

Guide to Federal Records

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GUIDE TO FEDERAL RECORDS

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Records of the United States Marine Corps

**(Record Group 127)
1775-1981**

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127.1 Administrative History

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Established: Under joint administrative control of the U.S. Army and the U.S. Navy, by an act of July 11, 1798 (1 Stat. 594).

Transfers: To exclusive jurisdiction of the U.S. Navy by an act of June 30, 1834 (4 Stat. 712); with the Department of the Navy to the newly established National Military Establishment (NME) by the National Security Act of 1947 (61 Stat. 495), July 26, 1947; with the Department of the Navy to the Department of Defense (formerly NME) by National Security Act Amendments of 1949 (63 Stat. 579), August 10, 1949.

Functions: Provides amphibious forces for service with the fleet and conducts land operations essential to a naval campaign. Provides detachments to serve on naval ships, to protect property of naval activities, and to maintain security at U.S. diplomatic missions abroad.

Finding Aids: Maizie Johnson, comp., *Inventory of the Records of the United States Marine Corps*, Inv. 2 (1970); updated version in National Archives microfiche edition of preliminary inventories.

Security-Classified Records: This record group may include material that is security-classified.

Related Records:

Record copies of publications of the U.S. Marine Corps in RG 287, Publications of the U.S. Government.

General Records of the Department of the Navy, 1798-1947, RG 80.

General Records of the Department of the Navy, 1947- , RG 428.

**127.2 Records of The Office of the Commandant
1798-1978****127.2.1 General records**

Textual Records: Letters sent, 1798-1801, 1804-1911, with indexes, 1848-1904. Letters received, 1799-1903 (418 ft.). General correspondence, 1904-38 (648 ft.), with indexes and synopsis cards, 1904-12. General correspondence, 1939-50. Orders issued and received, 1798-1886.

**127.2.2 Records of the Division of Information and its
predecessor, the Division of Public Relations**

Textual Records: General correspondence, 1942-50. Individual news release submission files of former public information personnel, 1943-47. News releases, 1941-47. Biweekly production and distribution reports, 1942-46. *Combat Correspondent's Bulletin*, 1944-45. "Public Information Digest," 1945-46.

127.2.3 Records of other staff divisions

Textual Records: General correspondence of the Intelligence Section, Division of Operations and Training, 1913-39. Records accumulated by the Historical Division, including letters received principally by the Commandant of the Marine Corps, 1798- 1915, with a card register; records of overseas units, 1889-1914; records relating to U.S. Marine Corps activities in Nicaragua, 1927-33; scrapbooks of clippings, 1880-1901, 1908-9; reference collection of external military command documents, 1948-78; reference collection of military and State Department documents, 1948-78; and publications and supporting records relating

to preparation of *Marines in the Revolution: A History of the Continental Marines in the American Revolution, 1775-83; 1972-79*. General correspondence and war plans of the Division of Plans and Policies, 1915-47.

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127.2.4 Other records

Textual Records: General correspondence of the officer in charge of recruiting, 1921-39. Reports relating to engagements of Marine Corps personnel in the Philippines and China, 1899-1901. Captured Japanese records relating to operations at Bougainville, Guadalcanal, and Iwo Jima, 1942-45.

127.3 Records of The Adjutant and Inspector's Department 1775-1971

127.3.1 General records

Textual Records: Letters sent, 1819-26, 1832-1911. Letters received, 1835-49, 1851-99, with registers, 1895-1905. Formerly security-classified correspondence, 1907-36. Orders, 1876-84. Circular letters, 1903-10.

127.3.2 Personnel records

Textual Records: Records relating to officers, consisting of rosters, 1821-50; registers, 1819-48; military histories, 1869- 73, 1899-1911; and monthly reports, 1821-1911, with gaps. Records relating to enlisted men, consisting of service records, 1798- 1906 (490 ft.); size rolls, 1798-1901; descriptive lists, 1879- 1906; and an alphabetical card list, 1798-1941 (367 ft.). Registers of courts-martial, 1897-1906, 1919-33; desertions, 1809-1907, 1910-41; discharges, 1829-1927; and deaths, 1838-1942. Casualty card lists, 1776-1945. Strength and casualty reports, 1775-1971. Muster rolls, 1798-1945 (1,285 vols.) and 1798-1953 (4,172 rolls of microfilm; see note under Related Records below). General returns, 1821-1914. Certificate books containing service information, 1837-1911, with gaps.

Microfilm Publication: T1118.

Related Records: National Archives maintains security copy of microfilm of muster rolls, 1893-1953 (4,074 rolls). Reference copy available only at Marine Corps Historical Center, Washington Navy Yard, Washington, DC. Muster rolls for 1945-53 exist only on microfilm.

127.4 Records of The Paymaster's Department 1808-1939

Textual Records: Letters sent, 1808-14. Press copies of letters sent, 1886, 1898-1902. Letters received, 1809-14. General correspondence, 1909-39.

127.5 Records of The Quartermaster's Department 1813-1942

Textual Records: Letters sent, 1813-14, 1823-53, 1857-60, 1860- 63. Press copies of letters sent, 1860-1903, with registers, 1870-73, 1878-99. Letters received, 1827-99, with gaps; and registers, 1870-99. Letters sent and received, 1900-12, chiefly 1900. General correspondence, 1918-42, with indexes, 1918-26, and filing guides, 1927-42.

to preparation of *Marines in the Revolution: A History of the Continental Marines in the American Revolution, 1775-83; 1972-79*. General correspondence and war plans of the Division of Plans and Policies, 1915-47.

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127.3 Records of The Adjutant and Inspector's Department 1775-1971

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Microfilm Publication: T1118.

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Records Administration
8601 Adelphi Road, College Park,
MD 20740-6001
Telephone: 1-86-NARA-NARA or 1-
866-272-6272

**127.6 Records of The Marine Corps Finance Center
1968-73**

Textual Records: Administrative directives and related manuals, 1968-73 (**in Kansas City**).

**127.7 Records of Marine Barracks and Other Shore Establishments
in the United States
1802-1938**

Finding Aids: Fred G. Halley, "Preliminary Checklist of the Records of the United States Marine Corps, 1798-1944," PC 50 (Sept. 1946).

127.7.1 Records of the Marine Barracks, Washington, DC

Textual Records: Letters sent, 1837-48, 1874-1912. Reports, 1802- 68, 1908-18. Sergeant of the Guard daily reports, 1907-27. Records of courts-martial, 1892-1904. Rifle range qualification data, 1915-17. Conduct record book, 1903-4. Muster books, 1906- 11. Log book of government property entering or leaving Washington Barracks, 1909. Record book of discharged and deserted personnel, 1909-11. Order book, 1900-4. Clothing and supply requisition records, 1837-48.

127.7.2 Records of other marine barracks

Note: Additional records described below are candidates for transfer to regional archives. Please consult the National Archives to determine current locations.

Textual Records: Records of the Marine Barracks, Boston (Charlestown), MA (**in Boston**), consisting of letters sent, 1828- 1912, with gaps; letters received, 1896-1913; orders, 1867-1905; muster rolls, 1825-1911, with gaps; reports, 1815-1913, 1937-38; and records of summary courts-martial, 1870-75. Reports of a detachment stationed at the Marine Barracks, Key West, FL, 1898, and at the Marine Barracks, Norfolk, VA, 1899 (**in Atlanta**). Reports of the Marine Barracks, New London, CT, 1910-11 (**in Boston**). Records of the Marine Barracks, New York, NY, consisting of letters sent, 1848-51; and size rolls and clothing returns, 1822-25. Records of the Marine Barracks, Norfolk, VA (**in Philadelphia**), consisting of letters sent by the commanding officer, 1817-1909, with gaps; and reports, 1865-1915. Letters received by the Marine Barracks, Pensacola, FL, 1882-84 (**in Atlanta**). Records of the Marine Barracks, Philadelphia, PA (**in Philadelphia**), consisting of letters sent, 1847-1911; orders, 1825-59, 1865-66; register of letters received, 1904-11; muster rolls, 1839-59; requisitions, 1904-5; and reports, 1865-66, 1876- 77, 1898-1902. Records of the Marine Barracks, Portsmouth, NH (**in Boston**), consisting of reports, 1824-26, 1897-98; descriptive lists of marines joining the barracks, 1897-1908; and muster roll of officers and enlisted man, 1908.

