

# USMC OMPF FILE



Rec'd APR 3 1919  
Official Correctly Pass Along  
Mks Chkd. *W.H.*  
Est. Rec. *W.H.*  
Mis. Postg. *W.H.*  
Voc. Cds. *W.H.*  
C M. *W.H.*  
P.P. Se. *W.H.*  
Str & Dis. *W.H.*  
M. R. C. *W.H.*  
Trans. *W.H.*

FILE NO. 94289

U. S. MARINE CORPS.

(14)

W. A. Clark

SERVICE-RECORD BOOK

OF

Clark, W. A.

SURNAME, 123 456

William Audrey

CHRISTIAN NAME

RANK.

Private

JUN 22 1917

DATE OF ENLISTMENT.

DATE OF DISCHARGE.

DATE OF DISCHARGE, EXTENDED ENLISTMENT.

REASON OF DISCHARGE.

CHARACTER GIVEN ON DISCHARGE.

N. M. C. 189-441  
6-23 11-20m



# USING THE USMC OMPF FILE

This presentation takes a close look at the documents generally found in a USMC Official Military Personnel File. While the file is primarily useful for discovering a veteran's service details, it contains a surprising amount of information that can help to further your personal family research.

## SERVICE

- Units
- Battles
- Awards
- Promotions

## FAMILY

- Names
- Relationships
- Addresses
- Medical Records

## PERSONAL

- Photos
- Locations and Dates
- Correspondence



This is the first form completed when a recruit entered the service and is found in almost every USMC file. Valuable information from this form includes a physical description of the recruit, family details, and current address at time of enlistment.

PERSONAL DESCRIPTION.

Name, William Andrew Clark,  
at Sublette, Missouri; former residence,  
trade or occupation prior to entering the military or naval service,  
St. Louis, Missouri. Clerk.  
born, September 28 94  
18. 94  
I certify that I have this 6th day of June, 1917  
at St. Louis, Missouri, carefully examined the above-named man agreeably  
to the Regulations of the Navy, that he has stated to me that he has no disease, and in my opinion he is  
free from all bodily defects and mental infirmities which would in any way disqualify him from performing  
the duties of a marine, and that his personal description is as follows:  
Grey eyes, Dk. Bwn. hair, Fair complexion; height 69 inches,  
weight 124 pounds, mean circumference 33 inches, expansion 4 inches,  
vision (Snellen) right 20/20, left 16/20, indelible or permanent marks upon his person:  
FM base r. neck. P51/4" d upper abdomen. HM left thigh. BMK32" upper left  
thigh. FM between thorax. P51/4" d between scapulae. BM2" d upper left  
thigh back.  
Examined JUN 21 1917 at WATER BARRACKS, POST ROYAL, S. C.  
D. S. Hagan, M.D. Examining Surgeon.  
L. H. Haworth Surgeon, U. S. Navy.  
DATES OF FORMER ENLISTMENTS AND DISCHARGES.  
DISCHARGED. REGIMENT, CORPS, ETC. CHARACTER.  
Space below is for use in Adjutant and Inspector's Department.

Grey eyes, Dk.Bwn. hair, Fair complexion; height 68 inches,  
 weight 124 pounds, mean circumference 33 inches, expansion 4 inches,  
 vision (Snellen) right 20/20, left 16 / 20., indelible or permanent marks upon his person:  
 PM base r.neck. PS1/4"d upper abdomen. HM left thigh. BMK3x2" upper left  
 thigh. PM between thorax. PS1/4"d between scapulae. BMK2"d upper left  
 thigh back.



# USMC SERVICE BOOK

The Service Book is the heart of a Marine Personnel File. Roughly 4x10 inches, it accompanied the Marine everywhere to record events.

Each book consists of preprinted pages for pay, stations, personal information, and qualification entries. Other papers were pasted directly into the book as needed.

Occasionally information in these books is permanently obscured by these glued portions. For the safety of the documents, this glue is not usually removable.





# A NOTE ABOUT USMC SERVICE BOOKS

Marine Corps records are generally intact and unaffected by the 1973 fire which occurred at the Personnel Records Center in St. Louis, MO. While every individual file contains the same basic components, there are differences based on the time the file was produced.

Discharge Certificate (DD Form 1300) for **BLADEN, Roland Winford, Jr.**, discharged on **May 7th, 1954**, from the **Marine Corps Recruiting Station, Savannah, Ga.** The character is **Excellent**.

Recommendation for Good-Conduct Award (DD Form 1300-1) for **BLADEN, Roland Winford, Jr.**, recommending an **Excellent** character.

Recommendation for Good-Conduct Award (DD Form 1300-1) for **BLADEN, Roland Winford, Jr.**, recommending an **Excellent** character.



# A NOTE ABOUT USMC SERVICE BOOKS

A WWI era book is usually thinner than a WWII era book. Earlier books covered a shorter time period, while WWII service books allowed space for three year enlistments. Added bulk is in the form of extra blank pages and some expanded detail. WWII era books generally include more pasted slips and document copies as well.

32

**BASDEN, Roland Winford, Jr.**  
(Name - To be typewritten, according to the job)

**May 7th, 1934.**  
(Date)

**Corps Recruiting Station,  
Savannah, Ga.**  
(Address)

Under the provisions of the acts approved May 22, 1928, and May 12, 1929, relating to the payment of the monthly pay to the widow or children of deceased members of any office or national unit on the active list of the Regular Marine Corps, or on the retired list when an active duty, or of any transferred member of the First Marine Corps, Marine Corps, or Marine Corps, who died from wounds or disease and the result of his own misconduct, I give below the name and address of my wife and the names and address of each of my children.

**Not married.**  
(Full name of wife, if not married, so state)  
(Address of wife)  
(Full name and address of each child, if none, so state)

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

**(MOTHER)**  
**Mrs. Katie Mae Basden,**  
(Name of wife)  
**Route No. 2, Richlands, N.C.**  
(Address)

**Occasional contributions.**  
(State briefly wherein dependent receipt, such as "allowance received," "monthly contributions by Government check," etc.)

SEE REVERSE SIDE

For Letters of Commendation, Waivers, copy of Extension of Enlistment, and any other form or document not otherwise provided for, which is primarily a part of the service record, attach to this form.

32

**OCCUPATIONAL QUALIFICATION RECORD**

**James Leon**  
Age **17** years. Occupation **Student**

How many years have you worked at it?  
Name of last employer.  
Business.  
Address.  
Your weekly wages in this position, \$.  
Describe the job or enterprise in which you carried the greatest authority or leadership, such as foreman, manager, captain, etc.

In the columns below draw one line in blank ink under those occupations at which you have worked; draw two lines under those at which you are an expert.  
After each underlined occupation write in years column the number of years (i. e., 1, 2, 3, 4, 5, 6, 7, 8, 9) of experience you have had in that occupation.

