



**going back to**

**civilian life**

*This pamphlet supersedes WD Pamphlet No. 21-4, November 1944, and WD Pamphlet No. 21-24, 28 November 1944, and ND Pamphlet NAVPERS 43240, 21 July 1944*

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# GOING BACK TO CIVILIAN LIFE

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WAR AND NAVY DEPARTMENTS • AUGUST 1945



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WASHINGTON 25, D. C., 20 August 1945

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[AG 461 (3 Aug 45)]

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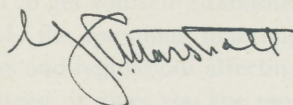
## The Nation Salutes You

Our country was founded by men and women, like you, who were willing to fight for its freedom. It has remained free because, when the need arose, new generations were willing to fight and, if necessary, to die for what they loved.

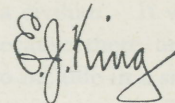
By your service in this war you have done your share to safeguard liberty for yourself, your family, and the Nation. You have helped to preserve that liberty for generations to come.

This booklet is for your guidance. It gives several sources of information and assistance for you. Numerous privileges are mentioned. They are yours. You have earned them, just as you have earned the respect and gratitude of your fellow citizens.

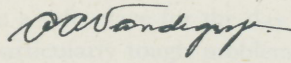
When you return to the duties and responsibilities of civilian life, you take with you the good wishes of those who were in the service with you. You can always be proud that you were once a member of America's armed forces.



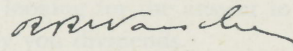
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Commandant,  
U. S. Marine Corps



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## How to Use This Booklet

This booklet has been written for YOU. Its purpose is to help you to get yourself established again as a civilian. It won't answer ALL the questions that might arise because there are too many laws and regulations affecting veterans to include in a small booklet. Instead, it gives you the more important facts and tells you where to go for additional information.

It will be to your advantage to read this booklet through carefully now—then keep it in a handy place for future reference. If you don't happen to be in the mood for reading, your first impulse may be to throw it away. Don't make that mistake! Put it away in a safe place for the day when you're looking for the answer to a particularly tough problem. It will pay you dividends.

There are pages at the back of the book on which you can keep a convenient personal record of important numbers, dates, and addresses.



Going Home







## Put Your Affairs in Order

When you entered the service, you were wise if you made sure that your civilian affairs were taken care of before you put on a uniform. Now that you are about to leave the service, it is equally wise to see that your military affairs are in order.

These are usually matters of routine but important just the same. Turn in clothing and equipment that must be returned to the supply officer. If you owe money at a club, mess, library, or other facility, see that these bills are settled. Turn over any public funds or property for which you are responsible. If in doubt, your commanding officer will put you straight. Doing these things will save you trouble in the long run.

## Your Mail

It is probable that, for some time after your separation from active service, your mail will continue to be delivered to your last military

or naval address. To make sure that it is sent on to you as quickly as possible, file the address where you want your mail forwarded with the postal officer at your last station. Do not have your mail sent to you at a Separation Center or Reception Station. You won't be there long enough to get it.

You will not be entitled to use the free mailing privilege after your separation from active duty.

## Your Bonds

If you have any questions about bonds which you purchased by allotment, write to the service in which you served as follows:

Army—Army Central Adjustment Office, 366 West Adams Street, Chicago 6, Illinois.

Navy—Field Branch, Bureau of Supplies and Accounts, (Bond Issuing Division), Navy Department, Cleveland 15, Ohio.

Marine Corps—War Bond Issuing Officer, Headquarters, U. S. Marine Corps, Washington 25, D. C.

Coast Guard—Commandant, U. S. Coast Guard, Washington 25, D. C.



In your letter put all information you have about the numbers and value of the bonds in question, the date and where you bought them, the service in which you served, organization and station or ship at the time of purchase, and your name and serial, service or file number.

### **A Helpful Record**

During your final processing from the service, you will be interviewed and given a record (Army W. D., A. G. O., Form 100, Separation Qualification Record; Navy and Coast Guard Description of Rating Booklet and Form Nav Pers 553 or Nav CG 553; or Marine Corps Form NAVMC 78-PD) prepared for you. This is a record of your civilian and military training and work experience and shows those civilian jobs to which your training and experience is most related. It is for your use in getting a job or applying for training. In addition, information about jobs, training, and opportunities is available through individual interview. You will be told what agencies in your community can be of service to you along these lines.

