

CHECK LIST FOR MILITARY PERSONNEL

DATE 18 JUN 1944

SHIP NO. _____

CHECK LIST FOR MILITARY PERSONNEL

INTV. INITIALS _____

RANK Cpl. NAME Bence, Raymond E. Jr. ASN 11139308

A check up on my personal financial affairs with the PERSONAL AFFAIRS OFFICER AT STATION #3, NAW, ATC, DOW FIELD, BANGOR, MAINE, shows that I

Have	Not
X	
	X
	X

- Bought \$ 10,000 National Service or U.S. Government Life Insurance and Allotted \$ 6.40 of my Army pay for the monthly premium.
- Sent a letter, dated _____, to the Adjutant General listing the names of my commercial life insurance companies. (Officers only)
- Allotted \$ _____ of my Army pay for monthly premiums on life insurance with:
 - \$ _____ Life Insurance Co.
 - \$ _____ Life Insurance Co.
 - \$ _____ Life Insurance Co.

X	
	X
	X

- Advised my beneficiaries as to Government Requirements and Legal Safeguards. (Marriage & Birth Certificates, etc.)
- Arranged for Joint Ownership of Property.
- A joint checking account with _____ at _____

X	
X	
X	
X	
	X
	X

- Made a Class B allotment for purchase of War Bonds. \$ 7.50
- Made a Class E. allotment to my wife, bank, or 40.00
- Executed a General Power of Attorney.
- Executed a Will
- Suggested my wife make a Will.
- Suggested my wife buy life insurance on her life, or, change the beneficiary on her life insurance.

X	
X	
X	

- Filled in AGO Form #43 (Emergency Addressee Record) on _____
- Filled in AGO Form #41 (Gratuity Beneficiary Record) on _____
- Received this check sheet, and, copies of booklets entitled "Personal Affairs" & "Benefit Guide".

X	
X	
	X

- Personal Information file.
- Checked the list of requirements for foreign duty.
- Executed W.D. A.G.O. Form #625, "Application for Dependency Benefits". (Enlisted Men only)

Social Security No _____

Raymond E. Bence Jr.
Signature

For information on any specific item listed above, write to the PERSONAL AFFAIRS OFFICE at the above address.

A Suggested Check List for the Beneficiaries of Military Personnel

1. The Veterans' Administration Certificate of Insurance (VA Form No. 360), or, a signed copy of the application for National Service or U.S. Government Life Insurance (Application Form VA # _____, dated _____; insurance effective _____; and proceed payable to _____ if living, otherwise to _____)
2. A signed copy of the allotment for the monthly premium on the National Service or U.S. Government Life Insurance. (WD AGO Form No. 29 dated _____, effective _____ pay.)
3. A certified copy under seal of the public record of your marriage.
4. Birth Certificate for self.
5. Birth Certificate for children.
6. Birth Certificate for officer/enlisted man.
7. Officer's/enlisted man's Will, dated _____
8. Officer's/enlisted man's Power of Attorney, dated _____, naming _____ Attorney-in-fact.
9. A signed copy of the Class E allotment dated _____ allotting \$ _____ monthly to _____ effective with _____ pay.
10. Officer's/enlisted man's commercial life insurance policies.
11. A signed copy of the Class B allotment dated _____ allotting \$ _____ monthly for the purchase of War Bonds, effective with _____ pay.
12. Record of officer's/enlisted man's Social Security Number _____
13. Certified copies of any divorce decrees or adoption papers.
14. This check sheet, and copies of booklets entitled "Personal Affairs" & "Benefit Guide".
15. A signed copy of the Application for Dependency Benefits, WD AGO Form #625 dated _____ effective with _____ pay. (Enlisted Man only)
16. A copy of the VA Form # _____, dated _____, requesting conversion of the Gov't. Ins. from "5 Year Level Premium Term" to "Ordinary Life", "20 Payment Life", or "30 Payment Life".

FOREIGN DUTY CHECK LIST (W.D. Circulars 333 & 408)

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| <ul style="list-style-type: none">a. Identification Card.b. Identification Tags, two up to date.c. Immunization Register (WD MD Form No. 81) including Blood Type.d. Longevity Paye. Mileage or Per Diem.f. Dental Attention.g. Glasses, Extra pair. (Prescription)h. A.P.O. No. _____i. Passport, if required; visas.j. Seven extra copies of passport photographs.k. Report of Change (WD AGO Form 303). | <p style="text-align: center;">ADDITIONAL ITEMS, OFFICERS ONLY</p> <ul style="list-style-type: none">1. Pay Data Card.m. Increased pay because of parent's dependency (single officers only)n. Uniform allowances.o. Interview with Intelligence Officerp. Interview with QM Officer.q. Interview with Ordnance Officer. <p style="text-align: center;">ADDITIONAL ITEMS, ENLISTED MEN ONLY</p> <ul style="list-style-type: none">r. Soldier's Individual Pay Record. (WD AGO Form No. 28)s. Rental Allowance for Dependents. (EM 1st 3 Grades, AR 35-4520) |
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