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TM 12-223

WAR DEPARTMENT TECHNICAL MANUAL

RECEPTION CENTER OPERATIONS

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WAR DEPARTMENT • 20 DECEMBER 1944

WAR DEPARTMENT TECHNICAL MANUAL
TM 12-223

This manual, together with TM 12-221, Armed Forces Induction Station Operations, 30 November 1944, supersedes Army Service Forces Manual M-201, Induction Station and Reception Center Operation, August 1943.

RECEPTION CENTER
OPERATIONS



WAR DEPARTMENT • 20 DECEMBER 1944

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Washington: 1944

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WAR DEPARTMENT
Washington 25, D.C., 20 December 1944

TM 12-223, Reception Center Operations, is published for the information and guidance of all concerned.

[A.G. 300.7 (24 Nov 44).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
*Major General,
The Adjutant General.*

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For explanation of symbols, see FM 21-6.

MAY 3 - 1945

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FOREWORD

Recent changes in policy governing both the procurement of men for the armed forces and the assignment of enlisted men from reception centers have necessitated changes in ASF Manual M-201, Induction Station and Reception Center Operation.

The procedures contained in this manual are designed to implement current regulations affecting reception center operations, and to simplify and standardize, to the fullest extent practicable, the processing of personnel through such stations. Many of these procedures have been developed through the initiative, ingenuity, and resourcefulness of the commanding officers and personnel of reception centers. It is recognized that there may exist some local conditions or differences in physical facilities and layout which may make it difficult to apply certain procedures. When by reason of such conditions or differences it appears that an element of the procedures prescribed in this manual cannot be applied, a deviation to the extent necessary is authorized. However, in approving a deviation, the commanding officer of a reception center should exercise care to determine that the deviation is based on a condition or difference of the type mentioned above.

The various War Department and related forms currently used in reception center processing cover a wide range of personnel and fiscal activities. For the most part, they do not at this time appear to present significant opportunities for consolidation or elimination. It is largely in the technique of processing itself and in the elimination of local forms to the greatest extent possible that efforts must be made to simplify procedures.

The procedure charts used in this manual illustrate graphically the flow of the man and his records and the action taken throughout each step in the process. Three types of rectangular blocks are used in these charts. The first type, with shading along all outside edges, indicates a person; for an example, see Figure 1. A block with shading along only the lower and right hand edges indicates a document, Figure 2. The same block shaded in one corner indicates that the document is originated by the section, unit, or other organization shown in the column heading, Figure 3. A third type of block, with dark shading along the lower and right hand edges and with light shading over the face of the block, represents neither a person nor a record but such things as a garment, a verbal request, or a telephone call, Figure 4.



FIGURE 1

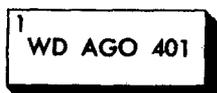


FIGURE 2

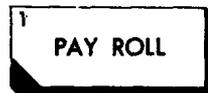


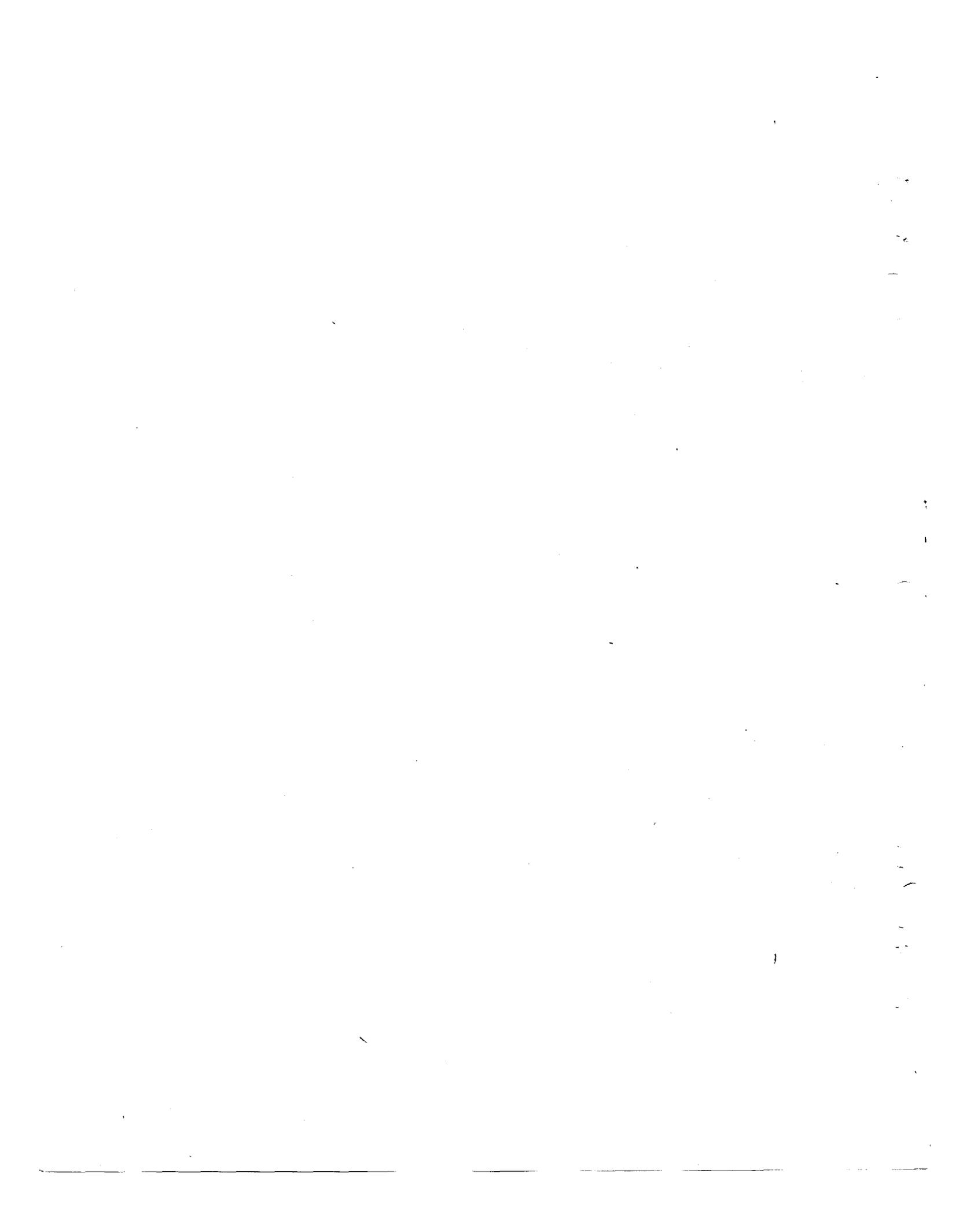
FIGURE 3



FIGURE 4

The numerals appearing in the upper left hand corners of the blocks are the copy numbers which do not necessarily appear on the forms themselves. Number 1 indicates the original, number 2, the duplicate, and so forth.

Suggestions for the simplification or improvement of the procedures and for the consolidation or elimination of any forms are invited, and may be forwarded direct to the Army Service Forces Procedures Committee, Room 3E 616, The Pentagon, Washington 25, D. C. All suggestions should be accompanied, wherever possible, by charts and forms so that they may be readily compared with the procedural charts and forms contained in this manual.



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Section I

GENERAL**1. Authority.**

Reception centers are Class 1 installations of the Army Service Forces established and operated pursuant to AR 615-500.

2. Definition.

The terms "enlisted man" or "enlisted men" when used in this manual will apply to a soldier or soldiers entering the Army by enlistment or induction.

3. Mission.

The mission of reception centers is to perform certain administrative processes in connection with newly enlisted men which must be accomplished before they may begin basic training.

4. Administrative Processes.

The essential administrative processes performed at reception centers are:

- a.* Initiation of records.
- b.* Physical profile.
- c.* Classification tests. (Army General Classification, Mechanical Aptitude and Army Radio Code Aptitude.)
- d.* Issuance of clothing and equipment.
- e.* Classification.
- f.* Application for insurance, dependency benefits, allotments, and bonds.
- g.* Blood typing.
- h.* Immunization. (Initial injections.)
- i.* Training films and lectures.
- j.* Assignment.
- k.* Transfer to training center.

5. Processing Plan.

a. Under the current procedure for assigning enlisted men from reception centers to training centers, men may not be transferred from the reception center until they have been reported to the Adjutant General's Office on the Daily Availability Report by Physical Profile (ASF Registry Number 43-WDGA), and that office has directed a daily allotment for them. To process men with all practicable speed requires, therefore, that the processing plan give precedence to the various steps upon which the Daily Availability Report is based. Specifically the steps which must be completed before the report may be made are the physical profile examination and the Army general classification test.

b. The remaining steps in the processing do not directly affect the preparation of the Daily Availability Report, and consequently their sequence is not a matter of importance.

c. The processing plan on page 3 arranges the processing steps in the sequence which will enable the reception center to prepare and transmit the Daily Availability Report at the earliest practicable time.

6. Aids to Processing.

Some specific aids and suggestions designed to exploit opportunities for speedy and efficient processing are contained in Section V of this manual.

7. The Personal Factor in Processing.

While considerable emphasis is placed on speedy and efficient processing, the psychological implications involved in the transition from civilian life to

military life should not be overlooked. The reception center is the new soldier's first Army home and his first experience with Army procedures following enlistment or induction. In most cases, he will look upon reception center activities as indicative of what he may expect in the future. Accordingly, the impression made on the soldier during his stay at the reception center may have a significant influence in shaping his attitude toward the Army. The processing should be so conducted as to impress the soldier with the fact that, in traditional Army manner, it has been meticulously planned and is being executed according to that

plan. He should be given fair and considerate treatment. Unnecessary haste or unwarranted delays should be avoided. Care should be exercised in the initial assignment of quarters so that changes will be held to a minimum. The mess should be so coordinated that all soldiers do not arrive at a mess hall at the same time. All reception center personnel who conduct any phase of processing should be thoroughly trained in their jobs. Military personnel of the reception center should be exemplary in appearance and conduct. The reception center should take full advantage of the opportunity it has to instil in the soldier confidence in Army leadership.

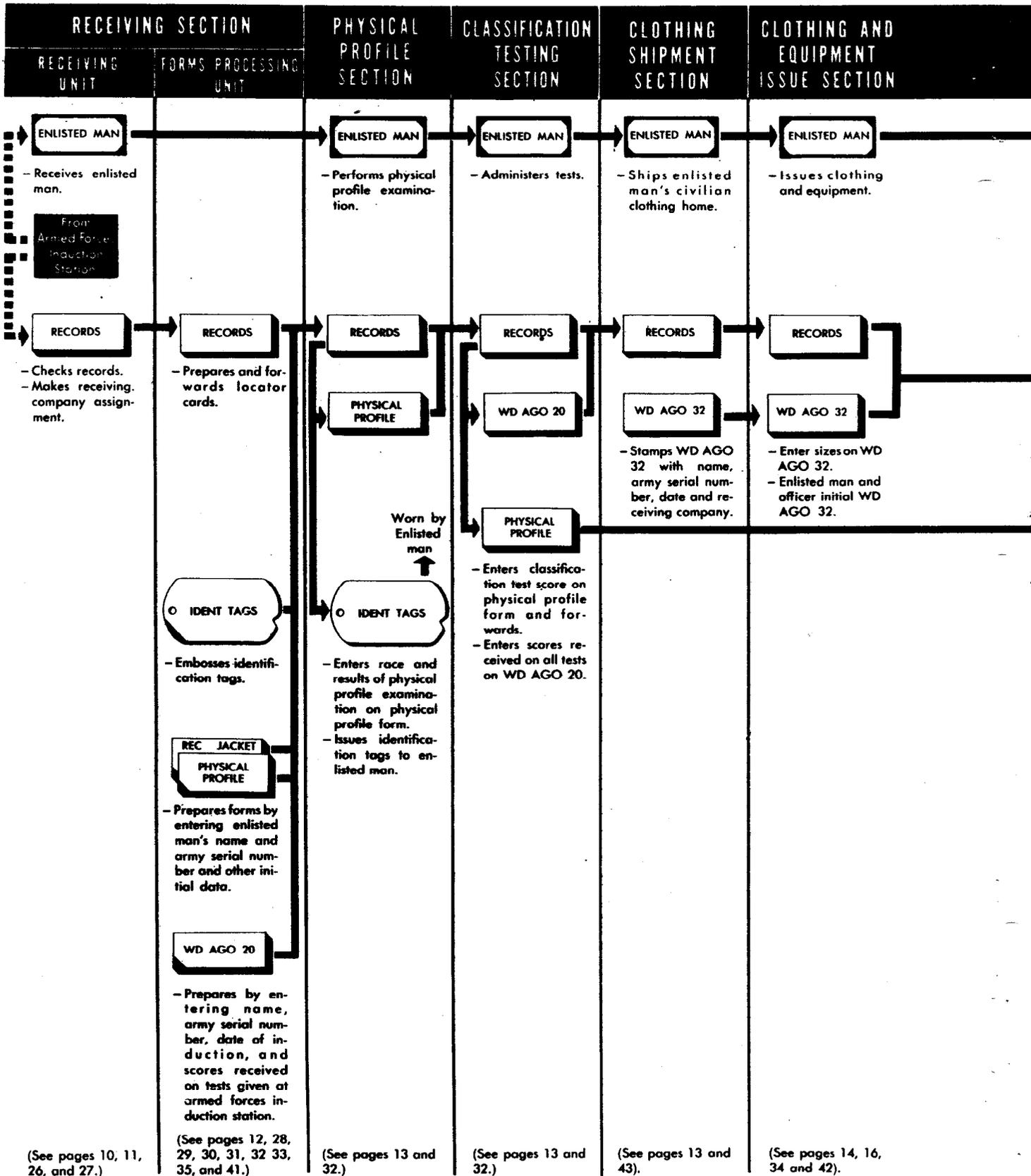
RECEPTION CENTER PROCESSING PLAN

INITIAL STEPS	FIRST PROCESSING DAY	SECOND PROCESSING DAY
Receiving	General Orientation Talk	Interview and Classification
Checking	Physical Profile	Insurance, Bonds, and Allotments
Issuance of Towels, Toilet Articles, Raincoat, and Pamphlet	Classification Testing*	Required Lectures and Films
Quartering	Clothing Issue	Blood Type and Inoculations
Initiation of Records		

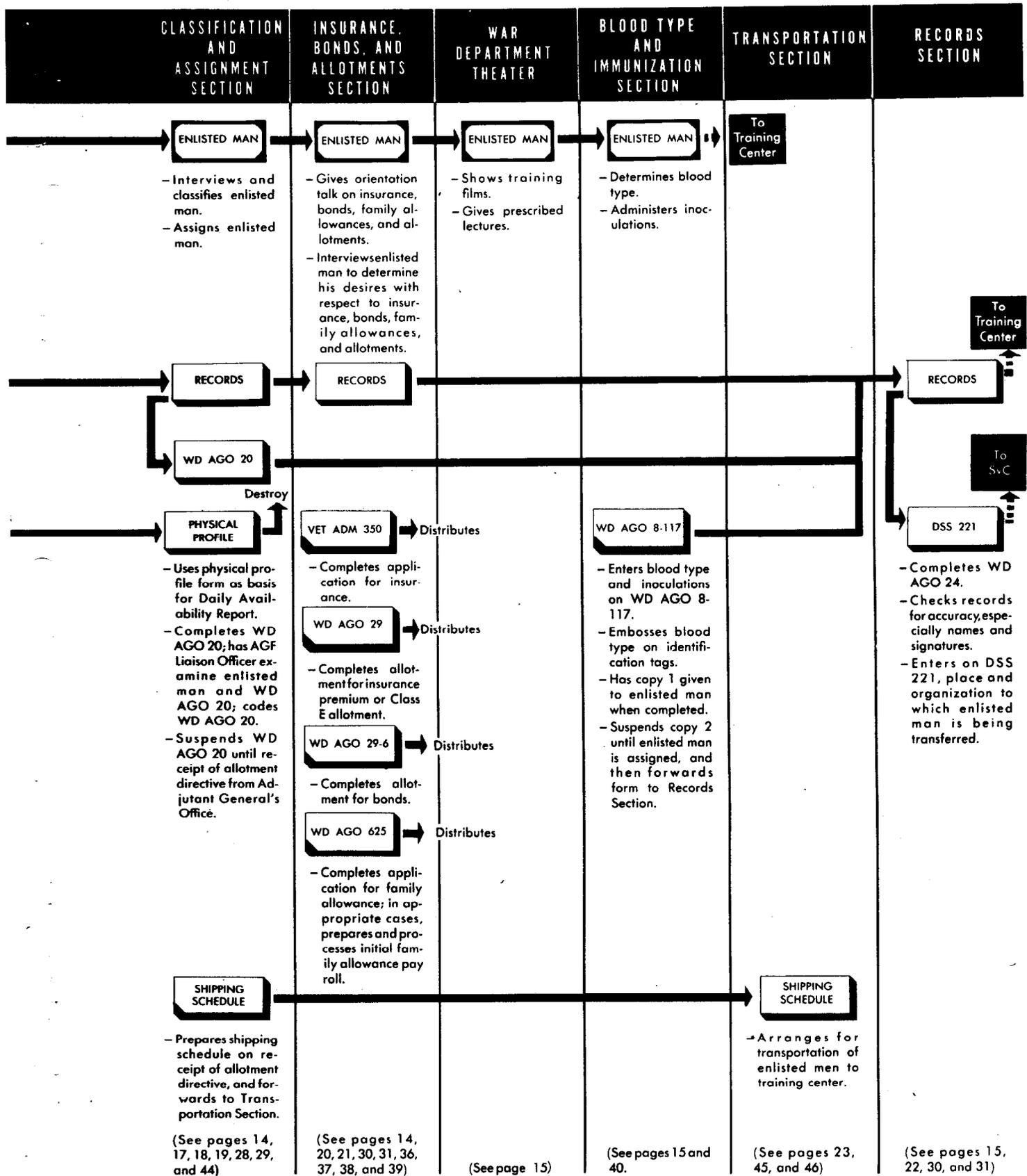
** Immediately after the completion of the Army General Classification Test, the results thereof will be determined and forwarded to the Classification and Assignment Section.*

The general plan illustrated above applies to a situation in which the enlisted men have arrived at the reception center late in the afternoon or during the night so that the steps commencing with the General Orientation Talk cannot begin until the reception center starts processing for the day. When enlisted men are received during the morning or during hours of the afternoon which will permit some processing to be accomplished in addition to that shown under "Initial Steps," as many of the additional processing steps as possible will be accomplished as time permits. As indicated previously, the physical profile examination and the Army General Classification Test must be accomplished at the earliest practicable time after the arrival of the enlisted men so that they may be reported on the Daily Availability Report by Physical Profile, ASF Registry 43-WDGA, due at the Adjutant General's Office not later than 1800Z daily.

