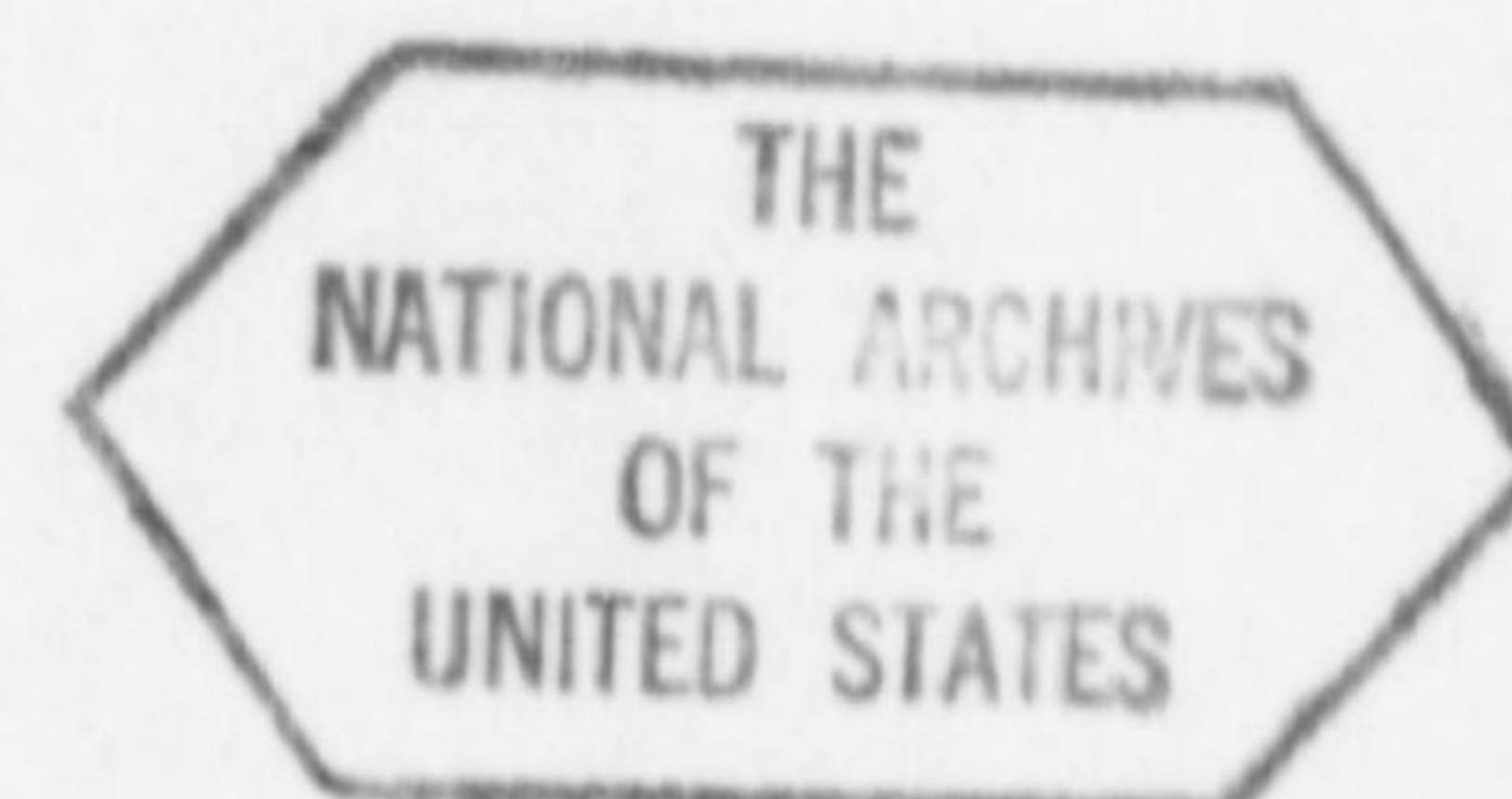


**GHQ/SCAP Records(RG 331)**  
**Description of contents**



- (1) Box no. 2395  
(2) Folder title/number: (82)  
220.46  
(3) Date: May 1951, Oct. 1951

(4) Subject:

Classification	Type of record
032	e

(5) Item description and comment:

(6) Reproduction:  Yes  No

(7) Film no.

