

Personal Preparation for Overseas Duty Medical Field Service School, August 1943

Foreword by Ben C. Major:

This small yet informative booklet (measuring approximately 15cm x 23cm) was prepared by the Medical Field Service School (Carlisle Barracks, Pa) to provide the key information needed by Officers when preparing for duty overseas. Broken down into several sections, the pamphlet covers topics such as the preparation of a Will, National Service Life Insurance, as well as the clothing and equipment issued for overseas duty. The document offered here is the First Edition, prepared in August 1943.

The pamphlet is offered here in paper form. The original used in the production of this document is courtesy of Ben C. Major and was used with his kind permission. Please feel free to use this as a reference source and print it out for personal use.

For clarity and ease of reading, the pamphlet has been digitally enhanced and enlarged for the reader's pleasure. In addition, it has been produced in such a way that it can be read like the original item and so cannot be printed and stapled together in its current form.

Many thanks,
The WW2 Medical Research Centre Staff

THE MEDICAL FIELD SERVICE SCHOOL OFFICE OF THE COMMANDANT CARLISLE BARRACKS, CARLISLE, PA.			
MESSAGE FORM		Date <i>Now!</i>	
File No. <i>201 (Officers)</i>	Telephone No.		
Office of origin <i>Medical Field Service School</i>	Dept of Administration		
Address <i>Carlisle Barracks Pa.</i>	Room No. <i>23</i>		
To: <i>AEF Tourists</i> <i>Carlisle Barracks Pa.</i>		PRECEDENCE	
		WIRE OR RADIO	ESSENTIAL MILITARY MAIL
		Urgent <i>X</i>	Air Mail
		Priority	Special delivery
		Routine	Ordinary
		Deferred	Registered
		Week end	
		Any message not X'd for precedence will be sent "Deferred."	
MESSAGE:			
<h1>PERSONAL PREPARATION</h1> <h2>FOR</h2> <h1>OVERSEAS DUTY.</h1>			

**PERSONAL PREPARATION
FOR
OVERSEAS DUTY**

**Medical Field Service School
Carlisle Barracks, Pa.**

First Edition
AUGUST, 1943

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INTRODUCTION

Personal affairs of your family become *personal problems* only when they remain unsettled. Now is the time to get your house in order. *Over here*, you have the time and facilities; *over there*, you may not.

To get your personal affairs in order, it is necessary to know both what to do and how to do it. But, that's not all. The most important step is to do it.

To tell you what you must do and how to do it is the purpose for which this booklet has been prepared. The method employed in the presentation of the material was inspired by a stanza written by Rudyard Kipling:

*"I keep six honest serving men
(They taught me all I know);
Their names are What and Why and When
And How and Where and Who"*

Each personal problem has been presented to answer these questions for you.

Remember that knowledge is essential, but action counts. Although this booklet may assist you as a guidepost, you won't get anywhere unless you start moving.

Section I

WILLS

WHY is a will necessary?

..... because you cannot depend upon the inheritance laws of your state to distribute real and personal property to your dependents.

..... because a *Will* enables you to bequeath your estate to the dependents *you designate* in the relative amounts *you desire*.

e.g. Capt. Smith, NC, a permanent resident of the state of Ohio is married, has one child. His estate consists of \$5,000 in the bank.

Without a Will the inheritance laws of Ohio would distribute his estate as follows:

*\$2500 to the wife
\$2500 to the child*

If the child were not of age, the Probate court would appoint a legal guardian and all the expenses of the guardian would be deductible from the child's share.

With a Will Capt. Smith could have left the entire estate to his wife and permitted her to provide for the needs of the child.

The laws of your state may hold the same pitfalls.

WHO should make a Will?

Everyone, particularly members of the armed forces.

WHEN should you make a Will?

Immediately! Remember—in the Army you are here today and gone tomorrow. It is true that circumstances may arise which would necessitate changes in your original will. To incorporate these changes, review your will from time to time.

HOW should you make a Will?

Since state laws relative to wills vary considerably, and since the laws of the state where your will is executed and where it will be probated govern, it is desirable that you have your personal attorney draw up your will, if practicable.

When this is impossible, consult the Legal Assistance Officer (there is one at every post, camp, and station), an officer of legal training and experience who is appointed to handle just such problems.

Since the form of your will depends upon individual desires, and circumstances, and the laws of your state, the use of standardized forms as illustrated should be used only in emergencies and considered as temporary expedients at best.

LAST WILL AND TESTAMENT

I, , a legal resident of
 (Name of testator) (City, town, or county)
 , United States of America, now in the active military
 (State or district)
 service as a , (Army serial No.), in the Army
 (Grade)
 of the United States, do hereby make, publish and declare this instrument as my last WILL
 and TESTAMENT, in manner following, that is to say:

1. I hereby cancel, annul, and revoke all wills and codicils by me at any time heretofore
 made;

2. I hereby give, devise, and bequeath to
 (Name of person or persons who are to
 inherit, with relationship, if any) , now residing in
 (City, town, or county)

..... , all my estate and all of the property
 (State or district) (Country)
 of which I may die seized and possessed, and to which I may be entitled at the time of my
 decease, of whatsoever kind and nature, and wheresoever it may be situated, be it real,
 personal, or mixed, absolutely;

3. I hereby nominate, constitute, and appoint
 (Name of executor,
 with relationship, if any) of
 (City, town, or county) (State or district)
 United States of America, as my executor (executrix) and request that he (she) be permitted
 to serve without bond or without surety thereon;

4. I hereby authorize and empower my executor (executrix) in his (her) absolute dis-
 cretion to sell, exchange, convey, transfer assign, mortgage, pledge, invest, or reinvest the
 whole or any part of my real or personal estate.

IN WITNESS WHEREOF, I have hereunto set my hand and seal to this my last WILL
 and TESTAMENT, at this
 (Place of execution)
 day of , 194.....