MAJOR STEPS IN



RECEPTION CENTER PROCESSING

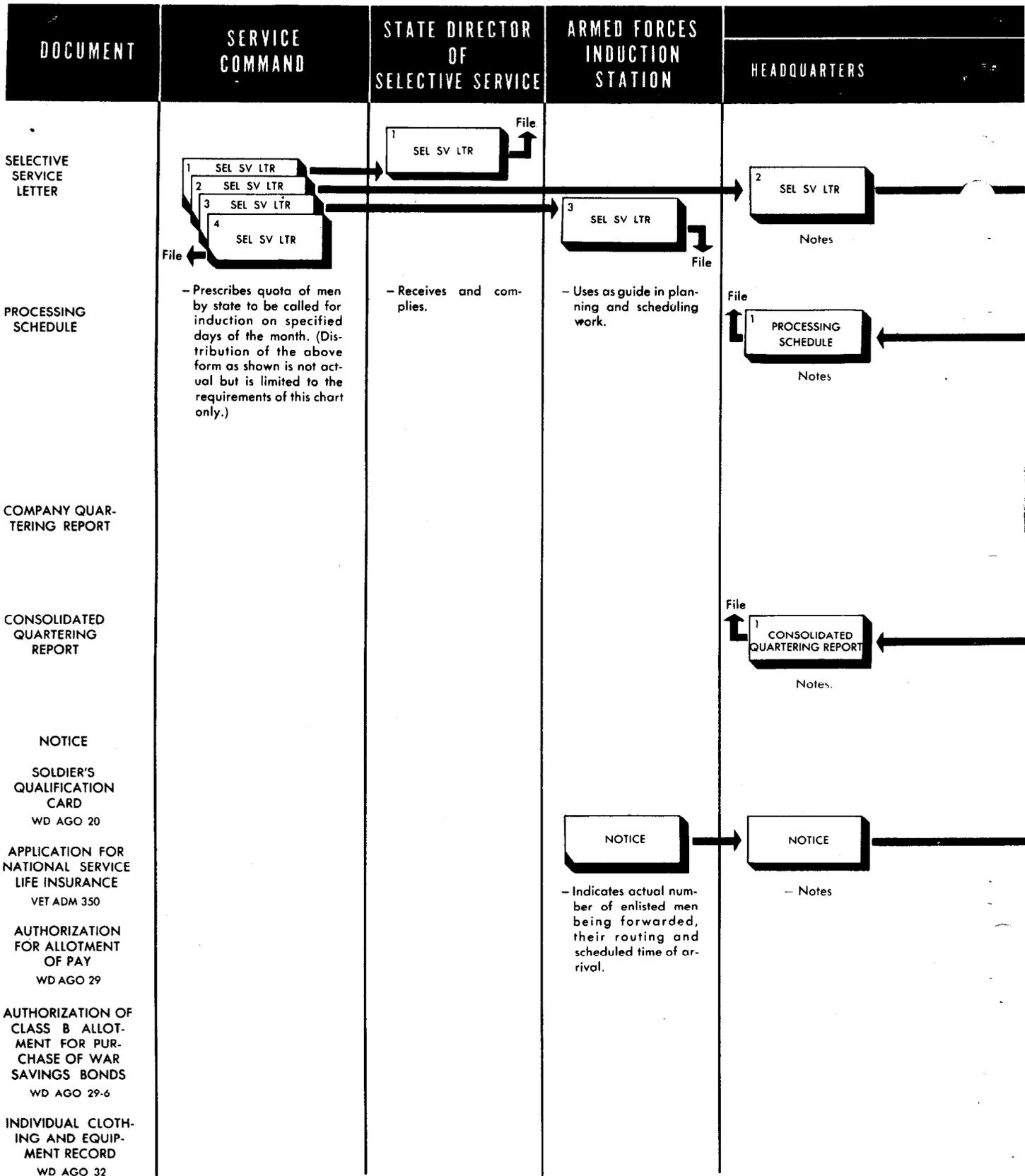


Section II

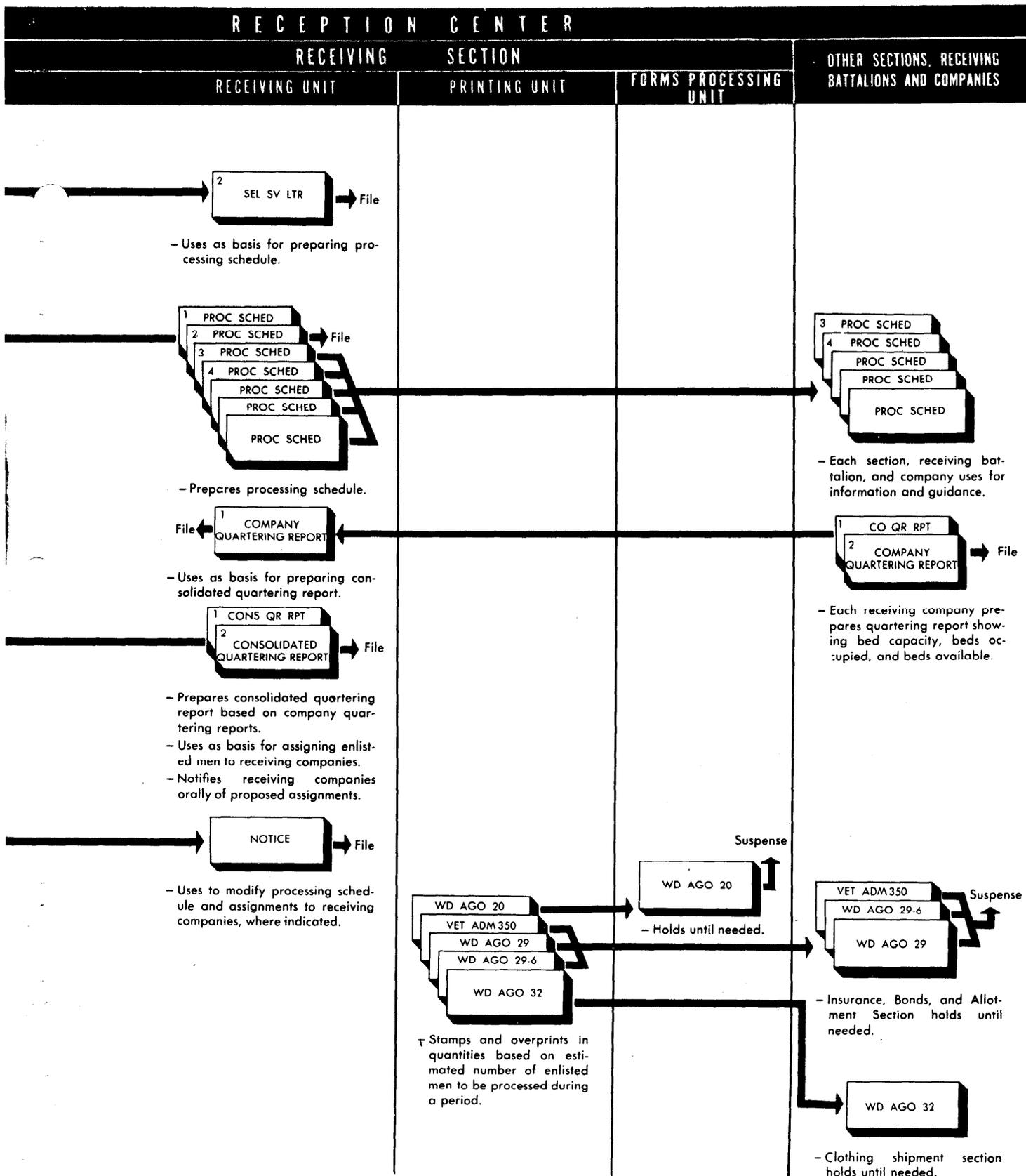
RECEPTION CENTER PROCEDURE CHARTS

8. The basic procedures and the flow and disposition of the various forms used in the processing of enlisted men at reception centers are described graphically by the procedure charts in this section.

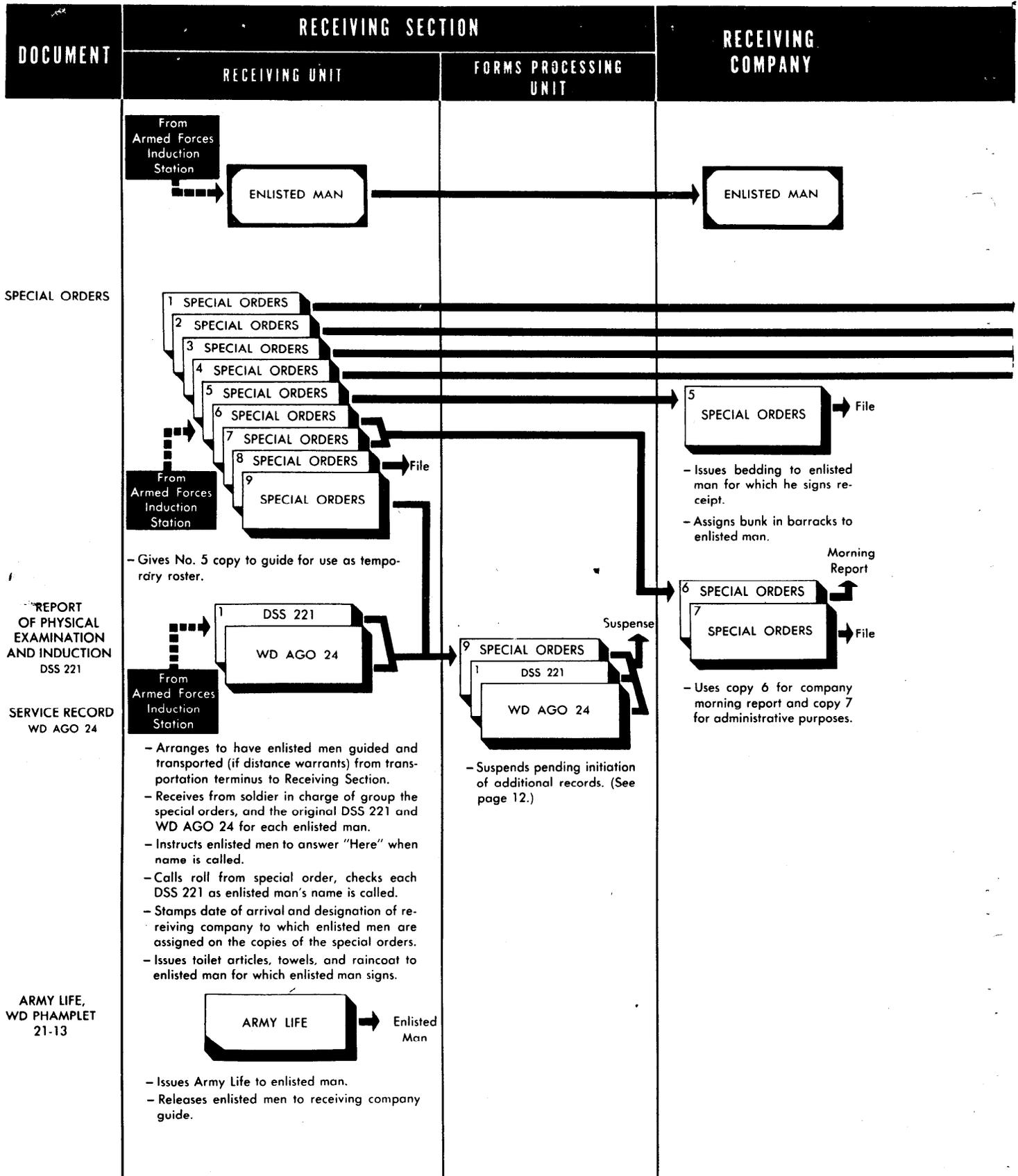
ACTION TAKEN PRIOR TO



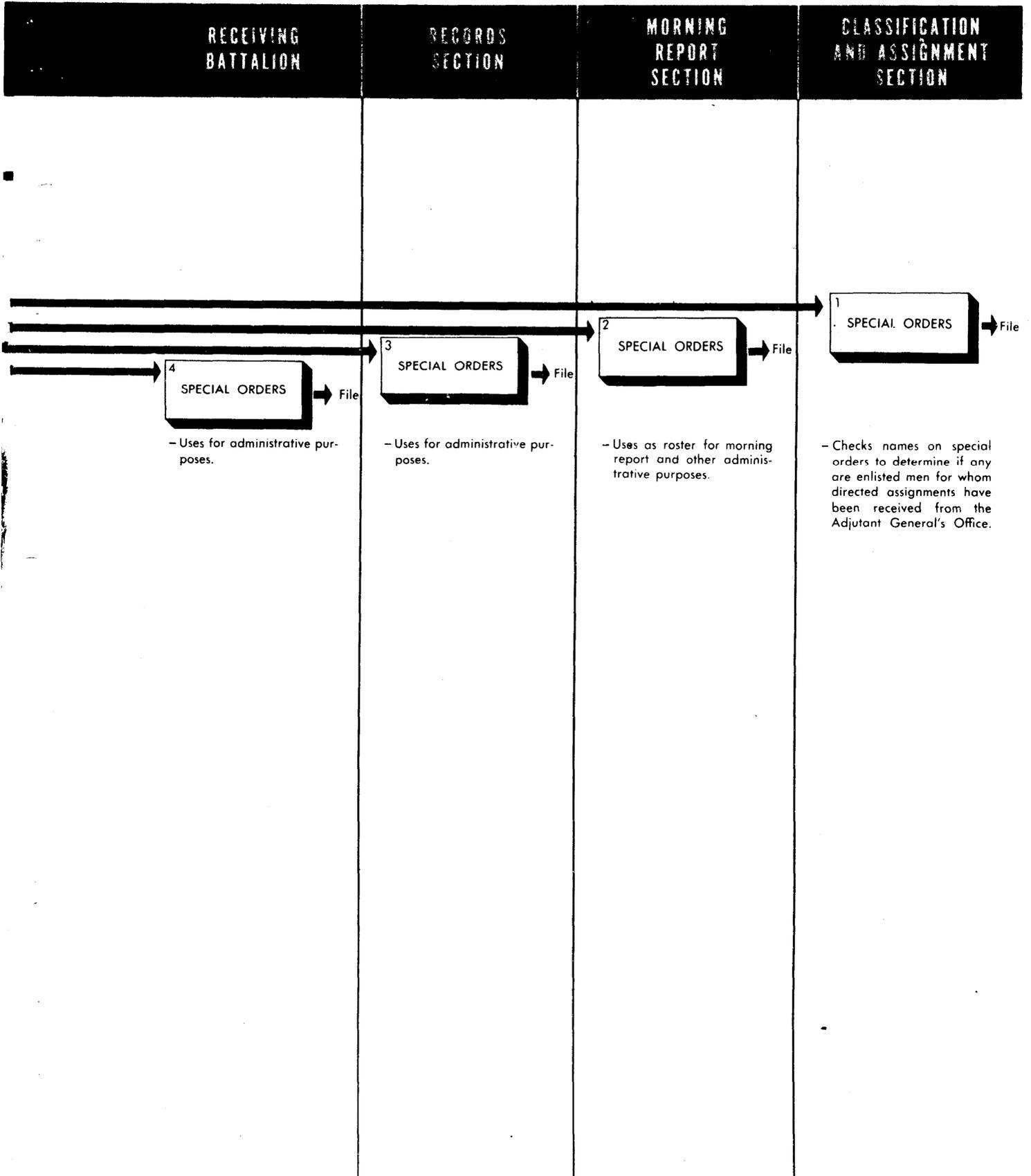
ARRIVAL OF ENLISTED MEN



ACTION ON ARRIVAL



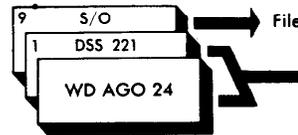
OF ENLISTED MEN



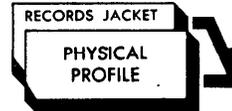
ACTION AFTER ARRIVAL

DOCUMENT	RECEIVING SECTION
	FORMS PROCESSING UNIT

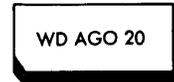
- SPECIAL ORDERS
- REPORT OF PHYSICAL EXAMINATION AND INDUCTION
DSS 221
- SERVICE RECORD
WD AGO 24
- RECORDS JACKET
WD AGO 201
- APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE
VET ADM 350
- INDIVIDUAL CLOTHING AND EQUIPMENT RECORD
WD AGO 32
- BARRACKS BAG TAG
- CIVILIAN CLOTHES BAG TAG
- CIVILIAN CLOTHES BAG SLIP
- SOLDIER'S QUALIFICATION CARD
WD AGO 20
- PHYSICAL PROFILE FORM
- AUTHORIZATION FOR ALLOTMENT OF PAY
WD AGO 29
- AUTHORIZATION OF CLASS B ALLOTMENT FOR PUR-
CHASE OF WAR SAVINGS BONDS
WD AGO 29-6
- APPLICATION FOR DEPENDENCY BENEFITS
WD AGO 625
- IMMUNIZATION REGISTER AND OTHER MEDICAL DATA
WD AGO 8-117
(OLD WD MD 81)
- IDENTIFICATION TAGS
- POSTAL LOCATOR CARD
- LOCATOR CARD
WD AGO 401
- ENLISTMENT RECORD JACKET
WD AGO 490



- Removes form from suspense. (See page 10.)
- Stamps DSS 221 with date of arrival and designation of receiving company to which enlisted man is assigned.



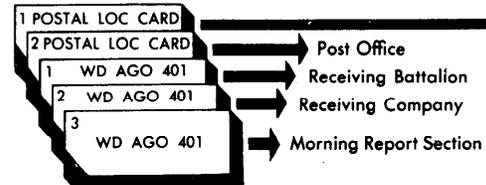
- Stamps records jacket and physical profile form with date of arrival, designation of receiving company, and special orders and paragraph number.



- Prepares by entering enlisted man's name, army serial number, date of induction and scores received in test given at the time of his preinduction physical examination.
- Enters designation of receiving company to which enlisted man is assigned in upper left hand corner in pencil.



- Embosses enlisted man's identification tags.

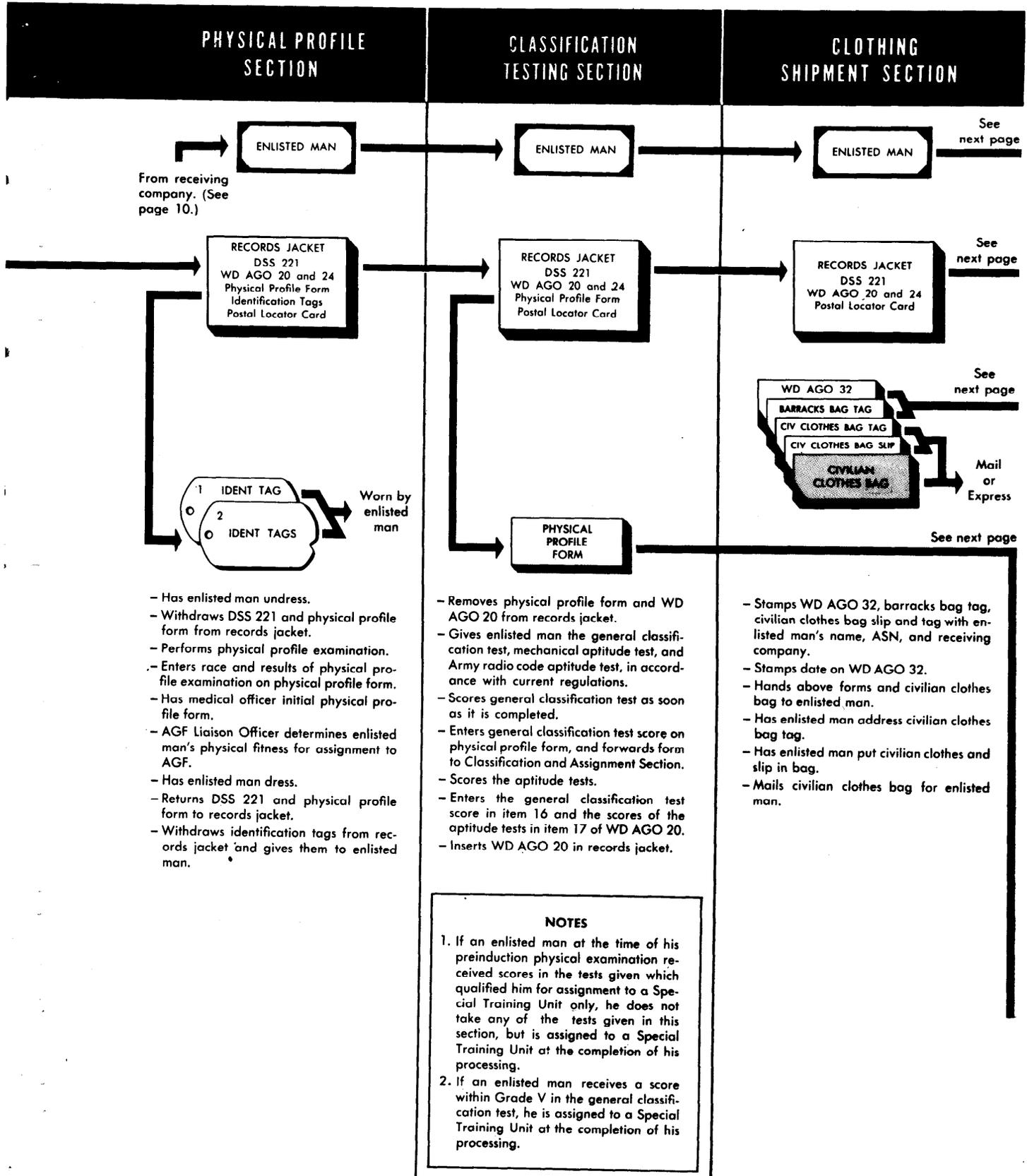


- Stamps one postal locator card with one identification tag, and one WD AGO 401 with the other identification tag.
- Checks correctness of identification tags by comparing impressions made by identification tags (letter for letter, digit for digit) against DSS 221.
- Stamps remaining postal locator card and WD AGO 401's with identification tag.
- Stamps postal locator cards and WD AGO 401's with date of arrival and designation of receiving company.

