

R E S T R I C T E D

tion", "accidentally killed", "died in hospital", "dead", "missing", "missing in action", "captured by the enemy", or "prisoner of war", a line will be drawn through the address and the mail delivered to the company commander or to an officer who has been designated to certify to the status of the addressee.

b. When the addressee is accounted for as "killed in action", "accidentally killed", "died in hospital", or "dead", the company commander or officer designated to certify to the status of the addressee will enter the following notation on each envelope or wrapper, certifying to the entry thereon by his signature, rank and branch in the following form:

Deceased
John Doe
Captain, Infantry

c. When the addressee is accounted for as "missing", "missing in action", "captured by the enemy", or "prisoner of war", the certifying officer will enter the following notation on each envelope or wrapper, certifying to the entry thereon by his signature, rank and branch in the following form:

Missing
John Doe
Captain, Infantry

d. After the required indorsements are placed on the mail matter, it will be returned to the APO for disposition.

e. When mail is received for a former member of an organization who was dropped as a casualty while the unit was serving in a previous theater of operation, the company commander or officer designated to certify to the status of the addressee will enter the appropriate notation on each envelope or wrapper as required by paragraph b or c, above. Such mail will then be forwarded by the officer making the notation, under franked label direct to the Casualty Branch, Office of The Adjutant General, Washington 25, D. C. for verification and disposition.

f. When mail is received for a former member of an organization who was accounted for as deceased while stationed within the continental limits of the United States, the company commander or other officer designated to certify to the status of the addressee will enter the appropriate notation on each envelope or wrapper as required by paragraph b or c, above. The mail will then be forwarded by the officer making the notation under franked label direct to the commanding officer of the post, camp, or station in the United States responsible for forwarding notification of death to The Adjutant General. In event such prepared package weight is in excess of four pounds, it must be indorsed "casualty mail" to avoid payment of postage when presented at the APO for mailing.

g. Special care must be taken to insure that the type of casualty indorsed on Casualty Mail agrees with the type of casualty reported on Casualty Reports in accordance with the above instructions.

R E S T R I C T E D

SECTION VII

DISPOSITION OF HOSPITALIZED PERSONNEL

	Par.
Compliance with Instructions	25
Procedure for Disposition and Processing of Army Elements in Combat Personnel	26
Replacements for Hospitalized Personnel	27
Responsibility of Replacement Installation Commanders	28
Responsibility of Commanding Officers of Patients Absent Sick in Hospitals	29

25. The instructions embodied in this section will be complied with by all units of the Seventh Army during the period in which the Army is in combat. All units assigned or attached to the Army will follow this procedure regardless of whether the individual unit is in combat or not.

26. Procedure for disposition and processing of Army elements in Combat Personnel. All personnel of Army units and installations in combat who become hospitalized will be immediately transferred to "Detachment of Patients, Seventh Army" and dropped from the organizational rolls and strength of the Army. This procedure does not relieve unit commanders of the responsibility of the submission of casualty and other reports which are now required. All personnel who are hospitalized in hospitals, and/or medical installations acting as hospitals, under the jurisdiction of an Army, will be transferred to the "Detachment of Patients" in the following prescribed manner:

a. Personnel who are evacuated through Divisional or comparable medical installations - When individuals are admitted, admission and disposition slips will be prepared and forwarded to the division or comparable headquarters in duplicate. These reports will indicate the name, grade, serial number, parent organization, sub-unit, diagnosis of personnel hospitalized and/or if evacuated through medical channels; if evacuated, medical installation to which evacuated will also be given. All personnel of the same regiment, separate battalion or separate company may be put on the same admission and disposition slip. Upon receipt of the admission and disposition slips at division or comparable headquarters, one copy will be furnished to the parent unit, who will be directed to drop the personnel from the organizational rolls and strength, as of the date of the admission and disposition slip, and transfer them to "Detachment of Patients, Seventh Army." The admission and disposition slip will suffice in lieu of special orders and will be authenticated by an officer. However, notation will be made on the slip quoting this circular as authority for the transfer. Service records and allied papers will not be forwarded. They will remain with the unit until requested by general, station or convalescent hospitals, or from other competent authority. All personnel transferred to "Detachment of Patients, Seventh Army" will so be reported on the unit morning report. A copy of the admission and disposition slip which reflected the transfer will be attached to the morning report and forwarded to the Machine Records Unit servicing the Army, which will record them in the strength of "Detachment of Patients, Seventh Army" as of the date of the admission and disposition slip. In the case of personnel of organizations attached to divisions, (not organic parts of divisions) who are

