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TO ALL LOCAL BOARDS:

The recent Army Appropriation Bill conferring the rank of Lieutenant General, Enoch H. Crowder, the Provost Marshal General.

You have doubtless learned through the Crowder's patriotic declination of promotion Lieutenant General.

A copy of General Crowder's letter des enclosed.

The intimate knowledge and keen appro of Local Exemption Boards, as expressed in plain that this great man, who is in supreme ministration of the Selective Service Law, fullest extent of the patriotic devotion and characterized the work of the Local Boards. that insofar as it is in his power to do so, Boards will receive that further commendatio

I beg to suggest that General Crowder conspicuously at your Board, so that not only worker may read it, and be inspired thereby, testimonial of the unselfish manner in which building up our National Army has been do

the precincts of your Board.
Honorable George F. Chamberlain,
United States Senate.

My dear Senator Chamberlain:

In view of that provision of the Army Appropriation Bill being before the Conference Committee, it is unavoidable that I lay before you and also Mr. Dent, Chairman of the House Committee, and to ask you to communicate them, if you see fit, to your associates.

That the provision in question involves a compliment and an acknowledgment of anything in my military career, is natural; and that the Senate should express it, beyond the power of words to express it.

But, after considerable reflection, and viewing the matter with an open mind, I allow the consideration of the proposed proviso to proceed any further. I am glad if you, as the man who understands the House Conference, in reporting back to your colleagues, yielded on this provision, would say that the action was for the express reason next to be stated.

Forty-eight States and three Territorial Headquarters, with an aggregate membership of nearly eight thousand, have established and maintained Advisory Boards in every Jurisdiction, have co-worked efficiently and honorably, and many without competition. The results obtained under the colors embrace the registration of more than ten and one-half million of men, for military service, and the enlistment of nearly three million. By August 1st of this year this latter number had been exceeded by the close of the year, if expected requisitions are received.

Of the members of these boards it may be truly said that they administer the system which they administer, and function efficiently to serve the industrial man-power, we shall be in a fair way to retain the view that something ought to be done to recognize the enormous sacrifices these citizens have made in bestowing the credit that has been indispensable in carrying the administrative system. The difficulty has been in devising a suitable reward for their services, acceptable generally to those who have so participated. And, ungrateful to the proposers of this provision, I cannot bring myself to say that it has been conscientiously performed share in discharging that duty so promptly, so long as the far greater share of these other builders of our system are called upon to do the work without public and distinguished acknowledgment in the records of the country.

These men, my fellow-workers, their toils, their sacrifices, to my heart. On this subject, I frankly confess to a deep se
The...

SELECTIVE SERVICE SYSTEM

ITS AIMS and ACCOMPLISHMENTS
ITS FUTURE

WASHINGTON : GOVERNMENT PRINTING OFFICE : 1917
TO THE
LOCAL AND DISTRICT BOARDS.

LAST July we were confronted with the necessity of placing 687,000 recruits in mobilization camps just as fast as the factories of the country could furnish uniforms and arms and the building enterprises of the nation could erect the 16 great cantonments to receive them. The time limit was clearly defined. The necessity was pressing. We were committed to the principle of selection. The field of selection comprised nearly 10,000,000 men. Unquestionably, of these 10,000,000 there were some particular 687,000 of them whose taking would least interfere with the industrial and economic life of the nation. But, in the very nature of things they could only have been searched out by examining the whole 10,000,000.

There were two ways to do this. One was to make a graduated classification of men placing in the first class those who, of the whole 10,000,000 could best be spared, in the second class those who could next be spared, and so forth through all the classes. Another way was to make only two classes, but to so liberalize exemptions from the first class as to make it comprise only about 687,000 men. Both methods required more time than we had at our disposal, for we were warned that at about this time of the year the camps would be ready to receive, arm, and equip the first draft. It was very apparent that under

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no new and untried system could 10,000,000 men be examined in such a short time. In this state of affairs there was but one thing to do and that thing we did. We established rules for exemption restrictive enough to permit us to produce 687,000 selectives in 10 weeks’ time and yet liberal enough to protect industries, farms, governmental organizations, and families from any very great hardship.

Moving breathlessly, supported by the governors of the States and by the members of our selection boards with a patriotism, devotion, and unselfish zeal that remains an inspiration to the Nation, we have accomplished our purpose within the time limits at our disposal.

We are in this war to attain victory. We have taken one great step, but it is only one step. As our military need for men grows so will our industrial need for labor grow. We have hacked the first increment of our armies out with a broadax because there was time for no greater refinement. We must pare future increments away with greater discrimination. The selective principle must be carried to its logical conclusion and we must meet Prussian efficiency with a greater American effectiveness. We must consider the circumstances of all registrants. We must arrange them in the order in which they can be taken with the least disturbance and thus place behind our battle lines sources of recruitment that will furnish men as they are needed. This means a segregation of registrants in classes arranged in the order of their availability for military service.

Scientifically the greater the number of classes the less would be the disturbance to our economic life. Practically and after an exhaustive study of our experience, we
find that the circumstances of registrants cause them to fall quite naturally into five classes.

By the great drawing in Washington the order of availability for all men whose circumstances were equal was determined. We shall not disturb this order unless some great need of the Nation requires it. We shall make four classes of temporary and contingent discharges, but within each class (including the class of those immediately available) men shall stand in the order determined by the drawing.

The unit for classification is the jurisdiction of a local board. The first class in any jurisdiction will meet all calls until it is exhausted, whereupon the second class becomes available.

You have before you a sheet showing the classification that must be accomplished. Without permitting yourselves, for the moment, to be appalled by the magnitude of the task, I ask you to suppose that the 10,000,000 registrants in the United States have been segregated into these five classes. In Class I we shall then have, in every community, immediately available for military service single men and a few married men whose removal will not disturb the reasonably adequate support of their dependents. In the industrial and agricultural aspect, we shall have segregated into this class, men who have not especially fitted themselves for industrial or agricultural pursuits so that our only incursion into the labor supply will affect but a small percentage of unskilled labor.

In Class II we find men who can be taken without disturbing the support of any dependent and, as I shall presently show you, if the necessity of drawing on Class II arrives, we must demand even from agriculture and
industry an adjustment to replace a small percentage of skilled labor affected by the draft—men who, while occupying no pivotal or important position, can serve industry or agriculture better than unskilled men.

Should the pinch of military necessity increase beyond Class II, it would mean that the Nation would have to begin to commit itself to hardship and to an adjustment in agriculture and industry to meet the paramount necessity. We take in Class III a very small class of persons upon whom others are dependent for support, but we do not break up the closest and most sacred of the family relationships. We also invade the field of agriculture and industry to the extent of taking, in the small percentage affected, men who have specialized themselves or who occupy rather pivotal positions.

In Class IV we find the men whom we shall take as a last resort. Before that class is reached it is perfectly safe to say that by the addition of other classes as to age, say those who have attained 21 since registration day and perhaps adding the classes of 18 and 19 and 20 years' old, men, we shall have included two or three million men in our available list, and thus have saved Class IV.

Class V comprises the field of absolute exempts.

There is one thought that I must impress to eradicate an erroneous view that may be taken of this classification: We are dealing in the field of labor supply. Presuming that the labor supply of industry and agriculture comprises men between the ages of 18 and 50, and assuming, for the purpose of this exposition, that there are 1,000,000 men of each of these ages, we are dealing with 32 classes, appurtenant to agriculture and to the various industries. The draft affects ten-thirty seconds of this supply or only
about 31 per cent. Therefore, turning to CLASS II, when we find skilled farm labor listed there, it does not mean that when CLASS II is exhausted all skilled farm laborers will have been taken. From these figures, it would seem to mean that 31 per cent of all skilled farm labor will have been taken. But even this figure is misleading. Without the definite statistics that the present draft will eventually afford I can say, I think, that within this class of skilled laborers at least 62 per cent of those liable to draft will be found in classes more deferred than CLASS II by reason of dependents, alienage, and the like. The result is that when we have exhausted CLASS II, we shall have taken only 12 per cent of the skilled labor appurtenant to agriculture. The same figures apply to other industries.

To raise an Army comprising hundreds of thousands of men necessitates an inroad into the man power of the Nation. We are committed to this war and we ought to fight it in the most effective fashion possible to us. The necessity of raising an Army is paramount. The decrease in labor supply must be adjusted in some way other than by shutting off recruitment. That it can be adjusted there is no question. We see what England has done, what France has done, and most of all what Germany has done. The problem is not to maintain the labor supply of agriculture and of every industry intact. It is to make the withdrawal of men in the most scientific manner possible. I think we have done that, and that what is offered here is the basis for a nice balance between our two necessities. I feel that we can go no further. There are those who say that we must win this war in the economic field, with an inference that the raising of an Army is a side issue. I say to you that with any
greater inroads into the field of recruitment of our Army, we shall be sending inferior men to the field. That, if this Nation is not competent to make the slight adjustment necessary to compensate for this scientific selection, then it is not competent to enter this war. A vast production in our farms and factories is necessary. It is necessary in order to support military operations on the field of battle. But certainly no man can urge in this day of trial and sacrifice that this Nation should deliberately neglect to make itself effective in the field of military operation on the plea that our greatest contribution to the cause of humanity is in attaining an economic supremacy. To do so would be to relegate the United States to the rôle of sutler of the fighting nations. We shall, of course, increase our production. We shall become more and more effective as a Nation and we shall supply our new armies and do all that can be expected of us to supply the armies of our allies. But we shall not, under that guise, confine our participation in this conflict to the baking of bread and the sharpening of the swords of other men. This war will be won militarily on the devoted field of France. Doubtless it will be won by the side which is able to place behind its army the prevailing ounce of provision. But the blow that shatters the German line and extinguishes autocracy from the face of the earth will be the blow of man's right arm and not the insidious stroke of a shrewd trader.

Our Selection Boards have done a great thing for this Nation, but they must do a greater thing. The task accomplished is scarcely one-tenth the importance of the task which remains before you. For this great work there stands here a national system, called into being
three months ago and erected almost like Aladdin’s palace, in a night. There are nearly 15,000 members of local and district boards. With their assistants there are considerably over twice that number of persons engaged—a greater numerical force than is contained in a combatant division of soldiers. They are pioneers. They have blazed their own path. They are trained in the work and familiar with the law. They have become an essential and highly specialized and important part of the war organization of this Nation. The Selective Service System is as essential to that organization as is the Army which it produces. It is the balance between the military and the industrial need of the Nation and stands as a source of supply to one and a shield of protection to the other. It can not be replaced. Any break in its ranks would be an act of even greater harm to the Nation than accrues when a soldier abandons his regiment or a sailor his ship. It would be as inexcusable to dismiss, disrupt, or replace this organization as to attempt to replace or dismiss a division on the field of France. Most of you are without the military age yet you may canvas the field of all that you could have done to serve your country outside of the fighting forces and you will find no more valuable thing than what you are doing.

The examination of the first 2,500,000 registrants has taken you from your occupations and the winning of your daily bread. No one knows better than I the burdens you have borne under our new and necessarily crude system.

As we built and bolstered during the early organizational period I would shudder whenever necessity demanded that I send out to the overburdened boards
new rulings, amendments, orders, and yet it became clearer and clearer that we must retain the services of all for this new and greater task.

The conclusion was overwhelming. The whole system must be revised in the light of our experience. The burdens must be made bearable—the lives of members of Selection Boards livable. I called some members of boards from various parts of the country to Washington and went carefully over the situation. We evolved a new plan for the process of selection.

This brings me to the most pleasurable part of the message I have for you. With all the urgency of your country’s call upon you, I feel that if I could not come here with a promise of your deliverance from the overwhelming demands we have made upon you, I should hesitate to ask you to continue, but I think I can demonstrate in a few words that we have removed the burden that you have hitherto borne.

In the new plan 182 forms which served to bewilder both you and the registrants and to increase your work have been abolished. Their place has been taken by 19 which you will be called upon to use. Even this statement gives no idea of the reduction of clerical labor that has been accomplished. For the use of registrants there is a single form, a Questionnaire. The registrant is called upon to answer a series of questions that searches his entire industrial, economic, and family relation. Each set of questions is integrated with the claim of classification to which it pertains. On the face of the Questionnaire is a summary of its contents that almost compels the conclusion to be drawn from it.
The scope of your labor will be reduced to a decision of facts which will be presented for your consideration without a great searching of papers and sifting of obscure and unsatisfactory affidavits. The Questionnaire practically classifies itself. In my opinion your task was rendered burdensome and exhausting by a vast necessity for doing purely mechanical and clerical work. We have obviated this. The burdensome clerical part of your task is absolutely removed from your shoulders.

The new method of making physical examinations is another labor saver. Only those persons immediately needed, classified in Class I, are to be physically examined now. Others are to be physically examined only when the classes preceding the one in which they have been placed is exhausted. There is no double physical examination before the Local Board. If the examining physician rejects the registrant, or, if the registrant is not satisfied, or, if the examining physician is in doubt, the registrant is to be sent before a medical advisory board reasonably convenient to each local board and composed of about seven specialists who will conduct an exhaustive reexamination, of the results of which there need be little doubt. There is also to be established in each locality, a Legal Advisory Board comprising practically all the lawyers in the community, and this society is to furnish without compensation all information and advice that registrants may require. Local Boards should refer all requests for information and for assistance in preparing Questionnaires to these associations. This, I hope, will relieve one of the most tedious functions of the members of the boards.
I have consulted a considerable number of members of Selection Boards who advised me in the preparation of the new regulations. It is the estimate of all of them that the present method will reduce the work of members of boards by 70 per cent. In this state of affairs, it is hoped that members of boards can attend to this most important duty without making too great an inroad upon the time necessary for them to attend their respective callings.

As I have said, the Selective Service System is an integral and necessary part of this Government, and you, as members of it, are as essential in the places to which it has best served the common good to call upon you as are the soldiers whom you have sent to camp. You are, in effect, a part of the Army of the United States in that you are the sources of its supply. The Nation is rapidly becoming a great system, and if this part of it were disturbed now it is not too much to say that that system would be shattered so effectively that it would take weeks, if not months, to repair the damage. That, I think, is too clear to require further exposition. But there is a further thought that has not yet been emphasized.

We, as a Nation, have learned much in the last few months. We have, in the words of the President, "drawn close in one compact front against a common foe" and we have found ourselves. We have learned the sacrifice that must be made to make our Nation safe from aggression. The duty of citizenship has taken on a new light for all of us and there has been no hesitation among our people in performing that duty. Whether Germany has taught us or whether we have learned it
ourselves, we know one thing so clearly and so well that we will never again have doubt of it. The volunteer method of raising an army for war is gone. It will never return. The principle of selection has been tried and proved by our people. I am led to believe that they approve it with substantial unanimity. If it is good for this time of peril, it is good for all future emergencies. The wonder is that a people so devoted to business efficiency should have hesitated to adopt it. It is of the essence of democracy and national effectiveness. The present method for its expression integrates with our political system so perfectly, responds so smoothly and so well to our dual form of State and National control that it would be calamitous to have it impaired. The principle of selection is established. The system for selection improved as we can improve it must become and remain a permanent part of our governmental system for war. It is a link which binds closer our Union of States and our resulting General Government. It is for this reason that I say that we are standing not at the portals of a past but rather at the threshold of a future.

[Signature]
SYNOPSIS
OF
Selective Service Regulations
AND
Industrial Furlough Procedure

for the information and guidance of
Government Contractors

Washington, D. C.
1918
Foreword

Employers engaged on Government contracts must, in the interests of the general welfare and in the interests of the Nation's military plan, NOT take the position that a patriotic service is being rendered by refusing to claim deferred classification for necessary employees.

The Government wants these employers systematically and without delay to devote themselves to the problem of ascertaining which men are and which men are not necessary, or in other words, which men would, in their opinion, render better service to the Nation by entering the Army than by remaining where they are now.

Employers, therefore, are expected frankly to claim deferred classification for necessary men, whether the men themselves claim deferred classification or not.

Provoet Marshal General Crowder has stated: "My present object is to urge upon employers the duty and responsibility of becoming well advised in all these matters, of equipping themselves with full information as to the extent to which their particular establishment is affected by the liability of registrants to military service, of observing the extent to which other influences have affected it, and to the degree in which other methods of supply can relieve that depletion and of laying these facts and other pertinent ones before the industrial advisers now to be placed at each District Board, to the end that those individuals or groups who are indispensable and irreplaceable should receive deferment."

Necessary men who for any reason have not received deferred classification, but have been called into military service, may, where exceptional conditions warrant such action, be returned to industry by means of "industrial furlough." It will be the policy of the authorities in charge of industrial furloughs, however, to give especial consideration to the requests of employers who, by a campaign of dilution (the employment of women to perform tasks previously performed by men), and replacement (the employment of individuals not qualified for military service), are making an earnest endeavor to relieve the labor shortage in their establishments.

Employers who, not having previously given thought to this subject, may desire to take advantage of the opportunity for dilution and replacement, are referred to the Department of Labor, U. S. Employment Service, Division of Training and Dilution, Washington, D. C.
I. Procedure for an Employer Having Government Contracts to Follow in Order to Secure Deferred Classification for a Necessary Employee.

(a) Remember that it is not intended that ALL employees of even a necessary industry shall be retained in their positions. It is the spirit of the law, however, and your duty to yourself and to your Government to keep in your organisation those highly skilled workmen who are necessary to the operation of your plant. If any man can be released for the Army, by all means release him; but if his loss seriously affects the efficiency of your organization, and his place cannot be filled, it is your duty to ask for his deferment.

(b) It is possible that an employee may have a legitimate personal claim for classification still more deferred than that which you could claim for him—as, for example, a man might claim to be in Class 4 A for dependency, while your claim for him on industrial grounds might be only 2 D.

MAKE AN INDUSTRIAL CLAIM FOR HIM NEVERTHELESS! Because, for any one of a number of reasons, he might at some later time lose his right to the dependency claim and then, if you had not previously made an industrial claim for him, he would probably be inducted into military service, no matter how urgent your need of him might be. See that Each Man Makes, or has Made for Him, EVERY Claim, Both Industrial and Otherwise, to Which He is Legitimately Entitled.

(c) Consult freely with the industrial advisers to the District Boards having jurisdiction over any of your employees. (To find out what District Boards have this jurisdiction, you will first have to find out by your employees' registration cards what Local Boards have jurisdiction, and the Local Boards will give you the name and location of the District Boards.) Names and addresses of these industrial advisers will be furnished by the Board on request. The advisers are appointed solely to aid managers and heads of enterprises, and their employees, in protecting necessary industry. Their recommendations to the District Boards will have great weight. No time should, therefore, be lost in ascertaining who these advisers are, and where they are, and in establishing frank and cordial relations with them. Be sure to inform them whether you are on the Preference Lists issued by the Priorities Division of the War Industries Board. One of the advisers to each District Board is nominated by the Department of Agriculture, one by the Department of Labor, and one by the District Board itself—and you are particularly urged to consult as frequently as possible with that adviser nominated by the Department of Labor.

(d) Establish your status as a necessary industry with each District Board concerned—you will have to do this separately for each District Board which has authority over any of your men. Each District Board is authorized to make its own rules as to how this fact shall be established. If you have already secured deferred classification for at least one of your skilled employees, and unless the status of your war contracts has changed in the meantime, your industry has already been established as essential by that Board which granted the deferred classification. But this is not binding on any other District Board, and unless you are established as essential before each Board having jurisdiction over any of your men, consult the Boards before which you are not already established, find out what information they want, and furnish it promptly. Ordinarily, it will be sufficient to submit to each District Board an affidavit stating what Government contracts you hold and giving the Government order numbers, the date of each order, a description of the goods ordered, the quantity ordered, and the Department of the Government which made the contracts with you. There is no official form prescribed for this affidavit, but it may be in the form of a letter signed by an executive officer of your company, with the signature attested before a notary public. The status of your industry as a whole must be decided by each District Board concerned before any of your employees can receive deferred classification by that Board on individual grounds.

(e) The establishment of the status of your industry as “necessary” by one Board or all of them does NOT give you a blanket claim for deferred classification
for all your skilled employees. You must, therefore, file an industrial claim for each employee concerned by—

(1) Making a check mark on the front page of the Questionnaire in the box opposite the deferment claimed.

(2) Filling out the space next to the bottom space on the front page of the Questionnaire.

(3) Seeing that the employee fills out accurately and in detail the answers to the questions in Series XI of the Questionnaire, with special reference to his industrial history and record.

(4) Having Supporting Affidavit No. 1 filled out by the employee's foreman, or immediate superior.

(5) Having Supporting Affidavit No. 2 filled out by an Executive Officer of your Company.

(6) Seeing that the employee has made out his Questionnaire correctly in all particulars before it is filed with the Local Board.

(7) Attaching securely to the Questionnaire, on a separate sheet, any additional evidence (in affidavit form) which you desire to present for consideration.

(f) Bear in mind that these papers are filed with the Local Board, but that the District Board finally passes on the case, and that it bases its findings solely on the facts set forth in the Questionnaire and Affidavits. The Local Board, however, in transmitting all papers, makes a recommendation to the District Board, and you should therefore establish friendly relations with every Local, as well as every District Board, having jurisdiction over any of your employees.

(g) If, by any chance, the employee files his Questionnaire without your having made the claim for deferred classification as explained above, or if a new employee comes into your organization after having filed a claim based on his former employment, get from the Local Board having jurisdiction over him Form 1001A (which is a duplicate of the first page of the Questionnaire), and accompany it by typewritten exact copies of the questions under Series XI, Supporting Affidavits 1 and 2, and the Registrant's affidavit. Have this filled out as described above, and file with the Local Board concerned for transmission to the District Board.

(h) If the claim for deferred classification is denied by the District Board, communicate instantly with the industrial adviser nominated by the Department of Labor and take what suggestions he has to make. Go or send to the District Board yourself and ask for a re-hearing. Bring all the additional evidence you can gather to show the justice of the claim. If the claim is again denied, find out if an appeal to the President is possible (such appeal is possible only if there was one dissenting vote in the District Board), and in case this appeal is possible, fill out the blank at the bottom of page 16 of the Questionnaire. This claim will not be received or considered by the President unless it is accompanied by the signed recommendation of one member of the Local Board and either the Government Appeal Agent or the Adjutant General of the State.

(i) Keep constantly in mind the fact that there are time limits on all claims and appeals. Your action must be prompt in all instances. It is suggested that you appoint, if you have not already done so, some one officer of your organization—preferably a man with legal experience—to keep constantly in touch with the draft authorities, and with those of your employees subject to draft, in order that no valuable rights or privileges may be lost. This officer should thoroughly familiarize himself with the new Selective Service Regulations, and with the new Questionnaire, and the supplemental list of occupations.

(j) If the claim is granted and the registrant deferred, your obligation to the District Board requires that if at any time the employee leaves his occupation or ceases to be indispensable, you immediately notify his Local Board of this fact and withdraw the claim for deferred classification. Failure to fulfill this obligation may seriously affect the judgment of the District Board in passing on any of your later claims.

(k) If you chance to receive your first government contract after your employees have filed their original Questionnaires, get forms 1001A and proceed as described in subparagraphs (e) and (g) above; for in such a case the employee may be reclassified owing to "Change of Status."
2. Procedure for an Employer Having No Direct Government Contracts, but Having Indirect Contracts, to Follow in Order to Secure Deferred Classification for a Necessary Employee.

The procedure to follow is exactly the same as described above, except that instead of filing the affidavit mentioned in sub-paragraph (d) above, you should file an affidavit stating that you have no direct Government contracts, but are furnishing material or equipment to concerns which have direct Government contracts; and then you must also obtain and submit affidavits from your customers which have the direct Government contracts, and these should be scheduled as shown above in sub-paragraph (d).

3. Procedure for an Employer Having Direct Government Contracts to Follow in Order to Secure Indefinite Furlough for a Necessary Skilled Employee Who Has Been Drafted.

(a) If, through no fault of the employer or employee, a necessary skilled man is drafted and sent to camp, there is still an opportunity to secure the return of such a man to necessary industry. You should instantly apply for information regarding indefinite furloughs, and for the proper blanks on which to make formal application for furlough, to the Department of the Government with which you have contracts. Full regulations will be sent you. In the meantime, find out the name of the camp to which the man has been sent, and the designation of his company and regiment.

(b) The department concerned will forward you application blanks for "the return of enlisted man to industry," and will also send full information as to exactly how these blanks should be made out. When they are completely made out, according to instructions, they must NOT be sent to any draft board, NOR to the office of the Provost Marshal General, but must always be sent to the department from which your contracts originated. The Departments of the Government at present organized to obtain indefinite furloughs for enlisted men are the Department of Labor, Navy Department, Food Administration, Fuel Administration, Bureau of Explosives, Bureau of Standards, Railroad Administration, Capital Issues Committee, Emergency Fleet Corporation and the following Departments of the War Department—Bureau of Aircraft Production, Division of Military Aeronautics, Chemical Warfare Service, Signal Corps, Surgeon General's Department, Motor Transport Corps, Ordnance Department, General Engineering Depot, Construction Division, and Quartermaster Corps. Submit your request to the nearest district or zone office of the proper department, or, if you are uncertain as to its location, to the headquarters of the department itself at Washington, D. C. If you have a Government contract, but it is not with any one of these organizations, submit your request to the War Industries Board, Washington, D. C.

(c) The application, if favorably acted upon, will result in the enlisted man being sent back to industry on indefinite furlough, and the employer will be furnished with complete information as to how the man is to be treated while so employed.

4. Procedure for an Employer Having no Direct Government Contracts, but Having Indirect Government Contracts to Follow in Order to Secure Indefinite Furlough for a Necessary Skilled Employee.

Follow the same procedure as described above; first discovering with what Department of the Government your customers have their contracts and making your request for information and application blanks to that Department.

5. Information.

For further information as to deferred classification, apply to your District Board. For further information as to individual furloughs, apply to Darragh de Lancey, Room 253, SWN. Bldg., Washington, D. C.
APPENDIX A

SELECTIVE SERVICE REGULATIONS.

Definition of "Necessary" as to Enterprise.

Rule XVII. The word "necessary" as applied to any industrial or agricultural enterprise within the meaning of these regulations shall be taken to import that the discontinuance, the serious interruption, or the materially reduced production of such enterprise will result in substantial, material loss and detriment to the adequate and effective maintenance of the Military Establishment, the adequate and effective operation of the military forces, or the maintenance of the national interest during the emergency.

A particular agricultural or industrial enterprise shall be found to be "necessary" only when it is shown of such enterprise that it is a well-conducted and going concern, contributing substantially and materially to the maintenance of the Military Establishment, the effective operation of the military forces, or the maintenance of the national interest during the emergency; and, further, of a particular agricultural enterprise; that it is apparently producing an appreciable amount of agricultural produce over and above what is necessary for the maintenance of those living on the place.

APPENDIX B.

OFFICERS IN CHARGE OF INDUSTRIAL FURLOUGHS FOR GOVERNMENT ESTABLISHMENTS IN WASHINGTON, D. C.

War Department ......................... Mr. Darragh de Lanecy
Bureau of Aircraft Production ............ Capt. Chas. T. Lethers
Division of Military Aeronautics ........ Major John Milledge
Chemical Warfare Service ............... Major Allen Rogers
Signal Corps ............................ 1st Lieut. Chas. Cortes
Ordnance Department .................... Mr. T. J. O’Neill
Quartermaster Corps ..................... Capt. H. J. Rath
Motor Transport Corps .................. 1st Lieut. Chas. Giesenfeld
Construction Division .................. Major H. B. Stafford

General Engineering Depot ............... Lt. Col. A. O. Powell
Navy Department ........................ Mr. B. H. Moses
Department of Labor ....................

Food Administration ..................... Dr. M. D. Hammond
Fuel Administration ..................... Mr. J. B. Huff
Bureau of Explosives .................... Mr. D. C. Jackling
Bureau of Standards .................... Mr. H. D. Hubbard
War Industries Board ................... Mr. Wm. M. Ritten
Railroad Administration ................. Mr. John H. Keefe
Capital Issues Committee ............... Mr. Chas. S. Hamlin
Emergency Fleet Corporation .......... Mr. R. D. Baldwin
SELECTIVE SERVICE
REGULATIONS

PRESCRIBED BY THE PRESIDENT UNDER
THE AUTHORITY VESTED IN HIM BY THE
TERMS OF THE SELECTIVE SERVICE LAW
(ACT OF CONGRESS APPROVED MAY 18, 1917)

WASHINGTON
GOVERNMENT PRINTING OFFICE
1917
FOREWORD.

The White House,
Washington.

The task of selecting and mobilizing the first contingent of the National Army is nearing completion. The expedition and accuracy of its accomplishment were a most gratifying demonstration of the efficiency of our democratic institutions. The swiftness with which the machinery for its execution had to be assembled, however, left room for adjustment and improvement. New Regulations putting these improvements into effect are, therefore, being published to-day. There is no change in the essential obligation of men subject to selection. The first draft must stand unaffected by the provisions of the new Regulations. They can be given no retroactive effect.

The time has come for a more perfect organization of our man power. The selective principle must be carried to its logical conclusion. We must make a complete inventory of the qualifications of all registrants in order to determine, as to each man not already selected for duty with the colors, the place in the military, industrial or agricultural ranks of the nation in which his experience and training can best be made to serve the common good. This project involves an inquiry by the Selection Boards into the domestic, industrial and educational qualifications of nearly ten million men.

Members of these Boards have rendered a conspicuous service. The work was done without regard to personal convenience and under a pressure of immediate necessity which imposed great sacrifices. Yet the services of men trained by the experience of the first draft must of necessity be retained and the Selection Boards must provide the directing mechanism for the new classification. The thing they have done is of scarcely one-tenth the magnitude of the thing that remains to be done. It is of great importance both to our military and to our economic interests that the classification be carried swiftly and accurately to a conclusion. An estimate of the time necessary for the work leads to the conclusion that it can be accomplished in sixty days; but only if this great marshalling of our resources of men is regarded by all as a national war undertaking of such significance as to challenge the attention and compel the assistance of every American.

17256—17 (iii)
I call upon all citizens, therefore to assist Local and District Boards by proffering such service and such material conveniences as they can offer and by appearing before the boards, either upon summons or upon their own initiative, to give such information as will be useful in classifying registrants. I urge men of the legal profession to offer themselves as associate members of the Legal Advisory Boards to be provided in each community for the purpose of advising registrants of their rights and obligations and of assisting them in the preparation of their answers to the questions which all men subject to draft are required to submit. I ask the doctors of the country to identify themselves with the Medical Advisory Boards which are to be constituted in the various districts throughout the United States for the purpose of making a systematic physical examination of the registrants. It is important also that police officials of every grade and class should be informed of their duty under the Selective Service Law and Regulations, to search for persons who do not respond promptly and to serve the summons of Local and District Boards. Newspapers can be of very great assistance in giving wide publicity to the requirements of the Law and Regulations and to the numbers and names of those who are called to present themselves to their Local Boards from day to day. Finally, I ask that during the time hereafter to be specified as marking the sixty day period of the classification, all citizens give attention to the task in hand in order that the process may proceed to a conclusion with swiftness and yet with even and considerate justice to all.

8 November, 1917.

Woodrow Wilson.
WAR DEPARTMENT,
Washington, 8th day of November, 1917.

Under authority vested in him by the Act of Congress of May 18, 1917, the President of the United States prescribes the following Rules and Regulations and directs that they be published for the government of all concerned, and that they be strictly observed.

NEWTON D. BAKER,
Secretary of War.
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PART I.

GENERAL RULES AND REGULATIONS.

Section 1. Definitions and instructions as to interpretation and construction.

In the interpretation and construction of these Rules and Regulations, the following definitions and instructions shall be observed, namely:

(a) By the term "Selective Service Law" is meant the Act of Congress of May 18, 1917, entitled "An Act to authorize the President to increase temporarily the Military Establishment of the United States."

(b) These Rules and Regulations under the Selective Service Law shall, for the sake of brevity, be indicated by the letters "S. S. R." (Selective Service Regulations).

(c) Words importing the singular number shall be held to include the plural, and vice versa, except where such construction would be unreasonable.

(d) Words importing the masculine gender shall be held to include the feminine, except where such construction would be unreasonable.

(e) The conjunctive word "and" may be substituted for the disjunctive word "or," and vice versa, in the sections of these Rules and Regulations relating to dependents, except where such substitution and the construction resulting therefrom would be unreasonable.

(f) The word "State" shall include all States, Territories, and the District of Columbia.

(g) The word "county" shall include parishes in the State of Louisiana.

(h) The word "Governor" shall include Governors of the States and Territories and the Commissioners of the District of Columbia.

(i) The term "Adjutant General" shall include Adjutants General of the States, Territories, and the District of Columbia; and where there is no Adjutant General, or where the Governor selects another person or another administrative department of the State Government to perform the duties imposed by these Rules and Regulations on the Adjutant General, the term shall import such person or department.

(j) The term "deferred class" includes the second, third, fourth, and fifth classes of the five classes into which registrants shall be placed. All registrants placed in Class V have been exempted or discharged, and all registrants placed in Classes II, III, and IV have been temporarily discharged; all classifications being conditioned upon the continuing existence of the status of the registrant which is the basis of his classification.
(k) The term "deferred classification" is equivalent to discharge or exemption from draft, whether permanent, temporary, conditional, or unconditional.

(l) The term "registrant" shall include all persons duly and properly registered in accordance with the provisions of the Selective Service Law and the Rules and Regulations made under authority thereof, herefore and hereafter in effect.

(m) The term "mobilization" shall include all proceedings in relation to induction of a registrant into the military service from the time that he is ordered to report to his Local Board for military duty and entrainment to the time that he arrives at the mobilization camp.

(n) The term "selected man" shall include all registrants who, under the preexisting regulations had been notified of selection (old Form 146-B), or who, under these Regulations, have been notified by their Local Boards to report for military duty and entrainment.

(o) The term "police official" shall include all United States and State, county, and municipal marshals and sheriffs and their deputies, police, constables and the constabulary, and all similar officers by whatever name known, having authority to take persons into custody in order to preserve the peace and quiet of the community and to maintain public order and tranquillity.

(p) The term "child" shall include only girls under 18 and boys under 16 years of age, and of those under such ages shall, except where otherwise provided, include:

1. A legitimate child of the registrant, whether born or unborn.

2. A child legally adopted by the registrant before May 18, 1917, if a member of the registrant's household.

3. An illegitimate child of the registrant only if he has been judicially ordered or decreed to contribute to such child's support.

The classification of a registrant on account of dependency of any child as herein defined shall be governed by the particular rules of classification in respect of dependency.

(q) Wherever an oath is required, an affirmation in judicial form, if made by a person having conscientious scruples concerning the taking of an oath, shall be deemed a sufficient compliance.

Section 2. When these Rules and Regulations become effective.

(a) The following sections and parts of these Rules and Regulations shall become effective at noon on November 20, 1917 and thereupon shall supersede all preexisting Rules and Regulations relating to the same subject matter, namely, Sections 9 to 13, inclusive; 15 and 16; 23 to 34, inclusive; 37 to 52, inclusive; 90, 91, and 92; 152 to 156, inclusive; 183, 184, 185, and 187; and Parts IX, XI, XII, XIII, and XIV.
(d) All sections and parts of these Regulations not specified in subparagraph (a) shall become effective at noon on December 15, 1917.

(c) These Regulations shall become effective as specified in subparagraphs (a) and (b) of this section, and thereafter shall govern all registrants and selected men, and all procedure in regard to them, and notwithstanding that they may have been examined, selected, discharged, or exempted; and the process of examination and selection herein prescribed shall proceed as to them as completely as though no prior steps in the process of examination, selection, discharge, or exemption had been taken in respect of them.

Except that they shall not apply to those who, prior to December 15, 1917, have been actually inducted into the military service; and

Provided that—

1. All registrants who, at noon on December 15, 1917, have been ordered by their Local Boards to report for military duty and entrainment, and all procedure in relation to them, to the completion of mobilization, shall be governed by the Rules and Regulations heretofore existing.

2. Every registrant who, prior to noon on December 15, 1917, has been examined and selected and notified of selection (old Form 146-B) shall remain liable to be inducted immediately into military service in the order of his liability as heretofore fixed by his order number, unless and until, upon any call upon his Local Board for men, it shall appear that there is in Class I a sufficient number of men to fill such call, notwithstanding that such registrant may have been subsequently examined and classified under these Rules and Regulations and placed in a deferred class.

Section 3. Repeal of preexisting Rules and Regulations.

On and after noon on December 15, 1917, all preexisting Rules and Regulations shall be and hereby are rescinded and repealed and shall have no further force or effect, except as provided in the foregoing section 2.

Provided, that—

(a) The repeal of the preexisting Rules and Regulations shall not affect the validity of any act done under authority of, and in conformity with, such preexisting Rules and Regulations, subject to the provisions of the following section 4 revoking prior exemptions and discharges.

(b) All violations of said preexisting Rules and Regulations, and all penalties incurred as a result thereof, shall attach, and may be prosecuted and punished in the same manner and with the same effect as if said Rules and Regulations had not been repealed.
(c) Nothing in this section or in the repeal of said preexisting Rules and Regulations shall be held to affect the position, duties, or authority of any member of any Local or District Board or of any other person heretofore appointed to perform any duty in connection with the administration of the Selective Service Law and of said preexisting Rules and Regulations, but all such persons shall hereafter continue to be invested with the same authority, and shall continue to perform the same duties, subject to the provisions of these Rules and Regulations.

(d) The said preexisting Rules and Regulations, so far as they relate to records and docketts, shall continue in operation; but only as to the preserving of all such records, and the completing of records concerning those registrants who, on or prior to December 15, 1917, had been or were in process of being inducted into the military service as aforesaid, and the completing of registration records.

Section 4. Revocation of exemption and discharge.

All exemptions and discharges made prior to noon on December 15, 1917, and all certificates in evidence thereof are hereby revoked from and after noon on December 15, 1917, and all such certificates theretofore issued shall have no further validity.

In any case of deferred classification made under these Rules and Regulations the Secretary of War may order such deferred classification and any certificate issued in evidence thereof to be revoked and rescinded, and the registrant to be transferred to any less deferred class designated by the Secretary, except only as to such registrants as have been placed in Class V on account of legal exemption.

Section 5. Forms are part of regulations.

All forms the use of which is prescribed in these Rules and Regulations, and all forms which were prescribed by preexisting Rules and Regulations and were in use before and at the date of these Rules and Regulations, the continued use of which is either expressly or impliedly required by these Rules and Regulations, together with the particular rules, instructions, and directions contained in all such forms, are a part of these Rules and Regulations.

Section 6. Registrants and others charged with knowledge of these Rules and Regulations.

These Rules and Regulations have the force and effect of law, and all registrants, and all persons required by the Selective Service Law and these Rules and Regulations to be registered, and all persons claiming or to claim any right or privilege in respect of any registrant are charged with knowledge of the provisions hereof. Failure by any registrant, or by any person required to be registered, to perform any duty prescribed by the Selective Service Law...
or by these Rules and Regulations, whether or not the time of the performance of such duty is required by these Rules and Regulations to be posted or entered in the records of the Local or District Board, and whether or not formal notice is required by these Rules and Regulations to be given (such as registering and reporting change of status and other duties), is a misdemeanor, punishable by imprisonment for one year, and may result in loss of valuable rights and privileges and immediate induction into the military service; and such failure shall also be considered as a waiver of any right or privilege which might have existed in favor of such person if he had performed such duty.

Section 7. Notice to registrants and to all interested persons and effect of such notice.

(a) The process of examination and selection of registrants, under these Rules and Regulations, shall begin by the posting of notice in the offices of the Local Boards on Form 1002, and by mailing a Questionnaire (Form 1001) to every registrant included within such posted notice, as provided in section 92 hereof; and notice of every subsequent action taken by either the Local or District Board in respect of each registrant shall be given by entering a minute or date of such action on the Classification List (Form 1000) in the office of the Local Board, and in addition to such entries, by mailing to the registrant (and in some cases to other claimants) a notice of such action.

(b) Whenever a duty is to be performed or a period of time begins to run within which any duty is to be performed by any such registrant, or within which any right or privilege may be claimed or exercised by or in respect of any such registrant, a notice of the day upon which such duty is to be performed, or such time begins to run, shall be mailed to the registrant, and the date of such mailing of notice shall be entered opposite the name of such registrant on the Classification List, which is always open to inspection by the public at the office of the Local Board.

(c) In addition to the mailing of such notice to registrants, notice of the disposition of claims of other persons in respect of registrants shall be mailed to such other persons.

(d) Either the mailing of such notice or the entry of such date in the Classification List shall constitute the giving of notice to the registrant and to all concerned, and shall charge the registrant and all concerned with notice of the day upon which such duty is to be performed or the beginning of the running of the time within which such duty must be performed or such right or privilege may be claimed, regardless of whether or not a mailed notice or Questionnaire is actually received by the registrant or other person.
General Rules.

Failure to perform duty.

(c) Failure by any registrant to perform any duty prescribed by the Selective Service Law or by these Rules and Regulations, at or within the time required, is a misdemeanor, punishable by imprisonment for one year, and may result in loss of valuable rights and immediate induction of such registrant into military service. (i) Failure of the registrant or any other person concerned to claim and exercise any right or privilege on the day or within the time authorized by these Rules and Regulations, shall be considered a waiver of such right or privilege, and shall foreclose such person from thereafter claiming the same, subject only to the privilege granted by these Rules and Regulations to apply for an extension of time.

Duty to examine notice and classification list.

(g) All registrants and other persons are required and strictly enjoined to examine, from time to time, said notice, Form 1002, so posted by the Local Board, and the Classification List upon which said dates are to be entered, in order to be informed of the time for the performance of any duty or the exercise of any right or privilege; and it is the duty of every registrant concerning whom any notice is posted, but who for some reason has not received the Questionnaire or notice, as the case may be, to apply to his Local Board for a copy thereof. Failure to receive notice or Questionnaire will not excuse the registrant from performing any duty within the time limit, nor shall it be in itself ground for extension of time.

Section 8. Computation of time.

In computing the several periods of time within which any act is required or permitted by the Selective Service Law and these Rules and Regulations to be performed by registrants and other persons, the day of the posting of notice, and Sundays and legal holidays, shall be excluded.

Section 9. Boards may summon and examine witnesses.

Every Local and District Board shall have power to summon any registrant or any other person to appear and testify as a witness before it in regard to facts, matters, and information within the knowledge of such person relating to any case pending before such Board. Such summons (Form 1003) shall be directed to the person to be produced as a witness and shall be served by any of the police authorities mentioned and described in section 1, par. 6 hereof. Upon request of any member of a Local or District Board, it is hereby made the duty of any such police officer to serve such summons and make the usual return thereon. Thereupon the witness shall be compelled to appear and testify before such Local or District Board in the same manner as witnesses may be compelled to appear and testify in court. Said Local or
District Boards shall be entitled, upon summary application, to the aid of the courts of the United States to compel such attendance and the giving of testimony.

Every person testifying before any Local or District Board as herein provided shall first swear that he will tell the truth, the whole truth, and nothing but the truth in answer to such questions as may be propounded to him by any member of the Board concerning any case pending before such board.

Section 10. By whom oaths may be administered.

Any oath required by these Rules and Regulations (except oaths to persons called before Local or District Boards to give oral testimony) may be administered,

1 By any Federal or State officer authorized by law to administer oaths generally;
2 By any member of any Local or District Board having jurisdiction of the registrant;
3 By any Government Appeal Agent in regard to any case pending before any Local or District Board with which he is connected;
4 By any person designated to act in the capacity of legal aid or advisor to registrants; and
5 By any postmaster within the same local jurisdiction as the registrant.

Any member of any Local or District Board may administer oaths to any persons called before such board for oral examination in regard to facts and matters relating to a case pending before it.

When the oath or oaths are administered by any of the persons named in classes 2, 3, 4, and 5 hereof there shall be no fee or charge for the same.

Section 11. Public records of District and Local Boards.

All records required by these Rules and Regulations to be filed with and kept by Local and District Boards, Adjutants General, and other persons in connection with the registration, examination, selection, and mobilization of registrants under the Selective Service Law, and these regulations, shall be public records and shall be open during usual business hours for public inspection of any and all persons.

Provided, however, That the answers of any registrant concerning the condition of his health, mental or physical, in response to Series II of the questions under the head entitled "Physical Fitness," in the Questionnaire, and other evidence and records upon the same subject, and the answers of any registrant to the questions under Series X of the questions under the head entitled "Dependency" in the Questionnaire, except the names and addresses of the persons claimed to be dependent upon such registrant, shall not, without the consent of the registrant, be open
to inspection by any person other than members of Local and District Boards, examining physicians, members of Medical Advisory Boards, Government Appeal Agents, and other persons connected with the administration of the Selective Service Law and these Rules and Regulations, and United States attorneys and their assistants, and officials of such bureaus or departments of the United States Government as may be designated by the Secretary of War.

Any person connected with the administration of the Selective Service Law and these Rules and Regulations who shall divulge or impart to any person not entitled under the foregoing paragraph to receive the same, any information contained in a record as to a registrant’s physical condition, or as to his answers concerning dependency, as above provided, shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by imprisonment not to exceed one year.

The portions of such records as are hereinbefore held to be confidential shall not, without the consent of the registrant, be produced and published in response to any subpoena or summons of any court, except that they may be so produced and published for the purpose of being used in the prosecution of the registrant, or of any person acting in collusion with such registrant, for perjury or for any violation of the provisions of the Selective Service Law or of these Rules and Regulations.

Section 12. Manner in which public may inspect records.

Whenever any registrant or other person (except one of the classes of persons named in the proviso of the foregoing Section 11 of these Rules and Regulations) applies to a Local or District Board to inspect any of the records of such boards, such registrant or other person shall not be permitted to search through such records, but it shall be the duty of members or clerks of Local and District Boards and other persons having the custody of such records, to discover, open, and point out to the registrant or other person, the portion of the record containing the information requested by such person so applying; subject to the limitations as to disclosures provided in the foregoing Section 11.

Section 13. No substitution in favor of drafted men.

The Selective Service Law strictly prohibits the acceptance of substitutes for men selected for military duty. The obligation to render military service is personal and can not be transferred.

Section 14. Oaths of members of boards and other persons.

Before entering upon the discharge of their duties all of the following-named persons charged with duties in the administration of the Selective Service Law and of
these Rules and Regulations who have not heretofore\footnote{General Rules.} done so shall take the oath which is set out as Form 1033 in Part X hereof, namely:

All members and clerks of Local and District Boards, \footnote{Required of Disbursing Officers, Inspectors, additional examining physicians, members of Medical and Legal Advisory Boards and Government Appeal Agents.}

The oath hereby prescribed shall be taken before some officer mentioned in section 10 hereof and shall be filed in the office of the Adjutant General of the State.

Section 15. Signing of orders, reports, and certificates of boards.

All orders, summons, notices, reports, and certificates issued by authority of any Local or District Board may be signed or certified by any member of such board.

Section 16. Entries on forms and records.

All entries made by Local or District Boards on any of the forms, notices, and records provided for by these Rules and Regulations shall be made with pen and ink of black color unless other color is prescribed by the regulations, except that rubber stamps may, and where they can be obtained, should be used in preference to pen and ink in entering dates, designations of Local or District Boards, and other entries which require repetition of the same date or word or phrase.

Section 17. Minute Books of Local and District Boards.

Each District and Local Board shall maintain a Minute Book (Form 1004) which shall contain a brief record of the proceedings of all meetings of said Board.

The minutes of said Board must contain, however, the following:

1. Date and hour of each meeting and hour of adjournment.
2. Names of members of Boards present at such meetings and period of time devoted to work of Local Board by each member.
3. The character of work performed by each Local Board at such meeting, whether classification or mobilization; if work of Local Board was of classification, the minutes shall state the number of cases classified or examined.
4. The number of hours devoted by examining physicians to the work of examining registrants during the day.

From the minutes of such Local or District Boards, the Chief Clerk of each of said Boards shall prepare the pay vouchers for each member and examining physician of such board and shall enter thereon the following certificate: \footnote{Pay vouchers: see sec. 213.} "I hereby certify that the services herein stated
were rendered to the Government of the United States, as shown in the Minute Book of ___ Board ___.

No voucher shall be paid by the Disbursing Officer of the State unless the requirements of this section are fully complied with.

Every such Minute Book shall be open to the inspection of auditors or inspectors at all times.

Section 18. Designation of Local and District Boards.

Local Boards.

When there is but one Local Board having jurisdiction in a county, or city of over thirty thousand population, or other subdivision in a State, it shall be designated and known as the Local Board for ___ (Here insert name of subdivision) of ___ State of ___. Should there be more than one Local Board having jurisdiction in any county, city of over thirty thousand, or other subdivision within a State, the several Local Boards therein shall be designated and known as the Local Board for division No. ___ (etc.) for the ___ (name of subdivision) of ___, State of ___. In the case of a State, such as Massachusetts, which is divided into divisions, such divisions shall be designated and known as Division No. 1, No. 2, and so on, and the Local Board in each of such divisions shall be designated and known as the Local Board for division No. 1 or No. 2 and so on, State of ___.

District Boards.

Where there is but one District Board in a State it shall be designated as the District Board for the State of ___. In any State where there is more than one district and but one District Board is established in each district, the several District Boards shall be designated and known as the District Board for the ___ District of the State of ___.

Where there is more than one District Board in a Federal judicial district, the respective divisions of such district shall be designated and known as Division No. 1, Division No. 2, and so on, and the several District Boards therein shall be designated and known as District Board for Division No. 1, No. 2, and so on, of the ___ District of the State of ___.

The District Board for the city of New York shall be designated and known as the District Board for the City of New York, State of New York.

Section 19. Members of Local and District Boards disqualified to act on certain claims.

No member of a Local or District Board shall participate in the hearing or decision of any claim for exemption or deferred classification, or as to physical qualification, of any registrant who is related to him either by blood or marriage nearer than a second cousin.
PART II.

THE SELECTIVE SERVICE SYSTEM.

A. THE PRESIDENT.

B. THE PROVOST MARSHAL GENERAL.

C. STATE HEADQUARTERS.
   (1) The Governor.
   (2) The Adjutant General.

D. DISTRICT BOARDS.

E. LOCAL BOARDS.

F. AUXILIARY ORGANIZATIONS.
   (1) Clerical Assistants.
   (2) Medical Advisory Boards.
   (3) Legal Advisory Boards.
   (4) Government Appeal Agents.
   (5) Duties of Postal Authorities.

A. THE PRESIDENT.

Section 20. The President as a reviewing officer.

Section 4 of the Selective Service Law provides:

"The decision of * * * District Boards shall be final, except that, in accordance with such rules and regulations as the President may prescribe, he may affirm, modify, or reverse any such decision."

Accordingly, the President will consider appeals from the final decisions of District Boards in accordance with the provisions of section 111 hereof.

Section 21. Appeals to the President to be considered when preferred as required by these Regulations and not otherwise.

Section 111 of these Regulations prescribes a method for appeal to the President of certain classes of cases finally decided by District Boards. Every practicable safeguard against unusual hardship has been provided. Appeals made direct to Washington on ex parte statements would have to be investigated locally before action. Due to the unavoidable congestion that must necessarily follow this irregular method, such direct appeals can only result in confusion and delay. Therefore appeals to the President when not preferred in the manner prescribed in sections 111 and 112 of these Regulations, must be returned for compliance with those sections.

B. THE PROVOST MARSHAL GENERAL.

Section 22.—Office of the Provost Marshal General.

Under the Secretary of War the Office of the Provost Marshal General is charged with the supervision of all matters relating to the selective draft.
Section 23. No communications concerning pending appeals to the President to be received by administrative officials in Washington.

All administrative officials of the War Department engaged in the execution of the Selective Service Law are hereby directed to decline to discuss cases in respect of which an appeal to the President is pending, or to entertain any communications, suggestions, or additional evidence or statements concerning them.

Section 24. No communication concerning particular cases pending before District or Local Boards to be received by administrative officials in Washington.

The law and regulations place the matter of deferred classification within the jurisdiction of Local and District Boards. There is no authority in any other official to interfere with this jurisdiction in particular cases. So to interfere would be subversive of the letter and spirit of the Selective Service Law and these Regulations. All officials of the War Department engaged in the execution of the Selective Service Law are hereby directed to decline to discuss cases pending before Local or District Boards or to entertain any communications, suggestions, or additional evidence or statements concerning them.

Section 25. Correspondence rules of the Office of the Provost Marshal General.

Rule A. Except as specifically provided in these Regulations, all communications intended for the Provost Marshal General concerning the execution of the Selective Service Law within a State emanating from individuals within the State or from Local and District Boards or other officials engaged within any State in the execution of the Selective Service Law must be directed to the Adjutant General of the State for reference to the Provost Marshal General. Correspondence sent in violation of this rule to the Office of the Provost Marshal General will be returned to the writer.

Rule B. The Office of the Provost Marshal General can give no opinion direct to individuals concerning the circumstances of an individual case nor can it make rulings at the instance of an individual writing to the Office of the Provost Marshal General direct on any phase of the Selective Service Law. Each Local and District Board and the Legal Advisory Boards connected with each Local Board are the centers of information for the community over which the Local or District Board has jurisdiction. Individuals must be remitted for information to local authorities, who, if they can not answer the question asked, will promptly proceed as required by Rule C.

Rule C. Local and District Boards will honor proper requests for information from individuals. Whenever
a Local or District Board receives a request for information which it can not authoritatively answer, or whenever circumstances arise which require the decision of higher authority, the Local or District Board will immediately report the case to the Adjutant General of the State with a request for the necessary information or decision.

**Rule D.** The Adjutant General of a State will scan all communications received in accordance with Rules A, B, and C. Such as can be answered will be returned to the writer with the information desired. Such as cannot be so answered will be immediately forwarded to the Office of the Provost Marshal General. When a request for a ruling or for administrative action arises from circumstances so urgent as to demand immediate action, the telegraph will be used.

**Rule E.** Whenever a request for information is received from State Headquarters by the Office of the Provost Marshal General, an answer will be prepared and returned within 12 hours, and wherever a general ruling results, such general ruling will be circulated to every Local and District Board in the United States, by telegram where urgent, and in any case by bulletins of compiled rulings which will be issued from the Office of the Provost Marshal General from time to time.

**Rule F.** Whenever an individual feels that he has a grievance against a board or other information which he desires to report to higher authority, he should address his letter to the Adjutant General of the State. Communications of this kind which require the action of the Provost Marshal General should be forwarded to the Provost Marshal General containing recommendation and remarks by State Headquarters.

**C. STATE HEADQUARTERS.**

Section 26. Authority of Governors and of officials and other persons designated by Governors or by the President to perform duties in the execution of the Selective Service Law.

Section 6 of the Selective Service Law provides:

"That the President is hereby authorized to utilize the services of any or all departments and any or all officers or agents of the United States and of the several States, Territories, and the District of Columbia, and subdivisions thereof, in the execution of this Act, and all officers and agents of the United States and the several States, Territories, and subdivisions thereof, and of the District of Columbia, and all persons designated or appointed under regulations prescribed by the President, whether such appointments are made by the President himself or by the governor or other officer of any State or Territory to perform any duty in the execution of this Act, are hereby required to perform such duty as the President shall order or direct, and all such officers and agents and persons so designated or appointed shall have full authority for all acts done by them in the execution of this Act by the direction of the President."
Section 27. General duties of Governors.

The Governors shall be charged with general supervision over all matters arising in the execution of the selective draft within their States. The determination of exemptions and deferred classifications is within the exclusive jurisdiction of Local and District Boards, subject only to review by the President, but all other functions and duties of boards, departments, officers, agents, and persons within the State, except departments, officers, and agents of the United States not appointed, designated, or detailed under authority of the Selective Service Law, shall be under the direction and supervision of the Governor.

Section 28. Governors charged with responsibility for organization of Medical and Legal Advisory Boards.

Governors are charged with the organization of Medical and Legal Advisory Boards throughout their States.

Section 29. Governor to District State and Appoint Medical Advisory Boards.

Each State shall be carefully districed with due regard to communication and hospital facilities for the erection of a number of Medical Advisory Boards computed with a view to the equitable and practical distribution of the work of reexamination as provided herein and to the convenience of registrants and economy to the Government in sending registrants before such boards.

To assist the Governor in this work a member of the Officer's Reserve Corps of the Medical Department will be ordered to active duty to report to the Governor for a sufficient time to accomplish this organization. The American Medical Association and the Medical Section of the Council of National Defense have also offered their services to Governors in accomplishing this purpose. Members of Medical Advisory Boards will be nominated by the Governor and appointed by the President in accordance with instructions to be hereafter communicated to the Governors.

Section 30. Governor to Organize Legal Advisory Boards.

All members of the bar should make their services available to the Legal Advisory Boards to be constituted by the Governor as hereafter provided.

The Governor shall constitute Legal Advisory Boards in such numbers and within such districts that there shall be convenient to every registrant who is to appear before a Local or District Board within the State a Legal Advisory Board to which such registrant may apply for all necessary advice and assistance in preparing claims, Questionnaires, or any other papers required by these regulations to be submitted by a registrant. After de-
termining the number and location of Legal Advisory Boards necessary to accomplish this purpose, the Governor shall nominate, for appointment by the President, three representative lawyers, to be permanent members of such boards, to take charge of this work within each such district, and to be held responsible that there shall always be a competent force of lawyers or laymen available to such registrants at any time during which the Local or District Boards within such district are open for business.

The Governor shall nominate one of such three persons to be chairman of each Legal Advisory Board; and the member so nominated shall, whenever practicable, be a Judge of the County Court, or of the Common Pleas Court, or of a court of similar jurisdiction.

The Governor shall call upon all members of the bar within the State, and if necessary, upon competent laymen, to offer their services to such Legal Advisory Boards for the purpose of being present at the headquarters of the Local Boards and rendering aid and advice to registrants. Such persons shall be known as Associate Members, and no formal appointment by the President shall be necessary.

For his assistance in this work, the Governor has the active cooperation and assistance of the American Bar Association.

It should be the pride of every lawyer that no registrant within his district is without competent legal advice and assistance in preparing all papers that such registrant is required to submit in the process of the selection of citizens of this Nation for duty in the present emergency.

Section 31. Adjutants General.

Normally the office through which the Governor exercises his functions in the administration of the Selective Service Law shall be the office of the Adjutant General; but where there is no Adjutant General or where the Governor selects another person or administrative department of the State government, the person or the department so selected shall be intended by the words “Adjutant General” as used herein. The office organization of State Adjutants General for the execution of the Selective Service Law shall include—

(a) Assistant to State Adjutant General.—To assist the Adjutant General of the State in the performance of the duties devolving upon him in the execution of the Selective Service Law, one or more officers of the National Army or of the Reserve Corps will be commissioned by the President and assigned to duty, under the direction of the Governor, for service in the State in connection with the execution of the Selective Service Law. Such officer should be assigned by the Governor to duty in the office of the State Adjutant General or such other administrative office or department of the State government as the Governor may select as the office or
department to be in charge of the execution of the Selective Service Law within the State. An officer of the National Army or Reserve Corps so assigned shall receive no compensation other than his pay and allowances as an officer. The officer so assigned shall act as disbursing officer at State headquarters.

(b) **Disbursing officers.**—The disbursing officer is charged with the duty of paying all lawful accounts, payable from Federal funds, for materials furnished and services rendered in the execution of the Selective Service Law. When specially authorized by the Secretary of War, additional disbursing officers to care for disbursements in large cities may be appointed.

(c) **Inspectors.**—In order to correct errors and to secure uniformity in the execution of the law, members of Local or District Boards who have shown marked aptitude and zeal in the execution of the Selective Service Law, or other specially qualified persons, may be directed by the Governor to visit Local or District Boards to view the methods of such Boards, to suggest improvements, and to report to the Governor on the execution of the law. Such directions are not to be regarded as permanent appointments and compensation for such services ought to be claimed only where necessary. When claimed it may be paid only for the time the person so directed is actually engaged in making such visits.

**D. DISTRICT BOARDS.**

Section 32. Constitution of District Boards.

There having heretofore been established by the President, in pursuance of the authority of section 4 of the Selective Service Law, a District Board or Boards for every Federal judicial district and territory and the District of Columbia, each of said boards shall exercise its jurisdiction and functions within its territorial limits as heretofore established.

Section 33. Status of members of Local and District Boards.

Section 6 of the Selective Service Law provides that:

* * * All persons designated or appointed under regulations prescribed by the President, whether such appointments are made by the President himself or by the governor or other officer of any State or Territory to perform any duty in the execution of this Act, are hereby required to perform such duty as the President shall order or direct, and all such officers and agents and persons so designated or appointed shall hereby have full authority for all acts done by them in the execution of this Act by the direction of the President. * * * Any person charged as herein provided with the duty of carrying into effect any of the provisions of this Act or the regulations made or directions given therefore who shall fail or neglect to perform such duty * * * or who, in any manner, shall fail or neglect fully to perform any duty required of him in the execution of this Act, shall, if not subject to military law, be guilty of a misdemeanor, and upon conviction in the District Court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, or, if subject to
military law, shall be tried by court-martial and suffer such punish-
ment as a court-martial may direct.

Under this authority members of boards are as effec-
tively drafted for this duty as are registrants who are
selected for military service. Appointments and changes
in membership of boards will be made by the President
upon the recommendation of the Governor. Applica-
tions for relief from such appointments should be made
to the Governor, who should investigate the circum-
stances and recommend relief only in cases involving
hardship. Applications for such relief will be consid-
ered only when submitted through the Governor. The
telegraph should be used in making these recommenda-
tions only in cases whose urgency seems to justify the
additional expense.

Section 34. Organization and Procedural Rules of
District Boards.

The District Board shall consist of at least five mem-
bers, who shall select one of its members as chairman and
another as secretary.
The members of each District Board shall take the oath
prescribed by section 14.
For clerical organization of District Boards, see sec-
section 43.
A majority of each District Board shall constitute a
quorum for the transaction of business, and a majority of
those present at any meeting may decide any question
before such board for decision.
The chairman or acting chairman shall vote on every
claim for exemption or deferred classification, whether his
vote be necessary to decide a tie or not. Every question
upon the allowance of a claim for exemption or deferred
classification, whether upon appeal or otherwise, shall be
put in the following manner:

Shall the claim for exemption or deferred classification be allowed?

and upon a tie vote the claim shall be disallowed.

A District Board may act through committees of mem-
bers of the board, but all decisions of the committees shall
be submitted to a majority of the board, and, if approved
by the board, they shall have the force and effect of de-
cisions of the board.

District Boards may make rules of procedure not in-
consistent with the Selective Service Law or with these
Regulations.

Section 35. Jurisdiction of District Boards in cases
where a Local Board has original jurisdiction.

Each District Board shall have appellate jurisdiction,
as defined in section 4 of the Selective Service Law, to
review the final decision of any Local Board having origi-
nal jurisdiction of a case, and to affirm, modify, or re-
verse the same, provided there has been filed with the
Local Board a claim of appeal as provided in section
104 hereof.
District Boards. The decision of a District Board on any question reviewed by it on appeal from any Local Board within its jurisdiction shall be final, except as provided in sections 20 and 111 of these regulations.

Section 36. Exclusive original jurisdiction of District Boards.

District Boards shall have exclusive original jurisdiction to hear and determine all questions on claims for deferred classification by or in respect of "persons engaged in industries, including agriculture, found to be necessary to the maintenance of the Military Establishment, or the effective operation of the military forces, or the maintenance of national interest during the emergency."

Claims for deferred classification on the ground of engagement in industry or agriculture, together with supporting affidavit evidence, must be filed with the Questionnaire of the registrant with the Local Board; but the District Board may, in its discretion, receive from or call upon registrants or other persons for such additional evidence as it may desire in respect of a particular claim for deferred classification on the ground of engagement in industry or agriculture, or in respect of the general condition of an agricultural or industrial enterprise as the same relates to a particular case, or in respect of the agricultural or industrial situation in the district generally, or it may refer any matter directly or indirectly connected with a claim for deferred classification to any Local Board or Government Appeal Agent within its jurisdiction for investigation and report.

All such additional evidence in respect of a particular case should, upon receipt, be attached to, and thereafter remain with, the Questionnaire of the person to whom it relates. A summary of any general information obtained and considered by a District Board in passing upon a particular claim for deferred classification on the ground of engagement in industry or agriculture, and not contained in such additional evidence, should also be attached to and thereafter remain with the Questionnaire containing such claim.

The decision of the District Board on any question within its original jurisdiction to hear and decide shall be final, except as provided in sections 20 and 111 hereof.

E. LOCAL BOARDS.

Section 37. Constitution of Local Boards.

There having heretofore been established by the President, in pursuance of the authority of section 4 of the Selective Service Law, a Local Board or Boards in each county or similar subdivision in each State, and one for approximately each 30,000 of population in each city of 30,000 population or over, each of said boards shall exer-
cise its jurisdiction and functions within its territorial limits as heretofore established. Counties that have no administrative organization and for which no Local Board has been created and established shall be held to be, for all purposes of these Rules and Regulations, within the jurisdiction of the counties to which they pertain for judicial purposes.

The independent cities of Virginia having less than 30,000 population shall, for all the purposes of these Rules and Regulations, be held to be within the respective counties in which the respective independent cities have been designated to be when the Local Boards were established in such counties.

Section 38. Organization and procedural rules of Local Boards.

Members of Local Boards shall take the oath prescribed in section 14 of these regulations.

A majority of each Local Board shall constitute a quorum for the transaction of business, and, except as provided in Section 101, Rule XXVIII, and in Section 123, a majority of those present at any meeting may decide any question before such board for decision. If, in the case of a board consisting of three members, any two members are unable to agree, the matter upon which they disagree shall be submitted to the board when all three members are present.

The board shall choose one of its members to be chairman and one to be secretary. If one member of the board is a licensed physician, he shall act as examining physician of the board. (See sec. 196.)

Local Boards may make rules of procedure not inconsistent with the Selective Service Law or with these Rules and Regulations.

For clerical organization of Local Boards, see sec. 43.

Section 39. Areas over which Local Boards have jurisdiction.

Where there is but one Local Board in a county or other subdivision or in a city of 30,000 population or over, it shall have jurisdiction over the county, city, or other division, but where there is more than one Local Board in a county, city, or other division, each shall have jurisdiction, respectively, over an area designated by the Governor containing a population of approximately 30,000.

Section 40. Persons over whom Local Boards have jurisdiction.

Each Local Board shall have jurisdiction in its area of jurisdiction in respect of persons who registered therein, or who shall register therein as herein provided, and in respect of any person whose registration card has been duly delivered to and remains in the possession of such Local Board; and also of all questions to
be heard and determined by such Local Board under the terms of the Selective Service Law and these Rules and Regulations, and shall have full authority to do and perform all other acts authorized to be performed by a Local Board by the Selective Service Law or rules, regulations, or directions of the President.

Section 41. Places in which Local Boards are to hold sessions.

In cities and counties in which there is more than one Local Board, the boards may hold their sessions in a central building such as the courthouse or city hall, although such building may not be in the technical territorial jurisdiction of the boards, if such place is convenient for persons whose cards are within the jurisdiction of the board.

In cases where the territorial jurisdiction of the board is large or where convenience will be served thereby, Local Boards may hold sessions in such different places in their jurisdiction as will best accommodate the convenience of persons who are to appear before them.

Local Boards may decide for themselves the place of their permanent location, but, upon the recommendation of the Governor, the President may designate some other place of permanent location.

Section 42. Additional examining physicians.

In addition to the licensed physician who is a member of the board or if no licensed physician is a member of the board, the Governor or the Local Board shall designate and appoint additional examining physicians, subject to removal by the Governor at his pleasure, one, if the number of persons to be examined in any one day shall exceed 30; two, if the number of persons to be examined in one day shall exceed 60; three, if the number of persons to be examined in one day shall exceed 90, and others in like ratio.

It shall be the duty of persons thus designated to act as examining physicians of the Local Board for which they are designated, and they may be compensated at rates hereinafter prescribed. In addition to the number of physicians that may be thus designated and compensated under the above authority, volunteer physicians in any convenient number may be utilized for the examination of registrants upon appointment as aforesaid.

Examining physicians (unless actually appointed by the President as members of boards) are not to be considered as members of such boards. They should take the oath prescribed in section 14 of these regulations. They shall have no vote on any question to be decided by said board. Their report on the physical examination of a registrant is advisory only.
F. AUXILIARY ORGANIZATIONS AND OFFICIALS.

Section 43. Clerical assistance for State Headquarters and for District, Local, and Medical Advisory Boards.

When authorized by the Governor as prescribed in Sec. 198 hereof, there may be engaged and compensated at the rates of pay prescribed in this section, clerical assistance as follows:

(a) For State Headquarters:
   1. One Chief Clerk.
   2. Such additional clerks as may be certified by the Governor to be necessary in the execution of the Selective Service Law.

(b) For District Boards:
   1. One Chief Clerk.
   2. One additional clerk for each 4,500 registrants within the jurisdiction of the District Board, or any fraction thereof in excess of 2,000.

(c) For Local Boards:
   1. One Chief Clerk.
   2. One additional clerk for each 1,500 registrants within the jurisdiction of the Local Board, or any fraction of that number in excess of 700.

(d) For Medical Advisory Boards:
   1. One Chief Clerk.
   2. One additional clerk.

The rate of compensation for a chief clerk shall not exceed the rate paid for similar service under local law, in no case to exceed $100 per month.

The rate of compensation for additional clerks shall not exceed the rate paid for similar service under local law, in no case to exceed, for not more than one additional clerk of any District, Local, or Medical Advisory Board $80 per month; for all other clerks in addition to the chief clerk and one additional clerk, $60 per month.

The qualifications of a chief clerk at $100 per month shall include a knowledge of filing systems and office methods and competency as a first-class stenographer and typewriter.

The qualifications for an additional clerk at $80 per month shall include experience and competency as a bookkeeper.

The qualifications for an additional clerk at $60 per month shall include experience and competency as a stenographer, bookkeeper, copyist, or clerk.

(c) Interpreters.

Upon a certificate by a Local Board showing that the services of an interpreter are necessary, and that it has been impossible to obtain the voluntary and gratuitous services of one, and also showing the approximate time such services are necessary, and the lowest rate of pay for
which an interpreter can be obtained, the Governor may authorize the employment by Local Boards of necessary interpreters, limiting their employment to such number of hours per day, or such days per week, and also limiting the period of time within which they may be employed by a particular Local Board, as he may deem for the best interests of the Government. The compensation which may be allowed to interpreters shall not exceed $1 per hour or $5 in any one day. These rates are the maximum, and should be kept below the amount authorized wherever possible.

Section 44. Medical Advisory Boards.

There have been provided in the various counties, cities, and other localities throughout the United States, Medical Advisory Boards, who will examine registrants sent to them by Local Boards or State Adjutants General for examination, and will advise such Local Boards or State Adjutants General concerning the physical condition of such registrants. Upon the advice so obtained, Local Boards may proceed to a final determination concerning the physical qualifications of such registrants.

Section 45. Legal Advisory Boards.

There have been provided in the various counties, cities, and other localities throughout the United States, Legal Advisory Boards, composed of disinterested lawyers, with associate members consisting of capable lawyers and laymen, to be present at all times during which Local Boards are open for the transaction of business, either at the headquarters of Local Boards or at some other convenient place or places, for the purpose of advising registrants of the true meaning and intent of the Selective Service Law and of these Regulations, and of assisting registrants to make full and truthful answers to the Questionnaire, and to aid generally in the just administration of said Law and Regulations.

Section 46. Duties of lawyers and physicians generally.

The selection and classification of men for military service is an undertaking that should be regarded as a systematized effort of the citizenry of the whole Nation organized and compacted to meet the present emergency. Every citizen has a duty to give his best endeavor to the success of this undertaking according to his qualifications and talents. All lawyers and physicians should regard it as their duty to identify themselves with the Advisory Boards provided for in sections 44 and 45, and freely and without compensation to give their best service to the Nation. It is inconsistent with this duty for lawyers to seek clients for the purpose of urging and advocating individual cases in any other way than as disinterested and impartial assistants of the Selective Service System.
Physicians will render a most valuable assistance by giving their services to Local Boards and to the Medical Advisory Boards provided in section 44 hereof.

Section 47. Government Appeal Agents.

The Governor shall designate for each Local Board a person to take appeals for and on behalf of the United States. The duties of the person so designated are: To appeal from any deferred classification by a Local Board, which, in the opinion of the Appeal Agent, should be reviewed by the District Board; to care for the interests of ignorant registrants, and where the decision of the Local Board is against the interests of such persons, and where it appears that such persons will not take appeals, due to their own non culpable ignorance, to inform them of their rights and assist them to enter appeals to the District Board; and to investigate and report upon matters which are submitted for their investigation and report by Local or District Boards.

It shall also be the duty of such Appeal Agents, where the interests of justice may require, to suggest to the Local Board a reopening of any case; to impart to the Local Board any information which in the opinion of such Appeal Agent ought to be investigated; and also to make such suggestion and impart such information as the case may be to the District Board in order that the District Board may more efficiently exercise its power to instruct Local Boards to take additional proof.

Every registrant and, to a certain extent, every person in each community, is interested in the action of the Local Boards on each particular case. There will be many cases in which Local Boards have been imposed upon but in which persons affected do not desire to inform such boards of facts within their knowledge. It shall be the duty of the Government Appeal Agent to receive such information and to prepare such appeals in cases where he considers appeals to be of the interest of the Government.

Section 48. County and City Councils of Defense.

County and City Councils of Defense, Chambers of Commerce, and other civic organizations have, in many cases, offered their services to Local and District Boards in obtaining voluntary clerical service and in facilitating the duties of such boards. Local and District Boards should encourage such offers and should cooperate with such councils as far as is consistent with their duties under the law and regulations.

Section 49. Duty of Police Officials of all Classes and Grades to assist Local Boards and to Apprehend Delinquents.

Those who fail to return the Questionnaire, or to appear for physical examination, or to report change of

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Auxiliary organisations, or to report for any duty, or to perform any act at the time and place required by these regulations or by directions by Local or District Boards in pursuance thereof, are guilty of a misdemeanor under section 6 of the Selective Service Law. Under authority granted in section 6 of that law, it is hereby made the duty of all police officials of the United States and of any State, or any county, municipality, or other subdivision thereof, to locate and take into custody such persons and to bring them forthwith before Local Boards to determine whether their cases shall be reported to the Federal Department of Justice for prosecution, and to serve the summons to witnesses issued by Local or District Boards, as provided by section 9 hereof.

Persons who, after induction into military service, with intent to evade such service, willfully fail to report to Local Boards for military duty, or fail to entrain for a mobilization camp, or who absent themselves from entrainments or from their parties of selected men en route to a mobilization camp, are deserters and are subject to military law. It is hereby made the duty of all such police officials to apprehend and arrest such deserters and proceed in respect of them as provided in sections 51, 130, and 140.

Section 50. Rewards for the Arrest and Delivery of Deserters.

A reward of $50 is payable for the apprehension and delivery to a military camp, post, or station of a deserter from the National Army when the person making such delivery presents the certificate of a Local Board prescribed in section 51.

Section 51. Procedure upon Arrest of a Desert

Upon the arrest of a deserter the police official arresting him shall take him before a near-by Local Board (preferably the Local Board having jurisdiction of him), which Local Board shall immediately inquire whether his offense was willful and committed with an intent to evade military service, and if it so finds shall make and deliver to such police official a certificate to that effect and direct such police official to deliver the deserter to the nearest Army camp, post, or station. The form for this certificate (Form 1021) will be found in Part X, but no printed form will be furnished.

If the Local Board finds that the offense was not willful and the registrant has been physically examined, the board shall forthwith send him to the proper mobilization camp. If the registrant has not been physically examined, the Local Board shall examine him physically, and if he is found to be physically qualified shall send him to the nearest mobilization camp. In either case the Local Board sending the registrant to camp shall promptly notify the Local Board of origin to furnish the papers...
prescribed in section 148 in respect of such registrant. If he is found to be not physically qualified, the case will be reported to the proper mobilization camp, with a request for instructions.

Section 52. Duties of Postal Authorities.

Postmasters and all postal employees shall promptly forward all mail of Local Boards, District Boards, and other officials connected with the administration of the Selective Service Law, bearing the frank of the Provost Marshal General.

They shall also give every aid to Local Boards and other such officials in securing the address of registrants; and, upon request of Local Boards, postmasters shall furnish to them the forwarding address of all registrants whose mail has been forwarded to an address in possession of the postal authorities, for the confidential use only of the Boards and persons charged with the administration of the Selective Service Law and these Rules and Regulations.

Upon the request of the Governor of the State Postmasters shall receipt to Local Boards, upon a list prepared by the latter, for any of the notices prescribed by these Regulations to be mailed by Local Boards to registrants. All such notices shall be delivered to the Post Office arranged in the order in which they appear upon such list so to be signed by the Postmaster.

Note.—The following order was issued by the Post Office Department October 12, 1917:

Postmasters should exercise every effort to make delivery of letters addressed by Local or District Exemption Boards to registrants under the Selective Service Act and particularly the notices which those Boards send to registrants calling them to places of entrainment. Serious consequences ensue to a registrant who fails to respond to this latter call, as the law classifies him as a deserter, and unless an explanation is made he must be dealt with as such. It is therefore of the greatest importance that postmasters see that such notices reach the addressees if possible.
PART III.

REGISTRATION.

Section 53. Persons subject to Registration.

All persons who, on June 5, 1917, had attained the age of 21 and had not attained the age of 31 are subject to registration, except only persons in the military or naval service of the United States for the time that they are in such military or naval service. (See Note 3; Rule XII; Sec. 79.)

Persons not subject to registration on account of being in the military or naval service of the United States become subject to registration and are required to register immediately upon leaving such military or naval service.

Aliens who have not declared their intention to become citizens of the United States and who have entered the United States for the first time since June 5, 1917, are not subject to registration.

Citizens or persons who have declared their intention to become citizens who have not hitherto registered on account of absence without the territorial limits of the United States are required to register within five days after their return to the United States.

Section 54. How Registration is accomplished.

Local Boards will accomplish the registration of persons subject to registration who, for any reason, have not been registered on or since June 5, 1917. Registration shall consist in making out a registration card in duplicate (Form 1) and issuing to the registrant a registration certificate (Form 2).

Immediately upon registration, the Local Board shall enter the name of the registrant at the bottom of the Classification List, and shall furnish him a Questionnaire. When the registration is accomplished in person, the notice on the first sheet of the Questionnaire shall specify its return within seven days from the date of registration; when the registration is accomplished by mail as prescribed in section 55 or from abroad as prescribed in section 56, such notice shall specify seven days plus a reasonable allowance for communication by mail. Immediately upon furnishing the Questionnaire the Local Board shall (except as prescribed in section 65) forward a copy of the registration card to the Adjutant (26)
General of the State for assignment of a serial number (section 67). Order numbers shall be assigned to such cards as prescribed in section 69.

Upon return of the Questionnaire the registrant shall be classified by the Local Board in the usual manner.

Section 55. Registration by mail.

The proper place for filing a registration card is the Local Board having jurisdiction over the place in which the registrant has his permanent home. If, for any reason, it is inconvenient for the registrant to present himself in person to such Local Board, he may accomplish his registration by applying to the Local Board nearest him and having his registration card filled out and certified by such Local Board, and himself mailing his registration card to the Local Board having jurisdiction over the place in which he has his permanent home. In such case the Local Board certifying to the registration card shall not issue a registration certificate, but the Local Board having jurisdiction over the place in which the registrant has his permanent home shall issue a registration certificate upon receipt of the registration card.

Where persons have attempted to register by mail and it appears that their registration cards have not reached their destination, they should promptly cause themselves to be registered as herein provided.

Section 56. Registration of persons residing abroad.

Citizens, and persons who have declared their intention to become citizens, residing abroad are not required to register, but any such citizen or person may do so by applying to the nearest American consulate to have his registration card filled out. He should in all cases designate on such card a place of permanent home, in the United States. If he has no such actual permanent home, he should designate as his permanent home a place within the United States most convenient to him. The registration card duly certified by an official or agent of the consulate should then be sent by the registrant to a Local Board in the place thus designated as his permanent home. Thereafter he shall be subject to the normal process of selection as prescribed herein, except that his physical examination may be consummated as prescribed in section 142. Upon being ordered by his Local Board to report for military duty he will be required to present himself for such duty in the same manner as other registered persons, except that care should be taken to send out the call in such season as will permit the registrant ample time to respond to it. When the call is so delayed by the ordinary course of mail as to make it impossible for him to comply there-where on the date specified, he may apply to his Local Board for an extension of time.
Section 57. Notice of final classification to take place of registration certificate as a means of identification.

Until notice of final classification is received by a registrant, he should keep always in his personal possession his registration certificate, and he is required to display the same whenever called upon by a police official or a member of a Local or District Board to do so. After receipt of the notice of final classification, prescribed in section 110, it will no longer be necessary to retain the registration certificate, but thereafter the registrant is hereby required to keep always in his possession his notice of final classification and to exhibit the same when called upon to do so by any member of a Local or District Board or any police official.

Section 58. Lost registration certificates and notices of final classification.

When a registration certificate or notice of final classification is lost, a duplicate may be furnished, but the proper Local Board will write the word “Copy” in bold red ink characters across the face of such duplicate.

Section 59. Double or multiple registration in the same jurisdiction.

Whenever a Local Board discovers that the same person has two or more registration cards in the jurisdiction of the same Local Board, the case will be reported and all cards forwarded to the Adjutant General of the State. The Adjutant General shall determine by lot which of the numbers shall be continued and shall cancel the others and return the uncanceled card to the board with instructions to correct its lists accordingly.

Section 60. Double or multiple registration in different jurisdictions.

A person registered in a jurisdiction not that of his permanent home may not have his registration changed. If he is registered in two jurisdictions he must submit Questionnaires to both boards. He should apply to have all procedure in respect of him transferred to one of the boards, as prescribed in section 144. He must respond to the Local Board which first calls him to report for military duty. Thereafter he should obtain from such Local Board a certificate showing that he has been inducted into military service and should forward the same to the Local Board which has not yet called him. Thereupon the latter Local Board will place him in Class V, noting the reason therefor.
Section 61. Cancellation of registration of persons not subject to registration.

Whenever a claim shall be made to a Local Board that, through error or fraud, a person is registered who is not subject to registration the board shall require the person to submit his claim in writing, together with such proof as he may care to offer. The Local Board shall forward the claim and the proof with its finding of fact and recommendation to the Adjutant General of the State, who shall examine the proof, and, if he is of the opinion that the person was not subject to registration, shall direct the Local Board to cancel the registration and amend its records accordingly.

Section 62. Registration cards to be kept by Local Board.

The registration cards within the jurisdiction of any Local Board shall be safely kept by such Local Board, numbered in a series beginning with number 1, and continuing consecutively until all cards are numbered. These numbers are known as "serial numbers," and appear on the face of each registration card in red ink between the words "Form 1," occurring at the left-hand top of the cards, and the words "Registration card." Copies of all registration cards in the possession of the Local Boards within its jurisdiction shall be kept in the possession of each District Board, segregated in lots corresponding to the Local Boards to which the originals pertain. Each of these copies shall bear the same serial number as its original.

Section 63. Original registration cards to be retained.

In all cases where it is necessary for copies of registration cards to be forwarded only certified copies shall be forwarded. No board shall, under any circumstances, forward an original registration card; and all boards are strictly enjoined to maintain the entire original registration record complete at all times.

Section 64. What to do with registration cards received hereafter.

All registration cards received hereafter by any Local Board shall be copied and a list of the names of all persons whose registration cards are so received made by the Local Board. The original registration card shall be retained by the Local Board, and no "serial number" shall be assigned by such Local Board to any such registration card, except as hereinafter provided. A copy of all such cards and a list of the names of all persons whose registration cards have been so received shall, except as provided in section 65, be forwarded to the Adjutant General of the State to be assigned a serial number as provided in section 67.
Section 65. What to do with card of person required to register after conviction for failing to do so.

Whenever a person who has been convicted of failing to register under the terms of the Selective Service Law has subsequently been registered as provided by section 5 of that law, his registration card shall not be forwarded to the Adjutant General of the State for assignment of a serial number. The Local Board which has jurisdiction of the registration card of any such person shall assign him an order number having a letter attached which will insure his being immediately inducted into military service and shall inquire into his status and cause him to be physically examined. Unless upon such physical examination he is classified in Class V, or unless he is required by the Selective Service Law to be exempted from military service, he shall be immediately inducted into military service and sent to a mobilization camp.

This provision shall also apply in cases where sentence has been suspended on condition that the person who has heretofore failed to register be at once called for military duty by the Local Board having jurisdiction.

Section 66. What to do with improperly numbered registration cards.

Whenever an examination of a registration card in the possession of any Local Board discloses that it has not been serially numbered, or that it has been improperly, erroneously, or illegibly serially numbered, or has not in some other respect been serially numbered as required by regulations, it shall be the duty of the Local Board having jurisdiction thereof to forward such registration card to the Adjutant General of the State, without assigning any serial number thereto.

Section 67. Adjutant General of State to assign numbers to cards not heretofore numbered.

Whenever an examination of a copy of a registration card received in the office of the Adjutant General of any State, and an examination of the list of the names of all persons whose registration cards are in the possession of the local board which forwarded such copy, discloses that the registration card has not been serially numbered, it shall be the duty of the Adjutant General of the State to assign a "serial number" to such registration card and to certify the number assigned thereto to the Local Board having jurisdiction, as hereinafter provided.

All registration cards lacking serial numbers, or improperly, erroneously, or illegibly serially numbered shall be assigned "serial numbers" by the Adjutant General of the State, as follows:

(a) When any registration card is found bearing more than one "serial number" there shall be assigned to such card the lowest in order of the numbers which it bears, provided such number is not borne by any other registration card in the possession of the Local Board having
jurisdiction thereof. The remaining number or numbers appearing on any such card shall be disregarded.

(b) When two or more registration cards are found bearing the same "serial number," with fractions added to the number for the purpose of distinguishing the cards, or with letters of the alphabet or other distinguishing marks preceding or following the serial number for the same purpose, one card of any such group of cards within the jurisdiction of the Local Board shall be drawn by lot and shall be assigned the common "serial number" which they all bear. All the other cards of any such group shall be regarded as having no "serial number" and shall be assigned serial numbers as herein provided for the case of registration cards having no serial numbers. This rule applies to serial numbers only; it does not apply to order numbers which may have a letter attached thereto, as provided in section 69.

(c) When the "serial number" on any registration card is found to be illegible and no unused number in the consecutive numbers from 1 upward on the list furnished by the Local Board having jurisdiction of any such card can be found to correspond with it, such card shall be regarded as having no "serial number" and shall be assigned a "serial number" as herein provided for in the case of cards having no serial numbers.

All registration cards hereafter received by any Local Board and copies of which have been forwarded as hereinafter required to the Adjutant General of the State, and all other registration cards which have been forwarded to the Adjutant General of the State, and which have not been assigned a "serial number" by any Local Board or by the Adjutant General in accordance with the foregoing provisions, shall each be assigned by lot a "serial number" by such Adjutant General under the direction of the Governor.

"Serial numbers" so to be assigned to each such registration card shall be determined by lot for cards within the jurisdiction of one Local Board as expeditiously as possible, at such times and places and in such manner and under conditions insuring absolute fairness, impartiality, and the necessary publicity, as may be prescribed by the Governor of the State.

The "serial numbers" so to be assigned by the respective Adjutants General to all such registration cards within the jurisdiction of one Local Board shall consist first of all "serial numbers" on the consecutive list of the names of persons whose registration cards are within the jurisdiction of such Local Board which have not been assigned to any registration card within its jurisdiction. If there are no such "serial numbers" on the consecutive list from 1 upward, or when all such numbers have been assigned to registration cards, the "serial numbers" to be thereafter assigned by the Adjutant General to registration cards within the jurisdiction of such Local Board shall consist of the "serial numbers" in their consecutive
order beginning with the next "serial number" following the highest "serial number" on the list of persons whose registration cards are within the jurisdiction of such Local Board, filed with the Adjutant General by such Local Board.

The Adjutant General of the State shall forthwith certify to the Local Boards having jurisdiction of the respective registration cards to which "serial numbers" have so been assigned a list showing the "serial number" assigned to each such registration card. It shall be the duty of such Adjutant General to send a copy of such cards, so serially numbered, to the proper District Board.

Section 68. Procedure of Local Boards upon receiving serially numbered cards from the Adjutant General.

It shall be the duty of any Local Board, upon receiving any such list from the Adjutant General of the State forthwith to assign "serial numbers" to the original registration cards in accordance with such list (unless the original registration card has been assigned a "serial number" by the Adjutant General as hereinbefore provided); and such Local Boards shall thereupon enter upon said card and upon the Classification List the serial number, and the order number, which order number shall be ascertained as prescribed in section 69 hereof.

Section 69. Method of ascertaining and entering order number.

Upon receipt from the Adjutant General of a State of serial numbers for additional registration cards or registration cards which have been improperly, erroneously, or illegibly serially numbered, the Local Board shall ascertain the proper order number for any such card by consulting the Master List (Part XI). The order in which such serial number appears on the Master List among other serial numbers in the jurisdiction of the Local Board shall be the order of liability of the registrant. If the number designating such order of liability ("order number") has already been assigned to the cards of registrants within the jurisdiction of the Local Board who have not yet been inducted into military service, such number shall, nevertheless, be entered on the registration card and on the Classification List but there shall be added to such number the letter "a," "b," or "c," etc., which will insure that the registrant will be called in his proper order of liability next after registrants whose cards already bear such order number with prior letters of the alphabet (if any) attached.

If the registrant is placed in Class I by the Local Board and if the order number so assigned is such that the registrant would have been called for physical examination had it appeared on the Classification List at an earlier date, then the Local Board shall summon the registrant for physical examination, and if qualified shall forthwith forward him to a mobilization camp.
PART IV.

CLASSIFICATION RULES AND PRINCIPLES.

Section 70. Reasons for and effect of classification.

The military needs of the Nation require that there be provided in every community a list of names of men who shall be ready to be called into service at any time. The economic needs of the Nation, while deferring to the paramount military necessity, require that men whose removal would interfere with the civic, family, industrial, and agricultural institutions of the Nation shall be taken in the order in which they best can be spared. For this reason the names of all men liable to selection shall be arranged in five classes in the inverse order of their importance to the economic interests of the Nation, which include the maintenance of necessary industry and agriculture and the support of dependents.

The group of registrants within the jurisdiction of each Local Board is taken as the unit to be classified. Within each class the order of liability is determined by the drawing, which has hitherto been assigned to every man an order of availability for military service relative to all men not permanently or temporarily exempted or discharged. The effect of classification in Class I is to render every man so classified presently liable to military service in the order determined by the national drawing. The effect of classification in Class II is to grant a temporary discharge from draft, effective until Class I in the jurisdiction of the same Local Board is exhausted. The effect of classification in Class III is to grant a temporary discharge from draft, effective until Classes I and II, in the jurisdiction of the same Local Board are exhausted; and, similarly, Class IV becomes liable only when Classes I, II, and III are exhausted. The effect of classification in Class V is to grant exemption or discharge from draft. The term "deferred classification" as used in these regulations is equivalent to the term "temporary discharge."

A. CLASSIFICATION IN RESPECT OF DEPENDENCY.

Section 71. Essential principles governing classification in respect of dependency.

Section 4 of the Selective Service Law exempts no person from military service on the ground of dependency. It only authorizes the exclusion or discharge from draft of "those in a status with respect to persons dependent..."
upon them for support which renders their exclusion or discharge advisable.” The present scheme is designed, by the creation of several classes, arranged in the order of their availability for military service, to defer the induction into the Army of registrants upon whom other persons are mainly dependent for support until persons without actual dependents have been called. While an actual dependency must be established before any kind of discharge can be granted, there are certain conditions of dependency which it is advisable to recognize to a fuller extent than others. The present classification is designed to afford the maximum of protection to dependent relatives consistent with the military necessity of the Nation.

It is to be recognized that war must bring inconvenience and sacrifice to all. No person has a right to refuse to sacrifice luxuries. On the other hand, it is not the intent of the law to deprive the dependents whom the law and regulations are designed to protect of a reasonably adequate support. No definite degree can be given to the meaning of the term “reasonably adequate support” as used in the classification rules and schedule. The adjustment of these relations must be left to Local Boards, who have abundantly shown that they will approach each case with sympathy and common sense, and, while defending the interest of the Nation from selfish and thoughtless claimants on the one hand, will afford the decent protection here designed for meritorious claimants on the other.

Section 72. General classification rules—Dependency.

RULE I. In determining whether a claimed dependent is “Mainly dependent on a registrant’s labor for support” the board will consider all existing or available reasonably certain sources of support other than the labor of the registrant, excepting only public charity, and including:

(a) Income of the claimed dependent from any source whatever, including gifts, and including also the income (or what reasonably and justly should be the income) from the labor of the claimed dependent; except that where the dependent is the wife or child of the registrant the income (or what should be the income) from the labor of the claimed dependent shall only be considered where its consideration is expressly authorized in the classification schedule.

(b) Income of the registrant from any source whatever, including gifts and excluding his labor.

(c) The contribution which the registrant may reasonably and justly be expected to make,
or which he is required to make, from his pay as a soldier. (See Part XII.)

(d) The amount of support which the claimed dependent would receive from any provision of Federal law made or hereafter to be made to support such dependent during the absence of the registrant or to insure such dependent against loss entailed by the death or disability of the registrant. (See Part XII.)

(e) The effect of any moratorium statute, made or hereafter to be made, on the claimed condition of dependency.

(f) The amount which other persons (who have or have not hitherto mainly or partially supported the claimed dependent and who can reasonably and justly be expected to do so) are able and willing to contribute to the support of the claimed dependent during the absence of the registrant; except that, where the claimed dependent is the wife or child of the registrant, support by persons other than the registrant shall NOT be considered.

If, considering such of these circumstances as the board is authorized to consider, or other circumstances not herein mentioned, the board finds that the removal of the registrant will deprive the claimed dependent of reasonably adequate support, the board may find that the person claimed to be dependent is mainly dependent upon the registrant’s labor for support.

Note.—The attention of Local Boards is called to the necessity of carefully scrutinizing all claims for deferred classification on the ground of dependency, and the registrant’s answers to his Questionnaire, and other proof in support of such claims, in order to ascertain whether or not contributions claimed to be made by the registrant for the support of dependents other than his wife and children are, in whole or part, payment for his own board or subsistence; and in case of claimed dependent parents, to ascertain what other children of such parents have contributed or ought to contribute or are under moral or legal obligation to contribute to such parents. In case of claimed incumbrances on the property of a registrant or a dependent, boards should carefully examine the proofs in order to ascertain whether or not the incumbrance is of such a nature as that the payments on account thereof are in whole or part payment of the purchase price; for example, building and loan association mortgages, monthly-payment plan, etc.

RULE II. Where the claimed dependent is not the wife or child of the registrant, and where persons other than the registrant have contributed to the support of the claimed dependent, or have an equal legal or moral obligation to do so, the board should consider all circumstances stated in Rule I, but it should not find the person “mainly dependent upon the registrant’s labor for support” unless it finds that such other persons can not
reasonably and justly be expected to undertake the support of the dependent during the absence of the registrant and unless it finds also and specifically that the removal of the registrant will remit the claimed dependent to public charity in part, or in whole, for support.

RULE III. The term "children," where used without qualification, shall be taken to include an unborn child, and, except as provided in section (a) of Rule VIII, shall be taken to import only children (the issue of the registrant) and stepchildren and legally adopted children. It shall be taken to import boys under 16 and girls under 18 years of age.

RULE IV. The dependency of relatives residing abroad who are not citizens of the United States or who have not declared their intention to become such, shall not be considered as a ground for deferred classification.

RULE V. On May 18, 1917, every person subject to registration had notice of his obligation to render military service to his country. The purpose of the Selective Service Law was not to suspend the institution of marriage among registrants, but boards should scrutinize marriages since May 18, 1917, and especially those hastily effected since that time, to determine whether the marriage relation was entered into with a primary view of evading military service, and unless such is found not to be the case boards are hereby authorized to disregard the relationship so established as a condition of dependency requiring deferred classification under these regulations.

Section 73. Class I—Dependency.

RULE VI. In Class I shall be placed:

(a) Any registrant who has neither wife, nor child, nor aged, infirm, or invalid parents or grandparents, nor brother under 16 years of age, nor sister under 18 years of age, nor helpless brother or sister of whatever age, mainly dependent on his labor for support.

(b) Any married registrant, with or without children, and any father of motherless children, where the wife or children are not mainly dependent on his labor for support for the reason that the registrant has habitually failed to support them for a sufficient time to justify a finding of the board that he has been making no bona fide attempt to support them in the past and can not be relived upon to do so in the future—this regardless of support recently
rendered or tendered for the purpose of evading military service.

(c) Any married registrant, with or without children, whose wife and children (if any) are not mainly dependent upon his labor for support for the reason that such wife and children (if any) receive no substantial proportion of their support from the fruit of his labor; but where, on the contrary, such registrant is mainly dependent for his own support on the income (including earnings) of his wife.

(d) Any married registrant with or without children, who is not engaged in any useful occupation, and whose wife and children (if any) are not mainly dependent on his labor for support for the reason that his income or the income of his wife, or both, is amply sufficient to support his wife and children and that the removal of the registrant will not deprive such wife and children of reasonably adequate support.

Section 74. Class II—Dependency.

RULE VII. In Class II shall be placed:

(a) Any registrant with both wife and children or any father of motherless children, where such wife and children or such motherless children are not mainly dependent upon his labor for support for the reason that there are other reasonably certain sources of adequate support (excluding earnings or possible earnings from the labor of the wife), available, and that the removal of the registrant will not deprive such dependents of reasonably adequate support.

(b) Any married registrant, without children, whose wife, although the registrant is engaged in a useful occupation, is not mainly dependent upon his labor for support, for the reason that the wife is skilled in some special class of work which she is physically able to perform and in which she is employed, or in which there is an immediate opening for her under conditions that will enable her to support herself decently and without suffering or hardship.

Section 75. Class III—Dependency.

RULE VIII. In Class III shall be placed:

(a) Any registrant who has children, not his own issue, but in respect of whom he has in good faith assumed the relation of parent, and has fulfilled the obligations of such rela-
tion, when such children are mainly dependent upon his labor for support.

(b) Any registrant who has aged and infirm or invalid parents or grandparents mainly dependent on his labor for support.

(c) Any registrant who has a helpless brother or sister, regardless of age, mainly dependent on his labor for support.

Section 76. Class IV—Dependency.

RULE IX. In Class IV shall be placed:

(a) Any married registrant whose wife or children are mainly dependent on his labor for support.

B. CLASSIFICATION IN RESPECTS OTHER THAN OF DEPENDENCY, INDUSTRY AND AGRICULTURE.

Section 77. Class III—(continued)—Miscellaneous.

RULE X. In class III shall be placed any registrant found to be—

(d) A county or municipal official who has been elected to such office by popular vote where the office may not be filled by appointment for an unexpired term, and also—

(e) A fireman or policeman who is highly trained as such and has been continuously employed and compensated by the municipality which he is now serving for a period of at least three years, and who can not be replaced without substantial and material detriment to the public safety in the municipality in which he is serving.

In Class III shall also be placed—

(f) A customhouse clerk.

(g) A person employed by the United States in the transmission of the mails.

(h) An artificer or workman employed in an armory or arsenal of the United States. (See Secs. 152 and 153 as to employees in Navy Yards.)

(i) A person employed in the service of the United States:

When, as to any such person mentioned in subsections (f), (g), (h), and (i) of this rule, in accordance with these Rules and Regulations, it is found by a Local Board that such person is necessary to the adequate and effective operation of the service in which he is engaged, and that he can not be replaced without substantial, material loss and detriment to the adequate and effective operation of such service.
The Local Board shall proceed to the consideration of a claim for discharge in respect of persons mentioned in subsections \((f), (g), (h), \text{ and } (i)\) of this rule only upon the sworn answers to the Questionnaire and the affidavit and certificate required by the specific instructions appearing in the Questionnaire, Form 1001, Series VIII, which affidavits and certificates must be executed by the persons and officers prescribed in Part XIV, hereof.

Section 78. Class IV (continued)—Miscellaneous.

RULE XI. In Class IV shall be placed:

\((b)\) Any registrant found to be a mariner actually employed in the sea service (including service on the Great Lakes) of any citizen or merchant within the United States.

Section 79. Class V—Miscellaneous.

RULE XII. In Class V shall be placed any registrant found to be—

\((a)\) An officer, legislative, executive, or judicial, of the United States and of the several States, Territories, and the District of Columbia.

\((b)\) A regular or duly ordained minister of religion.

\((c)\) A student who on May 18, 1917, was preparing for the ministry in a recognized theological or divinity school.

\((d)\) A person in the military or naval service of the United States.

\((e)\) An alien enemy.

\((f)\) A resident alien (not an alien enemy) who has not declared his intention to become a citizen of the United States, unless such non-declarant has stated in answer to question No. 2 of series VII of his Questionnaire that he does not claim exemption on the ground of his alienage, in which case he shall be classified as though he were a citizen of the United States.

\((g)\) A person found, in accordance with these regulations, to be totally and permanently physically or mentally unfit for military service.

\((h)\) A person shown to have been convicted of any crime which, under the law of the jurisdiction of its commission, is treason, felony, or an infamous crime.

\((i)\) A licensed pilot actually employed in the pursuit of his vocation.

Note 1.—Federal officers within the meaning of Paragraph A of Rule XII are shown in Part XIII. State officers must be determined by reference to local law.
Note 2.—A duly ordained minister of religion is a person who has been ordained, in accordance with the ceremonial, ritual, or discipline of a church, religious sect, or organization established on the basis of a community of faith and belief, doctrines and practices of a religious character, to preach and to teach the doctrines of such church, sect, or organization and to administer the rites and ceremonies thereof in public worship, and who as his regular and customary vocation preaches and teaches the principles of religion and administers the ordinances of public worship as embodied in the creed or principles of such church, sect, or organization.

A regular minister of religion is one who as his regular and customary vocation preaches and teaches the principles of religion of a church, a religious sect, or organization of which he is a member, without having been formally ordained as a minister of religion, and who is recognized by such church, sect, or organization as a regular minister.

The words “regular or duly ordained ministers of religion” do not include a person who irregularly or incidentally preaches and teaches the principles of religion of a church, religious sect, or organization, nor do the words include a person who may have been duly ordained a minister in accordance with the ceremonial, rite, or discipline of a church, religious sect, or organization, but who does not regularly, as a vocation, preach and teach the principles of religion and administer the ordinances of public worship as embodied in the creed or principles of his church, sect, or organization.

Note 3.—The words “persons in the military and naval service of the United States,” as employed in said Act of Congress and in these Regulations, shall be construed as including all officers and enlisted men of the Regular Army, the Regular Army Reserve, the Officers’ Reserve Corps, and the Enlisted Reserve Corps; all officers and enlisted men of the National Guard and National Guard Reserve recognized by the Militia Bureau of the War Department; all officers and enlisted men of the Navy, the Marine Corps, and the Coast Guard; all officers and enlisted men of the Naval Militia, Naval Reserve Force, Marine Corps Reserve, and National Naval Volunteers recognized by the Navy Department; all officers of the Public Health Service detailed by the Secretary of the Treasury for duty either with the Army or the Navy; and any of the personnel of the Lighthouse Service and of the Coast and Geodetic Survey transferred by the President to the service and jurisdiction of the War Department or of the Navy Department.

Note 4.—No alien enemy residing in the United States, whether he has taken out his first papers or not, will be accepted for service. When, in the opinion of a Local Board, any person to be classified is an alien enemy, whether he has or has not declared his intention to become a citizen of the United States, or whether he, or some other person in respect of him, has or has not indicated a claim of exemption, he shall be placed in Class V.

### Rule XIII

Any registrant, not classified in Class V under subparagraph (b) of Rule XII who is—

(a) In prison serving sentence or awaiting trial; or,

(b) In a reformatory or correctional institution; or,

(c) At large on bail under criminal process; Shall first be classified and recorded as any other registrant; but, pending his discharge from confinement, or the final disposition of his case, he shall be treated as standing at the bottom of Class IV, and so recorded by entering in red ink next to and in the same column with his name on the Classification List (Form 1000) the figure IV.

### Rule XIV

Any registrant who is found by a Local Board to be a member of any well-
recognized religious sect or organization organized and existing May 18, 1917, and whose then existing creed or principles forbid its members to participate in war in any form, and whose religious convictions are against war or participation therein in accordance with the creed or principles of said religious organization, shall be furnished by such Local Board with a certificate (Form 1008) to that effect and to the further effect that, by the terms of section 3 of the Selective Service Law, he can only be required to serve in a capacity declared by the President to be noncombatant. He shall be classified, however, as is any other registrant; but he shall be designated upon all classifications, forms, records, certificates, and other writings of Local and District Boards in which his name appears by the insertion of a cipher (0) after his name.

C. CLASSIFICATION IN RESPECT OF ENGAGEMENT IN INDUSTRY AND AGRICULTURE.

Section 80. Essential principles governing classification in respect of engagement in both industry and agriculture.

To District Boards will be intrusted the solution of one of the most vital problems of the war. Two things are to be accomplished—to raise armies, to maintain industries and agriculture. As the war proceeds more and more men will be required for the battle line, and yet there are certain industries that must be maintained to the end. Any considerable diminution of man power must interfere to some extent with industry. Since the Army must be raised the diminution must be made, hence it is self-evident that the problem is not absolutely to prevent interference with industry, for that is impossible; it is to reduce interference to a minimum. A balance must be struck and maintained between the military and the industrial needs of the Nation. The very statement of the problem demonstrates most forcibly that in making this economic balance it is the interest of the Nation solely that must be subserved; that the interest of individuals or associations of individuals can not be considered as such, and, indeed, can only benefit from the action of District Boards where the individual interest happens to coincide with the interest of the Nation, and, furthermore, that the success of the Nation's military operations is the dominant object, to which the conservation of certain industries is related as one means to that end.

The military necessity being paramount, the task is to foster all necessary industries equally, to the maximum consistent with the military necessity. To accomplish
this purpose, the present regulations and the classified
list of persons available for military service are designed.
In its relation to industry and agriculture the essential
principle of this classification is—

(1) To defer the calling of indispensable "key" and
"pivotal" men of agriculture and industry to the last.
For this purpose Class IV was designed.

(2) To defer the calling of highly specialized admin-
istrative and mechanical experts and "key" and
"pivotal" men of a lower grade in both industry and
agriculture, until the maximum adjustment of labor sup-
ply contributory to industry and agriculture has been
exhausted by the demands of the Army. For this pur-
pose Class III was designed.

We come next to consider the difficult problem of
making the maximum adjustment of the supply of labor
consistent with military necessity.

Two controlling principles must always be kept in
mind:

(a) Industries, not necessary, can not be pro-
tected at all, and, therefore, no deferred classifica-
tion can be made on the ground of engagement in
industry or agriculture not found to be necessary.

(b) At least 80 per cent of the total labor supply ap-
purtenant to any industry, including agriculture, is either
wholly removed from the operation of the draft by being
under or over the age limit, or is deferred beyond Class II
by reason of dependency, alienage, or other grounds of
exemption or deferred classification.

By placing the supply of skilled labor appurtenant to
necessary industry and agriculture in Class II we leave
(for the present, at least) available and unimpaired the
entire body of men who have fitted themselves for effec-
tive engagement in necessary industry and agriculture
and place in Class I only persons who are not so neces-
sary for home activities as they are for the battle lines.

To carry this principle into the field of unskilled
labor and to place in Class II unskilled labor engaged in
necessary industries and agriculture would practically re-
sult in such serious inroads into the labor supply appur-
tenant to purely commercial, auxiliary, and other useful
enterprises as to upset the economic balance of the Nation.
For this reason unskilled labor can not be segre-
gated into a deferred class.

Section 81. General classification rules applicable
to both industry and agriculture.

RULE XV. The words "persons engaged in
industry, including agriculture," as used in
the Selective Service Law, shall not be con-
strued to mean that a person engaged in in-
dustry or agriculture is entitled to deferred
classification by reason of the fact that the
class of industry in which he is engaged, taken
as a whole, or agriculture taken in its entirety,
is necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of the national interest during the emergency. In order to support such deferred classification, the evidence must establish that the claimant is engaged in a particular named and designated industrial or agricultural enterprise and that the particular named and designated enterprise is "necessary" in the sense recited in Rule XVII.

RULE XVI. In acting on any claim for deferred classification on the ground of engagement in a particular industrial or agricultural enterprise the board shall proceed first to determine whether such enterprise is "necessary" in the sense recited in Rule XVII. If the board does not find that such enterprise is necessary in such sense, the claim is concluded, and the registrant shall be classified in Class I.

If the board determines that the enterprise is "necessary," the board will then proceed to determine whether the registrant is "necessary" to the enterprise in the sense recited in Rule XVIII and in the capacity recited in any of the various Rules in the Classification Schedule. If the board does not find that the registrant is "necessary" in such sense and in any such capacity, the claim is concluded and the registrant shall be classified in Class I.

RULE XVII. The word "necessary" as applied to any industrial or agricultural enterprise within the meaning of these regulations shall be taken to import that the discontinuance, the serious interruption, or the materially reduced production of such enterprise will result in substantial, material loss and detriment to the adequate and effective maintenance of the Military Establishment, the adequate and effective operation of the military forces, or the maintenance of the national interest during the emergency.

A particular agricultural or industrial enterprise shall be found to be "necessary" only when it is shown of such enterprise that it is a well-conducted and going concern, contributing substantially and materially to the maintenance of the Military Establishment, the effective operation of the military forces, or the maintenance of the national interest during the emergency; and, further, of a particular agricultural enterprise; that it is apparently producing an appreciable amount of agricultural produce over and above what is
necessary for the maintenance of those living on the place.

RULE XVIII. The word "necessary" as applied to the relation of a registrant to an industrial or agricultural enterprise within the meaning of any particular rule governing deferred classification in these regulations shall be taken to import:

1) That the registrant is actually and completely engaged in the enterprise in the capacity recited in any such rule and that he is competent and qualified in that capacity.

2) That the removal of the registrant would result in direct, substantial, material loss and detriment to the adequate and effective operation of the enterprise to a degree proportionate to the importance of the capacity recited in the rule.

3) That the available supply of persons, competent in the capacity recited in the rule, is such that the registrant cannot be replaced in such capacity without direct, substantial, material loss and detriment to the adequate and effective operation of the enterprise to a degree proportionate to the importance of such capacity.

Norm.—In applying Rule XVIII, the Board should consider generally:

1) The length of time the registrant has been engaged in the capacity, and especially whether the circumstances of his engagement are such as to convince the Board that he is not now so engaged for the primary purpose of evading military service.

2) The nature of the claimant's study, training, and experience and the extent and value of his qualification for the capacity in which he is engaged.

3) The actual condition which would result from his removal.

Section 82. Class I (continued)—Agriculture.

RULE XIX. In Class I shall be placed:

e) Any registrant not found to be engaged in a "necessary" agricultural enterprise, or, if found to be engaged in such an enterprise, not found to be "necessary" to the effective operation of the enterprise in any capacity recited in Rules XX, XXI, or XXII.

Section 83. Class II (continued)—Agriculture.

RULE XX. In Class II shall be placed:

c) Any registrant found to be engaged in a "necessary" agricultural enterprise, and found to be "necessary" to such enterprise in the capacity of a skilled farm laborer.

Section 84. Class III (continued)—Agriculture.

RULE XXI. In Class III shall be placed:
(j) Any registrant found to be engaged in a "necessary" agricultural enterprise, and found to be "necessary" to such enterprise in the capacity of an assistant, associate, or hired manager of such particular enterprise or of a substantial and integral part thereof.

Section 85. Class IV (continued)—Agriculture.

RULE XXII. In Class IV shall be placed:

(c) Any registrant found to be engaged in a "necessary" agricultural enterprise and found to be "necessary" to such enterprise in the capacity of sole managing, controlling, and directing head of the enterprise.

Section 86. Class I (continued)—Industry.

RULE XXIII. In Class I shall be placed—

(f) Any registrant not found to be engaged in a "necessary" industrial enterprise, or, if found to be engaged in such enterprise, not found to be "necessary" to the effective operation of the enterprise in a capacity recited in Rule XXIV, XXV, or XXVI.

Section 87. Class II (continued)—Industry.

RULE XXIV. In Class II shall be placed—

(d) Any registrant found to be engaged in a "necessary" industrial enterprise and found to be "necessary" to such enterprise in the capacity of a skilled laborer especially fitted for the work in which he is engaged.

Section 88. Class III (continued)—Industry.

RULE XXV. In Class III shall be placed—

Any registrant found to be engaged in a "necessary" industrial enterprise and found to be "necessary" to the effective operation of such enterprise in the capacity of—

(k) A highly specialized technical or mechanical expert, or

(l) An assistant or associate manager of the enterprise, or a manager of a substantial, integral part thereof.

Section 89. Class IV (continued)—Industry.

RULE XXVI. In Class IV shall be placed—

(d) Any registrant found to be engaged in a "necessary" industrial enterprise and found to be "necessary" to such enterprise in the capacity of sole managing, controlling, and directing head of the enterprise.
PART V.

THE PROCESS OF SELECTION.

A. THE QUESTIONNAIRE.

B. CLASSIFYING REGISTRANTS.

C. PHYSICAL EXAMINATION.

A. THE QUESTIONNAIRE.

Section 90. Preparing classification list.

The names of persons within the jurisdiction of each Local Board have heretofore been entered on a list (Form 102) in the order of their liability to be called to determine their availability for military service. This list shall be transferred to the Classification List (Form 1000), the pages of which shall be numbered from 1 upward. In transferring names from Form 102 to Form 1000 the address of the registrant shall be omitted, his name shall be entered in column 2, his serial number in column 4, his order number in column 1 and column 30, and, if he is a negro, the abbreviation "col." shall be written or stamped in column 3.

When names are to be added to the Classification List, either because of late registration (section 54) or because of change of status (section 120), such names shall be added at the bottom of the Classification List following the names of persons already entered thereon. The proper serial and order number, as soon as assigned, shall be entered opposite the name of each such person in the proper columns. In the left-hand margin of the body of the Classification List, opposite the line in which the registrants order number would have placed his name had there been room to insert it, shall be written the red ink letter "R" followed by the number of the page of the Classification List on which his name appears.

Section 91. The Questionnaire.

(a) The Questionnaire (Form 1001) shall consist primarily of a number of questions, divided into 12 series of questions (addressed to and to be answered under oath by every registrant), designed for the purpose of ascertaining the status of every registrant in relation to the various matters, things, and circumstances constituting ground for exemption or deferred classification. The Questionnaire shall also contain, as an integral part thereof, affidavits in support of claims for exemption or deferred classification in certain cases hereinafter specified. It shall also contain particular and specific regulations and instructions to registrants concerning each
series of questions and the procuring and filing of certificates and affidavits in certain cases. On the first page of the Questionnaire there shall be printed a notification and instruction requiring the registrant (whose name, together with the date of notice, shall be inserted) to fill out and return the Questionnaire in accordance with the regulations.

(b) The first page of the Questionnaire shall also contain a place for the registrant or other person to claim exemption or deferred classification and a place for a waiver by the registrant or other person of such claim.

(c) The answers and affidavits must be signed and sworn to in strict accordance with these regulations, and in strict conformity with the particular rules and instructions relating to the several series of questions in the Questionnaire itself.

Section 92. Mailing the Questionnaire and posting notice.

Beginning on a day and within a period of time to be designated by the Provost Marshal General, each Local Board shall send to the last known address of each registrant whose name appears on the Classification List, a Questionnaire. Before mailing any such Questionnaire, the name, address, telephone number (where procurable), serial number, order number and the stamp of the Local Board shall be entered on the first page of the Questionnaire and on the Cover Sheet (Form 1001–B) of the Questionnaire. The date of mailing shall then be entered on the first page of the Questionnaire, on the Cover Sheet of the Questionnaire, and in column 5 of the Classification List opposite the name of the registrant to whom the Questionnaire is mailed. The notice to the registrant on the first page of the Questionnaire shall then be signed by a member of the Local Board, and the Questionnaire shall be mailed and the Cover Sheet inserted in the files of the Local Board in its alphabetical order.

Immediately upon the mailing of the Questionnaires the Local Board shall each day post in its office, accessible to the public view, a notice (Form 1002) requiring registrants to whom Questionnaires have been mailed to file their return within seven days after the date of posting of such notice, and advising the public that thereafter the Classification Lists of the Local Board will be open for public inspection, and shall furnish to the press, with a request for publication, a copy of such notice (Form 1002).

In mailing Questionnaires and posting notices on Form 1002 as herein provided, Local Boards shall proceed according to the order number of registrants; and on the day to be named by the Provost Marshal General as hereinbefore provided, and on each day thereafter with the exception of Sundays and legal holidays, shall mail Questionnaires to one-twentieth or five per cent of the registrants within its jurisdiction,
so that Questionnaires shall be mailed to all registrants, if possible, by the twentieth business day after said date.

Immediately upon completion of the mailing of all the Questionnaires and the posting of the notice in respect of all registrants within its jurisdiction the Local Board shall report such fact to the Adjutant General of the State by mail.

Section 98. Notice to registrants and to all interested persons and effect of such notice.

The posting, at the time of the mailing of a Questionnaire, of the notice by a Local Board prescribed in section 92 shall constitute full notice to all concerned that the process of examination and selection has begun in respect of any registrant whose order number is included in such notice. (See secs. 6 and 7.)

Section 94. Claiming deferred classification.

A claim of deferred classification shall be made by a registrant by placing a cross mark (x) on the first page of the Questionnaire, in the space opposite the division that states the ground of claim and by specifically claiming such deferred classification by his answer to the question at the bottom of such first page. Claims for deferred classification in respect of a registrant by another person shall be made in the same manner, either on the first page of the registrant’s Questionnaire or by submitting to the Local Board a specific claim on a duplicate of such first page (Form 1001-A) within seven days after the mailing of the Questionnaire to the registrant, as provided in section 92 hereof. Claims of deferred classification must be made before the Local Board, regardless of whether the claim is to be decided by the Local or District Board. Local Boards shall enter, in column 7 of the Classification List, the date of filing of a claim for deferred classification by another person in respect of a registrant.

Section 95. Manner and form of answers to Questionnaires, affidavits, and other proof.

The answering, making, executing, and filing of the Questionnaire and affidavits (not only the concursing and supporting affidavits printed in the Questionnaire, but also the additional affidavits voluntarily filed by the registrant or claimant, or required by the Local or District Board) shall be in strict conformity with the following:

(a) None of the printed portions of any of the questions shall be struck out or erased.

(b) If the registrant can not read, and the questions are read to him and filled out by some other person, all said questions and his answers thereto shall be read over to him by the officer who administers the oath to him before he signs and swears to the same, and if the registrant can not write, his cross-mark signature to his
answers and to his affidavit must all be witnessed by the same officer.

(c) Every person making a supporting affidavit must read every question and every answer of the particular series of questions which he is supporting. All blanks in the supporting affidavits must be filled out in the handwriting of the person making the affidavit.

(d) None of the printed matter in the body of the affidavits may be added to, erased, or struck out, except that the word "affirm" shall be struck out by those who swear to the affidavits, and the word "swear" shall be struck out by those who affirm, on account of religious or conscientious scruple against taking an oath.

(e) The persons making a supporting affidavit must insert in the proper blank spaces the number of every answer which he swears to be true, and the number of every answer which he swears he believes to be true.

(f) Every registrant who claims exemption or deferred classification, and every person who claims exemption or deferred classification for him, may (and if the Local or District Board shall require it, he or they must) file with the Local Board additional affidavits in support of his or their claim or claims. All affidavits and other written proof (not an integral part of the Questionnaire) filed by the registrant, or by any other person, in support of any claim for exemption or discharge, whether of his or their own motion, or in response to the requirement of the Local or District Board, must be legibly written or typewritten on one side only of white paper of the approximate length, but no longer than a page of the Questionnaire.

Section 96. Duty of registrants to return Questionnaire.

The Questionnaire, answered and sworn to in strict accordance with these rules and regulations (and in strict conformity with the specific instructions governing each series of answers, and each separate answer) must be filed with the Local Board on or before the seventh day after the date of mailing of the Questionnaire. It shall be the duty of every registrant to whom a Questionnaire has been mailed, but who, for some reason, has not personally received said Questionnaire, to apply to his Local Board for a copy thereof. Failure to receive the notice and Questionnaire will not excuse the registrant from responding within the time limit, nor shall it be ground for extension of time.

When any Questionnaire is returned, the Local Board shall insert in Column 6 of the Classification List, opposite the name of the registrant and on the Cover Sheet the date of the return of the Questionnaire.

In all cases where the Questionnaire has not been returned within the seven-day period prescribed by these regulations, the registrant shall be treated as provided in Sections 129 and 130 of these regulations, but the failure
of a registrant to submit a Questionnaire shall not destroy the right of any person to claim deferred classification in respect of him and to support such claim by evidence as prescribed in sections 97 and 98 hereof.

Section 97. Limit of time within which persons other than registrant may claim registrant's deferred classification.

Every person other than the registrant who claims exemption or deferred classification of a registrant must make the claim or claims on the first page of the registrant's Questionnaire or on a duplicate of the same (Form 1001-A), and must file the same, with all supporting proof, within seven days after notice to the registrant to answer and file his Questionnaire. In the matter of making claims and other applications, filing the proof in support thereof and noting appeals, every person shall be governed by the same rules as to time limits as the registrant himself.

Section 98. Proof in claims made by claimant other than registrant.

In any case where a registrant has made no claim for exemption or deferred classification, or has failed to prove by his answers and supporting affidavits the facts upon the basis of which some other authorized person claims exemption or deferred classification, or has failed to submit a Questionnaire, the supporting proof to be filed by such other person must embody all the facts in relation to the particular claim which are called for and required by the Questionnaire and these regulations and instructions.

Section 99. Extension of time for filing claims.

Local and District Boards shall consider claims for deferred classification by or in respect of a registrant only when such claims are submitted within the time limits prescribed by these regulations, except that the Local or District Board may extend the time for filing claims and proof when a registrant or some other person in respect of a registrant shall show to the satisfaction of the Local or District Board, by affidavit evidence, that the failure to make claim for deferred classification within the prescribed time limits was due to causes other than the fault or neglect of the claimant, or was due to the fact that the claimant is able to produce material evidence bearing upon the merits of the case which would substantially affect the decision of the board, and which did not exist, or which the registrant or other claimant was unable to obtain within the time prescribed. All applications for extension of time and proof in support thereof must be filed with the Local Board and, in cases within the original jurisdiction of the District Board, transmitted by the Local to the District Board, together with any recommendation or finding of fact which the Local Board may desire to submit.
A minute of the reasons for action of a Local or District Board in extending or refusing to extend time shall be entered in the place provided in the Questionnaire (p. 16) and the date to which time was extended shall be entered on the Cover Sheet.

B. CLASSIFYING REGISTRANTS.

Section 100. Examining proofs and classifying registrants.

Immediately upon the expiration of seven days after the mailing of the Questionnaire and the giving of notice in respect of any registrant, as prescribed in section 92, the Local Board shall proceed to the classification of such registrant into one of the classes prescribed in Part IV hereof.

In every case where a Questionnaire is returned by a registrant the Local Board shall classify the registrant and mail notice of classification not later than four days after the receipt of the Questionnaire. This shall not affect the duty of Local Boards to proceed to classify in Class 1 registrants failing to return their Questionnaires within the prescribed time.

If, upon examination, the Local Board finds that a Questionnaire does not contain the information required, or contains substantial or material errors which indicate ignorance or lack of knowledge on the part of the registrant, or in case the Local Board shall desire further information, the Board shall require the registrant to appear at a day to be fixed and complete the Questionnaire or correct any substantial or material error which may appear therein, or to furnish such other evidence as the Board may require. Failure on the part of the registrant to appear on or before the day set by the Local Board shall remove the right of the registrant to correct, modify, or add to his Questionnaire.

Section 101. Rules governing process of classification by Local Boards.

In classifying registrants Local Boards shall first examine the registrant’s entries on the first page of the Questionnaire and also the answers to the Questionnaire and all other proof in the case, and shall proceed to classify the registrant in accordance with the following rules:

**RULE XXVII.** If the registrant has submitted no Questionnaire, or if neither the registrant nor any person in respect of him has claimed deferred classification, or if the ONLY claim for deferred classification, by or in respect of him, is on the ground of his engagement in industry or agriculture he shall forthwith be classified in Class I, unless he is an alien enemy, or unless the Local Board determines to consider the case for deferred classi-
Classification notwithstanding the registrant’s failure to claim deferred classification.

NOTE.—Local Boards will be held strictly responsible that no alien enemy is placed in any class other than Class V. No alien (not an alien enemy) who has not declared his intention to become a citizen of the United States shall be placed in any class other than Class V unless such nondeclarant has stated, in answer to Question No. 2, of Series No. VII of his Questionnaire, that he does not claim exemption on the ground of his alienage.

Local Boards are especially enjoined to scrutinize carefully any claim for exemption of a registrant on the ground of alienage, and, before classifying an alleged alien in Class V, to satisfy themselves beyond reasonable doubt, that the registrant claiming such exemption is not a citizen of the United States and has not declared his intention to become a citizen.

When an alien has declared his intention to become a citizen, regardless of how long ago, he is still liable to draft, even though he has not in the meantime applied for final papers.

Aliens who have declared their intention since June 5, 1917, are subject to draft. Thousands of such declarations have been made. In particular cases Local Boards can determine whether or not such declaration has been made by inquiry of the Deputy Commissioner of Naturalization, Washington, D. C., who will be glad to furnish the information promptly.

RULE XXVIII. In every case in which it shall appear from a registrant’s answers to the questions concerning his physical condition, under Series II of questions in the Questionnaire, that he is permanently, and totally physically disqualified for military service; and in every case in which the Board shall receive credible information that a registrant is suffering from some physical, mental, or nervous disability which renders him permanently totally disqualified for military service, the Local Board may proceed at once, in a summary way, to satisfy itself concerning the facts, either with or without physical examination; and after so doing, the Local Board may, by unanimous vote of all three members, place such registrant in Class V without reference to any other fact, if it decides, upon the facts, that the registrant is totally and permanently disqualified.

RULE XXIX. In any case not involving a claim for deferred classification on the ground of engagement in industry or agriculture, if the registrant, or any person in respect of him claims deferred classification, or if consideration is determined upon by the board without formal claim, the Local Board shall proceed to consider the case for deferred classification.

RULE XXX. If the case is one requiring consideration for classification in Class V, the board shall proceed first to a consideration as to that class. If the board decides to classify the registrant in Class V, it need not proceed to any other classification, unless, after an appeal by the Government Appeal Agent, the
District Board should reverse the said classification, in which event the Local Board shall reopen the case and reclassify it in accordance with these regulations, from which reclassification the registrant, or any authorized person in respect of him, may appeal in accordance with the rules governing appeals generally.

**RULE XXXI.** If claim is made for deferred classification on more grounds than one (other than engagement in industry or agriculture), the Local Board shall proceed to a decision on each claim and make a classification as to each claim and shall record its decision as to each claim on the cover sheet (Form 1001-B) of the Questionnaire. The board shall then record on the Classification List only the most deferred classification. Thus, if the registrant or other person presents proof which convinces the Local Board that he should be classified in Class II on one ground and in Class IV on some other ground, both classifications shall be entered on the Cover Sheet of the Questionnaire, but only a record of classification in Class IV will be entered on the Classification List as prescribed in section 102.

**RULE XXXII.** If claim is made for deferred classification on the ground of engagement in industry or agriculture (whether there be any other claim or not), the Local Board shall in all cases indorse upon the Questionnaire, in the place provided (page 16), its recommendation as to the merits of such claim and its findings as to any fact bearing on such claim as it desires to have considered in support of such recommendation.

**RULE XXXIII.** The Local Board shall, in every case, indorse upon the Questionnaire in the place provided (page 16) a minute of its decision and the reasons for the classification on all grounds of classification within the jurisdiction of the Local Board.

**Section 102. Entering classification on Classification List and on the Cover Sheet.**

Immediately upon classifying a registrant, the Local Board shall record the most deferred classification by placing a cross mark (×) in column 8, 9, 10, 11, or 12, as the case may be, of the Classification List opposite the name of the registrant. If the registrant is found to be available for noncombatant service only, as provided in Rule XIV, the symbol zero (0) shall be entered instead of the cross mark (×).

Immediately after recording the classification on the Classification List, the classification on every ground will be entered on the Cover Sheet of the Questionnaire by placing in the rectangle designating the classification, the
letter corresponding to the division on the first page of the Questionnaire that states the ground upon which the board made its classification.

Section 103. Notifying the registrant of classification.

At the conclusion of each day’s business the Local Board shall mail to the last known address of each registrant who has been classified on that day a notice (Form 1005) of its classification of the registrant on all grounds of classification and of the class in which he has been recorded on the Classification List. Immediately upon the mailing of such notice the Local Board shall insert in column 13 of the Classification List and on the Cover Sheet of the Questionnaire the date of mailing said notice.

Section 104. Appeals from Classification by Local Board.

Within five days after the mailing of notice of classification by a Local Board as prescribed in section 103, any person who has made a claim for deferred classification of a registrant may file with the Local Board a claim of appeal from the decision of the Local Board denying the claim.

To file an appeal, the person claiming the same should enter, or should deputize some other person to enter for him, his claim of appeal, in the place provided in the registrant’s Questionnaire (p. 16), at the office of the Local Board.

The Government Appeal Agent or any person specially or generally designated by the Provost Marshal General or by the Governor of the State to take appeals in behalf of the Government may file an appeal from any decision of a Local Board at any time.

Immediately upon the filing of any such appeal the Local Board shall enter, in column 14 of the Classification List, the date of filing such appeal.

Section 105. Forwarding certain records to the District Board.

The only cases to be forwarded to the District Board are those containing an agricultural or industrial claim, and those in which a claim of appeal has been duly made. Such cases will be forwarded as follows:

1. Where the only claim in the case is agricultural or industrial, the case will be forwarded immediately upon the expiration of the seven-day period prescribed in section 92.

2. Where the case contains no agricultural or industrial claim it shall be forwarded immediately upon the proper filing of a claim of appeal as prescribed in section 104, and not otherwise.

3. Where the case contains an agricultural or industrial claim, and also another claim, it shall be forwarded after the expiration of the five-day appeal period pre-
scribed in section 104 unless claim of appeal is made before the expiration of that time, in which event the case shall be forwarded immediately.

In all the foregoing cases the complete record before the Local Board shall be sent to the District Board, except the Cover Sheet, in lieu of which the Local Board shall forward an exact duplicate of the Cover Sheet (Form 1001-C).

At the time the record is sent forward to the District Board the Local Board shall insert in Column 15 of the Classification List, and on the Cover Sheet, as the case may require, the date on which such case is sent forward.

Section 106. Docket of District Boards.

District Boards shall proceed immediately upon promulgation of these Rules and Regulations to arrange all duplicate copies of registration cards in alphabetical order in separate sections, one section for each Local Board, and shall hereafter insert in proper alphabetical order in the respective sections all duplicate registration cards forwarded by the Adjutant General of the State, as provided in Section 67.

When the record of any registrant is received from a Local Board the District Board shall enter in Columns 1, 2, and 3 of the Docket Book (Form No. 1006) the name, order number, and serial number of the registrant, and shall note on the back of the duplicate registration card of the registrant the page of the Docket Book on which said entry has been entered.

Upon receipt of the record of any registrant, either on appeal or because it contains an agricultural or industrial claim, the District Board shall enter in the Docket in Column 4 or in Column 10, or in both, as the case may require, the date on which such record was received from the Local Board.

Immediately upon classification or reclassification of any registrant, the District Board shall enter in the proper column or columns of the Docket, by cross mark (×) or cipher (0), as the case may be, the classification as determined by the District Board.

When the record is returned to the Local Board the District Board shall enter the date of return in Column 16 of the Docket.

District Boards shall immediately segregate from the appeals of each Local Board in their jurisdiction, enough cases in the first class only, to permit each Local Board to finally classify a sufficient number of men to meet the next quota. These cases must be decided at the earliest possible moment. Thereafter the District Boards will proceed as expeditiously as possible to decide all cases before them, giving preference always to those cases which Local Boards have placed in Class 1. The work should be so distributed that all Local Boards in the jurisdiction shall be enabled to continue the furnishing of quotas without delay.
Upon receipt of the physical examination record of a registrant on appeal from the finding of any Local Board, the District Board shall enter in Column 17 of the docket the date on which such record was received from the Local Board. The action of the District Board on such appeal shall be entered in the proper columns of the Docket by cross mark (X) or cipher (0), as the case may be, and the date of the return of the physical examination record to the Local Board shall be entered in Column 21 of the Docket.

Section 107. Classification by District Boards.

RULE XXXIV. In considering cases received from Local Boards, District Boards shall at all times give preference to cases in which the only classification by the Local Board is Class I and shall proceed to the consideration of other cases only when there are no such preferred cases before them.

RULE XXXV. In classifying registrants, whether in industrial and agricultural cases, or in cases where appeal has been taken from classification made by Local Boards, District Boards shall be governed by the Classification Rules.

RULE XXXVI. In considering a case on appeal from a Local Board the District Board shall not receive or consider any evidence which was not considered by the Local Board. In appealed cases in which the District Board desires additional evidence, it may return the record of such case to the Local Board with instructions to the Local Board to secure additional evidence concerning matters indicated by the District Board, and to return the record, with such additional evidence, within a time to be fixed by the District Board.

In such cases the Local Board, after having secured the additional evidence required by the District Board, may review its former classification, and if it should reclassify the case in accordance with the original claim for deferred classification, it need not return the case to the District Board, but in such case must notify the District Board of its action.

RULE XXXVII. No evidence in support of claims for deferred classification on an industrial or agricultural ground shall be filed originally with the District Board except where the District Board, after receiving the record from the Local Board, shall call upon the claimant or other person to file with it additional evidence.

RULE XXXVIII. In every case where evidence in industrial or agricultural claims is originally filed with the District Board such
evidence must be attached to the case and returned with the record to the Local Board after the District Board has made its classification.

Rule XXXIX. Upon receipt, by a District Board from a Local Board, of a case containing no claim of appeal, but disclosing a claim for deferred classification on the ground of engagement in industry or agriculture, the District Board shall, without considering other claims for deferred classification, classify the registrant in respect of his claim on the ground of engagement in industry or agriculture.

Rule XL. Upon receipt by a District Board from a Local Board of a case containing a claim of appeal from Classification by a Local Board the District Board shall consider—
1. Each classification by the Local Board on a ground, other than engagement in industry or agriculture but only where an appeal has been duly and properly made from the classification by the Local Board on such ground. Where such is the case, and not otherwise, the District Board shall, by reclassification, either affirm, modify, or reverse the classification by the Local Board on such ground.
2. Each claim for deferred classification on the ground of engagement in industry or agriculture (if any there be) and shall classify the registrant in respect of his claim on such ground.

Rule XLI. Immediately upon classification or reclassification the District Board shall enter a statement of its classification or reclassification on the Cover Sheet and a minute of its reasons for such classification or reclassification in the place provided for such purpose in the Questionnaire (page 16).

Rule XLII. When the District Board modifies or reverses on appeal the classification of the Local Board, it shall enter, in the place provided in the Questionnaire (page 16) for such purpose, a minute of its reason for modifying or reversing such classification.

Rule XLIII. Immediately upon classification or reclassification of any case, the District Board shall return to the Local Board the entire record in the case.

Section 108. Procedure of Local Board upon return of record from District Board.

When the record is returned by the District Board to the Local Board the Local Board shall enter the date of return in column 16 of the Classification List, and, if the District Board changes the classification previously made
by the Local Board, the Local Board shall cancel the cross mark (×) or cipher (0), as the case may be, which has already been entered in the classification column on the Classification List, by drawing a red-ink line through the cross mark (×) or the cipher (0) corresponding to the most deferred class into which the registrant has been recorded, as the case may be, and shall enter the most deferred new classification as designated by the District Board in the proper classification column of the Classification List.

Section 109. Notifying the registrant of classification by a District Board.

On the day of entering the date of return of a record from the District Board in column 16 of the Classification List, the Local Board shall mail to the last known address of such registrant a notice (Form 1005) of the classification by the District Board on all grounds of classification within the jurisdiction of the District Board and of the class in which he has been recorded by the Local Board on the Classification List as a result of such classification by the District Board.

Section 110. Notice of final classification.

Whenever a case has been finally decided, in all respects except physical examination, by both Local and District Boards, or whenever it has been finally decided by a Local Board, and the period of time for claiming appeal to the District Board has lapsed, and regardless of the right of appeal in certain cases to the President, a notice of final classification (Form 1007) showing only the class in which the registrant stands recorded on the Classification List shall be sent to every classified registrant by the Local Board. Since these notices of final classification are tantamount to temporary discharge certificates in Classes II, III, IV, and V, and to selection certificates in Class I, they should be very carefully prepared and mailed. Where practicable the portions to be filled in by the board should be written in attractive script. There should be no delay in furnishing these notices of final classification, regardless of whether notices of tentative classification have just been furnished. This certificate of final classification should be kept by every registrant at all times on his person; and all persons within the ages liable to military service are hereby required to exhibit their notice of final classification when called upon to do so by any member of a Local or District Board or by any police official of any quality or condition whatsoever.

Section 111. Appeals to the President from decisions of District Boards.

Appeals to the President may be claimed only in accordance with the provisions of this section.

(a) Classification from which an appeal may be claimed.
Such appeals may be claimed only by or in respect of a registrant classified by a District Board in Class I, or by or in respect of a registrant classified by a District Board in a class more deferred than Class I, when and after the immediately preceding class is exhausted; and only when there has been at least one dissenting vote in the District Board.

(b) Who may claim appeal.

Such appeals may be claimed only by the person who preferred the claim of deferred classification to the District Board (either originally, in an industrial or agricultural case, or by appeal, in a dependency case).

(c) Classes of cases in which an appeal may be claimed.

Such appeals may be claimed from a classification by the District Board which is less deferred than the classification claimed before such District Board in the following cases only:

1. In industrial or agricultural cases.

When the appeal is accompanied by the written and signed recommendation of one member of the Local Board, and either the Government Appeal Agent or the Adjutant General of the State, or

2. In dependency cases:

When the appeal is accompanied by a signed statement of one member of the Local Board and either the Government Appeal Agent or the Adjutant General of the State certifying that the case is one of great and unusual hardship, stating the circumstances of hardship that will follow the induction of the registrant into military service, and specifically recommending a reconsideration of the case.

(d) Time within which an appeal may be claimed.

An appeal by or in respect of a registrant classified by a District Board in Class I may be claimed within five days after the mailing by the Local Board, as prescribed in section 109 of the notice of classification by the District Board.

An appeal by or in respect of a registrant classified by a District Board in a class more deferred than Class I may be claimed at any time within 10 days after the class preceding the one in which the registrant is placed is exhausted by calls into military service. The fact of such exhaustion must be certified by the Local Board and attached to the Questionnaire of the registrant.

(e) How the appeal may be claimed.

The person claiming the appeal shall enter or shall deputize some person to enter for him, his claim of appeal at the office of the Local Board, in the place provided in the Questionnaire of the registrant for that purpose (p. 16).
Section 112. Procedure by Local Boards upon receiving a claim of appeal to the President.

When a claim of appeal to the President is made in accordance with the provisions of section 111, the Local Board shall examine the statements and recommendations filed therewith to see if they comply with the pertinent rules in section 111. Where a noncompliance with such rules is due to error in preparation of the papers, the papers shall be returned for correction. Where such noncompliance is due to the fact that the case does not come within the meaning of such rules, the statements and recommendations in support of the claim shall be returned to the claimant with a statement of their shortcomings, and the case shall not be forwarded. There shall be no appeal from such action by the Local Board.

Where such statements and recommendations comply with the pertinent rules of section 111, the Local Board shall forward direct to the Provost Marshal General for consideration of the President the complete record of the case, together with the duplicate of the cover sheet of the Questionnaire provided in section 105, retaining in their own records the original of the cover sheet of the Questionnaire, and shall thereupon enter in column 17 the date of forwarding such record to the President.

Section 113. Order by the President that appeal shall operate as a stay of induction into military service.

If, upon the receipt of the record in any case, the President shall decide that induction into military service should be stayed pending his final decision in the case, the Provost Marshal General shall forthwith notify the Local Board to stay the induction of the registrant into military service pending further orders. In this and in no other case shall an appeal to the President operate as a stay of induction into military service.

Section 114. Return to the Local Board of cases appealed to the President.

Immediately after the decision of the President on any case duly appealed to him the Provost Marshal General shall return the record to the Local Board with an endorsement showing the action of the President.

Section 115. Procedure of Local Board upon return of record from the President.

When a record containing the President's decision on an appeal is returned by the Provost Marshal General to the Local Board, the latter shall enter the date of return in column 18 of the Classification List, and if the President has changed the classification previously made by the District Board, the Local Board shall proceed to change the entries on the Classification List in the method prescribed by section 108 hereof; and shall immediately
mail to the last-named address of such registrant a new notice of final classification on Form 1007 indorsing on the face of Form 1007 the words "Final Classification by the President."

Section 116. Registrants to report change of status.

Every registrant shall, within five days after the happening thereof, report to his Local Board any fact which might change or affect his classification.

Failure to report change of status as herein required, or making a false report thereof, is a misdemeanor punishable by one year's imprisonment.

Section 117. Reclassification upon change of status to be made on motion of board and not upon claim of registrant.

Registrants must report change of status as prescribed in section 116, but all reclassification on account of change of status in relation to matters other than engagement in industry or agriculture shall be made on the motion of the Local Board, and all reclassification on account of change of status as to engagement in industry or agriculture shall be made upon the motion of the District Board.

Whenever any such reclassification is made by either Local or District board, the registrant shall be notified in the usual manner, and thereafter the case shall proceed in accordance with these regulations as though it were one of original classification, with the usual notices, rights of appeal, and periods of time as herein prescribed, but no registrant shall have any right to submit a claim for reclassification on the ground of change of status; no Local or District Board shall have jurisdiction to receive a claim for reclassification on the ground of change of status; and from the failure of the Local or District Board to reclassify on the ground of any alleged change of status there shall be no appeal.

Section 118. Local Boards to keep informed of the status of registrants in deferred classes.

Local Boards shall keep themselves informed as to the status of registrants in deferred classes. They may call upon a registrant to report at any time or at stated intervals in regard to his status; they may request the local police authority or the Government Appeal Agent to investigate the status of any registrant; or they may investigate such status themselves and summon witnesses to testify in relation thereto as prescribed in section 9. It is hereby made the duty of any police official or Government Appeal Agent to report to Local Boards any fact that may come to his attention respecting the change of status of a registrant in a deferred classification and to investigate and report upon the status of any registrant when requested to do so by a Local Board.
Section 119. Local Boards to report to District Boards any change of status of registrant requiring reclassification on the ground of engagement in industry or agriculture.

Whenever, through the report of a registrant or in any other manner, a Local Board obtains information indicating that a reclassification of a registrant should be made on the ground of his engagement in industry or agriculture, the Local Board shall report all the facts so obtained to the District Board together with a specific recommendation as to whether or not a reclassification should be made.

Section 120. Procedure for reclassification by a local Board.

Whenever a Local Board decides to reclassify a registrant on any ground other than engagement in industry or agriculture, it shall enter the name of the registrant at the bottom of the Classification List as prescribed in section 90, shall proceed to reclassify the registrant, and shall send him a notice of classification as prescribed in section 103. Thereafter the case shall proceed in accordance with these regulations as though it were one of original classification.

Section 121. Procedure for reclassification by a District Board.

Whenever, either on information obtained by itself or on information reported by a Local Board, a District Board decides to consider a case for reclassification it shall request the Local Board to send up the record in the case. The Local Board shall promptly forward the complete record except the Cover Sheet, in lieu of which shall be forwarded an exact duplicate thereof. Upon receipt of the record the District Board shall either reclassify the case or adhere to the former classification and shall return the record to the Local Board with its action indorsed thereon in the usual manner. If a reclassification has been made upon the motion of a District Board as herein provided, the Local Board shall enter the name of the registrant at the bottom of the Classification List, as prescribed in section 90, shall notify the registrant of the reclassification by the District Board as prescribed in section 109. Thereafter the case shall proceed in all respects as though it were one of original classification by the District Board.

C. PHYSICAL EXAMINATION.

Section 122. Physical examination.

Beginning on such date or dates as the Provost Marshal General shall hereafter fix for the beginning of the physical examination of all or any number or proportion of registrants, and after a registrant has been placed in Class I by a District Board (regardless of any appeal to
the President in his case) or, if no appeal or claim is made before the District Board, then after the lapsing of time for appeal from the placing of the registrant in Class I by the Local Board, the Local Board shall mail to the last known address of any registrant placed in Class I a notice (Form 1009) to appear for physical examination at a time and place to be designated in said notice (which time shall be five days from the date of the mailing of the notice), and shall enter the date of mailing of said notice in Column 19 of the Classification List.

Upon appearance of the registrant he shall be examined as provided in Part VIII hereof, and the date of his examination shall be entered in column 20 of the Classification List. The examining physician shall immediately enter his report and recommendation in triplicate on the report of physical examination (Form 1010), shall then and there inform the registrant of his conclusion as to whether the registrant is qualified or disqualified for general military service or qualified for limited military service in some specified capacity, and shall forthwith submit his report to the Local Board.

If the registrant is not satisfied with such conclusion he shall then and there record, in the place provided on Form 1010, a request to be sent before a Medical Advisory Board. Failure to make this request on the day the registrant is examined and informed of the examining physician's conclusion shall foreclose the right of the registrant to appeal the finding of the Local Board on the physical qualification of the registrant.

The same procedure as to physical examination provided in these regulations for registrants in Class I shall also apply to all registrants who have been placed in a class more deferred than Class I, so soon as the immediately preceding or earlier class has been exhausted by calls into the military service and not before, except as provided in sections 128, 149, and 150.

Note.—Whether the examining physician of the Local Board is in doubt or not as to the physical qualification of a registrant for military service he shall nevertheless definitely report the registrant either as qualified or disqualified, and if he is in doubt as to such qualification or disqualification he may request to have the registrant sent before a Medical Advisory Board as prescribed in section 123.

Section 123. Sending doubtful cases to a Medical Advisory Board.

If the examining physician is in doubt as to whether the registrant is to be held for military service, or if the examining physician finds the registrant to be qualified for military service and either the Government Appeal Agent, the registrant, or two members of the Local Board, are dissatisfied with such finding, such examining physician, Government Appeal Agent, members of the Local Board, or registrant may apply to the Local Board to have the registrant sent before the nearest Medical Advisory Board (provided in sections 29 and 44 hereof) for an exhaustive reexamination. Such application shall be
made by entering it in the place provided in Form 1010. Thereupon the Local Board shall, unless it decides by unanimous vote that the case is one in which there is no room for reasonable doubt, immediately send the registrant before such Medical Advisory Board, forwarding to the Medical Advisory Board the examining physician’s report (Form 1010) in triplicate and, where necessary, and when the registrant is not sent at his own request furnishing the registrant with transportation and mea, and lodging tickets for the time during which he will be before such Medical Advisory Board, in no case to exceed three days.

If the registrant is held to be physically disqualified by the examining physician, the Local Board shall, unless it decides by unanimous vote that the disqualification is so obvious as to leave no room for reasonable doubt, send the registrant before such Medical Advisory Board in the manner just provided.

Upon reference of a case from a Local Board as just provided, the Medical Advisory Board shall examine the registrant, record its findings in triplicate on Form 1010, and return all three copies of Form 1010 to the Local Board, with the conclusion and recommendation in the case.

Section 124. Finding by Local Board as to physical qualification.

Upon receipt of the report and recommendation of the Medical Advisory Board as provided in section 123, or, if the case has not been sent to the Medical Advisory Board, then upon the receipt of the report of the examining physician, the Local Board shall make its decision as to the physical qualification of the registrant. If the registrant is found physically disqualified for general military service, the Local Board shall cancel the cross mark (×) or cipher (0) which has already been entered in a classification column by drawing a red-ink line through such cross mark or cipher and shall enter the classification of the registrant in Class V, column 12. If the registrant is found, in accordance with section 122 hereof, to be physically disqualified for general military service, but qualified to perform special and limited military service, his place in the classification column shall not be changed, but the Local Board shall, with red ink, inscribe a bold circle around the cross mark (×) or cipher (0) in such classification column. (See Sec. 188, Part VIII.)

While men found disqualified for general military service but qualified for special and limited military service are not placed in Class V, they are subject to induction into military service only when a special or specific call for men disqualified
for general military service and qualified for special military service only is made.

If the finding of the Local Board is not in accord with the recommendation of the Medical Advisory Board, the Local Board shall make a special report to the District Board of its reason for rejecting the recommendation of the Medical Advisory Board.

The Local Board shall, on the day of its decision as to the physical qualification of any registrant, mail to such registrant a notice (Form 1011) of the result of such decision and shall enter the date of such mailing in column 21 of the Classification List (Form 1000).

Section 125. Appeal from finding of Local Board as to physical qualifications.

Within five days after the date of the notice prescribed in section 124 any registrant may make a claim of appeal to the District Board from the finding of the Local Board as to his physical qualification for military service. Claim of appeal shall be made by entering the claim in the place provided for that purpose on all three copies of the physical examination report (Form 1010). No registrant may make a claim of appeal unless, upon being notified of the examining physician's finding as to his physical qualification, as prescribed in section 122, and before final decision by the Local Board, such registrant shall have entered an application to be sent to the Medical Advisory Board, as provided in section 122. The Government Appeal Agent may make a claim of appeal on behalf of the United States at any time, but ordinarily he shall not do so when the decision of the Local Board follows the recommendation of the Medical Advisory Board. He shall always do so when such is not the case.

Immediately upon filing of an appeal from the decision of the Local Board as to physical qualification, the Local Board shall transmit to the District Board all three copies of the record of physical examination (Form 1010) in the case, together with any additional evidence as to physical qualification which may have been submitted to the Local Board, and shall enter the date of forwarding such record in column 22 of the Classification List and in the place provided on the Cover Sheet.

Section 126. Action by District Board upon appeal as to physical qualification.

In considering a case appealed on the ground of physical qualification, the District Board shall neither conduct any new physical examination nor shall it receive or consider any evidence which was not considered by the Local Board, but shall, upon consideration of the record sent to it as prescribed in section 125, either affirm, modify, or reverse the decision of the Local Board and promptly enter its finding on all three copies of Form
Physical examination—1010, and immediately return the same to the Local Board.

Note.—Attention of District Boards is invited to the fact that registrants appealing the result of their physical examination have already been twice examined, one of which examinations was the most thorough that could reasonably be provided in the community, and that before induction into military service they will again be exhaustively examined at a mobilization camp.

Section 127. Procedure of Local Board on return of physical examination record from District Board.

If the action of the District Board on appeal as to physical qualification changes or affects the classification of the registrant, the Local Board shall make the necessary changes in the Classification List. Whether the action of the District Board changes or affects the Classification by the Local Board or not, the Local Board shall mail to the registrant a notice (Form 1011) of the result of the decision by the District Board, and shall enter the date of mailing of such notice in column 23 of the Classification List.

Section 128. Physical examination of persons not in Class I.

Local Boards may, upon the application of registrants in Classes II, III, or IV, examine such registrants physically, pass upon their physical qualifications and, if they are found to be permanently disqualified, to classify them in Class V. This is not a right of the registrant, but it is a privilege that may be accorded by the Local Board where the according of the privilege will not interfere with the prompt and orderly execution of the Selective Service Law.
PART VI.
SPECIAL AND EXCEPTIONAL CASES.

A. DELINQUENTS.

D. EMERGENCY FLEET CLASSIFICATION.

B. TRANSFERRED CASES.

C. SPECIAL CASES OF INDUCTION INTO MILITARY SERVICE.

E. PERMITS FOR PASSPORTS.

A. DELINQUENTS.

Section 129. Registrants who fail to return Questionnaires to be placed in Class I.

Any registrant, except an alien enemy, who fails to return the Questionnaire on the date required shall be deemed to have waived all right for filing claims and proof for deferred classification, shall stand classified in Class I, and be so recorded by the Local Board, subject, however, to the rights and privileges of other persons to apply to the Local Board for deferred classification of the registrant, and to the right of the registrant or other persons to apply for an extension of time, as provided in section 99.

Section 130. Registrants failing to return their Questionnaires or to report for physical examination to be reported to police authority.

The names of persons who fail to return their Questionnaire or to report for physical examination when ordered to do so shall forthwith be sent to the local police authority (see sec. 1, par. (o)), with a request (Form 1012) immediately to visit, in person or through deputies, all such named persons and to bring them before the Local Board. Such names, with a statement of the delinquency of each, should, at the time they are reported to the police, also be reported to the press with a request for publication.

If the local police authority brings such persons before the Local Board, they shall be treated as provided in section 135 hereof.

If the local police authority is unable to produce such persons within five days, he shall immediately report to the Local Board all information he may have obtained concerning the delinquent registrants, or if he has no such information he shall report that fact.

Local Boards and police may request of postmasters the forwarding address of registrants in respect of whom mailed notices have not been returned as undeliverable. Should the postmaster refuse to give this information, the refusal should be reported to State headquarters, in order that it may be brought to the attention of the Provost Marshal General.

(67)
Section 131. Report to the Adjutant General of the State in cases of registrants who fail to return their Questionnaires, or who fail to report for physical examination, and who can not be located.

Immediately after receiving the report, prescribed in section 130, from police authority concerning delinquents who can not be located, or if no such report is received, then as soon as practicable after the fifth day following the delinquency, the Local Board shall report the names of such registrants to the Adjutant General of the State (Form 1013), and shall attach to said report all information which may be in the hands of the Local Board respecting such registrants, and a copy of the registration card of each of them, being especially careful to include any information that they may have tending to show that such registrants have enlisted in the military or naval service of the United States, or of a nation at war with the enemy of the United States, or that they are serving with the armies of the United States or of such other nations in some noncombatant capacity. Immediately upon forwarding this report to the Adjutant General of the State the Local Board shall enter the date of the report in column 28 of the Classification List. When it appears to the complete satisfaction of the Local Board that any such delinquent registrant is enlisted in the military or naval service of the United States, the board may forthwith classify him in Class V, and in such case he should not be reported as a delinquent as provided in this section.

Note 1.—It is possible that there will be necessity to report a registrant to the Adjutant General of a State twice as a delinquent. In such case, both dates will be entered in Column 28.

Note 2.—In some cases it has been found that men called by Local Boards who fail to report have already enlisted in the military or naval service of the United States or in hospital or ambulance units abroad or in the armies of nations at war with the enemy of the United States. All such persons are in default, but where the attention of the Local Board or of the Adjutant General of the State is called to the whereabouts of any such person, a full statement of the circumstances shall be included in the report of delinquency prescribed in section 136 to the Adjutant General of the Army, who will decide upon the disposition that is to be made of such case and as to whether the delinquents are to be posted and considered as deserters from the National Army. It is therefore in cases of such persons who have any interest in such men to inform Local Boards and Adjutants General of States of their whereabouts.

Section 132. Adjutant General to number "Delinquent Orders" serially and to keep a file of such orders.

The orders hereinafter prescribed to be given by Adjutants General to delinquents are all to be written on postal-card forms. Adjutants General shall keep copies of all such orders, which shall be serially numbered and the number of each such order entered on the original and copy thereof under the caption "Delinquent Order No. ___" in the upper left-hand corner of the card.
Section 133. Adjutant General to order delinquents to report.

Upon receipt of Form 1013, the Adjutant General of the State shall forthwith notify (Form 1014) the persons named therein to report to him for instructions by mail, telegraph, or in person not later than a day and a hour to be specified by such Adjutant General in such notice, which day and hour shall not be less than 10 days from the date of the notice.

The day and hour shall be specified by the Adjutant General of the State as the day and hour from and after which such registrants shall be in the military service of the United States, unless, upon the registrant reporting as ordered, the Adjutant General shall stay or rescind such order into military service.

If the order into military service is not stayed or rescinded by the Adjutant General by a subsequent order in writing prior to the arrival of the day and hour so specified, then from and after the day and hour so specified such person shall be in the military service of the United States, and after the arrival of such day and hour the Adjutant General of the State has no power to stay or rescind such order.

Section 134. Delinquents reporting to Adjutant General of State prior to induction into military service to be ordered to report to Local Board.

If, before the arrival of the day and hour specified for induction into military service, the delinquent person reports to the Adjutant General as ordered, the Adjutant General may, by a written direction (Form 1015) to the delinquent, stay the operation of the order into military service for a period not to exceed 10 days and direct the delinquent to report forthwith in person to his Local Board. If the delinquent is so far distant from his Local Board that it will work hardship for him to report in person to his Local Board, he may apply at once for transfer as prescribed in section 144 hereof, and if his Local Board grants such application, it will write on the face of its order to the board of transfer the word "Delinquent." Whenever, in accordance with this section, the Adjutant General stays the operation of an order into military service pending report to a Local Board, a copy of the order of stay will be sent to the Local Board in the same mail in which the original is sent to the delinquent.

Section 135. Action by Local Board when delinquent not yet inducted into military service reports to it.

When a delinquent reports or is transferred to or is brought by a police officer before a Local Board prior to his induction into military service the board shall, in all cases, require him to file a Questionnaire. The board
shall consider the excuse for his delinquency, and if it see
fit may extend time and proceed to a reclassification in
the normal manner. If the Board finds no reasonable
excuse for the delinquency, it may consider the failure to
claim deferred classification as a waiver of the right to do
so before either Local or District Board, both in their
original jurisdiction or on appeal, and may refuse to ex-
tend time or reclassify the registrant.

If the delinquency was a failure to report for physical
examination, the Local Board should in all cases proceed
to physical examination.

Whether the delinquent is reclassified or not, whenever
the delinquency appears to have been willful, the board
shall report the case to the nearest representative of the
Federal Department of Justice.

Where a delinquent has reported to the Local Board,
pursuant to the orders of the Adjutant General of a
State, the board shall, in all cases and on the same day,
report the fact to the Adjutant General of the State
(Form 1016), who shall at once, by an order in writing
(Form 1017), rescind the order for the delinquent's in-
duction into military service.

Section 136. Delinquents not reporting to the Ad-
jutant General of a State before Induction Into
military service.

If the delinquent does not report to the Adjutant Gen-
eral of the State before the day and hour specified for his
induction into military service, as provided in section 133,
the Adjutant General shall, unless he has reason to be-
lieve that the failure to report is due to an intent to escape
military service, delay five days before reporting the case
to The Adjutant General of the Army, as provided in
this section; but if after five days from the day specified
for induction into military service the registrant has still
failed to report, the case will be reported to The Adjutant
General of the Army (Form 1018), inclosing a copy of
the order of induction into military service (Form 1014)
and a copy of the registration card of the delinquent, to-
gether with such other information as may be avail-
able concerning the delinquent.

Section 137. Delinquents reporting to Adjutant
General of the State within five days after in-
duction into military service.

If the delinquent reports to the Adjutant General of
the State within five days after the date set for induction
into military service, such Adjutant General shall order
him to report to the nearest Medical Advisory Board or to
any examining physician of a Local Board for physical
examination, and shall defer reporting him to The Ad-
jutant General of the Army until the result of such exami-
nation is known. The Medical Advisory Board or such
examining physician shall forthwith examine him and report the result (Form 1010) to the Adjutant General of the State. If the delinquent is found qualified for military service, he shall be ordered by the Adjutant General (Form 1019) to report forthwith to his Local Board for military duty and immediate transportation to a mobilization camp. Where it is impracticable to order the delinquent to report to his own Local Board, he may be ordered to report to another Local Board, whereupon the Adjutant General shall notify the delinquent's Local Board of the order and the case shall thereafter be treated as prescribed in section 148.

No report is necessary to The Adjutant General of the Army in this case, but the Adjutant General of the State shall make a full report of all circumstances of the case in a letter addressed to the Commanding Officer of the mobilization camp, but sent to the delinquent's Local Board, together with the order of induction into military service (Form 1014), the order to report to such Local Board for military duty, and three copies of the report of the Medical Advisory Board or examining physician (Form 1010). The Local Board shall forthwith send the man to the mobilization camp in the usual manner, inclosing with Form 1029 the special report of the Adjutant General of the State, the order of induction into military service (Form 1014), the order to report to the Local Board for military duty (Form 1019), the report of the Medical Advisory Board in duplicate, and a copy of the delinquent's registration card in duplicate.

If the delinquent is found to be disqualified for military service, the Adjutant General of the State shall report the case to the Commanding Officer of the mobilization camp direct, by letter, inclosing copies of the order of induction into military service (Form 1014) and the report of the Medical Advisory Board or examining physician. Such Commanding Officer shall, in his discretion, forthwith order the delinquent discharged from military service or shall order him before a court-martial, as the interests of the service may require.

Section 138. Delinquents reporting to the Adjutant General of State more than five days after induction into military service.

If the delinquent reports to the Adjutant General of the State after his case has been reported by the Adjutant General of the State to The Adjutant General of the Army, the procedure prescribed in section 137 shall be followed except that a special report (Form 1020) shall be made to The Adjutant General of the Army by the Adjutant General of the State of the fact that the delinquent has reported and of the result of his physical examination by the Medical Advisory Board or examining physician.
Section 139. Delinquents inducted into military service by order of Adjutant General of State—Special circumstances of hardship.

There are a few cases where, even after all the ample notice provided by these regulations, the induction of a delinquent into military service under orders of the Adjutant General of a State results in great hardship on men whose delinquency is not willful, or upon others dependent upon them for support. After induction into military service, Local and District Boards have no authority to discharge from draft, but the relief can be granted by the Commanding Officer of a mobilization camp. Such Commanding Officers are hereby authorized to order such discharges upon recommendation of Adjutants General of States, made as hereinafter provided, and not otherwise.

When such cases come to the attention of the Adjutant General of a State he may direct the Local Board to receive from the delinquent a Questionnaire, across the front sheet of which shall be written by the Local Board in large characters, in red ink, the words “Recommendation only.”

The Local Board shall thereupon proceed to classify the registrant in the usual manner. The Government Appeal Agent shall enter an appeal. The District Board shall review the case and send the Questionnaire showing final classification to the Adjutant General of the State, who shall indorse thereon his recommendation and forward it to the Commanding Officer of the mobilization camp. Upon receipt of the Questionnaire, the Commanding Officer of the mobilization camp may order the registrant discharged from military service for the convenience of the Government.

The Questionnaire will be returned by the Commanding Officer to the Local Board.

If discharged from military service, the registrant shall thereafter stand classified for service in accordance with the classification determined by the Local and District Board in all respects as though such classification had been made in the usual manner.

Important Note—This is the only case in which a case can be reopened by a Local or District Board after induction into military service.

Section 140. Persons inducted into military service falling to report to a Local Board for transportation to a mobilization camp when directed to do so, or who fail to entrain, or who absent themselves from entrainment.

Persons inducted into military service who absent themselves therfrom with an intent to evade military service ARE DESERTERS. The names of all selected men inducted into military service as hereinbefore provided, who shall fail to report to their Local Board for
military duty when ordered by their Local Board to do so, or who shall absent themselves from the jurisdiction of such Local Board during the period they are under orders of the Local Board as prescribed in section 157 hereof, or who shall absent themselves from entrainment or from their party en route to a mobilization camp, shall be reported by the Local Board to the local police authority on Form 1012 with copies of their registration cards.

If such local police authority is unable to produce such persons within 48 hours, the Local Board shall immediately report the names of such persons to The Adjutant General of the Army direct on Form 1018, inclosing a copy of the order of induction into military service (Form 1028), the registration card (Form 1), and the report of physical examination (Form 1010) in respect of each of such persons, and shall enter the date of mailing of such report in column 25 of the Classification List.

If the local police authority produces such delinquents within 48 hours, or if such persons present themselves to the Local Board before or after the expiration of 48 hours, the Local Board shall inquire into the cases of each of such persons, for the purpose of determining whether the delinquency was willful. If the Local Board determines that the offense was not willful, the delinquents shall not be treated as deserters, the police authority shall forthwith surrender them to the Local Board and may collect no reward from the Government for their apprehension. If the offense is determined by the Local Board to be not willful, the Local Board shall send such persons to a mobilization camp in the usual manner, making a report of all the circumstances of the case to the Commanding Officer of the mobilization camp. If it does not clearly and unquestionably appear that such offense was not willful, the Local Board shall furnish the police authority with the certificate prescribed by section 51 and turn the delinquent over to the police for delivery to the nearest Army camp, post, or station as a deserter, as provided in section 51 hereof.

B. TRANSFERRED CASES.

Section 141. Transfer of Physical examination.

A registrant who is so far distant from his home when called to report to his Local Board for physical examination or when his physical examination is imminent, as to make it a hardship for him to so report, may, at his own expense, request of his Local Board, by mail or telegram, permission to be examined by the nearest Medical Advisory Board (naming it) provided in sections 29 and 44 hereof. Upon receipt of such a request the Local Board shall mail to the registrant an order to report to such Medical Advisory Board (Form 1022) for examination, and to the Medical Advisory Board (Form
1022A) a request that he be so examined. Thereupon the Medical Advisory Board shall examine the registrant, fill out Form 1010 in triplicate in respect of him, and forward all three copies to the Local Board, which will then pass upon the physical qualifications of the registrant and notify him of its action in the usual manner.

Section 142. Physical examination of persons residing abroad.

Either before or upon receiving a notice to report for physical examination, a registrant residing in a foreign country in a place too far for exacting a journey to the United States may, at his own expense, apply by mail, cable, or telegram to be physically examined by a nearby physician to be appointed by the American consul to make the examination. Thereupon the Local Board should forward to the applicant four copies of Form 1010 and a copy of these regulations. Upon receipt thereof the applicant shall present himself to the consul. The consul shall appoint a competent physician to make the examination and shall indorse the appointment upon the face of three copies of Form 1010. Thereupon the examination shall be made and the consul shall return the report of physical examination, in triplicate, to the Local Board. Upon receipt of such report, the Local Board may proceed to a decision as to the physical qualification of the registrant.

The foregoing rule does not apply to the places adjacent to the United States reasonably accessible. In such cases the registrant should return to his Local Board, or apply for a transfer of physical examination to a Local Board in the United States under the provisions of section 141.

Section 143. Mariners actually employed on the Great Lakes.

A mariner employed on the Great Lakes may apply to the Local Board which has called him to have his physical examination made by any board hereinafter named, and upon such application his Local Board may issue an order designating any Local Board having jurisdiction in any of the following cities or towns or any division thereof to make such physical examination: Buffalo, N. Y.; Erie, Pa.; Conneaut, Ashtabula, Fairport, Painesville, Cleveland, Lorain, Huron, Toledo, and Sandusky, Ohio; Detroit, Marquette, and Escanaba, Mich.; Ashland, Superior, Sheboygan, and Milwaukee, Wis.; Duluth and Two Harbors, Minn.; Chicago, Ill.; Gary, Ind.

The order should state that any Local Board having jurisdiction in any of the above cities or any division thereof may make the examination instead of stating that any particular board may make the examination.
Section 144. Transfer of Classification.

Any registrant who is so far distant from his Local Board as to make it a hardship for him to respond to and comply with notices and requirements to perform any duty or duties under the Selective Service Law and these Regulations, or who expects thereafter to be at such distance, may apply to his Local Board to have his classification and all future procedure in respect of him, transferred to another Local Board and support his application with such evidence of necessity as he cares to submit.

Before making such application the Questionnaire of the registrant must, in all cases, be submitted to the Local Board of origin.

Upon receipt of such an application the Local Board of origin shall consider the application, and, if it appears to be meritorious, shall issue an order permitting classification to be made by another Local Board and shall notify both the registrant and the Local Board of transfer on Form 1023. The Local Board of origin shall then make an exact duplicate of the Cover Sheet, shall write at the top of both original and duplicate of the Cover Sheet the word “Transferred” and shall forward to the Local Board of transfer the Questionnaire and original cover sheet, retaining in its own files the duplicate of the cover sheet.

Important note.—Very great care should be taken by Local Boards to whom applications for transfer are made to insure that the application is not made for the purpose of evading military service. Transfer should be granted only where hardship would follow its refusal. If the board is in doubt as to the good faith of a request it may transfer the case to a board located near the one to which transfer is requested rather than to the board to which transfer is requested.

The Local Board of transfer shall receive the Questionnaire of the registrant, but it shall not change the stamped local board designation on the first sheet thereof. The jurisdiction of transfer (both Local and District Board) shall then proceed to a classification in all respects as though the case had originated within its jurisdiction, except that:

(1) The case shall not be entered on the same Classification List as that for persons within the jurisdiction of transfer but each Local Board shall keep a separate Classification List for cases transferred to it in which all entries shall be made in red ink. In the box preceding the caption, “(Classification List,” shall be entered the word “Transferred.” In column 29, opposite the name of each registrant whose case has been transferred, shall be entered the designation of the board from which it was transferred.

(2) When final classification is made, a copy of Form 1007 in respect of every transferred registrant shall be mailed to the Local Board of origin from which he was transferred.
(3) Transferred registrants shall not be called for military service by a Local Board of transfer in the order in which their serial number would send them if they were registered in the jurisdiction of transfer, but they shall be called by the Local Board of transfer only when such board of transfer receives from the Local Board of origin orders for such registrant to report for military duty to the Local Board of transfer, and then strictly in accordance with section 148 of these regulations.

Section 145. Suspension of action on transfer of classification.

When a case has been transferred from a Local Board of origin to another Local Board, for classification, the Local Board of origin shall not treat the registrant as a delinquent or deserter or take any action concerning him until it has received the report (Form 1007) from the Local Board of transfer.

A Local Board of transfer to which a case has been transferred for classification shall immediately upon final classification of the transferred registrant send its report (Form 1007) to the Local Board of origin.

Section 146. Entry of transferred cases on classification lists of Local Boards of origin.

When a case is transferred, the Local Board of origin shall retain the name of the registrant on the Classification List and shall note in column 29 in red ink, opposite the registrant’s name, the name of the Local Board to which the case has been transferred and the date of transfer.

When the copy of Form 1007 is received by the Local Board of origin, as prescribed in section 145 hereof, the Local Board of origin shall enter on its Classification List the classification made by the jurisdiction of transfer.

When the order of call of such transferred persons is reached by the Local Board of origin, such persons shall be called for military service, as provided in section 148 hereof.

Section 147. Registrants absent from the jurisdiction of their Local Boards may, under certain circumstances, be sent to a mobilization camp with the contingent of another Local Board.

When the order to report for military duty (Form 1028) finds a registrant absent from the jurisdiction of his Local Board, he may apply in person to another Local Board to be ordered to report for military duty to the latter Local Board, which shall immediately pass upon such application and notify the Local Board of origin of its decision. Such permission shall be granted only in cases where its refusal would cause hardship and where the Local Board to which application is made is convinced that the application
is meritorious and is not a mere attempt on the part of the registrant to select the mobilization camp that he personally prefers.

Where such permission is granted, the case will be treated as provided in section 148 hereof.

Section 148. Sending men whose cases have been transferred, and men who apply or are ordered to be sent with contingents of other Local Boards to mobilization camps.

The following methods will be used by Local Boards of origin in sending to mobilization camps registrants whose cases have been transferred as provided in section 144 or whose applications to be sent with the quota of another board have been granted as provided in section 147, or who have been ordered by the Adjutant General of a State to be sent from another board as provided in section 137.

When it becomes necessary to send any such registrant to a mobilization camp, the Local Board of origin shall make out and forward to the Local Board of transfer:

(1) Form 1028 (order to report for military duty) in respect of the registrant, ordering him to report for military duty to the Local Board of transfer and leaving blank the date and hour.

(2) Four copies of Form 1029 in respect of the registrant, filling in the name of the proper mobilization camp, and leaving blank the day and hour for reporting.

(3) Two copies of Form 1 (registration card) in respect of the registrant.

(4) (In cases mentioned in section 147 only.) Two copies of Form 1010 in respect of the registrant.

Upon receipt of these papers the Local Board of transfer shall fill in the day and hour for reporting in Form 1029 and Form 1028, shall transmit to the registrant his order to report, and shall forward him in the usual manner to the mobilization camp, using the four copies of Form 1029 sent by the Local Board of origin.

C. SPECIAL CASES OF INDUCTION INTO MILITARY SERVICE.

Section 149. Induction into military service of technical and other experts and of registrants highly skilled in some special line of work.

The deferred classification of experts and men highly skilled in industry or agriculture is intended to prevent the waste incident to induction into military service of men whose special qualifications render them more valuable to the national interest in some other capacity.

There are, however, circumstances in which the need of the military establishment for men expert or highly skilled is such that the national interest is better served
by inducing such men into military service than by leaving them engaged in industry or agriculture.

In such circumstances, neither deferred classification on the ground of engagement in industry or agriculture, nor the order numbers heretofore assigned by lot, can be permitted to defer the call of such men into military service.

When there is need for the services of men expert or highly skilled in any special class of work, The Adjutant General of the Army shall make requisition on the Provost Marshal General for the number and class of men needed.

Thereupon the Provost Marshal General shall call upon the Governors of one or more of the several States for such number of the total required as will distribute the burden equally among the States as far as practicable. Thereupon the Adjutant General of the State shall call upon one or more Local Boards to examine the Questionnaires of registrants within their jurisdiction, and to prepare a list of registrants with the qualifications required, who stand in any of the first four classes (including as to registrants standing in a deferred class only those placed therein on the sole ground of engagement in industry or agriculture) together with a memorandum showing, as to each such registrant, his order number and a statement of his qualifications along the lines indicated; such memorandum to include, after inquiry by the Local Boards, a specific statement as to whether or not, in view of the Nation's need for men of his qualifications, he consents to be inducted into military service.

Thereupon the Adjutant General of the State shall examine the lists and memoranda and shall order the immediate physical examination and induction into military service of such men as will best meet the requirements specified, not to exceed the number called for from the State. Among registrants whose qualifications are equal, those who consent to induction into military service shall be selected first, and those who do not consent shall be selected in the order determined by their class and order number; but only men fully meeting the requirements called for shall be sent, and this regardless of the consent or less deferred classification of men less well equipped to meet the requirements of the Nation. No man standing in a deferred class on any ground other than engagement in industry or agriculture, shall be inducted into military service, except upon special order of the Secretary of War.

Men so inducted into military service shall be mobilized in the usual manner and shall be sent to such place as may be specially directed by the Provost Marshal General.

Section 150. Induction into military service out of order.

Any registrant, not an alien enemy, whose order number is so low that he is not within the current quota of
his Local Board, may be inducted immediately into military service on his own written request by complying with the following requirements:

(a) If he is in Class II, III, or IV, he shall file with his Local Board a waiver of all claims of deferred classification.

(b) If he is in Class IV, on the ground of dependency, he must accompany his application and waiver with a waiver from those persons in behalf of whom he was so placed in Class IV. No waiver from children or persons non compos mentis shall be recognized by a Local Board.

Upon receipt of such application and waiver, the Local Board shall examine him physically and, if he is found qualified for military service, shall immediately induct him into such service by issuing, in respect of him, the usual order of induction into military service, specifying the date desired by him (but not later than seven days after the date of his application) for induction into military service. The Local Board shall thereupon send him in the usual manner to the nearest mobilization camp for assignment to duty, but not as or with any part of the current quota of such Local Board.

Nothing in this section shall be construed as authorizing any Local Board to send less than the total quota called for from the Local Board composed entirely of registrants whose induction into military service was not advanced under the provisions of this section. Credits for such registrants so inducted into military service out of their order will be allowed to Local Boards on the quota called for next after their induction into military service.

Section 151. Voluntary enlistment and commissioning of registrants.

Except in the following cases, no registrant may enlist voluntarily in the military or naval service of the United States:

(a) Upon presentation to a recruiting officer of a certificate by his Local Board to the effect that his class and order number are so low that he is not within the current quota of his Local Board, any registrant may enlist voluntarily in the Navy or in the Marine Corps and thereafter, upon presentation by the registrant to his Local Board of a certificate of a Commissioned Officer of the Navy or Marine Corps stating that he has been so enlisted, such certificate shall be filed with the Questionnaire and the registrant shall be placed in Class V on the ground that he is in the naval service of the United States.

(b) Under such regulations as the Surgeon General may prescribe and upon receiving permission from the Surgeon General to do so, any medical student, hospital interne, dentist, dental student, veterinarian, or veterinary student may enlist in the enlisted reserve corps of
the Medical Department, and thereafter upon presentation by the registrant to his Local Board of a certificate of a Commissioned Officer of the Medical Department of the Army that he has been so enlisted, such certificate shall be filed with the Questionnaire and the registrant shall be placed in Class V on the ground that he is in the military service of the United States. There is no other ground upon which such persons (as such) may be placed in a deferred classification.

(c) Any registrant at any time, regardless of classification and order number, may be commissioned in the Army, Navy, or Marine Corps, or appointed an army field clerk, and thereafter, on presentation by the registrant to his Local Board of a certificate of his Commanding Officer stating that he has been so commissioned or appointed, such certificate shall be filed with the Questionnaire and the registrant shall be placed in Class V on the ground that he is in the military or naval service of the United States.

D. REGISTRANTS EMPLOYED UNDER GENERAL SUPERVISION OF NAVY OR EMERGENCY FLEET CORPORATION IN THE BUILDING OR FITTING OF SHIPS.

Section 152. The Emergency Fleet Classification List.

Employment under the general supervision of the Navy or the Emergency Fleet Corporation in the building or fitting of ships shall not be regarded as ground for deferred classification, and all registrants so employed shall be classified by Local or District Boards without regard to such employment. Every Local Board shall, however, maintain a special copy of the Classification List, preceding the caption of which, in the box there provided, shall be written in bold characters the words "Emergency Fleet."

Section 153. Entering certain registrants on Emergency Fleet Classification List.

Immediately upon receipt from the Commandant of any Navy Yard or Naval Station, the Naval Officer charged with the inspection of vessels and their equipment being constructed for the Navy, the Principal Representative of the Emergency Fleet Corporation in any Shipyard, the Superintendent of any Emergency Fleet Corporation District, or the General Manager of the Emergency Fleet Corporation, of a request (Form 1024) that any registrant whose name and serial number and the designation of whose Local Board are stated in the request, shall be placed upon the Emergency Fleet Classification List, and certifying that such registrant is employed under supervision of the Navy or the Emergency Fleet Corporation
in the building or fitting of ships, the Local Board shall forthwith enter the name of such registrant on the Emergency Fleet Classification List, and shall enter in Column 29 of the Original Classification List, opposite the name of such registrant, the letters “E. F.” in red ink. The classification of such registrant and all process herein prescribed in respect of him shall not be changed, except that, so long as he remains on the Emergency Fleet Classification List, he shall be regarded as not available for military service and, in all respects, as though he stood classified in Class V.

Section 154. Removing registrants from Emergency Fleet Classification List.

(a) Immediately upon discharge or removal of any registrant, who has been entered on the Emergency Fleet Classification List, from employment in the building and fitting of ships under the supervision of the Emergency Fleet Corporation or of the Navy, the officer who has requested his entry on that list, as prescribed in section 153 hereof, is required to report (Form 1025) to his Local Board the fact of his removal or discharge.

(b) Within five days after the 1st of every month, any officer specified in section 153 who has requested that a registrant be placed upon the Emergency Fleet Classification List of any Local Board, and who has not rendered the report prescribed in paragraph (a) of this section in respect of such registrant, is required to report to such board (Form 1025) that such registrant is still employed under the circumstances upon which he was placed on such list and to request the continuance of such registrant upon such list.

(c) On the 10th of each month Local Boards shall carefully check up the reports received since the 1st of the month in respect of registrants entered on the Emergency Fleet Classification List.

(d) Whenever the report prescribed in paragraph (a) hereof is received, or whenever, upon the check prescribed in paragraph (c) hereof, it appears that the report prescribed in paragraph (b) hereof has not been received in respect of any registrant on the Emergency Fleet Classification List, the name of such registrant shall be stricken forthwith from such list by drawing a red-ink line through it. The letters “E. F.” shall be likewise removed from their place on original Classification List opposite the name of such registrant, and the registrant shall thereafter stand classified as though his name had never been entered upon the Emergency Fleet Classification List. He shall not be eligible for reentry on the latter list for a period of one month from the date of his removal therefrom. If his class and order number have been reached or passed by calls into military service he shall be immediately inducted into military service in the normal manner, and, after the order for him to
report to his Local Board for military duty has been issued, no request again to place him on the Emergency Fleet Classification List can be considered.

Forms 1024 and 1025 will be found in Sections 297 and 298, but no printed forms will be furnished.

Section 155. Officers of the Navy or the Emergency Fleet Corporation to number reports and requests serially and to keep a file of the same.

The reports and requests concerning registrants engaged in the building or fitting of ships are to be made on postal card forms. Each officer authorized by Section 153 to make such reports and requests shall keep copies thereof, which shall be serially numbered and the number of each such report or request shall be entered on the original and the copy thereof under the caption “Emergency Fleet Report (or Request) No. — ” in the upper left-hand corner of the card.

E. PERMITS FOR PASSPORTS.

For passports.

Section 156. Permits for passports and to go to Canada.

The State Department issues passports to persons subject to draft only when the application is accompanied by a permit of the Provost Marshal General to leave the country.

No passport is required by the State Department to go to Canada, but persons subject to draft who desire to cross the line are often subjected to delay while their cases are being investigated.

When any registered person desires a passport or to go to Canada, he may apply to his Local Board for a permit. The Local Board shall consider the application, and if the person is not likely to be called within the period of the proposed absence, or if the board is otherwise assured that favorable action will not result in evasion of or interference with the execution of the law, the Local Board shall take from the applicant a statement of his address while absent, and an engagement to keep himself informed of any call that may be made upon him and to return immediately upon call. Thereupon the Local Board may issue the permit.

The forms for this application (Form 1026) and permit (Form 1027) will be found in Sections 299 and 300, but no printed forms will be furnished.

If the applicant is so far distant from his own Local Board that it would work hardship for him to apply thereto for a permit, he may apply to the nearest Local Board to investigate his case and at the registrant's expense to telegraph or write to the registrant's Local Board for authority to issue the permit with a recommendation as to the advisability of issuing it. Upon receipt of such authority the Local Board to which the registrant applies may issue the permit.
PART VII.

MOBILIZATION.

Section 157. The order and notification of induction into military service.

The Provost Marshal General is charged with the mobilization of selected men and with all matters relating to their assembly, entrainment, and transportation up to the time they arrive at a mobilization camp and including supervision of the preparation of schedules for entrainment and transportation. The Provost Marshal General shall notify each State Adjutant General to furnish, at a specified time or times and place or places, the net quota of the State or any proportion or part thereof; whereupon the Adjutant General of the State shall notify each Local Board of the exact number of selected men to be furnished by such Board, and of the date, place, and hour of entrainment. Upon receipt of this notification from the Adjutant General of the State, the Local Board shall enter in column 24 on the Classification List, after the name of each registrant to be called for entrainment, the day and hour on which the registrant is to report to the Local Board, which day and hour must be not more than 24 nor less than 6 hours in advance of the time set for entrainment.

Immediately upon making such entries in column 24 of the Classification List opposite the name of each such registrant the Local Board shall mail to the last-known address of each such registrant an order (Form 1028, including Form 1028A) to report to the Local Board for military duty at the hour, day, and place specified in said order, which hour and day shall be the same as that stamped or written in column 24 of the Classification List after the name of such registrant. From and after the day and hour thus specified each such registrant shall be in the military service of the United States, and either the entry of such date after the name of any such registrant on the Classification List or the mailing to any such registrant of the order into military service as provided in this paragraph shall constitute the giving of notice to such registrant that from and after such day and hour he will be in the military service of the United States, and of his duty to report to the Local Board at the hour and on the day specified.

Orders to report to a Local Board for military duty (Form 1028) should be issued in ample time for selected men to compose their affairs before leaving home.
Section 158. Selecting qualified men for entrainment.

The men to be ordered into military service by a Local Board in filling any part of its quota shall be selected in the order of their liability within their class as shown on the Classification List, including noncombatants, except that—

(a) Any registrant whose order number is so early that, although he is not within the particular part of the quota which is to be sent, he is within the total quota, may make application to the Local Board to be ordered into military service and entrained with that part of the quota of the Local Board to be sent next after such application. If the granting of the application would increase the number ordered by the Adjutant General to be entrained by more than two men, the application will be denied.

(b) To relieve cases of special hardship, or cases of persons temporarily disabled by reason of sickness or injury, the Local Board may delay the call of any registrant whose order number is within the part of the quota to be sent, and may call in place of him another registrant whose order number, while not within such part, is within the total quota. Great care must be taken to see that no hardship is imposed on the person sent in place of the registrant whose call is thus delayed. The authority granted herein must be exercised sparingly and only in cases of special hardship or temporary disability shown to the satisfaction of the Board.

(c) No man physically disqualified for general military service but physically qualified for special and limited service shall be inducted into military service except upon a special and specific call by the Adjutant General of the State for men physically disqualified for general military service and physically qualified for special and limited military service only.

(d) No man whose classification is still pending before a Local or District Board shall be ordered into military service, but the fact that the classification of men with earlier order numbers is still pending before a Local or District Board shall not defer the order into military service of any registrant who has been finally classified and whose place on the Classification List (excluding the names and numbers of men whose classification is pending before a Local or District Board) makes him next for call.

Nothing in this section shall be construed as authorizing a Local Board to send to military service any registrant whose order number is so late that he is not within the current quota of the Board, or to delay beyond the date when the last of the quota is ordered into military service the order
into military service of any registrant whose number is within the quota, or to send less than the total number called for by the Adjutant General of the State, or more than two men in excess thereof.

Section 159. Preparing mobilization papers to go to camp.

After the mailing of the orders into military service prescribed in section 157 and in ample time before entrainment the Local Board shall prepare the following papers:

(a) Four copies of a list on Form 1029 of men ordered to report for military duty as prescribed in section 157 hereof. The Local Board shall place on this list after the name of any man found to be a noncombatant in accordance with section 79 the symbol zero (0).