127.7.3 Records of other shore establishments

Textual Records: Records of the Depot of Supplies, Philadelphia, PA, consisting of reports, 1859-1911; and accounting records of purchases made for Haiti, Nicaragua, and Santo Domingo, 1921-34. Reports of the Marine Officer's School, Port Royal, SC, 1910-11 (**in Atlanta**).

127.8 Records of Expeditionary Forces and Detachments 1835-1949

127.8.1 Records of U.S. Marines in Haiti

Textual Records: General correspondence, 1923, 1925; and intelligence reports, 1921-34, of the Gendarmerie d'Haiti and Garde d'Haiti. Special correspondence, 1919-20; general correspondence, 1921-23; reports relating to operations in Haiti and Santo Domingo, 1915-21; and selected subject files, 1929-34, of the Chief of the Gendarmerie. Correspondence, 1927-34; and a biographical file, 1926-34, of the Office of the Chief of Police. General correspondence, 1915-25, 1930-34; selected subject correspondence, 1926-29; condition estimates and inspection reports, 1920-23; patrol reports, 1924; and daily reports of guard mounts, 1932-34, of the 1st Marine Brigade. Copies of the newspaper *Le Moniteur*, Port-au-Prince, 1910-23.

127.8.2 Records of U.S. Marines in Nicaragua

Textual Records: Correspondence of the Jefe Director, 1927-32; Intelligence Department (GN-2), 1928-32; and Operations Department (GN-3), 1928-32, of the Guardia Nacional. Guardia Nacional correspondence relating to civilian complaints, District of Matagalpa, 1928, and to bandit prisoners, 1929-31. Intelligence reports and other Guardia Nacional records, District of Leon, 1928. General correspondence, intelligence reports, and patrol reports, 2d Marine Brigade, 1927-32; and correspondence of the brigade Intelligence Office (B-2), 1927-29, and Operations Office (B-3), 1928-29. Intelligence reports, 1927-29, and other records, 1927-32, of the 5th Marine Regiment; and records of its 1st and 3d Battalions, 1927-30. Reports from Marine units in Nicaragua, 1927-32.

127.8.3 Records of other field organizations and detachments

Note: Additional records described below are candidates for transfer to regional archives. Please consult the National Archives to determine current locations.

Textual Records: Records of detachments aboard coastal vessels in Florida, 1835-38, and aboard U.S.S. *Preble*, 1840-43. Records of the marine guard on U.S.S. *Guerriere*, 1867-69. Letters sent and received by the marine guard at the Paris Exposition, 1878-79. Records of U.S. Marines in Cuba, 1898-99, 1908-9, 1911. Letters sent and received, Marine Provisional Battalion, U.S.S. *Dixie*, 1904. Morning reports of the Panama Battalion, 1909-10. Records of Marine Corps companies, Guam, 1927-31. General correspondence of the marine detachment at the American legation in Peiping, 1930-34. Administrative file, Marine Corps Air Station, St. Thomas, VI, 1942-47. Administrative file, Marine Corps Air Station, Ewa, HI, 1942-49 (**in San Francisco**).

127.9 Records of Marine Units 1914-49

Textual Records: Records of Fleet Marine Force, Pacific, including general correspondence, 1942-46; and "geographical" operation file ("Area File"), 1940-46. Geographical and subject files of the 2d Brigade, Fleet Marine Force, 1933-42. General correspondence, 1st-6th Marine Divisions, 1941-46. Organization records of ground combat units, 1941-46. Correspondence and reports of Headquarters, 2d Marine Division, 1942-49. Correspondence of the 1st, 3d, and 10th Marine Defense Battalions, 1943-44. Issuances, 1914, and correspondence, 1917-

19, of the 5th Marine Regiment. Administrative records of the 1st Marine Aircraft Wing, 1942-47. Aircraft action reports of the 1st Marine Aircraft Wing, 1944-47. Records of the 2d Marine Aircraft Wing, consisting of correspondence and reports, 1941-45; and administrative file, issuances, and miscellaneous personnel reports, 1946. Selected general correspondence files, 1933-34, and logbooks, 1931-34, of Marine Aircraft Squadrons VS-14M and VS-15M.

127.10 Cartographic Records (General)

1883-1944

Maps: World War I published topographic maps of France and Germany, annotated to show operations of the 4th Marine Infantry Brigade, 1918-19 (213 items). Published maps, some with annotations, relating to Marine Corps operations during World War II on Bougainville, Mono, Saipan, New Ireland, New Georgia, Rendova, and Kolobangara islands, 1942-44 (99 items). Airfields in the Western Pacific Ocean, 1941 (1 item). Marine Corps School maps of the Battle of Gettysburg, 1932 (1 item). Strategic map of the Pacific Ocean, 1920 (1 item). U.S. island possessions, 1885-1926 (9 items).

Maps and Plans (627 items): Marine Corps installations in the United States, 1910-39 (51 items). Manuscript and published maps and plans, relating to the Azores, 1918 (1 item); Caribbean, 1883, 1913-40, and n.d. (7 items); Central America, 1904-35 (70 items); China, 1921-43 (75 items); Cuba, 1906-33 (35 items); Dominican Republic, 1916-33 (48 items); Haiti, 1915-34 (115 items); Ireland, n.d. (1 item); Korea, 1913-14 (1 item); Mexico, 1914-20 (6 items); Nicaragua, 1910-33 (215 items); and Venezuela, ca. 1936 (2 items).

Charts (3 items): Marine Corps organization, 1926-28.

Finding Aids: Charlotte M. Ashby, comp., *Preliminary Inventory of the Cartographic Records of the United States Marine Corps*, PI 73 (1954).

127.11 Motion Pictures (General)

1939-60

Unedited documentary black and white and color film footage from the U.S. Marine Corps Motion Picture and Television Archives, Quantico, VA, of significant activities of the Marine Corps, including combat footage from World War II and Korea, aviation, amphibious landings, and important military leaders, 1940-60 (2,913 reels); with supporting documentation (5 rolls of microfilm and 15,450 microfiche). World War II training films and films of combat in the South Pacific, 1939-45 (21 reels).

127.12 Sound Recordings (General)

1942-43

Marine Corps recruiting broadcasts, 1942-43 (5 items). Audio tapes of radio program "Marine Diary," 1978-80 (93 items).

127.13 Still Pictures (General)

1870-1981

Photographs (197,904 images): History and activities of the Marine Corps, 1905-41 (G, 16,650 images; EX, 30 images), including photographs of artwork depicting events dating back to 1775. Commandants of the Marine Corps, 1941 (PC, 15 images), including photographs of portraits dating back to 1776. Marine officers, 1905-45 (PG, 80 images), including photographs of portraits dating back to 1804. Presidential administrations from Theodore Roosevelt to Lyndon B. Johnson, 1905-68 (PR, 1,000 images), including

photographs of portraits of earlier presidents dating from 1789. Marines and government officials, 1870-1941; landing fields in Haiti and Santo Domingo, 1923, and the 3d Marine Brigade in China, 1927-29 (M, 150 images). Marine activities in Nicaragua, 1912-31 (NP, 97 images). Marine aviators and aircraft, 1931-37 (MA, 25 images). Combat and noncombat activities, principally Pacific theaters of operations, World War II, and postwar occupation of Japan, 1939-58, but primarily 1942- 45 (GW, 52,164 images). Combat and noncombat activities in Korea, 1950-58, but mainly 1950-53 (GK, 14,007 images). Training, combat preparedness activities, support services, and ceremonies, primarily in the United States, 1939-58 (GC, 40,492 images). Training and other activities, including the Alfred A. Cunningham Collection (aviation), the David D. Duncan Collection (Pacific theater, World War II), and the Hans Knoff Collection (Parris Island, SC; Camp Lejeune, NC; Quantico, VA; and Guantanamo, Cuba), 1939-58 (GS, 15,453 images). Photographs of Navajo Indian "Code-talkers" in the U.S. Marine Corps, 1943-48 (20 images). Photographs of African Americans and women in the U.S. Marine Corps, 1943-69 (MM, 18 images). Black and white photographs of Marine Corps activities in Vietnam, 1962-75 (GVB, 10,100 images). Color photographs of Marine Corps activities in Vietnam, 1962-75 (GVC, 4,700 images). Ready-reference file, duplicating photographs in other series, selected by the Marine Corps as representative of its activities and used and maintained by the Still Media Records Center, Department of Defense, 1940-81 (GR, 3,000 images; GG, 40,000 images).