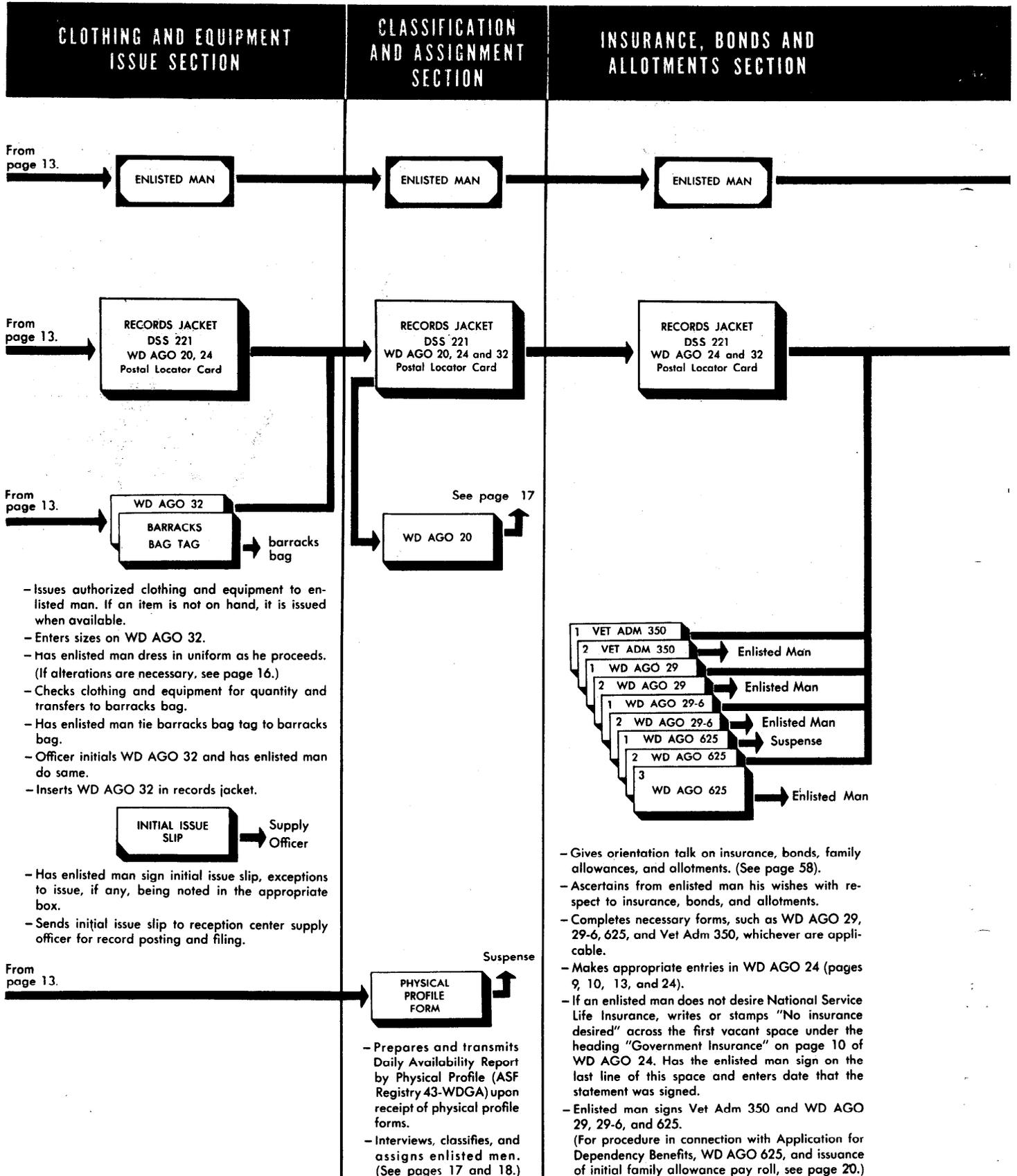


- Stamps enlisted man's name and ASN on WD AGO 490, records jacket, and physical profile form.
- Stamps date of induction on WD AGO 490.
- Places identification tags on necklace.
- Makes appropriate entries on pages 4, 10, and 15 of WD AGO 24.
- Sends WD AGO 490 to the Adjutant General's Office on the day completed.

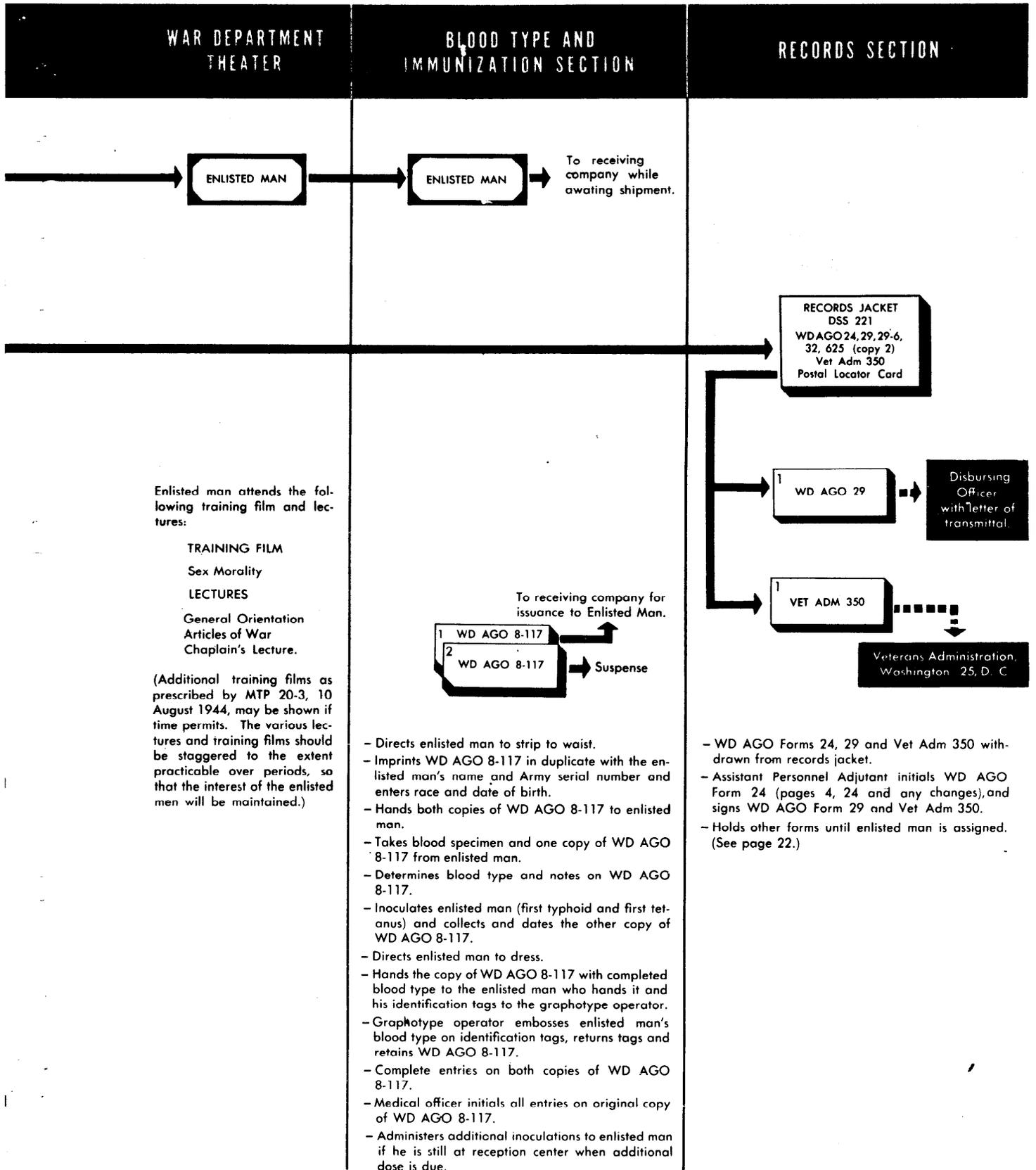
OF ENLISTED MEN



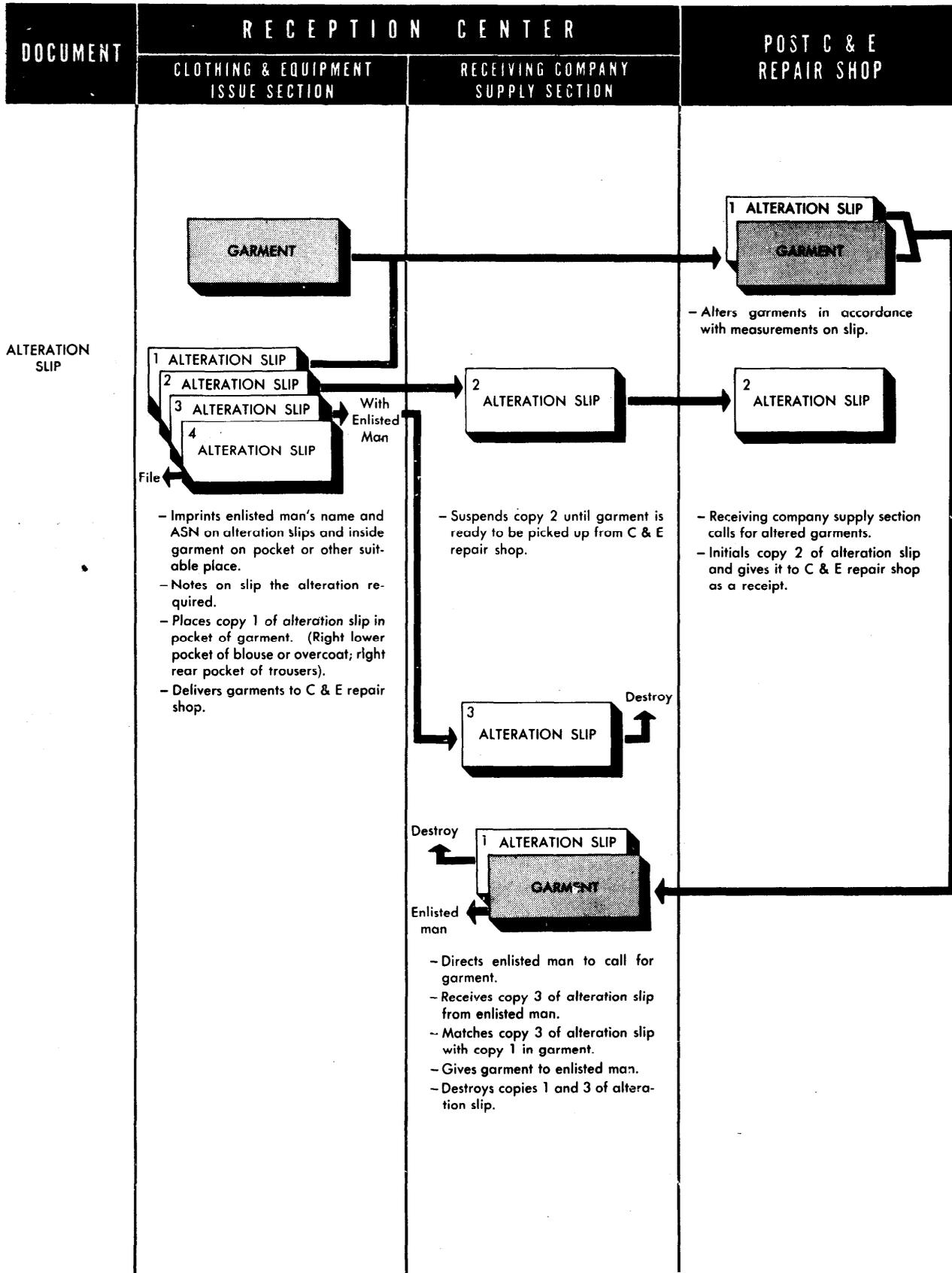
ACTION AFTER ARRIVAL



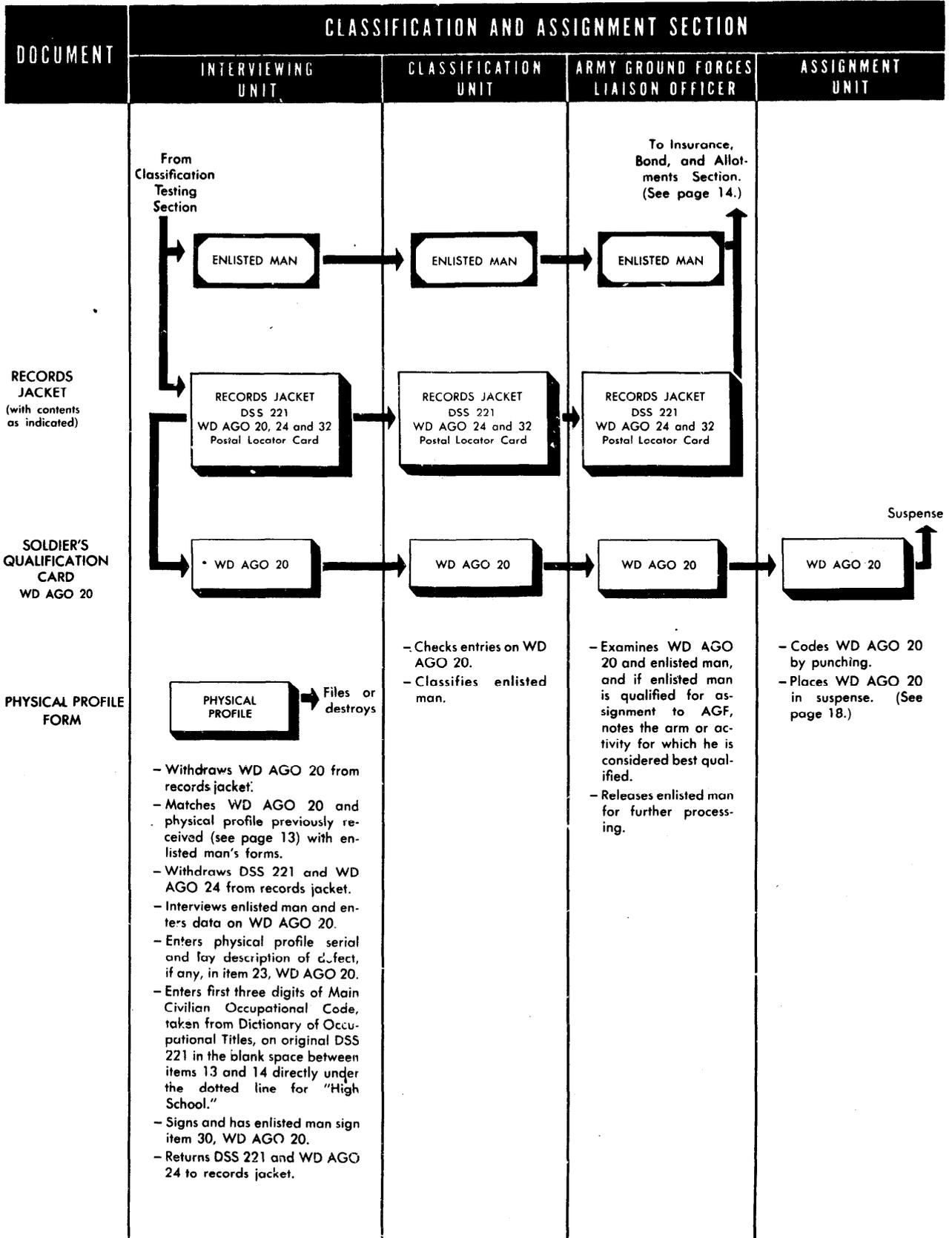
OF ENLISTED MEN (Cont'd)