(b) Two certified copies of the original registration card of each person whose name is included on Form 1029.

(c) Two copies of the report of physical examination in respect of each person whose name is included on Form 1029. These are two of the copies of Form 1010 already prepared. The Local Board shall retain the third copy in its files.

These papers must be prepared with the greatest care and particularity, especial attention being paid to the correct spelling and accurate entry of names.

Section 160. What to do with mobilization papers.

The Local Board shall divide these papers into two sets, the first set to contain two copies of Form 1029 and one copy each of the registration card and of the physical examination report in respect of each person whose name is entered on Form 1029. The papers in this set are to be delivered to the man in charge of the party, to be handed by him to the military authorities immediately upon the arrival of the party at the mobilization camp.

The second set is to contain one copy of Form 1029 and one copy each of the registration card and report of physical examination in respect of each person whose name is entered on Form 1029. The papers in this set are to be mailed to the Adjutant at the mobilization camp by registered mail by the Local Board immediately upon the entrainment of the party. The fourth copy of Form 1029 is to be retained with the records of the Local Board.

Section 161. Providing meals and lodging.

If it should be necessary to provide meals and lodging for any selected man or men who have been ordered to report to a Local Board for entrainment, the Local Board shall, in ample time before such persons are ordered to report, make the necessary arrangements with hotels, restaurants, or lodging houses for the accommodation of such selected man or men, inspect the sleeping places to see that the arrangements are decent and sanitary, and
Mobilization. inspect the food ordinarily furnished to see that it is wholesome and properly and cleanly prepared and served. A selected man can be provided with meals and lodging only during the interval between the time specified for his reporting to the Local Board for military duty and the time of his arrival at the mobilization camp.

Meals and lodging thus furnished will be paid for by the Local Board in meal tickets. Not more than four such tickets shall be used for the food and lodging for one man for one day.

Section 162. First roll call and orders.

List; see sec. 159. At the time and place specified for the selected men to report for military duty, the Local Board will check on its copy of Form 1029 the men who report for duty and shall instruct these men, by order of the Provost Marshal General—

Roll call.

1. That they must report in person at a specified hour to the Local Board for roll call.

Entrainment.

2. That they are to report in person to the Local Board at a specified hour on the day of entrainment.

Punctuality.

3. That they are now in the military service of the United States and that unpunctuality and failure to report are grave military offenses in time of war.

Section 163. Roll call and orders.

At roll calls all selected men will be required to form themselves in a single rank and remain in that formation until dismissed. The Local Board shall designate one member of the party, selected by reason of his experience, age, character, and personality to be in charge of the party from the hour of roll call until they are delivered to the mobilization camp, and, with the same considerations in mind, shall select and designate one assistant or squad leader for each eight men of the party. The leader shall then and there be called upon to step out of ranks and shall be pointed out to the men. The leader shall at once call the roll. He shall, in the presence and under the supervision of at least one member of the Local Board, instruct the selected men by order of the Provost Marshal General—

Entrainment.

1. That they shall report for entrainment to the Local Board at a place and time to be then and there specified by the Local Board at least one hour before train time plus an ample allowance of time to get from the place of assembly to the railroad station.

Articles to be taken

2. That they will be allowed to take with them only light hand baggage or bundles containing toilet articles, one extra pair of comfortable shoes, not to exceed four extra suits of underclothing, and six pairs of socks, and also, if they so desire, one woolen blanket, preferably of a dark or neutral shade, tightly rolled, bound together at the ends of the roll, and slung over the left shoulder.

3. That from the time of entrainment they will be under charge of the leader and his assistants, that he and
the assistant leaders are authorized to give them orders; and that insubordination or disobedience of the orders or directions of the leader or his assistants is a grave military offense that will subject them to military punishment and possible trial by court-martial immediately upon arrival at the mobilization camp.

He shall then direct the assistant leaders to stop to the front and face the rank.

He shall divide the contingent into groups of eight by separately directing sections of the rank comprising eight men to stop forward, backward, or to one side.

He shall then assign an assistant leader to each group of eight men and direct each assistant to take a list of the names of the men in his group.

Each assistant shall make, and thereafter keep in his possession, a list of the names of the men in his group, and shall point out and impress upon each man in the group some object in the immediate vicinity near which the assistant leader will be found at the time specified for reassembly, and shall direct each man to come to the object pointed out at the hour specified. As soon as these duties are performed each assistant shall notify the leader that his group is ready to be dismissed.

When all groups are reported ready to be dismissed, and not before, the leader shall report that fact to a member of the Local Board, who shall dismiss the contingent.

Section 164. Assembly on the day of entrainment.

In any locality where crowds are expected at the railroad station, each member of a Local Board who is to accompany a contingent of selected men to the railroad station, and each selected man, should wear a ribbon of muslin, silk, or other light cloth with the designation of the Local Board printed or written thereon, and arrangement should be made for station gatekeepers and police to recognize this badge as designating members of boards and selected men.

Whether this is necessary or not, each selected man shall be provided with such a badge; and a tag bearing his name and a similar designation shall be tied to his hand baggage. Before arrival at mobilization camp each selected man shall be required to fasten his badge on the lapel of his coat.

At the hour specified for final assembly each selected man shall report to his assistant leader at the place which was appointed by the assistant leader at roll call, as prescribed in section 163. The assistant leader shall check the names on his list and report at once to the leader either that all men in his group are present or that certain named men are absent. The leader shall compile a list of names of absentees and report them to the Local Board. The Local Board shall check such names on that copy of Form 1029 which is to remain in its possession.
The contingent will then be conducted to the railroad station in one body if practicable, and whether in one body or not, each group of eight men shall follow and remain with the assistant leader in charge of his group.

At the railroad station the Local Board shall immediately deliver to the man in charge of the party the necessary railroad transportation and the papers which he is to deliver to the military authorities at the mobilization camp.

Section 165. Checking the mobilization papers.

The necessity for absolute accuracy in the lists to go forward with selected men can not be too strongly impressed on Local Boards. The check hereinafter prescribed must insure that no names of men not actually forwarded remain on the list (Form 1029) and that there is a registration card (Form 1) and report of physical examination (Form 1010) in respect of every man whose name remains on the list.

The list must be carefully checked on entrainment by the Local Board, and in any event prior to the arrival of the party at the mobilization camp. This should be done, if possible, immediately prior to entrainment by requiring the assistant leaders to report to the Local Board the names of any absentees and then checking the cards and reports against the list; but should conditions be such that it is not possible to complete this work accurately at that time a representative of the Local Board shall accompany the men on the train until the checking of the list is accomplished.

Upon the final checking of the list a line shall be drawn through the name of any selected man who is absent, and the registration card (Form 1) and the report of physical examination (Form 1010) of any such men shall be removed from the papers in possession of the leader and returned to the office of the Local Board by its representative. Such erasures shall also be made on the lists which are to be mailed to the mobilization camp.

Section 166. Telegraphic report to mobilization camp of departure of men.

Immediately upon the departure of the train the Local Board shall send to the mobilization camp the following telegram, marking it "Official business, War Department, account P. M. G. O."

The Adjutant,
Camp———
Party of———men from Local Board———left here at———m.,
to arrive via———Railroad at———m.,———. (Insert day of week.)

If final checking of the list shall not have been completed at place of entrainment, the telegram shall be sent, adding the word "approximately" before the number of men.
Section 167. Mailing duplicates of papers to mobilization camp.

Immediately upon the completion of the checking and revision of the list the Local Board shall dispatch, by registered mail, addressed to the Adjutant of the mobilization camp, the papers already prepared for that purpose, as directed in section 159 hereof. It is of the greatest importance that the papers be mailed within six hours after the dispatch of the party.

Section 168. Local Board to investigate cases of absentees and report same:

The Local Board shall forthwith make preliminary inquiry concerning the whereabouts of any men who have failed to report to the Local Board for military duty, or who, after reporting, have absented themselves from the point of entrainment and were not forwarded to the mobilization camp. If such persons can not immediately be located, their cases will be treated as provided in section 140 of these regulations.

Section 169. Filling deficiencies in any part of the quota.

Immediately after the time of entrainment the Local Board shall proceed to call and entrain a sufficient number of selected men to fill the deficiency, if any, in its quota.

Immediately upon receipt of notice from the mobilization camp that any selected men of the contingent of a Local Board have been rejected, or, though entrained, have failed to reach such camp, the Local Board shall proceed to call and entrain a sufficient number of selected men to fill vacancies in its quota. Men sent to fill deficiencies shall be given at least 24 hours' notice to appear for entrainment.

When men are sent singly or in small groups to mobilization camps the records in respect of them must be prepared and forwarded with all the particularity heretofore prescribed, but such changes as may be deemed necessary in the prescribed formalities of roll calls, assemblies, and entrainment may be made by the Local Board.

Section 170. Transportation requests.

Local Boards shall deliver transportation requests to the local ticket agent and procure one party ticket for the number of men who are to be entrained. Great care must be taken that the number of men entered on the party ticket is the same as the number to be entrained, and in all cases the leader of the party and the representative of the Local Board who accompanies the party (if any) are instructed to indorse on such ticket the number of men actually transported before turning over the ticket to the conductor.
Section 171. Relieving cases of great and unusual hardship.

If at any time after the date and hour set for induction into military service and before entainment circumstances of great and unusual hardship shall arise, due to the sudden serious illness and apparently approaching death of a wife, child, parent, brother, or sister of a registrant, the Local Board may defer entainment for not to exceed 48 hours. If a greater delay is demanded by the circumstances related above, the Local Board may, at the expense of the registrant, telegraph the circumstances to the Commanding Officer of the mobilization camp with its recommendation and a request for a furlough not to exceed 10 days.

This authority should be used very sparingly.

Section 172. Duties of leader of a party of selected men after entainment.

The leader shall keep in his personal possession the railroad and meal tickets of the party. He shall accompany the conductor through the train, identify the men of his party, and, before delivery of the ticket to the railroad agent or conductor, shall indorse thereon the actual number of men for whom transportation is furnished. He shall make the necessary arrangements at eating places, identify the members of his party, and furnish the purveyor of meals with a meal ticket showing by indorsement on the face thereof the number of meals actually furnished.

He shall make frequent inspections of the cars and will take every precaution to see that no liquor is furnished to the men of his party and that none of his party is left at stops along the road.

Just prior to arrival at mobilization camp he shall inspect the party to see that they are ready to leave the train and that each man has attached to his lapel the badge prescribed in section 164.

On arrival at camp the leader shall keep his men together in one compact group until they are taken in charge by an officer or noncommissioned officer. The leader is responsible for the safe-keeping of the mobilization papers of his party and for their prompt delivery to the officer or noncommissioned officer at the mobilization camp who is authorized to receive them.

The leader is responsible for the safe arrival and good conduct of his party. In case of necessity, he may telegraph to a station ahead for such police assistance as he may need. In case of accident, protracted delay, or other incident requiring instructions he should inform the adjutant of the mobilization camp by telegram and request instructions.
Section 173. Duty of assistants to leader of party of selected men.

Each assistant is, under the supervision of the leader, in charge of the group of selected men assigned to him. He is required to obey the orders and directions of the leader and to render such assistance as he may be directed by the leader to render.

Section 174. Lists of selected men to be completed at mobilization camps.

Upon arrival at the mobilization camp, the date of arrival of each man in the party shall be entered by the adjutant in the proper column on the list of selected men (Form 1029) brought with the party. Such lists shall be retained at the mobilization camp until the physical examinations are complete, when the date of acceptance or rejection of each man named thereon will be entered in the proper column, and the column totals of men reporting and accepted or rejected will be added and entered. By this time the mailed copies of the lists should have arrived. If the copies have not arrived, true copies of the lists, complete in all entries, shall be prepared. After the proper entries are made on the account of quotas (Form 187) as prescribed in section 178 hereof, the lists shall be duly certified in triplicate. One copy will be returned to the Local Board, one copy will be sent to the Adjutant General of the State in which the Local Board is situated, and one copy will be retained.

Section 175. Entries of acceptance or rejection.

Immediately upon receiving Form 1029 from the mobilization camp the Local Board shall enter in column 26 or 27 of the Classification List the date of the acceptance, rejection, or discharge from military service of each man forwarded to the mobilization camp and at the same time shall make the proper entries on the Cover Sheet of the Questionnaire of each of said men.

Section 176. Credits to Local Boards on quotas.

Local Boards shall receive credit only for persons actually delivered to a mobilization camp or other station and there accepted for military service. Local Boards shall not receive credit for persons reported to The Adjutant General of the Army as delinquents or deserters from military service, unless such persons are accepted for military service and restored to duty. No Local Board shall receive any credit for any person inducted into military service in violation of these regulations. If any such credit is accorded and the registrant for whom credit has been accorded is afterwards discharged by the military authorities as having been erroneously inducted into military service, the credit account of the Local Board shall forthwith be debited by such discharge, and the Local Board shall be notified (Form 1029).
Section 177. Disposition of men rejected or discharged from military service at mobilization camp.

When any selected man is rejected or discharged at a mobilization camp, the commanding officer thereof will promptly notify his Local Board of the fact, cause, and date of rejection or discharge, using Form 1029.

If the rejection or discharge is on account of the fact that the registrant is an alien, or an alien enemy, or that he is physically disqualified for general military service, the Local Board shall place the registrant forthwith in Class V. If the discharge or rejection is on account of dependency or any other cause for deferred classification prescribed by these regulations, the Local Board shall proceed to reclassify the registrant in accordance with his status as determined by the action of the military authorities in discharging him.

Section 178. Account of quotas to be kept at mobilization camp.

At each mobilization camp there shall be kept, in respect of each Local Board which furnishes selected men to that mobilization camp, an account of quotas (Form 187), showing the balance of the net quota due at the end of each third of each month. Separate sheets shall be kept for each State from which men are sent or may hereafter be sent to such mobilization camp. Only men actually reporting and finally accepted as physically qualified for military service shall be entered on the account as credited to the quota of any Local Board. The entries in the credit columns shall be made under the date on which the list (Form 1029) was certified back to the Local Board and from the totals reported on such list to the Local Board and to the Adjutant General of the State as accepted.

Section 179. Method by which a Local Board shall obtain credit for selected men ordered to a place other than mobilization camp.

The credit account of each Local Board is kept at the mobilization camps. Whenever, under competent orders, a Local Board sends a registrant to a place other than a mobilization camp, it shall send to the commanding or other officer to whom such selected man is sent for duty copies of such orders in triplicate, requesting that, when the registrant reports in compliance with such orders, and is accepted for military duty, the fact of acceptance shall be indorsed by such officer on the face of all three copies of the orders, and that the orders be returned to the Local Board.

Upon receipt of such orders, so indorsed, the Local Board shall make out, in triplicate (Form 1029), in respect of the registrant, shall attach the indorsed copies of the order thereto, and forward Form 1029 and the orders to
the mobilization camp. Upon receipt of Form 1029, the commanding officer shall credit the Local Board with the men so shown to have been accepted for military service and shall thereafter treat the case for all purposes of recording and accounting of credits in all respects as though a man had been received instead of a voucher for a man.

Section 180. Account of quotas to be kept at State headquarters.

At each State headquarters there shall be kept an account of quotas (Form 187) with each Local Board within the State, showing the balance of the net quota due at the end of each third of each month. Only men actually reporting and finally accepted into military service as shown on the lists (Form 187A) received from the mobilization camps shall be credited, and the entries in the credit columns shall be made as of the date of the certificate of the Commanding Officer of the mobilization camp on the lists, and not as of the date of receipt of the lists.

Section 181. Reports of account of quotas to be made every 10 days by mobilization camp.

At the end of each third of each month mobilization camps shall report, on Form 187A, to the Provost Marshal General direct, the state of the accounts of quotas with each Local Board from which men are received, as shown on the account of quotas (Form 187). A separate report will be made for the Local Boards of each separate State which furnishes, or which may hereafter furnish, men to that camp. A copy of each report for the Local Boards of each separate State shall also be sent to the Adjutant General of the State. A report (Form 187B) showing the account of the quota of each Local Board shall at the same time be made to each such Local Board.
PART VIII.

PHYSICAL EXAMINATION.

Section 182. Preliminary statement.
The examining physician will first take the statement of the person to be examined (p. 1, Form 1010 P. M. G. O.). He will then proceed with the physical examination.

Section 183. Place, order, and method of examination.
The physical examination should take place in a large, well-lighted room. The person examined is to be stripped. The examining physician should remember that a certain proportion of men will endeavor to obtain exemption by dissimulation, varying from exaggeration of an existing condition not disqualifying to downright malingering, and he should be on his guard to protect the Government and himself against such attempts at deception. The physical examination should be made in substantially the following order:

(a) **General condition; weight, height, and measurements.**—Observe the general condition of the skin, scalp, and cranium, ears, eyes, nose, mouth, face, neck, and chest. Take weight, height, and chest measurements; all chest measurements to be taken on a level just above the nipple, with the tape horizontal. Accepted measurements are as follows:

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There should be no departure from the prescribed standards of height. Men of 64 inches in height and over may be accepted when below the minimum weights specified above, provided the underweight is due to temporary causes and can, in the opinion of the medical examiner, be reasonably explained. To be acceptable, men below 64 inches in height must be of good physique, well developed, and muscular. Unless exceptionally well proportioned, men above 78 inches in height should be rejected.

Variations in weight above the standard are not disqualifying, unless sufficient to constitute such well-marked obesity as to interfere permanently with normal physical activity.

(b) Rupture.—The arms being extended above the head, backs of hands together, the applicant is required to cough vigorously; any form of rupture may now be discovered by the hand and eye, but still better by the index finger passed up to the external ring.

(c) Genitals.—The arms remaining extended above the head, the applicant is required to take a long step forward with the right foot and bend the right knee; the genital organs are now conveniently exposed and varicocele and other defects in the scrotum may be recognized.

(d) Anus.—The man is required to separate the buttocks with his hands, at the same time bending forward; this exposes the anus to examination.

(e) Chest, heart, and lungs.—The chest should be carefully examined by inspection, palpation, percussion, and auscultation.

The examination of the heart and blood vessels should in all cases include:

1. Location and determination of character of apex impulse.
2. Auscultation of the heart sounds over apex, lower sternum, and second and third interspaces to right and left of sternum, noting accentuation of sounds and murmurs.
3. Inspection of root of neck and upper thorax and percussion of first interspace on each side of manubrium for evidence of aneurism.
4. Count of radial pulse, observation of its rhythm, and palpation of radial arteries for unusual thickening or high tension.
5. Immediately after the exercise prescribed in paragraph (g) auscultation should be repeated with particular reference to the detection of murmurs previously inaudible. Note should be made of the degree of breathlessness and increase in rate produced by exercise.
6. Symptoms of circulatory failure such as cyanosis, breathlessness, and edema should be looked for and noted if present.
The examination of the lungs should in all instances include the following procedures:

Each registrant should be required to exhale his breath, cough, and immediately breathe in. The chest should be auscultated during this process. All men who show moist sounds during cough or during respiration should be classed as doubtful cases. All cases should be also classed as doubtful in which there is well-marked dullness on percussion, increased transmission of voice, harsh respiration, and prolonged expiration, even though there be no râles present. Men under weight or with sunken or deformed chests should be considered with special care, and if the conditions are marked should be classed as doubtful, even though definite signs of tuberculosis are not detected.

(f) Upper extremities.—Make sure that all joints are free and supple from the phalanges to the shoulder. Note tremor of hands, if present.

(g) Lower extremities.—The person under examination is required to leap directly up, striking the buttocks with the heels; to hop the length of the room on the ball of first one foot and then the other; to make a standing jump as far as possible, and repeat it several times; to run the length of the room several times; heart is now reexamined.

(h) Mental.—The mental examination should be such as to develop whether or not the man examined is possessed of sound understanding. Obtain history of mental disorders, epilepsy, or serious chronic disease of the nervous system, if present.

(i) Vision.—To determine the acuity of vision, place the person under examination with back to window at a distance of 20 feet from the test types. **Examine each eye separately, without glasses,** covering the other eye with a card (not with the hand). The applicant is directed to read the test types from the top of the chart down as far as he can see, and his acuity of vision recorded for each eye, with the distance of 20 feet as the numerator of a fraction and the size of the type of the lowest line he can read correctly as the denominator. If he reads the 20-feet type correctly, his vision is normal and recorded 20/20; if he does not read below the 30-feet type, the vision is imperfect and recorded 20/30; if he reads the 15-feet type, the vision is unusually acute and recorded 20/15, etc.

Men may be accepted whose vision is 20/100 or better in each eye, correctable by appropriate lenses to 20/40 or better in at least one eye, provided no organic disease exists in either eye.

Examine condition of pupils, their size, shape, and motor reaction to light and to accommodation. Abnormalities should be considered with reference to disease of the nervous system as well as of the eye.
Hearing.—To determine the acuity of hearing, the applicant facing away from the assistant, who is spoken by the assistant. If he can not hear the assistant at 20 feet the assistant should approach foot by foot, using the same voice, until the words are repeated distinctly. Examine each ear separately, closing the other ear by pressing the tragus firmly against the ear. The examiner, whose hearing should be normal, faces in the same direction as the candidate and closes one of his own ears in the same way as a control. The assistant should use a low conversational voice (not a whisper), just plainly audible to the examiner, and should use numerals, names of places, or other words or sentences until the condition of the applicant's hearing is evident. The acuity of hearing is expressed in a fraction the numerator of which is the distance in feet at which the words are heard by the candidate and the denominator the distance in feet at which the words are heard by the normal ear; thus 20/20 records normal hearing, 10/20 imperfect hearing, etc. If any doubt should exist as to the correctness of the answers given, the candidate should be blindfolded and a watch should be used, care being taken that the individual does not know the distance from the ear at which it is being held; the watch used should be one whose ticking strength has been tested by trial on a normal ear. The hearing with both ears open should not be below 10/20.

Section 184. Causes for rejection.

The following defects are causes for rejection:

(a) Mental and nervous.—Lack of normal understanding; insanity; epilepsy; tabes; chorea; organic nervous diseases.

(b) Skin.—Chronic, contagious, and parasitic diseases, when severe and extensive; chronic ulcers, deep or extensive.

(c) Head.—Abrupt depression in skull, the consequence of old fracture.

(d) Spine.—Caries and abscess. Curvature (postural kyphosis and scoliosis) is cause for rejection only when it is sufficient to interfere with function, or to constitute marked deformity when in uniform.

(e) Ears.—Any chronic discharge from the middle ear. Perforation of the tympanic membrane in a dry ear is not disqualifying, provided hearing is 10/20 or better.

(f) Eyes.—Acuity of vision below the requirements of Section 183, (i); serious chronic conjunctival affections, including trachoma; entropion; permanent and well-marked strabismus; serious diseases of the lachrymal apparatus; exophthalmos; nystagmus.

(g) Mouth, nose, and fauces.—Deformities interfering with mastication or speech; chronic ulcerations.
Physical examination. — Fissures or perforations of the hard palate; loss of voice or manifest alteration of it; chronic obstruction of both nostrils, or foul discharges. Nasal polypi are not a bar to acceptance for military service. Hypertrophied tonsils are not disqualifying; but if the hypertrophy is sufficiently marked to interfere with respiration or phonation, the registrant shall be advised to have the large tonsils removed immediately, pending receipt of orders to report for duty.

(h) Neck.—Exophthalmic goiter; pronounced simple goiter, when sufficient to interfere with the wearing of the military collar; ulcerations or great enlargement of the cervical glands.

(i) Lungs.—Disease of lungs. A history of pulmonary tuberculosis should be taken into consideration in connection with the physical examination of the lungs, but undue weight should not be given to statements not supported by physical signs.

(j) Heart.—In examining the heart care must be taken not to ascribe to disease the hurried, sharply accentuated action sometimes due to nervousness, fright, or embarrassment, or the irregular action caused by the excessive use of tobacco. Ordinarily no murmur should be declared organic unless secondary physical signs, such as cardiac enlargement, edema, cyanosis, etc., can be demonstrated.

Causes for disqualification are: Marked enlargement of the heart; definite organic valvular disease as indicated by secondary signs or symptoms in addition to murmurs; aneurism in every situation; complete irregularity, but not dropped or premature beats; marked high blood pressure, over 200 mm. systolic or 120 mm. diastolic. Definite symptoms of circulatory failure, such as breathlessness, marked cyanosis, or edema.

(k) Abdomen.—Chronic inflammations of the gastrointestinal tract, including chronic diarrhea and dysentery and other serious diseases of the abdominal organs. Great care should be exercised before exempting for these conditions. A history of appendicitis without present symptoms is not a cause of rejection. Hernia in any location disqualifies.

(l) Anus.—Hemorrhoids of a pronounced type, prolapse, fistula, fissures if of a disabling character.

(m) Genito-urinary organs.—Tight urethral stricture; undesceded testicle if located in the inguinal canal; marked hydrocele. Chronic disease of the bladder and kidneys, if confirmed by laboratory tests. Varicocele does not constitute a cause for rejection unless it is so large as to interfere with locomotion.

Syphilis is a cause for rejection only when permanently incapacitating. Syphilis in the primary and secondary stages, that is, during the infectious period, chancreoid, and gonorrhea, acute and chronic, are not disqualifying, but individuals so affected should be advised immediately
to secure appropriate medical treatment pending receipt of orders to report for duty.

The fact that registrants have been found to be afflicted with the above-mentioned venereal diseases should be noted on the papers that are sent with them when they report for duty.

(a) Affections common to both extremities.—Chronic rheumatism and disabling diseases of the joints; irreducible dislocation or false joints; old dislocations if attended with marked impairment of motion or distortion of the joint; chronic synovitis; caries; necrosis; atrophy or paralysis; badly united fractures; extensive or adherent scars and permanent contraction of muscles, when sufficient to cause marked disability.

(o) Hands.—Webbed fingers of right hand if disabling; permanent flexion, extension, or loss of motion of one or more fingers; loss or serious mutilation of either thumb; total loss of index finger of the right hand; total loss of any two fingers of the same hand, or loss of the second and third phalanges of all the fingers of either hand.

(p) Lower extremities.—Pronounced varicose veins, especially when attended with edema or marks of ulceration; pronounced knock-knees; clubfeet; well-marked flat feet, especially if attended with subjective symptoms; large and painful bunions; overriding or marked displacement or deformity of any of the toes. Hammer-toe is cause for rejection if it is well marked and interferes with the wearing of ordinary shoes.

The shin bone, if rough, nodulated, and tender, suggests syphilis.

A broad, flat sole is common in laboring classes, particularly among negroes, and is in no way disabling. In the flat foot which renders a man unfit for service the arch is so far gone that the entire border rests upon the ground, with the inner ankle lowered and very prominent and the foot apparently pushed outward.

Section 185. Dental requirements.

The person must have at least eight serviceable natural masticating teeth, either bicuspid or molars, four above and four below opposing, and six serviceable natural incisors or canines, three above and three below opposing. These teeth must be so opposed as to serve the purposes of incision and mastication. There must be one molar above and one below on one side which occlude; the remaining six opposing masticating teeth may be either bicuspid or molars.

Teeth restored by crown or fixed bridge work, when such work is well placed and thoroughly serviceable, are to be considered as serviceable natural teeth within the meaning of the above paragraph.

A well-fitting artificial denture, plate, or removable bridge is allowed to take the place of missing teeth pro-
Physical examination.

Providing the serviceable natural teeth on one side of the mouth are sufficient to meet one-half the masticating (bicuspmd or molar) requirements fixed above as the minimum.

If dental work will restore the teeth so as to meet the requirements outlined in the preceding paragraphs, the man should be accepted and sent to his cantonment, where the dental work needed to bring him within the requirements will be carried out.

Section 188. Degree of deficiency for disqualification.

Any of the physical deficiencies mentioned above must be present in such degree as clearly and unmistakably to disqualify the man for military service before he can be found to be physically deficient and not physically qualified for military service.

Examining physicians of local boards should consider the regulations as a guide to their discretion rather than a set of arbitrary rules destroying their discretion. The object is to procure men who are physically fit for the rigors of field service, and the determination of this question is left to the guided and learned discretion of medical men and not wholly to a chart of arbitrary rules.

Where serious doubt exists as to the fitness of the registrant, the case should be referred to the Medical Advisory Board for consultation.

Section 187. Temporary defects.

Temporary effects of acute disease or of an injury are not to be regarded as justifying a finding that the person so affected is physically deficient and not physically qualified for military service, but such conditions justify a reasonable delay in completing the physical examination in order that an opportunity for recovery may be afforded.

Section 188. Special report in case of men physically disqualified for general military service, but able to do special or limited military service.

In each case in which the registrant is found to be physically disqualified for general military service, the examining physician will ascertain the nature of the trades, professions, or other civil occupations of the registrant, and will report to the Local Board, in the proper place on form for physical examination, whether in his judgment the registrant is physically capable of rendering special or limited military service in any such trade, profession, or occupation, or in a similar capacity. This information is desired in order that, if the exigencies of the war so require, the War Department may call upon such men for service other than active military service in the field. In deciding upon the registrant's qualifications for
such service, the examining physician shall consider that the service here contemplated is not active military duty on the firing line, or any other class of duty necessitating greater physical development or endurance or more perfect vision or hearing than is necessary in the same class of work in civil life. (See sections 122–124, Part V.)
PART IX.

DISBURSEMENT REGULATIONS.

A. DISBURSING OFFICER.

Section 189. Bond and oath of disbursing officers.
No person shall enter upon the duties of disbursing officer until he shall have qualified as such by furnishing an official bond approved by, and with penalty in a sum fixed by, the Secretary of War, and shall have taken the oath of office.

B. COMPENSATION.

Section 190. Double compensation.
No person shall receive compensation from Federal funds for two positions held under the Selective Service Law, nor shall any person receive compensation from the appropriation for "Registration and Draft" when receiving salary from any other Federal appropriation.

Section 191. Assistant to the Adjutant General.
The officer in the National Army or Reserve Corps appointed as assistant to the Adjutant General, shall receive the pay and allowance of his grade in the Army, and shall be paid by the Department Quartermaster of the Department in which the State is located.

Section 192. Inspectors.
Inspectors appointed by the Governor as provided in section 31 (c) may be paid $5 per day for each day actually engaged in such duties.

Section 193. Gratuitous services.
The duty of members of District and Local Boards and other persons appointed to perform duties in the execution of the Selective Service Law is patriotic service of so high and important a character that a great majority of those acting in this capacity have felt that they should render it gratuitously. The Government desires to accept such gratuitous service wherever it can be rendered without great hardship to the individual. There are citizens whose services the country needs in this capacity but who can not without disproportionate loss and hardship longer absent themselves from their private business without compensation. The services of these men can not be spared by the Government at this time. The rate of compensation for members of Local and District Boards, specified in sections 194 and 195, is prescribed to relieve this condition. Wherever members of
Local or District Boards feel that they can, with justice to their families and to themselves, decline compensation for their services, the Government will gratefully accept their patriotic tender, but members of such boards whose circumstances are such that they can not do so should submit vouchers at the rates hereinafter prescribed.

Section 194. District Boards. Compensation.

Members of District Boards may be paid a compensation of $1.25 per hour for each hour that they are actually present at the office of the board and wholly engaged in the duties prescribed by these regulations for members of District Boards, and also for each hour they are actually traveling and are actually engaged in the duties prescribed by these regulations, in no case to exceed $10 for any single day or $200 for any single month.

Section 195. Local Boards. Compensation.

Members of Local Boards may be paid a compensation of $1 per hour for each hour that they are actually present at the office of the board and wholly engaged in the duties prescribed by these regulations for members of Local Boards, in no case to exceed $7.50 for any single day or $150 for any single month.

Section 196. Examining physicians not members of Local Boards. Rate of pay.

It is the duty of any physician who is a member of a Local Board to make physical examinations, and additional examining physicians should be compensated only where acceptable gratuitous service can not be obtained, and where, in accordance with section 42 the compensation of an examining physician in addition to the physician member of the board is authorized.

Examining physicians not members of Local Boards may receive compensation at the same rates and under the same conditions and limitations as are prescribed for members of Local Boards.

Section 197. Allowance of clerical assistance to be regarded as a maximum.

The allowances of clerical assistance and compensation thereof as prescribed in section 43 should be regarded as maximum limits, and every effort should be made by all concerned in the execution of the Selective Service Law to keep the expenses of the Government in the emergency down to the absolute minimum consistent with efficient service. Uncompensated and volunteer service should be encouraged and accepted. The great task of segregating and classifying registrants may be made very much easier for members of Local and District Boards if clerical assistance is utilized to the fullest extent in preparing and segregating Questionnaires for the consideration of the Board. Much of this preliminary work can be done by
volunteer clerical assistance in the evening and every encouragement should be extended to patriotic citizens, women as well as men, to assist in this work.

Section 198. Authority for civilian clerical assistants.

The form of authorization required to be made by the Governor of the State before a claim for salary of a civilian clerk for a Local or District or Medical Advisory Board, or for State Headquarters, may be paid will be found in section 306 but no printed forms will be furnished. The Governor shall not authorize any allowances or compensation in excess of the allowances and compensation fixed in section 43, nor in excess of that authorized by the law of the State, or that usually paid for similar services in the State. The number of the authorization should be entered in the place provided on every voucher on which a salary is paid.

This authorization will be made in triplicate. One copy will be sent to the Board or office, one copy will be sent to the Disbursing Officer and Agent for the State, and the original will be sent to the Provost Marshal General. The original only is required to be signed.

Section 199. Action by the Provost Marshal General.

When the Provost Marshal General deems the employment of any clerical or other assistant unnecessary, or the salary authorized excessive, he will order the discontinuance of such employment or reduction of salary and will so notify the Governor.

Section 200. Travel.

The Provost Marshal General and, when authorized by the Provost Marshal General, the Governors of the several States may direct any person to travel when such travel is necessary in the execution of the Selective Service Law. District Boards by resolution of the Board may direct members and employees of the Board to travel when such travel is necessary in the execution of the Selective Service Law.

Travel must, when such means of transportation is available or less expensive, be performed by common carrier.

When travel is performed in compliance with orders issued as authorized in this section, cost of transportation and Pullman accommodations over the shortest usually traveled route will be allowed and payment may be made of a per diem of $4 in lieu of subsistence while traveling, and while the person ordered to travel is required by duty to be absent on duty from the city in which such person resides.

When travel includes fractional parts of a day, the allowance for such fractional parts shall be $1 for each six hours or major fractional part thereof.
Section 201. Travel orders.

All orders for travel must state that the travel is necessary in the public service and in the execution of the Selective Service Law.

The proper forms for travel orders will be found in sections 307 and 308, but no printed forms will be furnished.

Section 202. Assistant to Adjutant General to study Regulations.

The officer of the National Army or Reserve Corps on duty at State Headquarters is charged to promptly familiarize himself with pertinent Army Regulations and orders and instructions of the War Department relating to disbursements.

Section 203. Certain officers and agents for whom no compensation is provided.

The service of members of Medical Advisory Boards, prescribed in section 29, of members of Legal Advisory Boards, prescribed in section 30, and of the Government Appeal Agents, prescribed in section 47, shall be uncompensated.

Section 204. Clerical assistance.

Clerical assistance for the division of the Office of the Adjutant General or other administrative department at State Headquarters and of District, Medical Advisory, and Local Boards shall be procured and compensated as prescribed in section 43 of these regulations.

Section 205. Rental of Offices and Furniture.

Public buildings should be utilized for the offices of Local and District Boards wherever practicable. When public buildings are not available for use as offices of Local and District Boards, donated office room should be utilized, but where neither public buildings nor donated offices are available, each such board may lease the necessary room for office purposes and for a period of one month with the privilege of renewal from month to month. The lease should, if practicable, include heat, light, water, janitor service, and necessary office furniture, except filing cases for registration cards and Questionnaires. No lease made by a Local or District Board shall become effective until approved by the Governor. Blank forms for leases will be obtained, when required, from the Governor of the State.

Section 206. Leases.

When it is necessary to rent rooms, buildings, or premises of any kind for the use of the Local or District Boards, a formal lease should be made on War Department Form 101, furnished through each State Headquarters from the Provost Marshal General.
The lease shall be executed in quadruplicate and approved by the Governor of the State. The original copy shall be forwarded to the Auditor for the War Department, Washington, D. C., the duplicate and triplicate being retained by the lessee and lessor and the fourth copy forwarded to the Office of the Provost Marshal General.

**Section 207. Equipment.**

Furniture and typewriters that can not be obtained in the lease of offices as above prescribed should be rented or purchased second hand. All concerned should keep in mind that the active period of classification will be comparatively short, after which there will be necessity for only a very limited amount of office furniture, and that the Government should be spared the expense of accumulating a great quantity of furniture necessary for the accommodation of approximately 5,000 boards when such furniture is needed for so short a time.

**Section 208. General Expenses.**

The Provost Marshal General may authorize such lawful expenditures as he may deem necessary in the execution of the Selective Service Law.

**Section 209. Purchase of supplies.**

Disbursing officers and agents are not authorized to make purchases of supplies except as authorized by the Provost Marshal General, which authorization must be obtained in all cases before purchases are made, except that minor purchases of stationery, postage, etc., may be made without obtaining this authority.

No officer or agent disbursing Federal funds under these regulations or directing the disbursement thereof shall be concerned, directly or indirectly, in the purchase or sale of any articles intended for, used by, or pertaining to the Selective Service System.

**Section 210. Telegraphs.**

Telegrams shall be sent only in cases of urgent necessity, where the delay incident to delivery by mail would be prejudicial to the public interest. Except in cases of great urgency, night telegrams will be sent and plainly marked "Night telegram."

Commercial telegraph forms may be used, in which case they shall be marked "Government paid," and certified to as follows: "I certify that this telegram is on official business and necessary for the public service in the execution of the Selective Service Law," and signed showing the official designation of the officer signing it.
Section 211. Preparation of a claim.

A claim for payment from Federal funds must be a complete statement of the account and must show the following: The name and address of the person, firm, company, or corporation making the claim; the law or authority under which payment is claimed; the date or dates of the transaction; and an itemized statement and the total of the amount claimed.

A claim for services must show the period of services and the rate of pay for such services. A claim for supplies furnished must show the name, quantity, and price of each article. The claim must on its face or by certificate attached thereto and noted on the face of the voucher as a part thereof show that the services were rendered or that the supplies furnished were for the execution of the Selective Service Law.

Each claim must be signed and certified by the person making the claim or by a person having authority to sign for the firm, company, or corporation making the claim. Each claim must be signed and certified by a person authorized to accept the services or to receive the supplies for which claim of payment is made. The title or authority of such person to make the certificate must be shown.

After a duly authorized claim has been paid it becomes a voucher by which the disbursing officer accounts for funds with which he is charged.

C. FORMS TO BE USED.

Important Note.—For forms generally see Part X, Sections 266 et seq.

Section 212. Payment Disbursing Officer.

An officer of the National Army or Reserve Corps will be paid on War Department Form No. 336. These pay accounts will be submitted to the Department Quarters-master of the Department in which the State is located.

Section 213. Vouchers for personal service.

War Department Form No. 335 is used for settling an account due by the United States for personal services rendered by a single individual. These vouchers will be executed in accordance with the following instructions:

After the words "The United States, To" should be entered the name and address of the person performing the personal service. If submitted by a member of a Local or District Board, or examining physician or employee of such board, the designation of the board will be entered in the space on the right of the printed heading. "Object Symbol." A description of the particular service performed should be entered in the blank spaces provided for that purpose. The authority cited should be "The Act of Congress, approved May 18, 1917," and this should be followed by the date that the service was
Disbursement regulations.

When compensation for services rendered by members of Local or District Boards, or by other persons rendering services to such boards, is authorized at an hourly rate, an excerpt of minutes of the Local or District Board showing the dates of service and the number of hours of service each day must be entered on the face of the voucher, or by a certificate attached and noted on the face of voucher as a part thereof. Such note or certificate shall be authenticated by the signature of the chief clerk of the board. (See Section 17.)

The memorandum voucher attached to the original is filled out in exactly the same way, except that no signatures are placed on the memorandum copy. The use of a typewriter with carbon paper between the original and memorandum voucher is recommended, as this will insure the memorandum being an exact duplicate of the original. If typewriter is not used, the voucher, both original and memorandum, must be made out in ink.

Section 214. Pay rolls.

When four or more employees at a Local or District Board or State Headquarters are to be paid at the same time, much time will be saved by using War Department Form 334 (pay roll) in lieu of individual vouchers on Form 335.

Section 215. Traveling expenses.

Payment for traveling expenses will be made on War Department Form No. 350A, on which all blank spaces below the words "The United States, To" will be filled in down to the check notation. Each voucher shall be accompanied by a copy of the order of the Provost Marshal General or Governor, or of the resolution of the District Board directing the travel, which resolution shall contain a statement that the travel directed is necessary in the public service and in the execution of the Selective Service Law; and a statement showing the following data:

Means of transportation.
Time of departure from permanent station.
Time of arrival at temporary station.
Time of departure from temporary station.
Time of arrival at permanent station.

If transportation other than common carrier is used, a certificate should be attached showing the fact that common carrier was not available or was more expensive, the distance traveled, and the fact that the amount claimed is that usually charged for similar services in the same locality.
Section 216. Instructions for preparing voucher for services and purchases other than personal.

Form 330, War Department, shall be used for expenses other than personal service, such as rental of buildings, necessary drayage, etc. It must be filled out by the person performing the service. The name and address of the individual, company, or corporation shall be entered on the lines following the words "The United States, To." In the column headed "Article or service" shall be entered a statement of the work done, as follows:

For hauling (name articles) from ................ to ............... (points between which hauling was done) for the job, $.............

The cost shall be entered in the column headed "Amount." The date of the performance of the work shall be entered in the column provided for that purpose. For the performance of other work, the wording shall be changed to suit the particular work done. The voucher shall be signed on the line following the certificate—

I certify that the above account is correct, and that payment therefore has not been received.

This signature must be exactly the same name that appears at the head of the voucher. If the work was done by a company or corporation, the voucher must be signed with the company or corporation name, followed by the signature of an individual having authority to sign for said company or corporation, thus: "Riggs Transfer Co., per John Jones, member of firm (president, secretary, treasurer)," etc. The voucher then must be certified by a member of the board beneath the certificate which begins as follows:

I certify that the above articles have been received by me in good condition, etc.

In the blank space "No. ......." in this certificate, fill in the figure "4." After the word "lettered" fill in the capital letter "C." The voucher shall then be certified by a member of the board as above stated. On the back of this voucher, under that part called "Form of Agreement," the word "oral" should be written opposite "C" and over the words "(state character)." The voucher thus completed shall be forwarded to the disbursing officer of the State for payment.

The memorandum voucher is filled out in exactly the same manner as the original, except that it requires no signatures. The use of a typewriter with carbon paper between the original and memorandum voucher is recommended, as this will insure the memorandum being an exact duplicate of the original. If a typewriter is not used, the voucher, both original and memorandum, must be made out in ink.
Section 217. Bill to accompany voucher for supplies.

Vouchers for supplies, or for services other than by the day or month, submitted in support of payments for all work authorized, may, if desired, be accompanied by the original bills submitted by the creditor and dated and signed by him or by his authorized representative, and vouchers with such bills attached will be made out in favor of the creditor, giving his address, and stating the account in general terms, with the aggregate amount only extended, and the words "as per bill hereto attached," or words of like import, added.

When desirable, the creditor may place the certificate of the creditor, which is printed on the voucher, upon the original bill, and when so placed the certificate upon the voucher need not be signed, provided that the bill be attached to and made a part of the voucher.

D. INSTRUCTIONS TO DISBURSING OFFICERS.

Section 218. Appropriations.

Congress has made two appropriations for the purpose of carrying out the Selective Service Law. The first one was approved June 15, 1917, and is entitled "Registration and Selection for Military Service, 1917–18, Act June 15, 1917." The second one was approved October 6, 1917, and is entitled "Registration and Selection for Military Service, 1918." These two appropriations and any others which may be made in the future must be treated separately on accounts current by being carried in the separate columns there provided. The proper designation of the appropriation to which it pertains must be shown on each voucher.

Section 219. Requests for funds.

Necessary funds to cover disbursements shall be placed to the credit of a disbursing officer with the Treasurer of the United States upon application therefor to the Provost Marshal General.

A request for funds shall be made in the form of a letter which must be accompanied by an estimate showing the purpose for which the funds are required, such as "Pay of officials," "Pay of employees," "Per diem allowances," "Rental," "Drayage," etc.

Only one request for funds should be submitted each month except to cover unforeseen and urgent claims, in which case a full explanation of the reason for the special request should accompany the same.

Request for funds shall be made sufficiently in advance of the time they will be needed for disbursement to permit timely action by officials of the Treasury Department. The average time required for the Treasury Department to act on a request
for funds and place the same to the credit of a disbursing officer is 10 days. Estimates for funds necessary to meet the disbursements of any particular month should be forwarded before the 10th of the preceding month except from disbursing officers in Pacific Coast States and the Territories, whose requisitions should be forwarded on the 1st of the preceding month.

E. CHECKS.

Section 220. Obtaining check books.

As soon as each disbursing officer and agent has qualified, i.e., as soon as his bond has been approved, the Provost Marshal General will make request on the Treasury of the United States to furnish him with a symbol number and a supply of official checks, and upon receipt of same the disbursing officer shall receipt for them to the issuing office.

Section 221. Only official checks to be used.

All blank checks for use by disbursing officers are issued by the Division of Printing and Stationery, Treasury Department, to which all correspondence relating thereto should be addressed; and only blank checks thus issued will be used in drawing checks on the Treasury of the United States.

Section 222. Care of checks.

The greatest care must be exercised in safeguarding blank checks. Check books should be kept under lock and key when not in use.

Section 223. No checks to be drawn until funds are deposited and numerical symbol ascertained.

The disbursing officer and agent will not draw an official check until after he has received official notification by the Treasury or Provost Marshal General that funds are deposited with the Treasurer of the United States to his credit.

Section 224. Pigment to be used.

In writing checks on the protective surface-tinted blanks furnished by the Treasury Department the ordinary typewriter with plain type, or rubber stamps, may be used instead of pen and ink in filling in the names and amounts. Only typewriter record ribbons, writing black or blue, the ink of which must be heavy and of a permanent nature, or stamp pads inked with a permanent black ink, shall be used for the purpose.

Section 225. Erasures.

Should a disbursing officer and agent make an erasure or alteration on any of his checks, he shall certify across the face of the check as to the correctness of such erasure or alteration.
Section 226. Date.

The date on the check stub or register of checks issued shall be the same as on the check to which it relates.

Section 227. Canceled checks.

Spoiled or canceled checks shall be sent quarterly by each disbursing officer and agent directly to the Auditor for the War Department. A record of the date of cancellation and transmission will be entered on the stub.

Section 228. Lost, stolen, or destroyed checks.

Whenever an original check of a disbursing officer is lost, stolen, or destroyed, the owner, to better protect his interest, should notify the Treasurer of the United States of the fact of such loss, stating the name of the disbursing officer and agent by whom it was drawn, describing the check, giving, if possible, its date, number, and amount, and requesting that payment of the same be stopped. In order to procure the issue of a duplicate check the party in interest must furnish the disbursing officer and agent who issued the original check with an affidavit explaining the loss, and an indemnity bond, both of which should be prepared on the form furnished for the purpose by the Treasury Department. The form contains full instructions as to the proper method of preparation. Upon the filing of these papers a duplicate check may be issued after the expiration of 30 days and within three years from the date of issue of the original, and such duplicate check, with the affidavit and bond, will be forwarded directly to the Secretary of the Treasury for approval. In case the disbursing officer who issued the original check is no longer in the service, the notice and proof of loss and the indemnity bond will be sent to the Secretary of the Treasury, and it becomes the duty of the proper accounting officer, under section 3647, Revised Statutes, to state an account in favor of the owner of the lost check and to charge the amount thereof to the account of the disbursing officer. No disbursing officer or agent is authorized to issue a duplicate check except as prescribed in this paragraph.

Section 229. Object of expenditure to be stated on check.

In making payments for purchases and services only official checks will be used, drawn payable to the order of the person to whom the money is due, except when drawn for a cash payment; and on each voucher will be noted the number of the check, the date of its issue, the party in whose favor the check is drawn, and the amount. On the face of the check will be stated the object of the expenditure and also the number or other necessary description of the voucher it covers. This statement of purpose must be made in brief form, but must clearly indicate the object of the expenditure, as, for instance: "Pay of Local Board" (inserting designation of board as prescribed in section 18), "Purchase of supplies," "Rent," etc.
F. PAYMENT OF ACCOUNTS.

Section 230. Payment, when authorized.

A disbursing officer and agent will not pay an account until it is due. In case of contracts for the performance of services or delivery of articles, payments shall not exceed the value of services rendered or articles actually delivered. An officer and agent, before making any payments whatever from funds placed to his credit, must carefully observe all regulations governing expenditures and money accountability. The regulations are binding and will be strictly followed in passing upon the officer's money accounts.

All disbursements or expenditures must be evidenced by proper vouchers. A claim can be paid only when such payment is authorized by law or by regulations made as authorized by law.

The expenses for meals, lodging, and transportation of registrants after having been inducted into the military service, are not payable from the "Appropriations Registration and Selection for Military Service," and will not therefore be paid by the disbursing officers and agents of the various States.

Section 231. Checking vouchers.

Disbursements shall be made by the disbursing officer and agent upon properly executed vouchers received from Local or District Boards within his State. These vouchers when received should be carefully checked to ascertain if they have been executed in compliance with the law and regulations and contain sufficient data to insure the amount being credited to the account of the disbursing officer and agent when the voucher is audited in the Treasury Department.

Section 232. Vouchers to be numbered consecutively.

Vouchers written in pencil shall not be accepted. Vouchers which show erasures shall not be accepted, unless accompanied by an authenticated statement explaining the erasures.

When more than one article of the same kind and quality is listed on a voucher the unit price must be shown.

A signature on a voucher by mark must be witnessed by a disinterested person, with his address.

Vouchers should be numbered consecutively, and so recorded on the abstract of payments. Such numbers should not be repeated during any fiscal year.

Section 233. Fact of payment by check to be entered on voucher.

If payment is made by check to the order of any company (incorporated or unincorporated) or firm, or individual by name, the fact that the check has been so
drawn should be stated on the voucher, giving the number, date, and amount, and the certificate on the voucher may be signed by an officer, attorney, or agent of the company, or by an officer or agent of the firm or individual, stating the capacity in which he signs, without filing with the voucher evidence of his authority to sign. The disbursing officer in all such cases will deliver the check to such person only as he is satisfied is authorized by the principal to certify to the voucher and receive the check.

Section 234. Identification before payment.

When an account is presented by an individual who is not known to the disbursing officer and agent, the latter will require him to be identified.

The form of the signature to the certificate, and to the receipt when required, and the name of the person or business firm as entered at the head of an account must be literally alike.

Section 235. Rules for computation of time.

When applicable, the following rules for the computation of time in payment for services will be observed:

For any full calendar month's service, at a stipulated monthly rate of compensation, payment will be made at such stipulated rate without regard to the number of days in that month.

When service commences on an intermediate day of the month, 30 days will be assumed as the length of the month, whatever be the number of days therein.

When the service terminated on an intermediate day of the month, the actual number of days during which service was rendered in that calendar month will be allowed.

When the service embraces two or more months or parts of months, but one fraction will be made, thus: From September 21 to November 25, inclusive, will be calculated—September 21 to October 20, inclusive, one month; from October 21 to November 20, inclusive, one month; from November 21 to 25, inclusive, 5 days, making the time allowed 2 months and 5 days.

When two fractions of months occur and both are less than a whole month, as from August 21 to September 10, the time will be determined thus: August 21 to 30, inclusive (ignoring the 31st), 10 days; from September 1 to 10, inclusive, 10 days, making the time allowed 20 days.

Services commencing in February will be calculated as though the month contained 30 days, thus: From February 21 to 28 (or 29), inclusive, 10 days. When the service commences on the 28th of that month 3 days will be allowed, and if on the 29th 2 days.

If service commences on the 31st day of the month, payment will not be made for that day.

Unauthorized absence on the 31st day of a month results in the loss of one day's pay.
For services of persons employed at a per diem rate, and in paying for rent, payment will be made for the actual number of days during which service actually was rendered or the premises occupied. When services are rendered from one given date to another, the account will state clearly whether both dates are included.

In computing the wages of persons employed at a per diem rate, the day on which service begins and the day on which it ends will be allowed in the computation.

G. ACCOUNTS CURRENT.

Section 236. Original vouchers to accompany accounts current.

The State disbursement officer will forward to the Provost Marshal General, Washington, D. C., for transmission to the Auditor for the War Department, with his account current at the close of business for the preceding month, the original vouchers in support of the account current and will retain the memorandum for his files.

Original vouchers will, if possible, accompany the account current; if subsequently forwarded, suitable explanation will be made; copies will not be accepted unless duly certified and accompanied by satisfactory evidence of the loss or destruction of the originals.

Section 237. Time of rendition.

Every disbursing officer and agent must send, by indorsement, to the Provost Marshal General, Washington, D. C., within 10 days following the end of the month to which it relates, an account current of all money received, expended, and remaining on hand during the month. The actual date of forwarding the account should be stated in the indorsement in order that the officials of the Treasury Department may satisfy themselves whether the requirements of law have been complied with. The establishment of 10 days as the period allowed to an officer to prepare and forward his accounts is a statutory provision, the purpose of which is to secure the prompt rendition of accounts of disbursing officers and agents, and to forbid the advancing of money to those officers and agents who are delinquent in forwarding accounts. Any irregularities in the mail service or want of blank forms will not excuse a failure to comply with the statutory provision.

Section 238. Transactions to be shown.

All transactions coming within the time covered by an account current shall be reported therein. No payments or collections not actually made during the period of an account shall be indicated therein. When a fraction of a cent less than one-half occurs in the footing of a voucher it will be disregarded. If the fraction be one-half or greater, it will be reckoned as a cent.
Section 239. Account to be rendered whether disbursements made or not.

Accounts current must be rendered promptly, whether disbursements have been made or not, until all funds remaining to the credit of the officer have been deposited to the credit of the Treasurer of the United States.

The balances acknowledged by disbursing officers and agents and their analyses thereof must actually represent the state of their business at the close of the last day for which the accounts are rendered. They must so order their business that they may, whenever called upon so to do, close immediately their accounts and analyze their acknowledged balances.

Section 240. Disposition of copies and of supporting vouchers.

The account current will be made in duplicate, one copy to be retained by the disbursing officer and agent as his record of the financial transactions comprised therein, and the other, accompanied by the abstract of expenditures, and all vouchers will be forwarded to the Provost Marshal General, Washington, D. C., as stated above, for administrative examination and reference to the Auditor for the War Department. With the account current will be forwarded all orders or authorities, or copies thereof, covering the expenditures, and other papers upon which the officer and agent relies to have himself relieved from responsibility for funds placed to his credit.

Section 241. Name of appropriation to be stated.

The account current will show funds only under the titles of the general appropriations from which the funds were received.

Section 242. Debit and credit items.

The accounts current must show, under debits, the balance, by appropriations, on hand from last account, together with all moneys received during the month, with dates thereof and from what source received; under credits the total amounts expended under the general appropriations, amount of deposits to the credit of the Treasurer of the United States, and the balances due the United States, as shown in the certificate on the account current.

Section 243. Cash account.

The cash account on the reverse of the account current is intended to show only cash received, expended, and remaining on hand during the month. Funds placed to the official credit of a disbursing officer and agent and payments made by check should not be exhibited therein. If there are no cash transactions during the month, the negative character of the cash account should be indicated by appropriate entry on its face. If there is any cash balance in the hands of an officer at the time of the
rendition of his account current, such cash balance should be counted, verified, and certified to by a disinterested officer, preferably the property and disbursing officer of the State.

H. CASHBOOK.

Section 244. Preparation, care, and preservation of cashbook.

Every disbursing officer and agent is required to keep a cashbook showing the amount disbursed under each appropriation and apportionment, and the total funds on hand under each. Such cashbooks should be balanced monthly, and the totals must agree with the account current. The cashbooks are supplied by the Provost Marshal General and each officer is required to provide himself with one. The cashbook is the property of the Federal Government, and shall not be removed from the office of the disbursing officer. The officer and agent to whom issued will see that it is carefully preserved as a part of the records of the Federal Government, that the entries are properly made, and that the book is transferred to his successor. In making a transfer of a cashbook, the officer and agent should take a memorandum receipt therefrom from his successor.

Enter only such appropriation headings as are required by the appropriations being handled by the disbursing officer and agent whose accounts the cashbook carries.

The debit column under each appropriation and under miscellaneous receipts should exhibit figures of all receipts of whatever character thereunder, and the corresponding credit column should show the figures of all disbursements, transfers, and deposits of funds to the credit of the Treasurer of the United States.

It is not necessary that each and every transaction affecting cash should be entered separately. Report of cash sales may be carried to the cashbook on one line, the entry in the column heads "From what source," etc., reading "Cash sales as per vouchers."

Funds received should be entered on a single line, as "War warrant No. .........."

Cash collections from whatever source received and the proceeds of sales, which under the regulations are required to be deposited to the credit of the Treasurer of the United States, will be so deposited at once.

In addition to the above, a daily record of all actual cash transactions will be kept in a memorandum book or blotter. The totals of the day's transactions should be entered, using one line for each class of funds.

Disbursing officers and agents who do not, for any reason, receive from the Treasury Department the monthly statement in time for them to analyze their balances as shown on their accounts current should not delay the rendition of their accounts, but should compute their
not balances from their check stubs, state that such balances are so computed, and make a further statement in explanation that the balances have been computed from check stubs for the reason that no monthly statement had been received from the Treasury Department.

I. AUDITING AND ACCOUNTING.

Section 245. Accounts to be audited by Auditor for War Department.

Upon receipt of a disbursing officer and agent's account by the Provost Marshal General, it will be examined as to legality of payments and completeness of all papers. The complete account will then be forwarded to the Auditor of the Treasury for the War Department who will audit all papers comprising the account. Upon completion of the audit the auditor will send the disbursing officer and agent a statement of account, and if the balance found due the United States differs from that of the officer, a detailed statement called a "Statement of differences" will accompany it. In this, each voucher will be either suspended or disallowed. A "suspended" voucher means that credit for the amount paid on the voucher is withheld until further evidence is furnished as called for. As long as a voucher is suspended, the auditor has jurisdiction and all correspondence pertaining to the suspension must be directed to him. If a payment is in violation of law, or represents an overpayment, or if for any other reason it is held by the auditor to be an improper charge against Federal funds, the auditor may disallow same. If the action of the auditor is not acquiesced in, the disbursing officer has the right of appeal to the Comptroller of the Treasury any time within one year from the date of the disallowance. If the Comptroller should sustain the auditor's disallowance, the amount in question must be at once deposited to the credit of the Treasurer of the United States or refunded in cash by money order or cash to the auditor.

J. INSPECTION OF ACCOUNTS.

Section 246. Inspection to be under direction of Provost Marshal General.

Inspection of accounts of disbursing officers and agents will be made at irregular intervals by officers designated for this purpose. The frequency of these inspections will be regulated by the Provost Marshal General.

Section 247. Method of inspection.

Inspectors will inquire as to the necessity, economy, and propriety of all disbursements, their strict conformity to the law appropriating the money, and whether the disbursing officers and agents comply with the law in keep-
ing their accounts and making their deposits. A state-
ment of receipts and expenditures and of the distribution
of funds, with lists of outstanding checks, on forms fur-
nished by the Provost Marshal General, will be sub-
mitted by the disbursing officer and agent to the in-
spector, who should immediately transmit the lists of
outstanding checks to the Treasury Department. Upon
return from the Treasury Department balances will be
verified and noted on the inspection report, which will
then be forwarded to the Provost Marshal General, with
a copy of each list of outstanding checks and the in-
dorsements thereon. The original lists will be retained
by the inspector to be used at the next inspection of the
officer's accounts and then sent to the Provost Marshal
General.

**K. CLOSING OF ACCOUNTS.**

**Section 248. Balance of cash to be returned.**

If a disbursing officer and agent desires to close his
accounts with the Treasury, so much of the funds re-
mainig to his credit as are not represented by outstand-
ing checks must be deposited to the credit of the Treas-
urer of the United States to the officer's personal credit.
Funds so deposited are covered back to the appropriation
from which received. When directed by the Provost
Marshal General the disbursing officer and agent shall
transfer the balance of his funds to his successor as
prescribed by section 249.

**Section 249. Transfer of funds.**

When so directed by the Provost Marshal General the
disbursing officer and agent shall draw a check to the
credit of his successor for the balance of funds remaining
to his credit with the Treasurer of the United States.
Transfer of cash on hand shall be made on receipt
signed by the receiving officer, which receipt shall be for-
warded with Account Current for the period covering the
transaction.

Authorized transfer of funds to the credit of disbursing
officers and agents of the United States shall be made on
the books of the War Department on authority of the
Provost Marshal General.

**Section 250. Outstanding debts.**

When a disbursing officer and agent is relieved from
duty as such he shall certify outstanding debts, if any,
to his successor, and transmit a list of the same to the
Provost Marshal General.

**Section 251. Death of disbursing officer.**

Should a disbursing officer and agent die while serving
as such, the Secretary of War will, upon request of the
Governor of the State or Territory, addressed to the
Provost Marshal General, recommend to the Secretary
of the Treasury to cause so much of the money remaining
to the disbursing officer or agent's credit as is not repre-
sented by outstanding checks, to be deposited to the
credit of the Treasurer of the United States to be covered
into the appropriation from which received.

Section 252.—Closing statement.

When an officer ceases to act as a disbursing officer and
agent or for any reason closes his accounts, he will pre-
pare a closing statement of his money accounts from date
of last account to and including the date of the closing
of his accounts, with a separate list of outstanding checks.
He shall forward the statement and list of checks to the
Provost Marshal General, Washington, D. C., for the
usual action.

Section 253. Disposition of check books.

Use of predecessor's checks.

Check books; see sec. 220.

When an officer ceases to act as a disbursing officer and
agent, he shall return the unused checks to the Division
of Printing and Stationery, Treasury Department, re-
taining with his official records the stub or register of
checks issued to him. In case one disbursing officer and
agent is succeeded by another the officer and agent
relieved may transfer his unused checks to his suc-
cessor, retaining for file with his official records the stub
or register of checks issued. The successor may tempo-
arily use the checks of the former disbursing officer by
striking out his predecessor's numerical symbol and in-
serting his own until such time as he can secure a supply
of checks with his own numerical symbol printed thereon,
after which the unused checks of his predecessor shall
be returned to the Division of Printing and Stationery,
Treasury Department.


A disbursing officer and agent who ceases to act as
such shall at once inform the Secretary of the Treasury
what checks drawn against public funds to his credit, if
any, are still outstanding and unpaid.

L. GENERAL INSTRUCTIONS.

Section 255. No contracts for expenditure of un-
appropriated moneys.

The use of moneys for purposes other than those for
which appropriated, or involving the Government in any
contract for future payment of money in excess of ap-
propriations, is prohibited.

Section 256. Receipts in blank prohibited.

The giving or taking of a receipt for public money in
blank or in advance of actual payment, or the signing of a
check for public money in blank, is prohibited.

Section 257. Only one account under each bond.

Accounts of disbursing officers and agents must be kept
separately under each bond. Should it become necessary
to give a new bond, the disbursing officer and agent
should close his account under his former bond by deposit-
ing to his personal credit any unexpended balance remain-
ing to his official credit, not represented by outstanding checks, to the credit of the Treasurer of the United States before a request for funds is made under the new bond, in order that the liability of the sureties on the respective bonds may be definitely fixed.

Section 258. Specimen signatures.

For the information of active designated depositary banks and assistant treasurers, called upon to pay checks of disbursing officers and agents drawn on the Treasurer of the United States, each officer must furnish each active designated depositary bank or assistant treasurer in his locality with his signature, verified in such a manner as the bank or assistant treasurer may desire.

Section 259. Deposits to credit of Treasurer to be reported.

Whenever any disbursing officer and agent makes a deposit to the credit of the Treasurer of the United States with the Treasurer, an assistant treasurer, or an active designated depositary bank to the depositing officer's official or personal credit he must at once notify the Provost Marshal General of the fact, stating the name of the depositary, the amount of the deposit, the appropriation and apportionment thereunder to which the money pertains, whether made to his personal or official credit, if a refundment of a disallowance, a suspension, or an overpayment, the number and date of the certificate of deposit, and the date of the bond under which the transaction pertains.

Section 260. Official and personal credit distinguished.

Funds deposited to the disbursing officer's official credit are credited to his official account and are subject to his official check, whereas when deposited to his personal credit the funds are covered back into the appropriation from which originally received and are not subject to his check until again placed to his official credit on approved request from the Provost Marshal General. All deposits made to cover transactions under an officer's former bond should be made to his personal credit.

Section 261. Certificate of deposit.

For each deposit made a certificate of deposit, in duplicate, will be issued by the Treasurer of the United States, assistant treasurer, or bank showing that the deposit is to be placed to the official or personal credit of depositing officer or agent with the Treasurer of the United States, and what the deposit represents, the depositor giving the necessary information when making the deposit. The original of all certificates of deposit are required by law to be forwarded by the depositaries to the Treasurer of the United States, and the duplicate of the certificates will be delivered to the depositing officer and should be retained by him for his future protection.
Section 262. Penal provisions.

Whoever, being a disburseing officer and agent of the United States, or a person acting as such, shall in any manner convert to his own use, or loan with or without interest, or deposit in any place or in any manner, except as authorized by law, any public money intrusted to him, or shall for any purpose not prescribed by law withdraw from the Treasurer of the United States, or transfer or apply any portion of the public money intrusted to him shall be deemed guilty of embezzlement of the money so converted, loaned, deposited, withdrawn, transferred, or applied, and shall be fined not more than the amount embezzled or imprisoned not more than 10 years, or both. (Sec. 87 of Criminal Code, act of Mar. 4, 1909, 35 Stat. L., 1105.)

Section 263. Disbursing officers not to gamble.

If any disbursing officer and agent shall bet at cards or any game of hazard, the Provost Marshal General shall suspend his functions, require him to deposit to the Treasurer of the United States all public funds to his credit, and will immediately report the case to the Secretary of War.

Section 264. Telegrams not to be paid for by State disbursing officer.

The State, Territory, and the District disbursing officer shall not pay for telegrams, these accounts being settled by the Depot Quartermaster, Washington, D. C.

M. SETTLEMENT WITH HEIRS, ETC.

Section 265. No settlement to be made without authority of Provost Marshal General.

Disbursing officers and agents shall not settle with heirs, executors, or administrators, except by authority of the Provost Marshal General, and upon accounts that have been duly audited and certified by the proper accounting officers of the Treasury.

Note.—See Part X for forms generally.
PART X.
FORMS.

Section 266. Blank forms to be obtained from Provost Marshal General.

Requisitions for blank forms required by Local and District Boards in connection with the registration and draft will be submitted to the Governor of the State. Requisitions by the Governor for forms required for his State will be made to the Provost Marshal General, who will supply the necessary special forms and transmit requisitions for standard forms to the bureau of the War Department which regularly makes use of those forms, which bureau, upon receipt of such requisitions, will supply the forms direct to the official making requisition therefor.

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<th>Nomenclature.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1022A</td>
<td>295</td>
<td>Request to Medical Advisory Board to conduct physical examination of registrant on transfer.</td>
</tr>
<tr>
<td>1023</td>
<td>296</td>
<td>Notice of transfer for classification.</td>
</tr>
<tr>
<td>1021</td>
<td>297</td>
<td>Request that registrant be transferred to Emergency Fleet Corporation List. <em>(Printed forms are not issued.)</em></td>
</tr>
<tr>
<td>1025</td>
<td>298</td>
<td>Report on registrant transferred to Emergency Fleet Corporation List. <em>(Printed forms are not issued.)</em></td>
</tr>
<tr>
<td>1026</td>
<td>299</td>
<td>Application for passport. <em>(Printed forms are not issued.)</em></td>
</tr>
<tr>
<td>1027</td>
<td>300</td>
<td>Permit for passport. <em>(Printed forms are not issued.)</em></td>
</tr>
<tr>
<td>1028</td>
<td>301</td>
<td>Order of induction into military service of the United States.</td>
</tr>
<tr>
<td>1029</td>
<td>302</td>
<td>Notice to men ordered to report for military duty.</td>
</tr>
<tr>
<td>1030</td>
<td>303</td>
<td>List of men ordered to report for military duty.</td>
</tr>
<tr>
<td>157</td>
<td>304</td>
<td>Account of quotas.</td>
</tr>
<tr>
<td>157A</td>
<td>305</td>
<td>Statement of quotas.</td>
</tr>
<tr>
<td>157B</td>
<td>306</td>
<td>Statement of quotas to Local Boards.</td>
</tr>
<tr>
<td>1030</td>
<td>306</td>
<td>Order authorizing employment of clerical assistants. <em>(Printed forms are not issued.)</em></td>
</tr>
<tr>
<td>1031</td>
<td>307</td>
<td>Travel order to be issued by the governor of State. <em>(Printed forms are not issued.)</em></td>
</tr>
<tr>
<td>1032</td>
<td>308</td>
<td>Travel order to be issued by District Board. <em>(Printed forms are not issued.)</em></td>
</tr>
<tr>
<td>101</td>
<td>309</td>
<td>Lease.</td>
</tr>
<tr>
<td>335</td>
<td>310</td>
<td>Pay voucher for National Army officers assigned to State headquarters.</td>
</tr>
<tr>
<td>335A</td>
<td>311</td>
<td>Personal service voucher.</td>
</tr>
<tr>
<td>334</td>
<td>312</td>
<td>Pay roll for personal services.</td>
</tr>
<tr>
<td>336</td>
<td>313</td>
<td>Traveling expense voucher.</td>
</tr>
<tr>
<td>330</td>
<td>314</td>
<td>Voucher for purchases and services other than personal.</td>
</tr>
<tr>
<td>320</td>
<td>315</td>
<td>Accounts current.</td>
</tr>
<tr>
<td>316</td>
<td>316</td>
<td>Cash book.</td>
</tr>
<tr>
<td>1033</td>
<td>317</td>
<td>Oath of members of Local and District Boards and certain other persons.</td>
</tr>
</tbody>
</table>
## Sec. 267. Classification List.

### Classification List.

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 11|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 12|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 13|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 14|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 15|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 16|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 17|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 18|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 19|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 20|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 21|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 22|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 23|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 24|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 25|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 26|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 27|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 28|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 29|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 30|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

### Remarks.

(All entries in this column to be made in red ink.)

(See 144, 146, 153, 154.)

Conceming public records and manner of inspection by public, see sections 11 and 12, S. S. R.
Conceming manner of making entries on forms and records, see section 16, S. S. R.
### Section 268. The Questionnaire.

**Form 1001—P. M. G. O.**

**QUESTIONNAIRE.**

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of registrant:</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Christian name.)</td>
<td>(Surname.)</td>
</tr>
</tbody>
</table>

**(Stamp of local board)**

<table>
<thead>
<tr>
<th>Order No.</th>
<th>Address.</th>
<th>City</th>
<th>County</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Street and number or R. F. D.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTICE TO REGISTRANT:** You are required by law to return this Questionnaire filled out in accordance with instructions contained herein within seven days from date of this notice. Failure to do so is a misdemeanor punishable by fine or imprisonment for one year and may result in the loss of valuable rights and in immediate induction into military service.

(Date)  
Member of Local Board.

### CLAIM FOR EXEMPTION OR Deferred CLASSIFICATION.

**NOTE TO CLAIMANTS.**—This form is to be used for claiming exemption or deferred classification by or in respect of any registrant and for stating the ground of claim. Boards are required to consider only grounds thus indicated by the claimant in column A.

<table>
<thead>
<tr>
<th>Col.</th>
<th>Div.</th>
<th>Class I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>Single man without dependent relative.</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>Married man, with or without children, or father of motherless children, who has habitually failed to support his family.</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>Man dependent on wife for support.</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>Man dependent on children, father of motherless children, men not useful engaged, family supported by income independent of his labor.</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>Unskilled laborer.</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>Unskilled farm laborer.</td>
</tr>
<tr>
<td>G</td>
<td></td>
<td>Registrant by or in respect of whom no deferred classification is claimed or made.</td>
</tr>
<tr>
<td>H</td>
<td></td>
<td>Registrant who fails to submit Questionnaire and in respect of whom no deferred classification is claimed or made.</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>All registrants not included in any other division in this schedule.</td>
</tr>
</tbody>
</table>

### Class I. Continued.

<table>
<thead>
<tr>
<th>Col.</th>
<th>Div.</th>
<th>Class III.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>Highly trained fireman or policeman, at least 3 years in service of municipality.</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>Necessary customs clerk.</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>Necessary employee of United States in transmission of the mails.</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>Necessary airman or workman in United States army or navy.</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>Necessary employee in service of United States.</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>Necessary agricultural enterprise.</td>
</tr>
<tr>
<td>G</td>
<td></td>
<td>Necessary highly specialized technical or mechanical expert of necessary industrial enterprise.</td>
</tr>
<tr>
<td>H</td>
<td></td>
<td>Necessary assistant or associate manager of necessary industrial enterprise.</td>
</tr>
</tbody>
</table>

### Class IV.

<table>
<thead>
<tr>
<th>Col.</th>
<th>Div.</th>
<th>Class IV.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>Man whose wife or children are mainly dependent on his labor for support.</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>Man whose wife or children are mainly dependent on his labor for support.</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>Necessary sole managing, controlling, or directing head of necessary industrial enterprise.</td>
</tr>
</tbody>
</table>

### Class V.

<table>
<thead>
<tr>
<th>Col.</th>
<th>Div.</th>
<th>Class V.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>Officers—legislative, executive, or judicial of the United States or of State, Territory, or District of Columbia.</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>Resident alien.</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>Person totally and permanently physically or mentally unfit for military service.</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>Licensed pilot actually employed in the pursuit of his vocation.</td>
</tr>
</tbody>
</table>

**REGISTRANT OR OTHER INTERESTED PERSON MUST ANSWER THE FOLLOWING QUESTION.**

Q. Do you claim exemption or deferred classification in respect of the registrant named above? If so, state the division of each class in which you claim that he should be classified.  

<table>
<thead>
<tr>
<th>(Vye or n)</th>
<th>(Address)</th>
</tr>
</thead>
</table>

**WAIVER OF CLAIM FOR EXEMPTION OR Deferred CLASSIFICATION.**

To be signed by registrant or other interested person whenever a waiver is used.

I hereby waive all claim of exemption or deferred classification of the registrant named above.

(Date of signing)
IMPORTANT NOTICE TO REGISTRANTS AND OTHER INTERESTED PERSONS.

CAREFULLY READ, OR HAVE READ TO YOU, EVERYTHING ON THIS PAGE AND THE FOLLOWING PAGE BEFORE PROCEEDING FURTHER.

GENERAL RULES GOVERNING THE ANSWERING AND FILING OF THIS QUESTIONNAIRE.

Every registrant shall, immediately upon notice, proceed as follows:
He shall first carefully read the regulations and instructions printed on this and the next page of the Questionnaire, and also the particular rules and instructions printed in the Questionnaire with each series of questions.

He shall take up each series of questions, beginning with Series I, and answer all questions which he is required to answer, and sign his name where required by the instructions.

He shall make no mark upon page I, nor answer nor sign the question and waiver on page I, until he has answered the twelve classes included therein. If he has done so, and before he has his affadavit at the end, he shall answer the question at the bottom of page I, and sign his name thereto. If he wishes to waive such claim for exemption or deferred classification, he shall sign the waiver at the bottom of page I.

He shall then, upon the first page of the Questionnaire, place a cross mark (X) in the space opposite the description of his status in relation to every person, matter, thing, and circumstance which constitutes the ground or basis for exemption or discharge. The registrant is not limited to making one cross mark (X) indicating his status as to exemption or deferred classification, but may make a sufficient number of marks to indicate his status in relation to every ground for exemption or deferred classification which exists in his case.

He shall then swear or affirm to the truth of his answers by executing the "Registrant's Affidavit" at the end (page 15).

The Questionnaire contains twelve series of questions.

Every registrant must answer all the "GENERAL QUESTIONS" under Series I, and questions as to his "physical fitness" under Series II, and so many more of the questions under Series II as, under the specific instructions, are applicable to his case. He must then answer the first question of each of the other series from Series III to Series XII, inclusive. His answer to the first question of each of said series shall be either "Yes" or "No," as the fact may be. His answer to the first question in each of Series III to XII, inclusive, will determine (as indicated by the specific instructions as to each separate series of questions) whether or not he need answer any or all of the remaining questions of said series.

Supporting affidavits of other persons must be secured by every registrant who claims exemption or deferred classification in the following classes of cases: Divinity students (Series V); persons having dependent relatives (Series X); persons necessarily engaged in essential industrial enterprises (Series XI); and persons engaged in essential agricultural enterprises (Series XII). Upon failure to secure such supporting affidavits, his claim will not be considered either by the Local Board or the District Board.

The Questionnaire, answered and sworn to in strict accordance with these rules and regulations, must be filed with the Local Board on or before the seventh day (excluding Sundays and legal holidays) after the date upon the first page of the Questionnaire.

The second, third, fourth, and fifth classes of the five classes into which registrants shall be placed. All registrants placed in Class V have been exempted or discharged, and all registrants placed in Classes II, III, and IV have been temporarily discharged; all classifications being conditioned upon the continuing existence of the status of the registrant which is the basis of his classification.

Section 70. Reasons for and effect of classification. * * * * * * * * *

The group of registrants within the jurisdiction of each local board is taken as the unit to be classified. Within each class, the order of liability is determined by the drawing, which has hitherto assigned to every man an order of availability for military service relative to all men not permanently or temporarily exempted or discharged. The effect of classification in Class I is to render every man so classified presently liable to military service by the national or state authority, and the effect of classification in Class II is to grant a temporary discharge from draft, effective until Class II in the jurisdiction of the same local board is exhausted. The effect of classification in Class III is to grant a temporary discharge from draft effective until Classes I and II in the jurisdiction of the same local board are exhausted; and, similarly, Class IV is only when Classes II, III are exhausted. The effect of classification in Class V is to grant exemption or discharge from draft. The term "deferred classification" as used in these regulations is equivalent to the term "temporary discharge."

NOTICE TO REGISTRANTS.

Section 7. Notice to registrants and to all interested persons and effect of such notice.

(a) The process of examination and selection of registrants, under these rules and regulations, shall begin by the posting of notice in the offices of the Local Boards on Form 1002, and by mailing a Questionnaire (Form 1001) to every registrant included within such posted notice, as provided in Section 92 hereof; and notice of every subsequent action taken by either the Local or District Board in respect of such registrant shall be given by entering a minute or date of such action on the Classification List (Form 1000) in the office of the Local Board, and in addition to such entries, by mailing to the registrant (and in some cases to other claimants) a notice of such action.

(b) Whenever a duty is to be performed or a period of time begins to run within which any duty is to be performed by any such registrant, or within which any right or privilege may be claimed or exercised by or in respect of any such registrant, a notice of the day upon which such duty is to be performed, or such time begins to run, shall be mailed to the registrant; and the date of such mailing of notice shall be entered on the Classification List (Form 1000), which is always open to inspection by the public at the office of the Local Board.

(c) In addition to the mailing of such notice to registrants, notice of the disposition of claims of other persons who claim exemption or discharge from such other persons, shall be mailed to such other persons.

(d) Either the mailing or the entry of such date in the Classification List shall constitute the giving of notice to the registrant and to all concerned, and shall charge the registrant and all concerned with notice of the day upon which such duty is to be performed or the beginning of the running of the time within which such duty must be performed or such right or privi-
llege may be claimed, regardless of whether or not a mailed notice or Questionnaire is actually received by the registrant or other person.

(c) Failure by any registrant to perform any duty prescribed by the Selective Service Law or by the Rules and Regulations, at or within the time required, is a misdemeanor punishable by imprisonment for one year, and may result in loss of valuable rights and immediate induction of such registrant into military service.

(f) Failure of the registrant or any other person concerned to claim and exercise any right or privilege on the day or within the time authorized by these Rules and Regulations shall be considered a waiver of such right or privilege, and shall foreclose such person from thereafter claiming the same, subject only to the privilege granted by these Rules and Regulations to apply for an extension of time.

(g) All registrants and other persons are required and strictly enjoined to examine from time to time said notice, Form 1002, so posted by the Local Board, and the Classification List (Form 1000) upon which said dates are to be entered, in order to be informed of the time for the performance of any duty or the exercise of any right or privilege; and it is the duty of every registrant concerning whom any notice is posted, but who for some reason has not received the Questionnaire or notice, as the case may be, to apply to his Local Board for a copy thereof. Failure to receive notice or Questionnaire will not excuse the registrant from performing any duty within the time limit, nor shall it be in itself ground for extension of time.

FAILURE TO RETURN QUESTIONNAIRE.

Section 129. Registrants who fail to return Questionnaires to be placed in Class I.

Any registrant, except an alien enemy, who fails to return the Questionnaire on the date required shall be deemed to have waived all claim for deferred classification, shall stand classified in Class 1; and be so regarded by the Local Board subject, however, to the rights and privileges of other persons to apply to the Local Board for deferred classification of the registrant, and to the right of the registrant or any other person to apply for an extension of time, as provided in section 99.

OATHS.

Section 10. By whom oaths may be administered.

Any oath required by these Rules and Regulations (except oaths to persons called before Local or District Boards to give oral testimony) may be administered—

1. By any Federal or State officer authorized by law to administer oaths generally;
2. By any member of any Local or District Board having jurisdiction of the registrant;
3. By any Government Appeal Agent in regard to any case pending before any Local or District Board with which he is connected;
4. By any person designated to act in the capacity of legal aid or advisor to registrants; and
5. By any postmaster within the same local jurisdiction as the registrant.

Any member of any Local or District Board may administer oaths to any persons called before such Board for oral examination in regard to facts and matters relating to a case pending before it.

When the oath or oaths are administered by any of the persons named in Classes 2, 3, 4, and 5 hereof, there shall be no fee or charge for the same.

AID AND ADVICE TO REGISTRANTS.

Section 45. Legal Advisory Boards.

There have been provided in the various counties, cities, and other localities throughout the United States Legal Advisory Boards, composed of disinterested lawyers and laymen, to be present at all times during which Local Boards are open for the transaction of business either at the headquarters of Local Boards or at some other convenient place or places, for the purpose of advising registrants of the true meaning and intent of the Selective Service Law and of these regulations, and of assisting registrants to make full and truthful answers to the Questionnaire and to aid generally in the just administration of said Law and Regulations.

CHANGE OF STATUS.

Section 116. Registrants to report change of status.

Every registrant shall, within five days after the happening thereof, report to his Local Board any fact which might change or affect his classification.

Failure to report change of status as herein required, or making a false report thereof, is a misdemeanor punishable by one year's imprisonment.

REVOCATION.

Section 4. Revocation of exemption and discharge.

All exemptions and discharges made prior to the date of these Rules and Regulations, and all certificates in evidence thereof, are hereby revoked, and all such certificates herefore issued shall have no further validity.

In any case of deferred classification made under these Rules and Regulations the Secretary of War may order such deferred classification, and any certificate issued in evidence thereof, to be revoked and rescinded, and the registrant to be transferred to any less deferred class designated by the Secretary; except only as to such registrants as have been placed in Class V on account of legal exemption.

NOTE.—THE INITIALS S. S. R. (SELECTIVE SERVICE REGULATIONS) REFER TO THE PRESIDENTIAL RULES AND REGULATIONS.
# QUESTIONS

## SERIES I. GENERAL QUESTIONS.

**INSTRUCTIONS.** Every registrant must answer ALL the following questions, and sign his name at the bottom.

Q. 1. State (a) your full name and your present age, occupation, and residence; and (b) the name, address, and relationship of your nearest relative.

<table>
<thead>
<tr>
<th>(Name of registrant.)</th>
<th>(Age.)</th>
<th>(Occupation.)</th>
<th>(Post office address.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name of relative.)</td>
<td>(Address of relative.)</td>
<td>(Relationship.)</td>
<td></td>
</tr>
</tbody>
</table>

Q. 2. If you are employed, give your employer’s name and address? A. 2.

Q. 3. Give below all the occupations at which you have worked during the last 10 years, including your occupation on May 18, 1917, and since that date, and the length of time you have served in each occupation:

<table>
<thead>
<tr>
<th>(Occupation.)</th>
<th>(Months.)</th>
<th>(Years.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Occupation.)</td>
<td>(Months.)</td>
<td>(Years.)</td>
</tr>
<tr>
<td>(Occupation.)</td>
<td>(Months.)</td>
<td>(Years.)</td>
</tr>
<tr>
<td>(Occupation.)</td>
<td>(Months.)</td>
<td>(Years.)</td>
</tr>
</tbody>
</table>

Q. 4. How many hours per week have you worked in the occupation or occupations above named during the period since May 18, 1917? A. 4.


Q. 6. Would you be willing to take free evening school instructions, fitting you for service in some occupation in the Army before you are called to camp? A. 6.

(To be “yes” or “no.”)

Q. 7. Mention any previous military experience you have had, giving organization, rank, and length of service. A. 7.

Q. 8. Underline the branch of the Army in which you prefer to serve if selected: Artillery—Aviation—Engineer Corps—Infantry—Medical Department—Ordnance Department—Quartermaster Corps.

Q. 9. Schooling:
Grade reached in school ...... Years in high school ...... Years in college ......
Name of college and subjects of specialization ........................................

<table>
<thead>
<tr>
<th>Years in technical school</th>
<th>Name of school and course pursued</th>
</tr>
</thead>
</table>

Underline the languages you speak well: English—French—German.

State any other languages you speak ........................................
Q. 10. In the columns below draw one line under those occupations at which you have worked; draw two lines under those at which you are expert. After each underlined occupation write also the number of years (i.e., 2, 9, 5) of experience you have had in that occupation.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Years</th>
<th>Occupation</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td></td>
<td>26. Factory worker</td>
<td></td>
</tr>
<tr>
<td>Artist, dramatic and otherwise</td>
<td></td>
<td>27. Farmer</td>
<td></td>
</tr>
<tr>
<td>Auto and gas engine mechanic</td>
<td></td>
<td>28. Fire fighter</td>
<td></td>
</tr>
<tr>
<td>(a) Factory</td>
<td></td>
<td>29. Forest ranger</td>
<td></td>
</tr>
<tr>
<td>(b) Garage</td>
<td></td>
<td>30. Foundry man</td>
<td></td>
</tr>
<tr>
<td>(c) Ignition system</td>
<td></td>
<td>(a) Pattern maker and molder</td>
<td></td>
</tr>
<tr>
<td>(d) Marine engine</td>
<td></td>
<td>(b) Furnace man</td>
<td></td>
</tr>
<tr>
<td>4. Auto and motor truck driver</td>
<td></td>
<td>32. Grocer</td>
<td></td>
</tr>
<tr>
<td>5. Baker</td>
<td></td>
<td>33. Guard</td>
<td></td>
</tr>
<tr>
<td>6. Band and string instrument</td>
<td></td>
<td>34. Gunsmith</td>
<td></td>
</tr>
<tr>
<td>7. Barber</td>
<td></td>
<td>35. Harness maker</td>
<td></td>
</tr>
<tr>
<td>8. Blacksmith</td>
<td></td>
<td>36. Horseman</td>
<td></td>
</tr>
<tr>
<td>(a) Helper</td>
<td></td>
<td>37. Horsebreaker</td>
<td></td>
</tr>
<tr>
<td>(b) Forger</td>
<td></td>
<td>38. Laborator</td>
<td></td>
</tr>
<tr>
<td>10. Boiler maker</td>
<td></td>
<td>40. Lineman</td>
<td></td>
</tr>
<tr>
<td>11. Bookkeeper</td>
<td></td>
<td>(a) Telephone</td>
<td></td>
</tr>
<tr>
<td>12. Bulker</td>
<td></td>
<td>(b) Telegraph</td>
<td></td>
</tr>
<tr>
<td>13. Canvas worker</td>
<td></td>
<td>41. Locksmith</td>
<td></td>
</tr>
<tr>
<td>14. Carpenter</td>
<td></td>
<td>42. Longshoreian</td>
<td></td>
</tr>
<tr>
<td>(a) Bridge</td>
<td></td>
<td>43. Lumberman</td>
<td></td>
</tr>
<tr>
<td>(b) Cabinetmaker</td>
<td></td>
<td>44. Machinist</td>
<td></td>
</tr>
<tr>
<td>(c) House</td>
<td></td>
<td>(a) Electrical</td>
<td></td>
</tr>
<tr>
<td>(d) Ship</td>
<td></td>
<td>(b) General mechanic</td>
<td></td>
</tr>
<tr>
<td>15. Chemical industry worker</td>
<td></td>
<td>(c) Grinding machine</td>
<td></td>
</tr>
<tr>
<td>16. Clerical worker</td>
<td></td>
<td>(d) Lathe</td>
<td></td>
</tr>
<tr>
<td>17. Concrete worker</td>
<td></td>
<td>(e) Mill and planer</td>
<td></td>
</tr>
<tr>
<td>(a) Instruments repair</td>
<td></td>
<td>(f) Tool maker</td>
<td></td>
</tr>
<tr>
<td>(b) Chemical</td>
<td></td>
<td>45. Mason</td>
<td></td>
</tr>
<tr>
<td>(c) Topographical</td>
<td></td>
<td>46. Millwright</td>
<td></td>
</tr>
<tr>
<td>24. Draughts man</td>
<td></td>
<td>47. Miner</td>
<td></td>
</tr>
<tr>
<td>(a) Architectural</td>
<td></td>
<td>(a) Explosive and loading</td>
<td></td>
</tr>
<tr>
<td>(b) Mechanical</td>
<td></td>
<td>(b) Drill</td>
<td></td>
</tr>
<tr>
<td>(c) Topographical</td>
<td></td>
<td>(c) Explosives</td>
<td></td>
</tr>
<tr>
<td>26. Electrician</td>
<td></td>
<td>(d) Timbering</td>
<td></td>
</tr>
<tr>
<td>(a) Motors and dynamos</td>
<td></td>
<td>(e) Truck laying</td>
<td></td>
</tr>
<tr>
<td>(b) Instruments repair</td>
<td></td>
<td>48. Moving-picture expert</td>
<td></td>
</tr>
<tr>
<td>25. Engineer, graduate</td>
<td></td>
<td>49. Nurse</td>
<td></td>
</tr>
<tr>
<td>(a) Automotive</td>
<td></td>
<td>50. Painter</td>
<td></td>
</tr>
<tr>
<td>(b) Chemical</td>
<td></td>
<td>(a) House</td>
<td></td>
</tr>
<tr>
<td>(c) Civil</td>
<td></td>
<td>(b) Sign</td>
<td></td>
</tr>
<tr>
<td>(d) Electrical</td>
<td></td>
<td>(c) Scene</td>
<td></td>
</tr>
<tr>
<td>52. Pattern maker and molder</td>
<td></td>
<td>51. Plumber</td>
<td></td>
</tr>
<tr>
<td>54. Plasterer</td>
<td></td>
<td>52. Pattern maker and molder</td>
<td></td>
</tr>
<tr>
<td>55. Physician</td>
<td></td>
<td>53. Physician</td>
<td></td>
</tr>
<tr>
<td>56. Plumber</td>
<td></td>
<td>54. Plasterer</td>
<td></td>
</tr>
<tr>
<td>56. Police man</td>
<td></td>
<td>55. Plumber</td>
<td></td>
</tr>
<tr>
<td>57. Printer</td>
<td></td>
<td>56. Police man</td>
<td></td>
</tr>
<tr>
<td>58. Quarryman</td>
<td></td>
<td>59. Railroad man</td>
<td></td>
</tr>
<tr>
<td>60. Railway motorman</td>
<td></td>
<td>(a) Construction</td>
<td></td>
</tr>
<tr>
<td>61. Railway motorman</td>
<td></td>
<td>(b) Operation</td>
<td></td>
</tr>
<tr>
<td>62. Salesman</td>
<td></td>
<td>(c) Maintenance</td>
<td></td>
</tr>
<tr>
<td>63. Sawmill man</td>
<td></td>
<td>(d) Repair</td>
<td></td>
</tr>
<tr>
<td>64. Seafaring man</td>
<td></td>
<td>66. Shipbuilder</td>
<td></td>
</tr>
<tr>
<td>65. Sheet metal worker</td>
<td></td>
<td>67. Shoemaker</td>
<td></td>
</tr>
<tr>
<td>69. Steam engine</td>
<td></td>
<td>68. Stableman</td>
<td></td>
</tr>
<tr>
<td>70. Stenographer</td>
<td></td>
<td>69. Steam engine</td>
<td></td>
</tr>
<tr>
<td>71. Stockkeeper</td>
<td></td>
<td>(a) Motive</td>
<td></td>
</tr>
<tr>
<td>72. Structural iron and steel worker</td>
<td></td>
<td>(b) Stationary</td>
<td></td>
</tr>
<tr>
<td>73. Student</td>
<td></td>
<td>74. Surveyor</td>
<td></td>
</tr>
<tr>
<td>75. Surveyor</td>
<td></td>
<td>76. Teacher</td>
<td></td>
</tr>
<tr>
<td>77. Teacher</td>
<td></td>
<td>78. Telephone operator</td>
<td></td>
</tr>
<tr>
<td>79. Telephone repairman</td>
<td></td>
<td>80. Telephone repairman</td>
<td></td>
</tr>
<tr>
<td>81. Telephone repairman</td>
<td></td>
<td>82. Telephone operator</td>
<td></td>
</tr>
<tr>
<td>83. Veterinary</td>
<td></td>
<td>84. Watchmaker</td>
<td></td>
</tr>
<tr>
<td>85. Welder, acetylene, etc</td>
<td></td>
<td>86. Wheelwright</td>
<td></td>
</tr>
<tr>
<td>87. Wireless operator</td>
<td></td>
<td>88. Wheelwright</td>
<td></td>
</tr>
</tbody>
</table>

Q. 11. If you are an expert in any occupation not mentioned in these columns, write it here...
Q. 12. Have you ever been convicted of a crime? A. 12. (To be "yes" or "no.")

Q. 13. If your preceding answer is "yes," state (a) the name of the crime; (b) the approximate date of conviction; (c) the name of the court. A. 13. (a) .................................................. (b) .................................................. (c) ..................................................

Q. 14. Are you now confined in prison or reformatory, either (a) serving sentence or (b) awaiting trial? A. 14. (a) .................................................. (b) ..................................................

Q. 15. Are you on bail under any criminal process? If so, state full details. A. 15. ..................................................

(Signature of registrant.)

IMPORTANT NOTE.—If the registrant is an inmate of an institution mentioned in question 14 and is unable to answer the foregoing questions, the executive head of the institution is requested to communicate the information immediately to the Local Board.

SERIES II. PHYSICAL FITNESS.

INSTRUCTIONS.—Every registrant must answer the first two questions. If he answers the second question "Yes," he need not answer the remaining questions. If he answers the second question "No," he must answer ALL the questions. He must sign his name at the end of this series of questions.

Q. 1. State your height and weight stripped. A. 1. Height, .................................................. (Inches.)

Weight, .................................................. (Pounds.)

Q. 2. Are you in sound health mentally and physically? A. 2. ..................................................

(To be "yes" or "no.")

Q. 3. Draw a line under any of the words below that describes any ailment or physical deficiency you may have.

    2. Deaf. 5. Epileptic. 8. Withered or deformed limb.
    3. Dumb. 6. Paralytic. 9. ..................................................

Q. 4. State in detail the names and addresses of the physicians by whom and the institutions in which you are being treated or have been treated within the last twelve months, with the dates of the treatments. A. 4. ..................................................

Q. 5. Are you an inmate of an asylum, hospital, or other institution on account of any physical, mental, or nervous disease, disorder, or injury? A. 5. ..................................................

(To be "yes" or "no.")

Q. 6. If you answer "yes," state (a) the nature of the ailment, and (b) name and location of institution. A. 6. (a) ..................................................

(b) ..................................................

(Signature of registrant.)

IMPORTANT NOTE.—If the registrant is an inmate of an institution mentioned in question 6 and is unable to answer the foregoing questions, the executive head of the institution is requested to communicate the information immediately to the Local Board.

SERIES III. LEGISLATIVE, EXECUTIVE, AND JUDICIAL OFFICERS.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "no," he need not answer the remaining questions or sign his name. If he answers "yes," he must answer ALL the questions, and sign his name.

Q. Are you a Federal or State legislative, executive, or judicial officer. A. 1. ..................................................

(To be "yes" or no.)

If your answer is "no" do not answer any other questions and do not sign your name.

Q. 2. State exact designation of your office. A. 2. ..................................................

Q. 3. (State (a) when you entered upon said duties, and (b) when you will cease to occupy said office. A. 3. (a) ..................................................

(b) ..................................................

(Signature of registrant.)

NOTE.—See Sec. 79, S. S. E.
SERIES IV. MINISTERS OF RELIGION.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers “no,” he need not answer the remaining questions, or sign his name. If he answers “yes,” he must answer ALL the questions, and must sign his name.

Q. 1. Are you a regular or a duly ordained minister of religion; and if so, of what sect or organization?

A. 1. .................................................................

(To be “yes” or “no,” and if “yes,” add name of sect.)

If your answer is “no” do not answer any other questions and do not sign your name.

Q. 2. State (a) the manner by which, (b) the date when, and (c) the place where you became such minister.

A. 2. (a). .................................................................

(b). ................................................................. (c). .................................................................

Q. 3. State place and nature of your religious labors: (a) On June 3, 1917; (b) Now.

A. 3. (a). .................................................................

(b). .................................................................

Q. 4. Do you follow any additional occupation? If so, what? A. 4. .................................................................

NOTE.—See Sec. 79, S. S. B. .................................................................

(Signature of registrant.)

SERIES V. DIVINITY STUDENTS.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers “no,” he need not answer the remaining questions or sign his name. If he answers “yes,” he must answer ALL the remaining questions, and sign his name and must also secure the supporting affidavit of the president or other executive head of the school. If such officer be not available, the executive nearest in rank may make the affidavit, but must embody in it the facts concerning the nonavailability of the superior.

Q. 1. Were you on May 18, 1917, a student preparing for the ministry? A. 1. .................................................................

(To be “yes” or “no.”)

If your answer is “no” do not answer any other questions and do not sign your name.

Q. 2. State the name and location of such school. A. 2. .................................................................

Q. 3. Give names and locations of all divinity schools you have attended with dates of attendance.

A. 3. .................................................................

Q. 4. Is any school mentioned by you wholly or partially a correspondence school?

A. 4. .................................................................

(To be “yes” or “no.”)

Q. 5. Have you ceased to be a student of divinity, and if so, what is your occupation?

A. 5. .................................................................

NOTE.—See Sec. 79, S. S. B. .................................................................

(Signature of registrant.)

SUPPORTING AFFIDAVIT.

STATE OF..................................................,

County of .................................................., 88:

I, ................................................................., do solemnly swear that I was on the 18th day of May, 1917. .................................................................

(Designation of affiant’s office in school.)

of the school mentioned in the answer to the foregoing question No. 2, and that I know of my own personal knowledge that the answers to the foregoing questions Nos. 1 and 2 are true, and that so much of answer 4 as relates to the school mentioned in answer 2 is true. I further state that .................................................................

(Unavailable superior officer.)

who was ................................................................. of said school on May 18, 1917, is now .................................................................

(State reason why superior officer is not available if that be the fact.)

.................................................................

(Signature of supporting affiant.)

Subscribed and sworn to before me this ................................................................. day of ................................................................., 191 .

.................................................................

(Signature of officer.)

.................................................................

(Designation of office.)
SERIES VI. MILITARY OR NAVAL SERVICE.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "no," he must not answer the other questions or sign his name. If he answers "yes," he must answer ALL the other questions FULLY and must sign his name.

Q. 1. Are you in any branch of the military or naval service of the United States? A. 1. (To be "yes" or "no").

If your answer is "no" do not answer any other questions and do not sign your name.

Q. 2. Give your (a) rank, (b) organization or corps, (c) branch of the service, and (d) mail address.
A. 2. (a) ................................ (b) ................................ (c) ................................ (d) ................................

Q. 3. State the (a) date, (b) place, and (c) manner you entered the service.
A. 3. (a) ................................ (b) ................................ (c) ................................
(NOTE.—See Sec. 79, S. S. R.)

(Signature of registrant.)

SERIES VII. CITIZENSHIP.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "yes," he need not answer the remaining questions or sign his name. If he answers "no," he must then answer the second question. If he answers the second question "no," then he need not answer the third questions, but must sign his name. If he answers the second question "yes" he must answer ALL the remaining questions and must sign his name.

Q. 1. Are you a citizen of the United States? A. 1. (To be answered "yes" or "no")

If your answer is "yes," do not answer any other questions and do not sign your name.

Q. 2. Do you claim exemption from military service because you are not a citizen? A. 2. ................................
("Yes" or "No")

If you answer "no" to Q. 2, sign your name at bottom and do not answer other questions.

If you answer "yes" to Q. 2, you must answer all questions and sign your name.

Q. 3. Where and on what date were you born? A. 3. ................................

Q. 4. On what date and place did you arrive in this country? A. 4. ................................

Q. 5. By what vessel or other means did you enter this country? A. 5. ................................

Q. 6. From what place did you come? A. 6. ................................

Q. 7. Did you come to this country with your parents? A. 7. ................................ (State whether you came with both, and if not with both, which.)

Q. 8. Has either of your parents been naturalized in the United States? A. 8. ................................ (If "yes," when and where?)

Q. 9. Have you ever voted or registered for voting anywhere in the United States; if so, where? A. 9. ................................ (If "yes," when and where?)

Q. 10. Have you ever taken out first papers; if so, when and where? A. 10. ................................

Q. 11. Are you willing to return to your native country and enter its military service? A. 11. ................................ (To be "yes" or "no").

(NOTE. See Sec. 70, S. S. R.)

(Signature of registrant.)

SERIES VIII. OFFICIALS, FEDERAL EMPLOYEES, PILOTS, AND MARINERS.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "no," he must not answer the remaining questions, nor sign his name. If he answers "yes," he must answer ALL the questions and sign his name. If he is a customhouse clerk, or is employed by the United States in any of the capacities mentioned in question 1, he must also secure and file with the Local Board an affidavit signed and sworn to by the official of the Government having direct supervision and control of the department or branch of the Government in which he is employed, stating that he is necessary to the adequate and effective operation of such department or branch of the Government and cannot be replaced by another person without substantial, material loss to the adequate and effective operation thereof. In addition to said affidavit he must also secure, and file with the Local Board a certificate of approval of said affidavit by the head of the department under which he is employed, or of such other official as may be designated by the President. (See Part XII, S. S. R.)

Q. 1. Are you a county or municipal official, or a customhouse clerk, or are you employed by the United States in the transmission of the mail, or are you an articifer or workman employed in a United States armory, arsenal, or navy yard, or do you belong to any class of employees of the United States which have been designated by the President as eligible for discharge, or are you a pilot, or are you a mariner actually employed in the sea service of a citizen or merchant within the United States? A. 1. ................................

If your answer is "no," do not answer any other questions and do not sign your name.
Q. 2. State the designation of your office, position, or occupation. A. 2. 

Q. 3. Were you elected or appointed? State which. A. 3. 


Q. 5. State how long you have held such position, or have been so employed. A. 5. 


Q. 7. State the nature of your work. A. 7. 

Q. 8. How many persons of the same or similar grade are in the establishment where you are employed. A. 8. 

NOTE.—See Sec. 179 and Part XII, S.S.R. 

(Signature of registrant.) 

SERIES IX. RELIGIOUS CONVICTION AGAINST WAR. 

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "no," he need not answer the other questions, or sign his name. If he answers "yes," he must answer ALL the questions, and sign his name. 

Q. 1. Are you a member of a religious sect or organization whose creed forbids you to participate in war in any form? If so, state the name of the sect and the location of its governing body or head. A. 1. 

If your answer is "no," do not answer any other questions and do not sign your name. 

Q. 2. State the date and place of organization of your local church. A. 2. 


Q. 4. When did said sect adopt opposition to war as a part of its creed? A. 4. 

Q. 5. When, where, and how did you become a member of such sect? A. 5. 

Q. 6. Give the name and location of the particular local congregation of which you are a member. A. 6. 

NOTE.—See Sec. 79, S.S.R. 

(Signature of registrant.) 

SERIES X. DEPENDENCY. 

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "no," he need not answer the remaining questions or sign his name. If he answers "yes," he must answer all the questions and sign his name. If he intends to claim discharge from military service on account of having dependents, or if he expects any person to claim discharge for him on such ground, he must secure the supporting affidavits annexed hereto of every person over 16 years of age named as dependents. He or any other person may also (and if the Local Board requires it, he or they must) file with the Local Board additional affidavits which must be legibly written or typewritten on one side of white paper of the approximate size and shape of this sheet. 

Q. 1. Have you a wife, or child, or aged, infirm, or invalid parents or grandparents, or brother under 16 or sister under 18 years of age, or a helpless brother or sister of whatever age, mainly dependent on your physical or mental labor for support? A. 1. 

If your answer is "no," do not answer any other questions and do not sign your name. 

Q. 2. State whether you are married, single, widowed, or divorced. A. 2. 

Q. 3. If you are married, state (a) the place, (b) date, and (c) the person by whom the ceremony was performed. A. 3. 

(b) 

Q. 4. Give the name, relationship, address, and age of each person mainly dependent on your labor for support. A. 4.
Q. 5. Which of such dependents live with you, and how long has each lived with you?
A. 5

Q. 6. If any persons named in your answers do not live with you, state which of them have lived with you at any time during the past 12 months and for how long a period.
A. 6

Q. 7. If any such dependent is a stepchild, an adopted child, or a foster child, state as to each when such relationship to you began.
A. 7

Q. 8. As to each dependent, state when you began to contribute to his or her support.
A. 8

Q. 9. State both (a) the approximate total, and (b) the average monthly amount of your support of your wife and children during the last 12 months. A. 9. (a) $...... (b) $......

Q. 10. How much have you contributed to the support of each other dependent during said 12 months?
A. 10

Q. 11. As to each dependent, state whether such person is wholly dependent on your labor for support?
A. 11

Q. 12. Has any dependent (other than your wife or child) a brother, father, mother, uncle, aunt, husband, wife, or child? If so, give name, age, address, and occupation of each.
A. 12

Q. 13. What was your total income from all sources during the last 12 months, whether (a) in cash, or (b) in other thing of value? A. 13. (a) Cash $...... (b) Other thing of value $......

Q. 14. How much of this was the fruit of your labor, mental or physical? A. 14. $......

Q. 15. Give a full statement of all property owned by or held in trust for you, whether income-producing or not; and net income from same during last 12 months.
A. 15. Character of property: Real estate—Principal, $......; Income, $......
                   Personal property—Principal, $......; Income, $......

Q. 16. Do you own the house you live in? A. 16

Q. 17. Does (Yes or no.) any of your family or dependents own it? A. 17

Q. 18. Does any of your dependents own the house he or she lives in? A. 18

Q. 19. Do you rent your house? If so, state the monthly rent and name and address of landlord. A. 19

Q. 20. Have you paid any taxes during the last year? If so, state separately the amount paid on real estate; on personal property; and income tax, and name the officer to whom paid.
A. 20. Real estate, $...... Paid to (Official designation.)
                 Personal property, $...... Paid to (Official designation.)
                 Income tax, $...... Paid to (Official designation.)

Q. 21. If there is any encumbrance on any property you own, state its nature and amount.
A. 21

17236°—17—10
Q. 22. State in money value all property owned by or held in trust for any person named as dependent.

A. 22. .................................................. Principal, $ ........ Income, $ ........

(Name of dependent.)

A. 23. .................................................. Principal, $ ........ Income, $ ........

(Name of dependent.)

A. 24. .................................................. Principal, $ ........ Income, $ ........

(Name of dependent.)

Q. 23. State earnings of each named dependent during preceding 12 months.


Q. 24. State amount of contributions to each dependent during said 12 months by person other than you, naming such dependents, contributors, and amounts.

A. 24. ..................................................

Q. 25. State amount per month you consider necessary for support of all your dependents. A. 25. $ ........

Q. 26. Has your wife been employed during any portion of the past 12 months? If so, state period of employment with dates, nature of her work, and amount of her earnings.

A. 26. ..................................................

Q. 27. Has your wife ever been employed? If so, in what calling?

A. 27. ..................................................

Q. 28. Is your wife trained or skilled in any calling? If so, in what?

A. 28. ..................................................

Q. 29. State the condition of health of your wife. A. 29. ..................................................

Q. 30. Do you or your wife live with her parents? (Answer fully.)

A. 30. ..................................................

Q. 31. If you have stated that you contribute to the support of any person except your wife and children state whether you live with such person or persons, and how much you pay for your board or subsistence to them or others. (Answer fully)

A. 31. ..................................................

(Signature of registrant.)

NOTE.—See Sections 71 to 76, inclusive, S. S. R.

------------------

SUPPORTING AFFIDAVITS.

STATE OF .............................................

County of ............................................. SS:

We, the undersigned, do solemnly swear, each for himself and herself individually, that we have read or had read to us the foregoing questions and answers under the heading "Dependency," by ............................................., registrant; that we understand the same; that we are the persons named in said answers; and that the statements contained therein as to the name, age, residence, relationship, and dependency of each of us toward said registrant, and the statements of his contributions to the support of each of us, and the statements of the financial and material condition of each of us, and of the income of each of us from all sources, are true.

..................................................

(Signature of affiant.)

..................................................

(Signature of affiant.)

..................................................

(Signature of affiant.)

Subscribed and sworn to before me this ............................................. day of ............................................., 1917.

..................................................

(Signature of officer.)

..................................................

(Designation of officer.)
SERIES XI. INDUSTRIAL OCCUPATION.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "yes," he must answer all the remaining questions, except as stated in the interlined instructions, and must sign his name at the end. If the registrant claims deferred classification on account of engagement in industry, he must secure the two supporting affidavits annexed at the end of Series XII, of two persons, in conformity with the following rules:
1. If the registrant is an employee, affidavit No. 1 must be made by his immediate superior, and affidavit No. 2 by the executive head of the enterprise. If the registrant's immediate superior is also executive head of the enterprise, affidavit No. 1 shall be made by such executive, and affidavit No. 2 need not be executed. (Yes or no.)
2. If the registrant is in business for himself, the two affidavits must be made according to the following rules: (a) If he is a copartner, affidavit No. 1 must be made by a copartner and affidavit No. 2 by a near neighbor. (b) If he is in business as an individual, both affidavits must be made by two near neighbors.

ALL AFFIDAVITS AND OTHER PROOF in support of claims for deferred classification on industrial grounds MUST BE FILED WITH THE LOCAL BOARD, except such proof as the District Board may directly require; and all affidavits and other written proof must be legibly written or typewritten on one side only of white paper of the approximate size of this sheet.

Q. 1. Are you engaged in an industrial enterprise necessary (1) to the maintenance of the Military Establishment, or (2) to the effective operation of the military forces, or (3) to the maintenance of the National interests during the emergency? A. 1. ?????????????

If your answer is "no" do not answer any other questions and do not sign your name.

Q. 2. Are you an employee, or in business for yourself? A. 2. ??????????

Q. 3. Do you claim deferred classification on the ground that you are engaged in such enterprise? A. 3 ?????????????

(To be "yes" or "no.")

Q. 4. State the nature of the enterprise. A. 4. ??????????

Q. 5. State the name under which the enterprise is conducted, and its exact location (post-office address). A. 5. ??????????

Q. 6. What is produced by said enterprise? A. 6. ??????????

Q. 7. Do you give all your working time to said enterprise? A. 7. ??????????

(Yes or no.)

Q. 8. If not, what do you do? A. 8. ??????????

Q. 9. What trade name is applied to your job (for instance, "laborer," "skilled laborer," "foreman," "manager," etc.)? A. 9. ??????????

Q. 10. State generally what duties you perform. A. 10. ??????????

Q. 11. How long have you been engaged in the work you are now doing? A. 11. ??????????

Q. 12. State your education, training, and experience for the work you are now doing. A. 12. ??????????

Q. 13. State the reasons why you can not be easily replaced by another person. A. 13. ??????????

The following questions are to be answered only by a registrant who is an employee.

Q. 14. How many persons are employed in the plant where you work? A. 14. ?????????

Q. 15. How many persons are employed in the same kind of work in your plant? A. 15. ?????????

The following questions are to be answered only by a registrant who is in business for himself.

Q. 16. What are your earnings per day, per week, or per month? A. 16. ?????????

Q. 17. State whether you are in business as an individual or a copartner. A. 17. ?????????

Q. 18. How much capital have you invested in said enterprise? A. 18. ?????????

Q. 19. How long have you been engaged in said enterprise? A. 19. ?????????

Q. 20. Is said enterprise a solvent, prosperous, and going concern? A. 20. ?????????

Q. 21. What were your net earnings from said business during the past twelve months? A. 21. $??????????

Q. 22. How many persons are in your employ? A. 22. ?????????

Q. 23. If you have any person related to you by blood, marriage, or contract, who is in any way assisting or can assist in the management of the enterprise, give his name and address, and state why he can not take your place during your absence. A. 23. ??????????

(Signature of registrant.)

For supporting affidavits see end of Series XII, pages 14 and 15 of this Questionnaire. See also Sections 80, 81, and 88 to 89, inclusive, S. S. E.
SERIES XII. AGRICULTURAL OCCUPATION.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "yes," he must answer all the remaining questions, except as stated in the interlined instructions, and must sign his name. If the registrant claims deferred classification on the ground of engagement in agriculture, he must secure the two affidavits at the end of this series of questions, of two persons, in conformity with the following rules:

1. If the registrant is an employee, affidavit No. 1 must be made by his employer and affidavit No. 2 by a near neighbor.

2. If the registrant is the sole managing, controlling, and directing head of the agricultural enterprise, the two supporting affidavits must be made according to the following rules: (a) If such head of the agricultural enterprise is the owner of the land, both affidavits shall be made by near neighbors. (b) If such head of the agricultural enterprise leases the land, affidavit No. 1 must be made by the owner of the land, or the latter's agent, and affidavit No. 2 by a near neighbor.

ALL AFFIDAVITS AND OTHER PROOF in support of claims for deferred classification on agricultural grounds MUST BE FILED WITH THE LOCAL BOARD, except such proof as the District Board may directly require; and all additional affidavits and other written proof must be legibly written or typewritten on one side only of white paper of the approximate size of this sheet.

Q. 1. Are you engaged in an agricultural enterprise? A. 1. (To be "yes" or "no.")

Q. 2. Are you an employee, or the owning and managing head of the enterprise? A. 2.

Q. 3. Do you claim deferred classification on the ground that you are engaged in such enterprise? A. 3. (To be "yes" or "no.")


Q. 5. Are you engaged in all branches of work on the farm? A. 5.

Q. 6. If you answer "no" state what branch of work you are engaged in. A. 6.

Q. 7. State in general terms (not as to quantity) (a) What is produced by the entire agricultural enterprise and (b) What is produced by that branch of the farm in which you work.

A. 7. (a). (b).

Q. 8. Name post office of the farm. A. 8.

Q. 9. Do you give all your working time to the farm? A. 9. ("Yes" or "no.")

Q. 10. If not, what other work do you do? A. 10.


Q. 13. State (a) how long you have been working at farming, and (b) how long you have worked on the farm where you are now working.


Q. 15. How many persons are engaged both as owners and workers on the same farm with yourself? A. 15.

Q. 16. State the following facts concerning the particular farm on which you work:

(a) The number of acres of the farm; (b) the number of acres under cultivation at the present time; (c) the kinds of crops raised is the last year or now being raised; (d) what use is made of the land not cultivated?


Q. 17. State the number and kind of live stock on the land. A. 17.

Q. 18. State (a) how many persons live on the land and (b) how many of them actually work on the farm. A. 18. (a). (b).

Q. 19. State in terms of money value, how much the products of said farm exceed the amount consumed by all persons working on it, and their families. A. 19. $.

Q. 20. State the approximate cost of production, including labor, fertilizers, etc. A. 20. $.

Q. 22. State fully the actual condition which would result from your removal.
A. 22. .................................................................

Q. 23. If you have any person related to you by blood, marriage, or contract who is in any way assisting, or can assist you, state why he can not take your place.
A. 23. .................................................................

The following questions are to be answered only by a registrant who is an employee:

Q. 24. By whom are you employed? A. 24. .................................................................

Q. 25. What are your earnings, in money value, as an employee on said farm, whether in money or produce, or both, per day, per week, or per month, as the case may be? A. 25. $.................................................................

The following questions to be answered only by a registrant who is head and owner of a farm:

Q. 26. Are you the sole managing head and owner of the farm? A. 26. .................. (“Yes” or “No.”)

Q. 27. Do you own the land? A. 27. ................................................................. (“Yes” or “No.”)

Q. 28. What is its value? A. 28. $.................................................................

Q. 29. How long have you owned it? A. 29. .................................................................

Q. 30. State value of personal property owned and used by you on the farm.
A. 30. $.................................................................

Q. 31. If you lease the land (a) upon what terms; (b) name and address of owner; and (c) when present lease expires.
A. 31. (a) ................................................................. (b) ................................................................. (c) .................................................................

Q. 32. State (a) how many persons are in your employ, and (b) the total you have paid during the past year to all of said employees, whether in money or in produce.
A. 32. (a) ................................................................. (b) .................................................................

(Signature of registrant.)

NOTE—See Sections 80 to 85, inclusive, S. S. E.

AFFIDAVITS TO BE USED IN SUPPORT OF EITHER INDUSTRIAL OR AGRICULTURAL CLAIMS.

SUPPORTING AFFIDAVIT No. 1.

State of ...................................................

County of ...................................................

ss:

I, ..................................................., do solemnly swear—affirm—that I reside ...................................................

(State of affiant.) ...................................................

(NAME OF AFFIANT.) ...................................................

(State distance.) ...................................................

(NAME OF REGISTRANT.) ...................................................

named; that my occupation is ...................................................; that I have read the foregoing questions Nos. ................................................... to ..................................................., inclusive; that I occupy the following position in the enterprise mentioned in said answers, namely, ...................................................;

(Insert here either affiant’s position in said enterprise or the word “none,” as the case may be.)

that I occupy the following relationship toward said registrant in said enterprise, namely, ...................................................; that I know of my own knowledge that the answers (here state in what respect affiant is registrant’s superior, or the word “none,” as the case may be.)

to questions Nos. ................................................... are true; that I am reliably and fully

(Insert here question numbers in figures.)

informed and believe that the answers to questions Nos. ................................................... are true; and that my relationship by blood or marriage to said registrant is ...................................................

(Insert here either relationship or “none,” as the case may be.)

...................................................

(Signature of affiant.) ...................................................

Subscribed and sworn to before me this ................................................... day of ................................................... 1917.

...................................................

(Signature of officer.) ...................................................

(Designation of officer.)
SUPPORTING AFFIDAVIT NO. 2.

STATE OF ........................................

County of ........................................, ss:

I, ........................................, do solemnly swear—affirm—that I reside...

(Name of affiant.)

(Erase one or the other.)

(State distance.)

(Name of registrant.)

from ........................................, the registrant herein

named; that my occupation is ....................... , that I have read the foregoing
questions Nos. ........................... to ............ , inclusive; that I occupy the following position

in the enterprises mentioned in said answers, namely, ....................... ;

(insert here either affiant's position in said enterprise, or the word "none," as the case may be.)

that I occupy the following relationship toward said registrant in said enterprise,

namely, ........................................;

(Here state in what respect affiant is registrant's superior, or the word "none," as the case may be.)

that I know of my own knowledge that the answers to questions Nos. .......................;

(insert here question numbers in figures.)

are true; and that my relationship by blood or marriage to said registrant is .......................;

(insert here relationship, or "none," as the case may be.)

(Signature of affiant.)

Subscribed and sworn to before me this .......... day of ............... , 1917.

(Signature of officer.)

(Designation of officer.)

NOTE.—See Sections 10 and 95, S. S. E.

REGISTRANT'S AFFIDAVIT.

IMPORTANT INSTRUCTIONS.—1. If the registrant can not read, the questions and his
answers must be read to him by the officer who administers the oath, and if the registrant
can not write, his cross-mark signatures must all be witnessed by the same officer.

2. None of the printed matter of the affidavit may be added to, erased, or stricken out,
except the word "swear" or "affirm" as the case may be.

OATH.

STATE OF ........................................

County of ........................................, ss:

I, ........................................, do solemnly swear—affirm—that

(Erase one or the other.)

I am the registrant named and described in the foregoing questions and answers;
that I have signed my name to my answers; and that I know the content of my said
answers, and that all and singular the statements of fact in my said answers to said
questions, respectively, are true, and that my beliefs and opinions therein stated are
my true beliefs and opinions.

(Signature of registrant.)

Subscribed and sworn to before me this .......... day of ............... , 1917.

(Signature of officer.)

(Designation of officer.)

NOTE.—See Sections 10 and 95, S. S. E.
1. MINUTE OF ACTION BY LOCAL BOARD ON CLAIM FOR DEFERRED CLASSIFICATION.

The Local Board classifies the registrant as shown on the cover sheet hereof because it finds that.


(Data.)                      (Member.)

2. RECOMMENDATION BY LOCAL TO DISTRICT BOARD ON INDUSTRIAL OR AGRICULTURAL CLAIM.


(Data.)                      (Member.)

3. CLAIM OF APPEAL TO DISTRICT BOARD.

I hereby claim appeal from classification by the Local Board in Class ... in Division ... and Class ... in Division ...


(Data.)                      (Signature of claimant.)

4. MINUTE OF ACTION BY DISTRICT BOARD ON 1. Appeal from Local Board. 2. Classification by District Board.

The District Board \classifies\ the registrant as shown on the Cover Sheet hereof because it finds that.


(Data.)                      (Member.)

5. MINUTE OF REASONS OF \DISTRICT \BOARD FOR 1. Extending time. 2. Requesting to extend time.

The application of the registrant to have the time for filing claim and proof extended is \refused\ for the reason that.


(Data.)                      (Member.)

6. CLAIM OF APPEAL TO PRESIDENT.

I hereby claim appeal to the President from classification by the District Board in Class ... in Division ... and Class ... in Division ....... Certificates and recommendations required by section 111, S. S. R., are attached.


(Data.)                      (Signature of claimant.)
Section 269.—Duplicate of first page of Questionnaire.

Form 1001 A—P. M. G. O.

**QUESTIONNAIRE.**

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of registrant:</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Christian name)</td>
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<tr>
<td></td>
<td>(Surname)</td>
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<tr>
<td>Order No.</td>
<td>Address</td>
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<td></td>
<td>(Street and number or R. F. D.)</td>
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<td>City</td>
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<tr>
<td></td>
<td>County</td>
<td>State</td>
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</table>

**NOTICE TO REGISTRANT:**—You are required by law to return this Questionnaire filled out in accordance with instructions contained herein within seven days from date of this notice. Failure to do so is a misdemeanor punishable by fine or imprisonment for one year and may result in the loss of valuable rights and in immediate induction into military service.

(Date) .................................................................................

Member of Local Board.

**CLAIM FOR EXEMPTION OR DEFERRED CLASSIFICATION.**

**NOTE TO CLAIMANTS.**—This form is to be used for claiming exemption or deferred classification by or in respect of any registrant and for stating the grounds of claim. These grounds must oppose the division that states the ground of claim. Boards are required to consider only grounds thus indicated by the claimant in column A.

<table>
<thead>
<tr>
<th>Col. A.</th>
<th>Class I</th>
<th>Col. B.</th>
<th>Class II</th>
<th>Col. C.</th>
<th>Class III—continued.</th>
<th>Col. D.</th>
<th>Class IV</th>
<th>Col. E.</th>
<th>Class V</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Single man without dependent relatives.</td>
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<td>Married man, with or without children, or father of motherless children, who has habitually failed to support his family.</td>
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<td>C</td>
<td>Married man dependent on wife for support.</td>
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<tr>
<td>D</td>
<td>Married man, with or without children, or father of motherless children; man not suitably employed by income independent of his labor.</td>
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<td>E</td>
<td>Unskilled laborer.</td>
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<tr>
<td>F</td>
<td>Unskilled industrial laborer.</td>
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<td>Registrant by or in respect of whom no deferred classification is claimed or made.</td>
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<td>Registrant who fails to submit Questionnaire and in respect of whom no deferred classification is claimed or made.</td>
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<td></td>
<td>All registrants not included in any other division in this schedule.</td>
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</table>

**CLASS II.**

| A       | Married man with children or father of motherless children, where such wife or children or such motherless children are not mainly dependent upon his labor for support for the reason that there are reasonably certain sources of adequate support (excluding earnings or possible earnings from the labor of the wife), available, and that the removal of the registrant will not deprive such dependents of support. | 
| B       | Married man, without children, whose wife, although the registrant is engaged in a useful occupation, is mainly dependent upon his labor for support, for the reason that the wife is skilled in some special class of work which she is physically able to perform and in which she is employed, or in which there is an immediate opening for her under conditions that will enable her to support herself decently and without suffering or hardship. | 
| C       | Necessary skilled farm laborer in necessary agricultural enterprise. | 
| D       | Necessary skilled industrial laborer in necessary industrial enterprise. | 

**CLASS III.**

| A       | Man with dependent children (not his own), but toward whom he stands in relation of parent. | 
| B       | Man with dependent aged or infirm parents. | 
| C       | Man with dependent helpless brothers or sisters. | 
| D       | County or municipal officer. | 

**REGISTRANT OR OTHER INTERESTED PERSON MUST ANSWER THE FOLLOWING QUESTION.**

Q. Do you claim exemption or deferred classification in respect of the registrant named above? If so, state the divisions of each class to which he should be classified.

(A): (i) in Division (a) of Class (b), and Division (a) of Class (b) and Division (a) of Class (b).

(Yes or no.) .................................................................................

(Sign here) .................................................................................

**WAIVER OF CLAIM FOR EXEMPTION OR DEFERRED CLASSIFICATION.**

(To be signed by registrant or other interested person whenever a waiver is used.)

I hereby waive all claim of exemption or deferred classification of the registrant named above.

(Date of signing) .................................................................................

(Sign here) .................................................................................
Section 270. Cover sheet of Questionnaire.

Form 1061 B—P. M. G. O.

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of Registrant:</th>
<th>Telephone No.:</th>
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<tbody>
<tr>
<td></td>
<td>(Christian name.)</td>
<td>(Surname.)</td>
</tr>
<tr>
<td>Order No.</td>
<td>Address:</td>
<td>(Street and number or R. F. D.)</td>
</tr>
<tr>
<td></td>
<td>City:</td>
<td>County:</td>
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</tbody>
</table>

Under jurisdiction of Local Board. Under jurisdiction of District Board.  
(Enter letters showing divisions claimed or found in squares showing class claimed or found)

<table>
<thead>
<tr>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
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</table>

Classification claimed by registrant.

Classification claimed by another person.

Classification by Local or District Board.

Vote of board on most deferred classification found.


Classification on appeal.

1. Questionnaire mailed.

2. Questionnaire returned.

3. Time extended to.

5. Record forwarded to District Board.

6. Record returned by District Board and reclassification posted.

7. Record forwarded to President.

8. Ordered to report for physical examination.


11. Action of Local Board on physical examination.

12. Physical examination forwarded to District Board on appeal.


14. Physical examination record returned by District Board.

15. Date ordered to report for enrolment.

16. Reported for enrolment.

17. Date of enrolment.

18. Rejected at mobilization camp.

19. Reported to adjutant general of State as delinquent.

20. Reported to Adjutant General of Army as deserter.

21. Date of apprehension.

RECLASSIFICATION FOR CHANGE OF STATUS.

<table>
<thead>
<tr>
<th>Date</th>
<th>By whom reclassified.</th>
<th>Reclassification.</th>
<th>Signature of official.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>I     II    III   IV   V</td>
<td></td>
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### Section 271. Duplicate of cover sheet of Questionnaire.

**Form 1001 C—P. M. G. O.**

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of Registrant:</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order No.</td>
<td>(Christian name.)</td>
<td>(Surname.)</td>
</tr>
<tr>
<td>(Stamp of Local Board.)</td>
<td>Address...</td>
<td>(Street and number or R. F. D.)</td>
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<tr>
<td></td>
<td>City...</td>
<td>County...</td>
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</table>

**Under jurisdiction of Local Board.**

<table>
<thead>
<tr>
<th>Classification claimed by registrant...</th>
<th>Classification claimed by another person...</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
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<tr>
<td>I</td>
<td>II</td>
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</tbody>
</table>

**Under jurisdiction of District Board.**

<table>
<thead>
<tr>
<th>(Enter letters showing divisions claimed or found in squares showing class claimed or found.)</th>
<th>Name.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
</tr>
<tr>
<td>I</td>
<td>II</td>
</tr>
</tbody>
</table>

**Reclassification for change of status.**

| Date. | By whom reclassified. | Reclassification. |
| --- | --- | I | II | III | IV | V |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Signature of official.**
Section 272. Notice to registrants and the public.

Form 1002—P. M. O. O. (See Sec. 92, S. S. R.)

STAMP HERE DESIGNATION OF LOCAL BOARD.

IMPORTANT NOTICE TO REGISTRANTS.

UNDER JURISDICTION OF THIS LOCAL BOARD WHOSE ORDER NUMBERS ARE BETWEEN

No. .................. and No. .................., inclusive.

There has this day been mailed to you a questionnaire which you are required by law to execute and return within seven days from date hereof.

Failure to do so constitutes a misdemeanor punishable by not to exceed one year's imprisonment; and such failure may also deprive you of valuable rights and result in your immediate induction into military service and trial by court-martial.

Date.......................................................... Member of Local Board.

NOTICE TO THE PUBLIC AND TO REGISTRANTS.

Any person desiring to claim a deferred classification by either Local or District Board on any ground in respect of any registrant designated herein may, within seven days from the date hereof, and not later, submit such claim to this Local Board, accompanied by such affidavit evidence as such person may desire to have considered.

Such claims, either by a registrant or by another in respect of any registrant, may be submitted either by entering the same in the place provided on the first sheet of the registrant's questionnaire or by submitting such claim to this board on a duplicate of such first sheet (Form 1001-A). If it is desired to submit affidavit evidence in support of such claim and in addition to the evidence contained in the registrant's questionnaire, such affidavits must be in part on paper of the same size as the questionnaire, and should be responsive to the questions asked the registrant respecting the ground of such claim in the pertinent division of the questionnaire.

Section 7 of the Selective Service Regulations provides:

The process of examination and selection of registrants, under these rules and regulations, shall begin by the posting of notice in the offices of the Local Boards on Form 1002, and by mailing a questionnaire (Form 1001) to every registrant included within such posted notice, as provided in section 92 hereof; and notice of every subsequent action taken by either the Local or District Board in respect of each registrant shall be given a minute or date of such action on the classification list (Form 1000) in the office of the Local Board, and in addition to such entries, by mailing to the registrant, and in some cases to other claimants, notice of such action.

Whenever a duty is to be performed or a period of time begins to run within which any duty is to be performed by any such registrant, or within which any right or privilege may be claimed or exercised by or in respect of any such registrant, a notice of the day upon which such duty is to be performed, or such time begins to run, shall be mailed to the registrant, and the date of such mailing of notice shall be entered opposite the name of such registrant on the classification list (Form 1000), which is always open to inspection by the public at the office of the Local Board. In addition to the mailing of such notice to registrants, notice of the disposition of claims made by other persons in respect of registrants shall be mailed to such other persons. Either the mailing of such notice or the entry of any such date in the classification list shall constitute the giving of notice to the registrant and to all concerned, and shall charge the registrant and all concerned with notice of the day upon which such duty is to be performed, or the beginning of the running of the time within which such duty must be performed or such right or privilege may be claimed, regardless of whether or not a mailed notice or questionnaire is actually received by the registrant or other person.

Failure by any registrant to perform any duty prescribed by the Selective Service Law or by these Rules and Regulations, at or within the time required, is a misdemeanor punishable by imprisonment of one year, and may result in loss of valuable rights and immediate induction of such registrant into military service.

Failure of the registrant or any other person concerned to claim and exercise any right or privilege on the day or within the time authorized by these Rules and Regulations shall be considered a waiver of such right or privilege, and shall foreclose such person from thereafter claiming the same, subject only to the privilege granted by these Rules and Regulations to apply for an extension of time.

All registrants and other persons are required and strictly enjoined to examine from time to time said notice (Form 1002), so posted by the Local Board, and the classification list (Form 1000) upon which said dates are to be entered, in order to be informed of the time for the performance of any duty or the exercise of any right or privilege; and it is the duty of every registrant concerning whom any notice is posted, but who for some reason has not received the questionnaire or notice, as the case may be, to apply to his Local Board for a copy thereof. Failure to receive notice or questionnaire will not excuse the registrant from performing any duty within the time limit, nor shall it be in itself ground for extension of time.

Date.......................................................... 191 Member of Local Board.
Section 273. Subpoena to witnesses to appear before District or Local Boards.

(Stamp of Local or District Board.)

The President of the United States to

(Name of witness.)

(Address of witness.)

Greeting:

You are hereby commanded to appear as a witness before the above-named Board

(Location and address of Board.)

on the ............ day of .................., 191... at ...... o’clock ....M.

for the purpose of testifying in the matter of the claim for exemption or deferred

classification in the case of    

(Name of registrant, with address and serial number.)

and not depart without leave of the Board.

                      Member of Said Board.

Note.—To be made out in duplicate. The officer who serves this summons to leave one copy with the witness and to return the other with a note of the service indorsed on the back.
**Section 274. Minute book for use of District and Local Boards.**

Form No. 1004—P. M. G. O.  
(See Sec. 17, S. S. R.)

Date of meeting .......... Convened .......... M.  Adjourned .......... M.  

Present (members of board and examining physicians, if any): ARRIVED.  LEFT.  

<table>
<thead>
<tr>
<th>Name</th>
<th>Arrived</th>
<th>Left</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M.</td>
<td>M.</td>
</tr>
<tr>
<td></td>
<td>M.</td>
<td>M.</td>
</tr>
<tr>
<td></td>
<td>M.</td>
<td>M.</td>
</tr>
<tr>
<td></td>
<td>M.</td>
<td>M.</td>
</tr>
</tbody>
</table>

**Business Transacted.**

**Classification:** Number of cases examined ..... Number of cases classified.  

**Physical examination:** Number of men examined. ..... Number of cases decided.  

**Notification:** Number of notices prepared.  

**Mobilization:** Number of men ordered to report. ..... Number of men entrained.  

**Miscellaneous:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

------------------------------------------
**Chief Clerk.**
Section 275. Registration Card.

This form is furnished in two styles, designated "Old shape" and "New shape." The "Old shape" is to be used in making additional registrations and forwarding copies of the cards of new registrants to the Adjutant General of the State. The "New shape" is to be used in forwarding copies to the mobilization camps, the Adjutant General of the Army, and such other officials or persons as are entitled to receive copies by the Selective Service Regulations.

<table>
<thead>
<tr>
<th>Red Ink No.</th>
<th>REGISTRATION CARD.</th>
<th>No. ......</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name in full.</td>
<td>Age, In</td>
</tr>
<tr>
<td></td>
<td>(Given name)</td>
<td>years</td>
</tr>
<tr>
<td></td>
<td>(Family name)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Home address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(No.)</td>
<td>(Street)</td>
</tr>
<tr>
<td></td>
<td>(City)</td>
<td>(State)</td>
</tr>
<tr>
<td>3</td>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Month)</td>
<td>(Day)</td>
</tr>
<tr>
<td></td>
<td>(Year)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Are you (1) a natural-born citizen, (2) a naturalized citizen, (3) an alien, (4) or have you declared your intention (specify which)?</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Where were you born?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Town)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(State)</td>
<td>(Nation)</td>
</tr>
<tr>
<td>6</td>
<td>If not a citizen, of what country are you a citizen or subject?</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>What is your present trade, occupation, or office?</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>By whom employed?</td>
<td>Where employed?</td>
</tr>
<tr>
<td>9</td>
<td>Have you a father, mother, wife, child under 12, or a sister or brother under 12, solely dependent on you for support (specify which)?</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Married or single (which)?</td>
<td>Race (specify which)?</td>
</tr>
<tr>
<td>11</td>
<td>What military service have you had? Rank</td>
<td></td>
</tr>
<tr>
<td></td>
<td>years.............</td>
<td>Branch.....</td>
</tr>
<tr>
<td></td>
<td>Nation or State....</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Do you claim exemption from draft (specify grounds)?</td>
<td></td>
</tr>
</tbody>
</table>

I affirm that I have verified above answers and that they are true. (Signature or mark.)

(Reverse of Form 1.)

| 1 | Tall, medium, or short (specify which)? | Slender, medium, or stout (which)? |
|   |                                           |                                    |
| 2 | Color of eyes?................ Color of hair?..... |                           |
|   |                                           |                            Bald?........... |
| 3 | Has person lost arm, leg, hand, foot, or both eyes, or is he otherwise disabled (specify)? | |

I certify that my answers are true, that the person registered has read his own answers, that I have witnessed his signature, and that all of his answers of which I have knowledge are true, except as follows:

(Signature of registrar.)

(Precinct.)

City or county.

State.

(Date of registration.)
Section 276. Registration Certificate.

REGISTRATION CERTIFICATE.

To whom it may concern, Greetings:

No. __________________________ (This number must correspond with that on the Registration Card.)

These presents attest, That in accordance with the proclamation of the President of the United States, and in compliance with law,

_________________________________________ (Name) __________________________________________ (City or P. O.)

Precinct _______ County of _________________________, State of ________________________

has submitted himself to registration and has by me been duly registered this _______
day of ________________________, 1917.

_________________________________________ Registrar.
Section 277. Notice to registrants of classification by District or Local Boards.

LOCAL BOARD FOR .........

NOTICE OF CLASSIFICATION.

<p>| | | | | |</p>
<table>
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<tbody>
<tr>
<td>I</td>
<td>II</td>
<td>III</td>
<td>IV</td>
<td>V</td>
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</table>

Order No. ....... Serial No. ....... has been classified by the (Local) Board (on appeal) in the classes under which letters are placed on the above schedule, and on the grounds indicated by such letters (see Form 1001 for key to meaning of letters). This entitled him to a place in Class ....... and he has been so recorded on the Classification List of this Local Board. Appeals may be taken from classification by a Local Board, within five days from the date of this notice, by any person who filed a claim with this Local Board. Appeals may be taken from classification by a District Board within five days from the date of this notice only in certain cases specified in section ....... of Selective Service Regulations and when claimed by a person who filed a claim of classification with the District Board. To file an appeal it is only necessary to go to the office of the Local Board and write your claim of appeal in the place provided on the registrant’s questionnaire.

(Date.)  

Member of Local Board.

FORM 1005—PMGO.  
(See sec. 108 SSR.)

[Reverse of Form 1005.]  

WAR DEPARTMENT  
LOCAL BOARD FOR  
OFFICIAL BUSINESS.

PENALTY FOR PRIVATE USE, $500
**Section 278. Docket of District Board.**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| **Name of registrant.** | **Order No.** | **Serial No.** | **Date of receipt of record.** | **Classification.** | **Date of receipt of record.** | **Classification.** | **Date of return of record.** | **Physical qualifications.** | **Decision.** | **Qual.** | **Disqual.** | **Qualified for limited military service.** | **Date of return of record.** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Section 279. Notice to registrants of final classification.

LOCAL BOARD FOR

This certifies that Order No. ..., Serial No. ..., has been finally classified and recorded in Class ...

FORM 1007.—PMGO.
(See sec. 110 S. S. R.)

Member of Local Board
Section 280. Certificate of exemption from combatant service.

LOCAL BOARD FOR ........................................

Date ........................................

This is to certify that ........................................
Order No. ......, Serial No. ......, has been found to be exempt from combatant
service and is eligible only to such military service as may be declared noncombatant
by the President of the United States.

........................................

Member of Local Board.

FORM 1003.—P. M. G. O.
(See Sec. 80, S. S. R.)

WAR DEPARTMENT,
LOCAL BOARD FOR

OFFICIAL BUSINESS.

(Penalty for private use, $500.)
Section 281. Notice to registrants to appear for physical examination.

NOTICE TO APPEAR FOR PHYSICAL EXAMINATION.

LOCAL BOARD FOR............................................

.............................................

(Date.)

You are hereby directed to appear before this Local Board for physical examination at ...... m. on ................. (Date.) Failure to do so is a misdemeanor, punishable by not to exceed one year's imprisonment, and may also result in your losing valuable rights and your immediate induction into military service.

.............................................

Member of Local Board.

FORM 1009—PMGO.
(See sec. 122 S. S. R.)

[Reverse of Form 1009.]

WAR DEPARTMENT
LOCAL BOARD FOR

OFFICIAL BUSINESS.

.............................................

.............................................

.............................................

.............................................

.............................................
Section 282. Report of physical examination.

FORM 1010.—P. M. G. O.
(See sec. 128 S. S. R.)

LOCAL BOARD FOR.........................................................

REPORT OF PHYSICAL EXAMINATION.

Serial No. .........., Order No. ...........
(Surname.) (Christian name.)

STATEMENT OF PERSON EXAMINED.

1. Have you found that your health and habits in any way interfere with your ability
to earn a livelihood? If so, give details.

2. Do you consider that you are now sound and well? If not, state details.

3. Have you ever been under treatment in any hospital or asylum? If so, for what
ailment?

Names of hospitals or asylums.

Dates of admissions and discharges.

4. Have you been confined to your bed at home under a physician's care within the
past year? If so, for what ailment and for what length of time?

Name of physician When

I certify that the foregoing questions and my answers thereto have been read over
to me; that I fully understand the questions and that my answers thereto are correctly
recorded and true in all respects.

I further certify that I have been fully informed and know that making or being
a party to making any false statement as to my fitness for military service renders
me liable to punishment by imprisonment.

(Signature of person examined.)

PHYSICAL EXAMINATION BY EXAMINING PHYSICIAN OF LOCAL BOARD.

(Person under examination stripped.)

Weight .......... lbs.; height .......... inches.

Girth of chest (at nipples): At expiration .......... inches. At inspiration .......... inches.

General examination (head, chest, abdomen, extremities).

Nose and throat.

Heart.

Lungs.

Genito-urinary organs (urine will be examined in suspicious cases).

Hernia. Hemorrhoids.

Flat foot or other deformities of feet.

Eyes. Vision—Right eye ..........; left eye ..........

Ears. Hearing—Right ear ..........; left ear ..........

Teeth: Right. Left.

Missing (Upper, 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8) Strike out those that are
tooth. (Lower, 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8) missing.

Remarks.

SPECIAL ENTRY.—Particular qualifications of registrant found to be physically
deficient and not physically qualified for general military service (note hereunder
any trades, professions, or other civil occupations in which the registrant has had
experience).
I certify that I have carefully examined the person named on the first page hereof and have carefully recorded the results of the examination, and that it is my judgment and belief that he is as physically qualified for general military service, physically qualified for special or limited military service, physically deficient and not physically qualified for military service by reason of.

Place...............................................................M. D.  
Examining Physician.

APPLICATION TO BE SENT TO MEDICAL ADVISORY BOARD.

I hereby make application to be sent to a Medical Advisory Board for further physical examination.

(Signature of registrant.)

Date..............................................................

REFERENCE TO MEDICAL ADVISORY BOARD.

Respectfully referred to Medical Advisory Board for further physical examination of the person named on the first page hereof.

Place...............................................................   
Member of Local Board.

Date..............................................................

PHYSICAL EXAMINATION BY MEDICAL ADVISORY BOARD.

(Person under examination stripped.)

Weight ............... lbs.; height ............... inches.
Girth of chest (at nipples): At expiration ............... inches. At inspiration ............... inches.
General examination (head, chest, abdomen, extremities)............................
Nose and throat..............................................................
Heart.............................................................. Lungs.
Genito-urinary organs (urine will be examined in suspicious cases).....................
Hernia.............................................................. Hemorrhoids.
Flat foot or other deformities of feet..............................................................
Eyes.............................................................. Vision—Right eye ...............; Left eye.
Ears.............................................................. Hearing—Right ear ...............; Left ear.
Teeth:  
Missing [Upper, 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8] Strike out those that teeth. [Lower, 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8] are missing.

Remarks.  

I hereby certify that the person named on the first page hereof has been carefully examined and that the results of the examination have been carefully recorded and that it is the judgment and belief of the Medical Advisory Board that he is—
physically qualified for general military service.  
physically qualified for special or limited military service as.  
physically deficient and not physically qualified for military service by reason of.

Place...............................................................   
Date..............................................................  
(Designation.)
FINDING OF LOCAL BOARD.  This Local Board finds the person named on the first page hereof
physically qualified for general military service.
physically qualified for special or limited military
service as ........................................
military service by reason of
Place..................................................
Date..................................................

Member of Local Board.

APEAL FROM FINDING OF LOCAL BOARD.
I hereby appeal from the above finding of Local Board for...
on the ground that...
Date ..................................................
(Signature of registrant.)

DECISION OF DISTRICT BOARD.
The District Board finds the person named on the first page hereof
physically qualified for general military service.
physically qualified for special or limited military
service as ........................................
military service by reason of
Date..................................................

Member of District Board.

PHYSICAL EXAMINATION AT PLACE OF MOBILIZATION.
(Person under examination stripped.)

Weight .................................. lbs.; height ............ inches.
Birth of chest (at nipples): At expiration ......... inches. At inspiration ......... inches.
General examination (head, chest, abdomen, extremities)........................................
Nose and throat ..................................
Heart...........................................
Genito-urinary organs (urine will be examined in suspicious cases)..........................
Hernia...........................................
Hemorrhoids...................................
Flat foot or other deformities of feet
Eye Vision—Right eye ..................................
Ears Hearing—Right ear ..........................
Left eye ........................................
Left ear ........................................

Teeth: Missing teeth [Upper ... 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8] Strike out those that are missing.

Remarks:
I certify that I have carefully examined the person named on the first page hereof and
have carefully recorded the results of the examination, and that it is my judgment and belief
that he is physically qualified for general military service.

Camp...........................................
Date............................................

FIRST INDORSEMENT.
Examined and found physically qualified for general military service.

Camp...........................................
Date............................................

Second indorsement.

Acceptance) recommended.
Rejection)..............
Camp...........................................
Date............................................

Division Surgeon.

Third indorsement.

Approved... as recommended in second indorsement.
Disapproved
Camp...........................................
Date............................................

Major General, Commanding.

INSTRUCTIONS.
1. The name of the person examined and the serial (red ink) number of his registration card will be entered
in the spaces for that purpose on page 1 exactly as they appear on his registration card. The
order number of the registrant will also be entered in the space for that purpose on page 1.
2. The heading "Statement of Person Examined" will be signed by the examining physician and the answers recorded by him before the person to be examined has been stripped. Any
answer indicating a possible disqualification will be followed up by searching inquiry and examination
and the result noted in the examining physician’s report.
3. The physical examination will conform strictly to the requirements of this form and all prescribed
regulations and instructions governing physical examinations under the Selective Service Act of May 18, 1917.
4. Deviations from normal, though not cause for finding the person examined physically deficient and
not physically qualified for military service, will be noted under the proper headings.
5. The space under the Remarks will be used for continuation of an answer if the allotted space is insufficient,
and for any further statement that the examining physician may desire to make.
Section 283. Notice of findings of District or Local Boards on registrant's physical condition.

LOCAL BOARD FOR

(Date)

You are hereby notified that, as a result of your physical examination, you have been found by the {Local } Board 
{qualified for military service
{disqualified for military service and placed in Class V
{qualified for special and limited military service as

which leaves you in Class .......... subject to call in your order of call when the Government may have need of your services.

Member of Local Board.

FORM 1011—PMGO.
(See Sec. 124, S. S. R.)

WAR DEPARTMENT
LOCAL BOARD FOR

OFFICIAL BUSINESS

(Reverse of Form 1011.)

PENALTY FOR PRIVATE USE, $300.
Section 284. List of delinquents or deserters reported to local police authorities.

Form 1012 P. M. G. O.
(See Sec. 130 S. S. R.)

(Stamp here designation of Local Board.)

Names of Delinquents Reported to Local Police Authority.
(See Sections — and — of Regulations.)

To........................................
(Inser designation of local police authority.)

There is hereby certified the following list of the names and addresses of persons notified to file with the Local Board the questionnaire required by the regulations promulgated by the President of the United States under authority granted by Act of Congress approved May 18, 1917, and ordered to report for physical examination to the Local Board indated into the military service of the United States and ordered to report to this Local Board for military duty.

who have been duly and legally* who have failed to file such questionnaire.
report for such examination.
report for military duty.

Under authority of Section 6 of the Act of May 18, 1917, and by Section ......... of Selective Service Regulations, you are required immediately to visit in person or through deputies each person whose name appears on this list, to locate such persons if possible and bring them before this Local Board. If you are unable to produce such persons within † ......... days of the date hereof, exclusive of Sundays and legal holidays, you shall report to this Local Board all information you may have obtained concerning such delinquent registrants.

Further information and description concerning these persons is available in the records of this Local Board.

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<tr>
<th>Order No.</th>
<th>Name.</th>
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(Date.) ...................................

Member of Local Board.

* Strike out unnecessary words.
† To use under Sec. ........., specify 5 days. To use under Sec. ........., specify 2 days.
Section 285. List of registrants who failed to submit Questionnaires or to appear for physical examination reported to Adjutant General of State.

List of Persons who Failed to [Submit Questionnaires.]

<table>
<thead>
<tr>
<th>Name</th>
<th>Order No.</th>
<th>Last known address</th>
<th>Date due to [Report for Physical Examination or Submit Questionnaires]</th>
<th>Reason, if any is known, why person did not [Report for Physical Examination or Submit Questionnaires]</th>
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</table>

(Date)                                      Member of Local Board.
Section 286. Notice to delinquents to report to Adjutant General of State.

Delinquent Order No. ...............  

OFFICE OF THE ADJUTANT GENERAL,  

STATE OF ........................................  

Date ............................................  

You have been registered under the Selective Service Law and have been given due and lawful notice to present to your Local Board any reason why you should not be presently inducted into the military service of the United States. You have failed to present any such reason. You are therefore hereby directed to report by mail, telegraph, or in person, at your own expense, to this office for instructions not later than ........ m. on the ...... day of ............, 19 .... Unless, upon hour your so reporting to this office, orders rescinding the present order are issued, then from and after the date just specified you shall be in the military service of the United States.  

FORM 1014—PMGO.  

(See Sec. 133, S. R.)  

...........................................  

Adjutant General.  

[Reverse of Form 1014.]  

WAR DEPARTMENT  

PENALTY FOR PRIVATE USE, $300.  

ADJUTANT GENERAL OF THE STATE OF  

OFFICIAL BUSINESS  

...........................................  

...........................................  

...........................................
Section 287. Notice to delinquent to report to Local Board.

Delinquent Order No. .......

Office of the Adjutant General,

State of...

Date...

In compliance with Delinquent Order No. ....... of this office, you have reported to this office and your order into military service contained in such Delinquent Order is therefore suspended until ...... m. on the ...... day of ............, 19...... Pending the latter date you will immediately report yourself to Local Board......

If you do so, your order into the military service may be rescinded. If you do not do so, then from and after the date last specified you will be in the military service of the United States and subject to military law. Your immediate attention is invited to Section ......., Selective Service Regulations, a copy of which can be consulted at the office of any Local Board.

----------

Adjutant General.

Original to delinquent.
One copy to Local Board.
One copy filed.
Form 1015—PMGO.
(See Sec. 194, S. S. R.)
Section 288. Report to Adjutant General of State on appearance of delinquent ordered to report to Local Board.

Local Board for ........................................

Date........................................

TO THE ADJUTANT GENERAL,

STATE OF........................................

Mr. ...........................................................

ordered by your Delinquent Order No. ...... (Form 1015) to report in person to this Local Board, has this day reported.

...........................................................

Member of Local Board.

FORM 1016—PMGO.
(See Sec. 135, SSR)

WAR DEPARTMENT
LOCAL BOARD FOR

OFFICIAL BUSINESS

...........................................................

...........................................................

...........................................................

Penalty for private use, $300.
Section 289. Notice from Adjutant General of State suspending order inducting delinquent into military service.

Delinquent order No. .......

OFFICE OF ADJUTANT GENERAL,

STATE OF ........................

Date, ........................

You having reported to your Local Board, in accordance with Delinquent Order No. ....... of this office, the provisions of that order inducting you into military service are hereby suspended.

........................................
Adjutant General.

ORIGINAL TO REGISTRANT.
COPY TO LOCAL BOARD
Copy filed.

Form 1017 PMGO,
(See sec. 135, SSH.)

[Reverse of Form 1017.]

WAR DEPARTMENT,

ADJUTANT GENERAL OF THE STATE OF

........................................

........................................

........................................

OFFICIAL BUSINESS
Penalty for private use, $300.
Section 290. Report to Adjutant General of the Army of persons inducted into military service who have failed to report for duty.

Report No. .......

List of Persons Inducted Into Military Service Who Have Failed to Report for Military Duty Upon Due and Lawful Notice to Do So.

<table>
<thead>
<tr>
<th>State of</th>
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<tbody>
<tr>
<td>City of</td>
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<td>Date</td>
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</table>

 From: LOCAL BOARD FOR ..............................................

To: ADJUTANT GENERAL OF THE ARMY.

The following-named persons having been inducted into military service on the date set after their respective names and having been ordered to report to LOCAL BOARD have failed to so report. There is inclosed herewith a copy of the order inducting each of such persons into military service, a certified copy of the registration card of each of such persons, and certain other information as to the whereabouts of some of them.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last known address</th>
<th>Date of induction into military service</th>
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(To be stricken out except where this form is used by a Local Board as prescribed in sec. 140.

In addition to the inclosures mentioned in the first paragraph hereof there is inclosed a copy of the report of physical examination in respect of each person reported herein.

-----------------------------
Adjudant General.
Member of Local Board.
Section 291. Order to delinquent to report to Local Board for entrainment.

Delinquent Order No. ........................

FROM ADJUTANT GENERAL,
STATE OF ....................................
(Date) ........................................

You having been inducted into military service by Delinquent Order No. ........................ of this office on the ....... day of .................., 191.. and having been found physically qualified for military duty, are hereby ordered to report forthwith to Local Board for ........................................ for immediate transportation to the mobilization camp at ........................................ Failure to do so may subject you to the grave penalties prescribed by military law for desertion in time of war.

........................................
Adjoint General.

Original to delinquent.
One copy to Local Board.
One copy filed.

Form 1019—PMGO.
(See Sec. 137, S. S. R.)

[Reverse of Form 1019.]

WAR DEPARTMENT.
ADJUTANT GENERAL OF THE STATE OF

PENDENCY FOR PRIVATE USE, $300.

OFFICIAL BUSINESS.

........................................
........................................
........................................

17256°—17——12
Section 292. Report to Adjutant General of the Army of delinquent who reports to the Adjutant General of State after report has been submitted on Form No. 1018.

Delinquency Order No. .......
From: Adjutant General, State of ..................................................
To: Adjutant General of the Army.
Subject: Report of Delinquent.

.................................................., reported to you on my 1018 No.
...... as a delinquent from military service, has since reported, has been physically
examined and found  for military service. }He has been sent for mili-
qualified disqualified tary service to) the Commanding Officer, Camp .........................
to

..................................................
Adjutant General.

............... (Date.)

Form 1020—PMGO.
See Sec. 138, S. S. R.)

WAR DEPARTMENT.

[Reverse of Form 1020.]

ADJUTANT GENERAL OF THE STATE OF

PENALTY FOR PRIVATE USE, $301.

OFFICIAL BUSINESS.

THE ADJUTANT GENERAL OF THE ARMY,

WASHINGTON, D. C.
Section 293. Certificate for police official apprehending a willful deserter.

[Printed copies of this form will not be furnished; if its use is necessary it should be copied by typewriter or in legible writing.]

FORM 1021—PMGO.
(See Sec. 51, S. S. R.)

Date.

From: Local Board for.

To: Commanding officer.

Subject: Arrest of willful deserter from National Army.

(Name of deserter.)

Serial No. , having been inducted into military service on.

by Local Board for and having failed to report to said Local Board has been apprehended by.

(Name of police official.)

Upon investigation this Local Board finds that the offense of said was willful and committed with an intent to evade military service and hereby directs that the said deliver the said to you for further action of the military authorities.

(Name of police official.)

(Name of deserter.)

Member of Local Board.
Section 294. Order to registrant to appear before Medical Advisory Board for physical examination on transfer.

Local Board For........................................

Date........................................................

Mr. ............................................. Order No. ............ Serial No. .............., having applied to this Local Board for transfer of physical examination to ................................................................., such transfer is hereby authorized and he is hereby ordered to report to said Medical Advisory Board for examination.

........................................................ Member of Local Board.

---

Form 1022—PMGO.
(See Sec. 141, S. S. R.)

[Reverse of Form 1022].

Penalty for private use, $300.

War Department
Local Board For

-------------------------------------

Official Business

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Section 295. Request to Medical Advisory Board to conduct physical examination of registrant on transfer.

Local Board for

Date

Mr. ......................................................, Order No. ...........
Serial No. ......, whose present address is ........................................., having applied to this Local Board for transfer of physical examination, and his application having been approved, it is requested that your Board conduct such examination. He has been ordered to report to your Board for examination.

......................................................
Member of Local Board.

Form 1022A—PMGO.
(See Sec. 141, SSR.)

[Reverse of Form 1022A.]

War Department

Official Business.

Penalty for private use, $300.
Section 296. Notice of transfer for classification.

Local Board for ........................................
Date ......................................................

Mr. ......................................................, Order No. ..............,
Serial No. .............., having applied to this Local Board to have his classification
transferred to Local Board for .............., such transfer is hereby authorized.

......................................................
Member of Local Board.

Original to applicant.
Copy to Local Board of transfer.
Copy filed.
Form 1023—PMGO.
(See Sec. 144, SSR.)

[Reverse of Form 1023.]
Section 297. Request that registrant be transferred to Emergency Fleet Corporation List.

(Printed copies of this form will not be furnished; if its use is necessary the official desiring same must print the requisite number to meet his demands. The form must be printed on bristol board, 6\(\frac{1}{2}\) by 3\(\frac{1}{2}\) inches.)

Emergency Fleet Request No. ———

Place. ............................................................

Date. ............................................................

From: ....................................................... (Emergency Fleet Corporation.

Navy Department.

To: Local Board for ........................................

This certifies that ............................................ Serial No. .......

is employed at .............................................. (Name of ship or navy yard or other place of employment.)

under supervision of {The Emergency Fleet Corporation} in the building and fitting of ships. It is requested that you enter him on the Emergency Fleet Classification List.

Sign. ............................................................

(To be recognized only when signed in ink by one of the officials designated in sec. 153, Selective Service Regulations.)

FORM 1024—PMCGO.
(See sec. 153, S. S. R.)

[Reverse of Form 1024.]

WAR DEPARTMENT,

PENALTY FOR PRIVATE USE, $300.

OFFICIAL BUSINESS.
Section 298. Report on registrant transferred to Emergency Fleet Corporation List.

[Printed copies of this form will not be furnished; if its use is necessary the official desiring same must print the requisite number to meet his demands. The form must be printed on bristol board, 3/4 by 3/4 inches.]

Emergency Fleet Report No. ———

Place........................................

Date........................................

From: ....................................... [Emergency Fleet Corporation. Navy Department.]

To: Local Board for........................................

This certifies that ........................................ Serial No. ............

placed on your Emergency Fleet Classification List in response to my Emergency

1. has this day (been discharged from) (ceased his) employment in the building or fitting of ships and should be removed from such Classification List.

2. is still employed in the building or fitting of ships under my supervision and should be continued on such Classification List.

Sign. ........................................

(To be recognized only when signed by one of the officials designated in sec. 153, Selective Service Regulations.)

FORM 125.
(See sec. 154, S. S. R.)

[Reverse of Form 125.]

WAR DEPARTMENT,

PENALTY FOR PRIVATE USE, $300.

OFFICIAL BUSINESS,
Section 299. Application for passport permit.

Printed copies of this form will not be furnished; if its use is necessary, it should be copied by typewriter or in legible writing.

Form 1095 PM CO.
(See Sec. 156 SSR.)

APPLICATION FOR PASSPORT PERMIT.

To Local Board for .........................:

I, ........................., Order No. ........, Serial No. ........, being desirous to be absent from the United States for the purpose of .................

................................., hereby apply for a permit to leave the country.

My absence may be expected to continue, if a passport be issued, from approximately ....................... to approximately ....................... 

My address while absent will be ......................................

I understand my obligations under the law and promise to keep myself informed as to my proximity to call and to return immediately upon call by this Local Board. I also promise to keep this Local Board informed of any change of my address during my absence.

......................................

(Signature of applicant.)

Subscribed and sworn to before me this ........ day of ......................,

19....

......................................

(Official designation.)
Section 300. Permit for passport.

[Printed copies of this form will not be furnished; if its use is necessary, it should be copied by typewriter or in legible writing.]

Form 1027 PMGO.
(See Sec. 166 SSR.)

(Stamp of Local Board.)

Order No. ........., Serial No. ..........., having applied to this Local Board for a permit to secure a passport, and this Local Board having been convinced that said person is not likely to be called for military service during the proposed absence and that the granting of such passport will not result in the evasion of or interference with the execution of the Selective Service Law, this Local Board, in accordance with the provisions of the Regulations promulgated by the President under the authority granted by the Selective Service Law, hereby authorizes said ....................., to leave the United States and certifies that the War Department has no objection to the issue of a passport.

.......................... Member of Local Board.

.......................... (Date.)
Section 301. Order of Induction into Military Service of the United States.

ORDER OF INDUCTION INTO MILITARY SERVICE OF THE UNITED STATES.

The President of the United States,

To .......................................................... (Christian name.) ........................................ (Surname.)

Order number ................................ Serial number.............................

GREETING: Having submitted yourself to a Local Board composed of your neighbors for the purpose of determining the place and time in which you can best serve the United States in the present emergency, you are hereby notified that you have now been selected for immediate military service.

You will therefore report to the local board named below at ..........................

............................................................................................................................., at .....................................m.,

(Place of reporting.) (Hour of reporting.)

on the ....................................day of ............................, 19......, for military duty.

From and after the day and hour just named you will be a soldier in the military service of the United States.

.................................................................

Member of Local Board for ........................................

Report to Local Board for .................................................................

.................................................................

Date .................................................................

Form 1022, P. M. G. O.

(See Sec. 157, S. S. R.)

[To be inclosed with each order into military service (Form 1028) sent to a selected man.]

Important Notice to all Men Selected for Military Service and Ordered to Report to a Local Board for Military Duty.

The day and hour specified on the Classification List of this Local Board, and on the order and notice of induction into military service which accompanies this notice for you to report to this Local Board for military duty, is the time that marks your actual obligation as a soldier of the United States.

Failure to report promptly at the hour and on the day named is a grave military offense, for which you may be court-martialed. Willful failure to report, with an intent to evade military service, constitutes desertion from the Army of the United States, which in time of war is a capital offense.

Upon reporting to your Local Board, you will not need, and you should not bring with you, anything except hand baggage. You will not be permitted to take trunks or boxes with you on the train. You should take only the following articles: A pair of strong, comfortable shoes to relieve your feet from your new regulation marching shoes; not to exceed four extra suits of underclothing; not to exceed six extra pairs of socks; four face and two bath towels; a comb, a brush, a toothbrush, soap, tooth powder, razor, and shaving soap. It will add to your comfort to bring one woolen blanket, preferably of dark or neutral color. This blanket should be tightly rolled, the ends of the roll should be securely bound together, and the loop of the blanket thus formed slung from your left shoulder to your right hip.

You should wear rough, strong clothing and a flannel shirt, preferably an olive-drab shirt of the kind issued to soldiers.

Note.—Local Boards may have prepared, in the form of a rubber stamp, and stamp in below or on the back hereof any special instructions, such as a direction to request permission to eat and spend the last night at home, as it may desire to give.

(Stamp in designation of Local Board.)

P. M. G. O., Form 1028A.
Section 303. List of men ordered to report for military duty.

Form 1029—P. M. G. O.
(See sec. 139 S. S. R.)

Outside Jacket Sheet.

(Stamp here designation of Local Board of origin.)

LIST OF MEN ORDERED TO REPORT TO THE LOCAL BOARD NAMED BELOW FOR MILITARY DUTY.

And for transportation to the mobilization camp

at ........................................

The following-named men have been ordered to report at the office of the Local Board for ..................................................... for military duty and for transportation to a mobilization camp.

The time for reporting was ........................ m. on ........................................

(Enter hour and date in large legible characters.)

191. ...

........................................

(Member of Local Board.)

(To be signed by a member of Local Board of origin.)

Date ........................................

Form 1029.

Entries by Local Board. Entries at mobilization camp.

<table>
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<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order No.</td>
<td>Name.</td>
<td>Red Ink or Serial No.</td>
<td>Actually reported at mobilization camp. Enter date of report.</td>
<td>Failed to report at mobilization camp. Enter &quot;X.&quot;</td>
<td>Finally accepted at mobilization camp. Enter &quot;X.&quot;</td>
<td>Rejected at mobilization camp. Enter date of discharge.</td>
<td>Reasons for rejection.</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Totals. Enter total of entries (not total of figures) in columns 3, 4, 5, 6, and 7.</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

Insert extra pages where necessary.

(1)

Certificate by Local Board for ........................................

(To be filled in by Local Board only after party has been forwarded to mobilization camp.)

This certificate that the entries hereon are correct and that the above-named men selected for military service were duly notified to report for military service on the date shown on the first page hereof, and from and after that date are in the military service of the United States. All men whose names appear hereon, and are not canceled, reported as directed and were actually forwarded on this date to the mobilization camp at ........................................

Date ........................................

(Enter date party was forwarded to mobilization camp.)

(Member of Local Board.)

(2)

Certificate by Commanding Officer at Mobilization Camp.

CAMP ............................

........................................

(Date.)

This certifies that the entries in columns 4, 5, 6, 7, and 8 are correct, and that this Local Board has been credited on the account of quotas at this camp with the number of men shown in the total of column 6, as having been actually accepted into military service at this mobilization camp.

Date ........................................

................................., Commanding.

IMPORTANT NOTE.—Whenever, after a registrant has been inducted into military service, it develops that he has been so inducted in violation of regulations, and he is therefore discharged, two copies of this form containing an entry showing his name, serial number, order number, rejection, and the reason therefore will be made in columns 1, 2, 3, 7, and 8 by the commanding officer of the mobilization camp. One copy will be sent to the Local Board and one to the adjutant general of the State, and the Local Board will forthwith be debited for such registrant, as prescribed in Section 177 of the Selective Service Regulations.
## Section 304. Account of quotas.

Form 187—P. M. G. O.
See sec. 174 S. S. R.

**MONTHLY ACCOUNT OF QUOTAS TO BE KEPT AT EACH STATE HEADQUARTERS AND EACH MOBILIZATION CAMP WHERE SELECTED MEN ARE RECEIVED.**

<table>
<thead>
<tr>
<th>United States in account with</th>
<th>...</th>
<th>...</th>
<th>...</th>
<th>...</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Insert in this column the designation of each Local Board with which an account is opened.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B Net quota of Local Board or balance of net quota due from last month. Data for columns A and B will be received at mobilization camps from State headquarters.</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>10 Total accepted past 10 days.</td>
<td>10 Balance due.</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>20 Total accepted past 10 days.</td>
<td>20 Balance due.</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>31 or 30 Total accepted past 10 days.</td>
<td>31 or 30 Balance due.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals brought forward</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Total</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

**INSTRUCTION:**
1. Each horizontal line is the account for one Local Board for one month. One complete set of sheets must be prepared for each State each month.
2. The names of the boards which are to furnish men for each mobilization camp will be furnished each camp and each State headquarters from the Provost Marshal General’s office.
3. The sheets kept at mobilization camps for each State should contain only accounts with the Local Boards of that State which furnish men to that mobilization camp.
4. Credits in date column are to be entered at mobilization camps only on the day the commanding officer signs certificate 2 on Form 1029.
5. Credits are to be entered in date columns at State headquarters only as of the date of certificate 2 on Form 1029.
**Section 305. Statement of quotas.**

Form 187-A.
(See sec. 181 S. S. R.)

Report of accounts of quotas of local boards for the State of...........................
as shown by the records of..............................for the..........................
third of the month of.................................

<table>
<thead>
<tr>
<th>Designation of local board</th>
<th>Balance from last report</th>
<th>Furnished during past 10 days</th>
<th>Balance of quota due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Where it is necessary to use more than one page cut off this section on all except last page.

Total net quota for State..........................
Balance due this date...............................
Furnished to date.................................

Date of report:
................................., 191

.................................

The report consists of .... pages.

Certified correct:
.................................

.................................

Note.—Use old form, disregarding instructions on back, until supply is exhausted.
Form 187B—P.M.G.O.
(See sec. 181 S.S.R.)

Report of accounts of quotas of Local Board for ........................................
.............................................................. as shown by the records of .............
.............................................................. for the ................................ third of the month
of ................................

Balance from last report .................................................. ..........................
Accepted during past ten days .............................................. ..........................
Balance of quota due ..................................................... ..........................

Certified correct:

..........................................................
..........................................................

Date ..............................................

[Reverse of Form 187B.]

WAR DEPARTMENT

..........................................................

OFFICIAL BUSINESS.

..........................................................

..........................................................

..........................................................

PENALTY FOR PRIVATE USE, $300.
Section 306. Order authorizing employment of clerical assistants.

(Printed copies of this form will not be furnished; if its use is necessary, it must be copied by typewriter or in legible writing.)

AUTHORITY OF THE GOVERNOR TO EMPLOY CLERICAL ASSISTANTS.

No. ........................................... (Place.) ........................................... (Date.)

(Here insert "Office of The Adjutant General" or designation of Board.)

is authorized to employ the following office assistants:

1 chief clerk at. ............... per month or day.

1 clerk at. ..................... per month or day.

1 stenographer at. .................... per month or day.

1 interpreter at. .................... per hour, not to exceed ...... per day, for a period not to extend beyond .............

1 messenger at. .................... per month or day.

I certify that the above clerical assistant ........ necessary for the proper performance of the duties of the above .................. in the execution of the (Board or office.) Selective Service Law. The rate of pay authorized is just, and does not exceed that authorized by the law of this State or that usually paid for similar services in this State.

........................................... Governor.

Form 1030 P. M. G. O.
(See sec. 196, S. B. R.)

17256°—17—13
Section 307. Travel Order to be Issued by Governor of State.

[Printed copies of this form will not be furnished. If its use is necessary, it should be copied by typewriter or in legible writing.]

Travel Order By Governor.

Place........................................, date..................................

AUTHORITY.

In compliance with instructions from the Provost Marshal General contained in

........................................, dated Washington, D. C., ......................

(Letter or telegram.)

........................................

(Name of person traveling.)

........................................

(Official position.)

[Travel directed.]

Will proceed from................................., ........................................

(City.) (State.)

To....................................................., ........................................

(City.) (State.)

For the purpose of.................................

(Duty.)

Upon completion of this duty he will return to.................................,

(City.)

........................................

(State.)

The travel directed is necessary in the public service in the execution of the Selective Service Law.

........................................

Governor of.................................

Form 1031, P. M. G. O.
(See sec. 201, S. S. R.)

*Here state duty to be performed, such as "Conferring with governor," "Inspecting Local Board," or similar designation of duty.
Section 308. Travel order to be issued by District Board.

Form 1032, P. M. O. O.
(See sec. 201, S. S. R.)

[Printed copies of this form will not be furnished; if its use is necessary it should be copied by typewriter or in legible writing.]

TRAVEL ORDER BY DISTRICT BOARD.

..............................................
  (Place.)

..............................................
  (Date.)

The travel by ..............................................
  a .............................................. of this Board

From ..............................................
  (City.)

  ..............................................
  (State.)

To ..............................................
  (City.)

  ..............................................
  (State.)

AND

(When return or other journey is required.)

From ..............................................
  (City.)

To ..............................................
  (City.)

  ..............................................
  (State.)

for the purpose of *

..............................................

has by a resolution of this Board, adopted ..............
  (Date.)

been {directed} {confirmed} as being necessary in the public service and in the execution of the Selective Service Law.

..............................................
  Chairman.

District Board ..............

..............................................
  Clerk.

* Here designate a duty for which travel is ordered, such as "Attending first meeting of Board," "Attending meeting of Board," "Conferring with Governor," etc.
† Line out "confirmed" when travel is yet to be performed. Line out "directed" when travel has already been performed.
Section 309. Lease.

Q. M. C. Form No. 101.
Authorized April 23, 1913, amended February 26, 1916.

LEASE.

Lessor
Contracting Officer
Quartermaster at
Premises
To be occupied by
Rental per month
Appropriation
Date of lease
Date effective
Date expires
The authority for this lease is

These articles of agreement, entered into this day of 19
between Quartermaster Corps, United States Army, for and in behalf of the United States of America (hereinafter designated as lessee), of the first part, and
(a corporation existing under the laws of the State of ),
in the County of (hereinafter designated as lessor), of the second part, with
That the said parties do hereby mutually covenant and agree to and with each other as follows:
1. That the said lessor shall, and by these presents does hereby lease, demise, and let to the lessee the following-described premises, to have and to hold the same with their appurtenances, unto the lessee, for the term beginning with , 19 , and ending with , 19 , at the rate per month and under the conditions named below, viz:
2. That the said lessor will warrant and defend to the lessee, its officers and agents, the quiet and peaceable possession and occupancy of the aforesaid premises, and in case of any disturbance, by suit or otherwise, will defend the same free of charge to the Government in or before the proper State or United States courts.
3. That the said lessor shall keep the premises in good repair to the satisfaction of the Government officer in charge, but all buildings and other improvements fixed to or erected or placed in or upon the said premises by the lessee shall be and remain the exclusive property of the lessee, provided, however, that the same, unless sold or otherwise disposed of, shall be removed by the lessee within days after the said premises are vacated under this lease.
4. That for and in consideration of the faithful performance of the stipulations of this agreement, the lessee shall pay to the said lessor or agent the sum or sums stated in article I hereof. Payment shall be made at the end of each calendar month, or as soon thereafter as is practicable, at the office of the contracting officer or by a disbursing officer designated, in the funds furnished for the purpose by the Government. Should the premises be relinquished before the close of the monthly period, the rental for the last period shall be only the pro rata part of the monthly rental, depending upon the time of occupancy.
5. That it is expressly agreed and understood that this lease shall be noneffective until an appropriation adequate to its fulfillment is granted by Congress and is available, except in so far as is necessary to provide for the necessities of the service as authorized by section 3732 of the Revised Statutes of the United States. However, in order to provide for the necessities of the service as authorized by said section, it is agreed that the premises specified herein, so far as authorized by said section, shall be occupied by the lessee as contemplated by this lease, and that payment of the rental shall be made as soon as is practicable after funds are appropriated and are available.
6. That no Member of or Delegate to Congress, or Resident Commissioner, nor any person belonging to or employed in the military service of the United States, is, or shall be admitted to any share or part of this contract, or to any benefit which may arise herefrom, but, under the provisions of section 116 of the act of Congress approved March 4, 1909 (35 Stat. L., 1109), this stipulation, so far as it relates to Members of or Delegates to Congress, or Resident Commissioners, shall not extend, or be construed to extend, to any contract made with an incorporated company for its general benefit.
7. That the lessee hereby stipulates that no part of the money received as rental will be given to the occupant of the above-described premises, or to the person for whose benefit or use they were hired, or to anyone for him, nor will any rebate be given on said rental for the benefit of any such person.
8. That the lessee reserves the right to quit, relinquish, and give up the said premises at any time within the period for which this lease is made or may be renewed, by giving to the said lessor or agent days' notice in writing.
9. That, at the option of the lessee, this lease, with all its covenants and agreements, may be renewed yearly as often as the needs of the public service may require, so as to give the lessee continuous possession of the premises, not extending, however, beyond June 30, 19..., but no renewal shall be made to include more than one fiscal year.

In witness whereof the parties aforesaid have hereunto placed their hands the date first hereinbefore written. The officer of the United States whose name is signed below certifies that the rate stated in this lease is not in excess of the commercial rental value of the premises named and that said rate is the amount to be actually paid to the lessee for ...... own use, and that there are no public buildings, quarters, lands available for use as specified in this lease, and that the rate stipulated in this lease is a fair rental value of reasonably good premises suitable for the purposes stated herein in the locality where situated.

Witnesses:

Quartermaster Corps, United States Army.

(Executed in triplicate.)

(The following certificate by the contracting officer will be made where the lessor is a corporation, in cases where the filing of evidence referred to may properly be waived:)

I hereby certify that I have satisfied myself of the authority of the person signing the lessor's name to this lease to bind the lessee, and I have waived the filing of evidence of such authority, as permitted so to do by the Army Regulations.

Quartermaster Corps, United States Army.

(The following affidavit is required only on the copy of lease for the returns office.)

I do solemnly (swear) (affirm) that the foregoing is an exact copy of a contract made by me personally with the lessee named above: that I made the same fairly, without any benefit or advantage to myself, or allowing any such benefit or advantage corruptly to the said lessee, or to any other person; and that the papers accompanying include all those relating to the said contract, as required by the statute in such case made and provided.

Quartermaster Corps, United States Army.

Subscribed and (sworn to) (affirmed) before me this ...... day of ........., 19....

INSTRUCTIONS.

1. When the lessor is not a corporation strike out the printed words ("a corporation existing under the laws of the State of .................")

2. When the stipulated rental includes heating, lighting, or any item not indicated by the form as printed, such item or items will be distinctly mentioned in article 1.

3. The length of time for notice of relinquishment to be inserted in article 10 should be as short as practicable, 5 days in minor cases and should rarely, if ever, exceed 30 days in any instance.

4. The limit for option of renewal to be inserted in article 11 should express the longest time to which the lessee will agree for the purpose.

5. The name of the principal intended to be bound as party of the second part, whether an individual, a partnership, or a corporation, should be inserted in and signed to the contract in exactly the same form. An officer of a corporation, a partner or an agent signing for the principal should add his name and title after the word "By," under the name of the principal.

6. When interlineations, deletions, or other changes or alterations are made, specific notation of the same should be entered in the blank space preceding the executing clause before signing.

7. The lease should be executed in triplicate, and at least two copies made—one for the returns office and one for the files of the contracting officer. The agreement should, preferably, be drawn on the typewriter and all numbers and copies made at one writing.
Section 310. Pay voucher for National Army officers assigned to State headquarters.

WAR DEPARTMENT. FORM No. 336. 
Form approved by the Comptroller of the Treasury May 5, 1915.

OFFICER'S PAY VOUCHER.

APPROPRIATION: PAY, ETC., OF THE ARMY, 191...

The United States, To ... Symbol ...

U. S. Army, Dr.

For over years' service. Station Zone No. ...

<table>
<thead>
<tr>
<th>Object symbol</th>
<th>Amount</th>
<th>U. S. notations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For pay from ... to ... 191... for pay for ... mount from ... to ... 191...
I was suitably mounted at my own expense, and was the actual and exclusive owner of the mount charged for, during the period stated on this voucher, and said mount was maintained at.

(Officers temporarily mounted must make the additional certificates required by par. 1273, A. R., 1913.)
For com. quarters from ... to ... 191...
For com. heat and light for ... rooms from ... to ... 191...
(Under authority of S. O. No. ... Hqrs. ... 19...

Total...

On (ordinary) ... leave of absence. Left station ... 191...

S. O. No. ... Hqrs. ... 191...

Extended by S. O. No. ... Hqrs. ... 191...

Returned to duty ... 191...

Deduct half pay for ... days' leave of absence,

Balance...

I certify that the foregoing account is correct; that payment therefor has not been received; that I have not been absent on leave, either sick or ordinary, during the period covered by this voucher, except as above stated; and that neither I, my family, nor anyone dependent upon me has occupied public quarters nor been furnished heat or light by the United States during the period for which commutation is charged.

I further certify that during the period for which commutation of heat and light is charged, I actually occupied as quarters at ... rooms, exclusive of baths, closets, halls, pantries, and storage rooms, and of parlors, lobbies, dining rooms, sitting rooms, halls, and kitchens used in common with other bounties or guests (not guests of officer's family); and that during the period of leave, as stated above, said quarters were occupied actually and exclusively by myself, or self and family, or some one dependent upon me.

(Do not sign in duplicate.)

Examined by...

Balance on account of income tax, $...

Balance of $... paid by ... check, dated ... 19..., on the Treasurer U. S. No...

No...

No...

No...

Balance on account of income tax, $...

(To be completely filled in before signature by payee, and no alteration or erasure is permitted.)

Received ... 191...

Quartermaster, U. S. A., in cash...

Dollars in full payment of the above account...

$...

(Do not sign in duplicate.)

Officer will not sign receipt except when payment is to be made in cash.
Section 311. Personal service vouchers.

WAR DEPARTMENT
Form No. 335.
Approved by the Comptroller of the Treasury April 25, 1914.

WAR DEPARTMENT
Provisor Marshal General
(Bureau or Office.)

PAY VOUCHER
PERSONAL SERVICES

Appropriation: "Registration and Selection for Military Service"
Appropriation: .................................................. $.............

THE UNITED STATES,

To: .............................................. John Doe, Dr.

Address: .............................................. Blank St., Any City.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For Services rendered as.</td>
<td>Clar.</td>
<td>Act of Congress.</td>
<td>May 18, 1917, from Dec. 1, 1917, to Dec. 31, 1917, inclusive, at $2.50 per day.</td>
<td>10</td>
<td>2.50</td>
</tr>
<tr>
<td>Less deduction for.</td>
<td>Authority No. 25.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks: ..............................................

I CERTIFY that the above bill is correct, and that the payment therefor has not been received.

Do not sign in duplicate. ..............................................

Signature of Payee..............................................

I CERTIFY that the foregoing account is correct; that it appears from the records of my office that the person named thereon was legally appointed or employed; that he has performed the services required by law and the regulations of the War Department during the period mentioned; that such service, except as otherwise indicated under "Remarks," has been performed under my supervision; that the person whose name appears in the foregoing voucher is not paid for any period of absence in excess of that allowed by law; that he is entitled to the amount of pay stated above, and that any detail is indicated under "Remarks."

Signature of Chairman of Board..........

Approved for $.............

Stamp of Board. (Title.)

Date............. , 1911

Paid by check No. 1000, dated June 11, 1917, of.

Treasurer, U. S., in favor of payee named above, for $50.00.

Received............. , 1911, of........................., in cash, the sum of........ dollars and........ cents, in full payment of the above account.
### PAY ROLL

We, the subscribers, severally certify in signing to our respective accounts stated below, that they are correct; and we severally acknowledge to have received of John Doe... (Name.)...

Disbursing Officer and agent of U. S. in State of New York... in cash, where so noted, the sums set after our respective names, in full payment for our services at Albany, New York... for the periods stated.

<table>
<thead>
<tr>
<th>Obj. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Occupation</th>
<th>Rate of pay.</th>
<th>Period of service.</th>
<th>Amount of pay.</th>
<th>Amount paid.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grady, John D...</td>
<td>Chief Clerk</td>
<td>$120</td>
<td>Dec. 1 – Dec. 31</td>
<td>1</td>
<td>$120.00</td>
</tr>
<tr>
<td>Tandy, Peter J...</td>
<td>File Clerk</td>
<td>100</td>
<td>Dec. 1 – Dec. 31</td>
<td>30</td>
<td>83.33</td>
</tr>
</tbody>
</table>

**DISTRIBUTION.**

<table>
<thead>
<tr>
<th>Appropriations</th>
<th>Symbols</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Registration and Selection for Military Service—1918&quot;</td>
<td></td>
<td>$935.33</td>
</tr>
</tbody>
</table>

**Total** | | **$935.33**

I certify that the foregoing pay roll is correct: that it appears from the records of my office that the persons named thereon were legally appointed or detailed; that each has performed the service required by law and the regulations of the War Department during the period mentioned; that such services, except as otherwise indicated, have been performed under my supervision, and that no person whose name appears in the foregoing pay roll is paid for any period of absence in excess of that allowed by law; that they are severally entitled to the amounts of pay set opposite their respective names; that all details, from my personal supervision, are indicated in the column of "Remarks."

Examined by

Clerk of Board...

(Total)

Chairman of Board...

(Stamp of Board.)

Date... Dec. 31, 1917.
Section 313. Traveling expense voucher.

<table>
<thead>
<tr>
<th>Date</th>
<th>Object symbol</th>
<th>Amount</th>
<th>U.S. notes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 1</td>
<td>R. R. fare, Cleveland to Youngstown, Ohio, Pullman chair car.</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Four and one half days per diem at $5.00, R. R. fare, Youngstown to Cleveland, Ohio, Pullman chair car.</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Left Cleveland 7:00 p.m. Sept. 1, Arrived Youngstown 5:00 p.m. Sept. 1, Left Youngstown 10:00 a.m. Sept. 6, Arrived Cleveland 12:00 noon Sept. 6.</td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>

MEMORANDUM OF TRAVEL PERFORMED UPON TRANSPORTATION REQUESTS.

Date of travel. | No. of transportation request. | From— | To— | Via R. R. | Amount. | U.S. notes.
--- | --- | --- | --- | --- | --- | ---
None. | | | | | | |

I DO SOLEMMLY* that the above account and schedule are correct in all respects; that the distances as charged have been actually and necessarily traveled by me on the dates therein specified; that the amounts as charged have been actually paid by me for traveling expenses; that no part of the account has been paid by the United States, but the full amount is due; that all expenditures included in said account other than my own personal traveling expenses were made under urgent and unforeseen public necessity; and that it was not, for the reasons stated herein, feasible to have such expenditures paid directly by a disbursing officer.

Payee: (Signature of Payee.) (Do not sign in duplicate.)

Subscribed and † to before me at A. D. 191, this day of , 1911, A. D. 191, this day of , 1911, A. D. 191.