Sheet no.



HEADQUARTERS  
HEADQUARTERS AND SERVICE COMMAND  
GENERAL HEADQUARTERS, FAR EAST COMMAND  
APO 500

WJD/wlw

30 October 1951

AG-P 220.46

SUBJECT: Check Sheet - Line of Duty Investigations

THRU: Chief, Civil Affairs Section, GHQ, SCAP, APO 500

TO: Chief, Kyushu Civil Affairs Region, APO 1105

1. Inclosed herewith are twenty-five (25) copies of a revised Check Sheet, to be used with all Line of Duty Investigations.
2. Any remaining stock of Check Sheets, previously forwarded will not be used.
3. A request will be submitted to this headquarters, ATTN: AG-P, when additional Check Sheets are needed.

BY COMMAND OF BRIGADIER GENERAL PEBURN:

25 Incl  
a/s

/s/t/ W. J. DICKINSON  
WOJG USA  
Asst Adj Gen

220.46 ( 30 Oct 51 )CAS-A

1st Ind

O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Chief, Kyushu Civil Affairs Region, APO 1105

LHW

25 Incls  
n/c

J. A. O'B.

K-024  
2 NOV 1951

2

CAS FILE COPY

HEADQUARTERS HEADQUARTERS  
HEADQUARTERS AND SERVICE COMMAND  
GENERAL HEADQUARTERS, FAR EAST COMMAND  
APO 500

WJD/wlw

AG-P 220.46

30 October 1951

SUBJECT: Check Sheet - Line of Duty Investigations

THRU: Chief, Civil Affairs Section, GHQ, SCAP, APO 500

TO: Chief, Kanto Civil Affairs Region, APO 500

1. Inclosed herewith are twenty-five (25) copies of revised Check Sheet, to be used with all Line of Duty Investigations.
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BY COMMAND OF BRIGADIER GENERAL PIBURN:

25 Incl  
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WOJG USA  
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CAS FILE COPY

220.46( 30 Oct 51 )CAS-A

1st Ind

2 NOV 1951

O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Chief, Kanto Civil Affairs Region, APO 500

LHW

25 Incls  
n/c

J. A. O'B.

K-022  
2 NOV 1951  
1

C H E C K S H E E T

DEATH OR INJURY - Report of Investigation, DD Form 261,  
1 May 50 and supporting documents.

(Name of deceased or injured upon whom report is rendered) (Investigating Officer's name and grade)

NO YES

SECTION I - DD Form 261

- \_\_\_ \_\_\_ Top of Form Is inapplicable AR reference crossed out? Is date entered?
- \_\_\_ \_\_\_ Par 1 Is entry identical to headquarters which issued the special orders appointing the Investigating Officer, including APO? For example: "Headquarters, Headquarters and Service Command, General Headquarters, Far East Command, APO 500"?
- \_\_\_ \_\_\_ Par 2 Is applicable word checked?
- \_\_\_ \_\_\_ Par 3 Is applicable addressee checked?
- \_\_\_ \_\_\_ Par 4 Is applicable block checked?
- \_\_\_ \_\_\_ Par 5,6,7,8 Is the name (Last, first and middle initial), service number, grade and organization correctly entered?
- \_\_\_ \_\_\_ Par 9 Are the names of other military personnel listed? (Applicable only to persons directly concerned, not witnesses)
- \_\_\_ \_\_\_ Par 10 (a) Is hour, date and place of injury or death entered?  
(1)(2)(3)
- \_\_\_ \_\_\_ Par 10 (a)(4) Are the circumstances of the injury or death entered?
- \_\_\_ \_\_\_ Par 10 (b) Is entry identical with diagnosis of cause of death or natures of injuries on the Medical Officer's certificate? (References to a supporting paper is insufficient)
- \_\_\_ \_\_\_ Par 10 (c) Is applicable block checked? (ie: Pass considered not present for duty)
- \_\_\_ \_\_\_ Par 10 (c) Is indication consistent with certificate of organization commander?
- \_\_\_ \_\_\_ Par 10 (d) Is applicable word only checked?

