THE ALLIANCE OF MILITARY REUNIONS

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Military Reunions Handbook

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Military Reunions Handbook

This handbook is intended to assist military reunion group leaders in running their organizations. It incorporates material gathered from successful reunion groups from all services and eras. Our intention is to have it grow as we collectively learn more about subjects of interest to reunion groups and their leaders.

We want to make the existing chapters as good as they can possibly be, and we want to add new chapters that cover material of interest to reunion groups. We welcome your suggestions, and we especially welcome any material you would like to submit for inclusion. Whether you are a great writer or a not-so-great one, send us what you have. If we think it's suitable, we will polish it as necessary and include it in the next edition.

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Chapter 1 – Organizing Your Reunion Group

Military reunion groups almost always have a not-for-profit nature, and are typically organized as *informal associations* or as *corporations*. There are other forms of organization, but these two are the most common and most important. This paper presents basic information about both forms, and about becoming exempt from paying state and Federal taxes. The Alliance of Military Reunions provides it as a service to its members and seminar attendees. It does not, and is not intended to, replace the advice of attorneys, accountants, or other professionals in the fields of its subject matter. That having been said, it is common for reunion groups to organize without paying a penny to attorneys or accountants. There are many useful "do it yourself" books on the subject, and many professionals will offer their services at no charge to worthy organizations like military reunion groups.

Nonprofit Organizations

A nonprofit organization is one that does not pass its income to its members or shareholders, but uses that income to further a goal that benefits the community or some part of it. That doesn't mean that a nonprofit cannot be profitable. Many nonprofits make large profits on their operations, but those profits must not benefit private parties. They must be used to further the organization's stated goal. If a nonprofit disbands, no one except another qualified nonprofit organization can take over its assets.

There are benefits and drawbacks to being a nonprofit, as well as restrictions on the organization's activities. We can't cover them here, but none of them should be burdensome to the typical military reunion group. The Warda book mentioned below under *Incorporating* covers them in detail, as probably do many of the similar books.

Informal Associations

If you're a group of people who get together to do things, without any specific legal status, you are an *informal association*, sometimes called an *unincorporated association*. There are few restrictions on the activities of such groups, and as a general principle, each member of an informal association acts on his own in all matters, including legal ones.

If an informal association consists of just a handful of people, it doesn't need very much in the way of formal organization. As it gets larger, it often becomes useful to have some sort of formal structure. The standard guide for this is a book called *Robert's Rules of Order, Newly Revised* (RRONR). It's a 700-page paperback book, currently in its 10th edition. It is a useful guide to conducting business in any sort of organization, and includes valuable information on bylaws, organizational structure, conducting meetings, and other matters of concern to reunion groups.

RRONR is a big, fat, technical book, and though it's the "bible" of organizations, it has more content than some people need or want to deal with. Many simplified versions are available, including titles like *Robert's Rules for Dummies, Robert's Rules in Plain English, and Robert's Rules Simplified*. If you look for RRONR, or any of these books, on amazon.com, you'll also

see an array of books on related topics. Some of them might be available in your local public library.

If your reunion group is an informal association, it's a good idea for somebody to be familiar with one or more of these books. They are useful in conducting your basic business, and they are useful in helping you take the next step.

Incorporating

As your organization grows, or even if it remains very small, it can be useful to incorporate. Incorporating gives you a certain standing in the world, it lets you apply for some tax exemptions, and it provides significant legal protections. In most cases, for example, the officers, directors, and members of a corporation are protected from liability for the debts and obligations of the corporation.

When an organization incorporates, it is governed by state incorporation law. This law usually answers a lot of the questions that come up in such an organization, such as how many directors there must be, what is a valid quorum, and what are the rights of members. Informal associations must make up their own procedures for all these issues. RRONR and the other books above are even more useful for corporations than they are for informal associations.

You don't *need* an attorney to incorporate, but many organizations use one. If you are thinking about incorporating, you should do some research on the costs and benefits of using an attorney. Maybe one of your members is an attorney and can provide some advice for free.

The basic act of incorporating is to register as a corporation with the government of one of the states. Depending on the state, there is often an option to register as a nonprofit corporation, and most reunion groups should choose this option if it's available. You can incorporate in any state, but it's usually best to do so in the state where your organization's main office is located, even if the main office is just the group leader's house. The cost of incorporating can range from $10-$200, plus attorney's fees if you choose to use an attorney.

Incorporating without an attorney is easy and usually not expensive. There are self-help legal books that will show you how to do it. We have used *The Complete Nonprofit Corporation Kit,* by Mark Warda, Attorney at Law. If you search on amazon.com, you'll find it along with many other similar books. Your local public library might also have one or more of these books.

Using the Warda book for guidance, The Alliance of Military Reunions became a Pennsylvania Nonprofit Corporation, without the use of an attorney, for $125. We had to fill out a few simple forms, which took far less than an hour to research and complete. Once we could say we're a Pennsylvania Nonprofit Corporation, people began paying more attention to us.

Federal Tax Number (EIN)

If you are planning to incorporate, you need a Federal Employer Identification Number, even if you have no employees. There are some other conditions under which you should have or want an EIN. There's little reason *not* to get one, since getting an EIN is free and can be accomplished online. You get your number and a certificate during the online application session. Details are at http://www.irs.gov/businesses/small/article/0,,id=97860,00.html

Tax Exemption

Some of the main advantages of being a nonprofit organization involve exemptions from paying certain taxes. Not all of these exemptions require the organization to be incorporated, but it is generally easier for corporations to get them—if you're a nonprofit corporation, you don't have to answer as many questions about your activities.

The available tax exemptions depend on the type of organization and the state in which it is located.

Income received by most nonprofits is not subject to state or federal income tax if they successfully apply for and are granted an exemption. In most states, nonprofits can get an exemption from paying sales and use taxes on items that the organization purchases. These exemptions can sometimes apply to reunion activities, once again depending on getting exemptions in the state where the reunion is held.

Perhaps more important than being tax exempt, contributions made by taxpayers to certain types of nonprofits are deductible on the donor's income tax return. This can be an important incentive to make contributions to your reunion group.

Exemption from state taxes varies from state to state. It is briefly covered in the Warda book and probably also the others.

Although it is commonly thought that the IRS grants tax exemptions to nonprofit organizations, technically the IRS merely checks to see whether an organization is exempt. The exemption has already been granted by Congress, and the IRS's only role is to recognize it.

Having your exemption recognized is an important and somewhat complicated process, but can be worthwhile for many military reunion groups. You will need to read and understand some tax regulations to spell out a purpose for your organization that complies with the law. If you know of any attorneys or accountants who offer low cost or free services to nonprofits, you should consider using their services.

Whether you use such professionals or not, you should become familiar with some of the key IRS publications that are available from www.irs.gov/formspubs/index.html. As you wade through the details, keep in mind that you will probably want to apply to be recognized as a 501(c)(3) charitable organization, a 501(c)(19) veterans organization, or a 501(c)(7) social or recreational club. The rules for the latter two are not as strict as those for the more well-known 501(c)(3) groups. The 501(c)(19) veterans organization status is particularly well-suited to military reunion groups.

The most important IRS publications are

- Publication 557 – Tax-Exempt Status for Your Organization
- Package 1023 – Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code
- Package 1024 – Application for Recognition of Exemption Under Section 501(a)* For organizations described in sections: 501(c)(2), (4), (5), (6), (7), (8), (9), (10), (12), (13), (15), (17), (19), and (25) of the Internal Revenue Code
- Form 8718 – User Fee for Exempt Organization Determination Letter Request

These publications, especially the first one, should help you puzzle out what you need to do to apply for Federal tax exemption. As of this writing in October, 2009, the fee to apply for a determination letter is $300 for organizations with expected gross annual receipts of $10,000 or less, and $750 for others.

Chapter 2 – Finding New Members

This paper discusses proven ways to find new members for your reunion group. It is based on lessons learned by the USS Rankin Association, which started in 2003 with three members and today has over 1,200. The Alliance seeks to learn a lot more about this subject, so if you have something to contribute, please let us know.

The USS Rankin (AKA-103) was an Attack Cargo Ship, in commission from 1945-1947 and 1952-1971. The size of her crew varied over time, but typically included about 25 officers and 250 enlisted men. Rosters the Association has obtained from the National Archives list the names of 3,873 men. These shipmates' status at this writing is:

1,273	**33%**	**Known alive**
442	**11%**	**Known deceased**
2,158	**56%**	**Unknown**
3,873	**100%**	**TOTAL**

Our collection of enlisted rosters is extensive but not 100% complete, and we think we're missing the names of about 100 enlisted men. Counting those missing names, we've found 1,242 out of about 3,500 enlisted crew members, or about 35%. Our collection of officer rosters is extremely complete, and shows that 473 officers served aboard USS Rankin during her 21 years in commission. We have found, living or deceased, every single one of them. The last one we found was Lieutenant (junior grade) John Smith.

Our methods of finding shipmates have included making hundreds of telephone calls and mailing thousands of reply postcards. We've also found shipmates by putting our reunions in military publications and by operating an informative web site. We even found one in Home Depot, when he introduced himself to a member who was wearing a USS Rankin hat. We think we know a lot about finding new members, and we want to share what we know with members of the Alliance.

Traits of successful searchers

The search for people can be extremely rewarding for all concerned. Sometimes it's surprisingly easy, but often it takes diligent detective work. The key to finding new members is to have the right people in charge of looking for them.

Successful searchers need to be dedicated to finding missing comrades, and they need to have tenacity, patience, and skill. The skill comes with practice, but the other traits seem to be inborn, or at least built into the personality of the searcher.

Most of the USS Rankin's success came from the efforts of two people—the head of the Association and the daughter of one of the ship's former officers. Three or four others helped substantially in the early days, and a few people did well at finding some of their buddies, but the bulk of the work was done by two dedicated individuals. If you can find a team like that, you can be very successful at finding members.

The four types of searching

It's useful to consider four basic types of searching: passive vs. active, and individual vs. massive.

Passive searching takes effort to set up, but then you just sit back and wait for people to contact you. It includes methods like having a web site and listing your reunions in magazines. Sometimes it works pretty well, but it doesn't often find very many people.

Active searching requires you to put effort into finding people. When you're tracking down a former buddy, you're doing an active search. When you're making mass mailings or doing telephone campaigns, you're also doing an active search.

Individual searching focuses on one or a few specific people. If you're serious about finding them, you just work and work at it, following every lead that comes up. You probably spend a lot of time on the telephone, and a lot of time searching the Internet. If you never give up, the odds are good that you'll find your man or men. When you're looking for Joe Bagadonuts or five members of your old platoon, you're doing individual searching. All those USS Rankin officers were found by individual searching.

Massive searching focuses on finding lots of people, rather than specific individuals. You can't spend too much time or money on any one person—there are just too many of them. You have to focus on reaching the maximum number of people at a reasonable overall cost and effort. When you're looking for everyone who served in Bravo Company during the Korean War, or for all the crewmembers of the USS Canberra, you're doing a massive search. Most of the USS Rankin Association's enlisted men were found by massive searching.

The two parts of every search

Regardless of the type of search you're doing, you have two distinctly different tasks: learning who you're looking for, and finding the people on that list. Learning who you're looking for can be as simple as remembering the name of a buddy, or as hard as getting rosters from government bureaucracies. Finding them can be as simple as Googling a name, or as hard as making a thousand phone calls. Since massive active searches require major efforts in both areas, the rest of this paper will focus on that type of search.

Learning who you're looking for

For massive searches, this means compiling a list of people who served with your ship or unit. It is definitely possible to get a complete or nearly complete list. Many reunion groups have done that, and you can do it, too. You can start small and work your way up, or you can try to get everything all at once.

The USS Rankin's search effort started small. It began in 2003 with a group photo of 27 Naval officers, taken in 1963. One of us had written all 27 names on the back of the photo, and five of us decided to find everyone in the picture, or at least we decided to try. To our great surprise, we found every last one of them, and we did it in only three weeks. Not bad, after forty years of being out of touch with one another.

This success inspired us to find other shipmates, which at first we did by remembering names. We got close to a hundred new names that way. As we found these people, many of them gave

us additional names, so the list kept growing and growing. One day someone sent us an official list of officers who were on the ship in May of 1967. We had never seen such a list before (or if we had, we'd forgotten about it). That led to asking everybody if they had rosters from *their* time on board. A few more official rosters worked their way out of the woodwork, which led to a search for the mother lode of such rosters. We found it at the National Archives in College Park, Maryland.

We learned that at the Archives, officer rosters from certain time periods are part of the ship's deck logs, and that Archives personnel will copy and mail them at a very reasonable cost. We also learned that enlisted rosters, plus officer rosters from time periods not in the deck logs, are on microfilm and are significantly harder to access—you have to go to the Archives and print the pages from the microfilm, or buy the microfilm for $64 a roll and do the printing locally. We did what it took to get the records we wanted, and after several months and several hundred dollars, we owned reasonably complete rosters of people who had served on the ship.

Afterwards we wrote a very complete guide to finding Navy shipmates. Among other things, it includes a detailed guide to finding information in the National Archives. You can download *How to Find Copies of Navy Crewlists* at http://ussrankin.org/crewlists.htm

While Navy records are kept in the National Archives, those for other services are kept elsewhere. These are said to be the primary locations, but we haven't verified them, and we don't know how to find records from these services:

- Air Force – National Personnel Records Center, St. Louis, MO

- Army – National Personnel Records Center, St. Louis, MO

- Coast Guard – National Archives, College Park, MD

- Marine Corps – Marine Corps Historical Center, Washington, DC

The Alliance wants to learn more about records for these services, and we want to pin them down as thoroughly as we've pinned down those for the Navy. If you'd like to work with us on that project, or if you can shed some light on any aspect of the subject, contact Skip Sander at (412) 367-1376 or email him at MilitaryReunions@aol.com

Finding the people on your list

Once you know who you're looking for, you can set your sights on finding them. This is where dedication, persistence and skill *really* come into play.

In most cases, the Internet will be your main tool for finding people. Sometimes you can find a person with a simple search on Google or Ancestry.com. We've found dozens of deceased shipmates in the Social Security Death Index at http://ssdi.rootsweb.ancestry.com, but haven't found a soul through Ancestry's other areas. Google has been similarly unproductive for us, but when we Googled "Steve Mamikonian," we got a hit that led us to finding him.

Those general purpose sites are fine as far as they go, but the Internet's specialized "people finder" sites are by far the most useful tool in finding missing comrades. There are many of these sites, and new ones pop up all the time. Those that have proved useful to the USS Rankin Association include Intelius.com, PeopleSearch.com, SuperPages.com, Switchboard.com, USSearch.com, Veromi.net, WhitePages.com, and ZabaSearch.com.

All the "people finders" require at least a last name to do a search. Many of them will also accept a first name, a middle initial, a state, city, or ZIP code, and occasionally an age. If you're looking for an unusual name like Dimitri Peritonitis, one of these sites can probably find him right away. If you're looking for John Smith, they won't be much help—there are just too many John Smiths.

Most of the people finders are free, but some charge $5-$20 to do a search, usually with no guarantee of results. The free ones often offer advanced searches for a fee, usually in the same price range. Some offer economical packages that allow an unlimited number of advanced searches for a day, a week, or other period of time.

The USS Rankin Association used Intelius' $19.95 "24-Hour Pass" program to find hundreds of former shipmates with these more thorough searches. In addition to the information provided on the "free" Intelius site, they provided the person's age, telephone number, address history, etc. We found them very well worth the money.

The people finders don't really "find" the person you are looking for. They just identify people whose names match his or hers. It's up to you to contact the person to see if he's the one you're looking for. You can do that by telephone, postal mail, or email, depending on how much information you have.

- **Email** is the easiest way to reach people, but email addresses are relatively hard to get. In our experience, most people finders do *not* provide email addresses.

- **Telephone** numbers are much easier to get than email addresses, but telephone calling takes very much more time and effort than emailing. Unfortunately, free people finder searches often don't include telephone numbers. The "paid" ones usually do.

- **Postal** addresses come with almost every search result. Depending on your skill, software, and equipment, postal mail can be easier or harder than telephone calling. Depending on the type of phone service you have, it can be cheaper or more expensive than telephone calling.

There are many specific techniques for using these three means to find your people. Unfortunately, there isn't time or space to cover them now. The Alliance hopes to develop a seminar course that talks about them in depth. If you have knowledge or experience that could be helpful in creating such a course, we are very interested in hearing from you. Contact Skip Sander at (412) 367-1376 or email him at MilitaryReunions@aol.com.

Another way to find people is to use a professional searcher. The cost of this can be high, but sometimes the results are worth it. The people search companies sometimes offer this service, as do private investigators and similar professionals.

A free "real person doing the research" service is Alliance member MILITARY & VETERAN SEARCH (www.how-to-find-your-military-buddy.com) based in Houston, Texas. MAVS was started by Debbie McCabe in 2001 to help people find friends and loved ones who were in the service. Sometimes the results are quick, sometimes it takes quite a bit of time, and sometimes, unfortunately, there is no resolution. Although the service is free, there are times when the number of requests is overwhelming and searches may take much longer.

Chapter 3 – Navy Crew Lists

This chapter tells, in specific, accurate detail, how to get lists of the officers and crewmembers who served aboard U.S. Navy ships. It also describes practical methods for finding the people whose names appear on the lists.

While crew lists aren't particularly difficult to get and use, published information on the subject tends to be incomplete, inaccurate, and not necessarily based on practical experience. This paper provides the "straight skinny"—The USS Rankin Association used it to find over 1,500 of the 3,859 people who sailed on their ship from 1945-1971, including every one of the 437 officers who served aboard the ship. So if want to find some shipmates, read on!

Navy Personnel Records

The records of personnel assigned to commissioned ships and other Navy units are retained forever in the National Archives, where many of them are accessible to the general public. This paper applies to all those records, but focuses on the ones created from 1941-1970, which is the period of easiest accessibility and greatest public interest. It describes the records in detail and gives step-by-step instructions for getting copies of those from 1941-1970. It includes sample pages from actual records in the National Archives. Appendix 2 contains information about records from other eras.

Crew List Basics

"Crew list" is a generic term used here for clarity and consistency; it is *not* an official term used by the Navy or the National Archives. As we define it, a crew list is any official document showing all personnel assigned to a ship as of a specific date, usually the last day of a month or calendar quarter. The official title of the document and the exact information it contains depend on the practices in effect when it was prepared. At the minimum, a crew list contains a date and each person's name, service number, and rank or rate and rating. There is often other information as well, and there are almost always separate lists for officers and enlisted personnel.