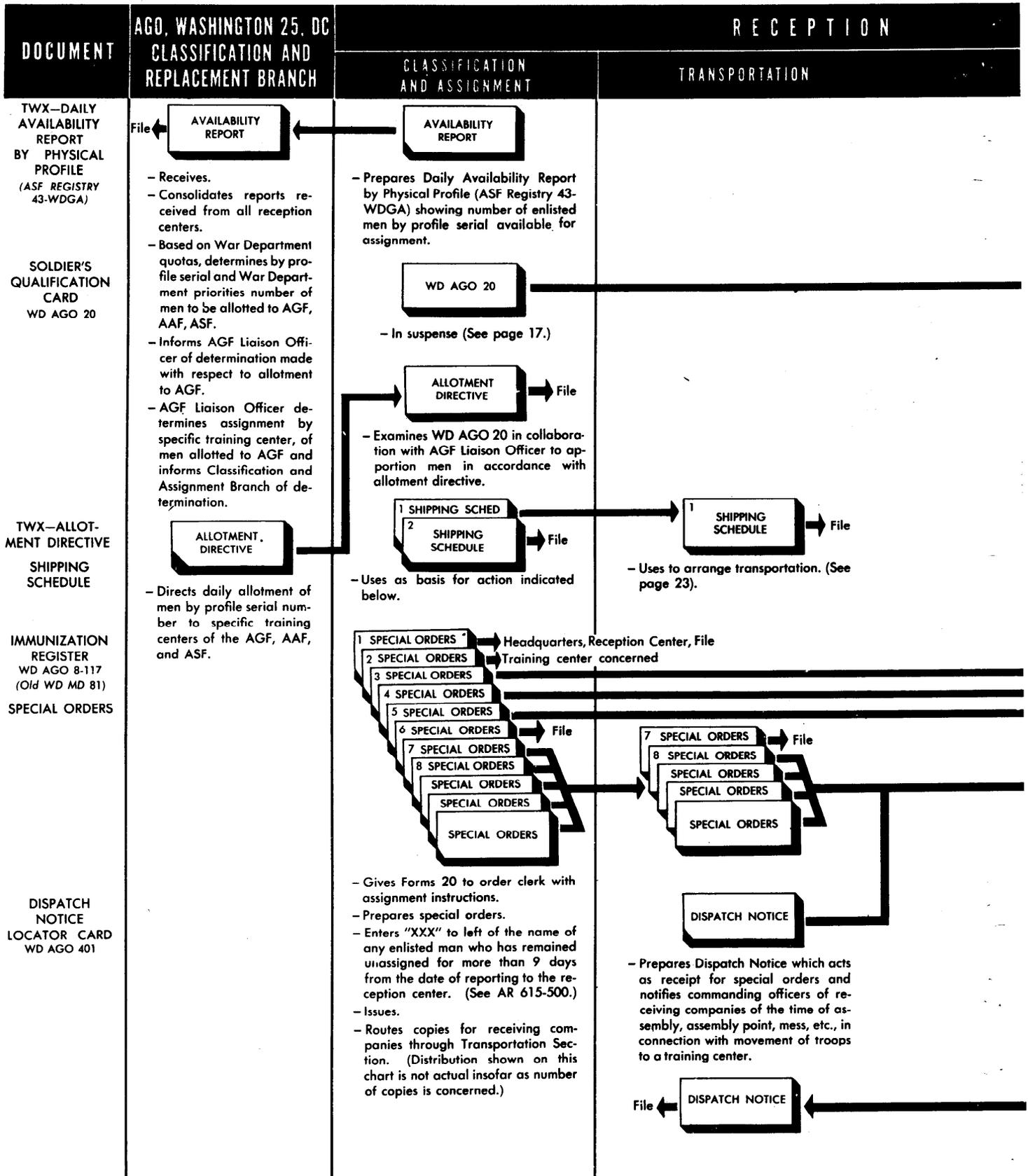
CLOTHING ALTERATIONS



CLASSIFICATION OF ENLISTED MEN

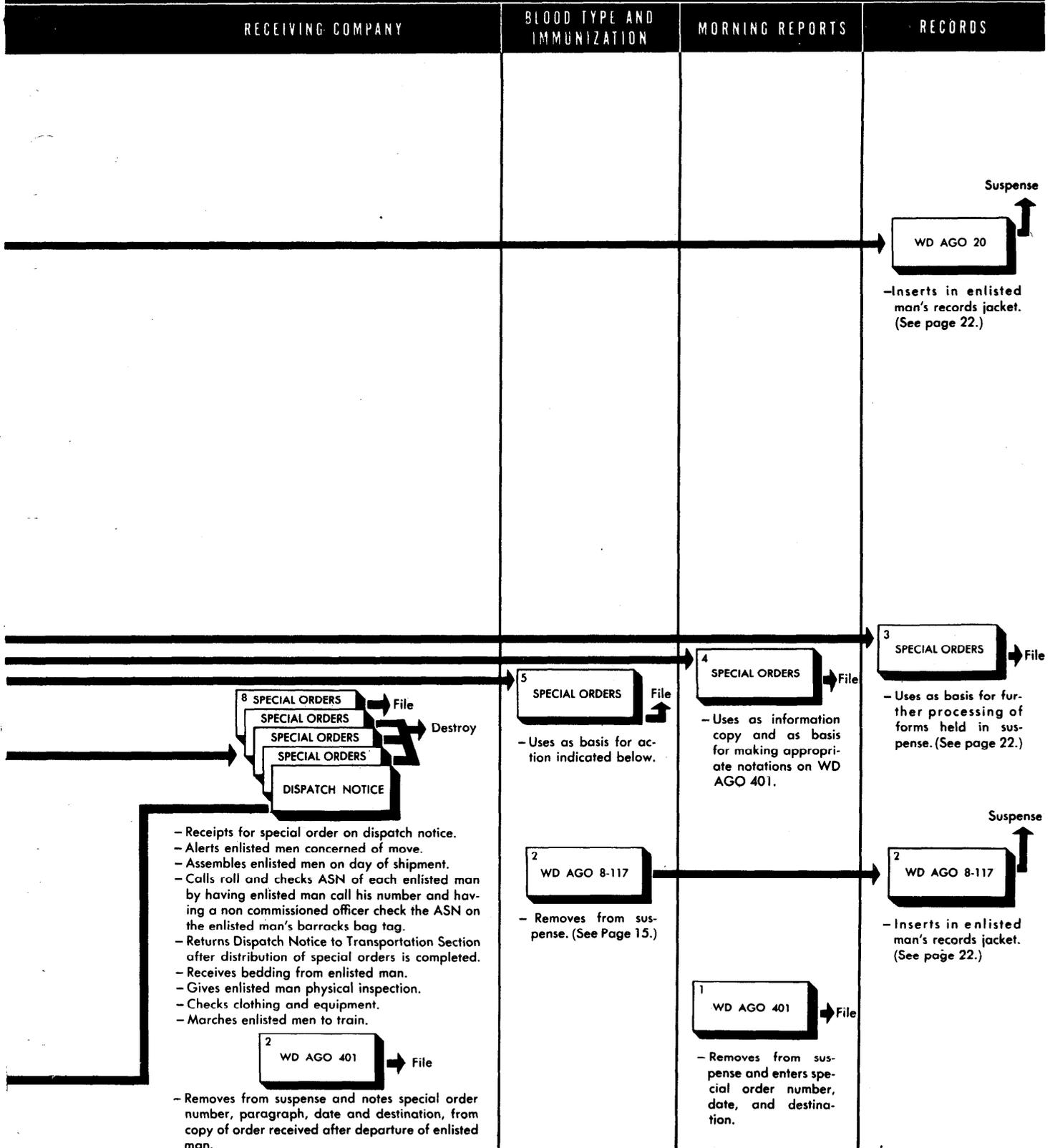


ASSIGNMENT OF

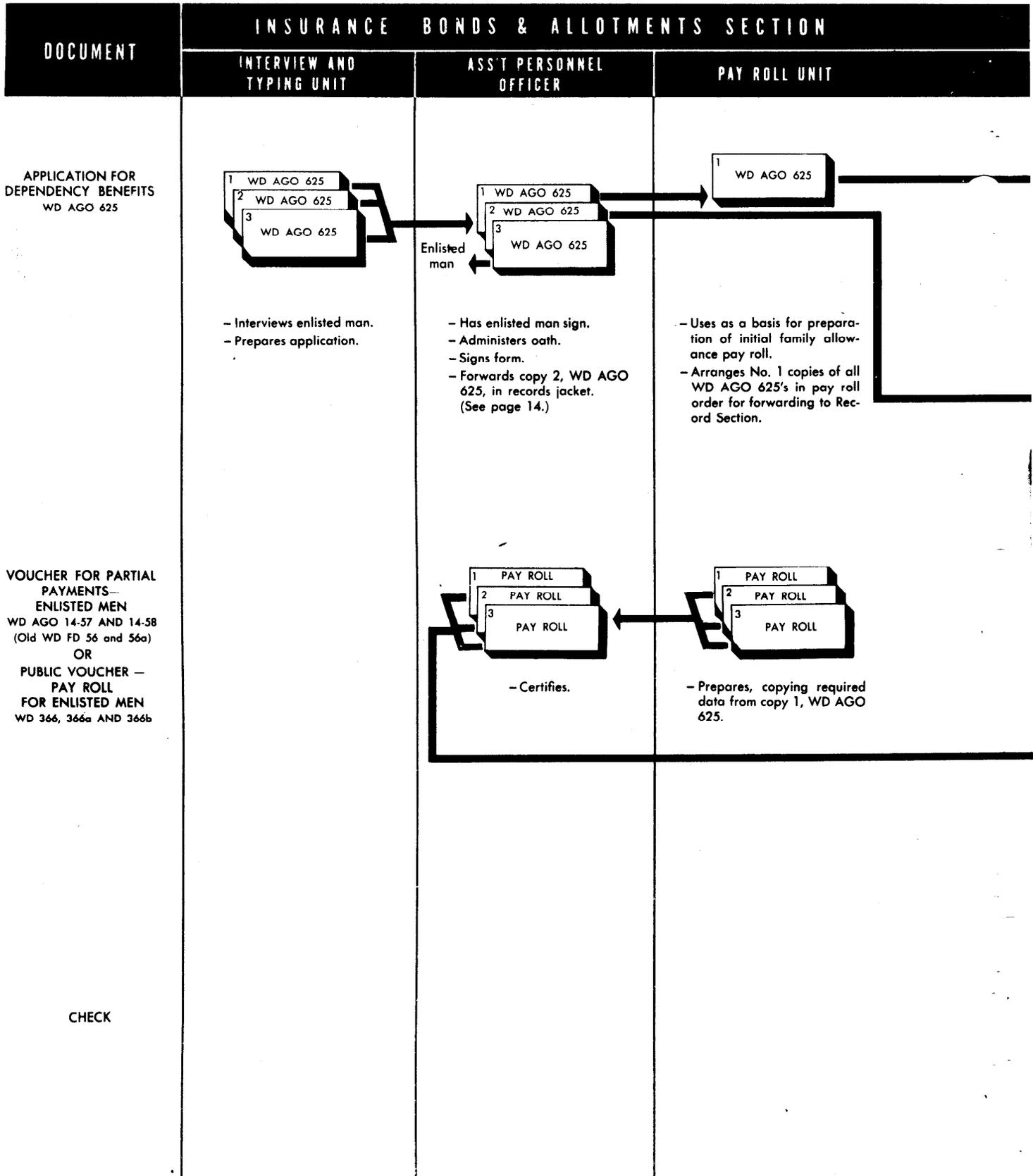


ENLISTED MEN

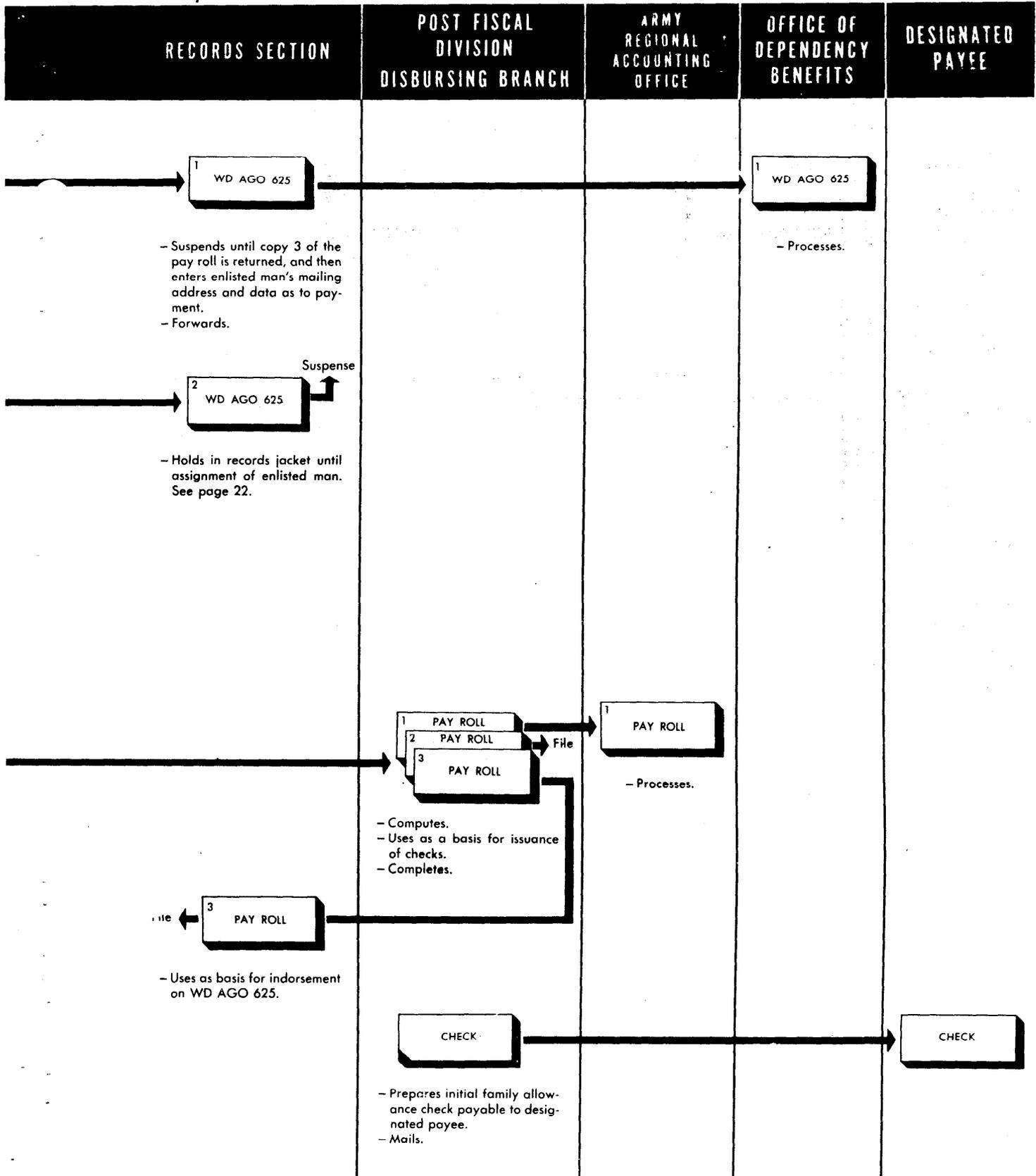
CENTER SECTIONS



INITIAL FAMILY

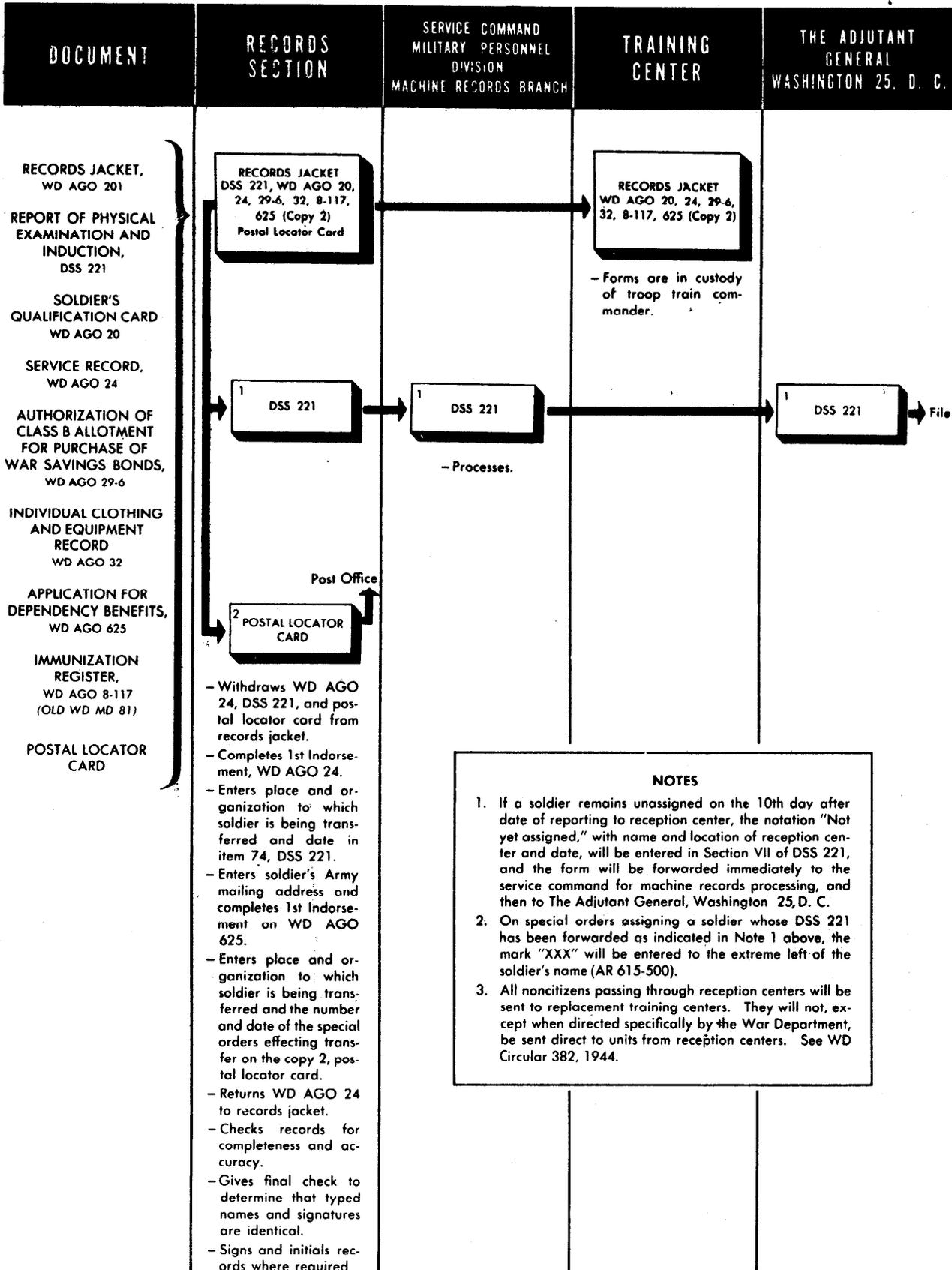


ALLOWANCE PAY ROLL

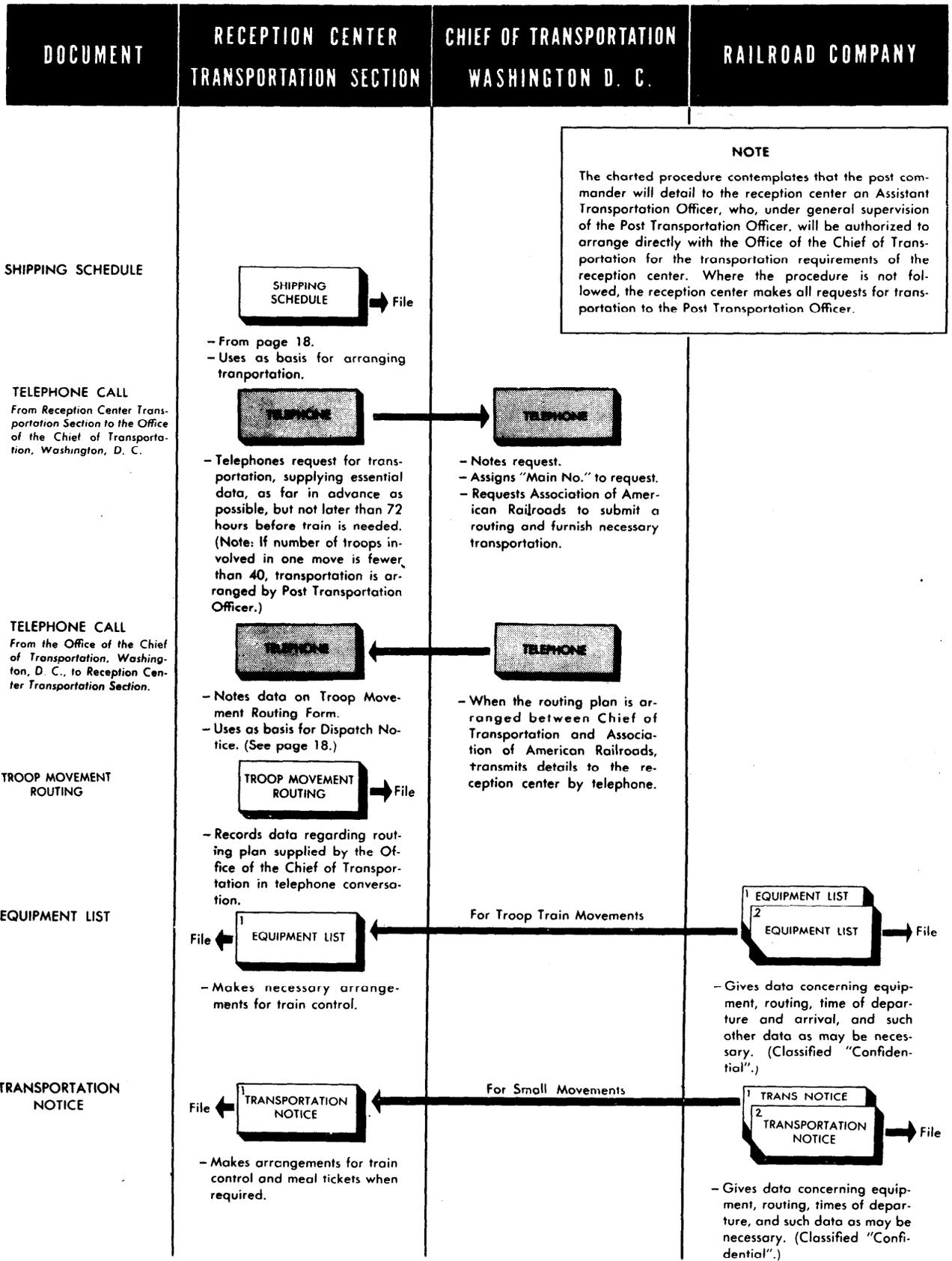


Charts

PROCESSING OF DOCUMENTS AFTER ASSIGNMENT



TRANSPORTATION TO TRAINING CENTER



NOTE

The charted procedure contemplates that the post commander will detail to the reception center an Assistant Transportation Officer, who, under general supervision of the Post Transportation Officer, will be authorized to arrange directly with the Office of the Chief of Transportation for the transportation requirements of the reception center. Where the procedure is not followed, the reception center makes all requests for transportation to the Post Transportation Officer.

Section III

RECEPTION CENTER FORMS

9. This part of the manual presents graphically the various forms used in the processing of enlisted men at reception centers.

SELECTIVE SERVICE LETTER

RESTRICTED

AUGUST SCHEDULE OF INDUCTION

WHITE

DATE	MAINE Portland	N.H. Manchester	VERMONT Rutland	MASSACHUSETTS Boston Spfld	R.I. Providence	CONN. New Haven	TOTAL
AUG. 1	64						
2	64						
3	63						
4							
7	64						
6	64						
9	63						
10							
11							
14	63						
15	63						
16	63						
17							
18							
21	63						
22	63						
25	63						
24							
26							
28							
29							
30							
31							
TOTAL	760						

RESTRICTED

ARMY SERVICE FORCES
Headquarters First Service Command
Boston 15, Massachusetts

JAR/ym
13 Jul 1944

SPBPE 327.21

SELECTIVE SERVICE
LETTER NUMBER 64

SUBJECT: Joint Procurement of Men by Induction During August 1944

TO: State Directors of Selective Service, District Recruiting and Induction Officers, all Recruiting and Induction Districts, and Commanding Officer, Reception Center, Fort Devens, Mass., FSC

1. For the information of all concerned, there is published hereon Induction Call No. 307 of the First Service Command. Induction Call No. 307 is for the joint procurement of men by induction during the period August 1, to 31, 1944, inclusive, to be forwarded from the several states as follows:

STATE	WHITE	COLORED	TOTAL
MAINE	760	2	762
NEW HAMPSHIRE	279	0	279
VERMONT	217	0	217
MASSACHUSETTS	2,286	28	2,314
RHODE ISLAND	447	10	457
CONNECTICUT	1,235	24	1,259
TOTALS	5,224	64	5,288

2. In response to this call Selective Service local boards will forward to armed forces induction stations registrants who have been given a pre-induction physical examination and found acceptable for general military service, without regard to previous assignments to the Army or to the Navy.

3. The delivery schedules for shipment of registrants for induction will be prepared showing delivery from Selective Service local boards to Armed Forces Induction Stations.

4. Assignments between Army and Navy.

5. Men classified general service will be prorated between the Army and the Navy as follows:

White - 3:2 Army to 1 Navy.
Colored - 3:9 Army to 1 Navy.

RESTRICTED

Prescribes induction call for following month

PROCESSING SCHEDULE

CONTROLS PROCESSING OF GROUPS AND INDIVIDUALS.