R E S T R I C T E D

evacuated through divisional medical installations, admission and disposition slips will be forwarded by division headquarters to "Detachment of Patients, Seventh Army", which will notify units concerned.

b. Personnel who by-pass Divisional or comparable medical installations and are hospitalized in Army Hospitals - Personnel in this category will be transferred by the receiving hospital to "Detachment of Patients, Seventh Army" by the medium of the admission and disposition slip. Notation will be made on the slip quoting this Circular as authority for transfer. Personnel will be reported on the morning report of the hospital (see AR 345-400 with reference to "Group Remark") and a copy of the admission and disposition slip appended thereto. This report will be forwarded to the Machine Records Unit servicing the Army. Upon receipt of the report, the Machine Records Unit will record them in the strength of the "Detachment of Patients, Seventh Army" as of the date of the admission and disposition slip. They will then transmit this information to the "Detachment of Patients, Seventh Army", who will in turn notify the parent unit to drop the individual from the organizational rolls and strength as of the date of the admission and disposition slip.

c. Personnel of an Army who by-pass the Army medical installations and/or are evacuated to hospitals not under the jurisdiction of the Army - Personnel evacuated (either through normal medical channels or otherwise) to hospitals not under the jurisdiction of the Army will be immediately transferred to the Detachment of Patients of the hospital to which admitted by special order of the general, station or convalescent hospital to which admitted. Transfer orders and requests for personnel records will be forwarded to the "Detachment of Patients, Seventh Army." Under no circumstances will requests for service records and allied papers be made direct to the parent unit of the individual concerned. Parent units will drop personnel from the organizational rolls and strength as of the date of the special order referred to above.

27. Replacements for hospitalized personnel - Application may be made to replace personnel absent due to hospitalization as soon as they are dropped from the organizational rolls and strength and will be based on effective strength. When an organization has received replacements and subsequently former members return from hospitals in such numbers as to create an over-strength in excess of 15%, the overstrength will be reported to Headquarters, Seventh Army, for reassignment within the command.

a. Army units desiring return of limited assignment personnel who were former members of their organization may make application through this Headquarters to the Replacement Command, NATOUSA, APO 49, for their return and will cite this circular as authority.

28. Responsibility of Replacement Installation Commanders:

a. To return promptly to their units personnel classified by hospitals as Class A, even if their unit has left the theater.

b. Forward all Air Force personnel to Air Force replacement installations.

R E S T R I C T E D

c. Forward Class A Parachute, Airborne, and Special Service Forces personnel to their units even if they have left the theater.

d. Forward Class B Parachute, Airborne, and Special Service Forces personnel to the Fifth Army Airborne Training Center, APO 512, U.S. Army.

e. Other Class B and Class C personnel will be disposed of as directed by Section II, Circular 82, NATOUSA, cs.

29. Responsibility of Commanding Officers of Patients Absent Sick in Hospitals.

a. Commanding officers are responsible that sick, wounded or injured individuals are retained on the rolls of the organization until instructions are received that they have been picked up on the morning report of Detachment of Patients, Seventh Army or the detachment of patients of a hospital.

b. Service records and allied papers will be retained by the unit until instructions are received from competent authority directing they be forwarded. They will then be properly indorsed and forwarded direct to the installation to which soldier is transferred. Care will be taken that Service Records are complete in every respect. Particular care will be given to see that all necessary remarks concerning pay, allotments and casualty status are made.