..... [SEAL]
 (Signature of Testator)

Signed, sealed, published, and declared by the above-named testator,
 (Name of testator)
 to be his last WILL and TESTAMENT in the presence of all of us at one time, and at the
 same time we, at his request and in his presence and in the presence of each other, have
 hereunto subscribed our names as witnesses, and do hereby attest to the sound and dispos-
 ing mind of said testator and to the performance of the aforesaid acts of execution at
 this day of , 194.....
 (Place of execution)

..... (Name) (Address)
..... (Name) (Address)
..... (Name) (Address)

Section II

POWERS OF ATTORNEY

WHY make a Power of Attorney?

..... because, sometime during your absence on military duties, you may
 desire a relative or a friend to perform business transactions for you,
 which would ordinarily necessitate either your presence or your signature.

*e.g. Capt. Jones, DC, is overseas. In his absence he desires his wife to
 take steps to collect \$500 fees uncollected from his civilian practice;
 and, in addition, to sell a parcel of real estate.*

*Without a Power of Attorney, Capt. Jones' wife would have no au-
 thority to institute actions to collect her husband's fees, nor could she
 dispose of his property.*

*With a Power of Attorney, Mrs. Jones could initiate court action to
 collect her husband's fees in his name, and could likewise sell for him
 his real estate.*

WHO should make a power of attorney?

Everyone confronted with the possibility of overseas service.

WHEN should you confer a power of attorney on another person?

The answer depends on the person, and the type of power of attorney you
 wish to confer. There are two types of Powers of Attorney.

1. General—which permits the individual appointed as the attorney
 to perform any act or to transact any business that the grantor could
 do were he present.

2. Special or Limited—restricts the attorney to act for the grantor
 in only those specific acts permitted in the power.

Because of the nature of the General power of attorney—its all inclusive
 power—such authority will not be conferred ordinarily until the grantor's
 absence is an absolute certainty.

In the case of a Limited power of attorney, the specific acts authorized will
 determine the date of execution.

HOW to make a Power of Attorney.

Powers of attorney must conform with laws of the state in which the
 power is to be exercised, therefore, it is advisable that the grantor have
 his personal attorney draw up this legal instrument, designed to fit
 specific needs in compliance with state laws.

Again it is suggested that, if it is impracticable to consult your personal
 attorney, see your Legal Assistance Officer.

CAUTION: a power of attorney does not take the place of a Will, since it
 becomes null and void upon the death of the grantor.
 Use of standardized forms should be limited to emergencies and considered
 only temporary.

POWER OF ATTORNEY

Know all men by these presents that I,,
of the city of, in the county of, state
of, have made, constituted and appointed, and by these presents
do make, constitute and appoint, my
of the same place, my true and lawful attorney for me and in my name, place and stead, to
execute vouchers in my behalf for any and all allowances and reimbursements properly
payable to me by the United States, including but not restricted to allowances and reimburse-
ments for transportation of dependents or for shipment of household effects as authorized by
law and Army Regulations, and to receive, indorse, and collect the proceeds of checks
payable to the order of the undersigned drawn on the Treasurer of the United States, and
giving and granting unto my said attorney full power and authority to do and perform all
and every act and thing whatsoever requisite and necessary to be done in the execution of
the above granted powers, as fully to all intents and purposes as I might or could do if
personally present, with full power of substitution and revocation, hereby ratifying all that
my said attorney, or substitute, shall lawfully do or cause to be done by virtue
hereof.

In witness whereof, I have herunto set my hand and seal, the day of
....., A.D. 194

In presence of:

State of } ss.
County of

Personally came before me, this day of, 194..., the
above named, to me known to be the person who
executed the foregoing instrument and acknowledged the same.

Notary Public

**Limited Power of Attorney, RESTRICTING the Attorney to Act in Matters Per-
taining to the Government Only.**

In event you make a general Power of Attorney, be sure to include as
specific statements, those indicated in this limited Power of Attorney for
government purposes.

Section III

SURVIVORSHIP BANK ACCOUNT

WHY should you open a "Survivorship" account?

..... because it is the easiest and the safest way to make money available
to another individual during your absence.

..... because, under certain conditions, the funds deposited will, in the
event of your death, become the sole property of the co-partner who
survives—tax free and without any legal complications whatsoever.

*e.g. Capt. Black MC, is about to depart overseas. His savings are de-
posited in his local bank.*

*If the money is deposited in the "Survivorship" account of Capt. and
Mrs. Black, then during Capt. Black's absence Mrs. Black will be au-
thorized to sign checks and draw money from the account. In the
event of Capt. Black's death, the money will pass directly to Mrs.
Black without the legal necessity of action by a court.*

*If the funds were deposited in the name of Capt. Black alone, then
Mrs. Black would have no authority to draw money from his account;
and in the event of Capt. Black's death, the account would be frozen
until Capt. Black's estate was probated and the court awarded its con-
tents to the rightful beneficiary in accordance with the inheritance laws
of that state.*

WHO should open a "Survivorship" account?

1. Married men.
2. Single men with dependents.

WHEN does the money in a "Survivorship" account become the sole property of the survivor?

In a "survivorship" account, the funds deposited therein become the prop-
erty of the surviving participant upon the death of the other co-partner.

This inheritance takes place without any legal action whatsoever.

Do not confuse a "Survivorship" account with a joint account. The
joint account, like the "Survivorship" account is a common account of
two individuals
but, upon the death of one of the co-partners of the joint account, the
money deposited therein is frozen and the survivor cannot deposit or
withdraw money until the estate of the deceased has been probated by
court action.

HOW do you open a "Survivorship" account?

Since state banking laws vary considerably relative to "Survivorship" accounts,
it is imperative that you make arrangements with your bank. Specify

your desire to open a "Survivorship" account, as differentiated from a joint bank account. A few minutes conversation with your banker and the completion of a few forms, will accomplish your desires and insure the solution of this personal problem.

JOINT ACCOUNT—PAYABLE TO EITHER OR SURVIVOR

We agree and declare that all funds now, or hereafter, deposited in this account, are, and shall be, our joint property and owned by us as joint tenants with right of survivorship, and not as tenants in common; and upon the death of either of us, any balance in said account shall become the absolute property of the survivor. The entire account or any part thereof may be withdrawn by, or upon the order of, either of us or the survivor. All money deposited in this account shall be subject to the joint and/or several obligations of the said depositors held by this bank, and upon the death of any or all of said depositors the balance in this account or any part thereof shall be applied to the payment of the obligation or obligations of said deceased depositor.