PROCESSING SCHEDULE

SATURDAY
26 AUG 44

Group No	Co	No Men	Type & date of Roster, or name	Total	A W Lect	Clothing	Army Test	Inter view	Inoc	Spec Instruct
#1	A		SS of 11 August							
	A	49	SO #162 Par 3							
	A	49	SO #162 Par 4							
	A	1	SO #162 Par 3 (Col)	(Col)100					0830	
#2	A	11	SO #110 Par 1							
	A	28	SO #162 Par 6							
	A	2	SO #162 Par 5 (Col)							
	A	39	SO #98 Par 1							
	A	1	SO #138 Par 1							
	A	17	SO #110 Par 2							
#3	A	1	Reserve 11 August 99	99				0800	1300	
	A		SS of 12 August							
	A	30	SO #162 Par 5							
	A	32	SO #99 Par 1							
	A	16	RECLASS: Dtefano, Cosmo McKanzie, Roy Siebach, Henry H Weiss, Irving Rye, Stephen M Miller, Jack S Spears, Don G Lguzzo, Philip Welch, Jacob Jr Evans, Cra Smith, Ben L Anderson, Dan J Luttrupp, Eric Sawyer, Hyron Durrance, Francis Weiss, Walter							
	A	3	Sevek, John Cudworth, Richard Hazzard, William							
	A	5	Rec							
	A	1	But							

SUMMARIZES QUARTERING REPORTS FROM INDIVIDUAL RECEIVING COMPANIES.

ALERTED
A - 120 (1000-1100)
B - 90 (1100-1600)
H - 135 (1600-1800)
345

Recruits on hand
1st Bn - 1756
2nd Bn - 2256
Col - 172
4184

HQ SERVICE COMMAND UNIT NO 1112
Fort Levens, Massachusetts

CONSOLIDATED QUARTERING REPORT

26 Aug 1944

	A	B	C	D	E	F	G	H	E COL	TOTAL
CAPACITY	653	752	719	404	463	677	797	799	234	5478
RECRUITS ON HAND	500	596	552	109	430	503	751	672	172	4184
SPACE AVAILABLE	133	156	168	295	33	174	46	227	62	1294

CONSOLIDATED
QUARTERING
REPORT

ORDERS FOR ENLISTED MEN TO REPORT TO THE RECEPTION CENTER

ARMY SERVICE FORCES
FIRST SERVICE COMMAND
BOSTON ARMED FORCES INDUCTION STATION
1065 COMMONWEALTH AVENUE
BOSTON 15, MASSACHUSETTS

Special Orders)
No 162)

25 Aug 1944

E X T R A C T

RESTRICTED

2. PAC par 17b(1), AR 615-500, following named EM, indctd this sta this date, WP Fort Devens, Mass, to rpt to CO, RC, for dy:

Brown, James A	31 900 004	Howell, Melvin C	31 900 027
St. Armour, Norman H	31 900 005	Pensak, Casimier J	31 900 028
Sederberg, Richard E	31 900 006	da Silva Se, Manuel	31 900 029
Hayes, Philip T	31 900 007	Cabral, John A	31 900 030
West, Frank M	31 900 008	Bennett, Arthur H	31 900 031
Kuehl, Donald K	31 900 009	Perry, Donald D	31 900 032
Netishen, Michael P	31 900 010	Wahl, John	31 900 033
Therisult, Daniel D	31 900 011		
Ethier, Andrew F	31 900 012		
McGaughey, Joseph J	31 900 013		
Sullivan, Joseph H	31 900 014		
Faria, Joseph	31 900 015		
Makara, Walter	31 900 016		
Gibbs, Ralph W	31 900 017		
Harkness, Ralph R	31 900 018		
Lawson, Russell L	31 900 019		
Powers, Francis S	31 900 020		
Schwartz, Joseph W	31 900 021		
Murphy, Edward F Jr	31 900 022		
Steccki, John J	31 900 023		
Harding, Robert W	31 900 024		
LeBlanc, John A	31 900 025		
Smith, Charles H.	31 900 026		

TC will furn nec T. TDM 501-4 P 432-02 A 212/50425.

RESTRICTED

BY ORDER OF LT. COLONEL PRATT:

OFFICIAL:

Elinor P. Boland
ELINOR P. BOLAND
2nd Lt WAC
Adjutant

ELINOR P. BOLAND
2nd Lt WAC
Adjutant

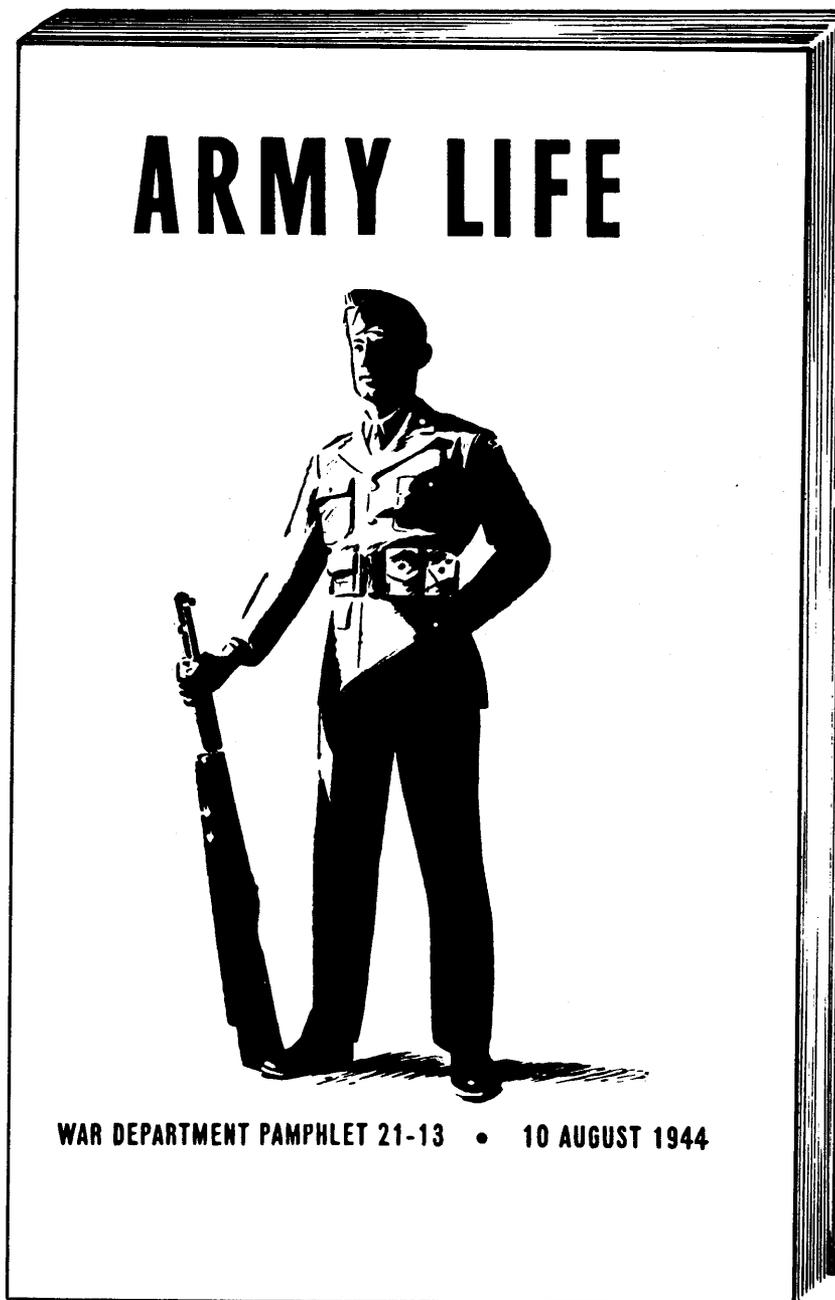
THIS IS A SPECIMEN ORDER FOR
ILLUSTRATION PURPOSES ONLY
AND IS NOT CLASSIFIED.

DISTRIBUTION:

1 Hq 1st SC R&I BR
2 CO RC Fort Devens, Mass
1 Trans Clk
1 File

T/R WQ--11,378,112

WAR DEPARTMENT PAMPHLET 21 - 13



NOTE: A copy of this pamphlet is issued to each enlisted man on reporting to a reception center.

SOLDIER'S QUALIFICATION CARD (Back)

20 DEC 44

NOTE: DO NOT ATTEMPT TO FILL OUT THIS CARD WITHOUT FIRST READING INSTRUCTIONS CONTAINED IN AR 615-25 VERY CAREFULLY

(21) PREVIOUS MILITARY EXPERIENCE							(29) RECORD OF CURRENT SERVICE					
ARM OR SERVICE	YEARS IN EACH	HIGHEST GRADE	CATEGORY R A N G. C C C ETC	LAST DIS. CHARGE (YEAR)	SPECIAL TRAINING RECEIVED			DATE	ORGANIZATION AND STATION	GRADE	PRINCIPAL DUTY	SPEC. SER. NO.
					SPECIFIC NATURE	YEARS	MO'S.					
-	3	SGT	JR R.P.C.	1932	BASIC DRILL	1	-	1932				
(22) SERVICE SCHOOLS, ARM. OR SERVICE			NUMBER OF WEEKS	COURSE	YEAR GRADUATED AND RATING (IF ANY)							
(23) ASSIGNMENT LIMITATIONS					(24) SD	(25) PREFERRED						
26 AUG 44												
(26) ASSIGNMENT RECOMMENDED BY RECEPTION CENTER: SUPPLY CLERK 835 (P) (345)												
(27) CLASSIFICATION IN MILITARY SPECIALTIES DESIGNATION			SPEC. SERIAL NO.	POTENTIAL	SEMI-SKILLED	SKILLED	TYPE OF EQUIPMENT					
STEP 5 COMPLETED BY CLASSIFICATION INTERVIEWER								(30) DATE OF (CROSS OUT ONE) 28 AUG 44 INDUCTED 25 AUG 1944				
								DATE OF INTERVIEW	28 AUG 44	SECOND INTERVIEW		
								STATION: FORT DEVENS, MASS.				
								NAME: R. L. Davis, Sgt.				
								NAME: Vincent P. O'Brien				
								NAME: James A. Brown				
(28) REMARKS (13) 1932-1935 - ALL JOBS OF SHORT TENURE NOT CLASSIFIABLE												
STEP 6 INTERVIEWER AND ENLISTED MAN SIGN								(31) DRIVES: AUTO <input checked="" type="checkbox"/> 1-TON TRUCK <input checked="" type="checkbox"/> MOTORCYCLE <input type="checkbox"/> HOLDS MASS STATE DRIVER'S PERMIT				
								(32) QUALIFICATIONS IN ARMS				
								WEAPON	COURSE	QUALIFIED	SCORE	DATE

THIS CARD MUST ACCOMPANY THE SOLDIER

TRANSFER

IMPORTANT - UNDER NO CIRCUMSTANCES WILL THIS CARD BE FOLDED, ROLLED, OR CREASED

NOTE: All entries on Soldier's Qualification Card, WD AGO Form 20, will be accomplished as prescribed in TM 12-425.

TM 12-223
Forms

SERVICE RECORD (Pages 13, 15, 16, and 24)

13
REMARKS—FINANCIAL

Under this heading will be shown all financial matters not entered elsewhere such as allowances for loss of or damage to Government property, amounts due on account of partial payments, or payments, etc.

Enlistment allowance of \$ _____
for the grade of _____
paid by _____
on _____ 19____

Reimbursement pay to _____
(Insert all which apply for previous enlistments)

Received _____ when discharge on _____ 19____ to recruit.

Date	Allow and amount due U. S. or soldier	Rate or which collected
AUG 44	CL N ALMT 6.90 PER MO	
	EFFECTIVE 1 AUG 44; DEDUC-	
	ION FOR 3 MQS TO BE	
	TERED ON SEPT /44/P/R	
29. Aug	100.00 INITIAL FAMILY	
	ALWS PD FOR MO OF AUG 44	

15
REMARKS—ADMINISTRATIVE

This heading will be shown all administrative matter not shown elsewhere such as a character authorizing pay. These awards, medals, decorations, etc., with other entries not set forth elsewhere as may be required to make soldier's complete.

RELIGIOUS PREFERENCE: Methodist
NATIONAL SERVICE LIFE INSURANCE ACT
EXPLAINED AS AMENDED 25 AUG 1944

16
INDORSEMENTS

These indorsements are set in all cases when a soldier departs or is transferred from one command to another, from one organization to another and in all changes of status. These indorsements are not made when a soldier is only attached to another organization for other reasons.

SEP 1 1944
1st Ind.
Hq SCU #1112 Ft Devens Mass

This soldier was transferred to _____
Inf RTC, Cp Blanding Fla
Your Command
SO #280, 1st SCU #1112
and left this organization _____ SEP 1 1944
He was last paid to include PAY DUE FROM INDUCTION
by _____
(Name and grade of issuing officer or agent officer, if any)
Don't United States; if nothing, so state: NOTHING

*This soldier at date of _____ Trf Current Pay & Alws

This soldier reported _____
*Here enter any amounts due soldier and not paid to date, such as monetary allowances in lieu of quarters and subsistence; if nothing, so state.
(Strike out words not applicable.)

STEP	OPERATION	S/R PAGE
9.	Initials date Articles of War read	4
10.	Stamps name of Personnel Adjutant	24
11.	Personnel Adjutant initials	24
12.	Prepares 1st Indorsement	16
13.	Name of officer stamped	16
14.	Name of officer stamped	24
15.	Officer signs	16
16.	Officer initials	24

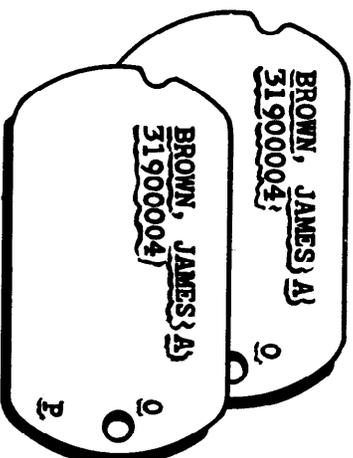
24

Name, grade, and organization
(Type name or print)

A. SMITH, Capt. Inf. BAFID
A. JAMES D. ASHER, WOJG, USA, SCU #1112
F. B. CLIFFINGER, CWO, USA, SCU #1112

the Service Record, see AR 345-125 and TM 12-230.

IDENTIFICATION TAGS



PHYSICAL PROFILE FORM

BROWN, JAMES A
31900004

STEP 2
STAMPS NAME AND ARMY SERIAL NUMBER

PHYSICAL PROFILE FORM

RECEPTION CENTER, FORT DEVENS, MASS.

AGCT. II / 25 RACE W

Serial	P Stam	U Arms	L Legs	H Ears	E Eyes	S NP
1	<input checked="" type="checkbox"/>					
4						

STEP 3
ENTERS PROFILE

STEP 4
PHYSICIAN INITIALS

BAG.

S.O. 162-P 5. 25 AUG. 44 CO. A RC

REPORT OF PHYSICAL EXAMINATION AND INDUCTION

STEP 1
STAMPS DATE AND RECEIVING COMPANY.

25
AUG.
44
CO. A
RC

REPORT OF
PHYSICAL EXAMINATION AND INDUCTION
(See appropriate instructions before preparation and distribution)

DO NOT DEFACE THIS STAMP

Local Board No 37	.13
Suffolk County	025
7 Jul 1944	037

1018 Commonwealth Ave
Boston, Mass

(Local Board of Origin Date Stamp with Code)

Plate Imprint	Armed Forces Serial No. 31900004
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Section I.—GENERAL (Local board will prepare from latest information available).

<p>1. Name <u>BROWN</u> <u>JAMES</u> <u>ARTHUR</u> <small>(Last—in capitals) (First) (Middle)</small></p> <p>2. Present address <u>1580 Brighton Ave</u> <u>Boston</u> <u>Suffolk</u> <u>Mass</u> <small>(Street or rural route) (Town or city) (County) (State)</small></p> <p>3. Registrant's order No. <u>1225</u> 4. Social Security No. <u>021-01-1121</u></p> <p>5. Marital status: Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widower <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/></p> <p>6. Number of Group 4 children <u>2</u> 7. Birthdate of registrant <u>March</u> <u>31</u> <u>1915</u> <small>(Month) (Day) (Year)</small></p> <p>8. Birthplace of registrant <u>Brighton</u> <u>Mass</u> <u>U.S.A.</u> <small>(Town or city) (State) (Country)</small></p> <p>9. Race: White <input checked="" type="checkbox"/> Negro <input type="checkbox"/> Other (specify) _____</p> <p>10. Citizenship: (a) United States citizen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (b) First papers: Yes <input type="checkbox"/> No <input type="checkbox"/> (c) If not citizen of United States, citizen or subject of (specify country) _____</p> <p>11. Court record: (a) Convicted of a crime other than minor traffic violation: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (b) If "yes," specify crime, date, location of court, and sentence _____</p> <p>(c) Now in custody of the law? Yes <input type="checkbox"/> No <input type="checkbox"/> (d) If answer to (c) is "yes," is necessary release or waiver attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>12. United States military service: (a) Previous service: None <input checked="" type="checkbox"/> Army <input type="checkbox"/> National Guard <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corps <input type="checkbox"/> Coast Guard <input type="checkbox"/> (b) Date of discharge _____ (c) Type of discharge _____</p> <p>13. Education: (Number of years completed) Elementary school <u>8</u> High school <u>3</u> or business school <u>0</u> College or university <u>0</u></p> <p>14. Occupation and industry: (a) Title and duties of present job <u>Clerk</u> <u>170</u> (b) Length of experience: Years <u>5</u> Months <u>2</u> (c) Business of present employer <u>Department Store</u></p> <p>15. Employment class (present job): Employee <input checked="" type="checkbox"/> Independent worker <input type="checkbox"/> Employer <input type="checkbox"/> Unpaid family worker <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/></p> <p>16. (a) Number of times previously sent to armed forces for examination or induction <u>0</u> (b) Date last sent _____</p> <p>17. (a) If transferred for preinduction physical examination, local board of transfer is Local Board No. _____ County or City of _____ State of _____ (b) If transferred for induction, local board of transfer is Local Board No. _____ County or City of _____ State of _____</p>	<p style="text-align: center;">Do Not Use</p> <table border="1" style="border-collapse: collapse;"> <tr><td>Reasons</td></tr> <tr><td>State</td></tr> <tr><td>Country</td></tr> <tr><td>Place inducted</td></tr> <tr><td>Date Inducted</td></tr> <tr><td>Day</td></tr> <tr><td>Month</td></tr> <tr><td>Year</td></tr> <tr><td>Source</td></tr> <tr><td>Religion</td></tr> <tr><td>Year of birth</td></tr> <tr><td>Special status</td></tr> </table>	Reasons	State	Country	Place inducted	Date Inducted	Day	Month	Year	Source	Religion	Year of birth	Special status
Reasons													
State													
Country													
Place inducted													
Date Inducted													
Day													
Month													
Year													
Source													
Religion													
Year of birth													
Special status													

STEP 2
RECORDS CODE FOR MAIN CIVILIAN OCCUPATION.

DSB Form 881 (Rev. 6-19-44) Budget Bureau No. 13-R-208.3 Approval expires 9-31-45

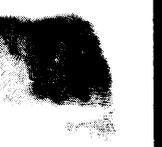
ORIGINAL

(PAGE 1)

STEP 3
STAMPS DESTINATION AND DATE OF DEPARTURE

Section VII.—TRANSFER FROM RECEPTION CENTER.
74. Above-named man was transferred from Reception Center to 1MF RTC RC FT DEVENS, MASS
CP. BLANDING, FLA on 1 SEP 44
(Place full organization, if known) (Date)

Section VIII.—FINGERPRINTS—RIGHT HAND (for only those registrants who are inducted).

1. THUMB	2. INDEX	3. MIDDLE	4. RING	5. LITTLE
				

ORIGINAL

(PAGE 4)

INDIVIDUAL CLOTHING AND EQUIPMENT RECORD

THE DATE OF EACH TRANSACTION AND THE INITIALS OF BOTH THE ENLISTED PERSON AND OFFICER ARE REQUIRED IN THE APPROPRIATE BOXES AT THE TOP OF THE FORM ON EACH PAGE. THE COLUMNS FOR "AUTHORIZED ALLOWANCES" AND "BALANCE" SHOULD BE EXTENDED IN PENCIL AND CORRECTED AS CHANGES OCCUR.

ARMY REGULATIONS
35-5580, 35-6720,
35-5500 AND 315-40.

