

New Client Packet

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To help you begin your World War II Soldier research project with greater ease, save you time, money and frustration, especially if the records burned, I have compiled several forms and checklists to help you pull information together. The more information you are able to provide up front, the easier it is for me to research the service. This also helps me not duplicate work you have already done.

The most important pieces of information you can provide include:

- _____ Full name of soldier
- _____ Dates and places of birth and, if applicable, death
- _____ Service Number
- _____ Unit(s) in which he or she served, down to the company level if possible with the dates you believe the soldier was in that unit. This information is often found on the Discharge and Separation Papers or Individual Deceased Personnel File (IDPF)
- _____ Names of training camps, forts, bases, stations, or ships and approximate dates at locations
- _____ Copies of all documents and letters that contain any service clues, photographs, or links to websites where information is located. Even the smallest mention of service can help move research forward. These items are especially important if you wish to have me write a book about your soldier at the completion of the project.

Where can you find the information I seek? This packet includes several documents to help you locate sources within your home and online. These include:

- Military Service Questionnaire
- Military Home Source Checklist
- Military Records Online Checklist
- Home Front Materials and Public Resources

What is the best way to get me the information you have gathered?

The fastest way is for you to scan the documents, letters, photographs, etc. and upload them to a folder on DropBox, a free resource. (<http://dropbox.com>) Then share the folder to me at research@wwiirwc.com. Please ask me if you need assistance creating a DropBox account and folder. You can also transfer files via WeTransfer or other means.

Another option is to snail mail me copies of the documents and photographs. Please do not send original materials. My address is on my client contract.

I'm looking forward to helping you with your project!

Jennifer Holik
info@wwiirwc.com

Military Service Questionnaire

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Please complete as much of this form as possible. Much of this information can be found on the Separation/Discharge Paper issued to the soldier upon the end of his or her service. The information may also come from family sources and the Individual Deceased Personnel File (IDPF). Attach additional blank sheet if needed.

Basic Information

Name of Soldier _____

Service Number _____

Branch of the service _____

Unit(s) and dates of service _____

Date of and Place of Birth _____

Names of parents _____

Name of spouse (if applicable) _____

Service Information

Date and place of enlistment _____

Address at enlistment _____

Date and place of separation _____

Type of Separation: Honorable Dishonorable

Address at discharge _____

Date and Place of Death _____

If soldier was killed in action, temporary burial location: _____

Permanent burial date and place: _____

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Was soldier ever declared Missing in Action? Please provide details.

Was soldier ever a Prisoner of War? Please provide details.

Battles _____

Service outside continental U.S. _____

Ships on which the soldier served or was transported, with dates _____

Decorations and Citations. Please provide the battles, reason(s), and dates for each decoration or citation received.

Wounds received _____

Prior Service _____

Training

Military Occupational Specialty (MOS)/Job _____

Service Schools Attended _____

Post-World War II Information

Additional Service after WWII _____

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Did the soldier belong to any veterans or military organizations post-WWII? List those.

Additional Remarks

Discuss what you know about this soldier's service and what questions you have in the space below. Please list all the documents you have obtained and major resources searched. (American Battle Monuments Commission website, Unit Histories, Morning Reports, After Action Reports, S-Journals, Maps, IDPFs, X-Files)

Military Home Source Checklist

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Now that you have completed the military questionnaire, it is time to explore the many possible resources with your home or the homes of your relatives in which you might locate additional clues to military service.

- | | |
|---|---|
| <input type="checkbox"/> Bibles | <input type="checkbox"/> Navy Cruise Books |
| <input type="checkbox"/> Burial Flags | <input type="checkbox"/> Newspaper Articles |
| <input type="checkbox"/> Cemetery Records | <input type="checkbox"/> Obituaries |
| <input type="checkbox"/> Church Records | <input type="checkbox"/> Pension Records |
| <input type="checkbox"/> Company Newsletters | <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Country Guides | <input type="checkbox"/> Postcards |
| <input type="checkbox"/> Diaries & Journals | <input type="checkbox"/> Probate Records |
| <input type="checkbox"/> Employment Records | <input type="checkbox"/> School Records |
| <input type="checkbox"/> Family Genealogies | <input type="checkbox"/> Scrapbook |
| <input type="checkbox"/> Family Medical Records | <input type="checkbox"/> Souvenirs |
| <input type="checkbox"/> Fraternal Organization Records | <input type="checkbox"/> State-Level War Participation |
| <input type="checkbox"/> Funeral Books | <input type="checkbox"/> Certificate |
| <input type="checkbox"/> Funeral or Mass Cards | <input type="checkbox"/> Uniform Buttons |
| <input type="checkbox"/> Headgear | <input type="checkbox"/> Uniform Patches |
| <input type="checkbox"/> Headstones and Markers | <input type="checkbox"/> Unit Association Websites |
| <input type="checkbox"/> Home Movies | <input type="checkbox"/> (Reunion materials) |
| <input type="checkbox"/> Identification Tags | <input type="checkbox"/> Unit Awards |
| <input type="checkbox"/> Insignia | <input type="checkbox"/> Unit Histories |
| <input type="checkbox"/> Insurance Records | <input type="checkbox"/> Unit Newsletters Created Overseas |
| <input type="checkbox"/> Letters | <input type="checkbox"/> Unit Photographs |
| <input type="checkbox"/> Maps | <input type="checkbox"/> V-Mail |
| <input type="checkbox"/> Memorial Notices | <input type="checkbox"/> VFW and Other Veteran Group |
| <input type="checkbox"/> Military Citations | <input type="checkbox"/> Records (see ____ Fraternal & Military |
| <input type="checkbox"/> Military Equipment | <input type="checkbox"/> Organizations) |
| <input type="checkbox"/> Military Medals & Ribbons | <input type="checkbox"/> Wartime Telegrams |
| <input type="checkbox"/> Military Medical Records | <input type="checkbox"/> Weapons |
| <input type="checkbox"/> Military Pocket Guides | <input type="checkbox"/> Wedding Album |
| <input type="checkbox"/> Military Separation Papers | <input type="checkbox"/> World War II Bonus Applications |
| <input type="checkbox"/> Military Uniforms | <input type="checkbox"/> World War II History Books |
| <input type="checkbox"/> Military Unit Newsletters or | |
| Newspapers | |

