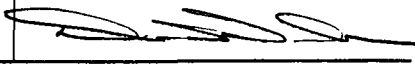


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO NL-24-91-1	DATE RECEIVED 11-13-90
1 FROM (Agency or establishment) Department of the Navy		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Naval Personnel		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER R. W. MACKAY	5 TELEPHONE EXT 501-6048	DATE 2/11/91	ARCHIVIST OF THE UNITED STATES 
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 10 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE 11-9-90	C SIGNATURE OF AGENCY REPRESENTATIVE  E.W. BALLER, CAPTAIN, USN	D TITLE DEPARTMENT OF THE NAVY RECORDS MANAGER
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	The enclosed schedule pertains to unscheduled records of the Bureau of Naval Personnel stored at the Washington National Records Center.		
<p><i>Copies sent to agency, NN-W, NNW-S, NNT, NCF 2/27/91</i></p>			

DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
Record Group 24

Described below are all remaining unscheduled records assigned to RG 24 at the Washington National Records Center. Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove records authorized for destruction under the following:

1. Records authorized for destruction by SF 115s approved for Navy Department records;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord including duplicate materials.

Administrative and Management Division

1. Change in Status and Transfer Cards, 1922-24. 144 cubic feet. Arranged by ship (or other reporting organization), thereunder by surname.

Cards containing information about specific personnel actions (change in status) for individual naval personnel. Most are transfers, reenlistments, or discharges. The cards show the name of the sailor, the name of the ship or unit, service number, date of enlistment, date of change in status, and nature of the change.

WNRC Accession 024-76B0004      Boxes 1-144

Destroy immediately.

2. Case Files of Bupers Notices, 1950-86. ca. 27 cubic feet. Arranged in chronological blocks (mostly annual increments), thereunder by Notice number (the numbers approximate SSIC codes). The chronological blocks include only those Notices canceled during that period/year.

These background files usually include only a copy of the Notice and a "cover sheet" which indicates the purpose of the Notice, the proposed distribution, and the quantity to be printed.

A Notice in one of the several types of issuances that are part of the Navy Directives System. It is a directive of a

one-time or brief nature, with self-canceling provision but which has the same effect and force as an Instruction. Usually Notices remain in effect for less than six months and cannot remain in effect for more than one year. They relate to a specific event and are likely to have a more limited distribution than do Instructions.

WNRC Accession	024-0011319	Box(es)	2 (partial)
	024-0012559		1
	024-0013415		1
	024-0014091		1
	024-0016244		2
	024-59A2020		2 (partial)
	024-60A2668		2 (partial)
	024-61A2982		2
	024-62A2689		2 (partial)
	024-63A2728		1
	024-64A4214		3 (partial)
	024-66A4509		2-3 (partial)
	024-66A5085		3 (partial)-4 (partial)
	024-67A7270		2 (partial)-3
	024-68A5057		2 (partial)-3
	024-70A3706		1-2 (partial)
	024-71A2499		1 (partial)
	024-71A2537		1-2 (partial)
	024-72A3718		1 (partial)
	024-73A0495		1-2 (partial)
	024-7400026		1-2 (partial)
	024-7400048		1 (partial)
	024-7400049		1-2 (partial)
	024-7500072		1-2 (partial)
	024-7600016		1 (partial)
	024-7700021		3 (partial)
	024-7800019		2 (partial)-3 (partial)
	024-8000051		1-2 (partial)
	024-8000052		1 (partial)
	024-8100035		1 (partial)
	024-8200024		2 (partial)
	024-8400048		3 (partial)
	024-8600030		1 (partial)-2 (partial)
	024-8800007		1 (partial)-2 (partial)

Destroy when 5 years old.

- Case Files of Secnav Notices, 1959-00/1984. ca. 3 cubic feet. Arranged in chronological blocks (mostly annual increments), thereunder by Notice number (the numbers approximate the SSIC codes). The chronological blocks include only those Notices canceled during the period/year.

These are background files of Notices issued under authority of the Office of the Secretary of Navy but for which the

Bureau of Naval Personnel, because of the subject of the Notice, had principal cognizance. The Bureau, therefore, assumed the primary administrative responsibility for issuing, distributing, and canceling these Notices.