Photographic Negatives and Color Transparencies (318,038 images): U.S. Marine Corps central photographic file ("General File"), consisting of images documenting the history of the Marine Corps, including those used to produce photographic prints described above, 1871-1958 (N, 263,200 images).

Finding Aids: Photographic negative logbooks for U.S. Marine Corps photographs, 1943-81. Indexes to photographs of Marine Corps and noted civilian personalities, 1927-81.

Bibliographic note: Web version based on *Guide to Federal Records in the National Archives of the United States*. Compiled by Robert B. Matchette et al. Washington, DC: National Archives and Records Administration, 1995.
3 volumes, 2428 pages.

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Location of Marine Corps Military Personnel and Health Records

Location of Marine Corps Personnel Records

Status of Service Member or Veteran	Location of Personnel Record	Location of Health Record
Discharged, deceased, or retired before 1/1/1905	The National Archives's Old Military and Civil Records Branch (NWCTB-Military) Request Copies of Older Military Service Records	
Discharged, deceased, or retired (Enlisted): 1906 - 9/8/1939	Archival Program Division at the National Personnel Records Center (MPR)	National Personnel Records Center (NPRC-MPR) Request Copies of Service Records
Discharged, deceased, or retired (Officer): 1/1/1905 - 4/30/1994	National Personnel Records Center (NPRC-MPR) Request Copies of Service Records	National Personnel Records Center (NPRC-MPR) Request Copies of Service Records
Discharged, deceased, or retired (Enlisted): 9/9/1939 - 4/30/1994	National Personnel Records Center (NPRC-MPR) Request Copies of Service Records	National Personnel Records Center (NPRC-MPR) Request Copies of Service Records
Discharged, deceased, or retired between: 5/1/1994 - 12/31/1998	National Personnel Records Center (NPRC-MPR) Request Copies of Service Records	Department of Veterans Affairs Records Management Center PO Box 5020 St Louis MO 63115-5020 314-538-4500
Discharged, deceased, or retired on or after: 1/1/1999	Headquarters U.S. Marine Corps Personnel Management Support Branch (MMSB) 2008 Elliot Road Quantico, VA 22134-5030 Phone: 800-268-3710	Department of Veterans Affairs Records Management Center PO Box 5020 St Louis MO 63115-5020 314-538-4500
Active, Selected Marine Corps Reserve, TDRL	Headquarters U.S. Marine Corps Personnel Management Support Branch (MMSB) 2008 Elliot Road Quantico, VA 22134-5030 Phone: 800-268-3710	
Individual Ready Reserve or Fleet Marine Corps Reserve	Marine Corps Mobilization Command (Code MMI) 15303 Andrews Road Kansas City, MO 64147-1207 <i>800-255-5092</i>	

namvets.com Welcome home Bothers and Sisters!**Wednesday, April 18, 2007****Obtaining and Using Documents to Support Your Claim [VA and SSA]**

We are going to post a series of tips here to help Blue Water Veterans with their claims. The more information the Veteran can get for himself, the greater the control over his claim. That applies to those who are filing their own claims and to those using the services of a Veterans Service Officer.

It is important that all of your records be available to the Department of Veterans Affairs [DVA or VA], or the Social Security Administration [SSA] when you are filing a claim with either body. Even if you are working with a Veterans Service Officer, you should have copies of all the documents that are being submitted. Such documents include, but are not limited to:

1. Your complete medical records
2. Your complete service record
3. Your ship's deck logs

We will tell you where to obtain these records, and why they are important.

First, however, here are some steps to take in the process of obtaining official documents or copies of official documents. Please note that these steps are common sense steps to help you stay organized throughout the process of your claim, and to make things easier for whoever is processing your claim. You never know when someone is grateful for you making it easy for them may be the difference in how he approaches the decision making process. If your case is close, it might make the difference. Also note that some of these steps may cost you a few dollars at a time, some more so, but in the long run may be worth much more in return.

Whatever official documents or certified copies of such you obtain, the first thing you should do is arrange a safe, fireproof location to store them.

Stop in at your local Staples, or office supply store, and get a couple of self-inking stamps made up. One should have your name, and address. A second should have your Name and VA Claim number. A third one is for Social Security and it should have your Name and Social

<http://www.namvets.com/Reading/Obtaining%20Records%20To%20Support%20A%20Cla...> 1/8/2010

Security number. Maximum cost for this should be under \$30.

Next, either make or have 2 sets of copies made of all the official documents and certified copies. If you own a multipurpose printer [printer, copier, scanner, fax], you are in very good shape. The price of these has come down and their quality has gone up. Even if you have only a regular printer you can save a lot of time and aggravation. Count the number of copies you need to have made. Count out an equal number of blank pages and run them through the printer, placing your Name, Address, and VA Claim Number in the center of the page. [For copies for Social Security, use your Social Security number rather than your VA Claim Number.] Also, place the following words near your personal information: "Page ____ of ____ pages." When the copying is done, you should serially number all those pages to help you, and anyone else working with the set of documents keep them in order. It also helps if one gets mislaid. You would then know which one must be replaced and can send it to whoever lost it. That is why you need to keep a second, working copy of your documents. Create separate file folders for them.

On the front of those pages, after they are printed, use your self-inking stamps to mark your name and VA Claim Number [or name and Social Security Number for SSA Applications], somewhere on the page where it does not interfere with what is on the page. Usually there is room at the bottom for this info. Stamp it on each and every page.

To the documents:

1. Medical Records:

Make sure that all your physicians, specialists and other health care workers [including hospitals...tell them to send a copy of all your records from your hospitalization to your family physician] send copies of any and all lab reports, and records of your visits and treatment plans, plus any prescribing information to your family physician. If you do this studiously, and you should insist upon it, then all of your pertinent medical records will be in one place: in the office of your family physician. When it comes time to gather all your current medical records, you only need to go to one place to obtain copies. Most physicians, when told it is for the VA or the SSA will cut you a break and either not charge you, or reduce the charge for copying. Most specialist do send a letter to your family physician and include copies of all test results and x-rays.

Make sure if you change physicians, you get a copy of all your medical records from the physician you are leaving and take them to the new physician and allow them to copy for their

records. That gives them the records, and you then have a copy for all your records up to that date.

2. Your complete Personnel Record:

Most of the time, the VA and the SSA deal only with your DD-214 [Page 4 of the Navy Personnel File]. This usually has all the pertinent information, unless you served in more than one duty station or aboard more than one ship. It generally will only have your last duty station or ship and whatever personnel information to be recorded that was generated during that stay. This is important to understand especially if you were a Reservist, as well. Some reservists had several ActDuTra [active duty for training] periods before going on active duty, and may have had more after they came home from their two, three, or four year hitch on Active Duty. In such cases, this information may not show up on your DD-214.

Additionally, if you were TAD anywhere, having the rest of your personnel file should prove that, and that might be exactly the proof you need to prove "feet on the ground", or a specific exposure.

To request your records, you should go to the following website:

<http://www.archives.gov/veterans/evetrecs/index.html>

This site will allow you to go to the National Archives and Records Administration [NARA] application for Military Personnel Records. Follow the directions carefully. This process in the past has taken over a year before the records arrived, so start now and be patient.

3. Your ship's Deck Log:

If your personnel record does not show proof of you being "foot on the ground" or in a place where you were exposed to Agent Orange, your ship's Deck Log might very well be able to do so. Also, it would be additional documentary evidence in support of your claim as your Personnel Record will show you stationed aboard during a period the Deck Log makes reference to a working party ashore, or some such.

For most Blue Water Vietnam Veterans, ships Deck Logs are to be found at the Modern Military Branch of the National Archives, located just off the Washington Beltway in College Park, Maryland. It is a fascinating facility to visit, and you are encouraged to do so. If you do, go early and get your request in as soon as you get there, as it takes a while to pull the physical records from the archives. Logs from 1941 through those that are 30 years old or

<http://www.namvets.com/Reading/Obtaining%20Records%20To%20Support%20A%20Cla...> 1/8/2010

older are in the Modern Military Branch, National Archives, 8601 Adelphi Road, College Park MD 20740-6001 [telephone (301) 837-3510]. Be prepared for heavy security, and when you sign in you must answer some questions on a computer, sign some pledges dealing with the handling of documents, and get a photo ID good for one year. Repeat visits are somewhat easier to accomplish.

