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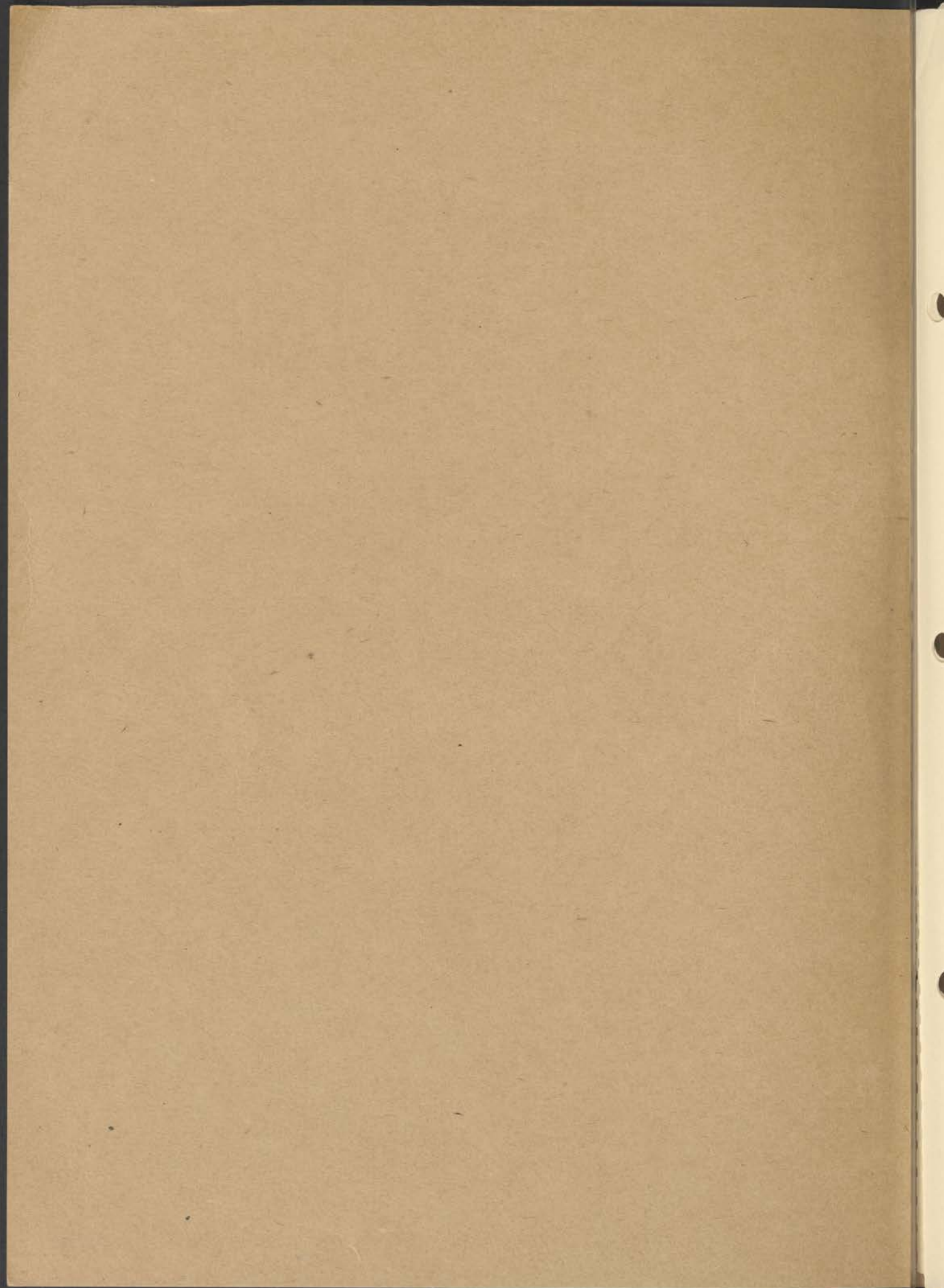
WAR DEPARTMENT TECHNICAL MANUAL

NON-CIRCULATING

ENLISTED PERSONNEL
RETIREMENT
(AR 615-395)

WAR DEPARTMENT • JANUARY 1945

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TECHNICAL MANUAL

ENLISTED PERSONNEL RETIREMENT (AR 615-395)

CHANGES
No. 1

TM 12-238, 1 January 1945, is changed as follows:

Pages 5 and 15, second note under box "War Department Orders" in column "Enlisted Man," change to read: "WD orders entitle soldier to transportation to place selected as permanent home within the United States and its possessions within 1 year after the date designated as the official termination of the war or 1 year after the date of re- [AG 300.7 (13 Aug 45)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

EDWARD F. WITSELL
Major General
Acting The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

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Refer to FM 21-6 for explanation of distribution formula.

WAR DEPARTMENT
WASHINGTON 25, D. C., 17 January 1946
tirement, whichever is later; including transportation for dependents of enlisted persons of the first three grades and transportation of household effects, within authorized allowances, for enlisted persons of the first four grades. "See AR 55-120 and 55-160."

All references to WD AGO Form 30-S in figures 1, 5, and 12 are rescinded. (See AR 35-5560, 2 July 1945.)

Add chapter 3, following chapter 2.

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CHAPTER 3

PROCEDURE FOR ISSUANCE OF TRAVEL ORDERS

9. Enlisted persons desiring retirement furlough.

a. If an enlisted person being retired has chosen a place to live at the time of filling out WD AGO Form 49, request will be made on his behalf by the personnel section of the military installation with retirement authority to The Adjutant General (Enlisted Branch, Military Personnel Division, AGO, Munitions Building, Washington 25, D. C.) for permission to grant transportation to the enlisted person (and dependents and household goods if authorized; par. 11) from his last permanent duty station to his selected home. This request will accompany WD AGO Form 49 and may be included in its letter of transmittal. When The Adjutant General has checked the service of the enlisted person and returned copy 2 of Form 49 (in cases under sec. I, AR 615-395) or dispatched the required TWX (in cases under sec. II, AR 615-395), the request for transportation authority will be returned approved, quoting proper allotment number. Upon receipt of the approved request the installation will issue travel orders designating the enlisted persons last permanent duty station and the address selected as his home. Orders will contain a statement that travel is in connection with retirement of the enlisted person and that upon expiration of his retirement furlough he will report for retirement to (military installation near his home selected for retirement). War Department Special Orders will then omit reference to allotment number when final retirement order is issued.

b. If the enlisted person has not chosen a place to live and desires to find a place while on retirement furlough, he will designate the military installation where retirement is desired and proceed on his furlough. When the enlisted person has decided where his home will be, he will make a request to The Adjutant General, through the installation where he is to be retired, for transportation (including transportation of dependents and household goods if authorized; par. 11) from his last permanent duty station to his home. The

installation will forward the request (or a TWX if necessary) to The Adjutant General and, upon receipt of approval with allotment number, will issue travel orders designating the last permanent duty station of the enlisted person and the address selected as his home. Orders will include a statement that travel is in connection with retirement of the enlisted person and that upon expiration of his retirement furlough he will report for retirement to (military installation selected for retirement). War Department Special Orders will omit reference to allotment number when final retirement order is issued.

c. If the enlisted person desires to avail himself of the year allowed in which to select his home, the military installation selected for retirement will, upon receipt of War Department Special Orders directing his retirement, issue travel orders for the enlisted person (and dependents and household goods if authorized; par. 11) from his last permanent duty station to a place to be designated by him within 1 year after the date designated as the official termination of war or 1 year after the date of retirement, whichever is later, place not yet selected. War Department Special Orders effecting retirement will contain allotment number for the transportation.

10. Enlisted persons not desiring retirement furlough.

a. If an enlisted person not desiring retirement furlough has chosen a place to live prior to the date of retirement, upon receipt of War Department Special Orders effecting retirement supplementary orders will be issued by the military installation with retirement authority, authorizing transportation of the enlisted person (and dependents and household goods if authorized; par. 11) from his last permanent duty station to his selected home.

b. If the enlisted person desires to avail himself of the year allowed in which to select his home, the military installation with retirement au-

thority will, upon receipt of War Department Special Orders directing his retirement, issue orders for transportation of the enlisted person (and dependents and household goods if authorized; par. 11) from his last permanent duty station to a place to be designated by him within 1 year after the date designated as the official termination of the war or 1 year after the date of retirement, whichever is later, place not yet selected.

11. Regulations governing transportation.

a. RETIRED ENLISTED PERSONNEL. See paragraph 18a and b, AR 55-120, as amended.

b. DEPENDENTS OF RETIRED ENLISTED PERSONNEL. See paragraph 8a (1), AR 55-120, as amended. For time limit within which travel may be performed, see paragraph 8f (1), AR 55-120, as amended.

c. AUTHORIZED BAGGAGE (HOUSEHOLD GOODS). See paragraph 14a (12) (a), AR 5-160, as amended. For time limit within which shipment

may be made, see paragraph 14i (1), AR 55-160, as amended.

12. Transportation of dependents and household goods while on furlough. An enlisted person on retirement furlough may have his dependents and authorized baggage (household goods) transported to his selected home at Government expense when authorized by the regulations cited in paragraph 11. If retirement orders have not been issued, he will obtain such transportation by presenting to the transportation officer travel orders showing his last permanent duty station and the address selected as his home.

13. Regular Army enlisted personnel retired for length of service after 20 to 29 years' service. The procedures prescribed in chapter 1 and this chapter will be followed in processing the retirement of enlisted persons under the provisions of Public Law 190-79th Congress, approved 6 October 1945 (sec. VIII, WD Cir. 310, 1945).

TECHNICAL MANUAL

ENLISTED PERSONNEL RETIREMENT (AR 615-395)

CHANGES }
No. 2 }

WAR DEPARTMENT
WASHINGTON 25, D. C., 1 June 1946.

TM 12-238, 1 January 1945, is changed as follows:

All references to WD AGO Form 53 are changed to read WD AGO Form 53-94.

Remove pages 23 and 24 and substitute page 23 and revised page 24 herewith.

Add chapter 4 following chapter 3.

[AG 300.5 (14 May 46)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

DISTRIBUTION:

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ALLOTMENT DISCONTINUANCE, WD AGO FORM 30-S (WD Cir. 297, 1944)

INSTRUCTIONS: THIS FORM IS TO BE PREPARED FOR EACH PERSON DISCHARGED OR RELEASED FROM ACTIVE DUTY TO BE FORWARDED AS SHOWN ON EACH SHEET.

TO TYPIST: USE **SHOW "RETIREMENT" STATUS** **ENTER DATE OF BIRTH** **LEAVE SC AND STATION BLANK**

TAG **ALLOTMENT DISCONTINUANCE** **No. A**

RETIRED **NOTICE UPON DISCHARGE OR RELEASE FROM ACTIVE DUTY**

LAST NAME - FIRST NAME - MIDDLE INITIAL: **DOE JOHN J.** **1 APR 1890** **R 1 963 422** **30 Nov 1944** **SC** **STATION**

ENTER IN THE SPACE PROVIDED BELOW EACH ALLOWANCE OR ALLOTMENT NOW IN EFFECT (NO ENTRY HERE)

ALLOTMENT	AMOUNT (\$)	EFFECTIVE DATE MONTH AND YEAR	FINAL DEDUCTION MADE FOR MONTH OF
N			
D	12.55	1 Jun 41	Oct 44
E	10.00	1 Dec 42	Oct 44
F			
B			

PERMANENT ADDRESS FOR MAILING PURPOSES: **122 S Main St., San Bernadino, Cal**

FAMILY ALLOWANCE APPLICATION NUMBER, IF IN SERVICE RECORD: **X-** **N-** **(NO ENTRY HERE)**

NAME AND LOCATION OF ORGANIZATION EFFECTING DISCHARGE OR RELEASE: **1269 SCSU CAMP HAAN CAL.**

ENTER NAMES OF "E" ALLOTTEES, IF IN SERVICE RECORD: **Mr. M.L. DOE**

TYPED NAME, GRADE AND TITLE OF OFFICER EFFECTING DISCONTINUANCE: **L.J. CAMPBELL, CAPT, ACD, PERSONNEL OFFICER** **(NO SIGNATURE NECESSARY)**

W. D. A. G. O. FORM NO. 30-S 1 JULY 1944 17 PARTS

1 TO: THE ADJUTANT GENERAL'S OFFICE, WASHINGTON 25, D. C. (FOLDED AND INSERTED IN THE SERVICE RECORD IN CASES OF ENLISTED PERSONNEL)

2 TO: GOVERNMENT INSURANCE ALLOTMENT DIVISION, OFFICE OF SPECIAL SETTLEMENT ACCOUNTS 27 PINE ST., NEW YORK 5, N. Y.

3 GOVERNMENT INSURANCE ALLOTMENT DIVISION OFFICE OF SPECIAL SETTLEMENT ACCOUNTS 27 PINE ST., NEW YORK 5, N. Y.

4 TO: ARMY WAR BOND OFFICE, 366 W. ADAMS ST., CHICAGO 6, ILLINOIS

5 TO: OFFICE OF DEPENDENCY BENEFITS, CLASS E ALLOTMENT DIVISION, NEWARK 2, NEW JERSEY

6 TO: OFFICE OF DEPENDENCY BENEFITS, CLASS F ALLOWANCE DIVISION, NEWARK 2, NEW JERSEY

7 FILE COPY

NOTE 1: An Allotment Discontinuance Document (WD AGO 30-S) is prepared and distributed for each enlisted person being retired even though no allotments are recorded in the service record.