INDIVIDUAL CLOTHING AND EQUIPMENT RECORD

ARTICLES	QUARTERMASTER	AUTHORIZED ALLOWANCE	DATE													BALANCE	
			1	2	3	4	5	6	7	8	9	10	11	12			
BELT, WEB, WAIST, EM	1	36															
BOOT, SERVICE, COMBAT																	
CAP, FIELD, COTTON, O.D.																	
CAP, GARRISON, ENAMEL	1	7 1/2															
CAP, GARRISON, O.D.	1	7 1/2															
CAP, WO/TWILL	1																
COAT, MACKINAW, O.D.																	
COAT, WOOL, SERGE, O.D.																	
DRAWERS, COTTON, SHORTS	3	36															
DRAWERS, WOOL	2	34															
GLOVES, WOOL, O.D.	1	8															
HANDKERCHIEF, COTTON	4																
HELMET, STEEL, M-1																	
INSIGNIA, COLLAR, EM																	
INSIGNIA, COLLAR, "MS", EM																	
INSIGNIA, SHOULDER-SLEEVE																	
INSIGNIA, SLEEVE, CHEVRON, GRADE																	
INSIGNIA, SLEEVE, TECH SPECIALIST																	
JACKET, FIELD, M-3	1	34 R															
JACKET, WO/TWILL	1	36 R															
LEGGING, CANVAS, DISM	1																
LINER, HELMET, M-1, COMPLETE																	
NECKTIE, COTTON, WOMAN, ENAMEL	2	2 R															
OVERCOAT, WOOL, O.D.																	
OVERSHOE, ARCTIC																	
RAINCOAT, DISM OR MID	1	5															
SHIRT, COTTON, ENAMEL	3	15-33															
SHIRT, FLANNEL, O.D.	2	15-33															
SHOES, SERVICE	2	8 C															
SOCK, COTTON, TAN	3	10 1/2															
SOCK, WOOL, CUSHION SOLE																	
SOCK, WOOL, HEAVY OR LIGHT	3	11															
SUITS, WARMING, L-PC, WO/TWILL																	
SWEATER, HIGH NECK																	
TROUSERS, COTTON, ENAMEL	3	34-31															
TROUSERS, FIELD, COTTON, O.D.																	
TROUSERS, WO/TWILL	1	34-31															
TROUSERS, WOOL	2	34-31															
UNDERSHIRT, COTTON	3	38															
UNDERSHIRT, WOOL	2	38															

SERVICE COMMAND UNIT NO. 1112, R.C. Fort Devens, Mass. INITIAL ISSUES
Summary of the quantities of articles of clothing and equipment issued on the day of

1. I certify that I have received all the articles of clothing and equipment listed in column #2 except where changed opposite my name.

NAME	Class No.	Articles	27-A	28-A	28-B	28-C	28-D	28-E	28-F	28-G	28-H	28-I	28-J	28-K	28-L	28-M	28-N	28-O	28-P	28-Q	28-R	28-S	28-T	28-U	28-V	28-W	28-X	28-Y	28-Z
Richard O. Peter																													
George B. Justice																													
James A. Brown																													
Frank O. Jones																													
Henry A. Shield																													
John A. Baker																													
Walter Stone																													
J. James Smith																													

2. Allowance per man (AR 615-40) 2 1

3. Total items if each EM receives full issue

4. Items not issued

5. TOTAL NET ISSUES

I certify that the articles listed in line #5 have been issued to the EM whose names app

INDICATES ITEMS NOT ISSUED.

INITIAL ISSUE SLIP

APPLICATION FOR DEPENDENCY BENEFITS

ARMY SERVICE FORCES
OFFICE OF DEPENDENCY BENEFITS
NEWARK 2, N. J.

FORM Co A

APPLICATION FOR DEPENDENCY BENEFITS
(Servicemen's Dependents Allowance Act of 1942, As Amended)

Date 28 AUG, 1944

I. (a) Soldier Brown, James Arthur 51900004 Pvt
(First name) (Middle name) (Army serial number) (Present Army grade—private, corporal, sergeant, etc.)

RC FT DEVENS, MASS. Married White
(City or town and mailing address) (Marital status) (Race)

1830 Brighton Ave Boston Mass.
(City or town and street or R. F. D.) (State) (Postal office)

I HEREBY apply for the family allowances authorized by law for the following-named relatives and/or dependents who are related to me in the manner stated in paragraphs II and III below.

(b) THIS SPACE MUST ALSO BE FILLED IN WHEN APPLICATION IS MADE BY A PERSON OTHER THAN THE SOLDIER.

(Applicant's name) I, _____, _____, _____, _____
(Last name) (First name) (Middle name) (Year relation to soldier or dependent)

(Address) _____, _____, _____, _____
(City or town and street or R. F. D.) (State) (Postal office)

I hereby apply for the family allowances authorized by law for the following-named relatives and/or dependents of the soldier whose name appears in paragraph I above, to whom this application pertains.

CLASS A

II. List: Wife (W), child (C), former wife divorced to whom alimony is still payable (W. Div.). (If there are none in class A, write "None" in the name column.)

(Last)	(First)	(Middle)	Number and grade or rank	City, town, or R. F. D. and postal office No.	State	Relationship	Month of birth or death	Mo.	Day	Year
<u>Brown</u>	<u>Mary</u>		<u>ADM</u>	<u>1830 Brighton Ave</u>	<u>Boston</u>	<u>Wife</u>				
<u>Brown</u>	<u>He</u>									
<u>Brown</u>	<u>Fred</u>									

Date and place of marriage: _____
Date and place of marriage of child living separate and apart: _____
Date alimony or support paid: _____

III. List below the father, stepfather, or foster parent (foster parent who are dependent on you write "None" in name column.)

Name	(Last)	(First)

V. The following-named members of (my) (the soldier's) immediate family are now serving as soldiers, sailors, marines, or coast guardsmen (not officers) in the military or naval service.

Name	Home address	Grade	Service in Army, Navy, Marine Corps, or Coast Guard	Relationship	Age
<u>None</u>					

VI. I HEREBY swear or affirm that all the foregoing statements are correct and that every member of class B or B-1 for whom I claim the family allowance is dependent, to the degree indicated, upon the soldier whose name appears in paragraph I above, for support.

(Signature) James A. Brown
(Initials) _____

initial family allowance payment for Class A
The month of AUGUST
In the amount of \$ 100.00
Check (s) No. 51508
Date paid 28 AUG 44
Name and rank, FO, E. S. S., or other official: _____

Subscribed and sworn to before me this 28 day of AUG, 1944, at FT DEVENS, MASS.

(Signature) James A. Brown
(Name and rank) J. A. BROWN, 1st Lt., ADM, SCU #1112

SUMMARY COURT

THIS SPACE TO BE USED BY ARMY ORGANIZATIONS TRANSMITTING COPY OF AN APPLICATION FROM A SOLDIER TO THE OFFICE OF DEPENDENCY BENEFITS

for Jan 29 AUG, 1944
FT DEVENS, MASS.

To: ARMY SERVICE FORCES, Office of Dependency Benefits, Newark 2, N. J.

- Proper entry has been made on soldier's service record.
- Monthly class F deduction commencing with the month of SEPT, 1944 in the amount of \$ 22.00 have been or will be made.
- Soldier entered on active duty in a pay status on 28 AUG, 1944.
- Soldier's voluntary allotments have been withdrawn and necessary to insure that sufficient monthly pay is due the soldier to provide for the class F deduction and still have a minimum, exclusive of possible court martial forfeitures, of at least \$10 a month for his personal use.
- The official copy of this application has been withdrawn and filed with the soldier's service record.
- The soldier has been advised that it is necessary to insure that sufficient monthly pay is due the soldier to provide for the class F deduction and still have a minimum, exclusive of possible court martial forfeitures, of at least \$10 a month for his personal use.

(Signature) _____
(Name and rank) J. A. BROWN, 1st Lt., ADM, SCU #1112
Asst. Personnel Officer

THIS SPACE TO BE USED BY THE OFFICE OF DEPENDENCY BENEFITS TRANSMITTING COPY OF AN APPLICATION SUBMITTED BY OR FOR A DEPENDENT OR RELATIVE TO THE SOLDIER'S ORGANIZATION

ARMY SERVICE FORCES, Office of Dependency Benefits, Newark 2, N. J., _____, 1944

To: _____

- Family allowances under the Servicemen's Dependents Act of 1942, as amended, have been authorized for the persons shown in paragraph II and III on the reverse side of this form.
- Monthly deduction of (\$25) (\$27) (\$) must be made on the pay-roll starting with the month of _____, 1944.
- The "official copy" of the application is to be filed with the soldier's service record.

By AUTHORITY OF THE SECRETARY OF WAR:

ORIGINAL COPY

OFFICIAL COPY

APPLICANT'S COPY

INFORMATION BELOW THIS LINE DOES NOT APPEAR ON APPLICANT'S COPY.

ENTERED ON ORIGINAL COPY ONLY.

INITIAL FAMILY ALLOWANCE PAY ROLL

W.D. A.G.O. Form No. 14-57
25 September 1944
(This form supersedes W.D. F.D. Form No. 56, Approved by Comptroller General, U. S. February 23, 1943, which may be used until existing stocks are exhausted.)

**VOUCHER FOR PARTIAL PAYMENTS—ENLISTED MEN
INITIAL FAMILY ALLOWANCE PAY ROLL
FOR DEPENDENTS OF ENLISTED MEN**

ORGANIZATION SERVICE COMMAND UNIT NO 1112	STATION FORT DEVENS, MASS.	VOUCHER NUMBER 2514
APPROPRIATION: SYMBOL ALLOTMENT 212/50425 501-60 P 414-01 S99-999	AMOUNT \$ 2750.00	PAID BY F. S. BCCTH CAPT FD
DATE 29 August 44		FOR DEPENDENTS OF ENLISTED MEN

THIS VOUCHER CONSISTS OF _____ SHEETS. LAST PAGE OF THIS VOUCHER WILL BE INITIALED BY THE PERSONNEL OFFICER IMMEDIATELY UNDER LAST AMOUNT ENTERED.

CERTIFICATE OF PERSONNEL OFFICER

I CERTIFY that this voucher is made out as required by Army Regulations and that entries pertaining to each name are correct; that payment to the enlisted men named on the within pay roll is not prohibited by any provisions of law limiting the availability of the appropriation involved; and that the amount set opposite the name of each enlisted man has been determined in accordance with the provisions of AE 345-365, and has been charged against him on his service record or soldier's individual pay record.

J. J. Demarest
J. J. DEMAREST
1ST LT. INF. ASST PERSONNEL ADJUTANT

CERTIFICATE OF WITNESSING OFFICER

I CERTIFY that I witnessed the payment of this roll and prior to the signing of this certificate each man received the amount set opposite his name, with the exception of those marked "Not Paid".

(Signature of Witnessing Officer)

(Typed Name, Rank and Organization)

WE HEREBY ACKNOWLEDGE RECEIPT IN CASH OF AMOUNTS IN THE COLUMN "AMOUNT PAID" SET OPPOSITE OUR RESPECTIVE NAMES

NAME (ENTER SURNAME FIRST)	ARMY SERIAL NO.	GRADE	DESIGNATED PAYEE (NAME AND ADDRESS)	AMOUNT PAID
Jackson, Wallace G.	31900055	25 Aug 44	51507 29 AUG 1944	
Cl A Eleanor C. Jackson (wife)		Cl A	Eleanor C. Jackson	
Cl A Anne M. Jackson (Dau)			2113 Main St., Vergennes, Vt.	100.00
Cl A Wallace B. Jackson (son)				
Brown, James A.	31900004	25 Aug 44	51508 29 AUG 1944	
Cl A Mary A. Brown (wife)		Cl A	Mary A. Brown	
Cl A Helen M. Brown (Dau)			1530 Brighton Ave.,	100.00
Cl A Frank A. Brown (son)			Boston, Mass.	

Almer, Le
Cl A Barb

PAGE No. 6

NAME (Enter surname first)	ARMY SERIAL NO.	GRADE	DESIGNATED PAYEE (NAME AND ADDRESS)	AMOUNT PAID
White, Urban W.	31900072	25 Aug 44	51546 29 AUG 1944	
Cl A Myrle D. White (wife)		Cl A	Myrle D. White	
Cl A Bernard W. White (son)			Concord, Vt.	100.00
Cl A Janet M. White (Dau)				

"I certify that the enlisted persons named on the within pay roll have made written application for the initial family allowance under the act of 26 October 1943 for the dependents listed under their respective names; that such written application was made within 15 days after entry into the active military service in a pay status."

J. J. Demarest
J. J. DEMAREST
1ST LT. INF. ASST PERSONNEL ADJUTANT

W. D. A. G. O. Form No. 14-56
3 June 1944
(Old W. D. F. D. Form No. 56
which may continue to use)

NOTE: Either WD AGO Form 14-57 (old WD FD Form 56) or Form 366 may be used for the initial Family Allowance Pay Roll.

AUTHORIZATION FOR ALLOTMENT OF PAY

When applicable to Class E allotments, send original direct to the Disbursing Officer, Office of Dependency Benefits, 213 Washington Street, Newark, N. J.

When applicable to Class E allotments, send original direct to the Disbursing Officer, Office of Dependency Benefits, 213 Washington Street, Newark, N. J.

AUTHORIZATION FOR ALLOTMENT OF PAY 212631-N-181
(See AR 35-5520)

Brown James A 31 900 004 Pvt RC, Ft Devens, Mass.

AUTHORIZATION FOR ALLOTMENT OF PAY 212631-N-181
(See AR 35-5520)

Brown James A 31 900 004 Pvt RC, Ft Devens, Mass.

The ~~enlisted man~~ named above hereby authorizes a Class **N** allotment of his pay in the amount of **\$7.00** per month for **Indefinite** months commencing **1 Sep**, 19**44**, and expiring _____, 19____.

(**5**) premiums deducted from pay for month of **Sep**, 19**44**.
(Applicable to Class N insurance only (sec. IV, Cir. No. 100, W. D., 1942))

to **Veterans Administration** **Washington 25, D.C.**
(Name of allottee) (Number and street or rural route) (City, town, or post office) (State)

or to _____
(Name of alternate allottee) (Number and street or rural route) (City, town, or post office) (State)

Date of enlistment **25 Aug**, 19**44**. When other than "Finance Service, Army" is affected.

state allotment chargeable _____ Relationship of allottee _____
(Applicable to individual allottees only)

If allotment is in favor of a bank, the following is required to be stated: Deposit should be made to the credit of—
(Name) (Relationship)

(Statement below not applicable to Government insurance)

I hereby state that the purpose for which this allotment is granted is solely for the support of wife, child, or dependent relatives; or if made for the payment of life insurance premiums, the insurance (including endowments and/or twenty (or other) payment policies) is on the life of the allottee only; that the insurance constitutes the major and not a merely incidental or collateral element of the transaction; and that the allotment is made in favor of the insurance company issuing the policy and not in favor of a bank or other agent.

Place **Fort Devens, Mass** *James A. Brown*
(Signature of allottee)

Entered on service record **28 Aug 44**, 19**44**
(Date) (Date)

J. H. Garland, **2nd Lt. AUS SCU#1112**
(Signature of commanding officer or personnel officer, with grade and organization)

WHEN APPLICABLE TO CLASS D OR CLASS N INSURANCE, THE ORIGINAL COPY OF THIS FORM WILL BE SENT TO THE EXAMINATION DIVISION, BUILDING X, 19TH AND B STREETS NE, WASHINGTON, D. C. NO COPIES WILL BE SENT TO THE VETERANS ADMINISTRATION, WASHINGTON, D. C., WITH THE APPLICATION FOR INSURANCE.

W. D., A. G. O. Form No. 28 November 4, 1942 16-9421-2 U. S. GOVERNMENT PRINTING OFFICE

AUTHORIZATION OF ALLOTMENT FOR WAR SAVINGS BONDS

DUPLICATE AUTHORIZATION OF CLASS B ALLOTMENT FOR PURCHASE OF WAR SAVINGS BONDS

ENLISTED MAN'S COPY

ORIGINAL AUTHORIZATION OF CLASS B ALLOTMENT FOR PURCHASE OF WAR SAVINGS BONDS

SERVICE RECORD COPY

PRINT OR TYPE ITEMS 1 TO 7

1. **James A Brown 31 900 004**
(First name) (Initial) (Last name) (Serial number)
Pvt RC Fort Devens, Mass
(Grade) (Company, regiment, or arm of service) (Place or APO)

2. I hereby authorize a Class B Allotment from my pay for the purchase of WAR SAVINGS BONDS, Series E, as indicated below, beginning with pay due to me for the month of **Sep**, 19**44**.

3. PLAN 1 <input type="checkbox"/> \$3.75 Allotment \$25 Bond	PLAN 2 <input type="checkbox"/> \$6.25 Allotment \$25 Bond	PLAN 3 <input type="checkbox"/> \$18.75 Allotment \$25 Bond	PLAN 4 <input type="checkbox"/> \$12.50 Allotment \$50 Bond	PLAN 9 <input type="checkbox"/> \$225 Allotment three \$100 Bonds	PLAN 10 <input type="checkbox"/> \$300 Allotment four \$100 Bonds	PLAN 11 <input type="checkbox"/> \$375 Allotment \$500 Bond
PLAN 5 <input type="checkbox"/> \$37.50 Allotment \$50 Bond	PLAN 6 <input type="checkbox"/> \$25 Allotment \$100 Bond	PLAN 7 <input type="checkbox"/> \$75 Allotment \$100 Bond	PLAN 8 <input type="checkbox"/> \$150 Allotment two \$100 Bonds	Plan #12 \$7.50		

4. List as Co-owner or Beneficiary

5. * Mail Bonds to **Mrs. Mary A. Brown**
(First name) (Initial) (Last name) (Mrs. Mary A. Doe, not Mrs. George A. Doe)

At **1530 Brighton Ave Boston, Mass.**
(Number and street or rural route) (City or post office) (State)

6. * Hold Bonds in safekeeping in Treasury Department at no expense to me and mail receipt to _____
(Number and street or rural route) (City or post office) (State)

7. Entered on service record or pay card *JMS*
(Initials of person recording)

James A. Brown
(Signature of allottee)

D. MAZZERU, **2nd Lt. AUS SCU#1112**
(Signature of personnel or other responsible officer with grade or rank and organization)

*Select delivery desired—use one, not both. Whenever a box appears, it is essential that allottee indicate by check mark (✓) the appropriate plan, title, status, or designation. Mark not more than one box under each heading. Whenever the co-owner or beneficiary is a female, the given name must be used.
W. D., A. G. O. Form No. 29-6 Form approved by Comptroller General, U. S. February 13, 1943

LOCATOR CARD WD AGO 401

25 AUGUST 44 CO. A. RC	BROWN, JAMES A 31900004	P	RECEIVING BATTALION COPY
FORWARDING ADDRESS			
SO 230	25 AUGUST 44 CO. A. RC	BROWN, JAMES A 31900004	P
(Units eq)	FORWARDING ADDRESS		
	25 AUGUST 44 CO. A. RC	BROWN, JAMES A 31900004	P
	(Units eq)	FORWARDING ADDRESS	STAMPS ON ARRIVAL OF ENLISTED MAN.
	SO 230 9-1-44	INF RTC CP BLANDING, FLA	MORNING REPORT SECTION COPY
(Units equipped with Addressograph imprinting equipment, use this side) 10-34992-1			

POSTAL LOCATOR CARD

25 AUGUST 44 CO. A. RC	BROWN, JAMES A 31900004	P	TO POST OFFICE ON ARRIVAL OF ENLISTED MAN
25 AUGUST 44 CO. A. RC	BROWN, JAMES A 31900004	P	TO POST OFFICE AFTER ENLISTED MAN DEPARTS
	SO 230 9-1-44	INF RTC CP BLANDING, FLA	

ALTERATION SLIPS

ALTERATION SLIP FOR TROUSERS

<u>34</u> Waist	TROUSERS	<u>31</u> Length
BROWN, JAMES A 31900004		
O		
P		
26 AUG 44 A		

ALTERATION SLIP FOR BLOUSES

COPIES OF ALTERATION SLIPS REQUIRED	
TYPE OF GARMENT	COPIES
Blouse	4
Overcoat	4
Trousers	4 (1)
(1) Add one copy for each additional pair of trousers.	

<u>BLOUSE SLEEVES</u>		<u>BLOUSE LENGTH</u>		WITH GARMENT
<u>7"</u> Shortened	Lengthened	Shortened	Lengthened	
BROWN, JAMES A 31900004				
O				
P				
26 AUG 44 A				
26 AUG 44 A				
26 AUG 44 A				
26 AUG 44 A				

RECEIVING CO COPY

ENLISTED MAN'S COPY

FILE COPY

CIVILIAN CLOTHES BAG TAG

COMMANDING OFFICER
RECEPTION CENTER
FORT DEVENS, MASS

OFFICIAL BUSINESS

CLOTHING OF:
BROWN, JAMES A.
31900004

TO:
MRS. JAMES A. BROWN
1530 BRIGHTON AVE
BOSTON, MASS.

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$300

CIVILIAN CLOTHES BAG SLIP

BROWN, JAMES A
31900004

26 AUG 44 A

BARRACKS BAG TAG

BROWN, JAMES A
31900004

A

NOTE: For regulations affecting disposal of civilian clothing, see War Department Memorandum 615-44, 20 September 1944.

TRANSPORTATION NOTICE

BOSTON AND MAINE RAILROAD
Passenger Traffic Department

CONFIDENTIAL

Boston, Mass., Aug. 28, 1944
File 291

TRANSPORTATION NOTICE NO. 621

30 MEN

1 TOURIST SLEEPER DESIGNATED 600

Conductor report this office form 1124.