SECTION VIII

SUBMISSION OF PERSONNEL RECORDS

	Par.
Enlisted Men and Officers	30
Final and Forwarding Indorsement in Service Record.	31
Soldier's Qualification Card (WD AGO Form No. 20)	32
Returned Prisoners of War	33
Final Statement	34
Medals, Decorations and Citations	35
Common Errors in Records.	36
Letter of Condolence and Inquiry.	37
Forwarding of Personnel Papers to Individuals in Known U. S.	
Military Hospitals in this Theater (See Par. 27b, Section VI,	
this circular.)	38
Personnel Evacuated to the United States for Further Medical Treatment.	39

30. Enlisted Men and Officers. When personnel are separated from their units, for any of the reasons indicated below, every effort will be made to submit together, when possible, all personnel records, except reports of Investigation (WD AGO Form #51) which will be forwarded separately, to Central Service Records Branch, NATOUSA, through appropriate correspondence channels, within the time limit as shown hereunder. When this is impracticable, an explanation for the delay and expected date of submission will be forwarded.

R E S T R I C T E D

ENLISTED MEN

a. Death, Other Than Battle Casualty - Submit so as to arrive at this headquarters within 20 days from date of death:

Service Record (WD AGO Form 24) (AR 345-125)
Inventory of Effects (WD AGO Form 54) duplicate copy
Report of Investigation (WD AGO Form 51) (AR 600-550)
Copy of Letter Report of Death.

When death occurs in such manner as to necessitate an investigation, this report will be completed with the least practicable delay and forwarded, in triplicate, to this headquarters by separate letter of transmittal, and will not be held up pending completion of Service Record and allied papers; nor forwarded directly to The Adjutant General, Washington, D.C. For instructions on preparation of this form see letter, Headquarters NATOUSA, dated 10 June 1944, Subject: "Report of Investigation (WD AGO Form 51)", File AG 333.5/397-P and Section X, this circular.

b. Killed in Action - Submit so as to arrive at this headquarters within 20 days from date of death:

Service Record (WD AGO Form 24)
Inventory of Effects (WD AGO Form 54) Duplicate copy.

c. Missing in Action - Missing - Submit 30 days after date of casualty, to arrive at this headquarters as expeditiously as possible:

Service Record (WD AGO Form 24)
Soldier's Qualification Card (WD AGO Form 20)
Soldier's Deposit Book (WD FD Form 33) (AR 345-75 and WD Circular No. 71, 1944) if applicable
Statement Surrounding Disappearance (Par. 13c, Section II, this circular.)

d. Captured by the Enemy - Interned - Submit 30 days after date of casualty to arrive at this headquarters as expeditiously as possible:

Service Record (WD AGO Form 24)
Soldier's Qualification Card (WD AGO Form 20)
Soldier's Deposit Book (WD FD Form 33)

e. Dishonorable Discharge, Discharge Not Suspended:

Service Record (WD AGO Form 24)

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R E S T R I C T E D

Soldier's Qualification Card (WD AGO Form 20)
Physical Examination Prior to Discharge (WD AGO Form 38)
(AR 40-100)
One (1) copy of General Courts-Martial Order.

f. Discharge to Accept Appointment as Officer or Warrant Officer:

Service Record (WD AGO Form 24)
Soldier's Qualification Card (WD AGO Form 20)
Physical Examination Prior to Discharge (WD AGO Form 38)

g. Any Other Reason (Except Hospitalized Personnel):

Service Record (WD AGO Form 24)
Soldier's Qualification Card (WD AGO Form 20)
Soldier's Deposit Book (WD FD Form 33)
Individual's Clothing and Equipment Record (WD AGO Form 32)
Any other pertinent papers.
Records in this category will be forwarded by individual
letter of transmittal setting forth the reasons the records are
being forwarded, together with all known information.