2: Transmit forms in accordance with Circular 297, W.D. 1944.

Figure 12.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

(The material on this page is rescinded.)

TO: DIRECTOR, FBI

FROM: SAC, NEW YORK (100-111111)

SUBJECT: [Illegible]

DATE: 1/1/62

RE: [Illegible]

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CHAPTER 4

ENLISTED RECORD AND REPORT OF RETIREMENT

14. Records to be used. Effective upon receipt of WD AGO Form 53-94. This record will be prepared for all enlisted personnel being retired regardless of the law under which retirement is being directed.

15. When prepared.

a. The form will be prepared at the time the soldier is retired.

b. The forms contain spaces for all items deemed appropriate; therefore, no additional entries will be made thereon unless specifically authorized by the War Department.

16. Preparation.

a. The following is an item by item description of entries to be made on the Enlisted Record and Report of Retirement. They are arranged in numerical order. Entries will adhere as closely as possible to instructions presented in order to insure uniformity in execution of the forms.

b. All entries on this form are to apply to current period of active service except items numbered 36, 37, 38, and 42. If no entries are applicable, enter "none" or "not available," whichever is appropriate. Specific clarification of certain items follows:

ITEMS

- Item 1.* The name will be typed in the sequence indicated. There will be two typewriter spaces between the last name and first name and between the first name and middle initial.
- Item 2.* Enter Army serial number.
- Item 3.* Enter grade held at time of retirement.
- Item 4.* Enter arm or service of the last tactical or administrative and tactical unit, or a similar element to which he was assigned.
- Item 5.* NG, RA, RAR, ERC, or AUS. See front cover of Service Record. Selective Service (SS) will not be used for this purpose.
- Item 6.* Enter the last tactical or administrative and tactical unit, or similar element to which he was assigned for duty. See WD Retirement Order for last assignment if other than place at which retired.
- Item 7.* Enter date retired from the service. In cases in which an enlisted individual is delivered to a Veterans Administration facility, other institution, or home, for retirement under provisions of AR 600-500 and AR 615-395, the date of retirement will be the date indicated in Special Orders.

Item 8. Place of retirement will be the military installation at which the soldier is retired.

Item 9. Enter street or RFD number, city, county, and State. Enter country only if other than the United States. Indicate by "X" in pertinent box if address is temporary or permanent.

Item 10. Enter date of birth.

Item 11. Enter city (or county), and State of birth. Enter country only if other than the United States.

Item 12. If same as item 9, enter "See 9." If other than 9, enter street or RFD number, city and State. Enter country only if other than the United States.

Item 13. }
Item 14. } See Service Record.
Item 15. }
Item 16. }

Item 17. Enter dependents as shown on WD AGO Form 20. (See par. 34b, TM 12-425.)

Item 18. Indicate if white or negro. If other than white or negro, specify nationality, under "other." For example, "Chinese," "Japanese," "Hawaiian," "American Indian," "Filipino," etc.

Item 19. Indicate if single or married at time of retirement from the service.

Item 20. Indicate whichever is applicable.

Item 21. Civilian occupation will be the main civilian occupation taken from WD AGO Form 100, if available, or from item 13, WD AGO Form 20 if WD AGO Form 100 is not executed. The corresponding code from the Dictionary of Occupation Titles will be shown to the right of the description.

Item 22. Enter the date on which enlisted man was enlisted or inducted into current tour of duty.

Item 23. Enter place of induction as shown on page 1 of Service Record, or place of enlistment as shown on page 2 of Service Record.

Item 24. Indicate whichever is applicable.

Item 25. } Fill in for Selective Service registrants only.
Item 26. } See page 1 of the Service Record. For personnel enlisted enter "Not applicable."

Item 27. Home address shown on page 2 of Service Record. If same as item 9, enter "See 9."

Item 28. Military occupational specialty will be the same as the MOS entered on WD AGO Form 20; the number will follow the title.

Item 29. Enter items of special proficiency as shown in Service Record or on WD AGO Form 20. Example: Expert Infantryman, Combat Infantryman, Pilot, etc.

Item 30. Enter battles or campaigns as authorized by War Department General Orders.

Item 31. Decorations or citations and authority for each. Authorities for service medals need not be entered.

Item 32. Enter date wounded and theater.

Item 33. See WD AGO Form 8-117 (Immunization Register) (old MD Form 81), or page 1 of Service Record.

- Item 34.* Enter date of departure, destination, and date of arrival for each movement between theaters and between a theater and the United States.
- Item 35.* Enter length of current period of active duty as represented by continental service and foreign service. (See AR 35-1490.) (Total length of longevity service will be entered in item 42.)
- Item 36.* Enter prior active Federal service in Army, Navy, Marine Corps, and Coast Guard under each heading as it pertains to enlisted, warrant, or commissioned service.
- Item 37.* Enter total active Federal service (35 and 36).
- Item 38.* Highest active or inactive grade held during entire Army service either enlisted, warrant, or commissioned service.
- Item 39.* Enter reason and authority for retirement in manner indicated, applicable to the individual being retired. Following is an example of reason and authority for retirement: Retirement—30 years' service, section I, AR 615-395, paragraph 22, WD SO 99, 31 May 1946.
- Item 40.* See Service Record or WD AGO Form 20.
- Item 41.* See Service Record or WD AGO Form 20.
- Item 42.* Compute total length of active and inactive service as authorized for longevity pay purposes.
- Item 43.* Enter total amount due soldier at time of retirement. See Service Record and AR 35-2600.
- Item 44.* Indicate if transportation is to be taken prior to or upon retirement showing special orders and headquarters authorizing transportation. If transportation is to be taken at a later date, show the soldier's last permanent duty station.
- Item 45.* } Indicate kind of insurance and how paid.
Item 46. }
- Item 47.* For date of discontinuance of allotments, see AR 35-5520.
- Item 48.* Enter date 1 month after date entered in item 47.
- Item 49.* The amount of premium due each month.
- Item 50.* Enter intention of veteran in regard to continuing his insurance, authorizing deductions from his retired pay or his intention to pay premiums on cash basis or discontinuance of all of his insurance.
- Item 51.* Right thumbprint to appear on original and final indorsement copy only. Impression to be entered from side of form.
- Item 52.* This space is for completion of above items or entry of other items specified in War Department directives. The following entries will be made when applicable:
1. Discharge lapel button issued.
 2. Double time. Indicate years, months, and days of service credited as double time as indicated on approved WD AGO Form 49.
 3. In cases in which an enlisted individual is delivered to a Veterans Administration facility, or other institution or home for retirement under provisions of AR 600-500, a statement will be entered to show the name of the installation preparing the retirement papers as "retirement papers prepared at Tilton General Hospital, Ft. Dix, N. J."
 4. In cases in which an enlisted man is retired and transferred to the E. R. C. on the same order, entry will be made as follows:

"Transferred to ERC."

c. The personnel officer and the person being retired will sign the original in ink. The final in-

dorsement copy, the service command copy, and the Veterans Administration copies (parts 2, 3, 4, and 5) will be signed by the personnel officer and the person being retired. An indelible pencil may be used in signing part 2, sufficient pressure being applied to make legible copies of the signature on parts 3, 4, and 5. There is no objection to the signatures appearing on parts 6, 7, and 8, but they are not required on these parts.

d. The face of the form will be signed by the commanding officer, or an officer of field grade, of the installation at which the enlisted man is retired.

17. Distribution. Copies of the form will be distributed at the time of retirement in accordance with the following instructions:

a. *Original* to person retired.

b. *Final indorsement copy.* Affixed to inside back cover of Service Record. This is to serve as the final indorsement to the Service Record as called for by TM 12-230.

c. *Service command copy.* (1) *For retirements in continental United States.* To: Headquarters of service command in which individual is retired. (If retired in the Military District of Washington, forward copy to Third Service Command.) After completion of processing by the service command machine records unit, the copy of the retirement form is forwarded to the headquarters of the service command or department in which address shown in item 9 is located, or retained by the headquarters of the service command in which the individual is retired if the address shown in item 9 is not located in a service command or department.

(2) *For retirements outside continental United States.* To: Headquarters of service command in United States or department in which address shown in item 9 is located or to The Adjutant General, Washington 25, D. C., Attention: Machine Records Branch in those cases where the address shown in item 9 is not located in a service command or department.

d. *Veterans Administration headquarters copy.* To: Veterans Administration, 346 Broadway, New York 13, N. Y.

e. *Veterans Administration regional office copy.* To: Regional office serving address shown in item 9 except as noted in paragraph 18.

f. *Board of Registration copy.* To: State director of Selective Service for State shown in item 26 when available, otherwise item 27. The entire

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days accumulation of No. 6 copies for each State director to be mailed in an envelope or container.

g. Reemployment committeeman copy. To: Enlisted men upon retirement for presentation to whichever local board he desires to contact.

h. Veterans employment representative copy. To: Appropriate Veteran Employment Representative, Veterans Employment Service, for the State shown in item 12.

18. Address. The mailing address of State directors of Selective Service are shown in AR 615-360. In cases in which the enlisted person is retired

for physical disability, the Veterans Administration regional office copy will be sent to the Veterans Administration area office accompanied by the clinical records, unless the enlisted person is transferred directly to a Veterans facility, in which event they will be sent to that facility. Veterans Administration office addresses are contained in AR 615-361. The latest addresses of Veterans Administration regional offices are contained in current War Department circulars. Since these addresses are subject to frequent changes, personnel using this manual should check carefully to be sure that any amendments to these circulars are not overlooked.

WAR DEPARTMENT TECHNICAL MANUAL
TM 12-238

ENLISTED PERSONNEL
RETIREMENT
(AR 615-395)



WAR DEPARTMENT

JANUARY 1945

WAR DEPARTMENT

WASHINGTON 25, D. C., 1 January 1945

TM 12-238, Enlisted Personnel, Retirement (AR 615-395), is published for the information, guidance, and compliance of all concerned.

[AG 300.7 (1 Jan 45).]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

J. A. ULIO
Major General
The Adjutant General

G. C. MARSHALL
Chief of Staff

DISTRIBUTION:

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Oversea distribution will not be made.

For explanation of symbols, see FM 21-6.

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FOREWORD

1. PURPOSE.

This manual is based on the provisions of AR 615-395. It shows in detail the administrative procedures necessary to accomplish retirement of enlisted personnel.

2. SCOPE.

a. This includes simplifying and eliminating the number of required forms, expediting verification of length of service, and presenting complete and accurate instructions and illustrations of necessary actions.

b. The reduction of paper work is evidenced by the substitution of 3 basic retirement forms for 13 forms and supporting papers. The consolidation and elimi-

nation of other forms is presented graphically as follows:

	Old	New
Retirement forms	13	5
Medical forms	5	2
Fiscal forms	5	2
Personnel forms, including WD Orders, Letters of Merit, Certificate of The Adjutant General.	8	6
Total	31	15

Signatures and copies have been correspondingly reduced. Forms have been redesigned for use in the standard typewriter and to allow ample space for entries.