OCCUPATION	YRS.	OCCUPATION	YRS.
1. Animal tamer, wild		40. Motorist, mechanic	
2. Animal tamer, tame		41. Painter, general	
3. Archery, rifleman		42. Painter, sign	
4. Archery, shotgun		43. Painter, sign	
5. Archery, trap and snipe		44. Photographer, amateur	
6. Automobile driver		45. Photographer, commercial	
7. Artist		46. Plumber, general	
8. Automobile mechanic		47. Power and telephone	
9. Automobile repairman		48. Radio operator, amateur	
10. Automobile		49. Radio operator, commercial	
11. Baker		50. Radio operator, general	
12. Bookkeeper, general		51. Soldier, general	
13. Bookkeeper, bookkeeper		52. Soldier, general	
14. Bookkeeper, bookkeeper		53. Soldier, general	
15. Bookkeeper, bookkeeper		54. Soldier, general	
16. Bookkeeper, bookkeeper		55. Soldier, general	
17. Bookkeeper, bookkeeper		56. Soldier, general	
18. Bookkeeper, bookkeeper		57. Soldier, general	
19. Bookkeeper, bookkeeper		58. Soldier, general	
20. Bookkeeper, bookkeeper		59. Soldier, general	
21. Bookkeeper, bookkeeper		60. Soldier, general	
22. Bookkeeper, bookkeeper		61. Soldier, general	
23. Bookkeeper, bookkeeper		62. Soldier, general	
24. Bookkeeper, bookkeeper		63. Soldier, general	
25. Bookkeeper, bookkeeper		64. Soldier, general	
26. Bookkeeper, bookkeeper		65. Soldier, general	
27. Bookkeeper, bookkeeper		66. Soldier, general	
28. Bookkeeper, bookkeeper		67. Soldier, general	
29. Bookkeeper, bookkeeper		68. Soldier, general	
30. Bookkeeper, bookkeeper		69. Soldier, general	
31. Bookkeeper, bookkeeper		70. Soldier, general	
32. Bookkeeper, bookkeeper		71. Soldier, general	
33. Bookkeeper, bookkeeper		72. Soldier, general	
34. Bookkeeper, bookkeeper		73. Soldier, general	
35. Bookkeeper, bookkeeper		74. Soldier, general	
36. Bookkeeper, bookkeeper		75. Soldier, general	
37. Bookkeeper, bookkeeper		76. Soldier, general	
38. Bookkeeper, bookkeeper		77. Soldier, general	
39. Bookkeeper, bookkeeper		78. Soldier, general	
40. Bookkeeper, bookkeeper		79. Soldier, general	
41. Bookkeeper, bookkeeper		80. Soldier, general	
42. Bookkeeper, bookkeeper		81. Soldier, general	
43. Bookkeeper, bookkeeper		82. Soldier, general	
44. Bookkeeper, bookkeeper		83. Soldier, general	
45. Bookkeeper, bookkeeper		84. Soldier, general	
46. Bookkeeper, bookkeeper		85. Soldier, general	
47. Bookkeeper, bookkeeper		86. Soldier, general	
48. Bookkeeper, bookkeeper		87. Soldier, general	
49. Bookkeeper, bookkeeper		88. Soldier, general	
50. Bookkeeper, bookkeeper		89. Soldier, general	
51. Bookkeeper, bookkeeper		90. Soldier, general	
52. Bookkeeper, bookkeeper		91. Soldier, general	
53. Bookkeeper, bookkeeper		92. Soldier, general	
54. Bookkeeper, bookkeeper		93. Soldier, general	
55. Bookkeeper, bookkeeper		94. Soldier, general	
56. Bookkeeper, bookkeeper		95. Soldier, general	
57. Bookkeeper, bookkeeper		96. Soldier, general	
58. Bookkeeper, bookkeeper		97. Soldier, general	
59. Bookkeeper, bookkeeper		98. Soldier, general	
60. Bookkeeper, bookkeeper		99. Soldier, general	
61. Bookkeeper, bookkeeper		100. Soldier, general	

If you are an expert in any occupation not listed above, write it here.



The books are simple tape or thread binding construction with heavy cardstock covers. Rarely do they lie completely flat, making them a challenge to photograph safely. When viewing a scan of a service book expect to find some distortion on the pages.





# SERVICE BOOK: PERSONAL PAGES

Personal Information pages found in the Service Book allowed for accurate and rapid identification of the Marine.

Examined, JUN 23 1917, 1917

Eyes, Gray

Hair, Dark Brown

Complexion, Ruddy

Height, 68 inches.

Weight, 124 pounds.

10. LITTLE

—Plain imprint of Four Fingers taken simultaneously.

MARKS, SCARS, ETC.  
(Marked in red ink by Medical Examination.)

LEFT HAND, Placed imprint of thumb and each finger.

RIGHT HAND, Placed imprint of thumb and each finger.

ACCEPTED

Examined, JUN 23 1917, 1917

Eyes, Gray

Hair, Dark Brown

Complexion, Ruddy

Height, 68 inches.

Weight, 124 pounds.

LEFT HAND.—Plain imprint of Four Fingers taken simultaneously.

RIGHT HAND.—Plain imprint of Four Fingers taken simultaneously.

Date and nature of any waiver.

Underweight

6/15/17

John W. Jones

M.R.

76-254

SERVICE RECORD

6-173079 of 22748-7467

Name Clark William Audrey

Enlisted as Private

M.B. Port Royal St.

JUN 23 1917, 1917, to serve four years

Date of birth Sept 22, 1894

Place of birth Littleton, Mo.

Accepted for enlistment at St. Louis, Mo.

Occupation prior to entering military or naval service Clark

Former residence St. Louis, Mo.

Citizenship U.S.

Identification tag issued NOV 7 - 1917, 1917

Name, relationship, and address of person to be notified in case of emergency Mother

John A. Clark and St. Louis, Mo.

Knowledge of Foreign Languages, with Degree of Proficiency in Each.

LANGUAGE	SPEAKING	READING	WRITING

Foreign service:

W. B. Seale

Major U. S. M. C., Recruiting Officer.

William Audrey Clark

SIGNATURE OF RECRUIT IN FULL

No. of file 215253

\* Enter: "M" for "Minority", "W" for "War", or as appropriate.

Clark and Seale



Historical service clues can also be found on these pages. Some officers went on to become famous and well-researched figures in the Marine Corps. If your Marine served with them, it's possible that more detailed information on their time in the service is readily available.

[www.GoldenArrowResearch.com](http://www.GoldenArrowResearch.com)



Details of offenses and punishments are found on these pages.

Discipline was swift, with the vast majority handled by the immediate commanding officer. Common punishments were extra duty, docked pay, and rank reduction. A summary courts martial can appear here, while a more formal proceeding before a tribunal may be recorded as a separate case file.

[www.GoldenArrowResearch.com](http://www.GoldenArrowResearch.com)



# SERVICE BOOK: BATTLE CREDITS

This page contains details of a Marine's battle engagements and service credit.

Wounds received in action and commendations can appear here.

This document provides a general map pointing to other documents which contain greater detail, such as unit orders and citation letters.

EXPEDITIONS, DISTINGUISHED SERVICE, LETTERS OF COMMENDATION, ETC.

Embarked on U.S.S. Henderson,  
at Navy Yard, Philadelphia, Pa.,  
January 19, 1918, and sailed at  
8:25 A.M., January 20, 1918, for  
foreign shore service.  
Arrived at Base Section #1, A.E.F.  
France, February 5, 1918.  
Disembarked at Base Section #1,  
A.E.F., France, February 9, 1918.

D. D. Duncan  
Captain, U.S. Marine Corps,  
Commanding, 96th Company.

Classed June 14, 1918  
in action

Participated in engagements with the  
enemy June 7 to 14, 1918 at Chateau Thierry,  
F. B. de Villars C. B. Carter Ist Lt

Classed June 14, 1918  
in action

Classed June 14, 1918  
in action

engagements with the  
June 7 to 14, 1918 at Chateau Thierry  
C. B. Carter Ist Lt



# SERVICE BOOK: ARMS TRAINING

All Marines were required to be proficient with basic weapons.

The arms training pages offer a record of extra skills acquired from special training courses. Skills acquired were then used in determining duty assignments. Training slips can also be found tucked elsewhere in the OMPF.

Qualification Course—Army Small Arms Firing Manual.										SMALL ARMS RECORD.			
Where Attached. MARINE BARRACKS PARIS ISLAND, S. C.	Range. MARINE BARRACKS PARIS ISLAND, S. C.	Day.	Month.	Year.	Score.	Estimate's Distance.	Final Qualifications.	Signature and Rank of Verifying Officer.	No. and Date M. Q. Order.	Date Training Delivered.			
				AUG. 12 1947	741	91	SHARPSHOTS	[Signature]					
Other Entries Required by Par. 3689, Naval Training Manual.													