These are the smooth copied Deck Logs hand written by a revolving set of Officers on board the ship, copied weekly from the rough daily log. They are official documents and are signed by the ship's Captain and countersigned by the XO.

You may not need an entire period, but just certain dates. If you have a Cruise Book, that can sometimes help you pin point the dates.

The cheapest route to take is to just get copies made of specific dates. These are on oversized [10x15 inch] paper [the Navy went to 8 ½ x 11 log books after we all got out!], so special copiers are set up to deal with the size. But the copiers are sometimes balky.

We copied one month's worth of log entries, about 50 over-sized pages as most entries ran over onto the back of the page. Because we had waited so long for the box to come up with the log entries, and then the copier we were using was constantly changing the settings, we decided to contract the NARA staff to copy and ship me the rest. It came to about \$230 for an additional eight months.

Here is what is contained in the deck logs according to Navy Regulations:

- Absentees
- Accidents [material]
- Accidents/Injuries [personnel]
- Actions [combat]
- Appearances of Sea/Atmosphere/Unusual Objects
- Arrests/Suspensions
- Arrival/Departure of Commanding Officer

- Bearings [navigational]
- Cable/Anchor Chain Strain
- Collisions/Groundings
- Courts-Martial/Captain's Masts
- Deaths
- Honors/Ceremonies/Visits
- Incidents at Sea
- Inspections
- Meteorological Phenomena
- Movement Orders
- Movements [getting underway; course, speed changes; mooring, anchoring]
- Passengers
- Prisoners [crew members captured by hostile forces]
- Propulsion Plant Status changes
- Receipts and Transfers [of Crew Members]
- Ship's Behavior [under different weather/sea conditions]
- Sightings [other ships; landfall; dangers to navigation]
- Soundings [depth of water]
- Speed Changes
- Tactical Formation
- Time of Evolutions/Exercises/Other Services Performed

This information can prove invaluable in supporting your claim. If you cannot go to this incredible facility you can probably call and get a researcher to collect the data for you, but that might be more expensive.

The facility is on its own campus, has good parking, and beautiful grounds. Inside in addition to the records and archives are a small book-gift shop, a small snack shop, and a large, well appointed cafeteria. Security is very tight, and you are not allowed to take anything onto the floors with you. There are rental lockers in the basement for handbags, coats, pens, pads, and other research tools. There is plenty of scratch paper and pencils around on the research floors. The check-in process takes about 40-60 minutes before you even get to the research floor.

Note: any Deck logs that are less than 30 years of age are in the custody of the Ships History Deck Logs Section, Naval Historical Center, Building 57, 805 Kidder Breese Street SE, Washington Navy Yard, DC 20374-5060. All inquiries concerning research access to logs that are less than 30 years old should be sent to the Ships History Deck Logs Section.

Logs that are less than 30 years old are held in either paper or microfiche form, stored in the Washington National Records Center, 4205 Suitland Road, Suitland MD 20746. Logs from 1979 through February 1993 are on microfiche in the Ships History Deck Logs Section. Logs from 1990 through 1993 are partly on microfiche in the Deck Logs Section, partly on paper at the Records Center. All logs from March 1993 are on paper and stored at the Records Center. The logs that are classified must be sent to the proper authorities for declassification review before they can be researched or copied.

One other thing: If for some reason the above does not contain specific enough information to satisfy either the VA, or SSA, or both, and your claim involves combat action, you may need one other resource: The Navy Historical Society mentioned above also stores all ships'/units' action reports, which were required after every engagement. That might be another source for validation of your claim, as it is usually more specific than the deck logs.

There you have it. IF you are doing your own claim [probably online] via VONAPP or on the Social Security website, you will be required to provide verification of your claim. The above documents are, in most cases, all you will need. We packed ours up into several small boxes [about a ream of paper in each] and shipped them to the VA with our claim number on the outside of the boxes. We also shipped them return receipt requested. That proved they got to

where they were intended, and showed us the date when they arrived.

If you are ill and can no longer work, you should apply for Social Security Disability in addition to your VA claim. It too can be a long and ugly process, but in the end, if you go to a hearing, things will work out. You must have an attorney for the appeal to Social Security and the attorney is paid from your lump sum if you win, up to a maximum of \$5,400. Our appeal took almost 18 months from initial rejection to the hearing. Nevertheless, when that lump sum comes in, it is a huge load off your mind, as is the monthly income.

VA claims, at least to date, are not permitted to use attorneys to argue the claim before the Board. So there should be no fee for any VA claim, though Congress may change that at any moment.

The SSA almost automatically denies about ¾ of all claims up front [ours was denied before we even finished submitting our paperwork!] forcing the engagement of an attorney and the paying of a fee out of your lump sum. If you lose your appeal with Social Security, there is nothing owed to the attorney. In other words, the SSA is using private attorneys that you must hire to cut down on fraudulent claims, and forcing the claimant to pay for it. Something is very wrong with that.

Good luck, endure, and keep the faith.

VN Vets

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Posted by Novus Livy at 17:28

This site is dedicated to the more than 58,000 Soldiers who fought and died serving their Country in Vietnam.
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Site last updated 03/26/07

Deck Logs And Crew Rosters

DEPARTMENT OF THE NAVY -- NAVAL HISTORICAL CENTER
901 M STREET SE -- WASHINGTON NAVY YARD
WASHINGTON DC 20374-5060

Crew Member Information

The Naval Historical Center does not have custody of crew lists or current addresses for former crew members. However, this information can be compiled from several sources. The names of the officers usually appear on the first page of each month's deck log. The enlisted men assigned to a naval ship or command are listed on muster rolls which were also submitted monthly.

The Textual Reference Branch, National Archives, Washington, DC 20374 (202-501-5671) holds copies of the deck logs from 1801 through December 1940, as well as microfilm copies of the muster rolls through 1938.

The Textual Reference Branch, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001 has custody of the deck logs from 1 January 1941 through 1961, as well as microfilm copies of the muster rolls from 1939 through 1966. In some cases in the 1950's and 1960's, a list of the officers is included with the muster rolls. The Textual Reference Branch at College Park also has custody of the Bureau of Naval Personnel Casualty Files, which have the official list of Navy casualties for each World War II action. By using the list of officers in the deck logs and the muster rolls, one can compile a list of the crew. Then by using the crew list and the list of Casualties the names of the survivors of a World War II ship or vessel can be created.

The deck logs from 1962 through 1978, and from 1990 to the present are at the Washington National Records Center, but access to them is controlled by the **Deck Logs Section, Ships History Branch, Naval Historical Center, 901 M Street SE, Washington, DC 20374-5060 (202-433-0824)**. From 1979 through 1989, the logs only exist on microfiche which is held by the Deck Logs Section. For specific information contact the that office.

The muster rolls from 1967 to 1974 are in the custody of the **Bureau of Naval Personnel (Pers-0243)**, Washington, DC 20370. From 1975 to the present, the muster rolls are held by the **Enlisted Personnel Management Center, Diary Control/Research Branch (Code 312)**, New Orleans, LA 70159.

Basic Reunion Information

Individuals have had success in locating former and retired military personnel by placing advertisements or reunion notices in military oriented periodicals such as those appearing on the attached list. These magazines have a combined circulation of over one million and their readership includes many former and retired military personnel. The editors of the magazines should be contacted separately about placing advertisements.

For those that have access to a CD-ROM drive, PHONE-DISC, which costs approximately \$100, provides the names, addresses and phone numbers for all people listed

in the U.S. telephone books.

The Armed Forces World-Wide locators will forward letters to former members of the Navy, receiving retirement pay for active duty or reserve service. For this assistance, one should place their letter in a stamped envelope with just the name of the retired serviceman on the front and with no return address to: **Navy Reserve Personnel Center, 4400 Dauphin Street, New Orleans, LA 70149.**

The United States Naval Institute in Annapolis, Maryland has established a reunion hot line (410-295-1023) that is operated by Ann Hassinger. The **American Legion** maintains a reunion service, VETS (900-737-8387). For \$1.95 per minute, operators are on call Monday through Friday from 1 pm to 9 pm Eastern Standard Time to provide information on scheduled reunions registered with The American Legion magazine. The average call takes two minutes.