WNRC Accession	024-64A4214	Box(es)	3 (partial)
	024-66B4509		3 (partial)
	024-67A7270		3 (partial)
	024-70A3706		2 (partial)
	024-71A2537		2 (partial)
	024-72A3718		1 (partial)
	024-73A0495		2 (partial)
	024-74-0026		2 (partial)
	024-7400049		2 (partial)
	024-7500072		2 (partial)
	024-7600016		1 (partial)
	024-7700021		3 (partial)
	024-7800019		2 (partial)
	024-8000051		2 (partial)
	024-8000052		2 (partial)
	024-8100035		1 (partial)
	024-8400048		3 (partial)
	024-8600030		1 (partial)-2 (partial)

Destroy when 5 years old.

4. Case Files of Opnav Notices, 1968-78. ca. 1 cubic foot. Arranged by year, thereunder by Notice number (the numbers approximate the SSIC codes). The annual blocks include only those Notices canceled during that period/year.

Background files issued under authority of the Chief of Naval Operations (Opnav) but for which the Bureau of Naval Personnel, because of the subject of the Notice, had principal cognizance.

WNRC Accession	024-71A2537	Box(es)	2 (partial)
	024-72A3718		2 (partial)
	0024-73A00495		2 (partial)
	024-7400049		2 (partial)
	024-7500072		2 (partial)
	024-7700021		3 (partial)
	024-7800019		2 (partial)
	024-8000051		2 (partial)
	024-8000052		2 (partial)

Destroy when 5 years old.

5. Document Collection of the Technical Library, 1900-85. 46 cubic feet. Arranged by Superintendent of Documents classification system; each accession also includes some uncatalogued material.

Published and near print material, including some Bupers issuances such as V-12 Bulletins, Uniform Regulations, and Naval Academy Annual Registers. Most of the records, however, are research reports, many prepared for the Navy by private

contractors, on a variety of personnel related subjects; these include analyses of ratings, job classifications, career fields, and retention problems.

WNRC Accession 024-70A1051	Boxes 1, 8-14
024-70A6598	1-7
024-7300015	1-12
024-8800003	1-7
024-8900001	1-5

**PERMANENT.** Transfer to the National Archives immediately.

### Policy Division

6. Legislation Case Files, 1965-70. 15 cubic feet. Arranged by Congress (89th, 90th, and 91st), thereunder by Public Law number.

Copies of Senate and House bills, reports of Congressional hearings, and copies of public laws. Although for some of the laws there is correspondence relating to Bupers interest in the legislation, few of the files directly relate to Bureau concerns. For the most part this is simply a reference collection of Congressional bills, with private relief bills and Navy Department and Defense Department legislation predominating.

WNRC Accession 024-71A4045	Boxes 1-6
024-73A0871	1-4
024-7300007	1-5

Destroy immediately.

7. Daily Reports of Enlisted Personnel, 1914-46. 12 cubic feet. Arranged chronologically.

Bound volumes of standard forms used to account statistically for the daily status of Navy enlisted personnel. Categories recorded on the form include gains and losses by various means, total on hand, number in first enlistment, number of reenlistments, and beginning and end strength for each month. The statistics are Navy-wide, with no accounting for individual activities and organizations. The reports were compiled by the predecessor units to the Strength and Statistics Branch of the Policy Division.

WNRC Accession	024-0016466	Boxes	1-7
	024-0002263		14-18

a. Accession 024-16466, Boxes 1-7

**PERMANENT.** Transfer to the National Archives immediately.

b. Accession 024- 2263, Boxes 14-18

Destroy immediately.

8. Summary Periodic Statistical Reports on Military Personnel, 1943-71. 21 cubic feet. Arranged chronologically.

Reports initially titled "Progress Reports," but soon designated "Navy and Marine Corps Military Personnel Statistics (NAVPERS 15658(A))". For the period 1948-1963 there are also "Navy and Marine Corps Reserve Supplements (NAVPERS 15658(R))." These machine generated reports are from 100 to 200 pages in length and contain basic information about numbers of personnel on duty; losses by retirement, resignations, and casualties; and separations, reenlistments, and extensions by term, grade, and MOS. The reports were compiled by the Strength and Statistics Branch (and predecessor units) of the Policy Division.

[Several of the accessions contain incomplete runs of the reports while others contain multiple copies of the same report; during archival processing one complete set of the reports will be assembled and the remaining duplicates disposed.]