INFANTRY WEAPONS RECORD Rifle Qualification Course									
WHERE ATTACHED	RANGE	DAY	MONTH	YEAR	SCORE	FINAL QUALIFICATIONS	SIGNATURE AND RANK OF VERIFYING OFFICER	NO. AND DATE M.Q. ORDER	DATE INSIGNIA DELIVERED
Navy H. Co. 1st M.F.B. Quantico Va.	PARIS ISLAND	JUN 1		1934	35				
Marksmanship					35				
Sharpshooting					36				
Expert Rifle					36				
Expert Rifle					37				

INFANTRY WEAPONS RECORD Rifle Qualification Course									
WHERE ATTACHED	RANGE	DATE	COURSE	SCORE	FINAL QUALIFICATIONS	SIGNATURE	Shot		
H. Co. 1st M.F.B. Quantico Va.	PARIS ISLAND	JUN 7 1934	Drum	309	Sharpshooter	[Signature]			
1st M.F.B. Quantico Va.		20 Mar 36	Sharp Pistol Course	304	SS				
1st M.F.B. Quantico Va.		15 Apr 37	Short	307	SS				
				312	SS				
				314	SS				

Pistol Qualification and Short Courses									
WHERE ATTACHED	RANGE	DATE	COURSE	SCORE	FINAL QUALIFICATIONS	SIGNATURE	Shot		
H. Co. 1st M.F.B. Quantico Va.	PARIS ISLAND	JUN 7 1934	Drum	309	Sharpshooter	[Signature]			
1st M.F.B. Quantico Va.		20 Mar 36	Sharp Pistol Course	304	SS				
1st M.F.B. Quantico Va.		15 Apr 37	Short	307	SS				
				312	SS				
				314	SS				

AUTOMATIC RIFLE, THOMPSON SUBMACHINE GUN, MACHINE GUN, 37 MM GRENADE, HAND GRENADE									
Where attached	Weapon	Course	Qualification	Date	Date insignia delivered	COMMUNICATIONS—Radio operator, radio mechanic, telephone operator, lineman, signaller, etc. MISCELLANEOUS—Scout, interpreter, chauffeur, tank driver, tractor driver, railroad engineer, armorer, range estimator, instrument operator, etc.			
1st M.F.B. Quantico Va.	Automatic Rifle	Course	Qualification	JUN 20 1934	JUN 21 1934				

OTHER SPECIAL QUALIFICATIONS, including schools attended with marks attained									
APR 27 1944	AGCT-16 II	MA-3 II	119 ROAL XI	93	5	MCB, SD.	Thames Warfare Instruction		
Qualified 2nd Class Swimmer	Qualified Combat Swimmer 20 Jul 44								



# SERVICE BOOK: PAY RECORDS

Marines were generally paid on a regular schedule determined by their station. Active deployment and combat conditions sometimes caused a delay in payments. Pay records can be used to confirm a Marine's unit and location at a specific time.

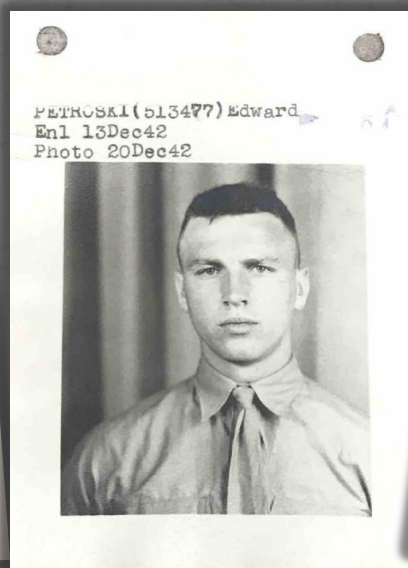
PAY ACCOUNT RECORD OF <i>Roland T. PASPEN</i>									
(See Instructions on page 24)									
ORGANIZATION OR POST	BY WHOM PAID (Name of paymaster)	DATE INCLUSIVE TO WHICH LAST PAID OR SETTLED	BALANCE		ORGANIZATION OR POST	BY WHOM PAID (Name of paymaster)	DATE INCLUSIVE TO WHICH LAST PAID OR SETTLED	BALANCE	
			Overpaid	Unpaid				Overpaid	Unpaid
1 <i>Hdqs. Det. AD, MB</i>	<i>C. G. ST. CLAIR</i>	<i>MAY 31 1934</i>	<i>PAID IN FULL</i>		<i>Co. "E" 2nd Bn.</i>	<i>JOHN HALLA</i>	<i>AUG 31 1930</i>		<i>\$ 11 49</i>
2 <i>Parrie Island, S. C.</i>	<i>C. G. ST. CLAIR</i>	<i>JUN 30 1934</i>	<i>PAID IN FULL</i>		<i>5th Marines, F.M.F.</i>	<i>JOHN HALLA</i>	<i>SEP - 4 1930</i>	<i>10 00</i>	<i>Pd SMR</i>
3 <i>Hdqs. Det. AD, MB</i>	<i>C. G. ST. CLAIR</i>	<i>JUL 31 1934</i>	<i>PAID IN FULL</i>		<i>5th Marines, F.M.F.</i>	<i>JOHN HALLA</i>	<i>SEP - 9 1930</i>		<i>8 63</i>
4 <i>Hdqs. Det. AD, MB</i>	<i>C. G. ST. CLAIR</i>	<i>AUG 31 1934</i>	<i>PAID IN FULL</i>		<i>5th Marines, F.M.F.</i>	<i>C. A. WYNN</i>	<i>SEP 30 1936</i>		<i>08</i>
5 <i>Hdqs. Det. AD, MB</i>	<i>T. D. BARNER</i>	<i>SEP 30 1934</i>		<i>60</i>	<i>5th Marines, F.M.F.</i>	<i>C. A. WYNN</i>	<i>OCT 31 1936</i>		<i>83</i>
6 <i>Hdqs. Det. AD, MB</i>	<i>T. D. BARNER</i>	<i>OCT 31 1934</i>		<i>5 20</i>	<i>5th Marines, F.M.F.</i>	<i>C. A. WYNN</i>	<i>NOV 30 1936</i>		<i>63</i>
7 <i>Hdqs. Det. AD, MB</i>	<i>T. D. BARNER</i>	<i>NOV 30 1934</i>		<i>3 53</i>	<i>5th Marines, F.M.F.</i>	<i>C. A. WYNN</i>	<i>DEC 31 1936</i>		<i>93</i>
8 <i>Hdqs. Det. AD, MB</i>	<i>T. D. BARNER</i>	<i>DEC 31 1934</i>		<i>3 78</i>	<i>5th Marines, F.M.F.</i>	<i>C. A. WYNN</i>	<i>JAN. 31 1937</i>		<i>73</i>
9 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>JAN 31 1935</i>		<i>2 80</i>	<i>5th Marines, F.M.F.</i>	<i>C. A. WYNN</i>	<i>FEB. 28 1937</i>		<i>03</i>
10 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>FEB 28 1935</i>		<i>23</i>	<i>5th Marines, F.M.F.</i>	<i>C. A. WYNN</i>	<i>MAR. 31 1937</i>		<i>86</i>
11 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>MAR 31 1935</i>		<i>4 06</i>	<i>5th Marines, F.M.F.</i>	<i>C. A. WYNN</i>	<i>APR 30 1937</i>		<i>76</i>
12 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>APR 30 1935</i>		<i>19 35</i>	<i>5th Marines, F.M.F.</i>	<i>W. H. SITZ</i>	<i>MAY 31 1937</i>		<i>36</i>
13 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>MAY 31 1935</i>		<i>19 35</i>	<i>5th Marines, F.M.F.</i>	<i>W. H. SITZ</i>	<i>JUN 30 1937</i>		<i>16</i>
14 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>JUN 30 1935</i>		<i>12 33</i>	<i>5th Marines, F.M.F.</i>	<i>W. H. SITZ</i>	<i>AUG 31 1937</i>		<i>56</i>
15 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>JUL 31 1935</i>		<i>24 55</i>	<i>5th Marines, F.M.F.</i>	<i>W. H. SITZ</i>	<i>SEP 30 1937</i>		<i>76</i>
16 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>AUG 31 1935</i>		<i>85</i>	<i>5th Marines, F.M.F.</i>	<i>W. H. SITZ</i>	<i>OCT 31 1937</i>		<i>36</i>
17 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>SEP 30 1935</i>		<i>14 18</i>	<i>5th Marines, F.M.F.</i>	<i>W. H. SITZ</i>	<i>NOV 30 1937</i>		<i>16</i>
18 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>OCT 31 1935</i>		<i>93</i>	<i>5th Marines, F.M.F.</i>	<i>W. H. SITZ</i>	<i>DEC 31 1937</i>		<i>96</i>
19 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>NOV 30 1935</i>		<i>12 23</i>	<i>5th Marines, F.M.F.</i>	<i>W. H. SITZ</i>	<i>JAN 31 1938</i>		<i>76</i>
20 <i>Hdqs. Det. AD, MB</i>	<i>J. O. WARD</i>	<i>DEC 31 1935</i>		<i>14 55</i>	<i>5th Marines, F.M.F.</i>	<i>W. H. SITZ</i>	<i>FEB 28 1938</i>		<i>56</i>
21 <i>Hdqs. Det. AD, MB</i>	<i>John Halla</i>	<i>JAN 31 1936</i>		<i>3 35</i>	<i>5th Marines, F.M.F.</i>	<i>W. H. SITZ</i>	<i>MAR 31 1938</i>		<i>36</i>
22 <i>Hdqs. Det. AD, MB</i>	<i>John Halla</i>	<i>FEB 1 1936</i>		<i>27 15</i>					
23 <i>Hdqs. Det. AD, MB</i>	<i>John Halla</i>	<i>APR 30 1936</i>		<i>2 79</i>					