Crew lists from 1941-1970 are kept in the National Archives at College Park, Maryland, and are open to access in person or by mail. Earlier lists are kept elsewhere, and later ones are subject to privacy restrictions because they contain social security numbers.

This paper focuses on the 1941-1970 crew lists in the National Archives at College Park, which is but one of several National Archives locations. When the paper says "Archives," it is referring to the location at College Park. For information on crew lists kept elsewhere, see the Appendix on page 19.

Sample pages of crew lists in the Archives are shown on pages 22-28. Note that no two lists have the same official title—all of them are crew lists, but they have names like *Roster of Officers, Muster Roll of the Crew, Distribution Control Report, Distribution and Verification Report,* and the like. This reflects changing practices over the many years involved.

The Archives keeps crew lists on paper or microfilm, depending on the years and personnel groups they pertain to. From 1941-1956, officer lists are in loose-leaf paper Deck Logs, while enlisted lists are on microfilmed Muster Rolls. From 1957-1970, both officer and enlisted lists are on the microfilmed Muster Rolls. The officer lists in the paper Deck Logs comprise only a

fourth of the crew lists accessible at College Park, but accessing them is easier and much less costly than accessing the lists on microfilm.

About Deck Logs

A ship's Deck Log is a daily chronology for administrative and legal purposes. It is prepared aboard the ship, then submitted to the Navy chain of command; thirty years later it is placed in the National Archives. Deck Logs are *not* detailed records of the ship's mission and related activities, and for the most part they are not very interesting to read.[1] They contain records of the ship's position, course and speed, plus information about weather conditions, arrivals and departures of personnel, disciplinary procedures, administrative activities, and unusual happenings on board. Some typical log sheets are reproduced on pages 29-32. Physically, the logs are typed or handwritten on 10"x15" sheets, bound into loose-leaf volumes by month. A typical monthly volume has 35-50 pages, all legible and easy to photocopy. Visitors to the Archives cannot browse these volumes, but must request the staff to pull them individually from the shelves. For more information about Deck Logs, see the Appendix on page 19.

For the period 1941-1956, detailed rosters of all the officers on board are filed in the front of each ship's monthly Deck Logs. These are the only crew lists that are kept in paper form at the Archives. Some samples are reproduced on pages 22-23.

About Muster Rolls

The Archives' microfilmed Muster Rolls[2] contain all the crew lists not kept in the Deck Logs: enlisted lists from 1941-1970 and officer lists from 1956-1970. This represents about three-fourths of all the crew lists accessible at this location. In addition to monthly or quarterly crew lists, the Muster Rolls include daily records of personnel changes and a wide variety of other related documents, such as lists of embarked troops and other passengers.

Physically, the Muster Rolls are on reels of 16 millimeter microfilm. Each reel holds one or two year's worth of personnel records for one or several ships, so finding a given crew list can require sifting through a lot of other information. This can be a challenge at first, but it's easy once you get the hang of it. (A sample of the "other information" appears on page 33.)

Documents on a Muster Roll can be searched for, read and reproduced on a *microfilm reader-printer*. These are machines with large optical viewing screens coupled to printing mechanisms similar to those on copy machines. They are available in the Archives, at most college and university libraries, and at many large public libraries. There is often a charge for printing each page, and coin-operated machines are common. The machines are easy to use, and there is always someone around who can show you how to use them.

At the Archives, the Muster Rolls are kept in an area that is closed to the public; the staff will retrieve specific reels upon request. Most of the Muster Roll film is legible and makes usable printouts, but quite a bit of it is faded, blurred, scratched, or even unreadable, due to its age or the condition of the original documents. Some printouts from microfilmed Muster Rolls are reproduced on pages 24-28.

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[1] A frequent exception to this rule is the first log entry of the year: Navy tradition allows it to be written in verse, but it must contain all the information required by Navy Regulations. A sampling of these entries, from prosaic to truly poetic, is available at http://www.ussrankin.org/HTMLobj-2538/USSRankinNewYearsLogs.PDF

[2] Though the Archives calls these records "Muster Rolls," only the crew lists from WWII and before actually bear that title.

Getting Copies of Crew Lists

You can get copies of crew lists from 1941-1970 by mail or by visiting the Archives.

<u>Information you must provide</u>. To get information from the Archives, you must provide the name of the ship or unit and the dates of the records you are interested in. It's also helpful to provide the ship's hull number if you know it. For microfilmed records, you should provide the ship's *activity number,* which is available from Archives personnel.

<u>Getting crew lists by mail</u>. If you write a letter requesting officer rosters for specific months from 1941-1956, the Archives staff will locate them in the Deck Logs, photocopy them, and send them to you by First Class mail. Turnaround time is usually several weeks. The fee for this service is 50 cents per page, but the charge is usually waived if you request fewer than 20 pages. (One page typically lists 10-20 officers, depending on the era and the style of the list. So if your ship carries a complement of 25 officers, an officer list will probably be two or three pages long.)

All other crew lists are on reels of microfilmed Muster Rolls. The Archives staff does not search or print microfilmed records, but you can order one or more reels by mail, then use a microfilm reader-printer to search them and print the crew lists locally. The film costs $65 per reel, including shipping.

The first step in ordering copies or microfilm reels is to get a price quotation from the Archives. Do this by sending a letter requesting an estimate to:

> Modern Military Records Unit (NWCTM)
> The National Archives at College Park
> 8601 Adelphi Road
> College Park, MD 20740-6001

Your request should be as specific as possible, and should include

- The full name, address, and telephone number of the person making the request

- The name of the ship or unit, and the hull number, if you know it

- The dates of the records you are interested in (specific months for records from Deck Logs, specific years for microfilmed Muster Rolls)

- Anything else that will make your request easier to understand and respond to.

Until you are familiar with doing business with the Archives, we suggest that you limit your requests to under 20 pages of Deck Log records, and/or one or two reels of microfilm. In all cases, the Archives asks that requests be limited to five items per letter. One "item" consists of one type of file for one time period for one ship or unit. For example, a request for Deck Log officer rosters for the USS Neversail for July, October and December 1950, plus the USS Neversail Muster Roll reel for 1950 and the USS Rustbucket Muster Roll reel for 1951 would consist of five items.

When the Archives receives your letter, a staff member will locate and evaluate the records you are requesting, and will send you a *Quotation for Reproduction Services*. An actual request letter and the resulting quotation are shown on pages 34-35. When you return the quotation with your payment, the Archives will copy the records and return them to you. (Be sure to send your payment to the address specified on the quotation, which is different from the address to which you sent your original letter.) You should allow 10-12 weeks for the entire process, from sending your initial request to receiving the reproduced records.

Getting Crew Lists by Visiting the Archives. If you or a shipmate live in the Washington metro area, it may benefit you to visit the Archives in person. A productive visit will take the better part of a day. The National Archives at College Park is located at 8601 Adelphi Road, College Park, Maryland. Before your visit, you should spend some time on their web site, which contains a wealth of information about hours, location, transportation, parking, research procedures, etc.[3]

Your work at the Archives will be to find the appropriate Deck Logs or Muster Rolls, to search them for the information you need, then to copy it so you can take it home. Though it takes a while to learn the ropes, the work is not difficult for someone who is familiar with searching for information. Whoever visits should have the basic skills of finding information in a large library, and should be able to operate copy machines and similar devices. They should have photo ID and be prepared to comply with the Archives' rigorous security procedures.

The Archives staff is very helpful, but it can take an hour or more for them to retrieve the material you need. To make your life easier, we suggest that you call the Archives a day or two before your visit. They can brief you on what to expect, and they may be able to save you time by pulling your materials in advance. The telephone number of the Modern Military Records Unit is (301) 837-3510.

If neither you nor a shipmate can visit the Archives, you might consider using a commercial researcher. There are many of these people, often very familiar with the Archives and its procedures, who charge $35/hour and upward for their services. The Archives can provide a list upon request.

Finding the People on the Crew Lists

Once you have the crew lists you want, the next step is to get in touch with the people whose names appear on the lists. The ins and outs of doing that are beyond the scope of this paper, but you can start by using Internet "people finder" sites, then expand your efforts to include other means. All this takes work, but it can be extremely rewarding.

For example, The USS Rankin Association found over 1,500 former shipmates during its first two years of operation, including every single one of the 437 officers who ever served aboard the Rankin. Almost every person was extremely happy to hear from us, and we had over 300 former shipmates and guests at our first reunion. Financially, our former shipmates contribute over $10,000 per year to our cause.

There's much more to this success than finding crew lists and looking up people on the Internet, but those are the essential activities.

We've tried most of the free people finder sites on the Internet. Each of them is useful in its own way, but we've had the greatest success with the five that are listed below. To use them, you generally enter a first name and last name, with middle name or initial, city, state and other information optional on some sites. Here's how they worked at the time of this writing:

http://www.intelius.com – Free searches on this site return full name, city, state, approximate age, and names of others living in the same household. Search criteria include the middle initial, which is very helpful in finding the person you are looking for. Intelius is very useful for zeroing in on possible locations of the target individuals, who can be more precisely located at no charge by using whitepages.com or similar people finders.

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[3] http://www.archives.gov/dc-metro/college-park/index.html

If you are able to pay for your information and are looking for dozens or hundreds of people, Intelius' 24-hour unlimited search package for $19.95 is a great value. In addition to the above information, it returns the person's address, telephone number and date of birth, if known. We used this package to help us find about 900 former shipmates.

An Intelius search can return from zero to more than a hundred hits. As in all searches, their completeness and accuracy depend on what is in the underlying databases, and often one or more fields are blank. A good hit from the unlimited search package looks like this:

Name	Approx Age	Birth Date	Address/Phone	Last Reported	Neighborhood
MAYERS, JOHNNY **S**	42	09/24/1962	5678 39TH ST W		Avg. Income $36,165
MAYERS, ED **S**	64	04/09/1941	CLEVELAND, OH 44366	03/12/2002	
MAYERS, PHYLLIS J	61	01/02/1944			Avg. House Price
MAYERS, EDWARD **S**COTT	64	04/09/1941	Phone: (216) 505-1249		$96,100

http://whitepages.com – Free searches return names, addresses and phone numbers, but no information on age or other household members. Search criteria can include city and ZIP code if you know them. Free reverse searches are available for telephone numbers and addresses. If your target's name is reasonably uncommon, and/or if you are fairly sure where he lives, this is a very good site for finding him. We have used it extensively for finding shipmates, often after zeroing in on them through Intelius or U.S. Search.

A whitepages hit looks something like this. The links to more information typically lead you to sites that require payment for their searches, often $10 or more per name:

http://www.ussearch.com – Search criteria include the middle initial. Here are partial results of a free search for Louis F. Sander. We've used the age (in the third column) to identify likely candidates from the search results, then used www.whitepages.com to find them. Once again, the links typically lead to sites that require payment.

6	LOUISE H SANDER	-	ALLENTOWN	PA	Advanced Locator Instant Criminal Search Background Check
7	LOUIS F SANDER	72	BROOMALL	PA	Advanced Locator Instant Criminal Search Background Check
8	LOUIS F SANDER	72	WEST CHESTER	PA	Advanced Locator Instant Criminal Search Background Check
9	LOUIS F SANDER	66	PITTSBURGH	PA	Advanced Locator Instant Criminal Search Background Check

http://www.zabasearch.com – Search is by name and optionally by state. Results of free searches include name, address, and sometimes phone number and approximate age. This is a fairly new people finder, and it is very easy to use. It's often the first people finder we try when looking for a single shipmate. The results look like the sample below:

Note that some search sites also return names that are close to the one you have entered. This is sometimes helpful, but it can be confusing until you become familiar with it. By the way, Louis F. Sander was born in 1939, not 1942. Even though the year is wrong, it's close enough to let you know if he could have been aboard your ship in the year you are interested in.

http://ssdi.genealogy.rootsweb.com – This site accesses the Social Security Death Index, a list of most Americans who have died since the 1960s. It is useful for finding possibly deceased shipmates, though it doesn't positively identify them. An Advanced Search option allows you to enter dates and places of birth and death, if you know them. Here is a typical hit from this site:

Name	Birth	Death	Last Residence	Last Benefit	SSN	Issued	Tools
EDGAR J DOWLING	19 Jan 1941	20 Oct 1997 (P)	75080 (Richardson, Dallas, TX)	(none specified)	211-30-4968	Pennsylvania	SS-5 Letter Add Post-em Search Ancestry.com

http://gravelocator.cem.va.gov/j2ee/servlet/NGL_v1 – This National Gravesite Locator lets you search for burial locations of veterans and their family members in VA National Cemeteries, state veterans cemeteries, various other military and Department of Interior cemeteries, and for veterans buried in private cemeteries when the grave is marked with a government grave marker.

Contact Information

We hope this paper has been interesting and useful to you. If you are serious about finding your former shipmates, The USS Rankin Association will be pleased to share more of our knowledge and experience with you. We invite you to visit our web site at http://www.ussrankin.org. You can contact us there, or by emailing ussrankin@aol.com, or by writing The USS Rankin Association, c/o Louis "Skip" Sander, 153 Mayer Drive, Pittsburgh, PA 15237.

Appendix 1 – Using "Blue Books" in Finding Former Officers

Locating officers and former officers can be made easier by researching the "blue books" found in many large libraries. In most cases, the blue books can provide the officer's first, middle, and last names, all correctly spelled, along with his or her date of birth. When these specifics are known, it becomes much easier to find the person in Internet people finders, in the Social Security Death Index, and in other similar references. Proof of this is found in the experience of The USS Rankin Association, which has located every one of the 437 officers who served aboard the Rankin from 1945-1971. We couldn't have done it without the blue books.

This Appendix describes the blue books, tells where to find them, and gives useful tips for using them effectively.

What They Are

"Blue book" is the common name for the Navy's annual publication of detailed information about its officers. Over the years, these books were commonly published as paperbacks with light blue covers, hence the name blue book.

A more official name for the blue books is the "Navy Register," but the exact titles of the books are much longer and have changed many times over the years. Officers of the Navy, the Naval Reserve, and Marine Corps often appear in the same book, but sometimes they are in separate books with separate names. We have seen the titles in the table below, but we believe there are others as well:

Year	Title
1906	List and Station of the Commissioned and Warrant Officers of the Navy of the United States and of the Marine Corps, on The Active List, and Officers on the Retired List Employed on Active Duty
1941	Register of Commissioned and Warrant Officers of the United States Navy and Marine Corps
1947	Register of Commissioned and Warrant Officers of the United States Navy and Marine Corps
1949	Register of Commissioned Officers and Warrant Officers of the United States Naval Reserve and Marine Corps Reserve
1953	Register of Commissioned and Warrant Officers of the United States Naval Reserve, NAVPERS 15,009
1958	Register of Commissioned and Warrant Officers of the United States Navy and Marine Corps and Reserve Officers on Active Duty, NAVPERS 15,018
1959	Register of Commissioned and Warrant Officers of the United States Naval Reserve, NAVPERS 15,009
1963	Register of Commissioned and Warrant Officers of the United States Navy and Marine Corps and Reserve Officers on Active Duty, NAVPERS 15,018.
1969	Register of Naval Reserve Officers
1970	Register of Commissioned and Warrant Officers of the United States Navy and Marine Corps and Reserve Officers on Active Duty, NAVPERS 15,018. Part I – Navy and Naval Reserve. Part II – Marine Corps and Marine Corps Reserve
1972	Register of Navy Officers on Active Duty
1976	Register of Naval Reserve Officers on Active Duty
1977	Register of Naval Reserve Officers

Where To Find Them

Federal publications and other information products are made available for free public use in specially designated Federal Depository Libraries throughout the United States. In addition to the publications, trained librarians are available to assist in their use. You can locate these libraries in your area by using the finding aids at http://www.gpoaccess.gov/libraries.html

Usually only the largest Federal depository libraries maintain Navy Register collections. We found a very complete collection at the University of Pittsburgh's Hillman Library, and others no doubt exist across the country. To see if a given library has the blue books, call them and ask to speak with the government publications librarian. These librarians tend to be very familiar with government publications in general, but few of them will have first-hand knowledge of the Navy Register, and probably none will know the term "blue books." You can help your librarian by using the table below to give him or her the Superintendent of Documents (SuDoc) number of the books you are looking for. He or she will then be able to tell you if the books are in the library. If they are not, the librarian will probably be able to suggest another library to contact.

Years Covered	SuDoc Number
1814-1947	N 1.10
1947-1949	M 206.10
1949-present	D 208.12

Some libraries might not use the SuDoc number to catalog their holdings. In those cases, give the librarian as much of the official title as you know. As you can see from the table on the previous page, the titles usually begin with "Register of..."

Large libraries have powerful tools for finding obscure books and their locations, and if you can get one of their librarians to help you in your quest, you will surely be successful at finding what you want. If you are only looking for a few officers, or for officers from one or a few years, you can probably get some blue books on interlibrary loan. It's also possible that a distant librarian might help you by looking up an officer or two and telephoning or emailing the results.

You can access the current editions of the blue books online at

http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/Register/RegOpenMenu.html

How To Use Them

As with many directories, there is useful information in the descriptive material in the front of the book: abbreviations for ranks, meanings of codes used throughout the books, chain of command from the Commander in Chief down through the bureaus and offices of the Chief of Naval Operations, and more. If you encounter something mysterious when using the book, there's a good chance that the key to the mystery will be found in the front of the book.

The main section of the book is a lineal list of officers by seniority, from the highest Admirals down to the lowliest Ensign and the newest Warrant Officer. This is where you'll find your man's full name and date of birth. You may also find information on his specialty, his date of rank, how he got his commission, and so forth. Since there are thousands of officers in this list, and since they are listed in order of seniority, you will need an index to find the person you're looking for.

That index is in the back of the book, in the form of an alphabetical list of officers by name. The index is hundreds of pages long, and the type is very small, but it leads you to the details about the person you are trying to find. The index not only guides you to the page for the person's main listing, but it typically includes information to help you find that listing on its page, which

may contain hundreds of similar listings. The system for doing this has changed over the years, but this one from 1963 is typical. If you look for Louis F. Sander in the index, you'll find that he's a Lieutenant, junior grade, and that his Lineal Number is 88242. His Sub Number is 40, and his main entry is on page 294.