Military Reunion News Co-Op Mail, P.O. Box 55, Bulverde, TX 78163-0355 (210) 438-4177 can provide searches for individual reunions. They request that you provide a self-addressed stamped envelope with all reunion search requests.

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FREQUENTLY ASKED QUESTIONS



DEPARTMENT OF THE NAVY – NAVAL HISTORICAL CENTER
805 KIDDER BREESE SE – WASHINGTON NAVY YARD
WASHINGTON DC 20374-5060

Ships' Deck Logs; Research and Copying

In Navy language, any kind of running record is called a "log." Many such logs are kept on board Navy ships. Most of these are not kept permanently. **Deck logs from commissioned ships are the only logs sent to the Naval Historical Center to be kept as permanent records and, eventually, transferred to the National Archives.**

[Deck Logs: Ships that submit](#)
[Deck Logs: Purpose, and Content](#)
[Deck Logs: Location](#)
[Deck Logs: Format, Research and Duplication](#)
[What information is not found in deck logs](#)
[Deck Logs of MSC/MSTS ships](#)
[Merchant Ship logs](#)

Deck Logs: Ships that submit

Only deck logs from commissioned Navy ships are permanently retained by the Naval Historical Center and the National Archives. A ship "in commission" is a Navy command in her own right; she has her own administrative identity, and originates records in her own name. Annual command operations/histories, written under a program initiated by the Chief of Naval Operations in 1942, are included in the active records of the Naval Historical Center. Deck logs are held by the Ships History Branch of the Naval Historical Center. After 30 years, Ships History Branch transfers the deck logs to the Modern Military Branch, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001 [telephone (301) 837-3510].

Nearly all service craft are classified as "in service," rather than "in commission." They do not have their own administrative identity but are, in effect, floating vehicles operated by a parent command. **Self-propelled service craft apparently keep a log of their movements for their parent command's administrative and legal purposes, but these are not sent to the Naval Historical Center and do not go into any permanent file.**

Deck Logs: Purpose, and Content

A Navy ship's deck log is a daily chronology of certain events for administrative and legal purposes. Preparation of logs is governed by the current edition of Office of the Chief of Naval Operations

Instruction 3100.7 (OPNAVINST 3100.7) series. This specifies the kinds of events to be entered:

- Absentees
- Accidents [material]
- Accidents/Injuries [personnel]
- Actions [combat]
- Appearances of Sea/Atmosphere/Unusual Objects
- Arrests/Suspensions
- Arrival/Departure of Commanding Officer
- Bearings [navigational]
- Cable/Anchor Chain Strain
- Collisions/Groundings
- Courts-Martial/Captain's Masts
- Deaths
- Honors/Ceremonies/Visits
- Incidents at Sea
- Inspections
- Meteorological Phenomena
- Movement Orders
- Movements [getting underway; course, speed changes; mooring, anchoring]
- Passengers
- Prisoners [crew members captured by hostile forces]
- Propulsion Plant Status changes
- Ship's Behavior [under different weather/sea conditions]
- Sightings [other ships; landfall; dangers to navigation]
- Soundings [depth of water]
- Speed Changes
- Tactical Formation
- Time of Evolutions/Exercises/Other Services Performed

A deck log identifies a ship's location and movements daily. If the ship is underway, its latitude and longitude are to be entered three times each day in blocks provided for the purpose. Deck logs are not narratives, and do not describe or explain a ship's operations.

Deck Logs: Location

Held by The National Archives

Deck logs of commissioned U.S. Navy ships from **the earliest times through 1940** are in the Old Military and Civil Branch, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington DC 20408 [telephone (202) 501-5385]. **Logs from 1941 through those that are 30 years old or older** are in the Modern Military Branch, National Archives, 8601 Adelphi Road, College Park MD 20740-6001 [telephone (301) 837-3510]. These logs are open for research. Requests for research appointments, and inquiries concerning log information, should go to the National Archives office holding logs from the time period of interest.

Held By The Naval Historical Center

Deck logs that are **less than 30 years of age** are in the custody of the Ships Deck Logs Section, Naval Historical Center, Building 57, 805 Kidder Breese Street SE, Washington Navy Yard, DC 20374-5060.

All inquiries concerning deck logs that are less than 30 years old should be sent to the Ships Deck Logs Section.

Logs that are less than 30 years old are held in either paper or microfiche form, stored in the Washington National Records Center, 4205 Suitland Road, Suitland MD 20746. Logs from 1979 through February 1993 are on microfiche in the Ships Deck Logs Section. Logs from 1990 through 1993 are partly on microfiche in the Deck Logs Section, partly on paper at the Records Center. All logs from March 1993 are on paper and stored at the Records Center. **All deck logs, whether they are classified or FOUO (For Official Use Only) must be sent to the proper authorities at SubPac, SubLant, SurfPac or SurfLant for declassification review or review and release determination before they can be researched or copied. All Deck Logs that are less than three years of age must be sent to PacFlt for review and release determination.**

Deck Log: Format, Research and Duplication

Format: Deck logs are bulky documents. Prior to the 1980s, logs were kept on oversized (10 by 15 inches) paper, a typical log consisting of four or more pages per day. In the 1980s, in keeping with a Congressional mandate to standardize on 8½ by 11 inch paper, deck logs began to be written, by hand, on pages of that size. This greatly increased the page count; we have seen single months' logs from recent years run to as many as 300 or 400 pages.

Under the old format, a ship's deck log might run 120 pages or more per month, or over 1200 pages per year. (There are the inevitable exceptions, but this seems to hold fairly true.) Under the new format, logs can run from 100 to 400 pages per month or, say, from 1,200 to several thousand pages per year.

Research in Deck Logs at the Ships History Branch

The Ships Deck Logs Section staff consists of one person. Given the number of inquiries received, the staff cannot read hundreds of pages in response to any one inquiry. Thus the Ships Deck Logs Section is unable to do extensive research in response to queries. Questions must be specific, and must be narrowed down to a particular time and/or place.

All deck logs are either FOUO (For Official Use Only) or classified. Under new regulations/procedures all deck logs must be reviewed for release determination prior to its release to the general public. Requests for copies of deck logs will be treated as a FOIA requests (Freedom of Information Act). When a request for copies of a deck log are received the Ships History Branch, Deck Logs Section will make a page count of the deck logs requested and determine the estimated cost to either make a microfiche copy or scan the paper deck logs and place them on CD-ROM. The incoming request, along with the estimated cost of reproduction will then be send to the Navy's FOIA Office. The Navy FOIA Office will send out a letter to the requestor telling them of the cost. If the individual decides to pay the reproduct cost they must notify the Navy FOIA Office that they want to continue their request to reproduce the deck logs. One the Navy FOIA Office gets that notification letter then the Ships History Deck Logs Section will either scan the paper deck logs or duplicate the microfiche deck logs and forward those records to either SubLant, SubPac, SurfLant or SurfPac for final review and release determination. The individual will be notified which command is reviewing the deck logs for release determination and that command will provide the final copy of the deck logs that have been authorized for release.

Duplication of Deck Logs

Due to the restrictions on FOUO deck logs the logs are not available to the general public for research purposes. As stated in the "Research of Deck Logs Section" above, the duplication fee schedule will be what is charged under FOIA. The cost to scan paper deck logs and place them on CD-ROM is 15 cents a page and the cost to duplicate existing microfiche is 25 cents a sheet. Most of the deck logs for the period 1979 to February 1993 are on microfiche and the paper copy of the deck logs do not exist. The Ships History Branch will provide a price quote via the Navy's FOIA Office.

Deck Logs: What information is not in a deck log

Shipyard Work; Individual Work Assignments; Events Occurring Elsewhere

When a ship is being overhauled at a shipyard, the deck log records the ship's presence at the shipyard, but does not identify the work being done or the materials being used. These logs do not record day-to-day work assignments of individual crew members. A deck log records events taking place on board the individual ship or, if pertinent, in its immediate vicinity. It does not include events taking place elsewhere, such as the activities of crew members on detached duty.

Deaths and Injuries

In cases of deaths and injuries suffered on board ship, the log should record the simple fact of the death or injury and note whether medical treatment was given to the injured. It does not go into detail as to specific treatment given, and does not record other medical matters, such as visits to sick bay or injuries not suffered on board ship.

