

ADMINISTRATIVE REMARKS

1Nov65

USMC-35 Chicago, Ill.  
 DD Form 64 mailed this date upon  
 enrollment in USMCR(A).  
 Sel Sery Registration No. 11-56-47-171  
 Local Board No. 55  
 Address 147 W. Paulina St., CHGO  
 LtCol., RO  
 3Jan66

USMC-35, Chicago, Ill.  
 Discharged 2022 to enlist regular MC-58B  
 Retained authority MCO 1150.370 honorable  
 2ndlt., USA  
 3Jan66

31 MAY 66

I have been informed and indicated that I am available  
 aboard ship/government aircraft and I am available  
 "OWNS" for service on or about 21 JUN 66  
 I further understand the provisions of Art. 31, UCMJ, and  
 "Any person subject in this code who attempts to  
 desert under the provisions of a ship, aircraft, or post, and  
 while he is captured in the course of this to know that he  
 is subject to a court-martial may desert"

*James E. Stephens*

# GETTING THE MOST OUT OF WORKING WITH A RESEARCHER

6 JUN 66 ISSUED THIS PERMIT  
 (1) FIELD FACILITY  
 SIGNED *James Stephens*

and explained to me FOR/REG 7220.1 and  
 WCO/SAI Corps Order 2740.1 in regard to  
 monetary control regulations and control  
 of postal money orders and that I fully  
 understand the contents of the same.

JAMES STEPHENS  
 RASCO Co. 1st Lt., FMF  
 1st MarDiv (Rein), FMF,  
 ISSUED U. S. GOVERNMENT OPERATOR'S  
 PERMIT NO. 314 TO OPERATE  
 Veh. 2ten TO EXPIRE ON  
 31 Oct 67

EMBOSSING PLATE IMPRESSION

2179094

STEPHENS James (Last) (First) (Middle) SERVICE NO.

NAME (Last) (First) (Middle) SERVICE NO.

NAME (Last) (First) (Middle) SERVICE NO. (REV. 8-61) SUPERVISOR'S PREVIOUS EDITION WHICH WILL BE 1183

OPD - 276 0-10000 ADMINISTRATIVE

BROUGHT TO  
 YOU  
 BY

WWW.ARCHIVALRESEARCHERS.ORG

Understanding how to get the most out of working with a research professional can save valuable time and expense, allowing you to focus on advocating for your clients.

- **CLARIFY THE TYPE OF INFORMATION YOU REQUIRE**
  - Proof of active service (separation documents)
  - Placing your client/veteran at a specific place, time or event (assignment history)
  - Locating potential witnesses to an event or contemporary statements (unit records, accident reports, courts martial records, etc)
  - Images of military personnel file or service medical records (OMPF or outpatient, inpatient or mental health record)
  
- **RETRIEVAL OR RESEARCH? Evaluate the information your client has provided.**
  - **RETRIEVAL:** When you know exactly what record you need, have identified the custodial agency or facility, and have proper consent
    - Record can often be requested and reproduced by a professional researcher, on site at the facility.
    - File can be ordered from the custodial agency or National Archives
  - **RESEARCH:** suggest valuable documentation for a case in addition to retrieval.
    - Provide historical data to help jog client's memory of an event
    - Fill gaps in service records or records of illness/injury created by the service branch
    - Accurately interpret records
    - Locate an alternate or substitute document for a missing record
  
- **GET THE MOST OUT OF WORKING WITH A RESEARCHER**
  - Good researchers are responsive, and answer inquiries quickly.
  - Network with your colleagues if you need specialty research
  - Understand the fee structure. Research is uniquely tailored and highly individual.
  - Obtain required written proposals and quotes up front.
  - Clarify deposit and refund policies
  - Clarify any deadline and provide documentation for it. Response time is often out of control of the researcher, so be aware of this.
  - Understand the researcher's policy when records cannot be located.
  - Consider a research pro to coordinate obtaining records from multiple facilities.
  - Consider a specialist. A researcher that focuses on a specific branch or era may have a more in-depth knowledge of available records in their area of expertise.

The Archival Researchers Association mission focuses on promoting open access to primary source records and supporting appropriate funding for archives to maintain and preserve access. Our organization membership includes some of the most talented and knowledgeable researchers in the field of military records. As a convenience, we maintain a membership directory on our website to connect you directly with these professionals who adhere to a high professional standard.