INDEX

FILE NUMBER	SEX	NAME	GRADE	DESIG-NATOR	LINEAL NUMBER	SUB NO	PAGE NO
082235		SANDBERG STEPHEN J	1LT	USMC	2218		914
542366		SANDBERG WILLIAM G	LCDR	6350	23749	50	498
676552		SANDBO HANS KNUTSO	ENS	1355			447
461389		SANDEEN GARNET GOD	LCDR	2300	23624	70	739
654775		SANDEEN JOHN KING	LTJG	1105	886A2	30	323
647929		SANDEFER HOWARD LO	LTJG	1100	88349	40	302
447883		SANDEFORD WILLIAM	CDR	1100	11948	05	56
657133		SANDELIN JON CHARL	ENS	1105	89318	75	373
624010		SANDELL ORMOND HAL	LTJG	6301	88426	21	544
525470		SANDEN OSCAR EMANU	LCDR	1100	24035	70	131
085220		SANDER CARL AUGUST	CAPT	1100	02580	40	11
648896		SANDER LOUIS FREDE	LTJG	1100	88242	40	294
615842		SANDER REGINALD RA	LT	1105	45541	10	192
495090		SANDER RICHARD ELM	LCDR	1510	23500	30	473
675531		SANDERCOCK GARY LY	ENS	3105			673
674302		SANDERLIN DOYLE CL	ENS	1395			440
658168		SANDERLIN FRANCIS	LTJG	6002	87945	13	544
497819		SANDERLIN JOSEPH M	CDR	2100	11984	10	594
068407		SANDERS ALBERT LAM	CAPT	USMC	1561		862
155842		SANDERS ALLEN BUFO	CAPT	3100	02740	30	628
005829		SANDERS ALVIN STOK	BGEN	USMC	0029		793
569411		SANDERS BEN TAYLOR	LCDR	1100	23985	10	129
662436		SANDERS BILLY LEE	LTJG	1105	89219	90	366
612995		SANDERS CARL EUGEN	LT	1315	45430	90	185
596122		SANDERS CARL HERMA	LT	1100	44207	00	161
128865		SANDERS CHARLES	CDR	1100	11146	00	29
121633		SANDERS CHARLES CL	CAPT	1310	02695	30	19
654251		SANDERS CHARLES JO	LTJG	1105	88776	30	328
655687		SANDERS CHARLES TR	LTJG	6602	88752	10	553
644106		SANDERS DAVID EDWA	LTJG	1315	87929	20	272
446126		SANDMAN GEORGE HEN	CAPT	2200	02124	00	718
606687		SANDMAN RICHARD ST	LT	1100	45346	05	182
629489		SANDMANN ROBERT ED	LT	1315	50314	00	225
626792		SANDOK BURTON ALAN	LT	2100	45719	50	614
411779		SANDON KENNETH MER	CDR	1310	12215	90	73
585876		SANDOVAL SILVANO F	LT	1100	42125	00	148
635582		SANDRI SANDRO RICC	LT	2100	49269	00	619
647931		SANDRINI LOUIS MIC	LTJG	5100	88214	50	707
553259		SANDROCK JOHN EDGA	LCDR	3100	23796	90	641
644907		SANOS ARTHUR WILLI	LTJG	3105	87971	50	656
082770		SANOS CHARLES LOUI	WO1	USMC	0221		981
637152		SANDS EDWARD ROBER	LT	1315	54103	00	244
416924		SANDS JAMES WILLIA	LCDR	6200	23561	20	497
650003		SANDS JEROME THOMA	LTJG	1105	88171	20	288
112325		SANDS PIERRE NORMA	CAPT	1640	02674	30	492
646023		SANDS ROBERT JOHN	LTJG	1105	88117	40	284
530636		SANDSBERRY JACK CO	LCDR	1610	23558	70	477
670611		SANDSTROM CARL LLO	ENS	3105			668
672517		SANDSTROM JOHN FRI	ENS	1315	89602	90	390
675969		SANDSTROM PAUL HIL	LT	2105	49301	60	622
083669		SANDUM JAMES EDWAR	1LT	USMC	3107		924
656170		SANDUSKY JAMES RIC	LT	1315	46874	50	207
114132		SANDVIGEN RALPH ED	CAPT	1107	02678	37	566
081579		SANDVOSS BERT ERNE	ILT	USMC	1237		903
653322		SANDWICK DAVID DEA	LT	2205	49279	89	729
646709		SANER DONALD EMERS	LT	6302	51960	00	522
572792		SANFELIPPO JOHN JA	CWO3	7231	97422	55	784
078724		SANFORD CLIFTON JA	ILT	USMC	0477		A95
057001		SANFORD DALE WILLI	MAJ	USMC	2011		839
585907		SANFORD EDWARD	LCDR	1310	24170	40	140
667340		SAREK LAWR...					
651604		SAREPERA H...					
660550		SARGEANT H...					
629890		SARGEANT R...					
612882		SARGENT CH...					
670613		SARGENT CH...					
670612		SARGENT CHI					
601894		SARGENT EL...					
660701		SARGENT FR...					
674452		SARGENT GA...					
051686		SARGENT GE...					
292316		SARGENT GE...					
504567		SARGENT HE...					
669496		SARGENT IA...					
664054		SARGENT JO...					
657450		SARGENT JO...					
646025		SARGENT JO...					
521857		SARGENT JO...					
355958		SARGENT KE...					
662438		SARGENT RI...					
569414		SARGENT RI...					
607141		SARGENT RO...					
604286		SARGENT ST...					
586324		SARKISIAN					
635598		SARNIE ROB...					
641776		SARNC LAWR...					
389972		SAROCH EMI...					
459239		SAROSOY LO...					
629584		SAROYAN JA...					
605418		SARPHIE JA...					

Turning to page 294, you will find Lineal Number 88242 and Sub Number 40:

UNRESTRICTED LINE
LIEUTENANTS JUNIOR GRADE

LINEAL NUMBER	SUB NO.	NAME	SOURCE	CORPS	SERV	DESIGNATOR	DATE OF PRESENT RANK (MO DAY YR)	DATE OF BIRTH (MO DAY YR)	MED & DEC	SPECIAL QUALIFICATIONS (A B C D E)	PAY ENTRY BASE DATE (MO DAY YR)
88240	70	ROMAN STANLEY RICHARD	01	61		1100	12 07 62	04 22 36		04	06 07 61
88240	80	WEAVER EDWARD HEMMING	04	61		1350	12 07 62	03 01 39			06 09 61
88240	90	CHURCHILL BRUCE WILLIAM	01	61		1310	12 07 62	04 11 39		01	06 07 61
88241	00	DUKES CHARLES DONALD	04	61		1100	12 07 62	10 18 39			06 16 61
88241	10	SWANSON WARREN ALBERT	04	61		1100	12 07 62	05 15 38			10 04 55
88241	20	HARTMAN GARY WALTON	04	61		1100	12 07 62	06 30 40		10	06 11 61
88241	30	HACKETT DOUGLAS MYRON	04	61		1100	12 07 62	05 27 40			06 05 61
88241	40	KNEPELL GEORGE WILLIAM THOMAS	01	61		1100	12 07 62	02 04 39			06 07 61
88241	50	WILLETTS LEO JOSEPH JR	01	61		1310	12 07 62	03 01 38		01	06 07 61
88241	70	RUSSELL LEON BATCHELDER JR	01	61		1100	12 07 62	09 15 38			06 07 61
88241	75	HANSON WAYNE EDWARD	05			1105	12 07 62	07 19 38			06 03 61
88241	80	DEMATTHEIS LOUIS RALPH	04	61		1100	12 07 62	06 18 39			06 12 61
88241	90	BAILEY HENRY AMOS JR	04	62		1100	12 07 62	05 16 39		07	12 15 61
88242	20	SILLIMAN CLARK DWIGHT	04	61		1100	12 07 62	08 02 39			06 14 61
88242	30	MACK JACOB ARTHUR III	01	61		1100	12 07 62	04 18 39			06 07 61
88242	40	SANDER LOUIS FREDERICK JR	04	61		1100	12 07 62	07 15 39			06 05 61
88242	50	BEST ROBERT KELLOGG	04	61		1100	12 07 62	07 27 39			06 17 61
88242	70	PARKER DAVID MINTER	01	61		1100	12 07 62	01 20 39		07	06 07 61
88243	00	HOOKER ANTHONY SHREVE	01	61		1100	12 07 62	04 04 38		07	06 07 61
88243	10	LEDGETT RONALD ASHTON	05			1105	12 07 62	07 02 38		2 56	06 17 61
88243	20	BRADY WILLIAM JOSEPH	04	61		1100	12 07 62	12 07 39			06 02 61
88243	30	ROBY JOE LINDELL	04	61		1100	12 07 62	05 22 39			06 04 61
88243	40	NUTT JAMES HARVILLE	01	61		1310	12 07 62	10 14 38		01	06 07 61
88243	50	PERKOCHA RONALD JOSEPH	04	61		1100	12 07 62	05 28 38			03 29 61
88243	70	QUARLES JAMES MICHAEL	01	61		1310	12 07 62	06 06 39		01	06 07 61
88243	80	COVELL MICHAEL AVERILL	04	61		1100	12 07 62	10 10 39			06 11 61
88243	90	ROYSTON WILLIAM DICK COOMBS	01	61		1100	12 07 62	01 08 40			06 07 61
88244	00	RYAN THOMAS DAVID	04	61		1100	12 07 62	07 04 39			06 02 61
88244	30	WRIGHT DAVID JOSEPH	01	61		1100	12 07 62	02 23 40		04	06 07 61
88244	60	KOMOROSKE ALEXANDER BERNARD JR	01	61		1100	12 07 62	11 13 39		07	06 07 61

The entry there shows Mr. Sander's full name, properly spelled, along with his date of birth. Having that information makes it very much easier to find him. In Intelius and other Internet people finders that include date of birth, it can make it almost automatic.

Mr. Sander's entry includes other information that might possibly help you find him: the Source Code, decoded in a table in the front of the book, shows that he was commissioned via the Navy ROTC. His Designator, also decoded in the front of the book, shows that he is an Unrestricted Line Officer. The Date of Rank and Pay Entry Base Date columns show when he was promoted to LTJG, and when he was first entered in the Navy pay system, respectively. Other columns may give other useful information.

If you're using blue books to find any more than a few officers, it's useful to create a paper form to keep track of the information you find—there is a lot of it, and it involves many books with similar appearance and sometimes confusing titles. We used legal paper in landscape orientation, and filled in the following columns before we went to the library:

- Officer's name, rank, file number and designator as we know them (be careful—the man you know as Tom Smith may actually be John Thomas Smith)
- Year or years the officer was aboard or known to us (this helps to find the right blue book)

We filled in these columns at the library:

- Year and identification of blue book or books searched (people are not always where you think they will be, and you may have to look in several books. It's *very* useful to keep track of the books you've looked in)
- Year and identification of blue book where we found the officer
- Number of the index page where we found him
- Page number and Lineal Number/Sub Number of his main entry
- Full name and DOB as found in main entry
- Other information found

When working in one book that possibly contains several officers we were looking for, we found it useful first to look them all up in the index and record the information leading to the main entry, then to go to the main section and find them all there. This kept us from constantly having to move back and forth in a large, sometimes fragile blue book.

Appendix 2 – More About Crew Lists and Deck Logs

Crew Lists. An official Navy web page at http://www.history.navy.mil/faqs/faq13-1.htm has detailed information about the location of crew lists from the earliest times through the present. If your interest in crew lists extends beyond the 1941-1970 period, you should read that page in depth. This is a sample of what it contained in late 2005:

> The Old Military and Civil Records Branch, National Archives, 700 Pennsylvania Avenue NW, Washington, DC 20408, (202-501-5385) holds copies of deck logs from 1801 through December 1940, as well as the muster rolls through 1938 in bound books. The names of officers usually appear on the first page or pages of each month's deck log. Enlisted men are listed on muster rolls which were also submitted monthly.

> The Modern Military Branch, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, (301-837-3510) has custody of the deck logs from January 1, 1941 to the year more than thirty years back from the present date, as well as microfilm copies of the muster rolls from 1939 through 1975. After 1956, the list of officers is usually included with the muster rolls.

> The muster rolls or crew rosters from 1976 to 30 September 1987 are held by the Enlisted Personnel Management Center, ATTN: Personnel Accounting, New Orleans, LA 70159-7900.

> The muster rolls or crew rosters from 1 October 1987 to the present are in the custody of the Navy Personnel Command (PERS-06P), 5720 Integrity Drive, Millington, TN 38055, (901)874-3165.

Deck Logs. An official Navy web page at http://www.history.navy.mil/faqs/faq73-1.htm contains extensive information about the content and location of Deck Logs from the earliest times to the present. If your interest in Deck Logs extends beyond the time frame or subject matter covered in this paper, you should read that page in depth. This is a sample of what it contained in late 2005:

> Deck logs of commissioned U.S. Navy ships from the earliest times through 1940 are in the Old Military and Civil Records Branch, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Washington DC, 20408, (202-501-5385). Logs from 1941 through those that are 30 years old or older are in the Modern Military Branch, National Archives, 8601 Adelphi Road, College Park MD 20740-6001, (301-837-3510). These logs are open for research. Requests for research appointments, and inquiries concerning log information, should go to the National Archives office holding logs from the time period of interest.

> Deck logs that are less than 30 years of age are in the custody of the Ships History Deck Logs Section, Naval Historical Center, Building 57, 805 Kidder Breese Street SE, Washington Navy Yard, DC 20374-5060. All inquiries concerning research access to logs that are less than 30 years old should be sent by mail to the Ships History Deck Logs Section.

> Logs that are less than 30 years old are held in either paper or microfiche form, stored in the Washington National Records Center, 4205 Suitland Road, Suitland MD 20746. Logs from 1979 through February 1993 are on microfiche in the Ships History Deck Logs Section. Logs from 1990 through 1993 are partly on microfiche in the Deck Logs Section, partly on paper at the Records Center. All logs from March 1993 are on paper and stored at the Records Center. The logs that are classified must be sent to the proper authorities for declassification review before they can be researched or copied.

Sample Records from the National Archives

NAVPERS–136 (REV. 11–45)	DECK LOG—LIST OF OFFICERS			RESTRICTED

LIST OF OFFICERS
ATTACHED TO AND ON BOARD THE U. S. S. __RANKIN____AKA 103_____, COMMANDED

BY ___G. D. ARNTZ___Commander_____ U. S. N. , DURING THE PERIOD COVERED BY THIS LOG BOOK, WITH DATE OF

REPORTING FOR DUTY, DETACHMENT, OR DEATH, FROM ____1 April_____ ,19_47_, TO __30 April_____ ,19_47_

NAME AND FILE NUMBER (Show file No. below name)	RANK	DATE OF REPORT-ING ON BOARD / DATE OF DETACHMENT (Show detachment date below report-ing date)	PRIMARY DUTIES	NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN (Show address at which BuPers may most readily communicate with next of kin in an emergency)
ARNTZ, George D. 68135	Comdr USN	12-21-46	Commanding Officer	Sigma F. ARNTZ (Wife) 7324 Oak Ave. Oak Lane Phila, Pa
AHMAN, John C. 146816	Lieut USN	6-19-46	Executive Officer	Dorothy Damon AHMAN, (Wife) 3690 3rd Avenue San Diego, California
McCALEB, Duncan B. 197363	Lieut USN	2-21-47	Engineering Officer	Pearl McCALEB, (Wife) 1449 Alice St. Apt-304 Oakland 12, California
MILLER, Roland D. 175420	Lt. (jg) (MC) USNR	6-27-46 3-1-47	Medical Officer	Elizabeth L. MILLER, (Wife) 816 South 3rd Avenue Maywood, Illinois
POTTS, Charles A. 334643	Lt. (jg) USN	2-20-47	First Lieutenant	Ethel POTTS, (Wife) 115 E. Montor Street Phila, Pa.
HIGGINS, John P. 356580	Ch. Mach USN (T)	11-25-45	Jr. Engineering Officer	Evelyn Soares HIGGINS, (Wife) RFD #1 Redwood Villiage Aptes, California
BOWMAN, Joseph D. 178223	Ch. Pay Clerk USN (T)	3-12-46	Pay Officer	Betty BOWMAN, (Wife) 2242 Ceadar Avenue Long Beach, California
DAY, Irvin J. H. 364537	Ch. Bosn USN (T)	6-20-46	Cargo Officer	Joy Patricia DAY (Wife) 7530-30 N. W. Seattle, Washington
LARIMORE, Ernest E. 365579	Ch.Elect USN (T)	6-29-46	Electrical Officer	Hazel LARIMORE (Wife) Verona, Illinois
RATHE, Hjalmar J. 473089	Ensign D USNR	7-7-46	Navigation Officer	Hjalmar S. RATHE (Father) 625 N. 6th Street Klamath Falls, Oregon
FULLER, Thomas. D. 486909	Ensign D USNR	7-7-46	2nd Division Officer	James D. FULLER (Father) 46th North East Seattle, Washington
GELLENBECK, Edward T. 486910	Ensign D USNR	7-7-46	Asst. First Lieutenant	Henry P. GELLENBECK (Father) Pollock, Idaho
CRITES, Joseph D. 463253	Ensign D USNR	11-6-46	Communication Officer	L. L. CARNAHAN (Mother) Route #1 Odin, Illinois
GOODALL, Leon S. 450048	Ensign USNR (SC)	1-1-47	Supply Officer	Esteele GOODALL (Mother) Red River Road Gallatin, Tennessee
GERHART, Harry W. 396541	CRE (L) USN (T)	1-25-47	Asst. Comm Officer	Betty Jean GERHART (Wife) 1450 N. Monroe Decatur, Illinois
SEIFERT, Donald J. 482713	Ensign (D) L USNR	2-10-47	1st Division Officer	Charles A. SEIFERT (Father) 2631 Corning Parsons, Kansas

Figure 1 – Officer Roster from 1947, photocopied from a paper Deck Log. This format was used during WWII and for several years thereafter. The Next of Kin information can be useful in finding these officers today. In 2004, The USS Rankin Association located all 16 officers on this page—seven living and nine were deceased. The living officers contributed over $300 to the Association.