OFFICERS

h. Death - Other Than Battle Casualty - Submit so as to arrive at
this headquarters within 20 days from date of death:

Officer's and Warrant Officer's Qualification Card (WD AGO Form
66-1)
Report of Investigation (WD AGO Form 51) (See a, above)
Inventory of Effects (WD AGO Form 54) Duplicate copy
Copy of Letter Report of Death
Officer's Identification Card (WD AGO Form 65-1)

i. Killed in Action - Submit so as to arrive at this headquarters
within 20 days from date of death:

Officer's and Warrant Officer's Qualification Card (WD AGO Form
66-1)
Inventory of Effects (WD AGO Form 54) Duplicate copy
Officer's Identification Card (WD AGO Form 65-1)

j. Missing in Action - Missing - Submit 30 days after date of casual-
ty to arrive at this headquarters as expeditiously as possible:

Officer's and Warrant Officer's Qualification Card (WD AGO Form
66-1)
Statement Surrounding Disappearance (Par. 13c, Section II, this
circular)

k. Captured By the Enemy - Interned - Submit 30 days after date of

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casualty to arrive at this headquarters as expeditiously as possible:

Officer's and Warrant Officer's Qualification Card (WD AGO Form 66-1)

1. Any Other Reason (Except Hospitalized Personnel):

Officer's and Warrant Officer's Qualification Card (WD AGO Form 66-1)

Other pertinent papers.

Records in this category will be forwarded by separate letter of transmittal setting forth the reason for forwarding records, together with all known information.

m. 201 files and other miscellaneous papers are not required to be forwarded with personnel records of officers or enlisted men. Such documents should be retained in the organizational files.

n. In case any of the required records are not included, an explanation as to why such records are not available should be included in the letter of transmittal.

31. Final and Forwarding Indorsement in Service Record.

a. When Service Records are being forwarded under the provisions of paragraph 30a, b, e and f, the final indorsement will be completed in the record.

b. The forwarding indorsement will be filled out in Service Records forwarded this headquarters under the provisions of paragraph 30c, d and g, above. The line following the word "To" will be filled in and indorsed to The Adjutant General, Washington, D. C.

32. Soldier's Qualification Card (WD AGO Form 20).

The following procedure will be adopted by all units in all cases of deceased personnel with regard to Soldier's Qualification Card:

a. WD AGO Form 20 will be retained by the custodian of the Service Record of the deceased individual for thirty (30) days after the Service Record and other allied papers have been forwarded to this headquarters.

b. At the expiration of the thirty (30) days mentioned in subparagraph (a) above, and, provided no higher headquarters has requested it, the form will be destroyed.

c. In no instance will a WD AGO Form No. 20 be destroyed under the provisions of (a) and (b) above, unless the individual has been previously reported as deceased on a Battle Casualty Report or Letter Report of Death to this headquarters.

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B/Sw NARA Date 5/12/04

R E S T R I C T E D33. Returned Prisoners of War.

Entry will be made on WD AGO Form 20, whenever an enlisted man has been a prisoner of war and returns to the jurisdiction of the United States Army. Under "Record of Current Service" record date of capture and "Prisoner of War", along with the name of the country capturing or holding the enlisted man a prisoner. Example: "6 June 1943 - Japan - Prisoner of War." On the next line an entry will be made to indicate the date, the manner in which he returned, such as escaped, exchanged, or repatriated, and his eligibility for further combat duty against the enemy who captured or held him. Example: "8 Aug. 1943 - Escaped to U. S. Army - Full Combat Duty." Similar entries will be made for officers under item 15, WD AGO Form 66-1 (Officers' and Warrant Officers' Qualification Card).