It is especially agreed that withdrawals of funds by the survivor shall be binding upon us and upon our heirs, next of kin, legatees, assigns and personal representatives.

John C. Black
Mary C. Black

JOINT ACCOUNT—TWO OR MORE SIGNATURES REQUIRED.

All money now or at any time deposited by us, with this bank to the credit of this account, are and shall be so deposited by us and received by the bank upon the following terms and conditions of repayment, namely, that the amount thereof shall be paid by the bank to us, or upon the written order of any _____ such persons as entitled to payment; and without reference to the original ownership of the money deposited all withdrawals must comply _____ of the following signatures. All money deposited in this account shall be subject to the joint and/or several obligations of the said depositors held by this bank, and upon the death of any or all of said depositors the balance in this account or any part thereof shall be applied to the payment of the obligation or obligations of said deceased depositor.

Form 26

NOTE: If you now have a joint account with your wife or dependent, make arrangements for the inclusion of the *Right of Survivorship*.

Section IV ALLOTMENTS—CLASS E

WHY should you make Class E allotments?

..... because, Class E allotments guarantee the automatic payment each month by the Army of:

1. A portion of your monthly pay to your wife, and/or
2. Commercial life insurance premiums, and/or
3. Funds for deposit in a bank in the United States in your checking or savings account or that of your dependent relative.

e.g. Capt. Hall, MC, is overseas. He has a wife to whom he must send money for support; in addition, he has a commercial life insurance policy, the premiums of which he must pay monthly.

Without Class E allotments, Capt. Hall each month would have to send money from overseas to his wife and the insurance company by check or money order.

With Class E allotments the Army would automatically deduct the money from Capt. Hall's monthly pay and send it to the wife and to the insurance company.

WHO may be paid by Class E allotments?

Remember, you may make as many Class E allotments as you desire, but no more than one allotment to the same individual or company. No more than one individual may be paid by the same allotment.

Allotments may be paid individually to the following:

1. A wife, children and/or dependent relatives.
2. A bank in the United States for deposit in your account or that of a dependent relative.
 - a. Although an allotment to a joint bank account is prohibited, it may be made in favor of one of the participating parties to the account. Personal arrangements must be made with your bank for the deposit of the allotment check to the joint Survivorship account.
3. A commercial life insurance company for the payment of the monthly premiums.
 - a. Insurance must be on the life of the allotter only.
 - b. If you are paying your premiums on other than a monthly basis (semiannually or annually) and desire to make an allotment, you must make arrangements with the company to accept your premium payments *monthly*.

WHEN will your allotment become effective?

Allotments become effective the **1st day** of the month they are initiated. If you wish your allotment to begin in October, then it will become active as of the 1st of October. This does not mean however, that your wife, will receive payment that date. Actually she will not receive the allotment check for Oct. until the 1st of November.

Remember you are paid on the last day of each month for service you have rendered during that month. You will be paid on October 31st for service during the month of October. If your allotment became effective on October 1st, then on October 31st the Army will deduct the amount of that allotment from your pay, and send it to your designated allottee.

A word about the *effective* date. Although you may elect any month in which to start your allotment, your application for an allotment must be received and approved by allotment authorities no later than the 10th day of the month you select.

e.g. For an allotment to become effective Oct. 1st, the application WD AGO Form No. 29 must be received in Newark (See below) no later than Oct. 10th.

HOW do you make Class E allotments?

1. Go to the Personnel Officer of your unit, and with his assistance initiate WD AGO Form No. 29 in 3 copies. Send the original to:

The Office of Dependency Benefits
213 Washington Street,
Newark, New Jersey

Submit one copy to the Finance Officer for notation of the allotment on your pay voucher. Retain one copy for your personal 201 file.

2. In making an allotment there are a few rules to keep in mind:
 - a. **Amount:** An officer may allot everything except his flying pay and paratroop pay. Since you will have expenses overseas, it is inadvisable to allot the maximum.
 - b. **Period:** Allotments authorized after 7 December 1941, may be made for the duration of the war and 6 months thereafter and will continue in force unless otherwise discontinued.
 - c. **Changes:** An allotment may be changed at anytime for the following reasons:
 - (1) Increase or decrease in the amount of the allotment
 - (2) Change in allottee
 - (3) Change in address of the allottee
 - d. **Discontinuance:** An allotment may be discontinued at anytime upon the filing by the allotter of WD AGO Form No. 30, the

Notification of Discontinuance of an Allotment. In all cases the date of discontinuance to be shown on Form No. 30 will be the last day of the month in which termination is desired. However, deductions will be continued until receipt of notice of consent from the allotment agency, indicating the last deduction and refund, if any.

When applicable to Class E filaments send original direct to the
Disbursing Officer, Office of Departmental Benefits,
217 Washington Street, Newark, N.J.

AUTHORIZATION FOR ALLOTMENT OF PAY

(See AR 35-5520)

HALL	LEO	L	01819025	Capt	MED CORPS
(Last name) <small>(If different)</small>	(First name)	(Middle name)	(Army serial number)	(Grade)	(Company, organization, or unit in service)

The undersigned hereby authorizes a Class _____ (Type of allotment) allotment of his pay in the amount of \$ 150 per month for 6 months commencing Sept 1, 1949 and expiring DURATION PLUS 6 MOS., 19____.

(_____) premiums deducted from pay for month of _____ (Indicate in Class M statement only (Cn, Cr, Co, Sln, W, D, (M))

to HOME BANK MAIN ST FAIRVIEW OHIO

(Name of donee) (Domicile and next of kin name) (City, town, or post office) (State)

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

Date of expiration EAD February 2, 1949 "Where other than "Finance Service, Army" is selected, state allotment chargeable _____ Relationship of donee _____

If allotment is in force of a bank, the following is required to be stated: Deposit should be made to the credit of—
MRS MARY A. HALL WIFE
(Name) (Relationship)

This 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 relative; and I declare that payment of this allotment proceeds shall continue so long as such person is dependent upon me, and that no part of the proceeds shall be used for my own maintenance or the maintenance of any other person, except as provided in the regulations governing allotments of pay, and that the allotment is made in accordance with the provisions of the laws relating thereto.