Medical Records

The Naval Historical Center does not receive medical records of any kind. Individual medical records, as well as any existing medical logs from Navy ships, are sent to the National Personnel Records Center (Military Personnel Records), 9700 Page Avenue, St. Louis MO 63132-5100. Under the records disposal schedule established by the Secretary of the Navy, in consultation with the National Archives, binnacle lists and morning reports of sick are not permanent records. They are kept until the information in them has been transcribed into the medical records of the persons involved, and are then disposed of.

Deck logs are not "Captain's Logs"

A deck log is not a daily diary written by the ship's captain. The "captain's log" was a dramatic device used by the creators of the television series *Star Trek* to introduce each episode, and does not exist in the U.S. Navy.

Deck Logs: MSTS/MSC Ships

Navy-owned ships operated by the Military Sealift Command (MSC), formerly the Military Sea Transportation Service (MSTS), are classified as "in service," manned by civilian crews. Inquiries concerning Military Sealift Command ships' logs should be sent to Commander, Military Sealift Command, Attn: Public Affairs, 914 Charles Morris Ct., S.E. Washington Navy Yard, DC 20398-5540. The identifying hull name of Military Sealift Command ships are prefixed by "T" followed by a hyphen and then the number. For example, the commissioned oiler USS *Platte* is identified as (AO 186), while the MSC-operated oiler USNS *Pecos* is identified as (T-AO 197).

Merchant Ship Logs

There is no central repository for deck logs from merchant ships. Deck logs were traditionally considered to be the property of the ship owners to be held or disposed of according to their own recordkeeping practices. After World War II, the deck and engineering logbooks of vessels operated by the War Shipping Administration were turned over to that agency by the ship owners, and were later destroyed, by the Maritime Administration, in the 1970s on the grounds that they were voluminous, costly to house and service, and very seldom used for research..

The National Archives has custody of the Official Logbooks, which were issued to American registered merchant vessels at the beginning of each voyage, and were turned in to the United States Commissioner at the port where each vessel ended its voyage. In these logbooks, masters were required to keep information related to the health and welfare of crew members. These logbooks are not records of ships' operations, but are essentially records of personnel matters, collisions, emergency drills, and information on ships' watertight integrity. The Official Logbooks from U.S.-registered merchant ships are held by the Regional Archives of the National Archives closest to the U. S. port where each voyage ended. This port can be determined from the movement report cards which are part of the Tenth Fleet collection held by the Modern Military Branch, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. The movement report cards list the ports of call, the dates of arrival and departure, and the convoy designation, if the ship sailed in a convoy.

The Tenth Fleet records also contain the loss and damage reports for merchant ships, and folders about the individual convoys. Several other collections held by the Textual Reference Branch of the National Archives at College Park that are very useful for understanding merchant ship movement and operations are the Naval Armed Guard reports from each voyage and the Bureau of Naval Personnel's Naval Armed Guard Casualty reports. For the period of World War II, Naval Armed Guard detachments were assigned to U.S.-flag merchant ships, Army transports, and even some foreign-flag merchantmen.

2007

U.S. Navy Judge Advocate General's Corps

FOIA Frequently Asked Questions (FAQ)

AM I IN THE RIGHT PLACE?

FOIA requests to OJAG or NLSO should relate to those matters or issues under the cognizance of the Judge Advocate General. Requests should be submitted directly to the OJAG division, Naval Legal Services Office (NLSO) or Region Legal Service Office (RLSO) having cognizance over the records you are seeking. Contact information for the Office of the Judge Advocate General, NLSOs and RLSOs under the "**Contact Us** ([./contact.htm](#))" tab.

For a list of other types of records with points of contact, please refer to "What are the types of FOIA records and their custodians?" below.

HOW DO I MAKE A FOIA REQUEST?

Your request:

- Must be in writing and signed by the requester;
- Must state that the request is being made pursuant to the FOIA;
- Must reasonably describe the records being requested;
- Must state the category of the requester for fee purposes (i.e., commercial, media, educational or other);
- Must contain an agreement to pay all fees that might be incurred;
- Must state whether a copy of the record is desired, or inspection of records only.

WHO IS THE CUSTODIAN OF OTHER TYPES OF FOIA RECORDS?

The following table lists types of FOIA records and their custodians.

Directions:

To aid your search for information within the table, the table below has a few key features:

- **Table Sort:** Click on a column heading to sort the table by that column.
- **Highlight:** Click on any row to highlight the information.
- **Search:** You can search any column for specific information. Choose a column name in the drop down box, enter your query and click the Search button. You can clear the search results using the Rest button.

Records	Contact
Command Investigations Conducted Prior to December 1995	Office of the Judge Advocate General Tort Claims Unit Norfolk Attn: Investigations Branch 9620 Maryland Ave., Suite 100 Norfolk, VA 23511-2989

Records**Contact**

Command Investigations Conducted After December 1995

Phone:
(757) 444-5341

Addresses are listed in the **Standard Navy Distribution List (SNDL)** (<http://doni.daps.dla.mil/sndl.aspx>). Requests should be made to the Navy or Marine Corps General Court Martial Convening Authority for this investigation.

Investigations into the Compromise of Classified Material Flight Regulations

The Department of the Navy
Chief of Naval Operations
2000 Navy Pentagon
Washington, DC 20350-2000

Phone:
(202) 685-6546

Fax:
(202) 685-6580

E-mail:
foia@ogc.law.navy.mil (<mailto:foia@ogc.law.navy.mil>)

- Admiralty Incidents
- Mishaps involving U.S. Navy ships and civilian ships / property
- Mishaps involving civilian ships and U.S. Navy property
- Mishaps involving injuries to civilians on board U.S. Navy ships.

Office of the Judge Advocate General
Admiralty and Maritime Law (Code 11)
1322 Patterson Ave., Suite 3000
Washington Navy Yard, DC 20374-5066

Phone:
(202) 685-5040

Fax:
(202) 685-5471

- Aircraft and Vehicle Accidents Mishap Reports
- Afloat and Ashore Mishap Reports
- Aircraft accidents from May 22, 1969 to present.
- Vehicle accidents from 1993 to present.
- Afloat or ashore mishaps from May 21, 1969 to present
- Marine ground mishaps from October 1, 1987 to present.

Commander Naval Safety Center
375 A St.
Norfolk, VA 23511-4399

Phone:
(757) 444-3520 ext. 7045

- Aircraft mishap reports prior to May 1969
- Deck logs less than 30 years old
- Navy Combat Action Reports
- Shipwreck and Marine Archaeology Reports
- Cancelled or Superseded OP-Orders

Director, Naval Historical Center (Naval Warfare Division)
2000 Navy Pentagon
Washington, DC 20350-2000

Phone:
(202) 433-9754

Records	Contact
After action reports and Deck logs more than 30 years old but after 1941	Director, National Archives Modern Military Branch 8601 Adelphi Rd. College Park, MD 20740-6001
Deck logs prior to 1941	Old Military and Civil Records National Archives and Records Administration 700 Pennsylvania Ave, NW Washington, DC 20408
Marine Corps Investigations pertaining to injuries or death of Marine Corps personnel after June 1995 and unit diaries (unit transaction register)	The Commandant of the Marine Corps Headquarters United States Marine Corps 2 Navy Annex, room 3134 Washington, DC 20380-1775 Phone: (703) 614-4008
Marine Corps Command Chronologies and Daily Activity Reports	Commanding General, Marine Corps Combat Development Command Attn: FOIA Officer B013 3250 Catlin Ave Marine Corps Base, Quantico, VA 22134-5000
Navy Criminal Investigations and Incident Reports	Naval Criminal Investigative Service (Code 00JF) Attn: FOIA Officer 716 Sicard St., SE Suite 2000 Washington Navy Yard DC 20388-5380 Phone: (202) 433-9288
Navy military personnel and nonjudicial punishment records of discharged veterans, 1998 to present	Naval Personnel Command Pers-00J6 FOIA Office ATTN: FOIA Office 5720 Integrity Drive Millington, TN 38055-0600 Phone: (901) 874-3165
Marine Corps Service Records of discharged personnel, 1998 to present	Headquarter Marine Corps Attn: Manpower Management Support Branch MSB-12 2008 Elliot Rd. Quantico VA 22134-5030
Military Personnel and Medical Records (Navy / Marine Corps) of Discharged Veterans prior to 1998	Director, National Personnel Records Center (NPRC) Military Personnel Records 9700 Page Ave. St. Louis, MO 63132-5100