I CERTIFY that the above account is correct, that the travel was performed, and that it was necessary for the public service.

APPROVED FOR $.

Date: Title: [Stamp of Board] Title: Chairman of Board.

Paid by check No. 450, dated September 10, 1917, of Treasurer, U. S., in favor of payee named above, for $7.80.

Received of in cash, the sum of dollars and cents in full payment of the above account.

$.

*Here enter by whom order for travel was issued—Provost Marshal General, Governor, or District Board.
Section 314. Vouchers for purchases and services other than personal.

**WAR DEPARTMENT**

Public Form No. 330.

Approved by the Comptroller of the Treasury April 29, 1914.

**WAR DEPARTMENT.**

Provost Marshal General

(Bureau or Office.)

Voucher No. ............

General account ........

Detail account ........

**PUBLIC VOUCHER.**

Purchases and Services Other Than Personal.

Appropriation: "Registration and Selection for Military Service." Symbol... $..

Appropriation: .......................................................... Symbol...

Appropriation: .......................................................... Symbol...

THE UNITED STATES,

To .......... John Doe. .................................. Dr.

Address: ............ 100 Blank St., Any City ............

<table>
<thead>
<tr>
<th>Object symbol.</th>
<th>Date of delivery or service, 1917.</th>
<th>Article or service.</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit price.</th>
<th>Amount</th>
<th>U. S. notations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5</td>
<td>Rent of room for use of Registration Board, 1 day.</td>
<td>2 00</td>
<td>2 00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: .......... 2 00

(Account to be completely filled in by payee, or before signature by payee, without alteration or erasure of any kind.)

* I certify that the above account is correct, and that payment therefor has not been received. Signature of Payee...

(Do not sign in duplicate.)

(Any notations made in spaces provided therefor on the reverse of this voucher become a part of this certificate.)

I certify that the above articles have been received by me in good condition, and in the quality and quantity above specified, or the services performed as stated, and they are in accordance with orders therefor, that the prices charged are reasonable, and in accordance with the agreement, or that they were secured in accordance with No. ...... of the method of advertising and under the form of agreement lettered ...... as shown on the reverse hereof.

Approved for $ .........

................................................. Signature of Chairman of Board .........

................................................. Stamp of Board

Paid by check No. 1000, dated June 11, 1917, of ......... in favor of payee named above, for $2.00.

or

Received ......, of ......, in cash, the sum of ...... dollars and ...... cents, in full payment of the above account.

$ ......

* When a voucher is certified in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "Chicago Edison Company, per John Smith, Secretary," or Treasurer, as the case may be.
# Section 315. Accounts Current.

## WAR DEPARTMENT.

Form No. 320.

Approved by the Comptroller of the Treasury May 34, 1913.

- **Under bond dated**: 191

---

(Bureau or Office.)

---

(Name.) (Official designation.)

---

<table>
<thead>
<tr>
<th>DEBITS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance due the U. S. from last account.</td>
<td>Disbursements as shown by abstracts and vouchers herewith.</td>
</tr>
<tr>
<td>Total.</td>
<td></td>
</tr>
</tbody>
</table>

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<p>| | |</p>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Credits—continued.</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>12 Balance due the U. S.</td>
<td></td>
</tr>
<tr>
<td>13 Total</td>
<td></td>
</tr>
</tbody>
</table>

This is to certify that I have counted the cash and verified the net balance, excepting the depositary balance, as stated on this account current.

I certify that the above is a full, true, and correct account of all moneys coming into my possession on account of the United States during the period stated. The balance due the United States of $.............. is held as follows:

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>With........</td>
<td>$........</td>
<td>$........</td>
</tr>
<tr>
<td>With........</td>
<td>$........</td>
<td>$........</td>
</tr>
<tr>
<td>Cash in office safe</td>
<td>$........</td>
<td>$........</td>
</tr>
<tr>
<td>Otherwise kept (manner and authority for so keeping)</td>
<td>$........</td>
<td></td>
</tr>
</tbody>
</table>

| Total......... | $........ |

Station..................................................
### CASH ACCOUNT

<table>
<thead>
<tr>
<th>CR.</th>
<th>DR.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### FIRST ENDORSEMENT

**WAR DEPARTMENT.**

(Place.)

Respectfully forwarded to the, 191

U. S. Army, Washington, D. C., for administrative examination and reference to the Auditor for the War Department.

U. S. A.

#### SECOND ENDORSEMENT

**WAR DEPARTMENT.**

Office of the. 191

WASHINGTON, D. C.

Respectfully forwarded to the Auditor for the War Department.

This account has received the administrative examination required by law and is approved.

Inclosures.
Section 316. Cash Book.

WAR DEPARTMENT,

QUARTERMASTER CORPS, U. S. ARMY.

Fiscal year .......... Receipts and disbursements at ................. by ................................., Quartermaster.

| Date | From what source received and on what account disbursed | Totals | | | | | |
|------|--------------------------------------------------------|-------|-------|-------|-------|-------|-------|-------|
|      | Dr. | Cr. | Dr. | Cr. | Dr. | Cr. | Dr. | Cr. | Dr. | Cr. |
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|      |     |     |     |     |     |     |     |     |     |     |

196
Section 317. Oaths of members of Local and District Boards and certain other persons.

Form 1033, P. M. O. O.
(See sec. 14, S. S. R.)


I, ........................................................................, having been appointed (Name of person.)

................................................................................................................................................., State of..............................................................

(Insert here official designation of person making oath and name of Local and District Board of which he is a member, or to which he is attached.)

under the terms of the act of Congress approved May 18, 1917, known as the Selective Service Law, do solemnly swear affirm that I will support and defend the Con-stitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter; so help me God.

Subscribed and sworn to before me at .............................................. in the county of.............................., State of.............................., this .............day of ................................................., 191 ....

............................................................. (Signature of official administering oath.)

(Official designation of official administering oath.)

Instructions.—The foregoing oath may be administered by any Federal or State official authorized by the laws of the United States, or of the State of which he is an official, to administer oaths generally, and may also be administered by any member of a Local or District Board.

This oath, after having been subscribed and sworn to, shall be filed in the office of the Adjutant General of the State.

In the blank line for the designation of the position of the person taking the oath there shall be inserted a complete description of his office, and also the name of the Local or District Board of which he is a member or to which he is attached, or, in cases of persons not directly attached to or subordinate to any Local or District Board, shall show the State in which such person is to perform his duties.
PART XI.

MASTER LIST.

A drawing of numbers from 1 to 10,500, both inclusive, was made in Washington under the direction of the Secretary of War and in accordance with rules and regulations prescribed by the President.

A schedule or master list was prepared by the Provost Marshal General containing all of such numbers from 1 to 10,500, both inclusive, placed in the exact order in which they were drawn.

The first number drawn was placed at the top of column 1 of the master list, the second number drawn was placed next below in such master list, and this order was followed until all the numbers drawn were so placed in such master list in the exact order in which they were drawn.

The master list controls and determines the exact order in which the persons whose registration cards are in the possession of the respective Local Boards or may hereafter be received by said Local Boards are liable to be called by the Local Board for military service.

Immediately upon receipt of these regulations place a check mark (√) after every number in the master list which at the present time appears in the "Serial number" column on Form 102. When additional registration cards, or registration cards which have been improperly, erroneously, or illegibly serially numbered have been given serial numbers as provided in section 67, the Local Board shall determine the proper order number for any such card as provided in section 69, and shall place a check mark (√) after every such serial number in the master list.

To read the master list begin with the first number at the top of column 1 and continue downward across two pages of these regulations until the bottom of column 1 has been reached; then start at the top of column 2 and proceed as directed in column 1. Follow this rule on completing the reading of each column until the end of column 110 is reached. The columns of the master list have been numbered in consecutive order from 1 to 110, both inclusive.

PART XII.

STATUTES.

For the convenience of reference by members of boards, and in order that they may be in a position to advise all persons within the purview of the law of their duties and obligations thereunder, or to admonish them, in case of necessity, of the penalties attaching to failure or neglect to perform their duties and to attempts to defeat the administration of the law, there is printed below the selective service act, approved May 18, 1917, sections 37, 125, and 332 of the Criminal Code of the United States and the War Risk Insurance Law, approved October 6, 1917.

Members of boards are urged thoroughly to familiarize themselves with the statute and to inform themselves of the provisions of such sections of the Criminal Code of the United States.

II. SELECTIVE SERVICE LAW.

AN ACT To authorize the President to Increase temporarily the Military Establishment of the United States.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That in view of the existing emergency, which demands the raising of troops in addition to those now available, the President be, and he is hereby, authorized—

First. Immediately to raise, organize, officer, and equip all or such number of increments of the Regular Army provided by the national defense act approved June third, nineteen hundred and sixteen, or such parts thereof as he may deem necessary; to raise all organizations of the Regular Army, including those added by such increments, to the maximum enlisted strength authorized by law. Vacancies in the Regular Army created or caused by the addition of increments as herein authorized which can not be filled by promotion may be filled by temporary appointment for the period of the emergency or until replaced by permanent appointments or by provisional appointments made under the provisions of section twenty-three of the national defense act, approved June third, nineteen hundred and sixteen, and hereafter provisional appointments under said section may be terminated whenever it is determined, in the manner prescribed by the President, that the officer has not the suitability and fitness requisite for permanent appointment.

Second. To draft into the military service of the United States, organize, and officer, in accordance with the provisions of section one hundred and eleven of said national defense act, so far as the provisions of said section may be applicable and not inconsistent with the terms of this act, any or all members of the National Guard and of the National Guard Reserve, and said members so drafted into the military service of the United States shall serve therein for the period of the existing emergency unless sooner discharged: Provided, That when so drafted, the organizations or units of the National Guard shall, so far as practicable, retain the State designations of their respective organizations.

Third. To raise by draft as herein provided, organize and equip an additional force of five hundred thousand enlisted men, or such part or parts thereof as he may at any time deem necessary, and to provide the necessary officers, line and staff, for said force and for organizations of the other forces hereby authorized, or by combining organizations of said other forces, by ordering members of the Officers' Reserve Corps to temporary duty in accordance with the provisions of section thirty-eight of the national defense act approved June third, nineteen hundred and sixteen; by
appointment from the Regular Army, the Officers’ Reserve Corps, from those duly qualified and registered pursuant to section twenty-three of the act of Congress approved January twenty-first, nineteen hundred and three (Thirty-second Statutes at Large, page seven hundred and seventy-five), from the members of the National Guard drafted into the service of the United States, from those who have been graduated from educational institutions at which military instruction is compulsory, or from those who have had honorable service in the Regular Army, the National Guard, or in the volunteer forces, or from the country at large; by assigning retired officers of the Regular Army to active duty with such force with their rank on the retired list and the full pay and allowances of their grade; or by the appointment of retired officers and enlisted men, active or retired, of the Regular Army as commissioned officers in such forces: Provided, That the organization of said force shall be the same as that of the corresponding organizations of the Regular Army: Provided further, That the President is authorized to increase or decrease the number of organizations prescribed for the typical brigades, divisions, or army corps of the Regular Army, and to prescribe such new and different organizations and personnel for army corps, divisions, brigades, regiments, battalions, squadrons, companies, troops, and batteries as the efficiency of the service may require: Provided further, That the number of organizations in a regiment shall not be increased nor shall the number of regiments be decreased: Provided further, That the President in his discretion may organize, officer, and equip for each Infantry and Cavalry brigade three machine-gun companies, and for each Infantry and Cavalry division four machine-gun companies, all in addition to the machine-gun companies comprised in organizations included in such brigades and divisions: Provided further, That the President in his discretion may organize for each division one armored motor-car machine-gun company. The machine-gun companies organized under this section shall consist of such commissioned and enlisted personnel and be equipped in such manner as the President may prescribe: And provided further, That officers with rank not above that of colonel shall be appointed by the President alone, and officers above that grade by the President by and with the advice and consent of the Senate: Provided further, That the President may in his discretion recommission in the Coast Guard persons who have heretofore held commissions in the Revenue-Cutter Service or the Coast Guard and have left the service honorably, after ascertaining that they are qualified for service physically, morally, and as to age and military fitness.

Fourth. The President is further authorized, in his discretion and at such time as he may determine, to raise and begin the training of an additional force of five hundred thousand men, organized, officered, and equipped, as provided for the force first mentioned in the preceding paragraph of this section.

Fifth. To raise by draft, organize, equip, and officer, as provided in the third paragraph of this section, in addition to and for each of the above forces, such recruit training units as he may deem necessary for the maintenance of such forces at the maximum strength.

Sixth. To raise, organize, officer, and maintain during the emergency such number of ammunition batteries and battalions, depot batteries and battalions, and such artillery parks with such numbers and grades of personnel as he may deem necessary. Such organizations shall be officered in the manner provided in the third paragraph of this section, and enlisted men may be assigned to said organizations from any of the forces herein provided for or raised by selective draft as by this act provided.

Seventh. The President is further authorized to raise and maintain by voluntary enlistment, to organize, and equip, not to exceed four infantry divisions, the officers of which shall be selected in the manner provided by paragraph three of section one of this act: Provided, That the organization of said force shall be the same as that of the corresponding organization of the Regular Army: And provided further, That there shall be no enlistments in said force of men under twenty-five years of age at time of enlisting: And provided further, That no such volunteer force shall be accepted in any unit smaller than a division.

Sec. 2. That the enlisted men required to raise and maintain the organization of the Regular Army and to complete and maintain the organizations embodying the members of the National Guard drafted into the service of the United States, at the maximum legal strength as by this act provided, shall be raised by voluntary enlistment, or if and whenever the President deems that they can not effectually be so raised or maintained, then by selective draft; and all other forces hereby authorized, except as provided in the seventh paragraph of section one, shall be raised and maintained by selective draft exclusively; but this provision shall not prevent the transfer to any force of training cadres from other forces. Such draft shall be held in such manner as the President shall deem necessary for the purpose of raising and maintaining in such force an effective and efficient force of men qualified for military service. The liability of such persons shall be determined in accordance with the laws of the several States and with the principles of the act of April twenty-second, nineteen hundred and eight, chapter two hundred and eighty-five, and the rules and regulations thereunder. The liability of such persons for the maintenance of such force shall be determined by such rules and regulations as the President, by and with the advice and consent of the Senate, shall provide.

And further provided, That it shall be the duty of the President, by and with the advice and consent of the Senate, to appoint the officers of such force and to provide for the effective training and equipping of the same.
between the ages of twenty-one and thirty years, both inclusive, and shall take place and be maintained under such regulations as the President may prescribe not inconsistent with the terms of this act. Quotas for the several States, Territories, and the District of Columbia, or subdivisions thereof, shall be determined in proportion to the population thereof, and credit shall be given to any State, Territory, District, or subdivision thereof for the number of men who were in the military service of the United States as members of the National Guard on April first, nineteen hundred and seventeen, or who have since said date entered the military service of the United States from any such State, Territory, District, or subdivision, either as members of the Regular Army or the National Guard. All persons drafted into the service of the United States and all officers accepting commissions in the forces herein provided for shall, from the date of said draft or acceptance, be subject to the laws and regulations governing the Regular Army, except as to promotions, so far as such laws and regulations are applicable to persons whose permanent retention in the military service on the active or retired list is not contemplated by existing law, and those drafted shall be required to serve for the period of the existing emergency unless sooner discharged: Provided, That the President is authorized to raise and maintain by voluntary enlistment or draft, as herein provided, special and technical troops as he may deem necessary, and to embody them into organizations and to officer them as provided in the third paragraph of section one and section nine of this act. Organizations of the forces herein provided for, except the Regular Army and the divisions authorized in the seventh paragraph of section one, shall, as far as the interests of the service permit, be composed of men who come, and of officers who are appointed from, the same State or locality.

SEC. 3. No bounty shall be paid to induce any person to enlist in the military service of the United States; and no person liable to military service shall hereafter be permitted or allowed to furnish a substitute for such service; nor shall any substitute be received, enlisted, or enrolled in the military service of the United States; and no such person shall be permitted to escape such service or to be discharged therefrom prior to the expiration of his term of service by the payment of money or any other valuable thing whatsoever as consideration for his release from military service or liability thereto.

SEC. 4. That the Vice President of the United States, the officers, legislative, executive, and judicial, of the United States and of the several States, Territories, and the District of Columbia, regular or duly ordained ministers of religion, students who are at the time of the approval of this Act are preparing for the ministry in recognized theological or divinity schools, and all persons in the military and naval service of the United States shall be exempt from the selective draft herein prescribed; and nothing in this act contained shall be construed to require or compel any person to serve in any of the forces herein provided for who is found to be a member of any well-recognized religious sect or organization at present organized and existing and whose existing creed or principles forbid its members to participate in war in any form and whose religious convictions are against war or participation therein in accordance with the creed or principles of said religious organizations, but no person so exempted shall be exempted from service in any capacity that the President shall declare to be noncombatant; and the President is hereby authorized to exclude or discharge from said selective draft and from the draft under the second paragraph of section one hereof, or to draft for partial military service only from those liable to draft as in this act provided, persons of the following classes: County and municipal officials; customhouse clerks; persons employed by the United States in the transmission of the mail; artificers and workmen employed in the armories, arsenals, and navy yards of the United States, and such other persons as the President may designate; aviators; mariners actually employed in the service of any citizen or merchant within the United States; persons engaged in industries, including agriculture, found to be necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of national interest during the emergency; those in a status with respect to persons dependent upon them for support which renders their exclusion or discharge advisable; and those found to be physically or morally deficient. No exemption or exclusion shall continue when a cause therefore no longer exists: Provided, That notwithstanding the exemptions enumerated herein each State, Territory, and the District of Columbia shall be required to supply its quota in the proportion that its population bears to the total population of the United States.

The President is hereby authorized, in his discretion, to create and establish throughout the several States and subdivisions thereof and in the Territories and the District of Columbia local boards, and where, in his discretion, practicable and desirable, there shall be created and established one such local board in each county
or similar subdivision in each State, and one for approximately each thirty thousand of population in each city of thirty thousand population or over, according to the last census taken or estimates furnished by the Bureau of Census of the Department of Commerce. Such boards shall be appointed by the President, and shall consist of three or more members, none of whom shall be connected with the Military Establishment, to be chosen from among the local authorities of such subdivisions or from other citizens residing in the subdivision or area in which the respective boards will have jurisdiction under the rules and regulations prescribed by the President. Such boards shall have power within their respective jurisdictions to hear and determine, subject to review as hereinafter provided, all questions of exemption under this act, and all questions of or claims for including or discharging individuals or classes of individuals from the selective draft, which shall be made under rules and regulations prescribed by the President, except any and every question or claim for including or excluding or discharging persons or classes of persons from the selective draft under the provisions of this act authorizing the President to exclude or discharge from the selective draft "Persons engaged in industries, including agriculture, found to be necessary to the maintenance of the Military Establishment, or the effective operation of the military forces, or the maintenance of national interest during the emergency."

The President is hereby authorized to establish additional boards, one in each Federal judicial district of the United States, consisting of such number of citizens, not connected with the Military Establishment, as the President may determine, who shall be appointed by the President. The President is hereby authorized, in his discretion, to establish more than one such board in any Federal judicial district of the United States, or to establish one such board having jurisdiction of an area extending into more than one Federal judicial district.

Such district boards shall review on appeal and affirm, modify, or reverse any decision of any local board having jurisdiction in the area in which any such district board has jurisdiction under the rules and regulations prescribed by the President. Such district boards shall have exclusive original jurisdiction within their respective areas to hear and determine all questions or claims for including or excluding or discharging persons or classes of persons from the selective draft, under the provisions of this act, not included within the original jurisdiction of such local boards.

The decisions of such district boards shall be final except that, in accordance with such rules and regulations as the President may prescribe, he may affirm, modify, or reverse any such decision.

Any vacancy in any such local board or district board shall be filled by the President, and any member of any such local board or district board may be removed and another appointed in his place by the President, whenever he considers that the interest of the Nation demands it.

The President shall make rules and regulations governing the organization and procedure of such local boards and district boards, and providing for and governing appeals from such local boards to such district boards, and reviews of the decisions of any local board by the district board having jurisdiction, and determining and prescribing the several areas in which the respective local boards and district boards shall have jurisdiction, and all other rules and regulations necessary to carry out the terms and provisions of this section, and shall provide for the issuance of certificates of exemption, or partial or limited exemptions, and for a system to exclude and discharge individuals from selective draft.

Sec. 5. That all male persons between the ages of twenty-one and thirty, both inclusive, shall be subject to registration in accordance with regulations to be prescribed by the President; and upon proclamation by the President or other public notice given by him or by his direction stating the time and place of such registration it shall be the duty of all persons of the designated ages, except officers and enlisted men of the Regular Army, the Navy, and the National Guard and Naval Militia while in the service of the United States, to present themselves for and submit to registration under the provisions of this act; and every such person shall be deemed to have notice of the requirements of this act upon the publication of said proclamation or other notice as aforesaid given by the President or by his direction; and any person who shall willfully fail or refuse to present himself for registration or to submit thereto as herein provided, shall be guilty of a misdemeanor and shall, upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, and shall thereupon be duly registered: Provided, That in the call of the docket precedence shall be given, in courts trying these special or criminal proceedings under this act: Provided further, That persons shall be subject to registration as herein provided who shall have attained their twenty-first birthday and who shall not have attained their thirty-first birthday.
on or before the day set for the registration, and all persons so registered shall be and remain subject to draft into the forces hereby authorized, unless exempted or excused therefrom as in this act provided: Provided further, That in the case of temporary absence from actual place of legal residence of any person liable to registration as provided herein such registration may be made by mail under regulations to be prescribed by the President.

Sec. 6. That the President is hereby authorized to utilize the service of any or all departments and any or all officers or agents of the United States and of the several States, Territories, and the District of Columbia, and subdivisions thereof, in the execution of this act, and all officers and agents of the United States and of the several States, Territories, and subdivisions thereof, and of the District of Columbia, and all persons designated or appointed under regulations prescribed by the President, whether such appointments are made by the President himself or by the governor or other officer of any State or Territory, to perform any duty in the execution of this act are hereby required to perform such duty as the President shall order or direct, and all such officers and agents and persons so designated or appointed shall hereby have full authority for all acts done by them in the execution of this act by the direction of the President. Correspondence in the execution of this act may be carried in penalty envelopes bearing the frank of the War Department. Any person charged as herein provided with the duty of carrying into effect any of the provisions of this act or the regulations made or directions given thereunder who shall fail or neglect to perform such duty, and any person charged with such duty or having and exercising any authority under said act, regulations, or directions who shall knowingly make or be a party to the making of any false or incorrect registration, physical examination, exemption, enlistment, enrollment, or muster; and any person who shall make or be a party to the making of any false statement or certificate as to the fitness or liability of himself or any other person for service under the provisions of this act, or regulations made by the President thereunder, or otherwise evades or aids another to evade the requirements of this act or of said regulations, or who, in any manner, shall fail or neglect fully to perform any duty required of him in the execution of this act, shall, if not subject to military law, be guilty of a misdemeanor, and upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, or, if subject to military law, shall be tried by court-martial and suffer such punishment as a court-martial may direct.

Sec. 7. That the qualifications and conditions for voluntary enlistment as herein provided shall be the same as those prescribed by existing law for enlistments in the Regular Army, except that recruits must be between the ages of eighteen and forty years, both inclusive, at the time of their enlistment, and such enlistments shall be for the period of the emergency unless sooner discharged. All enlistments, including those in the Regular Army Reserve, which are in force on the date of the approval of this act and which would terminate during the emergency shall continue in force during the emergency unless sooner discharged; but nothing herein contained shall be construed to shorten the period of any existing enlistment: Provided, That all persons enlisted or drafted under any of the provisions of this act shall as far as practicable be grouped into units by States and the political subdivisions of the same: Provided further, That all persons who have enlisted since April first, nineteen hundred and seventeen, either in the Regular Army or in the National Guard and all persons who have enlisted in the National Guard since June third, nineteen hundred and sixteen, upon their application, shall be discharged upon the termination of the existing emergency.

The President may provide for the discharge of any or all enlisted men whose status with respect to dependents renders such discharge advisable, and he may also authorize the employment on any active duty of retired enlisted men of the Regular Army, either with their rank on the retired list or in higher enlisted grades, and such retired enlisted men shall receive the full pay and allowances of the grades in which they are actively employed.

Sec. 8. That the President, by and with the advice and consent of the Senate, is authorized to appoint for the period of the existing emergency such general officers of appropriate grades as may be necessary for duty with brigades, divisions, and higher units in which the forces provided for herein may be organized by the President, and general officers of appropriate grade for the several Coast Artillery districts. In no case, such appointments may be made from any of the forces herein provided for, the appointees may be selected irrespective of the grades held by them in such forces. Vacancies in all grades in the Regular Army resulting from the appointment of officers thereof to higher grades in the forces other than the Regular Army herein provided for shall be filled by temporary promotions and appointments in the manner
prescribed for filling temporary vacancies by section one hundred and fourteen of the National Defense Act approved June third, nineteen hundred and sixteen; and officers appointed under the provisions of this act to higher grades in the forces other than the Regular Army herein provided for shall not vacate their permanent commissions nor be prejudiced in their relative or lineal standing in the Regular Army.

Sec. 9. That the appointments authorized and made as provided by the second, third, fourth, fifth, sixth, and seventh paragraphs of section one and by section eight of this act, and the temporary appointments in the Regular Army authorized by the first paragraph of section one of this act, shall be for the period of the emergency unless sooner terminated by discharge or otherwise. The President is hereby authorized to discharge any officer from the office held by him under such appointment for any cause which, in the judgment of the President, would promote the public service, and the general commanding any division and higher tactical organization or territorial department is authorized to appoint from time to time military boards of not less than three nor more than five officers of the forces herein provided for to examine into and report upon the capacity, qualification, conduct, and efficiency of any commissioned officer within his command other than officers of the Regular Army holding permanent or provisional commissions therein. Each member of such board shall be superior in rank to the officer whose qualifications are to be inquired into, and if the report of such board be adverse to the continuance of any such officer and be approved by the President, such officer shall be discharged from the service at the discretion of the President with one month's pay and allowances.

Sec. 10. That all officers and enlisted men of the forces herein provided for other than the Regular Army shall be in all respects on the same footing as to pay, allowances, and pensions as officers and enlisted men of corresponding grades and length of service in the Regular Army; and commencing June one, nineteen hundred and seventeen, and continuing until the termination of the emergency, all enlisted men of the Army of the United States in active service whose base pay does not exceed $21 per month shall receive an increase of $15 per month; those whose base pay is $24, an increase of $12 per month; those whose base pay is $30, $36, or $40, an increase of $8 per month, and those whose base pay is $45 or more, an increase of $6 per month: Provided, That the increases of pay herein authorized shall not enter into the computation of the continuous-service pay.

Sec. 11. That all existing restrictions upon the detail, detachment, and employment of officers and enlisted men of the Regular Army are hereby suspended for the period of the present emergency.

Sec. 12. That the President of the United States, as Commander in Chief of the Army, is authorized to make such regulations governing the prohibition of alcoholic liquors in or near military camps and to the officers and enlisted men of the Army as he may from time to time deem necessary or advisable: Provided, That no person, corporation, partnership, or association shall sell, supply, or have in his or its possession any intoxicating or spirituous liquors at any military station, cantonment, camp, fort, post, officers' or enlisted men's club, which is being used at the time for military purposes under this act, but the Secretary of War may make regulations permitting the sale and use of intoxicating liquors for medicinal purposes. It shall be unlawful to sell any intoxicating liquor, including beer, ale, or wine, to any officer or member of the military forces while in uniform, except as herein provided. Any person, corporation, partnership, or association violating the provisions of this section or the regulations made thereunder, shall, unless otherwise punishable under the Articles of War, be deemed guilty of a misdemeanor and be punished by a fine of not more than $1,000 or imprisonment for not more than twelve months, or both.

Sec. 13. That the Secretary of War is hereby authorized, empowered, and directed during the present war to do everything by him deemed necessary to suppress and prevent the keeping or setting up of houses of ill fame, brothels, or bawdy houses within such distance as he may deem needful of any military camp, station, fort, post, cantonment, training or mobilization place, and any person, corporation, partnership, or association receiving or permitting to be received for immoral purposes any person into any place, structure, or building used for the purpose of lewdness, assignation, or prostitution within such distance of said places as may be designated, or shall permit any such person to remain for immoral purposes in any such place, structure, or building as aforesaid, or who shall violate any order, rule, or regulation issued to carry out the object and purpose of this section shall, unless otherwise punishable under the Articles of War, be deemed guilty of a misdemeanor and be punished by a fine of not more than $1,000, or imprisonment for not more than twelve months, or both.

Sec. 14. That all laws and parts of laws in conflict with the provisions of this act are hereby suspended during the period of this emergency.

Approved, May 18, 1917.
II. SECTIONS 37, 125, AND 337, CRIMINAL CODE OF THE
UNITED STATES.

If two or more persons conspire either to commit any offense against the United States, or to defraud the United States in any manner or for any purpose, and one
or more of such parties do any act to effect the object of the conspiracy, each of the
parties to such conspiracy shall be fined not more than $10,000, or imprisoned not
more than two years, or both. (Sec. 37, Criminal Code of United States.)

Whoever, having taken an oath before a competent tribunal, officer, or person, in
any case in which a law of the United States authorizes an oath to be administered,
that he will testify, declare, depose, or certify truly, or that any written testimony,
declaration, deposition, or certificate by him subscribed, is true, shall willfully and
contrary to such oath state or subscribe any material matter which he does not
believe to be true, is guilty of perjury, and shall be fined not more than $2,000 and
imprisoned not more than five years. (Sec. 125, Criminal Code of United States.)

Whoever directly commits any act constituting an offense defined in any law of
the United States, or aids, abets, counsels, commands, induces, or procures its commission
is a principal. (Sec. 332, Criminal Code of United States.)

III. WAR-RISK INSURANCE LAW.

AN ACT To amend an Act entitled "An Act to authorize the establishment of a Bureau of War-Risk
Insurance in the Treasury Department," approved September second, nineteen hundred and fourteen,
and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America
in Congress assembled, That the first section of the act entitled "An act to authorize
the establishment of a Bureau of War-Risk Insurance in the Treasury Department,"
approved September second, nineteen hundred and fourteen, as amended, is hereby
amended to read as follows:

"ARTICLE I.

"Section 1. That there is established in the Treasury Department a bureau to be
known as the Bureau of War-Risk Insurance, the director of which shall receive a
salary at the rate of $5,000 per annum.

"That there be in such bureau a Division of Marine and Seamen's Insurance and a
Division of Military and Naval Insurance in charge of a commissioner of Marine and
Seamen's Insurance and a commissioner of Military and Naval Insurance, respec-
tively, each of whom shall receive a salary of $4,000 per annum."

Sec. 2. That such act of September second, nineteen hundred and fourteen, as
amended, is hereby amended by adding new sections, as follows:

"Sec. 12. That sections two to seven, inclusive, and section nine, shall be con-
strued to refer only to the Division of Marine and Seamen's Insurance.

"Sec. 13. That the director, subject to the general direction of the Secretary of the
Treasury, shall administer, execute, and enforce the provisions of this act, and for
that purpose have full power and authority to make rules and regulations, not in-
consistent with the provisions of this act, necessary or appropriate to carry out its
purposes, and shall decide all questions arising under the act, except as otherwise
provided in sections five and four hundred and five. Wherever under any provision
or provisions of the act regulations are directed or authorized to be made, such regu-
lations, unless the context otherwise requires, shall or may be made by the director,
subject to the general direction of the Secretary of the Treasury. The director shall
adopt reasonable and proper rules to govern the procedure of the divisions, to regu-
late the matter of the compensation, if any, but in no case to exceed ten per centum,
to be paid to claim agents and attorneys for services in connection with any of the
matters provided for in articles two, three, and four, and to regulate and provide for
the nature and extent of the proofs and evidence and the method of taking and fur-
nishing the same in order to establish the right to benefits of allowance, allotment,
compensation, or insurance provided for in this act, the forms of application of those
claiming to be entitled to such benefits, the method of making investigations and
medical examinations, and the manner and form of adjudications and awards.

"Sec. 14. That the bureau and its divisions shall have such deputies, assistants,
actuaries, clerks, and other employees as may be from time to time provided by Con-
gress. The bureau shall, by arrangement with the Secretary of War and the Secretary
of the Navy, respectively, make use of the services of surgeons in the Army and Navy.
The Secretary of the Treasury is authorized to establish an advisory board consisting
of three members skilled in the practice of insurance against death or disability for
the purpose of assisting the Division of Military and Naval Insurance in fixing premium rates and in the adjustment of claims for losses under the contracts of insurance provided for in article four and in adjusting claims for compensation under article three; compensation for the persons so appointed to be determined by the Secretary of the Treasury, but not to exceed $20 a day each while actually employed.

"Sec. 15. That for the purposes of this act, the director, commissioners, and deputy commissioners shall have power to issue subpoenas for and compel the attendance of witnesses within a radius of one hundred miles, to require the production of books, papers, documents, and other evidence, to administer oaths and to examine witnesses upon any matter within the jurisdiction of the bureau. The director may obtain such information and such reports from officials and employees of the departments of the Government of the United States and of the States as may be agreed upon by the heads of the respective departments. In case of disobedience to a subpoena, the bureau may invoke the aid of any district court of the United States in requiring the attendance and testimony of witnesses and the production of documentary evidence, and such court, within the jurisdiction of which the inquiry is carried on, may, in contumacy or refusal to obey a subpoena issued to any officer, agent, or employee of any corporation or other person, issue an order requiring such corporation or other person to appear before the bureau, or to give evidence touching the matter in question; and any failure to obey such order of the court may be punished by such court as a contempt thereof. Any person so required to attend as a witness shall be allowed and paid the same fees and mileage as are paid witnesses in the district courts of the United States.

"Sec. 16. That the director shall submit annually to the Secretary of the Treasury estimates of the appropriations necessary for the work of the bureau.

"Sec. 17. That for the purpose of carrying out the provisions of this act there is hereby appropriated, out of any moneys in the Treasury not otherwise appropriated, the sum of $100,000, for the payment of all expenses incident to the work authorized under this act, including salaries of the director and commissioners and of such deputies, assistants, accountants, experts, clerks, and other employees in the District of Columbia or elsewhere, as the Secretary of the Treasury may deem necessary, traveling expenses, rent and equipment of offices, typewriters and exchange of same, purchase of law books and books of reference, printing and binding to be done at the Government Printing Office, and all other necessary expenses. With the exception of the director, the commissioners, and such special experts as the Secretary of the Treasury may from time to time find necessary for the conduct of the work of the bureau, all employees of the bureau shall be appointed from lists of eligibles to be supplied by the Civil Service Commission and in accordance with the civil-service law. Such fees, allowances, and salaries shall be the same as are paid for similar services in other departments of the Government.

"Sec. 18. That there is hereby appropriated from any money in the Treasury not otherwise appropriated, the sum of $141,000,000, to be known as the military and naval family allowance appropriation, for the payment of the family allowances provided by Article II. Payments out of this appropriation shall be made upon and in accordance with awards by the Commissioner of the Division of Military and Naval Insurance.

"Sec. 19. That there is hereby appropriated, from any money in the Treasury not otherwise appropriated, the sum of $12,150,000, to be known as the military and naval compensation appropriation, for the payment of the compensation, funeral expenses, services, and supplies provided by Article III. Payments out of this appropriation shall be made upon and in accordance with awards by the director.

"Sec. 20. That there is hereby appropriated, from any money in the Treasury not otherwise appropriated, the sum of $23,000,000, to be known as the military and naval insurance appropriation. All premiums that may be collected for the insurance provided by the provisions of Article IV shall be deposited and covered into the Treasury to the credit of this appropriation.

"Such sum, including all premium payments, is hereby made available for the payment of the liabilities of the United States incurred under contracts of insurance made under the provisions of Article IV. Payments from this appropriation shall be made upon and in accordance with awards by the director.

"Sec. 21. That there shall be set aside as a separate fund in the Treasury, to be known as the military and naval pay deposit fund, all sums held out of pay as provided by section two hundred and three of this act. Such fund, including all additions, is hereby made available for the payment of the money so held and deposited, with interest, as provided in section two hundred and three, and the amount necessary to pay interest is hereby appropriated.
"Sec. 22. That for the purpose of this amending act the marriage of the claimant to the person on account of whom the claim is made shall be shown—

(1) By a duly verified copy of a public or church record; or
(2) By the affidavit of the clergyman or magistrate who officiated; or
(3) By the testimony of two or more eyewitnesses to the ceremony; or
(4) By a duly verified copy of the church record of baptism of the children; or
(5) By the testimony of two or more witnesses who know that the parties lived together as husband and wife, and were recognized as such, and who shall state how long, within their knowledge, such relation continued; Provided, That marriages, except such as are mentioned in section forty-seven hundred and five of the Revised Statutes, shall be proven in compensation or insurance cases to be legal marriages according to the law of the place where the parties resided at the time of marriage or at the time when the right to compensation or insurance accrued; and the open and notorious illicit cohabitation of a widow who is a claimant shall operate to terminate her right to compensation or insurance from the commencement of such cohabitation; Provided further, That for the purpose of the administration of Article II of this act marriage shall be conclusively presumed, in the absence of proof, that there is a legal spouse living, if the man and woman have lived together in the openly acknowledged relation of husband and wife during the two years immediately preceding the date of the declaration of war, or the date of enlistment or of entrance into or employment in active service in the military or naval forces of the United States if subsequent to such declaration."

In Articles II, III, and IV of this act, unless the context otherwise requires—

(1) The term 'child' includes—

(a) A legitimate child.

(b) A child legally adopted more than six months before the enactment of this amending act or before enlistment or entrance into or employment in active service in the military or naval forces of the United States, whichever of these dates is the later.

(c) A stepchild, if a member of the man's household.

(d) An illegitimate child, but, as to the father, only, if acknowledged by instrument in writing signed by him, or if he has been judicially ordered or decreed to contribute to such child's support, and if such child, if born after December thirty-first, nineteen hundred and seventeen, shall have been born in the United States, or in its insular possessions.

(2) The term 'grandchild' means a child as above defined of a child as above defined.

(3) Except as used in section four hundred and one and in section four hundred and two the terms 'child' and 'grandchild' are limited to unmarried persons either (a) under eighteen years of age, or (b) of any age, if insane, idiotic, or otherwise permanently helpless.

(4) The term 'parent' includes a father, mother, grandfather, grandmother, stepfather, and stepmother, either of the person in the service or of the spouse.

(5) The terms 'brother' and 'sister' include brothers and sisters of the half blood as well as those of the whole blood, stepbrothers and stepsisters, and brothers and sisters through adoption.

(6) The term 'commissioned officer' includes a warrant officer, but includes only an officer in active service in the military or naval forces of the United States.

(7) The terms 'man' and 'enlisted man' mean a person, whether male or female, and whether enlisted, enrolled, or drafted into active service in the military or naval forces of the United States, and include noncommissioned and petty officers, and members of training camps authorized by law.

(8) The term 'enlistment' includes voluntary enlistment, draft, and enrollment in active service in the military or naval forces of the United States.

(9) The term 'commissioner' means the Commissioner of Military and Naval Insurance.

(10) The term 'injury' includes disease.

(11) The term 'pay' means the pay for service in the United States according to grade and length of service, excluding all allowances.

(12) The term 'military or naval forces' means the Army, the Navy, the Marine Corps, the Coast Guard, the Naval Reserves, the National Naval Volunteers, and any other branch of the United States service while serving pursuant to law with the Army or the Navy.

Sec. 23. That when, by the terms of this amending act, any payment is to be made to a minor other than a person in the military or naval forces of the United States, or to a person mentally incompetent, such payment shall be made to the person who is constituted guardian or curator by the laws of the State or residence of claimant, or is otherwise legally vested with responsibility or care of the claimant.
"Sec. 24. That the Bureau of War Risk Insurance, so far as practicable, shall upon request furnish information to and act for persons in the military or naval service, with respect to any contracts of insurance whether with the Government or otherwise, as may be prescribed by regulations. Said bureau may upon request procure from and keep a record of the amount and kind of insurance held by every commissioned and appointive officer and of every enlisted man in the military or naval service of the United States, including the name and principal place of business of the company, society, or organization in which such insurance is held, the date of the policy, amount of premium, name and relationship of the beneficiary, and such other data as may be deemed of service in protecting the interests of the insured and beneficiaries.

"Sec. 25. That whoever in any claim for family allowance, compensation, or insurance in any document required by this act or by regulation made under this act, makes any statement of a material fact knowing it to be false, shall be guilty of perjury and shall be punished by a fine of not more than $5,000, or by imprisonment for not more than two years, or both.

"Sec. 26. That if any person entitled to payment of family allowance or compensation under this act, whose right to such payment under this act ceases upon the happening of any contingency, thereafter fraudulently accepts any such payment, he shall be punished by a fine of not more than $2,000, or by imprisonment for not more than one year, or both."

ARTICLE II.

ALLOTMENTS AND FAMILY ALLOWANCES.

Sec. 200. That the provisions of this article shall apply to all enlisted men in the military or naval forces of the United States.

Sec. 201. That allotment of pay shall, subject to the conditions, limitations, and exemptions hereinafter specified, be compulsory as to wife, a former wife divorced who has not remarried and to whom alimony has been decreed, and a child, and voluntary as to any other person; but on the written consent of the wife or former wife divorced, supported by evidence satisfactory to the bureau of her ability to support herself and the children in her custody, the allotment for her and for such children may be waived, and on the enlisted man’s application or otherwise for good cause shown, exemption from the allotment may be granted upon such conditions as may be prescribed by regulations.

The monthly compulsory allotment shall be in an amount equal to the family allowance hereinafter specified except that it shall not be more than one-half the pay, or less than $15; but for a wife living separate and apart under court order or written agreement or for a former wife divorced, it shall not exceed the amount specified in the court order, decree, or written agreement to be paid to her. For an illegitimate child, to whose support the father has been judicially ordered or decreed to contribute, it shall not exceed the amount fixed in the order or decree.

If there be an allotment for a wife or child, a former wife divorced and who has not remarried shall be entitled to a compulsory allotment only out of the difference, if any, between the allotment for the wife or child or both and one-half of the pay.

Sec. 202. That the enlisted man may allot any proportion or proportions of any fixed amount or amounts of his monthly pay or of the proportion thereof remaining after the compulsory allotment, for such purposes and for the benefit of such person or persons as he may direct, subject, however, to such conditions and limitations as may be prescribed under regulations to be made by the Secretary of War and the Secretary of the Navy, respectively.

Sec. 203. That in case one-half of an enlisted man’s monthly pay is not allotted, regulations to be made by the Secretary of War and the Secretary of the Navy, respectively, may require, under such circumstances and conditions as may be prescribed in such regulations, that any proportion of such one-half pay as is not allotted shall be deposited to his credit, to be held during such period of his service as may be prescribed. Such deposits shall bear interest at the rate of four per centum per annum, with semiannual rests and, when payable, shall be paid principal and interest to the enlisted man, if living, otherwise to any beneficiary or beneficiaries he may have designated, or if there be no such beneficiary, then to the person or persons who would under the laws of the State of his residence be entitled to his personal property in case of intestacy.

Sec. 204. That a family allowance of not exceeding $50 per month shall be granted and paid by the United States upon written application to the bureau by such enlisted man or by or on behalf of any prospective beneficiary, in accordance with and subject to the conditions, limitations, and exceptions hereinafter specified.
The family allowance shall be paid from the time of enlistment to death in or one month after discharge from the service, but not for more than one month after the termination of the present war emergency. No family allowance shall be made for any period preceding November first, nineteen hundred and seventeen. The payment shall be subject to such regulations as may be prescribed relative to cases of desertion and imprisonment and of missing men.

Subject to the conditions, limitations, and exceptions hereinabove and herein-after specified, the family allowance payable per month shall be as follows:

Class A. In the case of a man, to his wife (including a former wife divorced) and to his child or children:

(a) If there be a wife but no child, $15.  
(b) If there be a wife and one child, $25.  
(c) If there be a wife and two children, $32.50, with $5 per month additional for each additional child.  
(d) If there be no wife, but one child, $5.  
(e) If there be no wife, but two children, $12.50.  
(f) If there be no wife, but three children, $20.  
(g) If there be no wife, but four children, $30, with $5 per month additional for each additional child.

Class B. In the case of a man or woman, to a grandchild, a parent, brother, or sister:

(a) If there be one parent, $10.  
(b) If there be two parents, $20.  
(c) For each grandchild, brother, sister, and additional parent, $5.  

In the case of a woman, to a child or children:

(d) If there be one child, $5.  
(e) If there be two children, $12.50.  
(f) If there be three children, $20.  
(g) If there be four children, $30, with $5 per month additional for each additional child.

Sec. 205. That family allowances for members of Class A shall be paid only if and while a compulsory allotment is made to a member or members of such class. The monthly family allowance to a former wife divorced shall be payable only out of the difference, if any, between the monthly family allowance to the other members of Class A and the sum of $50, and only then if alimony shall have been decreed to her. For a wife living separate and apart under court order or written agreement or to a former wife divorced the monthly allowance, together with the allotment, if any, shall not exceed the amount specified in the court order, decree, or written agreement to be paid to her. For an illegitimate child, to whose support the father has been judicially ordered or decreed to contribute, it shall not exceed the amount fixed in the order or decree.

Sec. 206. That family allowances to members of Class B shall be granted only if and while the member is dependent in whole or in part on the enlisted man, and then only if and while the enlisted man makes a monthly allotment of his pay for such member or members equal to the amount of the monthly family allowance as hereinabove specified, except that—

(a) The maximum monthly allotment so required to be made to members of Class B shall be one-half of his pay.  
(b) If he is making no allotment to a member of Class A, the minimum monthly allotment so designated to be made to members of Class B shall be $15 per month.  
(c) If he is making the compulsory allotment to a member of Class A, the minimum monthly allotment so designated to be made to members of Class B shall be one-seventh of his pay, but not less than $5 per month.

On the enlisted man’s application, or otherwise for good cause shown, exemption from this additional allotment under Class B as a condition to the allowance may be granted, upon such conditions as may be prescribed by regulations.

Sec. 207. That the amount of the family allowance to members of Class B shall be subject to each of the following limitations:

(a) If an allowance is paid to one or more beneficiaries of Class A, the total allowance to be paid to the beneficiaries of Class B shall not exceed the difference between the allowance paid to the beneficiaries of Class A and the sum of $50.  
(b) The total monthly allowance to beneficiaries of Class B, added to the enlisted man’s monthly allotment to them shall not exceed the average sum habitually contributed by him to their support monthly during the period of dependency but not exceeding a year immediately preceding his enlistment or the enactment of this amendatory act.

Sec. 208. That as between the members of Class A and as between the members of Class B, the amount of the allotment and family allowance shall be apportioned as may be prescribed by regulations.
Sec. 209. The War and Navy Departments, respectively, shall pay over to the Treasury Department monthly the entire amount of such allotments for distribution to the beneficiaries, and the allotments and family allowances shall be paid by the bureaus to or for the beneficiaries.

Sec. 210. Upon receipt of any application for family allowance the commissioner shall make all proper investigations and shall make an award, on the basis of which award the amount of the allotments to be made by the man shall be certified to the War Department or Navy Department, as may be proper. Whenever the commissioner shall have reason to believe that an allowance has been improperly made or that the conditions have changed, he shall investigate or reinvestigate and may modify the award. The amount of each monthly allotment and allowance shall be determined according to the conditions then existing.

ARTICLE III.

COMPENSATION FOR DEATH OR DISABILITY.

Sec. 300. That for death or disability resulting from personal injury suffered or disease contracted in the line of duty, by any commissioned officer or enlisted man or by any member of the Army Nurse Corps (female) or of the Navy Nurse Corps (female) who was employed in the active service under the War Department or Navy Department, the United States shall pay compensation as hereinafter provided; but no compensation shall be paid if the injury or disease has been caused by his own willful misconduct.

Sec. 301. That if death results from injury—
If the deceased leaves a widow or child, or if he leaves a widowed mother dependent upon him for support, the monthly compensation shall be the following amounts:
(a) For a widow alone, $25.
(b) For a widow and one child, $35.
(c) For a widow and two children, $47.50, with $5 for each additional child up to two.
(d) If there be no widow, then for one child, $20.
(e) For two children, $30.
(f) For three children, $40, with $5 for each additional child up to two.
(g) For a widowed mother, $20. The amount payable under this subdivision shall not be greater than a sum which, when added to the total amount payable to the widow and children, does not exceed $75. This compensation shall be payable for the death of but one child, and no compensation for the death of a child shall be payable if such widowed mother is in receipt of compensation under the provisions of this article for the death of her husband. Such compensation shall be payable whether her widowhood arises before or after the death of the person and whenever her condition is such that if the person were living the widowed mother would have been dependent upon him for support.

If the death occur before discharge or resignation from service, the United States shall pay for burial expenses and the return of body to his home a sum not to exceed $100, as may be fixed by regulations.

The payment of compensation to a widow or widowed mother shall continue until her death or remarriage.

The payment of compensation to or for a child shall continue until such child reaches the age of eighteen years or marries, or if such child be incapable, because of insanity, idiocy, or being otherwise permanently helpless, then during such incapacity.

Whenever the compensation payable to or for the benefit of any person under the provisions of this section is terminated by the happening of the contingency upon which it is limited, the compensation thereafter for the remaining beneficiary or beneficiaries, if any, shall be the amount which would have been payable to them if they had been the sole original beneficiaries.

As between the widow and the children not in her custody, and as between children, the amount of the compensation shall be apportioned as may be prescribed by regulations. The word "widow" as used in this section shall not include one who shall have married the deceased later than ten years after the time of injury.

Sec. 302. That if disability results from the injury—
(1) If and while the disability is total, the monthly compensation shall be for following amounts:
(a) If he has neither wife nor child living, $30.
(b) If he has a wife but no child living, $45.
(c) If he has a wife and one child living, $55.
(d) If he has a wife and two children living, $65.
(e) If he has a wife and three or more children living, $75.
(f) If he has no wife but one child living, $40, with $10 for each additional child up to two.

(g) If he has a widowed mother dependent on him for support, then, in addition to the above amounts, $10.

To an injured person who is totally disabled and in addition so helpless as to be in constant need of a nurse or attendant, such additional sum shall be paid, but not exceeding $20 per month, as the director may deem reasonable: Provided, however, That for the loss of both feet or both hands or both eyes, or for becoming totally blind or helpless and permanently bedridden from causes occurring in the line of duty in the service of the United States, the rate of compensation shall be $100 per month: Provided further, That no allowance shall be made for nurse or attendance.

(2) If and while the disability is partial, the monthly compensation shall be a percentage of the compensation that would be payable for his total disability, equal to the degree of the reduction in earning capacity resulting from the disability, but no compensation shall be payable for the reduction in earning capacity rated at less than ten per centum.

A schedule of ratings of reductions in earning capacity from specific injuries or combinations of injuries of a permanent nature shall be adopted and applied by the bureau. Ratings may be as high as one hundred per centum. The ratings shall be based, as far as practicable, upon the average impairments of earning capacity resulting from such injuries in civil occupations and not upon the impairment in earning capacity in each individual case, so that there shall be no reduction in the rate of compensation for individual success in overcoming the handicap of a permanent injury. The bureau shall from time to time adjust this schedule of ratings in accordance with actual experience.

(3) In addition to the compensation above provided, the injured person shall be furnished by the United States such reasonable governmental medical, surgical, and hospital services and with such supplies, including artificial limbs, trusses, and similar appliances, as the director may determine to be useful and reasonably necessary: Provided, That nothing in this act shall be construed to affect the necessary military control over any member of the military or naval establishments before he shall have been discharged from the military or naval service.

(4) The amount of each monthly payment shall be determined according to the family conditions then existing.

Sec. 303. That every person applying for or in receipt of compensation for disability under the provisions of this article shall, as frequently and at such times and places as may be reasonably required, submit himself to examination by a medical officer of the United States or by a duly qualified physician designated or approved by the director. He may have a duly qualified physician designated and paid by him present to participate in such examination. For all examinations he shall, in the discretion of the director, be paid his reasonable traveling and other expenses and also loss of wages incurred in order to submit to such examination. If he refuses to submit himself for, or in any way obstructs, any examination, his right to claim compensation under this article shall be suspended until such refusal or obstruction ceases. No compensation shall be payable while such refusal or obstruction continues, and no compensation shall be payable for the intervening period.

Every person in receipt of compensation for disability shall submit to any reasonable medical or surgical treatment furnished by the bureau whenever requested by the bureau; and the consequences of unreasonable refusal to submit to any such treatment shall not be deemed to result from the injury compensated for.

Sec. 304. That in cases of dismemberment, of injuries to sight or hearing, and of other injuries commonly causing permanent disability, the injured person shall follow such course or courses of rehabilitation, reeducation, and vocational training as the United States may provide or procure to be provided. Should such course prevent the injured person from following a substantially gainful occupation while taking same, a form of enlistment may be required which shall bring the injured person into the military or naval service. Such enlistment shall entitle the person to full pay as during the last month of his active service, and his family to family allowances and allotments as hereinbefore provided, in lieu of all other compensation for the time being.

In case of his willful failure properly to follow such course or so to enlist, payment of compensation shall be suspended until such willful failure ceases, and no compensation shall be payable for the intervening period.

Sec. 305. That upon its own motion or upon application the bureau may at any time review an award, and, in accordance with the facts found upon such review, may end, diminish, or increase the compensation previously awarded, or, if compensation has been refused or discontinued, may award compensation.
Sec. 306. That no compensation shall be payable for death or disability which does not occur prior to or within one year after discharge or resignation from the service, except that where, after a medical examination made pursuant to regulations, at the time of discharge or resignation from the service, or within such reasonable time thereafter, not exceeding one year, as may be allowed by regulations, a certificate has been obtained from the director to the effect that the injured person at the time of his discharge or resignation was suffering from injury likely to result in death or disability, compensation shall be payable for death or disability, whenever occurring, proximately resulting from such injury.

Sec. 307. That compensation shall not be payable for death in the course of the service until the death be officially recorded in the department under which he may be serving. No compensation shall be payable for a period during which the man has been reported "missing" and a family allowance has been paid for him under the provisions of Article II.

Sec. 308. That no compensation shall be payable for death inflicted as a lawful punishment for a crime or military offense except when inflicted by the enemy. A dismissial or dishonorable or bad-conduct discharge from the service shall bar and terminate all right to any compensation under the provisions of this article.

Sec. 309. That no compensation shall be payable unless a claim therefor be filed, in case of disability, within five years after discharge or resignation from the service, or, in case of death during the service, within five years after such death is officially recorded in the department under which he may be serving: Provided, however, That where compensation is payable for death or disability occurring after discharge or resignation from the service, claim must be made within five years after such death or the beginning of such disability.

The time herein provided may be extended by the director not to exceed one year for good cause shown. If at the time that any right accrues to any person under the provisions of this article, such person is a minor, or is of unsound mind or physically unable to make a claim, the time herein provided shall not begin to run until such disability ceases.

Sec. 310. That no compensation shall be payable for any period more than two years prior to the date of claim therefor, nor shall increased compensation be awarded to revert back more than one year prior to the date of claim therefor.

Sec. 311. That compensation under this article shall not be assignable, and shall be exempt from attachment and execution and from all taxation.

Sec. 312. That compensation under this article shall not be paid while the person is in receipt of service or retirement pay. The laws providing for gratuities or payments in the event of death in the service and existing pension laws shall not be applicable after the enactment of this amendment to persons now in or hereafter entering the military or naval service, or to their widows, children, or their dependents, except in so far as rights under any such law shall have herefore accrued.

Compensation because of disability or death of members of the Army Nurse Corps (female) or of the Navy Nurse Corps (female) shall be in lieu of any compensation for such disability or death under the Act entitled "An Act to provide compensation for employees of the United States suffering injuries while in the performance of their duties, and for other purposes," approved September seventh, nineteen hundred and sixteen.

Sec. 313. That if an injury or death for which compensation is payable under this amendatory Act is caused under circumstances creating a legal liability upon some person other than the United States or the enemy to pay damages therefor, the director, as a condition to payment of compensation by the United States, shall require the beneficiary to assign to the United States any right of action he may have to enforce such liability of such other person or any right which he may have to share in any money or other property received in satisfaction of such liability of such other person. The cause of action so assigned to the United States may be prosecuted or compromised by the director and any money realized thereon shall be placed to the credit of the compensation fund.

Sec. 314. That from and after the passage of this Act the rate of pension for a widow of an officer or enlisted man of the Army, Navy, or Marine Corps of the United States who served in the Civil War, the War with Spain, or the Philippine Insurrection, now on the pension roll or hereafter to be placed on the pension roll, and entitled to receive a less rate than hereinafter provided, shall be $25 per month; and nothing herein shall be construed to affect the additional allowance provided by existing pension laws on account of a helpless child or child under sixteen years of age: Provided, however, That this Act shall not be so construed as to reduce any pension under any act, public or private: And provided further, That the provisions of this section shall be administered, executed, and enforced by the Commissioner of Pensions.
ARTICLE IV.

INSURANCE.

Sec. 400. That in order to give to every commissioned officer and enlisted man and to every member of the Army Nurse Corps (female) and of the Navy Nurse Corps (female) when employed in active service under the War Department or Navy Department greater protection for themselves and their dependents than is provided in Article III, the United States, upon application to the bureau and without medical examination, shall grant insurance against the death or total permanent disability of any such person in any multiple of $500, and not less than $1,000 or more than $10,000, upon the payment of the premiums as hereinafter provided.

Sec. 401. That such insurance must be applied for within one hundred and twenty days after enlistment or after entrance into or employment in the active service and before discharge or resignation, except that those persons who are in the active war service at the time of the publication of the terms and conditions of such contract of insurance may apply at any time within one hundred and twenty days thereafter and while in such service. Any person in the active service on or after the sixth day of April, nineteen hundred and seventeen, who, when in such service and before the expiration of one hundred and twenty days from and after such publication, becomes or has become totally and permanently disabled or dies, or has died, without having applied for insurance, shall be deemed to have applied for and to have been granted insurance, payable to such person during his life in monthly installments of $25 each. If he shall die either before he shall have received any of such monthly installments or before he shall have received two hundred and forty of such monthly installments, then $25 per month shall be paid to his wife from the time of his death and during her widowhood, or to his child, or widowed mother if and while they survive him: Provided, however, That not more than two hundred and forty of such monthly installments, including those received by such person during his total and permanent disability, shall be so paid; and in that event the amount of the monthly installments shall be apportioned between them as may be provided by regulations.

Sec. 402. That the director, subject to the general direction of the Secretary of the Treasury, shall promptly determine upon and publish the full and exact terms and conditions of such contract of insurance. The insurance shall not be assignable, and shall not be subject to the claims of creditors of the insured or of the beneficiary. It shall be payable only to a spouse, child, grandchild, parent, brother, or sister, and also during total and permanent disability to the injured person, or to any or all of them. The insurance shall be payable in two hundred and forty equal monthly installments. Provisions for maturity at certain ages, for continuous installments during the life of the insured or beneficiaries, or both, for cash, loan, paid-up and extended values, dividends from gains and savings, and such other provisions for the protection and advantage of and for alternative benefits to the insured and the beneficiaries as may be found to be reasonable and practicable, may be provided for in the contract of insurance, or from time to time by regulations. All calculations shall be based upon the American Experience Table of Mortality and interest at three and one-half per centum per annum, except that no deduction shall be made for continuous installments during the life of the insured in case his total and permanent disability continues more than two hundred and forty months. Subject to regulations, the insured shall at all times have the right to change the beneficiary or beneficiaries of such insurance without the consent of such beneficiary or beneficiaries, but only within the classes herein provided. If no beneficiary within the permitted classes be designated by the insured, either in his lifetime or by his last will and testament, or if the designated beneficiary does not survive the insured, the insurance shall be payable to such person or persons, within the permitted classes of beneficiaries as would under the laws of the State of the residence of the insured be entitled to his personal property in case of intestacy. If no such person survive the insured, then there shall be paid to the estate of the insured an amount equal to the reserve value, if any, of the insurance at the time of his death, calculated on the basis of the American Experience Table of Mortality and three and one-half per centum interest in full of all obligations under the contract of insurance.

Sec. 403. That the United States shall bear the expenses of administration and the excess mortality and disability cost resulting from the hazards of war. The premium rates shall be the net rates based upon the American Experience Table of Mortality and interest at three and one-half per centum per annum.

Sec. 404. That during the period of war and thereafter until converted the insurance shall be term insurance for successive terms of one year each. Not later than five years after the date of the termination of the war as declared by proclamation
of the President of the United States, the term insurance shall be converted, without medical examination, into such form or forms of insurance as may be prescribed by regulations and as the insured may request. Regulations shall provide for the right to convert into ordinary life, twenty payment life, endowment maturing at age sixty-two and into other usual forms of insurance and shall prescribe the time and method of payment of the premiums thereon, but payments of premiums in advance shall not be required for periods of more than one month each and may be deducted from the pay or deposit of the insured or be otherwise made at his election.

Sec. 405. That in the event of disagreement as to a claim under the contract of insurance between the bureau and any beneficiary or beneficiaries thereunder, an action on the claim may be brought against the United States in the district court of the United States in and for the district in which such beneficiaries or any one of them resides. The court, as part of its judgment, shall determine and allow such reasonable attorney’s fees, not to exceed ten per centum of the amount recovered, to be paid by the claimant on behalf of whom such proceedings are instituted to his attorney; and it shall be unlawful for the attorney or for any other person acting as claim agent or otherwise to ask for, contract for, or receive any other compensation because of such action. No other compensation or fee shall be charged or received by any person except such as may be authorized by the commissioner in regulations to be promulgated by him. Any person violating the provisions of this section shall be deemed guilty of a misdemeanor, and upon conviction thereof shall, for each and every such offense, be fined not exceeding $500, or be imprisoned at hard labor not exceeding two years, or both, in the discretion of the court.

Sec. 3. That section eight of the act entitled “An act to authorize the President to increase temporarily the Military Establishment of the United States,” approved May eighteenth, nineteen hundred and seventeen, shall be held and construed to authorize the President, in accordance with the provisions of said act and for the period of the existing emergency only, to appoint as generals the Chief of Staff and the commander of the United States forces in France, and as lieutenant general each commander of an army or army corps organized as authorized by existing law: Provided, That the pay of the grades of general and lieutenant general shall be $10,000 and $9,000 a year, respectively, with allowances appropriate to said grades as determined by the Secretary of War: And provided, That brigadier generals of the Army shall hereafter rank relatively with rear admirals of the lower half of the grade. And, hereafter, the chief of any existing staff corps, department, or bureau, except as is otherwise provided for the Chief of Staff, shall have the rank, pay, and allowances of major general.

Approved, October 6, 1917.
PART XIII.

EXEMPTED OFFICIALS.

The following are to be termed "Officers, legislative, executive or judicial" of the United States for the purpose of classification in Class V.

A. EXECUTIVE OFFICES.

1. Executive Mansion.—Secretary to the President.

2. Department of State.—Secretary of State, Counselor for the Department of State, the Assistant Secretary of State, Second Assistant Secretary of State, Third Assistant Secretary of State, Solicitor, Ambassador, Minister, Diplomatic Agent, Consul General, Consul.

3. Treasury Department.—Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Deputy Assistant Treasurer, Commissioner of Internal Revenue, Comptroller of the Treasury, Assistant Comptroller of the Treasury, Comptroller of the Currency, Surgeon General Public Health Service, Captain Commandant of the Coast Guard of the United States, Director of the Mint, Register of the Treasury, Assistant Register of the Treasury, Auditors for Departments, Assistant Treasurers, Collectors of Customs, Surveyors of Customs, General Appraisers of Merchandise, Appraisers of Merchandise, Assistant Appraisers of Merchandise, Special Examiners of Drugs, Medicines, and Chemicals, Collectors of Internal Revenue, Mint and Assay Officers, Federal Farm Loan Board.

4. War Department.—Secretary of War, Assistant Secretary of War, Board of Ordnance and Fortifications, Mississippi River Commission, and all persons in the military service (as already defined in sec. 18, par. d, of Regulations for Local and District Boards).

5. Department of Justice.—Attorney General, Assistant to the Attorney General, Assistant Attorneys General, Solicitor General, Solicitors for the Several Departments, Assistant Solicitors.

6. Post Office Department.—Postmaster General, Assistant Postmasters General, Purchasing Agent, postmasters at offices of the first, second, and third classes.

7. Navy Department.—Secretary of the Navy, Assistant Secretary of the Navy, and all persons in the naval service (as already defined in sec. 18, par. d, of Regulations for Local and District Boards).

8. Department of the Interior.—Secretary of the Interior, First Assistant Secretary of the Interior, Assistant Secretary of the Interior, Commissioner of the General Land Office, Assistant Commissioner of the General Land Office, recorder of the General Land Office, Commissioner of Indian Affairs, Assistant Commissioner of

9. Department of Agriculture.—Secretary of Agriculture, Assistant Secretary of Agriculture, Chief of the Weather Bureau.

10. Department of Commerce.—Secretary of Commerce, Assistant Secretary of Commerce, Director of the Census, Chief of Bureau of Foreign and Domestic Commerce, Assistant Chief of Bureau of Foreign and Domestic Commerce, Director of the Bureau of Standards, Commissioner of Fish and Fisheries, Superintendent of the Coast and Geodetic Survey, Commissioner of Navigation, Supervising Inspector General Steamboat-Inspection Service, District Supervising Inspectors Steamboat-Inspection Service; Coast and Geodetic Survey: Hydrographic and geodetic engineers, junior hydrographic and geodetic engineers, aids.

11. Department of Labor.—Secretary of Labor, Commissioner General of Immigration, Commissioner of Labor Statistics, Chief of Children's Bureau, Commissioners of Immigration at the ports.

12. Presidential boards.—Board of Mediation and Conciliation, Commission of Fine Arts, Geographic Board, National Advisory Committee for Aeronautics.

13. Interstate Commerce Commission.—Commissioners.

14. Civil Service Commission.—Commissioners (including President).

15. Federal Reserve Board.—Governor, Vice Governor, and Members.

16. Federal Trade Commission.—Chairman, Vice Chairman, and Commissioners.

17. Panama Canal.—Governor, Engineer of Maintenance, Engineer of Terminal Construction, Chief Health Officer.

18. Smithsonian Institution.—Secretary.


21. Pan American Union.—Director General.

B. LEGISLATIVE OFFICES.

1. Congress:
   Senate.—Vice President of the United States, Senators, Secretary, Sergeant at Arms, Chaplain.
   House.—Representatives, Territorial Delegates, Resident Commissioners, Clerk, Doorkeeper, Sergeant at Arms, Postmaster, Chaplain, Superintendent of Capitol.

C. JUDICIAL OFFICES.

1. **Supreme Court.**—Chief and Associate Justices, clerk, marshal, reporter.

2. **Court of Claims.**—Chief Justice, Judges, chief and assistant, clerk, auditor, and bailiff.

3. **Court of Customs Appeals.**—Presiding and Associate Judges, clerk, marshal.

4. **Circuit Courts of Appeals.**—Circuit Judges, clerks, attorneys, marshals.

5. **District Courts.**—Judges, clerks, attorneys, marshals.
PART XIV.

CERTIFYING OFFICERS.

By Executive order the President has directed that all affidavits of necessity required under Selective Service Regulations for securing deferred classification of Federal employees conform to the following requirements:

"In the case of a person in the service of a department within the District of Columbia, who files with local board a claim of deferred classification from the selective draft, the affidavit of the departmental official having direct supervision and control of the branch of the service in which he is employed, as provided for in the above-mentioned regulations, will be forwarded to the Secretary of that department, accompanied by a memorandum giving sufficient data to enable the Secretary to determine whether or not the case is a proper one for deferred classification. If, on the information furnished, he deems the case a proper one for deferred classification by the board, he will indorse the affidavit 'Approved'; if not, 'Disapproved.' In either case the affidavit will be returned to the official making it, to be filed with the local board as required by the instructions on the back thereof.

"In the case of a person in departmental service stationed outside of the District of Columbia, the affidavit of the official having direct supervision of the applicant will be forwarded for approval or disapproval to the official, to be designated by the Secretary of the department, who has jurisdiction or control of the area within which the applicant is stationed at the time, unless the affidavit is originally made by such official.

"In the case of a person in the service of the Interstate Commerce Commission, the Smithsonian Institution, or other commission or board or body not organized directly under one of the executive departments, the same general method will be followed so far as practicable, with a view to reducing the discharges of drafted men to the minimum number consistent with the maintenance of vital national interests during the emergency of war."

Pursuant to the above order, the designations made in the several departments follow:

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TREASURY DEPARTMENT.

The following officials are designated for the respective States and Territories:

Alabama. Birmingham Collector of internal revenue.
Arizona. Phoenix Collector of internal revenue.
Arkansas. Little Rock Collector of internal revenue.
California. San Francisco Collector of customs.
Colorado. Denver Collector of internal revenue.
Connecticut. Hartford Collector of internal revenue.
Delaware. Wilmington Postmaster.
Florida. Jacksonville Collector of internal revenue.
Georgia. Atlanta Collector of internal revenue.
Hawaii. Honolulu Collector of customs.
Illinois. Chicago Collector of customs.
Indiana. Indianapolis Collector of customs.
Iowa. Des Moines Collector of customs.
Kansas. Wichita Collector of internal revenue.
Kentucky. Louisville Collector of customs.
Louisiana. New Orleans Collector of customs.
Maryland. Baltimore Collector of customs.
Michigan. Detroit Collector of customs.
Minnesota. St. Paul Collector of internal revenue.
Mississippi. Jackson Postmaster.
Missouri. St. Louis Collector of customs.
Montana. Helena Collector of internal revenue.
Nebraska. Omaha Collector of customs.
Nevada. Carson City Postmaster.
New Hampshire. Portsmouth Collector of internal revenue.
New Jersey. Newark Collector of internal revenue.
New Mexico. Albuquerque Postmaster.
North Carolina. Raleigh Collector of internal revenue.
North Dakota. Fargo Postmaster.
Ohio. Cleveland Collector of customs.
Oklahoma. Oklahoma City Collector of internal revenue.
Rhode Island. Providence Collector of customs.
South Carolina. Columbia Collector of internal revenue.
South Dakota. Sioux Falls Collector of internal revenue.
Tennessee. Nashville Collector of internal revenue.
Texas. Austin Collector of internal revenue.
Utah. Salt Lake City Postmaster.
Vermont. St. Albans Collector of customs.
Virginia. Richmond Collector of internal revenue.
Wisconsin. Milwaukee Collector of customs.
West Virginia. Parkersburg Collector of internal revenue.
Wyoming. Cheyenne Postmaster.

DEPARTMENT OF JUSTICE.

The district attorneys of the United States in the respective districts have been designated.

WAR DEPARTMENT.

The commanding generals of the several departments have been designated as follows:

Northeastern Department, Boston, Mass.
Eastern Department, Governors Island, N. Y.
Southeastern Department, Charleston, S. C.
Southern Department, Fort Sam Houston, Tex.
Central Department, Chicago, Ill.
Western Department, San Francisco, Cal.
POST OFFICE DEPARTMENT.

1. The department will not file affidavits for any postmasters. (However, postmasters of the first, second, and third classes are exempted under the law.)

2. Certificates for discharge for military duty must not be filed for any rural carrier, city letter carrier, any substitute, or for post-office clerks receiving salaries less than $1,100 in first-class offices and $1,000 in second-class offices. Such certificates may be filed for supervisory officials in post offices, mechanics, and post-office clerks receiving in excess of the above amounts only when they can not be replaced by other persons without substantial material loss of efficiency in effective and adequate transmission of the mails.

In the case of post-office clerks receiving salaries of $1,100 or more in first-class offices and $1,000 or more in second-class offices and supervisory officials and mechanics in post offices, the postmaster having supervision over the employee concerned is authorized, in accordance with section 20, paragraph C of the presidential regulations, to make the affidavit.

3. Railway mail clerks will not be certified for exemption, except scheme clerks in division headquarters, chief clerks, and assistant chief clerks, Railway Mail Service, after approval by the department.

In the case of scheme clerks in division headquarters, chief clerks, and assistant chief clerks, Railway Mail Service, the papers in each case will be forwarded to the department by the division superintendent having supervision over the employee concerned, and in such cases where the department approves a certificate of exemption being filed the affidavit will be made by the division superintendent.

The following list shows the different divisions of the Railway Mail Service and the States comprising them:

First division (comprising New England States).
Third division (comprising Maryland, excluding the Eastern Shore), Virginia (excepting Accomac and Northampton Counties), West Virginia, North Carolina, and the District of Columbia.
Fourth division (comprising South Carolina, Georgia, Florida, Alabama, and Tennessee).
Fifth division (comprising Ohio, Indiana, and Kentucky).
Sixth division (comprising Illinois and Iowa).
Seventh division (comprising Missouri and Kansas).
Eighth division (comprising California, Nevada, Arizona, Utah, and Hawaii).
Ninth division (comprising the main line of the New York Central Railroad between New York, N. Y., and Chicago, Ill., and the lower peninsula of Michigan).
Tenth division (comprising Wisconsin, northern peninsula of Michigan, Minnesota, North Dakota, and South Dakota).
Eleventh division (comprising Arkansas, Oklahoma, Texas, and New Mexico).
Twelfth division (comprising Louisiana and Mississippi).
Fourteenth division (comprising Nebraska, Colorado, and Wyoming).
Fifteenth division (comprising the main lines of the Pennsylvania Railroad system from New York, N. Y., via Pittsburgh, Pa., to Chicago, Ill., and St. Louis, Mo., and collateral lines that may be designated).

4. Affidavits for post-office inspectors who are drafted will be made by the inspector in charge of the division to which the inspector con-
cerned is assigned. The following list shows the different divisions and the States comprising them:

Atlanta division (comprising Florida, Georgia, and South Carolina).
Austin division (comprising Louisiana and Texas).
Boston division (comprising Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont).
Chattanooga division (comprising Alabama, Mississippi, and Tennessee).
Chicago division (comprising Illinois, Michigan, and Wisconsin).
Cincinnati division (comprising Indiana, Kentucky, and Ohio).
Denver division (comprising Colorado, New Mexico, Utah, and Wyoming).
Kansas City division (comprising Kansas, the city of Kansas City, Mo., Nebraska, and Oklahoma).
New York division (comprising New York).

NAVY DEPARTMENT.

Commandants of the several navy yards and naval stations; these are located as follows:

Navy yard, Portsmouth, N. H.
Navy yard, Boston, Mass.
Naval station, Newport, R. I.
Navy yard, New York, N. Y.
Navy yard, Washington, D. C.
Navy yard, Norfolk, Va.
Navy yard, Charleston, S. C.
Navy yard, Mare Island, Cal.
Navy yard, Bremerton, Wash.
Naval Academy, Annapolis, Md.
Naval station, Port Royal, S. C.
Naval station, Key West, Fla.
Naval station, New Orleans, La.
Naval station, San Francisco, Cal.
Naval station, Pearl Harbor, Hawaii.
Naval training station, Great Lakes, Ill.
Naval aeronautic station, Pensacola, Fla.

DEPARTMENT OF THE INTERIOR.

Reclamation Service:
Frank E. Weymouth, chief of construction, Denver, Colo., as to engineering employees and clerical employees in the engineering branch.
Harry Holgate, assistant chief counsel, Denver, Colo., as to legal employees and clerical employees in the legal branch.
Alaska (employees under the Government):
Such as game wardens and special officers to assist in the suppression of liquor traffic.

Alaskan Engineering Commission:
Thomas Riggs, jr., commissioner, Nenana, Alaska.
Capt. Frederick Mears, commissioner, Anchorage, Alaska.
R. J. Weir, engineer in charge, Seward, Alaska.
Affidavits regarding the commission's employees in Seattle, Wash., are to be submitted to the Secretary of the Interior.

Alaska School Service under Bureau of Education:
Mr. William T. Loop, L. C. Smith Building, Seattle, Wash., for employees in the Seattle office of the Alaska division.
Mr. Charles W. Hawkesworth, district superintendent of schools, Juneau, Alaska, for employees in the southeastern district of Alaska.
Mr. Arthur H. Miller, acting district superintendent of schools, Copper Center, Alaska, for employees in the southwestern district of Alaska.
Mr. Walter H. Johnson, district superintendent of schools, St. Michael, Alaska, for employees in the western district of Alaska.
Mr. Walter C. Shields, district superintendent of schools, Nome, Alaska, for employees in the northern district of Alaska.
Mr. George E. Boulter, district superintendent of schools, Tanana, Alaska, for employees in the Upper Yukon district of Alaska.
Bureau of Mines:
Golden, Colo.: Dr. R. B. Moore, physical chemist in charge of the Golden Experiment Station.
Salt Lake City, Utah: Mr. A. E. Wells, metallurgist in charge of the Salt Lake City Experiment Station.
Seattle, Wash.: Mr. Thomas Varley, superintendent Seattle Experiment Station.
Mr. Varley has jurisdiction over the employees located at Corvallis, Oreg., and Moscow, Idaho.
Berkeley, Cal.: Mr. Lionel H. Duschak, chemical engineer in charge of the Berkeley Experiment Station.
Tucson, Ariz.: Mr. Charles E. Van Barnevald, supervising engineer and metallurgist in charge of the Tucson Experiment Station.
Application of employees of the petroleum division of the bureau, located at the San Francisco office and in Oklahoma, to be approved or disapproved by Mr. Chester Naramore, chief petroleum technologist, who is headquartered in Washington.
Applications of employees at the Pittsburgh station of the bureau will be forwarded to Washington for approval or disapproval. This will also apply to the district engineers, employees on mine-rescue cars and at mine-rescue stations, and various detached employees.
National Park Service:

<table>
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<tr>
<th>State</th>
<th>Field office</th>
<th>Officer recommended</th>
<th>Address</th>
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<tbody>
<tr>
<td>Oregon</td>
<td>Crater Lake National Park</td>
<td>Alexander Sparrow, supervisor</td>
<td>Crater Lake, Oreg.</td>
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<td>California</td>
<td>Yosemite, Sequoia, and General Grant National Parks.</td>
<td>W. B. Lewis, supervisor</td>
<td>Yosemite, Cal.</td>
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<td>Montana</td>
<td>Glacier National Park</td>
<td>Geo. E. Goodwin, civil engineer</td>
<td>Belton, Mont.</td>
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<tr>
<td>South Dakota</td>
<td>Wind Cave National Park</td>
<td>T. W. Brazell, supervisor</td>
<td>Hot Springs, S. Dak.</td>
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<tr>
<td>Oklahoma</td>
<td>Platt National Park</td>
<td>R. A. Snead, supervisor</td>
<td>Sulphur, Okla.</td>
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<tr>
<td>Arkansas</td>
<td>Hot Springs Reservation</td>
<td>W. P. Parks, supervisor</td>
<td>Hot Springs, Ark.</td>
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**DEPARTMENT OF AGRICULTURE.**

Although a number of officials outside of the District of Columbia have been authorized to file claims for employees, nevertheless, only chiefs of bureaus, independent divisions, and independent offices have been authorized to file the affidavits of necessity required by the Regulations; and no officials other than the Secretary have been designated, under the Executive Order, to indorse approval or disapproval of such affidavits. Each case will be presented to the Secretary personally for approval or disapproval. The officials thus authorized to make affidavits (which shall also receive the Secretary's indorsement) are as follows:

Weather Bureau:
Charles F. Marvin, chief, or, in the absence of the chief, Charles C. Clark, acting chief.

Bureau of Animal Industry:
A. D. Melvin, chief, or, in the absence of the chief, John R. Mohler, acting chief.

Bureau of Plant Industry:
Wm. A. Taylor, chief, or, in the absence of the chief, Karl F. Kellerman, acting chief.

Forest Service:
Albert F. Potter, Acting Forester—the Forester being now absent in France.

Bureau of Chemistry:
Carl L. Asberg, chief, or in the absence of the chief, Walter G. Campbell, acting chief.
Bureau of Soils:
Milton Whitney, chief, or in the absence of the chief, A. G. Rice, acting chief.

Bureau of Entomology:
L. O. Howard, chief, or in the absence of the chief, Charles L. Marlatt, acting chief.

Bureau of Biological Survey:
E. W. Nelson, chief, or in the absence of the chief, W. C. Henderson, acting chief.

Division of Accounts and Disbursements:
A. Zappone, chief, or in the absence of the chief, W. J. Nevius, acting chief.

Division of Publications:
Jos. A. Arnold, chief, or in the absence of the chief, B. D. Stallings, acting chief.

Bureau of Crop Estimates:
Leon M. Estabrook, chief, or in the absence of the chief, Nat. C. Murray, acting chief.

Library:
Claribel R. Barnett, librarian, or in the absence of the librarian, E. B. Hawks, acting librarian.

States Reclamations Service:
A. C. True, director, or in the absence of the director, E. W. Allen, acting director.

Office of Public Roads and Rural Engineering:
Logan W. Page, director, or in the absence of the director, P. St. J. Wilson, acting director.

Bureau of Markets:
C. J. Brand, chief, or in the absence of the chief, H. C. Marshal, acting chief.

Insecticide and Fungicide Board:
J. K. Haywood, chairman, or in the absence of the chairman, W. A. Orton, acting chairman.

Office of the Secretary:
R. M. Reese, chief clerk, or in the absence of the chief clerk, Fred C. More, acting chief clerk.

Office of the Solicitor:
Wm. M. Williams, solicitor, or in the absence of the solicitor, R. W. Williams, acting solicitor.

Office of the Farm Management:
W. J. Spillman, chief, or in the absence of the chief, E. H. Thompson, acting chief.

DEPARTMENT OF COMMERCE.

The Secretary of Commerce is not designating anyone to indorse affidavits asking exemption, but is taking up every case in person, and in those cases he approves he will write a personal letter indorsing the application and state his reasons for so doing.

DEPARTMENT OF LABOR.

Bureau of Labor Statistics:

Field Service.—No branch offices.

Children's Bureau:
Washington, D. C.—Miss Helen L. Sumner, assistant chief.

Field Service.—Chicago, Ill.: Miss Estelle B. Hunter.

Bureau of Naturalization:

Field Service:—
C. O'C. Cowley, New York, N. Y.—Northern, eastern, and southern New York, and Hudson County, N. J.
Thomas B. Shoemaker, Philadelphia, Pa.—Eastern and middle districts of Pennsylvania, Delaware, and New Jersey (except Hudson County).
Bureau of Naturalization—Continued.

Field Service—Continued.

William M. Ragdale, Pittsburgh, Pa.—Western Pennsylvania, western New York, West Virginia, Ohio; counties of Allegany, Frederick, Garrett, and Washington, Md.; and counties of Campbell and Kenton, Ky.


Morris R. Bevington, St. Louis, Mo.—Arkansas, Oklahoma, Iowa, Missouri, Nebraska, Kansas; Shelby County, Tenn.; and southern Illinois.

Robert S. Coleman, St. Paul, Minn.—Minnesota, North Dakota, South Dakota, northern Wisconsin, and northern peninsula of Michigan (except Mackinac County).


John Speed Smith, Seattle, Wash.—Washington, Oregon, Montana, and Idaho (except as otherwise assigned).

Bureau of Immigration:

Washington, D. C.—

A. Caminetti, Commissioner General of Immigration.

Field Service—

John J. Clark, Montreal, Canada.—Eastern Canadian seaports and Canadian border east of the easterly line of Montana.


Frederic C. Howe, Ellis Island, New York Harbor.—New York and New Jersey (immigration matters only).


E. E. Greenswalt, Gloucester City, N. J.—Pennsylvania, Delaware, and West Virginia.

Bertram N. Stemp, Baltimore, Md.—Maryland and the District of Columbia.

W. R. Morton, Norfolk, Va.—Virginia and North Carolina.

Joseph H. Wallis, Jacksonville, Fla.—Georgia, Florida, Alabama, and South Carolina.

John P. Mayo, New Orleans, La.—Louisiana, Mississippi, Arkansas, and Tennessee.

James P. Bryan, Galveston, Tex.—Territory bounded on north and east by the Louisiana-Texas border and the Gulf of Mexico; on west by the westerly boundaries of the following counties in Texas: Shelby, Nacogdoches, Angelina, Polk, San Jacinto, Montgomery, Harris, Fort Bend, Wharton, Jackson, Victoria, Refugio, San Patricio, and Nueces; and on south by the southerly boundary of Nueces County, Tex.


Arthur J. Fluckey, Cleveland, Ohio.—Ohio and Kentucky.

P. L. Prentis, Chicago, Ill.—Illinois, Indiana, Michigan, and Wisconsin.

Charles W. Seaman, Minneapolis, Minn.—Minnesota, North Dakota, and South Dakota.

James R. Dunn, St. Louis, Mo.—Missouri, Iowa, eastern Nebraska, eastern Kansas, and eastern Oklahoma.

Henry H. Moler, Denver, Colo.—Colorado, Wyoming, Utah, western Nebraska, western Kansas, and western Oklahoma.

C. K. Andrews, Helena, Mont.—Montana and Idaho.

Henry M. White, Seattle, Wash.—State of Washington, and Canadian border west of the easterly line of Montana.

R. F. Bonham, Portland, Oreg.—Oregon.

Edward White, San Francisco, Cal.—North California and Nevada.

William G. Strench, Ketchikan, Alaska.—Alaska.

Lawson E. Evans, San Juan, P. R.—Porto Rico.

Richard J. Halsey, Honolulu, Hawaii.—Territory of Hawaii.

George J. Harris, El Paso, Tex.—Texas, except as above, New Mexico, Arizona, and southern California.

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SELECTIVE SERVICE
REGULATIONS

PRESCRIBED BY THE PRESIDENT UNDER
THE AUTHORITY VESTED IN HIM BY THE
TERMS OF THE SELECTIVE SERVICE LAW

(Act of Congress approved May 18, 1917, with
Supplementary and Amendatory Acts
And Resolutions)

[Second Edition]

Form 999 A

Washington
Government Printing Office
1918
FOREWORD.

THE WHITE HOUSE,
Washington.

The task of selecting and mobilizing the first contingent of the National Army is nearing completion. The expedition and accuracy of its accomplishment were a most gratifying demonstration of the efficiency of our democratic institutions. The swiftness with which the machinery for its execution had to be assembled, however, left room for adjustment and improvement. New Regulations putting these improvements into effect are, therefore, being published to-day. There is no change in the essential obligation of men subject to selection. The first draft must stand unaffected by the provisions of the new Regulations. They can be given no retroactive effect.

The time has come for a more perfect organization of our man power. The selective principle must be carried to its logical conclusion. We must make a complete inventory of the qualifications of all registrants in order to determine, as to each man not already selected for duty with the colors, the place in the military, industrial or agricultural ranks of the nation in which his experience and training can best be made to serve the common good. This project involves an inquiry by the Selection Boards into the domestic, industrial and educational qualifications of nearly ten million men.

Members of these Boards have rendered a conspicuous service. The work was done without regard to personal convenience and under a pressure of immediate necessity which imposed great sacrifices. Yet the services of men trained by the experience of the first draft must of necessity be retained and the Selection Boards must provide the directing mechanism for the new classification. The thing they have done is of scarcely one-tenth the magnitude of the thing that remains to be done. It is of great importance both to our military and to our economic interests that the classification be carried swiftly and accurately to a conclusion. An estimate of the time necessary for the work leads to the conclusion that it can be accomplished in sixty days; but only if this great marshalling of our resources of men is regarded by all as a national war undertaking of such significance as to challenge the attention and compel the assistance of every American.

I call upon all citizens, therefore to assist Local and District Boards by proffering such service and such material conveniences as they can offer and by appearing before the boards, either upon summons or upon their own initiative, to give such information as will be useful in classifying registrants. I urge men of the legal profession to offer themselves as associate members of the Legal Advisory Boards to be provided in each community for the purpose of advising registrants of their rights and obligations and of assisting them in the preparation of their answers to the questions which all men subject to draft are required to submit. I ask the doctors of the country to identify themselves with the Medical Advisory Boards which are to be constituted in the various districts throughout the United States for the purpose of making a systematic physical examination of the registrants. It is important also that police officials of every grade and class should be informed of their duty under the Selective Service Law and Regulations, to search for persons who do not respond promptly and to serve the summons of Local and District Boards. Newspapers can be of very great assistance in giving wide publicity to the requirements of the Law and
Regulations and to the numbers and names of those who are called to present themselves to their Local Boards from day to day. Finally, I ask that during the time hereafter to be specified as marking the sixty day period of the classification, all citizens give attention to the task in hand in order that the process may proceed to a conclusion with swiftness and yet with even and considerate justice to all.

Woodrow Wilson.

2 November, 1917.

FROM THE PRESIDENT'S PROCLAMATION OF AUGUST 31, 1918, CALLING FOR THE THIRD REGISTRATION.

"By the men of the older group now called upon, the opportunity now opened to them will be accepted with the calm resolution of those who realize to the full the deep and solemn significance of what they do. Having made a place for themselves in their respective communities, having assumed at home the graver responsibilities of life in many spheres, looking back upon honorable records in civil and industrial life, they will realize as perhaps no others could, how entirely their own fortunes and the fortunes of all whom they love are put at stake in this war for right, and will know that the very records they have made render this new duty the commanding duty of their lives. They know how surely this is the Nation's war, how imperatively it demands the mobilization and massing of all our resources of every kind. They will regard this call as the supreme call of their day and will answer it accordingly.

"Only a portion of those who register will be called upon to bear arms. Those who are not physically fit will be excused; those exempted by alien allegiance; those who should not be relieved of their present responsibilities; above all, those who can not be spared from the civil and industrial tasks at home upon which the success of our armies depends as much as upon the fighting at the front. But all must be registered in order that the selection for military service may be made intelligently and with full information. This will be our final demonstration of loyalty, democracy, and the will to win, our solemn notice to all the world that we stand absolutely together in a common resolution and purpose. It is the call to duty to which every true man in the country will respond with pride and with the consciousness that in doing so he plays his part in vindication of a great cause at whose summons every true heart offers its supreme service."
WAR DEPARTMENT,
Washington, September 16, 1918.

Under authority vested in him by the act of Congress of May 18, 1917, and the public resolutions and acts amendatory thereof, the President of the United States prescribes the following Rules and Regulations (in this the second edition of the Selective Service Regulations) and directs that they be published for the government of all concerned, and that they be strictly observed.

B. CROWELL,
Acting Secretary of War.
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PART I.

GENERAL RULES AND REGULATIONS.

Section 1. Definitions and instructions as to interpretation and construction.

In the interpretation and construction of these Rules and Regulations, the following definitions and instructions shall be observed, namely:

(a) By the term "Selective Service Law" is meant the Act of Congress of May 18, 1917, entitled "An Act to authorize the President to increase temporarily the Military Establishment of the United States," and all acts, resolutions, and conventions amendatory thereof and supplementary thereto. (See Part XII.)

(b) These Rules and Regulations under the Selective Service Law shall, for the sake of brevity, be indicated by the letters "S. S. R." (Selective Service Regulations).

(c) Words importing the singular number shall be held to include the plural, and vice versa, except where such construction would be unreasonable.

(d) Words importing the masculine gender shall be held to include the feminine, except where such construction would be unreasonable.

(e) The conjunctive word "and" may be substituted for the disjunctive word "or," and vice versa, in the sections of these Rules and Regulations relating to dependents, except where such substitution and the construction resulting therefrom would be unreasonable.

(f) The word "State" shall include all States, Territories, and the District of Columbia.

(g) The word "county" shall include parishes in the State of Louisiana.

(h) The word "Governor" shall include Governors of the States and Territories and the Commissioners of the District of Columbia.

(i) The term "Adjutant General" shall include Adjutants General of the States, Territories, and the District of Columbia; and where there is no Adjutant General, or where the Governor selects another person or another administrative department of the State Government to perform the duties imposed by these Rules and Regulations on the Adjutant General, the term shall import such person or department.

(j) The term "deferred class" includes the second, third, fourth, and fifth classes of the five classes in which a registrant may be placed. All registrants placed in Classes II, III, IV, and V have been temporarily exempted or discharged. The effect of classification in Class I is to render every man so qualified presently liable
to military service in the order determined by the drawings. The effect of classification in Class II is to grant a temporary discharge from the draft effective until Class I is exhausted, and similarly Class III and IV become liable only when Classes II and III, respectively, are exhausted. All classifications are conditioned upon the continuing existence of the status of the registrant, which is the basis of his classification.

(k) The term “deferred classification” defines a status equivalent to discharge or exemption from draft, whether permanent, temporary, conditional, or unconditional.

(l) The term “registrant” shall include all persons duly and properly registered in accordance with the provisions of the Selective Service Law and the Rules and Regulations made under authority thereof, heretofore and hereafter in effect.

(m) The term “mobilization” shall include all proceedings in relation to induction of a registrant into the military or naval (including Marine Corps) service from the time that he is ordered to report to his Local Board for military or naval (including Marine Corps) duty and entrainment to the time that he arrives at the military or naval (including Marine Corps) camp, post, or station.

(n) The term “selected man” shall include all registrants who, under the preexisting Regulations, had been notified of selection (old Form 164-B), or who, under these Regulations, have been notified by their Local Boards to report for military or naval (including Marine Corps) duty.

(o) The term “police official” shall include all United States and State, county, and municipal marshals and sheriffs and their deputies, police, constables and the constabulary, and all similar officers, by whatever name known, having authority to take persons into custody in order to preserve the peace and quiet of the community and to maintain public order and tranquillity.

(p) The term “child” shall include only girls under 18 and boys under 16 years of age, and shall, except where otherwise provided, include:

(1) A legitimate child of the registrant, whether born or unborn.

(2) A child legally adopted by the registrant before May 18, 1917, if a member of the registrant’s household.

(3) An illegitimate child of the registrant only if he has been judicially ordered or decreed to contribute to such child’s support.

The classification of a registrant on account of dependency of any child as herein defined shall be governed by the particular rules of classification in respect of dependency.

(g) Wherever an oath is required, an affirmation in judicial form, if made by a person having conscientious scruples concerning the taking of an oath, shall be deemed a sufficient compliance.

(r) Except in section 139 hereof the words “mobilization camp” will be taken to mean any military or naval (including Marine Corps) camp, post, or station to which selected men are ordered or authorized to be sent.

(s) The term “military service” shall be held to include naval service, including service in the Marine Corps, except where such construction would be unreasonable.

(r) By the term “First Registration” is meant the registration of persons in the Class of June, 1917, registered before September 12,
1918, pursuant to the provisions of the proclamation by the President dated May 18, 1917.

(u) By the term "Second Registration" is meant the registration of persons in the Class of June, 1918, registered before September 12, 1918, pursuant to the provisions of the proclamations by the President dated May 20, 1918, and August 13, 1918, respectively.

(v) By the term "Third Registration" is meant the registration of persons in the Class of September, 1918, registered on or after September 12, 1918 pursuant to the provisions of the proclamation by the President dated August 31, 1918.

(w) By the term "Class of June, 1917," is meant the persons registered before September 12, 1918, pursuant to the provisions of the proclamation by the President, dated May 18, 1917.

(x) By the term "Class of June, 1918," is meant the persons registered before September 12, 1918, pursuant to the provisions of the proclamations by the President dated May 20, 1918, and August 13, 1918, respectively.

(y) By the term "Class of September, 1918," is meant all persons registered on or after September 12, 1918, pursuant to the provisions of the proclamation by the President dated August 31, 1918, irrespective of the date on which they were required to register.

(z) The term "induction" shall be construed to mean the process by which a selected man enters the military service.

(aa) The term "contingent" shall be construed to mean any number or party of selected men entrained or forwarded by a Local Board at any one time.

(bb) The term "quota" shall be construed to mean the proportional share of selected men to be inducted into military service by the respective States and subdivisions thereof.

(cc) The term "allotment" shall be construed to mean the number of selected men which a Local Board is required to induct under any call.

(dd) The term "call" shall be construed to be the order of the Provost Marshal General on the Governor of any State and by him on any Local Board within his jurisdiction for the induction and entrainment of selected men to any mobilization camp.

(ee) The term "quota basis" shall be construed to mean the basis upon which the quota or proportional share of selected men to be inducted by each State or subdivision thereof, under any call, is to be computed; which basis will be prescribed and promulgated by the President from time to time.

Section 2. When these Rules and Regulations became effective.

(a) The following sections and parts of these Rules and Regulations shall become effective at noon on November 20, 1917, and thereupon shall supersede all preexisting Rules and Regulations relating to the same subject matter, namely, Sections 9 to 13, inclusive; 15 and 16; 28 to 34, inclusive; 37 to 52, inclusive; 90, 91, and 92; 152 to 166, inclusive; 183, 184, 185, and 187; and Parts IX, XI, XII, XIII, and XIV.

(b) All sections and parts of these Regulations not specified in subparagraph (a) shall become effective at noon on December 15, 1917.
(c) These Regulations shall become effective as specified in subparagraphs (a) and (b) of this section, and thereafter shall govern all registrants and selected men, and all procedure in regard to them, and notwithstanding that they may have been examined, selected, discharged, or exempted; and the process of examination and selection herein prescribed shall proceed as to them as completely as though no prior steps in the process of examination, selection, discharge, or exemption had been taken in respect of them.

Except that they shall not apply to those who, prior to December 15, 1917, have been actually inducted into the military service so long as such persons remain in the military service; and

Provided that—

1. All registrants who, at noon on December 15, 1917, have been ordered by their Local Boards to report for military duty and entrainment, and all procedure in relation to them, to the completion of mobilization, shall be governed by the Rules and Regulations heretofore existing:

2. Every registrant who, prior to noon on December 15, 1917, has been examined and selected and notified of selection (old Form 164-B) shall remain liable to be inducted immediately into military service in the order of his liability as heretofore fixed by his order number, unless and until, upon any call upon his Local Board for men, it shall appear that there is in Class I a sufficient number of men to fill such call, notwithstanding that such registrant may have been subsequently examined and classified under these Rules and Regulations and placed in a deferred class.

Note 1.—In this second edition of the Selective Service Regulations all changes, amendments, modifications, and additions in or to the said first edition of the said Selective Service Regulations promulgated by order of November 8, 1917, become effective on the dates of the respective promulgations thereof; and all changes, amendments, modifications, or additions which appear in this second edition without previous promulgation become effective on and after the date of the order promulgating this second edition.

All amendments, changes, and interpretations of these Rules and Regulations, and all directions and instructions issued or made by the Provost Marshal General hereunder, shall become effective as of the time when and to the extent specified therein.

Section 3. Repeal of preexisting Rules and Regulations.

On and after noon on December 15, 1917, all preexisting Rules and Regulations shall be and hereby are rescinded and repealed and shall have no further force or effect, except as provided in the foregoing section 2.

Provided, that—

(a) The repeal of the preexisting Rules and Regulations shall not affect the validity of any act done under authority of, and in conformity with, such preexisting Rules and Regulations, subject to the provisions of the following section 4 revoking prior exemptions and discharges.

(b) All violations of said preexisting Rules and Regulations, and all penalties incurred as a result thereof, shall attach, and may be
prosecuted and punished in the same manner and with the same effect as if said Rules and Regulations had not been repealed.

(c) Nothing in this section or in the repeal of said preexisting Rules and Regulations shall be held to affect the position, duties, or authority of any member of any Local or District Board or of any other person heretofore appointed to perform any duty in connection with the administration of the Selective Service Law and of said preexisting Rules and Regulations, but all such persons shall hereafter continue to be invested with the same authority, and shall continue to perform the same duties, subject to the provisions of these Rules and Regulations.

(d) The said preexisting Rules and Regulations, so far as they relate to records and dockets, shall continue in operation; but only as to the preserving of all such records, and the completing of records concerning those registrants who, on or prior to December 15, 1917, had been or were in process of being inducted into the military service as aforesaid, and the completing of registration records. (See sec. 36.)

Note 1.—No parts of the Selective Service Regulations as promulgated in the first edition by order dated November 8, 1917, are repealed except by virtue of the changes, amendments, modifications, and additions as provided in Note 1 of section 2, hereof.

Section 4. Revocation of exemption and discharge.

All exemptions and discharges made prior to noon on December 15, 1917, and all certificates in evidence thereof are hereby revoked from and after noon on December 15, 1917, and all such certificates theretofore issued shall have no further validity.

In any case of deferred classification made under these Rules and Regulations the Secretary of War may order such deferred classification and any certificate issued in evidence thereof to be revoked and rescinded, and the registrant to be transferred to any less deferred class designated by the Secretary, except only as to such registrants as have been placed in Class V on account of legal exemption.

Section 5. Notes and forms are part of regulations.

All notes contained in these Rules and Regulations are a part thereof and have the same force and effect as the regulations themselves.

All forms the use of which is prescribed in these Rules and Regulations, and all forms which were prescribed by preexisting Rules and Regulations and were in use before and at the date of these Rules and Regulations, the continued use of which is either expressly or impliedly required by these Rules and Regulations, together with the particular rules, instructions, and directions contained in all such forms, are a part of these Rules and Regulations and have the force and effect of the regulations themselves.

Note 1.—Whenever local conditions or administration are such as to bring up for consideration the need of a form not provided by the Provost Marshal General, a copy of the proposed form, with a full statement of the necessity therefor, and of its contemplated use, must be submitted to the Provost Marshal General for approval before the form is used. (Circular Letter January 17, 1918.)

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Section 6. Registrants and others charged with knowledge of these Rules and Regulations.

These Rules and Regulations have the force and effect of law, and all registrants, and all persons required by the Selective Service Law and these Rules and Regulations to be registered, and all persons claiming or to claim any right or privilege in respect of any registrant are charged with knowledge of the provisions hereof. Failure by any registrant, or by any person required to be registered, to perform any duty prescribed by the Selective Service Law or by these Rules and Regulations, whether or not the time of the performance of such duty is required by these Rules and Regulations to be posted or entered in the records of the Local or District Board, and whether or not formal notice is required by these Rules and Regulations to be given (such as registering and reporting change of status and other duties), is a misdemeanor, punishable by imprisonment for one year, and may result in loss of valuable rights and privileges and immediate induction into the military service; and such failure shall also be considered as a waiver of any right or privilege which might have existed in favor of such person if he had performed such duty.

Section 7. Notice to registrants and to all interested persons and effect of such notice.

(a) The process of examination and selection of registrants, under these Rules and Regulations, shall begin by the posting of notice in the offices of the Local Boards on Form 1002 (p. 216), and by mailing a Questionnaire (Form 1001, p. 188) to every registrant included within such posted notice, as provided in section 92 hereof; and notice of every subsequent action taken by either the Local or District Board in respect of each registrant shall be given by entering a minute or date of such action on the Classification List (Form 1000, p. 187) in the office of the Local Board, and in addition to such entries, by mailing to the registrant (and in some cases to other claimants) a notice of such action. (See sec. 90.)

(b) Whenever a duty is to be performed or a period of time begins to run within which any duty is to be performed by any such registrant, or within which any right or privilege may be claimed or exercised by or in respect of any such registrant, a notice of the day upon which such duty is to be performed, or such time begins to run, shall be mailed to the registrant, and the date of such mailing of notice shall be entered opposite the name of such registrant on the Classification List, which is always open to inspection by the public at the office of the Local Board.

(c) In addition to the mailing of such notice to registrants, notice of the disposition of claims of other persons in respect of registrants shall be mailed to such other persons.

(d) Either the mailing of such notice or the entry of such date in the Classification List shall constitute the giving of notice to the registrant and to all concerned, and shall charge the registrant and all concerned with notice of the day upon which such duty is to be performed or the beginning of the running of the time within which such duty must be performed or such right or privilege may be claimed, regardless
of whether or not a mailed notice or Questionnaire is actually received by the registrant or other person.

(e) Failure by any registrant to perform any duty prescribed by the Selective Service Law or by these Rules and Regulations, at or within the time required, is a misdemeanor, punishable by imprisonment for one year, and may result in loss of valuable rights and immediate induction of such registrant into military service.

(f) Failure of the registrant or any other person concerned to claim and exercise any right or privilege on the day or within the time authorized by these Rules and Regulations, shall be considered a waiver of such right or privilege, and shall foreclose such person from thereafter claiming the same, subject only to the privilege granted by these Rules and Regulations to apply for an extension of time.

(g) All registrants and other persons concerned are required and strictly enjoined to examine, from time to time, said notice, Form 1002 (p. 216), so posted by the Local Board, and the Classification List, upon which said dates are to be entered, in order to be informed of the time for the performance of any duty or the exercise of any right or privilege; and it is the duty of every registrant concerning whom any notice is posted, but who for some reason has not received the Questionnaire or notice, as the case may be, to apply to his Local Board for a copy thereof. Failure to receive notice or Questionnaire will not excuse the registrant from performing any duty within the time limit, nor shall it be in itself ground for extension of time.

Section 8. Computation of time.

In computing the several periods of time within which any act is required or permitted by the Selective Service Law and these Rules and Regulations to be performed by registrants and other persons, the day of the posting of notice, and Sundays and legal holidays, shall be excluded.

Section 9. Boards may summon and examine witnesses.

Every Local and District Board shall have power to summon any registrant or any other person to appear and testify as a witness before it in regard to facts, matters, and information within the knowledge of such person relating to any case pending before such Board. (See limitation of power of District Board to take testimony, Rules XXXVI, XXXVII, Sec. 107.) Such summons (Form 1003, p. 217) shall be directed to the person to be produced as a witness and shall be served by any of the police authorities mentioned and described in section 1, par. o, hereof. Upon request of any member of a Local or District Board, it is hereby made the duty of any such police officer to serve such summons and make the usual return thereon. Thereupon the witness shall be compelled to appear and testify before such Local or District Board in the same manner as witnesses may be compelled to appear and testify in court. Said Local or District Boards shall be entitled, upon summary application, to the aid of the courts of the United States to compel such attendance and the giving of testimony.
Every person testifying before any Local or District Board as herein provided shall first swear that he will tell the truth, the whole truth, and nothing but the truth in answer to such questions as may be propounded to him by any member of the Board concerning any case pending before such board.

Section 10. By whom oaths may be administered.

Any oath required by these Rules and Regulations (except oaths to persons called before Local or District Boards to give oral testimony) may be administered,

(1) By any Federal or State officer authorized by law to administer oaths generally;

(2) By any member or chief clerk of any Local or District Board having jurisdiction of the registrant;

(3) By any Government Appeal Agent in regard to any case pending before any Local or District Board with which he is connected;

(4) By any permanent or associate member of a Legal Advisory Board; and

(5) By any postmaster within the same local jurisdiction as the registrant.

Any member of any Local or District Board may administer oaths to any persons called before such board for oral examination in regard to facts and matters relating to a case pending before it.

When the oath or oaths are administered by any of the persons named in classes 2, 3, 4, and 5 hereof, there shall be no fee or charge for the same.

Section 11. Public records of District and Local Boards.

All records required by these Rules and Regulations to be filed with and kept by Local and District Boards, Adjudants General, and other persons in connection with the registration, examination, selection, and mobilization of registrants under the Selective Service Law, and these regulations shall be public records and shall be open during usual business hours for public inspection of any and all persons. (See sec. 12.)

Provided, however, That the answers of any registrant concerning the condition of his health, mental or physical, in response to Series 11 of the questions under the head entitled "Physical Fitness," in the Questionnaire, and other evidence and records upon the same subject, and the answers of any registrant to the questions under Series X of the questions under the head entitled "Dependency" in the Questionnaire, except the names and addresses of the persons claimed to be dependent upon such registrant, shall not, without the consent of the registrant, be open to inspection by any person other than members of Local and District Boards, examining physicians, members of Medical Advisory Boards, Government Appeal Agents, and other persons connected with the administration of the Selective Service Law and these Rules and Regulations, and United States attorneys and their assistants, and officials of such bureaus or departments of the United States Government as may be designated by the Secretary of War.

Any person connected with the administration of the Selective Service Law and these Rules and Regulations who shall divulge
or impart to any person not entitled under the foregoing paragraph to receive the same, any information contained in a record as to a registrant’s physical condition, or as to his answers concerning dependency, as above provided, shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by imprisonment not to exceed one year.

The portions of such records as are hereinbefore held to be confidential shall not, without the consent of the registrant, be produced and published in response to any subpoena or summons of any court, except that they may be so produced and published for the purpose of being used in the prosecution of the registrant, or of any person acting in collusion with such registrant, for perjury or for any violation of the provisions of the Selective Service Law or of these Rules and Regulations.

Note 1.—Authority to examine records of the Local Boards by various governmental officers and agencies has been given as follows:

Note 2.—The Federal Board for Vocational Education is authorized to inspect series one of the Questionnaires of registrants. Such representatives must present a letter or certificate from the Federal Board for Vocational Education attesting their authority to represent that board. (Telegram A-998, December 17, 1917.)

Note 3.—Representatives of the Public Health Service of the United States and the Medical Section of the Council of National Defense are authorized to inspect physical examination records of registrants. Such representatives must present a letter or certificate from the Surgeon General, Public Health Service, or from the Medical Section, Council of National Defense, attesting their authority to represent the Public Health Service or the Council of National Defense. (Telegram A-1681, December 27, 1917.)

Note 4.—The duly accredited representatives of the War Department, Military Intelligence Branch of the General Staff; the Navy Department, Office of Naval Intelligence; the Department of Justice, Bureau of Investigation, are authorized to inspect registrants’ Questionnaires and physical examination records. Such representatives must present a letter or certificate from the chief of the bureau, office, or branch attesting their authority. (Telegram E-600, April 17, 1918.)

Note 5.—The Local and District Boards are instructed to permit officers of the Internal-Revenue Service who present proper credentials from the commissioner of that service to examine the answers of any registrants of the class under the head entitled “Dependency” in the Questionnaire. (Telegram B-2468, August 6, 1918.)

Note 6.—Representatives of the British and Canadian Recruiting Mission and other duly recognized missions are authorized through their representatives to examine the registration cards at the District Board Headquarters of registrants for the purpose of obtaining a list of the names of British subjects and certain other information concerning them. They are to be given access to the registration cards and allowed to take notes therefrom. (Circular Letter, June 17, 1918.)
All these examinations are to be made at such times and under such circumstances as will not interfere with the process of classification.

Note 7.—This section does not relieve examining physicians of their legal duty to report to local health authorities cases of communicable disease which come under their notice when such report is required by State law.

Section 12. Manner in which public may inspect records.

Whenever any registtrant or other person (except one of the classes of persons named in the proviso of the foregoing Section 11 of these Rules and Regulations) applies to a Local or District Board to inspect any of the records of such boards, each registtrant or other person shall not be permitted to search through such records, but it shall be the duty of members or clerks of Local and District Boards and other persons having the custody of such records, to discover, open, and point out to the registtrant or other person, the portion of the record containing the information requested by such person so applying; subject to the limitations as to disclosures provided in the foregoing Section 11.

Note 1.—Local and District Boards are prohibited from giving lists of registtrants to any person for advertising purposes. (Circular Letter, February 11, 1918.)

Note 2.—Since under the Selective Service Law and Regulations deferred classification, except in the cases involving outright exemption under the act of May 18, 1917, does not exist as a matter of right, the hearing of claims for such classification cannot be considered controversial. Boards sit not as referees between registtrants and the Government but as representatives of the Government charged with the responsibility of recruiting an Army, and at the same time, of preserving our economic and domestic equilibrium in accordance with prescribed regulations. The spirit and intent of the regulations requires board members to be in possession of every available fact touching on or pertaining to cases within their respective jurisdiction. No small amount of such information is confidential. To open to the public such information would be a breach of the confidence under which persons interested in the successful operation of the Selective Service Law have furnished the information and will discourage giving further information to the consequent serious impairment of the fair and equitable selection of registtrants. The public, therefore, should not be given access to confidential records or reports.

A registtrant is entitled to access to his Questionnaire and to the record in his case, including the record of his physical examination (Form 1010, p. 227), but where such records contain statements or letters of a confidential nature, other than those offered by himself, the names of the informants should not, without their consent, be divulged to the registtrant who is, however, entitled to be advised of all statements and allegations which form part of the records in his case. Ample precaution should be taken to prevent a registtrant from ascertaining the name or names of persons who have given such confidential information. (Circular Letter, April 22, 1918.)
Section 13. No substitution in favor of drafted men.

The Selective Service Law strictly prohibits the acceptance of substitutes for men selected for military duty. The obligation to render military service is personal and can not be transferred.

Section 14. Oaths of members of boards and other persons.

Before entering upon the discharge of their duties all of the following-named persons charged with duties in the administration of the Selective Service Law and of these Rules and Regulations who have not heretofore done so shall take the oath which is set out as Form 1063 (sec. 317, p. 209), namely:

Disbursing officers and other officials and employees at State Headquarters and all members of Local, District, Medical Advisory and Legal Advisory Boards (including associate members of the latter) and clerks of boards and additional examining physicians and Government Appeal Agents.

The oath hereby prescribed shall be taken before some officer mentioned in section 10 hereof and shall be filed in the office of the Adjutant General of the State.

Section 15. Signing of orders, reports, and certificates of boards.

All orders, summonses, notices, reports, and certificates issued by authority of any Local or District Board may be signed or certified by any member of such board, or by the Chief Clerk, when duly authorized by the Board, unless otherwise specifically provided in these rules.

Section 16. Entries on forms and records.

All entries made by Local or District Boards on any of the forms, notices, and records provided for by these Rules and Regulations shall, unless otherwise ordered in these regulations, be made with pen and ink of black color unless other color is prescribed by the regulations, or with typewriter, except that rubber stamps may, and, where they can be obtained, should be used in preference to pen and ink in entering dates, designations of Local or District Boards, and other entries which require repetition of the same date or word or phrase.

Section 17. Minute Books of Local and District Boards.

Each District and Local Board shall maintain a Minute Book (Form 1004, p. 218) which shall contain a brief record of the proceedings of all meetings of said Board.

The minutes of said Board must contain, however, the following:

1. Date and hour of each meeting and hour of adjournment.
2. Names of members of Boards present at such meetings and period of time devoted to work of Local Board by each member.
3. The character of work performed by each Local Board at such meeting, whether classification or mobilization; if the work of the Local Board was of classification, the minutes shall state the number of cases classified or examined.
4. The number of hours devoted by examining physicians to the work of examining registrants during the day.

From the minutes of such Local or District Boards the Chief Clerk of each of said Boards shall prepare the pay vouchers (see sec. 213) for each member and examining physician of such board, and shall
enter thereon the following certificate: "I hereby certify that the services herein stated were rendered to the Government of the United States, as shown in the Minute Book of ——— Board ———."

No voucher shall be paid by the Disbursing Officer of the State unless the requirements of this section are fully complied with.

Every such Minute Book shall be open to the inspection of auditors or inspectors at all times. (See sec. 31.)

Section 18. Designation of Local and District Boards.

When there is but one Local Board having jurisdiction in a county, or city of over thirty thousand population, or other subdivision in a State, it shall be designated and known as the Local Board for ——— (Here insert name of subdivision) of ———, State of ———.

Should there be more than one Local Board having jurisdiction in any county, city of over thirty thousand, or other subdivision within a State, the several Local Boards therein shall be designated and known as the Local Board for division No. ——— (etc.) for the ——— (name of subdivision) of ———, State of ———. In the case of a State, such as Massachusetts, which is divided into divisions, such divisions shall be designated and known as Division No. 1, No. 2, and so on, and the Local Board in each of such divisions shall be designated and known as the Local Board for Division No. 1 or No. 2, and so on, State of ———.

Where there is but one District Board in a State it shall be designated as the District Board for the State of ———. In any State where there is more than one district and but one District Board is established in each district, the several District Boards shall be designated and known as the District Board for the ——— District of the State of ———.

Where there is more than one District Board in a Federal judicial district, the respective divisions of such district shall be designated and known as Division No. 1, Division No. 2, and so on, and the several District Boards therein shall be designated and known as District Board for Division No. 1, No. 2, and so on, of the ——— District of the State of ———.

The District Board for the city of New York shall be designated and known as the District Board for the City of New York, State of New York.

The District Board for that portion of the Eastern Judicial District of Pennsylvania embracing the City and County of Philadelphia, shall be designated and known as the District Board for the County and City of Philadelphia, Eastern Judicial District of Pennsylvania (Order of Sept. 4, 1918).

Section 19. Members of Local and District Boards disqualified to act on certain claims.

No member of a Local or District Board shall participate in the hearing or decision of any claim for exemption or deferred classification, or as to physical qualification, of any registrant who is related to him either by blood or marriage nearer than a second cousin; and where such relationship exists, the Local Board of origin may, and where it exists as to more than one member of a Local Board of origin the latter shall transfer the classification and physical examination to another Local Board within the same State.
PART II.

THE SELECTIVE SERVICE SYSTEM.

A. THE PRESIDENT.

Section 20. The President as a reviewing officer.

Section 4 of the Selective Service Law provides:

“The decision of * * * District Boards shall be final, except that, in accordance with such rules and regulations as the President may prescribe, he may affirm, modify, or reverse any such decision.”

Accordingly, the President will consider appeals from the final decisions of District Boards in accordance with the provisions of sections 111 and 112A. hereof.

Section 21. Appeals to the President to be considered when preferred as required by these Regulations and not otherwise.

Section 111 of these Regulations prescribes a method for appeal to the President of certain classes of cases finally decided by District Boards. Every practicable safeguard against unusual hardship has been provided. Appeals made direct to Washington on ex parte statements would have to be investigated locally before action. Due to the unavoidable congestion that must necessarily follow this irregular method, such direct appeals can only result in confusion and delay. Therefore appeals to the President when not preferred in the manner prescribed in sections 111, 112, and 112A of these Regulations, must be returned for compliance with those sections. (See notes 1 and 2, section 111.)

B. PROVOST MARSHAL GENERAL.

Section 22. Office of the Provost Marshal General.

Under the Secretary of War the Provost Marshal General is vested with the execution of so much of the Selective Service Law as relates to registration and the selective draft.
Section 23. No communications concerning pending appeals to the President to be received by administrative officials in Washington.

All administrative officials of the War Department engaged in the execution of the Selective Service Law are hereby directed to decline to discuss cases in respect of which an appeal to the President is pending, or to entertain any communications, suggestions, or additional evidence or statements concerning them.

Section 24. No communication concerning particular cases pending before District or Local Boards to be received by administrative officials in Washington.

The law and regulations place the matter of deferred classification within the jurisdiction of Local and District Boards. There is no authority in any other official to interfere with this jurisdiction in particular cases. So to interfere would be subversive of the letter and spirit of the Selective Service Law and these Regulations. All officials of the War Department engaged in the execution of the Selective Service Law are hereby directed to decline to discuss cases pending before Local or District Boards or to entertain any communications, suggestions, or additional evidence or statements concerning them.

Note 1.—Local Boards will neither receive nor observe instructions except when they come from the Governor or the Adjutant General, or in cases of emergency, instructions issued direct to such Boards by the Provost Marshal General. Government officials and others may communicate directly with Local and District Boards only in the manner provided in the Regulations in the prescribed forms, affidavits, and information required or authorized by the Regulations. But no person has authority to issue instructions to Boards except as specifically prescribed in the Regulations. Boards will scrutinize carefully all communications purporting to be official and in cases of doubt or suspicion refer the matter immediately to the Adjutant General. (Telegram B–1239, January 1, 1918.)

Note 2.—See n. 1, section 5.

Section 25. Correspondence rules of the Office of the Provost Marshal General.

Rule A. Except as specifically provided in these Regulations, all communications intended for the Provost Marshal General concerning the execution of the Selective Service Law within a State, emanating from individuals within the State or from Local and District Boards or other officials engaged within any State in the execution of the Selective Service Law, must be directed to the Adjutant General of the State for reference to the Provost Marshal General. (See sec. 31.) Correspondence sent in violation of this rule to the office of the Provost Marshal General will be returned to the writer.

Note 1.—War Department rules governing correspondence require that all communications be forwarded in duplicate. (Circular Letter, June 21, 1918.)
Rule B. The Office of the Provost Marshal General can give no opinion direct to individuals concerning the circumstances of an individual case nor can it make rulings at the instance of an individual writing to the Office of the Provost Marshal General direct on any phase of the Selective Service Law. Local, District, and Legal Advisory Boards are the centers of information for the communities over which they have jurisdiction. Individuals must be remitted for information to local authorities, who, if they can not answer the question asked, will promptly proceed as required by Rule C.

Rule C. Local and District Boards will honor proper requests for information from individuals. Whenever a Local or District Board receives a request for information which it can not authoritatively answer, or whenever circumstances arise which require the decision of higher authority, the Local or District Board will immediately report the case to the Adjutant General of the State with a request for the necessary information or decision.

Rule D. The Adjutant General of a State will scan all communications received in accordance with Rules A, B, and C. Such as can be answered will be returned to the writer with the information desired. Such as can not be so answered will be immediately forwarded to the Office of the Provost Marshal General. When a request for a ruling or for administrative action arises from circumstances so urgent as to demand immediate action, the telegraph will be used.

Rule E. Whenever a request for information is received from State Headquarters by the Office of the Provost Marshal General, an answer will be prepared and returned as expeditiously as possible, and wherever a general ruling results, such general ruling will be circulated to every Local and District Board in the United States, by telegram where urgent, and in any case by bulletins of compiled rulings which will be issued from the Office of the Provost Marshal General from time to time.

Rule F. Whenever an individual feels that he has a grievance against a board or other information which he desires to report to higher authority, he should address his letter to the Adjutant General of the State. Communications of this kind which require the action of the Provost Marshal General should be forwarded to the Provost Marshal General containing recommendation and remarks by State Headquarters.

Note 1.—Under our decentralized system, and in compliance with Section 25, State Headquarters must answer questions which are presented in particular cases or, if they can not answer them, forward them to the Provost Marshal General’s office. This decentralization must not, however, be allowed to affect the uniformity of the system and, in order to guard against such result, the following is suggested:

(a) That every effort be made by State Headquarters to encourage Local Boards to study the Regulations carefully to the end that matters clearly covered by the Regulations shall not be referred to the Adjutants General for decision. This may be done by answering questions from Local Boards by reference to appropriate sections of the Regulations.
(b) That State Headquarters answer questions in regard to particular cases clearly, briefly, and without generalization, and avoid answering hypothetical questions.

(c) That circulars, interpreting the Regulations, be issued only in cases where a real necessity for such action appears, and, whenever it is deemed necessary in the interest of the effective administration of the Selective Service Law, to issue such circulars, that they be drafted with the greatest care, using the exact words of the Regulations wherever possible and scrupulously avoiding loose language or general statements. In order to avoid confusion and misunderstanding, it is absolutely necessary that careful study be given every such circular and that it be clearly limited to the interpretation of, or instructions under existing regulations. It is especially requested, whenever there is doubt as to whether a circular makes any change in or addition to existing regulations, that it be referred to the office of the Provost Marshal General before it is issued. (Circular Letter January 25, 1918.) See n. 1, sec. 5.

C. STATE HEADQUARTERS.

Section 26. Authority of Governors and of officials and other persons designated by Governors or by the President to perform duties in the execution of the Selective Service Law.

Section 6 of the Selective Service Law provides:

That the President is hereby authorized to utilize the services of any or all departments and any or all officers or agents of the United States and of the several States, Territories, and the District of Columbia, and subdivisions thereof, in the execution of this Act, and all officers and agents of the United States and the several States, Territories, and subdivisions thereof, and of the District of Columbia, and all persons designated or appointed under regulations prescribed by the President, whether such appointments are made by the President himself or by the governor or other officer of any State or Territory to perform any duty in the execution of this Act, are hereby required to perform such duty as the President shall order or direct, and all such officers and agents and persons so designated or appointed shall hereby have full authority for all acts done by them in the execution of this Act by the direction of the President.

Section 27. General duties of Governors.

The Governors shall be charged with general supervision over all matters arising in the execution of the selective draft within their States. The determination of questions of exemptions and deferred classifications is within the exclusive jurisdiction of Local and District Boards, subject only to review by the President, but all other functions and duties of boards, departments, officers, agents, and persons within the State, except departments, officers, and agents of the United States not appointed, designated, or detailed under authority of the Selective Service Law, shall be under the direction and supervision of the Governor.

Section 28. Governors charged with responsibility for organization of Medical and Legal Advisory Boards.

Governors are charged with the organization of Medical and Legal Advisory Boards throughout their States.
Section 29. Governor to district State and recommend appointments of Members of Medical Advisory Boards.

Each State shall be carefully districited with due regard to communication and hospital facilities for the erection of a number of Medical Advisory Boards compacted with a view to the equitable and practical distribution of the work of reexamination as provided herein and to the convenience of registrants and economy to the Government in sending registrants before such boards. Members of Medical Advisory Boards will be nominated by the Governor and appointed by the President in accordance with instructions to be hereafter communicated to the Governors.

A member of the Medical Corps of the Army will be assigned as Medical Aide to the Governor of each State. Medical Aides will be required to perform the following functions:

(a) To establish close relations with all examining physicians of their States.

(b) To recommend meetings of examining physicians for the purpose of discussing the medical problems of the draft and for the clearing up of doubtful points.

(c) To visit Local and Medical Advisory Boards; to observe these at work; and to advise with examining physicians.

(d) To recommend to Governors the replacement of weak examining physicians; to arrange for additional examining physicians where needed; to hasten the operations of physical examinations where such are unduly slow or delayed.

(e) To study the causes of rejections at camps, with a view to the detection of inefficiency in the physical examination of registrants.

(f) To perform such other duties in connection with physical examinations of drafted men as may be required of them.

Note 1.—Medical Advisory Boards in each State should be designated by numbers (consecutively, with no use of a general number and letters for divisions of counties and cities). Each Board should be notified of the number assigned it and should be required to use this number designation on all vouchers and receipts sent to the Office of the Provost Marshal General. (Circular Letter April 18, 1918.)

Note 2.—Appointments to and removals from Medical Advisory Boards can not be made without reference to the President through the Office of the Provost Marshal General. The Regulations require members of said Boards to be nominated by the governor and appointed by the President. (Circular Letter April 18, 1918.)

Note 3.—The Medical Aide to the Governor should be the instrument of direct communication between the Governor or his adjutant general and the Local Boards and Medical Advisory Boards in all matters concerning questions relating to that part of the Selective Service Regulations which pertains to the physical examination of registrants. (Circular Letter, May 8, 1918.)
Note 4.—Class 1 registrants who are physically disqualified for general military service but qualified for limited military service and also specially qualified for such clerical and administrative work may be inducted into service either as privates or in noncommissioned grades for clerical and administrative work at State Headquarters and the Local, District, and Medical Advisory Boards, such induction to take place under rules and regulations issued for that purpose. (Telegram B-2682, August 19, 1918, and Circular Letter of Aug. 29, 1918.)

Note 5.—Officers of the Medical Corps ordered to report as Medical Aides to Governors are assigned to duty subject to the orders of Governors to whom they should report for instruction. Such officers will be governed solely by instructions from Governors and Adjutants General concerning all matters connected with Medical Advisory Boards. (Telegram A-100, December 4, 1917.)

Note 6.—Draft Executives will supply Medical Aides with copies of all modifications of regulations and with rules governing physical examinations.

Section 30. Governor to organize and recommend appointments of permanent members of Legal Advisory Boards.

All members of the bar should make their services available to the Legal Advisory Boards to be constituted by the Governor as hereafter provided.

The Governor shall constitute Legal Advisory Boards in such numbers and within such districts that there shall be convenient to every registrant who is to appear before a Local or District Board within the State a Legal Advisory Board to which such registrant may apply for all necessary advice and assistance in preparing claims, Questionnaires, or any other papers required by these regulations to be submitted by a registrant. After determining the number and location of Legal Advisory Boards necessary to accomplish this purpose, the Governor shall nominate, for appointment by the President, three representative lawyers, to be permanent members of such boards, to take charge of this work within each such district, and to be held responsible that there shall always be a competent force of lawyers or laymen available to such registrants at any time during which the Local or District Boards within such district are open for business.

The Governor shall nominate one of such three persons to be chairman of each Legal Advisory Board; and the member so nominated shall, whenever practicable, be a Judge of the County Court, or of the Common Pleas Court, or of a court of similar jurisdiction.

The Governor shall call upon all members of the bar within the State, and if necessary, upon competent laymen, to offer their services to such Legal Advisory Boards for the purpose of being present at the headquarters of the Local Boards and rendering aid and advice to registrants. Such persons shall be known as Associate Members, and no formal appointment by the President shall be necessary.

For his assistance in this work, the Governor has the active cooperation and assistance of the American Bar Association.

It should be the pride of every lawyer that no registrant within his district is without competent legal advice and assistance in prepar-
ing all papers that such registrant is required to submit in the process of the selection of citizens of this Nation for duty in the present emergency.

Note 1.—Associate members of Legal Advisory Boards must be designated and appointed by each Legal Advisory Board to which such Associate members are attached, must take the oath required by Form 1033 (p. 269), Section 317, and may administer oaths as authorized by Section 10. (C. S. S. R., No. 2, Jan. 25, 1918.)

Note 2.—The three members of the Legal Advisory Boards appointed by the President are merely to constitute a nucleus to direct the work of all the lawyers of the community who should be called upon to group themselves about the permanent board as prescribed in Section 30. (Telegram 10452, Nov. 17, 1917.)

Section 31. Adjutants General.

Normally the office through which the Governor exercises his functions in the administration of the Selective Service Law shall be the office of the Adjutant General; but where there is no Adjutant General or where the Governor selects another person or administrative department of the State government, the person or the department so selected shall be intended by the words “Adjutant General” as used herein. The office organization of State Adjutants General for the execution of the Selective Service Law shall include—

(a) Assistant to State Adjutant General.—To assist the Adjutant General of the State in the performance of the duties devolving upon him in the execution of the Selective Service Law, one or more officers of the Army will be commissioned by the President and assigned to duty, under the direction of the Governor, for service in the State in connection with the execution of the Selective Service Law. Such officer should be assigned by the Governor to duty in the office of the State Adjutant General or such other administrative office or department of the State government as the Governor may select as the office or department to be in charge of the execution of the Selective Service Law within the State. An officer so assigned shall receive no compensation other than his pay and allowances as an officer. The officer so assigned shall act as disbursing officer at State headquarters. (See sec. 191.)

(b) Disbursing officers.—The disbursing officer is charged with the duty of paying all lawful accounts, payable from Federal funds, for materials furnished and services rendered in the execution of the Selective Service Law. When specially authorized by the Secretary of War, additional disbursing officers to care for disbursements in large cities may be appointed.

(c) Inspectors.—In order to correct errors and to secure uniformity in the execution of the law, members of Local or District Boards who have shown marked aptitude and zeal in the execution of the Selective Service Law, or other specially qualified persons, may be directed by the Governor to visit Local or District Boards to view the methods of such Boards, to suggest improvements, and to report to the Governor on the execution of the law. (See sec. 192 for compensation.) Such directions are not to be regarded as permanent appointments and compensation for such services ought to be claimed only where necessary. When claimed it may be paid only
for the time the person so directed is actually engaged in making such visits. The Provost Marshal General may, in his discretion, appoint inspectors to act under his direction in any State and may fix the compensation which they will be paid for their services.

D. DISTRICT BOARDS.

Section 32. Constitution of District Boards.

There having heretofore been established by the President, in pursuance of the authority of section 4 of the Selective Service Law, a District Board or Boards for every Federal judicial district and territory and the District of Columbia, each of said boards shall exercise its jurisdiction and functions within its territorial limits as heretofore established.

Section 33. Status of members of Local and District Boards.

Section 6 of the Selective Service Law provides that:

* * * All persons designated or appointed under regulations prescribed by the President, whether such appointments are made by the President himself or by the governor or other officer of any State or Territory to perform any duty in the execution of this Act, are hereby required to perform such duty as the President shall order or direct, and all such officers and agents and persons so designated or appointed shall hereby have full authority for all acts done by them in the execution of this Act by the direction of the President.

* * * Any person charged as herein provided with the duty of carrying into effect any of the provisions of this Act or the regulations made or directions given thereunder who shall fail or neglect to perform such duty * * * or who, in any manner, shall fail or neglect fully to perform any duty required of him in the execution of this Act, shall, if not subject to military law, be guilty of a misdemeanor, and upon conviction in the District Court of the United States having jurisdiction thereof be punished by imprisonment for not more than one year, or, if subject to military law, shall be tried by court-martial and suffer such punishment as a court-martial may direct.

Under this authority members of boards are as effectively drafted for this duty as are registrants who are selected for military service and as such are entitled and should be given deferred classification whenever certified by the Governor of the State as necessary in the administration of the Selective Service Law. Appointments and changes in membership of boards will be made by the President upon the recommendation of the Governor. Applications for relief from such appointments should be made to the Governor, who should investigate the circumstances and recommend relief only in cases involving hardship. Applications for such relief will be considered only when submitted through the Governor. The telegraph should be used in making these recommendations only in cases whose urgency seems to justify the additional expense.

Note 1.—Responding to a request that the commissioning of medical members of Local Boards be discontinued for the present, except in instances where the Provost Marshal General consents, the Surgeon General stated that every effort would be made to carry out the wishes of the Provost Marshal General, and that local examiners for the Department of War would be requested in forwarding the papers of applicants for appointment in the Medical Corps to indicate whether or not the applicant is a member of a Local Board. (Circular Letter, August 23, 1918.)

The District Board shall consist of at least five members, who shall select one of its members as chairman and another as secretary. The members of each District Board shall take the oath prescribed by section 14.

For clerical organization of District Boards, see section 43. A majority of each District Board shall constitute a quorum for the transaction of business, and a majority of those present at any meeting may decide any question before such board for decision.

The chairman or acting chairman shall vote on every claim for exemption or deferred classification, whether his vote be necessary to decide a tie or not. Every question upon the allowance of a claim for exemption or deferred classification, whether upon appeal or otherwise, shall be put in the following manner:

Shall the claim for exemption or deferred classification be allowed?

and upon a tie vote the claim shall be disallowed.

A District Board may act through committees of members of the board, but all decisions of the committees shall be submitted to a majority of the board, and, if approved by the board, they shall have the force and effect of decisions of the board.

Note 1.—See n. 3, sec. 111.

District Boards may make rules of procedure not inconsistent with the Selective Service Law or with these Regulations.

Section 35. Jurisdiction of District Boards in cases where a Local Board has original jurisdiction.

Each District Board shall have appellate jurisdiction, as defined in section 4 of the Selective Service Law, to review the final decision of any Local Board having original jurisdiction of a case, and to affirm, modify, or reverse the same, provided there has been filed with the Local Board a claim of appeal as provided in section 104 hereof.

The decision of a District Board on any question reviewed by it on appeal from any Local Board within its jurisdiction shall be final, except as provided in sections 20 and 111 of these regulations.

Section 36. Exclusive Original Jurisdiction of District Boards.

District Boards shall have exclusive original jurisdiction to hear and determine all questions or claims for deferred classification by or in respect of "persons engaged in industries, occupations, or employments, including agriculture, found to be necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of national interests during the emergency.

Claims for deferred classification on the ground that the registrant is engaged in an industry, occupation, or employment, including agriculture, together with supporting affidavit evidence, must be filed with the Questionnaire of the registrant with the Local Board; but the District Board may, in its discretion, receive from or call upon registrants or other persons for such additional evidence as it may desire, in respect of a particular claim for deferred classification on the ground of engagement in an industry, occupation, or
employment, including agriculture, or in respect to general conditions of an agricultural or industrial enterprise or occupation or employment as the same relates to a particular, case or in respect to the situation in the district generally in regard to such industry, occupation or employment, including agriculture. (See Rule XXXVI, sec. 107.) The District Board may refer any matter directly or indirectly connected with a claim for deferred classification on the grounds mentioned in this paragraph to any Local Board or Government Appeal Agent within its jurisdiction or to an agent of the Department of Justice, for investigation and report.

All such additional evidence in respect of a particular case should, upon receipt, be attached to, and thereafter remain with, the Questionnaire of the person to whom it relates. A summary of any general information obtained and considered by a District Board in passing upon a particular claim for deferred classification on the ground of engagement in an industry, occupation, or employment, including agriculture, and not contained in such additional evidence, should also be attached to and thereafter remain with the Questionnaire containing such claim.

The decision of the District Board on any question within its original jurisdiction to hear and decide shall be final, except as provided in sections 20, 111, and 112A hereof.

Note 1.—District Boards should feel free to consult with Local Boards, to return records with a request for additional information on them, and to compose differences of classification by this method. In this way only can uniformity of decision and action—so essential to the even execution of the law—be secured. (Telegram A-4134, February 8, 1918.)

Note 2.—District Boards have no power of certiorari, nor have they authority to issue general instructions by bulletin or otherwise to Local Boards. Their power to issue instructions to Local Boards is limited to instructions in individual cases as specifically authorized in the Regulations and not otherwise. When a District Board is of opinion that any Local Board within its territorial jurisdiction is not complying with the Regulations the facts should be reported to the Adjutant General of State.

E. LOCAL BOARDS.

Section 37. Constitution of Local Boards.

There having heretofore been established by the President, in pursuance of the authority of section 4 of the Selective Service Law, a Local Board or Boards in each county or similar subdivision in each State, and one for approximately each 30,000 of population in each city of 30,000 population or over, each of said boards shall exercise its jurisdiction and functions within its territorial limits as heretofore established. Counties that have no administrative organization and for which no Local Board has been created and established shall be held to be, for all purposes of these Rules and Regulations, within the jurisdiction of the counties to which they pertain for judicial purposes.

The independent cities of Virginia having less than 30,000 population shall, for all the purposes of these Rules and Regulations, be
held to be within the respective counties in which the respective independent cities have been designated to be when the Local Boards were established in such counties.

Section 38. Organization and procedural rules of Local Boards.

Members of Local Boards shall take the oath prescribed in section 14 of these regulations.

A majority of each Local Board shall constitute a quorum for the transaction of business, and, except as provided in Section 101, Rule XXVIII, and in Section 123, a majority of those present at any meeting may decide any question before such board for decision. If, in the case of a board consisting of three members, any two members are unable to agree, the matter upon which they disagree shall be submitted to the board when all three members are present.

The board shall choose one of its members to be chairman and one to be secretary. If one member of the board is a licensed physician, he shall act as examining physician of the board. (See sec. 196.)

Local Boards may make rules of procedure not inconsistent with the Selective Service Law or with these Rules and Regulations.

For clerical organization of Local Boards, see sec. 29 n. 4 and sec. 43.

Note 1.—The determination of the question of physical qualification is to be decided by vote of the Board.

Section 39. Areas over which Local Boards have jurisdiction.

Where there is but one Local Board in a county or other subdivision or in a city of 30,000 population or over, it shall have jurisdiction over the county, city, or other division, but where there is more than one Local Board in a county, city, or other division, each shall have jurisdiction, respectively, over an area designated by the Governor containing a population of approximately 30,000.

Section 40. Persons over whom Local Boards have jurisdiction.

Each Local Board shall have jurisdiction in its area (see sec. 39) of jurisdiction in respect of persons who are registered therein, or who shall be registered therein as herein provided, and in respect of any person whose registration card has been duly delivered to and remains in the possession of such Local Board (see sec. 62); and also of all questions to be heard and determined by such Local Board under the terms of the Selective Service Law and these Rules and Regulations, and shall have full authority to do and perform all other acts authorized to be performed by a Local Board by the Selective Service Law or rules, regulations, or directions of the President.

Note 1.—On account of their familiarity with agricultural conditions in their jurisdictions, Local Boards will pass upon all applications for farm furloughs, granted under general orders No. 31, April 2, 1918, issued pursuant to Public Act No. 105, 65th Congress, approved March 16, 1918. (Telegram B-518, April 18, 1918.)
Section 41. Places in which Local Boards are to hold sessions.

In cities and counties in which there is more than one Local Board (see sec. 39), the boards may hold their sessions in a central building such as the courthouse or city hall, although such building may not be in the technical territorial jurisdiction of the boards, if such place is convenient for persons whose cards are within the jurisdiction of the board.

In cases where the territorial jurisdiction of the board is large or where convenience will be served thereby, Local Boards may hold sessions in such different places in their jurisdiction as will best accommodate the convenience of persons who are to appear before them.

Local Boards may decide for themselves the place of their permanent location, but, upon the recommendation of the Governor, the President may designate some other place of permanent location.

Section 42. Additional examining physicians.

In addition to the licensed physician who is a member of the board or if no licensed physician is a member of the board, the Governor or the Local Board shall designate and appoint additional examining physicians, subject to removal by the Governor at his pleasure.

It shall be the duty of persons thus designated to act as examining physicians of the Local Board for which they are designated, and they may be compensated at rates hereinafter prescribed. (See sec. 196.) In addition to the number of physicians that may be thus designated and compensated under the above authority, volunteer physicians in any convenient number may be utilized for the examination of registrants upon appointment as aforesaid.

Examining physicians (unless actually appointed by the President as members of boards) are not to be considered as members of such boards. They should take the oath prescribed in section 14 of these regulations. They shall have no vote on any question to be decided by said board. (See secs. 122, 124.) Their report on the physical examination of a registrant is advisory only.

Note 1.—The services of volunteer dentists to aid in physical examination of registrants by Local Boards may be utilized, but they are not members of Local Boards and have no vote. (See Form 75.)

Section 43. Clerical Assistants for State Headquarters and for District, Local, and Medical Advisory Boards.

(a) When authorized by the Governor, on and after September 1, 1918, as prescribed in section 198 hereof, there may be employed the necessary clerks for State Headquarters, District Boards, Local Boards, and Medical Advisory Boards: Provided, That no clerk shall be paid at a rate in excess of that fixed for clerks of Local Boards in paragraph (c) of this section without specific authority of the Provost Marshal General in each case.

(b) The maximum allowance for clerical services for a Local Board for any one month will be determined by the number of registrants under the jurisdiction of the Board on the 1st day of the month for which the allowance is made, deducting from the total

(d) Any balance remaining of the monthly allowance made to any State headquarters or board for clerical services may be carried forward from month to month to the credit of such State headquarters or board to be expended by them for additional clerical services required in periods of emergency, subject to the limitations as to rate of pay fixed in paragraph (c) of this section; except that no balance may be carried beyond the end of any fiscal year (June 30).

(c) When one or more inducted men are assigned to duty as clerks an amount equal to the pay and allowances drawn by such inducted man or men, from the Quartermaster Corps, United States Army, will be deducted from the monthly allowance made under paragraphs (a), (b), (c), and (d) of this section to the local board to which such inducted man or men is or are assigned.

(f) Interpreters: Upon a certificate by a Local Board showing that the services of an interpreter are necessary, and that it has been impossible to obtain the voluntary and gratuitous services of one, and also showing the approximate time such services are necessary, and the lowest rate of pay for which an interpreter can be obtained, the governor may authorize the employment by Local Boards of necessary interpreters, limiting their employment to such number of hours per day, or such days per week, and also limiting the period of time within which they may be employed by a particular Local Board, as he may deem for the best interests of the Government. The compensation which may be allowed to interpreters shall not exceed $1 per hour or $5 in any one day. These rates are the maximum and should be kept below the amount authorized wherever possible.

Note 1.—District Boards may direct their clerks to render to Local Boards immediately adjacent to them all possible assistance. This does not authorize travel on the part of such clerks. (Telegram A-1686, December 27, 1917.)

Note 2.—Vacations for clerks of Local and District Boards are governed by the rules governing vacations for Federal employees and the distinction between "temporary" and "permanent" as applied to Federal employees are equally applicable to clerks of Local and District Boards. (Circular Letter, May 23, 1918.)

F. AUXILIARY ORGANIZATIONS AND OFFICIALS.

Section 44. Medical Advisory Boards.

There have been provided in the various counties, cities, and other localities throughout the United States, Medical Advisory Boards, who will examine registrants sent to them by Local Boards or State Adjutants General for examination, and will advise such Local Boards or State Adjutants General concerning the physical condition of such registrants. (See sec. 123, and 182 seventh paragraph.)

Note 1.—The personnel of the Medical Advisory Boards should be kept at all times as full as efficiency demands. Members of these Boards who hold commissions in the Medical Corps, when assigned by the Surgeon General to active duty, automatically cease to be members of the Boards. Vacancies on the
Boards thus created may be filled as provided in section 29, supra.

Note 2.—In those States and localities where it is impossible to organize an Advisory Board with a complete personnel of qualified specialists it is not expected that the Advisory Board will be able to carry out the complete directions for the physical examination of those registrants who require it. In this emergency the Medical Aide to the Governor, with the latter's authorization, should make provision, if possible, for the registrant to be examined by competent specialists who may not be members of Advisory Boards. The Advisory Board should, whenever practicable, examine registrants at the established headquarters of the Board, which by preference should be a general hospital. In certain emergencies the registrant may be sent elsewhere for special examination, such as taking a roentgenogram, eye and ear tests, etc.

Note 3.—A dentist should be appointed as a member of every Medical Advisory Board wherever possible. Membership of Medical Advisory Boards is not limited as to number and dentists may be added to Boards already appointed. (Telegram A–189, Dec. 5, 1917.)

Section 45. Legal Advisory Boards.

There have been provided in the various counties, cities, and other localities throughout the United States, Legal Advisory Boards, composed of disinterested lawyers, with associate members consisting of capable lawyers and laymen, to be present at all times during which Local Boards are open for the transaction of business, either at the headquarters of Local Boards or at some other convenient place or places, for the purpose of advising registrants of the true meaning and intent of the Selective Service Law and of these Regulations, and of assisting registrants to make full and truthful answers to the Questionnaire, and to aid generally in the just administration of said law and Regulations.

Note 1.—Legal Advisory Boards have no authority to advise Local or District Boards concerning interpretation, construction, or application of the Selective Service Law or the Regulations issued thereunder. The primary duties of such boards are to advise and aid registrants in making proper and truthful answers to questions and securing such supporting affidavits as may be required in particular classes of cases. Local Boards must apply to Adjutants General for advice and interpretations under Section 25. The foregoing is not intended to prevent Legal Advisory Boards from assisting Local Boards in every possible manner, but their advice or interpretation is not binding upon Local Boards. (Telegram A–637, Dec. 11, 1917.)

Note 2.—All Legal Advisory Boards and all associate members should enter upon the left-hand margin of front page of Questionnaire of registrants to whom they give advice or assistance the following “aid given by me” and sign name of member followed by words “permanent member” or “associate member” Legal Advisory Board as the case may be. (Telegram A–809, Dec. 14, 1917.)
Section 46. Duties of lawyers and physicians generally.

The selection and classification of men for military service is an undertaking that should be regarded as a systematized effort of the citizenry of the whole Nation organized and compacted to meet the present emergency. Every citizen has a duty to give his best endeavor to the success of this undertaking according to his qualifications and talents. All lawyers and physicians should regard it as their duty to identify themselves with the Advisory Boards provided for in sections 44 and 45, and freely and without compensation to give their best service to the Nation. It is inconsistent with this duty for lawyers to seek clients for the purpose of urging and advocating individual cases in any other way than as disinterested and impartial assistants of the Selective Service System.

Lawyers and physicians will render a most valuable assistance by giving their services to Local Boards and to the Medical Advisory Boards provided in section 44 hereof. They should be scrupulously careful in making affidavits and furnishing other proof of a medical character to registrants in support of claims of physical disqualification and respecting physical condition or infirmities of dependents.

Section 47. Government Appeal Agents.

The Governor shall designate for each Local Board one or more persons to take appeals (see sec. 104) for and on behalf of the United States: Provided, That no more than one appeal agent shall be appointed for any Local Board except by express authority of the Provost Marshal General after recommendation to him accompanied by a statement of the facts and circumstances requiring such additional appeal agent or agents. The duties of the person so designated are: To appeal from any deferred classification by a Local Board which, in the opinion of the Appeal Agent, should be reviewed by the District Board; to care for the interests of ignorant registrants, and where the decision of the Local Board is against the interests of such persons, and where it appears that such persons will not take appeals, due to their own nonculpable ignorance, to inform them of their rights and assist them to enter appeals to the District Board; and to investigate and report upon matters which are submitted for their investigation (see sec. 118) and report by Local or District Boards.

It shall also be the duty of such Appeal Agents, where the interests of justice may require, to suggest to the Local Board a reopening of any case (see sec. 119 A); to impart to the Local Board any information which in the opinion of such Appeal Agent ought to be investigated; and also to make such suggestion and impart such information as the case may be to the District Board in order that the District Board may more efficiently exercise its power to instruct Local Boards to take additional proof (see sec. 107).

Every registrant and, to a certain extent, every person in each community, is interested in the action of the Local Boards on each particular case. There will be cases in which Local Boards have been imposed upon but in which persons affected do not desire to inform such boards of facts within their knowledge. It shall be the duty of the Government Appeal Agent to receive such information and to prepare such appeals in cases where he considers appeals to be to the interest of the Government.
Section 48. County and City Councils of Defense.

County and City Councils of Defense, Chambers of Commerce, and other civic organizations have, in many cases, offered their services to Local and District Boards in obtaining voluntary clerical service and in facilitating the duties of such boards. Local and District Boards should encourage such offers and should cooperate with such councils as far as is consistent with their duties under the law and regulations.

Section 49. Duty of Police Officials of all Classes and Grades to assist Local Boards and to Apprehend Delinquents.

Those who fail to return the Questionnaire, or to appear for physical examination, or to report change of status, or to report for any duty, or to perform any act at the time and place required by these regulations or by directions by Local or District Boards in pursuance thereof, are guilty of a misdemeanor under section 6 of the Selective Service Law. (See sec. 129.) Under authority granted in section 6 of that law, it is hereby made the duty of all police officials (see sec. 1, par. (0.)), of the United States and of any State, or any county, municipality, or other subdivision thereof, to locate and take into custody (see sec. 130), such persons and to bring them forthwith before Local Boards to determine whether their cases shall be reported to the Federal Department of Justice for prosecution, and to serve the summons upon witnesses issued by Local or District Boards, as provided by section 9 hereof.

Persons who, after induction into military service, with intent to evade such service, willfully fail to report to Local Boards for military duty, or fail to entrain for a mobilization camp, or who absent themselves from enteainment or from their parties of selected men en route to a mobilization camp, are deserters and are subject to military law. It is hereby made the duty of all such police officials to apprehend and arrest such deserters and proceed in respect of them as provided in sections 130 and 140.

Section 50. Rewards for the Arrest and Delivery of Deserters.

A reward of §50 is payable for the apprehension and delivery to a military camp, post, or station of a deserter from the National Army when the person making such delivery presents the certificate of a Local Board prescribed in section 140.

Note 1.—Members of Local Boards and Clerks connected therewith may not participate in or claim the benefit of any reward or portion of any reward paid by the Government for the apprehension and delivery of deserters from the United States Army. (Telegram A–3488, January 21, 1918.)

For regulations regarding the payment of rewards for the apprehension of deserters, see section 140, VI (a).
Section 51. Procedure upon Arrest of a Deserter.

Rescinded. (Circular Letter August 12, 1918. See section 140.)

Section 52. Duties of Postal Authorities.

Postmasters and all postal employees shall promptly forward all mail of Local Boards, District Boards, and other officials connected with the administration of the Selective Service Law, bearing the frank of the Provost Marshal General.

They shall also give every aid to Local Boards and other such officials in securing the address of registrants; and, upon request of Local Boards, postmasters shall furnish to them the forwarding address of all registrants whose mail has been forwarded to an address in possession of the postal authorities, for the confidential use only of the Boards and persons charged with the administration of the Selective Service Law and these Rules and Regulations.

Upon the request of the Governor of the State Postmasters shall receipt to Local Boards, upon a list prepared by the latter, for any of the notices prescribed by these Regulations to be mailed by Local Boards to registrants. All such notices shall be delivered to the Post Office arranged in the order in which they appear upon such list so to be signed by the Postmaster.

Note 1.—The following order was issued by the Post Office Department October 12, 1917:

Postmasters should exercise every effort to make delivery of letters addressed by Local or District Exemption Boards to registrants under the Selective Service Act and particularly the notices which those Boards send to registrants calling them to places of entrainment. Serious consequences ensue to a registrant who fails to respond to this latter call, as the law classifies him as a deserter, and unless an explanation is made he must be dealt with as such. It is therefore of the greatest importance that postmasters see that such notices reach the addressees if possible.
PART III.

REGISTRATION.

Section 53. Persons subject to registration.

All male persons who on September 12, 1918, had attained their eighteenth birthday and had not attained their forty-sixth birthday are subject to registration. The only exceptions are:

(a) Persons who, prior to September 12, 1918, have registered under the terms of the act approved May 18, 1917, or under the terms of the public resolution of Congress approved May 20, 1918, whether called for service or not;

(b) Officers and enlisted men of the Regular Army; officers commissioned in the Army of the United States, and men of the forces drafted, under the provisions of the act approved May 18, 1917; officers and enlisted men of the National Guard while in the service of the United States; and the officers of the Officers' Reserve Corps and enlisted men in the Enlisted Reserve Corps while in the service of the United States;

(c) Officers and enlisted men of the Navy and Marine Corps and officers and enlisted and enrolled men of the Naval Reserve Force and Marine Corps Reserve while in the service of the United States; and

(d) Diplomatic representatives, technical attachés of foreign embassies and legations, consuls general, consuls, vice consuls and consular agents of foreign countries, residing in the United States who are not citizens of the United States.

Persons not subject to registration solely on account of being in the military or naval service of the United States, as defined in subparagraphs (b) and (c) hereof, become subject to registration and are required to register immediately upon leaving such military or naval service.

Citizens of the United States or persons who have declared their intention to become citizens of the United States who do not register on account of absence from the territorial limits of the United States are required to register within five days after their return to the United States.

An alien who enters the United States for the first time after September 12, 1918, is not subject to registration, unless he declares his intention to become a citizen of the United States, or unless a later proclamation of the President requires persons of his age to register.

Section 54. How registration is accomplished other than on Registration Day.

Every person who registers on or after September 12, 1918, pursuant to provisions of the proclamation by the President of August 31, 1918, shall be considered as a registrant of the “class of September, 1918,” irrespective of the date on which he was required to register.
(a) The provisions of "Registration Regulations No. 3" shall be followed by Local Boards in accomplishing the registration of persons subject thereto, who, for any reason, register after September 12, 1918, and on or before the date to be hereafter fixed by the Provost Marshal General after which registration cards are not to be assigned serial numbers in accordance with "Registration Regulations No. 3."

(b) The following procedure shall be observed by Local Boards in accomplishing the registration of all persons subject thereto, who, for any reason, have not been registered on or before the date to be hereafter fixed by the Provost Marshal General after which registration cards are not to be assigned serial numbers in accordance with "Registration Regulations No. 3."

Registration shall consist in making out a registration card in duplicate (Form 1, red, sec. 275, p. 219) and issuing to the registrant a registration certificate (Form 6, sec. 276, p. 221).

Immediately upon registration, the Local Board shall enter the name of the registrant at the bottom of the Classification List for the Third Registration, to be prepared after the assignment of order numbers, and shall furnish him a Questionnaire, provided he is within the ages prescribed by the President as immediately liable for classification and military service. When the registration is accomplished in person, the notice on the first sheet of the Questionnaire shall specify its return within seven days from the date of registration; when the registration is accomplished by mail as prescribed in section 55 or from abroad as prescribed in section 56, such notice shall specify seven days plus a reasonable allowance for communication by mail.

Immediately upon furnishing the Questionnaire the Local Board shall (except as prescribed in section 65) forward a copy of the registration card to the Adjutant General of the State for assignment of a serial number (section 67). Order numbers shall be assigned to such cards as prescribed in section 69.

Upon return of the Questionnaire the registrant shall be classified by the Local Board in the usual manner.

Section 54A. Registration of persons who become 18 years of age after September 12.

The Selective Service Law, as amended, provides that the President may, at such intervals as he may desire, from time to time require all male persons who have attained the age of 18 years since the last preceding date of registration and on or before the next date set for registration by proclamation by the President, except such persons as are exempt from registration, to register in the same manner and subject to the same requirements and liabilities as those previously registered under the terms of the law, upon the issuance of a proclamation by the President requiring the registration of such persons. Later regulations will prescribe the method and manner in which the registration of such persons shall be accomplished.

Section 55. Registration by mail.

The proper place for filing a registration card is the office of the Local Board having jurisdiction over the area in which the registrant has his permanent home. If, for any reason, it is inconvenient for the registrant to present himself in person to such Local Board,
he may accomplish his registration by applying to the Local Board nearest him and having his registration card filled out and certified by such Local Board, and himself mailing his registration card to the Local Board having jurisdiction over the place in which he has his permanent home. In such case the Local Board certifying to the registration card shall not issue a registration certificate, but the Local Board having jurisdiction over the place in which the registrant has his permanent home shall issue a registration certificate upon receipt of the registration card.

Where persons have attempted to register by mail and it appears that their registration cards have not reached their destination, they should promptly cause themselves to be registered.

Section 56. Registration of persons residing abroad.

Citizens, and persons who have declared their intention to become citizens, residing abroad are not required to register, but any such citizen or person may do so by applying to the nearest American consulate to have his registration card filled out. He should in all cases designate on such card a place of permanent home, in the United States. If he has no such actual permanent home, he should designate as his permanent home a place within the United States most convenient to him. The registration card duly certified by an official or agent of the consulate should then be sent by the registrant to a Local Board in the place thus designated as his permanent home, except as otherwise provided by regulations prescribed by the Government of the United States in respect of its citizens in any country with which the United States has concluded a treaty providing for the compulsory military service of citizens or subjects of either country residing in the territory of the other. Thereafter he shall be subject to the normal process of selection as prescribed herein, except that his physical examination may be consummated as prescribed in section 142. Upon being ordered by his Local Board to report for military duty he will be required to present himself for such duty in the same manner as other registered persons, except as otherwise prescribed in these regulations. Care should be taken to send out the call in such season as will permit the registrant ample time to respond to it. When the call is so delayed by the ordinary course of mail as to make it impossible for him to comply therewith on the date specified, he may apply to his Local Board for an extension of time.

Note 1.—On account of impossibility of communication and impracticability of transporting such registrants to the United States, Local Boards will take no action on grounds of delinquency against any registrant who on the day fixed by proclamation by the President for the registration of persons of his age, was in China or Japan and registered by mail or agent and has not since that time personally reported to the Local Board. In case any such persons have been reported to The Adjutant General of the Army as deserters a statement should be forwarded by the Draft Executive to The Adjutant General of the Army to be considered by him in deciding whether or not such registrants should be classed as deserters. (Telegram B–1125, May 25, 1918.)
Section 57. Notice of final classification to take place of registration certificate as a means of identification.

Until notice of final classification is received by a registrant, he should keep always in his personal possession his registration certificate, and he is required to display the same whenever called upon by a police official or a member of a Local or District Board to do so. After receipt of the notice of final classification, prescribed in section 110, it will no longer be necessary to retain the registration certificate, but thereafter the registrant is hereby required to keep always in his possession his notice of final classification and to exhibit the same when called upon to do so by any member of a Local or District Board or any police official.

Section 58. Lost registration certificates and notices of final classification.

When a registration certificate or notice of final classification is lost, a duplicate may be furnished, but the proper Local Board will write the word "Copy" in bold red ink characters across the face of such duplicate.

Section 59. Double or multiple registration in the same jurisdiction.

Whenever a Local Board discovers that the same person has two or more registration cards in the jurisdiction of the same Local Board, the case will be reported and all cards forwarded to the Adjutant General of the State. The Adjutant General shall determine by lot which of the numbers shall be continued and shall cancel the others and return the uncanceled card to the board with instructions to correct its lists accordingly.

Section 60. Double or multiple registration in different jurisdictions.

A person registered in a jurisdiction not that of his permanent home may not have his registration changed. If he is registered in two jurisdictions he must submit Questionnaires to both boards. He should apply to have all procedure in respect of him transferred to one of the boards, as prescribed in section 144. He must respond to the Local Board which first calls him to report for military duty. Thereafter he should obtain from such Local Board a certificate showing that he has been inducted into military service and should forward the same to the Local Board which has not yet called him. Thereupon the latter Local Board shall place him in Class V, noting the reason therefor.

Section 60A. Cancellation of improper registration.

Whenever a registrant who has previously registered in accordance with the law and regulations subsequently registers through error, the second registration shall be canceled in accordance with the provisions of section 61. Whenever a registrant who has previously registered through error subsequently registers in accordance with the law and regulations, the first registration shall be canceled in accordance with the provisions of section 61. In neither case shall the provisions of sections 59 or 60 be invoked.
Section 61. Cancellation of registration of persons not subject to registration.

Whenever a claim shall be made to a Local Board that, through error or fraud, a person is registered who is not subject to registration the board shall require the person to submit his claim in writing, together with such proof as he may care to offer. The Local Board shall forward the claim and the proof with its finding of fact and recommendation to the Adjutant General of the State, who shall examine the proof, and, if he is of the opinion that the person was not subject to registration, he shall direct the Local Board to cancel the registration and to amend its records accordingly. The Adjutant General of the State shall also forward to the Provost Marshal General a copy of the order directing such cancellation of the registration.

Failure to make claim or protest before the issuing of Form 1028 shall be considered as a waiver of any claim based on such ground and thereafter no claim based on such ground shall be entertained by a Local Board.

Note 1.—Whenever a registrant has died since registration and before his induction into military service, the Local Board shall forward to the Adjutant General of the State a report of the death of such registrant, with such proof thereof as may be satisfactory, in the opinion of the Local Board, to establish the fact.

Upon receipt of such report and proof, the Adjutant General and the Local Board shall proceed as provided in section 61.

Section 62. Registration cards to be kept by Local Board.

The registration cards within the jurisdiction of any Local Board shall be safely kept by such Local Board. Copies of all registration cards in the possession of the Local Boards within its jurisdiction shall be kept in the possession of each District Board, segregated in lots corresponding to the Local Boards to which the originals pertain.

Section 63. Original registration cards to be retained.

In all cases where it is necessary for copies of registration cards to be forwarded only certified copies shall be forwarded. No board shall, under any circumstances, forward an original registration card; and all boards are strictly enjoined to maintain the entire original registration record complete at all times.

Section 64. What to do with registration cards received hereafter.

All registration cards of the third registration received by any Local Board after the date to be fixed by the Provost Marshal General, after which registration cards are not to be assigned serial numbers as prescribed by “Registration Regulations No. 3,” shall be copied and a list of the names of all persons of the class of September, 1918, whose registration cards are so received made by the Local Board. The original registration card shall be retained by the Local Board, and no “serial number” shall be assigned by such Local Board to any such registration card, except as hereinafter provided, and no “serial numbers” will be placed before the name of any person on the list to be so made. A copy of all such cards and a list
of the names of all persons whose registration cards have been so received shall, except as provided in section 65, be forwarded to the Adjutant General of the State to be assigned a serial number as provided in section 67.

Section 65. What to do with card of person required to register after conviction for failing to do so.

Whenever a person has been convicted of failing to register under the terms of the Selective Service Law and has subsequently been registered as provided by section 5 of that law, a copy of his registration card shall not be forwarded to the Adjutant General of the State for assignment of a serial number. The Local Board which has jurisdiction of the registration card of any such person shall assign him an order number having a letter attached which will insure his being immediately inducted into military service and shall inquire into his status and cause him to be physically examined. Unless upon such physical examination he is classified in Class V, or unless he is required by the Selective Service Law to be exempted from military service, he shall be immediately inducted into military service and sent to a mobilization camp.

This provision shall also apply in cases where sentence has been suspended on condition that the person who has heretofore failed to register be at once called for military duty by the Local Board having jurisdiction.

Section 66. What to do with improperly numbered registration cards.

Whenever an examination of a registration card of the third registration in the possession of any Local Board discloses that it has not been serially numbered, or that it has been improperly, erroneously, or illegibly serially numbered, or has not in some other respect been serially numbered as required by regulations, it shall be the duty of the Local Board having jurisdiction thereof to forward such registration card to the Adjutant General of the State, without assigning any serial number thereto.

Section 67. Adjutant General of State to assign numbers to cards not heretofore numbered.

Whenever an examination of a copy of a registration card of the Third Registration received in the office of the Adjutant General of any State, and an examination of the list of the names of all persons in the class of September, 1918, whose registration cards are in the possession of the local board which forwarded such copy, discloses that the registration card has not been serially numbered, or that it has been improperly, erroneously, or illegibly serially numbered or has not in some other respect been serially numbered as required by regulations, it shall be the duty of the Adjutant General of the State, under the direction of the Governor, to assign a "serial number" to such registration card and to certify the number assigned thereto to the Local Board having jurisdiction, as hereinafter provided.

All registration cards of the Third Registration lacking serial numbers, or improperly, erroneously, or illegibly serially numbered
shall be assigned "serial numbers" by the Adjutant General of the State, as follows:

(a) When any registration card of the Third Registration is found bearing more than one "serial number" there shall be assigned to such card the lowest in order of the numbers which it bears, provided such number is not borne by any other registration card of the Third Registration in the possession of the Local Board having jurisdiction thereof. The remaining number or numbers appearing on any such card shall be disregarded.

(b) When two or more registration cards of the Third Registration are found bearing the same "serial number," with fractions added to the number for the purpose of distinguishing the cards, or with letters of the alphabet or other distinguishing marks preceding or following the serial number for the same purpose, one card of any such group of cards within the jurisdiction of the Local Board shall be drawn by lot and shall be assigned the common "serial number" which they all bear. All the other cards of any such group shall be regarded as having no "serial number" and shall be assigned serial numbers as herein provided for the case of registration cards of the Third Registration having no serial numbers. This rule applies to serial numbers only; it does not apply to order numbers which may have a letter attached thereto, as provided in section 69.

(c) When the "serial number" on any registration card of the Third Registration is found to be illegible and no unused number in the consecutive numbers from 1 upward on the list furnished by the Local Board having jurisdiction of any such card can be found to correspond with it, such card shall be regarded as having no "serial number" and shall be assigned a "serial number" as herein provided for in the case of cards having no serial numbers.

All registration cards of the Third Registration hereafter received by any Local Board and copies of which have been forwarded as hereinbefore required to the Adjutant General of the State, and all other registration cards of the Third Registration which have been forwarded to the Adjutant General of the State, and which have not been assigned a "serial number" by any Local Board or by the Adjutant General in accordance with the foregoing provisions, shall each be assigned by lot a "serial number" by such Adjutant General under the direction of the Governor.

"Serial numbers" so to be assigned to each such registration card shall be determined by lot for cards within the jurisdiction of one Local Board as expeditiously as possible, at such times and places and in such manner and under conditions insuring absolute fairness, impartiality, and the necessary publicity, as may be prescribed by the Governor of the State.

The "serial numbers" so to be assigned by the respective Adjutants General to all such registration cards of the Third Registration within the jurisdiction of one Local Board shall consist first of all "serial numbers" on the consecutive list of the names of persons in the Class of September, 1918, whose registration cards are within the jurisdiction of such Local Board which have not been assigned to any registration card of the Third Registration within its jurisdiction. If there are no such "serial numbers" on the consecutive list from 1 upward, or when all such numbers have been assigned to registration cards, the "serial numbers" to be assigned thereafter

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by the Adjutant General to registration cards within the jurisdic-
tion of such Local Board shall consist of the "serial numbers" in
their consecutive order beginning with the next "serial number"
following the highest "serial number" on the list of persons in the
Class of September, 1918, whose registration cards are within the
jurisdiction of such Local Board, filed with the Adjutant General by
such Local Board.

The Adjutant General of the State shall forthwith certify to the
Local Boards having jurisdiction of the respective registration cards
to which "serial numbers" have so been assigned a list (Form 101
small, secs. 348 and 349, pp. 308 and 309) showing the "serial num-
ber" assigned to each such registration card. The Adjutant Gen-
eral shall also transmit a copy of every such list to the Provost Mar-
shal General for his records and shall send exact copies of such cards,
so serially numbered, to the proper District Board.

Section 68. Procedure of Local Boards upon receiving serially
numbered cards from the Adjutant General.

It shall be the duty of any Local Board, upon receiving any such
list from the Adjutant General of the State, forthwith to assign
"serial numbers" to the original registration cards in accordance
with such list (unless the original registration card has been assigned
a "serial number" by the Adjutant General as hereinbefore pro-
vided); and such Local Board shall thereupon enter upon said card
and upon the Classification List for the Third Registration (Form
1000, p. 187) the serial number, and the order number, which order
number shall be ascertained as prescribed in section 69 hereof.

Section 69. Method of ascertaining and entering order number.

Upon receipt from the Adjutant General of a State of serial num-
bers for additional registration cards of the Third Registration or
registration cards which have been improperly, erroneously, or
illegibly serially numbered, the Local Board shall ascertain the
proper order number for any such card by consulting Master List
No. 3. The order in which such serial number appears on Master
List No. 3 among other serial numbers in the jurisdiction of the
Local Board shall be the order of liability of the registrant. If the
number designating such order of liability ("order number") has
already been assigned to the cards of registrants within the juris-
diction of the Local Board, such number shall, nevertheless, be
entered on the registration card and on the Classification List, but
there shall be added to such number the letter "a," "b," or "c," etc.,
which will insure that the registrant will be called in his proper
order of liability next after the registrant or registrants whose card
or cards already bear such order number with prior letters of the
alphabet (if any) attached.

If the registrant is finally placed in Class I and if the order number
so assigned is such that the registrant would have been called for
entrainment had it appeared on the Classification List at an earlier
date, then the Local Board shall summon the registrant for physical
examination, and if qualified shall forthwith forward him to a mobil-
ization camp.
Section 69A. Former regulations in effect in certain cases.

Any registrant of the class of June, 1917, who has registered on or before September 12, 1918, and who has not been assigned a serial or order number before the date on which these regulations are promulgated shall have such serial or order number assigned in accordance with the Rules and Regulations for Determining the Order Number of persons in the class of June, 1917 (Form 500), the provisions of which shall remain in effect for the purpose of assigning such serial or order number.

Any registrant of the class of June, 1918, who has registered on or before September 12, 1918, and who has not been assigned a registration or order number before the date on which these regulations are promulgated shall have such serial or order number assigned in accordance with the Rules and Regulations for Determining the Order Number of persons in the class of June, 1918 (Form 74), the provisions of which shall remain in effect for the purpose of assigning such serial or order number.

Section 69B. Assignment of prefix “A” before order numbers of “Class of September, 1918.”

For the purpose of identification and to distinguish between registrants of earlier registrations who bear the same order numbers, the letter “A” shall precede every order number assigned to a registrant of the “class of September, 1918.”

Section 69C. Numbers vacated not to be reassigned.

Order numbers and serial numbers which are now or which hereafter may be vacated by reason of death or canceled by reason of error or fraud or duplication of registration shall not be reassigned.
PART IV.

CLASSIFICATION RULES AND PRINCIPLES.

Section 70. Reasons for and effect of classification.

The military needs of the Nation require that there be provided in every community a list of names of men who shall be ready to be called into service at any time. The economic needs of the Nation, while deferring to the paramount military necessity, require that men whose removal would interfere with the civic, family, industrial, and agricultural institutions of the Nation shall be taken in the order in which they best can be spared. For this reason the names of all registrants liable to selection shall be arranged in five classes in the inverse order of their importance to the economic interests of the Nation, which include the maintenance of necessary industries, occupations, or employments, including agriculture and the support of dependents.

The group of registrants within the jurisdiction of each Local Board is taken as the unit to be classified. Within each class the order of liability is determined by the national drawing, which has assigned or will assign to every man an order of availability for military service.

All men who have attained the age of 21 since June 5, 1917, and who registered in pursuance of the proclamation of the President dated May 20, 1918, or in pursuance of the proclamation of the President dated August 13, 1918, have been or will be placed at the bottom of the list of those liable for military service who registered prior to May 20, 1918, in the several classes to which said registrants are assigned and in the order determined by the drawing.

All men between the ages of 18 and 45, both inclusive, registered and to be registered under the act of Congress approved August 31, 1918, and any proclamation or proclamations issued by the President by virtue of said last-mentioned act, shall be called for service in such sequence of ages and at such time or times as the President may prescribe.

Every registrant is to be considered as belonging in Class I until his status, giving to him the right of deferred classification, is clearly established under and in accordance with the principles and rules governing classification hereinafter stated.

The term “deferred class” includes the second, third, fourth, and fifth classes of the five classes in which registrants shall be placed. All registrants placed in Classes II, III, IV, and V have been temporarily exempted or discharged. The effect of classification in Class I is to render every man so classified presently liable to military service in the order determined by the drawings. The effect of classification in Class II is to grant a temporary discharge from draft, effective until Class I is exhausted; and similarly Classes III and IV become liable only when Classes II and III, respectively, are exhausted. All classifications are conditioned upon the continuing existence of the status of the registrant which is the basis of his classification.

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A. CLASSIFICATION IN RESPECT OF DEPENDENCY.

Section 71. Essential principles governing classification in respect of dependency.

Section 4 of the Selective Service Law exempt no person from military service on the ground of dependency. It only authorizes the exclusion or discharge from draft of "those in a status with respect to persons dependent upon them for support which renders their exclusion or discharge advisable." The present plan is designed, by the creation of several classes, arranged in the order of their availability for military service, to defer the induction into the Army of registrants upon whom other persons are mainly dependent for support until persons without actual dependents have been called. There are certain conditions of dependency which it is advisable to recognize to a fuller extent than others. The present classification is designed to afford the maximum of protection to dependents consistent with the military necessity of the Nation.

It is to be recognized that war must bring inconvenience and sacrifice to all. No person has a right to refuse to sacrifice luxuries; on the other hand, it is not the intent of the law to deprive the dependents, whom the law and regulations are designed to protect, of a reasonably adequate support. No definite meaning can be given to the term "reasonably adequate support" as used in the classification rules and schedule. The determination of this question must be left to Local Boards, who have abundantly shown that they will approach each case with sympathy and common sense, and, while defending the interest of the Nation from selfish and thoughtless claimants on the one hand, will afford the decent protection here designed for meritorious claimants on the other.

Note 1.—In order to resolve doubts expressed by Local Boards as to the classification of registrants, the following is to be noted: Reasonably adequate support can not be determined by a rule of thumb but it must be determined intelligently and with full sympathy in each individual case. What would be adequate support in one locality or in one set of circumstances might not be adequate support in another. The question of adequate support must be determined by the Boards after careful consideration of all interests of the dependents on the one hand and the needs of the Government on the other and with the thought always in mind that the present classification plan is designed to raise our armies with a minimum of hardship and suffering to those who are to be left at home. (Telegram A-1923, Dec. 29, 1917.)

Section 72. General classification rules—Dependency.

RULE 1. In determining whether a claimed dependent is mainly dependent on a registrant for support the board will consider all existing or available reasonably certain sources of support other than the labor of the registrant, excepting only public charity, and including:

(a) Income of the claimed dependent from any source whatever, including gifts, and including also the income (or what
reasonably and justly should be the income) from the labor of the claimed dependent; except that where the dependent is the wife or child of the registrant the income (or what should be the income) from the labor of the claimed dependent shall only be considered where its consideration is expressly authorized in the classification schedule.

(b) Income of the registrant from any source whatever, including gifts and excluding his labor.

(c) The contribution which the registrant may reasonably and justly be expected to make, or which he is required to make, from his pay as a soldier. (See Part XII.)

(d) The amount of support which the claimed dependent would receive from any provision of Federal law made or hereafter to be made to support such dependent during the absence of the registrant or to insure such dependent against loss entailed by the death or disability of the registrant. (See Part XII.)

(e) The effect of any moratorium statute, made or hereafter to be made, on the claimed condition of dependency. (See Part XII.)

(f) The amount which other persons (who have or have not hitherto mainly or partially supported the claimed dependent and who can reasonably and justly be expected to do so) are able and willing to contribute to the support of the claimed dependent during the absence of the registrant; except that, where the claimed dependent is the wife or child of the registrant, support by persons other than the registrant shall NOT be considered.

If, considering such of these circumstances as the board is authorized to consider, or other circumstances not herein mentioned, the board finds that the removal of the registrant will deprive the claimed dependent of reasonably adequate support (see sec. 71), the board may find that the person claimed to be dependent is mainly dependent upon the registrant's labor for support.

Note 1.—The attention of Local Boards is called to the necessity of carefully scrutinizing all claims for deferred classification on the ground of dependency, the registrant’s answers to his Questionnaire, and other proof in support of such claims, in order to ascertain whether or not contributions claimed to be made by the registrant for the support of dependents other than his wife and children are, in whole or part, payment for his own board or subsistence; and in case of claimed dependent parents, to ascertain what other children of such parents have contributed or ought to contribute or are under moral or legal obligation to contribute to such parents. In case of claimed incumbrances on the property of a registrant or a dependent, boards should carefully examine the proofs in order to ascertain whether or not the encumbrance is of such a nature that the payments on account thereof are in whole or part payment of the purchase price; for example, building and loan association mortgages, monthly-payment plan, etc.
Note 2.—In considering claims for deferred classification on dependency grounds, Local and District Boards will disregard income provided by a State or municipality for the maintenance of dependents while the registrants upon whose labor these persons are dependent for support are in the military service of the United States. (Telegram B—1711, June 26, 1918).

Note 3.—See section 139.

RULE II. Where the claimed dependent is not the wife or child of the registrant, and where persons other than the registrant have contributed to the support of the claimed dependent, or have an equal legal or moral obligation to do so, the board should consider all circumstances stated in Rule I, but it should not find the person mainly dependent upon the registrant’s labor for support unless it finds that such other persons can not reasonably and justly be expected to undertake the support of the dependent during the absence of the registrant and unless it finds also and specifically that the removal of the registrant will remit the claimed dependent to public charity in part, or in whole, for support.

RULE III. The term “children,” where used without qualification, shall be taken to include an unborn child, and, except as provided in section (a) of Rule VIII, shall be taken to import only children (the issue of the registrant) and stepchildren and legally adopted children. It shall be taken to import boys under 16 and girls under 18 years of age. (See sec. 1.)

RULE IV. The dependency of relatives residing abroad who are not citizens of the United States or who have not declared their intention to become such, shall not be considered as a ground for deferred classification. Provided, however, that this rule shall not apply where the dependents reside in those countries with which the United States has or may have a treaty providing for reciprocal drafting, into the military forces of the respective countries, of subjects or citizens of the one country residing in the territory of the other.

RULE V. (a) The fact of dependency resulting from the marriage of a registrant of the class of June, 1918, but who has married since the date of the introduction in Congress of the Joint Resolution requiring his registration, to wit, January 15, 1918, will be disregarded as a ground for deferred classification. If deferred classification on such ground is claimed, such a registrant will nevertheless be classified in Class I, Division X.

(b) If a registrant of the class of June, 1918, has married since the date of the enactment of the Selective Service Act, to wit, May 18, 1917, and on or before January 15, 1918, and claims deferred classification on the ground of dependency resulting from his marriage, the fact of dependency resulting from his marriage will be disregarded as a ground for deferred classification, unless the dependent is a child of the marriage, born or unborn on or before June 9, 1918, in which case such a registrant upon satisfactory proof being made shall be classified in Class II, Division X.

(c) If a registrant of the class of June, 1917, has married since May 18, 1917, and claims deferred classification on the ground of dependency resulting from his marriage, the fact of
dependency resulting from his marriage will be disregarded as a ground for deferred classification, unless the dependent is a child of the marriage, born or unborn on or before June 9, 1918, in which case such a registrant upon satisfactory proof being made shall be classified in Class II, Division X.

(d) Nothing contained in paragraph (a), (b), or (c) shall be construed as requiring the transfer to Class II of any registrant who was finally classified in Class I on the affirmative finding that his marriage since May 18, 1917, was made with the primary view of evading military service.

(e) The fact of dependency resulting from the marriage of a registrant of the class of September, 1918, who has married since the date of the introduction in Congress of the Act requiring his registration, to wit, August 5, 1918, will be disregarded as a ground for deferred classification. If deferred classification on such ground is claimed, such a registrant will nevertheless be placed in Class I, Division X: Provided, however, that any registrant who should have registered in a class earlier than the Class of September, 1918, and who, in the opinion of the Boards willfully failed so to register, shall be governed by the rule applicable to the class in which he should have registered.

Section 73. Class I—Dependency.

RULE VI. In class I belong:

(a) Any registrant who has neither wife, nor child, nor aged, infirm, or invalid parents or grandparents, nor brother under 16 years of age, nor sister under 18 years of age, nor helpless brother or sister of whatever age, mainly dependent on his labor for support.

(b) Any married registrant, with or without children, and any father of motherless children, where the wife or children are not mainly dependent on his labor for support for the reason that the registrant has habitually failed to support them for a sufficient time to justify a finding of the board that he has been making no bona fide attempt to support them in the past and cannot be relied upon to do so in the future—this regardless of support recently rendered or tendered for the purpose of evading military service.

(c) Any married registrant, with or without children, whose wife and children (if any) are not mainly dependent upon his labor for support for the reason that such wife and children (if any) receive no substantial proportion of their support from the fruit of his labor; but where, on the contrary, such registrant is mainly dependent for his own support on the income (including earnings) of his wife.

(d) Any married registrant with or without children, who is not engaged in any useful occupation, and whose wife and children (if any) are not mainly dependent on his labor for support for the reason that his income or the income of his wife, or both, is amply sufficient to support his wife and children and that the removal of the registrant will not deprive such wife and children of reasonably adequate support.

Note 1.—If a registrant has a wife but no children and there are such other sources of support available that the removal of
the registrant will not deprive the wife of reasonably adequate support; he remains in Class I, unless the case falls within Rule VII (b). (Telegram A-1923, Dec. 29, 1917.) The Board shall enter such registrant on the cover sheet under subdivision (i).

Section 74. Class II—Dependency.

RULE VII. In Class II shall be placed:

(a) Any registrant with both wife and children or any father of motherless children, where such wife and children or such motherless children are not mainly dependent upon his labor for support for the reason that there are other reasonably certain sources of adequate support available (excluding earnings or possible earnings from the labor of the wife), and that the removal of the registrant will not deprive such dependents of reasonably adequate support, provided such registrant is engaged in a useful occupation.

(b) Any married registrant, without children, whose wife, although the registrant is engaged in a useful occupation, is not mainly dependent upon his labor for support, for the reason that the wife is skilled in some class of work which she is physically able to perform and in which she is employed, or in which there is an immediate opening for her under conditions that will enable her to support herself decently and without suffering or hardship.

Note 1.—Registrants may claim and may be entitled to deferred classification, Class II, divisions (a) and (b), although wife or children are not mainly dependent upon his labor for support. If registrant claims such deferred classification under rule VII he may and should answer all questions under series X of the questionnaire, notwithstanding his answer to first question is "no." (Telegram A-2862, Jan. 11, 1918.)

Section 75. Class III—Dependency.

RULE VIII. In Class III shall be placed:

(a) Any registrant who has children, not his own issue, but in respect of whom he has in good faith assumed the relation of parent, and has fulfilled the obligations of such relation, when such children are mainly dependent upon his labor for support.

(b) Any registrant who has aged and infirm or invalid parents or grandparents mainly dependent on his labor for support.

(c) Any registrant who has a helpless brother or sister, regardless of age, mainly dependent on his labor for support.

Section 76. Class IV—Dependency.

RULE IX. In Class IV shall be placed:

(a) Any married registrant whose wife or children are mainly dependent on his labor for support.

Note 1.—See n. 1, Rule VII, sec. 74.
B. CLASSIFICATION IN RESPECTS OTHER THAN OF DEPENDENCY, INDUSTRY, OCCUPATIONS, OR EMPLOYMENTS, INCLUDING AGRICULTURE.

Section 77. Class III—(continued)—Miscellaneous.

RULE X. In Class III shall be placed any registrant found to be—

(d) A county or municipal official who has been elected to such office by popular vote where the vacancy may not be filled by appointment.

(e) A fireman or policeman who is trained as such and is a compensated member of a regularly organized, permanent, compensated fire department or police department which existed as such prior to May 18, 1917, who has no other occupation or employment and who can not be replaced without substantial and material detriment to the public safety of the municipality in which he is serving.

The Local Board shall proceed to the consideration of a claim for such deferred classification in respect of any registrant only when such claim is made in the usual manner in the Questionnaire and is supported by an affidavit, signed by the official head of the department of the municipality by which the registrant is employed, stating that the registrant is a trained fireman or policeman, as the case may be that he is a compensated member of a regularly organized, permanent, and compensated fire or police department which existed as such prior to May 18, 1917, and that the registrant is now serving in such department and can not be replaced without substantial and material detriment to the public safety of the municipality in which he is serving. (Form 1044, sec. 353, p. 313.)

(f) A customhouse clerk.

(g) A person employed by the United States in the transmission of the mails.

(h) An artificer or workman employed in an armory, arsenal, or navy yard of the United States.

(i) A person employed in the service of the United States: When, as to any such person mentioned in subsections (f), (g), (h), and (i) of this rule, in accordance with these Rules and Regulations, it is found by a Local Board that such person is necessary to the adequate and effective operation of the service in which he is engaged, and that he can not be replaced without substantial, material loss and detriment to the adequate and effective operation of such service.

The Local Board shall proceed to the consideration of a claim for deferred classification in respect of any person mentioned in subsections (f), (g), (h), or (i) of this rule only when supported by the affidavit required by the specific instructions appearing in the Questionnaire, Form No. 1001, Series VIII, Part A, which affidavit must be indorsed "approved" by the Secretary of the department or other certifying officer specified in Part XIV hereof (Form 1044, p. 313); except that as to certain executive officers described under the last heading for Part XIV, a certificate of necessity issued by the Secretary of State shall take the place of the approved affidavit of
necessity herein provided for other persons employed in the service of the United States, and shall have the same force and effect as such approved affidavit. (Part XIV.)

When a claim is made for deferred classification under subsections (f), (g), (h), or (i) of this rule and is supported by the affidavit of necessity and certificate of approval, or by the certificate of necessity above provided for, which comply with the requirements of these regulations, such affidavit of necessity and certificate of approval or certificate of necessity shall be considered as prima facie evidence of the fact that the registrant is a necessary employee as claimed and he shall be placed in Class III unless other substantial evidence is received by the Local Board sufficient, in the judgment of the board, to rebut such prima facie evidence and to prove that the registrant is not a necessary employee as claimed. In case such a claim is made and has been denied, and the registrant is found upon physical examination to be disqualified for general military service, the Local Board shall grant the claim and place the registrant in Class III, notwithstanding he may have been placed in some other class prior to such physical examination and finding as to his physical disqualification, unless evidence other than the affidavit of necessity and the certificate of approval or certificate of necessity conclusively proves that such registrant is not a necessary employee as claimed.