### **Your Certificate and Military Record**

When you are discharged, you will receive a Discharge Certificate and the record mentioned above. Ordinarily, if you are only being returned to inactive duty, you will receive a certificate of service and/or release papers and will not receive a Discharge Certificate at this time. Whichever one you get will be very important to you. Be sure to keep it and know where to find it at all times.

### **Record Your Certificate**

Since your Discharge Certificate (or certificate of service) is a valuable document, you will be wise to have it recorded. This means having an exact copy made in the official record books of the county in which you live. To do this, take your Discharge Certificate to the county clerk, county recorder, or other appropriate official at your local county courthouse. Most States will record your certificate. The majority of these States will do so without charge. Usually, the original certificate will be returned to you. Keep it in a safe place.



If you ever need a copy you can get a certified one from the recording official. In case you lose the original, you can replace it with a different certificate by applying to the service in which you served.

### **Your Serial, Service, or File Number**

When you entered the service, you were given a number for identification purposes. That number, depending upon your branch of the service, is designated as a serial, service, or file number. Maybe you think you will never forget it. Don't take any chances. Keep a record of it where it won't be lost. You may need it on many future occasions. Some of the records concerning you are filed under that number, and if you forget it, you may be caused much unnecessary delay and "red tape."

### **Personal Problems**

An officer will be found at most posts, camps, and stations or other service installations in the continental United States who is there to help you and your dependents after your separation from active mili-

tary service. He'll give you all the information he can concerning your personal problems and the rights, benefits, or privileges to which you or your dependents may be entitled. This officer will also furnish you with information about the agency or organization which takes care of the particular benefit in which you or your dependents may be interested. In the Army, these officers are known as Personal Affairs Officers; in the Navy and Coast Guard, as Civil Readjustment Officers; and in the Marine Corps, as Rehabilitation Officers.

### **Veterans' Information Center**

In most communities there is a Veterans' Information Center which will get you to the agencies which can help you with problems. In addition, all local draft boards, United States Employment Service offices, and Veterans' Administration offices are Veterans' Information Centers.



## Red Cross

After separation from the service, the nearest chapter of the Red Cross will assist you or your dependents on any personal or family problem or will put you in touch with the agency to handle your problem.

## Legal Problems (Legal Assistance)

If you need legal advice or assistance about any personal legal problem, see the Legal Assistance Officer at your station *before* you leave the service. This officer will be glad to help you and will tell you what to do about the problem after you are separated from the service.

If you need legal advice *after* you leave the service, consult your own lawyer, if you have one. If not, see the Bar Association or Legal Aid Society in your locality. These can usually be located by inquiry at the local courthouse or through the agencies listed on page 76.

You should have legal advice about the following:

*Your Will* may not be valid in the State where you take up residence. The witnesses may not be available, or changes in your family such as death, marriage, divorce, or birth of children may require a new will.

*Your Power of Attorney* made while you were in the service should be canceled if no longer needed.

*Other Matters* may call for legal advice, such as your taxes or protection that may be available for a limited time under the Soldiers' and Sailors' Civil Relief Act, as to law suits, judgments, contracts, repossession of property, tax sales, evictions, rights in public lands, etc.

## Your Taxes

In some cases, Federal and State laws provide for deferment or adjustment of tax payments owed by veterans. For information on Federal income tax and other Federal taxes, go or write to the office of the Collector of Internal Revenue nearest your home. Your own State Tax Commission at the State capital or State revenue office nearest your home will answer questions about State income and



other State taxes. Property and school taxes are the concern of your county, city, or township. You may avoid trouble and save money by looking after any delinquent tax matters as soon as possible after you leave the service.



### Maternity and Child Care

If your wife was expecting a child at any time while you were in one of the lower four enlisted pay grades (or while you were an Army aviation cadet), your wife may file an application with your State Department of Health for maternity care under the Emergency Maternity and Infant Care Program. Medical care for the first year of your child's life may also be provided under the same program. If the child was conceived, born, or under 1 year of age while you were in one of the above pay grades, make application to your State Department of Health. Additional information may be secured from your State Department of Health.

### Your Pay

You will be paid all pay and allowances due you before you leave the service. After separation from active service, questions concerning pay and allowances due you should be addressed to—

Army—Army Central Adjustment Office, 366 West Adams Street, Chicago 6, Illinois.

Navy—Field Branch, Bureau of Supplies and Accounts, Navy Department, Cleveland 15, Ohio.

Marine Corps—Paymaster General of the Marine Corps, Headquarters, U. S. Marine Corps, Washington 25, D. C.