Records	Contact
Military Personnel and Disability Law, Selection Board Precepts and Article 138 Complaints	<p>Office of the Judge Advocate General Administrative Law Division (Code 13) 1000 Navy Pentagon (Room 4D641) Washington, DC 20350-10000</p> <p>Phone: (703) 614-7409 / 13</p> <p>Note: If you are seeking certification that an injury you suffered while on active duty was due to an instrumentality of war contact (703) 614-7408 or send your written request to the address listed to the left.</p>
Physical Evaluation and Medical Boards	<p>Secretary of the Navy Council of Review Boards 720 Kennon St, SE, Room 309 Washington Navy Yard, DC 20374-5023</p> <p>Phone: (202) 685-6398</p>
Navy contracts, ethics, fiscal law, intellectual property law, civilian personnel law, environmental records other than environmental torts	<p>The Department of the Navy Office of the General Counsel 2000 Navy Pentagon Washington, DC 20350-2000</p> <p>Phone: (202) 685-6546 / 6530</p> <p>Fax: (202) 685-6580</p> <p>E-mail: foia@ogc.law.navy.mil (<i>mailto:foia@ogc.law.navy.mil</i>)</p>
Asbestos Records	<p>Naval Sea Systems Command 1333 Isaac Hull Ave, SE Washington Navy Yard, DC 20376-1010</p> <p>Phone: (202) 701-2433 or (202) 781-2205</p>
Department of the Army Records	<p>The Department of the Army Freedom of Information and Privacy Act Office 7701 Telegraph Rd., Suite 144 Alexandria, VA 22315-3905</p>
Department of the Air Force Records	<p>Headquarters Air Force (HAF / ICIOD) 1000 Air Force Pentagon Washington, DC 20330-1000</p>
U.S. Coast Guard Records	<p>Commandant (CG-611) Attn: FOIA Coordinator</p>

Records**Contact**

2100 2nd St., SW
Washington, DC 20593-0001

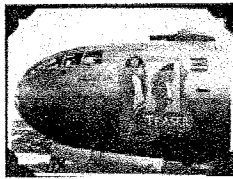
Phone:
(202) 475-3519

Many of the publications available on this Web site are Portable Document Format (PDF) files. To view and print these documents, download and install the free **Adobe Reader** (<http://get.adobe.com/reader/>) software.

GET THE INFO YOU NEED[FOIA](#)[Reading Room](#)[JAG / CNLSC Instructions](#)[JAG / CNLSC Notices](#)[Links](#)

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AIR FORCE HISTORY INDEX.ORG



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Swish-e

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Records of United States Air Force Commands, Activities, and Organizations

**(Record Group 342)
1900-85, 1991**

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342.1 ADMINISTRATIVE HISTORY

Security-Classified Records: This record group may include material that is security-classified.

Related Records: Record copies of publications of the U.S. Air Force in RG 287, Publications of the U.S. Government. Records of the Army Air Forces, RG 18. Records of Headquarters U.S. Air Force (Air Staff), RG 341. Records of Joint Commands, RG 349.

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**342.2 AIR FORCE UNIT HISTORIES AND SUPPORTING RECORDS
1920-73**

1,837 rolls of microfilm

Textual Records: Security-classified and unclassified microfilm copies of records held in the U.S. Air Force Historical Research Center, Maxwell Air Force Base, AL, consisting of air force unit histories with accompanying issuances, correspondence, tables, charts, and reports, 1920-73.

Related Records: Microfilm copies of these records are also available at the Office of Air Force History, Bolling Air Force Base, Washington, DC.

**342.3 RECORDS OF THE ENGINEERING DIVISION AND ITS PREDECESSORS
1916-51**

[Go to the Guide to Federal Records Main Page](#)

History: Airplane Engineering Department, Aviation Section, Office of the Chief Signal Officer, U.S. Army, established October 13, 1917. Redesignated Airplane Engineering Division and transferred to Bureau of Aircraft Production, August 31, 1918. Redesignated Technical Division, January 1, 1919. Redesignated Engineering Division, Air Service, May 13, 1919. Redesignated Materiel Division, Air Corps, October 15, 1926. Redesignated Materiel Center (MC), Army Air Forces (AAF), March 6, 1942. Redesignated Air Force Materiel Command (AFMC), by General Order 16, MC, April 6, 1942. New organization, designated Engineering Division, established under AFMC by Notice 103, AFMC, June 7, 1942. AFMC redesignated successively Materiel Command, April 15, 1943; AAF Materiel Command, June 15, 1944; AAF Materiel and Services Command, summer 1944; AAF Technical Service Command, September 1, 1944; Air Technical Service Command, July 1, 1945; and Air Materiel Command (AMC), March 13, 1946. Engineering Division transferred from AMC to Air Research and Development Command (ARDC) by Notice 77, AMC, April 3, 1951. ARDC redesignated Air Force Systems Command (AFSC); and Engineering Division redesignated Aeronautical Systems Division of AFSC, effective April 1, 1961, by Letter AFOMO 590M, Department of the Air Force (DAF), March 20, 1961.

Note: For administrative histories of the air force organization at the highest echelon, SEE 18.1, 18.2, 18.5, 18.7, 341.1, and 341.2.

Textual Records: Central decimal correspondence, 1916-49 (1,774 ft.). Research and development project contract files, 1921-51 (3,438 ft.). Microfilm copy of research and development technical reports, 1928-51 (400 rolls).

Related Records: Records of the Bureau of Aeronautics, RG 72.

**342.4 RECORDS OF THE AIR FORCE SYSTEMS COMMAND AND ITS PREDECESSORS
1961-65**

History: Research and Development Command, USAF, consisting of research and development units formerly under Air Materiel Command, established January 23, 1950. Became operational February 1, 1950. Redesignated Air Research and Development Command, September 16, 1950. Redesignated Air Force Systems Command, effective April 1, 1961, by AFOMO 590M, DAF, March 20, 1961.

Textual Records (in Los Angeles): Orders and directives of the 6594th Aerospace Test Wing, Ballistic Missile Division, 1961-65.

Motion Pictures (40 reels): Staff Film Reports series, produced by the Air Research and Development Command to document technical advances in the development of aircraft, missiles, and weapons systems, 1954-57. SEE ALSO 342.12.

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**342.5 RECORDS OF THE AIR UNIVERSITY (AIR TRAINING COMMAND, MAXWELL AIR FORCE BASE, AL)
1968-81**

Textual Records: Records of the Junior Operations Branch, Junior Program Division, Headquarters Air Force Reserve Officer Training Corps, consisting of Junior Air Force Reserve Officer Training Corps unit files, 1968-81.

**342.6 RECORDS OF AIR FORCE BASES
1945-68**

Note: This subgroup includes approximately 2 lin. ft. of records in process of reallocation from Record Group 338, Records of U.S. Army Commands, 1942-. Summary descriptions of these records are enclosed in braces {}.

342.6.1 Records of Griffis Air Force Base, Rome, NY

Textual Records: {Records of Griffis Air Force Base, 1945-50.}

342.6.2 Records of Homestead Air Force Base, FL

History: Activated April 1941. Designated Homestead Airfield September 16, 1942. Became operational November 1942. Inactivated December 14, 1945. Reactivated January 5, 1953. Redesignated Homestead Air Force Base, March 3, 1953.

Textual Records (in Atlanta): Real property case files of the 31st Civil Engineering Squadron, 31st Combat Support Group, 1953- 66. News releases of the Homestead AFB Public Information Office (Directorate of Information, Headquarters, 19th Bomb Wing [Heavy], Strategic Air Command), 823d Support Group, 1965.

342.6.3 Records of Sundance Air Force Base, WY

Textual Records (in Denver): Miscellaneous program correspondence, 1963-68.