CHAPTER 1
RETIREMENT OF ENLISTED PERSONNEL FOR LENGTH OF SERVICE,
AFTER 30 YEARS' SERVICE

1. The objectives in the basic procedure for retirement of an enlisted man after completion of 30 years' service are to provide—

a. The enlisted man with a retirement furlough of up to 120 days.

b. The personnel officer preparing the retirement forms with adequate instructions.

c. The Adjutant General with properly executed forms necessary to issue retirement orders.

d. The Finance Officer, U. S. Army, with properly accomplished forms so that he may place the retired soldier on the retirement pay roll promptly.

e. Authority to the commanding officer of the post, camp, or station at which a permanent party enlisted

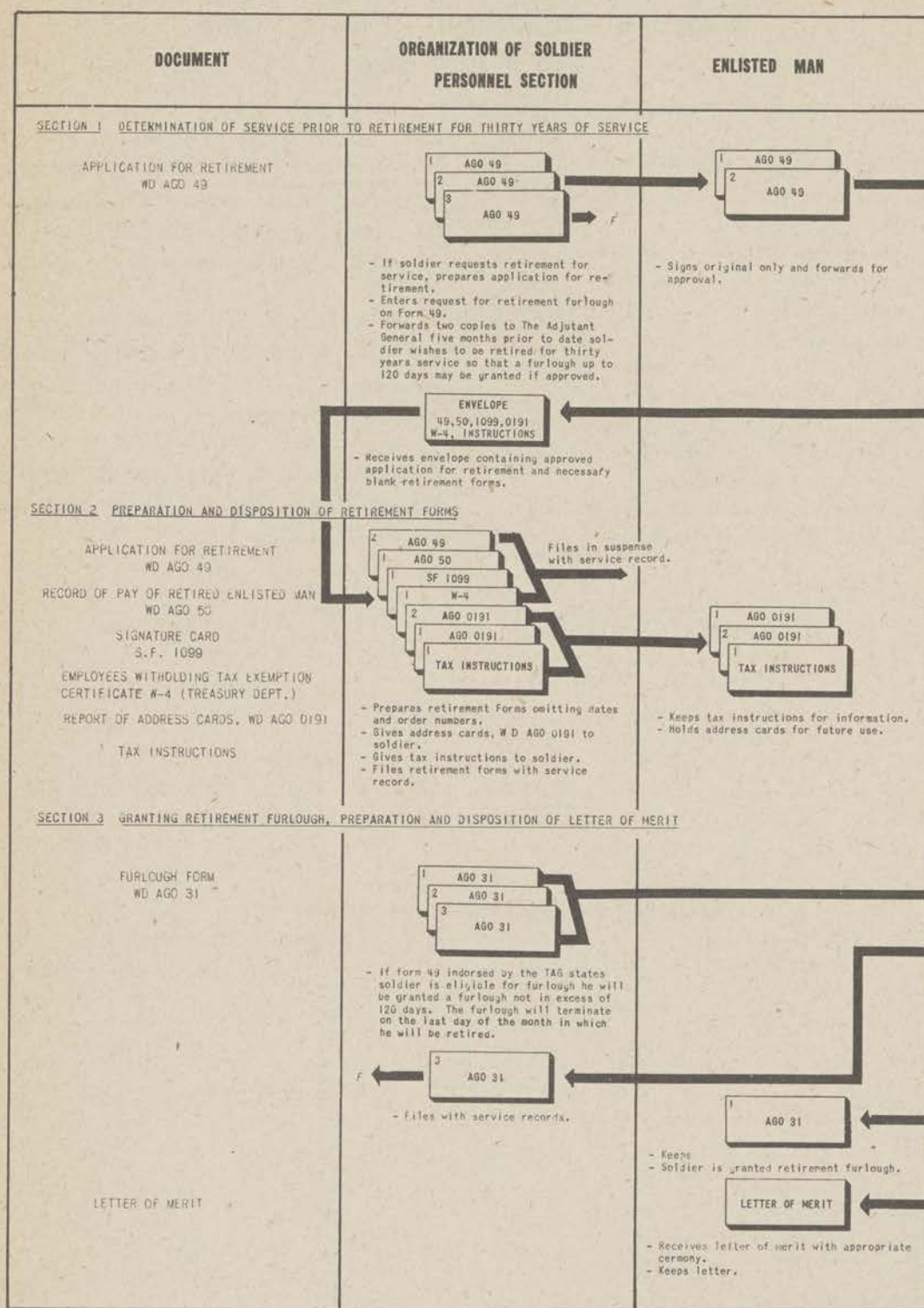
man about to be retired is located to arrange for storage and/or, packing and crating of household goods of the enlisted man about to be retired if necessary and if requested for a period not to exceed 6 months.

2. The soldier selects the military installation at which he wishes to be retired. The necessary transfer of status and forms will be made so that he may be readily retired at such a point.

3. See figures 1 through 4 for the procedure to be followed and the forms used in accomplishing the above objectives.

FIG. 1

RETIREMENT FOR LENGTH OF SERVICE



ENLISTED MEN

SECTION 1 AR 615-395

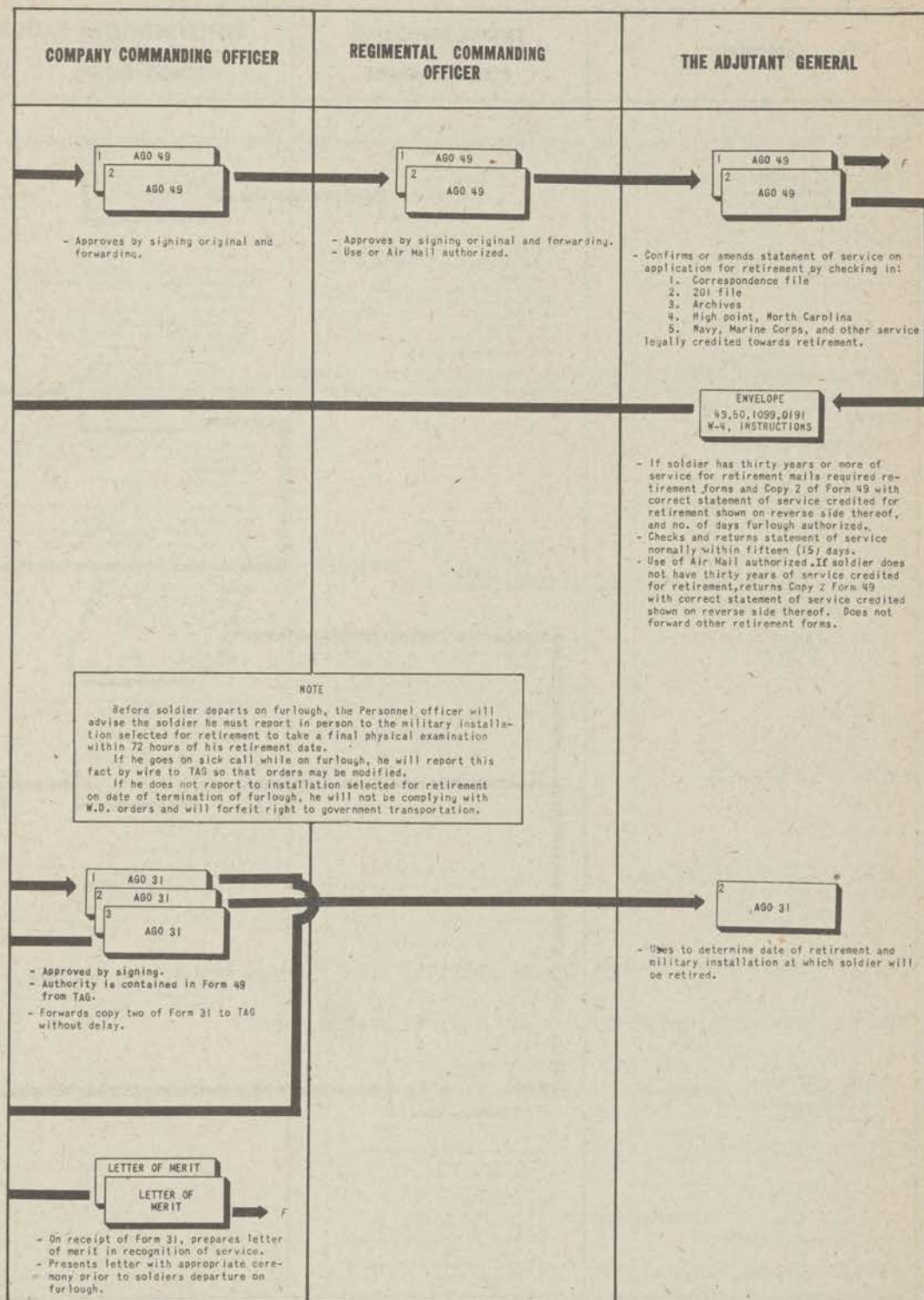
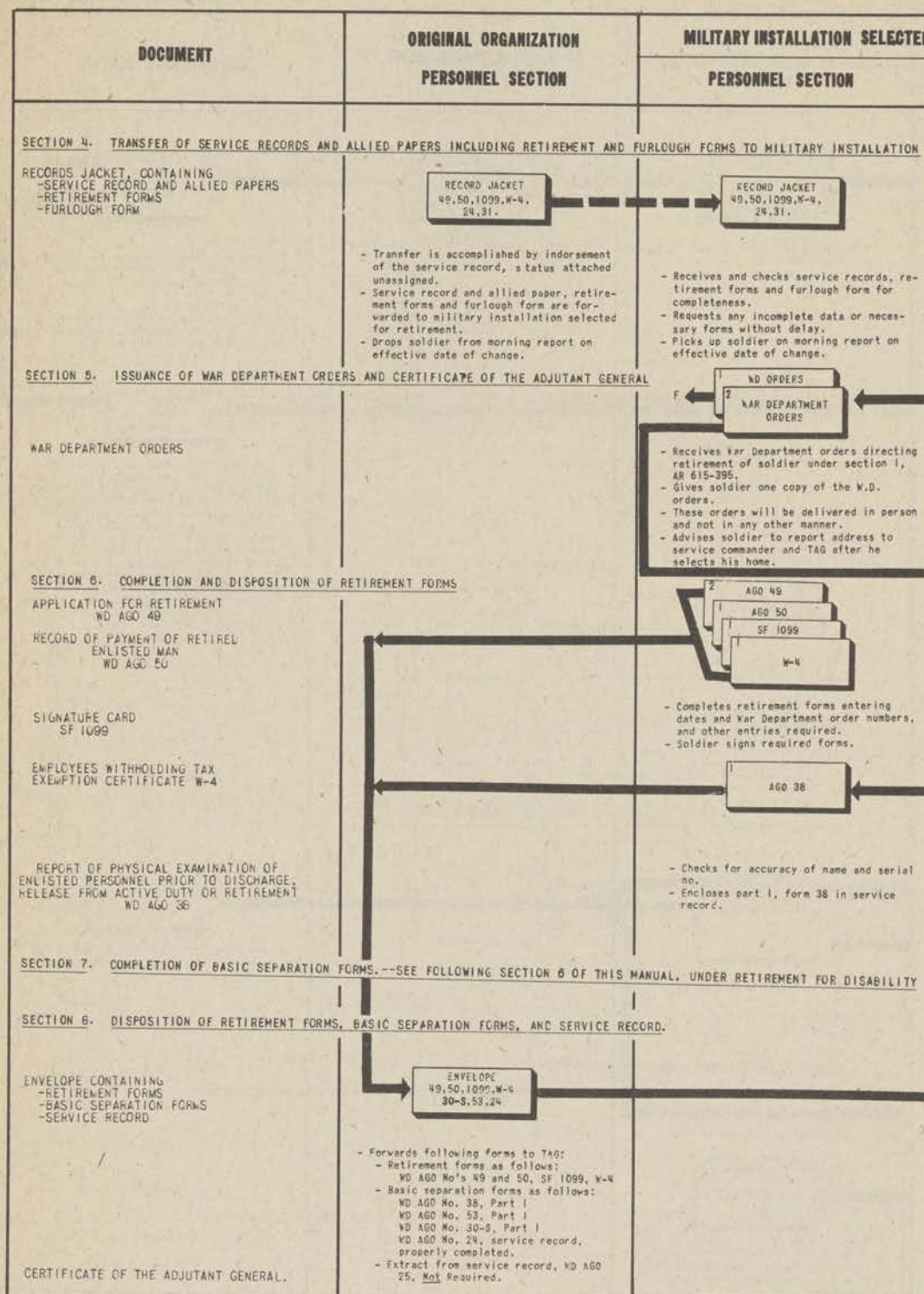