34. Final Statement.

a. Special care will be taken to insure that a final statement has been submitted to the finance officer, in cases in which applicable, and that a remark is entered under "Remarks - Financial" in the Service Record as follows: "Final Statement submitted, in triplicate, to (name, rank, station of finance officer to whom submitted and date submitted)."

b. In the cases of personnel reported "Missing", "Missing in Action", "Interned", or "Captured", the entry "Statement of accounts on WD Form 370, Final Statement submitted to (name, rank, station of finance officer to whom submitted and date submitted)."

35. Medals, Decorations and Citations.

Entries pertaining to medals, decorations, service ribbons and citations will be entered in the Service Record and on Form 20 or 66-1. The serial number of the medals presented will also be entered. Any such awards to which the individual is entitled, but was not received, will be designated. Particular attention is invited to the provisions for additional pay for enlisted men who receive the Medal of Honor, Distinguished Service Cross or Medal, Distinguished Flying Cross, and Soldier's Medal. AR 35-1500.

36. Common Errors in Records.a. Service Record

- (1) Date of Death Not shown on cover in cases of deceased personnel.
- (2) Foreign Service information not noted on page 6.
- (3) In cases shown in paragraph 34, above, fact of submission of Final Statement not entered under "Remarks - Financial" on page 13 or 14. Date of submission not shown. Name, rank and station of Finance Officer not shown.
- (4) Type, date and place of casualty not entered under "Remarks - Administrative" on page 15.
- (5) Unsatisfied indebtedness to the U.S. not set forth on the final indorsement.

R E S T R I C T E D

- (6) Remark "Accrued Pay and Allowances" not entered under "Due Soldier" on page 23.
- (7) Authenticating officers do not comply with paragraph 1g, AR 345-125, which requires that all initials in the record be identified by showing the full name, rank and organization on page 24.
- (8) Date of death not in agreement with date of death previously reported.

b. Inventory of Effects.

- (1) No notation made on back of WD AGO Form 54, regarding the transaction involving money found among effects, for which treasury check has been obtained. Check symbol, amount, date and number not shown.
- (2) No notation made that effects have been shipped to the Effects Quartermaster, Army Effects Bureau, Kansas City Quartermaster Depot, Kansas City, Missouri, or direct to persons legally entitled to them. (WD Circulars Nos. 195, 1943, and 118, 1944).
- (3) Soldier's Deposits not listed as required by Par. 7, AR 35-2600.

c. Officers' Qualification Cards:

Date, place and type of casualty not entered under item 31, "Remarks".

d. Service Records and Allied Papers of Casualties.

Will not be forwarded before appropriate casualty report has been rendered. Care will be taken that type casualty entered in service record and that reported on official casualty report are in agreement.

37. Letters of Condolence and Inquiry. See Par. 3., Section I, this circular.

38. Forwarding of Personnel Papers to Individuals in Known U. S. Military Hospitals in This Theater. See Par. 29b, Section VII, this circular.

39. Personnel Evacuated to the United States for Further Medical Treatment.

a. Every possible effort must be made by unit, medical, replacement installation, and port commanders to insure that personnel are not returned to the United States without their personnel records.

b. Whenever an enlisted man is returned to the United States for further hospitalization, his service record will be indorsed as follows:

"To: CO, U. S. Army Hospital

R E S T R I C T E D

Soldier transferred to the U. S. for further hospitalization and disposition."

c. In the event an enlisted man is evacuated to the United States and his personnel records do not accompany him, they will be indorsed when received, as indicated in "b", above, and forwarded to The Adjutant General, Washington 25, D. C., through this headquarters, for disposition.

SECTION IX

ARMY BURIALS AND GRAVES REGISTRATION

	Par.
Reference	40
Reports of Burial	41
Dissemination of Information Pertaining to Burials.	42

40. Reference. Detailed instructions for burials and graves registration are contained in Circular Number 45, Headquarters NATOUSA, cs. All officers and enlisted men responsible for records of burial will be familiar with the provisions of this circular.