33	<i>Co. "E" 2nd Bn.</i>	<i>JOHN HALLA</i>	<i>SEP - 9 1930</i>
34	<i>5th Marines, F.M.F.</i>	<i>C A WYNN</i>	<i>SEP 30 1936</i>
35	<i>5th NAD ST. JULIEN'S CREEK,</i>	<i>C A WYNN</i>	<i>OCT 31 1936</i>
36	<i>PORTSMOUTH, VIRGINIA</i>	<i>C A WYNN</i>	<i>NOV 30 1936</i>
37	<i>5th NAD ST. JULIEN'S CREEK,</i>		
38	<i>PORTSMOUTH, VIRGINIA</i>		
39	<i>5th NAD ST. JULIEN'S CREEK,</i>		
40	<i>PORTSMOUTH, VIRGINIA</i>		



# PHOTOGRAPHS

Upon enlistment, a Marine was fingerprinted for identification. Starting in the early part of the Twentieth century they were also photographed. While these photos are found in almost all post-WWII era USMC files, many earlier personnel files also contain a picture of the veteran. Marine files of those who served long term usually contain more than one photo taken at different points in their career.





# VITAL RECORDS

Both certified and original copies of vital records are sometimes found in the USMC OMPF file. Birth certificates and marriage licenses were presented for benefit changes and proof of age. Death certificates were issued by the Marine Corps.

Form HVB-34--200M-2-42  
(Fee for this Certificate, \$1.50)

**No. 713208**

**Jul 14 1942**

**6 49**

**29.53**

**COMMONWEALTH OF PENNSYLVANIA**  
DEPARTMENT OF HEALTH  
BUREAU OF VITAL STATISTICS

**CERTIFICATE OF BIRTH**

**1. PLACE OF BIRTH**  
County Allegheny  
Township Franklin  
Borough Franklin  
City Franklin

**2. Full name of child**  
Edward Petroski

**3. Sex**  
Male

**4. Full name of father**  
Barnes Petroski

**5. Full name of mother**  
Victoria Gaudeski

**6. Residence (street, city, county and state)**  
44 Union St. P. O. #14000

**7. Color or race**  
White

**8. Age at last birthday**  
24

**9. Birthplace (city or place)**  
Polish

**10. Trade, profession, or particular kind of work done, as employer, employer, or business in which work was done, as self, etc.**  
Miner

**11. Date (month and year) last engaged in this work**  
19

**12. Number of children of this mother**  
10

**13. Cause of stillbirth**  
Stillborn

**14. Certificate of attending physician or midwife**  
I hereby certify that I attended the birth of this child who was born alive or stillborn at Franklin on the date above stated.  
Signed J. H. Sawyer M. D.  
Chapman M. D.  
Address Henderson Rd. Franklin Pa.  
Filed 6-20-1942 W. J. Cott Registrar

**THIS CERTIFICATE MUST BE FILED WITH THE LOCAL REGISTRAR WITHIN TEN OR DAYS AFTER BIRTH**

FORM N.  
(In duplicate, except in case of an officer, when a triplicate copy shall be sent to the Bureau of Navigation.)

From: U. S. 6th Regiment Marines, APO  
(Name of ship or station.) Date May 31, 1919

To: BUREAU OF MEDICINE AND SURGERY, NAVY DEPARTMENT.  
(Via official channel.)

**Subject: REPORT OF DEATH in the case of--**

Name Clark, William Aubrey Grade or rate Pvt  
Born: Place sublette, (in full name of place) Date Sept. 28, 1894 Age 24 yrs  
Eyes Gray Hair dk. brown Complexion ruddy Weight 135  
Marks of identification: A. M. P. Robinson, U.S.A. chest, U.S.A. remainder: P.O.I.  
Gold, P.O.I. back; P.O.I. back.

Enlisted: Place Fort Royal, SC Date June 23, 1917  
Died: Place Warley Base Hospital #17 Date June 28, 1918  
Time of day not known While attached to 6th Regiment Marine (Date of death)  
Burial: Place Warley Base Hospital #17 Date June 28, 1918

Diagnosis Poison, acute, gas unknown

Original in (From Navy records, state which record on which list.) Key letter K  
the line of duty. Disability the result of his own misconduct.  
Facts are as follows: Dismissed covering action against the enemy June 14, 1918-transferred to Warley Base Hospital #17 where he died with poison, acute, gas complicated with brucella pneumonia, June 28, 1918. Buried in Cemetery Municipal of Poissy, Polygon #4, Grave #377, Dijon, Cote d'Or, France. No further data available. This history taken from Regimental files.

Approved: Robert J. Laidler FAIRBANKS R  
(Signature of commanding officer.) (Grade) (F. A. Narp.)  
Coleman MC  
(Signature of medical officer.) (Grade) (F. A. Narp.)



# BENEFICIARY SLIPS

A Marine selected a beneficiary for their standard life insurance policy upon enlistment. Most frequently this was a parent, but a spouse or sibling could be named.

These single sheet forms were also filed when a Marine wished to change their beneficiary. They are useful for tracking changes in a family due to marriage, divorce or death.

**94289**

**CLARK William Audrey**  
(Name: To be typewritten, surname to the left.)

Entitled JUN 22 1917, 191

Marine Barracks

Port Royal, S. C.  
(Place.)

Under the provisions of the act approved August 22, 1912, relating to the payment of six months' pay (less deductions to defray expense of interment) to the widow or children or dependent relative of any officer or enlisted man on the active list of the Marine Corps who dies from wounds or disease not the result of his own misconduct, I give below the name and address of my wife and the name and address of each of my children:

**NONE**  
(Full name of wife; if not married, so state.)

**NONE**  
(Address of wife.)

(Full name and address of each child; if none, so state.)

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

**Mother**  
(Relationship.)

**Kitty Clark**  
(Name in full.)

**3849A Flad Ave..**  
(Address.)

**St. Louis, Missouri**  
(Not at present dependent)

\* (State briefly wherein dependency consists, such as "allotments registered," "monthly contributions by Government check," etc.)

(SEE REVERSE SIDE.)

