

MEMORANDUM

SUBJECT: CLAIMS AND CORRECTIONS

TO: ALL SEPARATED MILITARY PERSONNEL

I. CORRECTIONS ON YOUR DISCHARGE CERTIFICATE

1. If your Discharge Certificate is incorrect, and you desire to have it corrected, send the ORIGINAL Discharge Certificate and a letter of explanation to The Adjutant General, Washington 25, D. C.

2. If your Discharge Certificate is lost or destroyed, write to The Adjutant General, Washington, 25, D. C.

II. BROKEN OR LOST DISCHARGE BUTTON

If your Honorable Discharge Button is lost or broken, a new button can be secured at any Army post, camp, station, or Quartermaster Depot, upon presentation of your Discharge Certificate and payment of a 7¢ fee.

III. AWARDS AND/OR DECORATIONS

If you have any claim regarding AWARDS OR DECORATIONS, or desire information concerning them, write to The Adjutant General, Washington 25, D. C., Attention: Decorations and Awards Branch.

IV. CLAIMS CONCERNING CLASS E ALLOTMENTS AND CLASS F DEDUCTIONS

1. If you wish to file a claim concerning either a Class E Allotment or a Class F Deduction, write to The Office of Dependency Benefits, 213 Washington St., Newark 2, New Jersey. (Class E Allotment Claims should be addressed to attention of The Class E Allotment Division.)

2. All claims involving Class F Deductions should be accompanied by your NAME, ARMY SERIAL NUMBER, AND ALLOTMENT NUMBER, if at all possible.

V. CLAIMS FOR CLASS N OR D ALLOTMENT ADJUSTMENT

If you have any claim involving your Class N or D Allotment, write to The Veterans Administration, Washington 25, D. C.

VI. DISCREPANCIES IN FINAL PAY

If you discover a discrepancy in your final pay, write to The Finance Officer, WD Personnel Center, Separation Center No. 51, Fort Des Moines, Iowa.

VII. DISCREPANCIES IN PAY PRIOR TO YOUR TRANSFER TO SEPARATION CENTER

If you have any claim concerning a discrepancy in your pay which existed prior to your arrival at WD Personnel Center, Separation Center No. 51 (Parachute Pay, Glider Pay, Furlough Rations, Pay for Awards or Decorations, etc.), write to your former organization requesting a certificate to the effect that you were authorized such pay and never received same. Upon receipt of the certification, forward same with your claim to The Commanding Officer, WD Personnel Center, Separation Center No. 51, Fort Des Moines, Iowa. Attention: Enlisted Records Branch.

NOTE: WHENEVER YOU ARE REQUESTED TO FORWARD YOUR ORIGINAL DISCHARGE CERTIFICATE TO THIS OFFICE, SEND THE ORIGINAL ONLY. PHOTOSTATIC OR TRUE COPIES WILL NOT BE ACCEPTED FOR PURPOSE OF SETTLING CLAIMS.