NO YES

SECTION I - DD Form 261 (Cont'd)

- \_\_\_ \_\_\_ Par 10 (d) If individual was present for duty is entire sentence crossed out and the word "Inapplicable" entered after the deleted sentence?
- \_\_\_ \_\_\_ Par 10 (d) If the individual was absent with authority or AWOL is the date and hour on which absence commenced entered? Is the date and hour consistent with certificate of organization commander?
- \_\_\_ \_\_\_ Par 10 (d) If individual was absent with authority or AWOL, is the date and hour on which absence ended entered? Is it consistent with certificate of organization commander?
- \_\_\_ \_\_\_ Par 10 (e) Is applicable block checked?
- \_\_\_ \_\_\_ Par 10 (f) Is applicable block checked? Is entry consistent with Medical Officer's certificate?
- \_\_\_ \_\_\_ Par 10 (g) Does entry include indications as to number of exhibits attached? (For example: Tabs A Through H attached)
- \_\_\_ \_\_\_ Par 11 Is block checked in applicable line only?

\_\_\_ \_\_\_ SIGNATURE OF INVESTIGATING OFFICER: Is the signature of the investigation officer entered on the line provided therefore?

\_\_\_ \_\_\_ Is the name of the investigating officer typed in the line below his signature?

\_\_\_ \_\_\_ Is his grade, branch and service number typed immediately below his typed name?

\_\_\_ \_\_\_ Is the signature of the Investigating Officer consistent, with the name of the officer appointed as Investigating Officer by supporting copy of Special Orders?

SECTION II - CONDUCT OF THE INVESTIGATION

Tab A - Index of Exhibits:

\_\_\_ \_\_\_ Is index of exhibits attached as Tab A with each copy of DD Form 261?

Tab B - Summary

\_\_\_ \_\_\_ Is summary of the Investigating Officer included with each copy of DD Form 261 and marked Tab B?

NO YES

SECTION II - CONDUCT OF THE INVESTIGATION (Cont'd)

Does the summary contain a complete narration of the incident, substantiated by supporting evidence? (Including, who, when, where, what and how, the cause, responsible person(s), and whether or not there was any negligence or misconduct involved if so, by whom?)

Does the summary give the reason for the findings of the Investigating Officer?

Does the summary contain a statement whether all material witnesses were interrogated and sworn testimony obtained?

Does the summary list all material witnesses, whose testimony was not obtained, by full name, address and relative connection with the incident? Does it state the reason why testimony was not obtained?

In the event the individual upon whom the report is rendered was guilty of any violation indicated on DD Form 261, does it clearly describe the violation?

Is each copy of the summary signed and the name, grade and branch of service of the Investigating Officer typed below his signature?

Tab C - Orders Appointing the Investigating Officer:

Is copy of special orders appointing the Investigating Officer included with each copy of DD Form 261?

Is the special orders published by a command authorized by paragraph 3b AR 345-415 or paragraph 19a(1) AR 600-550, as amended?

Does the special orders clearly specify the matter to be investigated and the scope of the findings required?

Does the special orders specify the AR requiring the investigation? (AR 345-415 or AR 600-550)

Is the Investigating Officer, appointed by the special orders, an officer other than the individual's organization commander?

Tab D - Certificates of the Medical Officer and Other Medical Evidence:

Reference Exhibit B, SR 600-140-1 dated 18 Jul 51.

Is certificate of the Medical Officer included with each copy of DD Form 261?

NO YES

SECTION II - CONDUCT OF THE INVESTIGATION (Cont'd)

\_\_\_ \_\_\_ In death cases, is report of autopsy attached to each copy of DD Form 261, as required by par 19b, AR 600-550, as amended?

\_\_\_ \_\_\_ In cases of attempted suicide and other cases where mental competence is questioned, is certificate of psychiatrist attached to each copy of DD Form 261? (If a psychiatrist is not available, the mental examination will be conducted and certificate rendered by a Medical Officer.)

\_\_\_ \_\_\_ Is the name, grade, branch of service and official capacity of the Medical Officer rendering the certificate clearly indicated?

\_\_\_ \_\_\_ Is certificate signed?

\_\_\_ \_\_\_ If a certified true copy, does it indicate the original was signed and is the certification signed by the certifying officer?