Military Records Online Checklist

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After completing the military service questionnaire and exploring home sources, also check online sources for digitized records which often contain clues. Name, rank, unit, serial/service numbers and dates of changes in unit are important clues.

The purpose of this list is to provide ideas on where to find information available in digital format.

The most popular websites for this type of information include: American Battle Monuments Commission (ABMC), Ancestry.com, FindAGrave, Fold3.com, National Archives, and Newspapers.com. This is **not** an exhaustive list of online websites or record sets. Websites change daily and it is impossible to track every change to records online.

- | | |
|---|--|
| ____ American Battle Monuments Commission (ABMC) | ____ U.S., War Department, Press Releases and Related Records, 1942-1945 |
| ____ Army Enlistment Database | ____ U.S. WWII Jewish Servicemen Cards |
| ____ Army Registers, 1798-1969 | ____ Utah, Death & Military Death Certificates, 1904-1961 |
| ____ BillionGraves entries | ____ Veterans Affairs BIRLS Death File |
| ____ FindAGrave entries | ____ WWII Bonus Case Files (Veteran Compensation Applications) |
| ____ Foreign Burial of American War Dead | ____ WWII Cadet Nursing Corps Card Files |
| ____ Headstone Applications, 1925-1963 | ____ WWII European Theater Army Records |
| ____ Honolulu, Hawaii, National Memorial Cemetery of the Pacific (Punchbowl), 1941-2011 | ____ WWII Foreign Military Studies |
| ____ Individual State Casualty Lists | ____ WWII JAG Case Files |
| ____ Marine Corps Muster Rolls | ____ WWII Missing In Action or Lost at Sea |
| ____ Medal of Honor Receipients, 1863-2013 | ____ WWII Naval Press Clippings |
| ____ Missing Air Crew Reports | ____ WWII Navy, Marine Corps and Coast Guard Casualties, 1941-1945 |
| ____ Newspapers: Memorial Notices and Obituaries, Lists of Prisoners, Missing and the dead, Battle information. | ____ WWII Prisoners of the Japanese, 1941-1945 |
| ____ New York National Guard Records | ____ World War II Prisoners of War Data File, 12/7/1941 - 11/19/1946 |
| ____ Pearl Harbor Muster Rolls | ____ WWII Submarine Patrol Reports |
| ____ Stars and Stripes Newspapers | ____ WWII U.S. Navy Muster Rolls |
| ____ State Department Records - France | ____ Young American Patriots Military Yearbooks |
| ____ State Department Records - Russia | |
| ____ U.S. American Red Cross Nurse Files | |
| ____ U.S., Headstone and Interment Records for U.S. Military Cemeteries on Foreign Soil, 1942-1949 | |
| ____ U.S. Merchant Marine Applications for License of Officers, 1914-1949 | |
| ____ U.S. Navy Cruise Books | |
| ____ U.S. Rosters of WWII Dead | |

Home Front Materials & Public Records

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Exploring the life of our soldier also includes looking at life on the Home Front. What did the soldier's family endure and how did they assist the war effort? What materials might you find to describe life on the Home Front? What Public Record Resources may help complete your story? Incorporating these aspects into your soldier's story provides greater context to the war years.

Home Front Materials

- _____ Advertisements
- _____ Books
- _____ Buttons
- _____ Company Records and Newsletters
- _____ Greeting cards from military units in which your soldier served
- _____ Magazines
- _____ Music
- _____ Newspaper Articles
- _____ Photographs
- _____ Posters
- _____ Propaganda /Pamphlets
- _____ Radio Commercials and Programs
- _____ Ration Books
- _____ War Bonds and Stamps ephemera
- _____ WWII Army and Navy Kids Tattoo sheets

Public Record Resources

- _____ Separation Papers
- _____ Draft Registration cards
- _____ Local Histories
- _____ Local libraries
- _____ University collections
- _____ Museums
- _____ Historical Societies
- _____ Oral Histories
- _____ Search the collaterals