Please enter CHARLES BKS PA Leo E Hall
(Signature) (Signature of donor)

Entered on service record (Date) August 21, 1949

*Noted work not applicable. (Signature of commanding officer or personnel officer, with grade and signature)

WHEN APPLICABLE TO CLASS E OR CLASS X INSUREMENTS, THE ORIGINAL COPY OF THIS FORM WILL BE SENT TO THE DISBURSING OFFICER, REGIONAL BENEFITS DIVISION, 1ST AND 2ND STREETS, NEWARK, N. J., WITH THE APPLICATION FOR INSURANCE. FOR THE FATHER, MATERNITY BENEFIT, AND ABSENCE FROM HOME BENEFIT, SEND ORIGINAL DIRECT TO THE DISBURSING OFFICER, OFFICE OF DEPARTMENTAL BENEFITS, 217 WASHINGTON STREET, NEWARK, N. J.

WD-A, O, G, O, P, Form No. 29
November 4, 48 16-70975-2 U. S. GOVERNMENT PRINTING OFFICE

POSTSCRIPT

Any person reported as missing, missing in action, interned or captured shall be entitled to have allotments of pay for the support of dependents or for payment of insurance premiums continued for a period of 12 months from date of absence.

- (1) In the case of a person reported as missing in action 12 months from the date of absence the Secretary of War will cause the case to be reviewed, at which time
- a. Payments will be continued, if the person can be reasonably presumed to be alive.
 - b. Payments will be discontinued, if the Secretary of War approves a finding which presumes the death of the missing person.

Section V

NATIONAL SERVICE LIFE INSURANCE

WHY should you buy National Service Life Insurance?

.....because, it is the **only** life insurance you can buy today which gives you **complete protection**.....it **does not contain a war clause**.

..... because, if you apply within 120 days of entrance into service, this insurance is granted without a physical examination.....all you need do to get it is apply and pay the monthly premiums.

e.g. Capt. Brown, DC, prior to entry into service, had tried unsuccessfully to purchase commercial insurance. He wanted additional protection but could not get it. When he entered the Army, however, he was able to buy the maximum \$10,000 of National Service Life Insurance, because no physical examination was required.

With this additional insurance, Capt. Brown was able to assure his wife (aged 33) a monthly income for life in the event of his death.

WHO may be designated as your insurance beneficiary?

Any person may be named who is related to the insured as follows:

1. Wife, husband, child (illegitimate, step-children, adopted).
2. Parents (step-parents and guardians).
3. Brother, sister (including half-blood relations).

In addition to your beneficiary you may designate another individual, related above, as your contingent beneficiary—that person eligible to receive the insurance in event the beneficiary dies.

WHEN will your beneficiary be paid?

National Service Life Insurance becomes a claim **only** in the event of the death of the insured.

Payments are made in regular monthly installments as follows:

1. If your beneficiary is under 30 years of age at the time of your death, payments will be made in 240 equal monthly installments and at the rate of \$5.51 per thousand dollars worth of insurance.
2. If your beneficiary is 30 years of age or more at the time of your death, monthly payments, in an amount based on your beneficiary's age, will be made.....
 - a. For the lifetime of your beneficiary.
 - b. 120 payments are guaranteed. By that is meant, if your wife dies and has received only 100 payments, then the remaining 20 payments will be paid if a proper contingent beneficiary exists.

HOW do you go about buying National Service Life Insurance?

Before you subscribe, know what you are buying. Here are some facts about National Service Life Insurance you should know.

1. National Service Life Insurance is issued on the **5 year level premium plan** with provisions for waiving premiums during continuous disability of the insured. That means you pay premiums and are protected for 5 years, at the end of which time the policy expires unless prior to that time you have either converted or exchanged your policy to a permanent insurance plan.
2. After you have had National Service Life Insurance for one year, you may either convert or exchange your policy to permanent government insurance which you may keep after leaving the service. There are 3 such permanent policies available:

ORDINARY LIFE.
20 PAYMENT LIFE.
30 PAYMENT LIFE.

3. National Service Life Insurance rates are the lowest available—so low that even a private can afford the maximum protection permitted members of the armed forces...\$10,000. Look at these monthly premiums on a \$1,000 policy for the age at which you apply.

Age 20	\$.65
Age 25	\$.67
Age 30	\$.71
Age 35	\$.76

4. Not less than \$1,000 nor more than \$10,000 will be sold to any individual. Above \$1,000 you may buy in multiples of \$500.
5. How do you apply for National Service Life Insurance? Here's what to do:
 - a. Go to the Insurance Officer at your post, camp or station and with his assistance **apply** for your insurance by filling in Veterans Administration Form No. 350.
6. How do you pay the monthly premiums on Nat. Serv. Life Insurance? Instead of paying the premiums by mailing a check each month, you may make a **Class N allotment** whereby the Army will deduct automatically the amount of the premium from your pay and send it to the Veterans Administration.
 - a. To make a Class N allotment, initiate WD AGO Form No. 29 in duplicate.
 - b. Send the original to:
Government Insurance Allotment Branch
Pay Allotments Division
Office of the Fiscal Director
Bldg. X, 19th and B Sts., N.E.
Washington 25, D. C.
 - c. Deliver the duplicate copy of WD AGO Form No. 29 to your local disbursing officer for notation of the deduction on your pay voucher.

Section VI
CERTIFICATES OF OFFICERS
(Re: Pay & Allowances)

WHY should every officer know how to write a certificate?

..... because, no more than a certificate is necessary to prove the veracity of any statement made on your voucher pertaining to pay and allowances.

.....because, no supporting evidence is required, other than your certificate, to establish the truth of your claim to pay and allowances.

e.g. Capt. Lewis, MC, has been on active duty for two months. Prior to being called into service, however, he had served for three years as a Reserve Officer on an inactive status.