**342.7 RECORDS OF THE ARCTIC, DESERT, AND TROPIC INFORMATION CENTER
1934, 1943-44, 1953, 1955**

History: Established under the Proving Ground Command, AAF, at Eglin Field, FL, by directive from Maj. Gen. Muir S. Fairchild, Director, Military Requirements, HQAAF, to Brig. Gen. Grandison Gardner, Commanding General, Proving Ground Command, AAF, September 20, 1942. Transferred to Office of Assistant Chief of Air Staff, Intelligence, HQAAF, and relocated to New York City, October 1943. Transferred to Tactical Center, AAF, Orlando Field, FL, and redesignated Arctic, Desert, and Tropic Branch, April 1944. Deactivated, October 1945. Reactivated by directive from Commanding General, USAF, to Commanding General, Air University, USAF, February 26, 1947.

Textual Records: Copy of a report by Charles A. Lindbergh on the Greenland-Iceland transatlantic route, 1934. Activity report of the Ice Cap Detachment, Greenland Base Command, 1943-44. Instructor's manual for the Arctic, prepared by Dr. Vilhjalmur Stefansson, 1943. National Geographic Society survey of literature on the Greenland ice cap, 1953. Report on the use of ice for aircraft landing strips, 1955.

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Records Administration
8601 Adelphi Road, College Park,
MD 20740-6001
Telephone: 1-86-NARA-NARA or 1-
866-272-6272

342.8 RECORDS OF THE AERONAUTICAL CHART AND INFORMATION CENTER

(ACIC)

1947-71

History: For an administrative history of ACIC and its predecessors, SEE 456.2, "Air Force Predecessors," in RG 456, Records of the Defense Mapping Agency.

Maps and Charts: Sets of published world aeronautical, pilotage, approach, and strategic planning charts, with index charts, 1947-71 (4,111 items). Charts of the surface of the moon, and a lunar photomap atlas, 1960-62 (347 items).

342.9 RECORDS OF AIR FORCE OPERATIONAL UNITS

1950-65

Note: This subgroup includes approximately 6 lin. ft. of records in process of reallocation from Record Group 338, Records of U.S. Army Commands, 1942- . Summary descriptions of these records are enclosed in braces {}.

Textual Records: {Records of the 13th Air Force, 1953. Records of the Continental Air Defense Command, 1954-55, 1958. Records of the 3904th Composite Wing, 1952.} Special orders, 465th Bombardment Wing, Warner Robins Air Force Base, GA, 1965 (in Atlanta). {History reports of the 324th Troop Carrier Wing, 1950- 52. Records of the 372d Engineer Aviation Battalion, 1952.} Special orders, 693d Radar Squadron, Dauphin Island Air Force Station, AL, 1965 (in Atlanta).

342.10 RECORDS OF THE ALASKA COMMUNICATIONS SYSTEM

1902-62

Textual Records (in Anchorage): History of Alaska Communications System during World War II, September 1945. Cable ship operational histories, 1902-32. Publicity scrapbooks, 1942-56. Weekly reports of tests, 1960-62.

Related Records: Additional records of the Alaska Communications System in RG 111, Records of the Office of the Chief Signal Officer.

342.11 CARTOGRAPHIC RECORDS (GENERAL)

SEE Maps and Charts UNDER 342.8.

342.12 MOTION PICTURES (GENERAL)

1900-72

Air Force Digest series, 1953-55 (65 reels). Air Force News Review series, 1939-59 (349 reels). Armed Forces Information Films series, 1950-63 (46 reels). Tarzon Bomb,

documenting bomb development, 1963 (2 reels). General Holtner and Bill Holden - Sound Barrier, documenting the actor's visit to an Air Force base and his ride in a jet fighter, 1956 (1 reel). Film Reports series, 1958-66 (153 reels). Film Training Aids series, 1953-63 (103 reels). Department of Defense News Releases series, 1952-54 (410 reels). Report to the Armed Forces series, documenting the preparations for a nuclear detonation on Eniwetok Island and the construction of the air base at Thule, Greenland, 1953 (6 reels). Special Film Projects series, 1943-64 (1,785 reels). Technical Film Reports series, documenting the development of the Snark long-range missile system, 1950-55 (9 reels). Training Films series, 1942-63 (208 reels). Project Crossroads atomic bomb tests, Bikini Atoll, 1946 (77 reels). Atomic bombing of Hiroshima and Nagasaki, Japan, 1945 (133 reels). Gun Sight Aiming Point series, consisting of Korean War gun camera footage, 1951-53 (36 reels). U.S. Air Force activities in Greenland, Labrador, Washington State, and Alaska in support of the International Geophysical Year, 1953-59 (75 reels). USAF series, consisting of edited and unedited footage documenting early aviation; aerial warfare during World Wars I and II; experimental aircraft and missile testing; air force command activities during the 1962 Cuban Missile Crisis; and air operations in Southeast Asia, with accompanying index and documentation, 1900-72 (4,968 reels).

Finding Aids: Master catalogue cards and production files for the Air Force Digest series, Air Force News Review series, Film Training Aids series, New Releases series, Special Film Projects series, Technical Film Reports series, Training Films series, and USAF series. Master catalog cards only for Film Reports series. Production files only for Staff Film Reports series.

SEE UNDER 342.4.

342.13 TEXTUAL RECORDS (GENERAL) **1955-1980**

Security-classified correspondence of the Assistant Chief of Staff for Intelligence concerning tactical intelligence in Vietnam, 1955-1980. Security-classified records of the Strategic Air Command, consisting of Vietnam-related combat operations reports from the 8th Air Force, 1972-73; bombing mission messages, 1966; and correspondence and other records concerning target identifications and air operation, 1965-68. Military Airlift Command security-classified logbooks, 1965-68. Security-classified records of the Pacific Air Forces, consisting of Southeast Asia "Project Checo" air operations reports, 1967; reports on the history of the 7th Air Force's U.S. Support Activities Group, 1973-75; comments on proposed changes to Pacific Air Forces regulations and procedures manuals, 1966-74; operational analysis reports, 1965-68; and a report on force reduction planning, 1968. Records of the 8th Air Force, consisting of correspondence relating to the readiness and reliability of Strategic Air Command forces and equipment, 1964-68; and a record set of superseded or rescinded Air Force publications, 1963-67. Security-classified records of the Seventh Air Force, consisting of combat operations reports from the 355th Tactical Fighter Wing; and reports on 12th Tactical Fighter Wing missions, 1966-69. Security-classified Southeast Asia equipment operational requirements modification case files for the Seventh Air Force. Security-classified reports on the history of the 4th Tactical Fighter Squadron, 432nd Tactical Fighter Wing, 1970-75. Security-classified mixed files relating to various USAF combat operations and other activities during the Vietnam War, 1961-77. Security-classified records of the Deputy Chief of Staff for Operations, under the Commander-in-Chief, Pacific Air Forces (CINCPACAF), consisting of daily and weekly statistical reports and summaries on air combat operations, 1968-74; aircraft loss or accident reports, 1968-73; and Pacific Air Forces (PACAF) emergency actions file, 1966-74.

342.14 VIDEO RECORDINGS (GENERAL) **1991**

Armament deliveries, Operation Desert Shield/Desert Storm, Kuwait, 1991, unclassified (110 items) and security-classified (295 items).

342.15 SOUND RECORDINGS (GENERAL)

1954-85, 1991

Air Force public information programs, including "Great Moments To Music," "Our Date With History," and "Serenade in Blue" series, 1954-76 (21 items). "Country Music Time," 1961-85 (818 items). Iraqi prisoner of war interviews, Operation Desert Shield/Desert Storm, Kuwait, 1991 (18 items).

342.16 STILL PICTURES (GENERAL)

1945-81

Photographs: Air force personnel and activities in Germany and Japan following World War II, including 1948-49 Berlin Airlift, 1945-62 (G, J; 7,681 images). Scenes of post-World War II Europe, including war-damaged areas, industrial areas, urban and rural areas, and historic landmarks, 1946-48 (CGA, CGB, CGC, CGD; 674 images). U.S. Air Force activities, military projects, and operations, including the war in Vietnam; airmen and officers; aircraft and missiles; and airfields and bases in the United States and overseas, 1955-81 (AF, B, C; 140,245 images).

Finding Aids: Subject and name indexes and shelf lists to series AF and C.

Bibliographic note: Web version based on *Guide to Federal Records in the National Archives of the United States*. Compiled by Robert B. Matchette et al. Washington, DC: National Archives and Records Administration, 1995.
3 volumes, 2428 pages.

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