WNRC Accession	024-70A1051	Boxes	2-7
	024-71A6209		1-4
	024-64A3533		1-5
	024-71A5852		10-12
	024-72A7445		6-8

**PERMANENT.** Transfer to the National Archives immediately.

Casualty Assistance Branch

9. Findings on Casualty Status, 1941-58. 9 cubic feet. Arranged in two subseries ("Presumed Dead and Continued Missing" and "Determined Dead"), thereunder by date of determination.

Narrative statements of findings by the Casualty Branch on the casualty status of Navy personnel; many involve missing naval aviators. As more information about the circumstances of a reported casualty became available, the status frequently

changed from "Presumed Dead and Continued Missing," to "Determined Dead."

WNRC Accession 024-65A4360 Boxes 1-9

Destroy immediately.

10. Published Lists of State War Casualties, 1941-45. 14 cubic feet. Arranged by state, thereunder alphabetically by name.

Multiple copies of published lists of World War II Navy and Marine Corps casualties.

WNRC Accession 024-0012562 Boxes 72-76  
024-59A2508 21-29

Destroy immediately.

11. Daily Funeral Records, 1957-1976. 4 cubic feet. Arranged by year, thereunder alphabetically by surname of deceased.

Funeral records for officers, senior enlisted men, and some dependents (mostly wives), whose funerals were arranged by Bupers. Virtually all of the interments were at Arlington National Cemetery. The individual files include a form with the name, rank, date and place of death, next-of-kin, and details of the funeral. Sometimes a copy of an obituary from a local Washington paper is included. Most of each file relates to coordinating details for the funeral service--time and place, place of burial, officiating chaplain, pall bearers, local arrangements for out of town guests and next-of-kin.

WNRC Accession 024-7300020 Box(es) 2-4  
024-7600007 1-1  
024-7900023 1

Destroy immediately.

12. VIP and Group Funeral Files, 1940-67. 1 cubic foot. Arranged by funeral.

Records relating to ten group funerals (including the World War II and Korean War "unknowns" and casualties from USS Liberty, USS Oriskany, and USS Forrestal) and eleven VIP funerals (including RAdm. Richard E. Byrd, Secretary of Navy Frank Knox, and Deputy. Defense Secretary J.T. McNaughton). The files include arrangements for the funerals, list of guests and honorary pall bearers, programs from the servigues,

arrangements made to accommodate next-of-kin, photographs, and published obituaries.

WNRC Accession 024-7300020 Box 1 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

13. Records Relating to the Reinterment of Overseas Dead, 1948-50.  
1 cubic foot. Arranged by type of record.

Information copies of shipping lists, reinterment sheets, and other lists of name sent to Bupers by the Office of the Quartermaster General (Army), who was responsible for the final disposition of World War II overseas dead.

WNRC Accession 024-7300020 Box 1 (partial)

Destroy immediately.

#### Decorations and Medals Branch

14. Correspondence Relating to US Navy Awards to Members of Armed Forces of Foreign Nations, 1942-63. 10 cubic feet. Arranged alphabetically by country (Argentina to Yugoslavia), thereunder chronologically. There is one "miscellaneous" file at the end of the series.

Copies of citation, background correspondence relating to the foreign recipient, and "clearances" from the State Department, DIA, and ONI concurring in the award. Virtually all of the awards are for commendable or meritorious service, mostly awards of Legions of Merit to foreign naval officers.

WNRC Accession 024-66A4496 Boxes 1-5 (partial)  
024-72A5370 1-6

**PERMANENT.** Transfer to the National Archives immediately.

15. Eligibility Lists for Service Medals and Engagement Stars, 1942-61.  
3 cubic feet. Arranged by engagement, area of operation, or authorizing command (eg., Makin Raid, Convoy SC 107, Philippine Islands, COMNAVFE).

Essentially consists of lists of ships and other Navy and Marine Corps units eligible for particular service medals, engagement stars, and other unit awards. The list also includes dates of



service eligibility. The records relate to World War II operations and campaigns, but include some Korean War awards as well.

WNRC Accession 024-64A3206                      Boxes 1-2  
                  024-66A4496                      5 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

16. Case Files for Navy Unit Commendations and Presidential Unit Citations, 1941-53. 11 cubic feet. Arranged in two chronological subseries (1941-45 and 1950-53), thereunder alphabetically by name of ship or unit designation.