Since three years service entitles Capt. Lewis to longevity pay (additional 5% of base pay), he applies for the additional pay.

In order to prove the length of service which entitles him to draw longevity pay, all Capt. Lewis need do is make a certificate that the service he claims is true. The government will take Capt. Lewis' word and pay off. No other proof is necessary.

WHO may make a certificate?

Every officer in the Army, Navy, Marine Corps and the Coast Guard may, for the duration of the war plus six months, attest to the veracity of facts pertaining to pay and allowances by means of a certificate.

WHEN may you use a certificate?

Payments will be made on vouchers carrying the certificate of an officer attesting to facts pertaining to the following problems:

1. Assignment, termination and adequacy of quarters.
2. Statements of service pertaining to longevity pay.
3. Statements of service pertaining to payment of the uniform allowance.
4. Establishment of dependency of mother (father, stepchildren, etc.)

HOW do you make a certificate?

The form of the certificate you must present will vary with the fact you wish to establish as a claim. It is always advisable to consult the local disbursing officer at your post and ascertain his requirements.

Sample Certificate: *Statement of Service for Longevity Pay.*

I, _____
(Name) (Grade) (Serial Number)

(RA, NG, ORC, AUS)

— hereby certify that I have held a

commission; appointment as commissioned warrant officer, warrant officer, flight officer, or Army field clerk; or have been enlisted as a member of the respective service(s) shown below for the inclusive periods indicated:

Service or Component	From	To
RA Enl	8-5-33	8-4-36
RAR Enl	9-1-37	12-10-41
AUS Enl	12-11-41	3-5-42
AUS Commissioned	3-6-42	To date

(Signature)

Section VII DESIGNATION OF BENEFICIARY

WHY should you designate your beneficiary?

..... because, by officially recording your beneficiary, you notify the Adjutant General of the relative whom you wish to receive the six months' death gratuity in the event of your death. (A gift paid by the government in addition to insurance, pensions, etc.).

..... because, by failing to designate a beneficiary, under some circumstances the gratuity may not be paid; and, if paid, may entail unnecessary trouble and inconvenience to your survivor.

e.g. Capt. Green, VC, is killed in action overseas. His only surviving relative is his grandmother, who had been dependent upon him for support

If, prior to death, Capt. Green had failed to designate his grandmother as his beneficiary, his survivor would not be entitled to receive the six months' death gratuity.

If, prior to death, Capt. Green had notified the Adjutant General of his beneficiary, then his grandmother would receive the gratuity.

WHO may be designated as your beneficiary?

a. If you are married: your wife and unmarried children (under 21) will always be regarded as your prior beneficiaries; regardless of whether you designate them or not, they will receive the gratuity. However, failure to officially record them as your beneficiaries will impose upon your survivors the inconvenience of establishing their rights.

b. If you are single: you may designate the following:

- (1) Mother, father, blood sister, blood brother. To receive the gratuity they must have been designated prior to your death.
- (2) Dependent relatives may be entitled to receive the six months' death gratuity provided.....they are actually dependent upon you and have been designated as your beneficiaries.

HOW do you designate your beneficiary?

You must initiate and forward to the Adjutant General, Washington, D. C., WD AGO Form No. 41, "Designation of Beneficiary." (See below).

If you have not as yet done this, go to the Personnel Officer of your unit and ask him to assist you in preparing this form.

WHEN will your beneficiary receive the six months gratuity?

The gratuity will be paid to your beneficiary only upon your death while on active duty, and provided death was not due to your misconduct. The

6 months' pay due the beneficiary consists of all types of compensation the deceased officer received at the time of his death, **except allowances.**

- (1) Application for 6 months' gratuity must be made by the beneficiary on W.D., F.D. Form No. 6 (Public Voucher for 6 Months' Death Gratuity Pay). This form will be furnished to a widow by the local disbursing officer, and to other beneficiaries by the Finance Officer, U. S. Army after their eligibility has been determined by the Adjutant General.

DESIGNATION OF BENEFICIARY				
Name of designator	Green	John	Jr.	O-515333
	(Last name)	(First name)	(Middle name)	(Army Serial No.)
The persons eligible to be my beneficiary are designated below:				
1. _____ (Full name of wife; if no wife, or if she is deceased or divorced, so state) (Wife's full address)				
2. _____ (Full name and address of each minor child, and each dependent child over 21 years of age. If there are no children, so state. If the address is the same as the wife's, so state. Do not repeat address)				
In the event of my leaving as widow or child, or their decess before payment is made, I then designate as my beneficiary the relative whose name, relationship, and address are shown below:				
3. Mrs Mary L Green, Grandmother, 313 Adam Street, Chicago, Illinois				
(If designation of beneficiary is declined, designator must state in own handwriting: "I decline to designate any person as my beneficiary.")				
In the event of the death or disqualification of the last-named dependent relative before payment is made, I then designate as my beneficiary the relative whose name, relationship, and address are shown below:				
4. _____ (If beneficiary is named in line 3 but naming of alternate is declined, designator must state in own handwriting: "I decline to designate an alternate beneficiary.")				
OVER				

Front

Nearest relative	Mrs Mary L. Green	Grandmother
(Other than wife or minor child)	(Name in full)	(Relationship)
Address*	313 Adam Street, Chicago, Illinois	
Person to be notified in case of emergency	Mrs Mary L. Green	Grandmother
	(Name)	(Relationship)
Address*	313 Adam Street, Chicago, Illinois	
Signature of designator	John	Green
	(First name)	(Last name)
Witnessed at	Fort Leavenworth, Mo.	on August 20, 1918
Signature of witness	Robert K. Ross	
Name of witness typed	Robert K. Ross	Capt. M. C.
		(Grade and organization)

*If one of the beneficiaries is the nearest relative or the person to be notified in case of emergency, the address need not be repeated.
W.D., A.G.O. Form No. 41
March 1, 1918

Reverse

W.D., A.G.O. Form 41. Designation of Beneficiary.

Section VIII

CLOTHING & EQUIPMENT FOR OVERSEAS SERVICE

WHY should you now be concerned with C & E you'll need overseas?