41. Reports of Burial. Reports of burial furnish one of the most valuable sources of casualty information. Close liaison will be maintained between personnel officers and graves registration personnel in order that the true status of casualties may be determined. Casualty sections at personnel administration centers of divisions and/or separate brigades will process reports of burials against casualty reports before forwarding the letter to higher headquarters. Name, grade, serial number, unit, casualty classification, and date of death shown on each of these reports must be in agreement.

42. Dissemination of Information Pertaining to Burials. Information relative to grave locations, disposition of remains and effects and other related matters will not be released for other than official purposes. All letters of inquiry received from relatives and other interested parties regarding burial information will be referred to Commanding General, SOS, NATOUSA, through channels, for appropriate action. Photographs of graves may not be taken.

SECTION X

REPORTS OF INVESTIGATION - DEATHS AND INJURIES

	Par.
Reports of Investigation - Deaths	43
Reports of Investigation - Injuries	44

43. Reports of Investigation - Deaths (Par. 18, AR 600-550)

a. General.

(1) Under the conditions stated in (2) and (3) below, the

R E S T R I C T E D

commanding officer of the post, camp, station, transport, regiment, separate battalion, or similar unit, where a death has occurred will appoint an investigating officer (where practicable the officer so appointed will be a field officer) to investigate and report upon the circumstances and facts leading up to and connected with the death, and to determine as a result of such investigation whether death occurred in line of duty and whether it was or was not the result of the deceased's own misconduct. The officer so detailed may also perform the duties of the summary court prescribed in paragraphs 19 and 25, AR 600-550. Report of the investigating officer will be made on WD AGO Form No. 51 (Report of Investigation). The following documentary evidence will be attached to the form:

- (a) Certificate of a medical officer, properly authenticated as to cause of death (complete medical diagnosis).
 - (b) Certificate of individual's organization commander as to duty status, that is, absent with leave, absent without leave, or present for duty.
 - (c) Synopsis of all evidence considered in the investigation. Statements of all witnesses will be sworn and subscribed to.
- (2) An investigation will be required in case of nonapproval by the commanding officer of the report of the medical officer relative to line of duty and misconduct.
- (3) An investigation will be required in case death is due or is suspected to be due to foul play, violent or unnatural causes, misconduct, or gross negligence, or when death is sudden from unknown causes, except that cases of death which are battle casualties, or which occur while operating or riding in Government vehicles or airplanes, or while on maneuvers, or during authorized athletic exercises, or otherwise while engaged in the execution of military duty, will be considered to have been incurred in line of duty provided misconduct or negligence is not a contributory factor.

b. Post mortem examination, when made.

- (1) A medical officer will, except as provided in (2) below, make a post mortem examination in any case of death coming under the provisions of a, above. The original report of the post mortem examination will be attached to the original copy of the report of the investigating officer.
- (2) A post mortem examination need not be made under the provisions of this sub-paragraph if a post mortem examination has already been made under the provisions of AR 40-590, or of paragraph 19, AR 600-550, report of which is available to the investigating officer.

R E S T R I C T E D

c. A thorough investigation will be made by the investigating officer of all facts leading up to and connected with the person's death, with a view to rendering a report which will be comprehensive as to each and every feature of the case.

d. Disposition of copies of the report.

- (1) The original and two copies of this report will be forwarded by the appointing authority, after his action has been noted on all copies, to the Commanding General, NATOUSA, through this headquarters, for final action. Such reports will be submitted by separate letter of transmittal, and will not be held up pending completion of Service Records and allied papers, nor will they be forwarded directly to The Adjutant General, Washington, D. C. (For model report see letter Headquarters NATOUSA, dated 10 June 1944, Subject: "Report of Investigation (WD AGO Form 51)" File AG 333.5/397-P).
- (2) Every effort will be made to expedite the submission of this report. In the event the investigation has not been completed in time for the report to reach this headquarters within 30 days from time of death, an explanation of the circumstances causing the delay, and giving the date the record may be expected, will be made to this headquarters.