NAVPERS 352 (REV. 6-55)   To: Chief of Naval Personnel   ROSTER OF OFFICERS   REPORT BUPERS 5321-2

SEE INSTR.	NAME (Last) (First) (Middle initial)	FILE NO.	DATE OF PRESENT RANK	MOS ON BD	MOS PRI DUTY	ON BOARD OFFICER DESIG/ER	ALLOWED OFFICER DESIG/GR	BILLET TITLE OF PRIMARY DUTY	COLLATERAL DUTIES	DUTIES IN TRAINING FOR	PROS. QUAL. DATE
	HARLLEE, JOHN	73470	7-1-53	3	3	1100/1	1100/1	COMMANDING	MORALE		
	BEIMORE, BRAINARD J. RAD: INDEF	103589	7-1-54	20	20	1105/2	1100/2	EXECUTIVE OFFICER	DEBARK OFF	COMMAND	QUAL
	KASID, ALFRED L.	564225	6-7-57	6	6	1100/6	1100/6	PERSONNEL OFFICER	SHIPS SEC X DIV OFF CIC-WO OOD-UW	NONE	
	HALEY, EMMETT R.	064430	8-3-55	8	8	3502/5	USMC	COMBAT CARGO OFF	SHOPAT OFF	NONE	
R	KERSH, JOHN M.	623318	- -	-	-	1105/6					
								OPERATIONS DEPARTMENT			
	JARMON, OSCAR F.	283871	7-5-51	16	16	1100/3	1100/3	OPERATIONS OFF.	CDO, INTELL.OFF	EXEC OFF.	7-1-59
	SMITH, VERNON C.	607233	12-15-57	16	8	1100/5	1100/4	COMMUNICATIONS OFF.	CDO, OOD-UW,OC DIV OFF REGPUB CUST CWO,CIC-WO	OPS OFF.	7-1-58
	SHERRILL, JOHN T.JR.	617079	6-15-57	3	3	1100/6	EXCESS	ASS'T COMM. OFF.	LEGAL OFFICER CWO,CIC-WO OOD-UW	COMM OFF.	9-1-58
	TREPTE, DONALD P.	526237	12-3-56	31	14	1105/5	1100/5	CIC OFFICER	CWO,OOD-UW TRA OFF,CDO, SWO, OI DIV. OFF.	OPS OFF.	QUAL.
	CASTO, MARK J. JR.	611993	12-14-56	7	5	1105/6	1100/6	ELECT MAT OFFICER	NONE	CIC-WO OOD-UW	3-1-58 10-1-58

U.S.S. RANKIN (AKA-103)   12261   0171-0103   PAGE 1 OF 4 PAGES   1 FEBRUARY 1958

SHIP, STATION OR FACILITY NAME   REVISION NO. OF CURRENT ALLOWANCE   BUPERS 8-DIGIT ACTIVITY IDENT CODE   DATE

Figure 2 – Officer Roster from 1958, photocopied from a paper Deck Log. This general format was adopted after WWII, and went through minor changes over the years.

NAVPERS 1301/5 (5-67) (Formerly NAVPERS 2627)

OFFICER DISTRIBUTION CONTROL REPORT

ACTIVITY NAME	ACTIVITY CODE	MARP	ACTIVITY SPONSOR	TRANSACTION NUMBER	DATE	DATE OF REPORT	PAMI	PROJECTED ODP FOR UNRESTRICTED LINE DESIG	CAPT	CDR	LCDR	LT	LTJG	ENS
LKA 103 RANKIN	0558 0103 00	1011	OP-10	53358	03 69	063069	L	11XX						
BUIC 01240 00			DATE OF LATEST DIARY PROCESSED			061669		13XX						

BILLET SEQUENCE CODE / ORD	BILLET TITLE / OFFICER S NAME	FILE NUMBER	PHASE / PAD	AUG / DESIG-NATOR ALLOW / DESIG-NATOR ON BD.	GR ALL / GR ON BD	NOBC / DATE OF RANK	NOBC / EST LOSS DATE	FAC / FLY	CURR ALLOW / DATE ASSIGNED BILLET	+1 / EST DATE DETACH	+2 / DATE REPORTED OR EDA	+3 / PROJ ROT DATE	+4 / OFF STA	+5 / DATE DOS	+6 / DOS	DEP / OPQ	COLLATERAL DUTIES OR ACTIVITY WHERE ASSIGNED / DUTIES IN TRAINING FOR	QUAL DATE
00110	COMMANDING		B	1100	G	9222			001							2		
	PIEROZZI CONSTANTINO N	463408	1	1310	G	0767		C	049		040769	0770						
00210	EXECUTIVE		B	1100	I	9228			001							4		
	BURKE JOSEPH STEVEN	606544		1100	I	0865			108		100468	1070					00110	079
	OPERATIONS DEPT																	
00510	OPERATIONS		B	1100	I	9274			001							2	OODFCDOSWOINTE	
	RHODES ROBERT MAURICE	638003		1100	J	0664			057		031067	0870					00210	Q
00610	COMMUNICATIONS		B	1100	J	9582			001							3	OODFCDOLCCOAST	
	MALO JOHN ALLEN	680720		1100	J	0168			078		072068	0769					00510	EXP039
																	LST 983 MIDDLESE	
R	RUCKER PERRY CLAY	736528		1105	K	0669	R0671			079	0869	0571				Y		109
00710	CIC		B	1100	K	9216			001									
00910	ASST COMM-CUSTODIAN		B	1100	L	9525			001							0	OODPASTCOMM	
	CLAYTON STEPHEN JAMES	729240		1105	K	0469	R0471			098	090768	0471					00610	EXP059
01010	ELECTRONICS MATL		B	1100	L	9283			001							0	OODP	
	SATROM ROBERT EARL	739589		1105	L	0768	R0771			108	100568	0170					00610	079
	NAVIGATION DEPT																	
01210	NAVIGATOR		B	1100	J	9284			001							1		
	SIGAL MYER OSCAR JR	714811		1105	K	0768	R0270			088	052968	0170					00510	EXP059
	DECK DEPT																	
01410	FIRST LIEUTENANT		B	6000	J	9242			001							4	CDOOODF	
	ANSPACH GIRBIRT LORENZ	660556		6002	J	0166			018		010968	0171					00510	Q
01510	GUNNERY OFF		B	1100	K	9202			001							0	OODP4THDIVGUNN	
	MAY GEORGE SAWYER	728340		1105	K	0269	R0171			118	030168	1270					02010	Q
01850	SHIPS BOATSWAIN		B	1100	L	9278			001							1	2NDDIVOODP	
	KLUN JOHN STEPHEN	726411		1105	K	1068	R1070			108	100168	0869					02110	Q
	BOAT GROUP																	
02010	BOAT GROUP COMMANDER		B	1100	J	9212			001							0	CDOOODF3RDDIVM	
	WILLIAMS MICHAEL RAYMO	710682		1105 K	0368		D0470			038	112066	0470					01410	Q
02110	ASST BOAT GROUP COMMANDER		B	1100	K	9212			001							0	OODPAST3RDDIV	
	MAMIKONIAN STEPHEN ARS	732550		1105	K	0669	R0671			078	071268	0170					01510	EXP039

Figure 3 – Officer Roster from 1969, printed from a microfilmed Muster Roll. In 2004, The USS Rankin Association found and contacted every officer on this list. These individuals donated almost $300 to the Association, and several attended reunions.

MUSTER ROLL OF THE CREW

of the U. S. S. RANKIN AKA-103 (Ship's Company)

COMMISSIONING DATE 12 MAR 1945

24 February 1945

Page 1

NAMES (Alphabetically arranged without regard to ratings, with surname to the left and the first name written in full)	SERVICE NUMBER	Present Rating	DATE OF ENLISTMENT			Date first received on board
			Day	Month	Year	
ALEXANDER, William B.	617 47 41	F3c V-6				24 Feb. 1945
ANDERSON, Elliott L.	906 90 49	S1c(FC) V-6a				24 Feb. 1945
ANDERSON, Harry V.	801 35 37	WT3c V-6				24 Feb. 1945
BAGGARLEY, Clifford M.	368 36 06	CWT(AA) USN				24 Feb. 1945
BAILEY, Ewing M.	978 59 30	S2c(Rdm) V-6a				24 Feb. 1945
BAILEY, William Bartlett	268 44 57	WT2c USN				24 Feb. 1945
BALDWIN, Otis J., Jr.	847 32 95	GM3c V-6a				24 Feb. 1945
BARBER, Seibert M.	660 54 72	Cox V-6				24 Feb. 1945
BAUDER, Budd E.	243 26 93	CWT(AA) USN				24 Feb. 1945
BEALS, George T., Jr.	850 89 83	F1c V-6a				24 Feb. 1945
BENNETT, Ernest R.	868 61 61	F1c V-6a				24 Feb. 1945
BERRY, Harry S.	829 03 95	F1c V-6a				24 Feb. 1945
BLAKELY, Lemuel Edward	630 85 57	SK1c V-6				24 Feb. 1945
BLANKENSHIP, Elmer H.	269 32 29	S2c USN				24 Feb. 1945
BORATKO, Paul (n)	859 79 57	S1c USN				24 Feb. 1945
BOSSORY, Louis G.	953 31 74	S2c(Rdm)V-6a				24 Feb. 1945
BOWLING, Max C.	375 47 67	CMM USN				24 Feb. 1945
BOWMAN, David C.	932 95 86	S2c(QM)V-6a				24 Feb. 1945
BREEN, James B.	667 73 78	S2c V-6				24 Feb. 1945
BROWN, Charles A.	927 85 58	SM2c V-6				24 Feb. 1945
BROWNELL, Kenneth J.	609 94 53	S2c V-6				24 Feb. 1945
BRUBAGIN, Ralph B.	725 43 16	WT1c V-6				24 Feb. 1945
BRUSTOSKI, Paul (n)	283 52 04	S1c USN				24 Feb. 1945

Figure 4 – Enlisted Crew List from 1945, printed from a microfilmed Muster Roll. Much of the WWII-era film gives image quality similar to this. The printing is somewhat more legible on the microfilm reader than in the printout. Hard-to-read information can often be figured out by noting a man's position in the alphabetical list, or by looking at other lists on which he appears.

Figure 5 – Enlisted Roster from 1947, printed from a microfilmed Muster Roll. This format was an early product of electronic data processing. Note that personnel are listed alphabetically within their rating and rate (CMM, MM1, MM2, MM3, etc.). The black lines at the right are typical of flaws found in the Muster Rolls.