\_\_\_ \_\_\_ If a civilian physician was the first to attend the individual after the incident, has an affidavit from him been obtained, indicating the place, date and hour of examination, diagnosis made, and condition of the individual with respect to intoxicants and/or narcotics at the time of examination?

Copy of Summary Court Inquest:

\_\_\_ \_\_\_ In cases where an inquest is required, (par 20, AR 600-550), is a copy of the report of inquest attached to each copy of DD Form 261?

Tab E - Certificate of Immediate Commanding Officer as to Duty Status

Reference Exhibit C, SR 600-140-1, dated 18 Jul 51.

\_\_\_ \_\_\_ Is a certificate of the organization commander, relative to duty status, included with each copy of DD Form 261?

\_\_\_ \_\_\_ Is the organization and APO indicated?

\_\_\_ \_\_\_ Is the name, grade and service number of the individual upon whom rendered, correctly indicated?

\_\_\_ \_\_\_ Is the grade, branch of service, and official capacity of the officer rendering the certificate clearly indicated?

\_\_\_ \_\_\_ Is certificate signed?

\_\_\_ \_\_\_ If a certified true copy, does it indicate the original was signed?

\_\_\_ \_\_\_ Is the certification signed by the certifying officer?

\_\_\_ \_\_\_ Is copy of morning report entry, if applicable, attached to each copy of DD Form 261, marked Tab E1?



NO YES

SECTION II - CONDUCT OF THE INVESTIGATION (Cont'd)

Tab F - Testimony of Witnesses:

Reference Exhibit D, SR 600-140-1, dated 18 Jul 51

\_\_\_ \_\_\_ Does the statement of the individual reported on indicate that in addition, he was advised of his rights under Section 105 of the Servicemen's Readjustment Act (Bul 10, 1944) 1944? (Title I - Chapter I, Sec 105. No person in the armed forces shall be required to sign a statement of any nature relating to the origin, incurrence, or aggravation of any disease or injury he may have, and any such statement against his own interest signed at any time, shall be null and void and of no force and effect.)

\_\_\_ \_\_\_ Do statements indicate witnesses were fully interrogated and all the facts of which the witnesses have knowledge, presented?

\_\_\_ \_\_\_ Are the statements sworn, dated and subscribed to and so stated thereon, and signed by the officer administering the oath?

\_\_\_ \_\_\_ Is the name, grade, branch of service and official capacity of the officer administering the oath, typed below signature?

\_\_\_ \_\_\_ If a certified true copy, does it indicate the original was signed by all required individuals? Is the certification signed by the certifying officer? (JAG BUL, Nov 1943, SPJGA 1943/16692)

Tab G - Maps, Photographs, or Sketches, etc:

\_\_\_ \_\_\_ Where applicable, are copies of maps, photographs or sketches, attached to each copy of DD Form 261? (Required in all vehicle accidents.)

SECTION III - MISCELLANEOUS

GENERAL:

\_\_\_ \_\_\_ In the event the individual upon whom the report is rendered was the driver of a motor vehicle involved in the incident, is a certificate by his organization commander included in the report? Does it indicate whether or not he was authorized to operate the vehicle for the purpose it was used and at the time and place the incident occurred?

\_\_\_ \_\_\_ Have sufficient copies of report been prepared on injury cases so that the original and one copy is furnished Hq & Sv Comd when Hq & Sv Comd is reviewing authority or that the original and three copies are furnished when Hq & Sv Comd has appointed the investigating officer?

NO YES

SECTION III - MISCELLANEOUS (Cont'd)

--- --- Have sufficient copies of report on death cases been prepared so that the original and four copies will be received at Hq, Hq & Svc Comd, CHQ, FEC, APO 500?

--- --- Are identical documents attached to each copy of DD Form 261?

--- --- Are the original copies of documents attached to original copy of DD Form 261?

--- --- Are all papers clearly and legibly written?

--- --- Have all erasures, strike overs, etc been initialed?

--- --- Are all papers properly classified as required by AR 380-5?

ONE (1) COPY OF THIS CHECK SHEET, PROPERLY INITIALED BY THE INVESTIGATING OFFICER, WILL ACCOMPANY EACH REPORT OF INVESTIGATION AT TIME OF FORWARDING TO HQ, HQ & SV COMD.