..... because, each officer ordered overseas is individually responsible for procuring and possessing all required items of clothing and equipment.

..... because, your commanding officer demands that you appear in correct uniform with requisite items of individual equipment at all times overseas.

..... the government is responsible for issuing relatively few items to you; *the greater part of the C & E needed must be purchased by you.*

..... facilities may not exist overseas for purchasing all the items you will need.

WHERE can you procure the Clothing and Equipment required for overseas duty?

The C & E you will need overseas is listed in the Table of Equipment, No. 21, Section IV. It must be procured from two sources:

1. **By purchase**—those articles are listed below. Bear in mind, however, that this list indicates only the minimum number of each item. You must supplement these figures according to your own needs.
2. **Government Issue:** Those items issued free to officers ordered overseas are also listed below. To obtain these items the officer must identify himself at the Station Quartermaster Sales Office (Clothing and Equipage Section).

CLOTHING AND EQUIPMENT for Overseas Service.

GOVERNMENT ISSUE

Item	No.	Item	No.
Bag, canvas, field	1	Pouch, first aid packet	1
Basin, canvas, folding	1	Roll, bedding, waterproofed	1
Belt, pistol or revolver	1	Spoon	1
Blanket, wool, od	2	Suspenders, belt	1
Can, meat	1	Tag, identification	2
Canteen	1	Tape, for identification, tag	1
Cover, canteen	1	Tent, shelter, half	2
Cup	1	Helmet, steel	1
Fork	1	Cap, wool, knit	1
Knife	1	Mask, gas (Issued by CWS Sup O) ..	1
Pin, tent, shelter, wood	10	*Locker, trunk	1
Pole, tent, shelter	2		
Flashlight	1		

* A Trunk Locker will be issued by the QMC to each officer ordered overseas not possessing the same.

INDIVIDUAL PURCHASE

Item	No.	Item	No.
Belt, O's, cloth	1	Overcoat, or short coat	1
Belt, web, waist	1	Raincoat	1
Book, memorandum, pocket	1	Razor	1
Pencil	1	Shirt, cotton	1
Cap, garrison, O's	1	Shirt, wool	2
Coat, wool	1	Shoes, Army, russet	1
Comb	1	Soap, hand	1
Drawers	3	Soap, shaving	1
Gloves, dress	1	Socks	6
Gloves, wool, O. D.	1	Towel, face	2
Handkerchief, cotton, white	6	Towel, bath	2
Insignia	1	Trousers, cotton	2
Jacket, field	1	Trousers, wool	2
Laces, shoe, extra	1 pr	Undershirts	3
Leggings, canvas	1 pr	Watch, 7 jewel or better	1
Necktie, cotton	1		

Special items of clothing and equipment required for service in areas of extreme climatic conditions (Arctic and Tropics) will be issued free to the officer by the government.

Authorized items of organizational equipment (e.g. field glasses; dispatch cases; compass, etc.) will be issued to the officer by the unit to which he is assigned for duty.

WHEN should you obtain overseas Clothing and Equipment?

Since the possibility of overseas service is imminent for all in the military service, NOW is the time to procure those items which you will need. Naturally this applies only to items you can purchase, since GI items will be issued only upon receipt of orders.

Last minute purchasers often find time lacking and stocks depleted, and are consequently forced to depart without many needed items.

In purchasing your clothing and equipment, bear in mind these important points:

1. The baggage you may take overseas on transport will be limited to 175 pounds.
2. The luggage you may take will be limited to the following:
 - a. One trunk locker. (Approx. size 13½"x18"x31½")
 - (1) To conserve shipping space, movement orders may specify substitution of a Barracks Bag.
 - b. One bedding roll (not exceeding 50 pounds).
 - c. One piece hand baggage (maximum 40 pounds).
 - d. One field or musette bag.
3. Officers transported by air will be restricted to a total of 55 pounds since all C and E of Government issue will be furnished at overseas destination.

HOW should you pack your Clothing and Equipment?

PACKING: Officers will have only the piece of hand luggage and the musette bag in the staterooms aboard ship. As a general rule bedding

rolls and trunk lockers are stowed below and are inaccessible. Pack a certain amount of each type of item in each piece of luggage. In case of loss, damage, or destruction or unavailability of any of the pieces of luggage, the officer will still have a sufficient number of each item of C & E to meet needs.

The illustrations show a suggested method of packing. Note that only the required minimum number of each item has been included. If you follow these drawings, remember that you can add at least 40 pounds of additional items.

MARKING: on all items of baggage stencil:

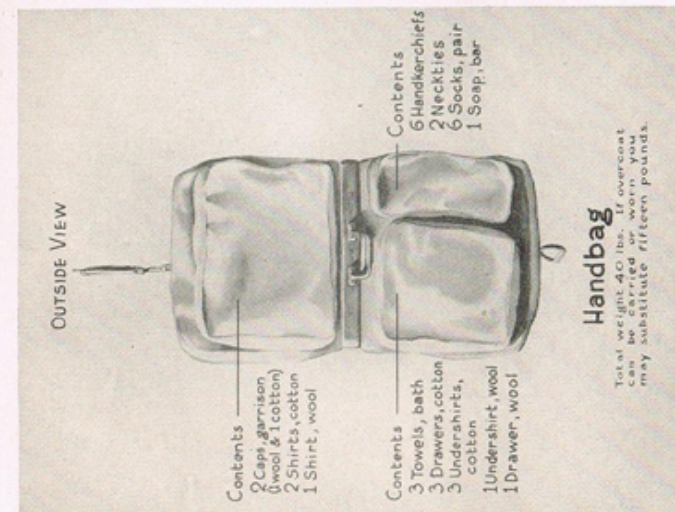
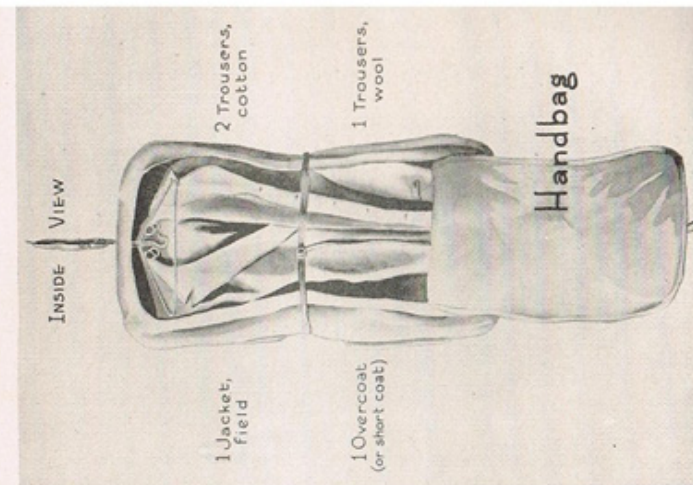
1. Surname, first name, and middle initial.
2. Army Serial Number.
3. Grade.
4. Shipment number and letter (trunk locker, bedding roll only).