G-2961

In the event of the death of the above-named dependent relative before payment is made, I can designate as my beneficiary under said act the following dependent relative, my

**Nondependent relative**

(Relationship.)

(Name in full.)

(Address.)

\*  
\*  
\*

\*State briefly wherein dependency consists.

I do solemnly swear (or affirm) that the facts stated and disclosed in the foregoing beneficiary slip are true to the best of my knowledge and belief.

*Maxim Andrey Clark*  
(Signature.)

**Private** U. S. Marine Corps.  
(Rank.)

Subscribed and sworn to before me this

day of JUN 22 1937 191

[SEAL.] *E. R. Deader*  
**Major U. S. M. C.**

**Executive Officer**

It must affirmatively appear hereon that the officer, before whom the above oath was made had authority to administer oaths.

**INSTRUCTIONS.**

This form must be sworn to before an officer of the United States Navy or Marine Corps, authorized to administer oaths, before a notary public, or the full names and addresses of the post office and city or town, county, State, and, if a married woman, her own (not her husband's) address, if different, stated. If the beneficiary slips should be filed and forwarded in full cases in which action becomes necessary by reason of a change of status of the officer or children, or of his beneficiaries, one, for example, to marriage, death, or desertion. In any event payment will be made to the widow or children, if the officer or enlisted man whether designated or not.

9-9991  
N. M. C. 202, A. and L.  
RECEIVED







# CORRESPONDENCE

A wide variety of letters appear in an OMPF. Handwritten letters frequently appear stored with copies of official responses. The subjects vary widely, as do the writers. Family and friends requesting news or providing information are common, as are clergy or professionals writing on behalf of the family. These are among the most personal of documents in an OMPF.

Thanking you for the information  
if available. Respectfully Yours.

Earl M. Cumb.  
406 E. 8th St.  
Topeka  
Kansas

Topeka Kan.  
June 30, 1920

Headquarters U.S. Marine Corps.  
Adjutant and Inspector Genl.

Dear Sirs. I would greatly  
appreciate the address of the next  
kin of Pvt. W.A. Clark of 96 Co. 67th  
Marines who was killed as near as  
I can ascertain sometime in June 1919  
in the Chateau Thierry sector. His parents  
I believe lived in St. Louis, Mo. at  
that time. (copy)

RECORDED  
JUL 8 1920

68266

RECEIVED

JUL 5 1920

NO STENOGRAPHS  
MARINE CORPS  
WASHINGTON

FILE - CRT

94289  
A03-fmk

September 29, 1936.

Dear Sir:

This office has been informed of the change of  
address of Mrs. Kitty A. Clark, mother of William Audrey  
Clark, deceased, from 4032 Lafayette Avenue, to 3718A  
Louisiana Avenue, St. Louis, Missouri.

Mrs. Clark's application for adjusted compensation  
was certified to your bureau on May 8, 1936, under number  
A-64,729.

Sincerely yours,

R. H. JEROME,  
Major, Asst. Adjutant & Inspector,  
U. S. Marine Corps.

Director of Insurance,  
U. S. Veterans Administration,  
Washington, D. C.

556970  
DQU-993-sat

26 June, 1946.

My dear Mr. and Mrs. Bryan:

A brief report has just been received that your  
son, Private First Class James L. Bryan, USMC, is suf-  
fering from combat fatigue. The report further states  
that he was transferred for medical treatment on 6 June,  
1946.

Your anxiety is realized, and you may be sure  
that any additional details or information received will  
be forwarded to you at the earliest possible moment. Please  
notify this office of any change in your address.

Sincerely yours,

D. ROUTH,  
Lieut. Colonel, U. S. Marine Corps.

Mr. and Mrs. Leon H. Bryan,  
321 Third Street,  
Yreka, California.



# MEDICAL DOCUMENTS

Medical records are often found inside the OMPF. Medical records can include physicals, field hospital routing slips, and physician reports. They also provide locations where treatment was given. Typically, these records detail a medical discharge or wounds received in action. More complete medical records are found in the separate medical files of individual Marines.

CLARK, William A. Pvt. 96th Co.

Died

M.R. states: (123029)/6-28-18, gas mustard,  
Hq Aid Sta 6 Rgt Cas & Sic June '18

Gassed, 6-14-18.  
Hq Aid Sta 6 Rgt 6-27-18 Cas Dis etc

Name	William A. Clark		
Rank	Private		
Organization	96 Co, 6th Marines		
Age	23	Nativity	Mo. Service 1
Identification No.	123029		
Date of Admission	June 15, 1918.		
Source of Admission	Mobile operating Unit No. 1		
Cause of Admission	1. Gas absorption of deleterious mustard, by inhalation and surface contact 2. Broncho pneumonia, bilateral		
Complication			

T.1585

123029  
9th Co 6th Mar;

William A.

of death: June 28th 1918 Cause of death  
ED BATTLE & BRONCHO PNEUMONIA, died at  
osp. I7 Bd Voltaire at Dijon.

in line of Duty, not result of own misconduct

M.E. McCOSH Captain A.G.D. Personnel Adjutant

Died Cause of death: Broncho pneumonia  
following gas poisoning. June 28, 1918.  
Base Hospital # 17, AEF



# CASUALTY RECORDS

(Name) Clark, William Andrew (Serial) 1017  
 (Rank) PFC (Status) MGR-II-b (Reason)  
 ENL 9Mar44 DIS APR 27 1946

(Future Address)  
Jafr CoA, 1st Bn, 8th Mar, FMFAC  
 SSN 746 US  
 WIA: Yes (X) No ( ) Date OKINAWA

AUTOMATIC RIFEMAN

(Military Specialities)  
0 days lost G020 as evidenced by health record. #1140

DESPATCH.  
 NAVY DEPARTMENT.  
 Headquarters Marine Corps.

Deeply regret to inform you that cablegram from abroad advises that Private William Andrew Clark, Marine Corps, died June twenty-eighth of wounds received in action. Body will be interred until end of war. Please accept my heartfelt sympathy in your great loss. Your son nobly gave his life in the service of his country.

Vice of his country.

GEORGE BARNETT.  
 MAJOR GENERAL COMMANDANT.

Received 8.00  
 Forwarded Wn

(Name) (Rank) (Number) (Signature) (Date)

(Officer on watch)  
 (Communications officer)

(FILE COPY.)

HEADQUARTERS U. S. MARINE CORPS,  
 ADJUTANT AND INSPECTOR'S DEPARTMENT,  
 WASHINGTON, D. C.

August 20, 1918.

The Director of the Bureau of War Risk Insurance

Rank Private  
 Date of Birth September 22, 1894  
 Post Office Fort Royal, S.C.  
 Sex Male  
 Weight

Date June 20, 1918 Station 8th Company, 6th Regiment, A.M.F.  
 Date and reason for discharge   
 Next of Kin Witty Clark Relationship Mother  
 Address 5342A Flad Ave., St. Louis, Mo. J. A. KITCHMAN  
 Social Assistant

From: Bureau of Medicine and Surgery.  
 To: Bureau of War Risk Insurance.

Diagnosis   
 Origin in line of duty; Death or Disability the result of his own misconduct; Direct cause of death or disability

(Copy to be returned to A. & I.)

FILE  
 C.B.



# UNIT ORDERS

Orders are frequently included in the USMC OMPF file. These records document status changes such as promotions, special assignments, or separation from the service. Unit orders often contain lists of men who served in the same unit. These rosters can be used as potential leads for further research.