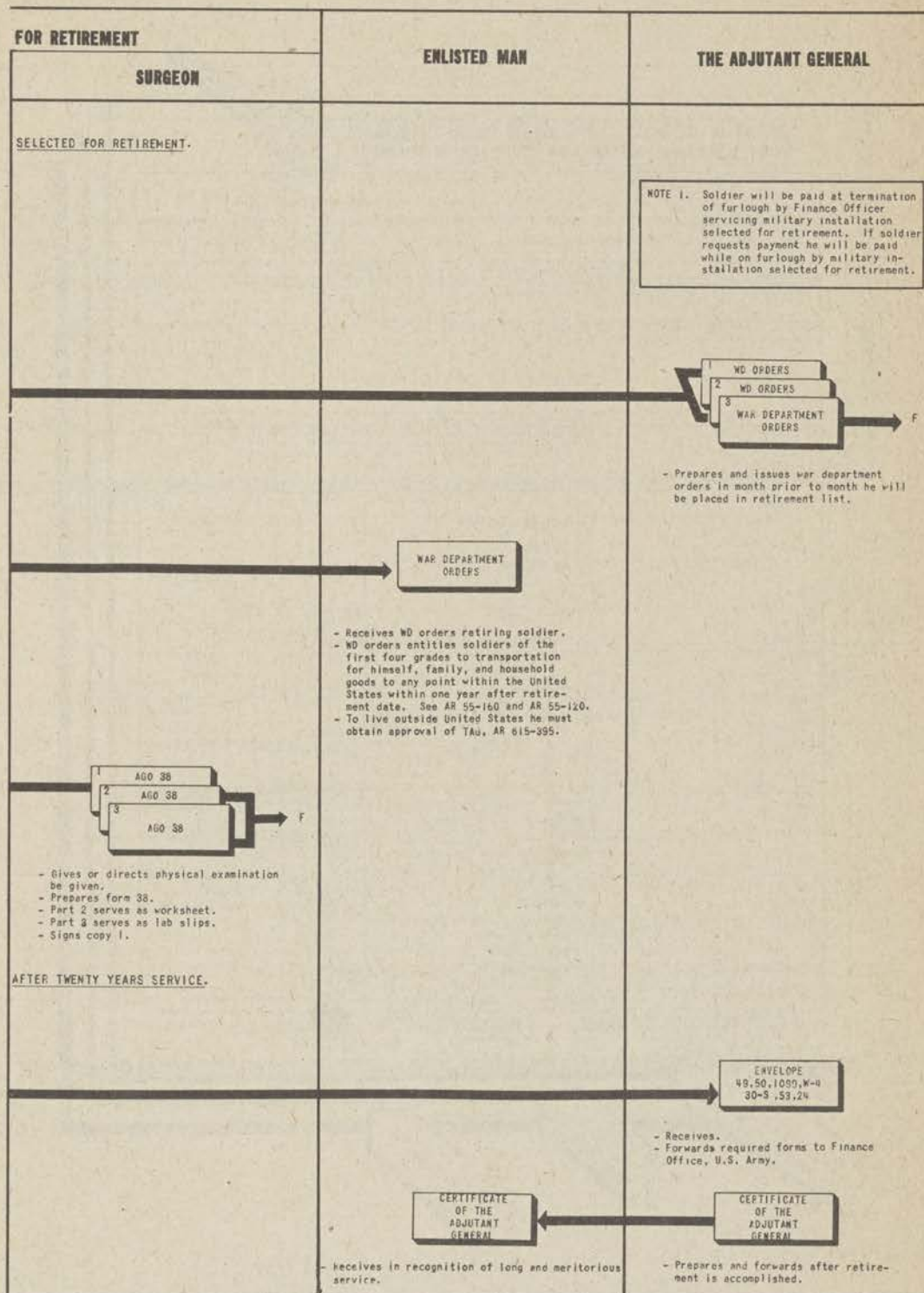
FIG. 1 (CONT'D)

RETIREMENT FOR LENGTH OF SERVICE,



ENLISTED MEN

SECTION I, AR 615-395



1 Jan 45

REPORT OF PHYSICAL EXAMINATION OF ENLISTED PERSONNEL PRIOR TO DISCHARGE, RELEASE FROM
ACTIVE DUTY, OR RETIREMENT, WD AGO FORM 38

(See WD Cir. 333, 1944)

ITEMS 1 - 8
PREPARED BY
PERSONNEL SECTION

REPORT OF PHYSICAL EXAMINATION OF ENLISTED PERSONNEL PRIOR TO DISCHARGE, RELEASE FROM ACTIVE DUTY OR RETIREMENT.

1. LAST NAME - FIRST NAME - MIDDLE INITIAL Doe, John J.	2. ARMY SERIAL NUMBER R 1 963 422	3. GRADE M Sgt	4. REGIMENT, ARM OR SERVICE 5235 Ord Dept Co. Ft. Dix, N. J.
5. PERMANENT MAILING ADDRESS 122 So. Main St., San Bernadino, Calif.	6. COLOR W	7. AGE IN YEARS 54	8. SEX M
		9. SYPHILIS YES OR NO YES	10. REGISTERED IN DENT YES OR NO YES

STATEMENT AND MEDICAL HISTORY OF EXAMINEE

11. ARE YOU, AT THE PRESENT TIME, DISABLED OR SUFFERING FROM ANY WOUND, INJURY OR DISEASE WHETHER OR NOT INCURRED IN THE MILITARY SERVICE. IF YES, LIST THOSE CONDITIONS FIRST UNDER ITEM 11.

YES OR NO
No

12. LIST ALL SIGNIFICANT DISEASES, WOUNDS, AND INJURIES. STATE CIRCUMSTANCES UNDER WHICH WOUNDS OR INJURIES WERE INCURRED. ANSWER YES OR NO IN COLUMNS 1 TO 4.

	1	2	3	4
	TYPE 1*	AMG 3*	IME 4*	PD 5*
None				

RECORD OF PHYSICAL EXAMINATION

13. PSYCHIATRIC DIAGNOSIS Normal	14. TEETH - INDICATE RESTORABLE CARIOUS TEETH BY R, NON-RESTORABLE CARIOUS TEETH BY /, MISSING NATURAL TEETH BY X; TEETH REPLACED BY DENTURE (HORIZONTAL LINE OVER) X AS X X X AND TEETH REPLACED BY FIXED BRIDGE (OVAL TO INCLUDE ABUTMENTS) AS (X X X X)	15. DENTAL PROSTHESIS: SERVICEABILITY Good
16. NEUROLOGICAL DIAGNOSIS Normal	17. RIGHT EXAMINER 8 7 6 5 4 3 2 1 20 25 14 13 12 11 10 9	18. LEFT EXAMINER X 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
19. EYE ABNORMALITIES None	20. MOUTH AND GUM ABNORMALITIES Normal	21. DENTAL PROSTHESIS: VISION - CORRECTED RIGHT EYE LEFT EYE RIGHT EYE LEFT EYE 20/ 15 20/ 12 20/ 18 20/ 18
22. EAR, NOSE, THROAT ABNORMALITIES None	23. MUSCULOSKELETAL DEFECTS None	24. UNCORRECTED - HEARING RIGHT EAR LEFT EAR 12 14
25. SKIN Normal	26. ABDOMINAL VISCERA Normal	27. HEARING RIGHT EAR LEFT EAR 12 14
28. VASCULOS TENS None	29. CARDIOVASCULAR SYSTEM Normal	30. HEIGHT (CENTIMETERS) WEIGHT (POUNDS) 72 180
31. PERVIA None	32. PULSE SITTING 84 IMMEDIATELY AFTER EXERCISE 102 TWO MINUTES AFTER EXERCISE 84	33. ENTER SPECIAL TESTS None
34. MEMORANDUM None	35. BLOOD PRESSURE SYSTOLIC 120 DIASTOLIC 90	36. FLOOD FOR SEROLOGY HAS BEEN SENT TO U.S.P.H.S. No
37. GENITO-URINARY (AND FELDED FOR HUNTER) Normal	38. URINALYSIS SPECIFIC GRAVITY 1.018 ALBUMIN N SUGAR N MICROSCOPIC ---	39. IN YOUR OPINION WILL WOUND, INJURY OR DISEASE AFFECT THE ABILITY OF THE INDIVIDUAL TO PERFORM HIS DUTY? YES OR NO No
40. VENEREAL DISEASES None	41. LUNGS Normal	42. IN YOUR OPINION DOES INDIVIDUAL MEET PHYSICAL AND MENTAL STANDARDS FOR DISCHARGE? IF NOT, STATE WHY Yes
43. FEET Normal	44. CHEST X-RAY Normal	45. IN YOUR OPINION DOES INDIVIDUAL MEET PHYSICAL AND MENTAL STANDARDS FOR DISCHARGE? IF NOT, STATE WHY Yes
46. ENTER REMARKS OR OTHER DEFECTS (CONTINUED OF PAGE 1) Normal		
47. DATE OF EXAMINATION 30 Nov. 1944	48. LOCATION Camp Haan, Calif.	49. TYPED NAME AND GRADE Major L. J. Tiernan, MC
		50. SIGNATURE <i>L. J. Tiernan</i> M.C.

1* FROM TO DENTAL AT SEPARATION CENTER
2* INCURRED OR EXISTED PRIOR TO ENTRY IN MILITARY SERVICE
3* ACQUIRED AT MILITARY SERVICE
4* UNCORRECTED FIELD 12 MILITARY SERVICE
5* PERMANENT PHYSICAL DEFECTS
6* BEEN EXAMINED

DISTRIBUTION
COPY 1- TO THE ADJUTANT GENERAL, INCORPORATED WITH N/R
COPY 2- TO THE ADJUTANT GENERAL
COPY 3- WASHINGTON
COPY 4- CLINICAL LAB SLIPS

COPY 1 -
FORWARDED TO
THE ADJUTANT GENERAL

COPY 2 -
USED AS
WORK SHEET

COPY 3 -
USED AS CLINICAL
LAB SLIPS

Figure 2. Model preparation of WD AGO Form 38.

1 Jan 45

TM 12-238

TAX INSTRUCTIONS—EMPLOYEES' WITHHOLDING EXEMPTION CERTIFICATE, FORM W-4

FINANCE OFFICE, U. S. ARMY
WASHINGTON 25, D. C.

MEMORANDUM:

Under the Act of June 9, 1943 (Pay As You Go Tax), this office is required to withhold income tax from the pay of retired personnel. In order that collections may start promptly on July 1, 1943, and so as to avoid any delay in the receipt of your retired pay, it is requested that you execute U. S. Treasury Department Form W-4 and return same to this office immediately in the inclosed envelope. It is important that you execute this form correctly as no refundment of any excess deductions will be made by this office. Any changes in status affecting deductions should be reported immediately on Form W-4.

2 Inclosures.

W. M. DIXON,
Colonel, Finance Department,
Finance Officer.

ENTER SOCIAL SECURITY NO.
IF AVAILABLE. IF NONE
STATE NONE

FORM W-4
U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE
(Collection of Income Tax at Source on Wages)

Name John J. Doe

(Print full name)

Address 122 So. Main Street

(Print home address)

San Bernadino, California

Social

Security

No.

336-07-3464

I. Check the box in the line below which applies to you on the date this form is filled in:

Married person living with husband or wife but claiming none of the personal exemption (1) ☐Married person living with husband or wife but claiming half of the personal exemption (2) ☐Single person (not head of a family) or married person not living with husband or wife (not head of a family) (3) ☒Married person living with husband or wife and claiming all of the personal exemption (spouse claiming none of the exemption) (4) ☐Head of a family (a single person or married person not living with husband or wife who exercises family control and supports closely connected dependent relative(s) in one household) (5) ☐

II. Number of dependents receiving chief support from you who are either under 18 years of age or incapable of self support because mentally or physically defective.