The file for each ship or unit generally includes a copy of the unit citation, list of component or attached units, and list of names of personnel with those units who are eligible for the award. These files were basically compiled to keep track of those individuals eligible for awards, those sent their decorations by BUPERS, and those who actually received decorations (some were returned to the Bureau unclaimed).

WNRC Accessions 024-0015878                      Boxes 1-10  
                  024-0013333                      1 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

17. Case Files of World War II Awards by Delegated Authority, 1941-48. 34 cubic feet. Arranged by delegated authority (eg., COM 7th Fleet, Commander Marianas-Gilberts, or Comsopac), thereunder by serial number (essentially chronological by date of award).

Each case file ("serial") relates to one or more Navy personnel and includes citations, recommendations, information on previous individual awards, and endorsements up the chain of command. These largely relate to group awards to ships' crews and flying personnel of aviation squadrons; most are for Distinguished Flying Crosses and Air Medals.

WNRC Accession 024-0007544                      Boxes 1-34

**PERMANENT.** Transfer to the National Archives immediately.

18. Awards of Purple Hearts to Navy Enlisted Personnel, 1941-45. 14 cubic feet. Arranged in two subseries; one for wounded personnel, the other for deceased; thereunder alphabetically by surname.

Cards (4 x 6 inch) which include name, rank, service number, date and place of wound or death, next-of-kin, and the date on which the

Purple Heart medal or certificate were forwarded to the sailor or his next-of-kin by Bupers.  
[The boxes housing these cards are half-boxes.]

WNRC Accession 024-0012883      Boxes 1-29

Destroy immediately.

19. Decorations and Awards for Naval Officers, 1915-55. 14 cubic feet. Arranged in three subseries; Purple Hearts (one box), general summaries (ten boxes), and Naval Reserve Medals (three boxes), thereunder alphabetically by surname.

These are three card files (3 x 5 inch and 4 x 6 inch), each card containing information about a naval officer, his service, and eligibility for or actual award of a particular decoration. The general summaries list campaign, service, meritorious, and heroism awards earned by each officer.

WNRC Accession 024-0013451      Boxes 1-14

Destroy immediately.

#### Inspector General

20. Inspection Reports of Bupers Activities, 1959-80. 6 cubic feet. Arranged by activity; through 1966 principally numbered Naval Districts, subsequent to that date by specific activity being inspected.

Reports by the Bureau IG describing conditions at individual activities and installations, and follow-up correspondence relating to implementation of the inspectors' recommendations.

WNRC Accession 024-68A6475	Boxes 1-2
024-71A2498	1
024-7800006	1-2
024-8200082	1

**PERMANENT.** Transfer to the National Archives immediately.

#### Boards and Committees

21. Records of Naval Aviator Evaluation Boards, 1970-80. 8 cubic feet. Arranged chronologically by the date the boards met.

Copies of field board evaluation proceedings held to determine the fitness of naval aviators (pilots and navigator/bombardiers) to retain their flight status. Each file includes statements for the record by the aviator being evaluated, their superiors, instructors, flight surgeons, and peers, as well as written

critiques of their performance during individual flights. Some of the cases involve aviation cadets trying to earn their wings, other cases involve violations of safety procedures, others entail personal, physical, or psychological problems, and others are more administrative, involving aviators with desk jobs unable to fly sufficient hours per month to retain proficiency.

[Box 4 of Accession 85-009 contains orders and correspondence of Pers 43B for 1981 which should be destroyed during archival processing.]

WNRC Accession 024-8400035	Boxes 1-4
024-8500009	1-4

**PERMANENT.** Transfer to the National Archives immediately.

22. Personnel Security Review Board Proceedings, 1951-61. 3 cubic feet. Arranged alphabetically by name.

Reports and dossiers on 58 individual officers and enlisted personnel assembled by local review boards and forwarded to the Bureau of Personnel for review and action. The dossiers include Office of Naval Intelligence background information and National Agency check data relating to the individual's possible membership

in or association with Attorney General's List organizations. Depending on the findings, some lost security clearances or were discharged from the service.

WNRC Accession 024-7600012	Box(es) 1
024-7600013	1-2

Destroy immediately.