(10-6) jps

**HADQUARTERS SQUADRO**  
**FIRST MARINE AIRCRAFT WING, FLEET MARINE FORCE**  
**CARE OF FLEET POST OFFICE, SAN FRANCISCO, CALIFORNIA**

1 July, 1944.

SQUADRON PROMOTION ORDER)

NUMBER . . . . . 2S-1944)

Reference:           (b) 1tr HG-18  
                       (b) 1tr HG-18

**SEERGEANT (LINE)**

In accordance  
reference (a) and (b), the below  
the rank indicated, effective

No. In Grade:      SPECIAL LAY

1.      PFC LAMP, Ray
2.      PFC LAUTIN, Joe
3.      PFC JOHNSON,
4.      PFC CORALLETTE
5.      PFC PURDUM,
6.      PFC KIPP, Ray
7.      PFC MCILLAN,
8.      PFC PAPARAZI,
10.     PFC HESSTIN,
11.     PFC ROBERSON,
12.     PFC RITCHCO,
14.     PFC COOK, Ray
15.     PFC MILLER,
16.     PFC PANICO,
17.     PFC MAXELL,
18.     PFC BRATOSKY,
19.     PFC BROWN,
20.     PFC OMAS, Jim
21.     PFC KLOX, Jess
22.     PFC WILLIAM,
23.     PFC BROWNE, M
24.     PFC FITZPATRICK,
25.     PFC TROMBAY, J
26.     PFC COLLIA, AN
27.     PFC BARBERS,
28.     PFC KOZLOVSKY,
29.     PFC PUCCIO, R
30.     PFC DAV, Robt
31.     PFC GINSBERG,
32.     PFC KELSO,
33.     PFC COLLINS,
34.     PFC NELSEY,
35.     PFC LINES, M
37.     PFC ALABACK,
38.     PFC REID, JR.,
39.     PFC EXAMANDER, Joseph W.
40.     PFC ELASKO, Ladislav J.
41.     PFC ATTELL, Keith V.

867028 USMCGR SS  
876719 USMCGR SS  
650677 USMCGR SS

CORPORAL (NAVY) SUPERFLUITY TEMPORARY:

13.     PFC HUGHENESS, Richard L.      506233      USMCR
36.     PFC HENRY, Jack L.              817750      USMC GR

WALTER E. BALLEE, /S/  
Captain, U. S. Marine Corps Reserve,  
Commanding.

Copy to:      CMC;      CG NAVY;      CG FMF;      FM, FMF;      QM, FMF;  
                Mod Off, FMF;      FILE.

OFFICE OF THE COMMANDING OFFICER  
MARINE CORPS BASE  
SAN DIEGO 40, CALIFORNIA.  
25 April, 1943.  
OFFICER, Street Separation

(ORGANIZATION WARRANT)

ADER, Jack E. (41557)  
ANNON, Robert J. (42963)  
ILVERS, Fred Jr. (44500)  
ATES, David E. (43748)  
EWISKI, Henry (43633)  
ENEMAKER, Rae R. (31674)  
AUSER, Robert E. (43141)  
HIFMAN, John C. (31715)  
LEY, Samuel D. (46561)  
OZMA, John (44837)  
AINRIGHT, James L. (44417)  
OWNS, William A. (40492)  
UMNER, LeRoy (34419)  
LIFF, Melvin P. (46517)  
ELLEY, Leo E. (44033)  
EZA, Herbert (43179)  
ABO, Stephen (27427)

INFO: JOHN D. STEPHAN  
INFO: RALPH E. WILSON  
INFO: ELLIOTT E. WILSON  
INFO: JAMES E. WILSON  
INFO: ROBERT A. WILSON  
INFO: CARL E. ADAMS  
INFO: WILLIAM E. ADAMS  
INFO: JAMES E. ADAMS

531141  
277264  
914405  
244600  
224727

DE CR  
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DE CR  
DE CR  
DE CR  
DE CR

1990-30-65-35  
025/108

FIRST BATTALION, FIRST MARINES,  
FIRST MARINE DIVISION, FLEET MARINE FORCE.

21 December, 1944.

BATTALION PROMOTION ORDER)  
: - Promotions, line duty, temporary  
NUMBER. . . . . 37-4)

786, dated 20 June, 1944.  
ne Corps Manual.

erance (a) and (b) the  
ary, are hereby ordered  
ember, 1944.

LASS

2)	USMCR	1-HQCO-23.	(954523)	USMCR.
0)	USMCR	1-HQCO-23.	(958024)	USMCR
4)	USMCR	1-HQCO-23.	(558901)	USMCR
4)	USMCR	1-A-23.	(824941)	SS
0)	USMCR	1-A-23.	(977345)	USMCR
3)	USMC	1-C-23.	(824307)	USMCR
3)	USMCR	1-C-23.	(945738)	USMCR (SS)
9)	USMCR	1-C-23.	(970123)	USMCR
1)	USMCR	1-C-23.	(953240)	USMCR
1)	USMCR	1-C-23.	(957761)	USMCR (SS)
4)	USMCR	1-C-23.	(557203)	USMCR
1)	USMCR	1-C-23.	(515008)	USMCR
4)	USMCR	1-C-23.	(841884)	USMCR (SS)
8)	USMCR	2-HQCO-23.	(861300)	USMCR
4)	USMCR	2-E-23.	(945771)	USMCR
9)	USMCR	2-E-23.	(549125)	USMCR
2)	USMCR	2-F-23.	(970254)	USMCR
0)	USMCR	2-F-23.	(562823)	USMCR
3)	USMCR	2-F-23.	(934035)	USMCR
3)	USMCR	2-F-23.	(958541)	USMCR (SS)
0)	USMCR	2-F-23.	(959174)	USMCR
3)	USMCR	2-F-23.	(562957)	USMCR
3)	USMCR	2-F-23.	(944743)	USMCR
3)	USMCR	2-F-23.	(937923)	USMCR
			(837248)	USMCR
			(964411)	USMCR
			(964729)	USMCR (SS)
			(560991)	USMCR
			(961172)	USMCR
			(822345)	USMCR
			(963777)	USMCR
			(972834)	USMCR

1. MURPHY, James C., Jr.  
Avt. 103, Daniel M.  
Avt. HEDDLE, Richard A.  
Avt. FREDSON, Wayne (n)  
Avt. BENT, Dennis L.  
Avt. BURDETTE, Wallace L.  
Avt. BYRDE, Frederick L.  
Avt. CASSATA, Oliver W. H.  
Avt. HIPP, Charles M., Sr.



# TRAVEL AND FURLOUGH

A Marine's time in the service was fully accounted for, including time off. Travel papers can be used to pinpoint locations and dates.

EMB ABOARD THE U. S. S. GENERAL H. W. BUTNER AT TAKU, CHINA ON 5APR46 AND SAILED THEREFROM SAME DATE. ARR AT SAN DIEGO, CALIF. 20APR46. DISEMB 20 APR46.

*Frank V. McKinless*

FRANK V. MC KINLESS,  
LtCol., USMC.

Subject: Assignment to active duty and travel orders.

References: (a) MC 102632, dated 14 August 1943, re subject.  
(b) WPD Serial 189028 to OIC, RDHS, SF, Calif., dated 31 March 1944.

OFFICE OF THE TROOP COMMANDER  
USS ATTALA (APA-130)

20Sep45, embarked aboard the USS ATTALA (APA-130) at Okinawa Shima, Ryukyu Retto, and sailed therefrom 26Sep45. 30Sep45, arrived Taku, Tangku Area, China, and disembarked thereat 1Oct45.

*Walter P. White*  
WALTER P. WHITE  
2ndLt., USMC.

request No. M 705,567  
87143, M 705,568  
87146, M 705,569

close that you were reg-  
II(b), at this District  
, and assigned to  
dered to your home  
rs herein set forth

contained in refer-  
duty status, effe

24 April 1944, on which date you will proceed from your home, indicated above, via the Pacific Greyhound Lines, leaving Yre California, not later than 8:20 a.m., for Dunsmuir California. You will then proceed from Dunsmuir California, via the Southern Pacific Railroad, at 10:15 a.m., to San Diego, California. Upon arrival at about 3:30 p.m., on 25 April 1944, you will board an "L" or an "O" bus, either of which will carry you to the Marine Corps Base; and you will report to the Commanding Officer thereof for duty and training. You are warned that strict compliance with these orders is mandatory.

IN REPLYING  
REFER TO NO.