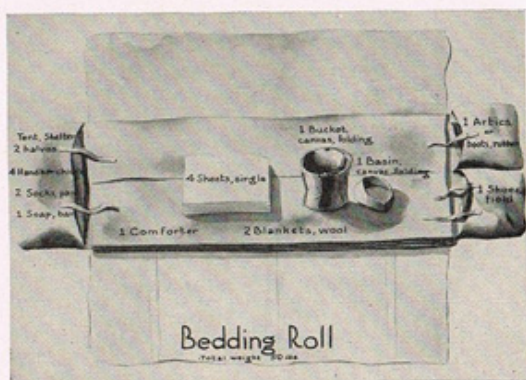
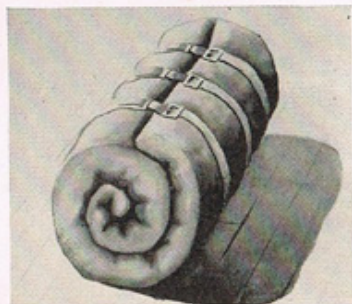
Lead paste paint must be used:

1. White paint on blue surface.
2. Black paint on khaki surface.

POSTSCRIPT: Reports from men overseas bewail the inaccessibility of certain articles. Overhere, they are commonplace; "overthere," luxuries. In packing, stock up on these "priceless" items:

- Matches.
- Cigarette lighter.
- Lighter fluid.
- A good book you won't mind rereading.
- The Holy Bible (pocket size edition).
- Flashlight and batteries.
- Hunting knife.
- Playing cards.
- Stationery and envelopes.





22



Bag Canvas

- | | |
|------------------------|------------------------|
| 1 Flashlight | 1 Ration |
| 1 Mess Kit, complete | 1 Toilet Set, complete |
| 1 Pair, laces | 1 Towel |
| 1 Rain coat | 1 Soap |
| 1 Ointment, protective | 1 Book, message |
| 1 Book, memo | 1 Set, antidim |

23



Dismounted Officer's Field Equipment.

Helmet, steel, M-1
Helmet, liner
Belt, pistol
Case, dispatch
Compass, lensatic
Whistle, thunderer
Template, M-1
Kit, medical officer's



tag, identification; necklace, identification tag, with extension.
Field uniform, wool, OD, complete
Watch, 7 jewel, or better.
Pouch, first aid, packet
Canteen; cup; cover; can, meat knife, spoon, fork

Section IX

PENSIONS

WHY should you be interested in pensions for your dependents?

..... because, the dependents of any deceased veteran, whose death results from injury or disease received in line of duty while the United States is engaged in war, may be entitled to a pension..... if a pension is applied for.

e.g. Capt. White, MC, dies as the result of an injury incurred during maneuvers. The death was determined to have been in line of duty and occurred at a time when the United States was engaged in a war.

Mrs. White, the widow, is entitled to receive a pension for the rest of her life (unless she remarries).

The only requisite for obtaining the pension is that application be made. If application is not made, no pension will be paid.

WHO may receive a pension?

A widow, a child, mother or father may be eligible to receive the pension in the event of your death.

WHEN will the pension be paid?

The pension will be paid when.....

1. Application for the pension has been filed.
2. Evidence required by the Veteran's Administration is received.

Payments of the pension begin from the date of receipt of the application at the office of the Veteran's Administration, and **not from the date of death of the veteran.**

Under certain conditions the monthly rate at which the pension is paid is as follows:

1. Widow (no children)	\$ 50
2. Widow with one child (\$13 for each additional child)	65
3. No widow, but 1 child	25
4. No widow, but 2 children (\$10 for each additional child) (equally divided)	38
Note Well: total compensation for widow and children can never exceed	100
5. Mother or father	45
6. Mother and father	50

HOW should a beneficiary apply for a pension?

If a dependent has a claim for a pension, application should be made to:

Director
Dependents' Claim Service
Veteran's Administration
Washington, D. C.

Application from a widow should be filed on Form No. 534 and from a dependent father or mother on Form No. 535. Such claims must be supported by the following evidence:

1. **Wife:** certified copy of public record of marriage to veteran.
2. **Mother:** certified copy of public record of birth of veteran.
Father: certified copy of public record of birth of veteran.

Section X

YOUR CHECK LIST

The following War Department Circular, No. 333, is essentially complete and has been appended to this booklet to give a concise inventory of those personal affairs you must attend to prior to departure overseas. Read this.....yes. But don't forget.....use it.

* * * * *

Circular
No. 333

WAR DEPARTMENT
Washington, October 5, 1942

YOUR CHECK LIST FOR MILITARY PERSONNEL ORDERED TO FOREIGN DUTY—1. a. All military personnel ordered to foreign duty, before departing from their home stations, should have in their possession a check list similar to the one listed below. If the procedure outlined in the check list is followed all military personnel arriving at their overseas destination will have little if any trouble in getting established at their new stations.

b. So far as possible military personnel will be processed at their home stations before departing therefrom.