44. Reports of Investigation - Injuries (Par. 1. AR 345-415)

a. In every case of injury which, in the opinion of the surgeon, is likely to result in a partial or complete permanent physical disability of the patient and eventually be made the basis of a claim against the Government, and which was incurred while on pass, furlough, or leave, or as a result of misconduct or gross negligence, the commanding officer of the station or command, upon the request of the surgeon, as soon as practicable after the incurrence of the injury, will appoint an officer to investigate and report upon all the circumstances connected with the incurrence of injuries (where practicable the officer so appointed will be a field officer). The investigating officer will render a report in triplicate on WD AGO Form No. 51 (Report of Investigation).

b. The following documentary evidence will be attached to the form:

- (1) Certificate of medical officer, properly authenticated as to extent of injuries, including an estimate as to future possible partial or permanent disability, statement as to sobriety when first examined, and whether or not under the influence of drugs.
- (2) Certificate of individual's organization commander as to duty status, that is, whether he was absent with leave, absent without leave, or present for duty.

R E S T R I C T E D

- (3) Synopsis of all evidence considered in the investigation.
Statement of all witnesses will be sworn and subscribed to.

c. Disposition of copies of the report.

- (1) The original copy of the WD AGO Form No. 51, with the supporting papers attached, after action of the convening authority, will be forwarded for review to the officer next higher in the chain of command who exercises General Courts-Martial jurisdiction; when that officer concurs in the action of the convening authority, he will forward the original copy direct to The Adjutant General. If he does not concur, he will return the proceedings to the convening authority, for further action, when the proceedings are so returned, the convening authority will be advised of the reasons for non-concurrence and directed to furnish the surgeon concerned a copy of all amendatory action.
- (2) The duplicate copy, with substantiating evidence and any amendatory action as indicated in sub-paragraph (1) above will be forwarded to the surgeon of the hospital or other medical installation concerned at the earliest possible date in order to obviate the necessity of delay in submission of medical records.
- (3) The triplicate copy, in complete form, will be retained as an organizational record of action taken in the event original and/or duplicate become lost.

By Command of Major General PATCH:

ARTHUR A. WHITE,
Brigadier General, GSC,
Chief of Staff.

OFFICIAL:

W. G. Caldwell
W. G. CALDWELL,
Colonel, AGD,
Adjutant General.

2 Incls.

NATOUSA Form 6
Admission & Disposition Report

DISTRIBUTION: "C"

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DECLASSIFIED
Authority NND 735017
Date 5/12/04

DECLASSIFIED
Authority NND735017
By SPW NARA Date 5/12/04

(Designation of Unit)

(Date)

[illegible]

BCR Control No.

(Signature)

Page

C O N F I D E N T I A L

C O N F I D E N T I A L

** FLYING AND JUMP STATUS CODE:

A - Pilot, Co-pilot, Command Pilot
B - Navigator
C - Bombardier
D - Observer
E - Flight Surgeon
F - Photographer
G - Radio Operator Gunner
H - Engineer Gunner
I - Armorer Gunner
J - Paratroops on Jump Status
K - Gunner
L - All others on Flying Status
Z - Not on Flying or Jump Status

* TYPE OF CASUALTY CODE:

KIA - Killed in Action
DOW - Died of Wounds received in Action
DOI - Died of Injuries received in Action
SWA - Seriously Wounded in Action
LWA - Lightly Wounded in Action (Hospitalized)
LIA - Lightly Injured in Action (Hospitalized)
MIA - Missing in Action
SIG - Seriously Gassed (Hospitalized)
CAP - Captured by the Enemy
INT - Interned as result of enemy Action
RTD - Returned to Duty from any previously
reported Casualty Status

C O N F I D E N T I A L