UNITED STATES MARINE CORPS  
MARINE BARRACKS, NAVAL AMMUNITION DEPOT,  
ST. JULIENS CREEK, PORTSMOUTH, VA.  
26 August, 1937.

From: Private Roland W. BASDEN, Jr., USMC.  
To: The Major General Commandant, Headquarters  
U.S. Marine Corps, Washington, D.C.  
IA: The Commanding Officer,  
Subject: Furlough and transfer, request for.

1. It is requested that I be granted twenty (20) days furlough with permission to report upon the expiration thereof at the Marine Barracks, Naval Torpedo Station, Newport, Rhode Island, for duty.

2. My reason for this request is that I desire a change of station and duty. I joined this station on 9 September, 1936, from Company "H", 2nd Bn, 5th Marines, Fleet Marine Force, MB, Quantico, Va.

3. I enlisted in the U.S. Marine Corps on 7 May, 1934, for four years.

*Roland W. Basden, Jr.*  
Roland W. Basden, Jr.

1st Endorsement.  
MARINE BARRACKS, NAVAL AMMUNITION DEPOT, ST. JULIENS CREEK, PORTSMOUTH, VA.

HEADQUARTERS, TENTH REPLACEMENT DRAFT, THIRD AMPHIBIOUS CORPS, FMF.

Embarked aboard U.S.S. GENERAL HARRY TAYLOR at San Diego, California on 11 September, 1944, and sailed therefrom on 12 September, 1944. Arrived at Pavuna, Russell Islands, British Solomon Islands on 27 September, 1944, and disembarked on 28 September, 1944.

*C. O. Smith, Jr.*  
C. O. SMITH, JR.,  
Major, U.S. Marine Corps Reserve,  
Commanding.

ment. His markings to date are very good.

3. Private Basden does not possess any of the qualifications mentioned in reference (a).

*P. W. Russell*  
P. W. RUSSELL



# SERVICE SUMMARIES

These useful documents provide a comprehensive look at a Marine's service details. The larger cards were used for reference during active duty and include information on education, civilian occupation, family, personal interests and skills. It contains rich detail about a Marine's pre-enlistment life.

U.S.M.C. ENLISTED MAN'S QUALIFICATION CARD

(1) NAME: **BEVAN, JAMES LEON** (Last, first, middle)  
 (2) BIRTHPLACE: **YREKA, CALIF**  
 (3) DATE OF BIRTH: **JUNE 29 1924**  
 (4) CITIZEN: ☒ NATURALIZED  
 (5) MARITAL STATUS: **S**  
 (6) BIRTHPLACE OF FATHER: **ET. JONES**  
 (7) BIRTHPLACE OF MOTHER: **BROKEN B.**  
 (8) EDUCATION: **1944**  
 (9) SCHOOL: **YREKA CALIF**  
 (10) HIGH SCHOOL: **YREKA CALIF**  
 (11) COLLEGE OR UNIVERSITY: **MATH THRU**  
 (12) POST GRADUATE: **SPANISH**  
 (13) TRADE, NIGHT OR BUSINESS SCHOOL: **TYPING**  
 (14) LANGUAGES: **SPANISH**  
 (15) SPORTS: **BASEBALL**  
 (16) TALENT FOR FURNISHING PUBLIC ENTERTAINMENT: **SINGING**

(8) - (C) EDUCATION

YEAR LEFT SCHOOL **1944** NON-E. ☐ L-7 ILLITERATE ☐ L-11

SCHOOL	Number of Years	GRADUATED		NAME AND LOCATIONS OF INSTITUTIONS ATTENDED	MAJOR SUBJECT OR SPECIALIZATION	DEGREE AND DATE RECEIVED
		YES	NO			
(SF1) GRAMMAR SCHOOL	8	<input checked="" type="checkbox"/>		YREKA, CALIF		40
(SF2) HIGH SCHOOL	4	<input checked="" type="checkbox"/>		YREKA, CALIF	ACAD	44
(1-2) COLLEGE OR UNIVERSITY				MATH THRU	PL. GEOM	
(4-1) POST GRADUATE				SPANISH - 2-YRS		
(4-2) TRADE, NIGHT OR BUSINESS SCHOOL				TYPING - 1-YR (NEWDM)		

(11) - (C) SPORTS IN WHICH QUALIFIED

EXCELLS ☐ L-1 TRACK ☐ L-5F-1 BASKET BALL ☒ SF-4 BOXING ☐ SF-7

BASE BALL ☐ SF-2 SOFT BALL ☐ 4-1 WRESTLING ☐ 7-1

FOOT BALL ☐ 2-1 TENNIS ☐ 4-2 OTHER ☒ L-11

RECREATION SCHOOL OR TEAM

(12) - (C) TALENT FOR FURNISHING PUBLIC ENTERTAINMENT

MUSICAL INSTRUMENT ☐ L-27 SINGING ☐ L-28 THEATRICAL ☐ L-29



# SERVICE SUMMARIES

The summary slips were provided as documentation of service for post-discharge use.

242673	94289
BASDEN,	CLARK,
Roland Winford, Jr.	William Andrey
BORN: 5 June 1915	BORN: 22 September, 1894
AT: Richlands, N.C.	APPLIED: June 6-1917
NEXT OF KIN: Katie M. Basden-MOTHER	AT: St Louis, Mo.
Rte #2, Richlands, N.C.	ENLISTED: June 22-1917
APPLIED: May 7, 1934.	AT: PORT ROYAL, S. C.
AT: Savannah, Ga.	
ENLISTED: May 7, 1934.	
AT: Savannah, Ga.	
MD Parris I., S.C.	
PURLO 16 MAR 1930	PURLO 22 DEC 1917
D.C. Appd. 14-34	Embarked Henderson Jan 19 18
A.O.L. 14 MAR 1930	In France Servg with Army from Feb 8, 18
PURLO 14 MAR 1930	DIED JUN 28 1918
APPOINTED PVT. 1 CL	Buried at Dijon Cote D. ov Municipal
REDUCED TO PRIVATE	Cem. of Pejos-Polygon #4 Grave #377, France
ORDERED MAY 1930	Excellent M.L.C.
ST. JULEN'S COTER, VA SEP 2, 1930	
D.C. Appd. 14-34	
Having his part without credit before	
being regularly relieved.	
CLOSED FOR DISCHARGE APR 25 1930	
NO TIME LOST	
DRS EXP. ENL. PRIVATE	
SAV. ARM. DEPT.	
MAY 6, 1930	
SP. HONORARY COTER, VA	
File	
W.F.B.	
Am. Chas. FINE GOOD	

96th Co. QUANTICO, VA.
Sharpshooter 8-17-17 M.G. 167 Series 1917
PURLO DEC 22 1917 TO DEC 31 1917
Embarked Henderson Jan 19 18
In France Servg with Army from Feb 8, 18
DIED JUN 28 1918 (Mustard Gas)
Buried at Dijon Cote D. ov Municipal
Cem. of Pejos-Polygon #4 Grave #377, France
Excellent M.L.C.



# RANK AND PROMOTION DOCUMENTS

Documentation of a Marine's rank changes appears in multiple places in an OMPF file. Always noted in the service book, more detail can be found in certificates and orders. Enlisted personnel historically form the bulk of the Marine Corps, either as volunteers or draftees. Non-Commissioned Warrant Officers are drawn from enlisted ranks, based on time and experience. Commissioned officers enter the Marine Corps as officers, after completing post-secondary education. Battlefield promotions from enlisted to officer are rare, and were temporary unless permanently confirmed. Both the highest and final ranks appear on separation documents.

HEADQUARTERS SQUADRON  
FIRST MARINE AIRCRAFT WING, FLEET MARINE FORCE  
CARE OF FLEET POST OFFICE, SAN FRANCISCO, CALIFORNIA

1 July

SQUADRON PROMOTION ORDER)

NUMBER . . . . . 25-1944)

Reference: (a) Ltr MC-190704, dated 2Feb44.  
(b) Ltr MC-153207, dated 23Nov43.

