Members of the Student's Camps formed at Gettysburg, Pennsylvania, in 1913, were known as "The Society of the National Reserve Corps." The members of the so-called Business Men's or Senior Camps, which began in August 1915, formed an organization to promote the training camp system. In 1916, all these organizations combined and merged their identity in "The Military Training Camps Association of the United States." The membership of the association was limited to men who had completed one or more tours of duty in a Federal Student Camp. (Instructions for establishing these camps were published in W.D. Bul. #48, 1914, and Bul. #23, 1915.) The dates and places of these camps were as follows:

Student Camps.

Gettysburg, Pa. - Jul 6 to Aug 14, 1913
Monterey, Calif. - Jul 1 to Aug 8, 1913
Monterey, Calif. - Jun 26 to Jul 31, 1914
Ashville, N. C. - Jul 6 to Aug 7, 1914
Burlington, Vt. - Jul 6 to Aug 7, 1914
Chicamauga Park, Ga. - Jul 5 to Aug 8, 1915
Ludington, Mich. - Jul 7 to Aug 7, 1914
Ludington, Mich. - Jul 5 to Aug 8, 1915
Plattsburg, N. Y. - Jul 5 to Aug 8, 1915
Presidio of San Francisco, Calif. - Jun 25 to Aug 1, 1915
(Changed to: Jul 10 to Aug 15, 1915)

Business Men's Camps.

Plattsburg, N.Y. - Aug 10 to Sep 6, 1915
" " - Sep 8 to Oct 6, 1915
Fort Sheridan, Ill. - Sep 20 to Oct 17, 1915
Lansdown, Pa. - Oct 20 to Nov 27, 1915
American Lake, Washington - Aug 23 to Sep 12, 1915
San Francisco, Calif. - Aug 20 to Sep 15, 1915
(Also authorized at Fort Hamilton, N.Y., in 1915, was a business men's camp for Coast Artillery instructions only.)

Military Training Camps at Plattsburg Barracks, N.Y., in 1916.

1st Senior Division - Jun 5 to Jul 2, 1916
2nd Junior Division - Jul 5 to Aug 8, 1916
3rd Senior Division - Jul 12 to Aug 8, 1916
4th Senior Division - Aug 10 to Sep 6, 1916
5th Senior Division - Sep 8 to Oct 5, 1916

Reserve Officers Training Camps. These training camps for reserve officers and candidates for commission in the Army of the United States were established under authority contained in Section 54 of the National Defense Act of June 3, 1916, and in Section 1, Act of May 18, 1917 (Special Regulations #49, W.D., 1917.) The four series of these camps are discussed separately as follows:

First Series From May 15 to August 15, 1917. There were admitted to the first series 7,957 officers who had previously been commissioned in the Reserve Corps, and approximately 30,000 selected civilians. Each camp was organized as a provisional training regiment; the regiment was sub-divided into nine infantry companies; two troops of cavalry; three batteries of field artillery; and one company of engineers. After the first period candidates were shifted from and to troops, batteries and companies for training in the Arm of service for which they were best suited. At the conclusion of the first series, 27,341 candidates were commissioned. The first series was held at the following places:

Plattsburg Barracks, New York
Madison Barracks, New York
Fort Niagara, New York
Fort Myer, Virginia
Fort Oglethorpe, Georgia
Fort McPherson, Georgia
Fort Benjamin Harrison, Indiana
Fort Sheridan, Illinois
Fort Logan H. Roots, Arizona
Fort Snelling, Minnesota
Fort Riley, Kansas
Camp Funston, Leon Springs, Texas
Presidio of San Francisco, California
Fort DesMoines, Iowa, June 11 to October 14, 1917

Second Series From August 27 to November 26, 1917. The definite mission of the second series was to produce a body of officers capable of filling the grades above second lieutenant. A total of 17,237 candidates were commissioned from the second series. The second series was held at the following places:

Plattsburg Barracks, New York
Fort Niagara, New York
Fort Myer, Virginia
Fort Oglethorpe, Georgia
Fort Benjamin Harrison, Indiana

Fort Sheridan, Illinois
Fort Snelling, Minnesota
Camp Funston, Leon Springs, Texas
Presidio of San Francisco, California
Schofield Barracks, Territory of Hawaii

Third Series From January 5 to April 19, 1918. The third series was intended to produce line officers only. All men, both from civilian life and from the Army, entered the third series with the understanding that they were not to be commissioned at the close of the training period, but were to be listed as eligible for appointment as second lieutenants to be later commissioned as vacancies occurred, meanwhile retaining the status of enlisted men. Approximately 90 per cent of the students were selected from the enlisted personnel of the Army, and the remaining 10 per cent from civil life. While awaiting such appointment, they were to be known as officer candidates. All those who qualified, approximately 11,659, were commissioned as second lieutenants May 29, 1918, and assigned to active duty. Civilian candidates were required to enlist for the duration of the war and if not successful in being appointed to a commission, to complete the term of enlistment. The third series was held at the following places:

Camp Bowie, Texas
Camp Custer, Michigan
Camp Devens, Massachusetts
Camp Dix, New Jersey
Camp Dodge, Iowa
Camp Funston, Kansas
Camp Gaillard, Canal Zone
Camp Grant, Illinois
Camp Gordon, Georgia
Camp Hancock, Georgia
Camp Jackson, South Carolina
Camp Kearney, California
Camp Lee, Virginia
Camp Lewis, Washington
Camp McClellan, Alabama
Camp Meade, Maryland
Fort Monroe, Virginia
Fort Oglethorpe, Georgia
Camp Pike, Arkansas
Schofield Barracks, Territory of Hawaii
Camp Sevier, South Carolina
Camp Sheridan, Alabama
Camp Shelby, Mississippi

Camp Sherman, Ohio
Camp Stanley, Texas
Camp Taylor, Kentucky
Camp Travis, Texas
Camp Upton, New York
Camp Wadsworth, South Carolina
Fort Wm. McKinley, Philippine Islands

Fourth Series From May 15 to September 1, 1918. The fourth series was primarily for the training of enlisted men to become officers (see Central Officers' Training Schools next paragraph.) The fourth series was held at the following places:

Aberdeen, Maryland
Camp Beauregard, Louisiana
Fort Bliss, Texas
Camp Cody, New Mexico
Camp Custer, Michigan
Camp Devens, Massachusetts
Camp Dodge, Iowa
Camp Fremont, California
Camp Funston, Kansas
Camp Gordon, Georgia
Camp Grant, Illinois
Camp Hancock, Georgia
Camp Humphreys, Virginia
Camp Jackson, South Carolina
Camp Joseph E. Johnston, Florida
Camp Kearney, California
Camp Lewis, Washington
Camp MacArthur, Texas
Camp McClellan, Alabama
Camp Meade, Maryland
Camp Meigs, D. C.
Fort Monroe, Virginia
Camp Pike, Arkansas
Camp Polk, North Carolina
Schofield Barracks, Territory of Hawaii
Camp Shelby, Mississippi
Camp Sherman, Ohio
Camp Sheridan, Alabama
Camp Sevier, South Carolina
Camp Stanley, Leon Springs, Texas
Camp Taylor, Kentucky

Camp Travis, Texas
Camp Alfred Vail, New Jersey
Camp Wheeler, Georgia
Camp Wm. McKinley, Philippine Islands

Central Officers' Training Schools From June 1, 1918 to February 15, 1919. Some unsatisfactory conditions were created in the Fourth Series of the ROTC, because each school was under the immediate jurisdiction of the respective division commander. In order to coordinate the work at the training schools and to separate the schools and the students attending them from the division, the Central Officers' Training Schools were established. Students transferred from the Fourth Series of the Reserve Officers' Training Camps constituted the first class admitted to the Central Officers' Training Schools, which graduated August 26, 1918. The term of training was usually for a period of three months. Both civilians and enlisted men were selected for the COTS. Civilians within the draft age were inducted and sent to the COTS by their local boards, and those above the draft age were called direct to the schools. Classes were started each month up until November 11, 1918. No more candidates were admitted after that date, and the last class was graduated February 15, 1919. The five Central Officers' Training Schools established June 1, 1918, were located at the following places:

Camp Pike, Arkansas
Camp Gordon, Georgia
Camp Hancock, Georgia
Camp Lee, Virginia
Camp Zachary Taylor, Kentucky
Camp Fremont, California (established in October 1918)
Camp Grant, Illinois (established in October 1918)

A total of 80,436 men were graduated and commissioned from the Fourth Series of the Reserve Officers' Training Camps and the Central Officers' Training Schools.

Reserve Officers' Training Corps Camps From June 3 to July 3, 1918 (Extended to July 16, 1918.) These camps were organized under the provisions of the Section 48 of the National Defense Act of June 3, 1916 (G.O. #49, 1916), for further practical training of members of the advanced course, Reserve Officers' Training Corps, Senior Division, for selected students of the ROTC. No men were commissioned upon the termination of these camps. They were primarily intended to become military instructors at the Students' Army Training Camps (see next paragraph). The three ROTC Camps were located at:

Plattsburg Barracks, New York

Fort Sheridan, Illinois
Presidio of San Francisco, California

Students' Army Training Corps Camps From July 16 to September 18, 1918. There were six of these camps. Three were the continuation of the Reserve Officers' Training Corps Camps concluded on July 16, 1918, plus three others. They were organized under Section 54 of the Act of June 3, 1916. The purpose of these camps was to train instructors for the Students' Army Training Corps which was to start October 1, 1918, at the various educational institutions. A great many of the members, however, were commissioned at the end of the training period. Those who were not commissioned were given the privilege of returning as civilian instructors to the various educational institutions which merged with and became a part of the Students' Army Training Corps established October 1, 1918. The Students' Army Training Corps Camps, listed at the places below, are not to be confused with the Students' Army Training Corps discussed in the next paragraph.