I declare that the entries made herein are a true and complete statement as of the date indicated, pursuant to the Internal Revenue Code and the regulations issued under authority thereof.

Date 30 November, 1944

16-44399-1

(Signature)

John J. Doe

(This form is not required for soldiers retired for disability.)

Figure 3. Preparation of Form W-4.

1 Jan 45

LETTER OF MERIT

TILTON GENERAL HOSPITAL
FT. DIX, NEW JERSEY
15 August 1944

Letter of Merit

to

Master Sergeant John J. Doe, R 1 963 422, Ordnance

In view of your long and continuous service in the United States Army, I wish to commend you most highly. Serving under many commanders in this country and abroad you have maintained a high standard of performance as a soldier and consistently received excellent character ratings.

The United States Army is proud to acknowledge your service to your country and to state that you have well earned your retirement status as many before you have.

I congratulate and extend best wishes to you.

John Turnbull

JOHN TURNBULL
Colonel, MC
Commanding

Figure 4. Suggested form for letter of merit. (Essentials may be elaborated upon according to individual circumstances.)

CHAPTER 2

RETIREMENT FOR DISABILITY AFTER 20 YEARS OF SERVICE

4. In addition to the objectives stated in section I, the purpose of this section is to free the soldier from the general hospital where he is awaiting retirement orders, after he has completed maximum hospitalization. This is to the mutual benefit of the enlisted man and the hospital. It will be accomplished by—
 - a. Checking service for retirement as soon as possible after an enlisted man is admitted to a hospital to be considered for disability retirement.
 - b. Holding a retirement board meeting as soon as his service for retirement is confirmed by The Adjutant General (provided the enlisted man has reached maximum hospitalization).
 - c. Sending the enlisted man on a furlough as soon as the retirement board recommendations have been approved by the commanding officer.
 - d. Transferring the enlisted man, status attached unassigned, to the military installation he has selected for retirement.
5. Secondary objectives are—
 - a. Elimination of preparation of unnecessary forms.
 - b. Affording the soldier the right to appeal retirement recommendations through The Surgeon General to The Adjutant General.
 - c. Providing a time schedule for processing retirement within hospitals with retirement authority.
6. Hospitals with retirement authority as used in this manual are named general hospitals, regional-station hospitals, exempt hospitals reporting directly to The Surgeon General, Army Service Force Convalescent Centers, and Army Air Force Convalescent Centers.
7. The commanding officer in any of the above-mentioned hospitals or designees of his immediate staff will carefully review retirement board findings, since they normally will not be reviewed by The Surgeon General.
8. Flow charts and illustrations follow showing how to accomplish the above objectives.

FIG. 5

RETIREMENT FOR DISABILITY AFTER TWENTY YEARS

DOCUMENT	UNIT ORGANIZATION OF ENLISTED MAN	STATION HOSPITAL	
		PERSONNEL SECTION	REGISTRAR
SECTION 1. TRANSFER TO A GENERAL HOSPITAL THROUGH A STATION HOSPITAL IF NECESSARY			
RECORDS JACKET CONTAINING SERVICE RECORD AND ALLIED PAPERS	Records Jacket - If soldier is not in a hospital he will be transferred to the nearest station hospital. - Transfer will be accomplished by indorsement of the service record. - Special orders required only when travel is necessary.	Records Jacket If it is determined section 11, AR 615-395 is applicable, soldier will be transferred attached unassigned to the detachment of patients nearest hospital with retirement authority with space available with a view towards retirement. - Transfer is accomplished by indorsement of the service record noting section 11, AR 615-395 under remarks. - Special orders required when travel is necessary.	
REPORT OF INVESTIGATION WD AGO 51 OR, LINE OF DUTY FINDINGS (IF REQUIRED)		AGO 51 - If indicated, a report of investigation or LOD board findings to determine LOD status will be accomplished and forwarded.	
CLINICAL RECORDS MD 55 SERIES			MD 55 CR - Assembles and forwards clinical records available. - Notes on clinical records that soldier should be considered for retirement.
SECTION 2. DETERMINATION OF LENGTH OF SERVICE AND PREPARATION OF PHYSICAL EXAMINATION PRIOR TO BOARD MEETING			
APPLICATION FOR RETIREMENT WD AGO 49		NOTE 1 Board of Medical officers will not be convened until the end of definitive treatment in an Army hospital and Physical examination will be deferred until end of definitive treatment.	
FURLOUGH FORM WD AGO 31		NOTE 2 If soldier has available prior discharge certificates or certificates in lieu thereof, service will be entered on the basis of the certificates on Form 49 and this fact noted on Form 49 under remarks.	
TWX FROM TAG STATING SERVICE SOLDIER HAS FOR RETIREMENT IN YEARS, MONTHS, AND DAYS			
PHYSICAL EXAMINATION OF ENLISTED PERSONNEL PRIOR TO RETIREMENT FOR DISABILITY WD AGO 36-5			

ENLISTED MEN

OF SERVICE SECTION II AR 615-395

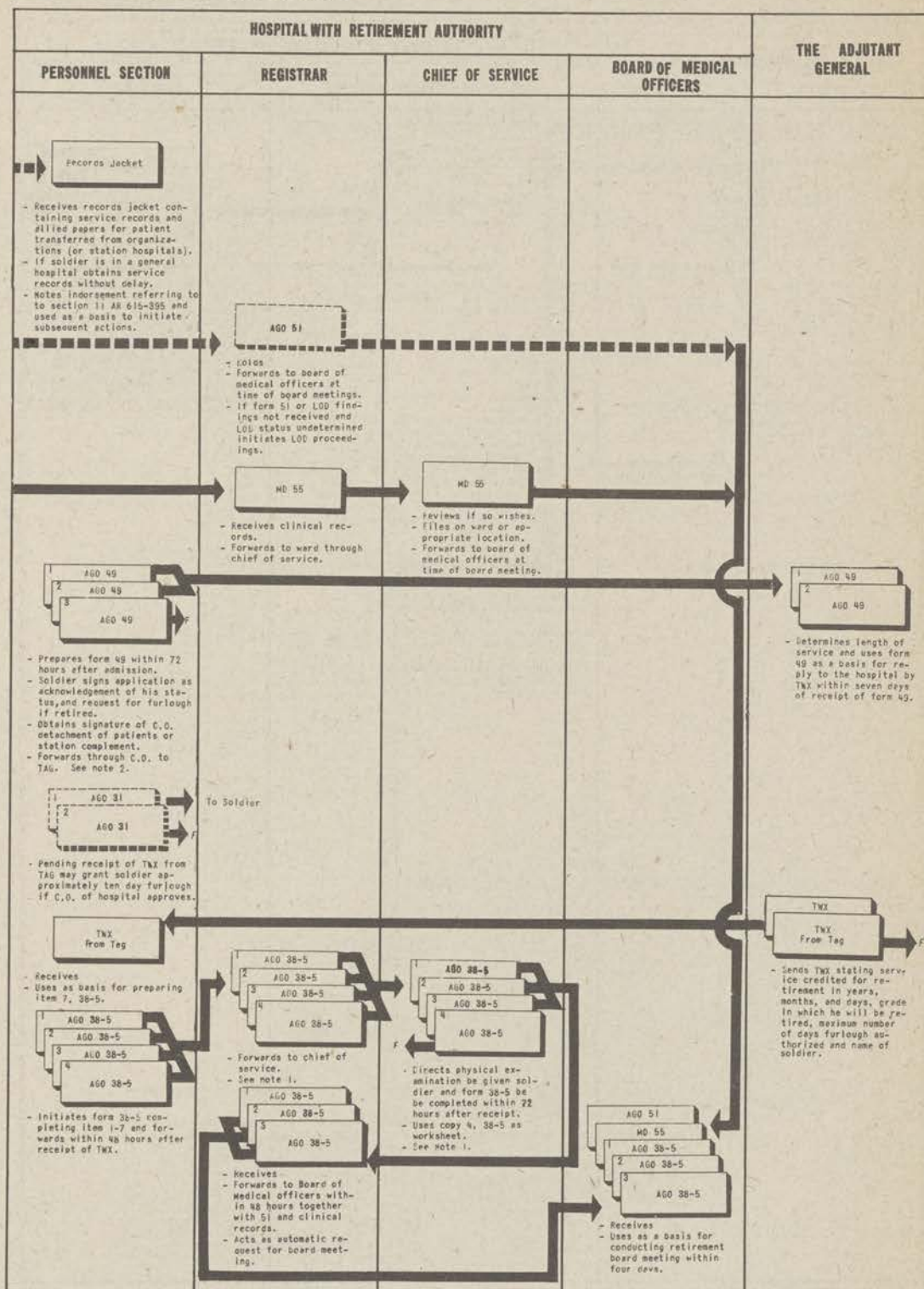


FIG. 5 (CONT'D)

RETIREMENT FOR DISABILITY AFTER TWENTY

DOCUMENT	HOSPITAL WITH RETIREMENT AUTHORITY	
	BOARD OF MEDICAL OFFICERS	REGISTRAR
SECTION 3 DETERMINATION OF RETIREMENT FOR DISABILITY AND GRANTING RETIREMENT FURLOUGH. REPORT OF INVESTIGATION WD AGO 51 (IF INDICATED) CLINICAL RECORDS NO 55 REPORT OF FINDINGS OF A BOARD OF MEDICAL OFFICERS WD AGO 38-5 (BACK) RECOMMENDATION TO TAG BY TSGO (IF INDICATED) FURLOUGH FORM WD AGO 31	- A board of medical officers will not be convened until the end of required definite treatment in an army hospital. - Prepares report of findings of a board of medical officers, using copy 3 form 38-5 as board work sheet. - The report will show: - Findings - Diagnosis - only of its incapacitating conditions - Line of duty - status for each condition - Disability - degree, duration and nature - Whether patient is (or is not) incapacitated for future service - If incapacitated the cause thereof - Approximate date that incapacity originated - Whether or not the disability was incurred in line of duty and whether it is permanent - Recommendations - Soldier is to be retired - Other disposition recommended - Requests soldier to appear before the board and explains his status to him. - Requests soldier sign form 38-5. To state whether he wishes to be retired or not. - The board will meet within four days after the registrar has requested the soldier appear before the board.	- Types up report of board findings on back of form 38-5, using copy 3, form 38-5 as work sheet. - If board has a secretary directs that secretary prepare form 38-5. - Obtains or has secretary obtain signature of board members required on original form 38-5. - Forwards to C.O. within 24 hours of board meeting. - Files clinical records or has records filed. - Files copy 3, worksheet, form 38-5.
SECTION 4 TRANSFER TO MILITARY INSTALLATION SELECTED FOR RETIREMENT. APPLICATION FOR RETIREMENT WD AGO 49 TWX FROM TAG SERVICE RECORD WD AGO 24	NOTE 2 The soldier will be advised that if taken sick while on furlough he will report to an army hospital and advise the TAG by wire he is on sick call at a specified hospital so that War Department orders may be modified accordingly. The soldier will be advised he must report to installation he selects at termination of furlough unless condition above applies or he will not be complying with W.D. orders and will forfeit transportation privileges.	