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BUPERS REPORT 1080 10

AKA    103 RANKIN              01710103 00   93056 4720 4288
```

	1	2	3	4	5	6	7	
AKERS JERRY A		4752334	SA	32	82657	1000	4	9
ANDERSON CARROLL C		4836500	SM3	11	111556	1000	6	4
ANDRADE JULIO JR		4330217	FN	32	61758	1000	1	9
AQUINO PATERNO P		4679490	TN	11	81156	1000	5	0
ARMENTROUT W D JR		3666067	BM3	11	71758	1000	12	2
ASHMORE FAYE A		2106219	EN3	11	81956	1000	12	8
AUBREY DONALD J		2116794	BM3	11	63057	1000	4	2
AURE JUAN P		4680582	TN	11	32257	1000	1	1
AUSTIN CLARENCE L		2664753	SD2	11	42958	1000	4	2
3AREIS ROBERT E		4425880	FA	11	21758	1007	9	1
BEATY MAHLON P JR		4925927	PNA3	32	61057	1000	5	9
BELL ROBERT K JR		5120797	SN	32	81458	1006	5	9
BENBOW L L JR		4706752	RDSN	32	30557	1000	10	9
BENNETT EDWARD JR		9123921	TN	11	82758	1000	3	1
BENNETT ROBERT D		5223862	MMFN	11	81158	1000	10	1
BERNASCONI LOUIS C		3606533	CS1	11	41158	1000	8	4
BIRDWELL JAMES E		2976199	SA	11	52958	1000	10	0
BISHOP DAVID R		5728963	SN	11	80457	1000	11	0
BLAYLOCK HERBERT D		3611763	BM3	11	81156	1000	5	2
BOWERMAN GERALD F		4796955	FA	11	62458	1000	3	2
BRECHT ROBERT G		4780128	SN	32	72257	1000	6	9
BROOKS JOSEPH		8888867	SD1	11	82657	1000	10	2
BROWN JOE W		7920272	SD2	11	102256	1000	6	4
BROWN JOSEPH M JR		5272450	SA	11	92058	1000	5	2
BROWN S M JR		4884366	BT3	11	121456	1000	9	0
BRUMITT LAWRENCE L		2896081	FA	11	10858	1000	9	1
BUCK NELSON D		4554934	ETR3	11	53157	1000	8	0
BURDEN RUSSELL J		2014036	BMGC	32	122854	1000		
BUSH EARL J		8222758	SN	11	90556	1000	9	2
CAGLE JAMES R		4901177	MMFN	11	40658	1000	9	3
CALDERON TEODORO L		5130612	TA	11	81158	1000	1	4
CAMPBELL CLARK W		5181570	SA	11	120557	1000	10	0
CASSIDY JOHN D		2854494	SM1	11	50554	1000	7	3
CAYO RICHARD F		5533679	BT1	11	81158	1000	1	3
CHAMBERLAIN R A		4283316	SK1	11	82157	1000	5	1
COGGINS NORBERT		2365838	EM1	11	60956	1000	11	8
COGLEY RONALD P		5124383	MMFA	11	72258	1000	1	2
CONNER CHARLES J		4352219	BMG3	32	21257	1000	1	9
COX DALE J		2314298	HN	11	60458	1000	8	0
COYLE BOYCE D		4884463	SA	11	21058	1000	11	9
CRANE ROGER H		4933023	MRFA	11	82057	1000	1	0
CROWLEY RICHARD M		4444800	EN3	11	71557	1000	12	8

Figure 6 – Enlisted Roster from 1958, printed from a microfilmed Muster Roll, and typical of the legibility of film from this era. This is one of several formats used after WWII. Personnel are listed alphabetically by name, regardless of rating and rate; column 5 seems to be the date the man reported on board.

ENLISTED DISTRIBUTION AND VERIFICATION REPORT — BUPERS REPORT 1080-14 — ✓ PAMI CONUS-LANT-PAC (REV 3-63)

ACTIVITY NAME	BUPERS 10 DIGIT CODE	EFFECTIVE DATE OF ALLOWANCE	ALLOWANCE REVISION #	ACCOUNTING PERIOD ENDING	DATE OF LAST DIARY PROCESSED	DATE OF LAST JOURNAL PROCESSED	SEA/SHORE CODE	FTD	GRP COG		PRINTED BY PAMI	PAMI ACT CODE	PAGE NUMBER
AKA 103 RANKIN	0171010300	08 DE 66	30133	31 MR 67	27 MR 67	31 MR 67	2-SEA	47	20		LANT	2545	1

ABCD	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	BB	CC	DD
	NAME	SERVICE NUMBER	S/I/X	ACTUAL RATE	P/R/I/C	DISTR RATE	DISTR NEC	NEC'S PNEC SNEC	C/I/T/Z	SECU RJT	DEP DATA	DEP ON STA P/I/S	ADBD MO YR	EAOS USN EXP ENL / USNR RAD	EXECUTED AGREEMENTS NO OF MOS	V/O	TCD MO YR	VEY STATUS	SCCD OR SHOCD MO YR	DATE RECEIVED DA MO YR	DUTY STATUS	EDA OR EDL MO YR	PG OR PL AUTHORITY		VERIFY REMARKS

EPDO CONTROLLED PORTION

	NAME	SERVICE NUMBER		ACTUAL RATE		DISTR RATE	DISTR NEC	NEC'S			DEP		ADBD	EAOS					SCCD	DATE RECEIVED	DUTY STATUS		PG/PL AUTH	
ALLOW TOTAL						BM1		3			50													
BROWN JAMES ALBERT	7699668		BM1			BM1	0000	00000000	0	0		50	JA531117MY70000						JE620070C65DUT				
LILLER HOWARD WILLI	4885069		BM1			BM1	0000	00000000	0	0	G	30	11120C710000						08MR67PG AU67B0677	37			
TEBBENS WILBUR H	7183166		BM2			BM1	0000	00000000	0	0		20	AP481120DE680000						AP6120SE64DUT				
TOTALS BY RATE								3	3	2		2 2 2	2	3 3	3 3	3	3							
ALLOW TOTAL						BM2	0164	8			20													
BUIS ROBERT WAYNE	5925289		BM3			BM2	0164	01640000	0	0		20	JA621126JA710000						JE6316JE63DUT				
DYER GEORGE	7723956		BM3			BM2	0000	00000000	0	0		00	0C6311160C670000						AU6412AU64DUT	JE67B0557			
PADEN ROBERT WILLIA	7907601		BM2			BM2	0000	00000000	0	0		50	N0481118JE700000						L2SE5922JL64PL	AU67B273F			
SORGE SALVATORE J	2349156		BM2			BM2	0000	00000000	0	0		10	JE471130JA680000						0C6311SE66PL				
TORRENS JOSE RITO	5968791		BM2			BM2	0000	00000000	0	0		00	JE621125SE720000						N06618N066DUT				
WHEELER MARKHAM RAY	5863301		BM2			BM2	0000	00000000	0	0	G	00	APE21131JA670000						FE6321MY64DUT				
VERGEAU RICHARD PAU	6932345		BM3			BM2	0000	00000000	0	0		00	JE6311118JE720000						0C6326FE65DUT				
YOUNG BILLY RAY	4685481		BM2			BM2	0000	00000000	0	1		00	AP581120FE700000						AP6217N065DUT				
TOTALS BY RATE								8	8	8		8 8 7	7	6 6	5 5	5	5							
ALLOW TOTAL						BM3		7																
NEC ALLOW TOTAL						BM3	0164	4			01													
BREWER WILLIAM LEWI	6849115		BM3			BM3	0000	00000000	0	0	G	00	1105N0660000						16FE66PG SE66B0476				
ERICKSON GARY JAMES	6927910		BM3			BM3	0000	00000000	0	0	G	00	JE631117JE670000						SE6420SE64DUT				
FORSCHT JOHN VALE	9176265		SN			BM3	0000	25000000	0	0		00	FE651110FE690000						JE6607JE66DUT				
GROVER EDWARD WILBU	8305519		SN			BM3	0000	08500000	0	0		00	DE651120DE670000						JA6604JA66PL JL67B0867				
HARBIN DAVID GREGOR	9141698		SN			BM3	0000	01000000	0	0	G	00	JE663229JE680000						JL6622JL66DUT				
JOHNGRASS VICTOR PH	9171991		SN			BM3	0000	15300000	0	0	G	00	JA651106JE690000						FE6618FE66DUT				
KOCH GARY DEAN	5914449		BM3			BM3	0000	00000000	0	0	K	00	JL633216JL690000						AU6325AU65PL MY67B0557				
MONGOLD CARL WAYNE	3537441		BM3			BM3	0000	00000000	0	0		00	1109JE710000						07MR67PG AU67B0667	37			
MOORE LARRY JOE	7709455		BM3			BM3	0000	00000000	0	0		00	JE641123MR680000						SE6411SE64DUT				
REILLY JAMES THOMAS	7756229		SN			BM3	0000	01000000	0	0		00	N0653217N0670000						DE6516DE65DUT				
SHORT MICHAEL DEAN	9978285		SN			BM3	0000	01000000	0	0	G	00	JL651102JL692400						JL6624JL66DUT				
SPIVEY ROBERT LAMAR	5904192		SN			BM3	0000	15300000	0	0		10	MR663216MR681200						MR6628MR66DUT				
VENEGONI PAUL JOSEP	8508520		SN			BM3	0000	26000000	0	0	D	00	JA661102JA690000						MR6616MR66DUT				
YURCKONIS ROBERT AL	9176836		SN			BM3	0000	23000000	0	0	G	00	JE651123JE690000						SE6502AU66DUT				

EXPLANATION OF TOTAL LINES ——————————→

	EDP	ALLOW	REV ALLOW	DUTY STATUS OUT & PSI	DUTY STATUS PSI	POB-1	POB-2	POB-3	POB-4	POB-5	POB-6	POB-7	POB-8	POB-9	POB-12	DUTY STATUS TFA, FLT, STU, TDU, PAT, SEP, DIE	TOTAL PERSONNEL ON BOARD (EXCLUDING "PG")
	EPDO ENL DISTR PLAN	NP 376 CURR TOTAL	NP 376 PROJECTED REVISION TOTAL	CHARGES AGAINST ALLOW SEE COL Z	PROGRAMMED SCHOOL INPUT PER SEE COL Z	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	MAR	SEE COL Z	SEE COL Z
						← PROJECTED ON BOARD IN MONTHS SHOWN →											

Figure 7 – Enlisted Roster from 1967, printed from a microfilmed Muster Roll. This is one of the most sophisticated formats for enlisted rosters. Men are listed alphabetically within the rating and rate of their billet aboard the ship, rather than that which they actually hold. In 2004, The USS Rankin Association found 12 of the 25 men on this page; collectively, they contributed over $200 to the Association.

REPRODUCED AT THE NATIONAL ARCHIVES ..OG—TITLE PAGE
FEB 127 (REV. 4-52)

RESTRICTED—SECURITY INFORMATIC

LOG BOOK

OF THE

U. S. S. _____ RANKIN _____

_____ (AKA-103) _____
IDENTIFICATION NUMBER

COMMANDED BY

_____ J. D. FERGUSON, CAPTAIN _____, **U. S. N.**

Attached to
_____ **Division,**

TRANSPORT SQUADRON EIGHT _____ **Squadron,**

AMPHIBIOUS FORCE _____ **Flotilla,**

U. S. ATLANTIC _____ **Fleet,**

Commencing _0001, 1 January_ _____, **19**56 ,

at _New York Naval Shipyard, Brooklyn, New York_ _____,

and ending _2400, 31 January_ _____, **19**56 ,

at _sea_ _____

TO BE FORWARDED DIRECT TO THE BUREAU OF NAVAL PERSONNEL AT THE END OF EACH MONTH
U. S. GOVERNMENT PRINTING OFFICE   16—44300—5   RESTRICTED—SECURITY INFORMATIC

Figure 8 – Cover Page from a Deck Log Book. This is a typical cover page from a bound book of daily log sheets. Each book covers one month. The stamp at the upper left corner shows that this page has been declassified and reproduced at the National Archives.
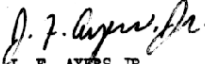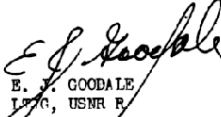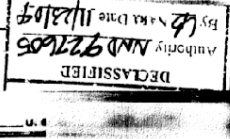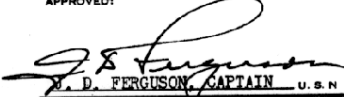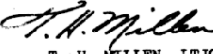
CONFIDENTIAL   PAGE _____

NAVPERS 135 (REV. 1-44)   **DECK LOG—ADDITIONAL REMARKS SHEET**

UNITED STATES SHIP _____ RANKIN (AKA-103) _____   WEDNESDAY 11 JANUARY , 19 56
                                                           (Day)   (Date)   (Month)

ADDITIONAL REMARKS

00-04   Moored starboard side to pier jig berth 16, U. S. Naval shipyard, Brooklyn, New York, with standard mooring lines doubled and an extra breast line doubled fore and aft. Receiving steam, electricity, fresh and salt water, and telephone service from the pier. SOPA is Commanding Officer, USS WISCONSIN (BB 64). Ships present include various units of the U.S. Atlantic Fleet.

                                                         T. F. MILLEN
                                                         LTJG, USN

04-08   Moored as before.

                                                          J. F. AYERS JR.
                                                         LTJG, USNR R

08-12   0800 Mustered crew on stations. Absentees: None. 1030 Ens G. LONG departed ship with side arms to go to manufactures trust Co. to draw $10,000 (ten thousand dollars) expected to return by 1145. 1112 Ens G. LONG returned from Manufactures Trust Co. with $10,000 (ten thousand dollars). 1125 Tank barge (Peter Frank) moored alongside to port. 1150 SOPA Capt. C.S. STEVENS, COMCORTDESRON 6 in USS F.T. BERRY (DDE-858).

                                                          D. P. TREPTE
                                                         ENS, USN

12-16   Moored as before.

                                                           E. J. GOODALE
                                                         LTJG, USNR R

16-20   Moored as before. At 1500 PRINDEVILLE, F., 474 29 72, SA, USN, suffered a laceration of the scalp, received by striking his head on the overhead while ascending a ladder. Medical report stated that this injury was not due to subjects own misconduct. PRINDEVILLE was treated by the ship's medical officer and returned to duty. 1900 Secured from receiving steam from shore connections to effect repairs to valves.

                                                          A. K. PETERSON
                                                         CHBOSN, USN

20-24   2055 Commenced receiving steam from dock connections.

                                                           P. B. HANRAHAN
                                                       LTJG, USN

APPROVED: EXAMINED:

J. D. FERGUSON, CAPTAIN U.S.N   COMMANDING.   T. H. MILLEN, LTJG

TO BE FORWARDED DIRECT TO THE BUREAU OF NAVAL PERSONNEL AT THE END OF EACH MONTH

Figure 9 – Typical Daily Deck Log Page, In Port. This is a typical log page for a commissioned ship in port. The entries show the ship's location and details of the mooring or anchoring. SOPA = Senior Officer Present Afloat.

UNITED STATES SHIP _____ RANKIN AKA-103 _____ Saturd B. Authority 5200.30 NARA Date 3-22-04

(Day) (Date) (Month)

0 to 4

0000 Steaming independently on base course 249°(T), 237°(pstgc) at standard speed 17.26 knots, 88 rpm, enroute from Honolulu, Oahu, Territory of Hawaii, to Ulithi, Caroline Islands. Zig-zagging in accordance with zig zag plan number 25. Ship darkened and in condition of readiness III, material condition Baker. Number 1 and 2 boilers in operation.

O. S. WARNER
Lt. (jg) USNR

4 to 8

0400 Steaming as before. 0533 Sunrise, light ship. 0605 Changed base course to 257°(T), 246° (pstgc), continuing with zig zag plan number 25.

J. H. DAMICO
Lieut. USNR

8 to 12

0800 Steaming as before. Mustered crew at quarters; absentees: none. 0822 Exercised at general quarters. 0852 Secured from general quarters, set condition of readiness III, material condition Baker. 1015 Made daily inspection of magazines and smokeless powder samples; conditions: normal.

W. W. HURD
Lieut. USNR

12 to 16

1200 Steaming as before. 1339 Changed base course to 264°(T), 259°(pstgc). 1438 Ceased zig zagging, resumed base course 264°(T), 259°(pstgc). to pass clear of merchant vessel on starboard bow. 1448 Resumed zig zagging in accordance with zig zag plan number 25.

R. M. WHITE, Jr.
Lieut. USNR

16 to 18

1600 Steaming as before.

G. J. COTSIRILOS
Lt.(jg) USNR

18 to 20

1800 Steaming as before. 1833 Sunrise, darkened ship. 1924 Ceased zig zagging. Changed base course to 255°(T), 244°(pstgc).

O. S. WARNER
Lt. (jg) USNR

20 to 24

2000 Steaming as before. 2345 Changed base course to 281°(T), 276°(pstgc).

J. H. DAMICO
Lieut. USNR

APPROVED:

T. D. PRICE, Lt. Comdr.   U.S.N.R.   COMMANDING.

EXAMINED:

A. J. BRENT, Lieut.   U.S.N.R.   NAVIGATOR

TO BE FORWARDED DIRECT TO THE BUREAU OF NAVAL PERSONNEL AT THE END OF EACH MONTH

Figure 10 – Typical Daily Deck Log Page, Underway. When the ship is underway, the log entries note changes of course and speed, weather events like sunrise and sunset, and various shipboard activities. This page is from 1945, when the ship was steaming toward Ulithi. The existence of a U.S. Naval Base there was kept secret throughout the war, and for a time it was the world's largest naval facility. (T)=True and (pstgc)=per steering compass; two readings are kept because of the difference between true north and north as indicated by the ship's magnetic compass.

Figure 11 – Typical Handwritten Deck Log Page. Logs are created as handwritten documents, called *rough logs*. The typewritten and corrected versions are *smooth logs*. Most log pages in the Archives are smooth logs, but some, particularly the later ones, are rough. Vice Admiral McCain was the father of Senator John S. McCain of Arizona.

PERSONNEL DIARY
NAVPERS 101 (ACTIVE) (REV. 1-41)

PAMI 41

26 SEP 1957

REPORT
PERS 1J-00

DATE	CONS. NO.	NAME	FILE OR SERVICE NO.	GRADE OR RATE	OFF. DESIG. OR ENL. B/C SERVICE
1	2	3	4	5	6
1 JULY 57		AKA92 WYANDOT 0171 0092 ENLISTED 0019			
	001	SINGLETON Louis Edward Rec for dut fm US NAS KEY WEST FLA	483 53 15	SA	USN
27 JUN 57	002	PAYTON Harold Frederick Rec for dut fm US NAVSTA NORVA	550 58 34	SKC	USN
	003	HENSLEY Raymond A Ch dut stat fm TAD untreat to TD untreat at USNH Ports Va	935 57 77	BTC.	USN
21 JUN 57	004	KNIGHT Richard O Abs Dec an absentee UA since 0530 18 JUN 1957.	474 97 37	SN	USN
2 JULY 57		AKA92 WYANDOT 0171 0092 ENLISTED 0019			
	005	DELANEY William L Rec for dut fm US NAV BASE CHAS S.C.	482 54 57	SN	USN
	006	HAMMER Arthur (n) Rec for dut fm US NAS MEMPHIN TENN	482 74 30	SN	USN
	007	LOGUE Thomas (n) Trans to USS AMPHION (AR-13) for dut EDA 2 JUL 57 PCS 512221	482 60 73	SA	USN
	008	HELLER Francis (n) Trans to USS AMPHION (AR-13) for dut EDA 2 JUL 57 PCS 512221	454 64 59	SN	USN
	009	BYRNES William (n) Tran to USS AMPHION (AR-13) for dut EDA 2 JUL 57 PCS 1221	454 64 06	SN	USN
29 JUN 57	010	SPARKS Adam Edward Abs Dec an absentee UA since 0645 26 JUN 1957.	484 85 86	SA	USN
3 JULY 57		AKA92 WYANDOT 0171 0092 ENLISTED 0019			
	011	MOONEY Richard Robert Trans to US NAVRECSTA NORVA pend proc and sep EDA 3 JUL 57 PCS 512221	454 21 38	IBM3	USN
4 JULY 57		AKA92 WYANDOT 0171 0092 ENLISTED 0019			NO CHANGE
5 JULY 57		AKA92 WYANDOT 0171 0092 ENLISTED 0019			
	012	GESIORSKI Gerald (n) Ch sea dut commencement date to 20 JUL 1955.	470 85 32	TE2	USN
6 JULY 57		AKA92 WYANDOT 0171 0092 ENLISTED 0019			
	013	MAGEE James Ira Trans to USS WASHENTAW COUNTY (LST) for dut EDA 6 AUG 57 PCS 512221	657 20 89	HM1	USN

ORIGINAL

☆ U. S. GOVERNMENT PRINTING OFFICE   16—68743-1

Figure 12– Typical Personnel Diary Page. The microfilmed Muster Rolls contain hundreds of these pages. There is an entry for each day, cataloging all arrivals, departures, and changes of status for that day. There are separate lists for officers and enlisted. Similar lists cover passengers, embarked Marines, and anyone else who sailed aboard the ship. Want to know the day Seaman Seabat made Third Class or Ensign Swenson qualified as OOD? You'll find it on one of these pages.

The USS Rankin Association

c/o Louis "Skip" Sander   153 Mayer Drive, Pittsburgh, PA 15237   (412) 367-1376

email: ussrankin@aol.com   web site: www.ussrankin.org
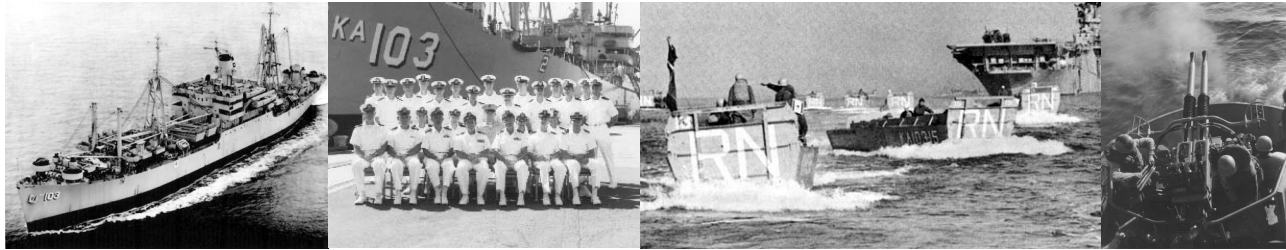
June 9, 2004

Modern Military Records Unit (NWCTM)
The National Archives at College Park
8601 Adelphi Road
College Park, MD 20740

To Whom It May Concern:

This is a request for a quotation on copies of the formal lists of officers that are found in the front of the monthly deck logs of the USS Pittsburgh (CA-72). For WWII and several years afterward, we believe these were called NAVPERS 136, DECK LOG—LIST OF OFFICERS. Beginning in the early 1950s, they were called NAVPERS 353.

Our interest is in the pages that list the details of the officers' names, ranks, dates, and primary assignments. We are not interested in the pages of collateral duties that often follow.

We would like copies of the forms from the USS Pittsburgh (CA-72) logs for these months:

> 1944 – December
> 1945 – December
> 1946 – December
> 1951 – December
> 1952 – December
> 1953 – December
> 1954 – December
> 1955 – December

We think there may be about 15 pages for each of these eight years, or 120 pages total.

If the months we have chosen are not available, we would be satisfied to have other months from the years indicated. Our idea is to get one log for each year, separated by about 12 months.

Sincerely,

Louis F. Sander

Figure 13 – Quotation Request to the National Archives. This is the actual letter requesting the quotation on the opposite page. Note that it's very specific about what is wanted (we knew the NAVPERS numbers because we already had another ship's logs from this time period). In our ignorance at the time, we failed to limit our request to five items or fewer; in their kindness, the Archives filled our request as submitted. We also overestimated the number of pages involved.

National Archives and Records Administration
QUOTATION FOR REPRODUCTION SERVICES

Return one copy of this quotation with your payment and retain a copy for your records.

Check Amount $ _____	*Please make check or money order payable to: NATFB. (All payments must be made in U.S. dollars, drawn on a U.S. bank). Send your **check or money order** to: National Archives Trust Fund, PO Box 100793, Atlanta, GA 30384-0793*	Customer ID — PUB00037959 Master Number — 1139719 SOP Number — QRR00000000036875 Date Prepared — 6/21/04 Site ID — NWCTM Prepared by — NWCTM Cynthia Middleton
Money Order Amount $ _____		

__ Credit Card *We accept VISA, MasterCard, American Express, and NOVUS (Discover, Bravo, Private Issue).*

__ __ __ __ / __ __ __ __ / __ __ __ __ / __ __ __ __   __ Deposit Account Number _____

__ / __   _____   __ Purchase Order *(See instructions.)*

Exp. Date   Signature

*Send your **credit card and deposit account orders, or purchase orders,** to: National Archives Trust Fund, Cashier (NAT), 8601 Adelphi Road, College Park, MD 20740-6001.*

Who should we contact regarding this order? *(Name and phone number)*

Optional Expedited Shipping *(See instructions.)*
Your Shipping Company   Your Shipping Account Number

Item Number	Description	Qty Ordered	Unit Price	Cost
REP0006	Archival Item Description/Paper-paper copies	1	$0.50	$0.50
REP0006C	Paper-paper copies/Description RG 24 NAVY DECK LOGS/List Of Officers Only U.S.S. PITTSBURGH (CV-72) DEC.1944/DEC.1945 AND DEC.1946 Rm.470/ 35/3/2	21	$0.50	$10.50
REP0006C	Paper-paper copies/Description RG 24 NAVY DECK LOGS LIST OF OFFICERS ONLY DEC.1950/DEC/1951 /DEC/1952/R/46 DEC.1953/DEC/1954/AND DEC.1955/R/48	40	$0.50	$20.00

Subtotal:	$31.00
Freight:	$0.00
Total Amount:	$31.00

Thank you for your order

Please note: All page counts are estimates and the actual number of pages may vary significantly. This can affect the final order cost. IMPORTANT: The prices quoted are subject to change without separate notice to you. The minimum mail order amount is $10.00. Prepayment is required. See instructions.

BILL TO:
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153 MAYER DRIVE

PITTSBURGH PA   15237
USA

SHIP TO:
LOUIS SANDER
153 MAYER DRIVE

PITTSBURGH PA   15237
USA

National Archives Trust Fund Board NATF Form72-QUOTE   page 1 of 3

Figure 14 – National Archives Quotation for Reproduction Services. The Archives will send you a form like this when they know what you would like to order. Note that all prices are estimates; you will get a refund or an additional charge if the actual amount is different from the estimate.

Chapter 4 – Newsletters

Most established reunion groups have a periodic newsletter of some sort. This paper discusses some of the tasks and expenses involved in publishing a newsletter, and gives some examples from one group's experience. It's useful to discuss these matters under four headings:

Editorial refers to the writing of the newsletter. You always need someone to write the material in the newsletter, or at least to copy it from somewhere else. It's best if he or she is a competent user of written English. Different reunion groups place different emphasis on what appears in their newsletter. It's all a matter of what the editor thinks is important.

> The *USS Rankin News* is issued quarterly, and emphasizes reunion news and historical material about the ship. There's usually a song or a poem having to do with the ship, the Navy or amphibious warfare, and there's often a "Shipmates on Parade" feature, with a biography of an interesting shipmate. Other groups feature other things, such as news about members and their families. You can see all issues of this newsletter at http://www.ussrankin.org/news.htm

Design has to do with how the newsletter looks and is put together. It starts with the size and number of sheets in each issue, and how the sheets are assembled into the finished product. Other aspects are the look and layout of the pages, especially the front page, the fonts used, whether photographs and color are used, etc.

Many reunion groups use Microsoft Word or Microsoft Publisher to lay out their newsletter. Publisher has features that make layout very easy, and it has a lot of advantages over Word. It's not very hard to learn, but you *do* have to learn it. One drawback is that there aren't many books that will teach you how to use it.

> *USS Rankin News* is printed on 11x17 sheets, folded to 8½x11, then folded in half to fit a 6x9 inch envelope. There are either one or two sheets to each newsletter. The publication is produced using Microsoft Publisher, and it features color on one side of one sheet (this side becomes the front and back page of the newsletter).

Production refers to how the physical newsletter is produced. Many are printed at local copy shops, or on the editor's laser or inkjet printer. If you print a lot of newsletters yourself, it might be worth your while to buy a "commercial quality" printer.

Quite a few reunion groups use the HP LaserJet 8150 for printing their newsletters. This is a high-speed printer capable of handling sheets up to 11x17 in size. It can print on both sides of the sheet, and with an attachment can print large numbers of envelopes. The 8150 is a very rugged machine, typically printing a million pages or more before it wears out. Many are available on eBay for $200 or less, most having printed relatively few pages. They are usually on the market because their users upgraded to a larger, newer, or faster printer. Their prices are low because they weigh over 100 pounds and are costly to pack and ship. This makes them hard to sell to people who can't come over and pick them up. Though there are other printers that fit this mold, the 8150 seems to be the most numerous on the market.

> Several years ago The USS Rankin Association paid $500 for an almost-never-used HP LaserJet 8150N. We use it to print all the black on our newsletter. We have two HP Business Inkjet 2800's, also from eBay, that we use to print the color. Color is a luxury

for most newsletters, but we could afford it, so we got it. We think it makes our newsletter special in the eyes of its readers.

Though printing is the most obvious aspect of production, it's far from the only one. After your newsletter is printed, it needs to be assembled (if it's more than one page), folded, and stuffed into an envelope, which then has to be sealed, addressed, stamped, and mailed. If your mailing list includes more than 200 names or so, you may want to consider farming this work out to a mailing house. These operations range from nonprofits oriented to small jobs, to huge factories devoted to million-piece commercial mailings. They will handle all aspects of production for your newsletter, and can usually mail it for you at very favorable postage rates. If you don't find a mailing house that suits you, keep looking until you find one. An Internet search for "mailing house" should get you started on your quest.

Distribution has to do with how you get the newsletter to your members. Some groups email it to members who have computers, but many groups avoid that because they want their members to have the physical newsletter in their hands, and they don't want them to have to print it out. Some post the newsletters on their web site after they're mailed, which can have the added benefit of showing color on material that shows up in black and white in the printed version.

Many reunion groups send their newsletters by First Class mail. That can be a good method for small mailings, but the postage gets expensive. For larger mailings, it often pays to use Standard Mail, often referred to as bulk mail.[4] Standard Mail offers considerable savings on postage, but requires the mailer to have a permit and to prepare the mailings in very specific ways. By using Standard Mail with a nonprofit endorsement, most reunion groups can reduce their postage from $0.44 per piece to less than $0.14. As an added bonus, that lower rate applies to pieces up to three ounces in weight.

The low rates for Standard Mail may tempt you to get your own permit, but in most cases this will not be economical. There are setup fees and annual fees that add significant amounts to your mailing costs, and there are rigorous requirements for sorting and packaging your mailing pieces.

Standard Mail also requires that the addresses on your mailing list meet certain standards for accuracy and format. Also, if an addressee has moved, the mail will *not* be forwarded, and you will *not* be informed unless your mailing envelope includes a special notice and you agree to pay for being informed of changes.

Standard Mail's nonprofit endorsement is free, and is easy to get. It can save about ten cents per piece on bulk mailings. Most Veterans organizations are eligible for this endorsement, regardless of whether they are incorporated or have Federal tax exempt status. Ask you local post office about qualifying for nonprofit rates.

The good news on Standard Mail is that mailing houses have their own permits and are very familiar with the requirements for sorting and packaging mail. In many cases, the savings on postage will more than pay for their fees for folding, stuffing, sealing, and addressing your mail.

The USS Rankin Association mails about 1,300 newsletters each quarter. We have a nonprofit mailing house do the work of folding the newsletter, inserting it in the

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[4] Standard Mail and other business mail topics are discussed in depth at http://pe.usps.com/businessmail101/ The information is somewhat technical. After reading it, you may want to discuss it with knowledgeable people at your post office

envelope, and sealing and addressing the envelope. We deliver the printed sheets and envelopes to them, and they do everything from there on out. They use their own bulk rate permit for mailing, and our own nonprofit endorsement from the postal service. A recent 1,307 piece mailing cost us $448.83 for all their work, including postage. If we had handled the mailing ourselves, First Class postage alone would have been $575.08. Plus, somebody would have to fold all those newsletters and stuff all those envelopes. My wife and I did that once, and neither of us wants to do it ever again.

Chapter 5 – Web Sites

Every reunion group should have its own web site. If you have one, no matter how small it is, people can find you on the Internet. If you don't have one, you are invisible to people who might be trying to find you. Here are some reasons that your group ought to have a web site:

• Having a web site helps new members find you

• Having a web site lets you communicate with your members and with others who have an interest in what you are doing

• Having a web site gives your group a certain "status" in the world. If you have one, you are in the same group as Fortune 500 companies, governments, schools, and every other important organization. If you do *not* have one, you're not in that esteemed company.

• Having a web site lets you easily publish pictures of your ship or unit, your reunions, your officers, and anything else you can think of.

• Having a web site lets you post your newsletters in a place where everyone can see them.

Creating and maintaining a web site is NOT expensive or difficult. There are many companies that offer web site hosting for $5-$10 a month, and most of them provide the tools to create and maintain a simple web site. Googling 'simple websites', 'simple website builder', and similar terms will turn up quite a number of them.

What you need to have a web site

You need several things to create and maintain a web site:

A webmaster. This is the person who creates and maintains your web site. When you want to make a change to your site, say by posting your latest newsletter, the webmaster is the one who does the work of posting it. He or she needs to be fairly familiar with computers, and needs to have specific knowledge of the software that you use to create and maintain your site.

Most reunion group webmasters are volunteers, and it's hard to think of a case where a paid webmaster would be worth the money. Being a webmaster isn't particularly time-consuming, but it DOES require some work. Because of that, It's best if your webmaster is a member of your reunion group, or otherwise has a special interest in its activities.

Many people have the skill to be the webmaster for a military reunion group. Many high school and college kids have such skill, as do many, but not all, computer professionals. It's a specialized skill in the field of information technology.If your reunion group includes members who are familiar with computers, it's very possible that one of them already has the knowledge to be your webmaster.

Web design software. This is the software that is used to convert your newsletter, reunion photos, and all that other material into something that can be put onto the Internet. Some of it is free and usable by complete beginners, while some of it costs hundreds of dollars and requires users to take specialized courses in using it. Adobe Dreamweaver is one of the latter, and is very widely used by professional webmasters. Microsoft Expression Web is another high-powered, high end program. Your webmaster may already be familiar with one or more varieties of web design software. If he or she isn't, he doesn't necessarily need to learn a powerful

package—most military reunion group web sites don't need anything more than a very low-end program.

A hosting company. Every web site needs to have a computer somewhere to "host" it. The hosting computer takes the material from your web design software and makes it available on the Internet. There are hundreds of companies in the business of hosting web sites for their customers. You can find them by Googling 'web hosting' or something similar. Their prices and services for any customer depend on the size of its web site and on the amount of traffic it gets from Internet users. Your site will be among the very smallest, lowest-traffic sites that your hosting company is likely to see. You can buy hosting services for $5 or $10 a month, or even less.

Some companies will host your site at no charge, in return for putting advertisements on your web pages. If your reunion group can afford to spend $10-$20 a month for its web site, we recommend against using these companies. Their service can leave a lot to be desired, and they frequently go out of business.

A domain name. This is the "www.ussneversail.org" that people use to find you on the Internet. Many companies can help you find an unused name. Usually they want about $10 a year to license that name to you. For another $10 a year or so, you can get a feature called domain privacy, which keeps your name and contact information our of the public domain.

Where you can get what you need

From the Alliance. If you don't have a web site, the Alliance will create and host a very simple one for you at very low cost. We will purchase one or more web addresses (URL's) on your behalf, create a small but attractive web site, and host it on the same server that hosts our own site. The cost to you will be $20 for one year's use of each URL, plus $20 for up to an hour's work in creating the site. Some actual sites we've created are www.ussbache.org, www.ussfairview.org, and www.alwaysbransontours.com.

The minimum required expense is $40.00: $20.00 for one year's registration for one URL, including Domain Privacy and $20.00 for web site creation and one year of hosting. We have very little time available to maintain these sites, so don't expect a lot after your site is initially created. If you want something added to your site, it is up to you to create it and send it to us for posting. We hope that everyone who gets such a site will eventually take it over themselves.

On your own. Most web hosting companies can provide everything that you need except a webmaster. Most of them, in addition to hosting your site, will sell you a domain name. Most of them also have built- in web design software that will easily handle a reunion site.

Chapter 6 – Reunion Notice Publishers

This is a comprehensive list of magazines, newspapers and web sites that publish notices of military reunions. We believe it is the largest and most accurate list in existence today. It is available only to members of the Alliance of Military Reunions. You can join at http://www.allmilitaryreunions.org

Every entry has been carefully verified as of the date shown in the entry. If you find an error or omission, please notify us at MilitaryReunions@aol.com. We are particularly interested in adding new entries to the list—if you know of one, send us their contact information and we will do the rest.

Please note the following about this list:

- Each listing begins with the name of the publication or web site and the name of the publisher or proprietor. This is followed by a general description, instructions about finding the reunion notices, and instructions for submitting your own reunion notice for publication.

- The list includes sources that DO NOT publish reunion notices, but that erroneously appear on widely-circulated lists of those that do. We hope this will reduce their unwanted mail and save time for the reunion groups that send it.

- Because web sites are subject to constant change, we list the address of the main site and the current way of navigating to the pages of interest. If something changes, let us know.

- We show the number of notices that each publisher printed in November or December, 2009. Bear in mind that very few reunions are held during those months, so a small number of listings then doesn't mean that a source doesn't list a lot of reunions at other times.

Please note the following about submitting your reunion notice:

- Unless otherwise indicated, submission of reunion notices is free and can be done by anyone.

- Most publishers require reunion notices to be submitted at least six months in advance. If you submit your notice later, it might not be printed. Online listings can sometimes be processed more quickly, but you shouldn't assume that they will be.

- Most publishers list reunion notices on a 'space available' basis. Keep your notice brief, including only the name of the reunion, its date and place, and key information about the point of contact.

- In general, it's best NOT to submit lists of multiple reunions. Many places cannot or will not handle them.

Air Force Times
Army Times
Marine Corps Times
Navy Times
Army Times Publishing Co.

Four weekly newspapers, one for each service. Reunion notices appear in the *Milestones* section, and cost $15.00 per week for 8 lines of text (as of 11/09). They appear in all four papers for each week paid for, and stay for several years in a separate online listing of reunion notices (115 in 11/09).

See the online reunion notices at http://www.militarytimes.com/. Scroll down to the *Classifieds* section in the right margin of the screen. Click *Milestones,* then click the link to *Reunions*. Unless the web page has changed, you can also go directly to the reunion notices at
http://www.militarycity.com/milestones/milestones.php?CAT=Reunions

Submit your reunion notice by contacting Tim Moore at 703-750-8932 or email tmoore@atpco.com. Less direct ways are printed in the newspapers and at the bottom of the *Reunions* web page.

11/09

Alliance of Military Reunions
See *The Alliance of Military Reunions*

2/10

AllMilitaryReunions.org
See *The Alliance of Military Reunions*

2/10

American Legion Magazine, The
See *The American Legion Magazine*

11/09

American Submariner
United States Submarine Veterans, Inc.

Quarterly magazine for submarine veterans. Magazine is available online to members only.

Reunion notices appear in the magazine and in a separate online listing.

See the online listings at http://www.ussvi.org/. Click the *Boat Reunions* button in the left margin of the screen. Listings are in chronological order, with one month's listing per screen. There are extensive search capabilities available. Search for specific reunions by clicking *Find a Reunion* at the left of the screen. See reunions geographically by clicking *Reunion Map* or *State Summary*, also at the left of the screen.

See instructions for submitting your reunion notice (submarines only) by clicking *Add a Reunion* at the left of the reunion calendar screen.

11/09

Amphibious Warfare Review
They seem to have discontinued publication in the early 1990s. There is no trace of them since then.

11/09

Army Times
See *Air Force Times*

11/09

AUSN.org
Association of the United States Navy (formerly Naval Reserve Association)
Monthly online magazine and online reunion notices.

They list a small number of reunion notices online (6 in 11/09) under the *Events* tab at http://ausn.org/

Submit your reunion notice to Jean.Byrd@ausn.org or Linda.Bautista@ausn.org

11/09

Bluejacket.com

Large web site covering U.S. naval history, photos, and graphics.

They have a small listing of Sea Service Reunions (10 in 11/09) at
http://www.bluejacket.com/reunions.html

Submit your reunion notice to mailbuoy@bluejacket.com. Detailed instructions are at
http://www.bluejacket.com/reunions.html#directions

11/09

Can Do
Navy Seabee Veterans of America

Quarterly magazine for Navy Seabees and Civil Engineering Corps officers. Seabee reunion notices are listed in the magazine and on a separate web site (40 in 1/10). The full text of the magazine is also available online.

See the site at http://www.nsva.org/. See the magazine by clicking the CAN DO link in the left border of the home page. See the reunion notices by clicking the *Reunions* link in the same area.

Submit your Seabee reunion notice to hlenchitz@yahoo.com.

1/10

CEC/Seabee Historical Foundation

Organization devoted to the Navy Seabees and Civil Engineer Corps. Its web site has several pages listing Seabee reunions for the current year (35 in 1/10), as well as past ones. See the site at http://seabeehf.org/. See the reunion notices by clicking *Reunions* at the left of the screen, then clicking the appropriate link.

Submit your CEC/Seabee reunion notice to info@seabeehf.org

1/10

Classmates.com

Web site for keeping in touch with people from your past, including military units, but especially schools. See it at http://www.classmates.com/ Registration is free, but to use the site for anything meaningful, you need a paid membership. Once you are registered, you can see reunion information by clicking the *Reunions* link at the top of the page.

In 12/09, the ability to list reunions is limited to class reunions. At this time they DO NOT list military reunions.

12/09

DAV Magazine
Disabled American Veterans

Bimonthly magazine for members. No separate online listings, but the full content of the magazine is online under the *News & Events* tab at http://www.dav.org/. Back issues are available from *the DAV Magazine Archive* link on the same page.

The *Reunions* section of the magazine lists reunion notices (47 in 11/09). The *Inquiries* section has notices from people looking for buddies or to start a reunion (10 in 11/09).

Submit your reunion notice to feedback@davmail.org, or mail it to DAV Magazine, PO Box 14301, Cincinnati, OH 45250.

11/09

FRA Today
Fleet Reserve Association

Monthly magazine with separate online reunion listings. The full content of the magazine can be viewed online from the *Publications* tab at http://www.fra.org/. Back issues can be viewed by clicking the *View All* link on that screen.

Reunion notices are listed in the magazine (13 in 11/09) and online (37 in 11/09).

Online listings are at http://www.fra.org/Content/fra/AboutFRA/Reunions/default.htm

Listing policy and instructions are at
http://www.fra.org/AM/Template.cfm?Section=Reunions&Template=/CM/ContentDisplay.cfm&ContentID=8863

12/09

Friends Journal
Air Force Museum Foundation, Inc.

Quarterly magazine for members. Selected content is available online at http://www.afmuseum.com/. Select *Membership* in the menu at the left of the screen, then select *Friends Journal*.