FRIDAY SEPT. 1

AYER, MASS. TO Greenfield, Mass.

Lv. Ayer	9:00 AM
Ar. Greenfield, Mass.	11:04 AM
Lv. Greenfield, Mass.	11:30 AM
Ar. Springfield, Mass.	12:35 PM
Lv. Springfield, Mass.	12:55 PM
Ar. New York City (Penn St.)	5:12 PM
Lv. New York City (Penn St.)	7:35 PM
Ar. Jacksonville, Fla.	8:45 PM
Lv. Jacksonville, Fla.	10:15 PM
Ar. Starke, Fla.	11:15 PM

TUES. SEPT. 5 -

ROUTING:

R & M.....	Springfield
NY NH & H.....	New York City (NGB)
PENN.....	Washington
R F & P.....	Richmond
S A L.....	Starke

TRAVEL:

Coach.....	Ayer to New York City
1st Class.....	New York City to Starke

MEALS:

5 Meals

F. T. Jones
General Passenger Agent

The above is subject to
change without notice.

SHIPPING SCHEDULE

SHIPPING SCHEDULE

28 Aug 44

PREPARED BY ASSIGNMENT OFFICER
BASED ON TWX FROM AGO

Period: 28 Aug 44 to 1 Sep 44

Friday, 1 Sep 44		PM
AGF IRTC Cp Blanding, Fla		30
AGF Armored RTC Ft Knox, Ky		8
	Total	38

AUTH: TWX 999, SPXOC-T, AGO, Washington, D.C. 28 Aug 44.

Section IV

PROCESSING MEN ENLISTED IN THE ERC OR OTHER COMPONENTS OF THE ARMY

10. The basic procedures prescribed in this manual apply also to the processing of men who have entered the army by enlistment in the Enlisted Reserve Corps or other components of the Army, with the exceptions noted below.

11. Enlisted Reserve Corps.

The service command on issuing an order calling a member of the Enlisted Reserve Corps to active duty, forwards to the reception center the number of copies of the special orders required by the reception center, as well as the copy of the Enlistment Record, WD AGO Form 165, and the Service Record, WD AGO Form 24 which were forwarded to the service command at the time of enlistment. The reservist on reporting to the reception center is given a physical examination, the results of which are recorded on a physical examination work sheet. The work sheet is transcribed to the Record at Time of Reporting for Active Duty, WD AGO Form 183, in duplicate. The center also completes those parts of WD AGO Form 183, not pertaining to the physical examination. When the enlisted man is transferred from the reception center, or if he is still at the reception center ten days after his arrival thereat, the original copy of

WD AGO Form 183 will be forwarded to the Adjutant General's Office, Washington 25, D. C., with a notation as prescribed in AR 615-500; the duplicate copies of WD AGO Forms 183 and 165 are forwarded to the service command. If an enlisted reservist is found to be physically disqualified upon reporting for active duty, appropriate action will be taken in accordance with the provisions of current War Department directives.

12. Enlistees other than ERC.

The enlisted man reports to the reception center with sufficient copies of the special orders forwarded by the recruiting station, the original copy of the Enlistment Record WD AGO Form 22, the Service Record, WD AGO Form 24, and Home Address Report, DSS Form 166. When the enlisted man is transferred from the reception center, or if he is still at the reception center ten days after his arrival thereat, the original copy of WD AGO Form 22 will be forwarded to The Adjutant General, Washington 25, D.C., with a notation as prescribed in AR 615-500. The Home Address Report, DSS Form 166, is forwarded with the original copy of the WD AGO Form 22.

Section V

EXPEDITING THE PROCESS

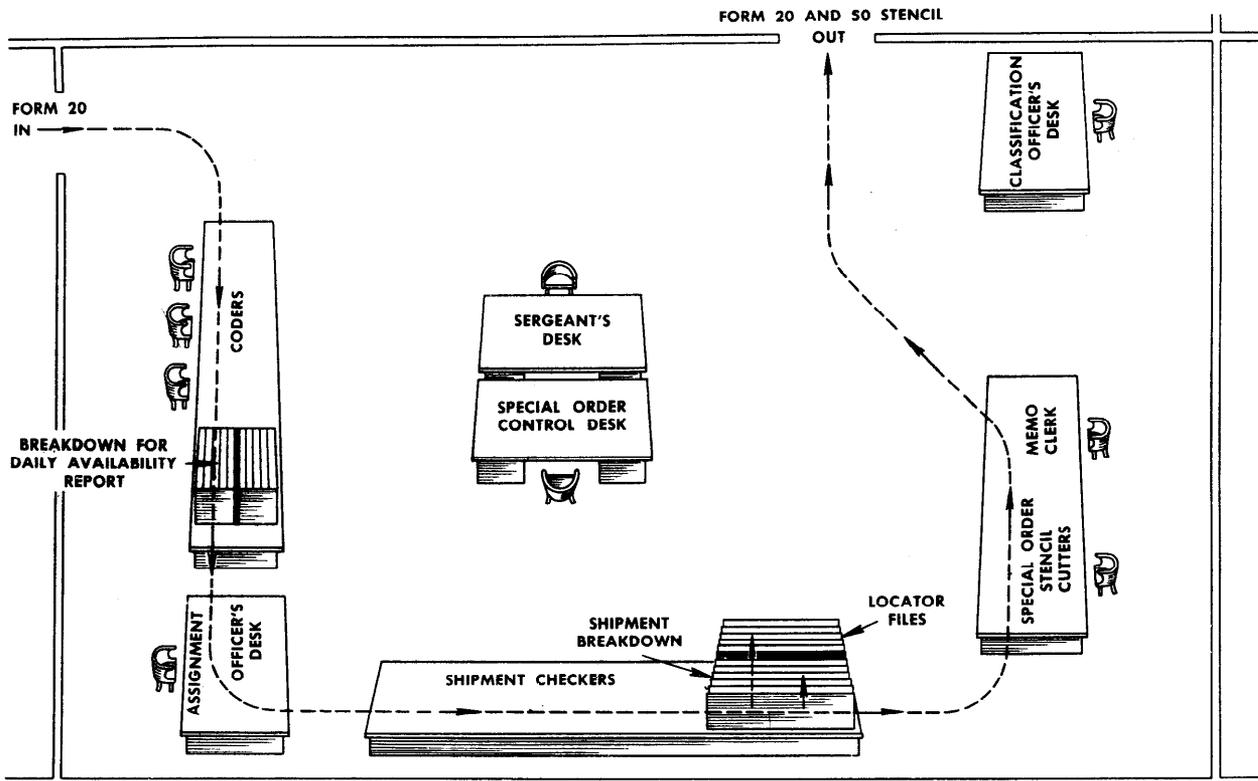
13. General.

Some of the principles and methods for expediting reception center processing which have been developed are presented in this section.

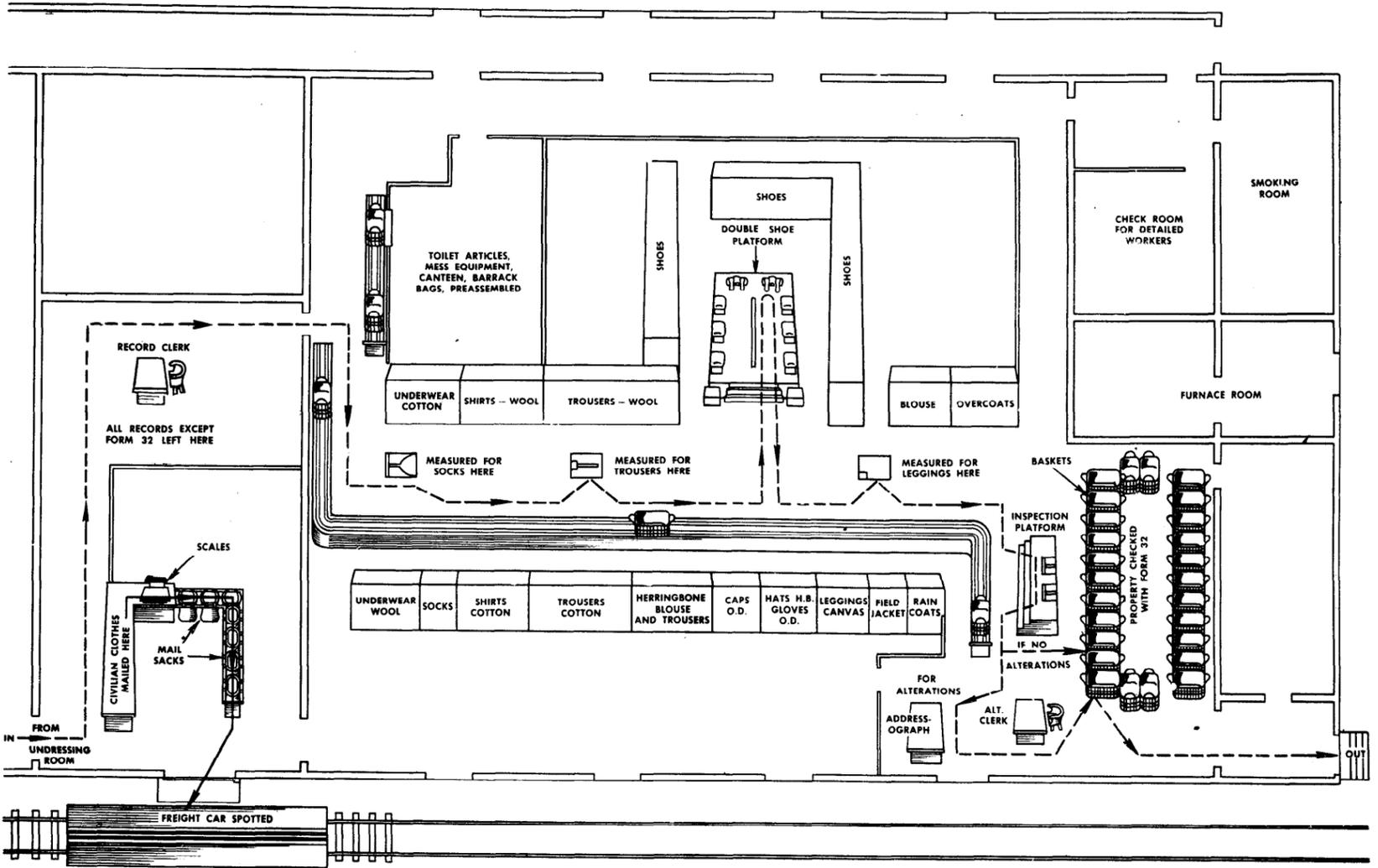
14. Office Layout.

Proper layout of the various offices used for processing contributes considerably to expeditious processing. Equipment and facilities should be so arranged that the enlisted men and the forms being processed move forward on an assembly line basis.

Backtracking or crisscrossing should be avoided wherever possible. The names of the various processing stations should be clearly and conspicuously designated by signs. In the same manner all company barracks should be clearly identified. The following figures illustrate the practical application of the principles of layout in three situations. They are guides only which are intended to illustrate a principle. It is not intended that they be mandatory. Each layout must conform to the facilities available.



Layout for processing Soldier's Qualification Card after interview.



Layout of Clothing and Equipment Section.

VETERANS ADMINISTRATION
Form approved
BUDGET BUREAU No. 78-R402-42

APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE

UNDER SECTION 8(a) NATIONAL SERVICE LIFE INSURANCE ACT OF 1944 AS AMENDED AND REGULATIONS OF THE VETERANS ADMINISTRATION
WITHOUT REPORT OF PHYSICAL EXAMINATION

For use by persons in the active service in the land or naval forces of the United States within 180 days after the date of entrance into the active service. NOTE—Persons in the active service more than 180 days and persons who reenter the active service (including persons discharged to accept commissions), where such reentrance is a result of a period of active service without interruption, must make application on Insurance Form 350, which requires a complete report of physical examination. USE THIS FORM.

1. NAME IN FULL: First Middle Last name
(Please print or type)

2. HOME ADDRESS: Number Street or rural route County, city, town, or post office State

3. I WAS BORN AT City, town, or post office State Day of month Month Year Age nearest birthday

4. DATE OF ENTRY INTO PRESENT TOUR OF ACTIVE DUTY: 44 5. PRESENT ORGANIZATION: Pvt Bank, grade, or rating. 6. SERIAL NUMBER: Unassigned Organizational, regiment, station, ship, etc.

7. DATE OF SEPARATION FROM LAST TOUR OF ACTIVE DUTY: (If no previous active duty, state "none") None 8. ARE YOU NOW DISABLED ON ACCOUNT OF INJURY OR DISEASE? IF SO, STATE DETAILS

9. I HEREBY APPLY FOR INSURANCE ON THE FIVE-YEAR LEVEL PREMIUM TERM PLAN IN THE AMOUNT OF \$ 10,000

10. ARE YOU NOW CARRYING GOVERNMENT LIFE INSURANCE? (ANSWER "YES" or "NO") No IF "YES" GIVE AMOUNT OF INSURANCE AND POLICY NUMBER IF AVAILABLE. AMOUNT \$ POLICY No. Government Life Insurance in excess of \$10,000 at any one time)

11. COMPLETE NAME OF EACH BENEFICIARY (If married woman, her own first and middle name and husband's last name must be stated) Relationship Amount of insurance to be paid to each beneficiary Post-office address (Number and street, city, town, or post office and State)

Principal: _____
Contingent: _____

Permitted class of beneficiary: Husband or wife, child, parent, brother, or sister of the insured. (For further information see reverse side, paragraph 3.)

12. I REQUEST THE POLICY BE MAILED TO—(Please print or type) (Full name) (Address)

13. EFFECTIVE DATE OF INSURANCE (See reverse side, paragraph 1). I REQUEST THAT THE EFFECTIVE DATE OF THIS POLICY BE MADE THE day of Immediately 19 44

A. I combine herewith remittances payable to the TREASURER OF THE UNITED STATES by day of _____ in the amount of \$ _____ in payment of the first _____ premium on the insurance, or (Check, draft, or money order) (Write above whether monthly, quarterly, semiannual, or annual)

B. I will register an allotment of pay in advance of active service pay under the provisions of Public Law 481, 77th Congress, in payment of the first monthly premium of \$ _____ on the insurance, or

C. I will register an allotment of pay effective in the month in which application for insurance is signed, in payment of the first monthly premium of \$ _____ on the insurance.

If an effective date is not specified by the applicant, the insurance herein applied for shall become effective as follows:
(a) If the first premium is paid by regular allotment as of the first day of the month following the receipt of the amount of the premium is deducted from THE UNITED STATES IS NOT

14. I WILL PAY SUBSEQUENT PREMIUMS IN THE MANNER BY ALLOTMENT OF PAY MONTHLY \$ _____

ISSUED AT: Fort Devens, Mass.

WITNESSED BY: _____ AND _____
INFORMATION AS TO SERVICE CERTIFIED BY: _____
(Rank and organization. See reverse side, page 2.)

NOTE—Premiums for bond in securing for self or annuity, business, savings or other specified purposes. (Check)

Effective Date Age Amt. \$
Beneficiary
Action taken
Examiner
Certificate issued

ALL QUESTIONS MUST BE COMPLETELY ANSWERED

AUTHORIZATION FOR ALLOTMENT OF PAY

(See AR 35-5520)

(Last name) (First name) (Middle initial) (Army serial number) (Grade) (Company, regiment, or arm or service)
The * (enlisted man) named above hereby authorizes a Class _____ (Type of allotment)

allotment of his pay in the amount of \$ _____ per month for Indefinite months commencing Sep 1944, and expiring _____, 19 _____

(_____) premiums deducted from pay for month of Sep 19 44
(Applicable to Class N insurance only (see: IV, (a), No. 100, W. D., 1942))

to Veterans Administration (Name of allottee) Washington 25, D.C. (Number and street or rural route) (City, town, or post office) (State)

or to _____ (Name of alternate allottee) _____ (Number and street or rural route) (City, town, or post office) (State)

Date of enlistment 19 44. When other than "Finance Service, Army" is affected state allotment chargeable _____ Relationship of allottee _____ (Applicable to individual allotment only)

If allotment is in favor of a bank, the following is required to be stated: Deposit should be made to the credit of—
(Name) (Relationship)

I hereby state that the purpose for which this allotment is granted is solely for the support of wife, child, or dependent relatives; or if made for the payment of life insurance premiums, the insurance (including endowments and/or twenty (or other) payment policies) is on the life of the allottee only; that the insurance constitutes the major and not a merely incidental or collateral element of the transaction; and that the allotment is made in favor of the insurance company issuing the policy and not in favor of a bank or other agent.

Place Fort Devens, Mass. (Signature of allottee)

Entered on service record Aug 44 (Date) Aug (Date) 19 44

* Strike out words not applicable.

(Signature of commanding officer or personnel officer, with grade and organization)

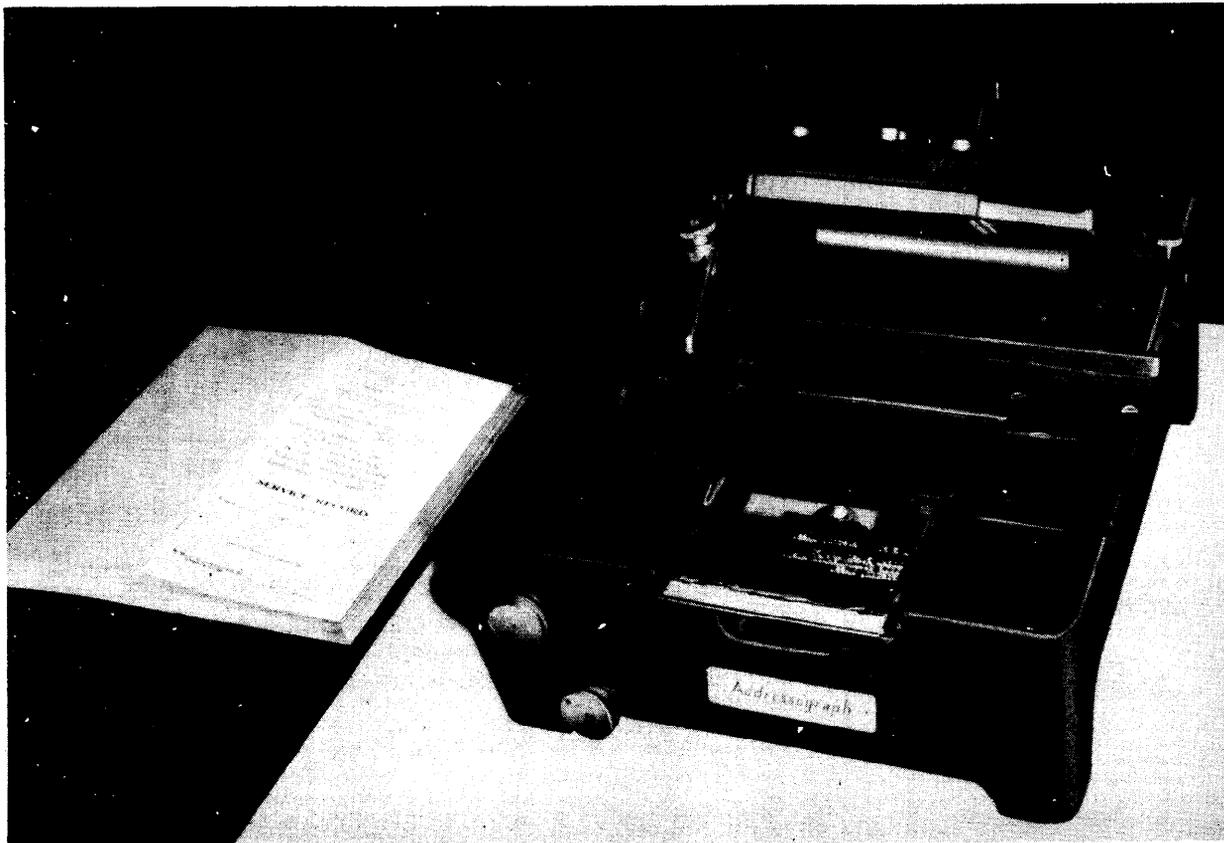
WHEN APPLICABLE TO CLASS D OR CLASS N INSURANCE, THE ORIGINAL COPY OF THIS FORM WILL BE SENT TO THE EXAMINATION DIVISION, BUILDING 1, 17th AND B STREETS NE, WASHINGTON, D. C. NO COPIES WILL BE SENT TO THE VETERANS ADMINISTRATION, WASHINGTON, D. C., WITH THE APPLICATION FOR INSURANCE.

W. D., A. G. O. Form No. 20 November 4, 1943 12-9-21-2 U. S. GOVERNMENT PRINTING OFFICE

When applicable to Class N allotments, send original direct to the Disbursing Officer, Office of Dependency Benefits, 213 Washington Street, Newark, N. J.