ENLISTED MEN

YEARS SERVICE SECTION II AR 615-395

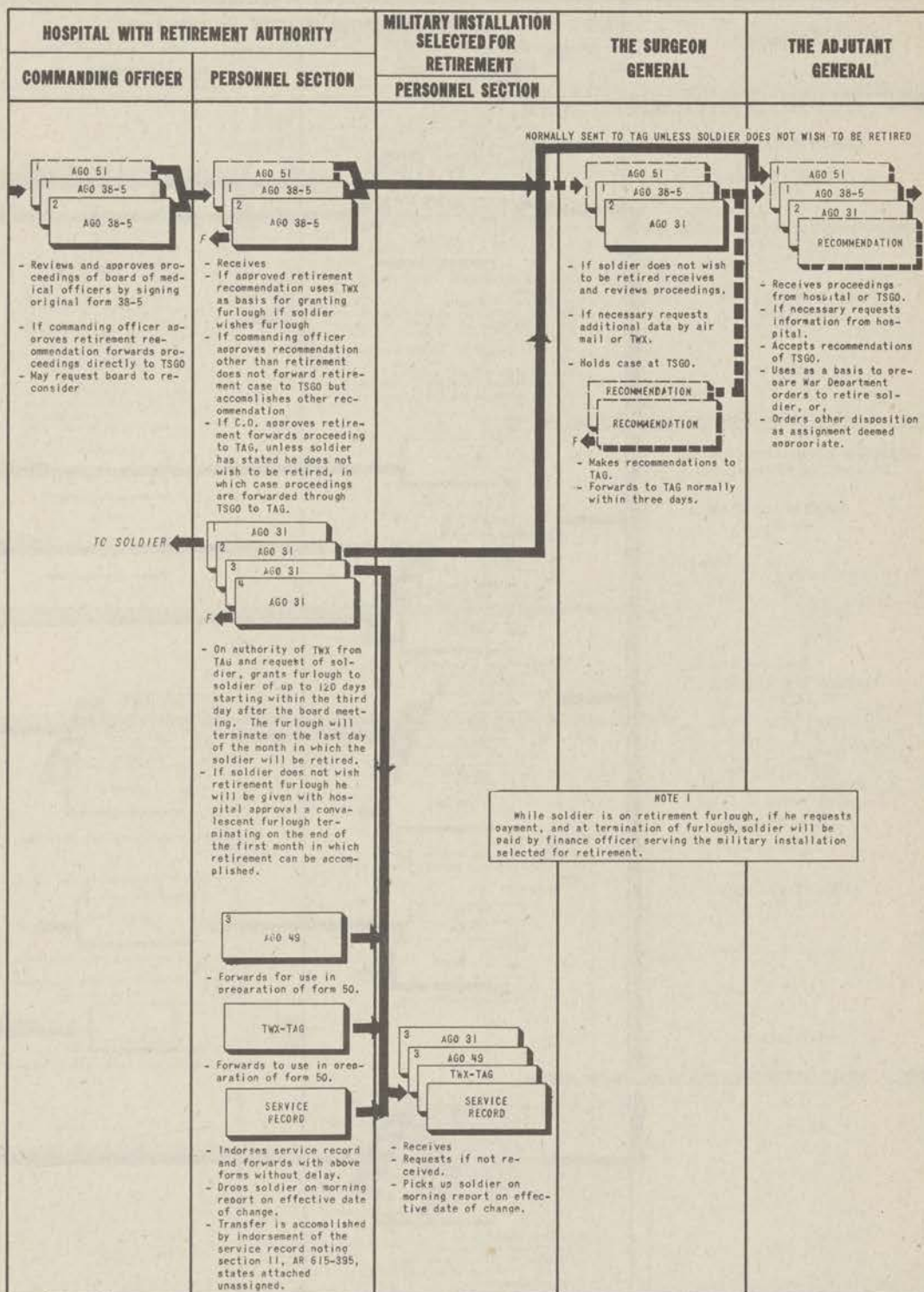
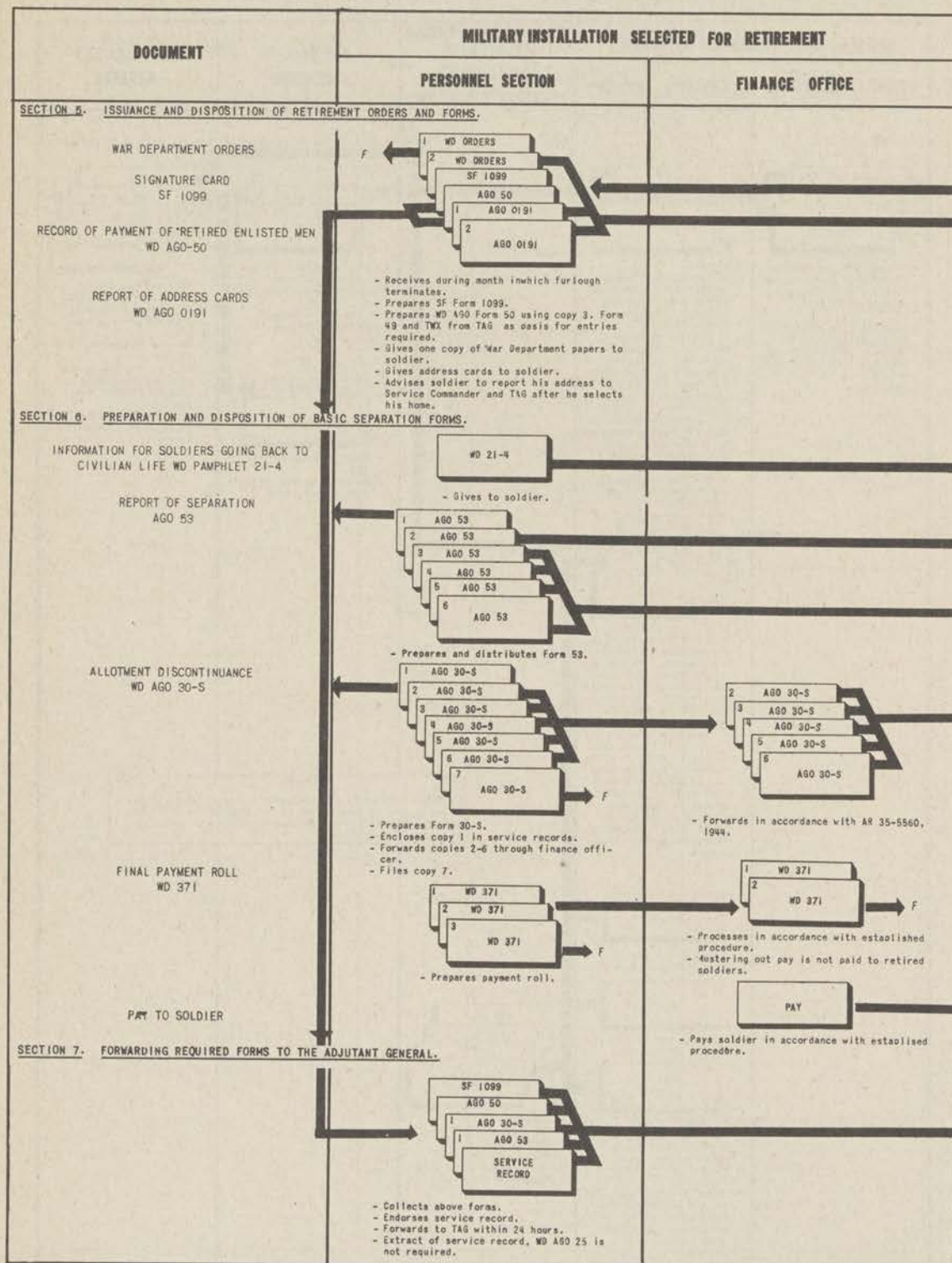


FIG. 5 (CONT'D)

RETIREMENT FOR DISABILITY AFTER TWENTY YEARS



ENLISTED MEN

SERVICE, SECTION II AR 615-395

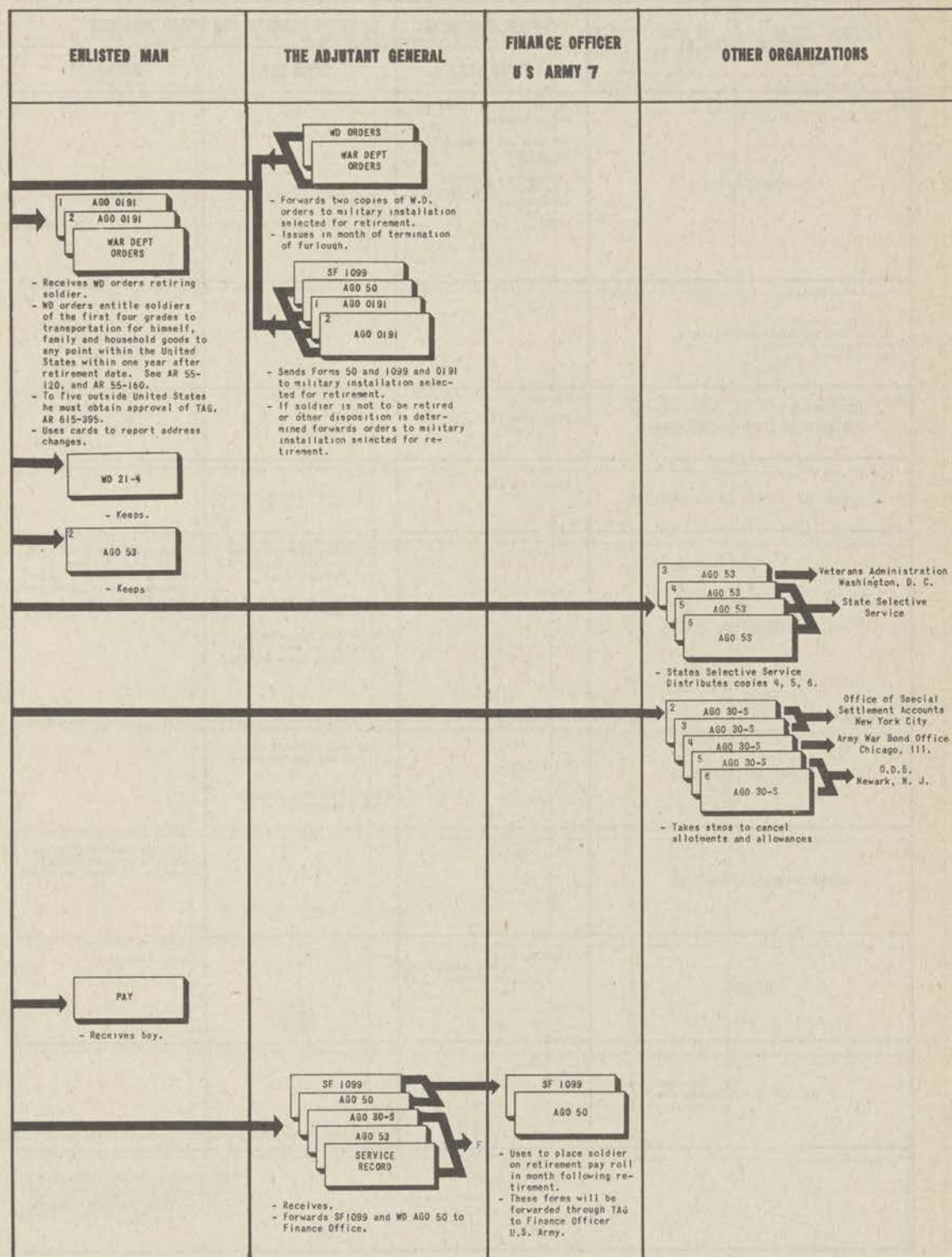


FIG. 6

TIME

PROCESSING RETIREMENTS FOR DISABILITY

ACTION TAKEN BY	AFTER ADMISSION	AFTER REQUEST FOR BOARD MEETING	
	THIRD DAY	THIRD DAY	FOURTH DAY
PERSONNEL SECTION	- Obtains service record and Allied papers. - Prepares and forwards Form 49 to TAG. - If necessary initiates request for line of duty determination.		
THE ADJUTANT GENERAL			
COMMANDING OFFICER, DETACHMENT OF PATIENTS OR STATION COMPLEMENT	- Signs Form 49		
• COMMANDING OFFICER OR HIS DESIGNEE	- Signs Form 49		
REGISTRAR		- Has requested physical examination given soldier and Form 38-5 completed. - Types up Form 38-5 from worksheet, Copy 4. - Sends Form 38-5, clinical reports, and Form 51, if required, to board meeting.	- Types up Form 38-5 from worksheet, board proceedings. - Obtains signature of board members on part I, Form 38-5, board proceedings.
CHIEF OF SERVICE		- Completes physical examination and completes Form 38-5. - Signs Form 38-5 before board meeting.	
BOARD OF MEDICAL OFFICERS			- Receives required records. - Conducts board meeting. - Prepares Form 38-5 worksheet.
SOLDIER	- Signs Form 49		- Signs Form 38-5
THE SURGEON GENERAL			
THE SCHEDULES ON THIS CHART THE BOARD MEETING WILL NOT DEFINITIVE TREATMENT			

1 Jan 45

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SCHEDULE

OF ENLISTED MEN, SECTION II, AR 615-395

AFTER BOARD MEETING IN A HOSPITAL WITH RETIREMENT AUTHORITY			AFTER RECEIPT OF RETIREMENT CASE	AFTER RECEIPT FORM 49
FIRST DAY	SECOND DAY	THIRD DAY	SECOND DAY	SEVENTH DAY
		- Prepares and issues furlough Form 31. - Transfers soldier to military installation selected for retirement. - Forwards service records, application for retirement. - Forwards Service Records, Application for Retirement, part 3, and Form 31 to military installation selected for retirement.		- Received TWX from TAG.
				- Having checked service send TWX to hospital stating service, number days furlough, and retirement grade.
		- Signs Form 31		
	- Approved board proceedings by signing part 1, Form 38-5.			
- Signs part 1 Form 38-5 board proceedings.				
		- Signs furlough Form 31. - Takes furlough if desired.		
			- Approves or disapproves retirement of soldier and forwards proceeding to TAG.	
REPRESENT MAXIMUM INTERVALS. BE REQUESTED PRIOR TO END OF IN AN ARMY HOSPITAL.				