Reunion notices are listed in the magazine (18 in Fall 2009) and separately online (41 in 12/09). To see the online listings, go to *Friends Journal* as described above, then select *Reunions*.

Submit your reunion notice to jrep@afmuseum.com

12/09

Hullnumber.com

Web site emphasizing keeping in touch with Navy shipmates, including aviation squadrons. See it at http://www.hullnumber.com/ You can post your own name, and you can look for the names of other shipmates. Includes the capability to email shipmates who have registered and provided email addresses.

Doesn't publish reunion notices, but has a few links to reunion publishers in this list.

Journal of Military History, The
See *The Journal of Military History*

11/09

Leatherneck
Marine Corps Association

Monthly magazine, totally separate from *Marine Corps Gazette*. A sample copy is online at http://www.mca-marines.org/leatherneck/. Members can see full content, including archives, online. Prints reunion notices, on a space available basis, at the end of the *Sound Off* section (21 in 11/09). The *Mail Call* section is for Marines looking for buddies or to start a reunion.

Notices are restricted to reunions that include Marines or Marine veterans. Submit your reunion to leatherneck@mca-marines.org. Include basic information and the connection with the Marine Corps.

12/09

LST Scuttlebutt
Unites States LST Association

Bimonthly newspaper for those who served on Navy LSTs. Lists LST and LST-related reunions (13 in 1/09).

Submit your reunion to uslst@uslst.org

12/09

Marine Corps Gazette
Marine Corps Association

Monthly magazine, totally separate from *Leatherneck*. Selected major content is online at http://www.mca-marines.org/gazette/. Members can see full content. Prints reunion information every other month (2 in 11/09) in the *Special Notices* section, on a space-available basis.

Notices are restricted to reunions that include Marines or Marine veterans. Submit your reunion to gazette@mca-marines.org. Include basic information and the connection with the Marine Corps.

11/09

Marine Corps Times
See *Air Force Times*

11/09

Military magazine
Military magazine

Monthly magazine. Selected content is online at http://milmag.com/. Prints reunion listings in the *Reunions* section (10 in 1/10). Also prints "looking for buddies" and "want to form a reunion" information in the *Messages* section. A single listing per year is free. Multiple month listings are available for a donation of $2 per month.

See reunion listings and messages at http://milmag.com/. Click the *Reunions* or *Messages* link at the right of the screen.

Submit your reunion from the web site, or to orders@milmag.com, or to PO Box 189490, Sacramento, CA 95818.

12/09

Military Officer
Military Officers Association of America

Monthly magazine and online reunion listings. The full content of the current and back issues is at http://moaa.org/moarchive.

Reunions are listed in the *InformationExchange* section magazine (33 in 11/09) and online at http://moaa.org/ under the *Chapters/Community* tab. Click *Find People & Reunions*, then click *Search for a Reunion*. Be sure to specify the date range you are searching for.

Policies and procedures for listing reunions are in the *MOAADirectory* section of the magazine, usually found around pages 18-20. Submit your reunion to infoex@moaa.org or at www.moaa.org/networking. Priority is given to listings from members.

1/10

Military.com
Military Advantage / **Monster Worldwide**

Large website oriented toward the military. Members (free) can set up "unit homepages" for their ships or units, and list their reunions there. Other members can list their names on the applicable unit homepages, making a (sometimes pretty small) database of those who served in that unit. There is also a "buddy finder" for locating lost shipmates.

There is a complete list of reunions (700+ in 11/09), but it has no supervision, so many of its listings aren't really military reunions.

Online listings are at http://www.military.com/. Go to the *Community* tab and click on your service. When the *Unit Homepages* screen comes up, click on *Navy Reunions* (or the corresponding link for your service) in the left margin. You can also search by unit name or browse by various categories.

Submit your own reunion on its unit page, which you can search for (or create) from the *Unit Homepages* screen.

11/09

MilitaryConnections.com
Military Connections

Web site for military personnel and veterans. They list a small number of reunions (24 in 11/09) and have a *Find a Buddy* service.

You must be a member (free) to see the reunion list or to submit a reunion. Do both at http://www.militaryconnections.com. Just join, login, and click the *Reunions* tab.

11/09

MilitaryShoppers.com

Web site primarily offering coupons and discounts to members of the military community. Includes a list of reunions (in 11/09, includes 80 scheduled or completed, plus 40 being planned).

See the listings at http://www.militaryshoppers.com/. Click *Reunions* under the *Community* tab at the top of the page.

Submit your reunion by clicking the link in the large box at the top of the listings screen.

11/09

NARFE magazine
National Active and Retired Federal Employees Association

Monthly magazine for retired federal employees.

DOES NOT publish reunion information.

11/09

Naval Aviation News
Naval History and Heritage Command

Bimonthly official Navy magazine covering all aspects of naval air operations. Some issues are available online at http://www.history.navy.mil Click *Resources and Research* at the top of the page. Then click *Naval Aviation News Periodicals*.

Reunion notices for Naval Aviation related groups (11 in 8/09) appear in the *Flightbag* section at the back of each issue. The magazine is in a major transition right now, and there is no current place to submit reunion notices.

12/09

Naval Reserve Association
See AUSN.org

11/09

Naval Reservists News
See *TNR*

12/09

NavSource.org
NavSource Naval History

Very large web site with a page for just about every U.S. Navy ship from the 20th century onward. The pages mainly feature photos from many sources. Many include images of the ship's patch or crest; basic information such as displacement, size, armament, etc.; ribbons and awards; callsigns; and links to appropriate web sites. Many also include information about reunions.

To find a ship on http://www.navsource.org/, click on its type in the left margin, then keep drilling down until you find her in one of the Photo Indexes. Reunion information, if any, will be found at the bottom of her page.

Submit your reunion by clicking the *E-mail Webmaster* link at the bottom of your ship's page.

11/09

NavWeaps.com – Naval Weapons of the World

Large website about Naval Weapons, Naval Technology and Naval Reunions.

Access their extensive list of reunions by clicking the *Naval Reunions* box at the bottom of
http://www.navweaps.com/

Submit your reunion by sending email as described on the reunions list.

11/09

Navy Times
See *Air Force Times*

11/09

NCOA Journal
Non Commissioned Officers Association

Monthly online magazine for members.

DOES NOT publish reunion information.

12/09

Officer Review
The Military Order of the World Wars

Monthly magazine for members.

DOES NOT publish reunion information.

11/09

Proceedings
U.S. Naval Institute

Monthly magazine about naval affairs.

DOES NOT publish reunion information.

11/09

RealWarPhotos.com
Real War Photos

Web site with a huge number of military photos for sale. Has a listing of Navy reunions (200+ in 11/09) that includes the number of available photos of the ship.

See the listings at http://www.realwarphotos.com/. Click the *reunions-navy* link at the top of the page.

Submit your reunion by email from the link at the top of the reunion list.

11/09

Reunions
Reunions Magazine, Inc.

Quarterly magazine with a large online presence at http://www.reunionsmag.com. Charter Member of the Alliance of Military Reunions, and an excellent source of reunion information. Each issue has a few articles about recent reunions.

Lists upcoming reunions online (40 in 11/09). Publicizes those who are seeking to organize reunions. Has an online archive of hundreds of past reunions.

Future reunions and contact information for those seeking to form reunion groups are listed at http://www.reunionsmag.com/futurereunions/upcoming_military.htm. Archives of past reunions are at http://www.reunionsmag.com/pastreunions/archives_military.html

Submit your reunion by sending reunion name, place, date and contact info to editor@reunionsmag.com or *Reunions magazine*, PO Box 11727, Milwaukee WI 53211-0727, or fax to 414-263-6331.

11/09

Sea Classics
Challenge Publications, Inc.

Monthly magazine, not online. Lists Navy/Marine reunions (79 in 9/09) in all but Jan, Feb, and Dec issues. Submit simple typewritten notice least 90 days prior to the event to Reunion Notices, Sea Classics Magazine, 9509 Vassar Ave., Unit A, Chatsworth, CA 91311-0883, or email to mgarcia@challengeweb.com

11/09

Sea Waves Magazine

Electronic magazine delivered four times a week by email. Lists Navy and Coast Guard reunions (11 in 11/09).

Reunion listings are at www.seawaves.com/reunions.asp. Submit your reunion electronically there.

11/09

SEAPOWER
Navy League of the United States

Monthly magazine and online reunion listings (15 in 11/09). Reunions do not appear in the magazine, but are listed in a separate section of the web site.

See the magazine at http://www.navyleague.org/seapower/

See the online reunion listings at http://www.navyleague.org/. Find *Sea Services News* in the rightmost of the three columns in the center of the page. Scroll down and click the *Sea Services Reunions* link.

Submit your reunion by email to publicrelations@navyleague.org

11/09

SemperParatus.com

Web site devoted to the U.S. Coast Guard. Online listings of Coast Guard reunions can be seen at http://www.semperparatus.com/reunions.html.

Submit your U.S. Coast Guard reunion notice to mailbuoy@semperparatus.com

12/09

Shift Colors (NAVPERS 15886)
Navy Personnel Command: Bureau of Naval Personnel

Online newsletter for Navy retirees. The print version has been discontinued. Lists many Navy reunions (230 in 11/09).

See it at http://www.npc.navy.mil/ReferenceLibrary/Publications/ShiftColors/

See reunion listings by clicking the *Reunions* link about halfway down the home page.

Submit your reunion by following the instructions just below that link.

11/09

Shipmate
U.S. Naval Academy Alumni Association

Bimonthly magazine for Naval Academy alumni. Available online at http://www.usna.com/. Click the *Shipmate* link at the top of the page.

DOES NOT publish reunion information.

12/09

The Alliance of Military Reunions

Membership organization for military reunion groups. Publishes the guide you are reading. An extensive web site lists the reunions of member organizations alphabetically, by branch of service, by date, and by location. Notices include the days of the week that the reunion takes place, and there is space for about 50 words of commentary in each notice. Notices are typically published within a week of being received.

See the web site at http://www.allmilitaryreunions.org.

See the reunion listings by clicking *Reunion Notices* in the *On This Web Site* section at the top of the page.

Members can submit their reunions by following the instructions on the *Reunion Notices* page. Nonmembers can join the Alliance by following the instructions on the *How to Join the Alliance* page.

2/10

The American Legion Magazine
The American Legion

Monthly magazine and online reunion listings. The major articles from the magazine, including back issues, are online at http://legion.org/magazine. The reunions are listed separately at http://www.legion.org/reunions, along with the policies for listing reunions online and in the magazine.

The *Comrades* section of the magazine lists reunions (58 in 11/09) and *In Search Of*—people interested in forming reunion groups (33 in 11/09).

Submit your reunion at http://www.legion.org/reunions/submit, or by mail following instructions there or in the magazine.

11/09

The Hook – Journal of Carrier Aviation
Tailhook Association

Quarterly magazine about carrier aviation. Not available online.

Lists reunions for Naval Aviation groups (26 in 7/09). Only members can submit reunions. To join or to submit your reunion, call 858-689-9227

11/09

The Journal of Military History
Society for Military History

Quarterly journal of scholarly articles on the military history of all eras and geographical locations.

DOES NOT publish reunion information.

11/09

The Mariner
Naval Enlisted Reserve Association

Quarterly magazine, available in print and online. Reunions are listed separately online (12 in 11/09). They also have a *Facebook* page entitled Naval Enlisted Reserve Association – NERA; it lists at least some of their reunions.

To see the magazine online, go to http://www.nera.org/, then click the magazine cover in the right margin of the screen. To see the online reunion listings, look for the moving list of topics at the top of the home page. When *Reunions* appears, click it. (This may change in early 2010.)

Submit your reunion from the online listings page, or to members@nera.org

12/09

The Navy Reservist
See *TNR*

12/09

The Officer
Reserve Officers Association of the U.S.

Monthly magazine for members. Full text, including back issues, is available online at http://www.roa.org/. Click *Benefits* at the top of the page, then under *Publications* click *The Officer Magazine*.

DOES NOT publish reunion information, but the web site is under review and may have reunion listings sometime in 2010.

12/09

The Tin Can Sailor
The National Association of Destroyer Veterans

Quarterly newspaper for Navy destroyer veterans. Lists reunions for destroyers and related ships in the paper (196 in Fall, 2009) and separately online. Online listings include many non-destroyer-related ships and a few other units. Listings stay online until a new reunion is submitted. Website also has brief reviews of individual reunions.

Online listings are at http://www.destroyers.org/. Click the *Reunion Info* link at the left of the screen.

Submit your reunion by email to reunions@destroyers.org

11/09

The VVA Veteran
Vietnam Veterans of America, Inc.

Bimonthly magazine with full content available online. Lists reunions in both places (15 in 11/09). Extensive archives of back issues are available online.

See the magazine by clicking the *publications* link at http://www.vva.org/. See the reunions by clicking the *Reunions* link in *The Veteran Departments* section of each issue.

Submit your reunion to mkeating@vva.org or The VVA Veteran, 8719 Colesville Road, Silver Spring, MD 20910.

11/09

Tin Can Sailor

See *The Tin Can Sailor*

11/09

TNR
Commander, Navy Reserve Force

Monthly magazine about the Navy Reserve. Current and archived issues are available at http://www.navyreserve.navy.mil/

They DO NOT publish reunion notices

12/09

Togetherweserved.com

A huge military community web site, with sections for each service. Except for the *About Togetherweserved* page, you have to be a member to access the site. Membership is free, but a paid membership ($19.95 in 11/09) gives greater privileges.

The information below is believed to be accurate, but we could not contact the organization to verify it.

Main web site - http://togetherweserved.com (250+ associations in 11/09)

Air Force - http://airforce.togetherweserved.com/

Army - http://army.togetherweserved.com/

Coast Guard - http://coastguard.togetherweserved.com/

Marines - http://marines.togetherweserved.com/

Navy - http://navy.togetherweserved.com/

Doesn't seem to have reunion listings *per se.* Instead, has "Associations." See them for the Navy site by going to the sitemap, then to the Interaction Related section, then to View Military Association Pages and Members by TWS.

You can post your own unit and maybe your own association. Even with a paid membership, you don't seem to be able to access site map (and therefore Associations) of other services.

12/09

TREA.org
The Retired Enlisted Association

Website with a very large, well-maintained list of reunions for all services (300+ in 11/09). Probably the best list available. Has extensive archives of past reunions and a very large *Looking for Buddies* section.

See reunion listings and *Looking for Buddies* at http://trea.org/. Click the button for Reunions/Buddies, then follow instructions or click the appropriate link.

Submit your reunion by clicking the *Submit Your* Reunion link.

11/09

VetFriends.com

Large web site that lists military "Organizations," many of which are reunion groups. (300+ organizations in 11/09, but a lot of them are old). They want you to join VetFriends, which costs money ($9.97 per month in 11/09), but you can use the site without joining.

To see reunion listings, go to http://www.vetfriends.com/. Scroll down to the *Veteran Reunions & Associations* link in the blue area at the left of the screen. Click it and go on from there. You can see organizations by category (Army, Korea, etc.), on a calendar, or even by state.

Post your organization and/or your reunion from one of the links at the bottom of the page.

11/09

VFW magazine
Veterans of Foreign Wars

Monthly magazine (combined issues in June/July) with selected articles online. Reunions are listed in the *Reunions & Claims* section (about 100 in each issue) and separately online. Proposed reunions are listed on a space available basis.

See reunion listings in the magazine or online at http://www.vfw.org/ Click the *News & Info* tab, then choose *VFW Publications*. Click *VFW Magazine 2009* on the left. Finally, click the *Reunions* link on the right.

VFW members only can submit their reunions online at www.vfw.org/magazine/51.html or by mail to VFW Magazine, 406 W 34th St, Suite 523, Kansas City, MO 64111.

11/09

V V A Veteran

See *The V V A Veteran*

11/09

Wings of Gold
Association of Naval Aviation, Inc.

Quarterly magazine available in print only. Publishes Naval Aviation reunions in the magazine and in a separate online listing (6 in 11/09).

Listings are in the *ANA Log Book* section of the magazine, and online at http://www.anahq.org/. Click the *Reunions* link on the left side of the home page.

Submit your Naval Aviation reunion to goldwings@verizon.net

11/09

World Naval Ships Forums
worldnavalships.com

A forum on a large naval history sites. Publishes ship reunions (16 in 11/09), mostly for the Royal Navy, but other navies are welcome.

See the listings at http://www.worldnavalships.com/. Click the *Forum* link at the top of the screen, then scroll down to the *Naval History* section. In that section, scroll down to *Navy Ship Crew Reunions* and click the title.

Submit your reunion by posting it in the forum. You must register (free) to post. Click *Register* at the far left of the links in the blue rectangle at the top of the page.

12/09

Chapter 7 – Insurance and Alcohol at Reunions

The Alliance realizes that buying insurance and serving alcohol in the hospitality room are topics of widespread interest. We're working on getting professional advice on these subjects, but the project is still under development. Here's what we know right now:

Alcohol in the hospitality room. Most groups want to be able to have alcoholic drinks in the hospitality room. There are many laws that regulate this, and they vary by state and municipality. There are also important liability issues if somebody gets drunk and is involved in an accident or alcohol-related incident. As a general rule, if your hotel serves the alcohol, you don't have to worry too much about legality and liability. In fact, many hotels won't allow alcohol in your hospitality room unless they serve it themselves. They are NOT being uncooperative—they are just making reasonable accommodations to their local laws and their insurance coverage.

If you want to serve alcohol yourself, or if you allow people to bring their own, you need to be concerned about the law, your hotel's rules for guests, and the possibility of liability. These are not small things, and you should be VERY careful with them. It's a good idea to get professional advice from an insurance agent or an attorney or both.

Depending on the location of your reunion, you *might* be able to buy insurance to cover liquor liability. Be prepared for it to be expensive, and be prepared to be turned down by insurance companies—some of them don't even want this kind of business.

Event insurance. Some groups like to buy short-term liability insurance policies to cover themselves for their reunions. Depending on what is covered, the premiums can be as low as a few hundred dollars, or as high as several thousand. Many insurance agents and many online sites sell this insurance, which is usually called *event insurance*. That term covers a lot of things, from weddings to rock concerts to week-long rodeos.