Note 1.—Concerning persons employed in the service of the United States, in the legislative and judicial branches, see Part XIV and Form 1044 (p. 313).

Note 2.—Local and District Boards are authorized to classify in division “i,” Class III, any necessary highly specialized agricultural expert employed by a State agricultural college, established under Federal law and regularly receiving Federal funds, who is found to be necessary to agriculture as an industry and necessary to the adequate and effective operation of the service in which he is engaged and who can not be replaced without substantial material loss and detriment to the adequate and effective operation thereof.

The Local Board shall proceed to the consideration of a claim for such classification in respect of any registrant only when made in the usual manner and supported by the affidavit of the president or other executive head of the agricultural college by which he is employed, setting forth his duties and particular service and stating that such registrant is necessary to the adequate and effective operation of the service in which he is engaged and can not be replaced by another person without substantial material loss and detriment to the adequate and effective operation thereof.

Any registrant when so classified shall stand in all respects under the regulations as other registrants classified in such division and class.

Note 3.—Railroad employees are not to be classified as Government employees. See C, Classification, in respect to en-
gement in industry, occupation, employment, including agriculture, sec. 50.

Note 4.—The magnitude and essential character of the work of draft officials and employees of State Headquarters, members of Local and District Boards and their employees, and Government Appeal Agents, and the importance of retaining their services render it necessary that such officials, board members, and employees as are indispensable to the efficient administration of the draft should be placed in Class III. In such a case the Governor of the State should file with the proper Local Board a certificate to the effect that the services of the registrant as such draft official or board member or employee can not be dispensed with without materially lowering the efficiency of the administration of the draft. In the consideration and determination of the question of deferred classification under such certificate a member of the board whose status is involved shall not participate, and every case in which a member of the Local Board or of a Government Appeal Agent is granted deferred classification, shall be forwarded to the District Board for review as on appeal. Should a Local Board refuse to grant deferred classification to any such official, board member, or employee, the case shall be forwarded to the District Board for review as on appeal. Members of Medical and Legal Advisory Boards are not within the purview of this rule.

Section 78. Class IV (continued) — Miscellaneous.

RULE XI. In Class IV shall be placed:

(b) Any registrant found to be a mariner actually employed in the sea service (including service on the Great Lakes) of any citizen or merchant within the United States. The Local Board shall proceed to the consideration of a claim for such classification in respect of any registrant when made in the usual manner in the Questionnaire, and shall grant such classification if satisfied from the evidence submitted that the registrant is entitled thereto. A registrant whose regular vocation is that of a mariner in the sea service (including service on the Great Lakes) of a citizen or merchant within the United States, but who is temporarily unemployed by reason of his discharge from one voyage and his necessary delay in signing for another voyage shall be entitled to classification as a mariner actually employed: Provided, however, Any registrant who is so classified and remains unemployed for more than 20 consecutive days shall show cause to the Local Board having jurisdiction why his classification as a mariner should not be changed.

Note 1.—In the case of a registrant who is a mariner on the Great Lakes, the fact that his employment is interrupted by the closing of navigation owing to climatic conditions does not prevent his deferred classification on the ground of being a mariner actually employed in the sea service of a citizen or merchant within the United States: Provided, however, That such registrant files with the Local Board having jurisdiction an affidavit
of his employer or of an officer of the company or corporation by
which he is employed, containing in substance the statement that
he is a mariner who was actually employed during the past
season and whose employment is contemplated during the suc-
ceeding season.

Note 2.—Masters, mates, and licensed engineers are included
in the term "mariners." (Telegram A-1024, Dec. 18, 1917.)

Section 79. Class V—Miscellaneous.

RULE XII. In Class V shall be placed any registrant found
to be—

(a) An officer, legislative, executive, or judicial, of the
United States and of the several States, Territories, and the
District of Columbia. When the Questionnaire discloses that
any registrant is such an officer he shall be placed in this class,
notwithstanding the fact that he may not have claimed ex-
emption.

Note 1.—Federal officers within the meaning of this para-
graph (a) of Rule XII are shown in Part XIII.

(b) A regular or duly ordained minister of religion.

Note 1.—A duly ordained minister of religion is a person who
has been ordained, in accordance with the ceremonial, ritual,
or discipline of a church, religious sect, or organization estab-
lished on the basis of a community of faith and belief, doctrines
and practices of a religious character, to preach and to teach
the doctrines of such church, sect, or organization and to
administer the rites and ceremonies thereof in public worship,
and who as his regular and customary vocation preaches and
teaches the principles of religion and administers the ordinances
of public worship as embodied in the creed or principles of
such church, sect, or organization.

A regular minister of religion is one who as his customary
vocation preaches and teaches the principles of religion of a
church, a religious sect, or organization of which he is a mem-
er, without having been formally ordained as a minister of
religion, and who is recognized by such church, sect, or organi-
zation as a regular minister.

The words "regular or duly ordained minister of religion"
do not include a person who irregularly or incidentally preaches
and teaches the principles of religion of a church, religious sect,
or organization, nor do the words include a person who may have
been duly ordained a minister in accordance with the ceremonial,
rite, or discipline of a church, religious sect, or organization, but
who does not regularly, as a vocation, preach and teach the
principles of religion and administer the ordinances of public
worship as embodied in the creed or principles of his church,
sect, or organization.

(c) A student who on May 18, 1917, or on May 20, 1918, was
preparing for the ministry in a recognized theological or
divinity school, or, who on May 20, 1918, was preparing for
the practice of medicine and surgery in a recognized medical
school.
(d) A person in the military or naval service of the United States.

Note 1.—The words "persons in the military and naval service of the United States," as employed in said act of Congress and in these Regulations, shall be construed as including all officers and enlisted men of the Regular Army; officers commissioned, and men drafted under the provisions of the act approved May 18, 1917; officers and enlisted men of the National Guard and National Guard Reserve while in the service of the United States; officers of the Officers' Reserve Corps, and enlisted men in the Enlisted Reserve Corps; officers and enlisted men of the Navy, the Marine Corps, and the Coast Guard; officers and enlisted and enrolled men of the Naval Reserve Force and Marine Corps Reserve; all officers or other employees of the Public Health Service who are detailed for duty with either the Army or the Navy, and any of the personnel of the Lighthouse Service and of the Coast and Geodetic Survey transferred by the President to the service and jurisdiction of the War Department or of the Navy Department.

Officers and enlisted men of the National Guard and National Guard Reserve not drafted into the military service of the United States shall not be regarded as in the military service of the United States, although their organizations may have been recognized by the Militia Bureau unless and until such organizations have been specially designated by orders from the War Department to be drafted into the military service of the United States. (Circular letter, Aug. 7, 1918.)

Note 2.—See section 151, and concluding sentence of section 131.

(e) An alien enemy.

Note 1.—No alien enemy residing in the United States, whether he has taken out his first papers or not, will be accepted for service. When, in the opinion of a Local Board, any person to be classified is an alien enemy, whether he has or has not declared his intention to become a citizen of the United States, or whether he, or some other person in respect of him, has or has not indicated a claim of exemption, he shall be placed in Class V.

Note 2.—Local Boards will be held strictly responsible that no alien enemy is placed in any class other than Class V. No alien (not an alien enemy) who has not declared his intention to become a citizen of the United States shall be placed in any class other than Class V unless such nondeclarant has stated, in answer to Question No. 6, of Series No. VII of his Questionnaire, that he does not claim exemption on the ground of his alienage. (C. S. S. R. No. 6, Aug. 15, 1918.)

Note 3.—If an alien enemy becomes an American citizen pursuant to the provisions of an Act of Congress of May 9, 1918, he becomes subject to classification or reclassification.

Note 4.—See n. 1, sec. 133.

(f) A resident alien (not an alien enemy) who has not declared his intention to become a citizen of the United States, unless such nondeclarant has stated in answer to
question No. 6 of Series VII of his Questionnaire that he does not claim exemption on the ground of his alienage, in which case he shall be classified as though he were a citizen of the United States; and also a noncitizen Indian, born in the United States, unless he has stated in answer to question 6 of Series VII of his Questionnaire that he does not claim exemption on the ground of his noncitizenship, in which case he shall be classified as though he were a citizen of the United States.

Note 1.—An Indian is a citizen if (1) he, or his father or mother, prior to his birth or before he attained the age of 21, was allotted land prior to May 8, 1906; or (2) if he was allotted land subsequent to May 8, 1906, and received a patent in fee to his land; or (3) if he was residing in the old Indian Territory on March 3, 1901; or (4) if he lives separate and apart from his tribe and has adopted the habits of civilized life.

Note 2.—A native-born Filipino residing in the United States should be treated and classified as if he were a resident alien.

Note 3.—Local Boards are especially enjoined to scrutinize carefully any claim for exemption of a registrant on the ground of alienage, and, before classifying an alleged alien in Class V, to satisfy themselves beyond reasonable doubt that the registrant claiming such exemption is not a citizen of the United States and has not declared his intention to become a citizen.

When an alien has declared his intention to become a citizen, regardless of how long ago, he is still liable to draft, even though he has not in the meantime applied for final papers, except that such aliens who are citizens or subjects of countries neutral in the present war (as defined in note 1, section 133), and who renounce their intention to become citizens of the United States shall be placed in Class V (1) under the provisions of section 117½. (C. S. S. R., No. 6, Aug. 15, 1918.)

If an alien who has been classified in Class V because of his alienage declares his intention to become a citizen of the United States after his classification, he has changed his status and becomes subject to reclassification. Thousands of such declarations have been made. In particular cases Local Boards can determine whether or not such declaration has been made by inquiry of the Bureau of Naturalization, Washington, D. C., which is directed by law to aid the Local Boards in locating declarants subject to the draft.

Note 4.—In determining questions of alienage, and the question as to whether or not a registrant has declared his intention to become a citizen, Local Boards should recognize that it is sometimes difficult, if not impossible, for an alien positively to prove that he has not declared his intention; and in considering all the evidence in the case the boards should give to the statement of the alien, sworn to in his Questionnaire or in accompanying affidavits, the same consideration they would, as jurors, give to the testimony of witnesses appearing before them. The Local Board may demand that certain allegations which have come to its knowledge be substantiated or disproved by the
registrant or others; that any doubt arising during these deliberations be confirmed or dispelled; that any testimony or proof appearing desirable for the board's consideration be elicited from any person or persons. When the sources of information have been exhausted, the board should then consider the situation as it has been presented and, in its best judgment, make just disposition of the case before it.

Note 5.—When the necessity arises for determining whether or not an alien has waived his claim for exemption on the ground of alienage, Local Boards should consider all the circumstances of the case, including the apparent intelligence or lack of intelligence or illiteracy of the registrant; and if it clearly appears that the alien waived exemption without understanding his right to claim such exemption, or without understanding the effect of his waiver, the Local Board should call such registrant before it and fully explain to him his rights and decide whether or not he may withdraw his waiver.

Note 6.—See n. 1, sec. 133.

(g) A person found, in accordance with these regulations, to be totally and permanently physically or mentally unfit for military service.

Note 1.—The entry of the registrant on the Questionnaire of a claim of physical disqualification is not to be construed as a claim from which an appeal lies to the District Board on account of the refusal of the Local Board to classify the registrant in Class V "g." Appeals from classification on physical grounds may be made as provided in sections 122-128, inclusive. (Telegram A-2142, Jan. 3, 1918.)

(h) A person shown to have been convicted of any crime which, under the law of the jurisdiction of its commission, is treason, felony, or an infamous crime.

(i) A licensed pilot actually employed in the pursuit of his vocation.

The Local Board shall proceed to the consideration of a claim for such classification in respect of any registrant only when made in the usual manner in the Questionnaire and supported by the affidavit of the collector or the deputy collector of the port from which the registrant regularly sails, stating that he is a licensed pilot regularly employed in the pursuit of his vocation.

Note 1.—In the case of a pilot on the Great Lakes the fact that his employment is interrupted by the closing of navigation owing to climatic conditions does not prevent his deferred classification on the ground of being a licensed pilot actually employed in the pursuit of his vocation: Provided, however, The registrant files with the Local Board having jurisdiction an affidavit of his employer or of an officer of the company or corporation by which he is employed, containing in substance the statement that he is a licensed pilot and was regularly employed during the past season and that his employment is contemplated for the succeeding season. (Circular letter Aug. 5, 1918.)
(j) A person discharged from the Army on the ground of alienage or upon the request of the accredited diplomatic representative of the country of which the man is a citizen or subject.

Note 1.—The Adjutant General of the Army has issued instructions to all Camp Commanders to note on all discharges and on Form 10290e (p. 254) the specific reason for discharge. The Local Board should accept this reason for discharge in reclassifying registrant. Furthermore, before any discharge is issued to a selected man on grounds of alienage, dependency, etc., Camp Commanders have been instructed to forward the application to the State Adjutant General for remark. The State Adjutant General shall transmit this application to the Local Board for remark only. Neither Local Board nor State Adjutant General shall make any recommendation. (Circular letter, April 27, 1918.)

Note 2.—Classification in Class V (j) shall not prevent a Local Board from reclassifying upon change of status in respect of his citizenship pursuant to Section 117 a registrant so classified. (Circular letter, April 27, 1918.)

Note 3.—Diplomatic requests for the exemption or discharge of registrants should not be considered when made directly to the Local Board, but should be only acted upon when presented to the Provost Marshal General's Office. (Circular letter, April 27, 1918.)

(k) A subject or citizen of a belligerent country who has enlisted or enrolled in the forces of such country under the terms of a treaty between such country and the United States providing for reciprocal military service of their respective citizens or subjects.

Note 1.—On request of any registrant or of a recruiting officer of a recruiting mission duly accredited by a country with which the United States has a treaty providing for the reciprocal drafting into the military forces of the respective countries of subjects or citizens of one country residing in the territory of the other, Local Boards shall furnish to any such registrant who has stated on his registration card that he is a subject of such country, a certificate in the following form, either in writing or by telegraph:

"It is hereby certified that ............., a registrant of this Local Board, stated on his registration card that he is a subject of ............."

Note 2.—A registrant who is a subject or citizen of a belligerent country with which the United States has a treaty providing for the reciprocal drafting into the military forces of the respective countries of subjects or citizens of one country residing in the territory of the other, and who has not so enlisted or enrolled as provided in paragraph (k) supra, shall be subject to military service in the forces of the United States, and entitled to exemption or discharge therefrom under the laws and regulations from time to time in force.
(l) A citizen or subject of a country neutral in the present war (as defined in note 1) who has declared his intention to become a citizen of the United States but has not been finally naturalized, provided he shall file an affidavit (P. M. G. O. Form 1041, p.—) withdrawing his intention to become a citizen of the United States and claiming relief from liability to military service. The registrant must surrender his original duplicate copy of his declaration of intention to become a citizen of the United States if it is in his possession.

Note 1.—The following countries are not neutral in the present war, to wit: Belgium, Brazil, China, Costa Rica, Cuba, France, Great Britain, Greece, Guatemala, Haiti, Honduras, Italy, Japan, Liberia, Montenegro, Nicaragua, Panama, Portugal, Russia, San Marino, Serbia, Siam; Austria-Hungary, Germany, Bulgaria, and Turkey. All other countries are neutral, and subparagraph (l), section 79, applies only to citizens or subjects of such neutral countries who have declared their intention to become citizens of the United States, but who have not been finally naturalized. (C. S. S. R. No. 6, Aug. 15, 1918.)

Note 2.—See n. 2, Rule XII, paragraph (f) supra, as to Filipinos.

(m) A declarant or nondeclarant British subject (including a Canadian) who presents to his local board a certificate of exemption from military service in the forces of the United States issued by the British Government before the expiration of the period of time in which his involuntary induction has been suspended as prescribed in section 156-A. Such certificates are issued by the British Ambassador at Washington under the authority of Article III of Part I and Article III of Part II of the conventions between this country and Great Britain and Canada. Such certificates may be special or general, temporary or conditional, and may be modified, renewed, or revoked in the discretion of the British Government. Persons holding such certificates shall, so long as the certificates are in force, remain in Class V and shall not be liable to military service in the forces of the United States.

RULE XIII. Any registrant, not classified in Class V under subparagraph (b) of Rule XII who is—

(a) In prison serving sentence or awaiting trial; or,
(b) In a reformatory or correctional institution; or,
(c) At large on bail under criminal process;

shall first be classified and recorded as any other registrant; but, pending his discharge from confinement, or the final disposition of his case, he shall be treated as standing at the bottom of Class IV, and so recorded by entering in red ink next to and in the same column with his name on the Classification List (Form 1000, p. 187) the figure IV.

RULE XIV. Any registrant who is found by a Local Board to be a member of any well-recognized religious sect or organization organized and existing May 18, 1917, and whose then existing creed or principles forbid its members to participate in war in any form, and whose religious convictions are against war or participation therein in accordance with the creed or
principles of said religious organization, shall be furnished by such Local board with a certificate (Form 1008, sec. 280, p. 225) to that effect and to the further effect that, by the terms of section 4 of the Selective Service Law, he can only be required to serve in a capacity declared by the President to be noncombatant. He shall be classified, however, as is any other registrant; but he shall be designated upon all classifications, forms, records, certificates, and other writings of Local and District Boards in which his name appears by the insertion of a cipher (0) after his name.

**Note 1.**—In transcribing registration cards Local Boards must see to it that religious objectors are indicated at the right hand of Space Twelve by symbol zero. (Telegram A–3801, Feb. 2, 1918.)

**Note 2.**—Registrants claiming exemption from combatant service under Rule XIV, section 79, are not to be placed in a deferred class on this claim alone. Such registrant shall be classified as any other registrant; shall be issued Form 1008 (p. 225) and shall be classified in one of the classes according to his claims or lack of claim for deferred classification. Any registrant already placed in a deferred class on the ground of his being a conscientious objector shall have his case reopened and he shall be classified irrespective of whether or not a certificate of noncombatancy has been issued. (Telegram B–1418, June 10, 1918.)

C. CLASSIFICATION WITH RESPECT TO ENGAGEMENT IN INDUSTRIES, OCCUPATIONS, OR EMPLOYMENTS, INCLUDING AGRICULTURE.

Section 80. Principles governing classification with respect to engagement in industries, occupations, or employments, including agriculture, found to be necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of national interest during the emergency.

District Boards are charged with the duty of selecting the individuals whose engagement in industry, including agriculture, or whose occupations or employments are such as to require their continued service in civil life rather than in the Army.

In order to provide for the necessary adjustments between the necessities of the Military Establishment and the requirements of the industries, occupations, and employments, including agriculture, found to be necessary to the maintenance of the Military Establishment, the effective operation of the military forces, and the maintenance of the national interest during the emergency, there shall be appointed by each District Board three persons to be known as industrial advisers to the District Board.

One such person for each District Board shall be nominated by the Department of Labor, one by the Department of Agriculture, and one by each District Board, who shall thereupon be appointed by the respective District Boards.
Whenever, in the discretion of the President, more than three such industrial advisers are required by a District Board, the President may call upon the Department of Labor, or the Department of Agriculture, or the District Board to nominate such additional industrial advisers, who shall thereupon be appointed by such District Board.

Such industrial advisers so appointed by each District Board shall not in any sense be members of such District Board, shall have no right to vote at any meetings thereof, and shall have and exercise only the rights, duties, powers, and functions herein specifically given.

Such advisers shall have the right to furnish all pertinent information to the District Board and may attend meetings of the Board upon request of the Board to which they are attached.

Such advisers may place before the District Board at its meetings, or at such other time as the Board may request, all facts and information in their possession as to the Preference Lists issued by the Priorities Division of the War Industries Board. Such lists shall not be regarded as binding upon the District Board in its conclusions as to whether or not any particular industry, occupation, or employment, including agriculture, is a necessary industry, occupation, or employment within the meaning of the law and regulations, nor shall such lists prevent the District Board from holding as necessary any industry, occupation, or employment, including agriculture, not contained therein. Such Preference Lists and other facts and information in the possession of such advisers will supplement the information in the possession of the District Boards and will also be used to assist the District Boards in dealing with specific cases.

Inasmuch as the United States Employment Service under the Department of Labor has already established throughout the Nation State advisory boards and numerous recruiting agencies in divisions of the country and is therefore familiar with the needs for skilled labor in each community and the supply in each community, the advice of the industrial adviser nominated by the Department of Labor will be of great value to the District Boards in arriving at their decisions as to whether or not individuals engaged in certain industries, occupations or employment are engaged in work necessary to the maintenance of the Military Establishment, the effective operation of the military forces, or the maintenance of the national interest during the emergency.

The Department of Agriculture has special facilities for being informed as to the supply of labor for agricultural purposes and the demand for such labor in the various communities of the Nation, and such information will be, through the adviser nominated by the Department of Agriculture, available to the District Boards and helpful in assisting such Boards in determining the claims by or in respect of registrants based upon their engagement in agriculture.

The necessity of not seriously interfering with certain occupations and employments, such as financial, commercial, educational, hospital work, care of the public health, or with the conduct of certain other activities necessary to the public welfare and the prosecution of the war, requires that the District Boards have the cooperation of such advisers so that persons necessary in such activities be not removed therefrom. To this end the adviser nominated by the District Board
should bring to the attention of the District Board the questions as to whether or not individuals engaged in some particular industry, occupation, or employment are so necessary thereto as to outweigh the benefit to the Nation should they be drafted into the Army.

Such advisers shall, under rules to be prescribed by the Local Boards, have access to the Questionnaires and other records in the files of the Local Boards, and shall confer with persons engaged in various industries, occupations, and employments for the purpose of having the cases of certain individual registrants, by whom or in whose behalf no claim for deferred classification has been made, presented to the District Board for consideration and determination as to whether or not such registrants should be placed in a deferred class.

If any such adviser files with the District Board a claim on Form 1001–A (p. 210) for deferred classification on the ground of a registrant being engaged in a necessary industry, occupation, or employment, including agriculture, the District Board shall forward such claim to the Local Board having jurisdiction, and upon receipt thereof it will be the duty of such Local Board to certify the Questionnaire and record of any such registrant to the District Board for consideration, although no claim by or in respect of such registrant for deferred classification has been made or such registrant has waived deferred classification; provided the day and hour fixed to report for military duty has not arrived. If the information and the affidavits necessary for the classification of the registrant because of his engagement in a necessary industry, occupation, or employment, including agriculture, are not contained in the Questionnaire of such registrant, it shall be the duty of such Local Board to give the opportunity by reasonable extension of time to those interested in obtaining a deferred classification, to furnish the information and supply the affidavits required by the Questionnaire and the Regulations. Pending the final classification of such registrant he shall not be inducted into military service.

It shall be the duty of such advisers to confer with the managers and heads of various industries, and those familiar with the needs in occupations and employments, including agriculture, and instruct such persons as to their right under the Regulations to file a claim for deferred classification in respect of any registrant who has failed or refused to file a claim for deferred classification in his own behalf or who has waived his claim for deferred classification.

Such advisers should in all ways cooperate with the District Boards in order that the information in their possession may at all times be available to the District Boards and be made use of in the work of classifying registrants.

If, under the authority of Rule XXVII, section 101, a Local Board determines to consider a case for deferred classification because the registrant is engaged in a necessary industry, occupation, or employment, including agriculture, notwithstanding no claim for deferred classification on that ground has been made, the Local Board shall, after indorsing the recommendation on the Questionnaire, forward the Questionnaire and record to the District Board having jurisdiction. The District Board shall thereupon consider the case and proceed to classify the registrant, notwithstanding the
fact that no claim for deferred classification by or in respect of the registrant has been made.

Section 81. General classification rules applicable to industries, occupations, or employments, including agriculture.

RULE XV. The words "persons engaged in industries, occupations, or employments, including agriculture," as used in the Selective Service Law, shall not be construed to mean that a person so engaged is entitled to deferred classification merely by reason of the fact that the industry, occupation, or employment, taken as a whole, or agriculture taken in its entirety, is necessary to the maintenance of the Military Establishment, or the effective operation of the military forces, or the maintenance of national interest during the emergency. In order to support such deferred classification, the evidence must establish that the registrant is engaged in a particular industrial or agricultural enterprise, or occupation, or employment, and that the particular industrial or agricultural enterprise, or occupation, or employment, is "necessary" in the sense recited in Rule XVII.

RULE XVI. In acting on any claim for deferred classification based on engagement in a particular industry, or occupation, or employment, or agricultural enterprise, the Board shall first proceed to determine whether such industry, or occupation, or employment, or agricultural enterprise, is "necessary" in the sense recited in Rule XVII. If the Board does not find that such industry, or occupation, or employment, or agricultural enterprise, is "necessary" in such sense, the claim is concluded, and the registrant shall be classified in Class I.

If the Board determines that the industry, or occupation, or employment, or agricultural enterprise, is "necessary," it shall then proceed to determine whether the registrant is "necessary" thereto in the sense recited in Rule XVIII, and in the capacity recited in any of the various rules in the classification schedule. If the Board does not find that the registrant is "necessary" in such sense and in any such capacity, the claim is concluded, and the registrant shall be classified in Class I.

RULE XVII. The word "necessary" as applied to any industry, or occupation, or employment, or agricultural enterprise, within the meaning of these Regulations, shall be taken to import that the discontinuance, the serious interruption, or the materially reduced production thereof, will result in substantial material loss and detriment to the adequate and effective maintenance of the Military Establishment, or the effective operation of the military forces, or the maintenance of national interest during the emergency.

A particular industry, or occupation, or employment, or agricultural enterprise shall be found to be "necessary" only when it is shown that it is contributing substantially and materially to the maintenance of the Military Establishment, or the effective operation of the military forces,
or the maintenance of national interest during the emergency; and in the case of a particular agricultural enterprise, that it is producing an appreciable amount of agricultural produce over and above what is necessary for the maintenance of those living on the place.

RULE XVIII. The word "necessary" as applied to the relation of a registrant to an industry, or occupation, or employment, or agricultural enterprise within the meaning of any particular rule governing deferred classification in these Regulations shall be taken to import:

(1) That the registrant is actually and completely engaged in the industry, or occupation, or employment, or agricultural enterprise, in the capacity recited in any such rule, and that he is competent and qualified in that capacity.

(2) That the removal of the registrant would result in direct, substantial, material loss and detriment to the effectiveness of the industry, or occupation, or employment, or agricultural enterprise.

(3) That the available supply of persons competent in the capacity recited in the rule is such that the registrant cannot be replaced in such capacity without direct, substantial, material loss and detriment to the adequate and effective operation of the industry, or occupation, or employment, or agricultural enterprise.

Note 1.—In applying Rule XVIII, the Board should consider generally—

(1) The length of time the registrant has been engaged in such capacity, and especially whether the circumstances of his engagement are such as to convince the Board that he is not now so engaged for the primary purpose of evading military service.

(2) The nature of the claimant's study, training, or experience and the extent and value of his qualification for the capacity in which he is engaged.

(3) The actual conditions which would result from his removal.

Section 82. Class I (continued)—Agriculture.

RULE XIX. In Class I belongs:

(e) Any registrant not found to be engaged in a "necessary" agricultural enterprise, or, if found to be engaged in such an enterprise, not found to be "necessary" to the effective operation of the enterprise in any capacity recited in Rules XX, XXI, or XXII.

Section 83. Class II (continued)—Agriculture.

RULE XX. In Class II shall be placed:

(e) Any registrant found to be engaged in a "necessary" agricultural enterprise, and found to be "necessary" to such enterprise in the capacity of a farm laborer especially fitted for the work in which he is engaged.

Note 1.—See Form 1001E, Section 208A (p. 208.)
Section 84. Class III (continued)—Agriculture.

RULE XXI. In Class III shall be placed:

(j) Any registrant found to be engaged in a "necessary" agricultural enterprise, and found to be "necessary" to such enterprise in the capacity of an assistant, associate, or hired manager of such particular enterprise or of a substantial and integral part thereof.

Section 85. Class IV (continued)—Agriculture.

RULE XXII. In Class IV shall be placed:

(c) Any registrant found to be engaged in a "necessary" agricultural enterprise and found to be "necessary" to such enterprise in the capacity of sole managing, controlling, and directing head of the enterprise.

Section 86. Class I (continued)—Industry, occupation, or employment.

RULE XXIII. In Class I belongs:

(f) Any registrant not found to be engaged in a "necessary" industry, or occupation, or employment, or, if found to be so engaged, not found to be "necessary" to the effective operation thereof in a capacity recited in Rule XXIV, XXV, or XXVI.

Section 87. Class II (continued)—Industry, occupation, or employment.

RULE XXIV. In Class II shall be placed:

(d) Any registrant found to be engaged in a "necessary" industry, or occupation, or employment, and found to be "necessary" therein in the capacity of a laborer, worker, or employee, especially fitted for the work in which he is engaged.

Note 1.—See Form 1001E, Section 268A (p. 208).

Section 88. Class III (continued)—Industry, occupation, or employment.

RULE XXV. In Class III shall be placed:

Any registrant found to be engaged in a "necessary" industry, or occupation, or employment, and found to be "necessary" therein in the capacity of—

(k) A highly specialized expert.

(l) An assistant or associate manager of the industry, or in the occupation, or employment, or a manager of a substantial integral part thereof.

Note 1.—See Form 1001E, Section 268A (p. 208).

Section 89. Class IV (continued)—Industry, occupation, or employment.

RULE XXVI. In Class IV shall be placed:

(d) Any registrant found to be engaged in a "necessary" industry, or occupation, or employment, and found to be
"necessary" therein in the capacity of sole managing, controlling, and directing head thereof.

Note 1.—Persons claiming to be necessary to organizations that are claimed to be necessary to the maintenance of the Military Establishment or effective operation of the military forces or the maintenance of national interest during the emergency, such as American Red Cross, Y. M. C. A., Knights of Columbus, Jewish Welfare League, may make claims as being engaged in occupations or employments under sections 80 to 89, inclusive, and such claims must be supported by affidavits as provided in respect of industrial claims in the questionnaire.

Note 2.—See Form 1001E, section 268A (p. 208).

Note 3.—Many registrants are engaged in industries, occupations, and employments, including agriculture, in places beyond the territorial limits of the United States which are as necessary, within the meaning of the law and regulations, as those within the United States; and it is immaterial whether or not a registrant, by or in whose behalf deferred classification is claimed on such grounds, is employed within or without the United States. Therefore, any registrant, whether he registered before going abroad or voluntarily registered while abroad, may be placed in a deferred class on the ground that he is necessary to a necessary industry, occupation, or employment, including agriculture, equally with a registrant who is so engaged within the United States.
PART V.

THE PROCESS OF SELECTION.

A. THE QUESTIONNAIRE.

B. CLASSIFYING REGISTRANTS.

C. "WORK OR FIGHT" RULES.

D. PHYSICAL EXAMINATION.

A. THE QUESTIONNAIRE.

Section 90. Preparing classification list.

The names of registrants within the jurisdiction of each Local Board have heretofore been or will hereafter be entered on a list (Form 102 or 102-a, secs. 350, 351, and 352, pp. 310, 311, and 312) in the order of their liability to be called to determine their availability for military service. This list shall be transferred to the Classification List (Form 1000, sec. 267, p. 187), the pages of which shall be numbered from 1 upward. In transferring names from Form 102 or 102-a to Form 1000 the address of the registrant shall be omitted, his name shall be entered in column 2, his serial number in column 4, his order number in column 1 and column 30, and the proper abbreviation indicating his race in column 3.

When names are to be added to the Classification List, either because of late registration (section 54), or because of change of status (sections 119A, 120), or because such names have been omitted or stricken off by reason of error or mistake, such names shall be added to the bottom of the Classification List, following the names of persons already entered thereon. The proper serial and order number, as soon as assigned, shall be entered opposite the name of each such person in the proper columns. In the left-hand margin of the body of the Classification List, opposite the line in which the registrants order number would have placed his name had there been room to insert it, shall be written the red ink letter "R" followed by the number of the page of the Classification List on which his name appears.

Section 91. The Questionnaire.

(a) The Questionnaire (Form 1001, sec. 268, p. 188) shall consist primarily of a number of questions, divided into 12 series of questions (addressed to and to be answered under oath by every registrant), designed for the purpose of ascertaining the status of every regis-
trant in relation to the various matters, things, and circumstances constituting ground for exemption of deferred classification. The Questionnaire shall also contain, as an integral part thereof, affidavits in support of claims for exemption or deferred classification in certain cases hereinafter specified. It shall also contain particular and specific regulations and instructions to registrants concerning each series of questions and the procuring and filing of certificates and affidavits in certain cases. On the first page of the Questionnaire there shall be printed a notification and instruction requiring the registrant (whose name, together with the date of notice, shall be inserted) to fill out and return the Questionnaire in accordance with the regulations. (See sec. 268.)

(b) The first page of the Questionnaire shall also contain a place for the registrant or other person to claim exemption or deferred classification and a place for a waiver by the registrant or other person of such claim.

(c) The answers and affidavits must be signed and sworn to in strict accordance with these regulations, and in strict conformity with the particular rules and instructions relating to the several series of questions in the Questionnaire itself.

Section 92. Mailing the Questionnaire and posting notice.

Beginning on a day and within a period of time to be designated by the Provost Marshal General, each Local Board shall send to the last known address of each registrant whose name appears on the Classification List, a Questionnaire. Before mailing any such Questionnaire, the name, address, telephone number (where procurable), serial number, order number, and the stamp of the Local Board shall be entered on the first page of the Questionnaire and on the Cover Sheet (Form 1001–B, sec. 270, p. 212) of the Questionnaire. The date of mailing shall then be entered on the first page of the Questionnaire, on the Cover Sheet (see sec. 270) of the Questionnaire, and in column 5 of the Classification List opposite the name of the registrant to whom the Questionnaire is mailed. The notice to the registrant on the first page of the Questionnaire shall then be signed by a member of the Local Board, and the Questionnaire shall be mailed and the Cover Sheet inserted in the files of the Local Board in its alphabetical order.

Immediately upon the mailing of the Questionnaires the Local Board shall each day post in its office, accessible to the public view, a notice (Form 1002, sec. 272, p. 216) requiring registrants to whom Questionnaires have been mailed to file their return within seven days after the date of posting of such notice, and advising the public that thereafter the Classification Lists of the Local Board will be open for public inspection, and shall furnish to the press, with a request for publication, a copy of such notice (Form 1002, p. 216).

In mailing Questionnaires and posting notices on Form 1002 as herein provided, Local Boards shall proceed according to the order number of such registrants, or in accordance with instructions of the Provost Marshal General.

Immediately upon completion of the mailing of the Questionnaires and the posting of the notice in respect of registrants within its jurisdiction in accordance with the instructions of the Provost Marshal
General, the Local Board shall report such fact to the Adjutant General of the State by mail.

Note 1.—Registrants who change their places of abode and post-office addresses must communicate the same to the Local Boards with which they are registered. Since registrants are bound by law to keep themselves advised of all proceedings in respect to themselves, failure so to do may result in their losing rights to claim exemption or discharge or in subjecting them to penalties. (Telegram 10948, Nov. 29, 1917.)

Section 93. Notice to registrants and to all interested persons and effect of such notice.

The posting, at the time of the mailing of a Questionnaire, of the notice by a Local Board prescribed in section 92 shall constitute full notice to all concerned that the process of examination and selection has begun in respect of any registrant whose order number is included in such notice. (See secs. 6 and 7.)

Section 94. Claiming deferred classification.

A claim of deferred classification shall be made by a registrant by placing a cross mark (×) on the first page of the Questionnaire, in the space opposite the division that states the ground of claim and by specifically claiming such deferred classification by his answer to the question at the bottom of such first page. Claims for deferred classification in respect of a registrant by another person (see secs. 97, 98) shall be made in the same manner, either on the first page of the registrant's Questionnaire or by submitting to the Local Board a specific claim on a duplicate of such first page (Form 1001-A, sec. 269, p. 210, within seven days after the mailing of the Questionnaire to the registrant, as provided in section 92 hereof unless the time is extended. Claims of deferred classification must be made before the Local Board, regardless of whether the claim is to be decided by the Local or District Board. Local Boards shall enter, in column 7 of the Classification List, the date of filing of a claim for deferred classification by another person in respect of a registrant.

Note 1.—See Form 1001E, section 268A (p. 208).

Section 95. Manner and form of answers to Questionnaires, affidavits, and other proof.

The answering, making, executing, and filing of the Questionnaire (see sec. 91) and affidavits (not only the concurring and supporting affidavits printed in the Questionnaire, but also the additional affidavits voluntarily filed by the registrant or claimant, or required by the Local or District Board) shall be in strict conformity with the following:

(a) None of the printed portions of any of the questions shall be struck out or erased.

(b) If the registrant can not read, and the questions are read to him and filled out by some other person, all said questions and his answers thereto shall be read over to him by the officer who admin-
isters the oath to him before he signs and swears to the same, and if the registrant can not write, his cross-mark signature to his answers and to his affidavit must all be witnessed by the same officer.

(c) Every person making a supporting affidavit must read every question and every answer of the particular series of questions which he is supporting.

(d) None of the printed matter in the body of the affidavits may be added to, erased, or struck out, except that the word "affirm" shall be struck out by those who swear to the affidavits, and the word "swear" shall be struck out by those who affirm, on account of religious or conscientious scruple against taking an oath.

(e) The person making a supporting affidavit must insert in the proper blank spaces the number of every answer which he swears to be true, and the number of every answer which he swears he believes to be true.

(f) Every registrant who claims exemption or deferred classification, and every person who claims exemption or deferred classification for him, may (and if the Local or District Board shall require it, he or they must) file with the Local Board additional affidavits in support of his or their claim or claims.

Note 1.—Local Boards should not take too technical a view of the perfection to be required in returned Questionnaires, since the Questionnaire is to be regarded as a convenient method of assembling evidence upon which boards are to make classification. Registrants should, of course, be required to comply with the Regulations in all essentials, but the inadvertent failure to sign the registrant's name to any series should not be regarded as a fatal defect unless the circumstances of the failure are such as to put the board on suspicion. Since the board can in certain cases classify a registrant on no Questionnaire at all, it can also classify him on a defective Questionnaire. Common sense and not extreme technicality should control. The end aimed at by the Questionnaire is not securing grounds for charges of perjury, but the obtaining of a complete and accurate classification. This warning is not to be taken as an abrogation of any Regulation; it is intended merely to emphasize the spirit of the Selective Service Regulations and to encourage the boards to do away with as much technicality as possible. (Telegram A-2142, Jan. 3, 1918.)

Section 96. Duty of registrants to return Questionnaire.

The Questionnaire, answered and sworn to in strict accordance with these rules and regulations (and in strict conformity with the specific instructions governing each series of answers, and each separate answer) must be filed with the Local Board on or before the seventh day after the date of mailing of the Questionnaire. (See sec. 8.) It shall be the duty of every registrant to whom a Questionnaire has been mailed, but who, for some reason, has not personally received said Questionnaire, to apply to his Local Board for a copy thereof. Failure to receive the notice and Questionnaire will not excuse the registrant from responding within the time limit, nor shall it be ground for extension of time. (See secs. 7, 129, 130.)
When any Questionnaire is returned, the Local Board shall insert in Column 6 of the Classification List, opposite the name of the registrant and on the Cover Sheet the date of the return of the Questionnaire.

In all cases where the Questionnaire has not been returned within the seven-day period prescribed by these regulations, the registrant shall be treated as provided in Sections 129 and 130 of these regulations, but the failure of a registrant to submit a Questionnaire shall not destroy the right of any person to claim deferred classification in respect of him and to support such claim by evidence as prescribed in sections 97 and 98 hereof.

Note 1.—See last paragraph of section 99.

Note 2.—Attention of all Local Boards is directed to the importance of insuring that registrants in filing Questionnaires enter the key number and letter of their occupations in answer 5, series 1, page 3 of the Questionnaire. This key number device serves to dispense hereafter with all transcribing of occupational cards. Boards are hereby notified that no cards are to be transcribed for the new registrants. The cards were necessitated by the absence of the key number system on a sufficient scale in the former Questionnaire. Boards are also directed, upon the receipt of each Questionnaire and at the time of filling out column 6 of the Classification List to enter in red ink in column 29 of the Classification List the key numbers and letters given by the registrant in answer 5, page 3, of the Questionnaire. At some later time, after all Questionnaires have been filed the board will be called upon to make a return to the Provost Marshal General of the occupational key numbers and letters of each registrant as thus shown on the Classification List. This simple system will take the place of the former method of transcription of occupational cards. Boards are urged to observe carefully the foregoing directions, so that the new method may be reliable and effective. (Telegram, E. 1765, July 9, 1918.)

Note 3.—Respecting compliance with these regulations by registrants in the military service, the Adjutant General of the Army, on December 24, 1917, informed all departments and camp commanders as follows: "Whenever practicable Questionnaires and supporting affidavits provided therein (section 92) should be executed under supervision of commanding officer, but if, for any reason, this is impracticable, Questionnaires may be executed in behalf of such men by an officer having knowledge of facts and promptly returned to proper local boards." (Telegram A-2007, Dec. 31, 1917.)

Section 97. Limit of time within which persons other than registrant may claim registrant’s deferred classification.

Every person other than the registrant who claims exemption or deferred classification of a registrant must make the claim or claims on the first page of the registrant’s Questionnaire or on a duplicate of the same (Form 1001-A, p. 210), and must file the same, with all supporting proof, within seven days after notice to the registrant to answer and file his Questionnaire, unless the time is extended or except as otherwise provided in these Rules.
(See secs. 80, 96.) In the matter of making claims and other applications, filing the proof in support thereof and noting appeals, every person shall be governed by the same rules as to time limits as the registrant himself, except as otherwise provided in these Rules.

Section 98. Proof in claims made by claimant other than registrant.

In any case where a registrant has made no claim for exemption or deferred classification, or has failed to prove by his answers and supporting affidavits the facts upon the basis of which some other authorized person claims exemption or deferred classification, or has failed to submit a Questionnaire, the supporting proof to be filed by such other person must embody all the facts in relation to the particular claim which are called for and required by the Questionnaire and these regulations and instructions. (See sec. 91.)

Section 99. Extension of time for filing claims.

Local and District Boards shall consider claims for deferred classification by or in respect of a registrant only when such claims are submitted within the time limits prescribed by these regulations, except that the Local and District Boards may, as to cases within their respective jurisdictions, extend the time for filing claims and proof upon a showing satisfactory to the Local or District Board, as the case may be. All applications for extension of time and proof in support thereof must be filed with the Local Board and, in cases within the original jurisdiction of the District Board, transmitted by the Local to the District Board, together with any recommendations or finding of fact which the Local Board may desire to submit.

A minute of the reasons for action of a Local or District Board in extending or refusing to extend time shall be entered in the place provided in the Questionnaire (p. 16) and the date to which time was extended shall be entered on the Cover Sheet.

In mailing Questionnaires to persons whose last known address shows them to be abroad or to be distant from the Local Board at a place where three days or more are required for the transmission of the mail one way, Local Boards shall extend the time for the return of the Questionnaire enough to allow for the transmission of mail to and from such place and shall note such extension on the notice to registrants on the first sheet of the Questionnaire and by noting on Form 1002 in respect of such persons, specifying the date to which time has been extended as to them.

Note 1.—Local Boards will not forward to mobilization camps as willful or nonwillful deserters experienced mariners who by reason of their absence at sea, have become delinquent in complying with the requirements of the Selective Service Regulations. Where Local Boards are advised that such mariners are at sea, the time for filing Questionnaires should be extended as provided in the foregoing section. In case of bona fide mariners who have become deserters under the Selective Service Regulations and whose desertion the Local Board finds to be non-willful, entrainment should be stayed and the cases handled as provided in section 139. (Telegram B—2288, July 26, 1918.)
B. CLASSIFYING REGISTRANTS.

Section 100. Examining proofs and classifying registrants.

Immediately upon the expiration of seven days after the mailing of the Questionnaire and the giving of notice in respect of any registrant, as prescribed in section 92, the Local Board shall proceed to the classification of such registrant into one of the classes prescribed in Part IV hereof.

In every case where a Questionnaire is returned by a registrant the Local Board shall classify the registrant and mail notice of classification not later than four days after the receipt of the Questionnaire. This shall not affect the duty of Local Boards to proceed to classify in Class I registrants failing to return their Questionnaires within the prescribed time, except as otherwise provided in these regulations.

If, upon examination, the Local Board finds that a Questionnaire does not contain the information required, or contains substantial or material errors which indicate ignorance or lack of knowledge on the part of the registrant, or in case the Local Board shall desire further information, the Board shall require the registrant to appear at a day to be fixed and complete the Questionnaire or correct any substantial or material error which may appear therein, or to furnish such other evidence as the Board may require. Where it appears desirable Local Boards may return the Questionnaire to the registrant instead of requiring the registrant to appear before the Board. Failure on the part of the registrant to appear on or before the day set by the Local Board shall remove the right of the registrant to correct, modify, or add to his Questionnaire.

Note 1.—If Questionnaires filed are not specific enough, boards should secure adequate answers before proceeding to classify. (Telegram A-780, Dec. 14, 1917.)

Section 101. Rules governing process of classification by Local Boards.

In classifying registrants Local Boards will have constantly in mind that all registrants belong in Class I unless they are placed in some deferred class by the action of the Local or District Board. Local Boards shall first examine the registrant’s entries on the first page of the Questionnaire and also the answers to the Questionnaire and all other proof in the case and shall proceed to classify the registrant in accordance with the following rules:

RULE XXVII. If the registrant has submitted no Questionnaire, or if neither the registrant nor any person in respect of him has claimed deferred classification, or if the ONLY claim for deferred classification, by or in respect of him, is on the ground of his engagement in some industry, occupation, or employment, including agriculture, he shall forthwith be classified as remaining in Class I, unless he is an alien enemy, or unless the Local Board determines to consider the case for deferred classification, notwithstanding no claim by or on behalf of the registrant for deferred classification has been made. If the Local Board proceeds to the consideration of a case on the
ground that the registrant is engaged in a necessary industry, occupation, or employment, including agriculture, the Local Board shall, after indorsing its recommendation on the Questionnaire, forward the Questionnaire and record to the District Board having jurisdiction. A statement shall be indorsed on the Questionnaire in connection with the recommendation of the Local Board that the case has been considered, notwithstanding the fact that no claim by or in respect of the registrant was made.

Note 1.—See as to aliens, n. 2, Rule XII (e), and n. 3, Rule XII (f), sec. 79.

Note 2.—See last sentence of sec. 131.

RULE XXVIII. In every case in which it shall appear from a registrant's answers to the questions concerning his physical condition, under Series II of questions in the Questionnaire, that he is permanently and totally physically disqualified for military service; and in every case in which the Board shall receive credible information that a registrant is suffering from some physical, mental, or nervous disability which renders him permanently totally disqualified for military service, the Local Board may proceed at once, in a summary way, to satisfy itself concerning the facts, either with or without physical examination; and after so doing, the Local Board may, by unanimous vote of all three members, place such registrant in Class V without reference to any other fact, if it decides, upon the facts, that the registrant is totally and permanently disqualified. (See sec. 79 (g).)

RULE XXIX. In any case, if the registrant, or any person in respect of him, claims deferred classification, or if consideration is determined upon by the board without formal claim, the Local Board shall proceed to consider the case for deferred classification. (See Rule XXVII.)

RULE XXX. If the case is one requiring consideration for classification in Class V, the board shall proceed first to a consideration as to that class. (See sec. 79.) If the board decides to classify the registrant in Class V, it need not proceed to any other classification, unless, after an appeal by the Government Appeal Agent, the District Board should reverse the said classification, in which event the Local Board shall reopen (see sec. 119A) the case and reclassify the registrant in accordance with these regulations, from which reclassification the registrant, or any authorized person in respect of him, may appeal in accordance with the rules governing appeals generally.

RULE XXXI. If claim is made for deferred classification on more grounds than one (other than engagement in an industry, occupation, or employment, including agriculture), the Local Board shall proceed to a decision on each claim and make a classification as to each claim and shall record its decision as to each claim on the cover sheet (Form 1001-B, p. 212, see sec. 270) of the Questionnaire. The board shall then record on the Classification List only the most deferred classification.
Thus, if the registrant or other person presents proof which convinces the Local Board that he should be classified in Class II on one ground and in Class IV on some other ground, both classifications shall be entered on the Cover Sheet of the Questionnaire (see sec. 102), but only a record of classification in Class IV will be entered on the Classification List as prescribed in section 102.

RULE XXXII. If claim is made for deferred classification on the ground of engagement in an industry, occupation, or employment, including agriculture (whether there be any other claim or not), THE LOCAL BOARD SHALL IN ALL CASES INDORSE upon the Questionnaire, in the place provided (page 16), its recommendation as to the merits of such claim and its findings as to any fact bearing on such claim as it desires to have considered in support of such recommendation.

Note 1.—Special attention is called to this Rule, and the Local Board in all such cases will indorse on the Questionnaire, in the place provided, its recommendation, as well as any classification it has made.

RULE XXXIII. The Local Board shall, in every case, indorse upon the Questionnaire in the place provided (page 16) a minute of its decision and the reasons for the classification on all grounds of classification within the jurisdiction of the Local Board.

Section 102. Entering classification on Classification List and on the Cover Sheet.

Immediately upon classifying a registrant, the Local Board shall record the most deferred classification by placing a cross mark (×) together with the small letter indicating the ground of classification, in column 8, 9, 10, 11, or 12, as the case may be, of the Classification List opposite the name of the registrant. If the registrant is found to be available for noncombatant service only, as provided in Rule XIV, the symbol zero (0) shall be entered instead of the cross mark (×).

Immediately after recording the classification on the Classification List, the classification on every ground will be entered on the Cover Sheet of the Questionnaire by placing in the rectangle designating the classification the letter corresponding to the division on the first page of the Questionnaire that states the ground upon which the board made its classification.

Section 103. Notifying the registrant of classification.

At the conclusion of each day's business the Local Board shall mail to the last known address of each registrant who has been classified on that day a notice (Form 1005, sec. 277, p. 222) of its classification of the registrant on all grounds of classification and of the class in which he has been recorded on the Classification List. (See sec. 102.) Immediately upon the mailing of such notice the Local Board
shall insert in column 13 of the Classification List and on the Cover Sheet of the Questionnaire the date of mailing said notice.

Note 1.—Local Boards will stamp on the face of Form 1005 (p. 222), as sent out to the registrants, after its own classification and before the case has been decided by the District Board, the words, "This classification does not affect claims on account of engagement in an industry, occupation, or employment, including agriculture." (Telegram A-2797, Jan. 11, 1918.)

Section 104. Appeals from classification by Local Board.

Within five days after the mailing of notice of classification (see sec. 8) by a Local Board as prescribed in section 103, any person who has made a claim for deferred classification of a registrant may file with the Local Board a claim of appeal from the decision of the Local Board denying the claim.

To file an appeal, the person claiming the same should enter, or should deputize some other person to enter for him, his claim of appeal, in the place provided in the registrant's Questionnaire (p. 16), at the office of the Local Board.

The Government Appeal Agent (see sec. 47) or any person specially or generally designated by the Provost Marshal General or by the Governor of the State to take appeals in behalf of the Government may file an appeal from any decision of a Local Board at any time.

Immediately upon the filing of any such appeal the Local Board shall enter, in column 14 of the Classification List, the date of filing such appeal.

Note 1.—Unless claim is made for deferred classification no appeal will lie from the classification made by the Local Board, and no cases need be sent to the District Board except cases in which appeals are claimed or in which there are claims for deferred classification on grounds of engagement in an industry, occupation, or employment, including agriculture. In cases in which there is no claim for deferred classification within seven days from the mailing of the Questionnaire, Local Boards will immediately in proper cases declare the registrant to be in Class 1 and immediately send him notice of final classification under section 110. (Telegram A-639, Dec. 11, 1917.)

Section 105. Forwarding certain records to the District Board.

The only cases to be forwarded to the District Board are those containing a claim based on the registrant's engagement in an industry, occupation, or employment, including agriculture, and those in which a claim of appeal has been duly made. Such cases will be forwarded as follows:

(1) Where the only claim in the case is based on the registrant's engagement in an industry, occupation, or employment, including agriculture (see sec. 80 et seq.), the case will be forwarded immediately upon the expiration of the seven-day period prescribed in section 92.

(2) Where the case contains no claim based on the registrant's engagement in an industry, occupation, or employment, including agri-
culture, it shall be forwarded immediately upon the proper filing of a claim of appeal, as prescribed in section 104, and not otherwise.

3. Where the case contains a claim based on the registrant’s engagement in an industry, occupation, or employment, including agriculture, and also another claim, it shall be forwarded after the expiration of the five-day appeal period prescribed in section 104, unless claim of appeal is made before the expiration of that time, in which event the case shall be forwarded immediately.

In all the foregoing cases the complete record before the Local Board shall be sent to the District Board, except the Cover Sheet, in lieu of which the Local Board shall forward an exact duplicate of the Cover Sheet (Form 1001-C, sec. 271, p. 214).

At the time the record is sent forward to the District Board the Local Board shall insert in column 15 of the Classification List, and on the Cover Sheet, as the case may require, the date on which such case is sent forward.

Note 1.—Local Boards must promptly forward all cases containing claims for deferred classification based on engagement in an industry, occupation, or employment, including agriculture, regardless of the fact that Local Boards may have placed the registrant in a more deferred class on account of claim within the jurisdiction of the Local Board than that claimed on account of industry, occupation, or employment, including agriculture, before the District Board. (Telegram A-3219, Jan. 48, 1918.)

Section 106. Docket of District Boards.

District Boards shall proceed immediately upon promulgation of these Rules and Regulations to arrange all duplicate copies of registration cards (see sec. 62) in alphabetical order in separate sections, one section for each Local Board, and shall hereafter insert in proper alphabetical order in the respective sections all duplicate registration cards forwarded by the Adjutant General of the State, as provided in section 67.

When the record of any registrant is received from a Local Board the District Board shall enter in columns 1, 2, and 3 of the Docket Book (Form No. 1006, sec. 278, p. 223) the name, order number, and serial number of the registrant, and shall note on the back of the duplicate registration card of the registrant the page of the Docket Book on which said entry has been entered.

Upon receipt of the record of any registrant (see sec. 105), either on appeal or because it contains a claim based on engagement in an industry, occupation, or employment, including agriculture, the District Board shall enter in the Docket in column 4 or in column 10, or in both, as the case may require, the date on which such record was received from the Local Board.

Immediately upon classification (see sec. 107) or reclassification (see secs. 119-124) of any registrant, the District Board shall enter in the proper column or columns of the Docket, by cross mark (×) or cipher (0) (see sec. 102), as the case may be, the classification as determined by the District Board.

When the record is returned to the Local Board the District Board shall enter the date of return in column 16 of the Docket.
District Boards shall immediately segregate from the appeals from each Local Board in their jurisdiction, enough cases in the first class only, to permit each Local Board to finally classify a sufficient number of men to meet the next call. These cases must be decided at the earliest possible moment. Thereafter the District Boards will proceed as expeditiously as possible to decide all cases before them, giving preference always to those cases which Local Boards have placed in Class 1. The work should be so distributed that all Local Boards in the jurisdiction shall be enabled to fill all calls without delay. (For return of records, see sec. 108.)

Upon receipt of the physical examination record of a registrant on appeal from the finding of any Local Board, the District Board shall enter in column 17 of the Docket the date on which such record was received from the Local Board. (See sec. 125.) The action of the District Board on such appeal shall be entered in the proper columns of the Docket by cross mark (×) or cipher (0) (see sec. 102), as the case may be, and the date of the return of the physical examination record to the Local Board shall be entered in column 21 of the Docket. (See sec. 126.)

Note 1.—One copy of Form 1006 (p. 223) is furnished each District Board for each Local Board thereunder. On this form are to be entered details of cases appealed or forwarded from the Local Board. The form is not to be used for entering the names of all registrants under each Local Board, but is to be used solely for entering cases covered by this section. (Circular Letter, Jan. 2, 1918.)

Section 107. Classification by District Boards.

RULE XXXIV. In considering cases received from Local Boards, District Boards shall at all times give preference to cases in which the only classification by the Local Board is Class I and shall proceed to the consideration of other cases only when there are no such preferred cases before them.

RULE XXXV. In classifying registrants, whether in cases based on engagement in an industry, occupation, or employment, including agriculture, or in cases where appeal has been taken from classification made by Local Boards, District Boards shall be governed by the Classification Rules.

RULE XXXVI. In considering a case on appeal from a Local Board the District Board shall not receive or consider any evidence which was not considered by the Local Board except as hereinafter provided. (See sec. 35.) In appealed cases in which the District Board desires additional evidence, it may return the record of such case to the Local Board with instructions to the Local Board to secure additional evidence concerning matters indicated by the District Board, and to return the record, with such additional evidence, within a time to be fixed by the District Board.

In such cases the Local Board, after having secured the additional evidence required by the District Board, may review its former classification, and if it should reclassify the case in accordance with the original claim for deferred classification, it need not return the case to the District
Board, but in such case must notify the District Board of its action.

Note 1.—See n. 1, sec. 36.

RULE XXXVII. No evidence in support of claims for deferred classification based on engagement in an industry, occupation, or employment, including agriculture, shall be filed originally with the District Board except where the District Board, after receiving the record from the Local Board, shall call upon the claimant or other person to file with it additional evidence.

RULE XXXVIII. In every case where evidence in claims based on engagement in an industry, occupation, or employment, including agriculture, is originally filed with the District Board such evidence must be attached to the case and returned with the record to the Local Board after the District Board has made its classification.

Note 1.—See n. 1, sec. 36.

RULE XXXIX. Upon receipt, by a District Board from a Local Board, of a case containing no claim of appeal, but disclosing a claim for deferred classification on the ground of engagement in an industry, occupation, or employment, including agriculture, the District Board shall, without considering other claims for deferred classification, classify the registrant in respect of his claim on the ground of engagement in an industry, occupation, or employment, including agriculture.

RULE XL. Upon receipt by a District Board from a Local Board of a case containing a claim of appeal from classification by a Local Board the District Board shall consider—

1. Each classification by the Local Board on a ground, other than engagement in an industry, occupation, or employment, including agriculture, but only where an appeal has been duly and properly made from the classification by the Local Board on such ground. Where such is the case, and not otherwise, the District Board shall, by reclassification, either affirm, modify, or reverse the classification by the Local Board on such ground, and may place the registrant in a class less or more deferred than that from which the appeal was taken and irrespective of whether the appeal was taken by or in behalf of the registrant or the Government.

2. Each claim for deferred classification on the ground of engagement in an industry, occupation, or employment, including agriculture (if any there be) and shall classify the registrant in respect of his claim on such ground.

RULE XLI. Immediately upon classification or reclassification the District Board shall enter a statement of its classification or reclassification on the Cover Sheet and a minute of its reasons for such classification or reclassification in the place provided for such purpose in the Questionnaire (p. 16).

RULE XLII. When the District Board modifies or reverses on appeal the classification of the Local Board, it shall enter a statement of its action on the Cover Sheet, and shall enter,
In the place provided in the Questionnaire (p. 16) for such purpose, a minute of its reason for modifying or reversing such classification.

RULE XLIII. Immediately upon classification or reclassification of any case, the District Board shall return to the Local Board the entire record in the case.

Note 1.—See n. 1, sec. 36.

Section 108. Procedure of Local Board upon return of record from District Board.

When the record is returned by the District Board to the Local Board the Local Board shall enter the date of return in column 16 of the Classification List, and, if the District Board changes the classification previously made by the Local Board, the Local Board shall cancel the cross mark (×) or cipher (0) (see sec. 102), as the case may be, which has already been entered in the classification column on the Classification List, by drawing a red-ink line through the cross mark (×) or the cipher (0) corresponding to the most deferred class into which the registrant has been recorded, as the case may be, and shall enter the most deferred new classification (see sec. 102) as designated by the District Board in the proper classification column of the Classification List.

Section 109. Notifying the registrant of classification by a District Board.

On the day of entering the date of return of a record from the District Board in column 16 of the Classification List, the Local Board shall mail to the last known address of such registrant a notice (Form 1005, sec. 277, p. 222) of the classification by the District Board on all grounds of classification within the jurisdiction of the District Board and of the class in which he has been recorded by the Local Board on the Classification List as a result of such classification by the District Board.

Section 110. Notice of final classification.

Whenever a case has been finally decided, in all respects except physical examination, by both Local and District Boards, or whenever it has been finally decided by a Local Board, and the period of time for claiming appeal to the District Board has lapsed, and regardless of the right of appeal in certain cases to the President, a notice of final classification (Form 1007, sec. 279, p. 224) showing only the class in which the registrant stands recorded on the Classification List shall be sent to every classified registrant by the Local Board. Since these notices of final classification are tantamount to temporary discharge certificates in Classes II, III, IV, and V, and to selection certificates in Class I, they should be very carefully prepared and mailed. Where practicable the portions to be filled in by the board should be written in attractive script. There should be no delay in furnishing these notices of final classification, regardless of whether notices of tentative classification have just been furnished. This certificate of final classification should be kept by every registrant at all times on his person; and all persons within the ages
liable to military service are hereby required to exhibit their notice of final classification when called upon to do so by any member of a Local or District Board or by any police official of any quality or condition whatsoever.

Section 111. Appeals by or on behalf of registrants to the President from decisions of District Boards.

Appeals to the President by or on behalf of a registrant may be claimed only in accordance with the provisions of this section.

(a) Classification from which an appeal may be claimed.—Such appeals may be claimed only by or in respect of a registrant classified by a District Board in Class I, or by or in respect of a registrant classified by a District Board in a deferred class, when and after the immediately preceding class is exhausted; and only when there has been at least one dissenting vote in the District Board.

(b) Who may claim appeal.—Such appeals may be claimed only by the person who preferred the claim (see sec. 94) of deferred classification to the District Board (either originally in a case based on engagement in an industry, occupation, or employment, including agriculture, or by appeal in a dependency case).

(c) Classes of cases in which an appeal may be claimed.—Such appeals may be claimed from a classification by the District Board which is less deferred than the classification claimed before such District Board in the following cases only:

1. In cases based on engagement in an industry, occupation, or employment, including agriculture.—When the appeal is accompanied by the signed statement of one member of the Local Board, and either the Government Appeal Agent or the Adjutant General of the State (see sec. 80 et seq.) recommending that the decision of the District Board be reviewed.

Note 1.—The recommendation provided for in subdivision 1, supra, to be made by member of the Local Board does not imply an expression of opinion that the classification by the District Board is erroneous but is in the nature of a certificate of reasonable doubt as to the correctness of the decision and a recommendation that the decision be reviewed. (Telegram A—3588, Jan. 25, 1918.)

2. In dependency cases.—When the appeal is accompanied by a signed statement of one member of the Local Board and either the Government Appeal Agent or the Adjutant General of the State certifying that the case is one of great and unusual hardship, stating the circumstances of hardship that will follow the induction of the registrant into military service, and specifically recommending a reconsideration of the case. (For Dependency, see sec. 71.)

(d) Time within which an appeal may be claimed.—An appeal by or in respect of a registrant classified by a District Board in Class I may be claimed within five days (see sec. 8) after the mailing by the Local Board, as prescribed in section 109 of the notice of classification by the District Board.

An appeal by or in respect of a registrant classified by a District Board in a deferred class may be claimed at any time within 10 days after the class preceding the one in which the registrant is placed
is exhausted by calls into military service. The fact of such exhaustion must be certified by the Local Board and attached to the Questionnaire of the registrant.

(e) How the appeal may be claimed.—The person claiming the appeal shall enter or shall deputize some person to enter for him, his claim of appeal at the office of the Local Board, in the place provided in the Questionnaire of the registrant for that purpose (p. 16).

Note 1.—Appeals to the President can not be entertained except it affirmatively appears there has been at least one dissenting vote in the District Board. (Telegram A—3396, Jan. 19, 1918.) But see section 112A, as to appeals by the Government.

Note 2.—District and Local Boards shall in entering respective classifications on duplicate cover sheet make sure that the appropriate division under each class is given by letter where practicable; and that in addition to noting the negative vote in the District Board, the complete vote in both boards is stated.

Note 3.—The true intent and spirit of the Regulations are violated by each of two reported practices. First, by the arrangement of a District Board to have one dissenting vote cast, regardless of the honest opinion of the member casting it, for the purpose of laying foundation for appeal; and second, by reporting a unanimous vote where on a divided vote there is a minority view. Where this practice has been followed, District Boards should correct the record to conform to the true state of facts. (Telegram A—3703, Jan. 29, 1918.)

Section 112. Procedure by Local Boards upon receiving a claim of appeal to the President.

When a claim of appeal to the President is made in accordance with the provisions of section 111, the Local Board shall examine the statements and recommendations filed therewith to see if they comply with the pertinent rules in section 111. Where a noncompliance with such rules is due to error in preparation of the papers, the papers shall be returned for correction. Where such noncompliance is due to the fact that the case does not come within the meaning of such rules, the statements and recommendations in support of the claim shall be returned to the claimant with a statement of their shortcoming, and the case shall not be forwarded. There shall be no appeal from such action by the Local Board.

Where such statements and recommendations comply with section 111, the Local Board shall then add to the record a notation showing whether or not the registrant has been inducted or has been ordered to report for induction (Form 1028, p. 250) and the date of such induction order, and shall then forward to the Adjutant General of the State the complete record of the case, together with the duplicate of the cover sheet of the Questionnaire, provided in section 105, retaining in their own records the original of the cover sheet of the Questionnaire, and shall thereupon enter in column 17 of the Classification List the date of forwarding such record. Upon receipt of the record, the Adjutant General of the State shall examine the same to see if the case is one which may be appealed to the President within the meaning of section 111 and if the requirements of section 111 relating to a dissenting vote in the District Board and
the necessary statements and recommendations are complied with. If the requirements of section 111 have been complied with, the Adjutant General of the State will forward the complete record to the Provost Marshal General for the consideration of the President. In all other cases the record will be returned by the Adjutant General of the State to the Local Board with a notice of the defects and with a statement that if the defects indicated are due to omission and oversight, the record, when properly amended, should be again forwarded to the Adjutant General of the State.

Section 112A. Appeals by the Government to the President from decisions of the District Boards, and procedure with relation thereto.

Appeals to the President from decisions of District Boards may be claimed on behalf of the Government whenever, in the opinion of the Provost Marshal General, the decision of a District Board, brought to his attention by a Governor, an Adjutant General, or by any other person, is clearly erroneous or in disregard of the spirit or provisions of these regulations.

A Local Board having jurisdiction of a registrant or the Government Appeal Agent accredited thereto may notify the Adjutant General of the State of any decision which in its or his opinion is erroneous, accompanying said notification with a full and complete statement of all facts in relation to said decision; whereupon the Adjutant General of the State shall transmit the notification and statement, together with his recommendation thereon, to theProvost Marshal General; or the Provost Marshal General may direct such statement to be forwarded him in any case which has otherwise been brought to his attention. In any such case the Provost Marshal General may, in his discretion, direct the Adjutant General to instruct the Government Appeal Agent to file with the Local Board a claim of appeal on behalf of the Government from the decision of the District Board. Upon receipt of such claim of appeal the Local Board shall forward the complete record of the case to the Adjutant General of the State for transmittal to the Provost Marshal General for consideration by the President, in the same manner as provided in section 112.

Section 113. Order by the President that appeal shall operate as a stay of induction into military service.

If, upon the receipt of the record in any case, the President shall decide that induction into military service should be stayed pending his final decision in the case, the Provost Marshal General shall forthwith notify the Local Board to stay the induction of the registrant into military service pending further orders. In this and in no other case shall an appeal to the President operate as a stay of induction into military service.

Section 114. Return to the Local Board of cases appealed to the President.

Immediately after the decision of the President on any case duly appealed to him the Provost Marshal General shall return the record to the Adjutant General of the State for transmission to the District Board with an indorsement showing the action of the Presi-
dent. Upon receipt of the record the District Board shall thereupon return the record to the Local Board. (Telegram A-3396, Jan. 19, 1918.)

Note 1.—See n. 1, sec. 36.

Section 115. Procedure of Local Board upon return of record from the President.

When a record containing the President’s decision on an appeal is returned by the Provost Marshal General to the Local Board, the latter shall enter the date of return in column 18 of the Classification List (cf. sec. 108), and if the President has changed the classification previously made by the District Board the Local Board shall proceed to change the entries on the Classification List in the method prescribed by section 108 hereof; and shall immediately mail to the last-named address of such registrant a new notice of final classification on Form 1007 (p. 224) indorsing on the face of Form 1007 the words “Final Classification by the President.” (See sec. 110.)

Section 116. Registrants to report change of status.

Every registrant shall, within five days after the happening thereof, report to his Local Board any fact which might change or affect his classification.

Failure to report change of status as herein required, or making a false report thereof, is a misdemeanor punishable by one year’s imprisonment.

Section 117. Reclassification upon change of status to be made on motion of board and not upon claim of registrant.

Registrants must report change of status as prescribed in section 116, but all reclassification on account of change of status in relation to matters other than engagement in an industry, occupation, or employment, including agriculture, shall be made on the motion of the Local Board, and all reclassification on account of change of status as to engagement in an industry, occupation, or employment, including agriculture, shall be made upon the motion of the District Board, except as otherwise provided in these regulations.

Whenever any such reclassification is made by either a Local or District board, the registrant shall be notified in the usual manner, and thereafter the case shall proceed in accordance with these regulations as though it were one of original classification, with the usual notices, rights of appeal, and periods of time as herein prescribed, but no registrant shall have any right to submit a claim for reclassification on the ground of change of status; no Local or District Board shall have jurisdiction to receive a claim for reclassification on the ground of change of status, except as otherwise provided in these regulations; and from the failure of the Local or District Board to reclassify on the ground of any alleged change of status there shall be no appeal.

Section 117 ½. Classification of neutral declarants.

Any uninducted registrant, who is a citizen or subject of a country neutral in the present war (for information as to neutral countries see n. 1, Rule XII (I), sec. 79), and who has declared his inten-
tion to become a citizen of the United States but has not completed his citizenship, shall be relieved from liability to military service upon filing an affidavit (Form 1041, p. 279) with the Local Board, setting forth in such affidavit that he withdrawing his intention to become a citizen of the United States.

The Local Board shall mail a notice (Form 1042, p. 280) to the last known address of each such registrant who has stated by his answer to question No. 13 of Series VII of his Questionnaire that he wishes to be relieved from liability to military service by withdrawing his intention to become a citizen of the United States. The Local Board shall inclose with each such notice two blank copies of the affidavit (Form 1041) prescribed for making a claim for such relief from liability to military service.

The involuntary induction of any such registrant shall be stayed by the Local Board until and including the date specified in the notice, and, in the case of any registrant who files the required affidavit, the Local Board shall continue the stay of involuntary induction until such affidavit has been considered in accordance with the provisions of this section and Rule XII (1), section 79, and the registrant has been finally classified by the Local Board and by the District Board if the case is appealed.

The date to be specified in each such notice shall be 20 days from the date on which the notice is mailed, exclusive of Sundays, legal holidays, and the day of mailing. After the expiration of the 20-day period (unless the time is extended in the discretion of the Local Board), involuntary induction of any such registrant shall not be further stayed to permit him to make the prescribed affidavit, but the privilege of making such affidavit shall not subsequently be denied such registrant until the arrival of the day of his induction. If and when any such registrant shall make such affidavit after the expiration of the 20-day period, the involuntary induction of such registrant shall be stayed until the affidavit has been considered in accordance with the provisions of this section and Rule XII (1), section 79, and the registrant has been finally classified by the Local Board and by the District Board if the case is appealed.

Any such registrant desiring to be so relieved from liability to military service shall fill out in duplicate Form 1041 (p. 279), subscribe and swear (or affirm) thereto before any Federal or State officer duly authorized to administer oaths. He shall file such affidavit in duplicate with the Local Board, at the same time surrendering his duplicate original copy of his declaration of intention to become a citizen of the United States, if it is in his possession. If the registrant has changed his name since his declaration of intention, the affidavit should state the registrant's name as it appeared in his declaration of intention. The Local Board shall thereupon proceed to classify such registrant in accordance with section 79, Rule XII (1). If the registrant is entitled to classification in Class V (1), the Local Board shall make an appropriate notation upon the registrant's Questionnaire and shall mail to the Bureau of Naturalization, Department of Labor, Washington, D. C., one of the copies of Form 1041 (p. 279) filled by the registrant and the duplicate original copy of registrant's declaration of intention, if surrendered. The Bureau of Naturalization will, through the proper agencies, take
appropriate action to have the declaration of intention canceled and
to debar the registrant forever from becoming a citizen of the United
States.

Note 1.—Before classifying a registrant in Class V (1), Local
Boards are especially enjoined to scrutinize carefully the claim
of the registrant and to satisfy themselves that the registrant
claiming such relief from liability to military service is not a
citizen of the United States, and that he is a citizen or subject of
a country neutral in the present war. (C. S. S. R. No. 6, Aug.
15, 1918.)

Section 118. Local and District Boards to keep informed of the
status of registrants in deferred classes.

Local and District Boards shall keep themselves informed as to the
status of registrants in deferred classes. They may call upon a reg-
istrant or any other person to report at any time or at stated intervals
in regard to his status; they may request the local police authority
or the Government appeal agent to investigate the status of any
registrant; or they may investigate such status themselves and sum-
mon witnesses to testify in relation thereto as prescribed in section 9.
It is hereby made the duty of any police official or Government ap-
peal agent to report to Local Boards any fact that may come to his
attention respecting the change of status of a registrant in a deferred
classification and to investigate and report upon the status of any
registrant when requested to do so by a Local or District Board.

Local and District Boards may and should request employers to
report any change in the status of any deferred registrants employed
by them.

Section 119. Local Boards to report to District Boards any
change of status of registrant requiring reclassification on
the ground of engagement in industry or agriculture.

Whenever, through the report of a registrant or in any other man-
ner, a Local Board obtains information indicating that a reclassifi-
cation of a registrant should be made on the ground of his engage-
ment in an industry, occupation, or employment, including agricul-
ture, the Local Board shall report all the facts so obtained to the
District Board together with a specific recommendation as to whether
or not a reclassification should be made.

Section 119A. Reopening of cases and reclassification of regis-
trants by Local and District Boards.

At any time before the induction of a registrant into the military
service—that is, prior to the day and hour named in Form 1028
(p. 250), the Board having original jurisdiction may, in its dis-
cretion, on its own motion, or at the suggestion of the Governor,
the Adjutant General, or the Government appeal agent (see sec. 47),
or upon the application of a registrant or of some one in his behalf,
extend the time limit for filing a claim, as provided in section 99,
or reopen and reconsider a case, receive new evidence and proceed
to reclassify the registrant on all the evidence. Any new evidence
must be in writing, duly verified and filed with the Local Board.
With respect to claims within the original jurisdiction of the Local Board, suggestions or applications to reopen, reconsider, and reclassify should be directed to the Local Board; and the procedure for reclassification will be governed by section 120. With respect to claims within the jurisdiction of the District Board, such suggestions and applications should be filed with the Local Board, which should consider them and the new evidence, and forward same with its recommendation thereon to the District Board, transmitting the entire record including the Questionnaire, if the same be in the possession of the Local Board; and the procedure for reclassification will be governed by section 121. No appeal will lie from the refusal of a board to reopen the case.

If a case is reopened and the registrant is reclassified, he shall be notified, as provided in the Regulations, of the new classification and he or the person who made the claim in his behalf shall be entitled in all respects to the same rights, including the right of appeal, as though the decision of the Local or District Board had been made on the first consideration of the claim of or on behalf of the registrant, and the case shall proceed in accordance with the Regulations as if it were one of original classification. In such a case the Government appeal agent must be notified by the Local Board of the reclassification, and shall have the same rights, powers, duties, and discretion with respect to taking an appeal as though the case had been decided upon original consideration.

After a District Board has passed upon an appealed claim and returned the record to the Local Board, regardless of whether or not the Local Board reopens the case and reclassifies the registrant, the District Board ceases to have jurisdiction over said claim and can not on its own motion require that the record again be sent up to it, for its reconsideration and decision. In such a case a Local Board may as herein provided reopen the case and reclassify the registrant, but has no authority arbitrarily to do so for the purpose of reversing the District Board in an attempt to substitute its judgment for that of the District Board.

Whenever an appeal to the President has been taken, and thereafter, and before the President has acted on the appeal, a board, upon an application or suggestion or upon its own motion, decides to reopen the case, the board shall request of the Adjutant General of the State the return of the record. If the claim for deferred classification is within the original jurisdiction of a Local Board, and the Local Board reclassifies the registrant, it shall forward the entire record to the District Board for review by it regardless of whether or not an appeal is noted either by or in behalf of the registrant, or by the Government appeal agent; in such case the District Board shall have the right to review and affirm, modify or reverse the reclassification by the Local Board. If the claim for deferred classification is within the original jurisdiction of the District Board, the Local Board shall forward the entire record, including the new evidence, to the District Board with its recommendation. The District Board after considering the case shall return the record to the Local Board with an indorsement of its action as if it were an original claim. If the District Board adheres to its former decision in such case, the Questionnaire and
entire record, after being returned to the Local Board, shall be forwarded by the Local Board to the President on appeal in the manner directed by the Regulations.

After Form 1028 has been issued the mere filing of an application or suggestion to reopen and reconsider a case will not operate to stay induction. But if, prior to the time, i. e., the day and hour, specified in said form, for entrainment, the board actually reopens the case, induction of the registrant shall be stayed pending the final disposition of the case. If the board finally grants deferred classification the induction order shall be canceled. If deferment is refused the registrant shall be inducted in accordance with the order to report.

In any case in which a claim for deferred classification made by or on behalf of any registrant on the ground of engagement in an industry, occupation, or employment, including agriculture, or a policeman or fireman, or as a mariner or pilot, has been denied, and the registrant is found upon physical examination to be disqualified for general military service, the Local or District Board having jurisdiction of the original claim may reopen the case and reconsider the claim so denied at any time prior to the day and hour named in Form 1028 for the purpose of determining whether or not the registrant is of more value to the Nation in his present occupation than if performing special or limited military service. (See sec. 80.)

Note 1.—See also subparagraph (i), Rule X, section 77.

Section 120. Procedure for reclassification by a Local Board.

Whenever a Local Board decides to reclassify a registrant on any ground other than engagement in an industry, occupation, or employment, including agriculture, it shall enter the name of the registrant at the bottom of the Classification List as prescribed in section 90, shall proceed to reclassify the registrant, and shall send him a notice of classification as prescribed in section 109. Thereafter the case shall proceed in accordance with these regulations as though it were one of original classification.

Section 121. Procedure for reclassification by a District Board.

Whenever, either on information obtained by itself or on information reported by a Local Board, a District Board decides to consider a case within its original jurisdiction for reclassification it shall request the Local Board to send up the record in the case. The Local Board shall promptly forward the complete record except the Cover Sheet, in lieu of which shall be forwarded an exact duplicate thereof. Upon receipt of the record the District Board shall either reclassify the case or adhere to the former classification and shall return the record to the Local Board with its action indorsed thereon in the usual manner. If a reclassification has been made upon the motion of a District Board as herein provided, the Local Board shall enter the name of the registrant at the bottom of the Classification List, as prescribed in section 90, shall notify the registrant of the reclassification by the District Board as prescribed in section 109. Thereafter the case shall proceed in all respects as though it were one of original classification by the District Board.
C. "WORK OR FIGHT" RULES.

Section 121A. Duty to report facts concerning registrants who are idlers or engaged in certain nonproductive occupations or employments.

It shall hereafter be the duty of all persons connected with the administration of the Selective Service Law and Regulations, and of all citizens, to report to the nearest Local Board all facts which may come to their knowledge concerning registrants who are idle or who are engaged in any occupation or employment defined and described in these Regulations or any amendments thereof as nonproductive occupations or employments.

Note 1.—In the administration and enforcement of sections 121A to 121L Local and District Boards are cautioned that these sections do not constitute in any respect a part of the classification rules and procedure and are not to be applied until after classification of a registrant, and then only in respect of registrants who are idlers or engaged in occupations enumerated in section 121K and are in deferred classes because of dependents or have late order numbers. Said sections 121A to 121L are not to be invoked until final action in respect of classification of a registrant has been taken and a reasonable time has elapsed thereafter to permit a change of employment.

Section 121B. Withdrawal of deferred classification and order number of registrants found to be idlers or engaged in nonproductive occupations.

Whenever, after July 1, 1918, any registrant in Class I, II, III, or IV, wherever he may be located, is reported to or observed by any Local Board, whether it be his Local Board of origin (that is, the Local Board having original jurisdiction of his registration and Questionnaire) or a Local Board having jurisdiction over the territorial area in which he may be found, whether having original jurisdiction over him or not, to be an idler, or to be engaged in any occupation or employment defined and described in these Regulations or any amendments thereof as a nonproductive occupation or employment, such Local Board shall, by notice as hereinafter prescribed, notify him and set a day and hour when the registrant may appear and present such evidence, by affidavit or otherwise, bearing upon the reasons for his status, as he may care to submit. The day so set shall be not less than three nor more than 7 days after the date of such notice unless the Local Board, on account of distance or other good and sufficient cause, extend the time.

Section 121C. Notice and service thereof.

If such registrant so to be notified is under the original jurisdiction of the Local Board issuing the notice, whether he be found within or without the territorial jurisdiction of such Local Board of origin, the notice hereinbefore prescribed shall be by a written or printed notice to the registrant, which may be mailed to his last known address or served personally on him by a person designated by the Local Board (Form 1036, sec. 320, p. 273), and by a notice
posted in the office of said Local Board (Form 1037, sec. 321, p. 274) at the time of mailing or serving Form 1036 (p. 273). Either the mailing or serving of notice on Form 1036 and the posting of notice on Form 1037 (p. 274) shall constitute the giving of notice to the registrant and to all concerned.

If the registrant so to be notified is found within the area under the jurisdiction of a Local Board issuing the notice but not having original jurisdiction of him, the notice hereinbefore prescribed shall be a written or printed notice (Form 1036, p. 273) to the registrant, which shall be served personally on him by a person designated by said Local Board, and a notice posted in the office of said Local Board (Form 1037, p. 274). The notice (Form 1036, p. 273) shall be prepared in duplicate, and the person who serves the notice shall leave one copy with the registrant or with an adult person at his last known place of abode and return the other with a note of service indorsed on the reverse side thereof. The personal service or the leaving of said notice (Form 1036, p. 273), as hereinbefore provided, and the notice posted in the office of the Local Board (Form 1037, p. 274) shall constitute the giving of notice to the registrant and to all concerned.

A Local Board of origin shall have the authority to issue notice to and investigate the case of any of its registrants, whether they be found within or without its territorial jurisdiction.

Section 121D. Local Board to investigate.

The Local Board issuing the notice, whether it be the Local Board of origin or not, shall thereupon promptly investigate the circumstances of the case, giving the registrant reasonable opportunity to submit such evidence as he may desire to submit, by affidavit or otherwise, and shall proceed as hereinafter prescribed.

Section 121E. Procedure in cases where the investigating board is not the Local Board of original jurisdiction.

In a case where the registrant is not within the original jurisdiction of the Local Board issuing the notice the latter (the investigating Board) shall make a finding and recommendation and shall forthwith prepare a certificate (Form 1038, sec. 322, p. 275) and a brief summary of the facts and its findings and its specific recommendation, and shall attach thereto all documentary evidence and a summary of any oral testimony which may have been submitted or considered in the case, and shall forthwith forward the entire record thus prepared to the Local Board having original jurisdiction of the registrant. The Local Board having original jurisdiction shall not be bound by the finding or recommendation of the investigating Local Board and may, but is not required to, make such further investigation of the facts and circumstances, as it may desire, with or without notice to the registrant. The board of original jurisdiction shall thereupon enter on Form 1038 (p. 275) its findings and a brief summary of the facts, and if it shall appear to the satisfaction of the Local Board of original jurisdiction that, without reasonable excuse, the registrant is an idler or is engaged in a nonproductive occupation or employment as defined in these Regulations, shall enter in the place provided on
Form 1038 (p. 275) an order that the deferred classification, if any, and the order number of the registrant shall be withdrawn; and the registrant shall thereupon be liable to be inducted immediately into military service, subject to review by the District Board as hereinafter provided (Sec. 121 G).

Section 121F. Procedure in cases where the Local Board of original jurisdiction issues notice and makes investigation and decision.

In a case where the registrant, wherever he may be found, is under the original jurisdiction of the Local Board issuing the notice and making the investigation, such Local Board shall promptly consider the case after giving the registrant reasonable opportunity to submit evidence as hereinbefore provided, and shall forthwith prepare a certificate and a brief summary of the facts and its findings (Form 1038) and if under the facts it shall appear to the satisfaction of such Local Board that without reasonable excuse the registrant is an idler or is engaged in a nonproductive occupation or employment as defined in these regulations, such Local Board shall enter in the place provided on Form 1038 an order that the deferred classification, if any, and the order number of the registrant shall be withdrawn, and the registrant shall thereupon be liable to be inducted immediately into military service, subject to review by the District Board as hereinafter provided (Sec. 121 G). All documentary evidence and a summary of any oral testimony which may have been submitted or considered in the case shall be attached to the certificate and findings (Form 1038, p. 275).

Section 121G. All cases to be forwarded to District Board for review as on appeal.

Immediately after the decision of the Local Board of original jurisdiction, whether it be in a case in which the notice was issued and investigation was made by it or by another Local Board, and whether its finding be for or against the withdrawal of deferred classification, if any, and order number, the entire record prepared as hereinbefore prescribed (sections 121 E and 121 F), and including the registrant's questionnaire and any additional evidence attached thereto, shall be forwarded to the District Board, which shall immediately consider the case, as if on appeal, and shall as soon as practicable decide the case and return the entire record to the Local Board of original jurisdiction with a note of its decision entered in the proper place on Form 1038 (p. 275).

Section 121H. Procedure after final decision by District Board.

In all cases in which the District Board shall decide, whether in affirmance or reversal of the decision of the Local Board, that the deferred classification, if any, and the order number of the registrant shall be withdrawn, the Local Board of origin shall proceed forthwith to notify the registrant (Form 1039, sec. 323, p. 277) of the final decision, and shall proceed forthwith to execute the order by withdrawing the deferred classification, if any, and order number of registrant, examining him physically in the usual manner if he has
not already been so examined, and if he is found physically qualified, by inducting him forthwith into military service in the usual manner as though his class and order number had been reached. If the Local Board has no open call for men of his qualifications for military service, it shall place him in Class I and assign him an order number which will insure his induction into military service on the next call for men of his qualifications made on such Local Board.

The physical examination and the mobilization of such registrant, or both physical examination and mobilization, may be transferred as provided in sections 141 to 148.

Section 121I. Withdrawals of deferred classification and order number to be reported.

Immediately upon the withdrawal of deferred classification, if any, and order number, the Local Board of original jurisdiction shall report the fact to the Adjutant General of the State on Form 1040 (sec. 324, p. 278), and the Adjutant General shall submit a summarized report for the whole State to the Provost Marshal General by telegraph on the first and fifteenth days of each month, using the following form and code:

"Withdrawals------------------------- Inducted-------------------------
                        (Number.)                        (Number.)

Uninducted-------------------------"
                        (Number.)

Section 121J. Appeal to the President from withdrawal of deferred classification and order number.

If there was a vote in the District Board against the withdrawal of deferred classification, if any, and order number, the registrant may take an appeal from the action of the District Board to the President in the manner and under the conditions provided in section 111 relating to appeals to the President.

Where a claim of appeal has been entered as above provided, the Local Board shall thereupon enter in the place provided on Form 1038 (p. 275) a statement of whether or not the registrant has been inducted into military service and shall forward the entire record to the Adjutant General of the State for transmittal to the Provost Marshal General for the consideration of the President. No such appeal shall operate as a stay of induction into military service unless by express order of the District Board or by order of the Provost Marshal General as provided in section 113.

Section 121K. Definition of nonproductive occupation or employment.

In the present emergency it is not possible to extend the protection of deferred classification to those registrants engaged in certain occupations or employments which are nonproductive.

There is a great demand for labor in all productive occupations and employments, and especially in agriculture and other necessary industries. Therefore, registrants who have been given deferred classification and who can engage in some productive occupation or employment without substantial financial loss or hardship to themselves or others should be willing to seek some productive occupa-
tion or employment or enter the military service rather than remain in an occupation or employment in which they are rendering no effective assistance to the Nation.

If a registrant is idle, he, of course, is not occupied or employed at all, and his status of idleness furnishes ground for the withdrawal of his deferred classification or late order number; and the Regulations applicable to idle registrants shall be deemed applicable also to gamblers of all description and employees of racetracks and bucket shops and to fortune tellers, clairvoyants, palmists, and the like, who, for the purposes of these Regulations, shall be considered as idlers.

The employment or engagement of any able-bodied registrant of military age in any of the following occupations or employments is not sufficiently effective, in the present emergency, to justify the postponement of his call into military service, notwithstanding he may have a late order number and notwithstanding he may have been placed in Class II, III, or IV on the ground of dependency; and all registrants engaged as follows are to be considered by Local and District Boards as engaged in nonproductive occupations or employments:

(a) Persons engaged in the serving of food and drink, or either, in public places, including hotels and social clubs.

Note 1.—This paragraph does not include managers, clerks, cooks, or other employees unless they are engaged in the serving of food and drink, or either, and does not apply to dining-car waiters.

(b) Passenger-elevator operators and attendants, and doormen, footmen, carriage openers, and other attendants in clubs, hotels, stores, apartment houses, office buildings, and bath houses.

Note 1.—The words “other attendants” include bell boys, and also include porters unless such porters are engaged in heavy work.

(c) Persons, including ushers and other attendants, engaged and occupied in and in connection with games, sports, and amusements, excepting owners and managers, actual performers, including musicians, in legitimate concerts, operas, motion pictures, or theatrical performers and the skilled persons who are necessary to such productions, performances or presentations.

(d) Persons employed in domestic service.

Note 1.—This paragraph does not include public or private chauffeurs unless they are primarily engaged in other occupations or employments defined by these regulations as nonproductive.

(e) Sales clerks and other clerks employed in stores and other mercantile establishments.

Note 1.—This paragraph does not include store executives, managers, superintendents, nor the heads of such departments as accounting, financial, advertising, credit, purchasing, delivery, receiving, shipping, and other departments; does not include registered pharmacists, or registered drug clerks employed in wholesale and retail drug stores or establishments; and does not include traveling salesmen, buyers, delivery drivers, electricians, engineers, carpet-layers, upholsterers, nor any employees doing heavy work outside the usual duties of clerks.
The words "sales clerks and other clerks" include the clerical force in the office, and in all departments of stores and mercantile establishments.

The words "stores and other mercantile establishments" include both wholesale and retail stores and mercantile establishments engaged in selling goods and wares.

Section 121L. Reasonable excuse for idleness or nonproductive employment.

Local and District Boards must consider cases of withdrawal of deferred classification and late order numbers with sympathy and common sense. The designation and definition of nonproductive occupations and employments contained in the foregoing section 121K, may be extended by Regulation from time to time as necessity may require so as to include persons in other occupations or employments; but for the present and until such extension by Regulation, no occupation or employment not included in the list or description of occupations and employments in the foregoing section 121K may be held by any Local or District Board to be a nonproductive occupation or employment unless a ruling as to whether or not a doubtful occupation or employment is to be considered as nonproductive is first obtained from the Provost Marshal General in the manner prescribed in section 25.

The following grounds shall be accepted by Local and District Boards as reasonable excuse for temporary idleness or for being engaged in a nonproductive occupation or employment:

(a) Sickness.

(b) Reasonable vacation.

(c) Lack of reasonable opportunity for employment in any occupation outside of those described in the foregoing section 121K or those hereafter specified by regulation or ruling as provided in this section.

(d) Temporary absences (not regular vacations) from regular employment, not to exceed one week, unless such temporary absences are habitual and frequent, shall not be considered as idleness.

(e) Where there are compelling domestic circumstances that would not permit change of employment by the registrant without disproportionate hardship to his dependents; or where a change from a nonproductive to a productive employment or occupation would necessitate the removal of the registrant from his place of residence, and such removal would, in the judgment of the board, cause unusual hardship to the registrant or his family; or when such change of employment would necessitate the night employment of women under circumstances deemed by the boards unsuitable for such employment of women, boards are authorized to consider any or all of such circumstances as reasonable excuse for nonproductive employment.

(f) In addition to the cases where reasonable excuses may be accepted for temporary idleness or for being engaged in a nonproductive occupation or employment, Local and District Boards have authority under the Regulations to withhold or postpone action for a reasonable time in cases where it appears that the registrant, in good faith, is, or has been, seeking productive employment, and that such reasonable postponement will enable him to secure such employment.
Note 1.—Local Boards are instructed to cooperate with the State directors of the United States Employment Service, or local agents of such service when advised of their appointment and location, in order that this agency of the Government may be enlisted to assist registrants engaged in nonproductive occupations or employments to obtain work of a productive character as soon as possible and with the least hardship or inconvenience. To this end Local Boards should furnish to such directors or agents the names and addresses of registrants to whom notice to appear has been given; should furnish such directors or agents with the names and addresses of registrants who may inquire for information in respect of a change of employment and refer all registrants requesting such information to the directors or agents of the United States Employments Service.

D. PHYSICAL EXAMINATION.

Section 122. Physical examination.

Beginning on such date or dates as the Provost Marshal General shall hereafter fix for the beginning of the physical examination of all or any number or proportion of registrants, and after a registrant has been placed in Class I by a Local Board (regardless of any appeal), the Local Board shall mail to the last known address of any registrant placed in Class I a notice (Form 1009, sec. 281, p. 226) to appear for physical examination at a time and place to be designated in said notice (which time shall be five days from the date of the mailing of the notice, unless otherwise ordered by the Provost Marshal General), and shall enter the date of mailing of said notice in column 19 of the Classification List.

Upon appearance of the registrant he shall be examined as provided in Part VIII hereof and in Form 75, and the date of his examination shall be entered in column 20 of the Classification List. The examining physician shall immediately enter his report and recommendation in triplicate on the report of physical examination (Form 1010, sec. 282, p. 227).

The same procedure as to physical examination provided in these regulations for registrants in Class I shall also apply to all registrants who have been placed in a class more deferred than Class I, so soon as the immediately preceding or earlier class has been exhausted by calls into the military service and not before, except as provided in sections 128, 149, and 150.

Note 1.—Whether the examining physician of the Local Board is in doubt or not as to the physical qualification of a registrant for military service he shall nevertheless definitely report the registrant either as qualified or disqualified, and if he is in doubt as to such qualification or disqualification, he may request to have the registrant sent before a Medical Advisory Board or a member or members thereof as prescribed in section 123.

Note 2.—Registrants in Classes II, III, and IV, will not be physically examined except upon general order issued by the
Provost Marshal General, or when special call is made for the induction into military service of registrants in such classes, unless under the provisions of section 128.

Note 3.—The entry by the registrant on the Questionnaire of the claim for physical disqualification is not to be construed as a claim from which an appeal lies to the District Board on account of the refusal of the Local Board to classify the registrant in Class V-G. Appeals from classification on physical grounds may be made as provided in sections 122 to 128, inclusive, and not otherwise. (Telegram A-2142, Jan. 3, 1918.)

Note 4.—See sections 141, 142, and 143 for provisions relating to transfer of physical examination, physical examination of registrants residing abroad and physical examination of mariners actually employed on the Great Lakes.

Section 123. Sending doubtful cases to a Medical Advisory Board.

If the examining physician is in doubt as to whether the registrant is to be held for military service, or if the Government Appeal Agent or two members of the Local Board are dissatisfied with the finding of the examining physician, the examining physician, Government Appeal Agent, or members of the Local Board, may apply to the Local Board to have the registrant sent before the nearest Medical Advisory Board or any member or members thereof (provided in sections 29 and 44 hereof) for a further examination. Such application shall be made by entering it in the place provided in Form 1010 (p. 227). Thereupon the Local Board shall, unless it decides by unanimous vote that the case is one in which there is no room for reasonable doubt, immediately send the registrant before such Medical Advisory Board, or some member or members thereof, forwarding to the Medical Advisory Board, or such member or members thereof, the examining physician's report (Form 1010, p. 227) in triplicate and, where necessary, furnishing the registrant with transportation and meals and lodging tickets for the time during which he will be before such Medical Advisory Board, or member or members thereof, in no case to exceed three days.

If the registrant is held to be physically disqualified by the examining physician, the Local Board shall, unless it decides by unanimous vote that the disqualification is such as to leave no room for reasonable doubt, send the registrant before such Medical Advisory Board, or some member or members thereof, in the manner just provided.

Upon reference of a case from a Local Board as just provided, the Medical Advisory Board, or the member or members thereof, to whom such registrant has been sent, shall examine the registrant, record its or their findings in triplicate on Form 1010 (p. 227), and return all three copies of Form 1010 (p. 227) to the Local Board, with the conclusion and recommendation in the case.

Note 1.—Circular letter, January 9, 1918, prohibiting issuance of transportation requests for more than one way for sending of selected men to camps does not nullify section 128, which provides for the sending of men to Medical Advisory Boards. In these cases the Local Board will issue two transportation requests,
one each way. This rule is made necessary to prevent the possibility of unauthorized use of Government transportation other than for selected men or for men being sent to Medical Advisory Boards, or a member or members thereof. (Circular letter, Jan. 21, 1918.)

Section 124. Finding by Local Board as to physical qualification.

Upon receipt of the report and recommendation of the Medical Advisory Board as provided in section 123, or, if the case has not been sent to the Medical Advisory Board, or a member or members thereof, then upon the receipt of the report of the examining physician, the Local Board shall make its decision as to the physical qualification of the registrant. If the registrant is found physically disqualified for general military service, the Local Board shall cancel the cross mark (\(\times\)) or cipher (0) which has already been entered in a classification column by drawing a red-ink line through such cross mark or cipher and shall enter the classification of the registrant in Class V, column 12. (See sec. 102.) If the registrant is found to be physically disqualified for general military service, but qualified to perform special and limited military service (see sec. 128\(\frac{1}{2}\)), his place in the classification column shall not be changed, but the Local Board shall, with red ink, inscribe a bold circle around the cross mark (\(\times\)) or cipher (0) in such classification column. (See sec. 188 and Form 75, "Standards of Physical Examination."

Note 1.—Once in every month the Local Board shall send one copy of Form 1010 for each case covering a registrant who has been finally classified in V (G) and not theretofore so sent, to the draft executive, who shall assemble these and transmit them to the Surgeon General of the Army, Washington, D. C. The draft executive shall keep a nominal check list of such cases.

While men found disqualified for general military service but qualified for special and limited military service are not placed in Class V, they are subject to induction into military service only when a specific call for men qualified for special or limited military service only is made.

If the finding of the Local Board is not in accord with the recommendation of the Medical Advisory Board, and an appeal is taken to the District Board from the decision of the Local Board as to the physical qualifications of the registrant, the Local Board shall make a special report to the District Board of its reason for rejecting the recommendation of the Medical Advisory Board.

The Local Board shall, on the day of its decision as to the physical qualification of any registrant, mail to such registrant a notice (Form 1011, sec. 283, p. 231) of the result of such decision and shall enter the date of such mailing in column 21 of the Classification List (Form 1000, p. 188).

Note 1.—See section 128\(\frac{1}{2}\) concerning deferred remediable group.
Section 125. Appeal from finding of Local Board as to physical qualifications.

Within five days after the date of the notice prescribed in section 124 any registrant may make a claim of appeal to the District Board from the finding of the Local Board as to his physical qualification for military service. Claim of appeal shall be made by entering the claim in the place provided for that purpose on all three copies of the physical examination report (Form 1010, sec. 282, p. 227). The Government Appeal Agent may make a claim of appeal on behalf of the United States at any time.

Immediately upon filing of an appeal from the decision of the Local Board as to physical qualification, the Local Board shall transmit to the District Board all three copies of the record of physical examination (Form 1010, p. 227) in the case, together with any additional evidence as to physical qualification which may have been submitted to the Local Board, and shall enter the date of forwarding such record in column 22 of the Classification List and in the place provided on the Cover Sheet.

Note 1.—The entry of the registrant on the Questionnaire of a claim of physical disqualification is not to be construed as a claim from which an appeal lies to the District Board from the refusal of the Local Board to classify the registrant in Class V (G). Appeals from classification on physical grounds may be made as provided in sections 122 to 128, inclusive, and not otherwise. (Telegram A-2142, Jan. 3, 1918.)

Section 126. Action by District Board upon appeal as to physical qualification.

In considering a case appealed on the ground of physical qualification, the District Board shall neither conduct any new physical examination nor shall it receive or consider any evidence which was not considered by the Local Board, but shall, upon consideration of the record sent to it as prescribed in section 125, either affirm, modify, or reverse the decision of the Local Board and promptly enter its finding on all three copies of Form 1010 (p. 227), and immediately return the same to the Local Board.

Section 127. Procedure of Local Board on return of physical examination record from District Board.

If the action of the District Board on appeal as to physical qualification changes or affects the classification of the registrant (see sec. 124), the Local Board shall make the necessary changes in the Classification List. Whether the action of the District Board changes or affects the Classification by the Local Board or not, the Local Board shall mail to the registrant a notice (Form 1011, sec. 283, p. 231) of the result of the decision by the District Board, and shall enter the date of mailing of such notice in column 23 of the Classification List.

Section 128. Physical examination of persons not in Class I.

Local Boards may, upon the application of registrants in Classes II, III, or IV, examine such registrants physically, pass upon their
physical qualifications and, if they are found to be permanently disqualfied, to classify them in Class V. (See sec. 79.) This is not a right of the registrant, but it is a privilege that may be accorded by the Local Board where the according of the privilege will not interfere with the prompt and orderly execution of the Selective Service Law.

Section 128½. Grouping of registrants.

The Regulations governing physical examinations prescribe a standard of unconditional acceptance and a standard of unconditional rejection. Certain cases found, upon physical examination by a Local Board, falling between these two standards may be referred by the Local Board to the Medical Advisory Board or to some member in the same manner as other cases that are required or authorized by these regulations so to be referred. Cases so referred as falling between these two standards, and cases referred to Medical Advisory Boards or member thereof under other provisions of these regulations, shall be examined by the Medical Advisory Boards or such member or members thereof, who shall advise the Local Boards to:

(a) Accept the registrant as physically qualified for general military service; or

(b) Accept the registrant as physically qualified for general military service when cured of ——— (naming remediable defect for which acceptance is authorized); or

(c) Accept the registrant as physically qualified for special or limited military service in a named occupation or capacity; or

(d) Reject the registrant;

and shall record their finding in the proper spaces provided on Form 1010.

Local Boards shall find a registrant physically qualified for general military service (Rule a above) only when he falls within the standard of unconditional acceptance as prescribed in sections 182 to 188, inclusive, as further explained and amplified by the Standards of Physical Examination, including cases of slight remediable defects not included under foregoing Rule b.

Local Boards shall find a registrant physically qualified for general military service when cured of a remediable defect (Rule b above) only in those cases when such acceptance is specifically authorized; namely, when a registrant is found to fall within the “Deferred remediable group.”

When a Medical Advisory Board or a member or members thereof to whom a registrant has been sent determine that a registrant should be accepted for general military service when cured of such remediable defects (Rule b above) the Medical Advisory Board or such member or members shall insert in ink in the space provided on page 2 of Form 1010, under the general heading “Physical examination by Medical Advisory Board,” and the following words “Physically qualified for general military service,” the words “when cured of ———” followed by the name or diagnosis of the remediable defect, which name or diagnosis is to be followed by a circle in black ink. Upon return to the Local Board of the record (Form 1010, p. 227) in such a case, and if the finding of the Medical Ad-
visory Board or such member or members thereof is confirmed by the Local Board, the registrant's place in the classification column shall not be changed, but the Local Board shall, with black ink, inscribe a bold circle around the cross mark (×) or cipher (0) in such classification column; and such registrant shall be inducted into military service, after his order number is reached, but only at such time as may be designated by a call issued by the Provost Marshal General.

Registrants shall be found “physically qualified for special or limited military service” (Rule c above) only in those cases described in the Standards of Physical Examination, and in such cases the Boards shall designate the occupation or class of service for which such persons are physically qualified in the space provided on Form 1010 (p. 227), after the words “physically qualified for special or limited military service as ———,” and the same shall be indicated on the Classification List as provided by section 124.

Registrants shall be found as physically deficient and not physically qualified for military service (Rule d above) only when they fall within the standards of unconditional rejections as prescribed in sections 182 to 188, inclusive, as further explained and amplified by the Standards of Physical Examination.

When a Medical Advisory Board or a member or members thereof delay the examination of a registrant on account of temporary defects, it or they must return to the proper Local Board Form 1010 (p. 227), with a statement attached thereto (but not written thereon) stating the reason for delay and fixing a definite period of time within which the registrant may be sent back to it or them. At the end of said period, or earlier, if it believes the temporary defect is removed, the Local Board shall send the registrant back to the Medical Advisory Board, unless the Local Board believes that the examination should be further delayed or that further reference to the Medical Advisory Board is unnecessary, and may proceed without further reference.

Local Boards may accept a registrant as physically qualified for special or limited military service in a named occupation or capacity without reference to the Medical Advisory Board.

Note 1.—The foregoing regulations clearly indicate the four groups into which registrants should be grouped by Local, District, and Medical Advisory Boards as a result of the physical examinations in accordance with the Manual of Standards of Physical Examination.

In other words, Group A shall contain registrants found to be qualified for general military service within the standards of unconditional acceptance, including registrants with slight remediable defects.

Registrants with slight remediable defects shall be held physically qualified for general military service if not remedied pending orders.

All registrants coming within the foregoing definition and as specifically indicated in the instructions in the Manual are to be included in Group A and reported as physically qualified for general military service in the place indicated on Form 1010 (p. 227).
Group B shall contain registrants who are found to be physically qualified for general military service when cured of some remediable defect, which is of such a character that it must be remedied or cured before the registrant can be ordered into service.

Group C shall contain registrants who are found not to be within the standard of unconditional acceptance on account of defects which are not remediable, nor sufficiently incapacitating to bring them within the condition of unconditional rejection. This is the group of registrants who may be found to be qualified for special or limited military service.

Group D shall contain all registrants coming within the standards of unconditional rejection and includes all cases not included in Groups A, B, and C. Such registrants must be reported on Form 1010 (p. 227) as “Physically deficient and not physically qualified for military service by reason of ——” (the reason for the disqualification to be stated in the blank provided).

In arriving at their decisions concerning the physical qualifications of registrants, Boards must be governed, as to the grouping of registrants, by the specific instructions contained in Manual of Standards of Physical Examinations.

Note 2.—Whenever it shall appear to a Local Board or to a Medical Advisory Board that a registrant is suffering from self-inflicted or purposely caused physical defects which, under the Standards of Physical Examinations, would render him disqualified for military service of any kind, a full statement of the facts and of the condition of the registrant and of the Board’s recommendation shall be prepared and attached to Form 1010 (p. 227), and one copy of Form 1010, with such statement attached, shall immediately be sent by the Local Board to the Adjutant of the State to be transmitted to the Provost Marshal General in order that the case may be submitted to the Surgeon General and the Adjutant General of the Army for a waiver of the physical defects, if recommended, so that the registrant may be compelled to render military service.

Note 3.—When in the opinion of the Local Board the registrant is believed to be feigning disease or illness or physical defect, which can not be detected by careful examination, the Local Board shall note on Form 1010 its opinion that registrant is feigning in order to avoid service.

Note 4.—The foregoing sections, 122 to 128½, inclusive, and sections 141–143 relate to the procedure concerning physical examinations. For rules and standards as to physical qualifications governing examining physicians, see part VIII, sections 182 to 188, inclusive, and Form 75 “Standards of Physical Examination.”

Note 5.—Great care must be taken in observing the difference in the standards of physical examination as between registrants to be inducted into the Army and those to be inducted into the Navy.
PART VI.
SPECIAL AND EXCEPTIONAL CASES.

A. DELINQUENTS AND DESERTERS.
B. TRANSFERRED CASES.
C. SPECIAL CASES OF INDUCTION INTO MILITARY SERVICE.
D. EMERGENCY FLEET CLASSIFICATION.
E. PERMISSION FOR REGISTRANTS TO DEPART FROM THE UNITED STATES.
F. REGULATIONS AS TO BRITISH AND CANADIANS.

A. DELINQUENTS AND DESERTERS.

Section 129. Registrants who fail to return Questionnaires to be placed in Class I.

Any registrant, except an alien enemy, who fails to return the Questionnaire on the date required shall be deemed to have waived all right for filing claims and proof for deferred classification, shall stand classified in Class I (see sec. 101), and be so recorded by the Local Board, subject, however, to the rights and privileges of other persons to apply to the Local Board for deferred classification of the registrant, and to the right of the registrant or other persons to apply for an extension of time, as provided in section 99.

Section 130. Registrants failing to return their Questionnaires or to report for physical examination to be reported to police authority.

The names of persons who fail to return their Questionnaire or to report for physical examination when ordered to do so shall forthwith be sent to the local police authority (see sec. 1, par. (o)), with a request (Form 1012, sec. 284, p. 232) immediately to visit, in person or through deputies, all such named persons and to bring them before the Local Board. Such names, with a statement of the delinquency of each, should, at the time they are reported to the police, also be reported to the press with a request for publication.

If the local police authority brings such persons before the Local Board, they shall be treated as provided in section 135 hereof.

If the local police authority is unable to produce such persons within five days, he shall immediately report to the Local Board all information he may have obtained concerning the delinquent registrants, or if he has no such information he shall report that fact. Local Boards and police may request of postmasters (see sec. 52) the forwarding address of registrants in respect of whom mailed notices have not been returned as undeliverable. Should the postmaster refuse to give this information, the refusal should be reported to State Headquarters, in order that it may be brought to the attention of the Provost Marshal General.
Section 131. Report to the Adjutant General of the State in cases of registrants who fail to return their Questionnaires, or who fail to report for physical examination, and who cannot be located.

Immediately after receiving the report, prescribed in section 130, from a police authority concerning delinquents who cannot be located, or if no such report is received, then as soon as practicable after the fifth day following the delinquency, the Local Board shall report the names of such registrants to the Adjutant General of the State (Form 1013, sec. 285, p. 233), and shall attach to said report all information which may be in the hands of the Local Board respecting such registrants, and a copy of the registration card of each of them, being especially careful to include any information that they may have tending to show that such registrants have enlisted in the military or naval service of the United States or of a nation at war with the enemy of the United States, or that they are serving with the armies of the United States or of such other nations in some noncombatant capacity. Immediately upon forwarding this report to the Adjutant General of the State the Local Board shall enter the date of the report in column 28 of the Classification List. When it appears to the complete satisfaction of the Local Board that any such delinquent registrant is enlisted in the military or naval service of the United States, the board may forthwith classify him in Class V, and in such case he should not be reported as a delinquent as provided in this section.

Note 1.—It is possible that there will be necessity to report a registrant to the Adjutant General of a State twice as a delinquent. In such case both dates will be entered in column 28.

Note 2.—In some cases it has been found that men called by Local Boards who fail to report have already enlisted in the military or naval service of the United States or in hospital or ambulance units abroad or in the armies of nations at war with the enemy of the United States. All such persons are in default, but where the attention of the Local Board or of the Adjutant General of the State is called to the whereabouts of any such person, a full statement of the circumstances shall be included in the report of delinquency prescribed in section 136 to The Adjutant General of the Army, who will decide upon the disposition that is to be made of such case and as to whether the delinquents are to be posted and considered as deserters from the Army of the United States. It therefore behooves all persons who have any interest in such men to inform Local Boards and Adjutants General of States of their whereabouts.

Note 3.—Local Boards will carefully observe the requirements of section 131 in order to avoid the charge of desertion being placed on the record of registrants now in the military or naval service of the United States. (Telegram A–2007, Dec. 31, 1917.)

Note 4.—See n. 1, section 133.

Note 5.—Concerning registrants who have died see section 61 A.
Section 132. Adjutant General to number “Delinquent Orders” serially and to keep a file of such orders.

The orders hereinafter prescribed to be given by Adjutants General to delinquents are all to be written on postal-card forms. (See sec. 133.) Adjutants General shall keep copies of all such orders, which shall be serially numbered and the number of each such order entered on the original and copy thereof under the caption “Delinquent Order No. —” in the upper left-hand corner of the card.

Section 133. Adjutant General to order delinquents to report; and notice to registrant.

Upon receipt of Form 1013 (p. 233), the Adjutant General of the State shall forthwith notify on Form 1014 (sec. 286, p. 234) the persons named therein to report to him for instructions by mail, telegraph, or in person not later than a day and an hour to be specified by such Adjutant General in such notice, which day and hour shall not be less than 10 days from the date of the notice. A copy of Form 1014 (p. 234), showing the names of registrants under words “Delinquent order number;” shall also be sent at the same time to the registrant’s Local Board for its information; and the fact and date of mailing Form 1014 shall be entered in column 5 of Form 1013A (sec. 318, p. 270).

The day and hour shall be specified by the Adjutant General of the State as the day and hour from and after which such registrants shall be in the military service of the United States, unless, upon the registrant reporting as ordered, the Adjutant General shall stay or rescind such order into military service.

If the order into military service is not stayed or rescinded by the Adjutant General by a subsequent order in writing prior to the arrival of the day and hour so specified, then from and after the day and hour so specified such person shall be in the military service of the United States, and after the arrival of such day and hour the Adjutant General of the State has no power to stay or rescind such order; and either the entering of such date after the name of any such registrant on Form 1013A or the mailing to any such registrant of Form 1014, shall constitute the giving of notice to such registrant that from and after the day and hour named in Form 1014 he will be in the military service of the United States.

Note 1.—If a registrant who is an alien, declarant or non-declarant, or an alien enemy, or who is in the military or naval service of the United States has been classified in Class V, notwithstanding his failure to return his questionnaire, such registrant so classified should not be reported to the State Adjutant General, as provided in section 131, or inducted into military service by the State Adjutant General, as provided in section 133, but the violation of the law by the registrant in failing to return the questionnaire should be reported by the Local Board to the nearest representative of the Department of Justice. The classification above indicated can not be made if registrant has already been inducted into service by the State Adjutant General as a delinquent and occupies the status of a deserter, except as provided in section 139. (Telegram A-3733, Jan. 30, 1918.)
Section 134. Delinquents reporting to Adjutant General of State prior to induction into military service to be ordered to report to Local Board.

If, before the arrival of the day and hour specified for induction into military service, the delinquent person reports to the Adjutant General as ordered, the Adjutant General may, by a written direction (Form 1015, sec. 287, p. 235) to the delinquent, stay the operation of the order into military service for a period not to exceed 10 days and direct the delinquent to report forthwith in person to his Local Board. If the delinquent is so far distant from his Local Board that it will work hardship for him to report in person to his Local Board, he may apply at once for transfer as prescribed in section 176 hereof, and if his Local Board grants such application, it will write on the face of its order to the board of transfer the word "Delinquent." Whenever, in accordance with this section, the Adjutant General stays the operation of an order into military service pending report to a Local Board, a copy of the order of stay will be sent to the Local Board in the same mail in which the original is sent to the delinquent.

Section 135. Action by Local Board when delinquent not yet inducted into military service reports to it.

When a delinquent reports or is transferred to or is brought by a police officer before a Local Board prior to his induction into military service the board shall, in all cases, require him to file a Questionnaire. The board shall consider the excuse for his delinquency, and if it sees fit may extend time and proceed to a reclassification in the normal manner. (See sec. 99.) If the board finds no reasonable excuse for the delinquency, it may consider the failure to claim deferred classification as a waiver of the right to do so before either Local or District Board, both in their original jurisdiction or on appeal, and may refuse to extend time or reclassify the registrant.

If the delinquency was a failure to report for physical examination, the Local Board should in all cases proceed to physical examination.

Whether the delinquent is reclassified or not, whenever the delinquency appears to have been wilful, the board shall report the case to the nearest representative of the Federal Department of Justice.

Where a delinquent has reported to the Local Board, pursuant to the orders of the Adjutant General of a State (see sec. 138), the board shall, in all cases and on the same day, report the fact to the Adjutant General of the State (Form 1016, sec. 288, p. 236), who shall at once, by an order in writing (Form 1017, sec. 289, p. 237), suspend the order for the delinquent's induction into military service.

Section 136. Delinquents not reported to the Adjutant General of the State before induction into military service.

If the delinquent does not report to the Adjutant General of the State before the day and hour specified for his induction into military service, as provided in section 133, the Adjutant General of the State shall report the case to the Provost Marshal General for transmission to The Adjutant General of the Army (Form 1018, sec. 290, p. 238), including a copy of the order of induction into military service (Form 1014, p. 234), and a copy of the registration card of
the delinquent, together with such other information as may be available concerning him. By his failure to comply with the induction order of the Adjutant General of the State, the delinquent becomes a deserter from the military service.

Section 137. Delinquents reporting to Adjutant General of the State within five days after induction into military service.

Rescinded. All cases are to be adjusted under other sections.

Section 138. Deserters reporting to the Adjutant General of the State after induction into military service.

If the deserter reports to the Adjutant General of the State after his case has been reported by the Adjutant General of the State to The Adjutant General of the Army, he shall be directed to report to a near-by Local Board, preferably his own, where his case shall be considered under section 140.

Section 139. Deserters inducted into military service by order of Adjutant General of State—Special circumstances of hardship.

There are a few cases where, even after all the ample notice provided by these regulations, the induction of a delinquent into military service under orders of the Adjutant General of a State results in great hardship on men whose delinquency is not willful, or upon others dependent upon them for support. After induction into military service, Local and District Boards have no authority to discharge from draft, but the relief can be granted by the commanding officer of a mobilization camp. Such commanding officers are hereby authorized to order such discharges upon recommendation of Adjutants General of States, made as hereinafter provided, and not otherwise.

When such cases come to the attention of the Adjutant General of a State he may direct the Local Board to receive from the deserter a Questionnaire, across the front sheet of which shall be written by the Local Board in large characters, in red ink, the words “Recommendation only.”

The Local Board shall thereupon proceed to classify the registrant in the usual manner. The Government appeal agent shall enter an appeal. The District Board shall review the case and send the Questionnaire showing final classification to the Adjutant General of the State, who shall indorse thereon his recommendation and forward it to the commanding officer of the mobilization camp. Upon receipt of the Questionnaire, the commanding officer of the mobilization camp may order the registrant discharged from military service for the convenience of the Government.

The Questionnaire will be returned by the commanding officer to the Local Board through the Adjutant General of the State.

If discharged from military service, the registrant shall thereafter stand classified for service in accordance with the classification determined by the Local and District Board in all respects as though such classification had been made in the usual manner.

Note 1.—This is the only procedure under which a case can be considered by a Local or District Board after induction into military service.
Note 2.—See note 1, section 133.

Note 3.—Section 139 may be extended to cases of induction of registrants reported on Form 146–C under the old Regulations, and also to cases of registrants reported on Form 1018 (p. 238). In any case considered in section 139 Local Boards have authority to postpone the sending to camp of a registrant whose case is so considered, pending final determination by the commanding officer of the proper mobilization camp. If such registrant is finally held for service by the camp commander he should be immediately forwarded to camp in the normal manner. If he is discharged from military service his case is governed by the last paragraph of the section. It should be understood that this authority should be exercised with great caution and used only in cases where induction results in great hardship and where the desertion is nonwilful. (Telegram A–4110, February 7, 1918.)

Note 4.—See note 1, section 99.

Note 5.—The Adjutant General of the Army receives many requests from State Adjutants General that names of deserters be stricken from the lists on Forms 146 B and C and 1018 (p. 238), because of circumstances of hardship surrounding the induction or mistake committed in connection therewith, either by a Local Board or by the registrant, where section 139 should have been invoked.

This section applies only to nonwilful deserters reported on Forms 146–B, 146–C, or 1018 (p. 238), and whether or not the man is in camp is immaterial. Local Boards have authority to postpone sending to camp any registrant whose case is receiving consideration under this section, and thus save expense of transportation. While considerable correspondence is necessary to obtain a discharge in this manner, less formal methods are impracticable and inadvisable.

Section 140. Persons inducted into military service who fail to report for military duty, or who fail to entrain, or who absent themselves from entrainment.

I. A registrant who, after the time set for his induction into military service (sections 133, 159g), and with intent to evade such service,

(a) Fails to report for military duty under induction orders, whether issued by the Adjutant General of the State (Form 1014, p. 234) or by a local board (Form 1028, p. 250); or who

(b) Fails to entrain for a mobilization camp pursuant to orders; or who

(c) Absents himself from his party en route to a mobilization camp, or otherwise refuses or neglects to proceed to the camp as ordered,

is a deserter, and subject to punishment by a court-martial.

Note.—Under section 49 it is the duty of all police officials to arrest such deserters and take them before a Local Board.

II. The fact of desertion arising under the foregoing paragraph I of this section (except where the same arises as a result of failure to report under Form 1014) shall be reported by the Local Board to the local police authorities on Form 1012 (p. 232) with a copy
of the deserter's registration card. If such police authority is unable to produce the deserter within 48 hours, or in case he does not voluntarily appear before the Local Board within that time, such board shall immediately report the deserter's name to the Adjutant General of the Army through the Adjutant General of the State and the Provost Marshal General, on Form 1018 (p. 238), inclosing a copy of the order of induction into military service (Form 1028, p. 250), a copy of the registration card (Form 1, p. 219), and a copy of the report of physical examination (Form 1010, p. 227), in respect of such person, and shall enter the date of mailing such report in column 25 of the classification list.

III. Upon the arrest of a deserter the official or other person making the arrest shall take him before a near-by Local Board (preferably the Local Board which ordered him to report for military duty).

IV. Upon the appearance of a deserter before a Local Board, whether voluntary or under arrest, the procedure shall, in all cases, be as follows:

V. **The Local Board shall first inquire whether the failure to report, or otherwise perform any duty described in paragraph I above, was with or without intent to evade military service. It shall thereupon cause him to be physically examined, unless a recent record of his physical examination is already in the possession of his Local Board.**

(a) **Default wilful: Registrant qualified for general military service.**—If the Local Board finds that the registrant failed to report or otherwise perform any duty described in paragraph I above, with intent to evade military service, and that he is physically qualified for general military service (Group A), it shall make and deliver to a police official or guard one copy of physical examination record (Form 1010, p. 227) and a certificate (Form 1021, sec. 293, p. 242) to the effect that the desertion was wilful, to which shall be attached a letter stating the facts of desertion and apprehension, if apprehended, and shall direct such police official or guard to deliver the deserter to the nearest Army camp, post, or station.

**Reward.**—(1) If such deserter has voluntarily appeared before the Local Board, or has been brought before it by a person prohibited from collecting a reward (see VI (a), post, p. 107), the Local Board shall make proper arrangements for his delivery to the nearest Army camp, post, or station as a deserter, but no reward shall be paid. The person delivering such deserter shall be entitled to actual and necessary expenses only, plus such reasonable compensation as may be prescribed by the Local Board and approved by the Commanding Officer of the camp to which the deserter is delivered, the total not to exceed $50 per man.

(2) In all cases, the person delivering a wilful deserter (except a person prohibited from collecting a reward, see VI (a), post, p. 107) is entitled to collect a reward of $50. In either case Local Boards shall issue Form 1021 (sec. 293, p. 242), but shall recommend thereon whether the entire reward of $50 or reimbursement of expenses should be paid.

**Note 1.**—See note 1, section 50, and VI (a), section 140.

(b) **Default wilful—Registrant qualified for special or limited military service only.**—If the Local Board finds that the regis-
trant failed to report or otherwise perform any duty described in paragraph I above, with intent to evade military service, and that he is physically qualified for special or limited military service only, action shall not be delayed, but such case shall be disposed of in accordance with paragraph (a) above.

Reward.—See paragraph (a) above.

(c) Default wilful—Registrant not qualified for general military service.—If the Local Board finds that the registrant failed to report or otherwise perform any duty described in paragraph I above, with intent to evade military service, and that the deserter is physically qualified for general military service but has a remediable defect (Group B), or is totally and permanently physically disqualified (Group D), it shall not forward him to an Army camp, post, or station. The Local Board shall, however, immediately communicate by telegraph with the Commanding Officer of the mobilization camp to which men are being sent on a pending general call, if any, or to which men were sent on the last preceding general call, stating the facts in the case, that the desertion was wilful and the deserter physically disqualified, whether or not the desertion is admitted, and requesting immediate instructions. If the Commanding Officer directs that the deserter be forwarded to camp, he shall be delivered in the manner prescribed in paragraph (a) above. If the Commanding Officer directs his discharge, the Local Board shall forthwith reclassify the deserter in Class V, as being totally and permanently disqualified for military service, or in Class I, qualified for general military service but placed in remediable Group B, as determined by the result of the physical examination, and shall forthwith refer the case to the United States district attorney for prosecution for a violation of section 6 of the Selective-Service Law.

Reward.—No reward shall be payable for the apprehension and delivery to a Local Board of a wilful deserter, found physically disqualified, or qualified after being remedied (deferred remediable group B). The person making the arrest and delivery, however, is entitled to reimbursement for the actual and necessary expense incurred, not to exceed $50 per man, in the apprehension and delivery of a deserter to such Local Board. The account for reimbursement of such necessary and reasonable expense will be stated on War Department Form 350-A (sec. 318, p. 263), which may be obtained by the Local Board upon application to State headquarters. After certification by a member of the Local Board, this account shall be forwarded for payment to the Commanding Officer of the nearest Army post, camp, or station. There should be attached to this claim for reimbursement a receipt from the Local Board for the deserter. This account should be carefully prepared and sworn to by the officer claiming the reimbursement.

(d) Default nonwilful—Registrant qualified for general military service.—If the Local Board finds that the registrant failed to report or otherwise perform any duty described in paragraph I above, but without intent to evade military service, and that he is physically qualified for general military service (Group A), it shall send him to the mobilization camp to which men are being sent on a pending general call, if any, or to which men were sent on the last general call for men of the same color, with the papers provided in section 160.
Reward.—See paragraph (g) below.

(c) Default nonwilful—Registrant qualified for special or limited military service only.—If the Local Board finds that the registrant failed to report or otherwise perform any duty prescribed in paragraph 1 above, but without intent to evade military service, and that he is physically qualified for special or limited military service only, he shall be sent to the mobilization camp to which men are being sent on a pending call for men qualified for special or limited military service, if any, or to which men were sent on the last such general call for men of the same color, with the papers provided in section 160.

Reward.—See paragraph (g) below.

(f) Default nonwilful—Registrant qualified for general military service in deferred remediabl group.—If the Local Board finds that the registrant failed to report or otherwise perform any duty prescribed in paragraph 1 above, but without intent to evade military service, and that he is physically qualified for general military service but has a remediable defect (Group B), he shall be forwarded on the next general call for men qualified for general service when remedied (deferred remediabl Group B).

Reward.—See paragraph (g) below.

(g) Default nonwilful—Registrant disqualified for general military service.—If the Local Board finds that the registrant failed to report or otherwise perform any duty described in paragraph 1 above, but without intent to evade military service, and that he is totally and permanently physically disqualified (Group D), it shall report the case to the mobilization camp, as described in paragraph (d) above, with a request for instructions.

Reward.—No reward shall be payable for the apprehension and delivery to a Local Board of a nonwilful deserter (paragraphs d, e, f, g), or of a deserter found to be an enemy alien (paragraph X below), but reimbursement may be obtained for the actual and necessary expense incurred, not to exceed $50 per man, in the apprehension and delivery of a deserter to such Local Board. Accounts for reimbursement of such necessary and reasonable expense will be stated on War Department Form 350–A (p. 263), which may be obtained by the Local Board on application to State headquarters, and after certification by a member of the Local Board, will be forwarded for payment to the commanding officer of the mobilization camp to which men are being sent on general call, if any, or to which men were sent on the last preceding general call. There should be attached to this claim for reimbursement a receipt from the Local Board for the deserter. This account should be carefully prepared and sworn to by the officer claiming reimbursement.

VI. In respect to the foregoing rules for rewards and expenses (see act of Congress, March 2, 1913), the following qualifications apply:

(a) A reward can not be paid to a Local or District Board member, or clerk, or to any official or employee connected with the administration of the Selective-Service Law, or to a Federal official, but such person may obtain reimbursement for actual and necessary expenses as herein provided.

Note 1.—See n. 1, sec. 50.

(b) Whenever it is found that the expenses of the delivery of a wilful deserter to the nearest army post, camp, or station, will be in
excess of $50, Local Boards should telegraph to the commanding officer of such camp, post, or station, and request authority for such delivery, indicating that the expenses in connection with such delivery will be in excess of the usual reward of $50.

(c) If, upon delivery of an alleged deserter to the Local Board, it is found that he has not actually been inducted into service, no reward shall be paid, but the officer who has apprehended and delivered the alleged deserter may obtain reimbursement for actual and necessary expenses incurred, by submitting a claim to the nearest United States marshal, together with a statement of the facts and a certificate from the Local Board concerned that the man apprehended and delivered has not been inducted into military service under the provisions of the Selective Service Regulations. The United States marshal will thereupon transmit the papers to the Department of Justice, with his approval or disapproval, and action upon the claim will be promptly taken.

VII. Papers to be forwarded for wilful deserter.—If the Local Board forwarding the deserter is the one which originally ordered him to camp, it shall forward by mail a new set of the usual papers (sec. 160) to the mobilization camp, together with a letter stating that such papers cover the person named therein, and that he is being sent to camp as a deserter, and giving the facts of desertion and apprehension or voluntary appearance.

VIII. When the Local Board sending the deserter to camp in accordance with this section is not the board which originally ordered him to camp it shall immediately inform the Local Board which ordered him to camp that the deserter is being sent to a camp, naming it, and shall inclose two copies of Form 1010 (p. 227), requesting the other board to send to such camp at once the following mobilization papers, with a letter stating that the papers cover the person named therein and that he is being sent to camp by the Local Board, naming it, before which he appeared as a deserter.

(1) One Form 1029 (p. 252), original and duplicate, in respect of the deserter, filling in the date as of the date the Local Board was informed by the Local Board of transfer of the deserter’s arrest.

(2) One Forms 1029 A and B (p. 253), in respect of the deserter, dating same as in (1).

(3) One copy of Form 1 (Registration Card) in respect of the deserter.

(4) One copy of Form 1010 (p. 227) in respect of the deserter.

IX. The Local Board sending the deserter to camp shall inform the Commanding Officer of the post, camp, or station that it will entrain the deserter, naming him, and that it, or the Local Board of previous jurisdiction, naming it, will furnish the necessary mobilization papers.

X. Upon the appearance before a Local Board of a deserter, wilful or nonwilful, who is found to be an enemy alien, such board shall immediately telegraph to the Commanding Officer of the proper mobilization camp (see par. (Vd) above) a full statement of the case and request instructions. If the camp commander directs his discharge, the Local Board shall thereupon report the case to the United States district attorney, who will consider the question of internment.

XI. In every instance in which a Local Board disposes of the case of a deserter in accordance with the procedure outlined in para-
graph V above, it shall forthwith notify the Adjutant General of the State having jurisdiction over the registrant (who in turn shall notify the Local Board of Origin if it be other than the Local Board which disposed of the case) and the Provost Marshal General of the action taken, using Forms 1021 A and B (sec. 346, p. 305).

XII. In forwarding deserters to military control under paragraphs (Va), (Vd), and (Ve) above, the following procedure will be adopted with reference to call numbers used on Forms 1029 (sec. 346, p. 252) and 1029 A and B (p. 253).

All wilful deserters forwarded to a military post, camp, or station shall be forwarded under call number "Des." Nonwilful deserters who are forwarded to a mobilization camp with a contingent of men under general call will be forwarded under the call number for that call. Nonwilful deserters forwarded to mobilization camp at a time when no general call is in effect will be forwarded under call number "N. W. D."

XIII. In cases of extreme and unusual hardship the provisions of section 139 may be invoked in the case of nonwilful deserters physically qualified for general military service or for special or limited military service or placed in the deferred remediable Group B.

Note 1.—It is the announced policy of the Department of Justice to prosecute vigorously all obstinate wilful deserters who can not be forwarded to mobilization camps under amended section 140, S. S. R., by reason of physical disability. Where Local Boards are of the opinion that the offense of wilful deserters who are physically disqualified is so flagrant as to demand punishment, they will call the case to the attention of the nearest United States district attorney. If such attorney refuses to prosecute, the Provost Marshal General's office should be advised, through the State Adjutant General, in order that the matter may be taken up with the Department of Justice and the district attorney properly instructed. (Circular letter, Aug. 13, 1918.)

B. TRANSFERRED CASES.

Section 141. Transfer of physical examination.

A registrant who is so far distant from his home when called to report to his Local Board for physical examination or when his physical examination is so imminent as to make it a hardship for him to report may, at his own expense, request of his Local Board, by mail or telegram, permission to be examined by the Local Board to which he is nearest (naming it). Upon receipt of such a request the Local Board of origin shall mail to the registrant an order to report to such Local Board of transfer for physical examination (using Form 1022, p. 243, but making the necessary correction thereon) and to the Local Board of transfer a request that he be so examined (using Form 1022A, p. 244). Thereupon the Local Board of transfer shall physically examine the registrant, and thereafter the procedure in regard to the registrant (so far as relates to physical examination) whose physical examination has so been transferred shall be the same as if he were originally a registrant of the Local Board of transfer. After all such procedure is completed the Local Board of transfer shall return to the Local Board of origin all three
copies of Form 1010 (p. 227), with a report of its finding and the
report, if any, of the medical advisory board, and the report, if any,
of the findings of the District Board of the jurisdiction of transfer.

Where the physical examination of the registrant has been trans-
ferred under the provisions of this section, the Local Board of origin
shall take no further action concerning the registrant until the find-
ing as to his physical examination by the Local Board of transfer
has been received. In cases of undue delay, the Local Board of
origin shall report such delay to the Adjutant General of the State
for transmittal to the Provost Marshal General.

The finding as to physical qualification by the Local Board of
transfer, or by the District Board having jurisdiction of the Local
Board of transfer in case of appeal as to physical qualification, is
binding upon the Local Board of origin; but if the Local Board of
origin has any knowledge of any facts on account of which in its
opinion the finding of the Local or District Board of transfer should
be reviewed, it shall send a report of such facts together with a
copy of Form 1010 (sec. 282, p. 227) to the Adjutant General of the
State for transmittal to the Provost Marshal General, who will take
such steps as may be necessary to cause a reexamination of the
registrant if in his opinion the same be necessary.

Section 142. Physical examination of persons residing abroad.

Either before or upon receiving a notice to report for physical
examination, a registrant residing in a foreign country in a place too
far for exacting a journey to the United States may, at his own ex-
 pense, apply by mail, cable, or telegram to be physically examined by
a near-by physician to be appointed by the American consul to make
the examination. Thereupon the Local Board should forward to the
applicant four copies of Form 1010 (p. 227) and a copy of these regu-
lations. Upon receipt thereof the applicant shall present himself
to the consul. The consul shall appoint a competent physician to
make the examination and shall indorse the appointment upon the
face of three copies of Form 1010 (p. 227). Thereupon the examina-
tion shall be made and the consul shall return the report of physical
examination, in triplicate, to the Local Board. Upon receipt of
such report, the Local Board may proceed to a decision as to the
physical qualification of the registrant.

The foregoing rule does not apply to the places adjacent to the
United States reasonably accessible. In such cases the registrant
should return to his Local Board, or apply for a transfer of physical
examination to a Local Board in the United States under the pro-
visions of section 141.

Section 143. Mariners actually employed on the Great Lakes.

A mariner employed on the Great Lakes may apply to the Local
Board which has called him to have his physical examination made
by any board hereinafter named, and upon such application his Local
Board may issue an order designating any Local Board having
jurisdiction in any of the following cities or towns or any division
thereof to make such physical examination:

Buffalo, N. Y.; Erie, Pa.; Conneaut, Ashtabula, Fairport, Paines-
ville, Cleveland, Lorain, Huron, Toledo, and Sandusky, Ohio; De-
troit, Marquette, and Escanaba, Mich.; Ashland, Superior, Sheboygan, and Milwaukee, Wis.; Duluth and Two Harbors, Minn.; Chicago, Ill.; Gary, Ind.

The order should state that any Local Board having jurisdiction in any of the above cities or any division thereof may make the examination instead of stating that any particular board may make the examination.

Section 144. Transfer of Classification.

Any registrant who is so far distant from his Local Board as to make it a hardship for him to respond to and comply with notices and requirements to perform any duty or duties under the Selective Service Law and these Regulations, or who expects thereafter to be at such distance, may apply to his Local Board to have his classification and all future procedure in respect of him transferred to another Local Board and support his application with such evidence of necessity as he cares to submit.

Before making such application the Questionnaire of the registrant must in all cases be submitted to the Local Board of origin.

Upon receipt of such an application the Local Board of origin shall consider the application, and, if it appears to be meritorious, shall issue an order permitting classification to be made by another Local Board and shall notify both the registrant and the Local Board of transfer on Form 1023 (sec. 296, p. 245). The Local Board of origin shall then make an exact duplicate of the Cover Sheet, shall write at the top of both original and duplicate of the Cover Sheet the word “Transferred” and shall forward to the Local Board of transfer the Questionnaire and original cover sheet, retaining in its own files the duplicate of the cover sheet.

Very great care should be taken by Local Boards to whom applications for transfer are made to insure that the application is not made for the purpose of evading military service. Transfer should be granted only where hardship would follow its refusal. If the board is in doubt as to the good faith of a request it may transfer the case to a board located near the one to which transfer is requested rather than to the board to which transfer is requested.

The Local Board of transfer shall receive the Questionnaire of the registrant, but it shall not change the stamped Local Board designation on the first sheet thereof. The jurisdiction of transfer (both Local and District Board) shall then proceed to a classification in all respects as though the case had originated within its jurisdiction, except that:

(1) The case shall not be entered on the same Classification List as that for persons within the jurisdiction of transfer but each Local Board shall keep a separate Classification List for cases transferred to it in which all entries shall be made in red ink. In the box preceding the caption, “Classification List,” shall be entered the word “Transferred.” In column 29, opposite the name of each registrant whose case has been transferred, shall be entered the designation of the board from which it was transferred.

(2) When final classification is made, a copy of Form 1007 (p. 224) in respect of every transferred registrant shall be mailed to the Local Board of origin from which he was transferred. (See sec. 110.)
(3) Transferred registrants shall not be called for military service (see Part VII) by a Local Board of transfer in the order in which their order numbers would send them if they were registered in the jurisdiction of transfer, but they shall be called by the Local Board of transfer only when the mobilization of any such registrant is transferred by the Local Board of origin in accordance with paragraph 4 of this section.

(4) A registrant whose classification has been transferred in accordance with the provisions of this section shall not be called for military service by the Local Board of transfer, but shall be called for military service by the Local Board of origin when his class and order number are reached. The induction into military service of such a registrant shall be effected by his Local Board of origin, except that mobilization of such a registrant may be transferred as in case of any other registrant as provided in section 176.

Section 145. Suspension of action on transfer of classification.

When a case has been transferred from a Local Board of origin to another Local Board, for classification, the Local Board of origin shall not treat the registrant as a delinquent or deserter or take any action concerning him until it has received the report (Form 1007, p. 224) from the Local Board of transfer.

A Local Board of transfer to which a case has been transferred for classification shall immediately upon final classification of the transferred registrant send its report (Form 1007, p. 224) to the Local Board of origin.

In a case of undue delay in the receipt of Form 1007 from the Local Board of transfer the Local Board of origin shall report such delay to The Adjutant General of the State for transmittal to the Provost Marshal General.

The classification by the Local Board of transfer or by the District Board having jurisdiction of the Local Board of transfer is binding upon the Local and District Boards of origin, but if a Local or District Board of origin has any knowledge of any facts on account of which in its opinion the classification made by the Local or District Board of transfer should be reviewed it shall report such facts to the Adjutant General of the State for transmittal to the Provost Marshal General, who will take such steps as may be necessary to cause the Questionnaire and other records in possession of the Local Board of transfer to be forwarded to him and to cause the reclassification of the registrant, or an appeal to the President, if in his opinion the same be necessary.

Section 146. Entry of transferred cases on classification lists of Local Boards of origin.

When a case is transferred for classification, the Local Board of origin shall retain the name of the registrant on the Classification List and shall note in column 29 in red ink, opposite the registrant's name, the name of the Local Board to which the case has been transferred and the date of transfer.

When the copy of Form 1007 is received by the Local Board of origin, as prescribed in section 145 hereof, the Local Board of origin
shall enter on its Classification List the classification made by the Local or District Boards of transfer. (See sec. 144 (2).)

When the order of call of such transferred persons is reached by the Local Board of origin, such persons shall be called for military service, as provided in section 158 g hereof. (See sec. 144 (3).)

Section 147. Registrants absent from the jurisdiction of their Local Boards may, under certain circumstances, be sent to a mobilization camp with the contingent of another Local Board.

Superseded by section 176.

Section 148. Sending men whose cases have been transferred, and men who apply or are ordered to be sent with contingents of other Local Boards to military camps or stations.

Superseded by section 176.

C. SPECIAL CASES OF INDUCTION INTO MILITARY SERVICE.

Section 149. Induction into military service of technical and other experts and of registrants highly skilled in some special line of work.

Superseded by sections 158–C, 158–D, and 158–E, Part VII.

Section 150. Induction into military service out of order.

Prior to the time of making the prescribed entry in column 24 of the classification list or to the mailing of Form 1028 or Form 1014 (order to report for military duty) in respect of him, any registrant, not an alien enemy, regardless of his classification or order number, may be inducted immediately into military service on his own written request under any call announced by the Provost Marshal General by complying with the following requirements:

(a) If he is in Class I, he shall file a waiver of his order number.

(b) If he is in Class II, III, or IV, he shall file with his Local Board a waiver of all claims of deferred classification.

(c) If he is in Class IV, on the ground of dependency, he must accompany his application and waiver with a waiver from those persons in behalf of whom he was so placed in Class IV and who executed the supporting affidavit in his Questionnaire.

(d) If he is in a deferred class on the ground of being in a necessary industry, occupation, or employment, including agriculture, the Local Board shall delay accepting his application for induction for three full days and immediately notify the nearest United States Employment Service Agent that the registrant has applied for voluntary induction.

Upon receipt of such application and waiver, or after the expiration of said period of three full days, as the case may be, unless the registrant has withdrawn his request for voluntary induction, the Local Board shall examine him physically and, if he is found qualified for induction under the call, shall accept his application for induction, and induct him into military service in the manner prescribed in Part VII.
Section 151. Voluntary enlistment and commissioning of registrants.

Except as provided in the following paragraphs, no registrant, subject to the Selective Service System, may enter the military or naval (including Marine Corps) service of the United States otherwise than by induction.

(a) Any registrant who, at any time prior to the mailing of Form 1028 (p. 250) (order to report for military duty), or the entry, in column 24 of the Classification List, of the day and hour on which the registrant is to report for military duty and entrainment, shall present to his Local Board the certificate of a commissioned officer of the Navy or Marine Corps that he has served in the Navy or Marine Corps of the United States prior to September 12, 1918, and that his application for reenlistment has been approved, shall be given a certificate (Form 1045, sec. 359, p. 320) stating that he may reenlist in the Navy or Marine Corps within 10 days from the issuance thereof. In case, however, it shall appear from the certificate of the commissioned officer that the registrant was discharged from the Navy within four months, or from the Marine Corps within three months, prior to the presentation of such certificate to the Local Board, the certificate of the Local Board shall state that the registrant may reenlist in the Navy at any time within four months, or in the Marine Corps within three months, of the date of his discharge. Upon the issuance of the certificate by the Local Board, it shall enter in column 29 of the Classification List the words "may reenlist in Navy (or Marine Corps) until _______" (inserting date of expiration of certificate), and shall not induct the registrant into the military or naval (including Marine Corps) service until the expiration of the period named in the certificate. Upon the receipt from a commissioned officer of the Navy or Marine Corps of notice that the registrant has been reenlisted within the period named in his certificate, he shall be classified in Class V-d, as a person in the military or naval service. (Form 1045 is not printed for distribution but will be found at p. 320.)

(b) Any registrant at any time, regardless of classification and order number, may at the pleasure of the President, be commissioned in the military or naval (including the Marine Corps) service, or appointed an army field clerk, and thereafter, on presentation by the registrant to his Local Board of a certificate of his Commanding Officer stating that he has been so commissioned or appointed, such certificate shall be filed with the Questionnaire and the registrant shall be placed in Class V on the ground that he is in the military or naval (including the Marine Corps) service of the United States.

(c) Citizens of the United States in Great Britain, who are of draft age, including those who registered in the United States and have gone abroad, those who registered abroad before a consul, and those who have not registered, may voluntarily enlist in the Army of the United States, such enlistment to be made at such times and at such places as may be prescribed by the Commanding General, American Expeditionary Forces. Thereafter, upon presentation by such registrant to his Local Board of a certificate of a commissioned officer of the Army stating that he has been so enlisted, such certificate shall be filed with the Questionnaire and the registrant shall be
placed in Class V on the ground that he is in the military service of the United States.

If a citizen of the United States in Great Britain, who has registered, applies for enlistment at a recruiting station in Great Britain and is rejected for military service on account of physical disqualification, thereafter upon presentation by such registrant to his Local Board of a certificate by the recruiting officer stating that the registrant applied for enlistment and was found physically disqualified for military service, together with a copy of the report of the physician who examined the applicant for enlistment, such certificate and copy of examining physician's report shall be filed with the Questionnaire and the registrant shall be placed in Class V on the ground that he is totally physically unfit for military service.

(d) Whenever a registrant who has been enlisted in the Army, Navy, Marine Corps, or Enlisted Reserve Corps of the Army, or any branch thereof, as the case may be, or who has been commissioned or appointed under provisions of paragraph (b), this section, shall be subsequently discharged from the military or naval (including Marine Corps) service of the United States, it shall be the duty of the officer discharging him, and of the registrant himself, immediately to notify the registrant's Local Board of such discharge; said Local Board shall at once reclassify said registrant, and if his class and order number have been reached he shall be physically examined and if found physically qualified he shall be inducted into the military service under the next call for which he is qualified.

(e) Except in the following cases, no person registered or subject to registration under the Selective Service Law may enlist or be recruited in the military forces of cobelligerents of the United States:

(1) Upon presentation by a registrant to a recruiting officer of a cobelligerent of the United States of a certificate of final classification of his Local Board (Form 1007, p. 224), showing that he has been placed in Class V-E on the ground that he is an alien enemy or in Class V-F on the ground that he is a resident alien who has not declared his intention to become a citizen of the United States, he may enlist in the military forces of a cobelligerent of the United States.

(2) Upon presentation by a registrant to a recruiting officer of a cobelligerent of the United States of a certificate of his Local Board that he has been found by the Local Board not to be a citizen of the United States and not to have declared his intention to become a citizen of the United States, that he has expressly waived classification in Class V on the ground of alienage, and that the Local Board has placed him in Class II, III, or IV, he may enlist in the military forces of a cobelligerent of the United States. Form 1007 (p. 224) may not be used in this case, but the Local Board shall prepare a special certificate.

(3) Immediately upon the enlistment of a registrant under the exceptions above noted, the recruiting officer shall forward to the Local Board a certificate that the registrant has enlisted in the military service of the country which the recruiting officer represents. The Local Board shall, upon receipt of such certificate of the recruiting officer, place in Class V any registrant who has enlisted under the provisions of the subparagraph immediately preceding.

(f) On request of any registrant or of a recruiting officer of a cobelligerent of the United States, with which the United States has
entered or shall hereafter enter into a treaty relating to the military service of citizens of the one country in the other, similar to the conventions with Great Britain and Canada, ratifications of which were exchanged on July 30, 1918, the Local Board shall furnish to any registrant who has stated on his registration card that he is a citizen or subject of such country a certificate in the following form: "It is hereby certified that , a registrant of this Local Board, stated on his registration card that he is a subject of ."

The registrant may then enlist in the army of the country of which he is a citizen. Thereafter, upon receipt by the registrant's Local Board of a notification by a commissioned officer of the army of the belligerent of which he is a citizen or subject, stating that he has been so enlisted, such notification shall be filed with his questionnaire and he shall be placed in Class V-K.

Upon the receipt by a Local Board of a notification by a diplomatic or consular representative of a belligerent of the United States, stating that a registrant is a citizen or subject of such belligerent and is departing from the United States for the purpose of military service in accordance with the provisions of a treaty relating to the military service of citizens of the one country in the other, similar to the conventions with Great Britain and Canada, ratifications of which were exchanged on July 30, 1918, the Local Board shall place the registrant in Class V-K, provided the registrant stated on his registration card that he was a citizen or subject of such belligerent, and provided further that the notice was received within the time for departure from the United States limited by the treaty, and shall issue to the registrant a permit under section 156 authorizing him to depart from the United States.

(g) On request of any registrant or a recruiting officer of the British Canadian Recruiting Mission, Local Boards shall furnish to any registrant who has stated on his registration card that he is a British subject or a Canadian, a certificate in the following form, either in writing or by telegraph: "It is hereby certified that , a registrant of this Local Board, stated on his registration card that he is a British subject or a Canadian." Thereafter, upon receipt by his Local Board of a notification by a commissioned officer of the British or Canadian Army stating that he has been so enlisted, such notification shall be filed with his Questionnaire and the registrant shall be placed in Class V-K. If no Questionnaire has been furnished to such registrant, such notification shall be filed with a blank Questionnaire on which shall be entered only the usual entries made by the Local Board on the first page, and the registrant shall be placed in Class V-K.

Note 1.—The Secretary of War has directed that all students, when properly inducted into the Students' Army Training Corps, who have been nominated as candidates for examination for admission to the Naval and Military Academies, be held as members of the Students’ Army Training Corps until such examination and, if successful, until entrance into the United States Military Academy or the United States Naval Academy, at which date they will be discharged from the service of the United States for the purpose of entrance into said academies. (For method of induction into Students' Army Training Corps, see Part VII.)
D. REGISTRANTS EMPLOYED UNDER GENERAL SUPERVISION OF NAVY OR EMERGENCY FLEET CORPORATION IN THE BUILDING OR FITTING OF SHIPS.

Section 152. The Emergency Fleet Classification List.

Employment under the general supervision of the Navy or the Emergency Fleet Corporation in the building or fitting of ships shall not be regarded as ground for deferred classification, and all registrants so employed shall be classified by Local or District Boards without regard to such employment. Every Local Board shall, however, maintain a special copy of the Classification List, preceding the caption of which, in the box there provided, shall be written in bold characters the words "Emergency Fleet."

Note 1.—Registrants employed in the building of ships or the manufacturing of fittings therefor under the supervision of the Navy or Emergency Fleet Corporation may claim deferred classification on account of industrial occupation or employment, or as Government employees, as well as on other grounds, and where such claims are made by or on behalf of such registrants they shall be classified regardless of whether or not they are on the Emergency Fleet Classification List.

Note 2.—The term "fitting" in this and other sections applies to the manufacture of permanent equipment of ships and not to the production of raw material used in the building of ships or in the manufacture of permanent equipment of ships.

Section 153. Entering certain registrants on Emergency Fleet Classification List.

Immediately upon receipt from the Commandant of any Navy Yard or Naval Station, the Naval Officer charged with the inspection of vessels, and their equipment being constructed for the Navy, the Principal Representative of the Emergency Fleet Corporation in any Shipyard, the Superintendent of any Emergency Fleet Corporation District, or the General Manager of the Emergency Fleet Corporation, of a request (Form 1024, sec. 297, p. 246) that any registrant whose name and serial number and the designation of whose Local Board are stated in the request, shall be placed upon the Emergency Fleet Classification List, and certifying that such registrant is employed under supervision of the Navy or the Emergency Fleet Corporation in the building or fitting of ships, the Local Board shall forthwith enter the name of such registrant on the Emergency Fleet Classification List, and shall enter in Column 29 of the Original Classification List, opposite the name of such registrant, the letters "E. F." in red ink. The classification of such registrant and all process herein prescribed in respect of him shall not be changed, except that, so long as he remains on the Emergency Fleet Classification List, he shall be regarded as not available for military service.

Note 1.—No registrant may be placed upon the Emergency Fleet Classification List if the request therefor (Form 1024, p. 246) is received after (Form 1028, p. 250) the order to report for military duty, has been issued or the day and hour has been entered.
in column 24 of the Classification List. (Telegram B 334, Apr. 11, 1918.)

**Note 2.**—When a Local Board receives a request (Form 1024, p. 246) from the United States Shipping Board, the Emergency Fleet Corporation, or the Navy requesting Emergency Fleet Listing for a man who is not a registrant of the Local Board receiving such request, the latter will immediately return such request to the sender with the information that the man named is not a registrant of such board.

**Note 3.**—By telegram E 1948 of July 23, 1918, and telegram E 2006 of July 27, 1918, the placing of registrants who are in Class I qualified for general military service on the Emergency Fleet Classification List was suspended until further order; but such suspension does not authorize the removal of registrants from the Emergency Fleet Classification List who were placed there prior to July 23, 1918, except in accordance with these regulations irrespective of said telegrams of suspension. Such telegrams do not relate to mariners in training or in actual service who may be placed upon the Emergency Fleet Classification List in accordance with section 153.

**Section 154. Removing registrants from Emergency Fleet Classification List.**

(a) Immediately upon discharge or removal of any registrant, who has been entered on the Emergency Fleet Classification List, from employment in the building and fitting of ships under the supervision of the Emergency Fleet Corporation or of the Navy, the officer who has requested his entry on that list, as prescribed in section 153 hereof, is required to report (Form 1025, sec. 298, p. 247) to his Local Board the fact of his removal or discharge.

(b) Within five days after the 1st of every month, any officer specified in section 153 who has requested that a registrant be placed upon the Emergency Fleet Classification List of any Local Board and who has not rendered the report prescribed in paragraph (a) of this section in respect of such registrant, is required to report to such board (Form 1025, p. 247) that such registrant is still employed under the circumstances upon which he was placed on such list and to request the continuance of such registrant upon such list.

(c) On the 10th of each month Local Boards shall carefully check up the reports received since the 1st of the month in respect of registrants entered on the Emergency Fleet Classification List.

(d) Whenever the report prescribed in paragraph (a) hereof is received, or whenever, upon the check prescribed in paragraph (c) hereof, it appears that the report prescribed in paragraph (b) hereof has not been received in respect of any registrant on the Emergency Fleet Classification List, the name of such registrant shall be stricken forthwith from such list by drawing a red-ink line through it. The letters "E. F." shall be likewise removed from their place on original Classification List opposite the name of such registrant, and the registrant shall thereafter stand classified as though his name had never been entered upon the Emergency Fleet Classification List. He shall not be eligible for reentry on the latter list for a period of one month from the date of his removal therefrom. If his class and order number have been reached or passed by calls into military service he shall be immediately inducted into military service in the normal manner, and, after the order for him to report to his Local
Board for military duty has been issued, no request again to place him on the Emergency Fleet Classification List can be considered.

Forms 1024 and 1025 will be found in Sections 297 and 298, but no printed forms will be furnished.

Note 1.—By telegram B 2144, July 20, 1918, the provisions of subparagraphs (b), (c), and (d) of this section, relating to the rendering of monthly reports of continued employment and the checking of the Emergency Fleet Classification List and the removal therefrom of registrants not so reported, were indefinitely suspended. This suspension does not authorize the removal of registrants from the Emergency Fleet Classification List except in conformity with the regulations as contained in subparagraphs (a) and (d) concerning registrants who have been discharged or removed from the employment.

Section 155. Officers of the Navy or the Emergency Fleet Corporation to number reports and requests serially and to keep a file of the same.

The reports and requests concerning registrants engaged in the building or fitting of ships are to be made on postal card forms. Each officer authorized by section 153 to make such reports and requests shall keep copies thereof, which shall be serially numbered and the number of each such report or request shall be entered on the original and the copy thereof under the caption “Emergency Fleet Report (or Request) No. —” in the upper left-hand corner of the card.

Section 155½. Mariners and mariners in training under supervision of the Shipping Board.

Sections 152 to 155, inclusive, “D,” Part VI of the Selective Service Regulations, are hereby modified to include registrants in training for or actually in service as mariners under the general supervision of the Recruiting Service of the United States Shipping Board.

Immediately upon receipt from the director of said Recruiting Service, the section chief of any of the navigation or engineering schools of said service, or the supervisor of any of the training ships or training stations of said service, of a request (Form 1024 therefor) that any duly designated registrant be placed upon the Emergency Fleet Classification List, the Local Board in which such registrant is registered shall forthwith enter the name of such registrant on the Emergency Fleet Classification List, all and similar as provided more particularly in Section 153 for registrants therein specified; and further, the Local Board immediately upon receipt of a request from said director, section chief, or supervisor shall forthwith issue a permit for a passport to a registrant so entered on said list.

The above-mentioned officers of said Recruiting Service and registrants under their general supervision shall have all rights under and be bound by all the provisions of said Sections 152 to 155, inclusive, the same as if specifically mentioned therein, and all reports and forms specified therein shall be adopted therefor. (C. S. S. R., No. 2, Jan. 25, 1918.)

Note 1.—General telegrams E 1948 of July 23 and E 2006 of August 1, 1918, suspending the operation of Emergency Fleet
listing of Class I men qualified for general military service until further notice do not relate to the recruiting of mariners in training or actual service as mariners and placed on the Emergency Fleet Classification List in accordance with section 1554. This section remains in full force and effect except that under said section not more than 3,000 registrants in Class I, physically fit for general military service, throughout the whole United States, may be placed upon the Emergency Fleet List in any one month.

Note 2.—See note 1 under section 152.

Note 3.—Local Boards should issue without delay permits to depart from the United States to registrants placed on the Emergency Fleet List under section 1554 upon proper request, made by proper officials of the recruiting service of the United States Shipping Board (Telegram B 1894, July 5, 1918).

(E) PERMISSION FOR REGISTRANTS TO DEPART FROM THE UNITED STATES.

Section 156.—Permission for registrants to depart from the United States.

(a) When any registrant desires to depart from the United States, he should apply to his Local Board for a permit. The Local Board shall consider the application, and if the applicant is not likely to be called during the period of the proposed absence, or if the Board is otherwise assured that the issuance of the permit will not result in evasion of or interference with the execution of the law, the Local Board shall, except as hereinafter provided, take from the applicant a statement of his address while absent and an engagement to keep himself informed of any call that may be made upon him and to return immediately upon call. Thereupon, the Local Board shall issue the permit. In the case of a registrant classified in Class V, on the ground of alienage, the Local Board shall not require either a statement of his address while absent or an engagement to keep himself informed of any call that may be made upon him and to return immediately upon call.

(b) The form for an application for a permit (Form 1026) will be found in section 299, page 248, but no printed form will be furnished. The form for the permit (Form 1027) will be found in section 300, page 249. Printed copies of this form will be furnished to Local Boards. When such a permit is obtained by a registrant, it should be forwarded by him to the State Department, together with his application for a passport if he is a citizen of the United States, or for a permit from the State Department if he is an alien.

(c) Although the President’s regulations of August 8, 1918, issued in pursuance of the act approved May 22, 1918, do not require of persons other than hostile aliens passports or permits from the State Department to go to Canada or Bermuda, registrants going to Canada or Bermuda are required, nevertheless, to obtain permits from their Local Boards authorizing their departure from the country. Such a permit in the case of a person other than a hostile alien should be retained in the registrant’s possession in order that it may be exhibited to the proper officials at the place of departure. Hostile aliens
must obtain permits from the State Department for all departures from the United States.

(d) If the applicant is so far distant from his own Local Board that it would work hardship for him to apply thereto for a permit, he may apply to the nearest Local Board to investigate his case, and at his expense, to telegraph or write to his Local Board for authority to issue the permit upon a recommendation as to the advisability of issuing it. Upon receipt of such authority the Local Board to which registrant applies may issue the permit.

(e) When a registrant has enlisted in the military service of a co-belligerent of the United States, in accordance with section 151, and is leaving the United States, either accompanied by an officer of the army of the country in which he has enlisted or in a group of recruits for such army, he is not required to obtain the permit of his Local Board to leave the country. Such a registrant shall at the time of leaving the country present either a certificate of final classification showing that he has been classified in Class V, or a special certificate issued in accordance with section 151 granting him permission to enlist.

(f) Local Boards shall issue, upon application, permits under this section to registrants classified in Class V, divisions f, j, k, or l. A registrant who has been classified in Class IV, division b, as a mariner in accordance with section 70, paragraph (b) is not required to obtain a permit from his Local Board in order to depart from the United States.

(g) Ordinarily a permit to depart from the United States should not be granted to a registrant before his final classification, but a Local Board is authorized to issue a permit to depart from the United States to a registrant who has not been finally classified, provided he has submitted a Questionnaire, upon which, together with the application on Form 1026 (p. 248), the board may determine whether the permit to depart from the United States should be issued. If a registrant who has not been furnished a Questionnaire applies for such permit, the Local Board shall furnish him a Questionnaire and on its return shall proceed in accordance with the above. If the registrant claims deferred classification on the ground that he is totally and permanently physically disqualified for military service the Local Board shall proceed immediately to have the registrant examined physically.

(h) If any registrant of a class with respect to age which the President has not directed shall be called for classification (that is be furnished with Questionnaires), and drafted for military service, applies for a permit under this section and has been furnished a Questionnaire to be submitted to the Local Board for consideration in connection with his application for a permit, he shall not be finally classified or called for military service until, under the President’s direction, the class of registrants with respect to age of which he is a member has been called for classification.

Note 1.—If a citizen of the United States desires to depart from the United States, he must obtain a passport. If an alien wishes to depart from the United States, he must obtain a permit from the Secretary of State. By section 12 of the President’s regulations of August 8, 1918, promulgated in pursuance of the act approved May 22, 1918, entitled “An act to prevent in time
of war departure from or entry into the United States contrary to public safety," it is provided that no person registered or subject to registration for military service shall depart from the United States without the consent of the Secretary of War or of such person or persons as he may appoint to give such consent, and that the Secretary of State shall issue no passport or permit entitling such persons to depart from the United States without satisfactory evidence of such consent.

Accordingly the Secretary of War has appointed the Local Boards to give consent to the departure of registrants from the United States in accordance with this section.

Note 2.—Local Boards are advised that when a registrant has been classified in a deferred class (Class II, III, IV, or V), the presumption is that his application for a Local Board's permit to depart from the United States should be acted upon favorably, unless the board has knowledge of special circumstances which indicate that the issuance of the permit will result in an evasion of or interference with the Selective Service Law.

Note 3.—See note 3 to section 155½.

F. RULES RELATING TO CITIZENS OR SUBJECTS OF COUNTRIES WITH WHICH THE UNITED STATES CONCLUDES TREATIES PROVIDING FOR RECIPROCAL MILITARY SERVICE OF THEIR RESPECTIVE CITIZENS AND SUBJECTS.

Section 156A. Suspension of involuntary induction of British registrants (including Canadians).

The conventions concluded between this country and Great Britain and Canada, effective July 30, 1918, prescribe limited periods within which certain British subjects (including Canadians) may enlist or enroll in the British or Canadian forces or leave this country for military service in such forces.

In order to comply with the terms of these conventions, the involuntary induction of those British subjects (including Canadians) hereinafter specified, whether they are declarants or nondeclarants, and whether unclassified or classified in Class I, II, III, IV, or V, shall be suspended for the period of time hereinafter prescribed.

(a) The involuntary induction of every such registrant of the Class of June, 1917, and every such registrant of the Class of June, 1918 required to register on June 5, 1918, shall be suspended until and including September 28, 1918.

(b) The involuntary induction of every such registrant of the Class of June, 1918 required to register on August 24, 1918, pursuant to the proclamation of the President dated August 13, 1918, shall be suspended until and including September 23, 1918.

(c) The involuntary induction of every such registrant of the Class of September, 1918, who registered on September 12, 1918, and who on that day was between 20 and 44 years of age, both inclusive, shall be suspended until and including October 12, 1918.

(d) The involuntary induction of every such registrant of the Class of September, 1918, who registers after September 12, 1918, and who on the date of registration is between 20 and 44 years of
age, both inclusive, shall be suspended for a period of 30 days after the date of registration.

Involuntary induction of any such registrant shall not by virtue of the provisions of this section be suspended beyond the date above named applicable to such registrant, but thereafter such registrant shall become subject to military service and entitled to exemption and discharge therefrom under the laws and regulations from time to time in force in the United States in the same manner as a citizen of the United States. No claim for exemption or deferred classification on the ground of alienage shall be entertained or granted in respect of any such registrant. The previous classification of any such registrant in Class V on the ground of alienage shall be canceled. He shall thereafter have the right to have his case reopened and to file a claim for deferred classification and proof in support thereof within a reasonable time and shall be reclassified in the same manner as a citizen of the United States.

Provided, That the provisions of this section shall not apply to any such registrant who, before proceeding to the United States, was ordinarily resident in a place in the British Dominions where the law does not impose compulsory military service. The only portions of the British Dominions in which the law now imposes compulsory military service are England, Scotland, Wales, Canada, Newfoundland, New Zealand, Jamaica, and Grenada.

Note 1. The term "involuntary induction" includes any induction except upon voluntary application of the registrant.

Section 156B. Registration cards of British subjects to be made available for inspection of British and Canadian authorities.

The registration cards of all British subjects (including Canadians) specified in subparagraphs (a), (b), (c), and (d), Section 156A, shall be removed by each Local Board from the file of registration cards and shall be placed in a separate file. Such cards shall remain in a separate file, where each shall be made available for inspection by properly accredited representatives of the British and Canadian Recruiting Mission until and including the day specified in Section 156A, after which involuntary induction shall not be suspended.

The statement of a registrant on his registration card that he is a subject of Great Britain or a Canadian shall be sufficient evidence of his nationality unless the Local Board is satisfied that such a statement is untrue.
PART VII.

INDUCTION AND MOBILIZATION.

Section 157. Authority of the Provost Marshal General.

The Provost Marshal General is charged with the mobilization of selected men and with all matters relating to their assemblage, entrainment, and transportation until their arrival at a mobilization camp, which includes supervision of the preparation of schedules for entrainment and transportation, and is authorized to issue all necessary directions and orders concerning the same.

Section 157A. Notification of calls.

The Provost Marshal General shall, by an induction telegram, notify the Governor of the State to furnish, at a specified time or times and place or places, the number of men called from the State as hereinafter provided, whereupon the Governor of the State shall notify each Local Board of the State of the exact number of selected men to be furnished by such Local Board, and of the date, place, and the hour of entrainment.

Section 157B. Call numbers.

A call number is the designation from which the particular duty and mobilization point of a drafted man can be determined. A call number applies to a particular kind of duty and to a particular mobilization camp, and can not be interchanged between duties and mobilization camps. In all inductions the call number announced by the Provost Marshal General shall be the number used on Forms 1029 and 1029 A and B.

All calls made by the Provost Marshal General (sec. 157a) upon one or more States requiring Local Boards (of such States) to furnish their respective numbers of registrants, whether specially qualified and inducted for special service in a definite limited number, or as part of a general call, and whether made up or to be made up of registrants voluntarily or involuntarily inducted out of order or not, shall be serially numbered in accordance with the chronological order of such calls. Any general call shall be designated by suffixing to the number the letter “G.”

All calls for registrants to be inducted into the Army will be designated by prefixing to the call number the letter “A”; all calls for registrants to be inducted into the Navy will be designated by prefixing to the call number the letter “N”; all calls for registrants to be inducted into the Marine Corps will be designated by prefixing to the call number the letter “M.”

Local Boards will be held strictly responsible for the proper use of the call numbers as announced by the Provost Marshal General and are required to place the proper call number on all copies of
Forms 1029 and 1029 A, and B prepared by them. The absence of the call number on any Form 1029 or 1029 A and B may delay the acceptance of the selected man at the mobilization camp and the allowance of the credit to the Local Board concerned for the man so inducted, and may also result in delay in payment of such selected man for the military services rendered.

Section 157C. Calls to be filled but not exceeded.

All calls for the induction and entainment of selected men issued in accordance with these regulations shall be filled but not exceeded, and the Local Board shall be held responsible for the filling of any deficiency in the total number of men called under the call within 48 hours of the date of entainment.

Section 157D. Reports of entainment.

Each Local Board shall daily forward to the Adjutant General of the State by mail on Form 2013 (see instructions printed on Form 2013) (sec. 343, p. 301) a report of the number of men inducted or entrained, as the case may be, under each call, and the Adjutant General of the State shall report daily by telegraph to the Provost Marshal General the total number of men entrained under each call except individual calls issued as provided in section 158F.

Section 158. Kind of calls.

There shall be six kinds of calls:

(a) General.
(b) Voluntary.
(c) Special.
(d) Voluntary-special.
(e) List.
(f) Individual.

Section 158A. General calls.

A "general call" is a call for men to be selected and inducted in sequence of class and order numbers.

(1) How made.—A general call will be made by the Provost Marshal General on one or more States by a telegram of which the following is a type form:

Induction telegram number fifty-one period.

General number A five hundred eighty-one G upon your State is hereby announced as follows colon: During the five day period beginning May twentieth complete the entainment of one thousand white men physically qualified for general military service for Camp Meade comma, Admiral comma, Maryland period. Acknowledge.

Crowder.

Note.—This form covers a general call for the Army of 1,000 white men physically qualified for general military service to be entrained for Camp Meade, Admiral, Md., during the five-day period beginning May 20, under call No. A 581–G.

(2) Authority and duties of Governor.—On receipt of a general call the Governor shall immediately proceed to—

(a) Allocate said call among one or more Local Boards within his jurisdiction in such manner as will produce the required number (the
allotment) of men from within the class or classes designated by the President as the "quota basis," who possess the physical qualifications specified in the call, of the color and at the time specified, and in such manner as will maintain an equality of contribution among the several Local Boards within his jurisdiction.

(b) Call upon each Local Board to which an allotment has been made for its respective allotment. The telegraph shall be used only in case of emergency. If any readjustment of the original allotment is made the Governor shall notify the Local Boards concerned.

(c) Forward to the Provost Marshal General a statement showing the allotment made to each Local Board. If any readjustment of the original allotment is made the Governor shall notify the Provost Marshal General of the revised allotment.

(d) Confer with the representative of the United States Railroad Administration within the State and arrange for proper transportation schedules.

(e) Notify each Local Board to which an allotment has been made of the train schedules and transportation arrangements.

(f) Notify the commanding officer of the mobilization camp of the number of selected men to arrive under the call, together with the date and hour of arrival and the name of the Local Boards forwarding each contingent.

(3) Authority and duties of Local Board.—On receipt of a general call the Local Board shall immediately proceed to select in sequence of order numbers a sufficient number of men classified in the class or classes designated by the President as the "quota basis," of the color specified, who possess the physical qualifications specified in the call, to fill its allotment, and shall proceed with the induction and mobilization of such selected men in the manner hereinafter provided.

Section 158B. Voluntary calls.

A "voluntary call" is a call which will permit registrants to be inducted immediately into military service upon their own application when there is a specific need for men of their qualifications.

(1) How made.—A voluntary call will be made by the Provost Marshal General on one or more States in the following manner:

(a) Preliminary voluntary call.—A preliminary voluntary call will be made by the Provost Marshal General on one or more States for the listing of registrants who desire to volunteer for immediate service in a particular corps or department of the military service in which there is specific need for men of their qualifications. This preliminary voluntary call will state the occupational or educational qualifications, physical requirements, and color of the registrants who may enroll as volunteers, and will contain a brief statement of the duties which the volunteers will be called upon to perform.

The Governor shall give the widest publicity to these opportunities for voluntary induction and shall transmit the preliminary voluntary call to each Local Board within his jurisdiction.

The Local Board shall give the widest publicity to these opportunities for voluntary induction and shall list the name, order number, and serial number of each registrant possessing the requisite qualifications who applies for induction. Applications for volunteers shall
be taken on Form 2014 (section 344, p. 303), and in case the registrant desiring to volunteer is classified in a deferred class he shall file with the Local Board at the time of making application the waivers provided in section 150. If the registrant desiring to volunteer is in a deferred class on the ground of being in a necessary industry, occupation, or employment, including agriculture, the Local Board shall immediately notify the nearest United States Employment Service agent as provided in section 150. If the registrant desiring to volunteer has not been examined physically, the Local Board shall proceed forthwith to examine him physically.

A registrant who has volunteered shall not be permitted to withdraw his application except as provided in sections 80 and 150, nor shall he be released by the Local Board for enlistment in any branch of the Army, Navy, or Marine Corps, nor shall he be inducted under any other call which may be made on the Local Board within a period of 10 days from the date designated by the Provost Marshal General for the closing of the volunteer period. Local Boards shall not induct any registrant who volunteers under a preliminary voluntary call until the receipt of further directions from the Governor. A preliminary voluntary call is not a call for induction into military service and no assurance can be given any registrant who volunteers that he will be called for military service. Local Boards should, therefore, advise registrants who volunteer not to sever their connection with civilian occupations until the order to report for military duty has been issued.

On the date to be designated by the Provost Marshal General in the preliminary voluntary call the opportunity for volunteering shall be closed and each Local Board shall report to the Governor the total number of registrants of each occupation covered by the preliminary voluntary call who have volunteered. This report must be sent so as to reach the Governor within 12 hours after the close of the volunteer period. The telegraph may be used when authorized by the Governor.

Immediately upon receipt of returns from Local Boards and within 24 hours after the close of the volunteer period the Governor shall notify the Provost Marshal General by telegraph of the total number of registrants within the State who have volunteered under each occupation covered by the preliminary voluntary call.

(b) Final call.—Upon receipt of the reports from the Governors of the respective States, the Provost Marshal General will allocate the call to the respective States and will issue the call by a telegram of which the following is a type form:

Induction telegram number sixty-six period.


Crowder.

Note 1.—This form covers a special call for the Army of 10 blacksmiths, 16 carpenters, and 20 commissary storekeepers, who are to be white men qualified for special or limited military serv-
ice only and to be entrained for Camp Humphreys, Accotink, Va., on June 9, under calls Nos. A 619, A 621, and A 627, respectively.

(2) Authority and duties of Governor.—On receipt of a final voluntary call, the Governor shall immediately proceed to—

(a) Allocate said call among one or more Local Boards (in his discretion) within his jurisdiction in accordance with the reports of volunteers previously received by him.

(b) Call upon each Local Board to which an allotment has been made for its respective allotment. The telegraph shall be used only in case of emergency. If any readjustment of the original allotment is made the Governor shall notify the Local Boards concerned.

(c) Forward to the Provost Marshal General a statement showing the allotment made to each Local Board. If any readjustment of the original allotment is made the Governor shall notify the Provost Marshal General of the revised allotment.

(d) Confer with the representative of the United States Railroad Administration within the State and arrange for proper transportation schedules.

(e) Notify each Local Board to which an allotment has been made of the train schedules and transportation arrangements.

(f) Notify the commanding officer of the mobilization camp of the number of selected men to arrive under the call, together with the date and hour of the arrival and the name of the Local Board forwarding each contingent. This notice shall be sent by telegraph immediately upon the completion of the transportation arrangements.

(3) Authority and duties of Local Board.—On receipt of a final voluntary call the Local Board shall immediately proceed to select (in its discretion) a sufficient number of men to fill the call from among those registrants who have volunteered and shall proceed with the induction and mobilization of such selected men in the manner hereinafter provided.

Local Boards will be held strictly responsible in their selection of men to fill voluntary calls that the occupational or educational qualifications prescribed by the call are possessed by each registrant inducted under the call.

Section 158C. Special calls.

A "special call" is a call for registrants possessing such occupational skill or educational qualifications as the needs of the military service may require.

(1) How made.—A special call will be made by the Provost Marshal General on one or more States by a telegram of which the following is a type form:

Induction telegram number fifty-seven period.

Special number A fifty-seven upon your State is hereby announced as follows colon: On June eleventh entrain fifty white butchers qualified for limited service for Camp Dix comma, Wrightstown comma, New Jersey period. Acknowledge.

Crowder.

Note 1.—This form covers a special call for the Army of 50 white butchers to be entrained for Camp Dix, Wrightstown, N. J., on June 11, under call No. A 57.
(2) **Authority and duties of Governor.**—On receipt of a special call, the Governor shall immediately proceed to—

(a) Allocate said call among one or more Local Boards (in his discretion) within his jurisdiction in such manner as will produce the required number of men, of the requisite qualifications, of the color and physical requirements and at the time specified, and in such manner as will least disturb the economic conditions in the State.

(b) Call upon each Local Board to which an allotment has been made for its respective allotment. The telegraph shall be used only in case of emergency. If any readjustment of the original allotment is made the Governor shall notify the Local Boards concerned.

(c) Forward to the Provost Marshal General a statement showing the allotment made to each Local Board. If any readjustment of the original allotment is made the Governor shall notify the Provost Marshal General of the revised allotment.

(d) Confer with the representative of the United States Railroad Administration within the State and arrange for proper transportation schedules.

(e) Notify each Local Board to which an allotment has been made of the train schedules and transportation arrangements.

(f) Notify the commanding officer of the mobilization camp of the number of selected men to arrive under the call, together with the date and hour of arrival and the name of the Local Boards forwarding each contingent. This notice shall be sent by telegraph immediately upon the completion of the transportation arrangements.

(3) **Authority and duties of Local Board.**—On receipt of a special call, the Local Board shall immediately proceed to—

(a) Select in sequence of order numbers from within the class or classes designated by the President as the "quota basis" a sufficient number of men of the color and physical requirements specified and possessing the requisite occupational skill or educational qualifications to fill the call.

(b) If the allotment for men possessing the requisite occupational skill can not be filled from the class or classes designated by the President as the "quota basis," the Local Board shall proceed to select men in the manner herein provided from the deferred classes in which registrants have been placed because of industry, occupation, or employment, including agriculture, whose only ground for deferred classification is that of industry, occupation, or employment, including agriculture. If the allotment can not be filled from Class I a sufficient number of the registrants possessing the requisite occupational skill shall be selected from Class II in sequence of order numbers, but only such registrants as have been placed in Class II on the ground of industry, occupation, or employment, including agriculture. If the allotment can not be filled from men possessing the requisite occupational qualifications who are in Class I or who have been placed in Class II only on the ground of industry, occupation, or employment, including agriculture, the Local Board shall proceed to the examination of the questionnaires of registrants who have been placed in Classes III and IV only on the ground of industry, occupation, or employment, including agriculture, and shall forward by registered mail to the proper District Board the questionnaires of all registrants who have been placed in said Classes III and
IV only on the ground of industry, occupation, or employment, including agriculture, who possess the requisite occupational skill, with a statement of the number of men to be inducted from among such registrants, and request that the District Board designate from among the registrants whose Questionnaires have been submitted those who are to be inducted under the call.

Immediately upon the mailing of these questionnaires the Local Board shall telegraph to the chairman of the District Board requesting that the District Board assemble for the purpose of selecting the registrants to be inducted.

Local Boards will be held strictly responsible in their selection of men to fill special calls to see that the occupational or educational qualifications prescribed by the call are possessed by each registrant inducted under the call. Nothing in this section shall be construed as authorizing a Local Board involuntarily to induct registrants in deferred classes to fill a call for men of educational qualifications only.

(c) Should any registrant be selected for involuntary induction under any special call, who has been classified in Class II, III, or IV on the ground of industry, occupation, or employment, including agriculture, but has not been finally classified on claims made by him or on his behalf on grounds other than industry, occupation, or employment, including agriculture, the Local Board shall immediately and before the issuance of the notice of induction into military service as prescribed in section 159g proceed with the classification of said registrant under any such other claim, and if said registrant is not finally classified in Class I on any ground other than that of industry, occupation, or employment, including agriculture, the involuntary induction of said registrant shall not be made, and the notice of induction into military service prescribed in section 159g shall not be issued.

(d) Immediately upon the completion in accordance with the foregoing provisions of this section of the selection of the registrants to be inducted under the special call the Local Board shall proceed with the induction and mobilization of such selected men in the manner hereinafter provided.

(4) Authority and duties of District Board.—Immediately upon receipt from any Local Board of questionnaires of registrants placed in Classes III and IV because of industry, occupation, or employment, including agriculture, whose only ground for deferred classification is industry, occupation, or employment, including agriculture, the District Board shall proceed to select the registrants to be inducted under any special call and shall, within 24 hours after the receipt of the questionnaires, advise the Local Board of its decision. The decision of the District Board shall be communicated to the Local Board by telegraph and a copy of this telegram shall be enclosed with the questionnaires, which shall be returned by registered mail immediately to the Local Board submitting the same.

Section 158D. Voluntary-special calls.

A “voluntary-special call” is a call for both the voluntary and involuntary induction of registrants possessing such occupational skill or educational qualifications as the needs of the military service may require.
(1) How made.—A voluntary-special call will be made by the Provost Marshal General on one or more States by a telegram, of which the following is a type form:

**Induction telegram number fifty-nine period.**

Mixical number A six hundred one upon your State is hereby announced as follows colon: On June eleventh entrain ten white meteorologists qualified for general military service for Kelly Field comma, San Antonio comma, Texas period. Voluntary period until June fifth period. Acknowledge.

Crowder.

*Note.—This form covers a voluntary-special call for the Army of 10 meteorologists who are to be white men qualified for general military service and to be entrained for Kelly Field, San Antonio, Tex., on June 11, under call No. A 601. The voluntary period will be closed on June 5.*

(2) Authority and duties of Governor.—On receipt of a voluntary-special call, the Governor shall immediately proceed to—

(a) Give the widest publicity to the opportunities for voluntary induction under the call.

(b) Allocate said call among one or more Local Boards (in his discretion) within his jurisdiction in such manner as will produce the required number of men of the requisite qualifications of the color and physical requirements and at the time specified, and in such manner as will least disturb the economic conditions in the State.

(c) Call upon each Local Board to which an allotment has been made for its respective allotment. The telegraph shall be used only in case of emergency. If any readjustment of the original allotment is made, the Governor shall notify the Local Boards concerned.

(d) Forward to the Provost Marshal General a statement showing the allotment made to each Local Board. If any readjustment of the original allotment is made the Governor shall notify the Provost Marshal General of the revised allotment.

(e) Confer with the representative of the United States Railroad Administration within the State and arrange for proper transportation schedules.

(f) Notify each Local Board to which an allotment has been made of the train schedules and transportation arrangements.

(g) Notify the commanding officer of the mobilization camp of the number of selected men to arrive under the call, together with the date and hour of arrival and the name of the Local Boards forwarding each contingent. This notice shall be sent by telegraph immediately upon the completion of the transportation arrangements.

(3) Authority and duties of Local Board.—Upon receipt of a voluntary-special call, the Local Board shall immediately proceed to—

(a) Give the widest publicity to the opportunity for voluntary induction under the call and list the name, order number, and serial number of any registrant possessing the requisite qualifications who applies for induction. Applications from volunteers shall be taken on Form 2014 (sec. 344) and in case the registrant desiring to volunteer is classified in a deferred class he shall file with the Local Board at the time of making application the waivers provided in section 150. If the registrant desiring to volunteer is in a deferred class on the ground of being in a necessary industry, occupation, or
employment, including agriculture, the Local Board shall immediately notify the nearest United States Employment Service agent as provided in section 150. If the registrant desiring to volunteer has not been physically examined, the Local Board shall proceed forthwith to examine him physically.

A registrant who has volunteered shall not be permitted to withdraw his application except as provided in sections 80 and 150, nor shall he be released by the Local Board for enlistment in any branch of the Army, Navy, or Marine Corps, nor shall he be inducted under any other call which may be made on the Local Board within a period of 10 days from the date designated by the Provost Marshal General for the closing of the volunteer period.

(b) On the date specified by the Provost Marshal General in the call the opportunity for volunteering shall be closed and if a sufficient number of registrants possessing the requisite occupational or educational qualifications have not offered themselves for induction under the call the Local Board shall proceed to select in sequence of order numbers from within the class or classes designated by the President as the “quota basis” a sufficient number of men of the color and physical requirements specified and possessing the requisite occupational skill or educational qualifications to complete its allotment under the call.

(c) If the allotment for men possessing the requisite occupational skill can not be filled from the volunteers or the class or classes designated by the President as the “quota basis,” the Local Board shall proceed to select men in the manner herein provided from the deferred classes in which registrants have been placed because of industry, occupation, or employment, including agriculture, whose only ground for deferred classification is such occupation or employment. If the allotment can not be filled from Class I, a sufficient number of registrants possessing the requisite occupational skill shall be selected from Class II in sequence of order numbers, but only such registrants as have been placed in Class II on the ground of industry, occupation, or employment, including agriculture. If the allotment can not be filled from men possessing the requisite occupational qualifications who are in Class I or who have been placed in Class II only on the ground of industry, occupation, or employment, including agriculture, the Local Board shall proceed to the examination of the questionnaires of registrants who have been placed in Classes III and IV on the ground of industry, occupation, or employment, including agriculture, and shall forward by registered mail to the proper District Board the questionnaires of all registrants who have been placed in said Classes III and IV on the ground of industry, occupation, or employment, including agriculture, who possess the requisite occupational skill with a statement of the number of men to be inducted from among such registrants, and request that the District Board designate from among the registrants whose questionnaires have been submitted those who are to be inducted under the call.

Immediately upon the mailing of these questionnaires the Local Board shall telegraph to the chairman of the District Board requesting that the District Board assemble for the purpose of selecting the registrants to be inducted.

Local Boards will be held strictly responsible in their selection of men to fill voluntary-special calls that the occupational or educa-

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tional qualifications prescribed by the call are possessed by each registrant inducted under the call. Nothing in this section shall be construed as authorizing a Local Board involuntarily to induct registrants in deferred classes to fill a call for men of educational qualifications only.