1 Jan 45

APPLICATION FOR RETIREMENT (WD AGO FORM 49)

STATE EXACT ORGANIZATION AS SHOWN

APPLICATION FOR RETIREMENT
AR 616-395

1. NAME - FIRST NAME - MIDDLE INITIAL
Doe, John J.

2. ARMY SERIAL NUMBER
R 1 963 422

3. GRADE
M Sgt

4. DATE AND PLACE OF APPLICATION
1 Aug 1944. Tilton General Hosp.
Ft. Dix, N. J.

5. ORGANIZATION ASSIGNED, ARM OR SERVICE (Show company, battalion and regiment if applicable. If unassigned so state)
3235th Ord Depot Co., Ft. Dix, N. J.

6. TERMS OF MILITARY SERVICE (Show all Army, Navy or Marine Corps service credited for retirement and foreign service credited for double time under AR 616-395)

NO.	ORGANIZATION DISCHARGED FROM AND BRANCH OF SERVICE OTHER THAN U.S. ARMY	GRADE AT DISCHARGE OR RELIEF FROM ACTIVE DUTY	ENTER DATES AS 31 DEC 44									TIME LOST UNDER AR 107 (In Days)
			FROM			TO			SERVICE CREDITED			
			DAY	MONTH	YEAR	DAY	MONTH	YEAR	YEARS	MONTHS	DAYS	
1	Btry A, 26th FA	Pfc	10	Jul.	10	9	Jul	13	3	0	0	0
2	MCC, 118 Inf.	Sgt	5	Nov.	17	4	Nov.	18	1	0	0	0
3	Co A, 5th Inf.	Pfc	11	Sept	20	10	Sept	23	3	0	0	0
4	Co A, 5th Inf.	Cp	11	Sept	23	10	Sept	26	3	0	0	0
5	Co B, 5th Inf.	Sgt	11	Sept	26	10	Sept	29	3	0	0	0
6	Hq 1st Sq., 11th Cav	Sgt	11	Sept	29	10	Sept	32	3	0	0	0
7	Tr B, 11th Cav	Sgt	11	Sept	32	10	Sept	35	3	0	0	0
8	Tr B, 11th Cav	Sgt	11	Sept	35	10	Sept	38	3	0	0	0
9	3235th Ord Depot Co.	M Sgt	11	Sept	38	10	Sept	41	3	0	0	0
10	3235th Ord Depot Co.	M Sgt	11	Sept	41	1	Aug	44	3	10	17	3
LIST SERVICE AS AN OFFICER HERE												
11	Co C, 118th Inf	2nd Lt	4	Nov	18	7	May	19	0	6	4	0
7. TIME LOST UNDER AR 107 DURING CURRENT ENLISTMENT									TOTALS			
3 Days									28 16 21 3			
8. REMARKS (Indicate highest grade held as officer)									CONVERTED TO YEARS - MONTHS - DAYS			
2nd Lt. -Double time for service in Cuba. 24 Aug 1911 to 25 Aug 1912- one year.									29 4 21			
9. GRADES HELD DURING CURRENT ENLISTMENT AND DATES OF PROMOTIONS THERE TO									10. I DESIRE 120 DAYS RETIREMENT FURLOUGH			
DATE OF PROMOTION AND GRADE									ADDRESS WHILE ON FURLOUGH			
									c/o Mr. M. L. Doe 122 So. Main St. San Bernadino, Calif.			
11. SOLDIER IS TO BE RETIRED UNDER AR 616-395 (Section No.) II			12. YEARS OF SERVICE COMPLETED 29			13. MILITARY INSTALLATION AT WHICH RETIREMENT IS DESIRED Camp Haan, Calif.			14. SIGNATURE OF SOLDIER John J. Doe			
15. APPROVAL BY COMPANY OR DETACHMENT C.O.									16. APPROVAL BY REGIMENTAL OR STATION C.O.			
DATE 1 Aug 1944 SIGNATURE H. A. Press TYPED NAME, GRADE AND ORGANIZATION H. A. PRESS Captain, MC Co, Det of Patients									DATE 2 Aug 1944 SIGNATURE John Turnbull TYPED NAME, GRADE AND ORGANIZATION JOHN TURNBULL Colonel, MC Commanding, Tilton General			
									17. APPROVAL BY THE ADJUTANT GENERAL RETIREMENT APPROVED. RETIREMENT FURLOUGH APPROVED FOR _____ DAYS. BY ORDER S/W ADJUTANT GENERAL			

W.D., A.G.O. FORM NO. 49
8 August 1944

THIS FORM SUPERSEDES W.D., A.G.O. FORM NO. 49, 1928 WHICH IS NOT TO BE
USED AFTER RECEIPT OF THIS FORM.

FORWARD PARTS 1 AND 2 TO THE ADJUTANT GENERAL

-FILE PART 3

HAVE SOLDIER SUPPLY INFORMATION FOR ITEMS 10, AND 12

LEAVE ITEM 17 BLANK

Figure 7. Model preparation of application for retirement.

FURLOUGH FORM, WD AGO FORM 31

W. D., A. G. O. Form No. 31 8 June 1944 This form supersedes W. D., A. G. O. Form No. 31, 2 July 1943, which will not be used after receipt of this revision.			FURLOUGH	
LAST NAME—FIRST NAME—MIDDLE INITIAL Doe John J.		SERIAL No. R1-963-422	GRADE M Sgt	
ORGANIZATION AND STATION 3235 Ord. Depot Co., Ft. Dix, N.J.		LAST PAID TO INCLUDE (DATE) 31 July 1944		
IS AUTHORIZED TO BE ABSENT FROM 15 Aug 1944 to 30 Nov 1944	No. DAYS 105	PARTIAL PAYMENTS SINCE ABOVE DATE \$		
ADDRESS WHILE ON FURLOUGH 122 So. Main St. San Bernadino, Calif.			Retirement Furlough	
FURLOUGH GRANTED UNDER ARMY REGULATIONS 615-275, PARAGRAPH ☒				
TYPED NAME, GRADE AND ORGANIZATION H. A. Press, Capt. M. C. C.O., Det. of Patients		APPROVED <i>H. A. Press</i> (SIGNATURE)		
To Report to Camp Haan, ORIGINAL Cal., 30 Nov. 1944 16-41023-1				

(Note. The military installation selected for retirement will be typed on this form and one copy forwarded to The Adjutant General.)

Figure 8. Model preparation of WD AGO Form 31.

1 Jan 45

PHYSICAL EXAMINATION OF ENLISTED PERSONNEL PRIOR TO RETIREMENT FOR DISABILITY, WD AGO FORM 38-5

ITEMS 1 - 7
COMPLETED BY
PERSONNEL SECTION

PHYSICAL EXAMINATION OF ENLISTED PERSONNEL PRIOR TO RETIREMENT FOR DISABILITY AR 615-395, SECTION II			
1. LAST NAME, FIRST NAME, MIDDLE INITIAL Doe, John J.		2. ARMY SERIAL NO. R 1 963 422	3. GRADE M Sgt
4. RESIDENT, ARM OR SERVICE 3235th Ord Depot Co.		5. MED. HISTORY OF EXAMINEE 54 25-4-21	
6. PERMANENT ADDRESS FOR MAILING PURPOSES 122 So. Main St., San Bernardino, Calif. c/o M. M. L. Doe			
7. YEARS, MONTHS AND DAYS OF SERVICE CREDITED FOR RETIREMENT (Form 38-5, as completed by Personnel Section)			
8. MEDICAL HISTORY OF EXAMINEE In Sept. '43 as a result of routine physical examination prior to overseas duty, was turned down because of hypertension. Admitted to Station Hospital, Ft. Dix, N.J., on 3 July '44 and complained at that time of mild vertigo. Previous to then had not been hospitalized. Examination revealed the following positive findings: mild pallor, slight cervical vein distension, some increase in the anterior posterior diameter of the chest, Blood pressure measures 170/76. Systolic murmur heard equally well over the (Cont)			
RECORD OF PHYSICAL EXAMINATION			
9. PSYCHIATRIC DIAGNOSIS Normal			
10. DENTITION Normal			
11. EYE ABNORMALITIES None			
12. EAR, NOSE, THROAT ABNORMALITIES None			
13. SKIN Normal			
14. CARDIOVASCULAR SYSTEM None			
15. RESPIRATORY None			
16. GASTROINTESTINAL None			
17. GENITOURINARY Small penile scar near meatus-chancres 1920.			
18. VENEREAL DISEASES None			
19. FEET Normal			
20. TEETH - INDICATE RESTORABLE CARIOUS TEETH BY O, NON-RESTORABLE CARIOUS TEETH BY J, MISSING NATURAL TEETH BY D, TEETH REPLACED BY BRIDGES BY B (DENTAL LINE OVER) X AS XRY AND TEETH REPLACED BY FIXED BRIDGES BY F (DENTAL LINE UNDER) AS F			
21. MOUTH AND JAW ABNORMALITIES Artificial upper denture Lower Teeth Good			
22. OSTEOARTHRAL DEFECTS Normal			
23. ABDOMINAL VISCERA Normal			
24. CARDIOVASCULAR SYSTEM Systolic murmur at mitral and aortic areas. Base of *			
25. PULSE SITTING 88 IMMEDIATELY AFTER EXERCISE 120 TWO MINUTES AFTER EXERCISE 80			
26. BLOOD PRESSURE SYSTOLIC 158 DIASTOLIC 65			
27. URINALYSIS SP. GR. ALBUMIN SUGAR MICROSCOPIC 1.022 Neg. Neg. Normal			
28. LUNGS Breath sounds distant; no rales.			
29. CHEST X-RAY Exaggerated bronchovascular markings.			
30. ENDOCRINE SYSTEM Normal			
31. DENTAL PROSTHESIS; SERVICEABILITY Good			
32. VISION RIGHT EYE LEFT EYE RIGHT EYE LEFT EYE 20 20 20 20			
33. HEARING RIGHT EAR LEFT EAR 14 13			
34. WEIGHT (POUNDS) 171			
35. SPECIAL TESTS WBC and Hgb. normal			
36. LABORATORY PROCEDURES KARR Neg. WASSERMAN Positive			
37. IN YOUR OPINION WILL WOUND, INJURY OR DISEASE IN-TERFERE IN LINE OF DUTY? CONDITION: YES OR NO YES OR NO 24 and 26 Yes			
38. IN YOUR OPINION DOES INDIVIDUAL MEET PHYSICAL AND MENTAL STANDARDS FOR RETIREMENT FOR DISABILITY? IF NOT, STATE WHY YES OR NO Yes			
DATE OF EXAMINATION 6 Aug. 1944		LOCATION TGH-Ft. Dix, N.J.	
TYPED NAME AND GRADE J.C. Treitman Capt. MC		SIGNATURE (Sign in ink) J.C. Treitman	

PART 4 -
WORK SHEET FOR
PHYSICAL EXAMINATION

Figure 9. Model preparation of WD AGO Form 38-5 (front).