Most reunions are on the extreme low end of the kinds and sizes of events that the companies insure. Often they have minimum premiums for their policies, and often that is what you will pay. When you inquire about event insurance, be sure that the insurer knows you have a multi-day event (some only sell one-day policies) and the approximate number of people who will attend.

The Alliance has no "favored providers" of event insurance, but we do want to help you find what you want. Here are some useful web sites we have found. A simple Internet search for "event insurance" or similar terms will turn up many more:

Good basic information about event insurance can be found at:
http://www.eventmarketer.com/viewmedia.asp?prmMID=412

A large supplier of event insurance somewhat tailored to reunions is:
http://www.kandkinsurance.com/sites/events/Pages/Short-Term-Special-Events.aspx

There is a very good article on Liquor Liability at:
http://www.suite101.com/content/liquor-liability-a28345
Its author, Felicia Williams, is a well-known freelance writer and a recognized authority in several areas of the insurance field. Her personal website is at www.feliciawilliams.com

Chapter 8 – Traveling by Rail

For quite a few people, the train is a very good way to get to your reunion. Don't count this option out for yourself or your reunion participants. Train travel is relaxing, and its cost can be considerably less than that of traveling by air.

Train travel gives you the opportunity to see many sights at ground level rather than from the sky. I have seen the tops of clouds many times, but the opportunity to see mountains, rivers, streams, and wildlife in their natural environment is much more enjoyable.

My wife and I are neither experts, nor do we have a million miles of train travel under our belts. But it is an option we have taken in the past for personal trips. Most recently, we took the train to The Alliance of Military Reunions' "Maine Event" in April, 2009.

We compared the cost of airline and train travel from our home in Wisconsin to Portland, Maine, and found the train to be far less expensive:

Air travel would have cost over $1,200 for two people, for a four-hour flight.

Train travel cost just over $800 for the same two people, who spent 24 pleasant hours on the train. The train's sleeper car price included all meals, and our baggage traveled for free.

Here's the train route that we took to get to Maine:

Lake Shore Limited

New York/Boston - Albany - Chicago

The Lake Shore Limited travels daily between Chicago and New York City, along some of the country's prettiest shorelines.

We had our own private room with a large window and two seats facing each other over a table. At night, the seats and table turned into a bed, and a second bed folded down from the ceiling. These drawings show some of the accommodations typically available on a train:

The layouts shown in this table are typical of those found on long-distance trains. Contact Amtrak to see what's available on yours.
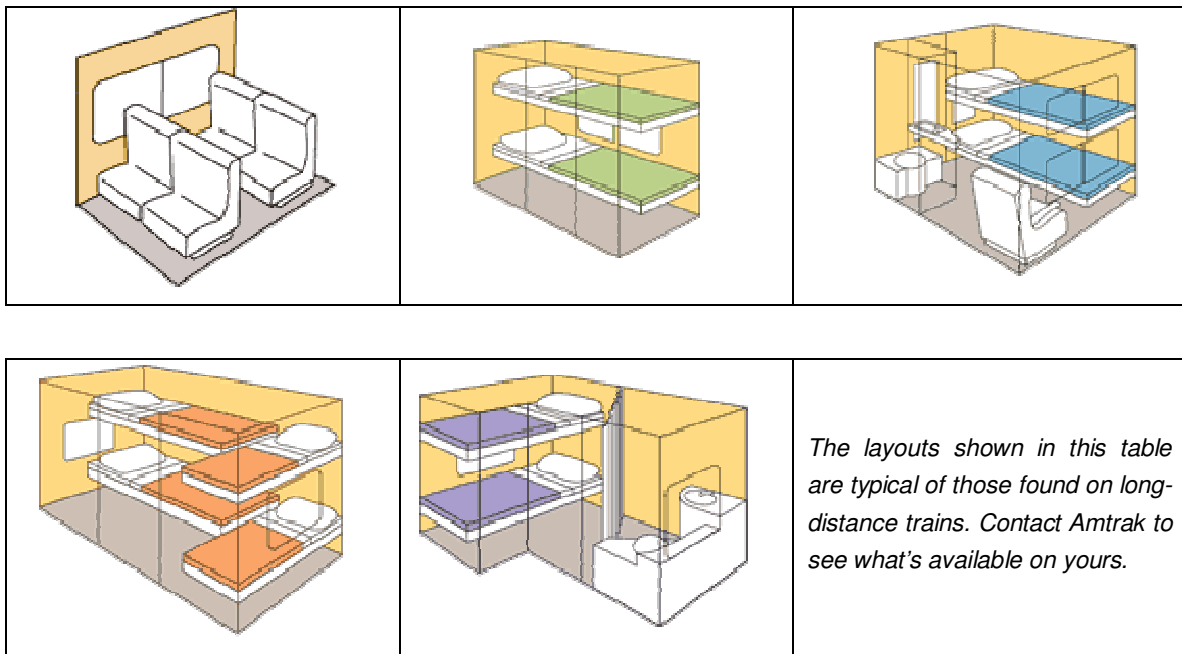
Our meals on the train were delicious, and we regarded the food and the service as equal to or better than those in a fine hotel.

On long-distance trips, passengers are asked to make reservations for lunch and dinner. Reservations are taken in 15-minute increments, which allows for a more pleasant dining experience, assures passengers of receiving quality service from Amtrak staff and prevents the Dining Cars from becoming overcrowded during peak meal times.

After boarding, an Amtrak staff member goes through the train asking passengers to select a preferred time for dining. Lunch hours are generally from 11:30 am – 3:00 pm and dinner hours are generally from 5:00 pm – 9:00 pm.

This is what the dining area looks like on a train. As you can see, there are tables with linen on them. The meals are served on real plates and the utensils are metal, not plastic. When you come into the dining car you are seated with other travelers so you are always meeting someone new with a story they are willing to share. This is a great way to travel and meet new people at each and every meal. Compare that with eating on the plane.

The next page tells how you can learn more about train travel. It guides you to online sources that make it easy to understand the ins and outs of this wonderful but sometimes-not-thought-of means of travel

How to learn more

The first place to check is http://www.amtrak.com. It's a very large web site with just about everything anybody would like to know about train travel. The home page has some useful tabs across the top. Click on the **Plan** tab to see a lot of good information for new travelers. (If you're new at this, just click firmly on the tab and wait a few seconds. This will bypass the numerous submenus and give you one big page with plainly-labeled links to the information that you're likely to be interested in.

Another good thing to do on the web site is to see where you can board a train. This is the same as checking for the closest airport for your trip.

If you're not comfortable with the web site, Amtrak has a good selection of literature that will tell you how and where you can go, and how you can manage the trip.

Thomas Heiser
328th Radio Research Reunion
Wisconsin Rapids, WI

Chapter 9 – Site Visit Checklist

Hotel Name _____ Date _____

Address _____

Contact Name _____ Phone _____

Email _____ Fax # _____

Total Number of Rooms ____ Non-Smoking _____

It is hotel a total non-smoking facility?   YES   NO

How many ADA sleeping rooms? _____

Is staff friendly?   YES   NO

Is the lobby and registration desk attractive and appealing?   YES   NO   _____

Is there ample and comfortable seating in lobby? YES   NO   _____

Are there morning coffee and drinks in lobby? YES   NO

Self Park – Auto & RV   YES   NO   Cost $_____

Valet Parking   YES   NO   Cost $_____

Banquet & Hospitality room space (get copy of floor plan)

Room Use	Room Name	Dimensions (Size)	Square Feet

Number of public elevators ____ Conveniently located?   YES   NO

Is there Braille numbering/floor bells?   YES   NO

Is breakfast included with room?   YES   NO
For how many? ____ Continental   Full   Buffet

How many restaurants on premises? _____
Is there a lounge on premises?   YES   NO

Are there exercise facilities on site?   YES   NO

Included?   YES   NO   Cost $_____

Is there a hotel gift shop on premises? YES   NO

How far is the nearest shopping and dining _____

What type? _____

Nearest attractions _____

What Type ? _____

Complimentary shuttle service?   YES   NO

Type: Airport   Area   Radius

When will renovation (if any) be completed? _____
_____

# of security staff on duty: days _____ nights _____
weekends ___ Do they patrol?   YES   NO   ____

Is staff trained in CPR and first aid?   YES   NO

_____

Does the hotel utilize interior and exterior security cameras? YES   NO   _____

Is the exterior of the hotel adequately lighted at night?   YES   NO   _____

Are there questionable people hanging around the inside and/or the outside of the hotel at night? YES   NO   _____

Type of Guest Room Locks _____

Do doors close automatically?   YES   NO

Dead Bolt? YES   NO   Peep Hole?   YES   NO

Sprinklers? YES NO Smoke Alarms? YES   NO

Hotel's medical emergency procedures_____

_____

_____

Hotel's fire alarm procedures _____

_____

Hotel's evacuation procedures _____

_____

Is the hotel ADA compliant?   YES   NO   _____

_____

Are handicapped rooms ADA compliant?   YES
NO _____

How many ADA rooms? _____ With wheel in
showers? ____

Do guest room doors have Braille numbering?
YES   NO

Do telephones in ADA rooms have large print?
YES   NO

How many rooms is a single housekeeper expected
to clean each day?_____ (15 or less is average)

Overall appearance of room and furnishings _____

_____

Are the carpeting, furniture, lamp shade, bed
covers stained?_____

Bathroom Cleanliness _____

_____

Any mold? _____

Is shower head high enough?   YES   NO   _____

_____

Is the shower spray pattern OK?   YES   NO

Hair Dryer? YES NO   Curling Iron? YES NO

Are their ample toiletries (shampoo, body lotion,
bath soap)   YES   NO

Number of bath towels _____

Hand Towels_____Wash Cloths _____

If a non-smoking room, can you smell smoke?
YES   NO   (Smell the pillows)

Is the mattress comfortable? YES NO   (Sit on
edge of bed)

Is there a full length mirror?   YES   NO

Is there enough closet space?   YES   NO

Enough Hangers?   YES   NO

Is there an ironing board and iron?   YES   NO

Is there a coffee maker?   YES   NO

How many telephones? _____How many
TV's? ____ Cable? YES   NO Satellite? YES   NO

Refrigerator? YES NO   Microwave? YES NO

Other information _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Comments _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Impression of sales staff _____

_____

How long at this hotel _____

Moving on? _____

Impression of catering and banquet staff _____

_____

General feeling about this hotel_____

_____

Chapter 10 – Request for Proposal

<div align="center">

(Reunion Group's Letterhead)

Request for Proposal

(Date)
</div>

Purpose of Request

Briefly describe purpose of the request, i.e. **"The _____ Association will hold its 2011 reunion in the Washington, D.C. area and is submitting this Request for Proposal to area hotels for their consideration."**

History of Association

History of the Association, <u>not</u> the ship, unit, etc, i.e. **"The Association was founded in 1993 when fifty-five former crewmen gathered and organized and have been holding annual reunions ever since. The Association consists of members who served _____ during _____."**

Dates of Reunion

Always use the day of the week and the date and always provide the desired dates and alternate dates:.

> **(Desired) Wednesday, August 25, 2011 to Sunday, August 29, 2011**
> **(Alternate) Wednesday, September 22, 2011 to Sunday, September 26, 2011**
> **Mondays through Thursday would be considered if price break was significant**

**Some hotels are more flexible price wise for holding reunions on weekdays rather than weekends.

Estimated Attendance

Be as close to your expected number as possible and remember the number you give is an estimate as there is no way anyone can predict how many will show up but past experience helps. Always attach your group's history for the last 2 or 3 years and average out the room nights for your next proposed reunion as a benchmark.

Room Rate

Don't be specific but give a range, i.e. **"$80 to $100 per night, good three days before and three days after the dates of the reunion."** This will also help the CVB to know who to distribute your RFP to.

Room Block

Here's where you need to be creative and knowledgeable of past reunion room block experience, i.e.

Day(Date):	Wed	Thu	Fri	Sat	Sun
Rooms Needed:	**30**	**70**	**70**	**70**	**40**

You need to find out the correct reservation numbers for the members and let them know "Attendees will make their own hotel reservations." Ask if they have a hotel reservation online tracking system for you as the planner to stay on top of your group's progress.

Complimentary Items

You can ask for anything you wish but be reasonable too, i.e.

Complimentary Sleeping Room for you as the planner for the duration of the reunion plus 1 free night for every 30 room nights on an accumulative basis for the whole reunion
Complimentary Room Upgrades
Complimentary Registration Area
Complimentary hospitality room
Complimentary Room for your business/executive meeting
Complimentary Wine and Cheese Reception
Complimentary Banquet Room
Complimentary Airport Shuttle (if available)
Complimentary Parking
Complimentary Breakfast (if they will not include, then ask for reduced restaurant rate of at least 20%)

Catering

Include everything you want the hotel to provide and for which they will be paid, i.e

"Hotel will provide two cash bars, one host bar, hors d'oeuvres, banquet, Men's/Ladies breakfast (if required) and brunch. All prices to include gratuities and all taxes.

Additional Information

Include other items not addressed so far that the hotel needs to know about your reunion to properly make a proposal (do not include items that would normally be included in a site visit or room set ups as this can be done later with the hotel you select). For instance, you could include the following:

We will need the hospitality room exclusively throughout the reunion as we will be going on daily tours away from the hotel and the room will need to be secured when we're away. The hospitality room will be used for the welcome reception, the Association's business meeting, (if you are a small group) Our banquet night is usually a plated dinner but a buffet could be an option. Can you recommend local entertainers i.e. DJ and a local tour operator? Our farewell breakfast/brunch (if you have one) is usually held in the same room as the banquet. PA system, TV/VCR or DVD will be needed in hospitality room on certain days and we expect those items to be complimentary. What is your policy on bring in our own snacks and beverages (alcohol) to the hospitality room? The hotel must be ADA compliant. ***If your association is adamant on bringing alcohol into the hospitality room, make that very apparent to the CVB so she/he will not send RFP's to hotels that do not allow this

Submit Proposals By

Give a date at least 30 days away for hotels to complete and provide proposals.

Site Visits

Provide a time(s) when you or someone in your group will be available to conduct site visits. You should also be meeting with the local CVB (if there is one) and go over what the CVB will provide your group, i.e. goodie bags, maps, information on the area and name tags.

Contact Person

This should be the person who completed the RFP and who also should be the person who makes the final decision as to the selection of the reunion hotel. If not, also name the person who makes the final decision. Give names, addresses, phone number(s), and email address.

Addendum

2010 Hotel info / Rate / Room nights / Attendance

2009 Hotel info / Rate / Room nights / Attendance

2008 Hotel info / Rate / Room nights / Attendance

THE ABOVE INFORMATION IS ALL THE CVB NEEDS TO START THE PROCESS. ONCE YOU HAVE SELECTED THE POTENTIAL HOTELS AND SET UP SITE VISITS, YOU CAN GET MORE DETAILED.

Chapter 11 – Outside Assistance (PRELIMINARY)

There will come a time when every volunteer military reunion planner calls it quits. He or she has gotten tired of arranging reunion after reunion and is ready to turn it over to someone else. But, they have continued for more years than they wanted to simply because there was no one else they could turn it over to. Or in the worst case, the planner sadly dies in the midst of planning a reunion. Unfortunately and in many of these cases, his or her successor has not been planned for.

If the group is to continue it will probably be with a new "volunteer" who has stepped up but doesn't know a thing about planning or running a reunion. What is the group to do and better yet what should this new volunteer planner do? One thing that can ease the anxieties of taking on the monumental task of arranging a reunion is to have someone else do it.

Then there is the reunion group that is loosely organized and the "leader" is looking for a way to have better reunions and doesn't know where to turn.

In all these cases, there are companies who can provide the reunion planner some relief. They offer basically the same services in arranging reunions but with some significant differences:

> Destination Management Company (DMC): These are for-profit companies and are mostly localized to a particular area or city and will arrange local accommodations and activities.

> Receptors: These are for-profit companies that are similar to DMC's but can offer more services including airport pickup, hotels, tours, etc and in many other areas and cities.

> Military Reunion Planning Companies: These companies are for-profit and offer the most benefit to the military reunion planner and group. By specializing in military reunions only, they are the most knowledgeable about what makes for a successful reunion.

> Tour Operators: These companies specialize in arranging tours in a specific area or city and will be contracted by DMC's, Receptors, and Military Reunion Planning Companies to provide services and tours.

> Tour Companies: These are what everyone is familiar with. They are "total shop" companies that can take care of everything from airfares, hotels, tours, reservations, etc. There are a few that specialize in planning military reunions, both land and at sea (cruises), as well as any where in the world.

As stated, all of these companies are "for-profit". Their costs will range from 5% to 25% but they can make life for the planner must easier and can make for a better reunion too.

Some companies say their "services are free". This statement is misleading because what is "free" is that they don't charge the group anything. They mark up costs and attendees pay the

commissions and fees – that's how they make money. A question you may want to ask, "what else may there be that is misleading?"

Nearly all of these companies advertise they will have a representative at your reunion. In a lot of cases, this is a person with whom the company has contracted in the local area and, for instance, will only be there on Thursday and Friday. In addition, this person did not negotiate the hotel contract, arrange the tours, or anything else and is little good if a problem comes up. But, there are a few companies who send the planner who made all the arrangements and is with the group throughout the reunion. These are the ones who should seek out .

In any case, if you decide to use someone to arrange your reunion, you need to check them out through the Better Business Bureau. Ask for references and check with them on how well things went. Insist you have the right to veto any venue, hotel, or tour. Be specific on what you expect and want for your reunion. Ask for an agreement that spells out terms and conditions between them and the reunion group.

Some companies are so set in doing reunions their way and don't vary from it. Remember, it's your reunion, not theirs, and is should be planned only that way.

This information is provided by Brian Forrester and John Baker, Military Reunion Specialists, with Holiday Cruises and Tours of Scottsdale, AZ.

Chapter 12 – Cruise Reunions (PRELIMINARY)

It wasn't too long ago that the idea of having a Military reunion aboard a cruise ship was considered extreme and costly. This is not the case anymore. The number of Military reunions held aboard cruise ships continues to rise dramatically as cruise pricing has become more affordable in the last ten years than it ever has been. Cruise lines are vying for the Military business.

A cruise reunion now offers an equal if not better price than a land reunion option. In a cruise reunion package you know your costs upfront and your price is inclusive of accommodations, onboard meals, complimentary 24 hour room service, nightly entertainment, gratuities, port fees and taxes. No Surprises! A cruise reunion is also a time for great camaraderie and to bring friends and relatives along. We also find that reunion attendance actually increases when held aboard a cruise ship.

Cruise Lines also provide an assigned room/lounge for your hospitality needs, a memorial service @ sea and an area in the dining room where all members sit together.

Cruise ships are floating hotels and cruise reunions are a fun, smart decision. Every ship has games, quizzes, lectures, library, casino, extensive exercise and spa facilities, pools, jacuzzi's, disco, dancing to a choice of bands, numerous bars and lounges. Not to be forgotten is the first class entertainment included every night as part of your cruise package. Lastly, there's the most famous cruise activity of all – eating. There is never a shortage of food aboard a cruise ship.

The only thing still extreme in cruising is the vast array of American Ports and destinations to visit.

Chapter 13 – Finding Good Airline Fares (PRELIMINARY)

Here are some web sites that Alliance staff members have found useful for finding good airline fares. We'd love to have people's comments on the usefulness of the various sites—if you've got something to say about it, just write it up and send it to us at militaryreunions@aol.com

Shopping for good deals:

www.southwest.com

www.frontierairlines.com

www.jetblue.com

www.orbitz.com

www.expedia.com

www.travelocity.com

www.priceline.com

www.hotwire.com

www.cheapflights.com

www.bing.com

www.sidestep.com

Tracking good airfares, getting automatic notifications of good fares, etc.:

www.farecompare.com

www.airfarewatchdog.com

www.bing.com/travel

www.bestfares.com

www.tripadvisor.com

Skip Sander has been using Air Fare Watchdog to alert him to good fares to specific destinations he's interested. Over the past year or so, it has been VERY good at this task.