(d) Should any registrant be selected for involuntary induction under any voluntary-special call, who has been classified in Classes II, III, or IV on the ground of industry, occupation, or employment, including agriculture, but has not been finally classified on claims made by him or on his behalf on grounds other than industry, occupation, or employment, including agriculture, the Local Board shall immediately and before the issuance of the notice of induction into military service as prescribed in section 159g proceed with the classification of said registrant under any such other claim, and if said registrant is not finally classified in Class I on any ground other than that of industry, occupation, or employment, including agriculture, the involuntary induction of said registrant shall not be made and the notice of induction into military service prescribed in section 159g shall not be issued.

(e) Immediately upon the completion in accordance with the foregoing provisions of this section of the selection of the registrants to be inducted under the voluntary-special call the Local Board shall proceed with the induction and mobilization of such selected men in the manner hereinafter provided.

(4) Authority and duties of District Board.—Immediately upon receipt from any Local Board of questionnaires of registrants placed in Classes III and IV because of industry, occupation, or employment, including agriculture, whose only ground for deferred classification is industry, occupation, or employment, including agriculture, the District Board shall proceed to select the registrants to be inducted under any voluntary-special call and shall, within 24 hours after the receipt of the questionnaires, advise the Local Board of its decision. The decision of the District Board shall be communicated to the Local Board by telegraph, and a copy of this telegram shall be inclosed with the questionnaires which are to be returned by registered mail immediately to the Local Board submitting the same.

Section 158E. List calls.

A "List" call is a call for the induction of registrants known by the Provost Marshal General to possess such occupational skill or educational qualifications as the needs of the military service may require.

(1) How made.—A list call will be made by the Provost Marshal General on one or more States by mail and will include a list or lists of the order and serial numbers of all or part of the registrants within the respective States known by the Provost Marshal General to possess the requisite occupational skill or educational qualifications.

(2) Authority and duties of Governor.—On receipt of a list call the Governor shall immediately proceed to—

(a) Allocate said call among one or more Local Boards (in his discretion) within his jurisdiction in such manner as will produce the required number of men, of the requisite qualifications, of the
color and physical requirements, and at the time specified, and in such manner as will least disturb the economic conditions in the State.

(b) Call upon each Local Board to which an allotment has been made for its respective allotment. To the call shall be attached the list or lists furnished by the Provost Marshal General applicable to the Local Board upon which the call is made. If any readjustment of the original allotment is made the Governor shall notify the Local Boards concerned.

(c) Forward to the Provost Marshal General a statement showing the allotments made to each Local Board. If any readjustment of the original allotment is made the Governor shall notify the Provost Marshal General of the revised allotment.

(d) Confer with the representative of the United States Railroad Administration within the State and arrange for proper transportation schedules.

(e) Notify each Local Board to which an allotment has been made of the train schedules and transportation arrangements.

(f) Notify the commanding officer of the mobilization camp of the number of selected men to arrive under the call, together with the date and hour of the arrival and the names of the Local Boards forwarding each contingent. This notice shall be sent by telegraph immediately upon the completion of the transportation arrangements.

(3) Authority and duties of Local Board.—Upon receipt of a list call, the Local Board shall immediately proceed to—

(a) Select in sequence of order numbers from within the class or classes designated by the President as the “Quota basis” a sufficient number of men of the color and physical requirements specified from among those included in the list furnished by the Provost Marshal General to fill the call.

(b) If the allotment on the Local Board can not be filled from among the registrants included in the list furnished by the Provost Marshal General who are classified in the class or classes designated by the President as the “Quota basis,” the Local Board shall proceed to select registrants from among those included in the list furnished by the Provost Marshal General in the manner herein provided from the deferred classes in which registrants have been placed because of industry, occupation, or employment, including agriculture, only. If the allotment can not be filled from Class I a sufficient number of registrants included in the list furnished by the Provost Marshal General shall be selected from Class II in sequence of order numbers, but only such registrants as have been placed in Class II on the ground of industry, occupation, or employment, including agriculture. If the allotment can not be filled from registrants included in the list submitted by the Provost Marshal General who are in Class I or who have been placed in Class II only on the ground of industry, occupation, or employment, including agriculture, the Local Board shall forward by registered mail to the proper District Board the questionnaires of all registrants included in the list furnished by the Provost Marshal General who have been placed in Class III and Class IV on the ground of industry, occupation, or employment, including agriculture, with a statement of the number of men to be inducted from among such registrants, and request that
the District Board designate from among the registrants whose questionnaires have been submitted those who are to be inducted under the call.

Immediately upon the mailing of these questionnaires the Local Board shall telegraph to the chairman of the District Board requesting that the District Board assemble for the purpose of selecting the registrants to be inducted.

(c) Should any registrant be selected for involuntary induction under any list call, who has been classified in Class II, III, or IV on the ground of industry, occupation, or employment, including agriculture, but has not been finally classified on claims made by him or on his behalf on the grounds other than industry, occupation, or employment, including agriculture, the Local Board shall immediately and before the issuance of the notice of induction into military service as prescribed in Section 159g proceed with the classification of said registrant under any such other claim, and if said registrant is not finally classified in Class I on any ground other than that of industry, occupation, or employment, including agriculture, the involuntary induction of said registrant shall not be made and the notice of induction into military service prescribed in Section 159g shall not be issued.

(d) Immediately upon the completion of the selection of the registrants to be inducted under the call, the Local Board shall proceed with the induction and mobilization of such selected men in the manner hereinafter provided.

(4) Authority and duties of District Board.—Immediately upon receipt, from any Local Board, of questionnaires of registrants placed in Classes III and IV on the ground of industry, occupation, or employment, including agriculture, whose only ground for deferred classification is industry, occupation, or employment, including agriculture, the District Board shall proceed to select the registrants to be inducted under any list call and shall, within 24 hours after the receipt of the questionnaires, advise the Local Board of its decision. The decision of the District Board shall be communicated to the Local Board by telegraph and a copy of this telegram shall be inclosed with the questionnaires which are to be returned by registered mail immediately to the Local Board submitting the same.

Section 158F. Individual calls.

An "Individual Call" is a call made by the Provost Marshal General at the request of a Staff Corps, Department, bureau, or office of the Army or of the Navy or of the Marine Corps, by competent orders on a Local Board for the immediate induction of a particular registrant who shall express a willingness, as hereinafter prescribed, for induction into the military service.

(1) How made.—An individual call will be made by the Provost Marshal General on a particular Local Board on Form 2007 prescribed in section 328, p. 282.

(2) Authority and duties of Local Board.—Upon the receipt of Form 2007 the Local Board shall immediately proceed to—

(a) Examine the status of the registrant named in said competent orders and if Form 1028 has been issued in respect of the registrant, or if the registrant is posted in column 24 of the Classification List, or
if the registrant is a slacker, delinquent, or deserter, the Local Board shall refuse to complete induction under the competent orders, shall note the reason for refusal on the original competent orders, shall file both copies of the competent orders with the questionnaire of the registrant, and shall notify the Provost Marshal General of the reason for the refusal to accomplish the competent orders, using Form 2008 (sec. 329, p. 283).

(b) If the status of the registrant is such that the Local Board can proceed with the induction it shall forthwith summon before it the registrant named in the competent orders and offer him induction thereunder. The registrant must, within 24 hours after receipt by him of the summons (the fact of the time of receipt to be established to the satisfaction of the Local Board), indicate his acceptance or rejection of the offer by signing the statement at the foot of Form 2007 (sec. 328). If the offer is accepted and the registrant is classified in a deferred class, he shall file the waivers required in section 150.

(c) If the offer is declined, both copies of the competent orders shall be filed with the questionnaire of the registrant and the Local Board shall immediately notify the Provost Marshal General of the rejection of the offer, using Form 2008 (sec. 329).

(d) If the registrant accepts the induction under the competent orders and files the waivers required by section 150, if Form 1028 has not been issued, if the registrant is not a slacker, delinquent, or deserter, and if the registrant specified in Form 2007 possesses the physical qualifications specified under the call, the Local Board, if the registrant is in a deferred class on the ground of being in a necessary industry, occupation, or employment, including agriculture, shall immediately notify the nearest United States Employment Service Agent as provided in section 150, and after the expiration of three full days, unless the registrant has withdrawn his acceptance, the Local Board shall proceed with the induction of the registrant by issuing in respect of him the usual order of induction into military service, specifying the date desired by him (but not later than seven days after the date of acceptance of induction) for induction into military service and shall forward him in the usual manner to the mobilization camp specified in Form 2007, including in addition to the mobilization papers specified in section 160, the duplicate of the competent orders, and shall forward to the Provost Marshal General a notice on Form 2008 (sec. 329) of the induction of the registrant under the competent orders.

Section 159. Kind of inductions.

There are two kinds of induction—voluntary and involuntary.

Section 159A. Voluntary induction.

Voluntary induction is the induction of a registrant on his own application and may be ordinarily accomplished through "Voluntary," "Voluntary-Special," and "Individual" calls, and in exceptional cases through "General," "Special," and "List" calls as provided in section 150.
Section 159B. Involuntary induction.

Involuntary induction is the compulsory induction of a registrant, and may be ordinarily accomplished under "General," "Special," "Voluntary-Special," and "List" calls. Involuntary induction is also accomplished by the failure of a registrant to respond to the notice of the Adjutant General of the State issued after notification that the registrant has failed to file a questionnaire or to present himself for physical examination, directing him to report on a date to be fixed by the said Adjutant General.

Section 159C. How accomplished.

Voluntary induction is accomplished by Local Boards.

Involuntary induction is accomplished in two ways—by Local Boards and by the Adjutant General of the State.

Section 159D. Induction by Local Boards.

Induction by Local Boards is accomplished by entering in column 24 of the Classification List opposite the name of each registrant to be called for entrainment the day and hour on which the registrant is to report to the Local Board and by mailing, at the same time, to each such registrant an order (Form 1028, sec. 301, p. 250) to report to the Local Board for military duty at the hour, day, and place specified in said order, which shall be the same as that appearing in column 24 of the Classification List after the name of such registrant. From and after the day and hour thus specified each such registrant will be in the military service of the United States, and either the entry of such date after the name of any such registrant on the Classification List or the mailing to any such registrant of the order into military service shall constitute the giving of notice to such registrant that from and after such day and hour he will be in the military service of the United States.

Section 159E. Induction by the adjutant general of the State.

Induction by the adjutant general of the State is accomplished by mailing to each registrant who has failed to submit a questionnaire or to appear for physical examination an order (Form 1014, sec. 286) directing such registrant to report to the State adjutant general by mail, telegraph, or in person on the day and hour specified by such adjutant general in said notice, which day and hour shall not be less than 10 days from the date of the notice. From and after the day and hour thus specified the registrant will be in the military service of the United States, unless, upon the registrant's reporting as ordered, the Adjutant General shall stay or rescind such order into military service.

Section 159F. Selection of qualified men for induction.

Upon receipt of notice of the number of men to be furnished under any call, the Local Board shall proceed with the selection of such men in the manner hereinbefore provided.

In furnishing the allotment required under any general call for men physically qualified for general military service, or under any general call for men physically qualified for special or limited mili-
Induction and Mobilization.

Tary service each Local Board, in accordance with instructions received from the Governor acting for and by direction of the President, shall observe the following procedure:

Registrants shall be inducted under such general calls in their order of liability only when they have been finally classified in class I or in such other class as has been placed under call by direction of the President, and possessing the physical qualifications specified in the call.

Provided, That no registrant of the "Third Registration" shall be inducted into the military service unless he is within the ages prescribed by the President, from time to time, nor until all registrants of the "First Registration" and of the "Second Registration" in the same class possessing the same physical qualifications have been inducted; and that no registrant of the "Second Registration" shall be inducted until all registrants of the "First Registration" who have been finally classified and possess the physical qualifications, specified in the call, have been exhausted.

Provided, That no registrant whose classification or physical examination is still pending with a Local or District Board shall be inducted into military service; but the fact that the classification or physical examination of men with earlier order numbers, or in earlier registration classes, is pending before a Local or District Board, shall not defer the induction into military service of any registrant who has been finally classified and physically examined whose place on the classification list makes them next for call, excluding the names and numbers of men who have earlier order numbers or who are in an earlier registration class and whose classification or physical examination is pending before a Local or District Board.

Provided, That no registrant who can not read, write or speak the English language, or who is not a citizen of the United States, or who is found to be a noncombatant under Section 79 shall be inducted under calls for the Navy.

Section 1596. Notice of induction into military service.

Immediately upon completion of the selection of men to fill its allotment under any call, the Local Board shall enter in column 24 of the Classification List, after the name of each registrant to be called for entrainment, the day and hour on which the registrant is to report to the Local Board, which day and hour must be not more than 24 nor less than 6 hours in advance of the time set for entrainment. Immediately upon making such entries in column 24 of the Classification List opposite the name of each such registrant the Local Board shall mail to the last known address of each such registrant an order (Form 1028, sec. 301, p. 250, including Form 1028-A, sec. 302, p. 251) to report to the Local Board for military duty at the hour, day, and place specified in said order, which hour and day shall be the same as that stamped or written in column 24 of the Classification List after the name of such registrant. Orders to report to a Local Board for military duty shall be issued in ample time for the selected man to compose his affairs before leaving home.

Note 1.—When a Local Board learns that one of its registrants is in Great Britain or France, it shall, when issuing his induction order (Form 1028), place the date of reporting so far
ahead that the registrant will have time to apply for enlistment voluntarily with the American Expeditionary Forces. After a reasonable time, a Local Board should receive either a certificate indicating that the registrant has so enlisted or a certificate and report of physical examination showing that the registrant has been rejected by the recruiting officer as physically unfit for military service. If such certificate of enlistment or such certificate and report of physical disqualification is not received within a reasonable time, the Local Board shall report the registrant to the Adjutant General of the Army on Form 1018 in the usual manner. If such certificate of enlistment or such certificate and report of physical disqualification is received, the registrant shall be classified in Class V whether or not the date specified in Form 1028 had passed at the time of receipt of the certificate of enlistment or the certificate and report of physical disqualification.

Section 160. Preparing mobilization papers.

In ample time before entrainment the Local Board shall prepare the following papers—

(a) One list on Form 1029, original and duplicate (sec. 303, p. 252), of men ordered to report for military duty. After the name of any man found to be a noncombatant the Local Board shall place the symbol zero (0) in the proper subcolumn of column 6.

(b) One Form 1029 A and B (sec. 304, p. 253) in respect of each man ordered to report for military duty. After the name of any man found to be a noncombatant the Local Board shall place the symbol zero (0) after the word “division” on Form 1029-B.

(c) One certified copy of the original registration card of each man ordered to report for military duty.

(d) Two copies of the report of physical examination in respect of each man ordered to report for military duty. These are two of the copies of Form 1010 already prepared. The Local Board shall retain the original copy of Form 1010 in its files.

These papers must be prepared with the greatest care and particularity, especial attention being paid to the correct spelling and correct entry of names.

Section 160A. What to do with mobilization papers.

The Local Board shall divide these papers into two sets. The first set to contain one Form 1029 (duplicate), one copy of the registration card (Form 1), one copy of the report of physical examination, and one Form 1029 A and B for each man ordered to report for military duty. The papers in this set, after checking and revision as provided in section 164, shall be delivered to the selected man in charge of the party, to be handed by him to the military authorities immediately upon arrival of the party at the mobilization camp.

The second set is to contain one Form 1029 (original) and one copy of the report of physical examination (Form 1010) in respect of each man ordered to report for military duty. The papers in this set, after checking and revision as provided in section 164, shall be mailed to the Adjutant at the mobilization camp by registered mail by the Local Board immediately upon the entrainment of the party.
Section 161. First roll call and orders.

At the time and place specified for the selected men to report for military duty, the Local Board shall verify, from the prepared Forms 1029, the men who report for military duty.

(a) Formation.—The Local Board shall then require all selected men to form themselves in a single rank and remain in that formation until dismissed, and shall instruct the men—

You (here read list of names) are now in the military service of the United States, and unpunctuality and failure to report at the time and place specified by this Local Board or any authorized military official, or failure to obey any command, order, or direction of this Local Board, the leader or assistant leaders of the party, or any authorized military official, are grave military offenses in time of war.

You shall report to this Local Board for roll calls and entrainment at such times and places as may be hereafter directed by this Local Board.

You will be allowed to take with you to the mobilization camp only light-hand baggage or bundles containing toilet articles, one extra pair of comfortable shoes, not to exceed four extra suits of underclothing, and six pairs of socks, and also, if you so desire, one woolen blanket, preferably of a dark or neutral shade, tightly rolled, bound together at the ends of the roll, and slung over the left shoulder.

You will be held strictly responsible for any damage to railroad equipment or other property while en route to the mobilization camp.

From the time of entrainment you will be in charge of the leader and assistant leaders and the leader and assistant leaders are under orders to report any insubordination or disobedience of orders to the Adjutant of the mobilization camp immediately upon arrival for proper military action.

By command of the Provost Marshal General.

(b) Selection of leader.—The Local Board shall then designate one member of the party, selected by reason of his experience, age, character, and personality to be in charge of the party from the time of entrainment until they are delivered at the mobilization camp, and shall require the leader to step out of ranks and advance to the center of the contingent, four paces in front of the rank, and shall instruct the leader—

You (name of leader) have been designated by this Local Board as leader of this party of selected men.

You shall keep in your personal possession the railroad, meal, and lodging tickets of the party.

You shall accompany the conductor through the train, identifying the men of your party, and deliver the railroad tickets to the railroad agent or conductor. Should there be any difference between the number of men covered by any ticket and the number of men in the party, you shall indorse on the face of the ticket the actual number of men for whom transportation is furnished.

You shall make the necessary arrangements at eating places, identifying the members of your party, and furnish the purveyor of meals with the proper meal tickets.

You shall make the necessary arrangements at lodging places, identifying the members of your party, and furnish the proper tickets to cover such lodging.

You shall make frequent inspections of the railroad cars and shall list and report to the adjutant at the mobilization camp any damage which may be done to the train equipment or other property, specifying the name or names of the member or members of the party responsible for such damage and the name or names of the assistant leader or leaders in charge of the squad or squads to which the member or members of the party responsible for such damage are assigned.

You shall take every precaution to see that no intoxicating liquor, including beer, wine, or ale, is furnished to the men of your party and that no member of
your party is left at stops en route. If any intoxicating liquor, including beer, wine, or ale, is found on any selected man you shall immediately destroy it. No man shall be permitted to leave the train except when wearing his coat, overcoat, or raincoat, but may remove said coat, overcoat, or raincoat in the coaches of the train. No party larger than four men shall be ordered or permitted to leave the vicinity of the train, except under a leader or assistant leader who will be held responsible for its conduct while absent. Just prior to arrival at the mobilization camp you shall inspect the party to see that all members are present and ready to leave the train.

On arrival at the mobilization camp you shall keep the members of your party together in one compact group until they are taken in charge by an officer or noncommissioned officer.

You are responsible for the safe-keeping of the mobilization papers of your party and for their prompt delivery to the officer or noncommissioned officer at the mobilization camp who is authorized to receive them.

You are responsible for the safe arrival and good conduct of your party. In case of necessity you may telegraph to a station ahead for such police assistance as you may need. In case of accident, protracted delay, or other incident requiring instructions you should inform the adjutant of the mobilization camp by telegram and request instructions.

BY COMMAND OF THE PROVOST MARSHAL GENERAL.

(c) Selection of assistant leaders.—The Local Board shall then proceed to divide the selected men into squads of eight men each, and shall designate, from each squad, one man selected by reason of his experience, age, character, and personality to be in charge of the squad from the time of entrainment until they are delivered at the mobilization camp, and shall require the assistant leaders to step out of ranks and advance to the center of the squad, two paces in front of the rank, and shall instruct the assistant leaders—

You (read names of assistant leaders) have been designated by this local board as assistant leaders of this party of selected men, and as such you are the leaders of your respective squads.

You are required to obey the orders of the leader and to render such assistance as he may direct.

You shall take every precaution to see that no intoxicating liquor, including beer, wine, or ale, is furnished to the men of your squad, and that no member of your squad is left at stops en route.

You are responsible for the good conduct of your squad and will be held jointly responsible with any man or men who may mutilate or destroy any railroad equipment or other property.

BY COMMAND OF THE PROVOST MARSHAL GENERAL.

(d) Preparation of squad lists.—The assistant leader shall immediately prepare and thereafter keep in his possession, a list of the men assigned to his squad. As soon as the list is prepared, each assistant leader shall notify the leader that his squad is organized. When all squads are reported organized, and not before, the leader shall report that fact to the Local Board.

(e) Brassard.—Immediately upon the completion of the organization of squads, the Local Board shall distribute to the squads 3-inch cloth brassards on which shall be printed or stamped in black ink the letters in large type "U. S. Army," or "U. S. Navy," or "U. S. Marine Corps," as the case may be. Under the supervision of the leader and assistant leaders the selected men shall stitch these brassards on the left sleeve of the coat, approximately 2 inches above the elbow.

In addition to the brassard herein prescribed to be placed on the left sleeve of each selected man, the Local Board shall furnish and stitch to the right sleeve of each leader and assistant leader a brassard on which shall appear the letters "S. P." This brassard shall
be stitched to the right sleeve of the leader approximately 2 inches above the elbow and to the right sleeve of each assistant leader approximately 2 inches below the elbow.

In winter or inclement weather when inducted men wear or carry with them for immediate use an overcoat or raincoat two brassards shall be used, one stitched on the sleeve of the coat and the other on the sleeve of the overcoat or raincoat in the respective positions designated herein.

The assistant leader shall inspect the brassard of each man in his squad to see that it is properly and securely attached and when he is satisfied shall report to the leader that his squad is ready to be dismissed. When all squads are reported ready to be dismissed and not before, the leader shall report that fact to the Local Board.

(f) Uniform of selected men.—The uniform of men in the military service of the United States from the day and hour of induction into military service until arrival of the selected men at the mobilization camp shall consist of a 3-inch cloth brassard bearing the letters "U. S. Army," or "U. S. Navy," or "U. S. Marine Corps," as the case may be, which shall be stitched to the left sleeves of the selected men, 2 inches above the elbow, as provided herein.

Note.—As to men inducted into the Army the brassards now in use which bear the letters "U. S. N. A." shall be construed to be the uniform herein specified until replaced with brassards bearing the new lettering.

(g) Appointment of leaders and assistant leaders as special military police.—The selected men designated as leaders and assistant leaders of contingents shall be appointed special military police by the Local Board and shall be furnished by the Local Board with warrants of appointment (Form 2010, sec. 331, p. 286) and with the brassards prescribed herein.

The appointment of leaders and assistant leaders vests them, under the warrant herein provided, with power and authority to maintain good order in their respective contingents and squads; to part and quell all quarrels, frays, and disorders among the selected men under their immediate control; to search out, seize, confiscate, and destroy all intoxicating liquor, including beer, ale, or wine, introduced among their respective contingents or squads, either prior to departure or while en route, and in general to take all steps necessary to the maintenance of proper discipline in their respective contingents and squads. In the exercise of the authority conferred upon them they are authorized to arrest or confine any selected man in their respective contingents or squads who is not amenable to ordinary discipline, but this authority should be exercised sparingly and only in the most aggravated cases. The authority herein conferred does not extend to the arrest of civilians or to persons in other contingents or squads who may be subject to military law, but who are not members of the contingent or squad in charge of a leader or assistant leader, except that should any person in another contingent or squad who may be subject to military law, create any quarrel, fray, or disorder among the members of any contingent or squad, said person may be placed under arrest by the leader or assistant leader in charge of said contingent or squad and reported immediately to his superior officer.
(a) Certification of final classification to be taken up.—The Local Board shall take up the certificate of final classification (Form 1007) of each inducted man, or obtain a complete explanation regarding the disposition that he had made of the same. The certificate shall be placed in the cover sheet of the questionnaire. If the certificate is not surrendered, the Local Board shall immediately demand an explanation, under oath, if in the opinion of the Board that it is necessary. If the explanation is not satisfactory to the Local Board, and the Local Board is unable to obtain possession of the certificate, it shall forward the registrant's explanation and a statement of the circumstances of the case to the adjutant general of the State for such further action as he may deem necessary.

(i) Dismissing contingent.—When the leader reports that the contingent is ready to be dismissed, the Local Board shall instruct the contingent—

You (here read list of names) are now in the temporary uniform of the Army, Navy, or Marine Corps of the United States, as the case may be, and it is necessary that you conduct yourselves with the dignity and decorum of a soldier in the military service of the United States and in such manner as not to bring reproach upon yourselves or the service to which you belong. You must not remove the brassard stitched to your coat for any reason unless you desire to wear different clothing when you report for entrainment, in which event you must remove the brassard and immediately attach it to your other clothing in the same position it now occupies.

The law provides that no person in the military service of the United States shall be sold or given any intoxicating liquor, including beer, wine, or ale, and intoxication is an offense severely punished by military authorities. You should, therefore, avoid the use of any intoxicating liquor.

You must report to this Local Board at (hour) on (day) for second roll call or entrainment.

You are now dismissed.

By Command of the Provost Marshal General.

Section 162. Second roll call.

Whenever any Local Board may deem necessary, selected men shall be ordered to report to the Local Board for second roll call at a time to be specified by the Local Board prior to the time of assembly for entrainment. At this roll call the assistant leaders shall form their squads, check their lists of men, and report to the leader the names of all absentees. When report is made by all assistant leaders, and not before, the leader shall report all absentees to the Local Board, and the Local Board shall dismiss the contingent after giving specific instructions as to the hour at which the selected men are to report for entrainment.

Section 163. Assembly on the day of entrainment.

The member or the members of a Local Board accompanying contingents of selected men to the railroad station shall wear the badge issued to officials connected with the enforcement of the Selective Service Law and shall arrange for station keepers and police to recognize this badge as designating members of boards. At the hour specified for final assembly each selected man shall report to his assistant leader and the assistant leader shall check the names on his list and report at once to the leader that all men in his squad are present or that certain named men are absent. The leader shall compile a list of the names of absentees and report them to the Local
Board. The Local Board shall check the names of such absentees on Form 1029. The Local Board shall then read and distribute to the selected men the Regulations Governing Selected Men En Route to Mobilization Camps (Form 2009, sec. 330, p. 284).

The contingent will then be conducted to the railroad station in one body, if practicable, and whether in one body or not, each squad of eight men shall follow and remain with the assistant leader in charge of such squad.

At the railroad station the Local Board shall deliver to the man in charge of the party the necessary railroad transportation, meal and lodging tickets, and the papers he is to deliver to the military authorities at the mobilization camp.

Section 164. Checking the mobilization papers.

The necessity for absolute accuracy in the papers to go forward with selected men can not be too strongly impressed on Local Boards. The check hereinafter prescribed must insure that no names of men not actually forwarded remain on the list (Form 1029, either the original or the duplicate) and that one Form 1029 (duplicate), one copy of the registration card, one copy of the report of physical examination (Form 1010), and Form 1029 A and B in respect of every man actually forwarded is delivered to the leader of the party.

The list (Form 1029) must be carefully checked on entrainment by the Local Board, and in any event prior to the arrival of the party at the mobilization camp. This should be done, if possible, immediately prior to entrainment by requiring the assistant leaders to report to the Local Board the names of the selected men who are present for entrainment and then checking the forms above enumerated against this list, striking from the list (Form 1029) the name of any selected man who is not present for entrainment and removing from the papers the forms pertaining to him; but should conditions be such that it is not possible to complete this work accurately at that time a representative of the Local Board may accompany the men on the train until the checking of the list is accomplished.

Section 165. Mailing duplicates of papers to mobilization camp.

Immediately upon the completion of the checking and revision of the list the Local Board shall dispatch, by registered mail, addressed to the adjutant of the mobilization camp, the papers prepared for that purpose. It is of the greatest importance that all papers be mailed within one hour after the completion of checking, as provided in section 164.

Section 166. Mobilization forms to be completed at mobilization camp.

Upon arrival at the mobilization camp, the adjutant shall take charge of all papers delivered to him by the leader of the party of selected men. Upon the receipt by mail of Form 1029 (original) the adjutant shall enter a cross-mark (X) in column 7 thereof, both original and duplicate, opposite the name of any member of the party who has failed to report at the mobilization camp and shall indorse the reverse side thereof and mail the original to the Provost
Marshall General and the duplicate to the proper Local Board. The adjutant at the mobilization camp will be held responsible that no erasure or change or any mark other than herein specified is placed upon any copy of Form 1029.

Each Form 1029 A and B shall be retained by the adjutant until final rejection or acceptance of the man concerned, when Form 1029 A shall be completed and returned to the proper Local Board and Form 1029 B shall be completed and mailed direct to the Provost Marshal General. Acceptance or rejection must be determined and both cards placed in the mail within 15 days of the date of the registrant’s induction into service, as indicated on Form 1029 A, except in exceptional cases of illness, when Forms 1029 A and B may be held for 30 days. This is the extreme case. Ordinarily cards should be mailed within a few days after the receipt thereof.

Section 167. Entries of acceptance or rejection.

Immediately upon receiving Form 1029 A from the mobilization camp the Local Board shall enter in column 26 or 27 of the Classification List the date of the acceptance, rejection, or (upon receipt of Form 1029 C) discharge from military service of each man forwarded to the mobilization camp, and at the same time shall make the proper entries on the cover sheet of the questionnaire of each such man.

Section 168. Transportation.

Transportation in connection with induction and mobilization shall be furnished by Local Boards for—

1. Sending selected men to the mobilization camp indicated in the call issued by the Provost Marshal General or to the transfer mobilization camp as provided in section 176 hereof.

2. Sending delinquents and slackers to the mobilization camp to which a Local Board usually contributes.

3. Sending deserters to the nearest camp or Army post or station under guard and return of the guard to his home when reward for apprehension is not claimed.

(a) What transportation requests are.—A transportation request (sec. 341, p. 299) is a request on a public carrier for transportation or sleeping car accommodations, to be furnished to persons traveling on Government business in connection with the execution of the Selective Service Law. It is not a ticket in itself, but must be presented to a ticket agent in exchange for a ticket before starting.

(b) Preparing the request.—Transportation requests are furnished in pads of 50 and are numbered in triplicate. They can be prepared on the typewriter or with an indelible pencil by putting a carbon sheet between the memorandum duplicate and tissue triplicate copies. In preparing transportation requests be sure to—

1. Date each copy.

2. In the upper left-hand corner of each request will be found a space for indicating the purposes for which the request was issued. Put a cross mark (X), or a check mark (✓) in the space in front of the proper purpose and draw a line through all others. No requests will be honored by any ticket agent unless the purpose for which issued is properly indicated. In sending selected men, delinquents, or slackers to mobilization camps, the purpose for which the request
is used will be "Sending selected men to camp." In sending deserters to camps or Army posts or stations under guard, the purpose for which the request is used will be "Delinquents to camp under guard."

(3) Insert the name of the individual to whom the request is issued. If the request covers more than one selected man, insert the name of the individual in charge of the party and the additional number of selected men covered by the request; for example, if a party of 12 men is to be entrained, the request should state the name of the selected man in charge of the party "and 11 other selected men."

(4) Insert class of transportation as provided hereafter.

(5) Insert the name of the station from which the selected man or men are to be entrained or from which the railroad accommodations are to be furnished.

(6) Insert the name of the destination of the selected man or men or to which the railroad accommodations are to be furnished.

(7) Put the Local Board stamp in the space provided.

(8) Have a member of the Local Board sign the request on the line indicated.

(9) Have the selected man in whose name the request is issued sign the request on the line indicated in the presence of a representative of the Local Board.

(10) On all transportation requests issued under calls for men to be inducted into the Navy stamp across the face of the transportation request the word "Navy," and on all transportation requests issued under calls for men to be inducted into the Marine Corps stamp across the face of the transportation request the word "Marine."

Note.—Do not fill in any of the blanks below the stamp of the Local Board.

(c) Classes of transportation.—Railroads will furnish three distinct classes of transportation, for which there will be varying fares—

(1) Transportation in day coaches.

(2) Transportation in standard sleeping cars, the charges in this class of transportation being exclusive of the rates charged for berths in such equipment.

(3) Transportation in tourist sleeping cars, the charges in this class of transportation being exclusive of rates charged for berths in such equipment.

(d) Specification of class of transportation.—The class of transportation shall be specified on the transportation request in the following manner:

(1) If the selected man is entitled to day-coach travel only, strike out the words "or sleeping-car accommodations." The request will then read "at lowest available rates, transportation by a direct usually traveled route."

(2) If the selected man is entitled to standard sleeping-car travel from the point of entrainment to destination, insert after the word "rates" the words "with standard sleeping-car increase," and strike out the words "or sleeping-car accommodations." The request will then read "at the lowest available rates, with standard sleeping-car increase, transportation by a direct usually traveled route."

(3) If the selected man is entitled to tourist sleeping-car travel from the point of entrainment to destination, insert after the word "rates" the words "with tourist car increase" and strike out the
words “or sleeping-car accommodations.” The request will then read “at lowest available rates, with tourist car increase, transportation by a direct usually traveled route.”

(4) If the selected man is entitled to standard sleeping-car or tourist sleeping-car travel only from point of entainment to a point other than destination, or a point other than that of entainment to destination, or a point other than that of entainment to a point other than destination, three transportation requests shall be used—one entitling him to day-coach travel from point of entainment to destination, the second to standard sleeping-car or tourist sleeping-car travel between the points where such travel is to be furnished, and the third to sleeping-car accommodations. The first request shall be prepared as heretofore specified for day-coach travel only. The second request shall be prepared by striking out the words “at lowest available rates” and inserting in lieu thereof the words “standard sleeping-car increase” or “tourist-car increase,” as the case may be, and striking out the words “or sleeping-car accommodations.” The request will then read, “standard sleeping-car increase” or “tourist car increase, transportation by a direct usually traveled route.” The points between which the standard sleeping-car or tourist sleeping-car travel is to be furnished must be specified in this request. The third request shall be prepared in accordance with the instructions in paragraph (e) of section 168.

(5) If a selected man is entitled to both standard sleeping-car and tourist sleeping-car travel, five transportation requests shall be used—one entitling him to day-coach travel from point of entainment to destination, the second to standard sleeping-car travel between the points where such travel is to be furnished, the third to tourist sleeping-car travel, between the points where such travel is to be furnished, and the fourth and fifth to sleeping-car accommodations. The first request shall be prepared as heretofore specified for coach travel only. The second request shall be prepared by striking out the words “at lowest available rates” and inserting in lieu thereof the words “standard sleeping-car increase” and striking out the words “or sleeping-car accommodations.” The request will then read “standard sleeping-car increase, transportation by a direct usually traveled route.” The points between which the standard sleeping-car travel is to be furnished must be specified in this request. The third request shall be prepared by striking out the words “at lowest available rates” and inserting in lieu thereof the words “tourist-car increase,” and striking out the words “or sleeping-car accommodations.” The request will then read “tourist-car increase, transportation by a direct usually traveled route.” The points between which the tourist sleeping-car travel is to be furnished must be specified in this request. The fourth and fifth requests shall be prepared in accordance with the instructions in section 168e.

(6) Should there be breaks in sleeping-car accommodations proper requests to cover sleeping-car increase should be furnished for each service, i. e., between the points where the sleeping-car accommodations are actually furnished. In case of breaks two or more requests for sleeping-car increase will be required.

(e) Sleeping-car accommodations.—Where the journey one way will necessarily consume 24 hours or more, tourist-car accommodations may be furnished on the basis of one section for each three
men. Where one man is traveling alone or there is one more man
than enough to fill sections, an upper berth will be stipulated.
When two men are traveling together, one lower berth will be
stipulated. If one lower berth can not be obtained, two upper berths
may be stipulated. If tourist-car accommodations are not available
from point of entainment, standard-car accommodations may be fur-
nished on the same basis to the point where tourist-car accommoda-
tions may be obtained. When sleeping-car accommodations are not
sold at a point of entainment the request shall be presented to the
Pullman conductor or porter on the train. When a trip is begun
in the morning or early afternoon, day coaches shall be used until
after 7 o'clock p. m., except where special equipment has been pro-
vided. In such cases the representative of the Local Board shall
request the ticket agent to wire ahead for the necessary reservations.
A separate transportation request shall be issued for sleeping-car
accommodations and shall be prepared by striking out the words
"transportation or." The request will then read "at lowest avail-
able rates, sleeping-car accommodations by a direct usually traveled
route." If tourist sleeping accommodations are to be furnished the
transportation requests shall be prepared by striking out the words
"transportation or" and inserting before the word "sleeping" the
word "tourist." The request will then read "at lowest available
rates, tourist sleeping-car accommodations, by a direct usually trav-
celed route." The points between which the sleeping-car accommoda-
tions are to be furnished must be specified in the request. If the
selected man is entitled to both standard and tourist sleeping-car
accommodations, two requests must be prepared as herein directed—
one specifying the points between which standard sleeping-car ac-
ccommodations are to be furnished, and the other specifying the
points between which tourist sleeping-car accommodations are to
be furnished.

Should there be breaks in sleeping-car accommodations, proper
requests should be furnished for each service, i. e., between the
points where sleeping-car accommodations are actually furnished.
In case of breaks two or more requests for sleeping-car accommoda-
tions will be required.

(f) Routing.—No attempt shall be made by any Local Board
to route any inducted man or men from point of entainment to
destination.

(g) Automobile, street car, and stage lines.—Requests shall
be issued for transportation over automobile, street car, or stage lines
or for other miscellaneous service only where direct rail or water
transportation is not available.

(h) Disposition of requests.—Whenever possible, a representa-
tive of the Local Board shall take the original request to the ticket
agent, obtain the tickets, and distribute them to the selected men just
before entainment. When but one man is traveling on a request
and the Local Board is satisfied that he can be trusted to handle the
request properly, it may be given to him to obtain his ticket on.
The memorandum copy shall be mailed immediately to the Quarterm-
aster General (Transportation Branch), Washington, D. C., and not
to the Provost Marshal General.

(i) Orders.—Transportation requests provide for service to be
performed to "the destination shown on orders presented herewith
for inspection.” In case of men inducted into the military service, their induction orders are the orders under which they are traveling and should be presented to ticket agents for inspection whenever required. In the case of guards conducting deserters to camp, Local Boards shall prepare an order showing that the person traveling has been ordered to do so and for what purpose.

(f) Penalty for fraudulent use.—The United States Statutes provide a penalty of $1,000 for fraudulent use of transportation requests.

Section 169. Meal tickets.

Meal tickets in connection with induction and mobilization shall be furnished by Local Boards for providing meals to selected men traveling from the seat of a Local Board to mobilization camps, using one meal ticket for each meal for the entire contingent.

(a) What meal tickets are.—A meal ticket (sec. 342, p. 300) is an order on any hotel, restaurant, dining car, or eating house for one or more meals at a value of not exceeding 75 cents for each meal.

(b) Preparing the meal ticket.—Meal tickets are furnished in pads of 50 and are numbered in triplicate. They can be prepared on typewriter or with an indelible pencil by putting carbon sheets between the memorandum duplicate and tissue triplicate copies. In preparing meal tickets be sure to—

(1) Date each copy.

(2) Insert the name of the individual to whom the ticket is issued. If the request covers more than one selected man, insert the name of the individual in charge of the party and the additional number of selected men covered by the ticket. For example: If a party of 12 men are to be entrained, the request should state the name of the selected man in charge of the party and “eleven other selected men.”

(3) Insert the name of the destination of the selected man or men.

(4) Insert: the number of days during which the ticket may be used for the purpose of procuring meals.

(5) Put the Local Board stamp in the space provided.

(6) Have a member of the Local Board sign the request on the line indicated.

(7) Have the selected man in whose name the request is issued sign the ticket on the line indicated in the presence of a representative of the Local Board.

(8) On all meal tickets issued under calls for men to be inducted into the Navy stamp across the face of the meal ticket the word “Navy,” and on all meal tickets issued under calls for men to be inducted into the Marine Corps stamp across the face of the meal ticket the word “Marine.”

Note.—Do not fill in any of the blanks below the stamp of the Local Board.

(c) Disposition of meal tickets.—Deliver the original ticket to the man in whose name it is issued. Mail the duplicate copy to the “Quartermaster General, Washington, D. C.,” and not to the Provost Marshal General.

Section 170. Lodging tickets.

Lodging tickets (sec. 342, p. 300) in connection with induction and mobilization shall be furnished by Local Boards for providing lodg-
ing to selected men traveling from the seat of a Local Board to mobilization camps.

(a) What lodging tickets are.—A lodging ticket is an order on any hotel or lodging house for the accommodation of the selected man or men covered by the ticket. Pullman accommodations are not considered to be lodging, and lodging tickets must not be issued for Pullman accommodations. The proper method of securing Pullman accommodations is prescribed in paragraph (e) of section 168.

(b) Preparing the lodging ticket.—Lodging tickets are prepared on the form provided for meal tickets in the manner provided in paragraph (b) of section 169, with the following exception: Strike out the word "meal" in the body of the ticket and insert in lieu thereof the word "lodging," and strike out the words "60 cents" or "75 cents" and insert in lieu thereof the cost of lodging, which must not exceed $1.50 per day. Any amount in excess of $1.50 per day for lodging will be charged against the pay of the selected man.

(c) Disposition of lodging tickets.—Lodging tickets should be disposed of as provided in paragraph (c) of section 169.

Section 171. Number of meal and lodging tickets to be issued.

Not more than four tickets shall be used for the meals and lodging of any selected man or men for one day. The number of tickets to be issued shall be governed by the transportation arrangements as announced by the Governor.

Section 172. Lost or improperly issued transportation requests, railroad tickets, meal and lodging tickets.

If any selected man appears before a Local Board and shows that while traveling under competent orders from a Local Board to a mobilization camp he has lost his transportation request, railroad ticket, meal or lodging ticket, has become separated from his contingent, or has received improperly issued transportation, meal or lodging tickets, or insufficient meal tickets to continue his journey, the Local Board or State Headquarters shall issue the necessary transportation request, meal or lodging tickets to enable the registrant to reach the proper mobilization camp and shall report the circumstances in detail by letter to the commanding officer of the mobilization camp, forwarding a copy of said letter to the Local Board of origin. Where the additional issue of transportation requests, meal or lodging tickets is caused by the carelessness or neglect of the selected man the Local Board or State Headquarters shall recommend to the commanding officer of the mobilization camp that the cost of the additional transportation, meal or lodging tickets furnished by it shall be deducted from the pay of the selected man.

Section 173. Relieving cases of great and unusual hardship.

(a) To relieve cases of special hardship or cases of persons temporarily disabled by reason of sickness or injury, the Local Board may delay the call or induction of any registrant whose order number is within the allotment to be sent, provided another registrant whose order number is not within such allotment is available. Great care must be taken to see that no hardship is imposed on the person sent in place of the registrant whose call is thus delayed. The
authority granted herein must be exercised sparingly and only in cases of special hardship or temporary disability shown to the satisfaction of the board, and the person whose call has been delayed must be inducted into service and sent to duty as soon as the cause for the delay of his call is removed.

(b) If at any time after the date and hour for induction and before entrainment, circumstances of great and unusual hardship shall arise, including temporary disability by reason of sickness or injury of a selected man or sudden serious illness and apparently approaching death of a wife, child, parent, brother, or sister of a selected man, the Local Board may defer entrainment for not to exceed 48 hours. If a greater delay is demanded by the circumstances related above, the Local Board may, at the expense of the selected man, telegraph the circumstances to the commanding officer of the mobilization camp with its recommendation and request for a furlough not to exceed 10 days. The authority herein granted shall be exercised sparingly and only in case where great and unusual hardship is shown to the satisfaction of the Local Board.

Section 174. Persons inducted into military service failing to report to a Local Board for entrainment to a mobilization camp when directed to do so, or who fail to entrain, or who absent themselves en route to a mobilization camp.

Persons inducted into military service who fail to report to their Local Boards for military duty when ordered by their Local Board to do so or who shall absent themselves from entRAINment or from their party en route to a mobilization camp are deserters and shall be proceeded against under section 140.

Section 175. Filling deficiencies in any contingent.

Immediately after the time of entrainment the Local Board shall proceed to call and entRAIN a sufficient number of registrants to fill the deficiency, if any, in its allotment.

Immediately upon receipt of notice from the mobilization camp (Form 1029–A) that any selected man of the contingent of a Local Board has been rejected, or upon receipt of Form 1029 that any selected man, though entRAined, has failed to reach the mobilization camp, the Local Board shall proceed to call and entRAIN a registrant to fill such vacancy, entRAINing the man to the mobilization camp designated in the call and using in the preparation of the mobilization papers the call number under which the rejected man was entRAined.

Immediately upon receipt of notice from the mobilization camp (Form 1029–C) that any selected man of the contingent of a Local Board has been discharged because of erroneous induction, the Local Board shall proceed to call and entRAIN a registrant to fill such vacancy, entRAINing the man to the mobilization camp designated in the call and using in the preparation of the mobilization papers the call number under which the rejected man was entRAined.

Selected men sent to fill deficiencies in any contingent shall be given at least 24 hours’ notice to appear for entRAINment.

When selected men are sent singly or in small groups to mobilization camps the records in respect of them must be prepared and forwarded with all the particularity heretofore prescribed, but such changes as may be deemed necessary in the prescribed formalities of
roll call, assembly, and entrainment may be made by the Local Board.

Section 176. Registrants absent from the jurisdiction of their Local Boards may, under certain circumstances, be sent to a mobilization camp of another Local Board.

When the order to report for military duty finds a registrant absent from the jurisdiction of his Local Board, he may apply in person to another Local Board to be ordered to report for military duty to the latter Local Board, which shall immediately pass upon such application and notify the Local Board of origin of its decision by telegraph at the expense of the registrant.

Such permission shall be granted only in cases where the Local Board to which application is made is more than one hundred miles from the Local Board of origin and the registrant has resided within the territorial jurisdiction of the Local Board to which application is made for not less than thirty days; unless the occupation of the registrant is such as compels his frequent and habitual absence from the jurisdiction of his Local Board of origin and where refusal of such permission would cause great hardship.

Such permission shall be granted only in cases where its refusal would cause hardship and where the Local Board to which application is made is convinced that the application is meritorious and is not a mere attempt on the part of the registrant to select the mobilization camp that he personally prefers.

When such permission is granted by the Local Board of transfer the case will be treated as follows:

(a) Papers to be prepared and forwarded.—The following papers shall be prepared and forwarded by the Local Board of origin to the Local Board of transfer:

Form 1029 (in duplicate) in respect of the registrant, leaving blank the date and write the word "transferred" under the vacant date line.

Form 1029 A and B in respect of the registrant, writing the word "transferred" to the left of the stamp of the Local Board of origin.

Certified copy of Form 1 (registration card) in respect of the registrant.

Two copies of Form 1010 in respect of the registrant.

One form 2015 (sec. 345, p. 304).

The instructions in this subparagraph concerning the duties of the Local Board of origin to forward to the Local Board of transfer the papers specified are mandatory and must be complied with immediately and in all cases within 24 hours of the receipt of the request mentioned in the opening paragraph of this section.

(b) Duties of Local Board of transfer.—The Local Board of transfer shall not enrol the registrant until the receipt of the mobilization papers from the Local Board of origin, except as specified in paragraph 8 of section 140. Immediately upon receipt of mobilization papers in respect of the transferred registrant, the Local Board of transfer shall fill in the date of entrainment in Form 1029; shall write under the stamp of the Local Board of origin on
Forms 1029 and 1029 A and B the words "Entrained at (place of entrainment)"; shall insert in red ink on Forms 1029 and 1029—A the name and location of the mobilization camp to which the selected man is sent as hereinafter provided; shall direct the registrant to report for military duty; and shall forward him in the usual manner to the proper mobilization camp as hereinafter provided.

(c) Mobilization camp to which transferred registrant shall be forwarded.—If the registrant transferred for entrainment to a mobilization camp is ordered to report for military duty in the Army under a call to which the letter "G" has been suffixed, the Local Board of transfer shall insert in red ink the name and location of the mobilization camp to which the registrant is sent and shall forward the registrant to the mobilization camp herein specified for the State in which the Local Board of transfer is located.

<table>
<thead>
<tr>
<th>State</th>
<th>Mobilization Camp</th>
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</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>Camp Gordon, Atlanta, Ga.</td>
</tr>
<tr>
<td>Arizona</td>
<td>Camp Funston, Fort Riley, Kans.</td>
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<tr>
<td>Arkansas</td>
<td>Camp Pike, Little Rock, Ark.</td>
</tr>
<tr>
<td>California</td>
<td>Camp Lewis, American Lake, Wash.</td>
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<tr>
<td>Colorado</td>
<td>Camp Funston, Fort Riley, Kans.</td>
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<tr>
<td>Delaware</td>
<td>Camp Dix, Wrightstown, N. J.</td>
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<tr>
<td>District of Columbia</td>
<td>Camp Meade, Admiral, Md.</td>
</tr>
<tr>
<td>Florida</td>
<td>Camp Jackson, Columbia, S. C.</td>
</tr>
<tr>
<td>Georgia</td>
<td>Camp Gordon, Atlanta, Ga.</td>
</tr>
<tr>
<td>Idaho</td>
<td>Camp Lewis, American Lake, Wash.</td>
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<tr>
<td>Illinois</td>
<td>Camp Dodge, Des Moines, Iowa.</td>
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<tr>
<td>Indiana</td>
<td>Camp Taylor, Louisville, Ky.</td>
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<tr>
<td>Iowa</td>
<td>Camp Dodge, Des Moines, Iowa.</td>
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<tr>
<td>Kansas</td>
<td>Camp Funston, Fort Riley, Kans.</td>
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<tr>
<td>Kentucky</td>
<td>Camp Taylor, Louisville, Ky.</td>
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<tr>
<td>Louisiana</td>
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<td>Maryland</td>
<td>Camp Meade, Admiral, Md.</td>
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<td>Massachusetts</td>
<td>Camp Devens, Ayer, Mass.</td>
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<td>Michigan</td>
<td>Camp Custer, Battle Creek, Mich.</td>
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<td>Minnesota</td>
<td>Camp Dodge, Des Moines, Iowa.</td>
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<tr>
<td>Mississipi</td>
<td>Camp Pike, Little Rock, Ark.</td>
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<tr>
<td>Missouri</td>
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<td>Montana</td>
<td>Camp Lewis, American Lake, Wash.</td>
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<td>Nebraska</td>
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<td>Nevada</td>
<td>Camp Lewis, American Lake, Wash.</td>
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<td>New Jersey</td>
<td>Camp Dix, Wrightstown, N. J.</td>
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<td>New Mexico</td>
<td>Camp Funston, Fort Riley, Kans.</td>
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<td>New York</td>
<td>Camp Upton, Yaphank, N. Y.</td>
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<tr>
<td>North Carolina</td>
<td>Camp Jackson, Columbia, S. C.</td>
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<td>North Dakota</td>
<td>Camp Dodge, Des Moines, Iowa.</td>
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<td>Ohio</td>
<td>Camp Sherman, Chillicothe, Ohio.</td>
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<td>Oklahoma</td>
<td>Camp Travis, San Antonio, Tex.</td>
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<td>Oregon</td>
<td>Camp Lewis, American Lake, Wash.</td>
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<td>Pennsylvania</td>
<td>Camp Meade, Admiral, Md.</td>
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<td>Rhode Island</td>
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<td>South Carolina</td>
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<td>Camp Gordon, Atlanta, Ga.</td>
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<tr>
<td>Texas</td>
<td>Camp Travis, San Antonio, Tex.</td>
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<tr>
<td>Utah</td>
<td>Camp Lewis, American Lake, Wash.</td>
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<tr>
<td>Virginia</td>
<td>Camp Lee, Petersburg, Va.</td>
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<tr>
<td>Washington</td>
<td>Camp Lewis, American Lake, Wash.</td>
</tr>
<tr>
<td>West Virginia</td>
<td>Camp Lee, Petersburg, Va.</td>
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<tr>
<td>Wisconsin</td>
<td>Camp Grant, Rockford, Ill.</td>
</tr>
<tr>
<td>Wyoming</td>
<td>Camp Lewis, American Lake, Wash.</td>
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INDUCTION AND MOBILIZATION.

If the transferred registrant is ordered to report for military duty in the Army under a call to which the letter “G” has not been suffixed, or the Navy or Marine Corps, the Local Board of transfer shall forward the registrant to the mobilization camp specified in the call and on Forms 1029 and 1029-A.

In no case shall any Local Board of transfer, after the issuing to the registrant of Form 1028, delay the induction or entrainment of any registrant in order to permit such registrant to secure induction into any branch of the service other than that specified in the call, and Local Boards of transfer will be held strictly responsible that all registrants transferred to them for entrainment are immediately entrained in accordance with the provisions herein contained and the instructions of the Local Board of origin. The Local Board of transfer shall report the entrainment of the man to the Local Board of origin, using Form 2015, and upon receipt of this form the Local Board of origin shall report the entrainment.

Section 177. Disposition of registrants rejected or discharged from military service at a mobilization camp.

When any selected man, prior to acceptance, is rejected at a mobilization camp, the commanding officer thereof shall promptly notify his Local Board of the fact, cause (stating at length the details), and date of rejection, on Form 1029-A, and the Provost Marshal General, on Form 1029-B. When any selected man is, subsequent to acceptance, discharged at a mobilization camp, the commanding officer thereof shall similarly notify the Local Board, using Form 1029-C, and the Provost Marshal General, using Form 1029-D (sec. 305, p. 254).

Immediately upon receipt of notice of the rejection or discharge of any selected man, the Local Board shall reclassify the registrant in accordance with his status as determined by the action of the military authorities in rejecting or discharging him and shall then proceed in the following manner:

(a) If the rejection or discharge was because of physical disqualification, the Local Board shall reclassify the registrant in class I and shall direct him to appear before it for further physical examination, and if, after thorough physical reexamination, the Local Board discovers the physical defect found by the examining surgeon at the mobilization camp, the classification as determined by the commanding officer of the mobilization camp shall stand. If, after thorough physical reexamination, the Local Board does not discover the disqualifying defect, it shall refer the registrant to a Medical Advisory Board or a member or members thereof for exhaustive reexamination, advising the Medical Advisory Board or such member or members of the fact that the registrant has been rejected at the mobilization camp and specifically stating the cause of rejection as reported by the commanding officer. The Medical Advisory Board or such member or members shall make an exhaustive examination of the registrant, particularly as regards the physical disqualifications as found by the examining surgeon at the mobilization camp and shall report its findings to the Local Board. The Local Board shall proceed to a decision as to the physical qualifications of the registrant and shall forward the record to the District Board for approval or disapproval of its
findings. Upon the return of the record from the District Board, the Local Board shall reclassify the registrant in accordance with the finding of the District Board.

(b) If the rejection or discharge at the mobilization camp was because of any reason other than that of physical disqualification, the Local Board shall proceed to an investigation of the case, and if in the opinion of the Local Board an error was made in the rejection or discharge the entire record shall be referred to the Adjutant General of the State, who, if he approves the findings of the Local Board, shall refer the record to the commanding officer of the mobilization camp for his consideration, recommendation, and return through the Adjutant General of the State to the Local Board.

In all cases so referred to the commanding officer of the mobilization camp and not returned by him within a reasonable time, or returned by him without recommendation, or returned by him with a recommendation disapproving the findings of the Local Board, the Adjutant General of the State shall, if in his opinion the same be necessary, forward the entire record to the Provost Marshal General for instructions as to further procedure.

Section 178. Quotas.

Quotas will be established from time to time in accordance with the quota basis prescribed by the President under the authority conferred in the act approved May 18, 1917, and in all subsequent acts or joint resolutions amendatory thereof.

Section 179. Accounts of credits.

Accounts of credits will be kept by the Provost Marshal General with each State and Local Board and credits will be allowed on all quotas as herein prescribed.

Section 180. Credits.

Local Boards shall receive credit only for persons actually delivered to a mobilization camp and there accepted for military service. Local Boards shall not receive credit for persons reported to the Adjutant General of the Army as delinquents or deserters from military service, unless such persons are accepted for military service and restored to duty. No Local Board shall receive credit for any person inducted into the military service in violation of these regulations, and if such credit is accorded and the registrant for whom such credit has been accorded is afterwards discharged by the military authorities as having been erroneously inducted into military service the Local Board shall forthwith be debited for such discharge.

Section 181. Quota basis.

The President having by regulations heretofore issued prescribed that all persons subject to registration under the act of May 18, 1917, or of any subsequent act or acts, be placed in classes for the purpose of determining their relative liability for military service, the President hereby prescribes that the quota basis of the several States, and the subdivisions thereof, be the number of registrants in Class I as determined under the provisions of section 181 (C), and that quotas be apportioned to the several States in the proportion which the quota basis of each State bears to the national quota basis.
Section 181A. Determination of quotas to be called and furnished.

The quotas to be called and furnished by the respective Local Boards shall be determined in accordance with said act of Congress and said joint resolution and regulations prescribed by the President. The President will cause the quota bases for the several States respectively to be determined and notice thereof to be communicated from time to time to the governor of each State. The governor of each State, acting for and by the direction of the President, shall thereupon, in accordance with regulations prescribed by the President, determine the quota basis for the several Local Boards within such State, and shall communicate notice thereof to each Local Board within such State on Form 2004 (sec. 357, p. 318).

The quotas determined on the aforesaid quota basis shall be called and furnished by the respective Local Boards in the method, manner, and at the time or times and place or places prescribed by regulations to be issued by the President.

Section 181B. Subdivisions of States, Territories, and the District of Columbia.

In applying these regulations in and for the several States, each Local Board division heretofore and hereafter established therein pursuant to the provisions of the said act of Congress, approved May 18, 1917, and the regulations prescribed by the President thereunder, shall be regarded and considered as a subdivision of the respective States, and quotas shall be apportioned to the respective divisions under the jurisdiction of the several Local Boards in the proportion which the quota basis of each such subdivision bears to the quota basis of the State.

Section 181C. Method for determining the quota basis.

On such date or dates as the President may from time to time prescribe the Class I quota basis shall be determined as follows:

(a) The governors of the several States shall determine and report to the Provost Marshal General the number of registrants remaining finally classified in Class I who have been examined physically and accepted for general military service within the respective States on such dates as may be announced from time to time. These reports shall be prepared and submitted on Forms 2002 A and B (secs. 354 and 355, pp. 315 and 316).

(b) The number so reported in each instance shall be exclusive of registrants finally classified in Class I who are found to be qualified for limited or special military service only, registrants who have been placed in the remediable defective group or groups, registrants carried on the emergency fleet classification list, delinquents, registrants whose physical examination has not been completed, and registrants who have been inducted and called for induction.

(c) To the number so reported in the respective States, and the subdivisions thereof, shall be added the number of registrants inducted and called for induction since the filling of the first net quotas of the respective States. and subdivisions thereof, under the procla-
mation of the President, dated July 12, 1917, and prior to the date of the report specified in preceding paragraph (a).

(d) The quota basis for each State, and the subdivisions thereof, shall in each instance be the sum of the number of registrants calculated under preceding paragraphs (a) and (c) for the respective States, and the subdivisions thereof.

(e) The total of the quota bases of all States is the national quota basis.

Section 181D. Allocation of credits.

The governor of each State, acting for and by the direction of the President, shall allocate to the subdivisions of the respective States the credits due each such subdivision for men who have been inducted subsequent to the date upon which the first net quotas of the respective States, and the subdivisions thereof, under the proclamation of the President, dated July 12, 1917, were filled, and prior to the date of computing the new quota basis.

The Provost Marshal General shall furnish the governor of each State a statement of the credits due such State, and the subdivisions thereof.

The credits thus determined and allocated shall be applied as prescribed in regulations prescribed by the President from time to time.

Section 181E. Method of apportioning quotas.

Quotas shall be apportioned from time to time among the several States, and the subdivisions thereof, in the proportion prescribed in sections 181 and 181 (b) of these regulations.
PART VIII.

PHYSICAL EXAMINATION.

Section 182. Preliminary statement.

In view of the contemplation of a further investigation and classification of registrants physically qualified for special and limited military service who have not the physical qualifications for general military service, and in view of the decision to accept some registrants for general military service with remediable defects, who are otherwise physically and mentally qualified for military service, the following new regulations for the physical examination of registrants by the physician of the Local Board becomes necessary:

Local Boards can accept registrants for general military service only when they come within the standards for unconditional acceptance with or without remediable defects.

Local Boards can reject registrants for general military service only when the registrant comes within the standards of unconditional rejection.

Local Boards may accept registrants for special and limited military service; but must refer all doubtful cases to the Medical Advisory Board or a member or members thereof.

Physicians on the Local Board are not required to make a complete examination of every registrant. The moment the physician on the Local Board finds a mental or a physical defect placing the registrant within the standards of unconditional rejection the physician on the Local Board shall indicate this in Form 1010 (section 282, page 227), after "physically deficient and not physically qualified for military service by reason of" and shall, in the space following, write the disqualifying defect.

In all other cases the Local Board shall make a complete examination of registrants: and, when the physician of the Local Board finds a defect which does not come within the standards of unconditional rejection but does take the registrant out of the class within the standards of unconditional acceptance, he shall proceed to make a complete examination and may then, if in doubt, refer the registrant to the Medical Advisory Board, or a member or members thereof, reporting the result of the complete examination, including a report of the defect or defects, on Form 1010 (p. 227).

Registrants can not be declared physically qualified for general military service (see Form 1010, sec. 282, p. 227) until the complete examination has been made by the physician on the Local Board, with the finding that the candidate comes in every instance within the standards of unconditional acceptance with or without remediable defect. Then, it is so noted and recorded on Form 1010 (sec. 282, p. 227), and if there is a remedial defect, this is also recorded after "physically qualified for general military service."
Section 183. Place, order, and method of examination.
For material, see Form 75, "Standards of Physical Examination."

Section 184. Causes for rejection.
For material, see Form 75, "Standards of Physical Examination."

Section 185. Dental requirements.
For material, see Form 75, "Standards of Physical Examination."

Section 186. Degree of deficiency for disqualification.
In these regulations the standards for unconditional rejection which place the registrant in the class physically deficient and not physically qualified for military service are clearly defined. When the Local Board is in any doubt, the registrant should be referred to the Medical Advisory Board, or a member or members thereof. The attention of Local Boards and examining physicians is called to section 123.

Section 187. Temporary defects.
Registrants confined to their homes or hospitals, or who present themselves with some temporary defect, the result of an acute disease, injury, or operation, or who are waiting for operation, should be granted a reasonable delay for completing the physical examination.
All of these cases should be thoroughly investigated by the physician on the Local Board.
Registrants with contagious, communicable, reportable diseases should not be ordered before the Local Board for examination until they are discharged by the boards of health.
Registrants recovering from diphtheria should not be ordered to the cantonments until three negative cultures at intervals of three days have been obtained from the throat and nose. In localities where there is no provision for this bacteriological work, consult the municipal or State health authorities, or United States Public Health Service.

Section 188. Special and limited military service.
In view of the importance of a thorough investigation and classification of registrants belonging to this group, Local Boards are required to refer to the Medical Advisory Boards, or some member or members thereof, all such registrants concerning whose qualifications there may be doubt.
The physician of the Local Board is urged to consult with the Medical Advisory Board about this group and to familiarize himself with the specific regulations concerning special and limited military service.

Note 1.—See section 177 and Form 75, "Standards of Physical Examination."

Note 2.—For rules of procedure concerning physical examinations, see sections 122 to 128 1/2 and 141 to 143, inclusive.

Note 3.—Great care must be taken in observing the difference in the standards of physical examination as between registrants to be inducted into the Army and those to be inducted into the Navy.
PART IX.
DISBURSEMENT REGULATIONS.

A. DISBURSING OFFICERS.

Section 189. Bond and oath of disbursing officers.

No person shall enter upon the duties of disbursing officer until he shall have qualified as such by furnishing an official bond approved by, and with penalty in a sum fixed by, the Secretary of War, and shall have taken the oath of office.

B. COMPENSATION.

Section 190. Double compensation.

No person shall receive compensation from Federal funds for two positions held under the Selective Service Law, nor shall any person receive salary from any appropriation made by Congress and applied to the use and operation of the Selective Service System when receiving salary from any other Federal appropriation.

Note 1.—This paragraph applies only when combined amount of said salaries exceeds the sum of $2,000 per annum, but this shall not apply to retired officers or enlisted men of the Army, Navy, Marine Corps, or Coast Guard. Act of Congress, August 29, 1916, Military Laws of the United States, 1915, with supplements to March 5, 1917, paragraph 169–B, pages 653 and 654.

Section 191. Assistant to the Adjutant General.

The officer in the United States Army appointed as assistant to The Adjutant General shall receive the pay and allowances of his grade in the Army, and shall be paid by the department quartermaster of the department in which the State is located.

Section 192. Inspection.

Inspectors appointed by the Governor as provided in section 31 (c) may be paid $5 per day for each day actually engaged in such duties.

Section 193. Gratuitous services.

The duty of members of District and Local Boards and other persons appointed to perform duties in the execution of the Selective Service Law is patriotic service of so high and important a character
that a great majority of those acting in this capacity have felt that they should render it gratuitously. The Government desires to accept such gratuitous service wherever it can be rendered without great hardship to the individual. There are citizens whose services the country needs in this capacity but who can not without disproportionate loss and hardship longer absent themselves from their private business without compensation. The services of these men can not be spared by the Government at this time. The rate of compensation for members of Local and District Boards, specified in sections 194 and 195, is prescribed to relieve this condition. Wherever members of Local or District Boards feel that they can, with justice to their families and themselves, decline compensation for their services, the Government will gratefully accept their patriotic tender, but members of such boards whose circumstances are such that they can not do so should submit vouchers at the rates hereinafter prescribed.

Section 194. District Boards. Compensation.

Members of District Boards may be paid a compensation of $1.25 per hour for each hour that they are actually present at the office of the board and wholly engaged in the duties prescribed by these regulations for members of District Boards, and also for each hour they are actually traveling and are actually engaged in the duties prescribed by these regulations, in no case to exceed $10 for any single day or $200 for any single month. (See sec. 32.)

Section 195. Local Boards. Compensation.

A. For services rendered by members of Local Boards on and after September 1, 1918, there may be paid to each member a compensation of $1 per hour for each hour that he is actually present at the office of the board and wholly engaged in the duties prescribed by these regulations for members of Local Boards, in no case to exceed $10 for any single day or $200 for any single month (except as prescribed in par. D of this section). The maximum compensation to be paid the members of a Board for any month shall be determined by the following table:

<table>
<thead>
<tr>
<th>Total registration at beginning of month, less inductions (including those of deserters), cancellations, transfers, classification in class 8, and deaths in previous months.</th>
<th>Maximum compensation per month to be paid to boards of three or more members.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 or under</td>
<td>$150</td>
</tr>
<tr>
<td>1,000 to 1,250</td>
<td>175</td>
</tr>
<tr>
<td>1,250 to 1,500</td>
<td>200</td>
</tr>
<tr>
<td>1,500 to 2,000</td>
<td>250</td>
</tr>
<tr>
<td>2,000 to 3,000</td>
<td>300</td>
</tr>
<tr>
<td>3,000 to 4,000</td>
<td>375</td>
</tr>
<tr>
<td>4,000 to 5,000</td>
<td>450</td>
</tr>
<tr>
<td>5,000 to 6,000</td>
<td>525</td>
</tr>
<tr>
<td>6,000 to 7,000 and over</td>
<td>600</td>
</tr>
</tbody>
</table>
B. For the services rendered by members of Local Boards in re-classifying and inducting men (individually or collectively) and for other miscellaneous services from March 1 to June 30, 1918, each board of three or more members may be paid a compensation as payment in full for all services rendered by them to and including June 30, 1918, the sum of $3 for each man inducted into the military service of the United States and accepted by the military authorities, from March 1 to June 30, 1918, both dates inclusive, by the board of which they are members. If any changes have occurred in the personnel of a Local Board during the period from March 1 to June 30, 1918, members will be paid for the number of men inducted during their membership on the board.

C. For services rendered by members of Local Boards during the period between July 1, 1918, and August 31, 1918, each board of three or more members may be paid a compensation which shall not exceed the sum of $3 for each registrant inducted into the military service of the United States during such period and accepted by the military authorities, and, in addition thereto, 30 cents as an aggregate compensation to the members of the board for each registrant of the June 5 and August 24, 1918, classes to whom a questionnaire shall have been mailed, and who shall have been finally classified by the board in accordance with these regulations during said period. If any changes have occurred in the personnel of a Local Board during the period from July 1 to August 31, 1918, members will be paid for the number of men inducted or classified during their membership on the board.

D. Money due for services shall be paid in proportionate amounts to each member of a Local Board claiming compensation, unless it shall be requested by unanimous vote of the Local Board that the money due shall be paid in some other proportion. In such cases the amounts to be paid shall not exceed the following, under—

Subdivision A, supra: One member, 50 per cent of the maximum allowance to the board; two members, 75 per cent of the maximum allowance to the board, to be distributed between them.

Subdivision B, supra: One member, $1.50 for each man inducted; two members, $2.25 for each man inducted, to be distributed between them.

Subdivision C, supra: One member, $1.50 for each man inducted and 15 cents for each classification; two members, $2.25 for each man inducted and 25 cents for each classification, to be distributed between them.

E. No payments shall be made by disbursing officers for the work performed by the members of Local Boards except in accordance with these regulations, nor shall any payment be made to a member of a Local Board who shall not have rendered bona fide service to the Government during the period mentioned in paragraphs B and C of this section.

F. In lieu of the certificate concerning services rendered by the members of the Local Board to be made by the chief clerk as provided in Section 17 hereof, the chief clerk of each Local Board shall prepare the claims and vouchers for compensation of members of Local Boards under the various subdivisions of this section and shall enter thereon a certificate, which will be made on blank space on back
of the voucher and memorandum voucher, Form 335, in the following form:

Subdivision A.
I hereby certify on honor that the number of registrants of this Board for the first day of ——— (month for which compensation for services is claimed), less those in class 5, was ———, and that the following changes occurred during the month of ——— (the month immediately preceding that for which compensation for services is claimed):

Gains:
By registration
By transfer
Total

Losses:
By Induction
By transfer
By death
By classification in class 5
By cancellation
Total

I further certify that the services herein stated were rendered to the Government of the United States as shown in the minute book of ——— Board ———.

Date ———, 191——.

Chief Clerk.

Subdivision B.
I hereby certify on honor that the total number of inductions within the jurisdiction of this Local Board during the period between the 1st day of March, 1918, and the 30th day of June, 1918 (or the period between these dates during which the member to be compensated rendered service on the Board), was ———; that ——— of such registrants have been accepted by the military authorities; and that during said period ———— was a member of said Local Board and rendered services as such member.

Date ———, 191——.

Chief Clerk.

Subdivision C.
I hereby certify that the total number of inductions within the jurisdiction of this Local Board during the period between the 1st day of July, 1918, and the 31st day of August (or the period between these dates during which the member to be compensated rendered services on the Board), was ———; that ——— of such registrants have been accepted by the military authorities; that the total number of registrants of the class of June, 1918, who have been finally classified in accordance with the Selective Service Regulations during the period between the 1st day of July, 1918, and the 31st day of August, 1918 (or the period between these dates during which the member to be compensated rendered service to the Board), was ———. I further certify that during said period ———— was a member of said Local Board and rendered services as such member, and that he assisted in the classification of these registrants.

Date ———, 191——.

Chief Clerk.

This regulation is not intended to nor does it affect the compensation of clerks or of examining physicians who are not members of the boards, or of allowances for other necessary expenses as provided in these regulations, except as provided in note 1, section 190, of these regulations.

Section 196. Examining Physicians—Rate of pay.
It is the duty of any physician who is a member of a Local Board to make physical examinations, and additional examining physicians should be compensated only where acceptable gratuitous service can
not be obtained, and where, in accordance with section 42, the compensation of an examining physician in addition to the physician member of the board is authorized.

Physician members of Local Boards and examining physicians not members of Local Boards may receive compensation at the rate of $1 per hour for each hour that they are actually present at the office of the Board and fully engaged in the duties of making physical examinations, but not in any case to exceed $7.50 for any single day or $150 for any single month.

Note 1.—The compensation provided in the above section for physician members of Local Boards is in addition to that provided for their services as members of Local Boards under section 195 of these Regulations, subject, however, to the provisions of note to section 190 of these Regulations.

Section 197. Allowance of clerical assistance to be regarded as a maximum.

The allowances of clerical assistance and compensation thereof as prescribed in section 43 should be regarded as maximum limits, and every effort should be made by all concerned in the execution of the Selective Service Law to keep the expenses of the Government in the emergency down to the absolute minimum consistent with efficient service. Uncompensated and volunteer service should be encouraged and accepted. The great task of segregating and classifying registrants may be made very much easier for members of Local and District Boards if clerical assistance is utilized to the fullest extent in preparing and segregating Questionnaires for the consideration of the board. Much of this preliminary work can be done by volunteer clerical assistance in the evening and every encouragement should be extended to patriotic citizens, women as well as men, to assist in this work.

Section 198. Authority for civilian clerical assistants.

The form of authorization required to be made by the Governor of the State before a claim for salary of a civilian clerk for a Local or District or Medical Advisory Board, or for State Headquarters, may be paid will be found in section 306, but no printed forms will be furnished. The Governor shall not authorize any allowances or compensation in excess of the allowances and compensation fixed in section 43, nor in excess of that authorized by the law of the State, or that usually paid for similar services in the State. The number of the authorization should be entered in the place provided on every voucher on which a salary is paid.

This authorization will be made in triplicate. One copy will be sent to the board or office, one copy will be sent to the disbursing officer and agent for the State, and the original will be sent to the Provost Marshal General. The original only is required to be signed.

Section 199. Action by the Provost Marshal General.

When the Provost Marshal General deems the employment of any clerical or other assistant unnecessary, or the salary authorized excessive, he will order the discontinuance of such employment or reduction of salary and will so notify the Governor.
Section 200. Travel.

The Provost Marshall General and, when authorized by the Provost Marshal General, the Governors of the several States may direct any person to travel when such travel is necessary in the execution of the Selective Service Law. District Boards by resolution of the board may direct members and employees of the board to travel when such travel is necessary in the execution of the Selective Service Law.

Travel must, when such means of transportation is available or less expensive, be performed by common carrier.

When travel is performed in compliance with orders issued as authorized in this section, cost of transportation and Pullman accommodations over the shortest usually traveled route will be allowed and payment may be made of a per diem of $4 in lieu of subsistence while traveling, and while the person ordered to travel is required by duty to be absent on duty from the city in which such person resides.

When travel includes fractional parts of a day the allowance for such fractional parts shall be $1 for each six hours or major fractional part thereof.

Section 201. Travel orders.

All orders for travel must state that the travel is necessary in the public service and in the execution of the Selective Service Law. (See sec. 200.)

The proper forms for travel orders will be found in sections 307 and 308, but no printed forms will be furnished.

Section 202. Traveling expenses of board members to attend meetings.

District and Local Board members not residing at the seat of the board are entitled to traveling expenses and per diem under section 200 when traveling from their residences to regularly called meetings of their boards. An order of the Governor is necessary in each case. When sessions of the board are held on consecutive days members who return to their homes over night for food and lodging, a purpose of a personal and not of an official nature, are not entitled to expenses of travel thus incurred. They are entitled to expense of travel necessarily incurred in going to and returning from each called meeting of the board. (See decision of the Comptroller of the Treasury, Apr. 18, 1918; act of Congress, July 9, 1918.)

Section 203. Certain officers and agents for whom no compensation is provided.

The service of members of Medical Advisory Boards, prescribed in section 29, of members of Legal Advisory Boards, prescribed in section 30, and of the Government appeal agents, prescribed in section 47, shall be uncompensated.
Section 204. Clerical assistance.

Clerical assistance for the division of the Office of the Adjutant General or other administrative department at State headquarters and of District, Medical Advisory, and Local Boards shall be procured and compensated as prescribed in section 43 of these regulations.

Section 205. Rental of offices and furniture.

Public buildings should be utilized for the offices of Local and District Boards wherever practicable. When public buildings are not available for use as offices of Local and District Boards, donated office room should be utilized, but where neither public buildings nor donated offices are available, each such board may lease the necessary room for office purposes and for a period of one month with the privilege of renewal from month to month. The lease should, if practicable, include heat, light, water, janitor service, and necessary office furniture, except filing cases for registration cards and Questionnaires. No lease made by a Local or District Board shall become effective until approved by the Governor. Blank forms for leases will be obtained, when required, from the Governor of the State.

Section 206. Leases.

When it is necessary to rent rooms, buildings, or premises of any kind for the use of the Local or District Boards, a formal lease should be made on War Department Form 101, furnished through each State headquarters from the Provost Marshal General.

Note 1.—No lease will be required under this section when amount paid as rental is less than is customarily charged the public for the same quarters. (Act of Congress, July 9, 1918.)

C. PROPERTY AND EQUIPMENT.

Section 207. Property and equipment.

(a) Necessary office furniture which can not be obtained in the lease of offices, as prescribed in section 206, may be purchased upon authority of the Provost Marshal General, which must be obtained previous to making the purchase.

(b) All furniture and equipment, of whatever character, purchased from Government funds, becomes the property of the United States, and shall not be used for any purpose other than the transaction of Government business, it can not be sold or otherwise disposed of without authority from the Provost Marshal General and must be accounted for by an accountable officer. The original receipt for such property must be forwarded to the Provost Marshal General immediately upon its delivery into possession of any State headquarters or board.

(c) Property and equipment are of two classes—expendable and unexpendable. Expendable property consists of stationery, envelopes, letterheads, pen points, pencils, pins, ink, blotting paper, etc. Unexpendable property consists of furniture and office equipment of a permanent nature, such as desks, tables, chairs, benches, filing cabinets, safes, typewriting machines, etc.
(d) Each State disbursing officer for State headquarters and the chairman of each District, Local, and Medical Advisory Board is hereby made the accountable officer for United States property in possession of such headquarters or board. Such officer will render a report to the Provost Marshal General on the last day of March, June, September, and December in each year on a blank form to be furnished for that purpose, of each article of furniture or equipment, owned by the United States, in the possession of such State headquarters or board.

(e) When a change occurs in the office of a State disbursing officer or chairman of any board a transfer of property accountability must be made by the outgoing officer to his successor. This transfer will be effected by the preparation of lists, containing each article of property in possession of the headquarters or board at the time transfer is made. These lists will be made in triplicate, each copy to be signed by the incoming officer and countersigned by the outgoing officer as a witness. The original will be forwarded through State headquarters to the Provost Marshal General, one copy will be retained by the outgoing officer and the other placed on file at the headquarters or board.

(f) Upon delivery of the original to the office of the Provost Marshal General, the property listed thereon will be checked and compared with the property account of the outgoing officer. When all property with which the outgoing officer is charged is properly accounted for notice of his release from accountability will be sent to the outgoing officer and to the State disbursing officer by the Provost Marshal General.

(g) Until the receipt of such notice the State disbursing officer will refuse to pay an accountable officer any money that might otherwise be due him from the United States until such officer has satisfactorily accounted for all United States property for which he may liable.

(h) When any unexpendable property, as described in paragraph (c), supra, has become so damaged as to be of no further use, it will be examined by an inspector appointed by the Provost Marshal General or by his direction, with a view to its condemnation and sale.

(i) Any headquarters or board submitting any damaged property to an inspector for condemnation shall prepare an inventory in triplicate, containing a list of such property, which list shall be presented to the inspector at the time inspection is made. The inspector shall indorse on the inventory presented his findings and recommendation. Two copies of the inventory, with the indorsement of the inspector, shall be forwarded, through State headquarters, to the Provost Marshal General. The third copy shall be retained in the files of the board. If the Provost Marshal General decides that the property inspected is of no further use to the Government he will, by indorsement on the inventory presented, order that it be sold, or such other disposition made of it as he may deem proper.

(j) Property condemned and ordered sold will be disposed of for cash at auction or to the highest bidder on sealed proposals, on due public notice and in such market as the public interest may require.

(k) Property condemned and ordered sold will thereafter be dropped from the lists of the headquarters or board, and upon the next quarterly list furnished by the accountable officer to the Provost
Marshal General a note will be made showing disposition of such property and authority therefor.

(i) Waste paper, including blank forms and other printed matter which may have become obsolete or useless in the transaction of public business, does not require the action of an inspector or special authority from the Provost Marshal General before it is disposal of, as provided in paragraph (j) supra, but may be disposed of upon authority of the draft executive of the State.

(m) Moneys received from the sale of any property, after deducting the expenses of sale, such as auctioneer's fees, should be turned over to the State disbursing officer to be accounted for by him on his next account current and the money deposited by him to the credit of the Treasurer of the United States. The sale and deposits should be accounted for under the heading of "Miscellaneous receipts, proceeds of Government property."

Section 208. General expenses.

The Provost Marshal General may authorize such lawful expenditures as he may deem necessary in the execution of the Selective Service Law.

Section 209. Purchase of supplies.

Disbursing officers and agents are not authorized to make purchases of supplies except as authorized by the Provost Marshal General, which authorization must be obtained in all cases before purchases are made, except that minor purchases of stationery, postage, etc., may be made without obtaining this authority.

No officer or agent disbursing Federal funds under these regulations or directing the disbursement thereof shall be concerned, directly or indirectly, in the purchase or sale of any articles intended for, used by, or pertaining to the Selective Service System.

Section 210. Telegrams.

Telegrams shall be sent only in cases of urgent necessity, where the delay incidental to delivery by mail would be prejudicial to the public interest. Except in cases of great urgency, night telegrams will be sent and plainly marked "Night telegram."

Commercial telegraph forms may be used, in which case they shall be marked "Government paid," and certified to as follows: "I certify that this telegram is on official business and necessary for the public service in the execution of the Selective Service Law," and signed showing the official designation of the officer signing it.

Section 211. Preparation of a claim.

A claim for payment from Federal funds must be a complete statement of the account and must show the following: The name and address of the person, firm, company, or corporation making the claim; the law or authority under which payment is claimed; the date or dates of the transaction; and an itemized statement and the total of the amount claimed.

A claim for services must show the period of services and the rate of pay for such services. A claim for supplies furnished must show...
the name, quantity, and price of each article. The claim must on its face or by certificate attached thereto and noted on the face of the voucher as a part thereof show that the services were rendered or that the supplies furnished were for the execution of the Selective Service Law.

Each claim must be signed and certified by the person making the claim or by a person having authority to sign for the firm, company, or corporation making the claim. Each claim must be signed and certified by a person authorized to accept the services or to receive the supplies for which claim of payment is made. The title or authority of such person to make the certificate must be shown.

After a duly authorized claim has been paid it becomes a voucher by which the disbursing officer accounts for funds with which he is charged.

**D. FORMS TO BE USED.**

**Important Note.—**For forms generally see Part X, sections 266 et seq.

**Section 212. Payment of United States Army officers on duty in States.**

An officer of the United States Army will be paid on officers' pay voucher, War Department Form 336, and reimbursement for travel performed under orders of the Provost Marshal General will be made on mileage voucher, Form 337. These accounts will be submitted to the department quartermaster of the department in which the State is located.

**Section 213. Vouchers for personal service.**

War Department Form No. 335 is used for settling an account due by the United States for personal services rendered by a single individual. These vouchers will be executed in accordance with the following instructions:

After the words "The United States, To" should be entered the name and address of the person performing the personal service. If submitted by a member of a Local or District Board, or examining physician or employee of such board, the designation of the board will be entered in the space on the right of the printed heading "Object Symbol." A description of the particular service performed should be entered in the blank spaces provided for that purpose. The authority cited should be "The Act of Congress, approved May 18, 1917," and this should be followed by the date that the service was performed. Where the employment has been authorized by the Governor the number of the authority should, in addition to any other data required, be entered in the space for remarks thus, "Authority No. — ."

When compensation for services rendered by members of Local or District Boards, or by other persons rendering services to such boards, is authorized at an hourly rate, an excerpt of minutes of the Local or District Board showing the dates of service and the number of hours of service each day must be entered on the back of the voucher, or by a certificate made on the back of voucher as a part
DISBURSEMENT REGULATIONS.

thereof. Such note or certificate shall be authenticated by the signa-
ture of the chief clerk of the board. (See Sections 17 and 195.)

The memorandum voucher attached to the original is filled out in
exactly the same way, except that no signatures are placed on the
memorandum copy. The use of a typewriter with carbon paper
between the original and memorandum voucher is recommended, as
this will insure the memorandum being an exact duplicate of the
original. If typewriter is not used, the voucher, both original and
memorandum, must be made out in ink.

Section 214. Pay rolls.

When four or more employees at a Local or District Board or
State headquarters are to be paid at the same time, much time will
be saved by using War Department Form 334 (pay roll) in lieu of
individual vouchers on Form 335.

Section 215. Traveling expenses.

Payment for traveling expenses will be made on War Department
Form No. 350A, on which all blank spaces below the words “The
United States, To” will be filled in down to the check notation.
Each voucher shall be accompanied by a copy of the order of the
Provost Marshal General or Governor, or of the resolution of the
District Board directing the travel, which resolution shall contain a
statement that the travel directed is necessary in the public
service and in the execution of the Selective Service Law; and a
statement showing the following data:

Means of transportation.
Time of departure from permanent station.
Time of arrival at temporary station.
Time of departure from temporary station.
Time of arrival at permanent station.

If transportation other than common carrier is used, a certificate
should be attached showing the fact that common carrier was not
available or was more expensive, the distance traveled, and the fact
that the amount claimed is that usually charged for similar services
in the same locality.

Note 1.—The usual Pullman berth check or seat check will be
sufficient receipt for sleeping car or parlor car accommodations.

Section 216. Instructions for preparing voucher for services
and purchases other than personal.

Form 330, War Department, shall be used for expenses other than
personal service, such as rental of buildings, necessary drayage, etc.
It must be filled out by the person performing the service. The
name and address of the individual, company, or corporation shall
be entered on the lines following the words “The United States, To.”
In the column headed “Article or service” shall be entered a state-
ment of the work done, as follows:

For hauling (name articles) from ---------- to ---------- (points
between which hauling was done) for the job, $----------.

The cost shall be entered in the column headed “Amount.” The
date of the performance of the work shall be entered in the column
provided for that purpose. For the performance of other work, the wording shall be changed to suit the particular work done. The voucher shall be signed on the line following the certificate—

I certify that the above account is correct, and that payment therefor has not been received.

This signature must be exactly the same name that appears at the head of the voucher. If the work was done by a company or corporation, the voucher must be signed with the company or corporation name, followed by the signature of an individual having authority to sign for said company or corporation, thus: "Riggs Transfer Co., per John Jones, member of firm (president, secretary, treasurer)," etc. The voucher then must be certified by a member of the board beneath the certificate which begins as follows:

I certify that the above articles have been received by me in good condition, etc.

In the blank space "No. ______," in this certificate, fill in the figure "4." After the word "lettered" fill in the capital letter "C." The voucher shall then be certified by a member of the board as above stated. On the back of this voucher, under that part called "Form of Agreement," the word "oral" should be written opposite "C" and over the words "(state character)." The voucher thus completed shall be forwarded to the disbursing officer of the State for payment.

The memorandum voucher is filled out in exactly the same manner as the original, except that it requires no signatures. The use of a typewriter with carbon paper between the original and memorandum voucher is recommended, as this will insure the memorandum being an exact duplicate of the original. If a typewriter is not used, the voucher, both original and memorandum, must be made out in ink.

Section 217. Bill to accompany voucher for supplies.

Vouchers for supplies, or for services other than by the day or month, submitted in support of payments for all work authorized, may, if desired, be accompanied by the original bills submitted by the creditor and dated and signed by him or by his authorized representative, and vouchers with such bills attached will be made out in favor of the creditor, giving his address, and stating the account in general terms, with the aggregate amount only extended, and the words "as per bill hereto attached," or words of like import. added.

When desirable, the creditor may place the certificate of the creditor, which is printed on the voucher, upon the original bill, and when so placed the certificate upon the voucher need not be signed, provided that the bill be attached to and made a part of the voucher.

E. INSTRUCTIONS TO DISBURSING OFFICERS.

Section 218. Appropriations.

Appropriations made by Congress for carrying on the work of the Selective Service System must be kept separate by title and fiscal year and carried in separate columns on the account current. The appropriation from which a voucher is paid must be shown thereon in the space provided, both on the face and in the brief.
Section 219. Requests for funds.

Necessary funds to cover disbursements shall be placed to the credit of a disbursing officer with the Treasurer of the United States upon application therefor to the Provost Marshal General.

A request for funds shall be made in the form of a letter which must be accompanied by an estimate showing the purpose for which the funds are required, such as "Pay of officials," "Pay of employees," "Per diem allowances," "Rental," "Drayage," etc.

Only one request for funds should be submitted each month except to cover unforeseen and urgent claims, in which case a full explanation of the reason for the special request should accompany the same.

Request for funds shall be made sufficiently in advance of the time they will be needed for disbursement to permit timely action by officials of the Treasury Department. The average time required for the Treasury Department to act on a request for funds and place the same to the credit of a disbursing officer is 10 days. Estimates for funds necessary to meet the disbursements of any particular month should be forwarded before the 10th of the preceding month except from disbursing officers in Pacific Coast States and the Territories, whose requisitions should be forwarded on the 1st of the preceding month.

F. CHECKS.

Section 220. Obtaining check books.

As soon as each disbursing officer and agent has qualified, i. e., as soon as his bond has been approved, the Provost Marshal General will make request on the Treasury of the United States to furnish him with a symbol number and a supply of official checks, and upon receipt of same the disbursing officer shall receive for them to the issuing office.

Section 221. Only official checks to be used.

All blank checks for use by disbursing officers are issued by the Division of Printing and Stationery, Treasury Department, to which all correspondence relating thereto should be addressed; and only blank checks thus issued will be used in drawing checks on the Treasury of the United States.

Section 222. Care of checks.

The greatest care must be exercised in safeguarding blank checks. Check books should be kept under lock and key when not in use.

Section 223. No checks to be drawn until funds are deposited and numerical symbol ascertained.

The disbursing officer and agent will not draw an official check until after he has received official notification by the Treasury or Provost Marshal General that funds are deposited with the Treasurer of the United States to his credit.
Section 224. Pigment to be used.

In writing checks on the protective surface-tinted blanks furnished by the Treasury Department the ordinary typewriter with plain type, or rubber stamps, may be used instead of pen and ink in filling in the names and amounts. Only typewriter record ribbons, writing black or blue, the ink of which must be heavy and of a permanent nature, or stamp pads inked with a permanent black ink, shall be used for the purpose.

Section 225. Erasures.

Should a disbursing officer and agent make an erasure or alteration on any of his checks, he shall certify across the face of the check as to the correctness of such erasure or alteration.

Section 226. Date.

The date on the check stub or register of checks issued shall be the same as on the check to which it relates.

Section 227. Canceled checks.

Spoiled or canceled checks shall be sent quarterly by each disbursing officer and agent directly to the Auditor for the War Department. A record of the date of cancellation and transmission will be entered on the stub.

Section 228. Lost, stolen, or destroyed checks.

Whenever an original check of a disbursing officer is lost, stolen, or destroyed, the owner, to better protect his interest, should notify the Treasurer of the United States of the fact of such loss, stating the name of the disbursing officer and agent by whom it was drawn, describing the check, giving, if possible, its date, number, and amount, and requesting that payment of the same be stopped. In order to procure the issue of a duplicate check the party in interest must furnish the disbursing officer and agent who issued the original check with an affidavit explaining the loss, and an indemnity bond, both of which should be prepared on the form furnished for the purpose by the Treasury Department. The form contains full instructions as to the proper method of preparation. Upon the filing of these papers a duplicate check may be issued after the expiration of 30 days and within three years from the date of issue of the original, and such duplicate check, with the affidavit and bond, will be forwarded directly to the Secretary of the Treasury for approval. In case the disbursing officer who issued the original check is no longer in the service, the notice and proof of loss and the indemnity bond will be sent to the Secretary of the Treasury, and it becomes the duty of the proper accounting officer, under section 3647, Revised Statutes, to state an account in favor of the owner of the lost check and to charge the amount thereof to the account of the disbursing officer. No disbursing officer or agent is authorized to issue a duplicate check except as prescribed in this paragraph.
Section 229. Object of expenditure to be stated on check.

In making payments for purchases and services only official checks will be used, drawn payable to the order of the person to whom the money is due, except when drawn for a cash payment; and on each voucher will be noted the number of the check, the date of its issue, the party in whose favor the check is drawn, and the amount. On the face of the check will be stated the object of the expenditure and also the number or other necessary description of the voucher it covers. This statement of purpose must be made in brief form, but must clearly indicate the object of the expenditure, as, for instance: "Pay of Local Board" (inserting designation of board as prescribed in section 18), "Purchase of supplies," "Rent," etc.

G. PAYMENT OF ACCOUNTS.

Section 230. Payment, when authorized.

A disbursing officer and agent will not pay an account until it is due. In case of contracts for the performance of services or delivery of articles, payments shall not exceed the value of services rendered or articles actually delivered. An officer and agent, before making any payments whatever from funds placed to his credit, must carefully observe all regulations governing expenditures and money accountability. The regulations are binding and will be strictly followed in passing upon the officer's money accounts.

All disbursements or expenditures must be evidenced by proper vouchers. A claim can be paid only when such payment is authorized by law or by regulations made as authorized by law.

The expenses for meals, lodging, and transportation of registrants after having been inducted into the military service, are not payable from the "Appropriations Registration and Selection for Military Service," and will not therefore be paid by the disbursing officers and agents of the various States.

Section 231. Checking vouchers.

Disbursements shall be made by the disbursing officer and agent upon properly executed vouchers received from Local or District Boards within his State. These vouchers when received should be carefully checked to ascertain if they have been executed in compliance with the law and regulations and contain sufficient data to insure the amount being credited to the account of the disbursing officer and agent when the voucher is audited in the Treasury Department.

Section 232. Vouchers to be numbered consecutively.

Vouchers written in pencil shall not be accepted. Vouchers which show erasures shall not be accepted, unless accompanied by an authenticated statement explaining the erasures.

When more than one article of the same kind and quality is listed on a voucher the unit price must be shown.

A signature on a voucher by mark must be witnessed by a disinterested person, with his address.

Vouchers should be numbered consecutively, and so recorded on the abstract of payments. Such numbers should not be repeated during any fiscal year.
Section 233. Fact of payment by check to be entered on voucher.

If payment is made by check to the order of any company (incorporated or unincorporated) or firm, or individual by name, the fact that the check has been so drawn should be stated on the voucher, giving the number, date, and amount, and the certificate on the voucher may be signed by an officer, attorney, or agent of the company, or by an officer or agent of the firm or individual, stating the capacity in which he signs, without filing with the voucher evidence of his authority to sign. The disbursing officer in all such cases will deliver the check to such person only as he is satisfied is authorized by the principal to certify to the voucher and receive the check.

Section 234. Identification before payment.

When an account is presented by an individual who is not known to the disbursing officer and agent, the latter will require him to be identified.

The form of the signature to the certificate, and to the receipt when required, and the name of the person or business firm as entered at the head of an account must be literally alike.

Section 235. Rules for computation of time.

When applicable, the following rules for the computation of time in payment for services will be observed:

For any full calendar month's service, at a stipulated monthly rate of compensation, payment will be made at such stipulated rate without regard to the number of days in that month.

When service commences on an intermediate day of the month, 30 days will be assumed as the length of the month, whatever be the number of days therein.

When the service terminated on an intermediate day of the month, the actual number of days during which service was rendered in that calendar month will be allowed.

When the service embraces two or more months or parts of months, but one fraction will be made, thus: From September 21 to November 25, inclusive, will be calculated—September 21 to October 20, inclusive, one month; from October 21 to November 20, inclusive, one month; from November 21 to 25, inclusive, 5 days, making the time allowed 2 months and 5 days.

When two fractions of months occur and both are less than a whole month, as from August 21 to September 10, the time will be determined thus: August 21 to 30, inclusive (ignoring the 31st), 10 days; from September 1 to 10, inclusive, 10 days, making the time allowed 20 days.

Services commencing in February will be calculated as though the month contained 30 days, thus: From February 21 to 28 (or 29), inclusive, 10 days. When the service commences on the 28th of that month 3 days will be allowed, and if on the 29th 2 days.

If service commences on the 31st day of the month, payment will not be made for that day.

Unauthorized absence on the 31st day of a month results in the loss of one day's pay.
For services of persons employed at a per diem rate, and in paying for rent, payment will be made for the actual number of days during which service actually was rendered or the premises occupied. When services are rendered from one given date to another, the account will state clearly whether both dates are included.

In computing the wages of persons employed at a per diem rate, the day on which service begins and the day on which it ends will be allowed in the computation.

H. ACCOUNTS CURRENT.

Section 236. Original vouchers to accompany accounts current.

The State disbursing officer will forward to the Provost Marshal General, Washington, D. C., for transmission to the Auditor for the War Department, with his account current at the close of business for the preceding month, the original vouchers in support of the account current and will retain the memorandum for his files.

Original vouchers will, if possible, accompany the account current; if subsequently forwarded, suitable explanation will be made; copies will not be accepted unless duly certified and accompanied by satisfactory evidence of the loss or destruction of the originals.

Section 237. Time of rendition.

Every disbursing officer and agent must send, by indorsement, to the Provost Marshal General, Washington, D. C., within 10 days following the end of the month to which it relates, an account current of all moneys received, expended, and remaining on hand during the month. The actual date of forwarding the account should be stated in the indorsement in order that the officials of the Treasury Department may satisfy themselves whether the requirements of law have been complied with. The establishment of 10 days as the period allowed to an officer to prepare and forward his accounts is a statutory provision, the purpose of which is to secure the prompt rendition of accounts of disbursing officers and agents, and to forbid the advancing of money to those officers and agents who are delinquent in forwarding accounts. Any irregularities in the mail service or want of blank forms will not excuse a failure to comply with the statutory provision.

Section 238. Transactions to be shown.

All transactions coming within the time covered by an account current shall be reported therein. No payments or collections not actually made during the period of an account shall be indicated therein. When a fraction of a cent less than one-half occurs in the footing of a voucher it will be disregarded. If the fraction be one-half or greater, it will be reckoned as a cent.

Section 239. Account to be rendered whether disbursements made or not.

Accounts current must be rendered promptly, whether disbursements have been made or not, until all funds remaining to the credit of the officer have been deposited to the credit of the Treasurer of the United States.
The balances acknowledged by disbursing officers and agents and their analysis thereof must actually represent the state of their business at the close of the last day for which the accounts are rendered. They must so order their business that they may, whenever called upon so to do, close immediately their accounts and analyze their acknowledged balances.

Section 240. Disposition of copies and of supporting vouchers.

The account current will be made in duplicate, one copy to be retained by the disbursing officer and agent as his record of the financial transactions comprised therein, and the other, accompanied by the abstract of expenditures and all vouchers, will be forwarded to the Provost Marshal General, Washington, D. C., as stated above, for administrative examination and reference to the Auditor for the War Department. With the account current will be forwarded all orders or authorities, or copies thereof, covering the expenditures, and other papers upon which the officer and agent relies to have himself relieved from responsibility for funds placed to his credit.

Section 241. Name of appropriation to be stated.

The account current will show funds only under the titles of the general appropriations from which the funds were received.

Section 242. Debit and credit items.

The accounts current must show, under debits, the balance, by appropriations, on hand from last account, together with all moneys received during the month, with dates thereof and from what source received; under credits the total amounts expended under the general appropriations, amount of deposits to the credit of the Treasurer of the United States, and the balances due the United States, as shown in the certificate on the account current.

Section 243. Cash account.

The cash account on the reverse of the account current is intended to show only cash received, expended, and remaining on hand during the month. Funds placed to the official credit of a disbursing officer and agent and payments made by check should not be exhibited therein. If there are no cash transactions during the month, the negative character of the cash account should be indicated by appropriate entry on its face. If there is any cash balance in the hands of an officer at the time of the rendition of his account current, such cash balance should be counted, verified, and certified to by a disinterested officer, preferably the property and disbursing officer of the State.

I. CASHBOOK.

Section 244. Preparation, care, and preservation of cashbook.

Every disbursing officer and agent is required to keep a cashbook showing the amount disbursed under each appropriation and apportionment, and the total funds on hand under each. Such cashbooks should be balanced monthly, and the totals must agree with the account current. The cashbooks are supplied by the Provost Marshal.
General and each officer is required to provide himself with one. The cashbook is the property of the Federal Government, and shall not be removed from the office of the disbursing officer. The officer and agent to whom issued will see that it is carefully preserved as a part of the records of the Federal Government, that the entries are properly made, and that the book is transferred to his successor. In making a transfer of a cashbook, the officer and agent should take a memorandum receipt therefor from his successor.

Enter only such appropriation headings as are required by the appropriations being handled by the disbursing officer and agent whose accounts the cashbook carries.

The debit column under each appropriation and under miscellaneous receipts should exhibit figures of all receipts of whatever character thereunder, and the corresponding credit column should show the figures of all disbursements, transfers, and deposits of funds to the credit of the Treasurer of the United States.

It is not necessary that each and every transaction affecting cash should be entered separately. Report of cash sales may be carried to the cashbook on one line, the entry in the column heads “from what source,” etc., reading “Cash sales as per vouchers.”

Funds received should be entered on a single line, as “War warrant No. __________”

Cash collections from whatever source received and the proceeds of sales, which under the regulations are required to be deposited to the credit of the Treasurer of the United States, will be so deposited at once.

In addition to the above, a daily record of all actual cash transactions will be kept in a memorandum book or blotter. The totals of the day’s transactions should be entered, using one line for each class of funds.

Disbursing officers and agents who do not, for any reason, receive from the Treasury Department the monthly statement in time for them to analyze their balances as shown on their accounts current should not delay the rendition of their accounts, but should compute their net balances from their check stubs, state that such balances are so computed, and make a further statement in explanation that the balances have been computed from check stubs for the reason that no monthly statement had been received from the Treasury Department.

J. AUDITING AND ACCOUNTING.

Section 245. Accounts to be audited by Auditor for War Department.

Upon receipt of a disbursing officer and agent’s account by the Provost Marshal General, it will be examined as to legality of payments and completeness of all papers. The complete account will then be forwarded to the Auditor of the Treasury for the War Department, who will audit all papers comprising the account. Upon completion of the audit the auditor will send the disbursing officer and agent a statement of account, and if the balance found due the United States differs from that of the officer, a detailed statement called a “Statement of differences” will accompany it. In this, each voucher will be either suspended or disallowed. A
"suspended" voucher means that credit for the amount paid on the voucher is withheld until further evidence is furnished as called for. As long as a voucher is suspended, the auditor has jurisdiction, and all correspondence pertaining to the suspension must be directed to him. If a payment is in violation of law, or represents an overpayment, or if for any other reason it is held by the auditor to be an improper charge against Federal funds, the auditor may disallow same. If the action of the auditor is not acquiesced in, the disbursing officer has the right of appeal to the Comptroller of the Treasury any time within one year from the date of the disallowance. If the Comptroller should sustain the auditor's allowance, the amount in question must be at once deposited to the credit of the Treasurer of the United States or refunded in cash by money order or cash to the auditor.

K. INSPECTION OF ACCOUNTS.

Section 246. Inspection to be under direction of Provost Marshal General.

Inspection of accounts of disbursing officers and agents will be made at regular intervals by officers designated for this purpose. The frequency of these inspections will be regulated by the Provost Marshal General.

Section 247. Method of inspection.

Inspectors will inquire as to the necessity, economy, and propriety of all disbursements, their strict conformity to the law appropriating the money, and whether the disbursing officers and agents comply with the law in keeping their accounts and making their deposits. A statement of receipts and expenditures and of the distribution of funds, with lists of outstanding checks, on forms furnished by the Provost Marshal General, will be submitted by the disbursing officer and agent to the inspector, who should immediately transmit the lists of outstanding checks to the Treasury Department. Upon return from the Treasury Department balances will be verified and noted on the inspection report, which will then be forwarded to the Provost Marshal General, with a copy of each list of outstanding checks and the indorsements thereon. The original lists will be retained by the inspector to be used at the next inspection of the officer's accounts and then sent to the Provost Marshal General.

L. CLOSING OF ACCOUNTS.

Section 248. Balance of cash to be returned.

If a disbursing officer and agent desires to close his accounts with the Treasury, so much of the funds remaining to his credit as are not represented by outstanding checks must be deposited to the credit of the Treasurer of the United States to the officer's personal credit. Funds so deposited are covered back to the appropriation from which received. When directed by the Provost Marshal General the disbursing officer and agent shall transfer the balance of his funds to his successor as prescribed by section 249.
Section 249. Transfer of funds.

When so directed by the Provost Marshal General the disbursing officer and agent shall draw a check to the credit of his successor for the balance of funds remaining to his credit with the Treasurer of the United States.

Transfer of cash on hand shall be made on receipt signed by the receiving officer, which receipt shall be forwarded with account current for the period covering the transaction.

Authorized transfer of funds to the credit of disbursing officers and agents of the United States shall be made on the books of the War Department on authority of the Provost Marshal General.

Section 250. Outstanding debts.

When a disbursing officer and agent is relieved from duty as such he shall certify outstanding debts, if any, to his successor, and transmit a list of the same to the Provost Marshal General.

Section 251. Death of disbursing officer.

Should a disbursing officer and agent die while serving as such, the Secretary of War will, upon request of the governor of the State or Territory, addressed to the Provost Marshal General, recommend to the Secretary of the Treasury to cause so much of the money remaining to the disbursing officer or agent's credit as is not represented by outstanding checks to be deposited to the credit of the Treasurer of the United States, to be covered into the appropriation from which received.

Section 252. Closing statement.

When an officer ceases to act as a disbursing officer and agent, or for any reason closes his accounts, he will prepare a closing statement of his money accounts from date of last account to and including the date of the closing of his accounts, with a separate list of outstanding checks. He shall forward the statement and list of checks to the Provost Marshal General, Washington, D. C., for the usual action.

Section 253. Disposition of check books.

When an officer ceases to act as a disbursing officer and agent, he shall return the unused checks to the Division of Printing and Stationery, Treasury Department, retaining with his official records the stubs or register of checks issued to him. In case one disbursing officer and agent is succeeded by another, the officer and agent relieved may transfer his unused checks to his successor, retaining for file with his official records the stub or register of checks issued. The successor may temporarily use the checks of the former disbursing officer by striking out his predecessor's numerical symbol and inserting his own until such time as he can secure a supply of checks with his own numerical symbol printed thereon, after which the unused checks of his predecessor shall be returned to the Division of Printing and Stationery, Treasury Department.

A disbursing officer and agent who ceases to act as such shall at once inform the Secretary of the Treasury what checks drawn against public funds to his credit, if any, are still outstanding and unpaid.

M. GENERAL INSTRUCTIONS.

Section 255. No contracts for expenditure of unappropriated moneys.

The use of moneys for purposes other than those for which appropriated, or involving the Government in any contract for future payment of money in excess of appropriations, is prohibited.

Section 256. Receipts in blank prohibited.

The giving or taking of a receipt for public money in blank or in advance of actual payment, or the signing of a check for public money in blank, is prohibited.

Section 257. Only one account under each bond.

Accounts of disbursing officers and agents must be kept separately under each bond. Should it become necessary to give a new bond, the disbursing officer and agent should close his account under his former bond by depositing to his personal credit any unexpended balance remaining to his official credit, not represented by outstanding checks, to the credit of the Treasurer of the United States before a request for funds is made under the new bond, in order that the liability of the sureties on the respective bonds may be definitely fixed.

Section 258. Specimen signatures.

For the information of active designated depositary banks and assistant treasurers, called upon to pay checks of disbursing officers and agents drawn on the Treasurer of the United States, each officer must furnish each active designated depositary bank or assistant treasurer in his locality with his signature, verified in such a manner as the bank or assistant treasurer may desire.

Section 259. Deposits to credit of Treasurer to be reported.

Whenever any disbursing officer and agent makes a deposit to the credit of the Treasurer of the United States with the Treasurer, an assistant treasurer, or an active designated depositary bank to the depositing officer's official or personal credit, he must at once notify the Provost Marshal General of the fact, stating the name of the depositary, the amount of the deposit, the appropriation and apportionment thereunder to which the money pertains, whether made to his personal or official credit, if a refundment of a disallowance, a suspension, or an overpayment, the number and date of the certificate of deposit, and the date of the bond under which the transaction pertains.
Section 260. Official and personal credit distinguished.

Funds deposited to the disbursing officer's official credit are credited to his official account and are subject to his official check, whereas when deposited to his personal credit the funds are covered back into the appropriation from which originally received and are not subject to his check until again placed to his official credit on approved request from the Provost Marshal General. All deposits made to cover transaction under an officer's former bond should be made to his personal credit.

Section 261. Certificate of deposit.

For each deposit made a certificate of deposit, in duplicate, will be issued by the Treasurer of the United States, assistant treasurer, or bank showing that the deposit is to be placed to the official or personal credit of depositing officer or agent with the Treasurer of the United States, and what the deposit represents, the depositor giving the necessary information when making the deposit. The original of all certificates of deposit are required by law to be forwarded by the depositaries to the Treasurer of the United States, and the duplicate of the certificates will be delivered to the depositing officer and should be retained by him for his future protection.

Section 262. Penal provisions.

Whoever, being a disbursing officer and agent of the United States, or a person acting as such, shall in any manner convert to his own use, or loan with or without interest, or deposit in any place or in any manner, except as authorized by law, any public money intrusted to him, or shall for any purpose not prescribed by law withdraw from the Treasurer of the United States, or transfer or apply any portion of the public money intrusted to him shall be deemed guilty of embezzlement of the money so converted, loaned, deposited, withdrawn, transferred, or applied, and shall be fined not more than the amount embezzled or imprisoned not more than 10 years, or both. (Sec. 87 of Criminal Code, act of Mar. 4, 1909, 35 Stat. L., 1105.)

Section 263. Disbursing officers not to gamble.

If any disbursing officer and agent shall bet at cards or any game of hazard the Provost Marshal General shall suspend his functions, require him to deposit to the Treasurer of the United States all public funds to his credit, and will immediately report the case to the Secretary of War.

Section 264. Telegrams not to be paid for by State disbursing officer.

State, Territory, and District disbursing officers shall not pay for telegrams, these accounts being settled by the Quartermaster General, Transportation and Telegraph Branch, Washington, D. C.
N. SETTLEMENT WITH HEIRS, ETC.

Where a creditor has died before payment could be made, disbursing officers may pay administrators or executors after letters testamentary have been approved by the Comptroller of the Treasury. Where no estate is left and there is no administrator or executor it will be necessary for heirs to make claim to the Auditor for the War Department for amounts due them. It will save time and result in more prompt payments if all claims of this kind, including those where administrators or executors are appointed, are sent immediately to the auditor for adjustment and relieve disbursing officers of all responsibility in the matter.
PART X.
FORMS.

Section 266. Blank forms to be obtained from Provost Marshal General.

Requisitions for blank forms required by Local and District Boards in connection with the registration and draft will be submitted to the Governor of the State. Requisitions by the Governor for forms required for his State will be made to the Provost Marshal General, who will supply the necessary special forms and transmit requisitions for standard forms to the bureau of the War Department which regularly makes use of those forms, which bureau, upon receipt of such requisitions, will supply the forms direct to the official making requisition therefor.

Whenever local conditions or administration are such as to require the use of a form not authorized by these regulations, a copy of the proposed form, with full statement of the necessity therefor and of its contemplated use, shall be submitted to the Provost Marshal General for approval before the form is printed and distributed.

The number, section number, and name of each form are as follows:

<table>
<thead>
<tr>
<th>Form No.</th>
<th>Section</th>
<th>Nomenclature</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>275</td>
<td>Registration card.</td>
</tr>
<tr>
<td>65</td>
<td>335</td>
<td>Correspondence postal card.</td>
</tr>
<tr>
<td>68</td>
<td>276</td>
<td>Registration certificate.</td>
</tr>
<tr>
<td>101</td>
<td>348</td>
<td>List of names of persons whose registration cards are in possession of a local board (Class of June, 1917).</td>
</tr>
<tr>
<td>101</td>
<td>349</td>
<td>List of names of persons whose registration cards are in possession of a local board (Class of June, 1918, an September, 1918).</td>
</tr>
<tr>
<td>102</td>
<td>350</td>
<td>List of registrants in order of liability (Class of June, 1917).</td>
</tr>
<tr>
<td>102</td>
<td>352</td>
<td>List of registrants in order of liability (Class of September, 1918).</td>
</tr>
<tr>
<td>102a</td>
<td>351</td>
<td>List of registrants in order of liability (Class of June, 1918).</td>
</tr>
<tr>
<td>201</td>
<td>338</td>
<td>Acceptance of appointment as member of Local Board.</td>
</tr>
<tr>
<td>302</td>
<td>337</td>
<td>Notice of appointment as member of Local Board.</td>
</tr>
<tr>
<td>1000</td>
<td>267</td>
<td>Classification list.</td>
</tr>
<tr>
<td>1001</td>
<td>268</td>
<td>The Questionnaire.</td>
</tr>
<tr>
<td>1001a</td>
<td>299</td>
<td>Duplicate of first page of Questionnaire.</td>
</tr>
<tr>
<td>1001b</td>
<td>270</td>
<td>Cover sheet of Questionnaire.</td>
</tr>
<tr>
<td>1001c</td>
<td>271</td>
<td>Duplicate of cover sheet of Questionnaire.</td>
</tr>
<tr>
<td>1001d</td>
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<tr>
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<tr>
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<tr>
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</tr>
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</tr>
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</tr>
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</tr>
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<td>Order to release registrant for enlistment in Navy for training as officer.</td>
</tr>
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</tr>
<tr>
<td>2015</td>
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</tr>
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**Q. M. C.**

<table>
<thead>
<tr>
<th>Section</th>
<th>Nomenclature</th>
</tr>
</thead>
<tbody>
<tr>
<td>316</td>
<td>Cash book.</td>
</tr>
<tr>
<td>317</td>
<td>Lease.</td>
</tr>
<tr>
<td>318</td>
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**W. D.**

<table>
<thead>
<tr>
<th>Section</th>
<th>Nomenclature</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Accounts current.</td>
</tr>
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<td>Reports of funds received from sources other than sales of public property or services.</td>
</tr>
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<td>321</td>
<td>Abstract of disbursements.</td>
</tr>
<tr>
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<td>Pay voucher for Army officers assigned to State headquarters.</td>
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<td>Mileage voucher.</td>
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<td>Traveling-expense voucher.</td>
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</tbody>
</table>
**Sec. 267. P. M. G. O. Form 1000. Classification List.**

**CLASSIFICATION LIST.**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| **Order No.** (Sec. 90) | **Race.** (Sec. 90) | **Serial No.** (Sec. 90) | **Date of mailing questionnaire.** (Sec. 90) | **Date of return of questionnaire.** (Sec. 98) | **Date claim filed by another.** (Sec. 94) | **Classification.** (Sec. 102) | **Date of mailing notice of classification.** (Sec. 92) | **Date appeal was filed.** (Sec. 92) | **Date of forwarding appeal to District Board.** (Sec. 95) | **Date of return of record by District Board.** (Sec. 95) | **Date of mailing notice of classification.** (Sec. 92) | **Date of forwarding record to President.** (Sec. 102) | **Date of return of record from President.** (Sec. 102) | **Date of notice to appear for physical examination.** (Sec. 137) | **Date of appearance for physical examination.** (Sec. 137) | **Date of mailing decision on physical examination.** (Sec. 142) | **Date and hour to report for military duty and entrainment.** (Sec. 150g) | **Date reported to Adjutant General, C. S. A., as deserter.** (Sec. 146) | **Date of reporting at Mobilization Camps.** (Sec. 116) | **Date of rejection or discharge at Mobilization Camps.** (Sec. 116) | **Date of report to Adjutant General of State as delinquent.** (Sec. 113) | **Remarks.** (All entries in this column to be made in red ink.) (Secs. 114, 140, 153, 154) | **Order No.** (Sec. 90) |

Concerning public records and manner of inspection by public, see sections 11 and 12, S. S. R. Concerning manner of making entries on forms and records, see section 16, S. S. R.
Section 268. P. M. G. O. Form 1001—The Questionnaire.

Three editions of the Questionnaire have been issued. The "third edition" only is reproduced in these Regulations. Should it be made necessary to make copies of Questionnaires of the first or second editions, Questionnaires of the proper edition should be used or the third edition of the Questionnaire may be used if corrected to conform to the first or second editions, as the case may be.

<table>
<thead>
<tr>
<th>P. M. G. O. Form 1001</th>
<th>QUESTIONNAIRE</th>
<th>Third edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration No.</td>
<td>Name of Registrant:</td>
<td>Telephone No.</td>
</tr>
<tr>
<td></td>
<td>(First name.</td>
<td>(Middle name.)</td>
</tr>
<tr>
<td>Serial No.</td>
<td>Address:</td>
<td>(No.)</td>
</tr>
<tr>
<td>Order No.</td>
<td>(City or town.)</td>
<td>(County.)</td>
</tr>
</tbody>
</table>

NOTICE TO REGISTRANT.—You are required by law to return this Questionnaire filled out in accordance with instructions contained herein within seven days from date of this notice. Failure to do so is a misdemeanor punishable by fine or imprisonment for one year and may result in the loss of valuable rights and in immediate induction into military service.

(Date) ................................................................. (Member of Local Board)
CLAIM FOR EXEMPTION OR DEFERRED CLASSIFICATION.

NOTE TO CLAIMANTS.—This form is to be used for claiming exemption or deferred classification by or in respect of any registrant for stating the ground of claim. Place a cross 'X' in Column A opposite the division that states the ground of claim. Boards are required to consider only grounds thus indicated by the claimant in Column A.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Division</th>
<th>Class I</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Single man without dependent relatives.</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Married man, no wife or children, or father of motherless children, who has habitually failed to support his family.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Married man dependent on wife for support.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Married man with or without children, or father of motherless children, may not usefully engage, family supported by income independent of his labor.</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Unskilled or not a necessary farm laborer.</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Unskilled or not a necessary industrial laborer.</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Registrant by or in respect of whom no deferred classification is claimed.</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Registrant who fails to submit Questionnaire and in respect of whom no deferred classification is claimed.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Registrant not deferred and not included in any of above divisions.</td>
<td></td>
</tr>
</tbody>
</table>

DEFERRED CLASSES.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Division</th>
<th>Class II</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Married man with children, or father of motherless children, where such wife or children of such motherless children are not mainly dependent upon his labor for support for reason that there are other reasonably certain sources of adequate support (excluding earnings or possible earnings from labor of wife), available and that the removal of registrant will not deprive such dependents of support.</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Married man, without children, whose wife, although registrant is engaged in a useful occupation, is not mainly dependent upon his labor for support, for the reason that the wife is skilled in some special class of work which she is physically able to perform and in which she is employed, or in which there is an immediate opening for her under conditions that will enable her to support herself decently and without suffering hardship.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Necessary skilled farm laborer in necessary agricultural enterprise.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Necessary skilled industrial laborer in necessary industrial enterprise.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column A</th>
<th>Division</th>
<th>Class III—continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Necessary employee in service of United States.</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Necessary man, with associate, or hired manager of necessary agricultural enterprise.</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Necessary highly specialized technical or mechanical expert of necessary industrial enterprise.</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Necessary assistant or associate manager of necessary industrial enterprise.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column A</th>
<th>Division</th>
<th>Class IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Man whose wife or children are mainly dependent on his labor for support.</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Mariner actually employed in sea service of citizen or merchant in the United States.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Necessary seaman, managing, controlling, or directing head of necessary agricultural enterprise.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Necessary seaman, managing, controlling, or directing head of necessary industrial enterprise.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column A</th>
<th>Division</th>
<th>Class V</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Office—legislative, executive, or judicial—of the United States or of Territory, or District of Columbia.</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Regularly or duly ordained minister of religion.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Student who on May 18, 1917, or on May 20, 1918, or since May 20, 1918, was preparing for ministry in recognized theological or divinity school, or who on May 20, 1918, or since May 20, 1918, was preparing for practice of medicine and surgery in recognized medical school.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Person in the military or naval service of United States.</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Alien enemy.</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Foreign alien (not an enemy) who claims exemption.</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Person totally and permanently physically or mentally unfit for military service.</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Person morally unfit to be a soldier of the United States.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Licensed pilot actually employed in the pursuit of his vocation.</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Person discharged from the Army on the ground of alienage or upon diplomatic request.</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Subject or citizen of a belligerent country who has enlisted or enrolled in the forces of such country under the terms of a treaty between such country and the United States providing for reciprocal military service of their respective citizens and subjects.</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Subject or citizen of neutral country who has declared his intention to become a citizen of the United States and has withdrawn such intention, and who is the recipient of the provisions of theSelective Service Act approved July 9, 1917, and Service Regulations.</td>
<td></td>
</tr>
</tbody>
</table>

REGISTRANT OR OTHER INTERESTED PERSON MUST ANSWER THE FOLLOWING QUESTION.

Q. Do you claim exemption or deferred classification in respect of the registrant named above? If so, state the division and column in which you claim that he should be classified:

A. (Yes or No). (Address). (Sign here.)

WAIVER OF CLAIM FOR EXEMPTION OR DEFERRED CLASSIFICATION.

(To be signed by registrant or other interested person whenever a waiver is used.)

I hereby waive all claim of exemption or deferred classification of the registrant named above:

(Date of signing.) (Sign here.)
IMPORTANT NOTICE TO REGISTRANTS AND OTHER INTERESTED PERSONS.

TO BE READ BEFORE PROCEEDING FURTHER.

Every registrant shall immediately upon receipt of a Questionnaire proceed as follows: He shall first carefully read, or have read to him, the instructions printed on this page, and the instructions printed with each series of questions. He shall then take up each series of questions, and answer all questions which he is required to answer and sign his name where required by duly instructions. He shall affix no mark nor answer upon page No. 1 until he has answered the 12 series of questions; but after having done so and before he executes his affidavit on page No. 15, he shall answer the questions near the bottom of page No. 1 and sign his name thereto. If he wishes to waive all claim of exemption or deferred classification, he shall mark the bottom of page No. 1. He shall then upon the first page place a cross mark (X) in the space opposite the division which describes his ground or basis for deferred classification. The registrant is not limited to making one cross mark (X), but may make a sufficient number of marks to indicate his status in relation to every ground for discharge or exemption which exists in his case. He shall then swear or affirm to the truth of his answers by executing the "Registrant's Affidavit" on page 15.

A registrant making any claim which must be supported by an affidavit must procure the execution of the supporting affidavit by the person or persons indicated in the instructions relating to the particular series which states the claim. Unless he procures such affidavit, the claim will not be considered either by the Local Board or by the District Board.

Additional data necessary to complete the Questionnaire may be filed with the Questionnaire when deemed necessary by the registrant or person making claim in his behalf. (Sec. 95 (f) S. S. R.)

The Questionnaire, answered and sworn to in strict accordance with the instructions, must be filed with the Local Board on or before the seventh day (excluding Sundays and legal holidays) after the date appearing upon the first page of the Questionnaire under the words "Notice to Registrant.

NOTE.—The initials S. S. R. refer to the regulations prescribed by the President and known as the Selective Service Regulations.

Reasons for and effect of classification.

The names of all men liable to selection for military service shall be arranged in five classes in the order in which they can best be spared from the civilian, family, industrial, and agricultural institutions of the Nation. The first, second, third, and fifth classes of the five classes in which registrants shall be placed. All registrants placed in Class V have been exempted or discharged, and all registrants placed in Classes II, III, and IV have been temporarily discharged. The effect of classification in Class V is to render every man so classified permanently liable to military service in the order determined by the national drawings. The effect of classification in Class II is to grant a temporary discharge from draft, effective until Class I is exhausted; and similarly Classes III and IV become liable only after Class II is exhausted. Class I is filled upon the continuing existence of the status of the registrant which is the basis of his classification. (See Sec. I (j) and (k) and 70 S. S. R.)

Every registrant, within five days after the happening thereof, report to this Local Board any fact which may change or affect his classification. Failure to report change of status as herein required or making a false report thereof is a misdemeanor, punishable by one year's imprisonment. (Sec. 116S. S. R.)

Notice to registrants and to all interested persons, and effect of such notice.

(a) The process of examination and selection shall begin by the posting of notice in the offices of the Local Boards and by mailing a Questionnaire to every registrant included in such posted notice (Sec. 92 S. S. R.), and notice of every subsequent action taken by either the Local or District Board in respect of the registrant shall be in writing in a manner compatible with the classification schedule in the office of the Local Board and in addition to such entries by mailing to the registrant, or in some cases to other claimants a notice of such action.

(b) Whenever a duty is to be performed for a period of time begins to run within which any duty is to be performed by any such registrant, or within which any right or privilege may be claimed or exercised by or in respect of any such registrant, a notice of the day upon which such duty is to be performed or such right begins to run shall be mailed to the registrant, and the date of such mailing of notice shall be entered opposite the name of such registrant on the Classification List, which is always open to inspection by the public at the office of the Local Board.

(c) In addition to the mailing of such notice to registrants, notice of the disposition of claims of other persons in respect of rights shall be mailed to such other persons. Either the mailing of such notice or the entry of such date in the Classification List shall constitute the giving of notice to the registrant and to all concerned, and shall charge the registrant and all concerned with notice of the day upon which such duty is to be performed or the beginning of the period within which such duty must be performed or such right or privilege may be claimed, regardless whether or not a mailed notice or Questionnaire is actually received by the registrant or other person.

(d) Failure by any registrant to perform any duty prescribed by the President under the authority of the act passed on May 15, 1917, to perform any act or service required of Congress at or within the time required, is a misdemeanor punishable by imprisonment for one year, and may result in loss of valuable rights and immediate induction of such registrant into military service.

(e) Failure of the registrant or any other person concerned to claim and exercise any right or privilege on the day or within the time aforesaid shall be considered a waiver of such right or privilege, subject only to the privilege to appeal for an extension of time.

(f) All registrants and other persons are required to examine from time to time said notice posted by the Local Board and the Classification List upon which said dates are to be entered; and it is the duty of every registrant concerning whom any notice is posted, but who has not received the Questionnaire or notice, as the case may be, to apply to his Local Board for a copy thereof. Failure to receive notice or Classification List does not excuse any registrant from performing any duty within the time limit, nor shall it be in itself ground for extension of time. (Sec. 7, 8, S. S. R.)

(g) Any registrant, except an alien enemy, who fails to return the Questionnaire on the date required shall be deemed to have waived all claim for deferred classification, and shall be held liable to the same penalty for the rights and privileges of other persons to apply to the Local Board for deferred classification of the registrant, and to the right of the registrant or any other person to apply for an extension of time, as provided in Section 99 S. S. R. (Sec. 193 8, S. S. R.)
FORMS.

By whom oaths may be administered.

Any oath required by these Rules and Regulations (except oaths to persons called before Local or District Boards to give oral testimony) may be administered—

1. By any Federal or State officer authorized by law to administer oaths generally.
2. By any member or chief clerk of any Local or District Board having jurisdiction of the registrant.
3. By any Government Appeal Agent in regard to any case pending before any Local or District Board with which he is connected;
4. By any person designated to act in the capacity of legal aid or advisor to registrants; and
5. By any postmaster within the same local jurisdiction as the registrant.

When the oath or oaths are administered by any of the persons named in Classes 2, 3, 4, and 5 hereof, there shall be no fee or charge for the same. (Sec. 10, S. S. R.)

Aid and advice to registrants by legal advisory boards.

Legal Advisory Boards, composed of disinterested lawyers and laymen, will be present at all times during which Local Boards are open for the transaction of business, either at the headquarters of Local Boards or at some other convenient place, for the purpose of advising registrants of the true meaning and intent of the Selective Service Law and Regulations and of assisting registrants to make full and truthful answers to the Questionnaire.

Members of Legal Advisory Boards shall enter upon the left-hand margin of front page of Questionnaire the following: "Aid given by me," and sign the name of the member of such board, stating whether "permanent" or "associate" member. (Sec. 45, S. S. R.)
QUESTIONS.

SERIES I. GENERAL QUESTIONS.

INSTRUCTIONS. Every registrant must answer ALL the following questions, and sign his name at the bottom.

Q. 1. State (a) your full name, birthplace, and your present age and residence; and (b) the name, address, and relationship of your nearest relative (wife may be designated as nearest relative).

A. 1. (a) ........................................... (Name of registrant.) (Age.) (Place of birth.) (Post-office address.)
   (b) ........................................... (Name of relative.) (Address of relative.) (Relationship.)

Q. 2. What is your race? Are you white, Negro, or Oriental? A. 2. ...........................................

Q. 3. State (a) whether you are single, married, widowed or divorced and (b) date of marriage. A. 3. (a) ........................................... ; (b) ...........................................

Q. 4. If you have a child or children, state the name, age, and present residence of each child. A. 4. ...........................................

Look at Key List of Occupations with Questionnaire Before Answering Next Question.

Q. 5. 

<table>
<thead>
<tr>
<th>Occupation.</th>
<th>Special work or job.</th>
<th>Key number and letter on list.</th>
<th>Number of years pursued.</th>
<th>Monthly salary or wages.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) What is your present occupation? ...........................................</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) What other work are you qualified to do? .................................</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Q. 6. If you are employed, state (a) the name of your employer and (b) the place at which you are employed.

A. 6. (a) ........................................... (Name of employer.)
   (b) ........................................... (No.) (Street or R. F. D. No.) (City or town.) (County.) (State.)

Q. 7. Mention any previous military experience you have had, giving organization, rank, and length of service. A. 7. ...........................................

Q. 8. Underline branch of Army in which you prefer to serve if selected: Artillery—Aviation—Engineer Corps—Infantry—Medical Department—Ordnance Department—Quartermaster Corps—Signal Corps.

Q. 9. Schooling:
   Grade reached in school ....... Years in high school ....... Years in college .......
   Name of college and subjects of specialization .......

   Years in technical school ....... Name of school and course pursued .......

   Underline the languages you speak well: English—French—German.
   State any other languages you speak .......

Q. 10. Have you ever been convicted of a crime? A. 10. (Yes or no.)

Q. 11. If your preceding answer is "yes," state (a) the name of the crime; (b) the approximate date of conviction; (c) the name and location of the court; (d) sentence imposed.

A. 11. (a) ........................................... (b) ........................................... (c) ........................................... (d) ...........................................
Q. 12. Are you now confined in prison, either (a) serving sentence or (b) awaiting trial, or (c) are you confined in a reformatory or correctional institution?  
A. 12. ..........................................................  
(Yes or no, and state which.)

Q. 13. Are you at large on bail under any criminal process? If so, state full details.  
A. 13. ..........................................................

..........................................................  
(Signature of registrant.)

IMPORTANT NOTE.—If the registrant is an inmate of an institution mentioned in question 12 and is unable to answer the foregoing questions, the executive head of the institution is requested to communicate the information immediately to the Local Board.

SERIES II. PHYSICAL FITNESS.

INSTRUCTIONS.—Every registrant must answer the first two questions. If he answers the second question "yes," he need not answer the remaining questions. If he answers the second question "no," he must answer ALL the questions. He must sign his name at the end of this series of questions.

Q. 1. State your height and weight stripped.  
A. 1. Height, ............................................. (Inches.)

Weight, ............................................. (Pounds.)

Q. 2. Are you in sound health mentally and physically?  
A. 2. .......................................................... (Yes or no.)

Q. 3. Draw a line under any of the words below that describes any ailment or physical deficiency you may have.


Q. 4. State in detail the names and addresses of the physicians by whom and the institutions in which you are being treated or have been treated within the last twelve months, with the dates of the treatments.  
A. 4. ..........................................................

Q. 5. Are you an inmate of an asylum, hospital, or other institution on account of any physical, mental, or nervous disease, disorder, or injury?  
A. 5. .......................................................... (Yes or no.)

Q. 6. If you answer "yes," state (a) the nature of the ailment, and (b) name and location of institution.  
A. 6. (a) ..........................................................

(b) ..........................................................

..........................................................  
(Signature of registrant.)

IMPORTANT NOTICE.—If the registrant is an inmate of an institution mentioned in question 6 and is unable to answer the foregoing questions, the executive head of the institution is requested to communicate the information immediately to the Local Board.

SERIES III. LEGISLATIVE, EXECUTIVE, AND JUDICIAL OFFICERS.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "no," he need not answer the remaining questions or sign his name. If he answers "yes," he must answer ALL the questions and sign his name.

Q. 1. Are you a legislative, executive, or judicial officer of the United States or of a State or Territory or of the District of Columbia?  
A. 1. .......................................................... (Yes or no.)

If your answer is "no", do not answer any other questions and do not sign your name.

Q. 2. State exact designation of your office.  
A. 2. ..........................................................

Q. 3. State (a) when you entered upon the duties of said office and (b) when your term of office will expire.  
A. 3. (a) ..........................................................

(b) ..........................................................

NOTE.—See Sec. 79, S. S. R. and Part XIII.  
..........................................................

(Signature of registrant.)
SERIES IV. MINISTERS OF RELIGION.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers “no,” he need not answer the remaining questions nor sign his name. If he answers “yes,” he must answer all questions, and must sign his name.

Q. 1. Are you a regular or a duly ordained minister of religion; and if so, of what sect or organization?

A. 1. .................................................. (Yes or no, if “yes” add name of sect.)

If your answer is “no,” do not answer any other questions and do not sign your name.

Q. 2. State (a) the manner by which, (b) the date when, and (c) the place where you became such minister.

A. 2. (a) .................................................. (b) .................................................. (c) ..................................................

Q. 3. State place and nature of your religious labors; (a) On January 1, 1918; (b) ..........................................

A. 3. (a) .................................................. (b) ..................................................

Q. 4. Have you any additional occupation? If so, what? A. 4. ..................................................

NOTE.—See sec. 79, S. S. R. ..................................................

(Signature of registrant.)

SERIES V. DIVINITY AND MEDICAL STUDENTS.

INSTRUCTIONS.—Every registrant must answer the first three questions. If he answers “no” to all of these questions, he need not answer the remaining questions nor sign his name. If he answers “yes” to question No. 1, No. 2, or No. 3, he must answer all the remaining questions and sign his name, and must also secure the following supporting affidavit of the president, dean, or other executive head of the theological, divinity, or medical school. If such executive head be not available, the executive nearest in rank may make the affidavit, but must state therein why the superior officer is not available.

Q. 1. Were you on May 18, 1917, a student preparing for the ministry in a recognized theological or divinity school? A. 1. .................................................. (Yes or no.)

Q. 2. Were you on May 20, 1918, a student preparing for the ministry in a recognized theological or divinity school, or were you on May 20, 1918, a student preparing for the practice of medicine and surgery in a recognized medical school?

A. 2. .................................................. (Yes or no, and state which.)

Q. 3. Have you been at any time since May 20, 1918, a student preparing for the ministry in a recognized theological or divinity school, or a student preparing for the practice of medicine and surgery in a recognized medical school?

A. 3. .................................................. (Yes or no, and state which.)

If your answer to all the questions No. 1, No. 2, and No. 3 is “no,” do not answer any other questions and do not sign your name.

Q. 4. If your answer to question No. 3 is “yes,” state the period (naming the dates) during which you were such a student. A. 4. ..................................................

Q. 5. State whether the school in which you were a student on the date or dates indicated by your answer to question No. 1, No. 2, or No. 3 was a recognized theological or divinity or medical school. A. 5. ..................................................

(Specify which.)

Q. 6. State the name and location of such school in which you were a student on the date or dates you have thus indicated. A. 6. ..................................................

Q. 7. Is the school you have described wholly or partially a correspondence school? A. 7. ..................................................

Q. 8. Have you ceased to be a student preparing for the ministry or a student preparing for the practice of medicine and surgery; and if so, what is your present occupation? A. 8. ..................................................

NOTE.—See sec. 79, S. S. R., and public resolution approved May 20, 1918.

..................................................

(Signature of registrant.)
SUPPORTING AFFIDAVIT.

STATE OF ............................................
County of ............................................, 88:
I, .................................................., do solemnly swear—affirm—
(Name of affiant.) (Strike out one.)

that I was on the date or dates mentioned in the foregoing answers
(Designation of affiant’s office in school.)
of the school mentioned in the foregoing answer No. 6; that such school was on said
date a recognized ..................................
(Divinity, theological, medical.)
school; and that I know of my own personal knowledge that the answers to the fore-
going questions Nos. 1 to 7, inclusive, are true. I further state that ..................
(Unavailable superior officer.)

who was ............................................ of said school on the date or dates mentioned in the
(Designation of superior officer.)

foregoing answers is now ..................................
(State reason why superior officer is not available, if that be the fact.)

(Signature of supporting affiant.)

(Address.)

Subscribed and sworn to before me this ............ day of .......... 191.
(Signature of officer.) (Designation of officer.)

SERIES VI. MILITARY OR NAVAL SERVICE.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers “no,”
he need not answer the other questions nor sign his name. If he answers “yes,” he must
answer ALL the other questions FULLY and must sign his name.
Q. 1. Are you in any branch of the military or naval service of the United States?
A. 1 ..........................................
(Yes or no.)

If your answer is “no,” do not answer any other questions and do not
sign your name.
Q. 2. Give your (a) rank, (b) organization or corps, (c) branch of the service, and (d)
mail address.
A. 2. (a) ..........................................
(b) ..........................................
(c) ..........................................
(d) ..........................................

Q. 3. State the (a) date, (b) place, and (c) manner in which you entered the service.
A. 3. (a) ..........................................
(b) ..........................................
(c) ..........................................

(Signature of registrant.)

NOTE.—See Sec. 79, S. S. R.

SERIES VII. CITIZENSHIP.

INSTRUCTIONS.—Every registrant must answer all the following questions, except as
stated in the interlined instructions, or unless his status makes an answer to any question
impossible, and must sign his name at the end of this series of questions.
Q. 1. Are you a citizen of the United States? A. 1 ..........................................
(Yes or no.)

Q. 2. Where and on what date were you born?
A. 2 ..........................................
(Place and country.) (Date.)

Q. 3. If you were not born in the United States, state (a) at what place; and (b) on
what date you arrived in this country; and (c) whether you came with your
father or mother or either of them.
A. 3. (a) ..........................................
(b) ..........................................
(c) ..........................................

Q. 4. If you are a citizen of the United States, naturalized upon application by you,
state when and where you were so naturalized.
A. 4 ..........................................

Q. 5. If you are not a citizen of the United States, either native born or fully natural-
ized, answer the following: (a) What country are you a citizen or subject?
(b) In what place and country did you ordinarily reside before proceeding
to the United States? (c) Have you ever taken out first papers (that is,
declared your intention to become a citizen of the United States)? (d) If
so, when and where did you take out your first papers?
A. 5. (a) ..........................................
(b) ..........................................
(c) ..........................................
(d) ..........................................
(Yes or no.)
Q. 6. If you are not a citizen of the United States and have not declared your intention to become a citizen, do you claim exemption from service in the Army of the United States on that ground? A. 6.  

(Yes or no.)

If you are an Indian, born in the United States, do not answer questions Nos. 7 to 13, but answer questions Nos. 14 to 16.

Q. 7. If you are not a citizen of the United States and have not declared your intention to become a citizen, are you willing to return to your native country and enter its military service? A. 7.  

(Yes or no.)

Q. 8. Give the birthplace and present residence of both of your parents. A. 8.  

Q. 9. If your parents or either of them live in the United States, state how long each has resided in this country. A. 9.  

Q. 10. If either of your parents has been naturalized in the United States, state (a) which parent; (b) when and where naturalized. A. 10. (a)  

(b)  

Q. 11. Have you ever voted or registered for voting anywhere in the United States; if so, when and where? A. 11.  

Questions Nos. 12 and 13 are to be answered only by a citizen or subject of a country neutral in the present war who has declared his intention to become a citizen of the United States.

Q. 12. If you are a citizen or subject of a country neutral in the present war and have declared your intention to become a citizen of the United States, name the neutral country of which you are a citizen or subject. A. 12.  

NOTE.—Congress has enacted a law providing that a citizen or subject of a country neutral in the present war, who has declared his intention to become a citizen of the United States, shall be relieved from liability to military service upon his making a declaration, in accordance with such regulations as the President may prescribe, withdrawing his intention to become a citizen of the United States, which shall operate and be held to cancel his declaration of intention to become an American citizen and shall forever debar him from becoming a citizen of the United States.

Q. 13. Do you wish to be relieved from liability to military service by withdrawing your intention to become a citizen of the United States upon the conditions named in the foregoing note to Question No. 12? A. 13.  

(Yes or no.)

NOTE.—If you answer "yes," your Local Board will send you the necessary blank forms and directions for making such claim for relief from liability to military service and renouncing your right to become a citizen of the United States. Before your claim can be passed upon, you must fill in and return such forms to your Local Board. (See sec. 117, S. S. R.)

If you are an Indian born in the United States and claim you are not a citizen, answer the following questions:

Q. 14. State (a) when you were allotted; (b) when your father was allotted; (c) when your mother was allotted. A. 14. (a)  

(b)  

(c)  

Q. 15. Have you received a patent in fee to your land? A. 15.  

Q. 16. State (a) whether you live separate and apart from any tribe; (b) if so, when you intend to return to tribal life; and (c) how long you have lived away from tribal life. A. 16. (a)  

(b)  

(c)  

NOTE.—See sec. 70 S. S. R.  

(Signature of registrant.)
SERIES VIII, PART A. COUNTY AND MUNICIPAL OFFICIALS AND FEDERAL EMPLOYEES.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "no," he need not answer the remaining questions nor sign his name. If he answers "yes," he must answer ALL the questions and sign his name. If he claims deferred classification on the ground that he is employed by the United States as a customhouse clerk, or in any of the capacities mentioned in question 1, he must also secure and file with the Local Board an affidavit of the official having direct supervision and control of the branch of the Government service in which the registrant is engaged, stating that he is necessary to the adequate and effective operation of such service, and can not be replaced by another person without substantial, material loss and detriment to the adequate and effective operation thereof. In the case of a registrant in departmental service stationed outside of the District of Columbia, the affidavit must be made by the official having direct supervision of the applicant. In all cases such affidavit must be indorsed "approved" by the Secretary of the Department or other certifying official specified in Part XIV, S. S. R. 'The affidavit to be filed by a necessary agricultural expert, employed by a State Agricultural College receiving Federal funds, is described in Section 77, Note 1, S. S. R.

Q. 1. Are you a county or municipal official, or a customhouse clerk, or are you employed by the United States in the transmission of the mails, or are you an artificer or workman employed in an armory or arsenal of the United States, or are you an employee of the United States designated by the President as eligible for discharge?  A. 1.  

(Yes or no, and state which.)

If you are not in any of the above classes, do not answer any other questions and do not sign your name.

Q. 2. State the designation of your office, position, or occupation.  A. 2.  

Q. 3. If you are a county or municipal official, were you elected by popular vote or appointed?  A. 3.  

Q. 4. If you are a county or municipal official, state (a) whether a vacancy in the office which you hold can be filled by appointment and (b) when your term of office expires.  

A. 4. (a)  (b)  

(Yes or no.)

Q. 5. State the exact place of the performance of your duties.  A. 5.  

Q. 6. State how long you have held such office or position, or how long you have been so employed.  A. 6.  

Q. 7. State the character and duration of your education, training, and experience for your office, position, or employment.  A. 7.  

Q. 8. Describe the nature of your work.  A. 8.  

(Signature of registrant.)

NOTE. See Sec. 77, and Part XIV, S. S. R.

SERIES VIII, PART B. PILOTS AND MARINERS.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "no," he need not answer the remaining questions nor sign his name. If he answers "yes," he must answer ALL the questions and sign his name. If he claims deferred classification as a licensed pilot, he must secure and file with the Local Board an affidavit signed by the Collector or Deputy Collector of the port from which the registrant regularly sails, stating that he is a licensed pilot in the port of his vocation. If he claims deferred classification as a mariner, he must submit evidence in support of his claim sufficient to satisfy the Local Board that he is entitled to such classification.

Q. 1. Are you a licensed pilot actually employed in the pursuit of your vocation, or are you a mariner actually employed in the sea service (including service on the Great Lakes) of a citizen or merchant within the United States?  A. 1.  

(Yes or no, and state which.)

If your answer to question 1 is "no," do not answer any other questions and do not sign your name.

Q. 2. State your training and experience as a pilot or mariner (as the case may be) and how long you have been so engaged.  A. 2.  

Q. 3. If you are engaged in any other occupation, describe it, and state what part of your working time you give to such other occupation.  A. 3.  

Q. 4. If you are a pilot, state (a) how long you have been licensed and (b) from what port you regularly sail.  A. 4. (a)  (b)  

Q. 5. If you are a mariner actually employed in the sea service (including service on the Great Lakes), state (a) the name and address of your employer, (b) how long you have worked as a mariner for such employer; and (c) describe your particular work.  

A. 5. (a)  (b)  (c)  

NOTE.—See Secs. 78 and 79 S. S. R.

(Signature of registrant.)
SERIES VIII. PART C. FIREFMEN AND POLICEMEN.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "no," he need not answer the remaining questions nor sign his name. If he answers "yes," he must answer ALL the questions and sign his name. If he claims deferred classification as a highly trained fireman or policeman, he must secure and file with the Local Board an affidavit signed by the official head of the Department of the Municipality by which he is employed, stating that the registrant is highly trained, the length of time he has been continuously employed and compensated by the Municipality he is now serving, and that he cannot be replaced without substantial and material detriment to the public safety in the Municipality in which he is serving.

Q. 1. Are you a highly trained fireman or policeman? A. 1. (Yes or no, and state which.)

If your answer to question 1 is "no," do not answer any other questions and do not sign your name.

Q. 2. Give the name of the Municipality which you are now serving. A. 2. 

Q. 3. How long have you been continuously employed and compensated by the said Municipality as a fireman or policeman, as the case may be? A. 3. 


Q. 5. If you claim you cannot be replaced without substantial and material detriment to the public safety in the Municipality in which you are serving, state the reason for your claim. A. 5. 

NOTE.—See sec. 77 (e) S. S. E. 

(Signature of registrant.)

SERIES IX. RELIGIOUS CONVICTION AGAINST WAR.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "no," he need not answer the other questions nor sign his name. If he answers "yes," he must answer ALL the questions and sign his name.

Q. 1. Are you a member of a well-recognized religious sect or organization organized and existing May 18, 1917, whose then existing creed or principles forbid its members to participate in war in any form? If so, state the name of the sect or organization and the location of its governing body or head. A. 1.

If your answer is "no," do not answer any other questions and do not sign your name.

Q. 2. By reason of your membership in such sect or organization, do you claim exemption from military service, except in some capacity declared by the President to be noncombatant? A. 2. 

Q. 3. State number of adherents of such religious sect or organization in the United States. A. 3. 

Q. 4. When did said religious sect or organization adopt opposition to war as a part of its creed or principles? A. 4. 

Q. 5. When, where, and how did you become a member of such religious sect or organization? A. 5. 

Q. 6. Are your religious convictions against war or participation therein in accordance with the creed or principles of such religious sect or organization? A. 6. 

Q. 7. Give the name, location, and date of organization of the particular local church or congregation of which you are a member. A. 7. 

NOTE.—See secs. 79 and 380, S. S. E. 

(Signature of registrant.)
SERIES X. DEPENDENCY.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers “no” and does not claim deferred classification on the ground of dependency or family, he need not answer the remaining questions or sign his name. If he answers “yes,” or claims deferred classification on the ground of dependency or family, he must answer all the questions and sign his name. If he intends to claim deferred classification on the ground of dependency or family, or if he expects any person to claim deferred classification for him on such ground, he must secure the supporting affidavits annexed hereto of every person over 16 years of age named as dependent or member of his family. He or any other person (and if the Local Board requires it, he or they must) file with the Local Board additional affidavits, which must be legibly written or typewritten on one side of white paper of the approximate size and shape of this sheet.

Q. 1. Have you a wife, or child, or aged, infirm, or invalid parent or grandparent, or brother under 16 or sister under 18 years of age, or a helpless brother or sister of whatever age, mainly dependent on your physical or mental labor for support? A. 1. 

(Yes or no.)

If your answer is “no,” and you do not claim deferred classification on account of dependency or family, do not answer any other question and do not sign your name.

Q. 2. State whether you are single, married, widowed, or divorced. A. 2.

(Question 1: All numbers in answer.

Q. 3. If you are married, state (a) the place, (b) date, and (c) the person by whom the ceremony was performed. A. 3. (a) ; (b) ; (c) 

Q. 4. Give the following information as to each person now mainly dependent upon your labor for support. A. 4.

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship</th>
<th>Address</th>
<th>When your support began</th>
<th>Whether wholly dependent on your labor</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Q. 5. State (a) with which of your dependents you live and (b) how long you have lived with such dependent or dependents. A. 5. (a) ; (b) 

Q. 6. If any persons named in your answers do not live with you, state which of them have lived with you at any time during the past 12 months and for how long a period. A. 6.

Q. 7. If any such dependent is a stepchild, an adopted child, or a foster child, state as to each when such relationship to you began. A. 7.

Q. 8. State both (a) the approximate total and (b) the average monthly amount of your support of your wife and children, exclusive of your own expenses, during the last 12 months. A. 8. (a) $ ; (b) 

Q. 9. How much have you contributed to the support of each other dependent during said 12 months? A. 9.

Q. 10. State amount per month you consider necessary for support of all your dependents. A. 10. $ 

Q. 11. State (a) whether the amount you have contributed during the last 12 months to any dependent other than your wife and children includes any payment for board or lodging for yourself or others. (b) If you answer “yes,” how much did you pay in this manner for board or lodging and for what persons? A. 11. (a) ; (b) 

(Yes or no.)

Q. 12. If any person on whose account you claim deferred classification (other than your wife or child) has a brother, sister, father, mother, husband, wife, or child, state as to each such relative of such person.

A. 12.

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Address</th>
<th>Occupation</th>
<th>To which dependent related</th>
<th>Relationship to such dependent</th>
</tr>
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</tbody>
</table>
Q. 13. What was your total income from all sources during the last 12 months, whether (a) in cash or (b) in other thing of value? A. 13. (a) Cash $.................. (b) Other thing of value $..................

Q. 14. How much of this was the fruit of your labor, mental or physical? A. 14. $..................

Q. 15. Give a full statement of all property owned by or held in trust for you, whether income-producing or not; and your net income from same during last 12 months. A. 15. Character of property: Real estate—Principal, $. Income, $. Personal property—Principal, $. Income, $..................

Q. 16. Do you own the house you live in? A. 16. (Yes or no.)

Q. 17. (a) Does any of your family or dependents own it? (b) If so, state owner's name. A. 17. (a) $.................. (b) $..................

Q. 18. If any of the dependents owns the house he or she lives in, state name of owner. A. 18.

Q. 19. Do you rent your house? If so, state the monthly rent and name and address of landlord. A. 19.

Q. 20. Have you paid any taxes during the last year? If so, state separately the amount paid on real estate, on personal property, and income tax, and name the officer to whom paid. A. 20. Real estate, $. Personal property, $. Income tax, $. (Official designation.)

Q. 21. If there is any encumbrance on any property you own, state its nature and amount. A. 21.

Q. 22. State the value of all property owned by or held in trust for any person named as dependent, and his or her income therefrom. A. 22. Name of dependent. Principal, $. Income, $. (Name of dependent.) Principal, $. Income, $..................

Q. 23. If there is any encumbrance on any property owned by or held in trust for any person named as dependent, state its nature and amount. A. 23.


Q. 25. State amount of contributions to each dependent during said 12 months by person named. A. 25.

Q. 26. Have you been compelled to make any payment of the tax in cash? If so, state how and amount of tax, name of the officer, and amount of cash paid. A. 26.

Q. 27. Have you ever been employed? If so, in what line and where? A. 27.

Note: See Schedule II, included S.S..
SUPPORTING AFFIDAVITS.

STATE OF ............................................
County of ...........................................

We, the undersigned, do solemnly swear—affirm, each for himself and herself individually, that we have read or had read to us the foregoing questions and answers under the heading "Dependency," by ......................................, registrant; that we understand the same; that we are the persons named in said answers; and that the statements contained therein as to the name, age, residence, relationship, and dependency of each of us toward said registrant, and the statement of his contributions to the support of each of us, and the statements of the financial and material condition of each of us, and of the income of each of us from all sources, are true.

...................................................
(Signature of affiant.)

Subscribed and sworn to before me this ...... day of ................., 191
...................................................
(Signature of officer.)

SERIES XI. INDUSTRIAL OCCUPATION.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "yes," he must answer all the remaining questions, except as stated in the interlined instructions, and must sign his name at the end. If the registrant claims deferred classification on account of engagement in industry, he must secure the two supporting affidavits annexed at the end of Series XII, in conformity with the following rules:

1. If the registrant is an employee, affidavit No. 1 must be made by his immediate superior and affidavit No. 2 by the executive head of the enterprise. If the business extends into more than one State, affidavit No. 2 may be made by the head of the division or plant in which the registrant is actually employed. If the registrant's superior is also executive head of the enterprise, affidavit No. 1 shall be made by such executive, and affidavit No. 2 need not be executed.

2. (a) If the registrant is part owner of the enterprise as a stockholder or partner, affidavit No. 1 must be made by a stockholder or copartner, and affidavit No. 2 by a near neighbor. (b) If he is the sole owner, both affidavits must be made by near neighbors.

ALL AFFIDAVITS AND OTHER PROOF in support of claims for deferred classification on industrial grounds MUST BE FILED WITH THE LOCAL BOARD, except such proof as the District Board may directly require, and all additional affidavits and other written proof must be legibly written or typewritten on one side only of white paper of the approximate size of this sheet.

Q. 1. Are you engaged in an industrial enterprise necessary (a) to the maintenance of the Military Establishment, or (b) to the effective operation of the military forces, or (c) to the maintenance of national interest during the emergency? A. 1. .................

(Yes or no.)

If your answer is "no," do not answer any other questions and do not sign your name.

Q. 2. Do you claim deferred classification on the ground that you are so engaged? A. 2. .................

(Yes or no.)

GROUP A.—DESCRIPTION OF THE ENTERPRISE.

Q. 3. State the name under which the enterprise is conducted, and its exact location (post-office address). A. 3. .........................

Q. 4. When was the enterprise established? A. 4. .................

Q. 5. What is produced or what service is performed by the enterprise? A. 5. .........................

Q. 6. In what respect do you claim the enterprise is necessary (a) to the maintenance of the Military Establishment, or (b) to the effective operation of the military forces, or (c) to the maintenance of national interest during the emergency? A. 6. .........................

Q. 7. State (a) whether the enterprise is now engaged as contractor or subcontractor on work for the United States or a co-belligerent. (b) If so engaged, state which Government and the nature and extent of such work. A. 7. (a) .........................; (b) .........................

(Yes or no.)

Q. 8. If so engaged as subcontractor, state name and address of principal contractor. A. 8. .................
GROUP B.—RELATION OF REGISTRANT TO THE ENTERPRISE.

Q. 9. Are you (a) an employee, (b) sole owner, (c) part owner, as a stockholder or as a partner? A. 9.

Q. 10. What part of your working time do you give to this enterprise? A. 10.

Q. 11. If engaged in other work or business, describe it? A. 11.

Q. 12. State your education, training, and experience for the work you are now doing? A. 12.

Q. 13. When did your connection with the enterprise you have described begin? A. 13.


Q. 15. How long have you been engaged in this particular line of work? A. 15.

Q. 16. What pay do you receive by the day, week, or month? A. 16.

Q. 17. State (a) whether you have charge or supervision of other workers. (b) If so, how many? A. 17. (a) ; (b) (Yes or no.)

Q. 18. How many persons are employed in the entire plant or other division of the enterprise in which you work? A. 18.

Q. 19. How many other persons in such plant or division are engaged in the same kind of work you do? A. 19.

Q. 20. Are any of your relatives engaged in the enterprise as executives or owners (for example, as manager, superintendent, treasurer, director, partner, sole owner, or controlling stockholder)? A. 20. (Yes or no.)

Q. 21. If so, state the name, age, relationship to you, and relation to the enterprise of each of such persons. A. 21.

Q. 22. State the reasons why you can not be easily replaced by another person. A. 22.

GROUP C.—TO BE ANSWERED ONLY BY A REGISTRANT WHO IS THE SOLE OWNER, A STOCKHOLDER, OR A PARTNER IN THE ABOVE-DESCRIBED ENTERPRISE.

Q. 23. State whether the business is conducted as a corporation, joint-stock company, or partnership. A. 23.


Q. 25. Did you originate or assist in originating the enterprise? A. 25.


Q. 27. What is the total capital invested in it? A. 27.

Q. 28. What is the amount of your present investment therein? A. 28.

Q. 29. What were the net earnings of the business for the last 12 months? A. 29.

Q. 30. Did you acquire your interest from a relative or relatives? A. 30. (Yes or no.)

Q. 31. If so, state the name, age, relationship to you, residence, and present occupation of each of such persons. A. 31.

Q. 32. State the name, age, residence, relationship to you, and occupation of each of your partners, or if not in partnership, give such information as to each of your relatives who is a stockholder. A. 32.

Q. 33. If you have any relatives not already mentioned, who have heretofore been engaged in this enterprise in any capacity, state the name, age, residence, relationship to you, and present occupation of each of such persons and the nature of the interest that they had in the business. A. 33.
Q. 34. If you claim that none of the relatives or other persons mentioned in your reply to the foregoing questions can take your place during your absence, state the reasons. A. 34. ..............................................................

Q. 35. State any other facts which you consider necessary to present fairly the industrial enterprise you have described, or your connection with it, as a ground for deferred classification. A. 35. ..............................................................

(Signature of registrant.)

For supporting affidavits see end of Series XII, page 15 of this Questionnaire. See also Sections 80, 81, and 88 to 89, inclusive, S. S. R.

SERIES XII. AGRICULTURAL OCCUPATION.

INSTRUCTIONS.—Every registrant must answer the first question. If he answers "yes," he must answer ALL the remaining questions, except as stated in the interlined instructions, and must sign his name. If the registrant claims deferred classification on the ground of engagement in agriculture, he must secure the two affidavits at the end of this section of questions, of two persons, in conformity with the following rules:
1. If the registrant is an employee, affidavit No. 1 must be made by his employer and affidavit No. 2 by a near neighbor.
2. If the registrant is the sole owner of the land, both supporting affidavits shall be made by near neighbors.
3. If the registrant is the owner of the land with another, affidavit No. 1 shall be made by the owner, and affidavit No. 2 shall be made by a near neighbor.
4. If the registrant is a tenant of the land or a tenant with another, affidavit No. 1 must be made by the owner of the land or the latter's agent, and affidavit No. 2 by a near neighbor.

ALL AFFIDAVITS AND OTHER PROOF in support of claims for deferred classification on agricultural grounds MUST BE FILED WITH THE LOCAL BOARD, except such proof as the District Board may directly require; and all additional affidavits and other written proof must be legibly written or typewritten on one side only of white paper of the approximate size of this sheet.

Q. 1. Are you engaged in an agricultural enterprise? A. 1. ................................. (Yes or no.)

If your answer is "no," do not answer any other questions and do not sign your name.

Q. 2. Do you claim deferred classification on the ground that you are so engaged? A. 2. ................................. (Yes or no.)

GROUP A—GENERAL INFORMATION AS TO REGISTRANT.

Q. 3. How long have you worked at farming and what special training have you had? A. 3. .................................

Q. 4. State the nature of your present enterprise (such as general farming, fruit raising, cattle ranch). A. 4. .................................

Q. 5. Are you the directing and managing head of this enterprise? A. 5. ................................. (Yes or no.)

Q. 6. State whether you are a laborer, overseer, hired manager, sharecropper, lessee, or owner of the farm, and if none of these terms indicate your connection with the farm, state what it is. A. 6. .................................

Q. 7. (a) Do you live on the farm where you work? (b) If not, how far away? A. 7. ................................. (b) .................................

Q. 8. What part of your working time do you give to the farm? A. 8. .................................

Q. 9. If engaged in other work or business, describe it. A. 9. .................................

GROUP B—DESCRIPTION OF ENTERPRISE. (If you are a tenant, describe only the land you rent.)

Q. 10. State (a) the total area of farm; (b) acres under cultivation. A. 10. (a) ................................. (b) .................................

Q. 11. What is the character of the land not cultivated (such as pasture, timber, swamp)? A. 11. .................................

Q. 12. What kind of crops are grown and what is the acreage of each? A. 12. .................................

Q. 13. State (a) number and kind of live stock usually kept on the farm. (b) Who owns it? A. 13. (a) ................................. (b) .................................
Q. 14. State the amount of each crop and the total value of dairy products produced on the farm during the last 12 months. A. 14.  
Q. 15. State gross receipts from all live stock actually sold off the farm during the last 12 months. A. 15.  
Q. 17. State the value of the farm, including all improvements. A. 17.  
Q. 18. State (a) the value of all farming equipment (including live stock kept for work) used on the farm; (b) Who owns it? A. 18. (a)  
Q. 19. (a) How many male persons work on the farm? (b) In what capacity do they work (such as laborers, managers, share croppers), and how many of each? A. 19. (a)  
Q. 20. (a) Are any of these workers sons or sons-in-law of the head of the enterprise? (b) How many and age of each. A. 20. (a)  

GROUP C—CONCERNING REGISTRANT’S FAMILY.

Q. 21. Give the following information as to each of your relatives residing on the farm where you work. A. 21.  

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship</th>
<th>Occupation</th>
<th>Classification under S. S. R.</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Q. 22. If you have a father, brothers, sisters, half-brothers, half-sisters, or brothers-in-law not living with you on the farm where you work, state as to each. A. 22.  

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Married to, or in a civil union with</th>
<th>Occupation</th>
<th>Livelihood of head or character of farm</th>
<th>Classification under S. S. R.</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Q. 23. Why can not your father or one of your other relatives mentioned in your replies to questions Nos. 21 and 22 continue the enterprise successfully without you? A. 23.  
Q. 24. If your father is in poor health, describe his condition and give name and address of his regular physician. A. 24.  

NOTE: If you claim that your father or other relative interested with you in the enterprise is not qualified to manage the farm, attach to your questionnaire an affidavit of a reputable individual stating that he personally knows such relative’s physical condition and what that condition is.

GROUP D—TO BE ANSWERED ONLY BY A REGISTRANT WHO IS A LABORER, OVERSEER, OR HIRER MANAGER.

Q. 25. State name, age, relationship to you, and occupation of your employer. A. 25.  

Q. 27. Has he owned or leased it? A. 27.  
Q. 28. (a) Does your employer live on the land? (b) If not, how far away? A. 28.  

Q. 29. How long have you worked on the farm for your present employer? A. 29.  
Q. 30. What may you receive in cash or in produce and do you receive board and lodging? A. 30.  

GROUP E—TO BE ANSWERED ONLY BY REGISTRANT WHO IS A LESSEE OR SHARE CROPPER.

Q. 31. State the name, age, relationship to you, and occupation of the owner. A. 31.  
Q. 32. State when you last rented this land and when your lease or agreement will end. A. 32.  
Q. 34. (a) Does the owner live on the land you rent? (b) If not, how far away? A. 34. (a)  

Yes or no.
Q. 35. If any other person or persons are interested in the renting of the land with you, state the name, age, relationship to you, residence, occupation, and extent of the interest of such person or persons. A. 35.—

Q. 36. (a) Do you sublet any part of the land you rent? (b) If so, how much and to whom? A. 36. (a) ___________________________; (b) ___________________________. (Yes or no.)

GROUP F—TO BE ANSWERED ONLY BY REGISTRANT WHO IS OWNER OR OWNER WITH ANOTHER.

Q. 37. State when and from whom you acquired the land or interest therein. A. 37.

Q. 38. Did you acquire it by deed, will, or inheritance? A. 38. ________________.

Q. 39. If acquired from a living relative, state his name, age, relationship, residence, and occupation. A. 39. ________________.

Q. 40. (a) What was the purchase price? (b) How much have you paid on the purchase price? A. 40. (a) ___________________________; (b) ___________________________.

Q. 41. If any part of the purchase price was furnished by a relative, state his name, relationship to you, and amount so furnished. A. 41. ___________________________.

Q. 42. If you are not the sole owner, state your interest and the name, age, relationship to you, residence, occupation, and nature of the interest of each co-owner. A. 42. ________________.

Q. 43. State fully how you operate your farm (for example, personally, with your father or brother, by tenants, or by a hired manager). A. 43. ________________.

Q. 44. State any other facts which you consider necessary to present fairly the agricultural enterprise you have described, or your connection with it, as a ground for deferred classification. A. 44. _______________________________.

See Secs. 80-85, inclusive, S. S. R.

(Signature of registrant.)

AFFIDAVITS TO BE USED IN SUPPORT OF EITHER INDUSTRIAL OR AGRICULTURAL CLAIMS.

SUPPORTING AFFIDAVIT No. 1.

STATE OF ___________________________,

County of __________________________, ss:

I, ___________________________, do solemnly swear—affirm—that I reside ___________________________.

(State distance.)

(Name of affiant.)

(Strike out one.)

from ___________________________, the registrant herein named; that my occupation is ___________________________, that I have read the foregoing questions Nos. ___________ to ___________ inclusive; that I occupy the following position in the enterprise mentioned in said answers, namely, ___________________________.

(Here state in what respect affiant is registrant's superior, or the word "none," as the case may be.)

(Name of registrant.)

(to said registrant is ___________________________.

(Insert here relationship or "none," as the case may be.)

Subscribed and sworn to before me this _______ day of _______, 19__....

(Signature of affiant.)

(Signature of officer.)

(Designation of officer.)
SUPPORTING AFFIDAVIT No. 2.

State of ____________________________

County of ____________________________, ss:

I, ____________________________, do solemnly swear—affirm—that I reside ____________________________

(Name of affiant.)

(Strike out one.)

(State distance.)

from ____________________________, the registrant herein named; that my occupation is ____________________________

(Name of registrant.)

; that I have read the foregoing questions Nos. _______ to _______, inclusive; that I occupy the following position in the enterprise mentioned in said answers, namely, ____________________________; that I occupy the following relationship toward said registrant in said enterprise, namely, ____________________________;

(Here state in what respect affiant is registrant's superior, or the word "none," as the case may be.)

; that I know of my own knowledge that the answers to questions Nos. _______ are true; that I am reliably and fully informed and believe ____________________________ that the answers to questions Nos. _______ are true; and that my relationship by blood or marriage to said registrant is ____________________________;

(Insert here either relationship, or "none," as the case may be.)

Subscribed and sworn to before me this _______ day of _______, 19__

(Signature of affiant.)

(Signature of officer.)

(Designation of officer.)

NOTE.—See sections 10 and 95, S. S. E.

REGISTRANT'S AFFIDAVIT.

IMPORTANT INSTRUCTIONS.—1. If the registrant can not read, the questions and his answers must be read to him by the officer who administers the oath, and if the registrant can not write, his cross—mark signatures must all be witnessed by the same officer.

2. None of the printed matter of the affidavit may be added to, erased, or stricken out, except the word "swear" or "affirm" as the case may be.

OATH.

State of ____________________________

County of ____________________________, ss:

I, ____________________________, do solemnly swear—affirm—that I am the registrant ____________________________

(Strike out one.)

named and described in the foregoing questions and answers; that I have signed my name to my answers, and that I know the contents of my said answers, and that all and singular the statements of fact in my said answers to said questions, respectively, are true, and that my beliefs and opinions therein stated are my true beliefs and opinions.

(Signature of registrant.)

(Signature of officer.)

(Designation of officer.)

NOTE.—See sections 10 and 95, S. S. E.

1. MINUTE OF ACTION BY LOCAL BOARD ON CLAIM FOR DEFERRED CLASSIFICATION.

The Local Board classifies the registrant as shown on the Cover Sheet hereof because it finds that ____________________________

(Date.)

(Member.)
2. RECOMMENDATION BY LOCAL TO DISTRICT BOARD ON INDUSTRIAL OR AGRICULTURAL CLAIM.

----------------------------------------------------------------------

(Date.) (Member.)

3. CLAIM OF APPEAL TO DISTRICT BOARD.

I hereby claim appeal from classification by the Local Board in Class .... in Division .... and Class .... in Division .... and Class .... in Division .... and ....

(Date.) (Signature of claimant.)

4. MINUTE OF ACTION BY DISTRICT BOARD ON 1. Appeal from Local Board. 2. Classification by District Board.

The District Board \(\text{reclassifies}\) the registrant as shown on the Cover Sheet hereof because it finds that ....

(Date.) (Member.)

5. MINUTE OF REASONS OF \(\text{District}\) BOARD FOR 1. Extending time. 2. Refusing to extend time.

The application of the registrant to have the time for filing claim and proof extended is \(\text{granted}\) for the reason that ....

(Date.) (Member.)

6. CLAIM OF APPEAL TO PRESIDENT.

I hereby claim appeal to the President from classification by the District Board in Class .... in Division .... and Class .... in Division .... Certificates and recommendations required by section 111, S. S. R., are attached.

(Date.) (Signature of claimant.)
Subsequent to the printing of the Questionnaire, Congress amended by the act approved August 31, 1918, the Selective Service Law by substituting for the provision wherever occurring in section 4 of the said law: "Persons engaged in industry including agriculture," the words: "Persons engaged in industries, occupations, or employments, including agriculture."

The Questionnaire was based on the words of the original act and this memorandum explains the effect of the amendment and the manner in which the Questionnaire as printed may be used for the purpose of making claims by or in respect of persons engaged in occupations or employments.

The effect of the amendment of August 31, 1918, is to permit claims to be made by or in respect of "necessary" persons engaged in occupations or employments found to be "necessary" to the maintenance of the Military Establishment, or the effective operation of the military forces, or the maintenance of national interest during the emergency.

The decision as to whether or not any particular occupation or employment is "necessary" for any of the purposes specified in the act of Congress and as to whether or not the registrant is "necessary" therein, rests with the District Boards, subject only to the duty of the Local Boards under Rule XXXII, section 101, of the Selective Service Regulations to make their recommendations.

However, the Local Boards have original jurisdiction, subject to the right of appeal to the District Boards, of the claims of registrants who are engaged in the occupations or employments specifically designated in section 4 of the Selective Service Act as exempt or entitled to temporary discharge, that is, deferred classification, under Rules and Regulations prescribed by the President, namely, officers, legislative, executive, and judicial of the United States and of the several States, Territories, and the District of Columbia, ministers of religion, students of divinity, medical students, county and municipal officials, including firemen and policemen, customs house clerks, persons employed by the United States in the transmission of the mail, artificers and workmen employed in the armories, arsenals, and navy yards of the United States, such persons employed in the service of the United States as the President may designate, pilots and mariners.

Under the act as amended, claims by or in respect of registrants engaged in occupations or employments other than those specifically named in the act come within the exclusive original jurisdiction of the District Boards for decision as to whether or not the particular occupation or employment is "necessary" for one of the purposes specified in the act and the registrant is "necessary" thereto, the Local Boards only making their recommendations.

Registrants, or others making claims in respect of registrants engaged in agriculture will record their claims in the proper divisions on page 1 of the Questionnaire relating to agricultural claims.
The claim that a registrant is engaged in a "necessary" agricultural enterprise and is "necessary" thereto in the capacity of a farm laborer especially fitted for the work in which he is engaged should be made in Division C, Class II, on page 1 of the Questionnaire.

Registrants or others making claims in respect of registrants engaged in "necessary" industries, occupations, or employments, other than agriculture, will record their claims in the proper divisions on page 1 of the Questionnaire relating to industrial claims.

The claim by or in respect of any registrant that he is engaged in a "necessary" industry or occupation or employment and is "necessary" therein in the capacity of a laborer, worker, or employee especially fitted for the work in which he is engaged, should be made in Division D, Class II, on page 1 of the Questionnaire.

The claim by or in respect of any registrant that he is engaged in a "necessary" industry or occupation or employment and is "necessary" therein in the capacity of a highly specialized expert, should be made in Division K, Class III, on page 1 of the Questionnaire.

The claim by or in respect of any registrant that he is engaged in a "necessary" industry or occupation or employment and is "necessary" therein in the capacity of an assistant or associate manager of the industry, or in the occupation or employment or a manager of a substantial integral part thereof, should be made in Division L, Class III, on page 1 of the Questionnaire.

The claim by or in respect of any registrant that he is engaged in a "necessary" industry or occupation or employment and is "necessary" therein in the capacity of sole managing, controlling and directing head thereof, should be made in Division D, Class IV, on page 1 of the Questionnaire.

Such claims, other than claims based on engagement in agriculture, must be made and information in support thereof be given under Series XI, Industrial Occupation, of the Questionnaire, and the claim supported by the affidavits required on page 15 of the Questionnaire.

Additional affidavits may be filed with the Questionnaire when deemed necessary by the registrant or by the person making the claim in his behalf to fully set forth the facts in support of the claim.

The revised regulations in respect of registrants engaged in industries, occupations, or employments, including agriculture, will be found in sections 80 to 89, Selective Service Regulations.

(September 12, 1918.)
### Section 269. P. M. G. O. Form 1001A—Duplicate of first page of Questionnaire:

#### QUESTIONNAIRE.

<table>
<thead>
<tr>
<th>Registration No.</th>
<th>Name of Registrant: (First name.) (Middle name.) (Last name.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial No.</td>
<td>Address: (No.) (Street or R. F. D. No.)</td>
</tr>
<tr>
<td>Order No.</td>
<td>(City or town) (County) (State)</td>
</tr>
</tbody>
</table>

#### NOTICE TO REGISTRANT.

You are required by law to return this Questionnaire filled out in accordance with instructions contained herein within seven days from date of this notice. Failure to do so is a misdemeanor punishable by fine or imprisonment for one year and may result in the loss of valuable rights and in immediate induction into military service.

(Date)...

Member of Local Board.

#### CLAIM FOR EXEMPTION OR DEFERRED CLASSIFICATION.

**NOTE TO CLAIMANTS.**—This form is to be used for claiming exemption or deferred classification by or in respect of any registrant and for stating the grounds of claim. Place a cross (x) in Column A opposite the division that states the ground of claim. Boards are required to consider only grounds thus indicated by the claimant in Column A.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column Div.</th>
<th>CLASS I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>Single man without dependent relatives.</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>Married man with or without children, or father of motherless children, who has habitually failed to support his family.</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>Married man dependent on wife for support.</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>Married man, with or without children, or father of motherless children; man not usefulness engaged, family supported by income independent of his labor.</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>Unskilled or not a necessary farm laborer.</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>Necessary skilled farm laborer.</td>
</tr>
<tr>
<td>G</td>
<td></td>
<td>Registrant by or in respect of whom no deferred classification is claimed.</td>
</tr>
<tr>
<td>H</td>
<td></td>
<td>Registrant who fails to submit Questionnaire and in respect of whom no deferred classification is claimed.</td>
</tr>
</tbody>
</table>

**CLASS II.**

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column Div.</th>
<th>CLASS II.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>Married man with children, or father of motherless children, where each wife or children or each motherless children are not mainly dependent upon his labor for support, for the reason that they are either reasonably well supported by other sources of support.</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>Man married without wife, to whom registrant is engaged in a useful occupation, is not mainly dependent upon his labor for support, for the reason that the wife is skilled in some special class of work which she is physically able to perform.</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>Necessary skilled farm laborer in necessary agricultural enterprise.</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>Necessary skilled industrial laborer in necessary industrial enterprise.</td>
</tr>
</tbody>
</table>

**CLASS III—continued.**

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column Div.</th>
<th>CLASS III—continued.</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td></td>
<td>Necessary assistant, associate, or hired manager of necessary agricultural enterprise.</td>
</tr>
<tr>
<td>K</td>
<td></td>
<td>Necessary highly specialized technical or mechanical expert of necessary industrial enterprise.</td>
</tr>
<tr>
<td>L</td>
<td></td>
<td>Necessary assistant or associate manager of necessary industrial enterprise.</td>
</tr>
</tbody>
</table>

**CLASS IV.**

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column Div.</th>
<th>CLASS IV.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>Man whose wife or children are mainly dependent upon his labor for support.</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>Mariner, regularly employed in service of citizen or merchant in the United States.</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>Necessary skilled, managing, controlling, or directing head of necessary agricultural enterprise.</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>Necessary skilled, managing, controlling, or directing head of necessary industrial enterprise.</td>
</tr>
</tbody>
</table>

**CLASS V.**

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column Div.</th>
<th>CLASS V.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>Officer—legislative, executive, or judicial—of the United States or of State, Territory, or District of Columbia.</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>Regularly or duly ordained minister of religion.</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>Student who on May 18, 1917, or on May 20, 1918, was preparing for ministry in recognized theological or divinity school, or who on May 20, 1918, was preparing for ministry in recognized theological or divinity school.</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>Person in military or naval service of United States.</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>Alien enemy.</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>Resident alien (not an enemy) who claims exemption.</td>
</tr>
<tr>
<td>G</td>
<td></td>
<td>Person totally and permanently physically or mentally unfit for military service.</td>
</tr>
<tr>
<td>H</td>
<td></td>
<td>Person morally unfit to be a soldier of the United States.</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Licensed pilot actually employed in the pursuit of his vocation.</td>
</tr>
<tr>
<td>J</td>
<td></td>
<td>Person disabled from the Army on the ground of andage or upon diplomatic request.</td>
</tr>
<tr>
<td>K</td>
<td></td>
<td>Subject or citizen of loyal country who has emigrated or enrolled in the forces of such country under the terms of a treaty between such country and the United States providing for reciprocal military service and has withdrawn such intention under the provisions of set of Congress approved July 9, 1918, and Selective Service Regulations.</td>
</tr>
<tr>
<td>L</td>
<td></td>
<td>Member of well-recognized religious sect or organization, organized and existing on May 18, 1917, whose then existing creed or principles forbid its members to participate in war in any form and whose religious convictions are against war or participation therein.</td>
</tr>
</tbody>
</table>
REGISTRANT OR OTHER INTERESTED PERSON MUST ANSWER THE FOLLOWING QUESTION.

Q. Do you claim exemption or deferred classification in respect of the registrant named above? If so, state the divisions of each class and each class in which you claim that he should be classified.

A. ........................................ in Division ... of Class ..., and Division ... of Class ..., and Division ... of Class .... (Date) ..............

(Yes or no.) ..................................................

(Address) ........................................... (Sign here.) ...........................................

WAIVER OF CLAIM FOR EXEMPTION OR DEFERRED CLASSIFICATION.

(To be signed by registrant or other interested person whenever a waiver is used.

I hereby waive all claim of exemption or deferred classification of the registrant named above.

(Date of signing.) ........................................... (Sign here.) ...........................................
### Section 270. P. M. G. O. Form 1001B—Cover sheet of Questionnaire.

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of Registrant:</th>
<th>Telephone No.</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(First name.)</td>
<td>(Middle name.)</td>
<td>(Last name.)</td>
</tr>
<tr>
<td>Order No.</td>
<td>Address</td>
<td>(No.)</td>
<td>(City or town)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Under jurisdiction of Local Board.**

**Under jurisdiction of District Board.**

(Enter letters showing divisions claimed or found in squares showing class claimed or found.)

```
<table>
<thead>
<tr>
<th></th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Classification claimed by registrant.

```
<table>
<thead>
<tr>
<th></th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Classification claimed by another person.

```
<table>
<thead>
<tr>
<th></th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Classification by Local or District Board.

```
<table>
<thead>
<tr>
<th></th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Vote of board on most deferred classification found.

```
<table>
<thead>
<tr>
<th></th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ayes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Classification on appeal.

```
<table>
<thead>
<tr>
<th></th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
### FORMS.

<table>
<thead>
<tr>
<th>1. Questionnaire mailed</th>
<th>2. Questionnaire returned</th>
<th>3. Time extended to</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Classification posted</td>
<td>5. Record forwarded to District Board</td>
<td>6. Record returned by District Board and reclassification posted</td>
</tr>
<tr>
<td>7. Record forwarded to President</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|----------------------------------------------|---------------------------------|

| 10. Report of medical advisory board | |
|-------------------------------------| |
| Qualified, Group A | Deferred, Group B | Special or limited service, Group C | Disqualified, Group D |

| Conditionally qualified | |
|-------------------------| |

| 11. Action of Local Board on physical examination | |
|-----------------------------------------------| |
| Qualified, Group A | Deferred, Group B | Special or limited service, Group C | Disqualified, Group D |

| Conditionally qualified | |
|-------------------------| |

| 12. Physical examination forwarded to District Board on appeal | |
|---------------------------------------------------------------| |

| 13. Action of District Board on appeal | |
|---------------------------------------| |
| Qualified, Group A | Deferred, Group B | Special or limited service, Group C | Disqualified, Group D |

| Conditionally qualified | |
|-------------------------| |

| 14. Physical examination record returned by District Board | |
|----------------------------------------------------------| |

<table>
<thead>
<tr>
<th>15. Date ordered to report for enrolment</th>
<th>16. Reported for enrolment</th>
<th>17. Date of enrolment</th>
<th>21. Date of apprehension</th>
</tr>
</thead>
</table>

| [Accepted] at mobilisation | [Rejected] | |
|----------------------------|-----------| |

<table>
<thead>
<tr>
<th>18. Reported to Adjutant General of State as delinquent</th>
<th>20. Reported to Adjutant General of Army as deserter</th>
<th>22. Date received at mobilization camp</th>
</tr>
</thead>
</table>

### RECLASSIFICATION.

<table>
<thead>
<tr>
<th>Date</th>
<th>By whom reclassified</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
<th>Vote of Board</th>
<th>Signature of official</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ayes</td>
<td>Noes</td>
</tr>
</tbody>
</table>

69247°—18—15
Section 271. P. M. G. O. Form 1001C—Duplicate of cover sheet of Questionnaire.

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of Registrant:</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(First name.)</td>
<td>(Middle name.)</td>
</tr>
<tr>
<td></td>
<td>(Last name.)</td>
<td></td>
</tr>
<tr>
<td>Order No.</td>
<td>Address</td>
<td>(Street or R. F. D. number.)</td>
</tr>
<tr>
<td></td>
<td>(No.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(City or town.)</td>
<td>(County.)</td>
</tr>
<tr>
<td></td>
<td>(State.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Under jurisdiction of Local Board.</th>
<th>Under jurisdiction of District Board.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Enter letters showing divisions claimed or found in separate showing class claimed or found.)</td>
<td>(Enter letters showing divisions claimed or found in separate showing class claimed or found.)</td>
</tr>
<tr>
<td>I II III IV V</td>
<td>I II III IV V</td>
</tr>
<tr>
<td>I II III IV V</td>
<td>I II III IV V</td>
</tr>
<tr>
<td>I II III IV V</td>
<td>I II III IV V</td>
</tr>
<tr>
<td>I II III IV V</td>
<td>I II III IV V</td>
</tr>
</tbody>
</table>

Classification claimed by registrant...

Classification claimed by another person...

Classification by Local or District Board...

Vote of Board on most deferred classification found...

Ayes. Noes.

I II III IV V

Classification on appeal...
**FORMS.**

1. Questionnaire mailed
2. Questionnaire returned
3. Time extended to
4. Classification posted
5. Record forwarded to District Board
6. Record returned by District Board and reclassification posted
7. Record forwarded to President
8. Ordered to report for physical examination
9. Report of examining physician
10. Report of medical advisory board
11. Action of Local Board on physical examination
12. Physical examination forwarded to District Board on appeal
13. Action of District Board on appeal
14. Physical examination record returned by District Board
15. Date ordered to report for entainment
16. Reported for entainment
17. Date of entainment
18. Rejected at mobilization camp
19. Reported to adjutant general of State as delinquent
20. Reported to Adjutant General
21. Date of apprehension
22. Date received at mobilization camp
23. Transferred to Local Board

**RECLASSIFICATION.**

<table>
<thead>
<tr>
<th>Date</th>
<th>By whom reclassified</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
<th>Vote of Board</th>
<th>Signature of official</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ayes.</td>
<td>Noes.</td>
</tr>
</tbody>
</table>
Section 272. P. M. G. O. Form 1002—Notice to registrants and the public.

P. M. G. O. Form 1002 (Sec. 92, S. S. R.)

STAMP HERE DESIGNATION OF LOCAL BOARD

IMPORTANT NOTICE TO REGISTRANTS

UNDER JURISDICTION OF THIS LOCAL BOARD WHO ARE IN THE CLASS OF SEPTEMBER, 1918, AND WHOSE SERIAL NUMBERS ARE BETWEEN

No. .......................... and No. .........................., inclusive

There has this day been mailed to you a questionnaire which you are required by law to execute and return within seven days from date hereof, unless the time is extended as prescribed in the Selective Service Regulations, as amended.

Failure to do so constitutes a misdemeanor punishable by not to exceed one year's imprisonment; and such failure may also deprive you of valuable rights and result in your immediate induction into military service and trial by court-martial.

Date. .......................................................... Member of Local Board.

NOTICE TO THE PUBLIC AND TO REGISTRANTS

Any person desiring to claim a deferred classification by either Local or District Board on any ground in respect of any registrant designated herein may, within seven days from the date hereof, and not later, unless the time is extended as prescribed in the Selective Service Regulations, as amended, submit such claim to this Local Board accompanied by such affidavit evidence as such person may desire to have considered.

Such claims either by a registrant or by another in respect of any registrant may be submitted either by entering the same in the place provided on the first sheet of the registrant's questionnaire or by submitting such claim to this board on a duplicate of such first sheet (Form 1001-A). If it is desired to submit affidavit evidence in support of such claim and in addition to the evidence contained in the registrant's questionnaire, such affidavits should be prepared on paper of the same size as the questionnaire, and should be responsive to the questions asked the registrant respecting the ground of such claim in the pertinent division of the questionnaire.

Notice to Registrants and to All Interested Persons and Effect of Such Notice.

(a) The process of examination and selection of registrants shall begin by the posting of notice in the offices of the Local Boards and by mailing a questionnaire to every registrant included in such postal notice, as provided in Section 11 of the Selective Service Regulations; and notice of every subsequent action taken by either the Local or District Board in respect of each registrant shall be given by entering a minute or date of such action on the Classification List in the office of the Local Board and in addition to such entry by mailing to the registrant (and in some cases to other claimants) a notice of such action.

(b) Where the duty is to be performed or a period of time begins to run within which any duty is to be performed by any such registrant, or within which any right or privilege may be claimed or exercised by or in respect of any such registrant, a notice of the day upon which such duty is to be performed, or such time begins to run, shall be mailed to the registrant, and the date of such mailing of notice shall be entered opposite the name of such registrant on the Classification List, which is always open to inspection by the public at the office of the Local Board.