1 Jan 45

TM 12-238

PHYSICAL EXAMINATION OF ENLISTED PERSONNEL PRIOR TO RETIREMENT FOR DISABILITY, WD AGO
FORM 38-5
REPORT OF BOARD OF MEDICAL OFFICERS

USE THIS SPACE FOR A CONTINUATION OF REMARKS OR OTHER DEFECTS FROM REVERSE SIDE.

8. entire proceedings radiating to the left axilla and up the vessels of the neck. The base of the heart is slightly widened. X-ray of the heart shows a calcified area in the aorta. The aorta knob is prominent. He had palpitation and mild dyspnea on slight exertion.

REPORT OF BOARD OF MEDICAL OFFICERS

1. FINDINGS: Based on and under provisions of Section 11, AR 635-393, Document for Disability (ENTER BELOW)

a. DIAGNOSIS (only incapacitating conditions) M Sgt John J. Doe, R 1 963 422 19 DISABILITY PERMANENT? YES ☒ NO ☐

(1) Arteriosclerosis, coronary moderate, permanent, has cause undetermined
(2) Arteriosclerosis, aorta, ascending portion, cause undetermined
(3) Arterial hypertension, moderate, manifested by blood pressure of 170 and a diastolic pressure of 80, cause undetermined.

2. LINE OF DUTY STATUS FOR EACH CONDITION

DATE OF ONSET OF DISEASE OR INJURY	DATE BECAME UNFIT FOR DUTY (Enter Date Applicable to Breaking Condition only)	AGGRAVATED BY ACTIVE SERVICE (1)		INCURRED WHILE AWOL (2)		EXISTED PRIOR TO ENTERING INTO SERVICE (3)		INCIDENT TO SERVICE (4)		INCURRED IN PRIVATE AVOCATION (5)		DUE TO THE MISCONDUCT (6)		IN LINE OF DUTY (7)	
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
(1) Sept 1943	3 July 1944	X		X		X	X			X		X	X		
(2) Sept 1943		X		X		X	X			X		X	X		
(4) Sept 1943		X		X		X	X			X		X	X		

C. DISABILITY, DEGREE, DURATION AND NATURE (ENTER BELOW)

(1) IS THE PATIENT INCAPACITATED FOR FUTURE ACTIVE SERVICE? YES ☒ NO ☐ (2) IF INCAPACITATED STATE THE CAUSE THEREOF.

Arteriosclerosis, coronary, moderate, permanent cause undetermined.

3. RECOMMENDATIONS (ENTER BELOW)

a. SOLDIER IS TO BE RETIRED? YES ☒ NO ☐

b. IF NOT TO BE RETIRED STATE OTHER DISPOSITION RECOMMENDED HERE

None

PRESIDENT'S SIGNATURE (Sign Original only) <i>Russel L. Hiatt</i> TYPED NAME AND GRADE Russel L. Hiatt, Major, MC	RECORDER'S SIGNATURE (Sign Original only) <i>Alter Weiss</i> TYPED NAME AND GRADE Alter Weiss, Captain MC	THIRD MEMBER'S SIGNATURE (Not Required) <i>Arnold Treitman</i> TYPED NAME AND GRADE (Required) Arnold Treitman, Capt. MC
--	--	---

1. AGREE TO BE RETIRED? YES ☒ NO ☐

SIGNATURE OF SOLDIER
John J. Doe

TYPED NAME AND GRADE
John Turnbull
Colonel MC, Commanding
Tilton General Hospital

DATE
7 August 1944

SIGNATURE (Sign Original only)
John Turnbull

*TO SOLDIER: IF YOU DO NOT AGREE TO BE RETIRED, CHECK "NO" AND YOUR CASE WILL BE REFERRED TO THE ADJUTANT GENERAL FOR FINAL DETERMINATION.

ATTACH CONTINUATION SHEETS IF NECESSARY

PART 3 - WORK SHEET FOR BOARD OF OFFICERS

Figure 10. Model preparation of WD AGO Form 38-5 (back).

RECORD OF PAYMENT OF RETIRED ENLISTED MAN, WD AGO FORM 50—STANDARD SIGNATURE CARD, STANDARD FORM 1099

SHOW PERMANENT
ORGANIZATION I.E.
NOT A CASUAL
COMPANY

RECORD OF PAYMENT OF RETIRED ENLISTED MAN		
1. LAST NAME - FIRST NAME - MIDDLE INITIAL Doe, John J.	2. ARMY SERIAL NUMBER R 1 963 422	3. GRADE M Sgt
4. MAILING ADDRESS FOR RETIREMENT PAY CHECKS (Changes in address to be forwarded to Disbursing Officer) 122 So. Main St., San Bernadino, Calif.		5. COUNTERY RANK (Act of May 1952) Second Lieut.
6. RETIRED UNDER AR 615-395 (Section No.) II	7. SERVICE CREDITED FOR RETIREMENT (Years - Months - Days) 26- 4 - 21	8. FOREIGN SERVICE CREDITED FOR DOUBLE TIME (Years - Months - Days) 1- 0 - 0
9. LAST SERVED AS (Grade - Company - Regiment) M Sgt, 3235th Ord Depot Co. Fl. Div. N. J.		10. DATE RETIRED 30 Nov. 1944
11. PLACE OF RETIREMENT Camp Haan, Calif.	12. SPECIAL ORDER DIRECTING RETIREMENT PAR. NO. 27, W.D., S.O. NO. 182 DATE 30 Nov. 1944	
13. SERVICE AS A COMMISSIONED OFFICER (Dates and Grades) 2nd Lt., 4 Nov. 1918 to 7 May 1919		
INSURANCE DEDUCTIONS TO BE MADE FROM SOLDIER'S RETIREMENT PAY		
14. CLASS "D" BOY'S LIFE INSURANCE None	15. CLASS "N" NAT. SERVICE LIFE INSURANCE None	16. CLASS "E" COMMERCIAL LIFE INS. None
17. REMARKS		

SHOW HIGHEST
RANK HELD

-IF INSURANCE
DEDUCTIONS ARE
REQUESTED EXECUTE
WD AGO FORM 29

AFFIDAVIT OF CITIZENSHIP OF THE UNITED STATES OF AMERICA	
18. DATE OF BIRTH 1 Apr. 1890	19. PLACE OF BIRTH Reading, Pa.
20. DATE OF AFFIDAVIT 30 Nov. 1944	21. PLACE OF AFFIDAVIT Camp Haan, Calif.
22. I SWEAR, OR AFFIRM, I AM A CITIZEN OF THE UNITED STATES OF AMERICA. <i>John J. Doe</i> SIGNATURE OF RETIRED SOLDIER	
I CERTIFY THE FOREGOING IS CORRECT	
23. TYPED NAME, GRADE AND ORGANIZATION OF OFFICER L.J. Campbell, Capt. AGD. Personnel Adjutant, Cp. Haan, Cal.	24. SIGNATURE OF PERSONNEL OFFICER OR CO <i>L. J. Campbell</i>
THE SPACE BELOW FOR USE OF THE ADJUTANT GENERAL	
25. SERVICE AND GRADES HELD SIX MONTHS PRIOR TO RETIREMENT FOR DISABILITY	
GRADE	FROM TO
GRADE	FROM TO

TYPE IDENTIFYING
INFORMATION ON
SIGNATURE CARD

SIGNATURE CARD		
JOHN J. DOE (Payee's name)	R 1-963-422 (Identification number)	
122 So. Main St. San Bernadino, Cal.		
INSTRUCTIONS TO APPLICANT (PAYEE): You are requested to furnish your signature in the space indicated on this card. Your signature must be the same as that which you would use in indorsing checks.		
APPLICANT (PAYEE) WILL SIGN ON THIS LINE <i>John J. Doe</i>		
FOR USE OF ADMINISTRATIVE OFFICE ONLY		
1269 SCSU, Camp Haan, Cal. (Department or agency and bureau or office)		
I certify that— ☐ the above signature was made in my presence. ☐ the above signature was compared with that on the records of this office and appears to be the signature of person entitled to payments. (Check applicable statement)		
Date 30 Nov. 1944	Title L.J. Campbell, Capt. AGD. Personnel Adjutant	
FOR USE OF GENERAL ACCOUNTING OFFICE		
Period	1st Reg. Pay't Due	Amount

(Note. Forward both forms to The Adjutant General, with Service Record, in all cases.)
Figure 11. Model preparation of pay forms for purpose of retirement.

1 Jan 45
E CARD,

1 Jan 45

TM 12-238

ALLOTMENT DISCONTINUANCE, WD AGO FORM 30-S
(WD Cir. 297, 1944)

INSTRUCTIONS: THIS FORM IS TO BE PREPARED FOR EACH PERSON BEING DISCHARGED OR RELEASED FROM ACTIVE DUTY. IT IS TO BE FORWARDED AS SHOWN ON EACH SHEET.

TO TYPIST: USE TYPEWRITER OR TYPEWRITER FIGURES.

SHOW "RETIREMENT" STATUS

ENTER DATE OF BIRTH

LEAVE SC AND STATION BLANK

TAG **ALLOTMENT DISCONTINUANCE** **No. A**

RETIRED NOTICE UPON DISCHARGE OR RELEASE FROM ACTIVE DUTY

LAST NAME — FIRST NAME — MIDDLE INITIAL
DOE JOHN J.

1 APR 1890

ARMY SERIAL NUMBER
R 1 963 422

DATE OF SEPARATION
30 Nov 1944

SC

STATION

ENTER IN THE SPACE PROVIDED BELOW EACH ALLOWANCE OR ALLOTMENT NOW IN EFFECT

ALLOTMENT	AMOUNT (1)	EFFECTIVE DATE MONTH AND YEAR	FINAL DEDUCTION MADE FOR MONTH OF
N			
D	12.55	1 Jun 41	Oct 44
E	10.00	1 Dec 42	Oct 44
F			
B			

(NO E-TRY HERE)

PERMANENT ADDRESS FOR MAILING PURPOSES
122 S Main St., San Bernadino, Cal.

FAMILY ALLOWANCE APPLICATION NUMBER, IF IN SERVICE RECORD
X-

VETERANS ADMINISTRATION NUMBER
N- (NO ENTRY HERE)

NAME AND LOCATION OF ORGANIZATION EFFECTING DISCHARGE OR RELEASE
1269 SCSU CAMP HAAN CAL.

ENTER NAMES OF "E" ALLOTTEES, IF IN SERVICE RECORD
Mr. M.L. DOE

TYPED NAME, GRADE AND TITLE OF OFFICER EFFECTING DISCONTINUANCE
L.J. CAMPBELL, CAPT, AGD, PERSONNEL OFFICER
(NO SIGNATURE NECESSARY)

W. D., A. G. O.
FORM NO. 30-S
1 JULY 1944
(7 PARTS)

TO: THE ADJUTANT GENERAL'S OFFICE, WASHINGTON 25, D. C.
(FOLDED AND INSERTED IN THE SERVICE RECORD IN CASES OF ENLISTED PERSONNEL)

1

TO: GOVERNMENT INSURANCE ALLOTMENT DIVISION, OFFICE OF SPECIAL SETTLEMENT ACCOUNTS
27 PINE ST., NEW YORK 5, N. Y.

2

TO: ARMY WAR BOND OFFICE, 366 W. ADAMS ST., CHICAGO 5, ILLINOIS

3

TO: OFFICE OF DEPENDENCY BENEFITS, CLASS E ALLOTMENT DIVISION, NEWARK 2, NEW JERSEY

4

TO: OFFICE OF DEPENDENCY BENEFITS, CLASS F ALLOWANCE DIVISION, NEWARK 2, NEW JERSEY

5

FILE COPY

6

7

NOTE 1: An Allotment Discontinuance Document (WD AGO 30-S) is prepared and distributed for each enlisted person being retired even though no allotments are recorded in the service record.

NOTE 2: Transmit forms in accordance with Circular 297, W.D. 1944.

Figure 12.

Jan 45

WITHDRAWN

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✓ 1945 model p 334
Se ✓

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