Preprinting on Application for National Service Life Insurance, Veterans Administration Insurance 350, and Authorization for Allotment of Pay, WD AGO 29, may be done as illustrated above. No part of sections 8 or 11 of insurance application, however, may be preprinted, prestamped, or otherwise filled in until the enlisted man is interviewed.

On the individual Clothing and Equipment Record, WD AGO 32, the columns "Authorized Allowances" and "1" may be preprinted as illustrated on page 34.



Machine for imprinting

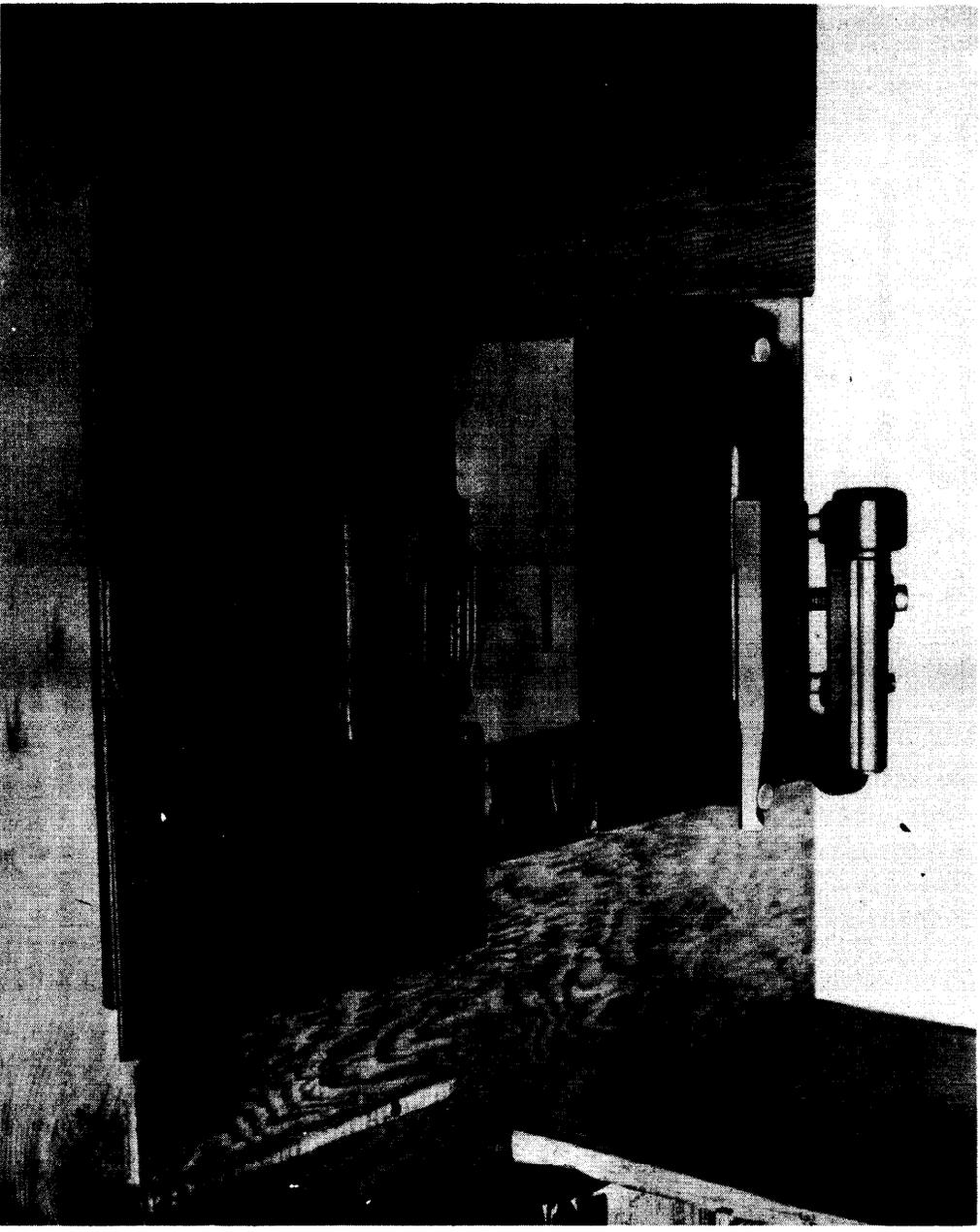
16. Imprinting the Enlisted Man's Name and Army Serial Number.

There are many forms on which the enlisted man's name and Army serial number must be placed. Time may be saved by using for this purpose a plate or one of the soldier's identification tags. Depend-

ing upon the type of equipment and the amount available, some stations may find it preferable to imprint the enlisted man's name and Army serial number on the various forms at one point. The illustrations demonstrate methods used to imprint the enlisted man's name and Army serial number on forms.

20 DEC 44

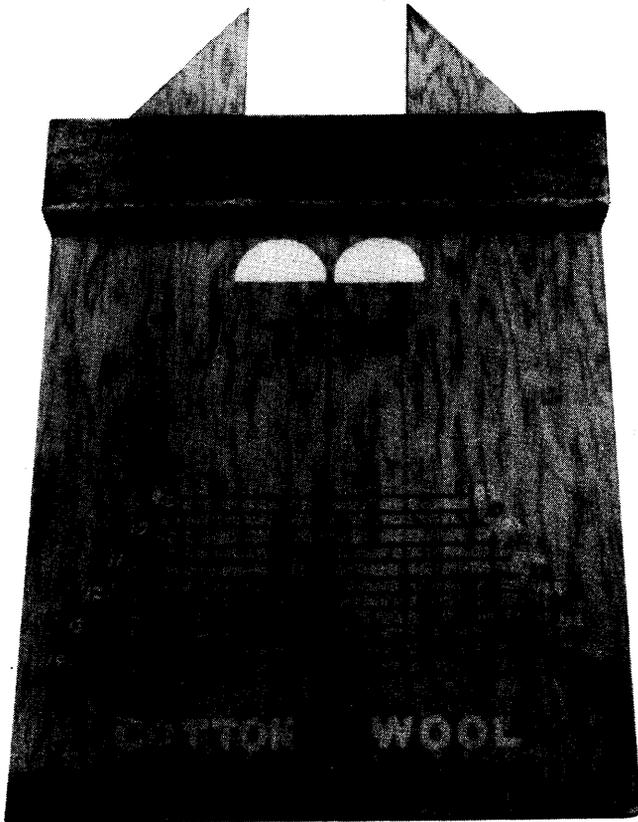
TM 12-223
Expediting



Imprinting Machine with Improvised Sliding Chase

THE ARMY LIBRARY

WASHINGTON, D. C.



Device for foot measurement.

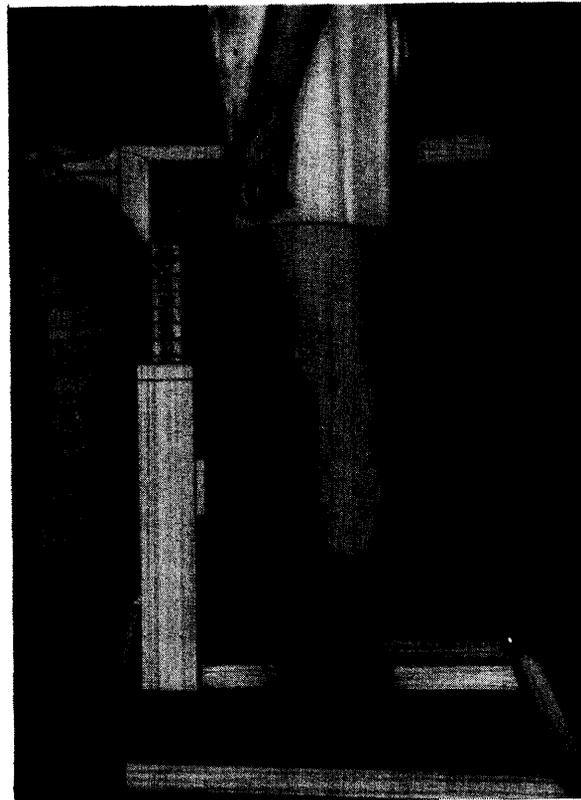
17. Clothing and Equipment.

a. Non-size items such as ties, barracks bags, and mess equipment may be set up prior to the enlisted man's arrival at the clothing and equipment section.

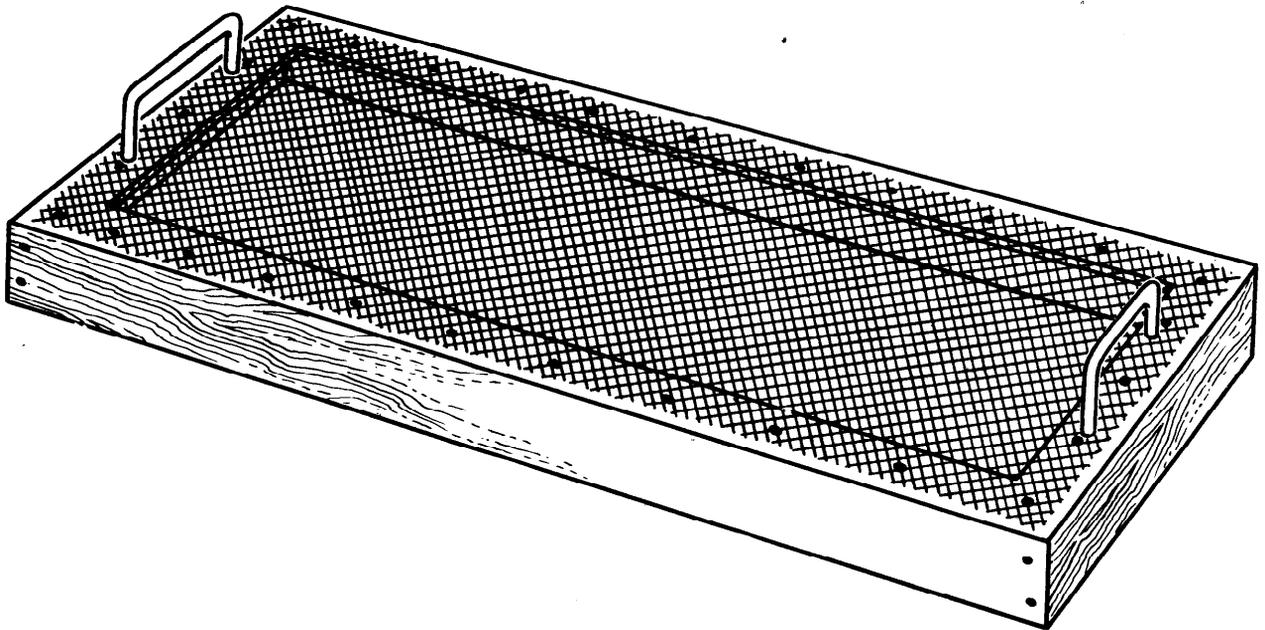
b. The enlisted man may send his civilian clothes home or is given an opportunity to donate them to the Red Cross. If he elects to send his clothes home, he proceeds to a table on which there is a supply of civilian clothes bags. He addresses a bag, places his clothes in it, and leaves it at the parcel post counter, from which it is mailed to its destination. The enlisted man then proceeds to the clothing line where he receives the sets of non-size items. As he progresses along the line he dresses into a complete uniform, placing all the other items of issue in a barracks bag, basket, or other container.

c. Full use should be made of any measuring devices which have been developed.

d. The alteration slips illustrated on page 42 are set up in quadruplicate with the necessary carbons inserted in advance.



Device used for measuring inseam.



Rack for Holding Hypodermic Needles.

18. Immunization.

a. Because of both the necessity for expediting the preparation and transmission of the Daily Availability Report and the varying effects of immunization on enlisted men, this phase of processing should not be conducted until after the enlisted man has been tested, interviewed, and classified. It is highly important that complete records be maintained, particularly with respect to follow up for subsequent inoculations, should the enlisted man remain at the reception center for a sufficient period of time.

b. A freshly sterilized needle will be used for each individual inoculation. Where hypodermic needles are sterilized while lying loose in a sterilizer tray, each needle will be picked up and placed on the syringe using sterile thumb forceps.

c. Where large numbers of men must be inoculated in rapid sequence, a special rack for hypodermic needles may be used to advantage. A simple rack is illustrated above which may be easily made locally. The frame is made of ordinary scrap lumber nailed together with finishing nails. The depth of the rack must be enough to prevent the tips of the needles from touching any supporting surface. Coppercoated or bronze wire mesh, commonly used to make window screens, is then tacked firmly across the top of the rack. Wire handles are added for ease in handling. The wooden frame replaces the ordinary metal sterilizer tray and is of the same size. Three racks are used, one with sterile needles, one for used unsterile needles, and one in the sterilizer. The hypodermic needles are dropped lightly into place tip down through the interstices of the screen. The hub is grasped with thumb and index finger when the needle is removed for use.

19. Mess.

Wherever possible, it is advisable to have an officer responsible for coordinating the messing of enlisted men. Good timing avoids long lines and long waiting at the mess.

20. Testing.

a. Every attempt should be made to permit the soldier to take the tests under as nearly perfect conditions as is possible. The importance of the various tests (presently consisting of the Army General Classification Test, the Mechanical Aptitude Test, and the Army Radio Code Aptitude Test) should be clearly stressed, and the fact that they are conducted on a time basis should be fully explained. Once properly administered, extreme mechanical care must be taken to make certain that scores are correctly tabulated and converted. This may be accomplished in the following manner:

(1) Manually rechecking first machine scored test sheet of each group.

(2) Manually rechecking by use of the template all scores within one of the next higher grade.

(3) Random conversion rechecks.

b. It has been found that considerable time saving may be effected by recording the scores attained directly to proper spaces on the Soldier's Qualification Card, thus eliminating the necessity for recopying at a later point in the processing.

21. Use of Enlisted Men Awaiting Transfer.

Enlisted men who have been processed and are awaiting transportation to training centers may be

used to assist in the performance of processing operations. Among the operations which they may be easily trained to perform are the imprinting or stamping of standard entries in records, and assisting in the receipt, storage, and issuance of clothing and equipment. Under no consideration, however, may their transfer to training centers be delayed because they are performing such duties. The number of enlisted men, awaiting transfer, who are assigned to assist in the performance of processing and housekeeping operations will be kept to the minimum required to accomplish the task. To insure that this is done, requests for men to be assigned to various details should be examined carefully and checked periodically. Under normal conditions enlisted men awaiting transfer should not be assigned to general post, camp, or station details when the reception center is a part of a post, camp, or station, or to assist in the operation of other organizations within a War Department personnel center, when the reception center is a part of such a center.

22. Training of Men Awaiting Assignment at Reception Centers.

Mobilization Training Program 20-3, dated 10 August 1944, describes the military training which will be given to men who have completed processing and are awaiting assignment. All men who have completed processing and who are not assigned to necessary reception center details or sick in quarters, in the hospital, or in confinement will receive the prescribed training. Training given to these men will be conducted in accordance with approved instructional procedures.

NOTICE

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NOTICE

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d. If the insured does not indicate his choice of beneficiary by designating the persons he wishes, the law provides for payment in the following order: wife, child, parents, sisters and brothers.

8. *Payments to beneficiaries.*

a. All death benefits are payable only in the form of monthly payments, as follows:

(1) Beneficiary under age 30 at time of insured's death, \$5.51 per month per \$1,000, for 240 months.

(2) Beneficiary age 30 or older at time of insured's death, a monthly life income, with a guarantee that a minimum of 120 monthly payments will be made (within the permitted class of beneficiaries), if the person first receiving benefits should die before receiving at least 120 monthly payments.

(3) In lieu of either of the above, either the insured or the beneficiary may elect to have the insurance benefits paid monthly in the form of a refund life income, whereunder if the person first receiving the benefits should die before having received at least the face amount of the policy less any indebtedness, the balance, in monthly installments, will be continued to eligible beneficiaries. (The amounts of monthly payments per \$1,000 under (2) and (3) above depend upon the age of the beneficiary at the time of the death of the insured—illustrate by an example or two.)

(4) All death benefits payable only to persons within the permitted class, except in cases of converted (permanent) plans, where reserve value is paid to the estate of the insured if there is no eligible beneficiary surviving who had received at least such an amount.

9. *Payment of premiums*—insurance cannot lapse while in active service if the allotment remains in effect—authorization for deduction of premiums from pay—Class N allotment. Emphasize that practically all soldiers pay premiums in this way.

10. Buy now and make insurance effective immediately because

a. It is difficult to find the time later—you will be too busy.

b. No physical examination is required if you act now. After 120 days a physical examination is necessary.

c. The protection may be made available for you at once and should not be deferred—this is the only way to take advantage of all to which one is entitled.

BONDS

11. Several allotment plans.

a. \$7.50 per month for a \$10.00 bond each month.

b. \$18.75 per month for a \$25.00 bond each month.

c. \$37.50 per month for a \$50.00 bond each month.

12. May have more than one allotment for bonds—such as \$7.50 and \$18.75 for \$10.00 and \$25.00 bonds each month.

12. The enlisted man may, if he desires, name a beneficiary or co-owner and may have different beneficiary or co-owner on each allotment if more than one is in effect. Bond allotments generally become effective with the second month's pay.

14. Stress value as form of savings and for patriotic reasons, but do not oversell the soldier as he is going through a readjustment period.

FAMILY ALLOWANCE

15. Family Allowance is provided for in the Servicemen's Dependents Allowance Act of 1942, as amended.

16. It is a monthly payment by Government check to the enlisted man's dependents so long as he and his dependents remain eligible.

17. Classes of Dependents.

a. Class A — Wife, child, or former wife divorced.

b. Class B — Parent, brother, or sister, dependent on enlisted man for SUBSTANTIAL portion of support.

c. Class B-1 — Parent, brother, or sister, dependent on enlisted man for CHIEF portion of support.

18. Enlisted Man's Contribution.

a. For Class A dependents — \$22.00 monthly.

b. For Class B or B-1 dependents — \$22.00 monthly.

c. For more than one class of dependents — \$27.00 monthly.

19. Examples of Amounts Dependents Receive Monthly.

a. Wife, \$50.00; wife and one child, \$80.00, with \$20.00 for each additional child.

b. Father and mother — Class B-1, \$68.00.

c. Father and mother — Class B, \$37.00. Only one amount, \$37.00, is payable monthly to a group of Class B dependents regardless of the number of such dependents.

20. Children and dependent brothers or sisters are eligible if they are unmarried and under 18 years of age, or regardless of age if mentally or physically incapacitated.

21. Documentary proof required to establish Class A dependency.

a. For Wife — A certified copy of the public or church record of marriage is preferable. If preferred proof of marriage cannot be obtained, the best available evidence should be submitted. A partial list of such secondary evidence includes the following documents:

(1) Photostatic copy of public or church record.

(2) Certificate by clergyman or public official who performed ceremony.

(3) Affidavits of two eyewitnesses to ceremony.

b. For common-law wife — If undisputed, affidavit by either soldier or his common-law wife, and in addition, affidavits of two other persons having personal knowledge of the circumstances. Applies only in states or territories where common-law marriages were recognized at time such relationship existed.

c. For divorced wife — Certified copy of court decree of divorce.

d. For separated wife — Certified copy of court decree of separation and maintenance. If not separated by court order, true copy of separation agreement by the soldier and separated wife.

e. For a legitimate child — Certified copy of public record of birth or church record of baptism is preferable. If preferred proof of birth cannot be obtained, the best available evidence should be submitted. These include any one of the following, listed in order of preference:

(1) Photostatic copy of public or church record.

(2) Affidavit from physician, midwife, or nurse who attended birth, or from godparents.

(3) Affidavits from two persons, stating their actual knowledge of name, age, date and place of birth of child, and naming child's parents.

(4) If no other evidence is available, certified copy of records from a family bible, church, naturalization or immigration office, or a hospital.

f. For an adopted child — Certified copy of court decree of adoption; also, record of birth.

g. For an illegitimate child — In addition to birth certificate, submit certified copy of court decree declaring enlisted man father of the child, or ordering the enlisted man to contribute to the child's support, or enlisted man's written statement that he is the father of the child.

22. Documentary evidence required to establish dependency of Class B or B-1 dependents.

a. A dependency certificate, WD AGO Form 626, will be completed for each adult individual (for himself or on behalf of a minor) living in one household who claims dependency on an enlisted man.

23. Initial Family Allowance is a payment of one month's full allowance to Class A and B-1 dependents, provided the enlisted man submits his application on WD AGO Form 625 within 15 days after entry into active service in a pay status.

ALLOTMENTS

24. Class E Allotments may be made for additional help to dependents, for savings, or for commercial life insurance, provided the enlisted man retains \$10.00 of his monthly pay for his own use.