(c) In addition to the mailing of such notice to registrants, notice of the disposition of claims of other persons in respect of registrants shall be mailed to such other persons.

(d) Either the mailing of such notice or the entry of such date on the Classification List shall constitute the giving of notice to the registrant and to all concerned, and shall charge the registrant and all concerned with notice of the day upon which such duty is to be performed or the beginning of the running of the time within which such duty must be performed or such right or privilege may be claimed, regardless of whether or not a mailed notice or questionnaire is actually received by the registrant or other person.

(e) Failure by any registrant to perform any duty prescribed by the President under the authority of the act approved May 18, 1917, as amended, or subsequent acts or acts of Congress, at or within the time required, is a misdemeanor punishable by imprisonment for one year, and may result in loss of valuable rights and immediate induction of such registrant into military service.

(f) Failure of the registrant or any other person concerned to claim and exercise any right or privilege on the day or within the time prescribed by the Selective Service Regulations shall be considered a waiver of such right or privilege, and shall foreclose such person from thereafter claiming the same, subject only to the privilege granted by said Regulations to apply for an extension of time.

(g) All registrants and other persons are required and strictly enjoined to examine from time to time said notice so posted by the Local Board, and the Classification List upon which said dates are to be entered, in order to be informed of the time for the performance of any duty or the exercise of any right or privilege; and it is the duty of every registrant concerning whom any notice is posted, but who for some reason has not received the questionnaire or notice, as the case may be, to apply to his Local Board for a copy thereof. Failure to receive notice or questionnaire will not excuse the registrant from performing any duty within the time limit, nor shall it be in itself ground for extension of time. (See Sec. 7, S. S. R.)

Date. .......................................................... Member of Local Board.
Section 273. P. M. G. O. Form 1003—Subpoena to witnesses to appear before District or Local Boards.

P. M. G. O.—Form 1003.
(Sec. 9, S. S. R.)

SELECTIVE SERVICE LAW.

(Stamp of Local or District Board.)

The President of the United States to

(Name of witness.)

(Address of witness.)

Greeting:

You are hereby commanded to appear as a witness before the above-named Board at

(Location and address of Board.)

on the .............. day of .................., 191..., at ...... o'clock ......M.

for the purpose of testifying in the case of ........................................

(Name of registrant, with address and serial number.)

and not depart without leave of the Board.

..............................................

Member of Local Board.

Note.—To be made out in duplicate. The officer who serves this summons to leave one copy with the witness and to return the other with a note of the service indorsed on the back.
Section 274. P. M. G. O. Form 1004—Minute book for use of District and Local Boards.

P. M. G. O.—Form 1004.
(Sec. 17, S. S. R.)

Date of meeting.......... Convened.........M. Adjourned.........M.

Present (members of board and examining physicians, if any): ARRIVED. LEFT.

............................................ ...........M. ...........M.

............................................ ...........M. ...........M.

............................................ ...........M. ...........M.

............................................ ...........M. ...........M.

............................................ ...........M. ...........M.

............................................ ...........M. ...........M.

BUSINESS TRANSACTED.

Classification: Number of cases examined ...... Number of cases classified ........

Physical examination: Number of men examined ...... Number of cases decided ....

Notification: Number of notices prepared .......

Mobilization: Number of men ordered to report ...... Number of men entrained ....

Miscellaneous: ...........................................

...........................................

...........................................

...........................................

...........................................

...........................................

...........................................

...........................................

...........................................

Chief Clerk.
Section 275. P. M. G. O. Form 1—Registration Card.

Three editions of the Registration Card have been issued, designated "Form 1," "Form 1 (Blue)," and "Form 1 (Red)." The third edition—"Form 1 (Red)"—only is reproduced in these Regulations. Should it be necessary to make copies of Registration Cards of the first or second editions, Registration Cards of the proper edition should be used or the third edition of the Registration Card may be used if corrected to conform to the first or second editions, as the case may be.

This form is furnished in two styles, designated "Old shape" and "New shape." The "Old shape" is to be used in making additional registrations and forwarding copies of the cards of new registrants to the Adjutant General of the State. The "New shape" is to be used in forwarding copies to the mobilization camps. The Adjutant General of the Army, and such other officials or persons as are entitled to receive copies by the Selective Service Regulations.

<table>
<thead>
<tr>
<th>REGISTRATION CARD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial number.</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>First name.</td>
</tr>
<tr>
<td>2 PERMANENT HOME ADDRESS:</td>
</tr>
<tr>
<td>No.</td>
</tr>
<tr>
<td>Age in years.</td>
</tr>
<tr>
<td>(Month.)</td>
</tr>
<tr>
<td>RACE.</td>
</tr>
<tr>
<td>Citizen.</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>U. S. CITIZEN.</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>If not a citizen of the U. S., of what nation are you a citizen or subject?</td>
</tr>
<tr>
<td>PRESENT OCCUPATION.</td>
</tr>
<tr>
<td>16</td>
</tr>
<tr>
<td>Place of employment or business:</td>
</tr>
<tr>
<td>No.</td>
</tr>
<tr>
<td>Nearest relative.</td>
</tr>
<tr>
<td>19</td>
</tr>
<tr>
<td>I AFFIRM THAT I HAVE VERIFIED ABOVE ANSWERS AND THAT THEY ARE TRUE.</td>
</tr>
<tr>
<td>Registrant's signature.</td>
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</table>
# Registrar's Report

**Description of Registrant.**

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<td>Tall.</td>
<td>Slender.</td>
<td>24</td>
<td>27</td>
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<tr>
<td>Medium.</td>
<td>Medium.</td>
<td>25</td>
<td>28</td>
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<tr>
<td>Short.</td>
<td>Stout.</td>
<td>26</td>
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</table>

29. Has person lost arm, leg, hand, eye, or is he obviously physically disqualified? (Specify.)

30. I certify that my answers are true; that the person registered has read or has had read to him his own answers; that I have witnessed his signature or mark, and that all of his answers of which I have knowledge are true, except as follows:

Date of Registration

(Signature of Registrar.)

---

**Stamp of Local Board.**

(The stamp of the Local Board having jurisdiction of the area in which the registrant has his permanent home shall be placed in this box.)
Section 276. P. M. G. O. Form 68—Registration Certificate.

REGISTRATION CERTIFICATE.

To whom it may concern, Greetings:

These presents attest, That in accordance with the proclamation of the President of the United States, and in compliance with law,

(First name.) (Middle name.) (Last name.)

(No.) (Street or R.P.D No.) (City or town.) (County.) (State.)

has submitted himself to registration and has by me been duly registered this

(day of 1918, under the supervision of the Local Board designated on the back hereof.

Registrar.

(Place stamp of Local Board on back of this card.)
Section 277. P. M. G. O. Form 1005.—Notice to registrants of classification by District or Local Boards.

Local Board for

NOTICE OF CLASSIFICATION.

<table>
<thead>
<tr>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
</tr>
</thead>
</table>

Order No. Serial No. has been classified by the [Local/District] Board on appeal [on original claim] in the classes under which letters are placed on the above schedule, and on the grounds indicated by such letters (see Form 1001 for key to meaning of letters). This entitled him to a place in Class [ ] and he has been so recorded on the Classification List of this Local Board. Appeals may be taken from classification by a Local Board, within five days from the date of this notice, by any person who filed a claim with this Local Board. Appeals may be taken from classification by a District Board within five days from the date of this notice only in certain cases specified in section [ ] of Selective Service Regulations and when claimed by a person who filed a claim of classification with the District Board. To file an appeal it is only necessary to go to the office of the Local Board and write your claim of appeal in the place provided on the registrant's questionnaire.

(Date.)

PMGO—FORM 1005 (Sec. 109 SSR.)

(Member of Local Board.)

(Reverse of Form 1005.)

WAR DEPARTMENT.

LOCAL BOARD FOR

OFFICIAL BUSINESS.

PENALITY FOR PRIVATE USE, $300.
<table>
<thead>
<tr>
<th>Name of registrant</th>
<th>Order No.</th>
<th>Serial No.</th>
<th>Date of receipt of record</th>
<th>Classification</th>
<th>Date of receipt of record</th>
<th>Classification</th>
<th>Date of return of record</th>
<th>Decision</th>
<th>Date of return of record</th>
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</tbody>
</table>
Section 279. P. M. G. O. Form 1007—Notice to registrants of final classification.

THIS CERTIFIES THAT

Order No. Serial No., has been finally classified in Class 

Division

FORM 1007.—PMGO (Sec. 110, S. S. R.)

Member of Local Board.

(Reverse of Form 1007.)

The law requires that this card be carried at all times and exhibited upon request of any Federal, State, or Municipal Officer charged with the enforcement of the law, or Local or District Board Member or authorized representative thereof. Failure to comply may subject you to detention by the police and serious personal inconvenience.

See Sec. 57, Selective Service Regulations.

Report promptly to Local Board all changes of address.
Section 280. P. M. G. O. Form 1008—Certificate of exemption from combatant service.

Local Board for .................................................

Date ..............................................................

This is to certify that ...................................................

Order No. ..... , Serial No. ......, has been found to be exempt from combatant service and is eligible only to such military service as may be declared noncombatant by the President of the United States.

..............................................................

Member of Local Board.

P. M. G. O.—Form 1008.
(Sec. 79, S. & R.)

[Reverse of Form 1008.]

WAR DEPARTMENT,
LOCAL BOARD FOR
OFFICIAL BUSINESS.

..............................................................

..............................................................

..............................................................
Section 281. P. M., G. O. Form 1009—Notice to registrants to appear for physical examination.

NOTICE TO APPEAR FOR PHYSICAL EXAMINATION.

Local Board for

(Date.)

You are hereby directed to appear before this Local Board for physical examination at .... m. on ............ Failure to do so is a misdemeanor, punishable by not to exceed one year's imprisonment, and may also result in your losing valuable rights and your immediate induction into military service.

Member of Local Board.

P. M. G. O.—Form 1009.
(Sec. 122, S. S. R.)

[Reverse of Form 1009.]

WAR DEPARTMENT,
LOCAL BOARD FOR

OFFICIAL BUSINESS.

PENALTY FOR PRIVATE USE, $300.
Section 282. P. M. G. O. Form 1010—Report of physical examination.

[Two editions of the Report of Physical Examination have been issued. The second edition only is reproduced in these Regulations. Should it be necessary to make copies of the Report of Physical Examination of the first edition, Report of Physical Examination of that edition should be used or the second edition Report of Physical Examination may be used if corrected to conform to the first edition.]

P. M. G. O. Form 1010.
(Sec. 122, S. S. R.)

LOCAL BOARD FOR ..................................

GROUP ...........................................

REPORT OF PHYSICAL EXAMINATION.

Age........ Name........ Serial (red ink) No........ Order No........
(Surname.) (Christian name.)

STATEMENT OF PERSON EXAMINED.

Have your health or habits in any way interfered with your ability to earn a livelihood?.............

If so, give details

Do you consider that you are now sound and well? .... If not, state details

Have you ever been under treatment in any hospital or asylum? .... If so, when?

For what ailment?

Names of hospitals or asylums

Admitted .... Discharged

Have you been under a physician's care within the past year?

For what ailment? .... How long?

Name of physician

Address

Occupation: .... Name other occupations you have successfully followed

Were you raised in town? .... city? .... or country?

I certify that the foregoing questions and my answers thereto have been read over to me; that I fully understand the questions, and that my answers thereto are correctly recorded and true in all respects.

I further certify that I have been fully informed and know that making or being a party to making any false statement as to my fitness for military service renders me liable to punishment by imprisonment.

Place ........................................

Date ........................................

(Signature of person examined.)

PHYSICAL EXAMINATION BY PHYSICIAN FOR LOCAL BOARD.

Eye defects ...................................... Vision—Right eye ...; left eye...

Ear .............................................. Hearing—Right ear ...; left ear...

(Exclude drum perforations.)

Nose ........................................... Mouth .......................... Throat

Teeth: .......................................... Right

Left

Strike out {Upper, 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8} Circle those to be re-those missing: \{Lower, 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8\} stored.

Remarks: ........................................

(At this point person under examination to be stripped.)

Weight, ... pounds. Height, ... inches. Color, ... Nationality,

Girth of chest (at nipples): At expiration, ... inches: at inspiration, ... inches

Skin ............................................ General appearance

Hernia ........................................ Genito-urinary organs

Anus and rectum ................................ Spine

Upper extremities ............................ Feet

Lower extremities

(Distinguish between normal and pathological flat feet.)
**SELECTIVE SERVICE REGULATIONS.**

Pulse:
- Before exercise
- Completed exercise
- Two minutes after

Mentality:
- Nervous system

Remarks:

(Exclude morons and imbeciles.
(Exclude epilepsy.)

I certify that I have carefully examined and reviewed the record of the examination of the person named herein and that it is my judgment and belief that he should be placed in:
- Group A: Qualified for general military service.
- Group B: Qualified for general military service when cured of.
- Group C: Qualified for special or limited military service as.
- Group D: Deficient and not qualified for military service by reason of.

Place Date M. D.  (Examiner physician.)

I hereby make application to be sent to a Medical Advisory Board for further physical examination because of

Date  (Signature of registrant.)

This Local Board respectfully refers the registrant named on first page hereof to Medical Advisory Board No. for further examination in

Date  (Member of local board.)

This Local Board finds that the person named on the first page hereof should be placed in:
- Group A: Qualified for general military service.
- Group B: Qualified for general military service when cured of.
- Group C: Qualified for special or limited military service as.
- Group D: Deficient and not qualified for military service because of.

Date  (Member of local board.)

---

**PHYSICAL EXAMINATION BY MEDICAL ADVISORY BOARD.**

<table>
<thead>
<tr>
<th>Eye defects</th>
<th>Vision—Right eye</th>
<th>left eye</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ear</td>
<td>With glasses—Right eye</td>
<td>left ear</td>
</tr>
<tr>
<td>Nose</td>
<td>Hearing—Right ear</td>
<td>left ear</td>
</tr>
<tr>
<td>Teeth</td>
<td>Mouth</td>
<td>Throat</td>
</tr>
</tbody>
</table>

(Exclude drum perforations.)

(At this point persons under examination to be stripped.)

Weight: pounds. Height: inches. Color: Nationality: 

Girth of chest (at nipples): At expiration, inches; at inspiration, inches.

Skin: General appearance.

Hernia: Genito-urinary organs.

Anus and rectum: 

Upper extremities: Spine: 

Lower extremities: Feet: 

(Pulse: Before exercise Heart Lungs: 
Completed exercise: Two minutes after: 
Mentality: Nervous system: 
(Exclude morons and imbeciles.) (Exclude epilepsy.)

Remarks: (Exclude morons and imbeciles.) (Exclude epilepsy.)
I hereby certify that the person named on the first page hereof has been critically examined and the findings carefully recorded, and that it is the judgment and belief of the Medical Advisory Board that he should be placed in—

Group A: Qualified for general military service.

Group B: Qualified for general military service when cured of.

Group C: Qualified for special or limited military service.

Group D: Deficient and not qualified for military service by reason of.

Place.................................................................

Date..........................................................

(Member Medical Advisory Board.)

I hereby appeal from the finding of above local board to the District Board because of

Date..........................................................

(Signature of registrant.)

This District Board decides that the person named on the first page hereof should be placed in—

Group A: Qualified for general military service.

Group B: Qualified for general military service when cured of.

Group C: Qualified for special or limited military service as.

Group D: Deficient and not qualified for military service by reason of.

Place.................................................................

Date..........................................................

(Member of District Board.)

PHYSICAL EXAMINATION AT PLACE OF MOBILIZATION.

(Person under examination stripped.)

Weight. . . . pounds. Height. . . . inches.
Girth of chest (at nipples): Expiration. . . . inches. Inspiration. . . . inches.
General appearance................................................. Skin.
Hernia.................................................................
Upper extremities.....................................................
Lower extremities (including deformities of feet).................................
Genito-urinary organs............................................. Hemorrhoids.
Examination of urine..................................................
Eyes................................................................. Nose.
Ears................................................................. Throat.
Mouth.................................................................

Missing teeth:

(Miss or out those that are missing. Circle those that may be restored.)

Heart.................................................................

Lungs.................................................................

Nervous and mental systems........................................

69247—18—16
I certify that I have carefully examined the person named on the first page hereof and have carefully recorded the results of the examination, and that it is my judgment and belief that he should be placed in—

Group A: Qualified for general military service.
Group B: Qualified for general military service when cured of.
Group C: Qualified for special or limited military service.
Group D: Deficient and not qualified for military service by reason of.

Camp.................................................................
Date.................................................................
(Medical examiner.)

Acceptance} recommended.
Rejection

*.................................................................
(Port, camp, or station surgeon.)

Accepted.
Rejected.

*By{order}of......................................................

(Adjutant.)

* Not to be signed unless man is recommended for rejection or is rejected.

[Indorsement.]

*Surname.........................................................
(Christian name.)

Army Serial No.******

INSTRUCTIONS.

1. The name of the person examined and the serial (red ink) number of his registration card will be entered in the spaces for that purpose exactly as they appear on his registration card. The order number of the registrant will also be entered in the space for that purpose.

2. The questions under the heading "Statement of Person Examined" will be asked by the examining physician and the answers recorded by him before the person to be examined has been stripped. Any answer indicating a possible disqualification will be followed up by searching inquiry and examination and the result noted in the examining physician's report.

3. The physical examination will conform strictly to the requirements of this form and all prescribed regulations and instructions governing physical examinations under the Selective Service Act of May 18, 1917.

4. Deviations from normal, though not cause for finding the person examined physically deficient and not physically qualified for military service, will be noted under the proper headings.

5. The space under the Remarks will be used for continuation of an answer if the allotted space is insufficient, and for any further statement that the examining physician may desire to make.
Section 283. P. M. G. O. Form 1011—Notice of findings of District or Local Boards on registrant's physical condition.

P. M. G. O. Form 1011.—(Sec. 124, S. S. R.)

<table>
<thead>
<tr>
<th>Class I.</th>
<th>Class V.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified Group A.</td>
<td>Remediable Group B.</td>
</tr>
<tr>
<td>Conditionally qualified.</td>
<td></td>
</tr>
</tbody>
</table>

(Stamp of local board.) (Place an “X” in proper block.)

You are hereby notified that, as a result of your physical examination, you have been found by the [Local District] Board qualified or disqualified, and placed in the class indicated above subject to call when the Government may have need of your services.

Date ..........................................

(Member or Representative of Local Board.)

WAR DEPARTMENT,
LOCAL BOARD FOR

Official Business.

PENDENCY FOR PRIVATE USE, $300,
Section 284. P. M. G. O. Form 1012—List of delinquents or deserters reported to local police authorities.

P. M. G. O. Form 1012.
(Sec. 139, S. S. R.)

(Stamp here designation of Local Board.)

NAMES OF DELINQUENTS REPORTED TO LOCAL POLICE AUTHORITY.

(See Sections 139 and 140 of Regulations.)

To ...........................................
(Insert designation of local police authority.)

There is hereby certified the following list of the names and addresses of persons notified to file with the Local Board the questionnaire required by the regulations promulgated by the President of the United States under authority granted by Act of Congress approved May 18, 1917, and ordered to report for physical examination to the Local Board and induced into the military service of the United States and ordered to report to this Local Board for military duty who have been duly and legally* file such questionnaire.

who have failed to report for such examination.

who have failed to report for military duty.

Under authority of Section 6 of the Act of May 18, 1917, and by Section ...... of Selective Service Regulations, you are required immediately to visit in person or through deputies each person whose name appears on this list, to locate such persons if possible and bring them before this Local Board. If you are unable to produce such persons within † ...... days of the date hereof, exclusive of Sundays and legal holidays, you shall report to this Local Board all information you may have obtained concerning such delinquent registrants.

Further information and description concerning these persons is available in the records of this Local Board.

<table>
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<tr>
<th>Order No.</th>
<th>Name.</th>
<th>Address.</th>
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</table>

(Date.) ........................................... Member of Local Board.

* Strike out unnecessary words.
† To use under Sec. 139, specify 5 days. To use under Sec. 140, specify 2 days.
Section 285. P. M. G. O. Form 1013—List of registrants who failed to submit Questionnaires or to appear for physical examination reported to Adjutant General of State.

P. M. G. O. Form 1013.
(Sec. 131, S. S. R.)

Registration of

<table>
<thead>
<tr>
<th>List of Persons who Failed to Report for Physical Examination.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Submit Questionnaires.</td>
</tr>
</tbody>
</table>

Stamp here designation of Local Board.

TO ADJUTANT GENERAL OF

There is hereby certified the following list of the names and addresses of persons who have failed to report for physical examination. There is attached hereto information relative to such persons and a certified copy of the registration card for each person.

<table>
<thead>
<tr>
<th>Name</th>
<th>Order No.</th>
<th>Last known address</th>
<th>Date due to report. submit questionnaire</th>
<th>Reason, if any is known, why person did not report. submit questionnaire</th>
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</table>

(Date.)

Member of Local Board.
Section 286. P. M. G. O. Form 1014—Notice to delinquents to report to Adjutant General of State.

Delinquent Order No. .............

OFFICE OF THE ADJUTANT GENERAL,

STATE OF .............................................

Date.............................................

You have been registered under the Selective Service Law and have been given due and lawful notice to present to your Local Board any reason why you should not be presently inducted into the military service of the United States. You have failed to present any such reason. You are therefore hereby directed to report by mail, telegraph, or in person, at your own expense, to this office for instructions not later than .......... m. on the ...... day of ............., 19..... Unless, upon your so reporting to this office, orders rescinding the present order are issued, then from and after the date just specified you shall be in the military service of the United States.

P. M. G. O.—FORM 1014.
( Sec. 133, S. S. R.)

.............................................

Adjutant General.

[Reverse of Form 1014.]

WAR DEPARTMENT.

PENALTY FOR PRIVATE USE, $300.

ADJUTANT GENERAL OF THE STATE OF

OFFICIAL BUSINESS.
Section 287. P. M. G. O. Form 1015—Notice to delinquent to report to Local Board.

Delinquent Order No. ........

OFFICE OF THE ADJUTANT GENERAL,

STATE OF ........................................

Date ...........................................

In compliance with Delinquent Order No. ........ of this office, you have reported to this office and your order into military service contained in such Delinquent Order is therefore suspended until ...... m. on the ...... day of ............, 19 ......

Pending the latter date you will immediately report yourself to Local Board ........

............................................. If you do so, your order into the military service may be rescinded. If you do not do so, then from and after the date last specified you will be in the military service of the United States and subject to military law.

Your immediate attention is invited to Section .........., Selective Service Regulations, a copy of which can be consulted at the office of any Local Board.

.............................................

Adjutant General.

Original to delinquent,
One copy to Local Board.
One copy filed.
P. M. G. O.—Form 1015.
(Sec. 134, S. S. R.)

[Reverse of Form 1015.]

WAR DEPARTMENT.

PENALTY FOR PRIVATE USE, $300.

ADJUTANT GENERAL OF THE STATE OF

.................................

OFFICIAL BUSINESS.
Section 288. P. M. G. O. Form 1016—Report to Adjutant General of State on appearance of delinquent ordered to report to Local Board.

Local Board for

Date

TO THE ADJUTANT GENERAL,

STATE OF

Mr.

ordered by your Delinquent Order No. ...... (Form 1015) to report in person to this Local Board, has this day reported.

* Member of Local Board.

P. M. G. O.—Form 1016.
(Sec. 135, S. S. R.)

WAR DEPARTMENT,

LOCAL BOARD FOR

OFFICIAL BUSINESS.

PENALTY FOR PRIVATE USE, $300.
Section 289. P. M. G. O. Form 1017—Notice from Adjutant General of State suspending order inducting delinquent into military service.

Delinquent order No. .......

Office of Adjutant General,

State of .................

Date .....................

You having reported to your Local Board, in accordance with Delinquent Order No. ...... of this office, the provisions of that order inducting you into military service are hereby suspended.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Adjutant General.

Original to registrant.
Copy to Local Board.
Copy filed.

P. M. G. O. Form 1017.
(Sec. 135, S. S. R.)

[Reverse of Form 1017.]

War Department,

Adjutant General of the State of

Official Business.

Penalty for private use, $300.
Section 290. P. M. G. O. Form 1018—Report to Adjutant General of the Army of persons inducted into military service who have failed to report for duty.

P. M. O. Form 1018. (S. R. Sec. 135.)

Registration of ........................................ Report No. ............................

List of Persons Inducted Into Military Service Who Have Failed to Report for Military Duty Upon Due and Lawful Notice to Do So.

<table>
<thead>
<tr>
<th>State of ........................................</th>
<th>City of ......................................</th>
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<tr>
<td>Date ...........................................</td>
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FROM: [Local Board for ..................................................]

ADJUTANT GENERAL STATE OF ..........................................................

To: THE ADJUTANT GENERAL OF THE ARMY. (Through the Provost Marshal General.)

The following-named persons having been inducted into military service on the date set after their respective names and having been ordered to report to the Local Board, have failed to so report. There is inclosed herewith a copy of the order inducting each of such persons into military service, a certified copy of the registration card of each of such persons, and certain other information as to the whereabouts of some of them.

<table>
<thead>
<tr>
<th>Delinquent Order No.</th>
<th>Name</th>
<th>Last known address</th>
<th>Date of induction into military service</th>
<th>Note here a summary of any special information inclosed</th>
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<td>Delinquent Order No.</td>
<td>Name</td>
<td>Last known address</td>
<td>Date of induction into military service</td>
<td>Note here a summary of any special information enclosed</td>
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</table>

(To be stricken out except where this form is used by a Local Board as prescribed in sec. 140.)

In addition to the inclosures mentioned in the first paragraph hereof there is inclosed a copy of the report of physical examination in respect of each person reported herein.

Adjutant General,
Member of Local Board.

(When used by Local Boards (sec. 140, P. II) to be made in duplicate and forwarded to State Adjutant General, who will retain duplicate, and forward original, with attached papers to the Provost Marshal General for transmission to the Adjutant General of the Army.)
Section 291. P. M. G. O. Form 1019—Order to delinquent to report to Local Board for entrainment.

RESCINDED.

See Sec. 140.
Section 292. P. M. G. O. Form 1020—Report to Adjutant General of the Army of delinquent who reports to the Adjutant General of State after report has been submitted on Form No. 1018.

Rescinded.

See Sec. 140.
Section 293. P. M. G. O. Form 1021—Certificate for police official apprehending a willful deserter.

[Printed copies of this form will not be furnished. If its use is necessary, it should be copied by typewriter or in legible writing.]

P. M. G. O. Form 1021.
(Sec. 140, S. S. R.)

From: Local Board for ........................................
To: Commanding Officer ........................................
Subject: Arrest of willful deserter.

Order No. ......., Serial No. ......., having been inducted
(into military service on ........................................
by Local Board for ........................................
by Adjutant General of ........................................
and having
(Copy one only.)

((a) Failed to report in accordance with induction orders (sec. 140, par. 1-a),
(b) Failed to entrain (sec. 140, par. 1-b),
(c) Absented himself from party en route to camp (sec. 140, par. 1-c),
(Copy one only.)

Has been apprehended by ........................................
(Name of police official.)

Has voluntarily appeared.
(Copy one only.)

Upon investigation this Local Board finds that the offense of said ........................................
(Name of deserter.)

.... was committed with an intent to evade military service, and that he is
deserter.)

(physically qualified for general military service,)
and hereby directs that
(physically qualified (remediable group B)
(Copy one only.)

.... deliver the ........................................ to you for further action of the
(Name of guard for police official.) (Name of deserter.)
military authorities.

Payment of $50 reward.
Reimbursement for actual expenses and reasonable compensation of
voluntarily appeared.)
total not to exceed $50. (In case deserter
(Copy one only.)

(Member of Local Board.)

Letter attached giving facts of desertion and apprehension.
Section 294. P. M. G. O. Form 1022—Order to registrant to appear before Local or Medical Advisory Board for physical examination on transfer.

Local Board for

Date

Mr. ............................................., Order No. ....................., Serial No. ............., having applied to this Local Board for transfer of physical examination to ................................................................., such transfer is hereby authorized and he is hereby ordered to report to said Board for examination.

.............................................  Member of Local Board.

P. M. G. O.—Form 1022.
(Sec. 141, S. S. R.)

[Reverse of Form 1022]

WAR DEPARTMENT,
LOCAL BOARD FOR

OFFICIAL BUSINESS.

PENALTY FOR PRIVATE USE, $300.
Section 295. P. M. G. O. Form 1022A—Request to Local or Medical Advisory Board to conduct physical examination of registrant on transfer.

Local Board for

Date

Mr. ________________________________, Order No. _______,

Serial No. _______, whose present address is ________________________________, having applied to this Local Board for transfer of physical examination, and his application having been approved, it is requested that your Board conduct such examination. He has been ordered to report to your Board for examination.

Member of Local Board.

P. M. G. O.—Form 1022A.
(Sec. 141, S. S. R.)

[Reverse of Form 1022A.]

WAR DEPARTMENT, PENALTY FOR PRIVATE USE, $300.
LOCAL BOARD FOR
OFFICIAL BUSINESS.

______________________________

______________________________

______________________________
Section 296. P. M. G. O. Form 1023—Notice of transfer for classification.

Local Board for

Date

Mr.  , Order No. , Serial No. , having applied to this Local Board to have his classification transferred to Local Board for , such transfer is hereby authorized.

Member of Local Board.

Original to applicant.
Copy to Local Board of transfer.
Copy filed.
P. M. G. O.—Form 1023.
(Sec. 144, S. S. R.)

[Reverse of Form 1023.]

War Department
Local Board for

Official Business

Penalty for private use, $300.

69247°—18—17
Section 297. P. M. G. O. Form 1024—Request that registrant be transferred to Emergency Fleet Corporation List.

[Printed copies of this form will not be furnished; if its use is necessary the official desiring same must print the requisite number to meet his demands. The form must be printed on bristol board $\frac{1}{4}$ by $\frac{1}{2}$ inches.]

Emergency Fleet Request No. .......

Place ........................................

Date ........................................

From: ........................................ [Emergency Fleet Corporation.

........................................ [Navy Department.

To: Local Board for ........................................

This certifies that ........................................ Serial No. .......

is employed at ........................................ (Name of ship or navy yard or other place of employment.)

under supervision of [The Emergency Fleet Corporation] in the building and fitting of ships. It is requested that you enter him on the Emergency Fleet Classification List.

Sign. ........................................ (To be recognized only when signed in ink by one of the officials designated in sec. 153, Selective Service Regulations.)

P. M. G. O.—FORM 1024.

(Sec. 153, S. S. R.)

[Reverse of Form 1024.]

War Department,

OFFICIAL BUSINESS.

PENALTY FOR PRIVATE USE, $300.
Section 208. P. M. G. O. Form 1025—Report on registrant transferred to Emergency Fleet Corporation List.

[Printed copies of this form will not be furnished; if its use is necessary the official desiring same must print the requisite number to meet his demands. The form must be printed on bristol board, 8½ by 11 inches.]

Emergency Fleet Report No. ..........................

Place ..............................................

Date ..............................................

From: .............................................. (Emergency Fleet Corporation.

Navy Department.

To: Local Board for ..................................

This certifies that .................................. Serial No. ..............

placed on your Emergency Fleet Classification List in response to my Emergency

1. has this day (been discharged from) (ceased his)

employment in the building or fitting of ships and

should be removed from such Classification List.

2. is still employed in the building or fitting of ships

under my supervision and should be continued

on such Classification List.

Sign ..............................................

(To be recognized only when signed by one of the officials designated in sec. 153, Selective Service Regulations.)

P. M. G. O. FORM 1025.

(Sec. 154, S. S. R.)

[Reverse of Form 1025.]

WAR DEPARTMENT.

------------------------ PENALTY FOR PRIVATE USE, $300.

OFFICIAL BUSINESS.

------------------------

------------------------

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Section 299. P. M. G. O. Form 1026—Application for permit to leave the country.

[Printed copies of this form will not be furnished; when its use is necessary, it should be copied by typewriter or in legible writing.]

P. M. G. O.—Form 1026.
(See sec. 156, S. S. R.)

APPLICATION FOR PERMIT OF LOCAL BOARD FOR REGISTRANT TO DEPART FROM THE UNITED STATES.

To Local Board for ..................................

I, ..........................................., Order No. ..........., Serial No. ..........., Class ..........., Division ..........., hereby apply for a permit to leave the country. In support of this application I present the following facts:

1. Countries to be visited: ......................................................

2. Individuals or organizations represented: ................................

3. Nature of business: ......................................................

My absence may be expected to continue, if I am permitted to leave the United States, from approximately ........ to approximately ........

My address while absent will be ...........................................

I understand my obligations under the law and promise to keep myself informed as to my proximity to call and to return immediately upon call by my Local Board. I also promise to keep my Local Board informed of my change of address during my absence.

.................................................................
(Signature of applicant.)

Subscribed and sworn to before me this ........ day of ........, 191...

.................................................................
(Official designation.)

Note.—If the registrant is an alien in Class V the obligation to keep himself informed as to his proximity to call, to return immediately upon call, and to inform his board of change of address, should be omitted.
Section 300. P. M. G. O. Form 1027—Permit for passport.

P. M. G. O.—Form 1027.
(See Sec. 156, S. S. R.)

War Department.

(Stamp of Local Board.)

PERMIT OF LOCAL BOARD FOR REGISTRANT TO DEPART FROM THE UNITED STATES.

This is to certify that ........................................, Serial No. ......, Order No. ......, Class ......, Division ........, a registrant of Local Board for ...........
........................................................., has applied to the undersigned Local Board for a permit to depart from the United States, and this Local Board, being convinced that said registrant is not likely to be called for military service during the proposed absence and that the granting of such permit will not result in the evasion of or interference with the execution of the Selective Service Law, by virtue of “An act to prevent in time of war departure from or entry into the United States contrary to public safety,” approved May 22, 1918, hereby authorizes the said registrant to depart from the United States and to remain absent therefrom for ........................................

(Designate period of absence.)

In his application the registrant gave this information:
1. Countries to be visited: ........................................
2. Individuals or organizations represented: ........................................

3. Nature of business: ........................................

Description of registrant:
1. Tall, medium, or short (specify which) ............
2. Slender, medium, or stout (which) ............
3. Color of eyes: ............ Color of hair: ............ Bald ............
4. Age ............

Date ............, 1913.

NOTICE TO REGISTRANT: If you are going to any country other than Canada or Bermuda, you must obtain, in addition to this permit, a passport if a citizen, or a permit if an alien, from the State Department; and this permit must accompany your application to the State Department for such passport or permit. If you are going to Canada or Bermuda, this permit is sufficient authority to leave the country, no passport or permit being required by the State Department unless you are an alien enemy, or citizen of an enemy, or ally of enemy nation.
Section 301. P. M. G. O. Form 1028—Order of Induction into Military Service of the United States.

P. M. G. O. Form 1028.
(See 159, S. 8. R.)

ORDER OF INDUCTION INTO MILITARY SERVICE OF THE UNITED STATES.

To---------------------------------------------------

(Christian name.)........................................ (Surname.)

Order number........................................ Serial number.

GREETING: Having submitted yourself to a Local Board composed of your neighbors for the purpose of determining the place and time in which you can best serve the United States in the present emergency, you are hereby notified that you have now been selected for immediate military service.

You will therefore report to the local board named below at---------------------------------------------------

(Place of reporting.)........................................ (Hour of reporting.)

on the __________________ day of ____________________________, 19____, for military duty.

From and after the day and hour just named you will be a soldier in the military service of the United States.

---------------------------------------------------

Member of Local Board for------------------------

Report to Local Board for-----------------------------

Date---------------------------------------------------

(The term “military service” shall be held to include naval service, including service in the Marine Corps, except where such construction would be unreasonable.)

(This form will hereafter be printed on the reverse of Form 1028.)

P. M. G. O. FORM 1028A.
Sec. 159 S. S. R.)

Important Notice to all Men Selected for Military Service and Ordered to Report to a Local Board for Military Duty.

The day and hour specified on the Classification List of this Local Board, and on the order and notice of induction into military service which accompanies this notice for you to report to this Local Board for military duty, is the time that marks your actual obligation as a soldier of the United States.

Failure to report promptly at the hour and on the day named is a grave military offense, for which you may be court-martialed. Willful failure to report, with an intent to evade military service, constitutes desertion from the Army of the United States, which in time of war is a capital offense.

Upon reporting to your Local Board, you will not need, and you should not bring with you, anything except hand baggage. You will not be permitted to take trunks or boxes with you on the train. You should take only the following articles: A pair of strong, comfortable shoes to relieve your feet from your new regulation marching shoes; not to exceed four extra suits of underclothing: not to exceed six extra pairs of socks; four face and two bath towels; a comb, a brush, a toothbrush, soap, tooth powder, razor, and shaving soap. It will add to your comfort to bring one woolen blanket, preferably of dark or neutral color. This blanket should be tightly rolled, the ends of the roll should be securely bound together, and the loop of the blanket thus formed slung from your left shoulder to your right hip.

You should wear rough, strong clothing and a flannel shirt, preferably an olive-drab shirt of the kind issued to soldiers.

Note.—Local Boards may have prepared, in the form of a rubber stamp, and stamp in below or on the back hereof any special instructions, such as a direction to request permission to eat and spend the last night at home, as it may desire to give.

---

(Stamp in designation of Local Board.)
Section 303. P. M. G. O. Form 1029—List of men ordered to report for military duty.

P. M. G. O.—Form 1029.

When completed to be mailed by military authorities to the Provost Marshal General, Washington, D. C. Sheet No. .......

Date, ....................

The selected men herein described, having been inducted into military service on ..., have this date been entrained for ............................

(Date.) (Camp or station.)

This statement consists of .... sheets.

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[Reverse of Form 1029.]

Place ..............................

Date ..............................

All men whose names appear on this statement have reported for military duty at this place except those opposite whose names there is entered in column 7 an X.

Signature ..............................

Rank ..............................

INSTRUCTIONS.

Entries in column 1, 2, and 3 are obvious.

Entry in column 4 is the number of the call under which the man or men are to be inducted as announced by the Provost Marshal General.

Entry in column 5 is determined by consulting the answer to question 5 on page 4 of the Questionnaire.

In column 6 enter in the proper subcolumn the division letter of the registrant’s final classification. (See cover sheet of Questionnaire.)

Entry in column 7 is to be made by the military authorities only and consists of an "X" in the column opposite name of any man listed on the form who fails to report to the military authorities.
Section 304. P. M. G. O. Form 1029 A and B—Credit card.

PMGO FORM 1029A.

Call No. ...........

Date ................

Hour ............

Order No. ....... Name ................................ Serial No. ...........

The registrant described above has this date been inducted into military service for duty in ................................ and ordered to report to the Adjutant ..................

(Branch of service.)

Below this line to be filled in by military authorities.

Camp or station .................. Date ............

The registrant described above was this date {accepted} {rejected} for military service.

Cause of rejection .............

Signature .....................

Rank and organization .........

PMGO FORM 1029-B.

Call No. ...........

Occupation ............

Class ......: Division ........

Order No. ....... Name ................................ Serial No. ...........

Below this line to be filled in by military authorities.

Camp or station .................. Date ............

The registrant described above was this date {accepted} {rejected} for military service in ................................ (Branch.)

Cause of rejection .............

Signature .....................

Rank and organization .........

[Reverse of Form 1029 A and B.]

WAR DEPARTMENT,
OFFICIAL BUSINESS.

Penalty for private use, $300.

WAR DEPARTMENT
OFFICIAL BUSINESS.

THE PROVOST MARSHAL GENERAL,
War Department,
Washington, D. C.

Penalty for private use, $300.
Section 305. P. M. G. O. Form 1029 C and D—Debit card.

P. M. G. O. Form 1029 C.

Local Board For

Place ...........................................
Date ...........................................

The soldier described herein was this date discharged from the military service.
Reason for discharge ..............................
Order No. ...... Name .................................. Serial No. ......
Signature .............................................
Rank ..............................................

P. M. G. O. Form 1029 D.

Local Board For

Place ...........................................
Date ...........................................

The soldier described herein was this date discharged from the military service.
Reason for discharge ..............................
Order No. ...... Name .................................. Serial No. ......
Signature .............................................
Rank ..............................................

[Reverse of Form 1029 C and D.]

War Department
Official Business

Penalty for private use, $300.

Local Board


War Department
Official Business

Penalty for private use, $300.

The Provost Marshal General,
Washington, D. C.
Section 306. P. M. G. O. Form 1030—Order Authorizing Employment of Clerical Assistants.

[Printed copies of this form will not be furnished. If its use is necessary, it must be copied by typewriter or in legible writing.]

AUTHORITY OF THE GOVERNOR TO EMPLOY CLERICAL ASSISTANTS.

No. ........................................ (Place.) ........................................ (Date.)

........................................ is authorized

(Here insert "Office of The Adjutant General" or designation of Board.)

to employ the following office assistants:

- chief clerk at. ............... per month or day.
- clerk at. ............... per month or day.
- stenographer at. ............... per month or day.
- interpreter at. ............... per hour, not to exceed. ............... per day, for a
  period not to extend beyond. ............... 
- messenger at. ............... per month or day.

I certify that the above clerical assistant ............. necessary for the proper performance of the duties of the above ............... in the execution of the

(Select Service Law. The rate of pay authorized is just, and does not exceed that authorized by the law of this State or that usually paid for similar services in this State.

........................................ Governor.

P. M. G. O. Form 1030.

(Sec. 198, S. S. R.)
Section 307. P. M. G. O. Form 1031—Travel Order to be Issued by Governor of State.

[Printed copies of this form will not be furnished. If its use is necessary, it should be copied by typewriter or in legible writing.]

TRAVEL ORDER BY GOVERNOR.

Place........................................, date............................

AUTHORITY.

In compliance with instructions from the Provost Marshal General contained in

........................................, dated Washington, D. C., ........................................

(Letter or telegram.)

........................................

(Name of person traveling.)

........................................

(Official position.)

[Travel directed.]

Will proceed from........................................, ........................................

(City.)

(State.)

To........................................, ........................................

(City.)

(State.)

For the purpose of........................................

(Duty.)*

Upon completion of this duty he will return to........................................

(City.)

........................................

(State.)

The travel directed is necessary in the public service in the execution of the Selective Service Law.

........................................

Governor of........................................

P. M. G. O. Form 1031.

(§sec. 201, S. S. R.)

*Here state duty to be performed, such as "Conferring with governor," "Inspecting Local Board," or similar designation of duty.
Section 308. P. M. G. O. Form 1032—Travel order to be issued by District Board.

[Printed copies of this form will not be furnished; If its use is necessary it should be copied by typewriter or in legible writing.]

P. M. G. O., Form 1032.
(Sec. 201, S. S. B.)

TRAVEL ORDER BY DISTRICT BOARD.

.................................................................
(Place.)
.................................................................
(Date.)

The travel by .................................................................

a ....................................................... of this Board

From ....................................................... (City.) ....................................................... (State.)

To ....................................................... (City.) ....................................................... (State.)

AND

(When return or other journey is required.)

From ....................................................... (City.) ....................................................... (State.)

To ....................................................... (City.) ....................................................... (State.)

for the purpose of * .................................................................

.................................................................

has by a resolution of this Board, adopted ....................................................... (Date.)

been ▲ directed ▼ confirmed as being necessary in the public service and in the execution of the Selective Service Law.

.................................................................

Chairman.

District Board .................................................................

.................................................................

Clerk.

* Here designate duty for which travel is ordered, such as “Attending first meeting of Board.”

“Attending meeting of Board,” Conferring with Governor,” etc.

▲ Line out, “confirmed” when travel is yet to be performed. Line out “directed” when travel has already been performed.
Section 309. Q. M. C. Form 101—Lease.

LEASE.

Lessor

Contracting Officer

Premises

To be occupied by

Date of lease

The authority for this lease is

between

Quartermaster Corps, United States Army, for and in behalf of the United States of America (hereinafter designated as lessee), of the first part, and

(a corporation existing under the laws of the State of )

of

in the County of

State of

(hereinafter designated as lessor), of the second part, witness:

That the said parties do hereby mutually covenant and agree to and with each other as follows:

1. That the said lessor shall, and by these presents does hereby lease, demise, and let to the lessee the following-described premises, to have and to hold the same with their appurtenances, unto the lessee, for the term beginning with and ending with , 19..., at the rate per month and under the conditions named below, viz:

2. That the said lessor will warrant and defend to the lessee, its officers and agents, the quiet and peaceable possession and occupancy of the aforesaid premises, and in case of any disturbance, by suit or otherwise, will defend the same free of charge to the Government in or before the proper State or United States courts.

3. That the said lessor shall keep the premises in good repair to the satisfaction of the Government officer in charge, but all buildings and other improvements fixed to or erected or placed in or upon the said premises by the lessee shall be and remain the exclusive property of the lessee, provided, however, that the same, unless sold or otherwise disposed of, shall be removed by the lessee within days after the said premises are vacated under this lease.

4. That for and in consideration of the faithful performance of the stipulations of this agreement, the lessee shall pay to the said lessor or agent the sum or sums stated in article 1 hereof. Payment shall be made at the end of each calendar month, or as soon thereafter as is practicable, at the office of the contracting officer or by a disbursing officer designated, in the funds furnished for the purpose by the Government. Should the premises be relinquished before the close of the monthly period, the rental for the last period shall be only the pro rata part of the monthly rental, depending upon the time of occupancy.

5. That it is expressly agreed and understood that this lease shall be noneffective until an appropriation adequate to its fulfillment is granted by Congress and is available, except in so far as is necessary to provide for the necessities of the service as authorized by section 3732 of the Revised Statutes of the United States. However, in order to provide for the necessities of the service as authorized by said section, it is agreed that the premises specified herein, so far as authorized by said section, shall be occupied by the lessee as contemplated by this lease, and that payment of the rental shall be made as soon as is practicable after funds are appropriated and are available.

6. That no Member of or Delegate to Congress, or Resident Commissioner, nor any person belonging to or employed in the military service of the United States, is, or shall be admitted to any share or part of this contract, or to any benefit which may arise herefrom, but, under the provisions of section 116 of the Act of Congress approved March 4, 1909 (35 Stat. L., 1109), this stipulation, so far as it relates to Members of or Delegates to Congress, or Resident Commissioners, shall not extend, or be construed to extend, to any contract made with an incorporated company for its general benefit.

7. That the lessor hereby stipulates that no part of the money received as rental will be given to the occupant of the above-described premises, or to the person for whose benefit or use they were hired, or to anyone for him, nor will any rebate be given on said rental for the benefit of any such person.

8. That the lessee reserves the right to quit, relinquish, and give up the said premises at any time within the period for which this lease is made or may be renewed, by giving to the said lessor or agent days notice in writing.
9. That, at the opinion of the lessee, this lease, with all its covenants and agreements, may be renewed yearly as often as the needs of the public service may require, so as to give the lessee continuous possession of the premises, not extending, however, beyond June 30, 19..., but no renewal shall be made to include more than one fiscal year.

In witness whereof the parties aforesaid have hereunto placed their hands the date first hereinbefore written. The officer of the United States whose name is signed below certifies that the rate stated in this lease is not in excess of the commercial rental value of the premises named and that said rate is the amount to be actually paid to the lessor for own use, and that there are no public buildings, quarters, or grounds available for use as specified in this lease, and that the rate stipulated in this lease is a fair rental value of reasonably good premises suitable for the purposes stated herein in the locality where situated.

Witnesses:

Quartermaster Corps, United States Army.

(The following certificate by the contracting officer will be made where the lessor is a corporation, in cases where the filing of evidence referred to may properly be waived.)

I hereby certify that I have satisfied myself of the authority of the person signing the lessor’s name to this lease to bind the lessor, and I have waived the filing of evidence of such authority, as permitted so to do by the Army Regulations.

Quartermaster Corps, United States Army.

(The following affidavit is required only on the copy of lease for the returns office.)

I do solemnly swear that the foregoing is an exact copy of a contract made by me personally with the lessor named above; that I made the same fairly, without any benefit or advantage to myself, or allowing any such benefit or advantage corruptly to the said lessor, or to any other person; and that the papers accompanying include all those relating to the said contract, as required by the statute in such case made and provided.

Quartermaster Corps, United States Army.

Subscribed and sworn to before me this day of , 19...

INSTRUCTIONS.

1. When the lessor is not a corporation strike out the printed words ("a corporation existing under the laws of ").

2. When the stipulated rental includes heating, lighting, or any item not indicated by the form as printed, such item or items will be distinctly mentioned in article 1.

3. The length of time for notice of relinquishment to be inserted in article 10 should be as short as practicable, 5 days in minor cases and should rarely, if ever, exceed 30 days in any instance.

4. The limit for option of renewal to be inserted in article 11 should express the longest time to which the lessor will agree for the purpose.

5. The name of the principal intended to be bound as party of the second part, whether an individual, a partnership, or a corporation, should be inserted in and signed to the contract in exactly the same form. An officer of a corporation, a partner, or an agent signing for the principal should add his name and title after the word "By," under the name of the principal.

6. When interlineations, deletions, or other changes or alterations are made, specific notation of the same should be entered in the blank space preceding the executing clause before signing.

7. The lease should be executed in triplicate, and at least two copies made—one for the returns office and one for the files of the contracting officer. The agreement should, preferably, be drawn on the typewriter and all numbers and copies made at one writing.
Section 310. W. D. Form 336—Pay voucher for Army officers assigned to State headquarters.

WAR DEPARTMENT.  
Form No. 336.  
Form approved by the Comptroller of the Treasury May 5, 1913.

WAR DEPARTMENT.  
QUARTERMASTER CORPS.  
Voucher No. .......

OFFICER'S PAY VOUCHER.

APPROPRIATION: Pay, etc., of the Army, 191...

The United States, To ........................................... Symbol...........

........................................... U. S. Army, Dr.

For over ............... years' service. Station ............... Zone No. .............

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

For pay from ...., 191... to ...., 191...  
For pay for .... mount from ...., 191... to ...., 191...  
I was suitably mounted at my own expense, and was the actual and exclusive owner of the mount charged for, during the period stated on this voucher, and said mount (was) maintained at ...............  
(Officers temporarily mounted must make the additional certificates required by par. 1273, A. R., 1913.)  
For com. quarters from ...., 191... to ...., 191...  
For com. heat and light for .... rooms from ...., 191... to ...., 191...  
(Under authority of S. O. No. ...., Hqrs. ............... ) ...., 191...  
Total. ...............  
Ordinary leave of absence. Left station ...., 191... under S. O. No. ...., Hqrs. ...............  
Extended by S. O. No. ...., Hqrs. ...............  
Returned to duty ...., 191... Deduct half pay for .... days leave of absence.  
Balance ...............  

I CERTIFY that the foregoing account is correct; that payment therefor has not been received; that I have not been absent on leave, either sick or ordinary, during the period covered by this voucher, except as above stated; and that neither I, my family, nor anyone dependent upon me has occupied public quarters nor been furnished heat or light by the United States during the period for which commutation is charged. I further certify that during the period for which commutation of heat and light is charged I actually occupied as quarters at ............... rooms, exclusive of baths, closets, halls, pantries, and storage rooms, and of parlors, lobbies, dining rooms, sitting rooms, halls, and kitchens used in common with other tenants or guests (not guests of officer's family), and that during the period of leave, as stated above, said quarters were occupied actually and exclusively by myself, or self and family, or someone dependent upon me.  
(Do not sign in duplicate.)  

Examined by ...............  

Denudation on account of income tax, $ ...............  
Balance of $ ............... paid by ....... check, dated .........., 191... on the Treasurer U. S.  
No. ............... , in favor of ............... , for $ ...............  
No. ............... , in favor of ............... , for $ ...............  
No. ............... , in favor of ............... , for $ ...............  

OR  
(To be completely filled in before signature by payee, and no alteration or erasure is permitted.)  
Received .........., 191... of ............... Quartermaster, U. S. A., in cash, ............... Dollars, in full payment of the above account.  

$ ............... (Do not sign in duplicate.)  

Officer will not sign receipt except when payment is to be made in cash.
Section 311. W. D. Form 335—Personal service vouchers.

WAR DEPARTMENT.

Form No. 335.
Approved by the Comptroller of
the Treasury, April 23, 1914.

WAR DEPARTMENT.
Provost Marshal General
(Bureau or Office.)

Voucher No. .

General account.

PAY VOUCHER.

Detail account.

Appropriation: "Registration and Selection for
Military Service."

Symbol . $ .

Symbol . $ .

THE UNITED STATES,

To. John Doe, Dr.

Address. Blank St., Any City.

<table>
<thead>
<tr>
<th>Object symbol</th>
<th>Days served</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precinct 10, Cuyahoga Co., Ohio</td>
<td>10</td>
<td>.50</td>
<td>80</td>
</tr>
</tbody>
</table>

Remarks: Authority No. 83.

Less deduction for .

I CERTIFY that the above bill is correct, and that the payment therefor has not been received

Examined by

Do not sign in duplicate.

Signature of Payee.

I CERTIFY that the foregoing account is correct; that it appears from the records of my office that the person named thereon was legally appointed or employed; that he has performed the service required by law and the regulations of the War Department during the period mentioned; that such service, except as otherwise indicated under "Remarks," has been performed under my supervision; that the person whose name appears in the foregoing voucher is not paid for any period of absence in excess of that allowed by law; that he is entitled to the amount of pay stated above, and that any detail is indicated under "Remarks."

Signature of Chairman of Board.

Stamp of Board. (Title.)

Approved for $ .

Date ., 191 .

Paid by check No. 1097, dated June 11, 1918, of .

Treasurer, U. S. in favor of payee named above, for $50.00.

Received ., 191 , of ., in cash, the sum of . dollars and . cents, in full payment of the above account.

69247°—18—18
Section 312. W. D. Form 334—Pay roll for personal service.

**WAR DEPARTMENT.**
Form No. 334.
Approved by the Comptroller of the Treasury April 29, 1914.

**PAY ROLL.**

We, the subscribers, severally certify in signing to our respective accounts stated below, that they are correct; and we severally acknowledge to have received of...... John Doe......

...Disbursing Officer and agent of U. S. in State of New York...... in cash, where so noted, the sums set after our respective names, in full payment for our services at...... (Title or designation.)

Albany, New York...... for the periods stated.

<table>
<thead>
<tr>
<th>Ob-</th>
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<tbody>
<tr>
<td>ject</td>
</tr>
<tr>
<td>No.</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>(in case of enlisted men give rank).</td>
</tr>
<tr>
<td>Occupation.</td>
</tr>
<tr>
<td>Rate of pay.</td>
</tr>
<tr>
<td>Period of service.</td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td>To</td>
</tr>
<tr>
<td>1917</td>
</tr>
<tr>
<td>1917</td>
</tr>
<tr>
<td>Amount of pay.</td>
</tr>
<tr>
<td>Amount paid.</td>
</tr>
<tr>
<td>No.</td>
</tr>
<tr>
<td>Signatures (do not sign in duplicate).</td>
</tr>
<tr>
<td>Notation of cash or check payment.</td>
</tr>
<tr>
<td>Witness.</td>
</tr>
<tr>
<td>Remarks (deductions explained).</td>
</tr>
<tr>
<td>U. S. notations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grady, John D.</td>
</tr>
<tr>
<td>Chief Clerk.</td>
</tr>
<tr>
<td>$1.50</td>
</tr>
<tr>
<td>Dec. 1</td>
</tr>
<tr>
<td>Dec. 5</td>
</tr>
<tr>
<td>1</td>
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<tr>
<td>$120.00</td>
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<td>$120.00</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>Tandy, Peter J.</td>
</tr>
<tr>
<td>File Clerk.</td>
</tr>
<tr>
<td>100</td>
</tr>
<tr>
<td>Dec. 1</td>
</tr>
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<td>Dec. 5</td>
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</tbody>
</table>

**DISTRIBUTION.**

| Appropriations.  |
| Symbols.  |
| Amounts.  |
| "Registration and Selection for Military Service—1918"  |

$203.33  

Total  

$203.33

I CERTIFY that the foregoing pay roll is correct; that it appears from the records of my office that the persons named thereon were legally appointed or detailed; that each has performed the service required by law and the regulations of the War Department during the period mentioned; that such services, except as otherwise indicated, have been performed under my supervision, and that no person whose name appears in the foregoing pay roll is paid for any period of absence in excess of that allowed by law; that they are severally entitled to the amounts of pay set opposite their respective names; that all details, from my personal supervision, are indicated in the column of "Remarks." 

Examined by

Clerk of Board.

(Title)

Approved for $203.33

(Stamp of Board.)

Date Dec. 51, 1917.

Chairman of Board.
WAR DEPARTMENT.
FORM No. 350 a.
Approved by the Comptroller of the Treasury April 29, 1914.

WAR DEPARTMENT.
Provost Marshal General.
(Bureau or Office.)

Voucher No.

General account.

Detail account.

PUBLIC VOUCHER.

REIMBURSEMENT OF TRAVELING EXPENSES.

Appropriation "Registration and Selection for Military Service."

Symbol... $............

Appropriation

Symbol... $............

Appropriation

Symbol... $............

THE UNITED STATES.

To.......................... Dr.

Address:................. 1400 Euclid Ave., Cleveland, Ohio

Amount claimed........ $27.20

FOR REIMBURSEMENT OF TRAVELING EXPENSES incurred in the discharge of official duty from September 1, 1917, to September 6, 1917, under written authorization from the Provost Marshal General, dated August 31, 1917, a copy of which is hereewith as per itemized schedule below

Schedule of expenditures.

<table>
<thead>
<tr>
<th>Date</th>
<th>Sub-voucher No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 1</td>
<td>1</td>
<td>$36.00</td>
</tr>
<tr>
<td></td>
<td>R. R. fare, Cleveland to Youngstown, Ohio.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pullman chair car.</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td>Four and one-half days per diem at $1</td>
<td>18.00</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>6</td>
<td>$36.00</td>
</tr>
<tr>
<td></td>
<td>R. R. fare, Youngstown to Cleveland, Ohio.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pullman chair car.</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td>Left: Cleveland 7:00 p.m., Sept. 1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrived Youngstown 9:00 p.m., Sept. 1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Left Youngstown 10:00 a.m., Sept. 6.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrived Cleveland 12:00 noon, Sept. 6.</td>
<td></td>
</tr>
</tbody>
</table>

MEMORANDUM OF TRAVEL PERFORMED UPON TRANSPORTATION REQUESTS.

Date of travel. | No. of transportation request. | From | To | Via R. R. | Amount | U. S. notations.
|----------------|--------------------------------|------|----|-----------|--------|----------------
| None           |                                |      |    |           |        |                |

Examined by

I DO SOLEMNLY*............ that the above account and schedule are correct in all respects: that the distances as charged have been actually and necessarily traveled by me on the dates therein specified; that the amounts as charged have been actually paid by me for traveling expenses; that no part of the account has been paid by the United States, but the full amount is due; that all expenditures included in said account other than my own personal traveling expenses were made under urgent and unforeseen public necessity; and that it was not, for the reasons stated herein, feasible to have such expenditures paid directly by a disturbing officer.

Payee:............[Signature of Payee].

(Do not sign in duplicate.)

Signed and............to before me at............this............day of............A. D. 191.

*Sworn to or affirmed.

I CERTIFY that the above account is correct, that the travel was performed, and that it was necessary for the public service.

APPROVED FOR $............

Date:............Title:............[Stamp of Board]

Paid by check No. 480, dated September 10, 1917, of............Treasurer, U. S. or

Received............of............in cash, the sum of............dollars and............cents in full payment of the above account.

$............

*Here enter by whom order for travel was issued—Provost Marshal General, Governor, or District Board.
Section 314. W. D. Form 330—Vouchers for purchases and services other than personal.

WAR DEPARTMENT,

PUBLIC FORM NO. 330,

Approved by the Comptroller of the Treasury April 29, 1914.

WAR DEPARTMENT.

Provost Marshal General.
(Bureau or Office.)

Voucher No.

General account.

Detail account.

PUBLIC VOUCHER.

PURCHASES AND SERVICES OTHER THAN PERSONAL.

Appropriation: "Registration and Selection for Military Service.

Symbol... $...

Appropriation: ...........................................

Symbol... $...

Appropriation: ...........................................

Symbol... $...

THE UNITED STATES,

To ......................................... John Doe ....................................., Dr.,

Address: ........................................ 100 Blank St., Any City

<table>
<thead>
<tr>
<th>Object symbol.</th>
<th>Date of delivery or service, 1917.</th>
<th>Article or service.</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit price.</th>
<th>Amount</th>
<th>U. S. notations.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>June 5</td>
<td>Rent of room for use of Registration Board, 1 day.</td>
<td>2</td>
<td>60</td>
<td>2 00</td>
<td></td>
<td></td>
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</tbody>
</table>

Total: ........................................ 2 00

(Account to be completely filled in by payee, or before signature by payee, without alteration or erasure of any kind.)

* I certify that the above account is correct, and that payment therefor has not been received.

(Do not sign in duplicate.)

Signature of Payee

(Any notations made in spaces provided therefor on the reverse of this voucher become a part of this certificate.)

I certify that the above articles have been received by me in good condition, and in the quality and quantity above specified, or the services performed as stated, and they are in accordance with orders therefor; that the prices charged are reasonable, and in accordance with the agreement, or that they were secured in accordance with No. ....... of the method of advertising and under the form of agreement lettered ....... as shown on the reverse hereof.

Approved for $............

Date, ........................................ Signature of Chairman of Board

Stamp of Board

Paid by check No. 1000, dated June 11, 1917, of Treasurer, U. S. ............... in favor of payee named above, for $2.00.

Received ........................................ of ........................................, in cash, the sum of ........................................ dollars and ........................................ cents, in full payment of the above account.

$............

* When a voucher is certified in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "Chicago Edison Company, per John Smith, Secretary," or Treasurer, as the case may be.
Section 315. W. D. Form 320—Accounts Current.

**WAR DEPARTMENT.**

Form No. 320.  
Approved by the Comptroller of the Treasury May 34, 1915.

---

**WAR DEPARTMENT.**

Under bond dated.................., 191

(Bureau or Office.)

---

(Name.)  
(Official designation.)

---

<table>
<thead>
<tr>
<th>Date</th>
<th>DEBITS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Balance due the U. S. from last account</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td>3</td>
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<td>13</td>
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</tbody>
</table>

Total..............................................

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<table>
<thead>
<tr>
<th>Date</th>
<th>DEBITS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Disbursements as shown by abstracts and vouchers herewith</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
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<tr>
<td>11</td>
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</tr>
</tbody>
</table>

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265
This is to certify that I have counted the cash and verified the net balance, excepting the depository balance, as stated on this account current.

(Name of witness.)
(Official designation.)

I CERTIFY that the above is a full, true, and correct account of all moneys coming into my possession on account of the United States during the period stated. The balance due the United States of $............. is held as follows:

ON DEPOSIT.

With........................................ $................ $................ $.............

Cash in office safe........................................ $.............

Otherwise kept (manner and authority for so keeping)................................. $.............

LESS OUTSTANDING CHECKS. NET BALANCE.

Total........................................ $.............

............................................................................................................................

Station .................................................................
<table>
<thead>
<tr>
<th>Cash Account.</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance to</td>
<td></td>
<td></td>
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<tr>
<td>Balance due</td>
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**Cash on hand from preceding account.**

**Cash carried forward to next account.**

(Note: The cash account must be completed by the disbursing officer. If there were no cash transactions during the period for which the account is rendered, that fact must be stated on the face of the cash account.)
Section 316. Q. M. C. Form 80b Cash Book.

WAR DEPARTMENT.

QUARTERMASTER CORPS, U. S. ARMY.

Fiscal year .......... Receipts and disbursements at ................. by .......... Quartermaster.

<table>
<thead>
<tr>
<th>Date</th>
<th>From what source received and on what account disbursed</th>
<th>Totals</th>
<th></th>
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<td>Dr.</td>
<td>Cr.</td>
<td>Dr.</td>
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</tbody>
</table>
Section 317. P. M. G. O. Form 1033—Oaths of members of Local and District Boards and certain other persons.

P. M. G. O. Form 1033.
(Sec. 14, S. S. R.)


I, ..........................................., having been appointed
(Name of person.)

....................................................., State of .............................................

(Insert here official designation of person making oath and name of Local and District
Board of which he is a member, or to which he is attached.)

under the terms of the act of Congress approved May 18, 1917, known as the Selective Service Law, do solemnly swear affirm that I will support and defend the Con-
stitution of the United States against all enemies, foreign and domestic; that I will
bear true faith and allegiance to the same; that I take this obligation freely, with-
out any mental reservation or purpose of evasion; and that I will well and faithfully
discharge the duties upon which I am about to enter; so help me God.

Subscribed and sworn to before me at ............................................. in the
county of ............................................., State of ............................................., this ............ day of
....................................................., 191.

(Signature of official administering oath.)

(Official designation of official administering oath.)

Instructions.—The foregoing oath may be administered by any Federal or State
official authorized by the laws of the United States, or of the State of which he is an
official, to administer oaths generally, and may also be administered by any member
of a Local or District Board.

This oath, after having been subscribed and sworn to, shall be filed in the office of
the Adjutant General of the State.

In the blank line for the designation of the position of the person taking the oath
there shall be inserted a complete description of his office, and also the name of the
Local or District Board of which he is a member or to which he is attached, or, in
cases of persons not directly attached to or subordinate to any Local or District Board,
shall show the State in which such person is to perform his duties.
## Section 318. P. M. G. O. Form 1013-a—Delinquent Classification List.

### P. M. G. O. Form No. 1013-a.

**DELFICIENT CLASSIFICATION LIST.**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delinquent order No.</td>
<td>Name.</td>
<td>Local board.</td>
<td>Order No.</td>
<td>Date of mailing Form 1014.</td>
<td>1015, issued.</td>
<td>1016, issued.</td>
<td>1017, issued.</td>
<td>Date of induction (not less than 10 days subsequent to date of mailing Form 1014).</td>
<td>Date of mailing Form 1018.</td>
</tr>
<tr>
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<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>
Section 319. P. M. G. O. Form 1035—Application for Furlough.

P. M. G. O. Form 1035.

APPLICATION FOR FURLough.

I.

(Place.) (Date.)

I, ..................................................., hereby make application for the furlough of
the soldier named below from ................................., 1918, to ........................., 1918,
to enable him to engage in agriculture.

(Relation to registrant.)

II.

Statement of facts, to be made by the person making the application:

1. Name of soldier for whom application is made ......................
2. Rank ................ Organization ................ Present station ................
3. Location of farm on which soldier is desired for work ..............
4. Name of owner or tenant of farm ......................................
5. Kind of farm .............................................
6. Number of persons normally engaged on farm ......................
7. Number of males above age fourteen now working on farm ........
8. Acreage of farm ........................................... Acreage under cultivation ....
9. Crop to be grown this year and approximate acreage of each ....
10. Number of horses on farm ...... ; cattle ...... ; hogs ...... ; sheep ..... 
11. Market value of (a) farm ......................................
   (b) last year's production ....................................
   (c) this year's anticipated production ........................
   (d) farm machinery ........................................
12. What is soldier's experience in farming? ..........................
13. What wages are paid farm labor in vicinity? ......................
14. Is farm labor reasonably available in vicinity? ................

AFFIDAVIT.

(City.) (State.)

I swear (or affirm) that all answers to questions 1 to 14 in the foregoing statement of
facts are true; that the soldier for whom furlough is requested is urgently needed for
the time asked; that he can not be replaced without substantial and material loss to
the products of the farm; and that his furlough is desired for the sole purpose of enabling
him to work on the farm.

(Applicant.)

Sworn to and subscribed before me this ....... day of ......, 19..

(Offer taking affidavit.)

Note.—Affidavit may be sworn to before notary public, clerk or member of a local or district board
Government appeal agent, judge advocate, or postmaster.

III.

RECOMMENDATION AND FINDING OF LOCAL BOARD.

(Stamp of local board.)
The above-named local board finds that the services of the soldier herein named are urgently needed on the farm herein described; that the said farm produces substantially more agricultural produce than is consumed by those working on the place; that the soldier can not without great difficulty be replaced thereon; that his continued absence is reasonably likely to decrease the production of the farm under that which it can reasonably be expected to produce if the soldier is returned; and that the registrant will be of value as a farm laborer.

Remarks: ............................................................................................................................

Notes.—If the Local Board does not find or recommend in accordance with the above form, it will enter under the head of Remarks its reasons for adverse findings or recommendations.

It is therefore recommended that this furlough be {granted} from ........................................

Place: .......................... Date: .........................................................

(Member or clerk of Local Board.)

IV.

{concur in }the above finding and recommendation.

{dissent from}

(County agent or Government appeal agent.)

V.

ENGAGEMENT OF SOLDIER.

I join in the above application, and if the furlough here asked for is granted I hereby engage to utilize the time of my absence solely and completely in farming, to work earnestly and well, and that if for any reason my services cease to be urgently needed before the expiration of my furlough, to report immediately for military duty at my proper post.

.................................................................

(Signature.)

Place: ..................................................

Date: .................................

(Rank.) (Organisation.)

VI.

{Military station}.................................................................

.................................................................

(Military station.)

(Date.)

The application for furlough contained herein is {approved}.

(disapproved).

(If disapproved, state reason).................................................................

.................................................................

(Commanding.)
Section 320. P. M. G. O. Form 1036—Notice to registrant to appear before Local Board to submit evidence bearing on reasons for nonengagement in a productive occupation or employment.

P. M. G. O. Form 1036.

LOCAL BOARD FOR .................................................................

You are hereby directed to appear in accordance with sections 121B and 121C, S. S. R., before the above-named Local Board on the ...... day of ................., 19...., at ...... o'clock .... m., for the purpose of presenting such evidence as you may care to submit, by affidavit or otherwise, bearing upon the reasons for your non-engagement in a productive occupation or employment.

................................................................. Member of Local Board.

Date .................

[Reverse of Form 1036.]

LOCAL BOARD FOR

.................................................................

OFFICIAL BUSINESS.

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WAR DEPARTMENT.

PENALTY FOR PRIVATE USE, $300.
Section 321. P. M. G. O. Form 1037—Notice to registrants and the public relative to reclassification on account of nonuseful occupation.

P. M. G. O. Form 1037.

(Stamp of Local Board)

IMPORTANT NOTICE TO REGISTRANTS AND THE PUBLIC RELATIVE TO RECLASSIFICATION ON ACCOUNT OF NONUSEFUL OCCUPATION.

There has this day been mailed to or served upon the registrants whose names are listed below a notice directing that the said registrants appear in accordance with sections 121B and 121C, S. S. R., before this Local Board on the ...... day of ........., 19...., at ...... o'clock .. m., for the purpose of presenting such evidence by affidavit or otherwise bearing on the reasons for their nonemployment in a productive occupation or employment as they may care to submit.

Date .................... ........................................

Member of Local Board.

<table>
<thead>
<tr>
<th>Name of registrant.</th>
<th>Last known address.</th>
</tr>
</thead>
</table>
Section 322. P. M. G. O. Form 1038—Certification in case of registral claimed not to be engaged in a productive occupation or employment.

P. M. G. O. Form 1038.

(Stamp of Investigating Local Board not having original jurisdiction.)  (Stamp of Local Board having original jurisdiction.)

Name of registral........................................ Address...........................................

Order No. ............. Serial No. ............. Classification.........................

(This certificate to be used by Local Board other than Local Board having original jurisdiction.)

To the Local Board for..........................

This Local Board finds that the above-named registral is—

an idler
not an idler
engaged in a nonproductive occupation or employment
not engaged in a nonproductive occupation or employment

because ............

This registral was duly notified to appear, in accordance with sections 121 B and 121 C, S. S. R., before this Local Board on ............... for the purpose of presenting such evidence, by affidavit or otherwise, bearing upon the reasons for his nonengagement in a productive occupation or employment as he might care to submit. He (did not) appear in response to this notice. All evidence in this case is transmitted herewith.

This Local Board recommends that the deferred classification and order number of the above-named registral (be) (be not) withdrawn.

Date...................................................... Member of Local Board.

(This certificate to be used by Local Board having original jurisdiction.)

To the District Board for......................

This Local Board finds that the above-named registral is—

an idler
not an idler
engaged in a nonproductive occupation or employment
not engaged in a nonproductive occupation or employment

because ............

This registral was duly notified to appear in accordance with Sections 121 B and 121 C, S. S. R., before (this Local Board Local Board for ............... ) on ............... for the purpose of presenting such evidence, by affidavit or otherwise, bearing upon the reasons for his nonengagement in a productive occupation or employment as he might care to submit. He (did not) appear in response to this notice. All evidence in this case is transmitted herewith.
This Local Board therefore orders that the /deferred classification and/ order number of the above-named registrant \{be\} withdrawn.

Date ..........................  

\[Member of Local Board.\]

Note.—Turn this sheet for further record of District Board action and appeal.

[Reverse of Form 1038.]

DECISION OF DISTRICT BOARD.

ORDERED: That the /deferred classification and/ order number of the above-named registrant shall be withdrawn and the registrant introduced into military service. \{shall not be withdrawn.\}

Vote of District Board—Ayes ......; noes .......

Date ..........................  

\[Member of District Board.\]

I hereby claim appeal to the President from withdrawal of /deferred classification and/ order number. Certificates and recommendations required by Section 111, S. S. R., are attached.

Date ..........................  

\[(Signature of claimant.)\]

Forwarded to the Provost Marshal General for the consideration of the President. This registrant \{has\} been inducted into military service.

Date ..........................  

\[Member of Local Board.\]
Section 323. P. M. G. O. Form 1039—Notice to registrant of withdrawal of deferred classification or order number.

P. M. G. O. Form 1039.

LOCAL BOARD FOR

Order No. ..., Serial No. ..., having been found by this Local Board and District Board for not to be engaged in a productive occupation or employment, in accordance with Section 121C, S. S. R., and upon the recommendation of the said Local Board the said District Board has ordered that the deferred classification and order number of said registrant be withdrawn. The deferred classification and order number of this registrant has therefore been withdrawn and this Local Board will proceed in the usual manner to induct him forthwith into the military service. Appeal may be taken from this action within five days from the date of this notice only in the manner and under the conditions prescribed in section 111, S. S. R.

Date ....................

Member of Local Board.

[Reverse of Form 1039.]

LOCAL BOARD FOR

OFFICIAL BUSINESS.

WAR DEPARTMENT.

PENALTY FOR PRIVATE USE, $300.

69247°—18—19
Section 324. P. M. G. O. Form 1040—Report of registrants whose deferred classification or order numbers have been withdrawn.

P. M. G. O. FORM 1040.

LOCAL BOARD FOR

Report of registrants whose deferred classification, if any, and order numbers have been withdrawn. (This report must be submitted to the Adjutant General of the State on each day withdrawals of deferred classification, if any, and order numbers are made. There must be no duplication of the registrants included in these reports.)

Number of registrants whose deferred classification, if any, and order numbers have been withdrawn. .................................................................

Number of such registrants who have been inducted under outstanding calls.................................................................

Number of such registrants awaiting induction.................................................................

................................................................. Member of Local Board.

Date ..........................................

[Reverse of Form 1040.]

LOCAL BOARD FOR

WAR DEPARTMENT,

PENALTY FOR PRIVATE USE, $300.

OFFICIAL BUSINESS.

.................................................................

.................................................................

.................................................................
Section 325. P. M. G. O. Form 1041—Withdrawal of intention to become a citizen of the United States.

P. M. G. O. Form 1041.
(See 70 (1), 1174, 8. S. R.)

STATE OF: ______________________, ss:

I, ______________________, do solemnly swear—affirm—that I reside at ______________________; that I am registered with Local Board for ______________________; that my order number is ________, and serial number is ________; and that I am a citizen or subject of ______________________, which is neutral in the present war. I further swear—affirm—that on the ________ day of ______________________, 191________, I declared my intention to become a citizen of the United States in the ______________________ Court of ______________________ at ______________________, under the name of ______________________; that I hereby withdraw my intention to become a citizen of the United States, which withdrawal I understand shall operate and be held to cancel my declaration of intention to become a citizen of the United States and shall forever debar me from becoming a citizen of the United States in accordance with the act of Congress approved July 9, 1918; (a) that I herewith surrender my original duplicate copy of my declaration of intention to become a citizen of the United States, serial number ________; (b) that my original duplicate copy of my declaration of intention to become a citizen of the United States is not in my possession for the reason that ______________________, but I undertake to surrender said copy of my declaration of intention to become a citizen of the United States should it at any time come into my possession; and I do hereby claim relief from liability to military service in accordance with the law and regulations.

______________________________
(Signature of registrant.)

Subscribed and sworn to before me this ________ day of ______________________, 191________.

______________________________
(Signature of officer.)

(Designation of officer.)

*Strike out part marked "(a)" if duplicate copy of declaration of intention is not surrendered, or part marked "(b)" if duplicate copy of declaration of intention is surrendered.

N. B.—In order to be considered, two copies of this affidavit must be filled out, subscribed and sworn to, and filed with the Local Board as directed in the inclosed notice.
Section 326. P. M. G. O. Form 1042—Notification to declarant registrants of rights under act of Congress approved July 9, 1918.

P. M. G. O. Form 1042.
(Seco. 79 (1), 117½, S. S. R.)

(Stamp of Local Board.)

You are hereby notified that under an act of Congress approved July 9, 1918, any citizen or subject of a country neutral in the present war who has declared his intention to become a citizen of the United States and has not completed his citizenship shall be relieved from liability to military service upon making an affidavit withdrawing his intention to become a citizen of the United States, which affidavit shall operate and be held to cancel his declaration of intention to become a citizen of the United States and shall forever debar him from becoming a citizen of the United States. If you desire to avail yourself of the right to such relief, you must fill out both of the included copies of P. M. G. O. Form 1041, subscribe and swear (or affirm) to each before any Federal or State officer duly authorized to administer oaths, and file both copies with this Local Board on or before the ... day of .......... 191..., and surrender your original duplicate copy of your declaration of intention to become a citizen of the United States if it is in your possession.
Section 327. P. M. G. O. Form 2006—Request for individual induction.

P. M. G. O. Form No. 2006.

From: ........................................
(Place.) ........................................
To: The Provost Marshal General.

Subject: Request for individual induction.

1. It is requested that the registrant named and described below be individually inducted into the military service and entrained for the place specified:

(a) Name of registrant ..............................................................

(b) Order No. ......., Serial No. ......., Color, ...............

(c) Classification of registrant: Class ......, Division ......,

(d) Physical qualifications which registrant must possess for induction:

- General military service.
- Special or limited military service only.
- Remedial groups.
- Physically disqualified (Class 5-G).

(e) Duty to which registrant is to be assigned (to be stated in detail) ........................................

(f) Present address of registrant ........................................

(g) Designation and street address of Local Board (of origin) of registrant ........................................

(h) Designation and street address of nearest Local Board of transfer (to be given only in case registrant is at a distance from Local Board of origin) ........................................

(i) Place at which registrant is to report for duty:

- Officer ........................................
- Camp or station ........................................
- City or town (if city, give street address) ........................................

(j) Date on which registrant is desired ........................................

(k) Remarks ........................................

2. I certify that authority for this induction has been granted by the Secretary of War.

By direction of ........................................

By ........................................
Section 328. P. M. G. O. Form 2007—Competent order.

P. M. G. O. Form No. 2007.

WAR DEPARTMENT, 
OFFICE OF THE PROVOST MARSHAL GENERAL, 
Washington, 

Competent Order No. .... Use Call No. .... In filling out Forms 1029 and 1029 A and B.

To. 
(Designation of Local Board.)

1. Immediately upon the receipt of this competent order you will summon before your board (provided he is not a slacker, a delinquent, or a deserter, and provided further that at the time of the receipt of this order you have not entered in column 24 of your classification list the date and hour on which he is to report for military duty and entrainment, or mailed to him Form 1028 ordering him to report for military duty) Registrant 
Order No. ..., Serial No. ..., present address of registrant 

Local Board of origin 

and offer him individual induction into the 

under the conditions named in this order. Acceptance or rejection of this offer must be indicated in the space provided therefor at the foot of this order within 24 hours after the offer is made.

2. This registrant will be inducted only in case he is found—
   Physically qualified for general military service.
   Physically qualified for special or limited service only.
   Remediably defective.
   Physically disqualified for military service. (Class 5-G.)

3. Upon acceptance of this offer you will proceed to induct this registrant by issuing in respect to him the usual order of induction into the military service, specifying therein the date desired by him (but not later than seven days after the date of his acceptance) for such induction into the military service. You will entrain him for 

with orders to report for duty to 

E. H. CROWDER, 
Provost Marshal General.

By 

TO BE SIGNED BY REGISTRANT.

I hereby (decline) the offer of individual induction contained in the above competent (accept) order.

(Name of Registrant.)

P. G. M. O. Form No. 2008.

Competent Order No.  
Call No.  
Date  

(Stamp of Local Board.)

The registrant covered by the above competent order has this day [declined induction  
been inducted  
failed to qualify for induction on account of  ]

Remarks  

Representative of Board.

[Reverse of Form 2008.]

WAR DEPARTMENT  
OFFICIAL BUSINESS  

The Provost Marshal General.

Washington, D. C.
Section 330. P. M. G. O. Form 2009—Regulations governing drafted men en route to mobilization camps.

REGULATIONS GOVERNING DRAFTED MEN EN ROUTE TO MOBILIZATION CAMPS.

1. Upon induction by local boards selected men are subject to military discipline and to the penalties provided by the Articles of War, and must so conduct themselves as not to bring reproach upon themselves or the service to which they now belong.

2. The local draft board will appoint a leader of each contingent who will be given a warrant of appointment as leader and special police. He will have direct charge of the party assigned to his care and be held responsible for the enforcement of these regulations, together with the rules of the railroad companies over whose lines the party may travel. Immediately upon arrival he will make a full report to the military authorities of the camp of the conduct of his party en route.

3. Assistant leaders will be appointed at the rate of one for each eight men, and warrants furnished them as assistant leaders and special police. Their duties shall be to assist the leader of the contingent in the enforcement of his orders.

4. Immediately upon entraining, seats will be assigned and thereafter men will be required to occupy these seats as they would when traveling as civilians.

5. Parties will be held under discipline while traveling, and at stops will not leave the immediate vicinity of the train except upon orders or permission of the leader.

6. No party larger than four men will be ordered or permitted to leave the immediate vicinity of the train except under a leader or assistant leader who will be held responsible for its conduct while absent.

7. No intoxicating liquor, including beer, ale, or wine, will be introduced on the train either prior to departure or while en route. Leaders and assistant leaders will cause careful search to be made for any suspected intoxicating liquor, including beer, ale, or wine, destroying same when found.

8. Drafted men must remember that misconduct on their part reflects directly on the communities from which they come, and so govern themselves as to be credits to their manhood, the service, and the Nation.

9. These regulations will be read to each contingent prior to entraining and copies distributed to each leader and assistant leader, who will assure himself that each man of his party is familiar with the rules.

By authority of the Secretary of War.

(Stamp of Local Board.)

REVERSE OF FORM 2009.

ART. 63. Disrespect toward superior officer.—Any person subject to military law who behaves himself with disrespect toward his superior officer shall be punished as a court-martial may direct.

ART. 65. Insubordinate conduct toward noncommissioned officer.—Any soldier who strikes or assaults, or who attempts or threatens to strike or assault, or willfully disobeys the lawful order of a noncommissioned officer while in the execution of his office, or uses threatening or insulting language, or behaves in an insubordinate or disrespectful manner toward a noncommissioned officer while in the execution of his office shall be punished as a court-martial may direct.

ART. 68. Quarrels, frays, disorders.—All officers and noncommissioned officers have power to part and quell all quarrels, frays, and disorders among persons subject to military law and to order officers who take part in the same into arrest, and other persons subject to military law who take part in the same into arrest or confinement, as circumstances may require, until their proper superior officer is acquainted therewith. And whosoever, being so ordered, refuses to obey such officer or noncommissioned officer or draws a weapon upon or otherwise threatens or does violence to him shall be punished as a court-martial may direct.
Art. 89. Good order to be maintained and wrongs redressed.—All persons subject to military law are to behave themselves orderly in quarters, garrison, camp, and on the march; and any person subject to military law who commits any waste or spoil, or wilfully destroys any property whatsoever (unless by order of his commanding officer), or commits any kind of depredation or riot shall be punished as a court-martial may direct. Any commanding officer who, upon complaint made to him, refuses or omits to see reparation made to the party injured, in so far as the offender's pay shall go toward such reparation, as provided for in article 105, shall be dismissed from the service, or otherwise punished, as a court-martial may direct.

Art. 105. Injuries to person or property—Redress of.—Whenever complaint is made to any commanding officer that damage has been done to the property of any person or that his property has been wrongfully taken by persons subject to military law, such complaint shall be investigated by a board consisting of any number of officers from one to three, which board shall be convened by the commanding officer and shall have, for the purpose of such investigation, power to summon witnesses and examine them upon oath or affirmation, to receive depositions or other documentary evidence, and to assess the damages sustained against the responsible parties. The assessment of damages made by such board shall be subject to the approval of the commanding officer, and in the amount approved by him shall be stopped against the pay of the offenders. And the order of such commanding officer directing stoppages herein authorized shall be conclusive on any disbursing officer for the payment by him to the injured parties of the stoppages so ordered.

Where the offenders can not be ascertained, but the organization or detachment to which they belong is known, stoppages to the amount of damages inflicted may be made and assessed in such proportion as may be deemed just upon the individual members thereof who are shown to have been present with such organization or detachment at the time the damages complained of were inflicted as determined by the approved findings of the board.
Section 331. P. M. G. O. Form 2010—Warrant of leader or assistant leader and special police officer.

P. M. G. O. Form No. 2010

WAR DEPARTMENT.

OFFICE OF THE PROVOST MARSHAL GENERAL.

WASHINGTON.

To whom it may concern:

Special confidence being placed in the integrity and ability of .................................................................

he is hereby appointed { leader } and special police officer of the contingent of drafted men from Local Board for .................................................................

He is therefore charged with the enforcement of the Regulations Governing Drafted Men en route to Mobilization Camps during the journey from ........................................ to ...................................., and all men under him are directed to obey his lawful orders during the journey, or until reported to higher military authority.

E. H. CROWDER,
Provost Marshal General.

Countersigned: ..................................................

Chairman of Local Board.

Dated ........................................
Sec. 332. P. M. G. O. Form 2011—Request for release of registrant to volunteer in naval service for training as an officer.

P. M. G. O. Form No. 2011.

WASHINGTON, ...........................

FROM:
To: The Provost Marshal General.

SUBJECT: Request for release.

1. It is requested that the registrant named and described below be released to volunteer in naval service for training as an officer:

(a) Name of registrant ..............................................................
(b) Order No. .........., Serial No. ........, Color .........................
(c) Classification of registrant: Class .........., Division ................
    General military service.
    Special or limited military service only.
    Remediable groups.
    Physically disqualified (Class 5-G).
(d) Physical qualifications ..........................................................  
(e) Present address of registrant .................................................
(f) Designation of Local Board (of origin) of registrant ..................

By.................................................................

I hereby certify that this registrant conforms with the requirements of Bureau of Navigation's Circular Letter No. 128-18.
Section 333. P. M. G. O. Form 2012—Order to release registrant for enlistment in Navy for training as officer.

P. M. G. O.—Form No. 2012.

WAR DEPARTMENT.

OFFICE OF THE PROVOST MARSHAL GENERAL.

WASHINGTON

Release No. .............

To. ....................
(Designation of Local Board.)

1. Immediately upon the receipt of this notice you will summon before your Board (provided he is not a slacker, a delinquent, or a deserter, and provided further that at the time of the receipt of this order you have not entered in column 24 of your classification list the date and hour on which he is to report for military duty and entrainment, or mailed to him Form 1028 ordering him to report for military duty) Registrant .................... Order No. ......., Serial No. ......., present address of registrant ...................., Local Board of origin ...................., and grant him a release to volunteer within ten days from the date of this release for the Naval Service, for training for officer material in that service.

E. H. CROWDER,
Provost Marshal General.

By.......................
Section 334. P. M. G. O. Form 1001—D—Key List of Occupations.

P. M. G. O. Form 1001-D.

KEY LIST OF OCCUPATIONS.

Directions.—Look carefully through this list. The main occupations are printed in black-letter type; then, in smaller type, the most important kinds of job or special work within each occupation. Each job or special work has a key number and letter printed after it. (In a few instances there is a number only.) When you have found your occupation and job on the list, turn to the Questionnaire, page 3, question 5, and fill out the blanks with the names of your occupation and your job and the key number and letter. Do not forget to enter the key number and letter.

Always in line (a) enter the occupation in which you are at present engaged. If you are qualified to do other work, fill out line (b) of question 5.

If you do not find your occupation, simply fill out the answer to question 5, without entering any key number, but look very carefully before you decide that your occupation is not named in the key list.

<table>
<thead>
<tr>
<th>Accountant:</th>
<th>37-ae</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified public accountant</td>
<td>37-ae</td>
</tr>
<tr>
<td>Cost accountant</td>
<td>37-cb</td>
</tr>
<tr>
<td>General</td>
<td>37-g</td>
</tr>
<tr>
<td>Airplane mechanic:</td>
<td>76-ae</td>
</tr>
<tr>
<td>Airplane cloth worker</td>
<td>76-ai</td>
</tr>
<tr>
<td>Assembler</td>
<td>61-a</td>
</tr>
<tr>
<td>Bar</td>
<td>61-b</td>
</tr>
<tr>
<td>Car</td>
<td>61-c</td>
</tr>
<tr>
<td>Engine</td>
<td>61-d</td>
</tr>
<tr>
<td>Trolley maker (testor)</td>
<td>61-p</td>
</tr>
<tr>
<td>Truck</td>
<td>61-r</td>
</tr>
<tr>
<td>Architects</td>
<td>64-s</td>
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<tr>
<td>Artist (camouflage):</td>
<td>64-l</td>
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<tr>
<td>Landscape architect</td>
<td>64-l</td>
</tr>
<tr>
<td>Moving picture scene builder</td>
<td>63-m</td>
</tr>
<tr>
<td>Taster, clay molder</td>
<td>62-p</td>
</tr>
<tr>
<td>Scene painter</td>
<td>62-se</td>
</tr>
<tr>
<td>Staff member</td>
<td>62-st</td>
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<tr>
<td>Auditor</td>
<td>37-au</td>
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<tr>
<td>Auto driver (see chauffeur)</td>
<td>24-a</td>
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<tr>
<td>Auto mechanic:</td>
<td>24-b</td>
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<tr>
<td>Assembler</td>
<td>24-b</td>
</tr>
<tr>
<td>Battery</td>
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<tr>
<td>Carburetor</td>
<td>24-b</td>
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<tr>
<td>Chassis and body (also truck)</td>
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<tr>
<td>Electric starting and lighting</td>
<td>24-sl</td>
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<tr>
<td>Engine</td>
<td>24-e</td>
</tr>
<tr>
<td>Engine</td>
<td>24-e</td>
</tr>
<tr>
<td>General repairman</td>
<td>24-e</td>
</tr>
<tr>
<td>Inspector</td>
<td>24-f</td>
</tr>
<tr>
<td>Magnet and generator</td>
<td>24-m</td>
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<tr>
<td>Motor-cycle repairman</td>
<td>24-mo</td>
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<tr>
<td>Radiator</td>
<td>24-r</td>
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<tr>
<td>Baker</td>
<td>43-a</td>
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<tr>
<td>Baker</td>
<td>43-b</td>
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<tr>
<td>Barber</td>
<td>43-c</td>
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<tr>
<td>Blacksmith:</td>
<td>12-sh</td>
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<td>Angle smith</td>
<td>12-sh</td>
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<tr>
<td>Drop forger</td>
<td>7-d</td>
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<tr>
<td>Forge-shop heater</td>
<td>7-f</td>
</tr>
<tr>
<td>Forging-machine operator</td>
<td>7-fm</td>
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<tr>
<td>General blacksmith</td>
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<tr>
<td>Hammersmith</td>
<td>7-ha</td>
</tr>
<tr>
<td>Hoist</td>
<td>7-h</td>
</tr>
<tr>
<td>Locomotive</td>
<td>7-i</td>
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<tr>
<td>Ship and boat</td>
<td>7-j</td>
</tr>
<tr>
<td>Spring maker and fitter</td>
<td>7-p</td>
</tr>
<tr>
<td>Tool dresser</td>
<td>7-o</td>
</tr>
<tr>
<td>Tractor trackman</td>
<td>7-tr</td>
</tr>
<tr>
<td>Machine-tool dresser</td>
<td>7-t</td>
</tr>
<tr>
<td>Waggoner</td>
<td>7-wa</td>
</tr>
<tr>
<td>Wheelwright</td>
<td>7-w</td>
</tr>
<tr>
<td>Boilermaker:</td>
<td>63-c</td>
</tr>
<tr>
<td>Caulker</td>
<td>63-c</td>
</tr>
<tr>
<td>Flanger</td>
<td>63-f</td>
</tr>
<tr>
<td>Flange turner</td>
<td>63-ft</td>
</tr>
<tr>
<td>Fuel welder</td>
<td>63-fw</td>
</tr>
<tr>
<td>Locomotive</td>
<td>61-i</td>
</tr>
<tr>
<td>Locomotive-flat setter</td>
<td>61-if</td>
</tr>
<tr>
<td>Plate and tank worker</td>
<td>63-p</td>
</tr>
<tr>
<td>Riveter, pneumatic</td>
<td>63-rp</td>
</tr>
<tr>
<td>General</td>
<td>63-g</td>
</tr>
</tbody>
</table>

| Brick or stone mason: | 26-g |
| Bricklayer | 26-g |
| Stonemason | 26-f |
| Stoney | 26-s |
| Butcher: | 41-b |
| Butcher | 41-b |
| Killer | 41-k |
| Canvas worker: | 76-a |
| Awning or tent maker | 76-a |
| Circus-tent worker | 76-c |
| Inspector | 49-ca |
| Sailmaker | 76-s |
| Carpenter: | 8-b |
| Boat | 8-b |
| Bridge (timber) | 8-br |
| Cabinetworker | 8-cb |
| Carriage (wagon) | 8-c |
| Concrete forms | 8-co |
| Dock | 8-d |
| General | 8-g |
| House | 8-h |
| Packer, instrument | 8-i |
| Pattern maker, wood | 8-p |
| Railroad car | 8-r |
| Ship | 8-s |
| Woodworker (hand) | 8-wh |
| Woodworker (machine) | 8-wm |
| Caterer or Restaurateur | 42-ca |
| Caulker | 63-e |
| Boiler or structural steel | 63-e |
| Wooden ship or boat | 36-c |
| Chauffeur or Auto driver: | 22-a |
| Pleasure or light trip | 22-c |
| Heavy truck | 24-t |
| Motor cycle | 24-m |
| Tractor (gasoline) | 23-t |
| Truck master | 24-tm |
| Chemical engineer: | 67-ca |
| Chemical or Chemical worker | 67-ca |
| Acids and bases | 67-a |
| Explosives | 67-e |
| Fire works | 67-f |
| Food analyst | 67-fa |
| General | 67-g |
| Inorganic | 67-l |
| Metallurgical | 67-m |
| Organic | 67-o |
| Poisons and gases | 69-p |
| Civil engineer (see surveyor) | 105-br |
| Bridge | 105-br |
| Buildings | 105-b |
| Concrete | 105-c |
| Highways or streets | 105-h |
| Hydraulic | 105-hy |
| Irrigation | 105-i |
| Railroad | 105-i |
| Water supply and drainage | 105-w |
| Clerical worker (not store clerk) | 38-ba |
| Bank | 38-ba |
| Bookkeeper | 63-ba |
| Computing machine operator | 38-co |
| General | 38-g |
## Clerical Worker (not store clerk)—Continued.

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
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<tbody>
<tr>
<td>Postal</td>
<td>35-p</td>
</tr>
<tr>
<td>Railroad</td>
<td>38-rr</td>
</tr>
<tr>
<td>Shipping clerk</td>
<td>38-s</td>
</tr>
<tr>
<td>Clothing cleaner</td>
<td>75-d</td>
</tr>
<tr>
<td>Compressor operator, air or gas</td>
<td>77</td>
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<tr>
<td>Concrete or cement workers</td>
<td>9</td>
</tr>
<tr>
<td>Confectioner</td>
<td>40-co</td>
</tr>
<tr>
<td>Construction foreman</td>
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<tr>
<td>Bridge</td>
<td>50-br</td>
</tr>
<tr>
<td>Buildings</td>
<td>50-b</td>
</tr>
<tr>
<td>Cutters</td>
<td>50-ca</td>
</tr>
<tr>
<td>Concrete</td>
<td>50-c</td>
</tr>
<tr>
<td>Earthwork</td>
<td>50-ea</td>
</tr>
<tr>
<td>General</td>
<td>50-f</td>
</tr>
<tr>
<td>Highways (streets)</td>
<td>50-h</td>
</tr>
<tr>
<td>Railroad track</td>
<td>50-rr</td>
</tr>
<tr>
<td>Water supply and drainage</td>
<td>50-w</td>
</tr>
<tr>
<td>Cook</td>
<td>49-c</td>
</tr>
<tr>
<td>Cooper</td>
<td>80</td>
</tr>
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</table>

## Crane operator, Pile driver, etc.

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ditcher operator</td>
<td>70-d</td>
</tr>
<tr>
<td>Dredge operator</td>
<td>70-sh</td>
</tr>
<tr>
<td>Electric crane or hoist</td>
<td>70-e</td>
</tr>
<tr>
<td>Gantry crane operator</td>
<td>70-ga</td>
</tr>
<tr>
<td>Gasoline crane or hoist</td>
<td>70-gs</td>
</tr>
<tr>
<td>Pile driver</td>
<td>70-p</td>
</tr>
<tr>
<td>Shovel operator</td>
<td>70-sh</td>
</tr>
<tr>
<td>Steam crane or hoist</td>
<td>70-s</td>
</tr>
<tr>
<td>Well driller</td>
<td>70-we</td>
</tr>
<tr>
<td>Wrecking crane enginemam</td>
<td>70-w</td>
</tr>
</tbody>
</table>

## Detective or policeman

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dog trainer</td>
<td>83</td>
</tr>
</tbody>
</table>

## Draftsman

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural</td>
<td>29-a</td>
</tr>
<tr>
<td>Bridge</td>
<td>29-br</td>
</tr>
<tr>
<td>Cartographer</td>
<td>29-tp</td>
</tr>
<tr>
<td>Machine designer</td>
<td>29-mc</td>
</tr>
</tbody>
</table>

## Draftsman—Continued.

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Map maker</td>
<td>29-mp</td>
</tr>
<tr>
<td>Mechanical</td>
<td>29-m</td>
</tr>
<tr>
<td>Railway shop</td>
<td>29-rb</td>
</tr>
<tr>
<td>Ship and boat</td>
<td>29-s</td>
</tr>
<tr>
<td>Structural</td>
<td>29-st</td>
</tr>
<tr>
<td>Surveying</td>
<td>29-su</td>
</tr>
<tr>
<td>Tool designer</td>
<td>29-to</td>
</tr>
<tr>
<td>Topographical</td>
<td>29-tp</td>
</tr>
</tbody>
</table>

## Electrical engineer

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armature winder</td>
<td>10-ar</td>
</tr>
<tr>
<td>Electrical shop repairman</td>
<td>10-es</td>
</tr>
<tr>
<td>General</td>
<td>10-g</td>
</tr>
<tr>
<td>Generator tender (dynamo)</td>
<td>10-gt</td>
</tr>
<tr>
<td>Motion-picture operator</td>
<td>34-mo</td>
</tr>
<tr>
<td>Searchlight</td>
<td>10-se</td>
</tr>
<tr>
<td>Storage battery</td>
<td>10-st</td>
</tr>
<tr>
<td>Switchboard</td>
<td>10-sw</td>
</tr>
<tr>
<td>Wireman</td>
<td>10-w</td>
</tr>
</tbody>
</table>

## Employment manager

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compressor</td>
<td>17-c</td>
</tr>
<tr>
<td>Gasoline</td>
<td>25-s</td>
</tr>
<tr>
<td>Locomotive</td>
<td>17-l</td>
</tr>
<tr>
<td>Marine and boat</td>
<td>17-m</td>
</tr>
<tr>
<td>Pump man</td>
<td>17-pu</td>
</tr>
<tr>
<td>Road roller</td>
<td>17-r</td>
</tr>
<tr>
<td>Stationary</td>
<td>17-s</td>
</tr>
<tr>
<td>Tractor (steam)</td>
<td>17-tr</td>
</tr>
</tbody>
</table>

## Engraver, stencil and die

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock</td>
<td>2-e</td>
</tr>
<tr>
<td>General or other</td>
<td>2-f</td>
</tr>
</tbody>
</table>

## Farmer or farm laborer

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locomotive</td>
<td>17-l</td>
</tr>
<tr>
<td>Stationary</td>
<td>17-s</td>
</tr>
<tr>
<td>Occupation</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Foundry man</td>
<td>20-c</td>
</tr>
<tr>
<td>Cupola tenderer (molder)</td>
<td>20-cu</td>
</tr>
<tr>
<td>Furnace and ladle man</td>
<td>20f</td>
</tr>
<tr>
<td>Molder</td>
<td>20-m</td>
</tr>
<tr>
<td>Gas maker</td>
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<tr>
<td>Acetylene</td>
<td>60-a</td>
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<tr>
<td>Hydrogen, oxygen</td>
<td>60-h</td>
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<tr>
<td>Illuminating gas</td>
<td>62</td>
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<tr>
<td>Poisonous gas</td>
<td>69-p</td>
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<tr>
<td>Gunsmith</td>
<td>11</td>
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<tr>
<td>Hosiery and stem finisher machine</td>
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</tr>
<tr>
<td>House, stableman</td>
<td>27-h</td>
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<tr>
<td>Trainer</td>
<td>27-tr</td>
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<tr>
<td>Inspector</td>
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<tr>
<td>Air brake</td>
<td>15-a</td>
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<tr>
<td>Auto mechanic</td>
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<tr>
<td>Canvas</td>
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<tr>
<td>Cartwheel</td>
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<tr>
<td>Cloth and clothing</td>
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<tr>
<td>Food</td>
<td>49-f</td>
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<tr>
<td>Forage</td>
<td>49-r</td>
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<tr>
<td>Leather and harness</td>
<td>49-l</td>
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<td>Locomotive</td>
<td>49-l</td>
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<tr>
<td>Sanitary</td>
<td>49-a</td>
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<tr>
<td>Shoes</td>
<td>49-h</td>
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<tr>
<td>Instrument maker or repairer</td>
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</tr>
<tr>
<td>Camera repair man</td>
<td>72-c</td>
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<tr>
<td>Electrical engineering</td>
<td>72-en</td>
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<tr>
<td>General</td>
<td>72-g</td>
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<tr>
<td>Jewelry repair man</td>
<td>72-a</td>
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<tr>
<td>Lens grinder</td>
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</tr>
<tr>
<td>Mechanical</td>
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<tr>
<td>Nautical</td>
<td>72-n</td>
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<tr>
<td>Optical</td>
<td>72-o</td>
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<tr>
<td>Surgical</td>
<td>72-a</td>
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<tr>
<td>Typewriter repair man</td>
<td>72-t</td>
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<tr>
<td>Watch and clock repair man</td>
<td>72-w</td>
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<tr>
<td>Interpreter</td>
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<tr>
<td>French</td>
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<td>German</td>
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<tr>
<td>General</td>
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<tr>
<td>Laborer</td>
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<tr>
<td>Laundryman</td>
<td>75-f</td>
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<tr>
<td>Laundry worker</td>
<td>75-l</td>
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<tr>
<td>Leather worker</td>
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<tr>
<td>Beltman</td>
<td>47-b</td>
</tr>
<tr>
<td>Cobbler, shoemaker</td>
<td>47-c</td>
</tr>
<tr>
<td>Harness maker</td>
<td>47-h</td>
</tr>
<tr>
<td>Machine winder</td>
<td>47-m</td>
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<tr>
<td>Saddler</td>
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<tr>
<td>Lineman</td>
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<tr>
<td>Cable man, submarine</td>
<td>32-a</td>
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<tr>
<td>Cable splice</td>
<td>32-c</td>
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<tr>
<td>High tension</td>
<td>32-h</td>
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<td>Line patrolman</td>
<td>32-l</td>
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<tr>
<td>Power</td>
<td>32-p</td>
</tr>
<tr>
<td>Telegraph and telephone lineman</td>
<td>32-f</td>
</tr>
<tr>
<td>Lumberman</td>
<td></td>
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<tr>
<td>A man</td>
<td>35-a</td>
</tr>
<tr>
<td>Sawyer</td>
<td>35-a</td>
</tr>
<tr>
<td>Sealer</td>
<td>35-e</td>
</tr>
<tr>
<td>Machine or mechanic (see auto mech and aircraft mechanic)</td>
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<tr>
<td>Assembler</td>
<td>6-a</td>
</tr>
<tr>
<td>Bench hand</td>
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<td>die sinker</td>
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<td>Machine tool head</td>
<td>6-mt</td>
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<td>Master mechanic, construction</td>
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<td>6-rs</td>
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<tr>
<td>Toolmaker</td>
<td>6-to</td>
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<td>Mariner</td>
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<tr>
<td>Diver</td>
<td>36-d</td>
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<tr>
<td>Mariner, or boatman</td>
<td>36-m</td>
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<tr>
<td>Pilot</td>
<td>36-m</td>
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<tr>
<td>Masseur</td>
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<td>General</td>
<td>6-me</td>
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<td>Heating and ventilating</td>
<td>93</td>
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<tr>
<td>Medical man</td>
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<tr>
<td>Chiropractologist</td>
<td>43-c</td>
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<tr>
<td>Dentist</td>
<td>43-d</td>
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<td>Electrotherapeutist</td>
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<td>Physician</td>
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<td>Psychiatrist, neurologist</td>
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<td>Drill runner</td>
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<td>Band</td>
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<td>Nurse (trained)</td>
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<td>X-ray operator</td>
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<td>Meteoro logically</td>
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<td>Pigeon fancier</td>
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<td>Homing (carrier) pigeon expert</td>
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<td>Pigeon fancier</td>
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<td>Pipe fitter or plumber</td>
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<td>Plasterer</td>
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<td>Linotype</td>
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<td>46-l</td>
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<td>Photo-engraver</td>
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<td>46-p</td>
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<td>Poleman</td>
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<td>50-rr</td>
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<td>Grabber</td>
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<td>Sectional foreman</td>
<td>15-er</td>
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<tr>
<td>Air-brake foreman</td>
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<tr>
<td>Brakeman</td>
<td>15-b</td>
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<td>Car inspector</td>
<td>15-c</td>
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<td>Conductorman</td>
<td>15-c</td>
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<td>Dispatcher</td>
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<td>Locomotive engineer</td>
<td>17-l</td>
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<td>Railroad operating man—Continued.</td>
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<td>Inspector</td>
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<td>Signalman</td>
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<td>Station agent</td>
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<td>Switchman</td>
<td>15-s</td>
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<td>Traffic man</td>
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<td>Yardmaster</td>
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<td>Railroad shopman</td>
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<td>Car carpenter</td>
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<td>Reclamation operating man</td>
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<td>Rigger or cordage worker</td>
<td>98</td>
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<td>Bridge rivet</td>
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<td>Building rivet</td>
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<td>Asphalt (bituminous) worker</td>
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<td>Grader</td>
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<td>Street (highway) worker</td>
<td>16-s</td>
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<td>Tile man</td>
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<td>Rubber worker:</td>
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<tr>
<td>Bootmaker</td>
<td>94-b</td>
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<tr>
<td>General</td>
<td>94-g</td>
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<td>Tire repairer</td>
<td>94-t</td>
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<tr>
<td>Vulcanizer</td>
<td>94-v</td>
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<td>Sheet-metal worker:</td>
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<td>COPPERSMITH</td>
<td>19-c</td>
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<tr>
<td>Lead burner</td>
<td>32-l</td>
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<td>Solderer</td>
<td>19-s</td>
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<td>Tinsmith</td>
<td>19-t</td>
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<td>Shoemaker (cobbler)</td>
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<td>Statistician</td>
<td>37-a</td>
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<td>Stenographer or Typist:</td>
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<td>Stenographer or Typist:</td>
<td>39-t</td>
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<td>STEVEDORE (cargo handler):</td>
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<td>Foreman</td>
<td>101-f</td>
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<tr>
<td>Longshoreman</td>
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<td>Stock clerk (store or factory):</td>
<td>15-s</td>
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<td>STRUCTURAL-STEEL WORKER:</td>
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<td>Backer-up (holder-on)</td>
<td>21-b</td>
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<td>DRILLER</td>
<td>21-c</td>
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<td>FORGER</td>
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<td>Structural-steel worker:</td>
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<tr>
<td>Structural-steel worker:</td>
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</tr>
</tbody>
</table>
Section 335. P. M. G. O. Form 65—Correspondence postal card.

P. M. G. O. Form 65.

Your serial number is ............................................ Order No. .........................

Always refer to these numbers when writing.

BE ALERT Keep in touch with your Local Board.

Notify Local Board immediately of change of address.

(Reverse of Form 65.)

WAR DEPARTMENT. OFFICIAL BUSINESS
PROVOST MARSHAL GENERAL PENALTY FOR PRIVATE USE, $300.

From


69247°—18—20
Section 336. P. M. G. O. Form 201—Acceptance of appointment as member of Local Board.

City or county ..............................................................
State of .................................................................

I, ................................................................., of ......................................................... (County or city.)
State of .............................................................., hereby acknowledge to have received this ................................. day of ................................., 1918, notice of my appointment by the President as a member of the Local Board for .............................................................., County of .............................................................., State of ..............................................................

I hereby accept said appointment and inclose herewith my oath of office accomplished and sworn to by me on the day above named.

(Signed) ..............................................................

Witness:

1. ..............................................................

2. ..............................................................

P. M. G. O. Form 201.
Section 337. P. M. G. O. Form 202—Notice of appointment as member of Local Board.

STATE OF

---------------------------------

OFFICE OF THE GOVERNOR,

---------------------------------

1918.

By direction of the President you are hereby notified that on the day of , 1918, you were appointed by the President as a member of the Local Board for .

City of 

County of , State of

For the Governor,

---------------------------------

Adjutant General.
Section 333. W. D. Form 337—Mileage Voucher.

WAR DEPARTMENT
FORM NO. 337
Approved by the Comptroller of
the Treasury April 22, 1914.

WAR DEPARTMENT.

Voucher No. 
(Bureau or Office.)

MILEAGE VOUCHER.

Appropriation:  
Symbol: $.

Appropriation:  
Symbol: $.

THE UNITED STATES,
To: 
Address: 
Dr.

From: 191, to 191, for
mileage from to 
Transportation furnished between:

I certify that the foregoing account is correct and that transportation, either in kind or on Government Transportation Request, was not used except as stated above.
DO NOT SIGN IN DUPLICATE.

This space for use of paying officer.

<table>
<thead>
<tr>
<th>Object symbol.</th>
<th>Amount</th>
<th>U. S. notations</th>
</tr>
</thead>
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<tr>
<td>miles at 7 cents...</td>
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<tr>
<td>Actual expenses as per statement attached...</td>
<td></td>
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</tr>
<tr>
<td>Deductions at 3 cents per mile: miles, account transportation furnished...</td>
<td></td>
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</tr>
</tbody>
</table>

Amount to be paid...

EXAMINED BY

Paid by check No. , dated , 191, of 

on , in favor of payee named above, for $.

OR

Received , 191, of 

in cash, the sum of dollars and cents, in full payment of the above account.

Reimbursement—Supplies, services, and transportation, Quartermaster Corps, 191 $.
Section 339. W. D. Form 324—Abstract of funds received from sources other than sales of public property or services.

WAR DEPARTMENT

FORM NO. 324.

Approved by the Comptroller of the Treasury, April 29, 1914.

WAR DEPARTMENT,

-----------------------------------------------
(Bureau or Office.)

ABSTRACT OF FUNDS received from sources other than sales of public property or services by ______________________ at ______________________, during the period from _____________, 191___, to _____________, 191___.

| Date 191 | Reference | From whom received | On what account | Amount | Appropriation to be credited.
|---------|-----------|-------------------|----------------|--------|-------------------------------
|         |           |                   |                | Dollars | Cents                        |
|         |           |                   |                |         |                               |
|         |           |                   |                |         |                               |
|         |           |                   |                |         |                               |
|         |           |                   |                |         |                               |
|         |           |                   |                |         |                               |
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|         |           |                   |                |         |                               |
|         |           |                   |                |         |                               |
|         |           |                   |                |         |                               |

I CERTIFY that the above Abstract is correct.

-----------------------------------------------
Section 340. W. D. Form 329a—Abstract of disbursements.

WAR DEPARTMENT,
FORM No. 329a.
Approved by the Comptroller
of the Treasury April 29,
1914.

WAR DEPARTMENT.

(Bureau or Office.)

Abstracts of disbursements made by ........................., ........................
(Name.)
at ........................., during the period from 191..., to ...............
191...

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</table>
Section 341. Q. M. C. Form 255—Transportation request.

WAR DEPARTMENT.
Q. M. C. FORM 255.
(Approved by the Comptroller of the Treasury Jan. 21, 1918.)

TRANSPORTATION REQUEST.

PRESENT THIS TO TICKET AGENT.
(See Instructions Over.)

PURPOSE FOR WHICH USED.

Sending selected men to camp.

To and from Medical Advisory Board.

Delinquents to camp under guard.

Special authority Provost Marshal General attached.

(Date of issue.)

(Good ONLY when signed and stamped with Local Board stamp, "purpose for which used" indicated, and when competent orders are shown to carrier's agent as identification of persons presenting this order. Separate request must be issued for sleeping-car accommodations.)

TO ANY PUBLIC CARRIER: Please furnish to.................................

(Name of individual in charge of party.)

and.................. other selected men at lowest available rates, transportation (or sleeping-car accommodations) by a direct usually traveled route from

(Eliminate one not used.)

(Issuing station.)

to ......................, the destination shown on orders presented herewith for inspection by ticket agent, or from point of receipt of telegram amending orders, to the destination given in the said telegram (copy of said telegram to be attached hereto and original order shown to ticket agent). This request may also be used for sending men to and from Medical Advisory Boards when ordered by Local Board; and for sending delinquents to camp under guard when no reward is claimed.

GEO. W. GOETHALS,
Acting Quartermaster General.

By..............................................

Representative of Local Board.

(Put Local Board stamp here.)

I HEREBY CERTIFY that I have received transportation from ..........................................................to .......................................................... via ..........................................................

(Isuing station.) (Destination.) as stated above, and that the same was issued for the transportation required in the execution of the Selective Service Law.

(Signature of party receiving tickets, signed in presence of ticket agent.)

.............................., 191

(Date of receipt of ticket.)

PENALTY FOR FRAUDULENT USE $1,000 AND IMPRISONMENT.
Section 342. Q. M. C. Form 40—Meal and lodging ticket.

Q. M. C. Form 40.
Approved by Comptroller of Treasury,
June 15, 1918.

UNITED STATES WAR DEPARTMENT.
QUARTERMASTER CORPS.

W. S. S. No.

MEAL TICKET.

Date

ORIGINAL.

To any Hotel, Restaurant, Dining Car, or Eating House:

Please furnish to ........................................ and ............ other
(selected men on route to ........................................ one meal each, not to
exceed 60 cents per meal. This ticket not valid unless signed by representative of
the Local Board. This ticket is good for ............ days.

........................................

R. E. Wood,
Acting Quartermaster General.

By ........................................
(Representative of Local Board.)

........................................
(Signature of person in charge of party, to be
signed in presence of Board's representative.)

(Put Local Board stamp here.)

I CERTIFY that .......................... at
............................ has furnished ................... meals to the above on this request, at
............................ cents each; Total $ ............
(In charge of party.)

I CERTIFY that ............. meals at
............................ cents, total $ .........., were
furnished to the above party.

(Party furnishing meals.)

Date used

This ticket is not assi-moble and when completely filled out should be indorsed on the back by the party furnishing the meals. It may then be deposited for collection with any bank and when paid by the Quartermaster General, Washington, D. C., or if preferred, the party furnishing the meals to the Quartermaster General, Washington, D. C., in payment.
|   |   |XA|XB|XC|XD|XE|XF|XG|XH|XI|XJ|XK|XL|XM|XN|XO|XP|XQ|XR|XS|XT|UX|VX|WX|XY|XZ|
|I  | Entrained under Individual Induction Orders. | Call No. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | No. Men... |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|II | Entrained under Numbered Calls. | Call No... |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | No. Men... |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

VI Report the number of registrants rejected at Camps, and for whom you have this day received Forms 1029-A showing such rejections.
INSTRUCTIONS.—This Report shall be made immediately after the entainment of Selected men and forwarded to State Headquarters by mail.

In line I report only Individual Inductions and do not include elsewhere. Individual Inductions are accomplished only upon written competent orders from Provost Marshal General.

In line II report only registrations forwarded to mobilization points under numbered calls. Every call is numbered and all registrants are forwarded to mobilization points under numbered calls, except those reported in lines I and III.

In line III report only Deserters, Nonwillful Deserters and Slackers. In such cases the following calls are used: For Deserters use "DES"; for nonwillful deserters use "NWD"; for slackers (persons who have failed to register), use "Slacker." The foregoing call numbers shall be used on all Forms 1029, 1029-A and B, except for nonwillful deserters and slackers who are forwarded to Camp with a contingent of men under a General Call, and in such case the call number for that Camp shall be used.

In line IV report only registrants transferred to Local Boards within this State for entainment, but do not include them in lines I, II, or III until Form 2015 has been received from Local Board of Transfer properly accomplished. After the receipt of Form 2015 from Local Board of Transfer report the entainment in proper line—I, II, or III.

In line V report only registrants transferred to Local Boards of other States for entainment, but do not include them in lines I, II, or III until Form 2015 has been received from Local Board of Transfer properly accomplished. After receipt of Form 2015 from Local Board of Transfer report the entainment in proper line—I, II, or III.

In line VI report the number of registrants rejected at Camp and for whom you have this day received Forms 1029-A showing such rejections.

DO NOT REPORT ANY REGISTRANT TRANSFERRED TO YOU FOR ENTAILMENT. The report made on Form 2015 to the Local Board of Origin is the only report for transferred registrants that is required from the Local Board of Transfer.
Section 344. P. M. G. O. Form 2014—Application for voluntary induction.

(Printed copies of this form will not be furnished; if its use is necessary, it should be copied by typewriter or in legible writing.)

P. M. G. O. Form 2014.

To

(Stamp of Local Board.)

I hereby apply for voluntary induction into the military service and (in case of acceptance of application) waive all claims for deferred classification, and all time limits applicable to classification and physical examination which may accrue to me under the Selective Service Regulations.

------------------------------

(Name of registrant.)

Date --------------------------
Section 345. P. M. G. O. Form 2015—Permit for transfer of entrainment.

P. M. G. O. Form 2015.

To Local Board for: ......................................................
You are authorized to entrain: ........................................
Order No. ............, Serial No. ............ This registrant has been inducted under Call No. ............ on ......................, 191...

Stamp of Local Board of Origin.

Below this line to be filled out by Board of Transfer.
The registrant named above was entrained on ............................................... for ............................................... under Call No. ............

Stamp of Local Board of Transfer.

[Reverse of Form 2015.]

WAR DEPARTMENT.
Official Business.

Penalty for private use $300.

(Stamp of Local Board of Origin.)
Section 346. P. M. G. O. Form 1021 a-b—Report of disposition of deserters.

Date ........................................

The deserter named below has been sent to camp—discharged—in accordance with section 140, S. S. R.

Par. 1—Continued.

☐ (a) Willful, physically qualified.
☐ (b) Willful, Remediable Group B.
☐ (c) Willful, disqualified.
☐ (d) Nonwillful, physically qualified.

☐ (e) Nonwillful, Remediable Group B.
☐ (f) Nonwillful, limited service.
☐ (g) Nonwillful, disqualified.
☐ Par. 10. Enemy alien.

(Indicate by check.)

Name ......................................
Local Board ................................
Del. Or. No. ..........................
Or. No. ..............................

(Stamp of Local Board.)

P. M. G. O. Form 1021-B.  
(Sec. 140, S. S. R.)

Date ........................................

The deserter named below has been sent to camp—discharged—in accordance with section 140, S. S. R.

Par. 1—Continued.

☐ (a) Willful, physically qualified.
☐ (b) Willful, Remediable Group B.
☐ (c) Willful, disqualified.
☐ (d) Nonwillful, physically qualified.

☐ (e) Nonwillful, Remediable Group B.
☐ (f) Nonwillful, limited service.
☐ (g) Nonwillful, disqualified.
☐ Par. 10. Enemy alien.

(Indicate by check.)

Name ......................................
Local Board ................................
Del. Or. No. ..........................
Or. No. ..............................

(Stamp of Local Board.)

[Reverse of Form 1021 A-B.]

WAR DEPARTMENT.  
Official business.

Penalty for private use, $300.

THE PROVOST MARSHAL GENERAL,
WASHINGTON, D. C.

WAR DEPARTMENT.  
Official business.

Penalty for private use, $300.

ADJUTANT GENERAL

State of ...................................
PROPERTY LIST.

The following is a list of unexpansible property now in possession of this board, which was purchased by United States funds and for which the undersigned agrees to assume accountability to the Provost Marshal General.

**Typewriting Machines.**

<table>
<thead>
<tr>
<th>Make</th>
<th>Manufacturer's number</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Desks.**

<table>
<thead>
<tr>
<th>Kind of wood</th>
<th>Roll-top desks</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Flat top desks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Typewriter desks</td>
<td></td>
</tr>
</tbody>
</table>

**Chairs.**

<table>
<thead>
<tr>
<th>Kind of wood</th>
<th>Revolving</th>
<th>Common</th>
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</thead>
<tbody>
<tr>
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</table>

**Tables.**

<table>
<thead>
<tr>
<th>Size</th>
<th>Kind of wood</th>
<th>Size</th>
<th>Kind of wood</th>
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**Filing Cabinets.**

<table>
<thead>
<tr>
<th>Questionnaire</th>
<th>Registration</th>
<th>Letters</th>
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</thead>
<tbody>
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</table>

**Other Filing Furniture.**

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</table>

**Miscellaneous.**

Enter below all Government-owned articles in premises of board.

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</table>

I certify on honor that the foregoing is a true list of the property now in the premises of this board.

(Signed) Chairman, Accountable Officer.

Witness: Former Chairman, Transferring Officer.

(Reverse of Form 1043.)

**Instructions.**

1. This form will be used for the following purposes:

(a) Making list of United States Government-owned property in possession of State Headquarters, District Boards, Local Boards, Medical Advisory Boards, which are required by section 207 S. S. R. to be forwarded to the Provost Marshal General, through State headquarters on the last day of March, June, September and December. Duplicate copies will be made; the original forwarded, the duplicate retained in files of the Headquarters or Board.
(b) Making transfers of property when a change in accountable officers is made. Triplicate copies will be made. Each copy will be signed by the receiving officer and witnessed by the transferring officer. The original will be forwarded through State headquarters to the Provost Marshal General; one copy will be given officer transferring property; the other will be placed in the files of the board.

2. Property owned by the United States shall not be used for any purpose other than the transaction of Government business. It shall not be sold or otherwise disposed of except as directed by the Provost Marshal General. The accountable officer is charged with the responsibility of enforcing compliance with this requirement.
Section 348. P. M. G. O. Form 101—List of names of persons whose registration cards are in possession of a Local Board (Class of June, 1917).

P. M. G. O. Form No. 101.

**Local Board:**

(Here insert by stamp designation as directed by sec. 3 of Regulations.)

**Address:**

*List of names of persons whose registration cards are in the possession of this Local Board*

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name</th>
<th>Address given on registration card</th>
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</thead>
<tbody>
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</tbody>
</table>

**Local Board**

*By* ..........................  
*Chairman.*

*By* ..........................  
*Secretary.*

Date ..........................
Section 349. P. M. G. O. Form 101—List of names of persons whose registration cards are in possession of a Local Board (Class of June, 1918, and September, 1918).

P. M. G. O.—New Form No. 101.

KEY.
Wh.—White.
Col.—Negro.
Ind.—Indian.
Or.—Oriental.

(Stamp of Local Board.)

List of names of persons whose registration cards are in the possession of this Local Board.

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name.</th>
<th>Address given on registration card.</th>
<th>Color. (See key above.)</th>
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</thead>
<tbody>
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</tbody>
</table>

Local Board

By ..................................................

Chairman.

..................................................

Secretary.

Date ...........................................

69247°—18—21
Section 350. P. M. G. O. Form 102—List of registrants in order of liability (Class of June, 1917).

P. M. G. Form 102.

Local Board. ................................................

(InserE designation by stamp as directed by sec. 3 of Regulations.)

Address. ................................................

Form No. 102, Prepared by Provost Marshal General.

List of names of persons whose registration cards are in the possession of this Local Board, in order of their liability for military service, as determined by this Local Board, as required by the Rules and Regulations.

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name.</th>
<th>Address given on registration card.</th>
<th>Order No.</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Local Board ...........................................

By ...................................................... Chairman.

...................................................... Clerk.

Dated ......... day of ........., 191....

(Day.) (Month.) (Year.)
Section 351. P. M. G. O. Form 102a—List of registrants in order of liability (Class of June, 1918).

P. M. G. O. Form No. 102a.

Local Board

Address

List of names of registrants of the class of June, 1918, whose registration cards are in the possession of this Local Board, in the order of their liability for military service, as determined by this Local Board, as required by the Rules and Regulations.

<table>
<thead>
<tr>
<th>Registration No.</th>
<th>Name.</th>
<th>Address given on registration card.</th>
<th>Color.</th>
<th>Order No.</th>
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</tbody>
</table>

Wh.—White.
Col.—Negro.
Ind.—Indian.
Or.—Oriental.

LOCAL BOARD

By........................................ Chairman.

Dated.............day of............., 191..........
          (Day.)                (Month.)           (Year.)

........................................ Clerk.
Section 352. P. M. G. O. Form 102—List of registrants in order of liability (Class of September, 1918).

**KEY.**
Wh.—White.
Col.—Negro.
Ind.—Indian.
Or.—Oriental.

P. M. G. O. FORM No. 102.

<table>
<thead>
<tr>
<th>Local Board</th>
<th>Address</th>
</tr>
</thead>
</table>

List of names of registrants of the class of September, 1918, whose registration cards are in the possession of this Local Board, in the order of their liability for military service, as determined by this Local Board, as required by the Rules and Regulations.

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name</th>
<th>Address given on registration card</th>
<th>Color</th>
<th>Order No.</th>
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**LOCAL BOARD**

By ............................................. **Chairman.**

............................................. **Clerk.**

Date .................................
Section 353. P. M. G. O. Form 1044.—Affidavit to be filed in support of claim for deferred classification of registrant in Class III, Divisions E, F, G, H, or I.

P. M. G. O. Form No. 1044.

AFFIDAVIT TO BE FILED IN SUPPORT OF CLAIM FOR DEFERRED CLASSIFICATION OF REGISTRANT IN CLASS III, DIVISIONS E, F, G, H, OR I.

(State of
County of , to wit:

I, , do solemnly swear that I am the ,

(State exact official title of position held.)

and as such have direct supervision and control of ,

(Customhouse, post office, department, commission, board, bureau, division, or branch of the Government.)

(Name of registrant.)

personally known to me, is employed as ,

(State position held by registrant and duties of such position.)

that said registrant has stated to me that he is years old, and resides at ;

(Street and number, city, town, county, township, or parish; State, Territory, or district.)

that ,

(social)

(registration) number and order number were given him by Local Board for ; and that a claim for deferred classification into Division of Class III of said registrant has been made to said Local Board.

I do further solemnly swear that said registrant is a trained ,

(State occupation.)

since the day of , 191., as such;

(United States Government

or title of municipality.)

that he is now receiving compensation at the rate of $ per annum; that he is necessary to the effective and adequate operation or administration of such

(Custom house, post office, department, commission, board, bureau, division, or branch of the Government.)

and that he can not be replaced by another person without substantial and material (loss of efficiency in the effective and adequate operation thereof) for the reason that (detriment to the public safety of the said municipality

I do hereby bind myself, so long as I hold my present office, at once to notify the said Local Board if said registrant is transferred to a position in which he is not necessary to the effective and adequate operation or administration of such

(Custom house, post office, department, commission, board, bureau, division, or branch of the Government.)

or if he ceases to be employed as ,

(State position held by registrant.)

or whenever said conditions entitling said registrant to deferred classification cease to exist, and I will also request my successor in office to give such a notice.

(Signature.)

(Official designation.)

(Address)

Subscribed and sworn to before me this day of , A. D., 191.

(Official title of officer administering oath.)

Approved.

(Signature.)

(Official designation.)

(Note.—See important instruction on back hereof.)
IMPORTANT INSTRUCTIONS.

(Read this carefully before making out affidavit.)

The officer or official making this affidavit must sign and swear (or affirm) to it before a notary public or other person authorized to administer oaths.

All blanks must be filled in, legibly, in ink or typewriting.

Great care should be exercised in furnishing all the information required and called for in the Selective Service Regulations and indicated in this form.

This affidavit must be filed with the Local Board within seven days after the day of mailing the Questionnaire to the registrant.

Trainee fireman or policeman in service of municipality.—This affidavit must be made by the official head of the department of the municipality by which the registrant is employed and approved by the executive head of the municipality.

Necessary customhouse clerks.—This affidavit must be made by the collector or deputy collector or other supervising officer having supervision over the registrant employed as a customhouse clerk, and must be approved by the collector or the postmaster as the case may be, as designated in Part XIV, Treasury Department, S. S. R.

Necessary employee of the United States in transmission of mails.—This affidavit must be made and approved by the postmaster or some appointee of the President having direct supervision of the employees for whom deferred classification is claimed. See Part XIV, S. S. R., Post Office Department (employees of the Post Office Department generally, as distinguished from employees engaged in the transmission of mails, are under the Post Office Department, and the regulations as to the affidavit and approval thereof must comply with the paragraph on this page under the heading "necessary employee in the service of the United States").

Necessary artificer or workman in an armory or arsenal or navy yard of the United States.—This affidavit must be made by the commandant or officer in command of the armory or arsenal or navy yard in which the registrant for whom deferred classification is sought is employed, and must be approved by the official designated as certifying officer under Part XIV, S. S. R.

Necessary employee in service of United States.—This affidavit must be made by the officer of the Government of the United States having direct supervision and control of the employee, and must be approved by the head of the department, commission, board, bureau, division, or branch of the Government in which the registrant whose deferred classification is sought is employed, as designated for such department as certifying officer under Part XIV, S. S. R. As to distinction between employees in and outside the District of Columbia, see Part XIV, S. S. R.

In case the registrant whose deferred classification is sought is employed in the legislative or judicial branch of the Government the affidavit and approval may be made by the official under whom the registrant serves.

This affidavit is not required to be filed in the case of an officer of the United States; i. e., any person holding a legislative, executive, or judicial office created under the Constitution or laws of the United States (see Part XIII, S. S. R.), nor of a person in the military or naval service of the United States, such officer being exempted and placed in Class V on proof contained in the answers to the Questionnaire without further affidavit or approval.
Section 354. P. M. G. O. Form 2002-a—Local Board reports of Class I.

<table>
<thead>
<tr>
<th>Class I.</th>
<th>White</th>
<th>Colored</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining finally classified in Class I and examined physically and accepted for general military service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limited military service</td>
<td></td>
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<tr>
<td>Remediable defective group or groups</td>
<td></td>
<td></td>
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<tr>
<td>Emergency fleet</td>
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<td></td>
<td></td>
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<tr>
<td>Delinquents</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Not physically examined</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Inducted and called for induction</td>
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<tr>
<td>Total</td>
<td></td>
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</tbody>
</table>

(Date) ........................................

From: Local Board for ....................

To: Governor of ............................

Report of Class I, submitted pursuant to Section 9, Regulations Governing the Apportionment of Quotas.

Member Local Board ..........................
Section 355. P. M. G. O. Form 2002–b.—State reports of Class I.

P. M. G. O. Form No. 2002–b.

### STATE REPORT OF CLASS I.

<table>
<thead>
<tr>
<th>Area</th>
<th>Remaining finally classified in Class I and examined physically and accepted for general military service</th>
<th>Limited military service</th>
<th>Remediable defective group or groups</th>
<th>Emergency Fleet</th>
<th>Delinquents</th>
<th>Not physically examined</th>
<th>Inducted and called for induction</th>
<th>Total</th>
</tr>
</thead>
</table>
Section 356. P. M. G. O. Form 2003.—Quota sheet.

P. M. G. O. Form No. 2003.

**QUOTA SHEET.**

<table>
<thead>
<tr>
<th>Area</th>
<th>Remaining finally classified in Class I and examined physically and accepted for general military service</th>
<th>Inducted and called for induction</th>
<th>Voluntary and individual inductions</th>
<th>Quota basis</th>
<th>80 percent quota basis</th>
<th>Credits</th>
<th>Net current quota</th>
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Section 357. P. M. G. O. Form 2004.—Notice of quota.

P. M. G. O. Form No. 2004.

To the Local Board

For ...........................................

By virtue of the authority vested in me by the regulations prescribed by the President, pursuant to an act of Congress entitled "An act to authorize the President to increase temporarily the Military Establishment of the United States," approved May 18, 1917, and the joint resolution of Congress approved May 16, 1918, we .................................... {Governor of the ...................} ........................ {Commissioners} acting for and by direction of the President, do hereby, in accordance with said act, joint resolution, and regulations, notify the Local Board for .............................................. that the quota basis of said Local Board is .............................................. men, and that its current quota is .............................................. men.
### Section 358. P. M. G. O. Form 2005. Quota Ledger Sheet.

**QUOTA LEDGER SHEET.**

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Section 359. P. M. G. O. Form 1045—Certificate for reenlistment in Navy or Marine Corps.

[Printed copies of this form will not be furnished; if its use is necessary, it should be copied by typewriter or in legible writing.]

P. M. G. O. Form No. 1045.
(Sec. 151, S. 8. R.)

(Stamp of local board.)

CERTIFICATE FOR REENLISTMENT IN NAVY OR MARINE CORPS.

Not valid after expiration of 10 days from date of issue unless specifically provided herein.

This is to certify that ................. Order No. .... Serial No. ......... is registered with this Local Board; has been classified in Division ....... of Class ........., and has presented to this Local Board a certificate of a commissioned officer of the Navy or Marine Corps that he has served in the Navy or Marine Corps prior to September 12, 1918, and that his application for reenlistment has been approved. [provided such reenlistment is completed before the expiration of 10 days from the date of issue of this certificate.]

He may reenlist in the Navy or Marine Corps within ....... months from .............

Date of issue ..............

......................................................

Member of Local Board.

(Stamp of local board.)

Place of enlistment ..............

Date ..............

I hereby certify that ................. Order No. .... Serial No. ........ has this day been reenlisted in ..............

......................................................

(Signature of commissioned officer.)

......................................................

(Rank.)
PART XI.

MASTER LIST.

The following statement appeared in the first edition of these regulations regarding this master list:

"A drawing of numbers from 1 to 10,500, both inclusive, was made in Washington under the direction of the Secretary of War and in accordance with rules and regulations prescribed by the President."

"A schedule or master list was prepared by the Provost Marshal General containing all of such numbers from 1 to 10,500, both inclusive, placed in the exact order in which they were drawn.

"The first number drawn was placed at the top of column 1 of the master list, the second number drawn was placed next below in such master list, and this order was followed until all the numbers drawn were so placed in such master list in the exact order in which they were drawn.

"The master list controls and determines the exact order in which the persons whose registration cards are in the possession of the respective Local Boards or may hereafter be received by said Local Boards are liable to be called by the Local Board for military service.

"Immediately upon receipt of these regulations place a check mark (✓) after every number in the master list which at the present time appears in the "Serial number" column on Form 102. When additional registration cards, or registration cards which have been improperly, erroneously, or illegibly serially numbered, have been given serial numbers as provided in section 67, the Local Board shall determine the proper order number for any such card as provided in section 69, and shall place a check mark (✓) after every such serial number in the master list.

"To read the master list begin with the first number at the top of column 1 and continue downward across two pages of these regulations until the bottom of column 1 has been reached; then start at the top of column 2 and proceed as directed in column 1. Follow this rule on completing the reading of each column until the end of column 110 is reached. The columns of the master list have been numbered in consecutive order from 1 to 110, both inclusive."
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MASTER LIST NO. 2.

A drawing of numbers from 1 to 1200, both inclusive, was made in Washington on June 20, 1918, under the direction of the Secretary of War and in accordance with the Rules and Regulations prescribed by the President.

A schedule or Master List was prepared by the Provost Marshal General containing all of such numbers from 1 to 1200, both inclusive, placed in the exact order in which they were drawn.

The first number drawn was placed at the top of column 1 of the Master List, the second number drawn was placed next below in such Master List, and this order was followed until all the numbers drawn were so placed in such Master List in the exact order in which they were drawn.

This Master List controlled and determined the exact order in which the persons whose registration cards are in the possession of the respective Local Boards, or may hereafter be received by said Local Boards as a result of the Second Registration, are liable to be called by the Local Boards for Military service.

At the time this Master List was communicated to the Local Boards, they were instructed as follows:

"Draw a light pencil line through every number which does not at the present time appear on any registration card of the Second Registration in the possession of your Local Board. The list as thus prepared controls and determines the order of call for every registrant of the Second Registration whose registration card is now within your possession. Each such registrant within the respective classes shall be called as prescribed in section 7 of Part I of these Rules and Regulations. If additional registration cards of the Second Registration are received, or registration cards of the Second Registration which have been wrongly given ‘registration numbers’ and are assigned ‘registration numbers’ by the Adjutant General as provided in these Rules and Regulations, your list will be changed accordingly so as to include in their exact order such additional ‘registration numbers’ as fixed in this schedule."

To read the Master List begin with the first number at the top of column 1 of the first page of these Regulations on which this list is printed and continue downward in that column until the bottom of column 1 has been reached, then start at the top of column 2 and proceed as directed in column 1. Follow this rule on completing the reading of each column until the end of the sixth column on the first page of the Master List. Then turn to the second page of the Master List and, beginning with column 1, proceed as with the first page, and so through the succeeding pages to the end of the list.
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# PART XII.

## STATUTES.

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For the convenience of reference by members of boards, and in order that they may be in a position to advise all persons within the purview of the law of their duties and obligations thereunder, or to admonish them, in case of necessity, of the penalties attaching to failure or neglect to perform their duties and to attempts to defeat the administration of the law, there is printed below the selective service act, approved May 18, 1917, with laws and resolutions amendatory thereof and supplementary thereto, including a law containing special provisions governing naturalization; the British-Canadian Conventions governing the matter of the reciprocal drafting of citizens or subjects of the one resident within the jurisdiction of the other; sections 37, 125, and 332 of the Criminal Code of the United States; and the War Risk Insurance Law, approved October 6, 1917, with the amendments thereto.

Members of boards are urged thoroughly to familiarize themselves with the statute and to inform themselves of the provisions of such sections of the Criminal Code of the United States.

## I. SELECTIVE SERVICE LAW.

**AN ACT To authorize the President to increase temporarily the Military Establishment of the United States.**

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That in view of the existing emergency, which demands the raising of troops in addition to those now available, the President be, and he is hereby, authorized—*

First. Immediately to raise, organize, officer, and equip all or such number of increments of the Regular Army provided by the national defense Act approved June third, nineteen hundred and sixteen, or such parts thereof as he may deem necessary; to raise all organizations of the Regular Army, including those added by such increments, to the maximum enlisted strength authorized by law. Vacancies in the Regular Army created or caused by the addition of increments..."
as herein authorized which can not be filled by promotion may be filled by temporary appointment for the period of the emergency or until replaced by permanent appointments or by provisional appointments made under the provisions of section twenty-three of the national defense Act, approved June third, nineteen hundred and sixteen, and hereafter provisional appointments under such section may be terminated whenever it is determined, in the manner prescribed by the President, that the officer has not the suitability and fitness requisite for permanent appointment.

Second. To draft into the military service of the United States, organize, and officer, in accordance with the provisions of section one hundred and eleven of said national defense Act, so far as the provisions of said section may be applicable and not inconsistent with the terms of this Act, any or all members of the National Guard and of the National Guard Reserves, and said members so drafted into the military service of the United States shall serve therein for the period of the existing emergency unless sooner discharged: Provided, That when so drafted, the organizations or units of the National Guard shall, so far as practicable, retain the State designations of their respective organizations.

Third. To raise by draft as herein provided, organize and equip an additional force of five hundred thousand enlisted men, or such part or parts thereof as he may at any time deem necessary, and to provide the necessary officers, line and staff, for said force and for organizations of the other forces hereby authorized, or by combining organizations of said other forces, by ordering members of the Officers' Reserve Corps to temporary duty in accordance with the provisions of section thirty-eight of the national defense Act approved June third, nineteen hundred and sixteen; by appointment from the Regular Army, the Officers' Reserve Corps, from those duly qualified and registered pursuant to section twenty-three of the act of Congress approved January twenty-first, nineteen hundred and thirty (Thirty-second Statutes at Large, page seven hundred and seventy-five), from the members of the National Guard drafted into the service of the United States, from those who have been graduated from educational institutions at which military instruction is compulsory, or from those who have had honorable service in the Regular Army, the National Guard, or in the volunteer forces, or from the country at large; by assigning retired officers of the Regular Army to active duty with such force with their rank on the retired list and the full pay and allowances of their grade; or by the appointment of retired officers and enlisted men, active or retired, of the Regular Army as commissioned officers in such forces: Provided, That the organization of said force shall be the same as that of the corresponding organizations of the Regular Army: Provided further, That the President is authorized to increase or decrease the number of organizations prescribed for the typical brigades, divisions, or army corps of the Regular Army, and to prescribe such new and different organizations and personnel for army corps, divisions, brigades, regiments, battalions, squadrons, companies, troops, and batteries as the efficiency of the service may require: Provided further, That the number of organizations in a regiment shall not be increased nor shall the number of regiments be decreased: Provided further, That the President in his discretion may organize, officer, and equip for each Infantry and Cavalry brigade three machin-gun companies, and for each Infantry and Cavalry division four machine-gun companies, all in addition to the machine-gun companies comprised in organizations included in such brigades and divisions: Provided further, That the President in his discretion may organize for each division one armored motor-car machine-gun company. The machine-gun companies organized under this section shall consist of such commissioned and enlisted personnel and be equipped in such manner as the President may prescribe: And provided further, That officers with rank not above that of colonel shall be appointed by the President alone, and officers above that grade by the President and by with the advice and consent of the Senate: Provided further, That the President may in his discretion reorganize in the Coast Guard persons who have held commissions in the Revenue Cutter Service or the Coast Guard and have left the service honorably, after ascertaining that they are qualified for service physically, morally, and as to age an Jmilitary fitness.

Fourth. The President is further authorized, in his discretion and at such time as he may determine, to raise and begin the training of an additional force of five hundred thousand men, organized, officered, and equipped, as provided for the force first mentioned in the preceding paragraph of this section.

Fifth. To raise by draft, organize, equip, and officer, as provided in the third paragraph of this section, in addition to and for each of the above forces, such
recruit training units as he may deem necessary for the maintenance of such forces at the maximum strength.

Sixth. To raise, organize, officer, and maintain during the emergency such number of ammunition batteries and battalions, depot batteries and battalions, and such artillery parks with such numbers and grades of personnel as he may deem necessary. Such organizations shall be officered in the manner provided in the third paragraph of section nine, and enlisted men may be assigned to said organization from any of the forces herein provided for or raised by selective draft as by this Act provided.

Seventh. The President is further authorized to raise and maintain by voluntary enlistment, to organize, and equip, not to exceed four infantry divisions, the officers of which shall be selected in the manner provided by paragraph three of section one of this act: Provided, That the organization of said force shall be the same as that of the corresponding organization of the Regular Army: And provided further, That there shall be no enlistments in said force of men under twenty-five years of age at time of enlisting: And provided further, That no such volunteer force shall be accepted in any unit smaller than a division.

Sec. 2. That the enlisted men required to raise and maintain the organizations of the Regular Army and to complete and maintain the organizations embodying the members of the National Guard drafted into the service of the United States, at the maximum legal strength as by this Act provided, shall be raised by voluntary enlistment, or if and whenever the President decides that they can not effectually be so raised or maintained, thereby selective draft; and all other forces hereby authorized, except as provided in the seventh paragraph of section one, shall be raised and maintained by selective draft exclusively; but this provision shall not prevent the transfer to any force of training cadres from other forces. Such draft as herein provided shall be based upon liability to military service of all male citizens, or male persons not alien enemies who have declared their intention to become citizens between the ages of twenty-one and thirty years, both inclusive, and shall take place and be maintained under such regulations as the President may prescribe not inconsistent with the terms of this Act. Quotas for the several States, Territories, and the District of Columbia, or subdivisions thereof, shall be determined in proportion to the population thereof, and credit shall be given to any State, Territory, District, or subdivision thereof for the number of men who were in the military service of the United States as members of the National Guard on April first, nineteen hundred and seventeen, or who have since said date entered the military service of the United States from any such State, Territory, District, or subdivision, either as members of the Regular Army or the National Guard. All persons drafted into the service of the United States and all officers accepting commissions in the forces herein provided for shall, from the date of said draft or acceptance, be subject to the laws and regulations governing the Regular Army, except as to promotions, so far as such laws and regulations are applicable to persons whose permanent retention in the military service on the active or retired list is not contemplated by existing law, and those drafted shall be required to serve for the period of the existing emergency unless sooner discharged: Provided, That the President is authorized to raise and maintain by voluntary enlistment or draft, as herein provided, special and technical troops as he may deem necessary, and to embody them into organizations and to officer them as provided in the third paragraph of section one and section nine of this Act. Organizations of the forces herein provided for, except the Regular Army and the divisions authorized in the seventh paragraph of section one, shall, as far as the interests of the service permit, be composed of men who come, and of officers who are appointed from, the same State or locality.

Sec. 3. No bounty shall be paid to induce any person to enlist in the military service of the United States; and no person liable to military service shall hereafter be permitted or allowed to furnish a substitute for such service; nor shall any substitute be received, enlisted, or enrolled in the military service of the United States; and no such person shall be permitted to escape such service or to be discharged therefrom prior to the expiration of his term of service by the payment of money or any other valuable thing whatsoever as consideration for his release from military service or liability thereto.

Sec. 4. That the Vice President of the United States, the officers, legislative, executive, and judicial, of the United States and of the several States, Territories, and the District of Columbia, regular or duly ordained ministers of religion, students who at the time of the approval of this Act are preparing for
the ministry in recognized theological or divinity schools, and all persons in the military and naval service of the United States shall be exempt from the selective draft herein prescribed; and nothing in this Act contained shall be construed to require or compel any person to serve in any of the forces herein provided for who is found to be a member of any well-recognized religious sect or organization at present organized and existing and whose existing creed or principles forbid its members to participate in war in any form and whose religious convictions are against war or participation therein in accordance with the creed or principles of said religious organizations, but no person so exempted shall be exempted from service in any capacity that the President shall declare to be noncombatant; and the President is hereby authorized to exclude or discharge from said selective draft and from the draft under the second paragraph of section one hereof, or to draft for partial military service only from those liable to draft as in this Act provided, persons of the following classes: County and municipal officials; customhouse clerks; persons employed by the United States in the transmission of the mails; artificers and workmen employed in the armories, arsenals, and navy yards of the United States, and such other persons employed in the service of the United States as the President may designate: pilots; mariners actually employed in the sea service of any citizen or merchant within the United States; persons engaged in industries, including agriculture, found to be necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of national interest during the emergency; those in a status with respect to persons dependent upon them for support which renders their exclusion or discharge advisable; and those found to be physically or morally deficient. No exemption or exclusion shall continue when a cause therefor no longer exists: Provided, That notwithstanding the exemptions enumerated herein, each State, Territory, and the District of Columbia shall be required to supply its quota in the proportion that its population bears to the total population of the United States.

The President is hereby authorized, in his discretion, to create and establish throughout the several States and subdivisions thereof and in the Territories and the District of Columbia local boards, and where, in his discretion, practicable and desirable, there shall be created and established one such local board in each county or similar subdivision in each State, and one for approximately each thirty thousand of population in each city of thirty thousand population or over, according to the last census taken or estimates furnished by the Bureau of Census of the Department of Commerce. Such boards shall be appointed by the President, and shall consist of three or more members, none of whom shall be connected with the Military Establishment, to be chosen from among the local authorities of such subdivisions or from other citizens residing in the subdivision or area in which the respective boards will have jurisdiction under the rules and regulations prescribed by the President. Such boards shall have power within their respective jurisdictions to hear and determine, subject to review as hereinafter provided, all questions of exemption under this Act, and all questions of or claims for including or discharging individuals or classes of individuals from the selective draft, which shall be made under rules and regulations prescribed by the President, except any and every question or claim for including or excluding or discharging persons or classes of persons from the selective draft under the provisions of this Act authorizing the President to exclude or discharge from the selective draft: "Persons engaged in industries, including agriculture, found to be necessary to the maintenance of the Military Establishment, or the executive operation of the military forces, or the maintenance of national interest during the emergency."

The President is hereby authorized to establish additional boards, one in each Federal judicial district of the United States, consisting of such number of citizens, not connected with the Military Establishment, as the President may determine, who shall be appointed by the President. The President is hereby authorized, in his discretion, to establish more than one such board in any Federal judicial district of the United States, or to establish one such board having jurisdiction of an area extending into more than one Federal judicial district.

Such district boards shall review on appeal and affirm, modify, or reverse any decision of any local board having jurisdiction in the area in which any such district board has jurisdiction under the rules and regulations prescribed by the President. Such district boards shall have exclusive original jurisdiction within their respective areas to hear and determine all questions or claims for including
or excluding or discharging persons or classes of persons from the selective draft, under the provisions of this Act, not included within the original jurisdiction of such local boards.

The decisions of such district boards shall be final except that, in accordance with such rules and regulations as the President may prescribe, he may affirm, modify, or reverse any such decision.

Any vacancy in any such local board or district board shall be filled by the President, and any member of any such local board or district board may be removed and another appointed in his place by the President, whenever he considers that the interest of the Nation demands it.

The President shall make rules and regulations concerning the organization and procedure of such local boards and district boards, and providing for and governing appeals from such local boards to such district boards, and reviews of the decisions of any local board by the district board having jurisdiction, and determining and prescribing the several areas in which the respective local boards and district boards shall have jurisdiction, and all other rules and regulations necessary to carry out the terms and provisions of this section, and shall provide for the issuance of certificates of exemption, or partial or limited exemptions, and for a system to exclude and discharge individuals from selective draft.

Sec. 5. That all male persons between the ages of twenty-one and thirty, both inclusive, shall be subject to registration in accordance with regulations to be prescribed by the President; and upon proclamation by the President or other public notice given by him or by his direction stating the time and place of such registration it shall be the duty of all persons of the designated ages, except officers and enlisted men of the Regular Army, the Navy, and the National Guard and Naval Militia while in the service of the United States, to present themselves for and submit to registration under the provisions of this Act; and every such person shall be deemed to have notice of the requirements of this Act upon the publication of said proclamation or other notice as aforesaid given by the President or by his direction; and any person who shall willfully fail or refuse to present himself for registration, or to submit thereto as herein provided, shall be guilty of a misdemeanor and shall, upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, and shall thereupon be duly registered: Provided, That in the call of the docket precedence shall be given, in courts trying the same, to the trial of criminal proceedings under this Act: Provided further, That persons shall be subject to registration as herein provided who shall have attained their twenty-first birthday and who shall not have attained their thirty-first birthday on or before the day set for the registration, and all persons so registered shall be and remain subject to draft into the forces hereby authorized, unless exempted or excused therefrom as in this Act provided: Provided further, That in the case of temporary absence from actual place of legal residence of any person liable to registration as provided herein, such registration may be made by mail under regulations to be prescribed by the President.

Sec. 6. That the President is hereby authorized to utilize the service of any or all departments and any or all officers or agents of the United States and of the several States, Territories, and the District of Columbia, and subdivisions thereof, in the execution of this Act; and all officers and agents of the United States and of the several States, Territories, and subdivisions thereof, and of the District of Columbia, and all persons designated or appointed under regulations prescribed by the President, whether such appointments are made by the President himself or by the governor or other officer of any State or Territory, to perform any duty in the execution of this Act, are hereby required to perform such duty as the President shall order or direct, and all such officers and agents and persons so designated or appointed shall hereby have full authority for all acts done by them in the execution of this Act by the direction of the President. Correspondence in the execution of this Act may be carried in penalty envelopes bearing the frank of the War Department. Any person charged as herein provided with the duty of carrying into effect any of the provisions of this Act or the regulations made or directions given thereunder who shall fail or neglect to perform such duty; and any person charged with such authority under said Act, regulations, or directions, who shall knowingly make or be a party to the making of any false or incorrect registration, physical examination, exemption, enlistment, enrollment, or make or be a party to the making of any false statement or certificate as to the fitness or liability of himself or any other person for service under the provisions of this Act, or regulations made by the Presi-
or aids another to evade the requirements of this Act or of said regulations, or who, in any manner, shall fail or neglect fully to perform any duty required of him in the execution of this Act, shall, if not subject to military law, be guilty of a misdemeanor, and upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, or, if subject to military law, shall be tried by court-martial and suffer such punishment as a court-martial may direct.

Sec. 7. That the qualifications and conditions for voluntary enlistment as herein provided shall be the same as those prescribed by existing law for enlistments in the Regular Army, except that recruits must be between the ages of eighteen and forty years, both inclusive, at the time of their enlistment; and such enlistments shall be for the period of the emergency unless sooner discharged. All enlistments, including those in the Regular Army Reserve, which are in force on the date of the approval of this Act and which would terminate during the emergency shall continue in force during the emergency unless sooner discharged; but nothing herein contained shall be construed to shorten the period of any existing enlistment: Provided, That all persons enlisted or drafted under any of the provisions of this Act shall as far as practicable be grouped into units by States and the political subdivisions of the same: Provided further, That all persons who have enlisted since April first, nineteen hundred and seventeen, either in the Regular Army or in the National Guard of the States who have enlisted in the National Guard since June third, nineteen hundred and sixteen, upon their application, shall be discharged upon the termination of the existing emergency.

The President may provide for the discharge of any or all enlisted men whose status with respect to dependents renders such discharge advisable; and he may also authorize the employment on any active duty of retired enlisted men of the Regular Army, either with their rank on the retired list or in higher enlisted grades, and such retired enlisted men shall receive the full pay and allowances of the grades in which they are actively employed.

Sec. 8. That the President, by and with the advice and consent of the Senate, is authorized to appoint for the period of the existing emergency such general officers of appropriate grades as may be necessary for duty with brigades, divisions, and higher units in which the forces provided for herein may be organized by the President, and general officers of appropriate grade for the several Coast Artillery districts. In so far as such appointments may be made from any of the forces herein provided for, the appointees may be selected irrespective of the grades held by them in such forces. Vacancies in all grades in the Regular Army resulting from the appointment of officers thereof to higher grades in the forces other than the Regular Army herein provided for shall be filled by temporary promotions and appointments in the manner prescribed for filling temporary vacancies by section one hundred and fourteen of the National Defense Act approved June third, nineteen hundred and sixteen; and officers appointed under the provisions of this Act to higher grades in the forces other than the Regular Army herein provided for shall not vacate their permanent commissions nor be prejudiced in their relative or lineal standing in the Regular Army.

Sec. 9. That the appointments authorized and made as provided by the second, third, fourth, fifth, sixth, and seventh paragraphs of section one and by section eight of this Act, and the temporary appointments in the Regular Army authorized by the first paragraph of section one of this Act, shall be for the period of the emergency unless sooner terminated by discharge or otherwise. The President is hereby authorized to discharge any officer from the office held by him under such appointment for any cause which, in the judgment of the President, would promote the public service; and the general commanding any division or higher tactical organization or territorial department is authorized to appoint from time to time military boards of not less than three nor more than five officers of the forces herein provided for to examine into and report upon the capacity, qualifications, conduct, and efficiency of any commissioned officer within his command other than officers of the Regular Army holding permanent or provisional commissions therein. Each member of such board shall be superior in rank to the officer whose qualifications are to be inquired into, and if the report of such board be adverse to the continuance of any such officer and be approved by the President, such officer shall be discharged from the service at the discretion of the President with one month's pay and allowances.

Sec. 10. That all officers and enlisted men of the forces herein provided for other than the Regular Army shall be in all respects on the same footing as to
pay, allowances, and pensions as officers and enlisted men of corresponding
grades and length of service in the Regular Army; and commencing June one,
nineteen hundred and seventeen, and continuing until the termination of the
emergency, all enlisted men of the Army of the United States in active service
whose base pay does not exceed $21 per month shall receive an increase of $15
per month; those whose base pay is $24, an increase of $12 per month; those
whose base pay is $30, $36, or $40, an increase of $8 per month, and those whose
base pay is $45 or more, an increase of $6 per month: Provided, That the in-
excreases of pay herein authorized shall not enter into the computation of the
continuous-service pay.

Sec. 11. That all existing restrictions upon the detail, detachment, and employ-
ment of officers and enlisted men of the Regular Army are hereby suspended for
the period of the present emergency.

Sec. 12. That the President of the United States, as Commander in Chief of the
Army, is authorized to make such regulations governing the prohibition of alco-
holic liquors in or near military camps and to the officers and enlisted men of the
Army as he may from time to time deem necessary or advisable: Provided, That
no person, corporation, partnership, or association shall sell, supply, or have in
his or its possession any intoxicating or spirituous liquors at any military station,
cantonment, camp, fort, post, officers' or enlisted men's club, which is being used
at the time for military purposes under this Act, but the Secretary of War may
make regulations permitting the sale and use of intoxicating liquors for medicinal
purposes. It shall be unlawful to sell any intoxicating liquor, including beer,
ale, or wine, to any officer or member of the military forces while in uniform,
ext except as herein provided. Any person, corporation, partnership, or association
violating the provisions of this section or the regulations made thereunder shall,
unless otherwise punishable under the Articles of War, be deemed guilty of a
misdemeanor and be punished by a fine of not more than $1,000 or imprison-
ment for not more than twelve months, or both.

Sec. 13. That the Secretary of War is hereby authorized, empowered, and di-
rected during the present war to do everything by him deemed necessary to sup-
press and prevent the keeping or setting up of houses of ill fame, brothels, or
bawdy houses within such distance as he may deem needful of any military camp,
station, fort, post, cantonment, training or mobilization place, and any person,
corporation, partnership, or association receiving or permitting to be received for
immoral purposes any person into any place, structure, or building used for the
purpose of lewdness, assignation, or prostitution within such distance of said
places as may be designated, or shall permit any such person to remain for im-
moral purposes in any such place, structure, or building as aforesaid, or who shall
violate any order, rule, or regulation issued to carry out the object and purpose
of this section shall, unless otherwise punishable under the Articles of War, be
deemed guilty of a misdemeanor and be punished by a fine of not more than
$1,000, or imprisonment for not more than twelve months, or both.

Sec. 14. That all laws and parts of laws in conflict with the provisions of this
Act are hereby suspended during the period of this emergency.

Approved, May 18, 1917.

II. AMENDMENTS AND ADDITIONS TO THE SELECTIVE
SERVICE LAW.

[Public Resolution—No. 29—65TH CONGRESS.]

[8. J. Res. 123.]

JOINT RESOLUTION Providing for the calling into military service of certain classes
of persons registered and liable for military service under the terms of the Act of
Congress approved May eighteenth, nineteen hundred and seventeen, entitled "An
Act to authorize the President to increase temporarily the Military Establishment
of the United States."

Resolved by the Senate and House of Representatives of the United States of
America in Congress assembled, That if under any regulations heretofore or
hereafter prescribed by the President persons registered and liable for military
service under the terms of the Act of Congress approved May eighteenth, nine-
teen hundred and seventeen, entitled "An Act to authorize the President to
increase temporarily the Military Establishment of the United States," are
determined their relative liability for military service, no provision of said
Act shall prevent the President from
SELECTIVE SERVICE REGULATIONS.

[Part XII]

calling for immediate military service under regulations heretofore or hereafter prescribed by the President all or part of the persons in any class or classes except those exempt from draft under the provisions of said Act, in proportion to the total number of persons placed in such class or classes in the various subdivisions of the States, Territories, and the District of Columbia designated by the President under the terms of said Act; or from calling into immediate military service persons classed as skilled experts in industry or agriculture, however classified or wherever residing.

Approved, May 16, 1918.

[Public Resolution—No. 30—65th Congress.]

[3. J. Res. 124.]

JOINT RESOLUTION Providing for the registration for military service of all male persons citizens of the United States and all male persons residing in the United States who have, since the fifth day of June, nineteen hundred and seventeen, and on or before the day set for the registration by proclamation by the President, attained the age of twenty-one years, in accordance with such rules and regulations as the President may prescribe under the terms of the Act approved May eighteenth, nineteen hundred and seventeen, entitled "An Act to authorize the President to increase temporarily the Military Establishment of the United States."

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That during the present emergency all male persons, citizens of the United States and all male persons residing in the United States, who have, since the fifth day of June, nineteen hundred and seventeen, and on or before the day set for the registration by proclamation by the President, attained the age of twenty-one years, shall be subject to registration in accordance with regulations to be prescribed by the President, and that upon presentation of the President, stating the time and place of such registration, it shall be the duty of all such persons, except such persons as are exempt from registration under the Act of May eighteenth, nineteen hundred and seventeen, and any Act or Acts amendatory thereof, to present themselves for and submit to registration under the provisions of said Act approved May eighteenth, nineteen hundred and seventeen, and they shall be registered in the same manner and subject to the same requirements and liabilities as those previously registered under the terms of said Act: Provided, That those persons registered under the provisions of this Act shall be placed at the bottom of the list of those liable for military service, in the several classes to which they are assigned, under such rules and regulations as the President may prescribe.

Sec. 2. That after the day set under section one hereof for the registration by proclamation by the President at such intervals as the President may from time to time prescribe, the President may require that all male persons, citizens of the United States and all male persons residing in the United States, who have attained the age of twenty-one years since the last preceding date of registration, and on or before the next day set for the registration by proclamation by the President, except such persons as are exempt from registration under the Act of May eighteenth, nineteen hundred and seventeen, and any Act or Acts amendatory thereof, shall be registered in the same manner and subject to the same requirements and liabilities as those previously registered under the terms of said Act: Provided, That students who are preparing for the ministry in recognized theological or divinity schools, and students who are preparing for the practice of medicine and surgery in recognized medical schools, at the time of the approval of this Act shall be exempt from the selective draft prescribed in the Act of May eighteenth, nineteen hundred and seventeen.

Sec. 3. That all such persons when registered shall be liable to military service and to draft under the terms of said Act approved May eighteenth, nineteen hundred and seventeen, under such regulations as the President may prescribe not inconsistent with the terms of said Act.

Sec. 4. That all such persons shall be subject to the terms and provisions and liabilities of said Act approved May eighteenth, nineteen hundred and seventeen, in all respects as if they had been registered under the terms of said Act, and every such person shall be deemed to have notice of the requirements of said Act and of this joint resolution upon the publication of any such proclamation by the President.

Approved, May 20, 1918.
AN ACT Amending the Act entitled "An Act to authorize the President to increase temporarily the Military Establishment of the United States," approved May eighteenth, nineteen hundred and seventeen.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the second sentence of section two of the Act entitled "An Act to authorize the President to increase temporarily the Military Establishment of the United States," approved May eighteenth, nineteen hundred and seventeen, as amended, be, and is hereby, amended to read as follows:

Such draft as herein provided shall be based upon liability to military service of all male citizens and male persons residing in the United States, not alien enemies, who have declared their intention to become citizens, between the ages of eighteen and forty-five, both inclusive, and shall take place and be maintained under such regulations as the President may prescribe not inconsistent with the terms of this Act: Provided, That the President may draft such persons liable to military service in such sequence of ages and at such time or times as he may prescribe: Provided further, That a citizen or subject of a country neutral in the present war who has declared his intention to become a citizen of the United States shall be relieved from liability to military service upon his making a declaration, in accordance with such regulations as the President may prescribe, withdrawing his intention to become a citizen of the United States, which shall operate and be held to cancel his declaration of intention to become an American citizen, and he shall forever be debarred from becoming a citizen of the United States.

SEC. 2. That the provision wherever occurring in section four of said Act, "persons engaged in industries, including agriculture, found to be necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of national interest during the emergency," be, and is hereby, amended to read as follows:

Persons engaged in industries, occupations, or employments, including agriculture, found to be necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of national interest during the emergency.

SEC. 3. That section five of said Act be, and is hereby, amended to read as follows:

That all male persons between the ages of eighteen and forty-five, both inclusive, shall be subject to registration in accordance with regulations to be prescribed by the President, and, upon, proclamation by the President or other public notice given by him or by his direction stating the time or times and place or places of any such registration, it shall be the duty of all persons of the designated ages, except officers and enlisted men of the Regular Army; officers and enlisted men of the National Guard while in the service of the United States; officers of the Officers' Reserve Corps and enlisted men in the Enlisted Reserve Corps while in the service of the United States; officers and enlisted men of the Navy and Marine Corps; officers and enlisted and enrolled men in the Naval Reserve Force and Marine Corps Reserve while in the service of the United States; officers commissioned in the Army of the United States under the provisions of this Act; persons who, prior to any day set for registration by the President hereunder, have registered under the terms of this Act or under the terms of the resolution entitled "Joint resolution providing for the registration for military service of all male persons citizens of the United States and all male persons residing in the United States who have, since the fifth day of June, nineteen hundred and seventeen, and on or before the day set for the registration by proclamation by the President, attained the age of twenty-one years, in accordance with such rules and regulations as the President may prescribe under the terms of the Act approved May eighteenth, nineteen hundred and seventeen, entitled 'An Act to authorize the President to increase temporarily the Military Establishment of the United States,'" approved May twentieth, nineteen hundred and eighteen, whether called for service or not, and diplomatic representatives, technical attachés of foreign embassies and legations, consuls general, consuls, vice consuls, and consular agents of foreign countries, residing in the United States, who are not citizens of the United States to present themselves for and submit to registration under the provisions of this Act; and every such person shall be deemed to have notice
of the requirements of this Act upon the publication of any such proclamation or any such other public notice as aforesaid given by the President or by his direction; and any person who shall willfully fail or refuse to present himself for registration or to submit thereto as herein provided shall be guilty of a misdemeanor and shall, upon conviction in a district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year and shall thereupon be duly registered: Provided, That in the case of the docket precedence shall be given, in courts trying the same, to the trial of criminal proceedings under this Act: Provided further, That persons shall be subject to registration as herein provided who shall have attained their eighteenth birthday and who shall not have attained their forty-sixth birthday on or before the day set for the registration in any such proclamation by the President or any such other public notice given by him or by his direction, and all persons so registered shall be and remain subject to draft into the forces hereby authorized unless exempted or excused therefrom as in this Act provided: Provided further, That the President may at such intervals as he may desire from time to time require all male persons who have attained the age of eighteen years since the last preceding date of registration and on or before the next date set for registration by proclamation by the President, except such persons as are exempt from registration hereunder, to register in the same manner and subject to the same requirements and liabilities as those previously registered under the terms thereof: And provided further, That in the case of temporary absence from actual place of legal residence of any person liable to registration as provided herein, such registration may be made by mail under regulations to be prescribed by the President: And provided further, That men registered under the provisions of this Act who have served in the Navy of the United States shall, upon their own application, be permitted to reenlist in the naval or marine service of the United States with and by the approval of the Secretary of the Navy.

SEC. 4. That all men rendered available for induction into the military service of the United States through registration or draft heretofore or hereafter made pursuant to law, shall be liable to service in the Army or the Navy or the Marine Corps, and shall be allotted to the Army, the Navy, and the Marine Corps under regulations to be prescribed by the President: Provided, That all persons drafted and allotted to the Navy or the Marine Corps in pursuance hereof shall, from the date of allotment, be subject to the laws and regulations governing the Navy and the Marine Corps, respectively.

SEC. 5. That the wife of a soldier or sailor serving in the present war shall not be disqualified for any position or appointment under the Government because she is a married woman.

SEC. 6. That soldiers, during the present emergency, regardless of age and existing laws and regulations, shall be eligible to receive commissions in the Army of the United States. They shall likewise be eligible to admission to officers' schools under such rules and regulations as may be adopted for entrance to such schools, but shall not be barred therefrom or discriminated against on account of age.

SEC. 7. That the Secretary of War is authorized to assign to educational institutions, for special and technical training, soldiers who enter the military service under the provisions of this Act in such numbers and under such regulations as he may prescribe; and is authorized to contract with such educational institutions for the subsistence, quarters, and military and academic instruction of such soldiers.

SEC. 8. That any person, under the age of twenty-one, who has served or shall hereafter serve in the Army of the United States during the present emergency, shall be entitled to the same rights under the homestead and other land and mineral entry laws, general or special, as those over twenty-one years of age now possess under said laws: Provided, That any requirements as to establishment of residence within a limited time shall be suspended as to entry by such person until six months after his discharge from military service: Provided further, That applications for entry may be verified before any officer in the United States, or any foreign country, authorized to administer oaths by the laws of the State or Territory in which the land may be situated.

SEC. 9. That hereafter, uniforms, accouterments, and equipment shall, upon the request of any officer of the Army or cadet at the Military Academy, be furnished by the Government at cost, subject to such restrictions and regulations as the Secretary of War may prescribe.

Approved, August 31, 1918.
SELECTIVE SERVICE LAW.  
[Publico—No. 103—65th Congress.]  
[H. R. 6361.]  
AN ACT To extend protection to the civil rights of members of the Military and Naval Establishment of the United States engaged in the present war.  

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled;  

ARTICLE I.  
GENERAL PROVISIONS.  

Sec. 100. That for the purpose of enabling the United States the more successfully to prosecute and carry on the war in which it is at present engaged, protection is hereby extended to persons in military service of the United States in order to prevent prejudice or injury to their civil rights during their term of service and to enable them to devote their entire energy to the military needs of the Nation, and to this end the following provisions are made for the temporary suspension of legal proceedings and transactions which may prejudice the civil rights of persons in such service during the continuance of the present war.  

Sec. 101. (1) That the term "persons in military service," as used in this Act, shall include the following persons and no others: All officers and enlisted men of the Regular Army, the Regular Army Reserve, the Officers’ Reserve Corps, and the Enlisted Reserve Corps; all officers and enlisted men of the National Guard and National Guard Reserve recognized by the Militia Bureau of the War Department; all forces raised under the Act entitled "An Act to authorize the President to increase temporarily the Military Establishment of the United States," approved May eighteenth, nineteen hundred and seventeen; all officers and enlisted men of the Navy, the Marine Corps, and the Coast Guard; all officers and enlisted men of the Naval Militia, Naval Reserve force, Marine Corps Reserve, and National Naval Volunteers recognized by the Navy Department; all officers of the Public Health Service detailed by the Secretary of the Treasury for duty either with the Army or the Navy; any of the personnel of the Lighthouse Service and of the Coast and Geodetic Survey transferred by the President to the service and jurisdiction of the War Department or of the Navy Department; members of the Nurse Corps; Army field clerks; field clerks, Quartermaster Corps; civilian clerks and employees on duty with the military forces detailed for service abroad in accordance with provisions of existing law; and members of any other body who have heretofore or may hereafter become a part of the military or naval forces of the United States. The term "military service," as used in this definition, shall signify active service in any branch of service heretofore mentioned or referred to, but reserves and persons on the retired list shall not be included in the term "persons in military service" until ordered to active service. The term "active service" shall include the period during which a person in military service is absent from duty on account of sickness, wounds, leave, or other lawful cause.  

(2) The term "period of military service," as used in this Act, shall include the time between the following dates: For persons in active service at the date of the approval of this Act it shall begin with the date of approval of this Act; for persons entering active service after the date of this Act, with the date of entering active service. It shall terminate with the date of discharge from active service or death while in active service, but in no case later than the date when this Act ceases to be in force.  

(3) The term "person," as used in this Act, with reference to the holder of any right alleged to exist against a person in military service or against a person secondarily liable under such right, shall include individuals, partnerships, corporations, and any other forms of business association.  

(4) The term "court," as used in this Act shall include any court of competent jurisdiction of the United States or of any State, whether or not a court of record.  

(5) The term "termination of the war" as used in this Act shall mean the termination of the present war by the treaty of peace as proclaimed by the President.  

Sec. 102. (1) That the provisions of this Act shall apply to the United States, the several States and Territories, the District of Columbia, and all territories.
subject to the jurisdiction of the United States, and to proceedings commenced in any court therein, and shall be enforced through the usual forms of procedure obtaining in such courts or under such regulations as may be by them prescribed.

(2) When under this Act any application is required to be made to a court in which no proceeding has already been commenced with respect to the matter, such application may be made to any court.

Sec. 103. Whenever pursuant to any of the provisions of this Act the enforcement of any obligation or liability, the prosecution of any suit or proceeding, the entry or enforcement of any order, writ, judgment, or decree, or the performance of any other act, may be stayed, postponed, or suspended, such stay, postponement, or suspension may, in the discretion of the court, likewise be granted to sureties, guarantors, indorsers, and others subject to the obligation or liability, the performance or enforcement of which is stayed, postponed, or suspended.

When a judgment or decree is vacated or set aside in whole or in part, as provided in this Act, the same may, in the discretion of the court, likewise be set aside and vacated as to any surety, guarantor, indorser, or other person liable upon the contract or liability for the enforcement of which the judgment or decree was entered.

ARTICLE II.

GENERAL RELIEF.

Sec. 200. That in any action or proceeding commenced in any court if there shall be a default of an appearance by the defendant the plaintiff before entering judgment shall file in the court an affidavit setting forth facts showing that the defendant is not in military service. If unable to file such affidavit plaintiff shall in lieu thereof file an affidavit setting forth either that the defendant is in the military service or that plaintiff is not able to determine whether or not defendant is in such service. If an affidavit is not filed showing that the defendant is not in the military service, no judgment shall be entered without first securing an order of court directing such entry, and no such order shall be made if the defendant is in such service until after the court shall have appointed an attorney to represent defendant and protect his interest and the court shall on application make such appointment. Unless it appears that the defendant is not in such service the court may require as a condition before judgment is entered that the plaintiff file a bond approved by the court conditioned to indemnify the defendant, if in military service, against any loss or damage that he may suffer by reason of any judgment should the judgment be thereafter set aside in whole or in part. And the court may make such other and further order or enter such judgment as in its opinion may be necessary to protect the rights of the defendant under this Act.

(2) Any person who shall make or use an affidavit required under this section knowing it to be false shall be guilty of a misdemeanor and shall be punishable by imprisonment not to exceed one year or by fine not to exceed $1,000, or both.

(3) In any action or proceeding in which a person in military service is a party if such party does not personally appear therein or is not represented by an authorized attorney, the court may appoint an attorney to represent him; and in such case a like bond may be required and an order made to protect the rights of such person. But no attorney appointed under this Act to protect a person in military service shall have power to waive any right of the person for whom he is appointed or bind him by his acts.

(4) If any judgment shall be rendered in any action or proceeding governed by this section against any person in military service during the period of such service or within thirty days thereafter, and it appears that such person was prejudiced by reason of his military service in making his defense thereto, such judgment may, upon application, made by such person or his legal representative, not later than ninety days after the termination of such service, be opened by the court rendering the same and such defendant or his legal representative let in to defend; provided it is made to appear that the defendant has a meritorious or legal defense to the action or some part thereof. Vacating, setting aside, or reversing any judgment because of any of the provisions of this Act shall not impair any right or title acquired by any bona fide purchaser for value under such judgment.
SELECTIVE SERVICE LAW.

Sec. 201. That at any stage thereof any action or proceeding commenced in any court by or against a person in military service during the period of such service or within sixty days thereafter may, in the discretion of the court in which it is pending, on its own motion, and shall, on application to it by such person or some person on his behalf, be stayed as provided in this Act, unless, in the opinion of the court, the ability of plaintiff to prosecute the action or the defendant to conduct his defense is not materially affected by reason of his military service.

Sec. 202. That when an action for compliance with the terms of any contract is stayed pursuant to this Act no fine or penalty shall accrue by reason of failure to comply with the terms of such contract during the period of such stay, and in any case where a person fails to perform any obligation and a fine or penalty for such nonperformance is incurred a court may, on such terms as may be just, relieve against the enforcement of such fine or penalty if it shall appear that the person who would suffer by such fine or penalty was in the military service when the penalty was incurred and that by reason of such service the ability of such person to pay or perform was thereby materially impaired.

Sec. 203. That in any action or proceeding commenced in any court against a person in military service, before or during the period of such service, or within sixty days thereafter, the court may, in its discretion, on its own motion, or on application to it by such person or some person on his behalf shall, unless in the opinion of the court the ability of the defendant to comply with the judgment or order entered or sought is not materially affected by reason of his military service:

1. Stay the execution of any judgment or order entered against such person, as provided in this Act, and

2. Vacate or stay any attachment or garnishment of property, money, or debts in the hands of another, whether before or after judgment, as provided in this Act.

Sec. 204. That any stay of any action, proceeding, attachment, or execution, ordered by any court under the provisions of this Act may, except as otherwise provided, be ordered for the period of military service and three months thereafter or any part of such period, and subject to such terms as may be just, whether as to payment in installments of such amounts and at such times as the court may fix or otherwise. Where the person in military service is a codefendant with others the plaintiff may nevertheless by leave of court proceed against the others.

Sec. 205. That the period of military service shall not be included in computing any period now or hereafter to be limited by any law for the bringing of any action by or against any person in military service or by or against his heirs, executors, administrators, or assigns, whether such cause of action shall have accrued prior to or during the period of such service.

ARTICLE III.

RENT, INSTALLMENT CONTRACTS, MORTGAGES.

Sec. 300. (1) That no eviction or distress shall be made during the period of military service in respect of any premises for which the agreed rent does not exceed $50 per month, occupied chiefly for dwelling purposes by the wife, children, or other dependents of a person in military service, except upon leave of court granted upon application therefor or granted in an action or proceeding affecting the right of possession.

2. On any such application or in any such action the court may, in its discretion, on its own motion, and shall, on application, unless in the opinion of the court the ability of the tenant to pay the agreed rent is not materially affected by reason of such military service, stay the proceedings for not longer than three months, as provided in this Act, or it may make such other order as may be just.

3. Any person who shall knowingly take part in any eviction or distress otherwise than as provided in subsection (1) hereof shall be guilty of a misdemeanor, and shall be punishable by imprisonment not to exceed one year or by fine not to exceed $1,000, or both.

4. The Secretary of War or the Secretary of the Navy, as the case may be, is hereby empowered, subject to such regulations as he may prescribe, to order an allotment of the pay of a person in military service in reasonable
proportion to discharge the rent of premises occupied for dwelling purposes by the wife, children, or other dependents of such person.

SEC. 301. (1) That no person who has received, or whose assignor has received, under a contract the purchase of real or personal property, or of lease or bailment with a view to purchase of such property, a deposit or installment of the purchase price from a person or from the assignor of a person who, after the date of payment of such deposit or installment, has entered military service, shall exercise any right or option under such contract to rescind or terminate the contract or resume possession of the property for nonpayment of any installment falling due during the period of such military service, except by action in a court of competent jurisdiction.

(1a) Any person who shall knowingly resume possession of property which is the subject of this section otherwise than as provided in subsection (1) hereof shall be guilty of a misdemeanor and shall be punished by imprisonment not to exceed one year or by fine not to exceed $1,000, or both.

(2) Upon the hearing of such action the court may order the repayment of prior installments or deposits or any part thereof, as a condition of terminating the contract and resuming possession of the property, or may, in its discretion, on its own motion, and shall, on application to it by such person in military service or some person on his behalf, order a stay of proceedings as provided in this Act unless, in the opinion of the court, the ability of the defendant to comply with the terms of the contract is not materially affected by reason of such service; or it may make such other disposition of the case as may be equitable to conserve the interests of all parties.

SEC. 302. (1) That the provisions of this section shall apply only to obligations originating prior to the date of approval of this Act and secured by mortgage, trust deed, or other security in the nature of a mortgage upon real or personal property owned by a person in military service at the commencement of the period of the military service and still so owned by him.

(2) In any proceeding commenced in any court during the period of military service to enforce such obligation arising out of nonpayment of any sum thereunder due or out of any other breach of the terms thereof occurring prior to or during the period of such service, the court may, after hearing, in its discretion, on its own motion, and shall, on application to it by such person in military service or some person on his behalf, unless in the opinion of the court the ability of the defendant to comply with the terms of the obligation is not materially affected by reason of his military service—

(a) Stay the proceedings as provided in this Act; or

(b) Make such other disposition of the case as may be equitable to conserve the interests of all parties.

(3) No sale under a power of sale or under a judgment entered upon warrant of attorney to confess judgment contained in any such obligation shall be valid if made during the period of military service or within three months thereafter, unless upon an order of sale previously granted by the court and a return thereto made and approved by the court.

ARTICLE IV.

INSURANCE.

SEC. 400. That in this Article the term "policy" shall include any contract of life insurance on the level premium or legal reserve plan. It shall also include any benefit in the nature of life insurance arising out of membership in any fraternal or beneficial association; the term "premium" shall include membership dues or assessments in such association, and the date of issuance of policy as herein limited shall refer to the date of admission to membership in such association; the term "insured" shall include any person who is the holder of a policy as defined in this Article; the term "insurer" shall include any corporation, partnership, or other form of association which secures or provides insurance under any policy as defined in this Article.

SEC. 401. That the benefits of this Article shall apply to any person in military service who is the holder of a policy of life insurance, when such holder shall apply for such benefits on a form prepared in accordance with regulations which shall be prescribed by the Secretary of the Treasury. Such form shall set forth particularly that the application therein made is a consent to such modification of the terms of the original contract of insurance as are made necessary by the provisions of this Article and by receiving and filing the same.
the insurer shall be deemed to have assented thereto, to the extent, if any, to which the policy on which the application is made is within the provisions of this Article. The original of such application shall be sent by the insured to the insurer, and a copy thereof to the Bureau of War Risk Insurance.

Sec. 402. That the benefits of this Act shall be available to any person in military service in respect of contracts of insurance in force under their terms up to but not exceeding a face value of $5,000, irrespective of the number of policies held by such person whether in one or more companies, when such contracts were made and a premium was paid thereon before September first, nineteen hundred and seventeen; but in no event shall the provisions of this Article apply to any policy on which premiums are due and unpaid for a period of more than one year at the time when application for the benefits of this Article is made or in respect of any policy on which there is outstanding a policy loan or other indebtedness equal to or greater than fifty per centum of the cash surrender value of the policy.

Sec. 403. That the Bureau of War Risk Insurance shall, subject to regulations, which shall be prescribed by the Secretary of the Treasury, compile and maintain a list of such persons in military service as have made application for the benefits of this Article, and shall (1) reject any applications for such benefits made by persons who are not persons in military service; (2) reject any applications for such benefits in excess of the amount permitted by section four hundred and two; and (3) reject any applications in respect of contracts of insurance otherwise not entitled to the benefits of this Article. Said bureau shall immediately notify the insurer and the insured in writing of every rejection or approval.

Sec. 404. That when one or more applications are made under this Article by any one person in military service in respect of insurance exceeding a total face value of $5,000, whether on one or more policies or in one or more companies, and the insured shall not in his application indicate an order of preference, the Bureau of War Risk Insurance shall reject such policies as have the inferior cash surrender value, so as to reduce the total benefits conferred within the face value of $5,000, and where necessary for this purpose shall direct the insurer to divide any policy into two separate policies. The said bureau shall immediately notify the insurer and the insured in writing of such selection.

Sec. 405. That no policy which has not lapsed for the nonpayment of premium before the commencement of the period of military service of the insured, and which has been brought within the benefits of this Article, shall lapse or be forfeited for the nonpayment of premium during the period of such service or during one year after the expiration of such period; Provided, That in no case shall this prohibition extend for more than one year after the termination of the war.

Sec. 406. That within the first fifteen days of each calendar month after the date of approval of this Act until the expiration of one year after the termination of the war, every insurance corporation or association to which application has been made as herein provided, for the benefits of this Article, shall render to the Bureau of War Risk Insurance a report, duly verified, setting forth the following facts:

First. The names of the persons who have applied for such benefits, and the face value of the policies in respect of which such benefits have been applied for by such persons, during the preceding calendar month;

Second. A list as far as practicable of the premiums in respect of policies entitled to the benefits of this Article which remain unpaid on the last day of the preceding calendar month, which day is at least thirty-one days after the due date of the premiums, provided such premiums have not previously been so reported as in default;

Third. A list of premiums which, having been previously reported as in default, have been paid by the policyholder or some one on his behalf in whole or in part during the preceding calendar month;

Fourth. A computation of the difference between the total amount of defaulted premiums therein reported and the total amount of premiums paid as therein reported, after having been previously reported as in default. From this sum shall be deducted the total sum of any premiums previously reported as in default, upon policies in respect of which the Bureau of War Risk Insurance has, since the date of such report, rejected an application for the bene-
fits of this Article. The final sum so arrived at shall be denominated the monthly difference.

Sec. 408. That the Bureau of War Risk Insurance shall verify the computation of monthly difference reported by each insurer, and shall certify it, as corrected, to the Secretary of the Treasury and the insurer.

Sec. 409. That the Secretary of the Treasury shall, within ten days thereafter, deliver each month to the proper officer of each insurer, bonds of the United States to the amount of that multiple of $100 nearest to the monthly difference certified in respect of each insurer. Such bonds shall be registered in the names of the respective insurers, who shall be entitled to receive the interest accruing thereon, and such bonds shall not be transferred, or again registered, except upon the approval of the Director of the Bureau of War Risk Insurance, and shall remain in the possession of the insurer until settlement is made in accordance with this Article: Provided, That whenever the fact of insolvency shall be ascertained by the Director of the Bureau of War Risk Insurance all obligation on the part of the United States, under this Article, for future premiums on policies of such insurer shall thereupon terminate. An insurer shall furnish semiannual statements to the Bureau of War Risk Insurance.