Plattsburg Barracks, New York
Fort Sheridan, Illinois
Presidio of San Francisco, California
Howard University, D. C.
Small Arms Firing School, Camp Perry, Ohio
Camp Hancock, Georgia

Students' Army Training Corps. This Corps was authorized in General Orders No. 79, W.D., 1918 (Section 54 of the National Defense Act of June 3, 1916) and established October 1, 1918. It was divided into two sections, the Collegiate or "A" Section and the Vocational or "B" Section. All members of Section "A" were regularly and individually inducted into the military service of the United States and accepted for service in the Army. Members of Section "B" were either in the military service of the United States as members of the Army training detachments at the various educational institutions which merged with and became a part of the Corps upon its establishment, were transferred thereto, or were inducted for service in the Corps. The majority of men who attended the Students' Army Training Corps were members of the United States Army, and their status was no different from that of soldiers in any other branch of the military service. Approximately 6,000 men who attended the Corps were in a non-military status because their induction into the Corps was not accomplished. Listings of all the educational institutions which participated in the Students' Army Training Corps are in the WW I precedent files at MPRC. The period of this training Corps was terminated in December 1918.

Puerto Rican Training Camps. These camps were established under

Section 54 of the National Defense Act of June 3, 1916, for the purpose of training officers. There were three series of these camps. Candidates admitted to the third series, if regularly enlisted or were inducted into the Army service, acquired a military status from the date of enlistment or induction. The first and second series were for the most part, under the same regulations as the second series of camps in the United States. The Puerto Rican Training Camps were conducted at the following places:

First Series at Cayey from August 27 to November 27, 1917

Second Series at Camp Los Cases from February 1 to May 15, 1918

Third Series at Camp Los Cases from July 29 to November 5, 1918

Cavalry Officers' Training School. This school which was held at Camp Stanley, Leon Springs, Texas, from September 25 to December 8, 1918, was established under Section 54 of the National Defense Act of June 3, 1916. Candidates at this school were largely officers of the Texas National Guard who had not been Federally recognized or ordered into active Federal service, and hence had no status in the Army of the United States.

Chaplain and Approved Chaplain Candidate Training Schools. These schools were organized under the provisions of Section 54 of the National Defense Act of June 3, 1916 (Special Regulations 49b, W.D. 1918), and conducted at Camp Taylor, Kentucky, for a period of about five weeks beginning October 1, 1918. Candidates who attended these schools acquired no military status in the United States Army, unless inducted or enlisted in the military service for the period of the emergency.

Remount Service Training Camp. The Remount Service Training Schools held at Camp Joseph E. Johnston, Florida and at Camp Shelby, Mississippi, during summer of 1918, were organized and maintained under the provisions of Special Regulations #49, War Department 1917, and Section 54 National Defense Act of June 3, 1916. The students at these training schools were enlisted for the period of instruction (3 months) only, and upon completion of the course were either commissioned in the National Army, or returned to their status as civilians.

Records.

The Citizens' Military Training Camp records were destroyed in accordance with Act of Congress approved July 7, 1943, in that they did not have sufficient administrative, legal, research, or other value to

warrant their continued preservation by the Government. Furthermore, enrollees at these camps acquired no military status while in attendance thereat. There is available in the WW I precedent file a publication titled "Military Training Camps Association of the United States." The publication contains a roster of the men attending these camps from 1913 to 1916, arranged geographically by states and Army departments.

A record for each person who attended a training camp established under the National Defense Act of June 3, 1916, was maintained by the Adjutant General of the Army. Those on file at NPRC are either a four-page 4- by 8½- inch leaflet, or a single 8- by 10½- inch page (one record for each trainee). The record shows the dates and designation of camp attended, some personal history and educational background, and sometimes notations relating to the trainee's efficiency and physical condition. If the trainee served in the United States Army in any capacity, the record of his training camp service is filed with his military personnel records. If he had no military service, the record is normally filed in a 201 folder, and occasionally in an Enlisted Jacket. The latter usually pertains to the July 16 to September 18, 1918, Students' Army Training Corps Camps training period. It is not unusual to find that period recorded in the Service Record, even tho the majority of these trainees were in training as civilians. Students' Army Training Corps service is shown in the Service Record.

Rosters for the majority of the camps established after June 3, 1916, are on file in the Unit (Organizational) Type Records at NPRC, and a few are available in the WW I precedent files. A 3- by 5- inch card was prepared for each man who attended the Reserve Officers' Training Corps Camps from June 3 to July 3, 1918 (extended to July 16, 1918). These cards are the only available record for this period of training at NPRC. They are filed in the WW I precedent files.

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