2. CHECK LIST.—a. Administrative.

- | | | |
|---|-----|----|
| (1) Officers Identification Card (W.D., A.G.O. Form No. 65-1).—A three-fold card with photograph, fingerprints, signature. | Yes | No |
| (2) Identification tags, metal (two), showing— | Yes | No |
| (a) Full name. | Yes | No |
| (b) Army serial number. | Yes | No |
| (c) Name and address of person to be notified in case of emergency. | Yes | No |
| (d) Date of tetanus inoculation. | Yes | No |
| (e) Blood type. | Yes | No |
| (f) Religion if desired. | Yes | No |
| (3) Power of attorney. | Yes | No |
| (a) General.—For any use but cashing Government Checks. | Yes | No |
| (b) Special.—For use only in cashing Government Checks. | Yes | No |
| (4) Will. —officers going overseas should make a will. | Yes | No |
| (5) Statement of Service. —If a National Guard Officer or Reserve Officer. | Yes | No |
| (6) Four copies of secret orders. | Yes | No |
| (7) Ten extract copies of orders. | Yes | No |
| (8) Passport. —If passport is required do you have one? | Yes | No |
| (9) Visas. —If passport is issued; has it been visaed for all countries in transit? | Yes | No |

- (10) **Passport photographs.**—Seven extra copies. Yes No
- (11) **Information booklets.**—Have you been provided with information booklet on the country to which you are going? Yes No
- (12) **W.D., A.G.O. Form No. 41.**—(Designation or change in Address of beneficiary). Yes No
- (13) **W.D., A.G.O. Form No. 43.**—Emergency addressee and Personal Property Card). Yes No
- (14) **APO number.**—Do you have your APO number? Yes No
- (15) **Clothing.**—Is your uniform complete? Yes No
- (16) **Field equipment.**—Has complete field equipment been issued to you by the quartermaster? Yes No
- (17) **Air priority.**—If traveling by air has a priority been arranged for you? Yes No
- b. **Financial.**
- (1) **Allotments.**—Have you made allotments of pay to cover any of the following: Yes No
- (a) Self. Yes No
- (b) Dependents. Yes No
- (c) Commercial insurance. Yes No
- (d) National Service Life Insurance. Yes No
- (e) War Risk Insurance. Yes No
- (2) **Application for pay reservation for War Bonds.** Yes No
- (3) **Uniform allowance.**—Are you eligible? If so do you have copies of statement of service and of original active duty orders? Yes No
- (4) **Mileage allowance.**—Are you entitled to mileage from last station? If travel was performed by transportation request, you must have two copies of W.D., T.C. (Q.M.C.) Form No. 207 (Transportation Certificate for Passenger Travel). Yes No
- (5) **Per diem.**—Are you traveling on a per diem? Yes No
- (6) **Rental certificate.**—Showing nonassignment or termination of quarters at last station. Yes No
- (7) **Pay data card.**—Showing pay and allowances. Is it up to date, showing all deductions? Yes No
- c. **Medical.** (W.D. Circular No. 361, 1942).—The required immunizations completed and authentically recorded on immunization Register (W.D., A.G.O. Form No. 81). Yes No

- (1) The required Immunizations are:

(a) For all personnel:

1. Smallpox, one vaccination.
2. Typhoid-paratyphoid vaccination, three injections, 1 week intervals.
Smallpox and typhoid-paratyphoid vaccinations must have been done within the 12 months prior to departure.
3. Tetanus immunization, three injections, 3 week intervals, or one injection only if initial or stimulating injections were administered more than 6 months before departure.

(b) When specifically ordered:

1. Yellow fever vaccination, one injection.
2. Cholera vaccination, two injections, 1 week intervals.
3. Typhus vaccination, three injections, 1 week intervals.

- (2) **Blood type.**—Blood type should be shown on register and identification tags. Yes No
- (3) **Dental attention.**—All teeth should be checked for cavities and taken care of before departure. Yes No
- (4) **Glasses.**—If glasses are worn, an extra pair should be carried. Yes No
- (5) **Physical inspection**
- (a) At home station. Yes No
- (b) At Port of Embarkation. Yes No

Physical inspection to be made at port of embarkation if 48 hours have elapsed since physical examination at home station.

2. Military personnel ordered into Washington, D. C., prior to their departure for an overseas station will contact the A.G.O. Travel Bureau and have the status of their processing checked. If processing has not been completed the A.G.O. Travel Bureau will render the necessary assistance in completing same.
3. It is proposed to set up in the near future additional bureaus at key points in the United States. Upon organization the location of these additional bureaus will be published. Thereafter military personnel going overseas will contact the travel bureau nearest their point of departure from the United States.

(A. G. 210-31 (9-19-42).)

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

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

1. MAKE A "Class E" ALLOTMENT.....

a. Purpose: Support of family or dependent relatives; Payment of commercial life insurance premiums; Bank in U.S. for support of family or own checking, savings account.

b. Amount: Maximum = Base pay + Longevity + Subsistence Allow. + Rental + Foreign Service pay.

2. CLOTHING & EQUIPMENT.....

a. Per AR 30-1210 par 3 175 lbs luggage authorized....

Bedding Roll - 50 lbs

Footlocker - 85 lbs

Handbag - 40 lbs

b. Photos show A method of packing min.

130 lbs C & E per T/BA # 21 Sec VI.

c. Add 43 lbs of own choice to meet 175 lbs limit.

3. POWER of ATTORNEY.....

a. Must be notarized by civilian notary.

b. This is a Special Power; Attorney limited to acts set forth.

4. DRAW A WILL.....

a. Address: County where Will will be probated.

b. All 3 witnesses must sign in testators and in each others presence.

5. IDENTIFICATION of CLOTHING

a. Suggestion: Mark clothing per AR 850-5, par I (for EM)

b. Designate initial letter of surname, and last four digits of ASN on inside of garments.....

c. Marking will be done with indelible ink.

6. DOG TAGS.....

a. Wear your identification tags at all times.

7. CHECK YOUR BANK.....

a. Make a joint bank account with your wife or dependent.

b. Don't forget !!! Include the right of survivorship.

Bon Voyage
The Dept. of Administration

"Personal Preparation for Overseas" Display on Exhibit at The Medical Field Service School.