Sec. 410. That the bonds so delivered shall be held by the respective insurers as security for the payment of the defaulted premiums with interest. To indemnify it against loss the United States shall have a first lien upon any policy receiving the benefits of this Article, subject only to any lien existing at the time the policy became subject to this Act, and no loan or settlement or payment of dividend shall be made by the insurer on such policy which may prejudice the security of such lien. Before any dividend is paid or any loan or settlement is made the written consent of the Bureau of War Risk Insurance must be obtained.

Sec. 411. That in the case of the military service of any person being the holder of a policy receiving the benefits of this Article shall be terminated by death, the amount of any unpaid premiums, with interest at the rate provided for in the policy for policy loans, shall be deducted from the proceeds of the policy and shall be included in the next monthly report of the insurer as premiums paid.

Sec. 412. That if the insured does not within one year after the termination of his period of military service pay to the insurer all past due premiums with interest thereon from their several due dates at the rate provided in the policy for policy loans, the policy shall at the end of such year immediately lapse and become void, and the insurer shall thereupon become liable to pay the cash surrender value thereof, if any: Provided, That if the insured is in the military service at the termination of the war such lapse shall occur and surrender value be payable at the expiration of one year after the termination of the war.

Sec. 413. That at the expiration of one year after the termination of the war there shall be an account stated between each insurer and the United States, in which the following items shall be credited to the insurer:

1. The total amount of the monthly differences reported under this Article;

2. The difference between the total interest received by the insurer upon the bonds held by it as security and the total interest upon such monthly differences at the rate of five per centum per annum; and in which there shall be credited to the United States the amount of the cash surrender value of each policy lapsed or forfeited as provided in section four hundred and eleven, but not in any case a greater amount on any policy than the total of the unpaid premiums with interest thereon at the rate provided for in the policy for policy loans.

Sec. 414. That the balance in favor of the insurer shall, in each case, be paid to it by the United States upon the surrender by the insurer of the bonds delivered to it from time to time by the Secretary of the Treasury under the provisions of this Article.

Sec. 415. That this Article shall not apply to any policy which is void or which may at the option of the insurer be voidable, if the insured is in military service, either in this country or abroad, nor to any policy which as a result of being in military service, either in this country or abroad, provides for the payment of any sum less than the face thereof or for the payment of an additional amount as premium.
ARTICLE V.
TAXES AND PUBLIC LANDS.

SEC. 500. (1) That the provisions of this section shall apply when any taxes or assessments, whether general or special, falling due during the period of military service in respect of real property owned and occupied for dwelling or business purposes by a person in military service or his dependents at the commencement of his period of military service and still so occupied by his dependents or employees are not paid.

(2) When any person in military service, or any person in his behalf, shall file with the collector of taxes, or other officer whose duty it is to enforce the collection of taxes or assessments, an affidavit showing (a) that a tax or assessment has been assessed upon property which is the subject of this section, (b) that such tax or assessment is unpaid, and (c) that by reason of such military service the ability of such person to pay such tax or assessment is materially affected, no sale of such property shall be made to enforce the collection of such tax or assessment, or any proceeding or action for such purpose commenced, except upon leave of court granted upon an application made therefore by such collector or other officer. The court thereupon may stay such proceedings or such sale, as provided in this Act, for a period extending not more than six months after the termination of the war.

(3) When by law such property may be sold or forfeited to enforce the collection of such tax or assessment, such person in military service shall have the right to redeem or commence an action to redeem such property, at any time not later than six months after the termination of such service, but in no case later than six months after the termination of the war; but this shall not be taken to shorten any period, now or hereafter provided by the laws of any State or Territory for such redemption.

(4) Whenever any tax or assessment shall not be paid when due, such tax or assessment due and unpaid shall bear interest until paid at the rate of six per centum per annum, and no other penalty or interest shall be incurred by reason of such nonpayment. Any lien for such unpaid taxes or assessment shall also include such interest thereon.

SEC. 501. That no right to any public lands initiated or acquired prior to entering military service by any reason under the homestead laws, the desert-land laws, the mining-land laws, or any other laws of the United States, shall be forfeited or prejudiced by reason of his absence from such land, or of his failure to perform any work or make any improvements thereon, or to do any other act required by any such law during the period of such service. Nothing in this section contained shall be construed to deprive a person in military service or his heirs or devisees of any benefits to which he or they may be entitled under the Act entitled "An Act for the relief of homestead entrymen or settlers who enter the military or naval service of the United States in time of war," approved July twenty-eighth, nineteen hundred and seventeen; the Act entitled "An Act for the protection of desert-land entrymen who enter the military or naval service of the United States in time of war," approved August seventh, nineteen hundred and seventeen; the Act entitled "An Act to provide further for the national security and defense by stimulating agriculture and facilitating the distribution of agricultural products," approved August tenth, nineteen hundred and seventeen; the joint resolution "To relieve the owners of mining claims who have been mustered into the military or naval service of the United States as officers or enlisted men from performing assessment work during the term of such service," approved July seventeenth, nineteen hundred and seventeen; or any other Act or resolution of Congress; Provided, That nothing in this section contained shall be construed to limit or affect the right of a person in the military service to take any action during his term of service that may be authorized by law, or the regulations of the Interior Department thereunder, for the perfection, defense, or further assertion of rights initiated prior to the date of entering military service, and it shall be lawful for any person while in military service to make any affidavit or submit any proof that may be required by law, or the practice of the General Land Office in connection with the entry, perfection, defense, or further assertion of any rights initiated prior to entering military service, before the officer in immediate command and holding a commission in the branch of the service in which the party is engaged, which affidavits shall be as binding in law and with like penalties as if taken before the Register of the United States Land Office.
SELECTIVE SERVICE REGULATIONS. [Part XII

ARTICLE VI.

ADMINISTRATIVE REMEDIES.

SEC. 600. That where in any proceeding to enforce a civil right in any court it is made to appear to the satisfaction of the court that any interest, property, or contract has since the date of the approval of this Act been transferred or acquired with intent to delay the just enforcement of such right by taking advantage of this Act, the court shall enter such judgment or make such order as might lawfully be entered or made the provisions of this Act to the contrary notwithstanding.

SEC. 601. (1) That in any proceeding under this Act a certificate signed by The Adjutant General of the Army as to persons in the Army or in any branch of the United States service while serving pursuant to law with the Army, signed by the Chief of the Bureau of Navigation of the Navy Department as to persons in the Navy or in any other branch of the United States service while serving pursuant to law with the Navy, and signed by the Major General, Commandant, United States Marine Corps, as to persons in the Marine Corps, or in any other branch of the United States service while serving pursuant to law with the Marine Corps, or signed by an officer designated by any of them, respectively, for the purpose, shall when produced be prima facie evidence as to any of the following facts stated in such certificate:

That a person named has not been, or is, or has been in military service; the time when and the place where such person entered military service, his residence at that time, and the rank, branch, and unit of such service that he entered, the dates within which he was in military service, the monthly pay received by such person at the date of issuing the certificate, the time when and place where such person died in or was discharged from such service.

It shall be the duty of the foregoing officers to furnish such certificate on application, and any such certificate when purporting to be signed by any one of such officers or by any person purporting upon the face of the certificate to have been so authorized shall be prima facie evidence of its contents and of the authority of the signer to issue the same.

(2) Where a person in military service has been reported missing he shall be presumed to continue in the service until accounted for, and no period herein limited which begins or ends with the death of such person shall begin or end until the death of such person is in fact reported to or found by the Department of War or Navy, or any court or board thereof, or until such death is found by a court of competent jurisdiction: Provided, That no period herein limited which begins or ends with the death of such person shall be extended hereby beyond a period of six months after the termination of the war.

SEC. 602. That any interlocutory order made by any court under the provisions of this Act may, upon the court's own motion or otherwise, be revoked, modified, or extended by it upon such notice to the parties affected as it may require.

SEC. 603. That this Act shall remain in force until the termination of the war, and for six months thereafter: Provided, That wherever under any section or provision of this Act a proceeding, remedy, privilege, stay, limitation, accounting, or other transaction has been authorized or provided, the due exercise or enjoyment of which may extend beyond the period herein fixed for the termination of this Act, such section or provision shall be deemed to continue in full force and effect so long as may be necessary to the exercise or enjoyment of the proceeding, remedy, privilege, stay, limitation, accounting, or transaction aforesaid.

SEC. 604. That this Act may be cited as the Soldiers' and Sailors' Civil Relief Act.

Approved, March 8, 1918.

[PUBLIC—No. 105—65TH CONGRESS.]

[S. 3471.]

AN ACT To authorize the Secretary of War to grant furloughs without pay and allowances to enlisted men of the Army of the United States.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That, whenever during the con-
tinuance of the present war in the opinion of the Secretary of War the interests of the service or the national security and defense, render it necessary or desirable, the Secretary of War be, and he hereby is, authorized to grant furloughs to enlisted men of the Army of the United States with or without pay and allowances or with partial pay and allowances, and, for such periods as he may designate, to permit said enlisted men to engage in civil occupations and pursuits: Provided, That such furloughs shall be granted only upon the voluntary application of such enlisted men under regulations to be prescribed by the Secretary of War.

Approved, March 16, 1918.

[PUBLIC—No. 193—65th CONGRESS.]

[II. R. 12281.]

AN ACT Making appropriations for the support of the Army for the fiscal year ending June thirtieth, nineteen hundred and nineteen.

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CHAPTER XII.

REGISTRATION AND DRAFTING OF ALIENS: That the President may by proclamation set a day or days and place or places for the registration for military service of male aliens within designated ages residing within the United States who are citizens or subjects of a foreign country with whose Government the United States has concluded or hereafter concludes a convention or agreement in accordance with the terms of which its citizens or subjects within designated ages, residing within the United States, become under certain conditions liable to be drafted into the military service of the United States; that upon proclamation by the President stating the time and place of such registration it shall be the duty of any such alien, unless exempted from registration by the terms of the President's proclamation, to present himself for and submit to registration under the provisions of the Act approved May eighteenth, nineteen hundred and seventeen, entitled "An Act to authorize the President to increase temporarily the Military Establishment of the United States," and all amendments thereto, and he shall thereupon be registered in the same manner as those previously registered under the terms of said Act; and every such alien shall be deemed to have notice of the requirements of said Act and this joint resolution upon the publication by the President of any such proclamation, and any such alien who shall willfully fail or refuse to present himself for registration or to submit thereto shall be subject to all the provisions and liable to all the penalties provided in said Act or any amendment thereto.

Sec. 2. That any such alien, when registered, shall be and remain liable to military service in the forces of the United States and subject to draft under the provisions of said convention or agreement and of said Act and all amendments thereto, and subject to such regulations as the President may have prescribed or may prescribe under the terms thereof, unless during the period specified in the convention or agreement concluded with the country whereof he is a citizen or subject and designated in the President's proclamation, he shall have enlisted or enrolled in the military forces of his own country or returned to his own country for the purpose of enlisting or enrolling in its military forces, or unless the country whereof he is a citizen or subject, through its diplomatic representatives, in accordance with the terms of the convention or agreement concluded between the United States and such foreign country, shall issue to such alien a certificate of exemption from military service.

Sec. 3. That any such alien, after the expiration of the time fixed by the President's proclamation within which he may enlist or enroll in the military forces of his own country, return to his own country for the purpose of military service, or be exempted through the diplomatic representative of the country whereof he is a citizen or subject, shall be and remain subject in all respects to the terms, provisions, liabilities, and penalties of said Act and all amendments thereto, except as modified by the terms of the convention or agreement concluded between the United States and the country whereof such alien is a citizen or subject, and shall be subject to such may have prescribed or may prescribe under the terms of said Act.

Sec. 4. That the second sentence of section two of the Act entitled "An Act partly the Military Establishment
of the United States,” approved May eighteenth, nineteen hundred and seventeen, be, and is hereby, amended to read as follows:

“Volunteer draft for the Army shall be based upon liability to military service of all male citizens or male persons not alien enemies who have declared their intention to become citizens between the ages of twenty-one and thirty years, both inclusive, and shall take place and be maintained under such regulations as the President may prescribe not inconsistent with the terms of this Act: Provided, That a citizen or subject of a country neutral in the present war who has declared his intention to become a citizen of the United States shall be relieved from liability to military service upon his making a declaration, in accordance with such regulations as the President may prescribe, withdrawing his intention to become a citizen of the United States, which shall operate and be held to cancel his declaration of intention to become an American citizen and he shall forever be debarred from becoming a citizen of the United States.”

CHAPTER XIII.

RAISING THE AGE LIMIT FOR VOLUNTEER DUTY IN THE STAFF CORPS: That the first sentence of section seven of the Act entitled “An Act to authorize the President to increase temporarily the Military Establishment of the United States,” approved May eighteenth, nineteen hundred and seventeen, be, and the same is hereby, amended to read as follows:

“That the qualifications and conditions for voluntary enlistment as herein provided shall be the same as those prescribed by existing law for enlistments in the Regular Army, except that recruits for service in the staff corps and departments may be accepted who are between the ages of forty-one and fifty-five years, both inclusive, at the time of their enlistment, and that all other recruits must be between the ages of eighteen and forty years, both inclusive, at the time of their enlistment; and such enlistment shall be for the period of the existing emergency unless sooner discharged.”

[Public—No. 144—65th Congress.]

[H. R. 3132.]

AN ACT To amend the naturalization laws and to repeal certain sections of the Revised Statutes of the United States and other laws relating to naturalization, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section four of the Act entitled “An Act to establish a Bureau of Immigration and Naturalization and to provide a uniform rule for the naturalization of aliens throughout the United States,” approved June twenty-ninth, nineteen hundred and six, be, and is hereby, amended by adding seven new subdivisions as follows:

“Seventh. Any native-born Filipino of the age of twenty-one years and upward who has declared his intention to become a citizen of the United States and who has enlisted or may hereafter enlist in the United States Navy or Marine Corps or the Naval Auxiliary Service, and who, after service of not less than three years, may be honorably discharged therefrom, or who may receive an ordinary discharge with recommendation for reenlistment; or any alien, or any Porto Rican not a citizen of the United States, of the age of twenty-one years and upward, who has enlisted or entered or may hereafter enlist in or enter the armies of the United States, either the Regular or the Volunteer Forces, or the National Army, the National Guard or Naval Militia of any State, Territory, or the District of Columbia, or the State militia in Federal service, or in the United States Navy or Marine Corps, or in the United States Coast Guard, or who has served for three years on board of any vessel of the United States Government, or for three years on board of merchant or fishing vessels of the United States of more than twenty tons burden, and while still in the service on a reenlistment or reappointment, or within six months after an honorable discharge or separation therefrom, or while on furlough to the Army Reserve or Regular Army Reserve after honorable service, may, on presentation of the required declaration of intention petition for naturalization without proof of the required five years’ residence within the United States if upon examination by the representative of the Bureau of
Naturalization, in accordance with the requirements of this subdivision it is shown that such residence can not be established; any alien serving in the military or naval service of the United States during the time this country is engaged in the present war may file his petition for naturalization without making the preliminary declaration of intention and without proof of the required five years' residence within the United States; any alien declarant who has served in the United States Army or Navy, or the Philippine Constabulary, and has been honorably discharged therefrom, and has been accepted for service in either the military or naval service of the United States on the condition that he becomes a citizen of the United States, may file his petition for naturalization upon proof of continuous residence within the United States for the three years immediately preceding his petition, by two witnesses, citizens of the United States, and in these cases only residence in the Philippine Islands and the Panama Canal Zone by aliens may be considered residence within the United States, and the place of such military service shall be construed as the place of residence required to be established for purposes of naturalization; and any alien or any person owing permanent allegiance to the United States embraced within this subdivision, may file his petition for naturalization in the most convenient court without proof of residence within its jurisdiction, notwithstanding the limitation upon the jurisdiction of the courts specified in section three of the Act of June twenty-ninth, nineteen hundred and six, provided he appears with his two witnesses before the appropriate representative of the Bureau of Naturalization and passes the preliminary examination hereby required before filing his petition for naturalization in the office of the clerk of the court, and in each case the record of this examination shall be offered in evidence by the representative of the Government from the Bureau of Naturalization and made a part of the record at the original and any subsequent hearings; and, except as otherwise herein provided, the honorable discharge certificate of such alien, or person owing permanent allegiance to the United States, or the certificate of service showing good conduct, signed by a duly authorized officer, or by the masters of said vessels, shall be deemed prima facie evidence to satisfy all of the requirements of residence within the United States and within the State, Territory, or the District of Columbia, and good moral character required by law, when supported by the affidavits of two witnesses, citizens of the United States, identifying the applicant as the person named in the certificate or honorable discharge, and in those cases only where the alien is actually in the military or naval service of the United States, the certificate of arrival shall not be filed with the petition for naturalization in the manner prescribed; and any petition for naturalization filed under the provisions of this subdivision may be heard immediately, notwithstanding the law prohibits the hearing of a petition for naturalization during thirty days preceding any election in the jurisdiction of the court. Any alien, who, at the time of the passage of this Act, is in the military service of the United States, who may not be within the jurisdiction of any court authorized to naturalize aliens, may file his petition for naturalization without appearing in person in the office of the clerk of the court and shall not be required to take the prescribed oath of allegiance in open court. The petition shall be verified by the affidavits of at least two credible witnesses who are citizens of the United States, and who shall prove in their affidavits the portion of the residence that they have personally known the applicant to have resided within the United States. The time of military service may be established by the affidavits of at least two other citizens of the United States, which, together with the oath of allegiance, may be taken in accordance with the terms of section seventeen hundred and fifty of the Revised Statutes of the United States after notice from and under regulations of the Bureau of Naturalization. Such affidavits and oath of allegiance shall be admitted in evidence in any original or appellate naturalization proceeding without proof of the genuineness of the seal or signature of the official character of the officer before whom the affidavits and oath of allegiance were taken, and shall be filed by the representative of the Government from the Bureau of Naturalization at the hearing as provided by section eleven of the Act of June twenty-ninth, nineteen hundred and six. Members of the Naturalization Bureau and Service may be designated by the Secretary of Labor to administer oaths relating to the administration of the naturalization law; and the requirement of section ten of notice to take depositions to the United States attorneys is repealed, and the duty they perform under section fifteen of
Act of June twenty-ninth, nineteen hundred and six (Thirty-fourth Statutes at Large, part one, page five hundred and ninety-six), may also be performed by the Commissioner or Deputy Commissioner of Naturalization: Provided, That it shall not be lawful to make a declaration of intention before the clerk of any court on election day or during the period of thirty days preceding the day of holding any election in the jurisdiction of the court: Provided further, That service by aliens upon vessels other than of American registry, whether continuous or broken, shall not be considered as residence for naturalization purposes within the jurisdiction of the United States, and such aliens can not secure residence for naturalization purposes during service upon vessels of foreign registry.

During the time when the United States is at war no clerk of a United States court shall charge or collect a naturalization fee from an alien in the military service of the United States for filing his petition or issuing the certificate of naturalization upon admission to citizenship, and no clerk of any State court shall charge or collect any fee for this service unless the laws of the State require such charge to be made, in which case nothing more than the portion of the fee required to be paid to the State shall be charged or collected. A full accounting for all of these transactions shall be made to the Bureau of Naturalization in the manner provided by section thirteen of the Act of June twenty-ninth, nineteen hundred and six.

"Eighth. That every seaman, being an alien, shall, after his declaration of intention to become a citizen of the United States, and after he shall have served three years upon any merchant or fishing vessel of the United States, be deemed a citizen of the United States for the purpose of serving on board any such merchant or fishing vessel of the United States, anything to the contrary in any Act of Congress notwithstanding; but such seaman shall, for all purposes of protection as an American citizen, be deemed such after the filing of his declaration of intention to become such citizen: Provided, That nothing contained in this Act shall be taken or construed to repeal or modify any portion of the Act approved March fourth, nineteen hundred and fifteen (Thirty-eighth Statutes at Large, part one, page eleven hundred and sixty-four, chapter one hundred and fifty-three), being an Act to promote the welfare of American seamen.

"Ninth. That for the purpose of carrying on the work of the Bureau of Naturalization of sending the names of the candidates for citizenship to the public schools and otherwise promoting instruction and training in citizenship responsibilities of applicants for naturalization, as provided in this subdivision, authority is hereby given for the reimbursement of the printing and binding appropriation of the Department of Labor upon the records of the Treasury Department from the naturalization fees deposited in the Treasury through the Bureau of Naturalization for the cost of publishing the citizenship textbook prepared and to be distributed by the Bureau of Naturalization to those candidates for citizenship only who are in attendance upon the public schools, such reimbursement to be made upon statements by the Commissioner of Naturalization of books actually delivered to such student candidates for citizenship, and a monthly naturalization bulletin, and in this duty to secure the aid of and cooperate with the official State and national organizations, including those concerned with vocational education and including personal services in the District of Columbia, and to aid the local Army exemption boards and cooperate with the War Department in locating declarants subject to the Army draft and expenses incidental thereto.

"Tenth. That any person not an alien enemy, who resided uninterruptedly within the United States during the period of five years next preceding July first, nineteen hundred and fourteen, and was on that date otherwise qualified to become a citizen of the United States, except that he had not made the declaration of intention required by law and who during or prior to that time, because of misinformation regarding his citizenship status erroneously exercised the rights and performed the duties of a citizen of the United States in good faith, may file the petition for naturalization prescribed by law without making the preliminary declaration of intention required of other aliens, and upon satisfactory proof to the court that he has so acted may be admitted as a citizen of the United States upon complying in all respects with the other requirements of the naturalization law.

"Eleventh. No alien who is a native, citizen, subject, or denizen of any country, State, or sovereignty with which the United States is at war shall be admitted to become a citizen of the United States unless he made his declara-
tion of intention not less than two nor more than seven years prior to the existence of the state of war, or was at that time entitled to become a citizen of the United States, without making a declaration of intention, or unless his petition for naturalization shall then be pending and is otherwise entitled to admission, notwithstanding he shall be an alien enemy at the time and in the manner prescribed by the laws passed upon that subject: Provided, That no alien embraced within this subdivision shall have his petition for naturalization called for a hearing, or heard, except after ninety days' notice given by the clerk of the court to the Commissioner or Deputy Commissioner of Naturalization to be present, and the petition shall be given no final hearing except in open court and after such notice to the representative of the Government from the Bureau of Naturalization, whose objection shall cause the petition to be continued from time to time for so long as the Government may require: Provided, however, That nothing herein contained shall be taken or construed to interfere with or prevent the apprehension and removal, agreeably to law, of any alien enemy at any time previous to the actual naturalization of such alien; and section twenty-one hundred and seventy-one of the Revised Statutes of the United States is hereby repealed: Provided further, That the President of the United States may, in his discretion, upon investigation and report by the Department of Justice fully establishing the loyalty of any alien enemy not included in the foregoing exemption, except such alien enemy from the classification of alien enemy, and thereupon he shall have the privilege of applying for naturalization; and for the purposes of carrying into effect the provisions of this section, including personal services in the District of Columbia, the sum of $400,000 is hereby appropriated, to be available until June thirtieth, nineteen hundred and nineteen, including travel expenses for members of the Bureau of Naturalization and its field service only, and the provisions of section thirty-six hundred and seventy-nine of the Revised Statutes shall not be applicable in any way to this appropriation.

Twelfth. That any person who, while a citizen of the United States and during the existing war in Europe, entered the military or naval service of any country at war with a country with which the United States is now at war, who shall be deemed to have lost his citizenship by reason of any oath or obligation taken by him for the purpose of entering such service, may resume his citizenship by taking the oath of allegiance to the United States prescribed by the naturalization law and regulations, and such oath may be taken before any court of the United States or of any State authorized by law to naturalize aliens or before any consul of the United States, and certified copies thereof shall be sent by such court or consul to the Department of State and the Bureau of Naturalization, and the Act (Public fifty-five, Sixty-fifth Congress, approved October fifth, nineteen hundred and seventeen), is hereby repealed.

"Thirteenth. That any person who is serving in the military or naval forces of the United States at the termination of the existing war, and any person who before the termination of the existing war may have been honorably discharged from the military or naval services of the United States on account of disability incurred in line of duty, shall, if he applies to the proper court for admission as a citizen of the United States, be relieved from the necessity of proving that immediately preceding the date of his application he has resided continuously within the United States the time required by law of other aliens, or within the State, Territory, or the District of Columbia for the year immediately preceding the date of his petition for naturalization, but his petition for naturalization shall be supported by the affidavits of two credible witnesses, citizens of the United States, identifying the petitioner as the person named in the certificate of honorable discharge, which said certificate may be accepted as evidence of good moral character required by law, and he shall comply with the other requirements of the naturalization law."

Ssc. 2. That the following provisions of law be, and they are hereby, repealed: Section twenty-one hundred and sixty-six and twenty-one hundred and seventy-four of the Revised Statutes of the United States of America and so much of an Act approved July twenty-sixth, eighteen hundred and ninety-four, entitled "An Act making provisions for the naval service for the fiscal year ending June thirtieth, eighteen hundred and ninety-five, and for other purposes," being chapter one hundred and sixty-five of the laws of eighteen hundred and ninety-four (Revised Twenty-eighth Statutes at Large, page one hundred and twenty-four), reading as follows: "Any alien of the age of twenty-one years and upward who has enlisted or may enlist in the United States Navy
or Marine Corps and has served or may hereafter serve five consecutive years in the United States Navy or one enlistment in the United States Marine Corps and has been or may hereafter be honorably discharged, shall be admitted to become a citizen of the United States upon his petition without any previous declaration of his intention to become such; and the court admitting such alien shall, in addition to proof of good moral character, be satisfied by competent proof of such person's service in and honorable discharge from the United States Navy or Marine Corps; and so much of an Act approved June thirtieth, nineteen hundred and fourteen, entitled "An Act making appropriations for the naval service for the fiscal year ending June thirtieth, nineteen hundred and fifteen, and for other purposes," being chapter one hundred and thirty of the laws of nineteen hundred and fourteen (Thirty-eighth Statutes at Large, part one, page three hundred and ninety-two), reading as follows: "Any alien of the age of twenty-one years and upward who may under existing law become a citizen of the United States, who has served or may hereafter serve for one enlistment of not less than four years in the United States Navy or Marine Corps, and who has received therefrom an honorable discharge or an ordinary discharge, with recommendation for reinstatement, or who has completed four years in the Revenue-Cutter Service and received therefrom an honorable discharge or an ordinary discharge with recommendation for reinstatement, or who has completed four years of honorable service in the naval auxiliary service, shall be admitted to become a citizen of the United States upon his petition without any previous declaration of his intention to become such, and without proof of residence on shore, and the court admitting such alien shall, in addition to proof of good moral character, be satisfied by competent proof from naval or revenue-cutter sources of such service: Provided, That an honorable discharge from the Navy, Marine Corps, Revenue-Cutter Service, or the Naval Auxiliary Service, or an ordinary discharge with recommendation for reinstatement, shall be accepted as proof of good moral character: Provided further, That any court which now has or may hereafter be given jurisdiction to naturalize aliens as citizens of the United States may immediately naturalize any alien applying under and furnishing the proof described by the foregoing provisions; and so much of section three of an Act approved June twenty-fifth, nineteen hundred and ten (Thirty-fourth Statutes at Large, part one, page six hundred and thirty, reading as follows: "That paragraph two of section four of an Act entitled 'An Act to establish a Bureau of Immigration and Naturalization, and to provide for a uniform rule for the naturalization of aliens throughout the United States, approved June twenty-ninth, nineteen hundred and six, be amended by adding, after the proviso in paragraph two of section four of said Act, the following: Provided further, That any person belonging to the class of persons authorized and qualified under existing law to become a citizen of the United States, who has resided constantly in the United States during a period of five years next preceding May first, nineteen hundred and ten, who, because of misinformation in regard to his citizenship or the requirements of the law governing the naturalization of citizens has labored and acted under the impression that he was or could become a citizen of the United States and has in good faith exercised the rights or duties of a citizen or intended citizen of the United States because of such wrongful information and belief may, upon making a showing of such facts satisfactory to a court having jurisdiction to issue papers of naturalization to an alien, and the court in its judgment believes that such person has been for a period of more than five years entitled upon proper proceedings to be naturalized as a citizen of the United States, receive from the said court a final certificate of naturalization, and said court may issue such certificate without requiring proof of former declaration by or on part of such person of their intention to become a citizen of the United States, but such applicant for naturalization shall comply in all other respects with the law relative to the issuance of final papers of naturalization to aliens."

That all Acts or parts of Acts inconsistent with or repugnant to the provisions of this Act are hereby repealed; but nothing in this Act shall repeal or in any way enlarge section twenty-one hundred and sixty-nine of the Revised Statutes, except as specified in the seventh subdivision of this Act and under the limitation therein defined: Provided, That for the purposes of the prosecution of all crimes and offenses against the naturalization laws of the United States which may have been committed prior to this Act the statutes and laws hereby repealed shall remain in full force and effect: Provided, That as to all aliens who, prior to January first, nineteen hundred, served in the Armies of the United
States and were honorably discharged therefrom, section twenty-one hundred and sixty-six of the Revised Statutes of the United States shall be and remain in full force and effect, anything in this Act to the contrary notwithstanding.

SEC. 3. That all certificates of naturalization granted by courts of competent jurisdiction prior to December thirty-first, nineteen hundred and eighteen, upon petitions for naturalization filed prior to January thirty-first, nineteen hundred and eighteen, upon declarations of intention filed prior to September twenty-seventh, nineteen hundred and six, are hereby declared to be valid in so far as the declaration of intention is concerned, but shall not be by this Act further validated or legalized.

The word "District" in sections four, ten, and twenty-seven of the Act which this Act amends is hereby amended to read "the District of Columbia."

Approved, May 9, 1918.

III. SECTIONS 37, 125, AND 337, CRIMINAL CODE OF THE UNITED STATES.

If two or more persons conspire either to commit any offense against the United States, or to defraud the United States in any manner or for any purpose, and one or more of such parties do any act to effect the object of the conspiracy, each of the parties to such conspiracy shall be fined not more than $10,000, or imprisoned not more than two years, or both. (Sec. 37, Criminal Code of United States.)

Whoever, having taken an oath before a competent tribunal, officer, or person, in any case in which a law of the United States authorizes an oath to be administered, that he will testify, declare, depose, or certify truly, or that any written testimony, declaration, deposition, or certificate by him subscribed, is true, shall willfully and contrary to such oath state or subscribe any material matter which he does not believe to be true, is guilty of perjury, and shall be fined not more than $2,000 and imprisoned not more than five years. (Sec. 125, Criminal Code of United States.)

Whoever directly commits any act constituting an offense defined in any law of the United States, or aids, abets, counsels, commands, induces, or procure its commission is a principal. (Sec. 332, Criminal Code of United States.)

IV. BRITISH AND CANADIAN CONVENTIONS.

PART I.

CONVENTION RELATING TO THE SERVICE OF CITIZENS OF THE UNITED STATES IN GREAT BRITAIN AND OF BRITISH SUBJECTS IN THE UNITED STATES.

The President of the United States of America and His Majesty the King of the United Kingdom of Great Britain and Ireland and of the British Dominions beyond the Seas, Emperor of India, being convinced that for the better prosecution of the present war it is desirable that citizens of the United States in Great Britain and British subjects in the United States shall either return to their own country to perform military service in its Army or shall serve in the Army of the country in which they remain, have resolved to enter into a convention to that end, and have accordingly appointed as their plenipotentiaries, the President of the United States of America, Robert Lansing, Secretary of State of the United States; and His Britannic Majesty, the Earl of Reading, Lord Chief Justice of England, High Commissioner and Ambassador Extraordinary and Plenipotentiary on Special Mission to the United States, who, after having communicated to each other their respective full powers, found to be in proper form, have agreed upon and concluded the following articles:

ARTICLE I.

All male citizens of the United States in Great Britain and all male British subjects in the United States, shall, unless before the time limited by this convention they enlist or enroll in the forces of their own country or return to the United States or Great Britain, respectively, for the purpose of military service, be subject to military service and entitled to exemption or discharge therefrom under the laws and regulations from time to time in force of the country in which they are: Provided, That in respect to British subjects in the United States: 60247"—18—25
States the ages for military service shall be for the time being 20 to 44 years, both inclusive; Provided, however, That no citizen of the United States in Great Britain and no British subject in the United States who, before proceeding to Great Britain or the United States, respectively, was ordinarily resident in a place in the possessions of the United States or in His Majesty's dominions, respectively, where the law does not impose compulsory military service shall, by virtue of this convention, be liable to military service under the laws and regulations of Great Britain or the United States, respectively: Provided, further, That in the event of compulsory military service being applied to any part of His Majesty's dominions in which military service at present is not compulsory, British subjects who before proceeding to the United States were ordinarily resident in such part of His Majesty's dominions, shall thereupon be included within the terms of this convention.

ARTICLE II.

Citizens of the United States and British subjects within the age limits aforesaid who desire to enter the military service of their own country must, after making such application therefor as may be prescribed by the laws or regulations of the country in which they are, enlist or enroll or must leave Great Britain or the United States, as the case may be, for the purpose of military service in their own country before the expiration of 60 days after the date of the exchange of ratifications of this convention, if liable to military service in the country in which they are at the said date; or if not so liable, then before the expiration of 30 days after the time when liability shall accrue; or as to those holding certificates of exemption under Article III of this convention, before the expiration of 30 days after the date on which any such certificate becomes inoperative unless sooner renewed; or as to those who apply for certificates of exemption under Article III and whose applications are refused, then before the expiration of 30 days after the date of such refusal, unless the application be sooner granted.

ARTICLE III.

The Government of the United States and His Britannic Majesty's Government may through their respective diplomatic representatives issue certificates of exemption from military service to citizens of the United States in Great Britain and British subjects in the United States, respectively, upon application or otherwise, within 60 days from the date of the exchange of ratifications of this convention, or within 30 days from the date when such citizens or subjects become liable to military service in accordance with Article I, provided that the applications be made or the certificates be granted prior to their entry into the military service of either country.

Such certificates may be special or general, temporary or conditional, and may be modified, renewed, or revoked in the discretion of the Government granting them. Persons holding such certificates shall, so long as the certificates are in force, not be liable to military service in the country in which they are.

ARTICLE IV.

This convention shall not apply to British subjects in the United States (a) who are born or naturalized in Canada, and who, before proceeding to the United States, were ordinarily resident in Great Britain or Canada or in any other part of His Majesty's Dominions to which compulsory military service has been or may be hereafter by law applied, or outside the British Dominions; or (b) who were not born or naturalized in Canada, but who before proceeding to the United States were ordinarily resident in Canada.

ARTICLE V.

The Government of the United States and His Britannic Majesty's Government will, respectively, so far as possible facilitate the return of British subjects and citizens of the United States who may desire to return to their own country for military service, but shall not be responsible for providing transport or the cost of transport for such persons.

ARTICLE VI.

No citizen or subject of either country who, under the provisions of this convention, enters the military service of the other shall, by reason of such service, be considered after this convention shall have expired or after his discharge to have lost his nationality or to be under any allegiance to His Britannic Majesty or to the United States, as the case may be.
ARTICLE VII.

The present convention shall be ratified by the President of the United States of America, by and with the advice and consent of the Senate of the United States, and by His Britannic Majesty, and the ratifications shall be exchanged at Washington or at London as soon as possible. It shall come into operation on the date on which the ratifications are exchanged and shall remain in force until the expiration of 60 days after either of the contracting parties shall have given notice of termination to the other; whereupon any subject or citizen of either country incorporated into the military service of the other under this convention shall be as soon as possible discharged therefrom.

In witness whereof the respective plenipotentiaries have signed the present convention and have affixed thereto their seals.

Done in duplicate at Washington the 3d day of June, in the year of our Lord one thousand nine hundred and eighteen.

Robert Lansing. [seal.]
Reading. [seal.]

PART II.

CONVENTION RELATING TO THE SERVICE OF CITIZENS OF THE UNITED STATES IN CANADA AND OF CANADIANS IN THE UNITED STATES.

The President of the United States of America and His Majesty the King of the United Kingdom of Great Britain and Ireland, and of the British Dominions Beyond the Seas, Emperor of India being convinced that for the better prosecution of the present war it is desirable that citizens of the United States in Canada and Canadian British subjects in the United States shall either return to their own country to perform military service in its Army or shall serve in the Army of the country in which they remain, have resolved to enter into a convention to that end and have accordingly appointed as their plenipotentiaries the President of the United States of America, Robert Lansing, Secretary of State of the United States, and His Britannic Majesty, the Earl of Reading, Lord Chief Justice of England, high commissioner and ambassador extraordinary and plenipotentiary on special mission to the United States, who, after having communicated to each other their respective full powers found to be in proper form, have agreed upon and concluded the following articles:

ARTICLE I.

All male citizens of the United States in Canada (hereinafter called Americans) and all male British subjects in the United States (a) who were born or naturalized in Canada, and who, before proceeding to the United States were ordinary resident in Great Britain or Canada or in any other part of His Majesty's Dominions to which compulsory military service has been or may be hereafter by law applied, or outside the British Dominions; or (b) who were not born or naturalized in Canada, but who, before proceeding to the United States, were ordinarily resident in Canada (hereinafter called Canadians), shall, unless before the time limited by this convention they enlist or enroll in the forces of their own country or return to the United States or Canada, respectively, for the purpose of military service, be subject to military service and entitled to exemption or discharge therefrom under the laws and regulations, from time to time in force, of the country in which they are: Provided, That in respect to Americans, in Canada, the ages for military service shall be the ages specified in the laws of the United States prescribing compulsory military service, and in respect to Canadians in the United States the ages for military service shall be for the time being 20 to 44 years, both inclusive.

ARTICLE II.

Americans and Canadians within the age limits aforesaid who desire to enter the military service of their own country must enlist or enroll or must leave Canada or the United States, as the case may be, for the purpose of military service in their own country before the expiration of 60 days after the date of the exchange of ratifications of this convention, if liable to military service in the country in which they are at the said date; or if not so liable, then before the expiration of 30 days after the time when liability shall accrue; or, as to those holding certificates of exemption under Article III of this convention, be-
fore the expiration of 30 days after the date on which any such certificate becomes inoperative unless sooner renewed; or as to those who apply for certificates of exemption under Article III, and whose applications are refused, then before the expiration of 30 days after the date of such refusal, unless the application be sooner granted.

ARTICLE III.

The Government of the United States, through the consul general at Ottawa, and His Britannic Majesty's Government through the British ambassador at Washington, may issue certificates of exemption from military service to Americans and Canadians, respectively, upon application or otherwise, within 60 days from the date of the exchange of ratifications of this convention or within 30 days from the date when such citizens or subjects become liable to military service in accordance with Article I, provided that the applications be made or the certificates be granted prior to their entry into the military service of either country. Such certificates may be special or general, temporary or conditional, and may be modified, renewed, or revoked in the discretion of the Government granting them. Persons holding such certificates shall, so long as the certificates are in force, not be liable to military service in the country in which they are.

ARTICLE IV.

The Government of the United States and the Government of Canada will, respectively, so far as possible facilitate the return of Canadians and Americans who may desire to return to their own country for military service, but shall not be responsible for providing transport or the cost of transport for such persons.

ARTICLE V.

No citizen or subject of either country who, under the provisions of this convention, enters the military service of the other shall, by reason of such service, be considered, after this convention shall have expired or after his discharge, to have lost his nationality or to be under any allegiance to the United States or to His Britannic Majesty, as the case may be.

ARTICLE VI.

The present convention shall be ratified by the President of the United States of America, by and with the advice and consent of the Senate of the United States, and by His Britannic Majesty, and the ratifications shall be exchanged at Washington or at London as soon as possible. It shall come into operation on the date on which the ratifications are exchanged and shall remain in force until the expiration of 60 days after either of the contracting parties shall have given notice of termination to the other; whereupon any citizen or subject of either country incorporated into the military service of the other under this convention shall be as soon as possible discharged therefrom.

In witness whereof the respective plenipotentiaries have signed the present convention and have affixed thereto their seals.

Done in duplicate at Washington the third day of June, in the year of our Lord nineteen hundred and eighteen.

Robert Lansing. [Seal.]
Reading. [Seal.]

RECESS.

NOTES RELATING TO ARTICLE I.

British Embassy, Washington, June 3, 1918.

Hon. Robert Lansing,
Secretary of State of the United States.

Sirs: With reference to the military-service convention between the United States and Great Britain signed to-day, I am instructed by His Majesty's Government to explain why the proviso to Article I does not limit the military service of citizens of the United States in Great Britain to those of the ages specified in the laws of the United States prescribing compulsory military service, as requested by the United States Government. The reason for the omission of this clause in the proviso is a desire to avoid the delay that would be involved in modifying the military service acts, 1916 to 1918, which con-
trol the operation of any convention of this character. I beg you, therefore, to be good enough not to press this proposal.

The effect of these acts is to make United States citizens in Great Britain under this convention liable to military service between the ages of 18 and 49, both inclusive. The limitation of the ages of United States citizens in Great Britain for the purpose of military service to those prescribed in the laws of the United States relating to compulsory military service may, however, be attained without amendment of these acts by exercise of the United States of its right of exemption under Article III.

His Majesty's Government understands, therefore, that the United States Government will exercise their right under Article III to exempt from compulsory military service in Great Britain all citizens of the United States in Great Britain outside the ages specified in the laws of the United States prescribing compulsory military service.

I have the honor to be, with the highest consideration, sir,

Your most obedient, humble servant,

RECEIPT.

June 3, 1918.

His Excellency the Earl of Reading,
Ambassador of Great Britain on Special Mission:

I have the honor to acknowledge the receipt of Your Excellency's note of this date in regard to the military service convention between the United States and Great Britain, signed today, in which you state that you are instructed to explain why the proviso to Article I does not limit the military service of citizens of the United States in Great Britain to those of the ages specified in the laws of the United States prescribing compulsory military service as requested by the United States Government. In explanation Your Excellency states as follows:

The reason for the omission of this clause in the proviso is a desire to avoid the delay which would be involved in modifying the military service acts, 1916 to 1918, which control the operation of any convention of this character. I beg you, therefore, to be good enough not to press this proposal.

The effect of these acts is to make United States citizens in Great Britain under this convention liable to military service between the ages of 18 and 49 years, both inclusive. The limitation of the ages of United States citizens in Great Britain for the purposes of military service to those prescribed in the laws of the United States relating to compulsory military service may, however, be attained without amendment of these acts by the exercise by the United States of its right of exemption under Article III.

Your Excellency adds that—

His Majesty's Government understands, therefore, that the United States Government will exercise its right under Article III to exempt from compulsory military service in Great Britain all citizens of the United States in Great Britain outside the ages specified in the laws of the United States prescribing compulsory military service.

In reply I have the honor to inform your excellency that the Government of the United States is pleased to accept this explanation of said Article I, and, in lieu of a clause in this article limiting the military service of citizens of the United States in Great Britain to those of the ages specified in the laws of the United States prescribing compulsory military service, to exercise its right under Article III to exempt from compulsory military service in Great Britain all citizens of the United States in Great Britain outside the ages specified in the laws of the United States prescribing compulsory military service.

I have the honor to be, with the highest consideration,

Your excellency's most obedient servant,

ROBERT LANSING.

Upon exchange of ratifications a certificate signed by the President in the following form will be issued exempting from military service citizens of the United States in Great Britain outside of the ages specified from time to time by the laws of the United States prescribing compulsory military service for citizens of the United States. In accordance with such certificate and the provisions of Article III of the convention in respect of citizens of the United States in Great Britain certificates of exemption will be issued to citizens of the United States in Great Britain outside the ages specified in the laws of the United States prescribing from time to time compulsory military service for citizens of the United States.
GENERAL CERTIFICATE.

Whereas the convention concluded on June 3, 1918, between the Government of the United States and the Government of Great Britain in respect to compulsory military service on the citizens or subjects of either party in the territories of the other, provides in Article III that:

"The Government of the United States and His Britannic Majesty's Government may, through their respective diplomatic representatives, issue certificates of exemption from military service to citizens of the United States in Great Britain and British subjects in the United States, respectively, upon application or otherwise, within 60 days from the date of the exchange of ratifications of this convention, or within 30 days from the date when such citizens or subjects become liable to military service in accordance with Article I, provided that the applications be made or the certificates be granted prior to their entry into the military service of either country.

"Such certificates may be special or general, temporary or conditional, and may be modified, renewed, or revoked in the discretion of the Government granting them. Persons holding such certificates shall, so long as the certificates are in force, not be liable to military service in the country in which they are."

And whereas, by an exchange of notes dated June 3, 1918, between the parties of said convention in relation to Article I thereof, it is understood that the Government of the United States will exercise its right under Article III to exempt from compulsory military service in Great Britain all citizens of the United States in Great Britain outside of the ages specified in the laws of the United States prescribing compulsory military service for citizens of the United States.

Now, therefore, I, Woodrow Wilson, President of the United States of America, by virtue of authority of Article III of said convention, hereby certify, in the name of the Government of the United States, that all citizens of the United States in Great Britain outside the ages specified from time to time in the laws of the United States prescribing compulsory military service for citizens of the United States are and shall be exempt from compulsory military service in Great Britain.

V. WAR-RISK INSURANCE LAW.

AN ACT To amend an Act entitled "An Act to authorize the establishment of a Bureau of War-Risk Insurance in the Treasury Department," approved September second, nineteen hundred and fourteen, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the first section of the act entitled "An act to authorize the establishment of a Bureau of War-Risk Insurance in the Treasury Department," approved September second, nineteen hundred and fourteen, as amended, is hereby amended to read as follows:

"ARTICLE I.

"SECTION 1. That there is established in the Treasury Department a bureau to be known as the Bureau of War-Risk Insurance, the director of which shall receive a salary at the rate of $5,000 per annum.

"That there be in such bureau a Division of Marine and Seamen's Insurance and a Division of Military and Naval Insurance in charge of a commissioner of Marine and Seamen's Insurance and a commissioner of Military and Naval Insurance, respectively, each of whom shall receive a salary of $4,000 per annum."

Sec. 2. That such act of September second, nineteen hundred and fourteen, as amended, is hereby amended by adding new sections, as follows:

"Sec. 12. That sections two to seven, inclusive, and section nine, shall be construed to refer only to the Division of Marine and Seamen's Insurance.

"Sec. 13. That the director, subject to the general direction of the Secretary of the Treasury, shall administer, execute, and enforce the provisions of this act, and for that purpose have full power and authority to make rules and regulations, not inconsistent with the provisions of this act, necessary or appropriate to carry its purposes, and shall decide all questions arising under the act, except as otherwise provided in sections five and four hundred and five. Wherever under any provision or provisions of the act regulations are directed or authorized to be made, such regulations, unless the context otherwise requires,
shall or may be made by the director, subject to the general direction of the Secretary of the Treasury. The director shall adopt reasonable and proper rules to govern the procedure of the divisions, to regulate the matter of the compensation, if any, but in no case to exceed ten per centum, to be paid to claim agents and attorneys for services in connection with any of the matters provided for in articles two, three, and four, and to regulate and provide for the nature and extent of the proofs and evidence and the method of taking and furnishing the same in order to establish the right to benefits of allowance, allotment, compensation, or insurance provided for in this act, the forms of application of those claiming to be entitled to such benefits, the method of making investigations and medical examinations, and the manner and form of adjudications and awards.

"Sec. 14. That the bureau and its divisions shall have such deputies, assistants, actuaries, clerks, and other employees as may be from time to time provided by Congress. The bureau shall, by arrangement with the Secretary of War and the Secretary of the Navy, respectively, make use of the services of surgeons in the Army and Navy. The Secretary of the Treasury is authorized to establish an advisory board consisting of three members skilled in the practice of insurance against death or disability for the purpose of assisting the Division of Military and Naval Insurance in fixing premium rates and in the adjustment of claims for losses under the contracts of insurance provided for in article four and in adjusting claims for compensation under article three; compensation for the person so appointed to be determined by the Secretary of the Treasury, but not to exceed $20 a day each while actually employed.

"Sec. 15. That for the purposes of this act, the director, commissioners, and deputy commissioners shall have power to issue subpoenas for and compel the attendance of witnesses within a radius of one hundred miles, to require the production of books, papers, documents, and other evidence, to administer oaths and to examine witnesses upon any matter within the jurisdiction of the bureau. The director may obtain such information and such reports from officials and employees of the departments of the Government of the United States and of the States as may be agreed upon by the heads of the respective departments. In case of disobedience to a subpoena, the bureau may invoke the aid of any district court of the United States in requiring the attendance and testimony of witnesses and the production of documentary evidence, and such court, within the jurisdiction of which the inquiry is carried on, may, in contempt or refusal to obey a subpoena issued to any officer, agent, or employee of any corporation or other person, issue an order requiring such corporation or other person to appear before the bureau, or to give evidence touching the matter in question; and any failure to obey such order of the court may be punished by such court as a contempt thereof. Any person so required to attend as a witness shall be allowed and paid the same fees and mileage as are paid witnesses in the district courts of the United States.

"Sec. 16. That the director shall submit annually to the Secretary of the Treasury estimates of the appropriations necessary for the work of the bureau.

"Sec. 17. That for the purpose of carrying out the provisions of this act there is hereby appropriated, out of any moneys in the Treasury not otherwise appropriated, the sum of $100,000, for the payment of all expenses incident to the work authorized under this act, including salaries of the director and commissioners and of such deputies, assistants, accountants, experts, clerks, and other employees in the District of Columbia or elsewhere, as the Secretary of the Treasury may deem necessary, traveling expenses, rent and equipment of offices, typewriters and exchange of same, purchase of law books and books of reference, printing and binding to be done at the Government Printing Office, and all other necessary expenses. With the exception of the director, the commissioners, and such special experts as the Secretary of the Treasury may from time to time find necessary for the conduct of the work of the bureau, all employees of the bureau shall be appointed from lists of eligibles to be supplied by the Civil Service Commission and in accordance with the civil-service law. Such fees, allowances, and salaries shall be the same as are paid for similar services in other departments of the Government.

"Sec. 18. That there is hereby appropriated, from any money in the Treasury not otherwise appropriated, the sum of $141,000,000, to be known as the military and naval family allowance appropriation, for the payment of the family allowances provided by Article II. Payments out of this appropriation shall be made upon and in accordance with awards by the Commissioner of the Division of Military and Naval Insurance.
"Sec. 19. That there is hereby appropriated, from any money in the Treasury not otherwise appropriated, the sum of $12,150,000, to be known as the military and naval compensation appropriation, for the payment of the compensation, funeral expenses, services, and supplies provided by Article III. Payments out of this appropriation shall be made upon and in accordance with awards by the director.

"Sec. 20. That there is hereby appropriated, from any money in the Treasury not otherwise appropriated, the sum of $23,000,000, to be known as the military and naval insurance appropriation. All premiums that may be collected for the insurance provided by the provisions of Article IV shall be deposited and covered into the Treasury to the credit of this appropriation.

"Such sum, including all premium payments, is hereby made available for the payment of the liabilities of the United States incurred under contracts of insurance made under the provisions of Article IV. Payments from this appropriation shall be made upon and in accordance with awards by the director.

"Sec. 21. That there shall be set aside as a separate fund in the Treasury, to be known as the military and naval pay deposit fund, all sums held out of pay as provided by section two hundred and three of this act. Such fund, including all additions, is hereby made available for the payment of the sums so held and deposited, with interest, as provided in section two hundred and three, and the amount necessary to pay interest is hereby appropriated.

"Sec. 22. That for the purpose of this amendatory act the marriage of the claimant to the person on account of whom the claim is made shall be shown—

"(1) By a duly verified copy of a public or church record; or

"(2) By the appearance of the clergyman or magistrate who officiated; or

"(3) By the testimony of two or more eyewitnesses to the ceremony; or

"(4) By a duly verified copy of the church record of baptism of the children;

"(5) By the testimony of two or more witnesses who know that the parties lived together as husband and wife, and were recognized as such, and who shall state how long, within their knowledge, such relation continued: Provided, That marriages, except such as are mentioned in section forty-seventh and five of the Revised Statutes, shall be proven in compensation or insurance cases to be legal marriages according to the law of the place where the parties resided at the time of marriage or at the time the right to compensation or insurance accrued; and the open and notorious illicit cohabitation of a widow who is a claimant shall operate to terminate her right to compensation or insurance from the commencement of such cohabitation: Provided further, That for the purpose of the administration of Article II of this act marriage shall be conclusively presumed, in the absence of proof, that there is a legal spouse living, if the man and woman have lived together in the openly acknowledged relation of husband and wife during the two years immediately preceding the date of the declaration of war, or the date of enlistment or of entrance into or employment in active service in the military or naval forces of the United States if subsequent to such declaration."

In Articles II, III, and IV of this act, unless the context otherwise requires—

"(1) The term "child" includes—

"(a) A legitimate child.

"(b) A child legally adopted more than six months before the enactment of this amendatory act or before enlistment or entrance into or employment in active service in the military or naval forces of the United States, whichever of these dates is the later.

"(c) A stepchild, if a member of the man's household.

"(d) An illegitimate child, but, as to the father, only, if acknowledged by instrument in writing signed by him, or if he has been judicially ordered or decreed to contribute to such child's support, and if such child, if born after December thirty-first, nineteen hundred and seventeen, shall have been born in the United States, or in its insular possessions.

"(2) The term 'grandchild' means a child as above defined of a child as above defined.

"(3) Except as used in section four hundred and one and in section four hundred and two the terms 'child' and 'grandchild' are limited to unmarried persons either (a) under eighteen years of age, or (b) of any age, if insane, idiotic, or otherwise permanently helpless.

"(4) The term 'parent' includes a father, mother, grandfather, grandmother, stepfather, and stepmother, either of the person in the service or of the spouse.
"(5) The terms 'brother' and 'sister' include brothers and sisters of the half blood as well as those of the whole blood, stepbrothers and stepsisters, and brothers and sisters through adoption.

"(6) The term 'commissioned officer' includes a warrant officer, but includes only an officer in active service in the military or naval forces of the United States.

"(7) The terms 'man' and 'enlisted man' mean a person, whether male or female, and whether enlisted, enrolled, or drafted into active service in the military or naval forces of the United States, and include noncommissioned and petty officers, and members of training camps authorized by law.

"(8) The term 'enlistment' includes voluntary enlistment, draft, and enrollment in active service in the military or naval forces of the United States.

"(9) The term 'commissioner' means the Commissioner of Military and Naval Insurance.

"(10) The term 'injury' includes disease.

"(11) The term 'pay' means the pay for service in the United States according to grade and length of service, excluding all allowances.

"(12) The term 'military or naval forces' means the Army, the Navy, the Marine Corps, the Coast Guard, the Naval Reserves, the National Naval Volunteers, and any other branch of the United States service while serving pursuant to law with the Army or the Navy.

"Sec. 23. That when, by the terms of this amendatory act, any payment is to be made to a minor, other than a person in the military or naval forces of the United States, or to a person mentally incompetent, such payment shall be made to the person who is constituted guardian or curator by the laws of the State or residence of claimant, or is otherwise legally vested with responsibility or care of the claimant.

"Sec. 24. That the Bureau of War Risk Insurance, so far as practicable, shall upon request furnish information to and act for persons in the military or naval service, with respect to any contracts of insurance whether with the Government or otherwise, as may be prescribed by regulations. Said bureau may upon request procure from and keep a record of the amount and kind of insurance held by every commissioned and appointive officer and of every enlisted man in the military or naval service of the United States, including the name and principal place of business of the company, society, or organization in which such insurance is held, the date of the policy, amount of premium, name and relationship of the beneficiary, and such other data as may be deemed of service in protecting the interests of the insured and beneficiaries.

"Sec. 25. That whoever in any claim for family allowance, compensation, or insurance, or in any document required by this act or by regulation made under this act, makes any statement of a material fact knowing it to be false, shall be guilty of perjury and shall be punished by a fine of not more than $5,000, or by imprisonment for not more than two years, or both.

"Sec. 26. That if any person entitled to payment of family allowance or compensation under this act, whose right to such payment under this act ceases upon the happening of any contingency, thereafter fraudulently accepts any such payment, he shall be punished by a fine of not more than $2,000, or by imprisonment for not more than one year, or both."

**ALLOTMENTS AND FAMILY ALLOWANCES.**

Sec. 200. That the provisions of this article shall apply to all enlisted men in the military or naval forces of the United States.

Sec. 201. That allotment of pay shall, subject to the conditions, limitations, and exemptions hereinafter specified, be compulsory as to wife, a former wife divorced who has not remarried and to whom alimony has been decreed, and a child, and voluntary as to any other person; but on the written consent of the wife or former wife divorced, supported by evidence satisfactory to the bureau of her ability to support herself and the children in her custody, the allotment for her and for such children may be waived, and on the enlisted man's application or otherwise for good cause shown, exemption from the allotment may be granted upon such conditions as may be prescribed by regulations.

The monthly compulsory allotment shall be in an amount equal to the family allowance hereinafter specified except that it shall not be more than one-half the pay, or less than $15; but for a wife living separate and apart under court order or written agreement or for a former wife divorced, it shall not exceed the amount specified in the court order, decree, or written
agreement to be paid to her. For an illegitimate child, to whose support the father has been judicially ordered or decreed to contribute, it shall not exceed the amount fixed in the order or decree.

If there be an allotment for a wife or child, a former wife divorced and who has not remarried shall be entitled to a compulsory allotment only out of the difference, if any, between the allotment for the wife or child or both and one-half of the pay.

Sec. 202. That the enlisted man may allot any proportion or proportions or any fixed amount or amounts of his monthly pay or of the proportion thereof remaining after the compulsory allotment, for such purposes and for the benefit of such person or persons as he may direct, subject, however, to such conditions and limitations as may be prescribed under regulations to be made by the Secretary of War and the Secretary of the Navy, respectively.

Sec. 203. That in case one-half of an enlisted man's monthly pay is not allotted, regulations to be made by the Secretary of War and the Secretary of the Navy, respectively, may require, under such circumstances and conditions as may be prescribed in such regulations, that any proportion of such one-half pay as is not allotted shall be deposited to his credit, to be held during such period of his service as may be prescribed. Such deposits shall bear interest at the rate of four per centum per annum, with semiannual rests and, when payable, shall be paid principal and interest to the enlisted man, if living, otherwise to any beneficiary or beneficiaries he may have designated, or if there be no such beneficiary, then to the person or persons who would under the laws of the State of his residence be entitled to his personal property in case of intestacy.

Sec. 204. That a family allowance of not exceeding $50 per month shall be granted and paid by the United States upon written application to the bureau by such enlisted man or by or on behalf of any prospective beneficiary, in accordance with and subject to the conditions, limitations, and exceptions hereinafter specified.

The family allowance shall be paid from the time of enlistment to death in or one month after discharge from the service, but not for more than one month after the termination of the present war emergency. No family allowance shall be made for any period preceding November first, nineteen hundred and seventeen. The payment shall be subject to such regulations as may be prescribed relative to cases of desertion and imprisonment and of missing men.

Subject to the conditions, limitations, and exceptions hereinafter specified, the family allowance payable per month shall be as follows:

Class A. In the case of a man, to his wife (including a former wife divorced) and to his child or children:

(a) If there be a wife but no child, $15.
(b) If there be a wife and one child, $25.
(c) If there be a wife and two children, $32.50, with $5 per month additional for each additional child.
(d) If there be no wife, but one child, $5.
(e) If there be no wife, but two children, $12.50.
(f) If there be no wife, but three children, $20.
(g) If there be no wife, but four children, $30, with $5 per month additional for each additional child.

Class B. In the case of a man or woman, to a grandchild, a parent, brother, or sister:

(a) If there be one parent, $10.
(b) If there be two parents, $20.
(c) For each grandchild, brother, sister, and additional parent, $5.

In the case of a woman, to a child or children:

(d) If there be one child, $5.
(e) If there be two children, $12.50.
(f) If there be three children, $20.
(g) If there be four children, $30, with $5 per month additional for each additional child.

Sec. 205. That family allowances for members of Class A shall be paid only if and while a compulsory allotment is made to a member or members of such class. The monthly family allowance to a former wife divorced shall be payable only out of the difference, if any, between the monthly family allowance to the other members of Class A and the sum of $50, and only then if alimony shall have been decreed to her. For a wife living separate and apart under court order or written agreement or to a former wife divorced the monthly allowance, together with the allotment, if any, shall not exceed the amount
specified in the court order, decree, or written agreement to be paid to her. For an illegitimate child, to whose support the father has been judicially ordered or decreed to contribute, it shall not exceed the amount fixed in the order or decree.

Sec. 206. That family allowances to members of class B shall be granted only if and while the member is dependent in whole or in part on the enlisted man, and then only if and while the enlisted man makes a monthly allotment of his pay for such member or members equal to the amount of the monthly family allowance as hereinabove specified, except that—
(a) The maximum monthly allotment so required to be made to members of Class B shall be one-half of his pay.
(b) If he is making no allotment to a member of Class A, the minimum monthly allotment so designated to be made to members of Class B shall be $15 per month.
(c) If he is making the compulsory allotment to a member of Class A, the minimum monthly allotment so designated to be made to members of Class B shall be one-seventh of his pay, but not less than $5 per month.

On the enlisted man's application, or otherwise for good cause shown, exemption from this additional allotment under Class B as a condition to the allowance may be granted, upon such conditions as may be prescribed by regulations.

Sec. 207. That the amount of the family allowance to members of Class B shall be subject to each of the following limitations:
(a) If an allowance is paid to one or more beneficiaries of Class A, the total allowance to be paid to the beneficiaries of Class B shall not exceed the difference between the allowance paid to the beneficiaries of Class A and the sum of $50.
(b) The total monthly allowance to beneficiaries of Class B, added to the enlisted man's monthly allotment to them shall not exceed the average sum habitually contributed by him to their support monthly during the period of dependency but not exceeding a year immediately preceding his enlistment or the enactment of this amendatory act.

Sec. 208. That as between the members of Class A and as between the members of Class B, the amount of the allotment and family allowance shall be apportioned as may be prescribed by regulations.

Sec. 209. The War and Navy Departments, respectively, shall pay over to the Treasury Department monthly the entire amount of such allotments for distribution to the beneficiaries, and the allotments and family allowances shall be paid by the bureau to or for the beneficiaries.

Sec. 210. That upon receipt of any application for family allowance the commissioner shall make all proper investigations and shall make an award, on the basis of which award the amount of the allotments to be made by the man shall be certified to the War Department or Navy Department, as may be proper. Whenever the commissioner shall have reason to believe that an allowance has been improperly made or that the conditions have changed, he shall investigate or reinvestigate and may modify the award. The amount of each monthly allotment and allowance shall be determined according to the conditions then existing.

### Article III.
### Compensation for Death or Disability.

Sec. 300. That for death or disability resulting from personal injury suffered or disease contracted in the line of duty, by any commissioned officer or enlisted man or by any member of the Army Nurse Corps (female) or of the Navy Nurse Corps (female) when employed in the active service under the War Department or Navy Department, the United States shall pay compensation as hereinafter provided; but no compensation shall be paid if the injury or disease has been caused by his own willful misconduct.

Sec. 301. That if death results from injury—
If the deceased leaves a widow or child, or if he leaves a widowed mother dependent upon him for support, the monthly compensation shall be the following amounts:
(a) For a widow alone, $25.
(b) For a widow and one child, $35.
(c) For a widow and two children, $47.50, with $5 for each additional child up to two.
(d) If there be no widow, then for one child, $20.
(e) For two children, $30.
(f) For three children, $40, with $5 for each additional child up to two.

(g) For a widowed mother, $20. The amount payable under this subdivision shall not be greater than a sum which, when added to the total amount payable to the widow and children, does not exceed $75. This compensation shall be payable for the death of but one child, and no compensation for the death of a child shall be payable if such widowed mother is in receipt of compensation under the provisions of this article for the death of her husband. Such compensation shall be payable whether her widowhood arises before or after the death of the person and whenever her condition is such that if the person were living the widowed mother would have been dependent upon him for support.

If the death occur before discharge or resignation from service, the United States shall pay for burial expenses and the return of body to his home a sum not to exceed $100, as may be fixed by regulations.

The payment of compensation to a widow or widowed mother shall continue until her death or remarriage.

The payment of compensation to or for a child shall continue until such child reaches the age of eighteen years or marries, or if such child be incapable, because of insanity, idiocy, or being otherwise permanently helpless, then during such incapacity.

Whenever the compensation payable to or for the benefit of any person under the provisions of this section is terminated by the happening of the contingency upon which it is limited, the compensation thereafter for the remaining beneficiary or beneficiaries, if any, shall be the amount which would have been payable to them if they had been the sole original beneficiaries.

As between the widow and the children not in her custody, and as between children, the amount of the compensation shall be apportioned as may be prescribed by regulations. The word "widow" as used in this section shall not include one who shall have married the deceased later than ten years after the time of injury.

Sec. 302. That if disability results from the injury—

(1) If and while the disability is total, the monthly compensation shall be for following amounts:
   (a) If he has neither wife nor child living, $30.
   (b) If he has a wife but no child living, $45.
   (c) If he has a wife and one child living, $55.
   (d) If he has a wife and two children living, $65.
   (e) If he has a wife and three or more children living, $75.
   (f) If he has no wife but one child living, $40, with $10 for each additional child up to two.
   (g) If he has a widowed mother dependent on him for support, then, in addition to the above amounts, $10.

To an injured person who is totally disabled and in addition so helpless as to be in constant need of a nurse or attendant, such additional sum shall be paid, but not exceeding $20 per month, as the director may deem reasonable: Provided, however, That for the loss of both feet or both hands or both eyes, or for becoming totally blind or helpless and permanently bedridden from causes occurring in the line of duty in the service of the United States, the rate of compensation shall be $100 per month: Provided further, That no allowance shall be made for nurse or attendance.

(2) If and while the disability is partial, the monthly compensation shall be a percentage of the compensation that would be payable for his total disability, equal to the degree of the reduction in earning capacity resulting from the disability, but no compensation shall be payable for the reduction in earning capacity rated at less than ten per centum.

A schedule of ratings of reductions in earning capacity from specific injuries or combinations of injuries of a permanent nature shall be adopted and applied by the bureau. Ratings may be as high as one hundred per centum. The ratings shall be based, as far as practicable, upon the average impairments of earning capacity resulting from such injuries in civil occupations and not upon the impairment in earning capacity in each individual case, so that there shall be no reductio in the rate of compensation for individual success in overcoming the handicap of a permanent injury. The bureau shall from time to time readjust this schedule of ratings in accordance with actual experience.

(3) In addition to the compensation above provided, the injured person shall be furnished by the United States such reasonable governmental medical, surgical, or hospital services and with such supplies, including artificial limbs, trusses, and similar appliances, as the director may determine to be useful and reasonably necessary: Provided, That nothing in this act shall be construed to
affect the necessary military control over any member of the military or naval establishments before he shall have been discharged from the military or naval service.

(4) The amount of each monthly payment shall be determined according to the family conditions then existing.

Sec. 308. That every person applying for or in receipt of compensation for disability under the provisions of this article shall, as frequently and at such times and places as may be reasonably required, submit himself to examination by a medical officer of the United States or by a duly qualified physician designated or approved by the director. He may have a duly qualified physician designated and paid by him present to participate in such examination. For all examinations he shall, in the discretion of the director, be paid his reasonable traveling and other expenses and also loss of wages incurred in order to submit to such examination. If he refuses to submit himself for, or in any way obstructs, any examination, his right to claim compensation under this article shall be suspended until such refusal or obstruction ceases. No compensation shall be payable while such refusal or obstruction continues, and no compensation shall be payable for the intervening period.

Every person in receipt of compensation for disability shall submit to any reasonable medical or surgical treatment furnished by the bureau whenever requested by the bureau; and the consequences of unreasonable refusal to submit to any such treatment shall not be deemed to result from the injury compensated for.

Sec. 304. That in cases of dismemberment, of injuries to sight or hearing, and of other injuries commonly causing permanent disability, the injured person shall follow such course or courses of rehabilitation, reeducation, and vocational training as the United States may provide or procure to be provided. Should such course prevent the injured person from following a substantially gainful occupation while taking same, a form of enlistment may be required which shall bring the injured person into the military or naval service. Such enlistment shall entitle the person to full pay as during the last month of his active service, and his family to family allowances and allotment as hereinbefore provided, in lieu of all other compensation for the time being.

In case of his willful failure properly to follow such course or so to enlist, payment of compensation shall be suspended until such willful failure ceases, and no compensation shall be payable for the intervening period.

Sec. 305. That upon its own motion or upon application the bureau may at any time review an award, and, in accordance with the facts found upon such review, may end, diminish, or increase the compensation previously awarded, or, if compensation has been refused or discontinued, may award compensation.

Sec. 306. That no compensation shall be payable for death or disability which does not occur prior to or within one year after discharge or resignation from the service, except that where, after a medical examination made pursuant to regulations, at the time of discharge or resignation from the service, or within such reasonable time thereafter, not exceeding one year, as may be allowed by regulations, a certificate has been obtained from the director to the effect that the injured person at the time of his discharge or resignation was suffering from injury likely to result in death or disability, compensation shall be payable for death or disability, whenever occurring, proximately resulting from such injury.

Sec. 307. That compensation shall not be payable for death in the course of the service until the death be officially recorded in the department under which he may be serving. No compensation shall be payable for a period during which the man has been reported "missing" and a family allowance has been paid for him under the provisions of Article II.

Sec. 308. That no compensation shall be payable for death inflicted as a lawful punishment for a crime or military offense except when inflicted by the enemy. A dismissal or dishonorable or bad-conduct discharge from the service shall bar and terminate all right to any compensation under the provisions of this article.

Sec. 309. That no compensation shall be payable unless a claim therefor be filed, in case of disability, within five years after discharge or resignation from the service, or, in case of death during the service, within five years after such death is officially recorded in the department under which he may be serving: Provided, however, That where compensation is payable for death or disability occurring after discharge or resignation from the service, claim must be made within five years after such death or the beginning of such disability.
The time herein provided may be extended by the director not to exceed one year for good cause shown. If at the time that any right accrues to any person under the provisions of this article, such person is a minor, or is of unsound mind or physically unable to make a claim, the time herein provided shall not begin to run until such disability ceases.

Sec. 310. That no compensation shall be payable for any period more than two years prior to the date of claim therefor, nor shall increased compensation be awarded to revert back more than one year prior to the date of claim therefor.

Sec. 311. That compensation under this article shall not be assignable, and shall be exempt from attachment and execution and from all taxation.

Sec. 312. That compensation under this article shall not be paid while the person is in receipt of service or retirement pay. The laws providing for gratuities or payments in the event of death in the service and existing pension laws shall not be applicable after the enactment of this amendment to persons now in or hereafter entering the military or naval service, or to their widows, children, or their dependents, except in so far as rights under any such law shall have heretofore accrued.

Compensation because of disability or death of members of the Army Nurse Corps (female) or of the Navy Nurse Corps (female) shall be in lieu of any compensation for such disability or death under the Act entitled "An Act to provide compensation for employees of the United States suffering injuries while in the performance of their duties, and for other purposes," approved September seventh, nineteen hundred and sixteen.

Sec. 313. That if an injury or death for which compensation is payable under this amendatory Act is caused under circumstances creating a legal liability upon some person other than the United States or the enemy to pay damages therefor, the director, as a condition to payment of compensation by the United States, shall require the beneficiary to assign to the United States any right of action he may have to enforce such liability of such other person or any right which he may have to share in any money or other property received in satisfaction of such liability of such other person. The cause of action so assigned to the United States may be prosecuted or compromised by the director and any money realized thereon shall be placed to the credit of the compensation fund.

Sec. 314. That from and after the passage of this Act the rate of pension for a widow of an officer or enlisted man of the Army, Navy, or Marine Corps of the United States who served in the Civil War, the War with Spain, or the Philippine Insurrection, now on the pension roll or hereafter to be placed on the pension roll, and entitled to receive a less rate than hereinafter provided, shall be $25 per month; and nothing herein shall be construed to affect the additional allowance provided by existing pension laws on account of a helpless child or child under sixteen years of age: Provided, however, That this Act shall not be so construed as to reduce any pension under any act, public or private: And provided further, That the provisions of this section shall be administered, executed, and enforced by the Commissioner of Pensions.

ARTICLE IV.

INSURANCE.

Sec. 400. That in order to give to every commissioned officer and enlisted man and to every member of the Army Nurse Corps (female) and of the Navy Nurse Corps (female) when employed in active service under the War Department or Navy Department greater protection for themselves and their dependents than is provided in Article III, the United States, upon application to the bureau and without medical examination, shall grant insurance against the death or total permanent disability of any such person in any multiple of $500, and not less than $1,000 or more than $10,000, upon the payment of the premiums as hereinafter provided.

Sec. 401. That such insurance must be applied for within one hundred and twenty days after enlistment or after entrance into or employment in the active service and before discharge or resignation, except that those persons who are in the active war service at the time of the publication of the terms and conditions of such contract of insurance may apply at any time within one hundred and twenty days thereafter and while in such service. Any person in the active service on or after the sixth day of April, nineteen hundred and seventeen, who,
while in such service and before the expiration of one hundred and twenty days from and after such publication, becomes or has become totally and permanently disabled or dies, or has died, without having applied for insurance, shall be deemed to have applied for and to have been granted insurance, payable to such person during his life in monthly installments of $25 each. If he shall die either before he shall have received any of such monthly installments or before he shall have received two hundred and forty of such monthly installments, then $25 per month shall be paid to his wife from the time of his death and during her widowhood, or to his child, or widowed mother if and while they survive him: Provided, however, That not more than two hundred and forty of such monthly installments, including those received by such person during his total and permanent disability, shall be so paid; and in that event the amount of the monthly installments shall be apportioned between them as may be provided by regulations.

Sec. 402. That the director, subject to the general direction of the Secretary of the Treasury, shall promptly determine upon and publish the full and exact terms and conditions of such contract of insurance. The insurance shall not be assignable, and shall not be subject to the claims of creditors of the insured or of the beneficiary. It shall be payable only to a spouse, child, grandchild, parent, brother, or sister, and also during total and permanent disability to the injured person, or to any or all of them. The insurance shall be payable in two hundred and forty equal monthly installments. Provisions for maturity at certain ages, for continuous installments during the life of the insured or beneficiaries, or both, for cash, loan, paid-up and extended values, dividends from gains and savings, and such other provisions for the protection and advantage of and for alternative benefits to the insured and the beneficiaries as may be found to be reasonable and practicable, may be provided for in the contract of insurance, or from time to time by regulations. All calculations shall be based upon the American Experience Table of Mortality and Interest at three and one-half per centum per annum, except that no deduction shall be made for continuous installments during the life of the insured in case his total and permanent disability continues more than two hundred and forty months. Subject to regulations, the insured shall at all times have the right to change the beneficiary or beneficiaries of such insurance without the consent of such beneficiary or beneficiaries, but only within the classes herein provided. If no beneficiary within the permitted class be designated by the insured, either in his lifetime or by his last will and testament, or if the designated beneficiary does not survive the insured, the insurance shall be payable to such person or persons, within the permitted class of beneficiaries as would under the laws of the State of the residence of the insured be entitled to his personal property in case of intestacy. If no such person survive the insured, then there shall be paid to the estate of the insured an amount equal to the reserve value, if any, of the insurance at the time of his death, calculated on the basis of the American Experience Table of Mortality and three and one-half per centum interest in full of all obligations under the contract of insurance.

Sec. 403. That the United States shall bear the expenses of administration and the excess mortality and disability cost resulting from the hazards of war. The premium rates shall be the net rates based upon the American Experience Table of Mortality and interest at three and one-half per centum per annum.

Sec. 404. That during the period of war and thereafter until converted the insurance shall be term insurance for successive terms of one year each. Not later than five years after the date of the termination of the war as declared by proclamation of the President of the United States, the term insurance shall be converted, without medical examination, into such form or forms of insurance as may be prescribed by regulations and as the insured may request. Regulations shall provide for the right to convert into ordinary life, twenty payment life, endowment maturing at age sixty-two and into other usual forms of insurance and shall prescribe the time and method of payment of the premiums thereon, but payments of premiums in advance shall not be required for periods of more than one month each and may be deducted from the pay or deposit of the insured or be otherwise made at his election.

Sec. 405. That in the event of disagreement as to a claim under the contract of insurance between the bureau and any beneficiary or beneficiaries thereunder, an action on the claim may be brought against the United States in the district court of the United States in and for the district in which such beneficiaries or any one of them resides. The court, as part of its judgment, shall
determine and allow such reasonable attorney's fees, not to exceed ten per centum of the amount recovered, to be paid by the claimant on behalf of whom such proceedings are instituted to his attorney: and it shall be unlawful for the attorney or for any other person acting as claim agent or otherwise to ask for, contract for, or receive any other compensation because of such action. No other compensation or fee shall be charged or received by any person except such as may be authorized by the commissioner in regulations to be promulgated by him. Any person violating the provisions of this section shall be deemed guilty of a misdemeanor, and upon conviction thereof shall, for each and every such offense, be fined not exceeding $500, or be imprisoned at hard labor not exceeding two years, or both, in the discretion of the court.

Sec. 3. That section eight of the act entitled "An act to authorize the President to increase temporarily the Military Establishment of the United States," approved May eighteen, nineteen hundred and seventeen, shall be held and construed to authorize the President, in accordance with the provisions of said act and for the period of the existing emergency only, to appoint as generals the Chief of Staff and the commander of the United States forces in France, and as lieutenant general each commander of an army or army corps organized as authorized by existing law: Provided, That the pay of the grades of general and lieutenant general shall be $10,000 and $9,000 a year, respectively, with allowances appropriate to said grades as determined by the Secretary of War: And provided, That brigadier generals of the Army shall hereafter rank relatively with rear admirals of the lower half of the grade. And, hereafter, the chief of any existing staff corps, department, or bureau, except as is otherwise provided for the Chief of Staff, shall have the rank, pay, and allowances of major general.

Approved, October 6, 1917.

[Public Resolution—No. 22—65th Congress.]

[S. J. Res. 128.]

JOINT RESOLUTION Granting to certain persons in the active war service an extension of time within which application for insurance may be made under section four hundred and one of the Act entitled "An Act to authorize the establishment of a Bureau of War Risk Insurance in the Treasury Department," approved September second, nineteen hundred and fourteen, as amended by the Act approved October sixth, nineteen hundred and seventeen.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the time within which application for insurance may be made as set forth in section four hundred and one of the Act entitled "An Act to authorize the establishment of a Bureau of War Risk Insurance in the Treasury Department," approved September second, nineteen hundred and fourteen, as amended by the Act approved October sixth, nineteen hundred and seventeen, is hereby extended, with respect to every person in the active war service as to whom the time for making application would expire before the twelfth day of April, nineteen hundred and eighteen, so that every such person may make application for insurance up to and including the said twelfth day of April, nineteen hundred and eighteen: Provided, That nothing herein shall be construed to effect an extension of the automatic insurance provided for in the said section four hundred and one beyond the twelfth day of February, nineteen hundred and eighteen.

Approved, February 12, 1918.

[Public Resolution—No. 27—65th Congress.]

[S. J. Res. 138.]

JOINT RESOLUTION Authorizing the granting of insurance under the Act entitled "An Act to authorize the establishment of a Bureau of War Risk Insurance in the Treasury Department," approved September second, nineteen hundred and fourteen, as amended by the Act approved October sixth, nineteen hundred and seventeen, on application by a person other than the person to be insured.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That insurance under the Act entitled "An Act to authorize the establishment of a Bureau of War Risk Insurance in the Treasury Department," approved September second, nineteen hundred and fourteen, as amended by the Act approved October sixth, nineteen hundred and seventeen,
shall be granted by the Bureau of War Risk Insurance on application made by the person to be insured or, subject to such regulations as the bureau may prescribe, by any person within the permitted class as specified in section four hundred and two of said Act: Provided, That the person to be insured has been a prisoner of war before April twelfth, nineteen hundred and eighteen: And provided further, That no one but the insured may designate a beneficiary, and nothing in this resolution shall be deemed to change or affect the permitted class of beneficiaries or impose any obligation on the insured against his will.

Approved, April 2, 1918.

[Public—No. 151—65th Congress.]

[H. R. 11245.]

AN ACT To amend an Act entitled "An Act to authorize the establishment of a Bureau of War Risk Insurance in the Treasury Department," approved September second, nineteen hundred and fourteen, and an Act in amendment thereto, approved October sixth, nineteen hundred and seventeen.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section thirteen, article one, of the Act approved October sixth, nineteen hundred and seventeen, entitled "An Act to authorize the establishment of a Bureau of War Risk Insurance in the Treasury Department," be, and is hereby, amended by striking out the following words in the last sentence: "to regulate the matter of compensation, if any, but in no case to exceed ten per centum, to be paid to claim agents and attorneys for services in connection with any of the matters provided for in articles two, three, and four," and insert at the end of the sentence the following words: "Provided, however, That payment to any attorney or agent for such assistance as may be required in the preparation and execution of the necessary papers shall not exceed $3 in any one case: And provided further, That no claim agent or attorney shall be recognized in the presentation or adjudication of claims under articles two, three, and four, except that in the event of disagreement as to a claim under the contract of insurance between the bureau and any beneficiary or beneficiaries thereunder, an action on the claim may be brought against the United States in the district court of the United States for the district in which such beneficiaries or any one of them resides, and that whenever judgment shall be rendered in an action brought pursuant to this provision, the court, as part of its judgment, shall determine and allow such reasonable attorney's fees, not to exceed five per centum of the amount recovered, to be paid by the claimant in behalf of whom such proceedings were instituted, to his attorney.

"Any person who shall directly or indirectly solicit, contract for, charge, or receive, or who shall attempt to solicit, contract for, charge, or receive, any fee or compensation, except as herein provided, shall be guilty of a misdemeanor, and for each and every offense shall be punishable by a fine of not more than $500 or by imprisonment at hard labor for not more than two years, or by both such fine and imprisonment," so that the section as amended shall read as follows:

"Sec. 13. That the director, subject to the general direction of the Secretary of the Treasury, shall administer, execute, and enforce the provisions of this Act, and for that purpose have full power and authority to make rules and regulations not inconsistent with the provisions of this Act, necessary or appropriate to carry out its purposes, and shall decide all questions arising under the Act, except as otherwise provided in section five. Wherever under any provision or provisions of the Act regulations are directed or authorized to be made, such regulations, unless the context otherwise requires, shall or may be made by the director, subject to the general direction of the Secretary of the Treasury. The director shall adopt reasonable and proper rules to govern the procedure of the divisions and to regulate and provide for the nature and extent of the proofs and evidence and the method of taking and furnishing the same in order to establish the right to benefits of allowance, allotment, compensation, or insurance provided for in this Act, the forms of application of those claiming to be entitled to such benefits, the methods of making investigations and medical examinations, and the manner and form of adjudications and awards: Provided, however, That payment to any attorney or agent for such assistance as may be required in the preparation and execution of the necessary papers shall not exceed $3 in any one case: And provided further, That no claim agent or attorney shall be recognized in the presentation or adjudication
of claims under articles two, three, and four, except that in the event of dis-
agreement as to a claim under the contract of insurance between the bureau 
and any beneficiary or beneficiaries thereunder an action on the claim may be 
brought against the United States in the district court of the United States in 
and for the district in which such beneficiaries or any one of them resides, and 
that whenever judgment shall be rendered in an action brought pursuant to 
this provision the court, as part of its judgment, shall determine and allow 
such reasonable attorney's fees, not to exceed five per centum of the amount 
recovered, to be paid by the claimant in behalf of whom such proceedings were 
instituted to his attorney, said fee to be paid out of the payments to be made 
to the beneficiary under the judgment rendered at a rate not exceeding one-
tenth of each of such payments until paid.

"Any person who shall, directly or indirectly, solicit, contract for, charge, 
or receive, or who shall attempt to solicit, contract for, charge, or receive any 
fee or compensation, except as herein provided, shall be guilty of a misde-
meanor, and for each and every offense shall be punishable by a fine of not 
more than $500 or by imprisonment at hard labor for not more than two years, 
or by both such fine and imprisonment."

Sec. 2. That Article IV of said Act, approved October sixth, nineteen hun-
dred and seventeen, entitled "An Act to authorize the establishment of a Bureau 
of War Risk Insurance in the Treasury Department," is hereby amended by 
striking out section four hundred and five thereof.

Approved, May 20, 1918.

[Public—No. 175—65th Congress]

[S. 4482.]

An act to amend an Act entitled "An Act to authorize the establishment of a Bureau 
of War Risk Insurance in the Treasury Department," approved September second, 
nineteen hundred and fourteen, as amended.

Be it enacted by the Senate and House of Representatives of the United States 
of America in Congress assembled, That the second subdivision (4) of section 
twenty-two of the Act entitled "An Act to authorize the establishment of a Bureau 
of War Risk Insurance in the Treasury Department," approved September second, 
nineteen hundred and fourteen, as amended, relating to the definition of the term "parent," is hereby amended to read as follows:

"(4) The term 'parent' includes a father, mother, grandfather, grandmother, 
father through adoption, mother through adoption, stepfather, and stepmother, 
either of the person in the service or of the spouse."

Sec. 2. That four new sections are hereby added to Article I of said Act, 
to be known as sections twenty-seven, twenty-eight, twenty-nine, and thirty, 
respectively, and to read as follows:

"Sec. 27. That whoever shall obtain or receive any money, check, allotment, 
family allowance, compensation, or insurance under Articles II, III, or IV of 
this Act, without being entitled thereto, with intent to defraud the United States 
or any person in the military or naval forces of the United States, shall be 
punished by a fine of not more than $2,000, or by imprisonment for not more 
than one year, or both.

"Sec. 28. That the allotments and family allowances, compensation, and in-
surance payable under Articles II, III, and IV, respectively, shall not be 
assignable; shall not be subject to the claims of creditors of any person to 
whom an award is made under Articles II, III, or IV; and shall be exempt 
from all taxation: Provided, That such allotments and family allowances, com-
ensation, and insurance shall be subject to any claims which the United States 
may have, under Articles II, III, and IV, against the person on whose account 
the allotments and family allowances, compensation, or insurance is payable.

"Sec. 29. That the discharge or dismissal of any person from the military 
or naval forces on the ground that he is an enemy alien, conscientious objector, 
or a deserter, or as guilty of mutiny, treason, spying, or any offense involving 
moral turpitude, or willful and persistent misconduct shall terminate any 
insurance granted on the life of such person under the provisions of Article IV, 
and shall bar all rights to any compensation under Article III or any insurance 
under Article IV.

"Sec. 30. That this Act may be cited as the war-risk insurance Act."

Sec. 3. That section two hundred of said Act is hereby amended to read as

follows:

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"Sec. 200. That the provisions of this article shall apply to all enlisted men in the military or naval forces of the United States, except the Philippine Scouts, the insular force of the Navy, and the Samoan native guard and band of the Navy."

Sec. 4. That the second and third paragraphs of section two hundred and one of said Act are hereby amended to read as follows:

"The monthly compulsory allotment shall be $15. For a wife living separate and apart from her husband under court order or written agreement, or for a former wife divorced, the monthly compulsory allotment shall not exceed the amount specified in the court order, decree, or written agreement to be paid to her, and for an illegitimate child, to whose support the father has been judicially ordered or decreed to contribute, it shall not exceed the amount fixed in the order or decree.

"If there is a compulsory allotment for a wife or child, then a former wife divorced who has not remarried and to whom alimony has been decreed, shall not be entitled to a compulsory allotment, but shall be entitled to a family allowance as hereinafter provided."

Sec. 5. That section two hundred and three of said Act is hereby amended to read as follows:

"Sec. 203. That in case one-half of an enlisted man's monthly pay is not allotted, regulations to be made by the Secretary of War and the Secretary of the Navy, respectively, may require, under circumstances and conditions as may be prescribed in such regulations, that any proportion of such one-half pay as is not allotted shall be deposited to his credit, to be held during such period of his service as may be prescribed. Such deposit shall bear interest at the same rate as United States bonds bear for the same period, and, when payable, shall be paid principal and interest to the enlisted man, if living, otherwise to any beneficiary or beneficiaries he may have designated, or if there be no such beneficiary, then to the person or persons who, under the laws of the State of his residence, would be entitled to his personal property in case of intestacy."

Sec. 6. That the third and fourth paragraphs of section two hundred and four of said Act are hereby amended to read as follows:

"Class A. In the case of a man to his wife (including a former wife divorced) and to his child or children—

"(a) If there is a wife but no child, $15;

"(b) If there is a wife and one child, $25;

"(c) If there is a wife and two children, $32.50, with $5 per month additional for each additional child;

"(d) If there is no wife, but one child, $5;

"(e) If there is no wife, but two children, $12.50;

"(f) If there is no wife, but three children, $20;

"(g) If there is no wife, but four children, $30, with $5 per month additional for each additional child;

"(h) If there is a former wife divorced who has not remarried and to whom alimony has been decreed, $15.

"Class B. In the case of a man or woman to a grandchild, a parent, brother, or sister—

"(a) If there is one parent, $10;

"(b) If there are two parents, $20;

"(c) If there is a grandchild, brother, sister, or additional parent, $5 for each.

"In the case of a woman, the family allowances for a husband and children shall be in the same amounts, respectively, as are payable, in the case of a man, to a wife and children, provided she makes a voluntary allotment of $15 as a basis therefor, and provided, further, that dependency exists as required in section two hundred and six."

Sec. 7. That section two hundred and six of said Act is hereby amended to read as follows:

"Sec. 206. That family allowances to members of class B shall be paid only if and while the members are dependent in whole or in part on the enlisted man, and then only if and while the enlisted man makes a monthly allotment of his pay for such members in the following amounts:

"(a) If an enlisted man is not making a compulsory allotment for class A the allotment for class B required as a condition to the family allowance shall be $15;

"(b) If an enlisted man is making a compulsory allotment for class B required as a condition to the family allow-
ance shall be $5, or if a woman is making an allotment of $15 for a dependent husband or child the additional allotment for the other members of class B required as a condition to the family allowance shall be $5."

Sec. 8. That section two hundred and ten of said Act is hereby amended to read as follows:

"Sec. 210. That upon receipt of any application for family allowance, the commissioner shall make all proper investigations and shall make an award, on the basis of which award the amount of the allotments to be made by the man shall be certified to the War Department or Navy Department, as may be proper. Whenever the commissioner shall have reason to believe that an allowance has been improperly made or that the conditions have changed, he shall investigate or reinvestigate and may modify the award. The amount of each monthly allotment and allowance shall be determined according to the family conditions existing on the first day of the month."

Sec. 9. That sections four, six, seven, and eight of this Act shall take effect on the first day of July, nineteen hundred and eighteen.

Sec. 10. That section three hundred of said Act is hereby amended to read as follows:

"Sec. 300. That for death or disability resulting from personal injury suffered or disease contracted in the line of duty, by any commissioned officer or enlisted man or by any member of the Army Nurse Corps (female) or of the Navy Nurse Corps (female) when employed in the active service under the War Department or Navy Department, the United States shall pay compensation as hereinafter provided; but no compensation shall be paid if the injury or disease has been caused by his own willful misconduct: Provided, That for the purposes of this section said officer, enlisted man, or other member shall be held and taken to have been in sound condition when examined, accepted, and enrolled for service: Provided further, That this section, as amended, shall be deemed to become effective as of October sixth, nineteen hundred and seventeen."

Sec. 11. That section three hundred and one of said Act is hereby amended to read as follows:

"Sec. 301. That if death results from injury—
"If the deceased leaves a widow or child, or if he leaves a mother or father either of whom is dependent upon him for support, the monthly compensation shall be the following amounts:

"(a) If there is a widow but no child, $25;
"(b) If there is a widow and one child, $35;
"(c) If there is a widow and two children, $42.50, with $5 for each additional child up to two;
"(d) If there is no widow, but one child, $20;
"(e) If there is no widow, but two children, $30;
"(f) If there is no widow, but three children, $40, with $5 for each additional child up to two;
"(g) If there is a dependent mother (or dependent father), $20, or both, $30. The amount payable under this subdivision shall not exceed the difference between the total amount payable to the widow and children and the sum of $75. This compensation shall be payable for the death of but one child, and no compensation for the death of a child shall be payable if the dependent mother is in receipt of compensation under the provisions of this article for the death of her husband. Such compensation shall be payable whether the dependency of the father or mother or both arises before or after the death of the person, but no compensation shall be payable if the dependency arises more than five years after the death of the person.
"If the death occurs before discharge or resignation from service, the United States shall pay for burial expenses and the return of the body to his home a sum not to exceed $100, as may be fixed by regulations.

"The payment of compensation to a widow shall continue until her death or remarriage.

"The payment of compensation to or for a child shall continue until such child reaches the age of eighteen years or marries, or if such child be incapable, because of insanity, idiocy, or being otherwise permanently helpless, then during such incapacity.

"Whenever the compensation payable to or for the benefit of any person under the provisions of this section is terminated by the happening of the contingency upon which it is limited, the compensation thereafter for the remaining beneficiary or beneficiaries, if any, shall be the amount which would have been payable to them if they had been the sole original beneficiaries.
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"As between the widow and the children not in her custody, and as between children, the amount of the compensation shall be apportioned as may be prescribed by regulation. The term 'widow', as used in this section shall not include one who shall have married the deceased later than ten years after the time of injury, and shall include a widower, whenever his condition is such that, if the deceased person were living, he would have been dependent upon her for support."

Sec. 12. That subdivision (1) of section three hundred and two of said Act is hereby amended to read as follows:

"(1) If and while the disability is total, the monthly compensation shall be the following amounts:

"(a) If the disabled person has neither wife nor child living, $80;

"(b) If he has a wife but no child living, $45;

"(c) If he has a wife and one child living, $55;

"(d) If he has a wife and two children living, $65;

"(e) If he has a wife and three or more children living, $75;

"(f) If he has no wife but one child living, $40, with $10 for each additional child up to two;

"(g) If he has a mother or father, either or both dependent on him for support, then in addition to the above amounts, $10 for each;

"(h) If he is totally disabled and in addition so helpless as to be in constant need of a nurse or attendant, such additional sum shall be paid, but not exceeding $25 per month, as the director may deem reasonable: Provided, however, that for the loss of both hands or both eyes, or for becoming totally blind or becoming helpless and permanently bedridden from causes occurring in the line of duty in the service of the United States, the rate of compensation shall be $100 per month: Provided further, That where the rate of compensation is $100 per month, no allowance shall be made for a nurse or attendant."

Sec. 13. That subdivision (4) of section three hundred and two of said Act is hereby amended to read as follows:

"(4) The amount of each monthly payment shall be determined according to the family conditions existing on the first day of the month."

Sec. 14. That two new subdivisions are hereby added to section three hundred and two of said Act, to be known as subdivisions (5) and (6), respectively, and to read as follows:

"(5) Where the disabled person and his wife are not living together, or where the children are not in the custody of the disabled person, the amount of the compensation shall be apportioned as may be prescribed by regulations.

"(6) The term 'wife' as used in this section shall include 'husband' if the husband is dependent upon the wife for support."

Sec. 15. That section three hundred and one of said Act is amended by striking out the provisions that a mother is entitled to compensation only when she is widowed and substitute provisions are included to the effect that compensation is payable to a dependent mother or dependent father, such substitute provisions shall be deemed to be in effect as of October sixth, nineteen hundred and seventeen.

Sec. 16. That section three hundred and eleven of said Act is hereby repealed.

Sec. 17. That section three hundred and twelve of said Act is hereby amended to read as follows:

"Sec. 312. That compensation under this article shall not be paid while the person is in receipt of service or retirement pay. The laws providing for gratuities or payments in the event of death in the service and existing pension laws shall not be applicable after the enactment of this amendment to any person in the active military or naval service on the sixth day of October, nineteen hundred and seventeen, or who thereafter entered the active military or naval service, or to their widows, children, or their dependents, except in so far as rights under any such law have heretofore accrued.

"Compensation because of disability or death of members of the Army Nurse Corps (female) or of the Navy Nurse Corps (female) shall be in lieu of any compensation for such disability or death under the Act entitled 'An Act to provide compensation for employees of the United States suffering injuries while in the performance of their duties, and for other purposes,' approved September seventh, nineteen hundred and sixteen."

Sec. 18. That section three hundred and thirteen of said Act is hereby amended to read as follows:

"Sec. 313. (1) That if an injury or death for which compensation is payable under this article is caused under circumstances creating a legal liability
upon some person other than the United States or the enemy to pay damages thereafter, the director, as a condition to payment of compensation by the United States, may require the beneficiary to assign to the United States any right of action he may have to enforce such liability of such other person, or if it appears to be for the best interests of the beneficiary the director may require him to prosecute the said action in his own name, subject to regulations. The director may require such assignment or prosecution at any time after the injury or death, and the failure on the part of the beneficiary to so assign or to prosecute said cause of action in his own name within a reasonable time, to be fixed by the director, shall bar any right to compensation on account of the same injury or death. The cause of action so assigned to the United States may be prosecuted or compromised by the director, and any money realized or collected thereon, less the reasonable expenses of such realization or collection, shall be placed to the credit of the military and naval compensated appropriation. If the amount placed to the credit of such appropriation in such case is in excess of the amount of the award of compensation, if any, such excess shall be paid to the beneficiary after any compensation award for the same injury or death is made.

If a beneficiary or conditional beneficiary shall have recovered, as a result of a suit brought by him or on his behalf, or as a result of a settlement made by him or on his behalf, any money or other property in satisfaction of the liability of such other person, such money or other property so recovered shall be credited upon any compensation payable, or which may become payable, to such beneficiary, or conditional beneficiary by the United States on account of the same injury or death.

"(2) If an injury or death for which compensation may be payable under this article is caused under circumstances creating a legal liability upon some person, other than the United States or the enemy, to pay damages therefore, then, in order to preserve the right of action, the director may require the conditional beneficiary at any time after the injury or death, to assign such right of action to the United States; or, if it appears to be for the best interests of such conditional beneficiary, to prosecute the said cause of action in his own name, subject to regulations. The failure on the part of the beneficiary to so assign or to prosecute the said cause of action in his own name within a reasonable time, to be fixed by the director, shall bar any right to compensation on account of the same injury or death. The cause of action so assigned may be prosecuted or compromised by the director, and any money realized or collected thereon, less the reasonable expenses of such realization or collection, shall be paid to such beneficiary, and be credited upon any future compensation which may become payable to such beneficiary by the United States on account of the same injury or death.

"(3) The bureau shall make all necessary regulations for carrying out the purposes of this section. For the purposes of computation only under this section the total amount of compensation due any beneficiary shall be deemed to be equivalent to a lump sum equal to the present value of all future payments of compensation computed as of the date of the award of compensation at four per centum, true discount, compounded annually. The probability of the beneficiary’s death before the expiration of the period during which he is entitled to compensation shall be determined according to the American Experience Table of Mortality.

"A conditional beneficiary is any person who may become entitled to compensation under this article on or after the death of the injured person.

"Nothing in this section shall be construed to impose any administrative duties upon the War or Navy Departments."

Sec. 19. That section four hundred and one of said Act is hereby amended to read as follows:

"Sec. 401. That such insurance must be applied for within one hundred and twenty days after enlistment or after entrance into or employment in the active service and before discharge or resignation, except that those persons who are in the active war service at the time of the publication of the terms and conditions of such contract of insurance may apply at any time within one hundred and twenty days thereafter and while in such service. Any person in the active service on or after the sixth day of April, nineteen hundred and seventeen, who, while in such service and before the expiration of one hundred and twenty days from and after such publication, becomes or has become totally and permanently disabled, or dies, or has died, without having applied for insurance, shall be deemed to have applied for and to have been insured, payable to such person during his life in monthly installments of $25
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each. If he shall die either before he shall have received any of such monthly installments or before he shall have received two hundred and forty of such monthly installments, then $25 per month shall be paid to his widow from the time of his death and during her widowhood, or if there is no widow surviving him, then to his child or children, or if there is no child surviving him, then to his mother, or if there is no mother surviving him, then to his father, if and while they survive him: Provided, however, That not more than two hundred and forty of such monthly installments, including those received by such person during his total and permanent disability, shall be so paid. The amount of the monthly installments shall be apportioned between children as may be provided by regulations."

Sec. 20. That section nineteen of this Act amending section four hundred and one of the Act entitled "An Act to authorize the establishment of a Bureau of War Risk Insurance in the Treasury Department," approved September second, nineteen hundred and fourteen, as amended, shall be deemed to be in effect as of October sixth, nineteen hundred and seventeen: Provided, That nothing herein shall be construed to interfere with the payment of monthly installments, authorized to be made under the provisions of said section four hundred and one as originally enacted, for the months up to and including June, nineteen hundred and eighteen: Provided further, That all awards of automatic insurance under the provisions of said section four hundred and one as originally enacted shall be revised as of the first day of July, nineteen hundred and eighteen, in accordance with the provisions of said section four hundred and one as amended by section nineteen of this Act.

Sec. 21. That section four hundred and two of said Act is hereby amended to read as follows:

"Sec. 402. That the director, subject to the general direction of the Secretary of the Treasury, shall promptly determine upon and publish the full and exact terms and conditions of such contract of insurance. The insurance shall be payable only to a spouse, child, grandchild, parent, brother, or sister, and also during total and permanent disability to the injured person, or to any or all of them. The insurance shall be payable in two hundred and forty equal monthly installments. Provisions for maturity at certain ages, for continuous installments during the life of the insured or beneficiaries, or both, for cash, loan, paid up and extended values, dividends from gains and savings, and such other provisions for the protection and advantage of and for alternative benefits to the insured and the beneficiaries as may be found to be reasonable and practicable, may be provided for in the contract of insurance, or from time to time by regulations. All calculations shall be based upon the American Experience Table of Mortality and Interest at three and one-half per centum per annum, except that no deduction shall be made for continuous installments during the life of the insured in case his total and permanent disability continues more than two hundred and forty months. Subject to regulations, the insured shall at all times have the right to change the beneficiary or beneficiaries of such insurance without the consent of such beneficiary or beneficiaries, but only within the classes herein provided. If no beneficiary within the permitted class be designated by the insured, either in his lifetime or by his last will and testament, or if the designated beneficiary does not survive the insured, the insurance shall be payable to such person or persons within the permitted class of beneficiaries as would under the laws of the State of the residence of the insured be entitled to his personal property in case of intestacy. If no such person survive the insured, then there shall be paid to the estate of the insured an amount equal to the reserve value, if any, of the insurance at the time of his death, calculated on the basis of the American Experience Table of Mortality and three and one-half per centum interest in full of all obligations under the contract of insurance."

Approved, June 25, 1918.

[Public—No. 195—65th Congress.]

[H. R. 11048.]

AN ACT To amend the war-risk insurance Act.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the war-risk insurance Act is hereby amended by adding to such Act a new section, to be known as section two b, to read as follows:
"Sec. 2b. That when it appears to the Secretary of the Treasury that vessels of foreign friendly flags, or their masters, officers, or crews, or shippers or importers in such vessels, are unable in any trade to secure adequate war-risk insurance on reasonable terms, the Bureau of War Risk Insurance, with the approval of the Secretary, is hereby authorized to make provisions for the insurance by the United States of (1) such vessels of foreign friendly flags, their freight and passage moneys, and personal effects of the masters, officers, and crews thereof against the risks of war when such vessels are chartered or operated by the United States Shipping Board or its agent, or chartered by any person a citizen of the United States, and (2) the cargoes to be shipped in such vessels of foreign friendly flags, whether or not they are so chartered. Such insurance on the vessel, however, is authorized only when the United States Shipping Board or its agent operates the vessel or the charterers are, by the terms of the charter party or contract with the vessel owners, required to assume the war risk or provide insurance protecting the vessel owners against war risk during the term of the charter or hire of the vessel.

"The Bureau of War Risk Insurance, with the approval of the Secretary of the Treasury, is also hereby authorized to insure the masters, officers, and crews of vessels operated or chartered as aforesaid against the loss of life or personal injury by the risk of war and for compensation during the detention following capture by enemies of the United States, whenever it appears to the Secretary that the owners, operators, or charterers of such vessels are unable, in any trade, to secure such insurance on reasonable terms."

Sec. 2. That section five of the war-risk insurance Act is hereby amended to read as follows:

"Sec. 5. That the Secretary of the Treasury is authorized to establish an advisory board, to consist of three members skilled in the practices of war-risk insurance, for the purpose of assisting the Bureau of War Risk Insurance in fixing rates of premium and in adjustment of claims for losses, and generally in carrying out the purposes of this Act; the compensation of the members of said board to be determined by the Secretary of the Treasury, but not to exceed $20 a day each while actually employed. He is likewise authorized to appoint two persons skilled in the practice of accident insurance for the purpose of assisting the Bureau of War Risk Insurance in the adjustment of claims for death, personal injury, or detention; the compensation of persons so appointed to be determined by the Secretary of the Treasury, but not to exceed $20 a day each while actually employed. In the event of disagreement as to the claim for losses, or amount thereof, between the said bureau and the parties to such contract of insurance, the decision on the claim may be brought against the United States in the district court of the United States, sitting in admiralty, in the district in which the claimant or his agents may reside. The Secretary of the Treasury is, in his judgment, authorized to compromise the claim either before or after the institution of an action therein."

Sec. 3. That section nine of the war-risk insurance Act is hereby amended to read as follows:

"Sec. 9. That the President is authorized whenever in his judgment the necessity of further war insurance by the United States shall have ceased to exist to suspend the operation of this Act, in so far as the Division of Marine and Seamen's Insurance is concerned, which suspension shall be made in any event within six months after the end of the war, but shall not affect any insurance outstanding at the time or any claims pending adjustment. For the purpose of the final adjustment of any such outstanding insurance or claims, the Division of Marine and Seamen's Insurance may, in the discretion of the President, be continued in existence for a period not exceeding three years after such suspension.

"The words 'end of the war' as used herein shall be deemed to mean the date of proclamation of exchange of ratification of the treaty of peace, unless the President shall, by proclamation, declare a prior date, in which case the date so proclaimed shall be deemed to be the 'end of the war' within the meaning of this Act."

Approved, July 11, 1918.
PART XIII.

OFFICERS AND OTHERS IN THE SERVICE OF THE UNITED STATES.

I. EXEMPTED OFFICIALS.

The following are to be termed "Officers, legislative, executive, and judicial, of the United States" for the purpose of classification in Class V.

A. FEDERAL EXECUTIVE OFFICES.

1. Executive Mansion.—Secretary to the President.
2. Department of State.—Secretary of State, Counselor for the Department of State, the Assistant Secretary of State, Second Assistant Secretary of State, Third Assistant Secretary of State, Solicitor, Ambassador, Minister, Minister Resident, secretaries in the Diplomatic Service, Agent-and-Consul-General, Consul General at Large, Diplomatic Agent, Consul General, Consul.
3. Treasury Department.—Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Deputy Assistant Treasurer, Commissioner of Internal Revenue, Comptroller of the Treasury, Assistant Comptroller of the Treasury, Comptroller of the Currency, Surgeon General and other commissioned officers of the Public Health Service, Captain Commandant of the Coast Guard of the United States, Director of the Mint, Register of the Treasury, Assistant Register of the Treasury, Auditors for Departments, Assistant Treasurers, Collectors of Customs, Surveyors of Customs, General Appraisers of Merchandise, Appraisers of Merchandise, Assistant Appraisers of Merchandise, Special Examiners of Drugs, Medicines, and Chemicals, Collectors of Internal Revenue, Mint and Assay Officers, Federal Farm Loan Board.
4. War Department.—Secretary of War, Assistant Secretary of War, Second Assistant Secretary of War, Third Assistant Secretary of War, Board of Ordnance and Fortification, Mississippi River Commission.
5. Department of Justice.—Attorney General, Assistant to the Attorney General, Assistant Attorneys General, Solicitor General, United States District Attorneys, Solicitors for the Several Departments, Assistant Solicitors, United States Marshals.
6. Post Office Department.—Postmaster General, Assistant Postmasters General, Purchasing Agent, postmasters at offices of the first, second, and third classes.
7. Navy Department.—Secretary of the Navy, Assistant Secretary of the Navy.

9. Department of Agriculture.—Secretary of Agriculture, Assistant Secretary of Agriculture, Chief of the Weather Bureau.

10. Department of Commerce.—Secretary of Commerce, Assistant Secretary of Commerce, Director of the Census, Chief of Bureau of Foreign and Domestic Commerce, Assistant Chief of Bureau of Foreign and Domestic Commerce, Director of the Bureau of Standards, Commissioner of Fish and Fisheries, Superintendent of the Coast and Geodetic Survey, Commissioner of Navigation, Supervising Inspector General Steamboat-Inspection Service, District Supervising Inspectors Steamboat-Inspection Service; Coast and Geodetic Survey: Hydrographic and geodetic engineers, junior hydrographic and geodetic engineers, aids.

11. Department of Labor.—Secretary of Labor, Commissioner General of Immigration, Commissioner of Labor Statistics, Chief of Children’s Bureau, Commissioners of Immigration at the ports.


13. Interstate Commerce Commission.—Commissioners.

14. Civil Service Commission.—Commissioners (including President).

15. Federal Reserve Board.—Governor, Vice Governor, and Members.

16. Federal Trade Commission.—Chairman, Vice Chairman, and Commissioners.

17. Panama Canal.—Governor, Engineer of Maintenance, Engineer of Terminal Construction, Chief Health Officer.

18. Smithsonian Institution.—Secretary.


21. Pan American Union.—Director General.

22. Aircraft Board.—Chairman and Members.

23. Capital Issues Committee.—Members.

24. Board of Charities of the District of Columbia.—Members.

25. United States Employee’s Compensation Commission.—Chairman and Members.

26. Commission on Industrial Relations.—Commissioners.

27. Librarian of Congress and Superintendent of the Library of Congress.
28. Inspectors of Locomotive Boilers.—Chief Inspector and Assistant Chief Inspector.
29. United States Shipping Board.—All Members.
30. United States Tariff Commission.—Chairman and Commissioners.
31. Federal Board for Vocational Education.—All Members.
32. War Finance Corporation.—All Directors.

B. FEDERAL LEGISLATIVE OFFICES.

Senate.—Vice President of the United States, Senators, Secretary, Sergeant at Arms, Chaplain.
House.—Representatives, Territorial Delegates, Resident Commissioners, Clerk, Doorkeeper, Sergeant at Arms, Postmaster, Chaplain.

C. FEDERAL JUDICIAL OFFICES.

1. Supreme Court.—Chief and Associate Justices, clerk, marshal, reporter.
2. Court of Claims.—Chief Justice, Judges, chief and assistant, clerk, auditor, and bailiff.
3. Court of Customs Appeals.—Presiding and Associate Judges, clerk, marshal.
5. District Courts.— Judges, clerks.
6. United States Commissioners.
7. Referees in Bankruptcy.

II. OTHER OFFICERS AND PERSONS IN THE SERVICE OF THE UNITED STATES.

All heads of Federal Executive Departments and all Federal Executive Commissions, Bureaus, Boards, Divisions, and Branches (including the heads thereof), and the heads of all other Federal Executive Agencies created either pursuant to express statutory provision or under general authority by Executive Order or Proclamation (other than those included under “I. Exempted Officials,” above), and other persons employed in the services of the United States and necessary to the adequate and effective operation of the service in which they are employed, and who cannot be replaced without substantial, material loss and detriment to the adequate and effective operation of such service, may make or have made for them claims for deferred classification under Rule X (i), Sec. 77. The necessary affidavits (Form 1044, sec. 353, p. 313) to be made in connection with such claims must be approved as provided in Sec. 77, by the persons indicated in Part XIV.
PART XIV.

CERTIFYING OFFICERS

By Executive order the President has directed that all affidavits of necessity required under Selective Service Regulations for securing deferred classification of Federal employees conform to the following requirements:

"In the case of a person in the service of a department within the District of Columbia, who files with local board a claim of deferred classification from the selective draft, the affidavit of the departmental official having direct supervision and control of the branch of the service in which he is employed, as provided for in the above-mentioned regulations, will be forwarded to the Secretary of that department, accompanied by a memorandum giving sufficient data to enable the Secretary to determine whether or not the case is a proper one for deferred classification. If, on the information furnished, he deems the case a proper one for deferred classification by the board, he will indorse the affidavit 'Approved'; if not, 'Disapproved.' In either case the affidavit will be returned to the official making it, to be filed with the local board as required by the instructions on the back thereof.

"In the case of a person in departmental service stationed outside of the District of Columbia, the affidavit of the official having direct supervision of the applicant will be forwarded for approval or disapproval to the official, to be designated by the Secretary of the department, who has jurisdiction or control of the area within which the applicant is stationed at the time, unless the affidavit is originally made by such official.

"In the case of a person in the service of the Interstate Commerce Commission, the Smithsonian Institution, or other commission or board or body not organized directly under one of the executive departments, the same general method will be followed so far as practicable, with a view to reducing the discharge of drafted men to the minimum number consistent with the maintenance of vital national interests during the emergency of war."

Pursuant to the above order, designations were made in the several departments as set out below.

In the case of a person employed in the legislative or judicial branch of the Government the affidavit may be signed and approved by the official under whom such person serves. Such affidavits and approvals are to be given the same force and effect as those issued under the executive department.

DEPARTMENT OF STATE.

The Assistant Secretary of State.
TREASURY DEPARTMENT.

The following officials are designated for the respective States and Territories:

Alabama..................................Birmingham..................Collector of internal revenue.
Alaska......................................Seattle.......................Collector of customs.
Arizona.....................................Phoenix......................Collector of internal revenue.
Arkansas...................................Little Rock.................Collector of internal revenue.
California.................................San Francisco............Collector of customs.
Colorado...................................Denver.......................Collector of internal revenue.
Connecticut.................................Hartford................Collector of internal revenue.
Delaware....................................Wilmington..............Postmaster.
Florida.....................................Jacksonville..............Collector of internal revenue.
Georgia....................................Atlanta......................Collector of internal revenue.
Hawaii......................................Honolulu................Collector of customs.
Idaho........................................Boise........................Postmaster.
Illinois....................................Chicago......................Collector of customs.
Indiana.....................................Indianapolis.............Collector of customs.
Iowa..........................................Des Moines..............Collector of customs.
Kansas.......................................Wichita................Collector of internal revenue.
Kentucky...................................Louisville.................Collector of customs.
Louisiana..................................New Orleans..............Collector of customs.
Maine.........................................Portland................Collector of customs.
Maryland...................................Baltimore................Collector of customs.
Massachusetts..............................Boston.....................Collector of customs.
Michigan...................................Detroit......................Collector of customs.
Minnesota..................................St. Paul..................Collector of internal revenue.
Mississippi.................................Jackson....................Postmaster.
Missouri....................................St. Louis................Collector of customs.
Montana.....................................Helena.....................Collector of internal revenue.
Nebraska...................................Omaha......................Collector of customs.
Nevada.......................................Carson City.............Postmaster.
New Hampshire..............................Portsmouth..............Collector of internal revenue.
New Jersey................................Newark......................Collector of internal revenue.
New Mexico.................................Albuquerque.............Postmaster.
North Carolina...........................Raleigh....................Collector of internal revenue.
North Dakota...............................Fargo.......................Postmaster.
Ohio..........................................Cleveland.................Collector of customs.
Oklahoma...................................Oklahoma City.........Collector of internal revenue.
Oregon.......................................Portland.................Collector of customs.
Pennsylvania.................................Philadelphia........Collector of customs.
Rhode Island...............................Providence..............Collector of customs.
South Carolina............................Columbia................Collector of internal revenue.
South Dakota...............................Aberdeen.................Collector of internal revenue.
Tennessee...................................Nashville..............Collector of internal revenue.
Texas.........................................Austin..................Collector of internal revenue.
Utah..........................................Salt Lake City........Postmaster.
Vermont.....................................St. Albans..............Collector of customs.
Virginia....................................Richmond................Collector of internal revenue.
Washington.................................Seattle.....................Collector of customs.
Wisconsin...................................Milwaukee..............Collector of customs.
West Virginia...............................Parkersburg...........Collector of internal revenue.
Wyoming.....................................Cheyenne...............Postmaster.

DEPARTMENT OF JUSTICE.

The district attorneys of the United States in the respective districts have been designated.
WAR DEPARTMENT.

The commanding generals of the several departments have been designated as follows:

Northeastern Department, Boston, Mass.
Eastern Department, Governors Island, N. Y.
Southeastern Department, Charleston, S. C.
Southern Department, Fort Sam Houston, Tex.
Central Department, Chicago, Ill.
Western Department, San Francisco, Cal.

Messrs. M. F. Chase and Milo S. Ketcham have been designated as the officials to make supporting affidavits, and D. C. Jackling, director United States Government explosives plants, to act as approving official of such affidavits, in support of all claims for deferred classification of Federal employees in the United States Government explosives plants conducted under the supervision of the United States Government explosives plants. (Circular letter, Apr. 12, 1918.)

The Secretary of War has designated the Quartermaster General of the Army, or acting for him, the officer detailed in charge of the Personnel Division of the Quartermaster General's Office, to act in the capacity of such approving officials, on all claims for deferred classification of employees of the general depots of the Quartermaster Corps of the Army stationed outside of Washington.

The Secretary of War has designated the division engineers of the Army to act in the capacity of such approving officials on all claims of employees of the Engineering Department of the Army stationed outside of Washington. (C. S. S. R., No. 2, Jan. 25, 1918.)

The Secretary of War, pursuant to Executive order, has designated Col. J. W. Joyes, Ordnance Department, United States Army, to act as approving official of affidavits in support of claims for deferred classification of persons employed in the service of the United States in connection with the erection and operation of United States nitrate plants. This authority is limited to the approval of affidavits for deferred classification of Government employees and does not extend to employees of contractors. (Circular letter, May 11, 1918.)

POST OFFICE DEPARTMENT.

The department will not file affidavits for any postmasters. (However, postmasters of the first, second, and third classes are exempted under the law.)

Postmasters at first and second class post offices are hereby authorized to file affidavits with local exemption boards for the purpose of securing deferred classification (Class III) for the following employees only: Supervisory officials in post offices; post-office clerks whose services can not be dispensed with without materially lowering the efficiency of the service; drivers of Government-owned automobiles; mechanics and skilled laborers whose services are absolutely necessary; clerks and substitute clerks employed at military branches. (Telegram B-2246, July 24, 1918.)

Division superintendents Railway Mail Service are hereby authorized to make affidavits for securing deferred classification of all employees of the Railway Mail Service who desire such deferred classification under the new Selective Service Regulations, effective December 15, 1917, provided that no affidavits for deferred classifications will be made for laborers, janitors, and elevator conductors.
Postmasters and division superintendents will make an indorsement as follows immediately after their signature to affidavits in support of requests of employees for deferred classification: "Authority to make the foregoing affidavit contained in Postmaster General's Order No. 949 of December 16, 1917."

When any employee, in whose behalf affidavits of deferred classification have been filed, becomes separated from the Post Office Service, or the Railway Mail Service, either by resignation, removal, or transfer, or ceases to perform duties entitling him to deferred classification as specified above, the postmaster or division superintendent shall immediately certify to the local board where such employee is registered the discontinuance of the existence of the status of the registrant which was made the basis of his former classification. (Postmaster General's Order No. 949.)

3. The officials authorized to make affidavits are also to be considered as the certifying and approving officers under Executive order, page 241. Where affidavits supporting claim for deferred classification are made by officials named in paragraph 2 and paragraph 4 of this page, no further approval is required by the regulations.

The following list shows the different divisions of the Railway Mail Service and the States comprising them:

First division (comprising New England States).
Third division (comprising Maryland, excluding the Eastern Shore, Virginia (excepting Accomac and Northampton Counties), West Virginia, North Carolina, and the District of Columbia.
Fourth division (comprising South Carolina, Georgia, Florida, Alabama, and Tennessee).
Fifth division (comprising Ohio, Indiana, and Kentucky).
Sixth division (comprising Illinois and Iowa).
Seventh division (comprising Missouri and Kansas).
Eighth division (comprising California, Nevada, Arizona, Utah, and Hawaii).
Ninth division (comprising the main line of the New York Central Railroad between New York, N. Y., and Chicago, Ill., and the lower peninsula of Michigan).
Tenth division (comprising Wisconsin, northern peninsula of Michigan, Minnesota, North Dakota, and South Dakota).
Eleventh division (comprising Arkansas, Oklahoma, Texas, and New Mexico).
Twelfth division (comprising Louisiana and Mississippi).
Fourteenth division (comprising Nebraska, Colorado, and Wyoming).
Fifteenth division (comprising the main lines of the Pennsylvania Railroad system from New York, N. Y., via Pittsburgh, Pa., to Chicago, Ill., and St. Louis, Mo., and collateral lines that may be designated).

4. Affidavits for post-office inspectors who are drafted will be made by the inspector in charge of the division to which the inspector concerned is assigned. The following list shows the different divisions and the States comprising them:

Atlanta division (comprising Florida, Georgia, and South Carolina).
Austin division (comprising Louisiana and Texas).
Boston division (comprising Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont).
Chattanooga division (comprising Alabama, Mississippi, and Tennessee).
Chicago division (comprising Illinois, Michigan, and Wisconsin).
Cincinnati division (comprising Indiana, Kentucky, and Ohio).
Denver division (comprising Colorado, New Mexico, Utah, and Wyoming).
Kansas City division (comprising Kansas, the city of Kansas City, Mo., Nebraska and Oklahoma).
NAVY DEPARTMENT.

Commandants of the several navy yards and naval stations; these are located as follows:

Commandants of naval districts:
- Portsmouth, N. H.
- Boston, Mass.
- New York, N. Y.
- Washington, D. C.
- Norfolk, Va.
- Charleston, S. C.
- New Orleans, La.
- Mare Island, Cal.
- Bremerton, Wash.

Commandants of naval stations:
- Newport, R. I.
- Pearl Harbor, Hawaii.
- Guantanamo, Cuba.
- St. Thomas, Virgin Islands.
- Key West, Fla.

Commandants of Navy air stations:
- Pensacola, Fla.
- Cape May, N. J.

Commandants of naval training stations:
- Great Lakes, Ill.
- San Francisco, Cal.

Superintendent United States Naval Academy, Annapolis, Md.
Inspectors of machinery, United States Navy.
Inspectors of engineering material, United States Navy.
Inspectors of ordnance, United States Navy.
Inspectors of hull material, United States Navy.
Superintending constructors, United States Navy.
Superintending constructors (aeronautics), United States Navy.

DEPARTMENT OF THE INTERIOR.

Reclamation Service:
Frank E. Weymouth, chief of construction, Denver, Colo., as to engineering employees and clerical employees in the engineering branch.
Harry Holgate, assistant chief counsel, Denver, Colo., as to legal employees and clerical employees in the legal branch.

Alaska (employees under the Government):
Such as game wardens and special officers to assist in the suppression of liquor traffic.

Alaskan Engineering Commission:
Thomas Riggs, Jr., commissioner, Nenana, Alaska.
Capt. Frederick Mears, commissioner, Anchorage, Alaska.
R. J. Weir, engineer in charge, Seward, Alaska.
Affidavits regarding the commission’s employees in Seattle, Wash., are to be submitted to the Secretary of the Interior.

Alaska School Service under Bureau of Education:
Mr. William T. Loop, L. C. Smith Building, Seattle, Wash., for employees in the Seattle office of the Alaska division.
Mr. Charles W. Hawkesworth, district superintendent of schools, Juneau, Alaska, for employees in the southeastern district of Alaska.
Mr. Arthur H. Miller, acting district superintendent of schools, Copper Center, Alaska, for employees in the southwestern district of Alaska.
Mr. Walter H. Johnson, district superintendent of schools, St. Michael, Alaska, for employees in the western district of Alaska.
Mr. Walter C. Shields, district superintendent of schools, Nome, Alaska, for employees in the northernwestern district of Alaska.
Mr. George E. Boulter, district superintendent of schools, Tanana, Alaska, for employees in the Upper Yukon district of Alaska.
Bureau of Mines:
Golden, Colo.: Dr. R. B. Moore, physical chemist in charge of the Golden Experiment Station.
Salt Lake City, Utah: Mr. A. E. Wells, metallurgist in charge of the Salt Lake City Experiment Station.
Seattle, Wash.: Mr. Thomas Varley, superintendent Seattle Experiment Station. Mr. Varley has jurisdiction over the employees located at Corvallis, Ore., and Moscow, Idaho.
Berkeley, Cal.: Mr. Lionel H. Duschak, chemical engineer in charge of the Berkeley Experiment Station.
Tucson, Ariz.: Mr. Charles E. Van Barnevald, supervising engineer and metallurgist in charge of the Tucson Experiment Station.
Application of employees of the petroleum division of the bureau, located at the San Francisco office and in Oklahoma, to be approved or disapproved by Mr. Chester Naramore, chief petroleum technologist, who is headquartered in Washington.
Applications of employees at the Pittsburgh station of the bureau will be forwarded to Washington for approval or disapproval. This will also apply to the district engineers, employees on mine-rescue cars and at mine-rescue stations, and various detached employees.

National Park Service:

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<tr>
<th>State</th>
<th>Field office</th>
<th>Officer recommended</th>
<th>Address</th>
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<tbody>
<tr>
<td>Washington</td>
<td>Mount Rainier National Park</td>
<td>D. L. Reaburn, supervisor...</td>
<td>Ashford, Wash.</td>
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<td>Crater Lake National Park</td>
<td>Alexander Sparrow, supervisor...</td>
<td>Crater Lake, Oreg.</td>
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<tr>
<td>Oregon</td>
<td>Yosemite, Sequoia, and General Grant National Parks.</td>
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<td>Yosemite, Cal.</td>
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<tr>
<td>California</td>
<td>Glacier National Park...</td>
<td>Yosemite National Park...</td>
<td>Belton, Mont.</td>
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<tr>
<td>Montana</td>
<td>Yellowstone National Park.</td>
<td>C. A. Lindley, acting supervisor...</td>
<td>Yellowstone Park, Wyo.</td>
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<td>Colorado</td>
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<td>South Dakota</td>
<td>Wind Cave National Park</td>
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<td>Hot Springs, S. Dak.</td>
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<td>Oklahoma</td>
<td>Platt National Park</td>
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<td>Sulphur, Okla.</td>
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<td>Arkansas</td>
<td>Hot Springs Reservation.</td>
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<td>Hot Springs, Ark.</td>
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DEPARTMENT OF AGRICULTURE.

Although a number of officials outside of the District of Columbia have been authorized to file claims for employees, nevertheless, only chiefs of bureaus, independent divisions, and independent offices have been authorized to file the affidavits of necessity required by the Regulations; and no officials other than the Secretary have been designated, under the Executive Order, to indorse approval or disapproval of such affidavits. Each case will be presented to the Secretary personally for approval or disapproval. The officials thus authorized to make affidavits (which shall also receive the Secretary's indorsement) are as follows:

Weather Bureau:
Charles F. Marvin, chief, or in the absence of the chief, Charles C. Clark, acting chief.

Bureau of Animal Industry:
A. D. Melvin, chief, or in the absence of the chief, John R. Mohler, acting chief.

Bureau of Plant Industry:
Wm. A. Taylor, chief, or in the absence of the chief, Karl F. Kellerman, acting chief.

Forest Service:
Albert F. Potter, Acting Forester—the Forester being now absent in France.

Bureau of Chemistry:
Carl L. Alsberg, chief, or in the absence of the chief, Walter G. Campbell, acting chief.
CERTIFYING OFFICERS.

Bureau of Soils:
Milton Whitney, chief, or in the absence of the chief, A. G. Rice, acting chief.

Bureau of Entomology:
L. O. Howard, chief, or in the absence of the chief, Charles L. Marlatt, acting chief.

Bureau of Biological Survey:
E. W. Nelson, chief, or in the absence of the chief, W. C. Henderson, acting chief.

Division of Accounts and Disbursements:
A. Zappone, chief, or in the absence of the chief, W. J. Nevius, acting chief.

Division of Publications:
Jos. A. Arnold, chief, or in the absence of the chief, B. D. Stallings, acting chief.

Bureau of Crop Estimates:
Leon M. Estabrook, chief, or in the absence of the chief, Nat. C. Murray, acting chief.

Library:
Claribel R. Barnett, librarian, or in the absence of the librarian, E. B. Hawks, acting librarian.

States Relations Service:
A. C. True, director, or in the absence of the director, E. W. Allen, acting director.

Office of Public Roads and Rural Engineering:
Logan W. Page, director, or in the absence of the director, P. St. J. Wilson, acting director.

Bureau of Markets:
C. J. Brand, chief, or in the absence of the chief, H. C. Marshall, acting chief.

Insecticide and Fungicide Board:
J. K. Haywood, chairman, or in the absence of the chairman, W. A. Orton, acting chairman.

Office of the Secretary:
R. M. Reese, chief clerk, or in the absence of the chief clerk, Fred C. More, acting chief clerk.

Office of the Solicitor:
Wm. M. Williams, solicitor, or in the absence of the solicitor, R. W. Williams, acting solicitor.

Office of Farm Management:
W. J. Spillman, chief, or in the absence of the chief, E. H. Thompson, acting chief.

DEPARTMENT OF COMMERCE.

The Secretary of Commerce is not designating anyone to indorse affidavits asking exemption, but is taking up every case in person, and in those cases he approves he will indorse his approval on the face of the supporting affidavits which he has considered favorably.

DEPARTMENT OF LABOR.

Bureau of Labor Statistics:

Field Service.—No branch offices.

Children's Bureau:
Washington, D. C.—Miss Helen L. Sumner, assistant chief.

Field Service.—Chicago, Ill.: Miss Estelle B. Hunter.

Bureau of Naturalization:

Field Service.—
C. O'C. Cowley, New York, N. Y.—Northern, eastern, and southern New York, and Hudson County, N. J.
Thomas B. Shoemaker, Philadelphia, Pa.—Eastern and middle districts of Pennsylvania, Delaware, and New Jersey (except Hudson County).
Bureau of Naturalization—Continued.

Field Service—Continued.


William M. Ragsdale, Pittsburgh, Pa.—Western Pennsylvania, western New York, West Virginia, Ohio; counties of Allegany, Frederick, Garrett, and Washington, Md.; and counties of Campbell and Kenton, Ky.


Morris R. Bevington, St. Louis, Mo.—Arkansas, Oklahoma, Iowa, Missouri, Nebraska, Kansas; Shelby County, Tenn.; and southern Illinois.

Robert S. Coleman, St. Paul, Minn.—Minnesota, North Dakota, South Dakota, northern Wisconsin, and northern peninsula of Michigan (except Mackinac County).

Paul Lee Ellerbe, Denver, Colo.—Colorado, New Mexico, Wyoming, Utah, and the counties of Bannock, Bear Lake, Bingham, Bonneville, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, and Power, Idaho.

George A. Crutchfield, San Francisco, Cal.—Arizona, California, and Nevada.

John Speed Smith, Seattle, Wash.—Washington, Oregon, Montana, and Idaho (except as otherwise assigned).

Bureau of Immigration:


Field Service—

John J. Clark, Montreal, Canada.—Eastern Canadian seaports and Canadian border east of the easterly line of Montana.


Frederic C. Howe, Ellis Island, New York Harbor.—New York and New Jersey (immigration matters only).


E. E. Greenawalt, Gloucester City, N. J.—Pennsylvania, Delaware, and West Virginia.

Bertram N. Stemp, Baltimore, Md.—Maryland and the District of Columbia.

W. R. Morton, Norfolk, Va.—Virginia and North Carolina.

Joseph H. Wallis, Jacksonville, Fla.—Georgia, Florida, Alabama, and South Carolina.

John P. Mayo, New Orleans, La.—Louisiana, Mississippi, Arkansas, and Tennessee.

James P. Bryan, Galveston, Tex.—Territory bounded on north and east by the Louisiana-Texas border and the Gulf of Mexico; on west by the westerly boundaries of the following counties in Texas: Shelby, Nacogdoches, Angelina, Polk, San Jacinto, Montgomery, Harris, Fort Bend, Wharton, Jackson, Victoria, Refugio, San Patricio, and Nueces; and on south by the southerly boundary of Nueces County, Tex.


Arthur J. Fisbeck, Cleveland, Ohio.—Ohio and Kentucky.

P. L. Prentis, Chicago, Ill.—Illinois, Indiana, Michigan, and Wisconsin.

Charles W. Seaman, Minneapolis, Minn.—Minnesota, North Dakota, and South Dakota.

James R. Dunn, St. Louis, Mo.—Missouri, Iowa, eastern Nebraska, eastern Kansas, and eastern Oklahoma.

Henry H. Moler, Denver, Colo.—Colorado, Wyoming, Utah, western Nebraska, western Kansas, and western Oklahoma.

C. K. Andrews, Helena, Mont.—Montana and Idaho.

Henry M. White, Seattle, Wash.—State of Washington, and Canadian border west of the easterly line of Montana.
Bureau of Immigration—Continued.

Field Service—Continued.
R. F. Bonham, Portland, Oreg.—Oregon.
Edward White, San Francisco, Cal.—North California and Nevada.
William G. Strench, Ketchikan, Alaska.—Alaska.
Lawson E. Evans, San Juan, P. R.—Porto Rico.
Richard L. Halsey, Honolulu, Hawaii.—Territory of Hawaii.
George J. Harris, El Paso, Tex.—Texas, except as above, New Mexico, Arizona, and southern California.

Information and Education Service—
Roger W. Babson, Chief, Washington, D. C.

OTHER FEDERAL EXECUTIVE DEPARTMENTS, COMMISSIONS, BUREAUS, BOARDS, AND AGENCIES.

A certificate of necessity for the heads of departments, and for the members of commissions, bureaus, boards, divisions, branches, and agencies (including their heads) which are not included under the heading "I. Exempted Officials," above shall be made by the Secretary of State.

The affidavits of necessity for the general staff and force of such departments, commissions, bureaus, boards and agencies shall be approved by the respective heads thereof.
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- "E. F." 158.
- "G." 157B.
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SELECTIVE SERVICE REGULATIONS.

Office of the Provost Marshal General,
Washington, D. C., Jan. 21, 1918.

Sections 148, 150, 158, 159, 160, 162, 164, 165, 174, 175, 176, 177, 178, 303, 304, 305 of the Selective Service Regulations are changed to read as herein indicated, sections 179, 180, 181, and 306 are rescinded and sections 1 (r) and 178 1/2 are added as follows:

Section 1 (r). Except in sections 137 and 139 hereof the words "mobilization camp" will be taken to mean any military camp or station to which selected men are ordered or authorized to be sent. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 148. Sending Men Whose Cases Have Been Transferred, and Men Who Apply or Are Ordered to Be Sent with Contingents of Other Local Boards to Military Camps or Stations.

The following methods will be used by Local Boards of origin in sending to military camps or stations registrants whose cases have been transferred as provided in section 144 or whose applications to be sent with the quota of another board have been granted as provided in section 147, or who have been ordered by the adjutant general of a State to be sent from another board as provided in section 137.

When it becomes necessary to send any such registrant to a military camp or station, the Local Board of origin shall make out and forward to the Local Board of transfer:

(1) Form 1028 (order to report for military duty) in respect of the registrant, ordering him to report for military duty to the Local Board of transfer and leaving blank the date and hour.

(2) One copy of Form 1029 (in duplicate) in respect of the registrant, leaving blank the date.

(3) One copy of Form 1029 A and B in respect of the registrant, leaving blank the date.

(4) One copy of Form 1 (registration card) in respect of the registrant.

(5) (In cases mentioned in section 147 only.) Two copies of Form 1010 in respect of the registrant.

Upon receipt of these papers the Local Board of transfer shall fill in the day and hour for reporting in Forms 1028 and 1029 A, and the date in Form 1029, shall transmit to the registrant his order to report, and shall forward him in the usual manner to the military camp or station, using the copy of Form 1029 A and B sent by the Local Board of origin. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 150. Induction Into Military Service Out of Order.

Prior to the time of making the prescribed entry in column 24 of the classification list or to the mailing of Form 1028 (order to report for military duty) in respect of him, any registrant, not an alien enemy, regardless of his classification, may be inducted immediately into military service on his own written request by complying with the following requirements:

(a) If he is in Class II, III, or IV, he shall file with his Local Board a waiver of all claims of deferred classification.

(b) If he is in Class IV, on the ground of dependency, he must accompany his application and waiver with a waiver from those persons in behalf of whom he was so placed in Class IV.
Upon receipt of such application and waiver, the Local Board shall examine him physically and, if he is found qualified for military service, shall immediately induct him into such service by issuing, in respect of him, the usual order of induction into military service, specifying the date desired by him (but not later than seven days after the date of his application) for induction into military service. The Local Board shall thereupon send him in the usual manner to the proper military camp or station for assignment to duty.

Credits for such registrants so inducted into military service out of their order will be allowed to Local Boards on the current quotas, except that inductions made after such time as a Local Board has completely filled its quota will be credited against the next quota of that board. (C. S. S. R., No. 1, Jan. 21, 1918.)

Section 158. Selecting Qualified Men for Entrainment.

The men to be ordered into military service by a Local Board in filling any part of its quota under a call for general induction shall be selected in the order of their liability within their class as shown on the Classification List, including noncombatants, except that—

(a) To relieve cases of special hardship, or cases of persons temporarily disabled by reason of sickness or injury, the Local Board may delay the call of any registrant whose order number is within the part of the quota to be sent, and may call in place of him another registrant whose order number, while not within such part, is within the total quota. Great care must be taken to see that no hardship is imposed on the person sent in place of the registrant whose call is thus delayed. The authority granted herein must be exercised sparingly and only in cases of special hardship or temporary disability shown to the satisfaction of the board and the person whose call has been delayed must be inducted into service and sent to duty as soon as the cause for the delay of his call is removed.

(b) No man physically disqualified for general military service but physically qualified for special and limited service shall be inducted into military service except upon a special and specific call by the adjutant general of the State for men physically disqualified for general military service and physically qualified for special and limited military service only.

(c) No man whose classification is still pending before a Local or District Board shall be ordered into military service, but the fact that the classification of men with earlier order numbers is still pending before a Local or District Board shall not defer the order into military service of any registrant who has been finally classified and whose place on the Classification List (excluding the names and numbers of men whose classification is pending before a Local or District Board) makes him next for call.

Nothing in this section shall be construed as authorizing a Local Board to send (except upon his own application) to military service, under a call for general induction, any registrant whose order number is so late that he is not within the current quota of the board, or to delay beyond the date when the last of the quota is ordered into military service the order into military service of any registrant whose number is within the quota, or to send less than the total number called for by the adjutant general of the State, or more than two men in excess thereof. (C. S. S. R. No. 1, Jan. 21, 1918.)
Section 159. Preparing Mobilization Papers.

After the mailing of the orders of induction into military service prescribed in Section 157 and in ample time before entrainment the Local Board shall prepare the following papers:

(a) One copy (in duplicate) of a list on Form 1029 of men ordered to report for military duty. After the name of any man found to be a noncombatant in accordance with Section 79, the Local Board shall place the symbol zero (0).

(b) One copy of Form 1029 A and B in respect of each man ordered to report for military duty. After the name of any man found to be a noncombatant in accordance with Section 79, the Local Board shall place the symbol zero (0).

(c) One certified copy of the original registration card of each man ordered to report for military duty.

(d) Two copies of the report of physical examination in respect of each man ordered to report for military duty. These are two of the copies of Form 1010 already prepared. The Local Board shall retain the third copy in its files.

These papers must be prepared with the greatest care and particularity, especial attention being paid to the correct spelling and accurate entry of names. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 160. What to Do with Mobilization Papers.

The Local Board shall deliver to the man in charge of the party one Form 1, one Form 1029 A and B and one copy of Form 1010 for each man ordered to report for military duty. The man in charge of the party will deliver these papers to the military authorities immediately upon the arrival of the party at its destination.

The Local Board will send, by registered mail, to the Adjutant of the military camp or station to which the party is to be sent the following papers: Form 1029 (original and duplicate) and for each member of the party actually entrained, one copy of Form 1010. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 162. First Roll Call and Orders.

At the time and place specified for the selected men to report for military duty, the Local Board will verify, from the prepared copies of Form 1029 the men who report for duty, and shall instruct these men, by order of the Provost Marshal General—

1. That they must report in person at a specified hour to the Local Board for roll call.

2. That they are to report in person to the Local Board at a specified hour on the day of entrainment.

3. That they are now in the military service of the United States and that unpunctuality and failure to report are grave military offenses in time of war. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 164. Assembly on the Day of Entrainment.

In any locality where crowds are expected at the railroad station, each member of a Local Board who is to accompany a contingent of selected men to the railroad station, and each selected man, should wear a ribbon of muslin, silk, or other light cloth with the designation of the Local Board printed or written thereon, and arrangement should be made for station gatekeepers and police to recognize this badge as designating members of boards and selected men.
Whether this is necessary or not, each selected man shall be provided with such a badge; and a tag bearing his name and a similar designation shall be tied to his hand baggage. Before arrival at the military camp or station each selected man shall be required to fasten his badge on the lapel of his coat.

At the hour specified for final assembly each selected man shall report to his assistant leader at the place which was appointed by the assistant leader at roll call, as prescribed in section 163. The assistant leader shall check the names on his list and report at once to the leader either that all men in his group are present or that certain named men are absent. The leader shall compile a list of names of absentees and report them to the Local Board. The Local Board shall check such names on Form 1029.

The contingent will then be conducted to the railroad station in one body if practicable, and whether in one body or not, each group of eight men shall follow and remain with the assistant leader in charge of his group.

At the railroad station the Local Board shall immediately deliver to the man in charge of the party the necessary railroad transportation and the papers which he is to deliver to the military authorities at the military camp or station. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 165. Checking the Mobilization Papers.

The necessity for absolute accuracy in the papers to go forward with selected men can not be too strongly impressed on Local Boards. The check hereinafter prescribed must insure that no names of men not actually forwarded remain on the list (Form 1029) and that there is one Form 1, one Form 1010, and one Form 1029 A and B in respect of every man actually forwarded.

The list (Form 1029) must be carefully checked on entrainment by the Local Board, and in any event prior to the arrival of the party at the military camp or station. This should be done, if possible, immediately prior to entrainment by requiring the assistant leaders to report to the Local Board the names of any absentees and then checking the cards and reports against the list; but should conditions be such that it is not possible to complete this work accurately at that time a representative of the Local Board shall accompany the men on the train until the checking of the list is accomplished.

Upon the final checking of the list a line shall be drawn through the name of any selected man who is absent, and Form 1, Form 1010 and Form 1029, A and B, of any such men shall be removed from the papers in possession of the leader and returned to the office of the Local Board by its representative. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 174. Credit Cards (Form 1029 A and B) of Selected Men to Be Completed at Military Camps or Stations.

Upon arrival at the military camp or station, the adjutant shall take charge of all papers delivered to him by the leader of the party of selected men. Upon the receipt by mail of Form 1029 the adjutant will enter a cross mark (X) in column 7 thereof, both original and duplicate, opposite the name of any member of the party who has failed to report at the military camp or station, and will indorse the reverse side thereof, will mail the original to the Provost Marshal General and the duplicate to the proper Local Board. Each Form 1029 A and B will be retained by the adjutant until final acceptance or rejection of the man concerned, when Form 1029 A will be completed and returned to the proper Local Board. Form 1029 B will be completed and mailed direct to the Provost Marshal General. No Form 1029 A or 1029 B will, in any case, be retained longer
than one month from the date of induction into military service of the
selected man concerned. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 175. Entries of Acceptance or Rejection.

Immediately upon receiving Form 1029 A from the military camp or station
the Local Board shall enter in column 26 or 27 of the Classification List the
date of the acceptance, rejection, or (upon receipt of Form 1029 C) discharge
from military service of each man forwarded to the military camp or station,
and at the same time shall make the proper entries on the cover sheet of the
Questionnaire of each of said men. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 176. Credits to Local Boards on Quotas.

Local Boards shall receive credit only for persons actually delivered to a
mobilization camp or other station and there accepted for military service.
Local Boards shall not receive credit for persons reported to The Adjutant
General of the Army as delinquents or deserters from military service, unless
such persons are accepted for military service and restored to duty. No Local
Board shall receive any credit for any person inducted into military service in
violation of these regulations. If any such credit is accorded and the registrant
for whom credit has been accorded is afterwards discharged by the military
authorities as having been erroneously inducted into military service, the of-
ficer discharging such man shall immediately notify the Local Board (Form
1029 C) and the Provost Marshal General (Form 1029 D) and the credit ac-
count of the Local Board shall forthwith be debited for such discharge. (C. S. S.
R. No. 1, Jan. 21, 1918.)

Section 177. Disposition of Men Rejected or Discharged from Military Ser-
vice at a Military Camp or Station.

When any selected man is rejected at a military camp or station, the com-
manding officer thereof will promptly notify his local board of the fact, cause,
and date of rejection, using Form 1029 A, and the Provost Marshal General
using Form 1029 B. When any selected man is, subsequent to acceptance, dis-
charged at a military camp or station the commanding officer thereof shall
similarly notify the local board (Form 1029 C) and the Provost Marshal Gen-
eral (Form 1029 D).

If the rejection or discharge is on account of the fact that the registrant is
an alien, or an alien enemy, or that he is physically disqualified for general mil-
tary service, the Local Board shall place the registrant forthwith in Class V. If
the discharge or rejection is on account of dependency or any other cause for de-
ferred classification prescribed by these regulations, the Local Board shall
proceed to reclassify the registrant in accordance with his status as determined
by the action of the military authorities in discharging him. (C. S. S. R. No. 1,
Jan. 21, 1918.)

Section 178. Account of Quotas to Be Kept at the Office of the Provost Mar-
shall General.

The Provost Marshal General shall keep the account of quotas of all local
boards. Only men actually reporting and finally accepted for military service
shall be credited to the accounts of local boards. Credit shall be allowed as
of the date of acceptance by the military authorities in each case. (C. S. S. R.
No. 1, Jan. 21, 1918.)
Section 178. Calls for Troops, Whether for Quotas or Percentages Under General Draft or for Definite Numbers of Men Specially Qualified, to Be Serially Numbered.

All calls made upon Local Boards to furnish their respective proportionate numbers of selected and drafted or volunteer registrants, whether specially qualified and inducted for special service in definite limited number, or as a percentage of a current general quota, and whether made up or to be made up of registrants voluntarily or involuntarily inducted out of order or not, shall be serially numbered 1, 2 and so forth, in accordance with the chronological order of such calls; and shall be designated as “Call No. 1,” “Call No. 2,” and so forth. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 179. Rescinded. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 180. Rescinded. (C. S. S. R. No. 1, Jan. 21, 1918.)

Section 181. Rescinded. (C. S. S. R. No. 1, Jan. 21, 1918.)


Form 1029 PMGO.

<table>
<thead>
<tr>
<th>Original</th>
<th>Sheet No.</th>
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<tbody>
<tr>
<td>Date,</td>
<td></td>
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</tbody>
</table>

The selected men herein described, having been inducted into military service on ____________________________ (Date.)

have this date been entrained for ____________________________ (Camp or Station.)

This statement consists of ______ sheets.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order No.</td>
<td>Serial No.</td>
<td>NAME</td>
<td>Call No.</td>
<td>Primary Industry</td>
<td>Classification</td>
<td>Failed to report to Military Authorities</td>
</tr>
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<td>I</td>
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(Reverse of same 1029.)

Place ____________________________

Date ____________________________

All men whose names appear on this statement have reported for military duty at this place except those opposite whose names there is entered in Column 7 an X

Signature ____________________________

Rank ____________________________

INSTRUCTIONS.

Entries in columns 1, 2, and 3 are obvious.

Entry in column 4 is the number of the call under which the man or men are to be inducted as announced by the Provost Marshal General.

Entry in column 5 is determined by consulting the answer to Question 5 on page 4 of the Questionnaire.

In column 6 enter in the proper subcolumn the division letter of the registrant’s final classification.

(See cover sheet of questionnaire.)

Entry in column 7 is to be made by the military authorities only and consists of an “X” in the column opposite name of any man listed on the form who fails to report to the military authorities.

(C. S. S. R. No. 1, Jan. 21, 1918.)
section 304. Credit card.

Form 1029-A PMGO

<table>
<thead>
<tr>
<th>CALL NO.</th>
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<table>
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<tr>
<th>DATE</th>
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<tr>
<th>HOUR</th>
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</table>

<table>
<thead>
<tr>
<th>ORDER NO.</th>
<th>NAME</th>
<th>SERIAL NO.</th>
</tr>
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<tbody>
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</table>

IE REGISTRANT DESCRIBED ABOVE HAS THIS DATE BEEN INDUCTED INTO MILITARY SERVICE FOR DUTY IN (Branch of Service.) AND ORDERED TO REPORT

IE ADJUTANT

Below this line to be filled in by Military Authorities.

<table>
<thead>
<tr>
<th>AMP OR STATION</th>
<th>DATE</th>
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<tbody>
<tr>
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</table>

IE REGISTRANT DESCRIBED ABOVE WAS THIS DATE ACCEPTED FOR MILITARY SERVICE REJECTED

CAUSE OF REJECTION

SIGNATURE

RANK AND ORGANIZATION

Form 1029-B PMGO

<table>
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<tr>
<th>CALL NO.</th>
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<tr>
<th>OCCUPATION</th>
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<table>
<thead>
<tr>
<th>CLASS</th>
<th>DIVISION</th>
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</table>

ORDER NO. | NAME | SERIAL NO. |
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Below this line to be filled in by Military Authorities.

<table>
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<tr>
<th>AMP OR STATION</th>
<th>DATE</th>
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</table>

IE REGISTRANT DESCRIBED ABOVE WAS THIS DATE ACCEPTED FOR MILITARY SERVICE REJECTED

<table>
<thead>
<tr>
<th>Branch.</th>
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</table>

CAUSE OF REJECTION

SIGNATURE

RANK AND ORGANIZATION

(O. S. S. R. No. 1, Jan. 21, 1918.)
Section 305. Debit card.

Form 1029-C PMGO
LOCAL BOARD FOR

Place ........................................................................

Date ........................................................................

The soldier described herein was this date discharged from the Military Service.
Reason for discharge ..........................................................

Order No. .......... Name ........................................ Serial No. ..........

Signature ........................................................................

Rank ........................................................................


Form 1029-D PMGO
LOCAL BOARD FOR

Place ........................................................................

Date ........................................................................

The soldier described herein was this date discharged from the Military Service.
Reason for discharge ..........................................................

Order No. .......... Name ........................................ Serial No. ..........

Signature ........................................................................

Rank ........................................................................

(C. S. R. No. 1, Jan. 21, 1918.)

Section 306. Rescinded. (C. S. R. No. 1, Jan. 21, 1918.)
By order of the Secretary of War.

E. H. CROWDER,
Provost Marshal General.

(C. S. R. No. 1, Jan. 21, 1918.)
SELECTIVE SERVICE REGULATIONS.

WAR DEPARTMENT,
PROVOST MARSHAL GENERAL'S OFFICE,
Washington, January 26, 1918.

Section 1.—(n), 2, 10, 30, 51, 72, 77. Note 3 of Section 79, 99, 100, 161, 165, 166, 268, 277, and Parts XI, XIII, XIV. Selective Service Regulations, are changed, and Sections 155½ and 205½ are added thereto, as follows:

Section 1.—(n). The term "selected man" shall include all registrants who, under the preexisting Regulations, had been notified of selection (old Form 164-B), or who, under these Regulations, have been notified by their Local Boards to report for military duty and entrainment. (C. S. S. R., No. 2, Jan. 25, 1918.)

Section 2. When these Rules and Regulations become effective.

(a) The following sections and parts of these Rules and Regulations shall become effective at noon on November 20, 1917, and thereupon shall supersede all preexisting Rules and Regulations relating to the same subject matter, namely, Sections 9 to 13, inclusive; 15 and 16; 23 to 34, inclusive; 37 to 62, inclusive; 90, 91, and 92; 152 to 156, inclusive; 183, 184, 185, and 187; and Parts IX, XI, XII, XIII, and XIV.

(b) All sections and parts of these Regulations not specified in subparagraph (a) shall become effective at noon on December 15, 1917.

(c) These Regulations shall become effective as specified in subparagraphs (a) and (b) of this section, and thereafter shall govern all registrants and selected men, and all procedure in regard to them, and notwithstanding that they may have been examined, selected, discharged, or exempted; and the process of examination and selection herein prescribed shall proceed as to them as completely as though no prior steps in the process of examination, selection, discharge or exemption had been taken in respect of them.

Except that they shall not apply to those who, prior to December 15, 1917, have been actually inducted into the military service; and

Provided that—
1. All registrants who, at noon on December 15, 1917, have been ordered by their Local Boards to report for military duty and entrainment, and all procedure in relation to them, to the completion of mobilization, shall be governed by the Rules and Regulations heretofore existing.

2. Every registrant who, prior to noon on December 15, 1917, has been examined and selected and notified of selection (old Form 164-B) shall remain liable to be inducted immediately into military service in the order of his liability as heretofore fixed by his order number, unless and until, upon any call upon his Local Board for men, it shall appear that there is in Class 1 a sufficient number of men to fill such call, notwithstanding that such registrant may have been subsequently examined and classified under these Rules and Regulations and placed in a deferred class. (C. S. S. R., No. 2, Jan. 25, 1918.)

Section 10. By whom oaths may be administered.

Any oath required by these Rules and Regulations (except oaths to persons called before Local or District Boards to give oral testimony) may be administered,

1) By any Federal or State officer authorized by law to administer oaths generally;

2) By any member or chief clerk of any Local or District Board having jurisdiction of the registrant;

35735—18—1
(3) By any Government Appeal Agent in regard to any case pending before any Local or District Board with which he is connected;
(4) By any person designated to act in the capacity of legal aid or advisor to registrants; and
(5) By any postmaster within the same local jurisdiction as the registrant.
Any member of any Local or District Board may administer oaths to any persons called before such board for oral examination in regard to facts and matters relating to a case pending before it.

When the oath or oaths are administered by any of the persons named in classes 2, 3, 4, and 5 hereof there shall be no fee or charge for the same. (C. S. S. R., No. 2, Jan. 25, 1918.)

Section 30.

Note 1.—Associate members of Legal Advisory Boards must be designated and appointed by each Legal Advisory Board to which such Associate members are attached, must take the oath required by Form 1053, Section 317, and may administer oaths as authorized by Section 10. (C. S. S. R., No. 2, Jan. 25, 1918.)

Section 51. Procedure upon arrest of a deserter.

Upon the arrest of a deserter the police official arresting him shall take him before a near-by Local Board (preferably the Local Board having jurisdiction of him), which Local Board shall immediately inquire whether his offense was wilful and committed with an intent to evade military service, and if it so finds shall make and deliver to such police official a certificate to that effect and direct such police official to deliver the deserter to the nearest Army camp, post, or station. The form of this certificate (Form 1021) will be found in Part X, but no printed form will be furnished.

If the Local Board finds that the offense was not wilful and the registrant has been physically examined, the board shall forthwith send him to the proper mobilization camp. If the registrant has not been physically examined, the Local Board shall examine him physically, and if he is found to be physically qualified shall send him to the proper mobilization camp. In either case the Local Board sending the registrant to camp shall promptly notify the Local Board of origin to furnish the papers prescribed in Section 148 in respect of such registrant. If he is found to be not physically qualified, the case will be reported to the proper mobilization camp, with a request for instructions. (C. S. S. R., No. 2, Jan. 25, 1918.)

Section 72. Add the following note under Rule V:

Note 1.—In order that District Boards may review all classifications by Local Boards in cases of marriage since May 18, 1917, and secure uniformity of action all Government Appeal Agents shall be instructed to appeal all cases where Local Boards have granted deferred classification in either Class II or Class IV on account of such marriages. (C. S. S. R., No. 2, Jan. 25, 1918.)

Section 77. Add the following note under subparagraph (4):

Note 1.—Local and District Boards are authorized to classify in Division "i," Class III, any necessary highly specialized agricultural expert employed by a State Agricultural College, established under Federal law and regularly receiving Federal funds, who is found to be necessary to agriculture as an industry and necessary to the adequate and effective operation of the service in which he is engaged and who can not be replaced without substantial material loss and detriment to the adequate and effective operation thereof.

The Local Board shall proceed to the consideration of a claim for such classification in respect of any registrant only when made in the usual manner and supported by the affidavit of the President or other executive head of the Agricultural College by which he is employed, setting forth his duties and particular service and stating that such registrant is necessary to the adequate and effective operation of the service in which he is engaged and can not be replaced by another person without substantial material loss and detriment to the adequate and effective operation thereof.
Any registrant when so classified shall stand in all respects under the regulations as other registrants classified in such Division and Class. (C. S. S. R., No. 2, Jan. 25, 1918.)

Section 79.

Note 3.—The words "persons in the military and naval service of the United States," as employed in said Act of Congress and in these Regulations, shall be construed as including all officers and enlisted men of the Regular Army, the Regular Army Reserve, the Officers' Reserve Corps, and the Enlisted Reserve Corps; all officers and enlisted men of the Navy, the Marine Corps, and the Coast Guard; all officers and enlisted men of the Naval Militia, Naval Reserve Force, Marine Corps Reserve, and National Naval Volunteers recognized by the Navy Department; all officers of the Public Health Service detailed by the Secretary of the Treasury for duty either with the Army or the Navy; and any of the personnel of the Lighthouse Service and of the Coast and Geodetic Survey transferred by the President to the service and Jurisdiction of the War Department or of the Navy Department.

Officers and enlisted men of the National Guard and National Guard Reserve, not drafted into the military service of the United States shall not be regarded as in the military service of the United States, although their organizations may have been recognized by the Militia Bureau unless and until such organizations have been specially designated by orders from the War Department to be drafted into the military service of the United States. (C. S. S. R., No. 2, Jan. 25, 1918.)

Section 99. Extension of time for filing claims.

Local and District Boards shall consider claims for deferred classification by or in respect of a registrant only when such claims are submitted within the time limits prescribed by these regulations, except that the Local or District Board may extend the time for filing claims and proof when a registrant or some other person in respect of a registrant shall show to the satisfaction of the Local or District Board, by affidavit evidence, that the failure to make claim for deferred classification within the prescribed time limits was due to causes other than the fault or neglect of the claimant, or was due to the fact that the claimant is able to produce material evidence bearing upon the merits of the case which would substantially affect the decision of the board, and which did not exist, or which the registrant or other claimant was unable to obtain within the time prescribed. All applications for extension of time and proof in support thereof must be filed with the Local Board and, in cases within the original Jurisdiction of the District Board, transmitted by the Local to the District Board, together with any recommendation or finding of fact which the Local Board may desire to submit.

A minute of the reasons for action of a Local or District Board in extending or refusing to extend time shall be entered in the place provided in the Questionnaire (p. 16) and the date to which time was extended shall be entered on the Cover Sheet.

In mailing Questionnaires to persons whose last known address shows them to be abroad or to be distant from the Local Board at a place where three days or more are required for the transmission of the mail one way, Local Boards shall extend the time for the return of the Questionnaire enough to allow for the transmission of mail to and from such place and shall note such extension on the notice to registrants on the first sheet of the Questionnaire and by noting on Form 1002 in respect of such persons, specifying the date to which time has been extended as to them. (C. S. S. R., No. 2 Jan. 25, 1918.)

B. CLASSIFYING REGISTRANTS.

Section 100. Examining proofs and classifying registrants.

Immediately upon the expiration of seven days after the mailing of the Questionnaire and the giving of notice in respect of any registrant, as prescribed in section 92, the Local Board shall proceed to the classification of such registrant into one of the classes prescribed in Part IV hereof.

In every case where a Questionnaire is returned by a registrant the Local Board shall classify the registrant and mail notice of classification not later
than four days after the receipt of the Questionnaire. This shall not affect the
duty of Local Boards to proceed to classify in Class I registrants failing to
return their Questionnaires within the prescribed time.

If, upon examination, the Local Board finds that a Questionnaire does not
contain the information required, or contains substantial or material errors
which indicate ignorance or lack of knowledge on the part of the registrant,
or in case the Local Board shall desire further information, the Board shall
require the registrant to appear at a day to be fixed and complete the Que-
stonnaire or correct any substantial or material error which may appear therein,
or to furnish such other evidence as the Board may require. Where it appears
desirable Local Boards may return the Questionnaire to the registrant instead
of requiring the registrant to appear before the Board. Failure on the part of
the registrant to appear on or before the day set by the Local Board shall
remove the right of the registrant to correct, modify, or add to his Question-
naire. (C. S. S. R., No. 2, Jan. 25, 1918.)

Section 151. Add the following:

(d) Under such regulations as the Chief of Engineers may prescribe, a
proportion of the students, as named by the school faculty, pursuing an
engineering course in one of the approved technical engineering schools
listed in the War Department may enlist in the Enlisted Reserve Corps of
the Engineer Department, and thereafter, upon presentation by the regis-
trant to his Local Board of a certificate of enlistment, such certificate shall
be filed with the Questionnaire and the registrant shall be placed in Class V
on the ground that he is in the military service of the United States.

(c) Under such regulations as the Chief Signal Officer may prescribe and
upon receiving permission from the Chief Signal Officer to do so candidates
for commissions as flyers and observers and balloonists in the Aviation
Section Signal Corps may be enlisted in the Aviation Section Signal Enlisted
Reserve Corps by duly constituted Aviation Examining Boards. Thereafter
upon presentation by the registrant to his Local Board of a certificate signed
by the president or recorder of said Examining Board that he has been so
enlisted, such certificate shall be filed with his Questionnaire and the regis-
trant shall be placed in Class V on the ground that he is in the military
service of the United States.

(f) Whenever a registrant who has been enlisted in the Navy, Marine
Corps, Enlisted Reserve Corps of the Medical Department, Engineer Enlisted
Reserve Corps, or Signal Enlisted Reserve Corps under the provisions of
paragraphs a, b, d, or e, as the case may be, this section, or who has been
commissioned or appointed under provisions of paragraph c, this section,
shall be subsequently discharged from the military or naval service of the
United States, it shall be the duty of the officer discharging him immedi-
ately to notify the registrant's Local Board of such discharge; and said Local
Board shall at once reclassify said registrant, and if his class and order
number has been reached he shall be physically examined and if found
physically qualified he shall forthwith be inducted into the military service
and sent to the mobilization camp to which his Board contributes. (C. S. S.
R., No. 2, Jan. 25, 1918.)

Section 155j. Mariners and mariners in training under supervision of the
Shipping Board.

Sections 152 to 155, inclusive, "D," Part VI of the Selective Service
Regulations, are hereby modified to include registrants in training for or
actually in service as mariners under the general supervision of the Re-
cruiting Service of the United States Shipping Board.

Immediately upon receipt from the director of said Recruiting Service,
the section chief of any of the navigation or engineering schools of said
service, or the supervisor of any of the training ships or training stations
of said service, of a request (Form 1024 therefor) that any duly designated
registrant be placed upon the Emergency Fleet Classification List, the Local
Board in which such registrant is registered shall forthwith enter the name
of such registrant on the Emergency Fleet Classification List, all and similar
as provided more particularly in Section 153 for registrants therein speci-
fied; and further, the Local Board immediately upon receipt of a request from
said director, section chief, or supervisor shall forthwith issue a permit for
a passport to a registrant so entered on said list.
The above-mentioned officers of said Recruiting Service and registrants under their general supervision shall have all rights under and be bound by all the provisions of said Sections 152 to 155, inclusive, the same as if specifically mentioned therein, and all reports and forms specified therein shall be adopted therefor. (C. S. S. R., No. 2, Jan. 25, 1918.)

Section 195.

The rate of compensation for members of Local Boards up to and including the completion of the final classification of the registrants within the respective jurisdiction of said Boards shall be on the basis of 30 cents, as aggregate compensation to the membership of a Local Board, for each registrant to whom a Questionnaire shall have been mailed and who shall have been finally classified in accordance with the provisions of these Regulations.

Money due for said work shall be paid in proportionate amounts to each member of a Local Board claiming compensation for his service, unless it shall be requested by the unanimous vote of the Local Board that the moneys due should be paid in some other proportion. In such case no one member shall receive more than 15 cents of the allowance of 30 cents for each classification and no two members shall receive more than 25 cents for each classification to be distributed between them.

There may be cases where all members of a Local Board desire compensation, but where certain members may have performed more work than others who have been unable to give the necessary time. In such cases the Local Board may, by unanimous vote recorded on its minutes, make the proper division of its compensation. There will be other cases where members of Local Boards will do their share of the work and who desire to give their services to their Government without charge. In such cases the amount to be paid to the members claiming compensation will be proportionate only unless otherwise shown by the minutes.

The purpose of this provision is to protect the Government for the value of gratuitous services thus rendered by members of Local Boards who do not claim compensation.

Sixty per cent of said compensation shall be due and may be paid when 60 per cent (or more) of registrants have been finally classified under Section 109 hereof; an additional 20 per cent may be paid them when 80 per cent (or more) of registrants have been finally classified; an additional 10 per cent when 90 per cent of registrants have been finally classified, and the final 10 per cent may be paid when 100 per cent have been finally classified.

No payments shall be made by disbursing officers for the work performed by members of Local Boards except in compliance with this regulation; and no payments shall be made to any member of a Local Board at a greater rate than his proportionate amount of the 30 cents allowed to entire Local Board for each registrant, except upon receipt by the disbursing officer of a certified copy of the minutes of a Local Board as herein mentioned.

NOTE 1.—If any compensation based upon the provisions of Section 105 shall have been paid to any member of any Local Board before the promulgation of this Regulation, the same shall be considered to have been based upon the provisions of this Regulation, and any and all further payments to such members shall be computed accordingly.

This Regulation is not intended to nor does it affect compensation of clerks or of examining physicians who are not members of Boards or of allowances for other necessary expenses as provided in these Regulations.

In lieu of the certificate concerning services rendered by members of Local Boards to be made by the chief clerk of each Local Board as provided in Section 17 hereof the chief clerk of each Local Board shall prepare the claims and vouchers for compensation of members of Local Boards under this Regulation and shall enter thereon the following certificate:

"I hereby certify that the total number of registrants within the jurisdiction of this Local Board is blank and that blank of such registrants have been finally classified in accordance with the Selective Service Regulations."

In case of transferred cases, whether as to classification or physical examination, or both, members of the Local Board of Origin shall be entitled to the compensation herein provided. (C. S. S. R., No. 2, Jan. 25, 1918.)
Section 196. Examining physicians. Rate of pay.

It is the duty of any physician who is a member of a Local Board to make physical examinations, and additional examining physicians should be compensated only where acceptable gratuitous service can not be obtained, and where in accordance with section 42 the compensation of an examining physician in addition to the physician member of the board is authorized.

Physician members of Local Boards and examining physicians not members of Local Boards may receive compensation at the rate of $1 per hour for each hour that they are actually present at the office of the Board and fully engaged in the duties of making physical examinations, but not in any case to exceed $7.50 for any single day or $150 for any single month.
(C. S. S. R., No. 2, Jan. 25, 1918.)

Section 265j. Estimates by Local, District and Medical Advisory Boards.

As soon as practicable, each Local, District and Medical Advisory Board shall submit to the State Disbursing Officer an estimate (Form 1034) of the amount necessary to pay all expenses of such Board during the month of December, classified under the headings shown on that form, and shall submit on a separate copy of Form 1034 an estimate of the amount of money necessary to pay all expenses of such Board during the month of January. Not later than the 7th day of January and of every month thereafter each such Board shall submit to the State Disbursing Officer on Form 1034 an estimate of the amount of money necessary to pay all expenses of such Board for the month succeeding.

State Disbursing Officers shall require such estimates to be submitted promptly and shall scan them carefully and shall recommend to the Governor for approval only estimates for expenses that appear to be necessary. The estimates of the several boards within a State shall be compiled by the State Disbursing Officer, and on the 15th of December an estimate of the amount of money necessary to pay all expenses in the execution of the Selective Service Law for the State in the months of December and January shall be submitted to the Chief Disbursing Officer of the Office of the Provost Marshal General. Thereafter a similar compiled estimate shall be submitted to the Chief Disbursing Officer by the State Disbursing Officer on the 15th of every month covering the amount of money necessary to pay all expenses in the execution of the Selective Service Law within the State for the next succeeding month.

Except where revision of the estimate of the Board is especially authorized by the Governor for good cause shown, no expense of a Local, District or Medical Advisory Board, for any month in excess of the estimate of that month, shall be paid without the specific authority of the Provost Marshal General. (C. S. S. R., No. 2, Jan. 25, 1918.)

Section 268. Form 1001. Series VIII. Change note at bottom to read as follows:

Note.—See Sec. 79, and Part XIV, S. S. R.
(C. S. S. R., No. 2, Jan. 25, 1918.)

Section 277. Change "(Reverse of Form 1008)" to read:

"(Reverse of Form 1005)."
(C. S. S. R., No. 2, Jan. 25, 1918.)

Part XI. Master List contains two errors: The fourteenth number in Column 8 should be 4823 instead of 823 as printed, and the thirty-seventh number in Column 17 should be 1166 instead of 166 as printed.
(C. S. S. R., No. 2, Jan. 25, 1918.)

Part XIII. Paragraph 2 of Section A is changed to read as follows:

2. DEPARTMENT OF STATE.—Secretary of State, Counselor for the Department of State, The Assistant Secretary of State, Second Assistant Secretary of State, Third Assistant Secretary of State, Solicitor, Ambassador, Minister, Minister Resident, secretaries in the Diplomatic Service, Agent and Consul-General, Consul-General at Large, Diplomatic Agent, Consul General, Consul. (C. S. S. R., No. 2, Jan. 25, 1918.)

Part XIV. Add the following after the colon at the bottom of page 241:
The Assistant Secretary of State has been designated. (C. S. S. R., No. 2, Jan. 25, 1918.)

Part XIV. Reference Department of Commerce, page 246:
Hereafter instead of writing a letter the Secretary of Commerce will endorse his approval on the face of supporting affidavits which he has considered favorably and will not write a letter. (C. S. S. R., No. 2, Jan. 25, 1918.)

Part XIV. Aid under WAR DEPARTMENT:
The Secretary of War has designated the Quartermaster General of the Army, or acting for him, the officer detailed in charge of the Personnel Division of the Quartermaster General's Office, to act in the capacity of such approving officials, on all claims for deferred classification of employees of the general depots of the Quartermaster Corps of the Army stationed outside of Washington.
The Secretary of War has designated the Division Engineers of the Army to act in the capacity of such approving officials on all claims of employees of the Engineer Department of the Army stationed outside of Washington. (C. S. S. R., No. 2, Jan. 25, 1918.)

Part XIV. POST OFFICE DEPARTMENT.—1. The department will not file affidavits for any postmasters. (However, postmasters of the first, second, and third classes are exempted under the law.)

2. Postmasters are hereby authorized to file affidavits with Local Exemption Boards for the purpose of securing deferred classification (Class III) for the following employees only: Supervisory officials in post offices; post-office clerks receiving salaries of $1,100 or more in first-class offices and $1,000 or more in second-class offices, in the event that the services of these clerks can not be dispensed with without materially lowering the efficiency of the service; drivers of Government-owned automobiles; mechanics and skilled laborers whose services are absolutely necessary; and clerks and substitute clerks employed at military branches.

Division superintendents Railway Mail Service are hereby authorized to make affidavits for securing deferred classification of all employees of the Railway Mail Service who desire such deferred classification under the new Selective Service Regulations, effective December 15, 1917, provided that no affidavits for deferred classifications will be made for laborers, janitors, and elevator conductors.

Postmasters and division superintendents will make an indorsement as follows immediately after their signature to affidavits in support of requests of employees for deferred classification: "Authority to make the foregoing affidavit contained in Postmaster General's Order No. 949 of December 10, 1917."

When any employee, in whose behalf affidavits of deferred classification have been filed, becomes separated from the Post Office Service, or the Railway Mail Service, either by resignation, removal or transfer, or ceases to perform duties entitling him to deferred classification as specified above, the postmaster or division superintendent shall immediately certify to the local board where such employee is registered, the discontinuance of the existence of the status of the registrant which was made the basis of his former classification. (Postmaster General's Order No. 949.)

3. The officials authorized to make affidavits are also to be considered as the certifying and approving officers under Executive order, page 241. Where affidavits supporting claim for deferred classification are made by officials named in paragraph 2, and paragraph 4 of this page, no further approval is required by the Regulations.

The following list shows the different divisions of the Railway Mail Service and the States comprising them:

First division (comprising New England States).
Third division (comprising Maryland, excluding the Eastern Shore), Virginia (excepting Accomac and Northampton Counties), West Virginia, North Carolina, and the District of Columbia.
Fourth division (comprising South Carolina, Georgia, Florida, Alabama, and Tennessee).
Fifth division (comprising Ohio, Indiana, and Kentucky).
Sixth division (comprising Illinois and Iowa).
Seventh division (comprising Missouri and Kansas).
Eighth division (comprising California, Nevada, Arizona, Utah, and Hawaii).
Ninth division (comprising the main line of the New York Central Railroad between New York, N. Y., and Chicago, Ill., and the lower peninsula of Michigan).
Tenth division (comprising Wisconsin, northern peninsula of Michigan, Minnesota, North Dakota, and South Dakota).
Eleventh division (comprising Arkansas, Oklahoma, Texas, and New Mexico).
Twelfth division (comprising Louisiana and Mississippi).
Fourteenth division (comprising Nebraska, Colorado, and Wyoming).
Fifteenth division (comprising the main lines of the Pennsylvania Railroad system from New York, N. Y., via Pittsburgh, Pa., to Chicago, Ill., and St. Louis, Mo., and collateral lines that may be designated).

4. Affidavits for post-office inspectors who are drafted will be made by the inspector in charge of the division to which the inspector concerned is assigned. The following list shows the different divisions and the States comprising them:
Atlanta division (comprising Florida, Georgia, and South Carolina).
Austin division (comprising Louisiana and Texas).
Boston division (comprising Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont).
Chattanooga division (comprising Alabama, Mississippi, and Tennessee).
Chicago division (comprising Illinois, Michigan, and Wisconsin).
Cincinnati division (comprising Indiana, Kentucky, and Ohio).
Denver division (comprising Colorado, New Mexico, Utah, and Wyoming).
Kansas City division (comprising Kansas, the city of Kansas City, Mo., Nebraska, and Oklahoma).

By order of the Secretary of War:

E. H. CROWDER,
Provost Marshal General.
SELECTIVE SERVICE REGULATIONS.

Changes|Office of the Provost Marshal General,
No. 3. | Washington, D. C., January 28, 1918.

Part VIII, sections 182, 183, 184, 185, 186, 187, and 188
of the Selective Service Regulations are changed to read
as follows:

PART VIII.

PHYSICAL EXAMINATION.

Section 182. Preliminary statement.

In view of the contemplation of a further investiga-
tion and classification of registrants physically qualified
for special and limited military service, who have not
the physical qualifications for general military service,
and in view of the decision to accept some registrants
for general military service with remediable defects, who
are otherwise physically and mentally qualified for mili-
tary service, the following new regulations for the
physical examination of registrants by the physician on
the Local Board become necessary.

Local Boards can accept registrants for general mili-
tary service only when they come within the standards
for unconditional acceptance with or without remediable
defects.

Local Boards can reject registrants for general mili-
tary service only when the registrant comes within the
standards of unconditional rejection.

All other registrants must be referred by the Local
Board to the Medical Advisory Board for further ex-
amination and classification.

Physicians on the Local Board are not required to
make a complete examination of every registrant. The
moment the physician on the Local Board finds a mental
or physical defect placing the registrant within the
standards of unconditional rejection the physician on the
Local Board shall indicate this on Form 1010, section

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282, page 156, after "physically deficient and not physically qualified for military service by reason of"—in the space following write the disqualifying defect.

The moment the physician on the Local Board finds a defect which does not come within the standards of unconditional rejection, but takes the registrant out of the class within the standards of unconditional acceptance, he will refer the registrant to the Medical Advisory Board and so indicate this on Form 1010, section 282, page 156.

Registrants can not be declared physically qualified for general military service (see Form 1010, section 282, p. 156) until the complete examination has been made by the physician on the Local Board, with the finding that the candidate comes in every instance within the standards of unconditional acceptance with or without remediable defect. Then it is so noted and recorded on Form 1010, section 282, page 156, and if there is a remediable defect, this is also recorded after "physically qualified for general military service." (C. S. S. R. No. 3, Jan. 28, 1918.)

Section 183. Place, order, and method of examinations.

The physical examination should take place in a large, well-lighted room. Question the registrant first about his physical condition, observe his mental characteristics and speech.

Be on the lookout for malingering throughout the entire examination. Examine the scalp and face, nose, teeth, mouth, and fauces. Palpate the skull, then have the registrant strip of all his clothing, and make a general inspection of the skin over the entire body, of the conformation of the back, chest, and abdomen, of the region of the neck and buttocks, and of the upper and lower extremities. Inspect for the bulgings of hernia, inspect the genitals, palpate the testicles, inspect the anus, tell the registrant to move all the joints of the extremities and to bend the neck and body for observations on movements of the spine.

Take the weight and height and chest measurements while the registrant is stripped of all his clothing. The chest measurements are taken on the level just above the nipple with the tape horizontal.

During examination of the chest and of the eye and ear the registrant may put on his underdrawers, trousers, shoes, and stockings.
Guard against the registrant becoming chilled. The local physician can use his judgment as to the order of the physical examination. (C. S. S. R. No. 3, Jan. 28, 1918.)

Section 184. Special examinations and standards for unconditional rejection, unconditional acceptance, with or without remediable defects, and reference to the Medical Advisory Boards.

Remember that the Local Boards can accept or reject for general military service or refer the registrant to the Medical Advisory Board for further examination and classification. The Local Boards can not place the candidate in the class "physically qualified for special or limited military service," except upon and in accordance with the finding and recommendation of the Medical Advisory Board.

(a) Mental and nervous. Reject insanity, epilepsy, idiots, imbeciles, and proven chronic alcoholism when the examination places the registrants within the standards of unconditional rejection as defined below.

Insanity. All registrants who are committed or who have been committed to a licensed institution for insane or licensed private institution, who bring proof from verified records of institution or State Boards.

Epilepsy. The registrant will be declared an epileptic when verified histories establish the disease as of long duration and of the type of grand mal.

Idiot. A registrant so deeply defective in mind from birth or from early age that he is unable to guard himself against common physical danger.

Imbecile. A registrant so deeply defective in mind from birth or from early age as to be incapable of earning a livelihood, but able to guard himself against common physical danger.

Chronic alcoholism. The registrant on examination must show suffused eyes, prominent superficial blood-vessels of nose and cheek, flabby, bloated face, red or pale purplish discoloration of mucous membrane of pharynx, and soft palate; muscular tremor in the protruded tongue and extended fingers, tremulous handwriting, emotionalism, prevarication, suspicion, auditory and visual hallucinations, persecutory ideas.

The history or evidence that the registrant has been frequently and grossly intoxicated is not of itself sufficient for a diagnosis of chronic alcoholism and rejection.
Accept all registrants with apparent normal understanding and whose speech can be understood and who have no definite signs of organic disease of the brain, spinal cord, and peripheral nerves.

Refer all other registrants to the Medical Advisory Board.

(b) Skin.—Reject registrants who have long-existing skin diseases which are so severe or so disfiguring as to be permanently incapacitating, or so disgusting or so disfiguring as to render the sufferers from them unsuitable for common social intercourse, or long-existing ulcers so severe or so extensive as to be permanently incapacitating.

Refer remediable ulcers to the Medical Advisory Board.

Accept registrants who have skin diseases which run an acute or temporary course, or are trivial in character, or do not interfere with the general health, or are not incapacitating. Among the common skin conditions coming in this category are: Acne, Anomlaies of Pigmentation, Scars, Condylomata, Diseases produced by pus infection, Eczemas which have not been of long duration, all forms of Naevi not producing great disfigurement or deformity, all forms of Pediculosis. Scabies, Psoriasis, all forms of Ring Worm, Warts, Callosities.

Refer all other cases of skin diseases to the Medical Advisory Board.

Registrants with infectious, syphilitic, and parasitic diseases of the skin of temporary character, or with other acute skin diseases, should be advised to accept treatment immediately, pending receipt of orders to report for duty.

Accept all registrants with syphilitic lesions of the skin.

(e) Head.—Accept registrants with depression in the skull or with any abnormalities of the bones of the skull unless they come within the standards of unconditional rejection noted under (a) Mental and nervous.

Refer all doubtful cases to the Medical Advisory Board.

(d) Spine.—Accept all registrants with a normal spine or with slight curvatures which do not interfere with function and weight-bearing power.
Reject all registrants with signs and symptoms of undoubted extensive disease of the vertebrae which totally incapacitate. The wearing of a plaster jacket does not of itself reject.

Refer all other registrants and doubtful cases to the Medical Advisory Board.

(e) Ears.—Reject when it can be absolutely proven that the registrant is totally deaf in both ears.

Accept when the hearing in both ears is above the standard of 10/20.

Refer to the Medical Advisory Board when the hearing is below the standard of 10/20 in one or both ears, or there is complete deafness in one ear.

To determine hearing, the hearing of the examiner should be normal.

Place the registrant facing away from the assistant, who is twenty feet distant, and direct him to repeat promptly the words spoken by the assistant. If the registrant can not hear the words at twenty feet, the assistant should approach foot by foot, using the same voice, until the words are repeated correctly. Examine each ear separately, closing the other ear by pressing the tragus firmly against the meatus; the examiner faces in the same direction as the registrant and closes one of his own ears in the same way as a control. The assistant speaks in a low conversational voice (not a whisper) just plainly audible to the examiner, and should use numerals, names of places, or other words or sentences until the condition of the applicant’s hearing is evident. The acuity of hearing is expressed in a fraction the numerator of which is the distance in feet at which the words are heard by the registrant and the denominator the distance in feet at which the words are heard by the normal ear; thus 20/20 records normal hearing, 10/20 imperfect hearing, etc. If any doubt as to the correctness of the answer is given, the registrant should be blindfolded and a watch should be used, care being taken that the individual does not know the distance from the ear at which it is being held. The watch used should be one whose ticking strength has been tested by trial on a normal ear.

Accept all registrants whose hearing is above the standard of 10/20 in both ears and who have no chronic discharge from the middle ear.
Refer to the Medical Advisory Board all registrants with chronic discharge from the middle ear and all doubtful cases.

(f) Eyes.—Reject all registrants with the absence of one eye and when there is no doubt they are totally blind in both eyes.

Accept all registrants with vision 20/100 in one eye and 20/40 in the other without glasses or 20/100 in each eye without glasses if correctable with glasses to 20/40 in either eye. When the physician on the Local Board is not supplied with test glasses and the registrant has not glasses refer to the Medical Advisory Board.

Accept all registrants who come within or exceed the above visual requirements though they may have the following slight defects:

- Slight adhesions of the lids to the eyeball.
- Small pterygium.
- Slight eversion of the lids.
- Ptosis, when not interfering with vision.
- Strabismus, if vision up to standard.
- Iridectomy, or other operation is in itself not a cause for rejection if condition for which it was performed is relieved.

Color-blindness is not a cause for rejection.

Refer to the Medical Advisory Board all other cases.

Vision.—To determine the acuity of vision, place the person under examination with back to window at a distance of 20 feet from the test types. Examine each eye separately, without glasses, covering the other eye with a card (not with the hand). The applicant is directed to read the test types from the top of the chart down as far as he can see, and his acuity of vision recorded for each eye, with the distance of 20 feet as the numerator of a fraction and the size of the type of the lowest line he can read correctly at the denominator. If he reads the 20-feet type correctly, his vision is normal and recorded 20/20; if he does not read below the 30-feet type, the vision is imperfect and recorded 20/30; if he reads the 15-feet type, the vision is unusually acute and recorded 20/15, etc.

(g) Mouth, nose, fauces, pharynx, larynx, trachea, and esophagus.—Reject all irremediable deformities and diseases which interfere with mastication of ordinary food, and interfere with speech so the registrant cannot be understood.
Reject registrants who have a permanent gastrostomy or who are wearing a permanent tracheotomy tube.

Accept all registrants who have not complete obstruction to nasal breathing.

Accept all registrants with nasal polypi, deviation of septum, enlarged tonsils and adenoids if obstruction to nasal breathing is not complete, and all remediable benign tumors.

Refer all other cases and all doubtful cases to the Medical Advisory Board.

(h) Neck.—Reject fully developed exophthalmic goiter when there is present thyroid enlargement, pulse rate above 120 and exophthalmos.

Accept registrants with normal necks, moderate enlargement of the thyroid with no toxic symptoms. Accept with a few palpable lymph glands with or without healed scars and no sinuses.

Refer all other and doubtful cases to the Medical Advisory Board.

(i) Lungs.—The examination of the lungs by the physician on the Local Board should in all instances include the following procedures.

Each registrant should be required to exhale his breath, cough, and immediately breathe in. The chest should be auscultated during this process. All men who show moist sounds during cough or during respiration should be referred to the Medical Advisory Board.

All registrants should be referred to the Medical Advisory Board in whom at this examination there is well-marked dullness on percussion, increased transmission of the voice, harsh respiration, and prolonged expiration even though there be no râles present. Men distinctly under weight or with sunken and deformed chests should be referred to the Medical Advisory Board, even if the examinations above noted are negative.

Accept registrants when the examinations noted above are distinctly negative, and the physician of the Local Board is of the opinion that there is no evidence of disease of the pleura, lungs, and mediastinum.

Refer all other cases to the Medical Advisory Board.

Reject no registrants for diseases of the lungs, pleura, mediastinum, and chest wall, except men with tuberculosis or other diseases of lungs, pleura, and mediastinum, who are confined to their beds, when verified his-
tories establish unmistakably the existence and long duration of diseases.

(j) Heart and bloodvessels.—The physician on the Local Board shall make the following examinations of the heart and bloodvessels:

1. The examination should in all cases include:

   (a) Location and determination of character of apex impulse.

   (b) Auscultation of the heart sounds over apex, lower sternum and second and third interspaces to right and left of sternum, noting accentuation of sounds and murmurs.

