



APPLICATION FOR HEADSTONE OR MARKER

CHECK TYPE REQUIRED (See instructions attached)  
 UPRIGHT MARBLE HEADSTONE  
 FLAT MARBLE MARKER  
 FLAT GRANITE MARKER  
 BRONZE MARKER

ENLISTMENT DATE: March 19, 1943  
DISCHARGE DATE: [blank]

SERIAL NO.: 85606296  
PENSION NO.: [blank]

RELIGION (Check one)  
 CHRISTIAN  
 HEBREW  
 NONE

STATE: Ohio RANK: Pvt. COMPANY: [blank]

U. S. REGIMENT, STATE ORGANIZATION, AND DIVISION: USAGP

NAME (Last, First, Middle Initial): Kozicki, Joseph E.  
DATE OF BIRTH (Month, Day, Year): July 16, 1924  
DATE OF DEATH (Month, Day, Year): January 28, 1944

NAME OF CEMETERY: Calvary Cemetery  
LOCATION (City and State): Youngstown, Ohio

SHIP TO (I CERTIFY THE APPLICANT FOR THIS STONE HAS MADE ARRANGEMENTS WITH ME TO TRANSPORT THE STONE FROM THE FREIGHT STATION TO THE COUNTRY)  
NEAREST FREIGHT STATION (City and State): Youngstown, Ohio  
POST OFFICE ADDRESS OF CONSIGNEE: 1901 Mahoning Avenue, Youngstown, Ohio

DO NOT WRITE HERE  
FOR VERIFICATION: MAR 18 1943  
CHARGED: Mr. Mason 4/1/49  
BY: [initials] 745  
APPLICANT'S SIGNATURE: Katherine Skarbunski  
DATE OF APPLICATION: March 18, 1943  
ADDRESS (Street, City, State): 865 E. Lucius Ave, Youngstown, Ohio

DDMG FORM 623  
REV 1 JUL 18  
IMPORTANT—Complete Reverse Side  
10-11037-6 PD



## What is an Individual Deceased Personnel File (IDPF)?

An **IDPF** is a personnel file created by the military services to document the death of a military member & the related actions associated with the disposition of the remains. It is sometimes called “Mortuary File” or “Casualty File.”

Importance of these permanent records?

- Full of genealogical material & information
- Very useful in family & academic research
- Can contain surrogate material for military personnel records lost in the 1973 National Personnel Records Center Fire

An IDPF is essential for researching the military service of individual veterans who were killed or died in the service. Due to the impact of the 1973 fire at the National Archives many military service records of individual veterans were destroyed. The IDPF can be used as a tool for reconstructing the service history of veterans **who were killed in action or died during the service.**

An IDPF usually contains information on the service of the individual veteran, details about the disposition of the deceased veteran's remains, and correspondence with the family regarding the burial of the veteran and the return of personal items belonging to the soldier. The IDPF is a vital tool for uncovering details about the service history, death and burial of the veteran.

Current coverage of IDPF files:

Army and Army Air Corps for WWII and the Korean War

Air Force 1947-1973

Marine Corps 1940-1989

Navy 1907-1989

Army records for the period 1915-1939 are called 'Burial Files' and cover WWI

## How to obtain an Individual Deceased Personnel File?

1. Submit requests via email to: [usarmy.knox.hrc.mbx.foia@mail.mil](mailto:usarmy.knox.hrc.mbx.foia@mail.mil)
2. Or by mail to:

Department of the Army  
US Army Human Resources Command  
ATTN: AHRC-FOIA  
1600 Spearhead Division Avenue, Department 107  
Fort Knox KY 40122

Your request should be concise and informative in order to aid the search.

### SAMPLE

12 January 2016

Department of the Army  
U.S. Army Human Resources Command  
ATTN: AHRC-FOIA  
1600 Spearhead Division Avenue, Dept. 107  
Fort Knox, Kentucky 40122

Pursuant to the Freedom of Information Act, I hereby make a request for the Individual Deceased Personnel File for [REDACTED]. He was killed-in-action on 26 January 1944 while serving in the U.S. Army during World War II. He was aboard LST 422 and died at sea during Operation SHINGLE (Anzio). He is buried at Calvary Cemetery, Youngstown, Ohio.

NAME: [REDACTED]

DOB: 16 July 1924

SERVICE NUMBER: 35606296

SOCIAL SECURITY NUMBER: N/A

OFFICER or ENLISTED: Enlisted

DATE OF SERVICE: 19 March 1943

HOME OF RECORD: Youngstown, Ohio

At the time of his death he was assigned to 83rd Chemical Mortar Battalion, Company C or D.

He was my uncle. His parents are deceased. He was never married and had no children. His sister, [REDACTED] is my mother.

Thank you for your assistance in this matter.

Respectfully,

[REDACTED]

ADDRESS

TEL

EMAIL

If you want to view sample IDPFs, see:

<http://www.goldenarrowresearch.com/resources/1st%20Infantry%20Division%20I.D.P.F.%20WWII%20KIA.pdf>

<http://www.goldenarrowresearch.com/resources/WWII%2029th%20Infantry%20Division%20D-Day%20KIA%20Veteran%20I.D.P.F..pdf>

<http://www.goldenarrowresearch.com/resources/Air%20Corps%20Pilot%20-MIA%20KIA-%20Individual%20Deceased%20Personnel%20File-4th%20Air%20Wing%20HQ-WWII.pdf>

The Genealogy and Local History Center at Main Library has reference copies of military research files that contain IDPFs:

**Smoky Hollow Memorial / researchers Gerald Nunziato , Felix "Lee" Lazizzera.**

[Nunziato, Gerald.](#)

**Available** at Main - Genealogy (OR 977.1399 N927s v.001) plus 3 more