Coast Guard—Commandant, U. S. Coast Guard, Washington 25, D. C.

Be sure to print full name and serial, service, or file number.

### Family Allowances and Allotments

Family allowances and allotments are discontinued upon your separation from active service. If you have any questions about your family allowances or allotments, write—



Army—Army Central Adjustment Office, 366 West Adams Street, Chicago 6, Illinois.

Navy—Dependents Welfare Division, Bureau of Naval Personnel, Navy Department, Washington 25, D. C.

Marine Corps—Commandant, U. S. Marine Corps, Washington 25, D. C.

Coast Guard—Commandant, U. S. Coast Guard, Washington 25, D. C.

Be sure to give your full name and serial, service, or file number and any other information on the subject which you may have.

### **Mustering-Out Payment**

Upon your discharge or release from active duty under honorable conditions, you are entitled to receive a certain sum of money known as the "mustering-out payment." Your length and place of service will determine how much you get.

If you have served less than 60 days, you will receive \$100 with your final pay; if you have served 60 or more days in the continental United States, you will receive a total of \$200, payable \$100 with

your final pay and \$100 mailed to you 1 month after your release or discharge; if you have served 60 days or more and have served overseas or in Alaska, you will receive a total of \$300, payable \$100 with your final pay, \$100 mailed to you 1 month after your release or discharge, and \$100 mailed to you 2 months after your release or discharge. You will receive this payment in addition to your regular pay and allowances.

You are *not* entitled to this payment if you receive a base pay of over \$200 per month, will receive retirement pay, are discharged at your own request to take a job, have served only as a student in the Army Specialized Training Program or Navy College Training Program, or left the service to enter the U. S. Military Academy, U. S. Naval Academy, or the U. S. Coast Guard Academy, or your only service was as a student at these academies. (Navy, Marine Corps, and Coast Guard personnel discharged because of underage enlistment do not receive the mustering-out payment.) If you *served overseas or in Alaska*, you will be entitled to the mustering-out payment even though you are being discharged at your own request.

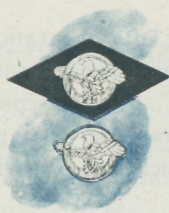


## Wearing Your Uniform

If you are separated under honorable conditions and are entitled to keep your uniform, you can wear it from the place where you are separated from active service to your home, provided that you go there within 3 months after the separation date. Remember that civilians may not be able to tell that you are no longer in active service, so continue to act in such a way as to reflect credit upon the uniform of your country. A lot of your buddies are still wearing it. Don't spoil things for them.

After you have arrived home, you are authorized to wear your uniform only on occasions of public ceremony, such as military or naval parades or meetings of veteran, military, or naval organizations. At such times, you are authorized to wear the uniform of the highest grade or rank that you held during the war.

Officers on terminal leave may wear the uniform or civilian clothing, whichever they prefer.



## Discharge Emblem and Lapel Button

All persons discharged or separated from the service under honorable conditions are given, at the time of separation, a discharge emblem to be worn on the uniform and a lapel button or pin to be worn on civilian clothing. Persons who are transferred or returned to inactive duty or who enter the Reserves are given only the lapel button. Wear these symbols proudly. They signify to everyone that you have served honorably in the armed forces.

If you were honorably separated from active service and did not receive the discharge emblem and/or the lapel button or pin, you will be issued them free upon presentation of your Discharge Certificate (or certificate of service or release papers) at most military or naval installations.

## Decorations and Service Ribbons

You may wear decorations and service ribbons which have been



Memoranda

306 W 3rd St., LA, - Veterans Service Center

1031 S. Broadway, LA, - Govt ~~Surplus~~ Surplus Prop  
for Business Use only

Loan for State of Calif. - Homes & Farms  
Veterans Welfare Board

1st & Spring - Rm 110 State Bldg.

1041 S. Broadway - Veterans Admin.

Record Tisch with County Clerk or County Recorder <sup>87</sup>

Distribution:

A copy will be distributed to every individual separated from active service in the Armed Forces.

ARMY: Same as W. D. circulars.

NAVY: Personnel Separation Points.

MARINE CORPS: Separation Points.

COAST GUARD: Authorized Separation Points.





WAR DEPARTMENT PAMPHLET NO. 21-4



NAVY DEPARTMENT PAMPHLET NAVPERS 15110



MARINE CORPS PAMPHLET NAVMC 1026-PD



COAST GUARD PAMPHLET NAVCG-142