1. In accordance with the authority contained reference (a) and (b), the below named men are hereby promoted to the rank indicated, effective this date, to rank from said

Mr. in Grade: CORPORAL (AVIATION DUTY) "TEMPORARY":

1.	PFC LOVEJOY, Lawrence J.	377586
2.	PFC LAMP, Robert E.	457788
3.	PFC MAULDIN, Fred G.	476038
4.	PFC JOHNSTON, Winston D.	458747
5.	PFC CORADETTI, William L.	452952

N. M. C. 1154-A&1

United States Marine Corps

Headquarters, First Marine Brigade,  
Fleet Marine Force,  
Marine Barracks, Quantico, Virginia.

14 May, 1946.

From: Commanding Officer.

To: Private ROLAND F. BAZZAN, Jr., U.S.M.C.

You are hereby appointed a PRIVATE FIRST CLASS in the United States Marine Corps from and including this date.

Auth MCC ltr 2165-15/7-525, 105-xxx, dated 4 May, 1946.

CERTIFICATE FOR THE MAJOR GENERAL

TEMPORARY

(Temporary, 30 days, or permanent)

AVIATION

(Communications, Line, Mess, etc.)

360, dated 1Mar43. TO RANK FROM  
31 July, 1943.

2165-15-50-5/ann

OFFICE OF THE COMMANDING OFFICER  
MARINE CORPS BASE  
SAN DIEGO, 40, CALIFORNIA

26 April, 1946.

Base Promotion Order )

Number:.....194-45 )

Reference: (a) Letter of Instruction No. 1207, dated 10 January, 1946.

1. In accordance with the provisions of reference (a), the following named men, attached to First Separation Company, are promoted to the ranks indicated effective 27 April, 1946:

No.	Rank Promoted to	Name	Serial Number	Type of Warrant
1.	Capt. HENRY C. CUSHMAN, Second Lt.		020610	Warrant, 30 days



# AWARDS AND CITATIONS

In addition to notations in the service book, separate detailed award documentation is sometimes found in the OMPF. These documents can provide a detailed description of heroics performed in combat as well as the medals to which the Marine was entitled for gallantry in action.

"A valiant rifleman who put several enemy snipers out of action.  
Was an example of bravery and coolness."

Subject:

Enclosures:

direction of the  
Divisional Plans  
Medal  
gains

Diagram

Corps Reserve.

During the engagement against the enemy at St. Mihiel on the 12th of Sept. 1918, Sgt. Ople L Waggoner was seriously wounded in the right chest by a fragment of high explosive. This authorizes the wearing of two wound chevrons in accordance with GO 110 GHQ AEF Series 1918.

During the engagement against the enemy on the morning of June 14, 1918 Sgt. Ople L Waggoner was seriously wounded in the face by a piece of shrapnel. This authorizes the wearing of two wound chevrons in accordance with GO 110 GHQ AEF Series 1918.

R. Mueller, Lt. MC. USN.

94283-AG-30-11m.

November 27, 1920.

the Major General Commandant to  
the Medal with ribbon, together  
with the Medal, to which  
kin of the late Private William A.  
iment, U.S. Marines:

Defense Battle Clasp  
Sector Battle Clasp  
Stars

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Mark,  
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who

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ces no

78th Co. 6th Reg.

entitled as next of kin of the late Private  
95th Company, 6th Regiment, U.S. Marines:

1 Marine Defense Battle Clasp  
1 Defensive Sector Battle Clasp  
2 Bronze Stars

"A valiant rifleman who put several enemy snipers out of action.  
Was an example of bravery and coolness."



# THE SEPARATION DOCUMENT

A Marine received several forms upon separation from the Marine Corps. The most important of these was the Report of Separation. It contains a brief summary of enlistment, training, battle credit, military occupational specialty, and personal details. This document determined access to military benefits when active duty ended.

Nav. S. and A. Form 550

### MUSTERING OUT PAYMENT CERTIFICATE

COMMANDING OFFICER'S CERTIFICATE

I certify that PETR-SKI, Edward (Last Name) (First Name) (Rank or Rating or Branch of Service) and that he was had active service in the armed forces. 60 days or more (See Section 1 on Reverse) and is entitled to payment under the Mustering Out Payment Act of 1944. Service record Does (Check Yes or No) show service outside continental limits of U. S. or in Alaska. H. P. TROUSTINE, 1st Lt., USMC (Name and signature of Officer Authorizing to Sign in accordance with Act, article 32c.)

3rd CasCo, HqBn, Camp Lejeune, N.C. (Address from which discharged)

FILE-A-D.W. (Veteran's Certificate)

I hereby certify that I have made no previous application for mustering out payment under the MOP Act of 1944. I am aware of the fact that a duplicate application makes it a criminal offense under the United States Criminal Code. YES Have you served outside the continental limits of U. S. or in Alaska? (Check Yes or No)

FILE OUT ONLY WHERE SERVICE IS FOR 60 DAYS OR MORE. Address to which checks are to be mailed: 555 Nantioque St. Breslau, Pa. (Street) (City) (State) (Zip)

Wilkes Barre, (Zone) (City) (State) (Zip)

DISBURSING OFFICER'S PAYMENT DATA

20th HALL, DIVISION DATA

AUG 27 1945 105039

Paid \$200.00 on P. I. 63,225 Date SEP 27 1945 10576

Symbol No. 53-304. (Type Name and Symbol No. of Issuing Office Making Initial Payment.) (INSTRUCTIONS ON REVERSE)

NAVY REPORT OF SEPARATION

556970

1. LAST NAME: BRKAN 2. FIRST NAME: James 3. MIDDLE NAME: Leon 4. RANK: Corp 5. PAY GRADE: 5 6. SERIAL NUMBER: 596270

7. FORWARDING ADDRESS FOR MAILING PURPOSES: 321 3rd St., Yreka, California 8. PLACE OF BIRTH: W M 9. DATE OF BIRTH: 29 June 26

10. ADDRESS FOR HOME RECORD MAIL BACK: 321 3rd St., Yreka, California 11. MARITAL STATUS: X 12. PLACE OF MARRIAGE: Yreka, Calif.

RECORD OF MARINE CORPS SERVICE

13. SERVICE DATA: 1 14. TYPE OF SERVICE: 1 15. ADDRESS AT TIME OF ENTRY INTO SERVICE: 321 3rd St., Yreka, California 16. PLACE OF ENTRY INTO ACTIVE SERVICE: San Francisco, California 17. DATE OF ENTRY INTO ACTIVE SERVICE: 24 Apr 44 18. TYPE OF DISCHARGE: Honorable 19. TYPE OF DISCHARGE: 1 20. TYPE OF DISCHARGE: 1

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# ADDITIONAL RESOURCES

If you are interested in researching a US Marine Corps veteran, please visit us at [goldenarrowresearch.com](http://goldenarrowresearch.com) to request the records of your Marine.

Every scrap of information in a Marine Corp OMPF file leads to other potential resources. Some items are available on the internet, while others are found only among the holdings of various archives and military organizations.

Golden Arrow specializes in identifying and locating these records. Additional records for researching your Marine Corps veteran include

**Individual Deceased Personnel File (IDPF)**

**WWI Burial File    Pension File**

**Medical Records    Unit Records**



[www.GoldenArrowResearch.com](http://www.GoldenArrowResearch.com)





I hope that you found this presentation helpful. If you think that others may be interested in learning more about researching a family member who served in the US Military, please share this video on social media and let others know about the services we provide!

- “Every veteran has a unique story. The mission of Golden Arrow Research is to document your individual veteran’s wartime experiences, allowing you to better understand and also preserve the history of their military service. Our expert research team is on-site daily at multiple archival facilities. We use our exclusive research process to trace your individual veteran, showing you where they were and what they did during the war.  
Let us help you to tell your veteran’s story.”

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