   (c) Inspection of root of neck and upper thorax and percussion of first interspace on each side of manubrium for evidence of aneurism.

   (d) Count of radial pulse, observation of its rhythm, and palpation of radial arteries for unusual thickening or high tension.

   (e) Exercise test: Hopping 100 times on one foot. At close count heart rate with stethoscope over apex, listening for murmurs and noting how long tachycardia and unusual dyspnea persist. After two minutes neither should be marked.

After this examination the Local Board shall accept all registrants who come within the standard for unconditional acceptance, which is as follows:

STANDARD FOR UNCONDITIONAL ACCEPTANCE.

2. Subjects with apex impulse within the left nipple-line and not below the fifth interspace, of normal, not heaving character, with normal sounds, free from murmurs, without pulsation or dullness above the base of the heart, with regular pulse of normal rate, who have no unusual thickening of the arteries or evidence of high blood pressure, and who show a normal response to the exercise test, may be unconditionally accepted.

3. The Local Board shall reject all registrants presenting definite symptoms of circulatory failure, viz, a combination of breathlessness, marked cyanosis, and oedema.

4. All other cases shall be referred to the Medical Advisory Board.

(k) Abdomen.—Accept all registrants who after an inspection percussion and palpation of the abdomen show
no enlargement of the liver and spleen and no tumor of the abdominal wall or within the abdomen.

Accept all registrants who give a history of abdominal trouble suggesting a chronic appendicitis or gall-bladder disease and who on examination present no signs of such diseases.

Accept all registrants with small or medium reducible inguinal, femoral, umbilical, and post-operative hernia.

Accept all registrants with abdominal scars who give a history of operation for hernia, appendicitis, gall-bladder disease, or for some abdominal injury, providing there is no large hernia in the scar.

Refer to the Medical Advisory Board all registrants who have jaundice, who have enlargement of the liver or spleen or palpable tumor of the abdominal wall or within the abdomen.

Refer to the Medical Advisory Board all registrants who from history and examination suggest very strongly the presence of a gastric or duodenal ulcer or some serious intra-abdominal disease.

Refer to the Medical Advisory Board all irreducible hernia and all very large hernia.

Reject no abdominal cases.

When during the examination of the abdomen a kidney is palpable and even movable, if it is not enlarged, accept the registrant. If it is distinctly enlarged, refer to the Medical Advisory Board.

(1) Anus.—Accept all registrants in which the anus is apparently normal and all with small external and internal hemorrhoids, fissures, and condylomata.

Refer all other cases to the Medical Advisory Board.

Reject no lesions in this area.

(m) Genito-urinary organs and venereal diseases.—Reject extraversion of the bladder, distinct hermaphrodites, and registrants whose penis has been totally destroyed by operation or disease.

Accept all cases with no signs of disease of the genito-urinary organs, all acute and chronic cases of gonorrhea and syphilis who have no complications permanently incapacitating.

Accept varicocele, hydrocele, undescended testicle, and registrants with but one testicle, providing they do not give a definite history that the removed testicle was the seat of malignant disease.
Refer all cases in which the history and examination indicate an acute or chronic nephritis, all cases in which you find blood in the urine, and all other doubtful cases to the Medical Advisory Board.

Registrants with gonorrhea or syphilis should be advised to accept treatment pending receipt of orders to report for duty.

(n) **Affections common to both extremities.**—**Reject** all diseases, injuries, and amputations which have destroyed the function of both lower limbs or both upper limbs.

**Reject** all registrants with an extensive disease of one joint associated with sinuses of long duration.

**Accept** all registrants who have no loss of function of both upper and lower extremities and no restriction of joint function.

Refer to the Medical Advisory Board all registrants with one good arm and one good lower extremity and all other doubtful cases.

(o) **Hands.**—**Accept** all registrants whose function of the wrist and fingers is not permanently impaired and who have not lost either a thumb or the index finger on the right hand, or two fingers on one hand.

Refer all other and doubtful cases to the Medical Advisory Board.

(p) **Lower extremities.**—**Accept** all registrants with movable joints and no deformity which interferes with walking and weight-bearing power.

**Accept** registrants with varicose veins when not associated with oedema and leg ulcer.

**Accept** all foot and ankle lesions if they do not interfere with the wearing of an ordinary shoe and with walking and weight-bearing power; hammer toe, hallux valgus, bunion, callosities, the different types of flat-, club-, and claw-foot are to be accepted if they come within the above requirements.

Refer all doubtful and other cases to the Medical Advisory Board.

**Reject no foot cases.**

(q) **Height, weight, and chest measurements.**—Registrants whose chest measurements do not come within the limits of the table and who have no disqualifying defect are referred to the Medical Advisory Board.
Accept registrants above 78 inches in height when exceptionally well proportioned. Refer all other such cases to the Medical Advisory Board.

Reject registrants of less than 58 inches in height. Refer to the Medical Advisory Board registrants whose height is more than 58 inches and less than 60.

Reject registrants whose weight is less than 100 pounds unless it is plainly due to some recent illness and otherwise the registrants have no disqualifying defect.

Registrants whose weight is more than 100 pounds and less than 114 pounds and who have no other disqualifying defect are to be referred to the Medical Advisory Board.

Registrants under weight in proportion to their height (see table), unless it is plainly due to some temporary cause, are referred to the Medical Advisory Board. When this underweight can reasonably be explained and the registrant otherwise is physically fit, accept.

Registrants with overweight are to be accepted unless the obesity interferes with normal physical activity. Refer all doubtful cases to the Medical Advisory Board.

The following weights and measurements should be taken with the greatest care:

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<th>Height</th>
<th>Weight</th>
<th>Chest measurement</th>
<th>Mobility</th>
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(r) General.—Refer to the Medical Advisory Board all registrants who, from their history and after their...
complete examination, suggest the possibility of tuberculosis in some part of the body.

Refer to the Medical Advisory Board all cases who, at the general examination seem to have a marked anemia even though otherwise physically fit.

Refer to the Medical Advisory Board all cases who, after examination, impress you as in an extreme state of debility, even if the other examinations are negative.

Refer to the Medical Advisory Board all registrants who give a history of an operation or any other treatment for a malignant tumor, even if there is no evidence of recurrence, and all registrants who, at examination, have any tumor or ulcer suspicious of malignancy.

Registrants confined to their homes, hospitals, or institutions who claim to be suffering from hopeless totally incapacitating diseases should be thoroughly investigated by the Local Board in consultation, if necessary, with the Medical Advisory Board.

Some of these registrants may have remediable defects. In others the claim may be incorrect. (C.S.S.R. No. 3, Jan. 28, 1918.)

Section 185. Dental requirements.

Accept registrants who have three serviceable natural masticating teeth above and three below opposing and three serviceable natural incisors above and three below opposing. All these teeth must be so opposed as to serve the purpose of incision and mastication. Therefore, the registrant shall have a minimum total of six masticating teeth and a minimum total of six incisor teeth.

The needed dental treatment will be performed at the cantonment. However, if time permits, a registrant, if he prefers, may have the necessary work done at home previous to his induction into military service.

Definitions.

(a) The term "masticating teeth" includes molar and bicuspied teeth, and the term "incisors" includes incisor and cuspid teeth.

(b) A natural tooth which is carious (one with a cavity), which can be restored by filling, is to be considered as a natural serviceable tooth.

(c) Teeth which are restored by crowns or dummies attached to fixed bridge work, when well placed, shall be considered as serviceable natural teeth, when the history
and the appearance of these teeth is such as to clearly warrant such assumption.

(d) A tooth is not to be considered a serviceable natural tooth when it is involved with excessively deep pyorrhea pockets, or when its root-end is involved with a known infection that has or has not an evacuating sinus discharging through the mucous membrane or skin.

Refer all other cases to the Medical Advisory Board.

No registrants can be rejected on account of teeth defects. (C. S. S. R. No. 3, Jan. 28, 1918.)

Section 186. Degree of deficiency for disqualification.

In these regulations the standards for unconditional rejection which places the registrant in the class physically deficient and not physically qualified for military service are clearly defined. When the Local Board is in any doubt, the registrant should be referred to the Medical Advisory Board. The attention of Local Boards and examining physicians is called to paragraph 3 of Section 123, page 64, after the side heading, Where Held Disqualified, which is as follows:

If the registrant is held to be physically disqualified by the examining physician, the Local Board shall, unless it decides by unanimous vote that the disqualification is so obvious as to leave no room for reasonable doubt, send the registrant before such Medical Advisory Board in the manner just provided.

This shows that there must be a unanimous vote of the Local Board to disqualify the registrant and the disqualification must be so obvious as to leave no room for reasonable doubt.

The object of this ruling has already been given. (C. S. S. R. No. 3, Jan. 28, 1918.)

Section 187. Temporary defects.

Registrants confined to their homes, or hospitals, or who present themselves with some temporary defect the result of an acute disease, injury, or operation, or who are waiting for operation, should be granted a reasonable delay for completing the physical examination.

All of these cases should be thoroughly investigated by the physician on the Local Board.
Registrants with contagious, communicable, reportable diseases should not be ordered before the Local Board for examination until they are discharged by the boards of health.

Registrants recovering from diphtheria should not be ordered to the cantonments until two negative cultures have been obtained from the throat. In localities where there is no provision for this bacteriological work, consult the Medical Advisory Board. (C. S. S. R. No. 3, Jan. 28, 1918.)

Section 188. Special and limited military service.

In view of the importance of a thorough investigation and classification of registrants belonging to this group, Local Boards are required to refer all of such registrants to the Medical Advisory Board.

The physician on the Local Board is urged to consult with the Medical Advisory Board about this group and familiarize himself with the specific regulations and information soon to be given to the Medical Advisory Board concerning special and limited military service. (C. S. S. R. No. 3, Jan. 28, 1918.)

By order of the Secretary of War:

E. H. Crowder,

Provost Marshal General,
SELECTIVE SERVICE REGULATIONS.

Office of the Provost Marshal General,
Washington, D. C., May 23, 1918.

Part V is amended by adding sections 121A, 121B, 121C, 121D, 121E, 121F, 121G, 121H, 121I, 121J, 121K, and 121L; and Part X is amended by adding sections 318, 319, 320, 321, and 322, as follows:

ADDITIONS TO PART V.

B. CLASSIFYING REGISTRANTS.

Section 121A. Duty to report facts concerning registrants who are idlers or engaged in certain nonproductive occupations or employments.

It shall hereafter be the duty of all persons connected with the administration of the Selective Service Law and Regulations, and of all citizens, to report to the nearest Local Board all facts which may come to their knowledge concerning registrants who are idle or who are engaged in any occupation or employment defined and described in these Regulations or any amendments thereof as nonproductive occupations or employments.

Section 121B. Withdrawal of deferred classification and order number of registrants found to be idlers or engaged in nonproductive occupations.

Whenever, after July 1, 1918, any registrant in Class I, II, III, or IV, wherever he may be located, is reported to or observed by any Local Board, whether it be his Local Board of origin (that is the Local Board having original jurisdiction of his registration and questionnaire) or a Local Board having jurisdiction over the territorial area in which he may be found, whether having original jurisdiction over him or not, to be an idler, or to be engaged in any occupation or employment defined and described in these Regulations or any amendments thereof as a nonproductive occupation or employment, such Local Board shall, by notice as hereinafter prescribed, notify him and set a day and hour when the registrant may appear and present such evidence, by affidavit or otherwise, bearing upon the reasons for his status, as he may care to submit. The day so set shall be not less than three nor more than seven days after the date of such notice unless the Local Board on account of distance or other good and sufficient cause extend the time.
Section 121C. Notice and service thereof.

If such registrant so to be notified is under the original jurisdiction of the Local Board issuing the notice, whether he be found within or without the territorial jurisdiction of such Local Board of origin, the notice hereinbefore prescribed shall be by a written or printed notice to the registrant, which may be mailed to his last known address or served personally on him by a person designated by the Local Board (Form 1036), and by a notice posted in the office of said Local Board (Form 1037) at the time of mailing or serving Form 1036. Either the mailing or serving of notice on Form 1036 and the posting of notice on Form 1037 shall constitute the giving of notice to the registrant and to all concerned.

If the registrant so to be notified is found within the area under the jurisdiction of a Local Board issuing the notice but not having original jurisdiction of him, the notice hereinbefore prescribed shall be a written or printed notice (Form 1036) to the registrant, which shall be served personally on him by a person designated by said Local Board, and a notice posted in the office of said Local Board (Form 1037). The notice (Form 1036) shall be prepared in duplicate, and the person who serves the notice shall leave one copy with the registrant or with an adult person at his last known place of abode, and return the other with a note of service indorsed on the reverse side thereof. The personal service or the leaving of said notice (Form 1036), as hereinbefore provided, and the notice posted in the office of the Local Board (Form 1037), shall constitute the giving of notice to the registrant and to all concerned.

A Local Board of origin shall have the authority to issue notice to and investigate the case of any of its registrants, whether they be found within or without its territorial jurisdiction.

Section 121D. Local Board to investigate.

The Local Board issuing the notice, whether it be the Local Board of origin or not, shall thereupon promptly investigate the circumstances of the case, giving the registrant reasonable opportunity to submit such evidence as he may desire to submit, by affidavit or otherwise, and shall proceed as hereinafter prescribed.

Section 121E. Procedure in cases where the investigating board is not the Local Board of original jurisdiction.

In a case where the registrant is not within the original jurisdiction of the Local Board issuing the notice the latter (the investigating Board) shall make a finding and recommendation and shall forth-
with prepare a certificate (Form 1038) and a brief summary of the facts and its findings and its specific recommendation, and shall attach thereto all documentary evidence and a summary of any oral testimony which may have been submitted or considered in the case, and shall forthwith forward the entire record thus prepared to the Local Board having original jurisdiction of the registrant. The Local Board having original jurisdiction shall not be bound by the finding or recommendation of the investigating Local Board and may, but is not required to, make such further investigation of the facts and circumstances, as it may desire, with or without notice to the registrant. The board of original jurisdiction shall thereupon enter on Form 1038 its findings and a brief summary of the facts, and if it shall appear to the satisfaction of the Local Board of original jurisdiction that, without reasonable excuse, the registrant is an idler or is engaged in a nonproductive occupation or employment as defined in these Regulations, shall enter in the place provided on Form 1038 an order that the deferred classification, if any, and the order number of the registrant shall be withdrawn; and the registrant shall thereupon be liable to be inducted immediately into military service, subject to review by the District Board as hereinafter provided (Sec. 121 G).

Section 121F. Procedure in cases where the Local Board of original jurisdiction issues notice and makes investigation and decision.

In a case where the registrant, wherever he may be found, is under the original jurisdiction of the Local Board issuing the notice and making the investigation, such Local Board shall promptly consider the case after giving the registrant reasonable opportunity to submit evidence as hereinbefore provided, and shall forthwith prepare a certificate and a brief summary of the facts and its findings (Form 1038) and if under the facts it shall appear to the satisfaction of such Local Board that without reasonable excuse the registrant is an idler or is engaged in a nonproductive occupation or employment as defined in these regulations, such Local Board shall enter in the place provided on Form 1038 an order that the deferred classification, if any, and the order number of the registrant shall be withdrawn, and the registrant shall thereupon be liable to be inducted immediately into military service, subject to review by the District Board as hereinafter provided (Sec. 121 G). All documentary evidence and a summary of any oral testimony which may have been submitted or considered in the case shall be attached to the certificate and findings (Form 1038).
Section 121G. All cases to be forwarded to District Board for review as on appeal.

Immediately after the decision of the Local Board of original jurisdiction, whether it be in a case in which the notice was issued and investigation was made by it or by another Local Board, and whether its finding be for or against the withdrawal of deferred classification, if any, and order number, the entire record prepared as hereinbefore prescribed (Sections 121E and 121F), and including the registrant's questionnaire and any additional evidence attached thereto, shall be forwarded to the District Board, which shall immediately consider the case, as if on appeal, and shall as soon as practicable decide the case and return the entire record to the Local Board of original jurisdiction with a note of its decision entered in the proper place on Form 1038.

Section 121H. Procedure after final decision by District Board.

In all cases in which the District Board shall decide, whether in affirmance or reversal of the decision of the Local Board, that the deferred classification if any, and the order number of the registrant shall be withdrawn, the Local Board of origin shall proceed forthwith to notify the registrant (Form 1039) of the final decision, and shall proceed forthwith to execute the order by withdrawing the deferred classification if any and order number of registrant, examining him physically in the usual manner if he has not already been so examined, and if he is found physically qualified, by inducting him forthwith into military service in the usual manner as though his class and order number had been reached. If the Local Board has no open call for men of his qualifications for military service, it shall place him in Class I and assign him an order number which will insure his induction into military service on the next call, for men of his qualifications, made on such Local Board.

The physical examination and the mobilization of such registrant, or both physical examination and mobilization, may be transferred as provided in Sections 141 to 148.
Section 121I. Withdrawals of deferred classification and order number to be reported.

Immediately upon the withdrawal of deferred classification, if any, and order number, the Local Board of original jurisdiction shall report the fact to the Adjutant General of the State on Form 1040; and the Adjutant General shall submit a summarized report for the whole State to the Provost Marshal General by telegraph on the first and fifteenth days of each month, using the following form and code:

"Withdrawals.......................... Inducted.............................
(Number) (Number.)

Uninducted............................."
(Number.)

Section 121J. Appeal to the President from withdrawal of deferred classification and order number.

If there was a vote in the District Board against the withdrawal of deferred classification, if any, and order number, the registrant may take an appeal from the action of the District Board to the President in the manner and under the conditions provided in Section 111 relating to appeals to the President.

Where a claim of appeal has been entered as above provided, the Local Board shall thereupon enter in the place provided on Form 1038 a statement of whether or not the registrant has been inducted into military service and shall forward the entire record to the Adjutant General of the State for transmittal to the Provost Marshal General for the consideration of the President. No such appeal shall operate as a stay of induction into military service unless by express order of the District Board or by order of the Provost Marshal General as provided in Section 113.

Section 121K. Definition of nonproductive occupation or employment.

In the present emergency it is not possible to extend the protection of deferred classification to those registrants engaged in certain occupations or employments which are nonproductive.

There is a great demand for labor in all productive occupations and employments, and especially in agriculture and other necessary industries. Therefore, registrants who have been given deferred classification and who can engage in some productive occupation or employment without substantial financial loss or hardship to themselves or others should be willing to seek some productive occupation or employment or enter the military service rather than remain in an occupation or employment in which they are rendering no effective assistance to the Nation.
If a registrant is idle, he, of course, is not occupied or employed at all, and his status of idleness furnishes ground for the withdrawal of his deferred classification or late order number; and the Regulations applicable to idle registrants shall be deemed applicable also to gamblers of all description and employees of race tracks and bucket shops, and to fortune tellers, clairvoyants, palmists, and the like, who, for the purposes of these Regulations, shall be considered as idlers.

The employment or engagement of any able-bodied registrant of military age in any of the following occupations or employments is not sufficiently effective, in the present emergency, to justify the postponement of his call into military service, notwithstanding he may have a late order number and notwithstanding he may have been placed in Class II, III, or IV on the ground of dependency; and all registrants engaged as follows are to be considered by Local and District Boards as engaged in nonproductive occupations or employments:

(a) Persons engaged in the serving of food and drink, or either, in public places, including hotels and social clubs;

(b) Passenger-elevator operators and attendants; and door men, footmen, carriage openers and other attendants in clubs, hotels, stores, apartment houses, office buildings, and bathhouses;

(c) Persons, including ushers and other attendants, engaged and occupied in and in connection with games, sports, and amusements, excepting actual performers in legitimate concerts, operas, or theatrical performances;

(d) Persons employed in domestic service;

(e) Sales clerks and other clerks employed in stores and other mercantile establishments.

Section 121L. Reasonable excuse for idleness or nonproductive employment.

Local and District Boards must consider cases of withdrawal of deferred classification and late order numbers with sympathy and common sense. The designation and definition of nonproductive occupations and employments contained in the foregoing Section 121K, may be extended by Regulation from time to time as necessity may require so as to include persons in other occupations or employments; but for the present and until such extension by Regulation, no occupation or employment not included in the list or description of occupations and employments in the foregoing Section 121K may be held by any Local or District Board to be a nonproductive occupation or employment unless a ruling as to whether or
not a doubtful occupation or employment is to be considered as non-
productive is first obtained from the Provost Marshal General in the
manner prescribed in Section 25.
The following grounds shall be accepted by Local and District
Boards as reasonable excuse for temporary idleness or for being en-
engaged in a nonproductive occupation or employment:

(a) Sickness.
(b) Reasonable vacation.
(c) Lack of reasonable opportunity for employment in any occu-
pation outside of those described in the foregoing Section
121K or those hereafter specified by Regulation or Ruling
as provided in this Section.
(d) Temporary absences (not regular vacations) from regular
employment, not to exceed one week, unless such tem-
porary absences are habitual and frequent, shall not be
considered as idleness.
(e) Where there are compelling domestic circumstances that
would not permit change of employment by the registrant
without disproportionate hardship to his dependents; or
where a change from a nonproductive to a productive em-
ployment or occupation would necessitate the removal of
the registrant from his place of residence, and such removal
would, in the judgment of the board, cause unusual hard-
ship to the registrant or his family; or when such change
of employment would necessitate the night employment
of women under circumstances deemed by the Boards
unsuitable for such employment of women, boards are
authorized to consider any or all of such circumstances
as reasonable excuse for nonproductive employment.
ADDITIONS TO PART X.

FORMS.

Section 318. Notice to appear for reclassification on account of nonproductive occupation.

P. M. G. O. Form 1036.

Local Board for ..........................................................

You are hereby directed to appear in accordance with sections 121B and 121C, S. S. R., before the above-named Local Board on the .................. day of ........................................, 19....., at ............. o'clock ........ m.,

for the purpose of presenting such evidence as you may care to submit, by affidavit or otherwise, bearing upon the reasons for your nonengagement in a productive occupation or employment.

..........................................................

Member of Local Board.

Date ......................

[Reverse of Form 1036.]

Local Board For

..........................................................

War Department.

Penalty for private use, $300.

Official Business.

..........................................................

..........................................................

..........................................................

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(8)
Section 319. Important notice to registrants and public.

Form 1037 P. M. G. O.

[Stamp of Local Board]

**IMPORTANT NOTICE TO REGISTRANTS AND THE PUBLIC RELATIVE TO RECLASSIFICATION ON ACCOUNT OF NONUSEFUL OCCUPATION.**

There has this day been mailed to or served upon the registrants whose names are listed below a notice directing that the said registrants appear in accordance with sections 121B and 121C, S. S. R., before this Local Board on the ______ day of______, 19____ at _____ o'clock, _____ m., for the purpose of presenting such evidence by affidavit or otherwise bearing on the reasons for their nonemployment in a productive occupation or employment as they may care to submit.

Date ........................................

.............................................

Member of Local Board.

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<th>Name of registrant.</th>
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Section 320. Notice to District Board by Local Board of registrant engaged in nonproductive occupation.

P. M. G. O. Form 1038.

(Stamp of Investigating Local Board not having original jurisdiction.)

(Stamp of Local Board having original jurisdiction.)

Name of registrant .............................................. Address ..............................................

Order No. ...................... Serial No. ...................... Classification .................................

(This certificate to be used by Local Board other than Local Board having original jurisdiction.)

To the Local Board for ..............................................

This Local Board finds that the above-named registrant is—

an idler .................................

not an idler .................................

engaged in a nonproductive occupation or employment because .................................

not engaged in a nonproductive occupation or employment

This registrant was duly notified to appear, in accordance with Sections 121B and 121C, S. S. R., before this Local Board on ................................., for the purpose of presenting such evidence, by affidavit or otherwise, bearing upon the reasons for his nonengagement in a productive occupation or employment as he might care to submit. He ................................. appear in response to this notice. All evidence in this case is transmitted herewith.

This Local Board recommends that the deferred classification and order number of the above-named registrant be withdrawn.

(Strike out if in Class I.)

Date .................................

Member of Local Board.

(This certificate to be used by Local Board having original jurisdiction.)

To the District Board for ..............................................

This Local Board finds that the above-named registrant is—

an idler .................................

not an idler .................................

engaged in a nonproductive occupation or employment because .................................

not engaged in a nonproductive occupation or employment

This registrant was duly notified to appear in accordance with Sections 121B and 121C, S. S. R., before this Local Board on ................................., for the purpose of presenting such evidence, by affidavit or otherwise, bearing upon the reasons for his nonengagement in a productive occupation or employment as he might care to submit. He ................................. appear in response to this notice. All evidence in this case is transmitted herewith.

This Local Board therefore orders that the deferred classification and order number of the above-named registrant be withdrawn.

(Strike out if in Class I.)

Date .................................

Member of Local Board.

Note.—Turn this sheet for further record of District Board action and appeal.
ORDERED, That the deferred classification and/ or order number of the above-named registrant shall be withdrawn and the registrant inducted into military service. Vote of District Board—Ayes ...... Noes ......

Date ................................................................. Member of District Board.

I hereby claim appeal to the President from withdrawal of deferred classification and/ or order number. Certificates and recommendations required by section 111, S. S. R., are attached.

Date ................................................................. (Signature of claimant.)

Forwarded to the Provost Marshal General for the consideration of the President. This registrant has not been inducted into military service.

Date ................................................................. Member of Local Board.
Section 321. Notice of reclassification on account of non-productive occupation.

P. M. G. O. Form 1039.

LOCAL BOARD FOR .................................................., Order No. ...., Serial No. .......

having been found by this Local Board and District Board for ...........................................

.................................................. not
to be engaged in a productive occupation or employment, in accordance with
Section 121[O, S. S. R., and upon the recommendation of the said Local Board the
said District Board has ordered that the  
{order number
{deferred classification and order number
order number
{deferred classification and order number
of said registrant be withdrawn. The[deferred classification and order number
of this registrant has therefore been withdrawn and this Local Board will proceed
in the usual manner to induct him forthwith into the military service. Appeal may
be taken from this action within five days from the date of this notice only in the
manner and under the conditions prescribed in Section 111, S. S. R.

Date ....................

Member of Local Board.

[Reverse of Form 1039]

Local Board for

OFFICIAL BUSINESS.

Penalty for private use. $300.
Section 322. Report to Adjutant General of registrant, whose order number or deferred classification has been withdrawn.

P. M. G. O. Form 1040.

Local Board for

Report of registrants whose deferred classification, if any, and order numbers have been withdrawn. (This report must be submitted to the Adjutant General of the State on each day withdrawals of deferred classification, if any, and order numbers are made. There must be no duplication of the registrants included in these reports.)

Number of registrants whose deferred classification, if any, and order number have been withdrawn

Number of such registrants who have been inducted under outstanding calls

Number of such registrants awaiting induction

Date

Member of Local Board.

[Reverse of Form 1040]

Local Board for

War Department.

Penalty for private use, $300.

Official Business.


SELECTIVE SERVICE REGULATIONS.

Office of the Provost Marshal General,
Washington, D. C., June 21, 1918.

The following changes relate to the second edition of the Questionnaire and the class of June, 1918.

Sections 1, 53, 70, 72, 77, 78, 79, 90, 95, 101, and 177 of the Selective Service Regulations are amended to read as herein indicated, and section 158 ½ is added thereto, as follows:

Section 1.

After subparagraph (r), add the following subparagraphs:

(s) By the term “first registration” is meant the registration of persons in the class of June, 1917, required to register by virtue of the act approved May 18, 1917, and the proclamation by the President of the same date promulgated thereunder.

(t) By the term “second registration” is meant the registration of persons in the class of June, 1918, required to register by virtue of a public resolution approved May 20, 1918, and the proclamation by the President of the same date promulgated thereunder.

(u) By the term “class of June, 1917” is meant the persons required to register by virtue of the act approved May 18, 1917, and the proclamation by the President of the same date promulgated thereunder.

(v) By the term “class of June, 1918” is meant the persons required to register by virtue of the public resolution approved May 20, 1918, and the proclamation by the President of the same date promulgated thereunder.

Section 53. Persons subject to registration.

All male persons who on June 5, 1917, had attained their twenty-first birthday and had not attained their thirty-first birthday, and all male persons who, since June 5, 1917, and on or before June 5, 1918, had attained their twenty-first birthday, are subject to registration except only persons in the military or naval service of the United States, which includes all officers and enlisted men of the Regular Army, the Navy, the Marine Corps, and the National Guard and Naval Militia, while in the service of the United States, and officers in the Officers’ Reserve Corps and enlisted men in the Enlisted Reserve Corps while in active service.
Persons not subject to registration on account of being in the military or naval service of the United States become subject to registration and are required to register immediately upon leaving such military or naval service.

An alien of the class of June, 1917, who enters the United States for the first time after June 5, 1917, is not subject to registration, unless he declares his intention to become a citizen of the United States.

An alien of the class of June, 1918, who enters the United States for the first time after June 5, 1918, is not subject to registration, unless he declares his intention to become a citizen of the United States.

Citizens or persons who have declared their intention to become citizens who have not hitherto registered on account of absence without the territorial limits of the United States are required to register within five days after their return to the United States.

Section 70.

The second paragraph is rescinded and in lieu thereof substitute the following:

The group of registrants within the jurisdiction of each Local Board is taken as the unit to be classified. Within each class the order of liability is determined by the national drawing of July 20, 1917, or by a subsequent drawing, which has assigned or will assign to every man an order of availability for military service.

All men who have attained the age of 21 since June 5, 1917, and who are required to register pursuant to proclamation by the President, will be placed at the bottom of the list of those liable for military service in the several classes to which such registrants are assigned and in the order determined by the drawing.

The term "deferred classification" includes the second, third, fourth, and fifth classes of the five classes in which registrants shall be placed. All registrants placed in Class V have been exempted or discharged, and all registrants placed in Classes II, III, and IV have been temporarily discharged. The effect of classification in Class I is to render every man so classified presently liable to military service in the order determined by the drawings. The effect of classification in Class II is to grant a temporary discharge from draft, effective until Class I is exhausted; and similarly Classes III and IV become liable only when Classes II and III, respectively, are exhausted. All classifications are conditioned upon the continuing existence of the status of the registrant which is the basis of his classification.
Section 72.

Rule V is amended to read as follows:

RULE V. (a) The fact of dependency resulting from the marriage of a registrant who has become 21 years of age since June 5, 1917, and who has married since the date of the introduction of the joint resolution in Congress requiring his registration, to wit, January 15, 1918, will be disregarded as a ground for deferred classification.

(b) If a registrant who has attained the age of 21 since June 5, 1917, and who has contracted marriage subsequent to the date of the enactment of the selective service law, to wit, May 18, 1917, but on or prior to January 15, 1918, claims deferred classification on the ground of dependency resulting from his marriage, the fact of dependency resulting from his marriage will be disregarded as a ground for deferred classification, unless the dependent is a child of the marriage, born or unborn, on or prior to June 9, 1918, in which case such a registrant upon satisfactory proof being made shall be classified in Class II.

(c) If a registrant, other than one who has attained the age of 21 years since June 5, 1917, who has contracted marriage since May 18, 1917, claims deferred classification on the ground of dependency resulting from his marriage, the fact of dependency resulting from his marriage will be disregarded as a ground for deferred classification, unless the dependent is a child of the marriage, born or unborn, on or before June 9, 1918, in which case such a registrant upon satisfactory proof being made shall be placed in Class II.

(d) Nothing contained in this amendment to Rule V shall be construed as requiring the transfer to Class II of any registrant who has been finally classified in Class I on the affirmative finding that his marriage since May 18, 1917, was made with the primary view of evading military service.

Note.—All registrants referred to in paragraphs (a), (b), and (c) shall be designated on the Questionnaire and cover sheet as being in subdivision X, Class I or II, as the case may be.

Section 77.

To subparagraph (c) add the following:

The Local Board shall proceed to the consideration of a claim for such deferred classification in respect of any registrant only when made in the usual manner in the Questionnaire and supported by an affidavit signed by the official head of the department of the municipality by which the registrant is employed, stating that he is a highly trained fireman or policeman, as the
case may be, that he has been continuously employed and compensated by the municipality he is now serving for at least three years, and that he can not be replaced without substantial and material detriment to the public safety of the municipality in which he is serving.

The last paragraph of subparagraph (i) is amended to read as follows:

The Local Board shall proceed to the consideration of a claim for deferred classification in respect of any person mentioned in subsections (f), (g), (h), or (i) of this rule only when a claim for such classification is made in the usual manner in the Questionnaire and is supported by the affidavit required by the specific instructions appearing in the Questionnaire, Form No. 1001, Series VIII, Part A. This affidavit must be indorsed "approved" by the secretary of the department or other certifying officer specified in Part XIV hereof.

Section 78.

To subparagraph (b) add the following:

The Local Board shall proceed to the consideration of a claim for such classification in respect of any registrant only when made in the usual manner in the Questionnaire and supported by an affidavit signed by the registrant's employer, stating that the registrant is, in the opinion of the employer, necessary to the adequate and effective operation of the sea service in which the registrant is employed, describing the particular sea service operated, and that he can not be replaced by any person without substantial material loss of efficiency in the adequate and effective operation of such sea service. If the registrant's employer is a corporation, the affidavit may be made by an officer of the corporation, duly authorized to act for such corporation in making the affidavit.

Section 79.

The marginal note opposite subparagraph (c), i.e., "Divinity students; see note 3," is amended by striking out the words "see note 3."

Subparagraph (c) is amended to read as follows:

A student required to register by the Act approved May 18, 1917, who on said date was preparing for the ministry in a recognized theological or divinity school, or who on May 20, 1918, was preparing for the practice of medicine and surgery in a recognized medical school; and
A student required to register by the Public Resolution approved May 20, 1918, who on said date was preparing for the ministry in a recognized theological or divinity school, or for the practice of medicine and surgery in a recognized medical school.

The following marginal note is added to subparagraph (d):

Persons in military or naval service; see note 3.

Subparagraph (f) is amended to read as follows:

A resident alien (not an alien enemy) who has not declared his intention to become a citizen of the United States, unless such nondeclarant has stated in answer to question No. 5 of Series VII of his Questionnaire that he does not claim exemption on the ground of his alienage, in which case he shall be classified as though he were a citizen of the United States; and also a noncitizen Indian, born in the United States, unless he has stated in answer to question 5 of Series VII of his Questionnaire that he does not claim exemption on the ground of his noncitizenship, in which case he shall be classified as though he were a citizen of the United States.

To subparagraph (i) add the following:

The Local Board shall proceed to the consideration of a claim for such classification in respect of any registrant only when made in the usual manner in the Questionnaire and supported by the affidavit of the collector or the deputy collector of the port from which the registrant regularly sails, stating that he is a licensed pilot regularly employed in the pursuit of his vocation.

After subparagraph (i), add an additional subparagraph as follows:

(j) A person discharged from the Army on the ground of alienage or upon the request of the accredited diplomatic representative of the country of which the man is a citizen or subject.

After "Note 4," add an additional note to read as follows:

Note 5.—An Indian is a citizen if (1) he, or his father or mother, prior to his birth or before he attained the age of 21, was allotted prior to May 8, 1906; or (2) if he was allotted subsequent to May 8, 1906, and received a patent in fee to his land; or (3) if he was residing in the old Indian Territory on March 3, 1901; or (4) if he lives separate and apart from his tribe and has adopted the habits of civilized life.
Section 90.

The first paragraph of section 90 is amended to read as follows:

The names of persons within the jurisdiction of each Local Board have heretofore been entered on a list (Form 102 or 102–a) in the order of their liability to be called to determine their availability for military service. This list shall be transferred to the Classification List (Form 1000), the pages of which shall be numbered from 1 upward. In transferring names from Form 102 or 102–a to Form 1000 the address of the registrant shall be omitted, his name shall be entered in column 2, his serial number in column 4, his order number in column 1 and column 30, and the proper abbreviation indicating his race in column 3.

Section 95.

Subparagraph (d) of section 95 is amended to read as follows:

None of the printed matter in the body of the affidavits may be added to, erased, or struck out, except that the word “affirm” shall be struck out by those who swear to the affidavits, and the word “swear” shall be struck out by those who affirm, on account of religious or conscientious scruple against taking an oath; and that in the supporting affidavit to a claim by a divinity or medical student in Series V of the Questionnaire, one of the two dates, May 18, 1917, or May 20, 1918, shall be struck out.

Section 101.

In the first paragraph of the note to section 101 the words “Question No. 2” appearing in the fifth line thereof are changed to read “Question No. 5.”

Section 1583. Selecting for entrainment qualified men of the second registration.

In furnishing the quotas required to be called and furnished by each Local Board, in accordance with the directions received from the Governor, acting for and by direction of the President, every registrant of the second registration to be ordered into military service by a Local Board in filling any part of its quota under a call for general induction shall be selected in the order of his liability within his respective class as shown on the classification list, except that such registrant shall not be ordered into military service until those who have been placed in the class in which he has been placed under the first registration and who are available for general military service have been ordered into military service.

The provisions of paragraphs (a), (b), and (c) of section 158 shall apply in the case of registrants of the second registration.
Section 177.

Paragraph 2 of section 177 as amended by C. S. S. R. No. 1 is amended to read as follows:

If the rejection or discharge is on account of the fact that the registrant is an alien, or an alien enemy, or upon the request of the accredited diplomatic representative of the country of which the registrant is a citizen, or that he is physically disqualified for general military service, the Local Board shall place the registrant forthwith in Class V. If the discharge or rejection is on account of dependency or any other cause for deferred classification prescribed by these regulations, the Local Board shall proceed to reclassify the registrant in accordance with his status as determined by the action of the military authorities in discharging him.
SELECTIVE SERVICE REGULATIONS.

CHANGES

OFFICE OF THE PROVOST MARSHAL GENERAL,
No. 6
Washington, D. C., August 15, 1918.

By direction of the President, Part XII and Note to Section 101 of the Selective Service Regulations are changed as herein indicated; and sections 79 (l), 79 Note 6, 117, 323, and 324 are added thereto, as follows:

PART XII.

By an act of Congress approved July 9, 1918, section 2, sentence 2 of the act approved May 18, 1917 (Selective Service Act), has been amended to read as follows:

Such draft as herein provided shall be based upon liability to military service of all male citizens or male persons not alien enemies who have declared their intention to become citizens between the ages of 21 and 30 years, both inclusive, and shall take place and be maintained under such regulations as the President may prescribe not inconsistent with the terms of this act: Provided, That a citizen or subject of a country neutral in the present war who has declared his intention to become a citizen of the United States shall be relieved from liability to military service upon his making a declaration, in accordance with such regulations as the President may prescribe, withdrawing his intention to become a citizen of the United States, which shall operate and be held to cancel his declaration of intention to become an American citizen and he shall forever be debarred from becoming a citizen of the United States. (C. S. S. R. No. 6, August 15, 1918.)

Section 79, Class V, Miscellaneous.

Rule XII. In Class V shall be placed any registrant found to be—

* * * * * * *

(1) A citizen or subject of a country neutral in the present war (as defined in note 6) who has declared his intention to become a citizen of the United States but has not been finally naturalized, provided he shall file an affidavit (P. M. G. O. Form 1041) withdrawing his intention to become a citizen of the United States and claiming relief from liability to military service. The registrant must surrender his original duplicate copy of his declaration of intention to become a citizen of the United States if it is in his possession. (C. S. S. R. No. 6, August 15, 1918.)

After note 5, section 79, add an additional note numbered 6, to read as follows:

Note 6.—The following countries are not neutral in the present war, to wit: Belgium, Brazil, China, Costa Rica, Cuba, France, Great Britain, Greece, Guatemala, Haiti, Honduras, Italy, Japan, Liberia, Montenegro, Nicaragua, Panama, Portugal, Russia, San Marino, Serbia, Siam; Austria-Hungary, Germany, Bulgaria, and Turkey. All other countries are neutral, and subparagraph (1), section 79, applies only to citizens or subjects of such neutral countries who have declared their intention to become citizens of the United States, but who have not been finally naturalized. (C. S. S. R. No. 6, August 15, 1918.)
Section 101, Rule XXVII.

The third paragraph of the note is amended to read as follows:

When an alien has declared his intention to become a citizen, regardless of how long ago, he is still liable to draft, even though he has not in the meantime applied for final papers, except that such aliens who are citizens or subjects of countries neutral in the present war (as defined in note 6, section 79) shall be placed in Class V (l) under the provisions of section 117½. (C. S. S. R. No. 6, August 15, 1918.)

Section 117½. Classification of neutral declarants.

Any uninducted registrant, who is a citizen or subject of a country neutral¹ in the present war, and who has declared his intention to become a citizen of the United States but has not completed his citizenship, shall be relieved from liability to military service upon filing an affidavit (Form 1041) with the Local Board setting forth in such affidavit that he withdraws his intention to become a citizen of the United States.

The Local Board shall mail a notice (Form 1042) to the last known address of (a) each such registrant who has not been placed in Class V (j); or, when the necessary amendments have been made to the questionnaire, (b) each such registrant who has stated in his questionnaire that he wishes to be relieved from liability to military service by withdrawing his intention to become a citizen of the United States. The Local Board shall inclose with each such notice two blank copies of the affidavit (Form 1041) prescribed for making a claim for such relief from liability to military service.

The involuntary induction of any such registrant shall be stayed by the Local Board until and including the date specified in the notice, and, in the case of any registrant who files the required affidavit, the Local Board shall continue the stay of involuntary induction until such affidavit has been considered in accordance with the provisions of this section and Rule XII (l), section 79, and the registrant has been finally classified by the Local Board and by the District Board if the case is appealed.

The date to be specified in each such notice shall be 20 days from the date on which the notice is mailed, exclusive of Sundays, legal holidays, and the day of mailing. After the expiration of the 20-day period (unless the time is extended in the discretion of the Local Board), involuntary induction of any such registrant shall not be further stayed to permit him to make the prescribed affidavit, but the privilege of making such affidavit shall not subsequently be denied such registrant until the arrival of the day of his induction. If and when any such registrant shall make such affidavit after the expiration of the 20-day period, the involuntary induction of such registrant shall be stayed until the affidavit has been considered in accordance with the provisions of this section and Rule XII (l), section 79, and the registrant has been finally classified by the Local Board and by the District Board if the case is appealed.

Any such registrant desiring to be so relieved from liability to military service shall fill out in duplicate P. M. G. O. Form 1041, subscribe and swear (or affirm) thereto before any Federal or State officer duly authorized to administer oaths. He shall file such affidavit in duplicate with the Local Board, at the same time surrendering his duplicate original copy of his declaration of intention to

¹See note 6, section 79, for definition of a neutral country
become a citizen of the United States, if it is in his possession. If
the registrant has changed his name since his declaration of inten-
tion, the affidavit should state the registrant's name as it appeared
in his declaration of intention. The Local Board shall thereupon
proceed to classify such registrant in accordance with section 79,
Rule XII (l). If the registrant is entitled to classification in Class
V (l), the Local Board shall make an appropriate notation upon the
registrant's Questionnaire and shall mail to the Bureau of Natural-
ization, Department of Labor, Washington, D. C., one of the copies
of P. M. G. O. Form 1041 filed by the registrant and the duplicate
original copy of registrant's declaration of intention, if surrendered.
The Bureau of Naturalization will, through the proper agencies, take
appropriate action to have the declaration of intention canceled and to
debar the registrant forever from becoming a citizen of the United
States.

Note.—Before classifying a registrant in Class V(l), Local Boards
are especially enjoined to scrutinize carefully the claim of the regis-
trant and to satisfy themselves that the registrant claiming such
relief from liability to military service is not a citizen of the United
States, and is a citizen or subject of a country neutral in the present
war. (C. S. S. R. No. 6, August 15, 1918.)

Section 323. Form of affidavit for neutral declarants.
Form 1041, P. M. G. O.
(See sections 79 (l), 1174, S. S. R.)

State of ........................................
County of ........................................, on:
I, ........................................, do solemnly swear—affirm—that I reside at
........................................; that my order number is ........................................,
and that I am a citizen or subject of ........................................, which is neutral in the
present war. I further swear—affirm—that on the ........................................ day of ........................................,
........................................, I declared my intention to become a citizen of the United States in the
Court of ........................................ at ........................................,
under the name of ........................................; that I hereby
withdraw my intention to become a citizen of the United States, which withdrawal
I understand shall operate and be held to cancel my declaration of intention to become
a citizen of the United States and shall forever debar me from becoming a citizen
of the United States in accordance with the act of Congress approved July 9, 1918;
(a)* that I herewith surrender my original duplicate copy of my declaration of inten-
tion to become a citizen of the United States, serial number ........................................; (b)* that my origi-
nal duplicate copy of my declaration of intention to become a citizen of the United
States is not in my possession for the reason .........................................

but I undertake to surrender said copy of my declaration of intention to become
a citizen of the United States should it at any time come into my possession; and
I do hereby claim relief from liability to military service in accordance with the
law and regulations.

........................................
(Signature of registrant.) ........................
191...

Subscribed and sworn to before me this ........................................ day of ........................................;

........................................
(Signature of officer.)
........................................
(Designation of officer.)

*Strike out part marked "(a)" if duplicate copy of declaration of intention is not surrendered, or par-
marked "(b)" if duplicate copy of declaration of intention is surrendered.

N. B. In order to be considered, two copies of this affidavit must be filled out, sub-
scribed and sworn to, and filed with the Local Board as directed in the enclosed notice.

(C. S. S. R. No. 6, August 15, 1918.)
Section 324. Form of notice to neutral declarants.

Form 1042, P. M. G. O.  
(See sections 79 (1), 117½, S. S. R.)

Stamp of Local Board.

You are hereby notified that under an act of Congress approved July 9, 1918, any citizen or subject of a country neutral in the present war who has declared his intention to become a citizen of the United States and has not completed his citizenship shall be relieved from liability to military service upon making an affidavit withdrawing his intention to become a citizen of the United States, which affidavit shall operate and be held to cancel his declaration of intention to become a citizen of the United States and shall forever debar him from becoming a citizen of the United States. If you desire to avail yourself of the right to such relief, you must fill out both of the enclosed copies of P. M. G. O. Form 1041, subscribe and swear (or affirm) to each before any Federal or State officer duly authorized to administer oaths, and file both copies with this Local Board on or before the ______ day of _____________, 191____, and surrender your original duplicate copy of your declaration of intention to be one a citizen of the United States if it is in your possession.

(C. S. S. R. No. 6, August 15, 1918.)

By Direction of the Secretary of War:  
E. H. CROWDER,  
Provost Marshal General.
The following changes relate to the induction, mobilization, and entrainment of selected men.

Sections 162, 163, and 172 of the Selective Service Regulations are amended to read as herein indicated, and Sections 162½, 325, and 326 are added thereto, as follows:

Section 162.

After subparagraph (3), add the following paragraph:

The Local Board shall read to each contingent the "Regulations Governing Drafted Men En Route to Mobilization Camps" (P. M. G. O. Form 2009, sec. 325), and shall impress upon the selected men the necessity of so conducting themselves as not to bring reproach upon themselves or the service to which they belong, and shall distribute to each selected man a copy of the "Regulations Governing Drafted Men En Route to Mobilization Camps." Special attention should be called to the provisions of the Articles of War which appear on the reverse of the "Regulations Governing Drafted Men En Route to Mobilization Camps."

Section 162½. Brassards.

(a) The Local Board shall furnish each selected man, at the time he reports for duty (being the occasion of the first roll call), with an arm band or brassard bearing the letters "U. S. N. A." and said arm band or brassard shall be stitched immediately to the left sleeve of the selected man 2 inches above the elbow. The arm band or brassard herein prescribed shall constitute the uniform of the National Army from the time of induction into the military service until the arrival of the selected man at the mobilization camp, and said arm band or brassard shall not be removed from the clothing of the selected man prior to his arrival at the mobilization camp.

(b) In addition to the brassard herein prescribed to be placed on the left sleeve of each selected man, the Local Board shall furnish and have stitched to the right sleeve of each leader and assistant leader an arm band on which shall appear the letters "S. P." This arm band shall be stitched to the right sleeve of the leader 2 inches above the elbow and to the right sleeves of the assistant leaders 2 inches below the elbow and shall be the uniform of the special military police provided in section 163 hereof.

Section 163.

After the last paragraph, add the following paragraphs:

The leader and assistant leaders designated in accordance with the provisions of this section shall be appointed special military police by the Local Board and shall be furnished by the Local Board with warrants of appointment (P. M. G. O. Form 2010, sec. 326) and with copies of "Regulations Governing Drafted Men En Route to Mobilization Camps" (P. M. G. O. Form 2009, sec. 325).

The appointment of leaders and assistant leaders vests them under the warrant herein provided with power and authority to maintain good order in their respective contingents and squads; to part and quell all quarrels, frays, and disorders among the selected men under their immediate control; to search out,
seize, confiscate, and destroy all intoxicating liquor, including beer, ale, or wine, introduced among their respective contingents or squads either prior to departure or while en route, and in general to take all steps necessary to the maintenance of proper discipline in their respective contingents and squads. In the exercise of the authority conferred upon them they are authorized to arrest or confine any selected man in their respective contingents or squads who is not amenable to ordinary discipline, but this authority should be exercised sparingly and only in the most aggravated cases. The authority herein conferred does not extend to the arrest of civilians or to persons in other contingents or squads or who may be subject to military law but who are not members of the contingent or squad in charge of a leader or assistant leader, except that should any person in another contingent or squad or who may be subject to military law create any quarrel, fray, or disorder among the members of any contingent or squad, said person may be placed under arrest by the leader or assistant leader in charge of said contingent or squad and reported immediately to his superior officer.

Section 172.
After the last paragraph, add the following paragraph:

The leader shall keep a record of all violations of "Regulations Governing Drafted Men En Route to Mobilization Camps" and of all cases of disorderly conduct among the men in the contingent and of all damages to railroad and other property by the men in the contingent and shall submit a report of each individual case to the commanding officer of the mobilization camp immediately upon arrival for proper action of the military authorities.

Section 325. Regulations Governing Selected Men En Route to Mobilization Camp. P. M. G. O. Form No. 2009. (Secs. 162 and 163, S. S. R.)

REGULATIONS GOVERNING DRAFTED MEN EN ROUTE TO MOBILIZATION CAMPS.

1. Upon induction by Local Boards selected men are subject to military discipline and to the penalties provided by the Articles of War, and must so conduct themselves as not to bring reproach upon themselves or the service to which they now belong.

2. The local draft board will appoint a leader of each contingent who will be given a warrant of appointment as leader and special police. He will have direct charge of the party assigned to his care and be held responsible for the enforcement of these regulations, together with the rules of the railroad companies over whose lines the party may travel. Immediately upon arrival he will make a full report to the military authorities of the camp of the conduct of his party en route.

3. Assistant leaders will be appointed at the rate of one for each eight men, and warrants furnished them as assistant leaders and special police. Their duties shall be to assist the leader of the contingent in the enforcement of his orders.

4. Immediately upon entraining, seats will be assigned and thereafter men will be required to occupy these seats as they would when traveling as civilians.
5. Parties will be held under discipline while traveling, and at stops will not leave the immediate vicinity of the train except upon orders or permission of the leader.

No party larger than four men will be ordered or permitted to leave the immediate vicinity of the train except under a leader or assistant leader who will be held responsible for its conduct while absent.

6. No intoxicating liquor, including beer, ale, or wine, will be introduced on the train either prior to departure or while en route. Leaders and assistant leaders will cause careful search to be made for any suspected intoxicating liquor, including beer, ale, or wine, destroying same when found.

7. Drafted men must remember that misconduct on their part reflects directly on the communities from which they come, and so govern themselves as to be credits to their manhood, the service, and the Nation.

8. These regulations will be read to each contingent prior to entraining and copies distributed to each leader and assistant leader, who will assure himself that each man of his party is familiar with the rules.

By authority of the Secretary of War.

(Stamp of Local Board.)

(Reverse of form 2069.)

EXTRACTS FROM ARTICLES OF WAR.

Art. 63. Disrespect toward superior officer.—Any person subject to military law who behaves himself with disrespect toward his superior officer shall be punished as a court-martial may direct.

Art. 65. Insolent conduct toward noncommissioned officer.—Any soldier who strikes or assaults, or who attempts or threatens to strike or assault, or willfully disobeys the lawful order of a noncommissioned officer while in the execution of his office, or uses threatening or insulting language, or behaves in an insolent or disrespectful manner toward a noncommissioned officer while in the execution of his office shall be punished as a court-martial may direct.

Art. 68. Quarrels; frays; disorders.—All officers and noncommissioned officers have power to part and quell all quarrels, frays, and disorders among persons subject to military law and to order officers who take part in the same into arrest, and other persons subject to military law who take part in the same into arrest or confinement, as circumstances may require, until their proper superior officer is acquainted therewith. And whosoever, being so ordered, refuses to obey such officer or noncommissioned officer or draws a weapon upon or otherwise threatens or does violence to him shall be punished as a court-martial may direct.

Art. 89. Good order to be maintained and wrongs redressed.—All persons subject to military law are to behave themselves orderly in quarters, garrison, camp, and on the march; and any person subject to military law who commits any waste or spoil, or willfully destroys any property whatsoever (unless by order of his commanding officer), or commits any kind of depredation or riot shall be punished as a court-martial may direct. Any commanding officer who, upon complaint made to him, refuses or omits to see reparation made to the
party injured, in so far as the offender's pay shall go toward such reparation, as provided for in article 105, shall be dismissed from the service or otherwise punished as a court-martial may direct.

Art. 105. Injuries to person or property; redress of.—Whenever complaint is made to any commanding officer that damage has been done to the property of any person or that his property has been wrongfully taken by persons subject to military law, such complaint shall be investigated by a board consisting of any number of officers from one to three, which board shall be convened by the commanding officer and shall have, for the purpose of such investigation, power to summon witnesses and examine them upon oath or affirmation, to receive depositions or other documentary evidence, and to assess the damages sustained against the responsible parties. The assessment of damages made by such board shall be subject to the approval of the commanding officer, and in the amount approved by him shall be stopped against the pay of the offenders. And the order of such commanding officer directing stoppages herein authorized shall be conclusive on any disbursing officer for the payment by him to the injured parties of the stoppages so ordered.

Where the offenders can not be ascertained but the organization or detachment to which they belong is known, stoppages to the amount of damages inflicted may be made and assessed in such proportion as may be deemed just upon the individual members thereof who are shown to have been present with such organization or detachment at the time the damages complained of were inflicted, as determined by the approved findings of the board.

Section 326. Warrant of Leader or Assistant Leader. P. M. G. O. Form No. 2010. (Sec. 163 S. S. R.)

WAR DEPARTMENT,

OFFICE OF THE PROVOST MARSHAL GENERAL,

Washington.

To whom it may concern:

Special confidence being placed in the integrity and ability of

He is therefore charged with the enforcement of the "Regulations Governing Drafted Men En Route to Mobilization Camps" during the journey from

and all men under him are directed to obey his lawful orders during the journey, or until reported to higher military authority.

E. H. CROWDER,
Provost Marshal General.

Countersigned:

Chairman of Local Board.

Dated

WASHINGTON: GOVERNMENT PRINTING OFFICE: 1918
REGISTRATION REGULATIONS
NO. 2

PRESCRIBED BY THE PRESIDENT

UNDER AUTHORITY OF PUBLIC RESOLUTION APPROVED MAY 20, 1918,
AND THE ACT OF CONGRESS TO AUTHORIZE THE PRESIDENT
TO INCREASE TEMPORARILY THE MILITARY ESTAB-
LISHMENT OF THE UNITED STATES, AP-
PROVED MAY 18, 1917

P. M. G. O.: FORM NO. 67

WASHINGTON
GOVERNMENT PRINTING OFFICE
1918
WAR DEPARTMENT,
Washington, May 20, 1918.

Under authority vested in him by Public Resolution approved May 20, 1918, and the act of Congress approved May 18, 1917, the President of the United States prescribes the following registration regulations and directs that they be published for the government of all concerned, and that they be strictly observed.

NEWTON D. BAKER,
Secretary of War.
REGISTRATION REGULATIONS NO. 2.

I. GENERAL PROVISIONS.

1. *Prescribed by the President.*—These regulations are prescribed by the President under the authority vested in him by a Public Resolution approved May 20, 1918, and the act of Congress approved May 18, 1917, and may be modified at any time.

2. *Persons required by the law to present themselves for registration.*—A Public Resolution, approved May 20, 1918, contains the following provision:

That during the present emergency all male persons, citizens of the United States, and all male persons residing in the United States, who have, since the fifth day of June, nineteen hundred and seventeen, and on or before the day set for the registration by proclamation by the President, attained the age of twenty-one years, shall be subject to registration in accordance with regulations to be prescribed by the President, and that upon proclamation by the President, stating the time and place of such registration, it shall be the duty of all such persons, except such persons as are exempt from registration under the act of May eighteenth, nineteen hundred and seventeen, and any act or acts amendatory thereof, to present themselves for and submit to registration under the provisions of said act approved May eighteenth, nineteen hundred and seventeen, and they shall be registered in the same manner and subject to the same requirements and liabilities as those previously registered under the terms of said act: *Provided,* That those persons registered under the provisions of this act shall be placed at the bottom of the list of those liable for military service in the several classes to which they are assigned, under such rules and regulations as the President may prescribe.

3. *Persons required to register.*—All male persons, citizens of the United States, and all male persons residing in the United States, who have, since the 5th day of June, 1917, and on or before the day set for registration by the President's proclamation, attained the age of 21 years, must register. The only exceptions are persons in the military or naval service of the United States, which includes all officers and enlisted men of the Regular Army, the Navy, the Marine Corps, and the National Guard and Naval Militia, while in the service of the United States, and officers in the Officers' Reserve Corps and enlisted men in the Enlisted Reserve Corps while in active service.

Persons not subject to registration on account of being in the military or naval service of the United States become subject to registration and are required to register immediately upon leaving such military or naval service.
An alien who enters the United States for the first time after the date set for registration by the President is not subject to registration, unless he declares his intention to become a citizen of the United States.

Citizens of the United States or persons who have declared their intention to become citizens of the United States who do not register on account of absence from the territorial limits of the United States are required to register within five days after their return to the United States.

4. Registrants and others charged with knowledge of these regulations.—These regulations have the force and effect of law, and all persons required by these regulations to be registered, and all persons to claim any right or privilege in respect of any registrant are charged with knowledge of the provisions hereof. Failure by any person required to be registered to perform any duty prescribed by these regulations is a misdemeanor, punishable by imprisonment for one year, and may result in loss of valuable rights and privileges and immediate induction into the military service.

Section 5 of the act approved May 18, 1917, provides—

* * * And any person who shall wilfully fail or refuse to present himself for registration, or to submit thereto as herein provided, shall be guilty of a misdemeanor and shall, upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, and shall thereupon be duly registered: Provided, That in the call of the docket precedence shall be given, in courts trying the same, to the trial of criminal proceedings under this act. * * *

5. Agencies authorized to be employed.—Section 6 of the act of Congress approved May 18, 1917, provides—

That the President is hereby authorized to utilize the service of any or all departments and any or all officers or agents of the United States and of the several States, Territories, and the District of Columbia, and subdivisions thereof, in the execution of this act, and all officers and agents of the United States and of the several States, Territories, and subdivisions thereof, and of the District of Columbia, and all persons designated or appointed under regulations prescribed by the President whether such appointments are made by the President himself or by the governor or other officer of any State or Territory, to perform any duty in the execution of this act, are hereby required to perform such duty as the President shall order or direct, and all such officers and agents and persons so designated or appointed shall hereby have full authority for all acts done by them in the execution of this act by the direction of the President. Correspondence in the execution of this act may be carried in penalty envelopes bearing the frank of the War Department. Any person charged as herein provided with the duty of carrying into effect any of the provisions of this act or the regulations made or directions given thereunder who shall fail or neglect to perform such duty; and any person charged with such duty or having and exercising any authority under said act, regulations, or directions, who shall knowingly make or be a party to the making of any false or incorrect registration, physical examination, exemption, enlistment, enrollment, or muster; and any person who shall make or be a party to the making of any false statement or certificate as to the fitness or liability of himself or any other person for service under the provisions of this act, or regulations made
by the President thereunder, or otherwise evades or aids another to evade the requirements of this act or of said regulations, or who, in any manner, shall fail or neglect fully to perform any duty required of him in the execution of this act, shall, if not subject to military law, be guilty of a misdemeanor, and upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, or, if subject to military law, shall be tried by court-martial and suffer such punishment as a court-martial may direct.

II. ADMINISTRATIVE SYSTEM.

6. Local boards to be employed.—The local boards, appointed under the authority of the act of May 18, 1917, shall be the instrumentalities through which the registration shall be accomplished.

7. Chief registrars.—There shall be a chief registrar on duty at each place of registration, and he will be in charge of the registration at the place to which he is assigned. (See secs. 24, 49, and 50.)

8. Registrars.—Persons to act as registrars shall be designated or appointed as provided in sections 18 and 25.

9. Mayors, county and township clerks.—Every local board having jurisdiction in a city of 30,000 population or over shall promptly cause the mayor thereof to be notified of the place or places designated for registration; every local board having jurisdiction in a county, parish, or similar unit, will promptly cause the clerk thereof to be notified of the place or places designated for registration, and every local board having jurisdiction in a State or Territory, the area of which is subdivided into divisions, shall promptly cause the clerks of the townships within its division to be notified of the place or places designated for registration. Every mayor, county clerk, or township clerk receiving such notification shall have a list of such places of registration posted, and shall be charged with the duty of having all persons making inquiry informed of the place or places at which they may register.

The mayor, county clerk, or township clerk, as the case may be, shall also forward to the proper local board every registration card transmitted to him by an absentee who did not know the designation and address of the local board within whose jurisdiction he permanently resides. (See sec. 69.)

10. County and city attorneys.—Prosecuting attorneys and city attorneys shall cooperate with members of the legal advisory boards, aiding and advising in all matters touching the registration. All officers of the State and Federal Government are hereby enjoined to render such assistance as may be required in the execution of the law and of these regulations.

11. Agents of publicity.—For the purpose of giving the widest possible publicity to the President's proclamation, the great news gathering and disseminating agencies are called upon to lend their utmost efforts in giving publicity to the President's proclamation and these
rules and regulations prescribed by him in every newspaper and periodical of every class, character, and purpose in the United States.

12. Post Office Department and postmasters.—The Postmaster General will cause copies of the President's proclamation to be mailed with the utmost dispatch to every postmaster in the United States with instructions to post copies of the proclamation in at least three public and conspicuous places at or in the vicinity of each post office.

13. Enforcement of the law.—On the day set for registration all Federal marshals, deputy marshals, and investigating agents, and all police officers—State, county, township, municipal, and town—of whatever grade or class, shall hold themselves in readiness to render whatever assistance may be necessary in preserving order at places of registration and in assisting in bringing about a complete registration.

All marshals, deputy marshals, investigating, agents and police officers shall examine the registration lists and report without delay to the local boards the names of any persons known by them to have failed to register themselves when liable to registration; and it shall be the duty of local boards to report to the proper United States district attorney all cases coming to their attention of persons who have failed to present themselves for registration as required by law.

Police officers may require any person subject to registration to exhibit his registration certificate.

In every case in which a duly designated officer or agent refuses or fails to act, the governor, adjutant general, or member of a local board will proceed at once to name another officer or agent for such duty, and will bring the fact of such refusal or failure, and the circumstances connected therewith, to the attention of the proper United States district attorney, with a view to the institution of prosecution of such officer or agent, as provided in section 6 of the act approved May 18, 1917.

III. DUTIES OF GOVERNORS AND ADJUTANTS GENERAL.

14. Supervision by the governor.—It shall be the duty of the governors of all States and Territories, and the Commissioners of the District of Columbia, to supervise the execution of the registration in their respective States, Territories, and the District of Columbia.

If the governor should be of the opinion that the law can not be executed fully, faithfully, and effectively by any local board, he will report the same by telegram to the Provost Marshal General without delay.

15. Notification to wardens of penitentiaries.—The governors and Commissioners shall notify the wardens of penitentiaries and other penal institutions located within the boundaries of their respective States, Territories, and the District of Columbia, that they are
charged with the registration on the day set for registration of the inmates of such institutions who are required to register. (See sec. 72.)

16. Notification to local boards.—Immediately upon receiving notice, by telegram or otherwise, of the President's proclamation calling upon all male persons specified in section 3 to present themselves for registration, the governor or Commissioners through the adjutant general of the State, Territory, or District of Columbia, or official acting in such capacity (hereinafter termed "adjutant general") shall, by telegram, notify all local boards within his jurisdiction of the date set for registration.

17. Blank forms.—Copies of the President's proclamation, blank registration cards and other forms, and copies of these regulations, will be mailed to the adjutant general of each State for immediate distribution to the local boards. (See secs. 23, 29, and 30.) The adjutant general is charged with the duty of furnishing each local board in his State with an adequate supply of forms, especially registration cards and certificates, which will include a surplus for a registration larger than anticipated. He shall also supply State prisons and penitentiaries and any Federal penitentiary within his State with a sufficient number of forms for registration therein.

Every registration board in an Indian reservation or national park established as prescribed in sections 78 and 81, respectively, will notify the adjutant general of the State in which the reservation or national park is located of the probable number of persons to be registered, and upon receipt of such notification the adjutant general will send copies of these regulations and an adequate supply of all registration forms, which will also include a surplus for possible deficiencies.

18. Appointment of registrars.—It shall be the duty of the adjutant general to act upon all recommendations from local boards (sec. 25) for the appointment of registrars other than members and salaried attaches thereof. Upon the receipt of such a recommendation, he shall consider the needs of the board and authorize the appointment of only such registrars as he deems necessary successfully to accomplish the registration. In reaching a decision, he shall be guided by the provisions of section 25.

19. Additional offices for registration.—The adjutant general shall receive communications from local boards recommending the utilization of offices in addition to those regularly occupied by it (sec. 26). It is his duty carefully to consider the necessity for additional offices and the desirability of those selected, and he shall approve, modify, or disapprove the recommendation of the board.

Normally, in a city of 30,000 population or over, the office occupied by a local board will be the place of registration, and no additional
rooms or offices shall be authorized unless the necessity therefor is clearly apparent.

The office of a local board having jurisdiction in a county, parish, or similar unit, or division of a State, shall also, wherever practicable, be the place of registration. It is recognized that many such offices will be too small, and also that, in exceptional cases, offices should be established in cities and towns other than those in which the boards have their permanent headquarters. If the territory of a board is relatively large, or travel therein is unusually difficult, registration offices shall be established at such points as may be necessary for a complete registration, but the fact that a board has jurisdiction in a rural community is not in itself sufficient to warrant their establishment. The determination of the necessity for additional offices depends upon the circumstances and conditions peculiar to the locality, and is a matter which addresses itself to the judgment and discretion of the local board and adjutant general. A complete registration is the paramount consideration, but the expense should be reduced to a minimum consistent with its accomplishment.

A local board has no authority to arrange for the occupation of an additional office unless and until it is approved by the adjutant general.

The Provost Marshal General is authorized to reverse or amend the decision of the adjutant general with respect to the number of registrars to be appointed (sec. 18), or additional offices to be utilized (sec. 19) by any local board.

20. Reports of readiness.—By May 25 adequate offices for registration and a sufficient number of registrars shall have been provided for as prescribed in sections 18, 19, 25, and 26, and every local board on or before that day shall report to the Adjutant General by telegram (Form 70) concerning the state of the supply of forms and confirming that all preparations for registration have been completed. Upon receipt of these reports, adjutants general will report by telegram to the Provost Marshal General calling attention to any matters that need attention, and, in case there are no such matters, confirming the receipt of a complete supply of forms and indicating whether the organization is in readiness in their respective States.

21. Returns of registration.—In accordance with the instructions herein, returns of the registration will be telegraphed by local boards to the adjutant general on Form 71 not later than the day after registration. Immediately upon their receipt the adjutant general will cause the telegraphic reports for his entire State to be consolidated on Form 73 and telegraphed to the Provost Marshal General at Washington.

22. Uncompensated service.—A list of the persons who have rendered uncompensated services will be forwarded by each local board
to the adjutant general. These lists will be consolidated by the adjutant general in a roll, showing names and addresses, and forwarded to the office of the Provost Marshal General. No form will be furnished on which to prepare these lists.

IV. DUTIES OF LOCAL BOARDS.

A. DUTIES PRELIMINARY TO REGISTRATION.

23. Estimates by local boards.—Each local board shall immediately make a careful survey and estimate of the probable number of persons to be registered under its supervision.

Appendix Table 45, "Report of the Provost Marshal General to the Secretary of War on the First Draft," contains by States and local boards the number of registrants between the ages of 21 and 31. Of the total number in the United States between these ages, 10.4 per cent were men 21 years of age. It may be assumed that there will be approximately the same percentage of registrants this year who have attained their majority, and it is suggested that 10 per cent of the number of persons registered by each board under the authority of the act of May 18, 1917, be used by the board as a basis for its estimate. However, local conditions and changes therein since the registration of last June should be taken into consideration, and the figures derived by the suggested method of computation should be followed only as a guide.

The estimate will be used by the boards as a basis for determining the number of cards, certificates, and other forms required, the necessity for additional offices, etc. In places having a temporary or floating population, the determination of the number of cards and certificates will be based on the estimate plus the probable number of nonresidents to whom the board will be required to furnish cards.

In estimating the number of registrars needed, it is believed one registrar will be able to register from 80 to 100 persons.

24. Chief registrars.—A member of the local board will act in the capacity of chief registrar at each place of registration. If there are more than three places of registration under the supervision of one board, or for any other reason a member of a board is not available to act in such capacity, a chief registrar shall be appointed by the board from among the persons to perform the duties of registrar. He shall preferably be some one having prior experience in the work and must in all cases be thoroughly familiar with the provisions of these regulations.

If only one registrar is required at any registration place, he will perform the duties of chief registrar as well as those of registrar.

25. Registrars.—It is desired that members and salaried attachés of local boards shall act as registrars and that no other persons be
appointed to perform such duties. In the event a board considers its members and salaried attachés insufficient in number to accomplish the registration, it shall recommend to the adjutant general the appointment of such other persons as it may deem necessary. Upon receipt of authority from the adjutant general as prescribed in section 18, the board shall proceed to make the appointments, not to exceed the number approved.

The designation of members of local boards and salaried attachés thereof to act as registrars does not require the approval of the adjutant general.

As it is estimated that there will be not over 1,500 registrants within the jurisdiction of the board having the largest number of registrants and that the average will be far below this number, the appointment of registrars, other than members and salaried attaché of boards, shall be limited to the actual necessities, and persons who will serve gratuitously shall be selected wherever practicable. All registrars should be competent clerks whose handwriting is legible and neat, and, if possible, persons acting in such capacity on June 5, 1917. They must be citizens of the United States and residents of the State within which the board has jurisdiction.

When claimed, §4 may be paid as compensation for the services of registrars. No salaried attaché acting in the capacity of registrar shall be entitled to additional compensation. The names of all registrars who serve without compensation shall be reported to the office of the adjutant general. No form will be furnished for this report.

26. Additional offices.—In the determination of the necessity for additional offices, local boards shall be guided by the provisions of section 19. If, after a careful consideration of its probable needs, a board decides that the office regularly occupied by it will be inadequate, or that additional offices should be established in other cities or towns, it shall recommend to the adjutant general the utilization of such office or offices as may seem necessary, and, upon his approval, proceed to arrange for their occupancy.

27. Publicity.—The places designated for registration shall promptly be determined, and each local board shall see that the newspapers are notified thereof and that the widest possible publicity is obtained. The local boards shall also post notices of the places of registration in three public places within their respective jurisdictions.

28. Interpreters.—Certain local boards will require interpreters to facilitate the registration of those lacking familiarity with the English language. In these exceptional cases local initiative will be depended upon to a large extent to supply the necessary service, and schools, colleges, commercial clubs, and other similar institutions should be encouraged to assist in furnishing interpreters. However,
where uncompensated service is not available, the necessary interpreters will be employed by the local boards. The compensation of an interpreter will in no case exceed that allowed to an interpreter employed by the Federal court of the district.

29. Blank forms.—Blank registration cards and other forms, and copies of these registration regulations, will be mailed to the local boards by the adjutant general. Local boards will call upon State headquarters to furnish such additional forms as may be necessary to supply deficiencies in the number sent. (See secs. 17 and 23.)

30. Receipt of forms by local boards.—At the time the last installment of forms is sent to each local board the adjutant general will mail a statement of the total number of forms which should have been received. The local board will immediately verify this number and notify the adjutant general by telegram that it has received all cards and forms and all is in readiness in its jurisdiction. This telegraphic report will be made on Form 70. In case of deficiency in supply of forms received, the local board will add to the telegraphic report to the governor a request for a number of copies sufficient to supply such deficiency. These supplies will be sent out by the adjutant general with the least possible delay, under labels (to be furnished with the governor’s supply of blank forms), requiring postmasters to handle the forms as first-class mail.

Following is a list of blank forms and printed matter and the basis of distribution to the local boards:

President’s proclamation, 10 copies for each board.
Form 1 (blue), registration card, 2 for each probable registrant, with surplus to supply cards for absentees and for a registration larger than anticipated.
Form 67, registration regulations, 5 for each board and 5 for each additional office.
Form 68, registration certificate, 1 for each registrant, with surplus for a registration larger than anticipated.
Form 69, placard of instructions—“How to answer questions”—10 for each board and 10 for each additional office.
Form 70, telegraphic report of readiness to adjutant general, 2 for each board.
Form 71, telegraphic report of local board to adjutant general, 2 for each board.
Form 72, mail report of age 21 registration, 2 copies for each board.
New Form 101 (large), 5 for each 100 registrants.
New Form 101 (small), 75 for each board.

31. Distribution of forms by local boards.—A sufficient number of blank registration cards, certificates, and other forms, and copies of these regulations shall be supplied to each chief registrar for distribution among the registrars under his jurisdiction. He will be held accountable for every such card and certificate, and the registrars under him will likewise be so held as provided in sections 49 and 61.

32. Registration of absentees.—Local boards must be prepared to furnish registration cards to persons temporarily absent from the
jurisdiction of their respective boards. The chief clerk of any board or a member thereof is authorized to record the answers of persons absent from the jurisdiction of their respective local boards, and to certify to their registration cards. Below the space provided for "Date of Registration" shall be stamped or written the designation of the local board, the chief clerk or member of which certifies to the card of an absentee, and the box for the stamp of the local board having jurisdiction of the card shall be left blank to be inserted by that board upon receipt of the card. Every absentee must be instructed that he is not being registered and that the duty is incumbent upon him to see that his card, when certified to by the chief clerk or a member of a local board, is mailed to his local board in time to reach such board on or before registration day. Absentees will not be given registration certificates, but these must be issued by their own local boards upon receipt of the registration cards certified as above prescribed. (See sec. 69.)

33. Registration of sick persons.—Local boards must be prepared to furnish registration cards to sick persons applying therefor. As prescribed in section 74, any person who, on account of sickness, will be unable to present himself for registration on the day set by the President will cause some competent person to apply to a local board for a copy of the card and for authority to fill it out (including the registrar's report on the back thereof). If satisfied that the case is bona fide, the member of the board to whom the request is made, will deputize the person applying for the card to make out the card and the registrar's report, first carefully explaining the questions asked thereon. Beneath the space provided for the "Date of Registration" shall be stamped or written the designation of the local board so deputizing the person applying for the card and below the designation shall be written the word "SICK." When made out, the card will be mailed by the sick person or delivered by his agent to the local board having jurisdiction of the area in which he permanently resides. The sick person will enclose a self-addressed stamped envelope for a registration certificate.

34. Registration tables and other equipment — Each local board shall see that suitable tables and other necessary equipment are provided at the office or offices designated for registration.

B. DUTIES ON REGISTRATION DAY.

35. The hours for registration shall be from 7 a. m. to 9 p. m. There should remain on duty at all times at least one registrar.

36. Registration numbers.—No registration numbers shall be assigned to the registration cards or certificates except as prescribed in section 43.
37. **Registration of absentees.**—Any absentee or sick person is authorized to mail his card to the local board having jurisdiction of the area within which he permanently resides. The board will hold every such card until the day of registration, on which day it shall be delivered to a registrar. The registrar will file the card with the others, and in case an addressed stamped envelope had been inclosed, mail a certificate of registration to the person registering.

38. **Chairman to receive cards from chief registrar.**—The chairman of the local board is charged with the duty of receiving registration cards (both used and unused) and remaining registration certificates from the chief registrars. He shall receipt to each chief registrar for the number of such cards and certificates received from him and will sign a memorandum of the number of each on the chief registrar’s report (sec. 49), which will be retained in the records of the board.

The chairman will be responsible for the custody of the cards until the meeting prescribed in section 39 is convened.

39. **Preparation of returns.**—Immediately upon closing its office for registration (or, in those cases where additional offices have been provided, upon receipt by the chairman of the cards and reports from the chief registrars of such offices, which in no case shall be later than noon on the day following that set for registration), each board will be convened and will check the total number of used cards received from each chief registrar against the total number of cards called for by his report of the persons registered under his supervision, and will see that every card and certificate supplied to him is accounted for.

The board will thereupon prepare telegraphic Form 71 in the following manner:

Deal the cards out in three groups, A, B, and C, indicated by the following classification of persons registered:

Group A. (1) Citizens not of African descent, and (2) declarants not of African descent from countries with which the United States is not at war. (At present, May 20, 1918, we are at war with Germany and Austria only.)

Group B. (1) Citizens of African descent, and (2) declarants of African descent from countries with which the United States is at war. Group indicated by cards, one corner of which has been cut off.

Group C. (1) All aliens, not declarants, from countries with which the United States is not at war, (2) all aliens from countries with which the United States is at war, irrespective of whether or not such persons have declared their intention to become citizens, and (3) noncitizen Indians.

Count the cards in each group, and enter the number on the telegraphic Form 71 in the space provided therefor.
When all the entries have been made, the chairman of the board will sign and cause the telegram to be transmitted to the adjutant general of the State.

As soon as possible thereafter it shall prepare and mail to the Provost Marshal General a consolidated report of the registration on Form 72 in accordance with the directions printed thereon.

40. Uncompensated service.—Each local board shall also transmit to the adjutant general a list of the persons in its jurisdiction who rendered uncompensated service. No form will be provided for this purpose.

41. Disposition of cards.—At the close of the meeting of the local board, held for the purpose of complying with the provisions of section 39, the chief clerk of the board will receive all registration cards. He is charged with the faithful custody of these cards and those received thereafter, and will cause them to be properly secured and safeguarded.

C. DUTIES AFTER REGISTRATION DAY.

42. Registration by local boards of persons failing to register on registration day.—It shall be the duty of every local board to register persons liable to registration within its jurisdiction, who, for any reason, shall not have been registered on registration day, and thereupon to make additional entries on all lists posted.

43. Assignment of registration numbers.—On the day following that set for registration and after the meeting of the local board prescribed in section 39, the chief clerk of the board shall number each and every registration card then in its possession, beginning with number one and continuing consecutively until all registration cards are numbered. These numbers shall be known as “registration numbers” and must be entered in black ink on each registration card in the space provided.

The registration cards shall not, for the purpose of assigning such registration numbers, be alphabetically arranged, but must be consecutively numbered without regard to alphabetical or other arrangement of such cards.

If by error a registration number has been previously placed on the card, the clerk shall proceed to cancel it and enter a registration number in the same manner as if the improper registration number had not appeared thereon.

44. Assignment of registration numbers to cards received thereafter.—As additional registration cards are thereafter received or made out by any local board, they shall be numbered consecutively in the order in which they are received or made out. The first of such additional cards so received or made out shall bear the registration number next following the last registration number placed upon a registra-
tion card theretofore received, and other or additional cards received or made out thereafter shall bear the numbers next following this number in consecutive numerical order.

45. Order numbers.—Subsequent regulations will prescribe the method and manner of determining the "order" numbers to be assigned to each card. No "serial" numbers will be required, and none shall be assigned.

46. Copies of cards.—After the assignment of order numbers the chief clerk will cause to be made one set of exact copies of all cards. When this set is complete he will forward such copies direct to the adjutant general for transmission to the proper District Board.

47. Local boards to make lists of persons whose registration cards have been assigned a registration number.—Immediately after the numbering of the registration cards, as prescribed in section 43, the chief clerk of each local board shall prepare five identical lists on Form 101 (large) of the names of all persons whose registration cards are in the possession of such local board. Such lists must contain the names of all persons, arranged in the order of their consecutive "registration numbers"—that is, the number in black ink on their respective cards, beginning with No. 1.

The chief clerk shall retain one copy of such list for the records of the board. Immediately upon completion of the list he shall post one copy in a conspicuous place, accessible to the public view, in the office of the local board; he shall make one copy accessible to the press, with a request for publication; and he shall send one copy each to the State adjutant general and to the Provost Marshal General in Washington.

The chief clerk shall thereafter daily prepare in the same manner on Form 101 (small) five identical lists of the names of all persons whose registration cards are thereafter received or made out each day, and the name of each person on such list must be given its registration number in the manner hereinbefore provided; and the chief clerk must daily retain, post, offer for publication, and mail copies of such additional lists so containing the registration numbers, as above provided.

48. Alphabetical lists.—The chief clerk of each local board shall also prepare a list in duplicate, arranged in alphabetical order, of the names of all persons whose registration cards are in the possession of such local board. Such lists shall contain the registration numbers of the registrants, which shall appear opposite their names.

The chief clerk shall post the alphabetical list in a conspicuous place in the office of the local board, and make one copy accessible to the press with a request for its publication in addition to the publication of the list referred to in section 47.
V. DUTIES OF CHIEF REGISTRARS.

49. Each chief registrar will be in charge of the registration at the place to which he is assigned and he will supervise and assist the registrars in the performance of their duties. He will be supplied by the local board with blank registration cards, certificates, and other necessary forms, and copies of those regulations, and shall distribute them among the registrars under his jurisdiction. He will also see that the attention of every registrant is invited to the provisions of section 63. At the close of the day he shall receive from the registrars all registration cards, remaining certificates, and other forms, and shall see that the number of cards, used and unused, corresponds to the total supplied to each registrar and that every certificate is accounted for. Upon receipt of all the cards and certificates from the registrars, he shall prepare a report simply stating the number of persons registered and the names of those who served without compensation. No form will be furnished for this report.

50. He shall thereupon, without delay, report to the office of the local board and deliver the report, registration cards (used and unused), and remaining certificates to the chairman of the board, who will receipt to each chief registrar for the number of cards and certificates received from him and will sign a memorandum of the number on the report, which will be retained in the records of the board. When a chief registrar is chairman of the board, he shall retain the cards and his report, but shall repair immediately to the office of the board (or remain there in case he has been acting as chief registrar at that place) to receive the cards and reports from other chief registrars and convene the meeting prescribed in section 39.

VI. DUTIES OF REGISTRARS.

51. Registrars are charged in the first instance with preparing places of registration. This duty is to be performed under the direction of the chief registrar and the local board.

52. Oath.—It shall be the duty of all registrars, whether working with or without compensation, to take the following oath of office, which oath will be required by the chairman of the local board before the registrars shall assume their functions. Members of local boards, acting in the capacity of registrars, are not required to take this form of oath:

I, ........... do swear that I will faithfully perform the duty of registrar of local board for .................., State of .............; that I will carefully record all answers (give designation.) given me by persons registered; that I will indicate upon every registration card answers that I know to be untrue, and that I will truthfully record all matters charged to my own observation.
The foregoing oath shall be taken and subscribed before a notary public or other person authorized to administer oaths, and filed with the chief clerk of the local board, who shall preserve the same. No blank copies of this oath will be furnished.

Registrars will be furnished, by chief registrars, with blank registration cards, certificates, and copies of these regulations. (Sec. 49.) Before beginning registration, registrars will familiarize themselves thoroughly with these regulations, the questions asked on the cards, and the character of answers required.

53. Prior to the time of registration.—See that table and other equipment are ready for registration at 7 a.m. on the day of registration. Copies of the placard of instructions “How to answer questions on registration cards” (Form 69) will be posted in conspicuous places, where people to be registered can see and read them before they go to the booth or table. These placards should be posted before registration commences. Provide a table, two chairs (one for yourself and one for the person to be registered), pens, ink, blotters, a knife or a pair of scissors, or a ruler. Have at your hand a copy of these regulations. Study these regulations, and especially the placard instructions for answering questions.

54. On the day of registration.—Places for registration are to be open from 7 a.m. to 9 p.m. Permit only one person to approach the registration table at a time. As a person approaches to be registered, the registrar should place one card before him.

55. Questions.—Ask the questions as they appear on the card. If the answer does not come readily or properly, explain and ask again. Be patient in the explanation, but in no event enter into any discussion. If the person is sullen or inclined to falsify, evade, or refuse to answer, call his attention to the law on page 6 of these instructions, which imposes a penalty of imprisonment for such conduct. If he is still refractory, do not delay the registration but call witnesses, take the refractory person’s name, make a note of the witnesses to the occurrence, and, after explaining the penalty of the law and giving him full opportunity to reconsider, as soon as practicable report the case to the chief registrar, who will report the case to the local board or the proper United States attorney in case he is a member of the board. This is your sworn duty, for the neglect of which you yourself become liable as a misdemeanant. Arrests will infrequently be necessary, and proper forbearance should be shown, but the registration must not be obstructed or delayed, and persons obstructing it must be dealt with promptly and firmly.

Before asking numbered questions, ask “How old are you today?” Enter the answer in the space provided in the upper right-hand corner in large, clear figures (not letters).

First question: Write or print the name clearly.
Second question: No special instructions.

Third question: No special instruction, except that to be required to register he must have been born in 1896 in a month and on a day subsequent to June 5, or in 1897 in a month and on a day thereof prior to or on the date set for registration.

Fourth question: Be sure you get the nation of birth clearly and beyond doubt.

Fifth question: This question requires care, because some people do not understand it. Familiarize yourself thoroughly with the rules on the placard "How to answer questions on registration cards." (Form 69.) Do not write the answer until you are sure the person registered understands what is being asked.

Sixth question: This question is especially important because it is desired to know the number of friendly aliens and enemy aliens of the designated age in the United States. Remember that a declarant is not a citizen of the United States and that this question should be answered by declarants as well as aliens.

Seventh question. No special instructions other than those in placard referred to.

Eighth question. No special instructions.

Ninth question. No special instructions.

Tenth question: No special instructions.

As soon as the tenth question is answered and before the person has signed, turn the card over and fill out the registrar's report on the back of the card while the person is still before you.

Question 1: No special instructions.

Question 2: State whether eyes are gray, light blue, dark blue, light brown, dark brown, or black. Color of hair should be given as light, light brown, dark brown, black, or red.

Question 3: Note no other than the named disabilities unless the man is a hunchback, or has a withered limb, or has a glaring and complete disability that could not possibly be simulated. It should be stated briefly.

56. Verification of signature of person registered.—When you have finished the registrar's report turn the card over and cause the person to verify his answers, to state to you that he affirms their truth, and then cause him to sign it. If he can not sign, let him make his mark.

57. Tearing off corner.—If the person is of African descent, detach the marked corner. This must be done carefully, without tearing or roughening the card. Lay a ruler across the corner and cut along the line with a knife or scissors, or else break the corner back along the line of perforation until it comes off. In no case try to tear this corner off with the fingers.

58. Authentication.—Now turn the card over to the registrar's report. If you think any of the person's answers are incorrect or
false, note which and in what respects on the blank spaces left after your certificate, and then, whether you make such entries or not, sign the card.

CAUTION.—Do NOT attempt to number the card in the blank space reserved for registration number or elsewhere on the card.

59. Certificate.—Now prepare the registration blue certificate, and hand it to the person registered. This must in no case be done until all steps just described have been taken. There must appear on the reverse side of all registration certificates the stamp of the local board.

60. Duties during the day—Meal hours.—Where there is only one registrar he should arrange to have his meals at the place of registration. When there is more than one registrar, at least one registrar will remain on duty at all times.

61. What to do with cards at the close of the day.—Count your registration cards and certificates and see that the number corresponds with the number received by you. Put the used and unused cards in separate packages, including with the latter any that may have been spoiled, across the face of which should be written the word, “canceled,” and immediately deliver them together with unused certificates to the chief registrar, taking his receipt therefor.

62. Compensation.—All persons are expected to offer such services as they can afford in this patriotic duty without compensation, but where compensation is claimed application shall be made to chief clerk of the local board, who will prepare the necessary vouchers under existing regulations.

VII. APPLICATION OF SELECTIVE SERVICE REGULATIONS.

63. All persons registered, as herein prescribed, shall be subject to the terms and provisions and liabilities of the Selective Service Regulations promulgated on the 8th day of November, 1917, and all amendments thereto, in the same manner and in all respects as though they had been previously registered under the terms of the act of May 18, 1917, unless these regulations or subsequent regulations shall otherwise prescribe or the said Regulations would obviously be inapplicable.

The attention of every registrant shall be invited particularly to the preceding paragraph.

64. Mailing the questionnaire.—Beginning on a day and within a period of time to be designated by the Provost Marshal General, each board shall send to the address of each registrant a questionnaire, and thereafter shall proceed in accordance with the provisions of the Selective Service Regulations, unless subsequent regulations shall otherwise prescribe or the said Regulations would obviously be inapplicable.
IX. RULES FOR THE INFORMATION OF PERSONS TO BE REGISTERED.

65. Caution.—All male persons, citizens of the United States, and all male persons residing in the United States, who have, since the 5th day of June, 1917, and on or before the day set for registration by the President’s proclamation, attained the age of 21 years, must register. The only exceptions are persons in the military or naval service of the United States, which includes all officers and enlisted men of the Regular Army, the Navy, the Marine Corps, and the National Guard and Naval Militia, while in the service of the United States, and officers in the Officers’ Reserve Corps and enlisted men in the Enlisted Reserve Corps while in active service. (See sec. 3.)

66. Registration certificate.—All persons registered will be furnished a registration certificate. Since all police officers of the Nation, States, and municipalities are required to examine the registration lists and make sure that all persons liable to registration have registered themselves, much inconvenience will be spared to those who are registered if they will keep these certificates always in their possession. All persons subject to registration must exhibit their certificates when called upon by any police officer to do so.

67. Time of registration.—Between 7 a. m. and 9 p. m. on the day set for registration.

68. Place of registration.—The place of registration is the office of the local board having jurisdiction of the area wherein you permanently reside or such other place as shall by public notice be designated by said board for registration.

Notice of the places of registration will be posted by each local board in three public places within the jurisdiction thereof. Every registrant may also be informed of the places of registration by inquiry at the office of the board having jurisdiction of the area wherein he permanently resides, or at the office of the mayor in case his home is in a city of 30,000 or over; or the clerk of his county, parish, or similar unit, in case his home is not in a city of 30,000 population or over; or the clerk of the county to which his county pertains for judicial purposes in case it has no administrative organization; or the clerk of his township in case the area of his State or Territory is subdivided into divisions for the purpose of the administration of the selective-service law.

69. Absentees.—Although registration should be accomplished at the place prescribed in the preceding paragraph, and although the burden is on you to see that your registration is made under the supervision of the board having jurisdiction of the area within which you permanently reside, yet, for your convenience and to obviate the necessity of your going home for the purpose of registration, the following is provided for the registration of absentees:

(a) There is a supply of registration cards at the office of every local board in the United States.
(b) The chief clerk of any board or a member thereof is authorized to record the answers of persons absent from the jurisdiction of their respective local boards and to certify to their registration cards.

(c) Upon application by you, your card will be made out by the chief clerk or member of the board to which you apply, turned over to you, and by you it must be mailed in time to reach your own local board by the day set for registration.

(d) Therefore, as soon as practicable after the President's proclamation is published, go to the office of a local board and have your registration card filled and certified, as prescribed in section 32, then mail the same to the local board having jurisdiction of the area within which you permanently reside.

If you do not know the designation and address of the local board, address the card to the mayor in case your home is in a city of 30,000 population or over; to the clerk of your county, parish, or similar unit, in case your home is not in a city of 30,000 population or over; to the clerk of the county to which your county pertains for judicial purposes in case it has no administrative organization, or to the clerk of your township in case the area of your State or Territory is subdivided into divisions for the purpose of the administration of the selective service law. Write also on the envelope which you have so addressed—

Registration card of ...........................................
Street and number or R. F. D. No. ................................
City, town, or post office ........................................

As prescribed in section 9, the mayor, county clerk, or township clerk, as the case may be, will forward the card to the proper local board.

Inclosce a self-addressed stamped envelope with your registration card for your registration certificate. Failure to get this certificate may cause you serious Inconvenience.

70. Registration of persons at sea and abroad.—Male persons of the designated age who, on account of absence at sea, or on account of absence without the territorial limits of the United States, may be unable to comply with the regulations herein pertaining to absentees will, within five days after reaching the first United States port, register with his proper local board or as herein provided for other absentees.

Before completing the registration cards of any such person the chief clerk or member of the local board will require of him an affidavit stating the cause of his absence, which will be forwarded to the local board having jurisdiction of the area within which he permanently resides, to be filed with the registration card.

71. Training camps, schools, colleges, and other similar institutions.—Persons not exempted from registration by the President's proclama-
tion and absent from their homes at training camps, and persons at schools, colleges, and other similar institutions will be treated as absentees and should register as prescribed for absentees. However, for their convenience, a local board is authorized to deputize a competent person to certify to the registration cards of nonresidents in such institutions (but not to furnish registration certificates or to register such persons) and to furnish a sufficient supply of cards to do so. It must be borne in mind that such registration must be made a sufficient length of time before the date set by the President for registration to enable such persons to mail the cards as prescribed in section 32; that the burden of registration at the office of the local board, or other place designated by it, having jurisdiction of the area within which he permanently resides is on every man of the designated age; and that persons in this class must see to it at their peril that the registration cards are in the hands of such local boards at the time prescribed in the President's proclamation.

72. Jails, reformatories, and penitentiaries.—While felons will be considered morally unfit for military service and will not be drafted, those of the designated age will, in every case, be registered. Inmates of every penitentiary will be registered by the warden thereof on the day set for registration, and the required report will be rendered to the adjutant general of the State in which the penitentiary is located, but will not by him be entered on the consolidated State report. The registration cards will be kept by the warden and not consolidated with the records of the local boards. Copies thereof will be forwarded to the adjutant general and will not be consolidated with the cards of the State, but will be kept in a separate file.

Persons awaiting trial and misdemeanants are not to be treated as felons. The inmates of jails and reformatories who are not felons will be treated as absentees and their cards shall be forwarded to the respective local boards having jurisdiction of the areas within which they permanently reside, as prescribed in sections 32 and 69, except that the warden or jailer shall obtain the necessary cards from a near-by local board and certify to the registration and assist prisoners in forwarding them to their respective local boards. In forwarding prisoners' cards to the proper local boards, wardens and jailers may mark inclosing envelopes "Official business, War Department" and send them without affixing a stamp.

73. Insane asylums.—The inmates of insane asylums and similar institutions will be treated as absentees, and their registration cards shall be forwarded to the respective local boards having jurisdiction of the areas within which they permanently reside, as prescribed in sections 32 and 69, except that the superintendent or physician in charge of any such institution will obtain the necessary cards from a near-by local board and certify to the registration and forward them to the proper local boards.
74. **The sick.**—Any person who, on account of sickness, is unable to present himself for registration on the day set by the President will cause some competent person to apply to a local board for a copy of the card and for authority to fill it out (including the registrar's report on the back thereof). If satisfied that the case is bona fide, the member of the board to whom the request is made will deputize the person applying for the card to make out the card and the registrar's report, first carefully explaining the card. (See sec. 33.) The card will then be mailed by the sick person, or delivered by his agent, to the local board having jurisdiction of the area within which he permanently resides. The sick person will inclose a self-addressed stamped envelope for a registration certificate.

75. **Instructions for registration.**—At each place for registration will be posted a placard giving information of the character of questions asked and the answers expected. Familiarize yourself with this placard and have answers responsive to the questions to be asked ready in your mind.

76. **Application of selective regulations.**—As provided in section 63 all persons registered as herein prescribed shall be subject to the terms and provisions and liabilities of the Selective Service Regulations promulgated on the 8th day of November, 1917, and all amendments thereto, in the same manner and in all respects as though they had been previously registered under the terms of the act of May 18, 1917, unless these regulations or subsequent regulations shall otherwise prescribe or said Regulations would obviously be inapplicable. The attention of every registrant is especially invited to this section.

**X. SPECIAL CASES OF REGISTRATION.**

77. **Registration of persons residing abroad.**—Citizens, and persons who have declared their intention to become citizens, residing abroad are not required to register, but any such citizen or person may do so by applying to the nearest American consulate to have his registration card filled out. He should in all cases designate on such card a place of permanent home in the United States. If he has no such actual permanent home, he should designate as his permanent home a place within the United States most convenient to him. The registration card duly certified by an official or agent of the consulate should then be sent by the registrant to a local board in the place thus designated as his permanent home. Thereafter he shall be subject to the normal process of selection, except that his physical examination may be consummated as prescribed in section 142, Selective Service Regulations. Upon being ordered by his local board to report for military duty he will be required to present himself for such duty in the same manner as other registered persons, except that care should be taken
to send out the call in such season as will permit the registrant ample
time to respond to it. When the call is so delayed by the ordinary
course of mail as to make it impossible for him to comply therewith
on the date specified, he may apply to his local board for an exten-
sion of time.

78. Registration of Indians.—The registration of Indians and other
persons residing on Indian reservations shall be under the direction
of the Commissioner of Indian Affairs, whose duties in connection
therewith will approximate as closely as practicable those prescribed
for the adjutants general of the several States.

A registration board shall be established on each reservation and
shall consist of the superintendent of the agency, the chief clerk, and
the physician. Should the superintendent and the physician be the
same person, a third member will be appointed by the Commiss-
ioner of Indian Affairs to make the board complete. Such board
should, so far as practicable, be composed of persons constituting
registration boards on June 5, 1917.

The board will appoint a sufficient number of registrars from
among the farmers or other Government employees residing at
various points on the reservation, and will apportion the territory
among them in such a manner as may be necessary to accomplish
and complete the registration on the date fixed by the President’s
proclamation.

Each such registration board shall promptly notify the adjutant
general of the State in which its reservation is located of the probable
number of persons to be registered, and upon receipt of such notifica-
tion the adjutant general will send copies of these regulations and an
adequate supply of all necessary registration forms, which will include
a surplus for possible deficiencies.

The telegraphic report of the board will be made direct to the
Commissioner of Indian Affairs, Washington, D. C. Form 71 will be
used, but there will be added Group “D” for citizen and Group “E”
for noncitizen Indians.

Therefore, in the case of registration on Indian reservations only,
Group A will include (1) citizens not of African descent and not In-
dians and (2) declarants not of African descent of countries with
which the United States is not at war. At present, May 20, 1918,
we are at war with Germany and Austria only.

Group B will include (1) citizens of African descent and (2) declar-
ants of African descent from countries with which the United States
is not at war. Groups indicated by cards, one corner of which has
been cut off.

Group C will include (1) all aliens, not declarants, from countries
with which the United States is not at war and (2) all aliens from
countries with which the United States is at war, irrespective of
whether or not such persons have declared their intention to become citizens.

Group D will include citizen Indians.
Group E will include noncitizen Indians.

The Commissioner of Indian Affairs will make the report (Form 73) to the Provost Marshal General that is ordinarily required of the adjutants general of the several States, with the additional Groups "D" and "E."

The consolidated mail reports, Form 72, will be transmitted to the Commissioner of Indian Affairs, who will forward them to the Provost Marshal General.

All persons liable to registration and residing on an Indian reservation are charged with the responsibility of submitting themselves for registration at the designated time and place. Every effort will be made to reach and warn Indians of the date on which they are to appear for registration, but should it be considered doubtful that they will present themselves on the prescribed date, registration may, in the discretion of the Commissioner of Indian Affairs, be begun such number of days before the date fixed by the President as will insure the completion of the registration by that date.

The registration cards of all persons registered on Indian reservations shall be retained by the registration boards of such reservations. Instructions as to their disposition will be subsequently issued.

Students at nonreservation Indian schools will be registered in accordance with instructions governing the registration of absentees, but with such modifications as the Commissioner of Indian Affairs may consider necessary to accomplish the desired result.

79. Registration of persons on military reservations, navy yards, arsenals, naval training stations, etc.—Persons subject to registration who reside in military reservations, navy yards, arsenals, naval training stations, etc., will register at the office or other place of registration designated by the nearest local board.

80. Registration of persons on forest reserves.—Any person residing in a forest reserve will be registered at the office or other place of registration designated by the local board having jurisdiction of the area within which such reserve is located.

81. Registration of residents of national parks.—The registration of persons residing in Yellowstone, Glacier, and Mount Rainier National Parks shall be under the direction of the Director of National Park Service, whose duties in connection therewith will approximate as closely as practicable those prescribed for the adjutants general of the several States.

A registration board shall be established for each of the national parks named and shall consist of the supervisor the commissioner,
and a third member to be named by the Director of National Park Service. Such board should, so far as practicable, be composed of persons constituting registration boards on June 5, 1917.

Each such registration board shall promptly notify the adjutant general of the State in which its national park is located of the probable number of persons to be registered, and upon receipt of such notification the adjutant general will send copies of these regulations and an adequate supply of all registration forms which will include a surplus for possible deficiencies.

The board will appoint registrars in such number and will apportion the territory among them in such manner as will insure the completion of the registration on the date fixed by the President's proclamation.

The telegraphic report of the board (Form 71) will be made direct to the Director of National Park Service, Washington, D.C. (See sec. 39 for instructions as to its preparation.)

The Director of National Park Service will make the report to the Provost Marshal General (Form 73) that is ordinarily required of the adjutants general of the several States.

The consolidated mail reports (Form 72) will be transmitted to the Director of National Park Service, who will forward them to the Provost Marshal General.

The registration cards of all persons registered at the registration boards in Yellowstone, Glacier, and Mount Rainier National Parks shall be retained by the registration boards of such parks. Instructions as to their disposition will be subsequently issued.

The registration of persons residing in national monuments and in national parks other than those above named will be conducted by the local boards having jurisdiction of the county, parish, or other subdivision, in which such monuments or parks are located. If not located in any such subdivision, persons subject to registration residing therein will be directed by the Director of the National Park Service to present themselves for registration at a place designated by a neighboring board. Any person so registered shall be considered in all respects as residing within the jurisdiction of the local board under the supervision of which he registered.

82. Persons of the designated age in Alaska, Porto Rico, and Hawaii will be registered on a day or days to be named by the President as soon as registration cards and other forms can be received in such outlying territory.
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AN ACT AMENDING THE ACT ENTITLED "AN ACT TO AUTHORIZE THE PRESIDENT TO INCREASE TEMPORARILY THE MILITARY ESTABLISHMENT OF THE UNITED STATES," APPROVED MAY EIGHTEENTH, NINETEEN HUNDRED AND SEVENTEEN.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the second sentence of section two of the Act entitled "An Act to authorize the President to increase temporarily the Military Establishment of the United States," approved May eighteenth, nineteen hundred and seventeen, as amended, be, and is hereby, amended to read as follows:

Such draft as herein provided shall be based upon liability to military service of all male citizens and male persons residing in the United States, not alien enemies, who have declared their intention to become citizens, between the ages of eighteen and forty-five, both inclusive, and shall take place and be maintained under such regulations as the President may prescribe not inconsistent with the terms of this Act: Provided, That the President may draft such persons liable to military service in such sequence of ages and at such time or times as he may prescribe: Provided further, That a citizen or subject of a country neutral in the present war who has declared his intention to become a citizen of the United States shall be relieved from liability to military service upon his making a declaration, in accordance with such regulations as the President may prescribe, withdrawing his intention to become a citizen of the United States, which shall operate and be held to cancel his declaration of intention to become an American citizen; and he shall forever be debarred from becoming a citizen of the United States.

Sec. 2. That the provision wherever occurring in section four of said Act, "persons engaged in industries, including agriculture, found to be necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of national interest during the emergency," be, and is hereby, amended to read as follows:

Persons engaged in industries, occupations, or employments, including agriculture, found to be necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of national interest during the emergency.

Sec. 3. That section five of said Act be, and is hereby, amended to read as follows:

That all male persons between the ages of eighteen and forty-five, both inclusive, shall be subject to registration in accordance with regulations to be prescribed by the President, and, upon proclamation by the President or other public notice given by him or by his direction stating the time or times and place or places of any such registration, it shall be the duty of all persons of the designated ages, except officers and enlisted men of the Regular Army; officers and enlisted men of the National Guard while in the service of the United States; officers of the Officers' Reserve Corps and enlisted men in the Enlisted Reserve Corps while in the service of the United States;
officers and enlisted men of the Navy and Marine Corps; officers and
enlisted and enrolled men of the Naval Reserve Force and Marine
Corps Reserve while in the service of the United States; officers
commissioned in the Army of the United States under the provisions
of this Act; persons who, prior to any day set for registration by the
President hereunder, have registered under the terms of this Act
or under the terms of the resolution entitled "Joint resolution pro-
viding for the registration for military service of all male persons
citizens of the United States and all male persons residing in the
United States who have, since the fifth day of June, nineteen hundred
and seventeen, and on or before the day set for the registration by
proclamation by the President, attained the age of twenty-one years,
in accordance with such rules and regulations as the President may
prescribe under the terms of the Act approved May eighteenth, nine-
teen hundred and seventeen, entitled 'An Act to authorize the Presi-
dent to increase temporarily the Military Establishment of the
United States,'" approved May twentieth, nineteen hundred and
eighteen, whether called for service or not, and diplomatic repre-
sentatives, technical attachés of foreign embassies and legations,
consul general, consul, vice consul, and consular agents of foreign
countries, residing in the United States, who are not citizens of the
United States to present themselves for and submit to registration
under the provisions of this Act; and every such person shall be
deemed to have notice of the requirements of this Act upon the pub-
lication of any such proclamation or any such other public notice
as aforesaid given by the President or by his direction; and any
person who shall willfully fail or refuse to present himself for regis-
tration or to submit thereto as herein provided shall be guilty of a
misdemeanor and shall, upon conviction in a district court of the
United States having jurisdiction thereof, be punished by imprison-
ment for not more than one year and shall thereupon be duly reg-
istered: Provided, That in the call of the docket precedence shall be
given, in courts trying the same, to the trial of criminal proceedings
under this Act: Provided further, That persons shall be subject to
registration as herein provided who shall have attained their eight-
eenth birthday and who shall not have attained their forty-sixth
birthday on or before the day set for the registration in any such
proclamation by the President or any such other public notice given
by him or by his direction, and all persons so registered shall be and
remain subject to draft into the forces hereby authorized unless
exempted or excused therefrom as in this Act provided: Provided
further, That the President may at such intervals as he may desire
from time to time require all male persons who have attained the
age of eighteen years since the last preceding date of registration and
on or before the next date set for registration by proclamation by
the President, except such persons as are exempt from registration
hereunder, to register in the same manner and subject to the same
requirements and liabilities as those previously registered under the
terms hereof: And provided further, That in the case of temporary
absence from actual place of legal residence of any person liable to
registration as provided herein, such registration may be made by
mail under regulations to be prescribed by the President: And pro-
vided further, That men registered under the provisions of this Act
who have served in the Navy of the United States shall, upon their
own application, be permitted to reenlist in the naval or marine
service of the United States with and by the approval of the Secre-
tary of the Navy.

Sec. 4. That all men rendered available for induction into the mili-
tary service of the United States through registration or draft here-
tofore or hereafter made pursuant to law, shall be liable to service in
the Army or the Navy or the Marine Corps, and shall be allotted to
the Army, the Navy, and the Marine Corps under regulations to be
prescribed by the President: Provided, That all persons drafted and
allotted to the Navy or the Marine Corps in pursuance hereof shall,
from the date of allotment, be subject to the laws and regulations
governing the Navy and the Marine Corps, respectively.

Sec. 5. That the wife of a soldier or sailor serving in the present
war shall not be disqualified for any position or appointment under
the Government because she is a married woman.

Sec. 6. That soldiers, during the present emergency, regardless of
age and existing law and regulations, shall be eligible to receive com-
misions in the Army of the United States. They shall likewise be
eligible to admission to officers' schools under such rules and regula-
tions as may be adopted for entrance to such schools, but shall not be
barred therefrom or discriminated against on account of age.

Sec. 7. That the Secretary of War is authorized to assign to educa-
tional institutions, for special and technical training, soldiers who
enter the military service under the provisions of this Act in such
numbers and under such regulations as he may prescribe; and is
authorized to contract with such educational institutions for the sub-
sistence, quarters, and military and academic instruction of such
soldiers.

Sec. 8. That any person, under the age of twenty-one, who has
served or shall hereafter serve in the Army of the United States
during the present emergency, shall be entitled to the same rights
under the homestead and other land and mineral entry laws, general
or special, as those over twenty-one years of age now possess under
said laws: Provided, That any requirements as to establishment of
residence within a limited time shall be suspended as to entry by
such person until six months after his discharge from military
service: Provided further, That applications for entry may be veri-
fyied before any officer in the United States, or any foreign country,
& authorized to administer oaths by the laws of the State or Territory
in which the land may be situated.

Sec. 9. That hereafter, uniforms, accoutrements, and equipment
shall, upon the request of any officer of the Army or cadet at the
Military Academy, be furnished by the Government at cost, subject
to such restrictions and regulations as the Secretary of War may
prescribe.

Approved, August 31, 1918.
REGISTRATION REGULATIONS
NO. 3

PRESCRIBED BY THE PRESIDENT

UNDER AUTHORITY OF THE ACT OF CONGRESS TO AUTHORIZE THE PRESIDENT TO INCREASE TEMPORARILY THE MILITARY ESTABLISHMENT OF THE UNITED STATES, APPROVED MAY 18, 1917, AS AMENDED

P. M. G. O. FORM NO. 85

WASHINGTON
GOVERNMENT PRINTING OFFICE
1913
WAR DEPARTMENT,
Washington, August 31, 1918.

Under authority vested in him by the act of Congress approved May 18, 1917, as amended, the President of the United States prescribes the following registration regulations and directs that they be published for the government of all concerned, and that they be strictly observed.

NEWTON D. BAKER,
Secretary of War.
REGISTRATION REGULATIONS NO. 3.

Part I. GENERAL PROVISIONS.

1. Prescribed by the President.—These regulations are prescribed by the President under the authority vested in him by the act of Congress approved May 18, 1917, as amended, and may be modified at any time.

2. Nomenclature.—In the interpretation and construction of these registration regulations, the following definitions and instructions shall be observed, namely:

Words importing the singular number shall be held to include the plural, and vice versa, except where such construction would be unreasonable.

The word "State" shall include any State, Territory, and the District of Columbia.

The word "governor" shall include the governor of any State or Territory and the Commissioners of the District of Columbia.

The term "adjutant general" shall include the adjutant general of any State or Territory and the District of Columbia, and where there is no adjutant general or where the governor selects another person or another administrative department of the State government to perform the duties imposed by these registration regulations on the adjutant general the term shall import such person or department.

Where there is no county administrative organization, the word "county" shall be taken to include the town, township, or parish unit—that is, the unit or subdivision corresponding to a county in States having county organizations—and, in the case of a county having no administrative organization, the word "county" shall be taken to include the county to which it pertains under State law for judicial purposes.

3. Persons required by the law to present themselves for registration.—Section 5 of the act of Congress approved May 18, 1917, as amended by the act of Congress approved August 31, 1918, provides—

That all male persons between the ages of eighteen and forty-five, both inclusive, shall be subject to registration in accordance with regulations to be prescribed by the President and upon proclamation by the President or other public notice given by him or by his direction stating the time or times and place or places of any such registration, it shall be the duty of all persons of the designated ages, except officers and enlisted men of the Regular Army; officers and enlisted men of the National Guard while in the service of the United States; officers of the Officers' Reserve Corps and enlisted men in the Enlisted Reserve Corps while in the service of the United States; officers and enlisted men of the Navy and Marine Corps; officers and enlisted and enrolled men of the Naval Reserve Force and Marine Corps Reserve while in the service of the United States; officers commissioned in the Army of the United
States under the provisions of this act; persons who, prior to any day set for registration by the President hereunder, have registered under the terms of this act or under the terms of the resolution entitled "Joint resolution providing for the registration for military service of all male persons citizens of the United States and all male persons residing in the United States who have, since the fifth day of June, nine hundred and seventeen, and on or before the day set for the registration by proclamation by the President, attained the age of twenty-one years, in accordance with such rules and regulations as the President may prescribe under the terms of the Act approved May eighteenth, nineteen hundred and seventeen, entitled 'An Act to authorize the President to increase temporarily the Military Establishment of the United States,' approved May twentieth, nineteen hundred and eighteen, whether called for service or not, and diplomatic representatives, technical attachés of foreign embassies and legations, consuls general, consuls, vice-consuls and consular agents of foreign countries, residing in the United States, who are not citizens of the United States, to present themselves for and submit to registration under the provisions of this act; and every such person shall be deemed to have notice of the requirements of this act upon the publication of any such proclamation or any such other public notice as aforesaid given by the President or by his direction; and any person who shall wilfully fail or refuse to present himself for registration or to submit thereto as herein provided, shall be guilty of a misdemeanor and shall, upon conviction in a district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year and shall thereupon be duly registered: Provided, That in the call of the docket precedence shall be given, in courts trying the same, to the trial of criminal proceedings under this act: Provided further, That persons shall be subject to registration as herein provided who shall have attained their eighteenth birthday and who shall not have attained their forty-sixth birthday on or before the day set for the registration in any such proclamation by the President or any such other public notice given by him or by his direction, and all persons so registered shall be and remain subject to draft into the forces hereby authorized unless exempted or excused therefrom as in this act provided: Provided further, That the President may at such intervals as he may desire from time to time require all male persons who have attained the age of eighteen years since the last preceding date of registration and on or before the next day set for registration by proclamation by the President, except such persons as are exempt from registration hereunder, to register in the same manner and subject to the same requirements and liabilities as those previously registered under the terms hereof: And provided further, That in the case of temporary absence from actual place of legal residence of any person liable to registration as provided herein, such registration may be made by mail under regulations to be prescribed by the President.

4. Persons required to register.—All male persons who shall have attained their eighteenth birthday and shall not have attained their forty-sixth birthday on or before the day set for registration by the President must register. The only exceptions are:

(a) Persons who, prior to the day set for registration by the President, have registered under the terms of the act approved May 18, 1917, or under the terms of the public resolution of Congress approved May 20, 1918, whether called for service or not;
(b) Officers and enlisted men of the Regular Army; officers commissioned in the Army of the United States, and men of the forces drafted, under the provisions of the act approved May 18, 1917; officers and enlisted men of the National Guard while in the service of the United States; and the officers of the Officers' Reserve Corps and enlisted men in the enlisted Reserve Corps while in the service of the United States;

(c) Officers and enlisted men of the Navy and Marine Corps and officers and enlisted and enrolled men of the Naval Reserve Force and Marine Corps Reserve while in the service of the United States; and

(d) Diplomatic representatives, technical attachés of foreign embassies and legations, consuls general, consuls, vice consuls and consular agents of foreign countries residing in the United States, who are not citizens of the United States.

Persons not subject to registration solely on account of being in the military or naval service of the United States, as defined in subparagraphs (b) and (c) hereof, become subject to registration and are required to register immediately upon leaving such military or naval service.

Citizens of the United States or persons who have declared their intention to become citizens of the United States who do not register on account of absence from the territorial limits of the United States are required to register within five days after their return to the United States. (See sec. 72.)

5. Registrants and others charged with knowledge of these regulations.—These regulations have the force and effect of law, and all persons required by these regulations to be registered, and all persons who may claim any right or privilege in respect of any registrant, are charged with knowledge of the provisions hereof. Failure by any person required to be registered to perform any duty prescribed by these regulations is a misdemeanor, punishable by imprisonment for one year, and may result in loss of valuable rights and privileges and in immediate induction into the military service.

6. Agencies authorized to be employed.—Section 6 of the act of Congress approved May 18, 1917, provides—

That the President is hereby authorized to utilize the service of any or all departments and any or all officers or agents of the United States and of the several States, Territories, and the District of Columbia, and subdivisions thereof, in the execution of this act, and all officers and agents of the United States and of the several States, Territories, and subdivisions thereof, and of the District of Columbia, and all persons designated or appointed under regulations prescribed by the President whether such appointments are made by the President himself or by the governor or other officer of any State or Territory, to perform any duty in the execution of this act, are hereby required to perform such duty as the President shall order or direct, and all such officers and agents and persons so designated or appointed shall hereby have full authority for all acts done by them in the execution of this act by the direction of the President.
Correspondence in the execution of this act may be carried in penalty envelopes bearing the frank of the War Department. Any person charged as herein provided with the duty of carrying into effect any of the provisions of this act or the regulations made or directions given thereunder who shall fail or neglect to perform such duty; and any person charged with such duty or having and exercising any authority under said act, regulations, or directions, who shall knowingly make or be a party to the making of any false or incorrect registration, physical examination, exemption, enlistment, enrollment, or muster, and any person who shall make or be a party to the making of any false statement or certificate as to the fitness or liability of himself or any other person for service under the provisions of this act, or regulations made by the President thereunder, or otherwise evades or aids another to evade the requirements of this act or of said regulations, or who, in any manner, shall fail or neglect fully to perform any duty required of him in the execution of this act, shall, if not subject to military law, be guilty of a misdemeanor, and upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year; or, if subject to military law, shall be tried by court-martial and suffer such punishment as a court-martial may direct.

It will be found by an examination of these regulations, which contain the President’s directions to officers of the Nation, State, counties, and municipalities, and to other persons designated to perform duties in connection with the registration, that the President has directed specific duties to be performed by certain of such officers and that he has authorized the governors and adjutants general of States and members of local boards appointed under the authority of the act of Congress approved May 18, 1917, to employ certain persons as agencies in the execution of this act. Since the act prescribes the penalty of imprisonment (with no alternative of fine) for the failure or neglect of such persons to perform duties so prescribed by the President, every person charged with duties should carefully study the instructions in general, and in particular so much thereof as pertains to his own peculiar duties.

**Part II. ORGANIZATION FOR REGISTRATION.**

7. Governors.—The governors of all States are called upon to supervise the execution of the registration in their respective States.

8. Adjutant general.—The adjutant general of each State, acting under the direction of the governor, will, as heretofore, be the central administrative authority of the registration system within the State.

9. Local boards.—The local boards will have immediate supervision and direction of the registration within their respective jurisdictions.

10. Central registration committee.—In cities of 30,000 population or over, where there is more than one local board, and in counties where there is more than one local board, a central registration committee shall be organized to assist in coordinating the work of such local boards in preparing for the registration and in cooperating with the boards to the end that a complete registration shall be made. It shall be the duty of the adjutant general forthwith to designate the
chairman of one of the local boards within such city or county, to call a meeting of the members of such local boards for the purpose of appointing such committee and perfecting its organization. The committee shall have a chairman and a secretary and such subcommittees as it may deem advisable. (See sec. 21.)

11. Places of registration.—The actual registration in the jurisdiction of each local board will be made in the customary voting precincts in the places and in the manner ordinarily employed in the registration of voters so far as the same is not inconsistent with these regulations: Provided, That whenever it is not deemed desirable to make the registration in the usual voting precincts, such places of registration within the jurisdiction of any local board may be used as such board may designate by public notice with the approval of the adjutant general. In the District of Columbia the registration will be made in the various police precincts or such other subdivisions as may be prescribed by the Commissioners of the District of Columbia.

12. Registrars.—Each local board shall appoint a registrar or registrars for each registration place within its jurisdiction. Where there is more than one registrar, one of them will be designated by the local board as chief registrar, and where there is only one registrar, he will perform the duties of chief registrar in addition to those of registrar. (See sec. 29.)

13. Mayors, county and township clerks.—Every local board having jurisdiction in a city of 30,000 population or over shall promptly cause the mayor thereof to be notified of the place or places within its jurisdiction designated for registration; every local board having jurisdiction in a county, parish, or similar unit, will promptly cause the clerk thereof to be notified of the place or places within its jurisdiction designated for registration, and every local board having jurisdiction in a State or Territory, the area of which is subdivided into divisions, shall promptly cause the clerks of the townships within its division to be notified of the place or places within its jurisdiction designated for registration. Every mayor, county clerk, or township clerk receiving such notification shall have a list of such places of registration posted, and shall be charged with the duty of having all persons making inquiry informed of the place or places at which they may register.

The mayor, county clerk, or township clerk, as the case may be, shall also forward to the proper local board every registration card transmitted to him by an absentee who did not know the designation and address of the local board within whose jurisdiction he permanently resides.

14. County and city attorneys.—Prosecuting attorneys and city attorneys shall cooperate with members of the legal advisory boards, aiding and advising in all matters touching the registration.
cers of the State and Federal Government are hereby enjoined to render such assistance as may be required in the execution of the law and of these regulations.

15. **Agents of publicity.**—For the purpose of giving the widest possible publicity to the President’s proclamation, the great news gathering and disseminating agencies are called upon to lend their utmost efforts in giving publicity to the President’s proclamation and these rules and regulations prescribed by him in every newspaper and periodical of every class, character, and purpose in the United States.

16. **Post Office Department and postmasters.**—The Postmaster General will cause copies of the President’s proclamation to be mailed with the utmost dispatch to every postmaster in the United States with instructions to post copies of the proclamation in at least three public and conspicuous places at or in the vicinity of each post office.

17. **Enforcement of the law.**—On the day set for registration all Federal marshals, deputy marshals, and investigating agents, and all police officers—State, county, township, municipal, and town—of whatever grade or class, shall hold themselves in readiness to render whatever assistance may be necessary in preserving order at places of registration and in assisting in bringing about a complete registration.

All marshals, deputy marshals, investigating agents, and police officers shall examine the registration lists and report without delay to the local boards the names of any persons known by them to have failed to register themselves when liable to registration; and it shall be the duty of local boards to report to the proper United States district attorney all cases coming to their attention of persons who have failed to present themselves for registration as required by law.

Police officers may require any person subject to registration to exhibit his registration certificate.

In every case in which a duly designated officer or agent refuses or fails to act, the governor, adjutant general, or member of a local board will proceed at once to name another officer or agent for such duty, and will bring the fact of such refusal or failure, and the circumstances connected therewith, to the attention of the proper United States district attorney, with a view to the institution of prosecution of such officer or agent, as provided in section 6 of the act approved May 18, 1917.

**Part III. DUTIES OF OFFICERS AND AGENCIES EMPLOYED.**

1. **GENERAL.**

18. **Supervision by the governor.**—It shall be the duty of the governors of all States to supervise the registration in their respective States.

\[^1\] See Article II, prescribing the “Organization for Registration.”
If the governor should be of the opinion that the law can not be executed fully, faithfully, and effectively by any local board, he will report the same by telegram to the Provost Marshal General without delay.

19. Notification to wardens of penitentiaries.—The governors shall notify the wardens of penitentiaries and other penal institutions within the boundaries of their respective States that they are charged with the registration on the day set for registration of the inmates of such institutions who are required to register.

20. Use of election machinery.—The governors, mayors and city clerks of cities of 30,000 population or over, the county authorities (if not serving on the local boards) and the central registration committee (if there be one) are called upon to assist local boards in providing suitable places for registration and to obtain the cooperation of the election commissioners and custodians or officers in charge of election machinery and public buildings ordinarily used at the time of elections. Custodians or officers in control of public buildings or of the usual voting or registration material of the State, county, municipality, or township should lend their assistance in providing local boards and registrars with the use of such buildings, and of the booths and other equipment ordinarily employed in connection with registration or voting in the several precincts within their respective jurisdictions. When voting booths are available, they should be used, together with such equipment as is usually supplied for use in registering voters. The place of registration shall be the usual voting or registration place of the precinct, or as near the usual voting or registration place of the precinct as is practicable, or, when precinct boundaries are disregarded, such other place as may be designated by public notice by the local board with the approval of the adjutant general. Where the customary voting places are in private buildings, proprietors should be requested to afford assistance to the local authorities by permitting the use of such places for the purpose of registration if such places are designated for registration. Such public officers and agencies as are ordinarily employed in transporting or setting up portable booths and other registration material are hereby required to render their assistance in transporting and setting up booths for the purpose of this registration.

All persons are expected to offer such service and material as they can afford in this patriotic duty without compensation, but when compensation is claimed, either for drayage, rental of furniture or buildings, etc., the local board shall require the persons to whom it is due to submit the proper vouchers.

If compensation is claimed, it shall in no case exceed the compensation customarily allowed for like services in the State, county, or city in which it is rendered.
21. Central Registration Committee.—In each city of 30,000 population or over having more than one local board, and in each county having more than one local board within their respective jurisdictions, it is directed that a central registration committee be appointed from and by the membership of the local boards of such city or county, whose duty it will be to coordinate and supervise generally all preparations for registration, and to direct the activities looking toward a complete registration. It will be the duty of this committee to assist in providing suitable places for registration and in setting up the election machinery, and in cooperating with the local boards to the end that each local board shall appoint the necessary registrars.

The central registration committee, and local boards where there is no central registration committee, will also obtain the cooperation of political organizations, local subdivisions of Councils of National Defense, committees of public safety, and similar agencies within their respective jurisdictions to assist in procuring wide publicity in connection with the registration and in bringing to the attention of each person subject to registration within their respective jurisdictions the place where he is required to register, in order that a complete registration may be accomplished.

2. DUTIES OF ADJUTANTS GENERAL.

22. Notification to Local Boards.—Immediately upon receiving notice, by telegram or otherwise, of the President's proclamation calling upon all persons specified in section 4 to present themselves for registration, the governor, through the adjutant general, shall, by telegram, notify all local boards within his jurisdiction of the date set for registration.

23. Blank forms.—Copies of the President's proclamation, blank registration cards and other forms, and copies of these regulations will be mailed to the adjutant general of each State for immediate distribution to the local boards. The adjutant general is charged with the duty of furnishing each local board in his State with an adequate supply of forms, especially registration cards and certificates, which will include a surplus for a registration larger than anticipated. He shall also supply State prisons and penitentiaries and any Federal penitentiaries within his State with a sufficient number of forms for registration therein.

The number of such forms to be sent to each local board will be computed from estimates made under the provisions of section 28.

Every registration board in an Indian reservation or national park, established as prescribed in sections 80 and 83, respectively, will notify the adjutant general of the State in which the reservation or national park is located, of the probable number of persons to be registered, and upon receipt of such notification the adjutant general will send copies of these regulations and an adequate supply
of all registration forms which will provide a surplus for possible deficiencies.

24. Reports of readiness.—The adjutant general, acting under the direction of the governor, shall use his best efforts to speed the work of preparation for this registration. On the sixth day after the proclamation all forms should be in the hands of the local boards, and all registrars should be appointed and sworn in. By the eighth day all registrars must be instructed in their duties, all blank forms and copies of these regulations must be in the hands of the chief registrar of each registration place, and copies of the President’s proclamation should have been posted in every post office in the United States, and all registration places should have been prepared; in short, the entire machinery of registration should be in readiness.

On the sixth day after the date of the President’s proclamation local boards will report on Form 80 to the adjutant general, by telegram, concerning the state of the supply of forms, appointment of registrars, and preparation of places for registration. Upon receipt of these reports adjutants general will report to the Provost Marshal General by telegram, calling attention to any matters that need attention, and, in case there are no such matters, confirming the receipt of a complete supply of forms, and indicating whether the organization is in readiness in his State.

25. Telegraphic returns of registration.—In accordance with the instructions herein, returns of the registration will be telegraphed by local boards to the adjutant general on Form 82 not later than the day after registration. Immediately upon their receipt the adjutant general will cause the telegraphic reports for his entire State to be consolidated on Form 83 and telegraphed to the Provost Marshal General at Washington.

26. Uncompensated service.—A list of the persons who have rendered uncompensated services will be forwarded by each local board to the adjutant general. These lists will be consolidated by the adjutant general in a roll, showing names and addresses, and forwarded to the office of the Provost Marshal General. No form will be furnished on which to prepare these lists.

3. DUTIES OF LOCAL BOARDS.

27. General.—The local boards will have immediate supervision and direction of the registration within their respective jurisdictions. No powers conferred upon any other agency and no duties prescribed therefor shall relieve any local board of any of the responsibilities herein imposed upon it.

4. DUTIES OF LOCAL BOARDS PRELIMINARY TO REGISTRATION.

28. Estimates.—In order to appoint the necessary number of registrars and to make adequate preparations for registration, it is
necessary to estimate the number of persons to be registered. An estimate may be made and preparations consummated on the basis of one-third greater registration than on June 5, 1917. It may be assumed that one and one-third times as many persons will be liable to registration as were registered in 1917. This assumption is from a national standpoint and may not be applicable to an individual State or a local board within the State, but each adjutant general and each local board will make a careful survey and estimate on such a basis of the probable number of persons to be registered within the jurisdiction of the respective local boards.

Preparation for the registration of the probable number of registrants under such an estimate will be sufficient to meet almost any eventuality, inasmuch as the plan contemplates the maximum number of persons likely to be registered.

Appendix Table 45, "Report of the Provost Marshal General to the Secretary of War on the first draft," should be consulted in ascertaining the number of persons registered in 1917.

The estimate will be used by the local boards as a basis for determining the number of cards, certificates, and other forms required, the number of registrars needed, etc. In places having a temporary or floating population the determination of the number of cards and certificates will be based on the estimate plus the probable number of nonresidents to whom the board will be required to furnish cards.

29. Appointment of registrars.—Each local board shall immediately appoint a registrar or registrars for each place of registration within its jurisdiction. All registrars shall be appointed and the fact of their appointment reported to the adjutant general within six days after the date of the President's proclamation. The local board shall make certain that all registrars take the prescribed oath before entering upon their duties. The following rules shall be observed in appointing registrars:

(a) For each 80 probable registrants in a place of registration one registrar shall be appointed.

(b) Registrars should be competent to do the clerical work; must be citizens of the United States, and, when practicable, should reside within the jurisdiction of the local board by which they are appointed and should be persons who have lived long enough in such jurisdiction to be well acquainted with the residents thereof.

(c) When compensation is claimed by any registrar, $4 may be paid for the services. Volunteer registrars who offer their services free of charge may be appointed by the local board and sworn in such number as may be conveniently used.

30. Designation of chief registrars.—Where there is more than one registrar, one of them will be designated by the local board as chief registrar and shall perform the duties of chief registrar prescribed
in Sections 51–53. Where there is only one registrar, he will act as chief registrar and perform the duties of chief registrar in addition to those of registrar.

31. Preparation of places for registration.—Each local board will make sure that a place for registration is provided in each voting precinct, or, when precinct boundaries are disregarded by authority of the adjutant general, that a sufficient number of convenient places for registration are established within its jurisdiction.

32. Publicity.—Each local board shall see that the newspapers are notified of the place or places of registration within its jurisdiction, and will obtain the widest possible publicity in respect of such places. Each local board shall also post notices of the places of registration in at least three public places in each precinct within its jurisdiction, or, where precinct boundaries are disregarded by authority of the adjutant general, in such public places as may seem necessary to inform all concerned of the places of registration. This duty should be performed by the chief registrar of each place of registration, but the responsibility for its performance rests on the local board. The local board shall also notify the mayor or county clerk, as the case may be, of such places of registration under the provisions of section 13.

Each local board shall also obtain the cooperation of political organizations, local subdivisions of Councils of National Defense, committees of public safety, and similar agencies within its jurisdiction to assist in procuring wide publicity in connection with the registration and in bringing to the attention of each person subject to registration within its jurisdiction the place where he is required to register, to the end that a complete registration may be accomplished.

33. Interpreters.—At certain places of registration interpreters will be necessary to facilitate the registration of those lacking familiarity with the English language. In these exceptional cases local initiative will be depended upon to a large extent to supply the necessary service, and schools, colleges, commercial clubs, and other similar institutions should be encouraged to assist in furnishing interpreters. However, where uncompensated service is not available the necessary interpreters will be employed by the local board or by the chief registrar upon the approval of the local board. The compensation of an interpreter will in no case exceed that allowed to an interpreter employed by the Federal court of the district.

34. Blank forms.—Blank registration cards and other forms, and copies of these registration regulations will be mailed to the local boards by the adjutant general. Local boards will call upon State headquarters to furnish such additional forms as may be necessary to supply deficiencies in the number sent.
35. Receipt of forms by local boards.—At the time the first remittance of forms is sent to each local board, the adjutant general shall mail a statement of the total number of forms which should have been received. The local board will immediately verify this number and notify the adjutant general by telegram that it has received all and forms, and all are in readiness in its jurisdiction. This telegraphic report will be made on Form 80. In case of deficiency in the supply of forms received, the local board will add to the telegraphic report to the governor a request for a number of copies sufficient to supply the deficiency. These supplies will be sent out by the adjutant general with the least possible delay, under labels requiring prompt delivery of the forms as first-class mail.

Following is a list of blank forms and printed matter and the purpose of distribution to the local boards and of redistribution by the chief registrars of places of registration:

President's proclamation, 10 copies for each local board, and at least 3 copies for each place of registration within its jurisdiction.

Form 1 (red) registration card, two for each probable registrant, with surplus to supply cards for absentee and for a registrant with surplus larger than anticipated.

Form 68, registration certificate, one for each probable registrant with surplus for a registration larger than anticipated.

Form 85, registration regulations, five for each board and at least 2 for each place of registration.

Placed of instructions, "How to Answer Questions on Registration Card and Instructions for Registrars," 10 for each board and at least 3 for each place of registration within the jurisdiction of the board.

Form 80, telegraphic report of readiness to adjutant general, for each board.

Form 82, telegraphic report of local board to adjutant general, two for each board.

Form 84, summarization blank (report of registration), two for each place of registration and three for each local board.

Form 81, registrars' oath, one for each registrar.

Form 101 (large), five for each 100 probable registrants.

Form 101 (small), 100 for each board.

36. Distribution of forms by local boards.—Blank registration cards, certificates, with the stamp of the local board on the latter, and other forms will be distributed to each chief registrar of each place of registration on the basis indicated in section 34 for redistribution among the registrars under his jurisdiction. The chief registrar will be held accountable for every such card and certificate, and the registrars under him will likewise be so held, provided in sections 51 and 63. The local board will supply reg...
tration cards and other forms to the remote places of registration first, leaving places of registration near the headquarters of the local board to be supplied last.

All forms should be in the hands of the chief registrars on the eighth day after the date of the President's proclamation, even if it is necessary to send those in remote districts by special messengers. The use of special messengers will be necessary in an exceedingly small number of cases. Where the mail service is employed to supply cards to chief registrars printed labels will be used, which require postmasters to handle the packages as first-class letter mail.

37. Registration of absentees.—Local boards must be prepared to furnish registration cards to persons temporarily absent from the jurisdiction of their respective boards. The clerk of any board or a member thereof is authorized to record the answers of persons absent from the jurisdiction of their respective local boards, and to certify to their registration cards. Below the space provided for "Date of registration" shall be stamped or written the designation of the local board, the clerk or member of which certifies to the card of an absentee; and the box for the stamp of the local board having jurisdiction of the card shall be left blank to be inserted by that board upon receipt of the card. Every absentee must be instructed that he is not being registered and that the duty is incumbent upon him to see that his card, when certified to by the chief clerk or a member of a local board, is mailed to his local board in time to reach such board on or before registration day. Absentees will not be given registration certificates, but these must be issued by their own local boards upon receipt of the registration cards certified as above prescribed. (See Secs. 39 and 71.)

38. Registration of sick persons.—Local boards must be prepared to furnish registration cards to sick persons applying therefor. As prescribed in section 76, any person who, on account of sickness, will be unable to present himself for registration on the day set by the President will cause some competent person to apply to a local board for a copy of the card and for authority to fill it out (including the registrar's report on the back thereof). If satisfied that the case is bona fide, the member of the board to whom the request is made, will deputize the person applying for the card to make out the card and the registrar's report, first carefully explaining the questions asked thereon. Beneath the space provided for the "Date of registration" shall be stamped or written the designation of the local board so deputizing the person applying for the card and below the designation shall be written the word "SICK." When made out, the card will be mailed by the sick person or delivered by his agent to the local board having jurisdiction of the area in which he permanently resides.
5. DUTIES OF LOCAL BOARDS ON REGISTRATION DAY.

39. Registration cards of absentees and sick persons.—Any absentee or sick person is authorized to mail his card to the local board having jurisdiction of the area within which he permanently resides. The board will hold every such card until the day of registration, on which day it shall be delivered to a chief registrar. The chief registrar will file the card with the others, delivered to him at the close of the day by the registrars under his supervision. He shall include the card in his summarization report, and shall return the card to the local board along with the registration cards made out at the place of registration of which he has been in charge. In case an addressed stamped envelope has been inclosed with such card, the chief registrar will mail a certificate of registration to the person registering.

40. Preparation of returns.—Immediately upon receipt of registration cards and summarization reports of places of registration (Form 84) from the chief registrars, the local board will be convened and will check the total number of cards received from each place of registration against the total number of cards called for by the summarization report. The chairman of the board will then receipt to each chief registrar for the number of cards received from him, and will enter a signed memorandum of the number received on the summarization report which will be retained with the records of the board. Local boards will require chief registrars to return all unused cards and other forms, and the chief clerk will see that every card and certificate supplied to a chief registrar is accounted for.

The board will then consolidate on Form 84 the summarization reports of all places of registration within its jurisdiction. The local board consolidated summarization report (Form 84) will be made in triplicate, one copy will be retained in the records of the local board, one copy will be mailed to the adjutant general of the State for his information, and one copy will be mailed to the Provost Marshal General at Washington. As soon as the local board summarization report to be filed and mailed is completed, the chairman of the board will prepare a telegraphic report excerpt from it on Form 82 showing totals of squares 4, 5, 6, 9, and 10, and immediately telegraph the same to the adjutant general.

41. Report on uncompensated services.—The names of registrars who serve without compensation will be reported by each chief registrar to the local board by whom he is appointed. Local boards will report on one list to the adjutant general the names of all persons who have served without compensation. No form will be provided for this purpose.

42. Disposition of cards.—At the close of the meeting of the local board, held for the purpose of complying with the provisions of
section 40, the chief clerk of the board will receive all registration cards. He is charged with the faithful custody of these cards and those received thereafter, and will cause them to be properly secured and safeguarded.

43. Disposition of cards coming under jurisdiction of another local board.—Upon receiving such registration cards it shall be the duty of the chief clerk of each local board at once carefully to examine them for the purpose of ascertaining whether any registration card received by such local board comes under the jurisdiction of some other local board. If any such registration card shall be found, such card shall at once be delivered in person, if practicable, or, if not practicable, then by mail, to the local board having jurisdiction of the card.

It shall be the duty of each person registered to examine the lists hereafter required to be posted to ascertain whether his registration card is in the possession of the local board exercising jurisdiction in the area in which the person permanently resides, and to call any error to the attention of the local board.

In case, however, the registration card of any person is not delivered to the local board exercising jurisdiction in the area in which it is stated on the registration card that such person permanently resides before the order in which such person is liable for military service is determined by such local board, the local board having the registration card in its possession when the order in which such person is liable to be called for military service is determined by such local board, shall have, possess, and exercise like jurisdiction, duties, powers, and authority in respect of such person whose registration card is then in its possession as though such person resided within the area in which such local board exercises jurisdiction.

4. DUTIES OF LOCAL BOARDS AFTER REGISTRATION DAY.

44. Registration by local boards of persons failing to register on registration day.—It shall be the duty of every local board to register persons liable to registration within its jurisdiction who, for any reason, shall not have been registered on registration day, and thereupon to make additional entries on all lists posted.

45. Assignment of serial numbers.—On the day following that set for registration and after the meeting of the local board prescribed in section 40, the board shall cause to be numbered each and every registration card then in its possession, beginning with number one and continuing consecutively until all registration cards are numbered. These numbers shall be known as “serial numbers” and must be entered in red ink on each registration card in the space designated therefor.

The registration cards shall not be alphabetically arranged for the purpose of assigning such serial numbers, but must be consecutively
numbered without regard to alphabetical or other arrangement of such cards.

If by error a serial number has been previously placed on the card, it shall be cancelled and a serial number entered in the same manner as if the improper serial number had not appeared thereon.

46. Assignment of serial numbers to cards received thereafter.—As additional registration cards are thereafter received or made out by any local board, such cards shall be given “serial number” in exactly the manner used in numbering the other registration cards. Such cards shall be numbered consecutively in the order in which they are received or made out. The first of such additional cards so received or made out shall bear the serial number next following the last serial number placed upon a registration card theretofore received, and other or additional cards received or made out thereafter shall bear the numbers next following this number in consecutive numerical order.

47. Order and registration numbers.—Subsequent regulations will prescribe the method and manner of determining the “order” numbers to be assigned to each card. No “registration” numbers will be required, and none shall be assigned.

48. Copies of cards.—After the assignment of serial numbers the chief clerk will cause to be made one set of exact copies of all cards. When this set is complete he will forward such copies direct to the adjutant general for transmission to the proper district board.

49. Local boards to make lists of persons whose registration cards have been assigned serial numbers.—Immediately after the numbering of the registration cards, as prescribed in section 45, the chief clerk of each local board shall prepare five identical lists on Form 101 (large) of the names of all persons whose registration cards are in the possession of such local board. Such lists must contain the names of all persons, arranged in the order of their consecutive “serial numbers”—that is, the number in red ink on their respective cards, beginning with No. 1.

The chief clerk shall retain one copy of such list for the records of the board. Immediately upon completion of the list he shall post one copy in a conspicuous place, accessible to the public view, in the office of the local board; he shall make one copy accessible to the press, with a request for publication; and he shall send one copy each to the State adjutant general and to the Provost Marshal General in Washington.

The chief clerk shall thereafter daily prepare in the same manner on Form 101 (small) five identical lists of the names of all persons whose registration cards are thereafter received or made out each day, and the name of each person on such list must be given its registration number in the manner hereinbefore provided; and the chief clerk shall keep these lists in a book.
clerk must daily retain, post, offer for publication, and mail copies of such additional lists so containing the serial numbers, as above provided.

50. Alphabetical lists.—The chief clerk of each local board shall also prepare a list in duplicate, arranged in alphabetical order, of the names of all persons whose registration cards are in the possession of the local board. Such lists shall contain the serial numbers of the registrants, which shall appear opposite their names.

The chief clerk shall post the alphabetical list in a conspicuous place in the office of the local board, and make one copy accessible to the press with a request for its publication in addition to the publication of the list referred to in section 49.

5. DUTIES OF CHIEF REGISTRARS.

51. General duties.—Chief registrars and registrars are charged in the first instance with preparing places of registration. This duty is to be performed under the direction of the local board. Each booth or other place of registration must be prepared to be opened at 7 a.m. on the day of registration. Copies of the placard "How to Answer Questions on Registration Card, and Instructions for Registrars" shall be posted in conspicuous places where people to be registered can see and read them before they go to the table for registration. These placards should be posted before the booth opens.

Each chief registrar will be in charge of the registration at the place to which he is assigned and he shall supervise and assist the registrars in the performance of their duties. He will be supplied by the local board with blank registration cards, certificates with the stamp of the local board on the back thereof, and other necessary forms, and copies of these regulations, and shall distribute them among the registrars under his jurisdiction. It shall be the duty of each chief registrar to verify the number of blank forms received from the local board, and to be sure that he has been furnished enough forms to make the registration at his place of registration. In case of a deficiency in the supply received, the chief registrar will procure additional forms in advance of the time of registration.

He shall also see that the attention of every registrant is invited to the provisions of section 65.

At the close of the day he shall receive from the registrars under his supervision all registration cards, remaining certificates, and other forms, and shall see that the number of cards, used and unused, corresponds to the total supplied to each registrar, and that every certificate is accounted for.

52. Summarization reports.—Immediately upon receipt of all the cards and certificates from the registrars under his supervision the chief registrar shall prepare the summarization report (Form 84) of his place of registration. It is necessary carefully to study the
instructions appearing on the summarization blank (Form 84) in order to avoid making mistakes.

When all the entries are made, the chief registrar shall enter the name of his precinct (or designation of his place of registration if the precinct boundaries have been disregarded), local board, and State, and sign the summarization report. He shall also make a list of the names of all registrars who served without compensation, which he shall transmit to the local board by whom he was appointed.

53. What to do with cards and reports.—Tie the cards in a neat package, mark it "—— registration cards, precinct No. —— (or designation of his place of registration if the precinct boundaries have been disregarded), local board ——, State of ———." Then carefully collect and bundle up all unused cards and remaining certificates. Together with the summarization report (Form 84) and the list of registrars who served without compensation, these two bundles of cards must be delivered by the chief registrar in person to the chairman of the local board. The cards and the report must be in the hands of the chairman of the local board at the earliest possible moment, and in any event not later than noon on the day following the registration. He is responsible for the custody of the cards from the moment of registration until they reach the chairman's own hands. He should insist on a receipt for the number of cards delivered.

6. DUTIES OF REGISTRARS.

54. Registrars are charged in the first instance with preparing places of registration. This duty is to be performed under the direction of the chief registrar and the local board. Their principal duties are making the actual registration of persons at the place of registration to which they are assigned.

55. Oath.—It shall be the duty of all registrars, whether working with or without compensation, to take the following oath of office, which oath will be required by the local board before the registrars shall assume their functions:

I, ______, do swear (or affirm) that I will faithfully perform the duty of {chief registrar under the jurisdiction of local board ——— (give designation)}

State of ________; that I will correctly record all answers given me by persons registered; that I will indicate upon every registration card answers that I know to be untrue; and that I will truthfully answer and record matters charged to my own observation.

The foregoing oath shall be taken and subscribed before a notary public or other person authorized to administer oaths, and filed with the chief clerk of the local board, who shall preserve the same.

1 Strike out word or words that are inapplicable.
Registrars will be furnished by chief registrars with blank registration cards, certificates, copies of these regulations, and placards of instructions. (See sec. 51.)

Before beginning registration, registrars will familiarize themselves thoroughly with these regulations, the questions asked on the cards, and the character of answers required.

56. Prior to the time of registration.—Each registrar will see that he has a table and other equipment in readiness for registration at 7 a.m. on the day of registration. Copies of the placard of instructions “How to answer questions on registration card and instructions for registrars” will be posted in conspicuous places where people to be registered can see and read them before they go to the table. These placards should be posted before registration commences. Each registrar will see that a table, two chairs (one for himself and one for the person to be registered), pens, ink, and blotters are in readiness. He should have at his hand a copy of these regulations, which should be carefully studied, and especially the placard of instructions for answering questions. On the day of registration booths and other places of registration are to be opened from 7 a.m. to 9 p.m. If the booth or other place of registration is small and the registrar can conveniently do so, he should permit only the person to be registered in the booth or other place of registration at one time. In no event should more than one person be permitted to approach the registration table at a time. As a person approaches to be registered, the registrar should place only one card before him. The following instructions supplement the placard of instructions:

57. Questions.—Ask the questions as they appear on the card. If the answer does not come readily or properly, explain and ask again. Be patient in the explanation, but in no event enter into any discussion. If the person is sullen or inclined to falsify, evade, or refuse to answer, call his attention to the law on page 6 of these regulations, which imposes a penalty of imprisonment for such conduct. If he is still refractory, do not delay the registration but call witnesses, take the refractory person’s name, make a note of the witnesses to the occurrence, and, after explaining the penalty of the law and giving him full opportunity to reconsider, as soon as practicable report the case to the chief registrar, who will report the case to the local board. This is your sworn duty, for the neglect of which you yourself become liable as a misdemeanor. Arrests will infrequently be necessary, and proper forbearance should be shown, but the registration must not be obstructed or delayed, and persons obstructing it must be dealt with promptly and firmly.

Ask the questions and make the necessary entries in their numerical order. Consult the placard for instructions and do not deviate therefrom.
55. Making registrar's report.—As soon as space No. 20 is filled in, and before the person has signed, turn the card over and make out the registrar's report on the back of the card while the person is still before you.


Spaces 27 and 28. State whether eyes are gray, light blue, dark blue, light brown, dark brown, or black. Color of hair should be given as light, light brown, dark brown, black, or red. If the registrant is bald, the words "bald" or "slightly bald," as the case may be, should also be written in the space provided for the color of the hair.

Space 29. Note no other than the named disabilities unless the man is a hunchback, or has a withered limb, or has a glaring and complete disability that could not possibly be simulated. Any such disability should be stated briefly.

59. Verification of signature of person registered.—When you have finished the registrar's report turn the card over and cause the person to verify his answers, to state to you that he affirms their truth, and then cause him to sign it. If he cannot sign, let him make his mark.

60. Authentication.—Now turn the card over to the registrar's report. If you think any of the person's answers are incorrect or false, note which and in what respects on the blank spaces left after your certificate, and then, whether you make such entries or not, sign the card.

CAUTION.—Do NOT attempt to number the cards in the blank spaces reserved for serial and order numbers or elsewhere on the card.

61. Certificate.—Now prepare the registration (light blue) certificate (Form 68), and hand it to the person registered. This must in no case be done until all steps just described have been taken. There must appear on the reverse side of all registration certificates the stamp of the local board, by which the registrar was appointed.

62. Meal hours.—Where there is only one registrar he should arrange to have his meals at the place of registration. When there is more than one registrar, at least one registrar will remain on duty at all times.

63. What to do with cards at the close of the day.—Count your registration cards and certificates and see that the number corresponds with the number received by you. Put the used and unused cards in separate packages, including with the latter any that may have been spoiled, across the face of which should be written the word, "canceled," and immediately deliver them together with unused certificates to the chief registrar, taking his receipt therefor.

64. Compensation.—Where compensation is claimed application shall be made to chief clerk of the local board, who will prepare the necessary vouchers under existing regulations.
Part IV. APPLICATION OF SELECTIVE SERVICE REGULATIONS.

65. All persons registered, as herein prescribed, shall be subject to the terms and provisions and liabilities of the Selective Service Regulations promulgated on the 8th day of November, 1917, and all amendments thereto, in the same manner and in all respects as though they had been previously registered under the terms of the act approved May 18, 1917, except to such part of the said regulations as are or may be obviously inapplicable, and unless these regulations or subsequent regulations otherwise prescribe.

All persons registered as herein prescribed are liable to be called for classification and for military service in such sequence of ages and at such time or times as the President may from time to time prescribe in accordance with the terms of the act approved May 18, 1917, as amended.

The attention of every registrant shall be invited particularly to the preceding paragraph.

66. Mailing the questionnaire.—Beginning on a day and within a period of time to be designated by the Provost Marshal General, each board shall send a questionnaire to the address of each registrant within its jurisdiction of the age or within the ages from time to time prescribed by the President in accordance with the terms of the act approved May 18, 1917, as amended, as immediately liable to be called for classification and for military service, and thereafter the Local and District Boards shall proceed in respect of each such registrant to whom a questionnaire has been sent in accordance with the provisions of the Selective Service Regulations as amended, except such parts thereof as are or may be obviously inapplicable and unless these regulations or subsequent regulations otherwise prescribe.

Part V. RULES FOR THE INFORMATION OF PERSONS TO BE REGISTERED.

67. Caution.—All male persons who shall have attained their eighteenth birthday and shall not have attained their forty-sixth birthday on or before the day set for registration by the President must register. The only exceptions are—

(a) Persons who, prior to the day set for registration by the President, have registered under the terms of the act approved May 18, 1917, or under the terms of the public resolution of Congress approved May 20, 1918, whether called for service or not;

(b) Officers and enlisted men of the Regular Army; officers commissioned in the Army of the United States, and men of the forces drafted, under the provisions of the act approved May 18, 1917; officers and enlisted men of the National Guard while in the service of the United States; and the officers of the Officers’ Reserve Corps
and enlisted men in the Enlisted Reserve Corps while in the service of the United States;

(c) Officers and enlisted men of the Navy and Marine Corps and officers and enlisted and enrolled men of the Naval Reserve Force and Marine Corps Reserve while in the service of the United States; and

(d) Diplomatic representatives, technical attachés of foreign embassies and legations, consuls general, consuls, vice consuls and consular agents of foreign countries, residing in the United States, who are not citizens of the United States. (See sec. 4.)

68. Registration certificate.—All persons registered will be furnished a registration certificate. Since all police officers of the Nation, States, and municipalities are required to examine the registration lists and make sure that all persons liable to registration have registered, every person who is registered should keep his registration certificate always in his possession. Every such person must exhibit his certificate when called upon by any police officer to do so.

69. Time of registration.—Between 7 a. m. and 9 p. m. on the day set for registration.

70. Place of registration.—The place of registration is the customary voting place in the voting precinct in which you have your domicile, or such other place as may be designated by public notice by the local board having jurisdiction of the area in which you have your domicile. Your domicile is the place at which you permanently reside at the time of registration.

Notice of the places of registration will be posted by each local board in at least three public places in each precinct within its jurisdiction, or, where precinct boundaries are disregarded by authority of the adjutant general, in such public places as may seem necessary to inform all concerned of the places of registration. Every registrant may also be informed of the place of registration by inquiry at the office of the board having jurisdiction of the area wherein he permanently resides, or at the office of the mayor in case his home is in a city of 30,000 population or over; or the clerk of his county, parish, or similar unit, in case his home is not in a city of 30,000 population or over; or the clerk of the county to which his county pertains for judicial purposes in case it has no administrative organization; or the clerk of his township in case the area of his State or Territory is subdivided into divisions for the purpose of the administration of the selective-service law.

71. Absentees.—Although registration should be accomplished at the place prescribed in the preceding paragraph, and although the burden is on you to see that your registration is made at such place on the prescribed day, yet, for your convenience (if you are temporarily absent from the jurisdiction of the local board exercising authority over the area in which you permanently reside) and to
obviate the necessity of your going home for the purpose of registration, the following is provided for the registration of absentees:

(a) There is a supply of registration blanks at the office of every local board in the United States.

(b) A clerk of any board or a member thereof is authorized to record the answers of persons absent from the jurisdiction of their respective local boards and to certify to their registration cards.

(c) Upon application by you, your card will be made out by a clerk or member of the board to which you apply, turned over to you, and by you it must be mailed in time to reach the local board having jurisdiction of the area within which you permanently reside by the day set for registration.

(d) Therefore, as soon as practicable after the President's proclamation is published, go to the office of a local board and have your registration card filled and certified, as prescribed in section 37, then mail the same to the local board having jurisdiction of the area within which you permanently reside.

If you do not know the designation and address of the local board, address the card to the mayor in case your home is in a city of 30,000 population or over; to the clerk of your county, parish, or similar unit, in case your home is not in a city of 30,000 population or over; to the clerk of the county to which your county pertains for judicial purposes in case it has no administrative organization, or to the clerk of your township in case the area of your State or Territory is subdivided into divisions for the purpose of the administration of the selective-service law. Write also on the envelope which you have so addressed—

Registration card of ____________________________
Street and number or R. F. D. No. ____________________________
City, town, or post office ____________________________

As prescribed in section 13, the mayor, county clerk, or township clerk, as the case may be, will forward the card to the proper local board.

Inclove a self-addressed stamped envelope with your registration card for your registration certificate. Failure to get this certificate may cause you serious inconvenience.

72. Registration of persons at sea and abroad.—Any person within the designated ages who, on account of absence at sea or on account of absence without the territorial limits of the United States, may be unable to comply with the regulations herein pertaining to absentees will, within five days after reaching the United States, register with the local board having jurisdiction of the area within which he permanently resides or as herein provided for other absentees. (See sec. 4.)
Before completing the registration card of any such person the clerk or member of the local board to whom he applies for registration will require of him an affidavit stating the cause of his absence, which will be forwarded to the local board having jurisdiction of the area within which he permanently resides, to be filed with the registration card.

73. Training camps, schools, colleges, and other similar institutions.—Persons not exempted from registration by the President’s proclamation and absent from their homes at training camps, and persons at schools, colleges, and other similar institutions will be treated as absentees and should register as prescribed for absentees. However, for their convenience, the local board having jurisdiction of the area within which any such institution is situated is authorized to deputize a competent person to certify to the registration cards of nonresidents in such institution (but not to furnish registration certificates or to register such persons) and to furnish a sufficient supply of cards to do so. It must be borne in mind that such registration must be made a sufficient length of time before the date set by the President for registration to enable such persons to mail the cards as prescribed in section 71, that the burden of registration at the place prescribed in section 70 is on every man within the designated ages, and that persons in this class must see to it at their peril that the registration cards are in the hands of the local boards having jurisdiction of area in which they permanently reside at the time prescribed in the President’s proclamation.

74. Jails, reformatories, and penitentiaries.—While felons will be considered morally unfit for military service and will not be drafted, those within the designated ages will, in every case, be registered. Inmates of every penitentiary will be registered by the warden thereof on the day set for registration, and the required reports will be rendered to the adjutant general of the State in which the penitentiary is located, but will not by him be included in the consolidated State report (Form 83). The registration cards will be kept by the warden and not consolidated with the records of the local boards. Copies thereof will be forwarded to the adjutant general and will not be consolidated with the cards of the State, but will be kept in a separate file.

Persons awaiting trial and misdemeanants are not to be treated as felons. The inmates of jails and reformatories who are not felons will be treated as absentees and their cards shall be forwarded to the respective local boards having jurisdiction of the areas within which they permanently reside, as prescribed in sections 87 and 71, except that the warden or jailer shall obtain the necessary cards from a near-by local board and certify to the registration and assist prisoners in forwarding them to their respective local boards. In
forwarding prisoners’ cards to the proper local boards, wardens and jailers may mark inclosing envelopes “Official business, War Department,” and send them without affixing a stamp.

75. Insane asylums.—The inmates of insane asylums and similar institutions will be treated as absentees, and their registration cards shall be forwarded to the respective local boards having jurisdiction of the areas within which they permanently reside, as prescribed in sections 37 and 71, except that the superintendent or physician in charge of any such institution will obtain the necessary cards from a near-by local board and certify to the registration and forward them to the proper local boards.

76. The sick.—Any person who, on account of sickness, is unable to present himself for registration on the day set by the President will cause some competent person to apply to a local board for a copy of the card and for authority to fill it out (including the registrar’s report on the back thereof). If satisfied that the case is bona fide, the member of the board to whom the request is made will deputize the person applying for the card to make out the card and the registrar’s report, first carefully explaining the card. (See sec. 38.) The card will then be mailed by the sick person, or delivered by his agent, to the local board having jurisdiction of the area within which he permanently resides. The sick person will inclose a self-addressed stamped envelope for a registration certificate.

77. Instructions for registration.—At each booth or other place of registration will be posted a placard giving information of the character of questions asked and the answers expected. Familiarize yourself with this placard and have answers responsive to the questions to be asked ready in your mind.

78. Application of Selective Service Regulations.—As provided in section 65, all persons registered as herein prescribed shall be subject to the terms and provisions and liabilities of the Selective Service Regulations promulgated on the 8th day of November, 1917, and all amendments thereto, in the same manner and in all respects as though they had been previously registered under the terms of the act approved May 18, 1917, except to such part of the said regulations as are or may be obviously inapplicable, and unless these regulations or subsequent regulations otherwise prescribe.

All persons registered as herein prescribed are liable to be called for classification and military service in such sequence of ages and at such time or times as the President may from time to time prescribe in accordance with the terms of the act approved May 18, 1917, as amended.

The attention of every registrant is especially invited to this section.

Part VI. SPECIAL CASES OF REGISTRATION.

79. Registration of persons residing abroad.—Citizens, and persons who have declared their intention to become citizens, residing abroad,
are not required to register, but any such citizen or person may do so by applying to the nearest American consulate to have his registration card filled out. He should in all cases designate on such card a place of permanent home in the United States. If he has no such actual permanent home, he should designate as his permanent home a place within the United States most convenient to him. The registration card, duly certified by an official or agent of the consulate, should then be sent by the registrant to a local board in the place thus designated as his permanent home, except as otherwise provided by regulations prescribed by the Government of the United States in respect of its citizens in any country with which the United States has concluded a treaty providing for the compulsory military service of citizens or subjects of either country residing in the territory of the other. Thereafter he shall be subject to the normal process of selection, except that his physical examination may be consummated as prescribed in section 142, Selective Service Regulations. Upon being ordered by his local board to report for military duty he will be required to present himself for such duty in the same manner as other registered persons, except that care should be taken to send out the call in such season as will give the registrant ample time to respond to it. When the call is so delayed by the ordinary course of mail as to make it impossible for him to comply therewith on the date specified, he may apply to his local board for an extension of time.

80. Registration of Indians.—The registration of Indians and other persons residing on Indian reservations shall be under the direction of the Commissioner of Indian Affairs, whose duties in connection therewith will approximate as closely as practicable those prescribed for the adjutants general of the several States.

A registration board shall be established on each reservation and shall consist of the superintendent of the agency, the chief clerk, and the physician. Should the superintendent and the physician be the same person, a third member shall be appointed by the Commissioner of Indian Affairs. Such board should, so far as practicable, be composed of persons constituting registration boards on June 5, 1917, or on June 5, 1918.

Should it be impracticable to divide the reservation into precincts the board will appoint a sufficient number of registrars from among the farmers or other Government employees residing at various points on the reservation, and will apportion the territory among them in such a manner as may be necessary to accomplish and complete the registration on the date fixed by the President's proclamation.

Each such registration board shall promptly notify the adjutant general of the State in which its reservation is located of the probable number of persons to be registered, and upon receipt of such notification the adjutant general will send copies of these regulations and an
adequate supply of all necessary registration forms, which will include a surplus for possible deficiencies.

The telegraphic report of the board (Form 82) will be made direct to the Commissioner of Indian Affairs, Washington, D. C.

The Commissioner of Indian Affairs will make the report (Form 83) to the Provost Marshal General that is ordinarily required of the adjutants general of the several States.

The consolidated summarization reports of the boards (Form 84), will be transmitted to the Commissioner of Indian Affairs, who will forward them to the Provost Marshal General.

All persons liable to registration and residing on an Indian reservation are charged with the responsibility of submitting themselves for registration at the designated time and place. Every effort will be made to reach and warn Indians of the date on which they are to appear for registration, but should it be considered doubtful that they will present themselves on the prescribed date, registration may, in the discretion of the Commissioner of Indian Affairs, be begun such number of days before the date fixed by the President as will insure the completion of the registration by that date.

The registration cards of all persons registered on Indian reservations shall be retained by the registration boards of such reservations. Instructions as to their disposition will be subsequently issued.

Students at nonreservation Indian schools will be registered in accordance with instructions governing the registration of absentees, but with such modifications as the Commissioner of Indian Affairs may consider necessary to accomplish the desired result.

81. Registration of persons on military reservations, navy yards, arsenals, naval training stations, etc.—Persons subject to registration who reside in military reservations, navy yards, arsenals, naval training stations, etc., will register at a place of registration in the nearest voting precinct or at such other place of registration as may be designated by the local board having jurisdiction of the area in which they reside.

82. Registration of persons on forest reserves.—Any person residing in a forest reserve will be registered at a place of registration designated by the local board having jurisdiction of the area within which such reserve is located.

83. Registration of residents of national parks.—The registration of persons residing in Yellowstone, Glacier, and Mount Rainier National Parks shall be under the direction of the Director of National Park Service, whose duties in connection therewith will approximate as closely as practicable those prescribed for the adjutants general of the several States.

A registration board shall be established for each of the national parks named and shall consist of the supervisor, the commissioner,
and a third member to be named by the Director of National Park Service. Such board should, so far as practicable, be composed of persons constituting registration boards on June 5, 1917, or June 5, 1918.

Each such registration board shall promptly notify the adjutant general of the State in which its national park is located of the probable number of persons to be registered, and upon receipt of such notification the adjutant general will send copies of these regulations and an adequate supply of all registration forms which will include a surplus for possible deficiencies.

Should it be impracticable to divide these parks into precincts the board will appoint registrars in such number and will apportion the territory among them in such manner as will insure the completion of the registration on the date fixed by the President's proclamation.

The telegraphic report of the board (Form 82) will be made direct to the Director of National Park Service, Washington, D. C.

The Director of National Park Service will make the report to the Provost Marshal General (Form 83) that is ordinarily required of the adjutants general of the several States.

The consolidated summarization reports of the boards (Form 84) will be transmitted to the Director of National Park Service, who will forward them to the Provost Marshal General.

The registration cards of all persons registered at the registration boards in Yellowstone, Glacier, and Mount Rainier National Parks shall be retained by the registration boards of such parks. Instructions as to their disposition will be subsequently issued.

The registration of persons residing in national monuments and in national parks other than those above named will be accomplished by the registration machinery of the local boards having jurisdiction of the county, parish, or other subdivision in which such monuments or parks are located. If not located in any such subdivision, persons subject to registration residing therein will be directed by the Director of the National Park Service to present themselves for registration at a place of registration within the jurisdiction of a neighboring local board. Any person so registered shall be considered in all respects as residing within the jurisdiction of the local board under the supervision of which he registered.

84. Persons within the designated ages in Alaska, Porto Rico, and Hawaii will be registered on a day or days to be named by the President as soon as registration cards and other forms can be received in such outlying territory and registration machinery can be created. Persons residing in such Territories will be registered in accordance with so much of these regulations as is applicable to those Territories.
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REGULATIONS GOVERNING
THE APPORTIONMENT OF QUOTAS

PRESCRIBED BY THE PRESIDENT

BY VIRTUE OF THE AUTHORITY VESTED IN HIM BY
THE TERMS OF THE ACT OF CONGRESS TO AUTHOR-
IZE THE PRESIDENT TO INCREASE TEMPORARILY THE
MILITARY ESTABLISHMENT OF THE UNITED STATES,
APPROVED MAY 18, 1917, AND BY THE TERMS OF THE
JOINT RESOLUTION PROVIDING FOR THE CALLING
INTO MILITARY SERVICE OF CERTAIN PERSONS REG-
ISTERED AND LIABLE FOR MILITARY SERVICE,
APPROVED MAY 16, 1918

THESE REGULATIONS MAY BE MODIFIED AT ANY TIME
BY THE PRESIDENT

P. M. G. O., FORM 2000

WASHINGTON
GOVERNMENT PRINTING OFFICE
1918
WAR DEPARTMENT,
Washington, May 23, 1918.

Under authority vested in him by the act of May 18, 1917, and by the joint resolution approved May 16, 1918, the President of the United States prescribes the following Regulations Governing the Apportionment of Quotas and directs that said regulations be published for the government of all concerned and that they be strictly observed.

NEWTON D. BAKER,
Secretary of War.
REGULATIONS GOVERNING THE APPORTIONMENT OF QUOTAS.

Prescribed by the President by virtue of the authority vested in him by the terms of the act of Congress to authorize the President to increase temporarily the military establishment of the United States, approved May 18, 1917, and by the terms of the joint resolution providing for the calling into military service of certain persons registered and liable for military service, approved May 16, 1918.

PART I.

GENERAL REGULATIONS.

Section 1. Statutory provisions.

The act of Congress to authorize the President to increase temporarily the Military Establishment of the United States, approved May 18, 1917, after empowering the President to raise by draft certain military forces enumerated in said act, provides:

Sec. 2. Such draft shall take place and be maintained under such regulations as the President may prescribe not inconsistent with the terms of this act. Quotas for the several States, Territories, and the District of Columbia, or subdivisions thereof, shall be determined in proportion to the population thereof.

Sec. 4. Notwithstanding exemptions each State, Territory, and the District of Columbia shall be required to supply its quota in the proportion that its population bears to the total population of the United States.

Sec. 6. The President is hereby authorized to utilize the service of any or all departments and any or all officers or agents of the United States and of the several States, Territories, and the District of Columbia, and subdivisions thereof, in the execution of this act, and all officers and agents of the United States and of the several States, Territories, and subdivisions thereof, and of the District of Columbia, and all persons designated or appointed under regulations prescribed by the President whether such appointments are made by the President himself or by the governor or other officer of any State or Territory to perform any duty in the execution of this act, are hereby required to perform such duty as the President shall order or direct, and all such officers and agents and persons so designated or appointed shall hereby have full authority for all acts done by them in the execution of this act by the direction of the President.
The joint resolution of Congress, approved May 16, 1918, providing for the calling into military service of certain classes of persons registered and liable for military service under the terms of the act of Congress, approved May 18, 1917, entitled "An act to authorize the President to increase temporarily the Military Establishment of the United States," provides as follows:

That if under any regulations heretofore or hereafter prescribed by the President persons registered and liable for military service under the terms of the act of Congress approved May eighteenth, nineteen hundred and seventeen, entitled "An act to authorize the President to increase temporarily the Military Establishment of the United States," are placed in classes for the purpose of determining their relative liability for military service, no provision of said act shall prevent the President from calling for immediate military service under regulations heretofore or hereafter prescribed by the President all or part of the persons in any class or classes except those exempt from draft under the provisions of said act, in proportion to the total number of persons placed in such class or classes in the various subdivisions of the States, Territories, and the District of Columbia designated by the President under the terms of said act; or from calling into immediate military service persons classified as skilled experts in industry or agriculture, however classified or wherever residing.

Section 2. Definitions and Instructions as to Interpretation and construction.

In the interpretation and construction of these rules and regulations, the following definitions and instructions shall be observed, namely:

(a) By the term "Selective Service Law" is meant the act of Congress of May 18, 1917, entitled "An act to authorize the President to increase temporarily the Military Establishment of the United States."

(b) Words importing the singular number shall be held to include the plural, and vice versa, except where such construction would be unreasonable.

(c) The word "State" shall include all States, Territories, and the District of Columbia.

(d) The word "county" shall include parishes in the State of Louisiana.

(e) The word "governor" shall include governors of the States and Territories and the Commissioners of the District of Columbia.

(f) The term "registrant" shall include all persons duly and properly registered in accordance with the provisions of the selective service law and the rules and regulations made under authority thereof, heretofore and hereafter in effect.
(g) The term "quota basis" shall be construed to be the basis on which all quotas shall be computed and shall be determined as provided in section 9 hereof.

Section 3. Quota basis.

The President having by regulations heretofore prescribed that all persons subject to registration under the act of May 18, 1917, or of any subsequent act or acts, be placed in classes for the purpose of determining their relative liability for military service, the President hereby prescribes that the quota basis of the several States, and the subdivisions thereof, be the number of registrants in Class I as determined under the provisions of section 9 hereof, and that quotas be apportioned to the several States in the proportion which the number of registrants therein who have been finally classified in Class I and have been examined physically and accepted for general military service, bears to the total number of registrants in the several States who have been finally classified in Class I and have been examined physically and accepted for general military service.

Section 4. Determination of quotas to be called and furnished.

The quotas to be called and furnished by the respective local boards shall be determined in accordance with said act of Congress and said joint resolution and regulations prescribed by the President. The President will cause the quota basis for the several States to be determined and notice thereof to be communicated to the governor of each State. The governor of each State, acting for and by the direction of the President, shall thereupon, in accordance with regulations prescribed by the President, determine the quota basis for the several local boards within such State, and shall communicate notice thereof to each local board within such State on P. M. G. O. Form 2004 (sec. 20).

The quotas determined on the aforesaid quota basis shall be called and furnished by the respective local boards in the method, manner, and at the time or times and place or places prescribed by regulations to be issued by the President.


In applying these regulations in and for the several States, each division established therein pursuant to the provisions of the said act of Congress, approved May 18, 1917, and the regulations prescribed by the President thereunder, shall be regarded and considered as a subdivision of the respective States, and quotas shall be apportioned to the respective divisions under the jurisdiction of the several local boards in the proportion which the number of registrants in the respective local boards who have been finally classified
in Class I and examined physically and accepted for general military service bears to the total number of registrants in the State who have been finally classified in Class I and examined physically and accepted for general military service.

Section 6. When these regulations become effective.

The Regulations Governing the Apportionment of Quotas shall become effective at noon on June 1, 1918, and thereupon shall supersede all preexisting rules and regulations relating to the same subject matter.

Section 7. Repeal of preexisting regulations.

On and after noon, June 1, 1918, all preexisting rules and regulations for the apportioning of quotas shall be and hereby are rescinded and repealed, and shall have no further force or effect, except that the repeal of the preexisting rules and regulations shall not affect the validity of any act done under authority of, or in conformity with, such preexisting rules and regulations.

Section 8. Regulations subject to modification.

For the present, the quota basis is confined to Class I as herein-after defined. These regulations may be modified at any time by the President.

Section 9. Method for determining the quota basis.

On such date or dates as the President may from time to time prescribe, the Class I quota basis shall be determined as follows:

(a) The governors of the several States shall determine and report to the Provost Marshal General the number of registrants remaining finally classified in Class I who have been examined physically and accepted for general military service within the respective States, on such dates as may be announced from time to time. These reports shall be prepared and submitted on P. M. G. O. Forms 2002 A and B (sec. 18).

(b) The number so reported in each instance shall be exclusive of registrants finally classified in Class I who are found to be qualified for limited or special military service only, registrants who have been placed in the remediable defective group or groups, registrants carried on the emergency fleet classification list, delinquents, registrants whose physical examination has not been completed, and registrants who have been induced and called for induction.

(c) To the number so reported in the respective States, and the subdivisions thereof, shall be added the number of registrants inducted and called for induction since the filling of the first net quotas of the respective States, and subdivisions thereof, under the proclamation of the President, dated July 12, 1917, and prior to the date of the report specified in preceding paragraph (a).
(d) The quota basis for each State, and the subdivisions thereof, shall in each instance be the sum of the number of registrants calculated under preceding paragraphs (a) and (c) for the respective States, and the subdivisions thereof.

(e) The total of the quota bases of all States shall be the national quota basis.

Section 10. Allocation of credits.

The governor of each State, acting for and by the direction of the President, shall allocate to the subdivisions of the respective States the credits due each such subdivision for men who have been inducted subsequent to the date upon which the first net quotas of the respective States, and the subdivisions thereof, under the proclamation of the President, dated July 12, 1917, were filled, and prior to the date of computing the new quota basis.

The Provost Marshal General shall furnish the governor of each State a statement of the credits due such State, and the subdivisions thereof.

The credits thus determined and allocated shall be applied as hereinafter prescribed.

Section 11. Method of apportioning quotas.

Quotas shall be apportioned from time to time among the several States, and the subdivisions thereof, in the proportion prescribed in section 3 and 5 of these regulations.

Section 12. Current quotas.

In order to insure that a local board shall always have available a sufficient number of men to fill calls made upon it, the term "current quota" referred to in subparagraph (a) of section 151, Selective Service Regulations, is hereby defined to be 80 per cent of each quota basis, less the credits enumerated in section 10 hereof.

Section 13. Forms are part of regulations.

All forms, the use of which is prescribed by these regulations, or which may hereafter be prescribed, together with the particular rules, instructions, and directions contained in all such forms, are a part of these regulations.
PART II.

QUOTA BASIS OF JUNE 1, 1918.

Section 14. Quota basis.

The quota basis of June 1, 1918, shall be computed in each State, and the subdivisions thereof, as provided in section 9 hereof.

Section 15. Rules for computing quota basis.

The quota basis of June 1, 1918, shall be computed on P. M. G. O. Form 2003 (sec. 19). When one sheet of this form is not sufficient to carry the records of a State, additional sheets shall be used. Sheets shall be numbered consecutively, beginning with No. 1.

In the use of this form the following rules shall be observed:

(a) Entries on line 1.—In column 1 enter the name of the State.

In column 2 enter the number of men finally classified in Class I who had been examined physically and accepted for general military service on May 1, 1918, as reported to the Provost Marshal General in response to his telegram No. E–725, dated April 25, 1918.

In column 3 enter the number of men called under the calls specified by the Provost Marshal General in paragraph 3, column 5, of his telegram E–790, dated May 2, 1918. This number represents the number called to May 1, 1918, from the State in excess of its first net quota, under the proclamation of the President, dated July 12, 1917. This number is the same as appears in column 5 of the quota sheet prepared pursuant to the Provost Marshal General's telegram No. E–790.

In column 4 enter the number of registrants accepted at camp who have entered the military service through voluntary or individual induction up to May 1, 1918. The voluntary inductions contemplated are inductions under calls Nos. 1, 2, 3, 4, 5, 6, 7, 8, 10, 27, 28, 29, 30, 31, 32, 33, and 68, under which no special allotment was made against any State. Detailed information by local boards has been furnished each State for the proper entries in this column.

In column 5 enter the sum of columns 2, 3, and 4. This number represents the total number of men finally classified in Class I who had been examined physically and accepted for general military service at the time the first net quotas under the proclamation of the President dated July 12, 1917, for the several States and the subdivisions thereof had been filled. This entry is the quota basis of June 1, 1918.
(b) Entries in lines other than line 1.—In column 1 enter the designation of each local board within the State. These entries shall be made alphabetically.

In columns 2, 3, 4, and 5, opposite the designation of each local board enter the appropriate number in each column representing the local board's contribution to the total appearing in line 1 of the same column.

The numbers to be entered opposite each local board in columns 2, 3, 4, and 5 are to be secured from the same source as the entries in line 1 for these columns, and the sum of the entries by local boards in each column must equal the total appearing in line 1 of the same column.

The entries in column 5 for each local board will be the quota basis of June 1, 1918, for the local board opposite whose designation it appears, and the entry in line 1, column 5, will be the quota basis for the State.

Section 16. Determining current quotas.

The current quota of each State and the subdivisions thereof, as defined in section 12 hereof, shall be 80 per cent of the amount appearing in column 5 for such State and the subdivisions thereof, less the credits for the respective States and the subdivisions thereof.

The current quota of each State and the subdivisions thereof shall be entered in column 6, as follows:

(a) In column 6-a, 80 per cent of the quota basis shall be entered.

(b) In column 6-b, the credits as allocated by the governors of the respective States shall be entered. These credits shall consist of the sum of the numbers appearing in columns 3 and 4 of P. M. G. O. Form 2003, plus the number of men called under calls Nos. 199 to 568, both inclusive, in so far as these calls apply to the respective States and the subdivisions thereof.

(c) In column 6-c, the difference between the numbers appearing in columns 6-a and 6-b, shall be entered.

Immediately upon the determination of the current quota for each local board, the governor shall notify each local board within his jurisdiction of its current quota on P. M. G. O. Form 2004 (sec. 20).

Section 17. Keeping quota accounts at State headquarters.

Form P. M. G. O. 2005 (sec. 21) is prescribed as the form to be used in State headquarters for keeping quota accounts with each local board.

In the use of this form, the following rules shall be observed.

(a) In column 1, the same entries shall be made as appear in column 1 of P. M. G. O. Form 2003.

(b) In column 2, the same entries shall be made as appear in column 5 of P. M. G. O. Form 2003.
(c) In column 3, the same entries shall be made as appear in column 6–b of P. M. G. O. Form 2003.

(d) In column 4 shall be entered the difference between columns 2 and 3. The entry in this column represents the balance on June 1, 1918, of available men finally classified in Class I who have been examined physically and accepted for general military service.

(e) In column 5, and each succeeding odd-numbered column, the allotments under calls hereafter to be made shall be entered, and one such column shall be used for each call.

(f) In column 6, and each succeeding even-numbered column, the balance remaining after deducting the number called from the preceding balance shall be entered.
### PART III.

**FORMS.**

**Section 18. Local Board and State reports of Class I (Section 9).**

P. M. G. O. Form 2002-a.

<table>
<thead>
<tr>
<th>Class I.</th>
<th>White</th>
<th>Colored</th>
<th>Total</th>
<th>(Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining finally classified in Class I and examined</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and examined physically and accepted for</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>general military service</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Limited military service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Removable defective group or groups</td>
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<tr>
<td>Emergency fleet</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Delinquent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not physically examined</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inducted and called for induction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From: Local Board for........................................

To: Governor of..............

Report of Class I, submitted pursuant to Section 9, Regulations Governing the Apportionment of Quotas.

(13)
State Report of Class I, Submitted Pursuant to Section 9, Regulations Governing the Apportionment of Quotas.

<table>
<thead>
<tr>
<th>AREA</th>
<th>Remaining finally classified in Class I and examined physically and accepted for general military service</th>
<th>Limited military service</th>
<th>Remediable defective group or groups</th>
<th>Emergency Fleet</th>
<th>Delinquents</th>
<th>Not physically examined</th>
<th>Inducted and called for induction</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

---
Section 19. Quota sheet. (Sections 15 and 16.)

P. M. G. O. Form No. 2005.

<table>
<thead>
<tr>
<th>Area</th>
<th>Remaining finally classified in Class I and examined physically and accepted for general military service</th>
<th>Inducted and called for induction</th>
<th>Voluntary and individual inductions</th>
<th>Quota basis</th>
<th>Current quota</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>(b)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(c)</td>
</tr>
</tbody>
</table>

Section 20. Notice of quota (Sections 4 and 16.)

P. M. G. O. Form No. 2004.

To the Local Board
For ........................................

By virtue of the authority vested in me by the regulations prescribed by the President, pursuant to an act of Congress entitled "An act to authorize the President to increase temporarily the Military Establishment of the United States," approved May 18, 1917, and the joint resolution of Congress approved May 16, 1918, we ........................................

........................................

Governor

(Commissioners)

we ........................................

acting for and by direction of the President, do hereby, in accordance with said act, joint resolution, and regulations, notify the Local Board for ........................................, that the quota basis of said Local Board is ........................... men, and that its current quota is ........................... men.
Section 21. Quota ledger sheet (Section 17).

P. M. G. O. Form No. 2005.

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

Sheet No. 16
INSTRUCTIONS FOR THE PREPARATION AND USE OF FORMS 1029 (NEW), 1029 A AND B AND 1029 C AND D.

OFFICE OF PROVOST MARSHAL GENERAL,
Washington, D. C., January 21, 1918.

The changes in those sections of the Selective Service Regulations which deal with the sending to military duty of registrants, the preparation of papers in connection with this phase of the work of local boards, and the keeping of the accounts of quotas of local boards, together with the new forms prescribed, are based on important changes in two of the principles of the regulations as originally issued, viz:

1. Credit for all inductions by local boards into military service, whether voluntary or compulsory, will be allowed against the current quotas of local boards.

2. Accounts of quotas will be kept by the Provost Marshal General instead of at mobilization camps and at State headquarters. To this end Forms 1029 (old), 187, 187 A and 187 B have been discarded and Forms 1029 (new), 1029 A and B, and 1029 C and D, have been introduced.

Form 1029 (new) is for listing the names, and certain other data in respect of men entrained for military duty. Space is provided thereon for notation by the military authorities against the names of selected men who have been entrained but who have failed to arrive at their destination. This form is in duplicate; both copies are to be mailed to the military camp or station for which the selected man or party of selected men is entrained, are there completed and the duplicate returned to the local board and there filed. The original is mailed by the military authorities to the Provost Marshal General.

Form 1029 A and B, the credit card, is a form made out individually for each man entrained. This form is one of the most important of all forms so far as local boards are concerned since each such form properly filled out by a board and indorsed by the military authorities in such manner as to indicate the acceptance for military service of the registrant described, will, when filed in the office of the Provost Marshal General, stand as a credit for one man to the local board whose stamp appears in the space thereon provided for it.

Mobilization camps or other military stations to which selected men may be sent are required to report on this form, within one month of the date of induction, the acceptance or rejection of the registrant concerned. This requirement together with the fact that each selected man's name and description appears on an individual card will do away with the long delays experienced by local boards in receiving information as to the disposition of men sent to military duty.

Local boards must note particularly the new requirement of "Call Numbers." Section 1754 of the Selective Service Regulations provides that the Provost Marshal General shall number each call for
men whether the induction of such men is general, voluntary, individual, or special. These calls will be numbered consecutively from 1 upward and a Call Number will refer only to men of the designated class ordered sent to one designated point. Thus, Call 1 was for white volunteers for the Land Division, Signal Corps, to be sent to Fort Leavenworth, Kans.; Call 2 was for white volunteers west of the Mississippi River for the Medical Department, to be sent to Fort Riley, Kans.; Call 6 was for 1,100 white bricklayers for the Aviation Section, Signal Corps, to be sent to Kelly Field, Tex.; and so on. The local board will enter, in the space provided on Form 1029 A and B, the "Call Number" as given by the Provost Marshal General. Then when a Form 1029 B, properly completed and indicating an acceptance, is received at the office of the Provost Marshal General, it will reveal at a glance the local board to which credit is due, the kind of military duty for which the registrant was accepted, the place to which he was sent, the date of his acceptance for military service, as well as his name, order number, and serial number.

Forms 1029 C and D will be furnished only to the proper military authorities and will be used by them to form the Provost Marshal General's local boards of discharges from military service under section 176, S. S. R.

To put the new system into effect, a date will hereafter be specified by the Provost Marshal General, after which the new system will be used exclusively.—On this date the military authorities will be required to complete as many Forms 164A or 1029 (Old) as is practicable and to withhold the remainder. Local boards will delay three days from the date so announced and will then send to the mobilization camp or station to which the selected men were sent, properly prepared Forms 1029 A and B for every selected man not therefore reported by the military authorities as either accepted or rejected. These forms will be completed by the military authorities and mailed to local boards and to the Provost Marshal General as though they had been originally sent as prescribed in the amended regulations. However, in sending men to military duty on and after the date announced, local boards will use the new forms whether the three-day period just mentioned has expired or not.

DETAILED INSTRUCTIONS.

1. Form 1029.

A. Local boards.—On every sheet of both original and duplicate enter the following: Local board stamp, in space provided therefore; consecutive number of sheet in upper right-hand corner (original and duplicate to bear the same sheet number); date of entrainment of the party near upper right-hand corner; date of induction of the selected men into military service in the space provided between the words "on" and "have"; name of camp or station for which entrained in space provided; total number of sheets comprising the statement in proper space. Entries in columns 1, 2, and 3 are obvious. Enter in column 4 the Call Number as announced by the Provost Marshal General. Entry in column 5 is determined by consulting the answer to question 5 on page 4 of the Questionnaire. In column 6, enter in the proper subcolumn the division letter of the registrant’s final classification (see cover sheet of Questionnaire). Column 7 and the reverse side of the form are for the use of military authorities only.
B. Military authorities.—Immediately upon receipt of this form from a local board enter in column 7 of both original and duplicate opposite the name of any man who has failed to report to the military authorities when ordered an X. Fill the blank spaces on the reverse side and mail the original to the Provost Marshal General, Washington, D. C., and the duplicate to the local board whose stamp appears on the face of the form.

2. Form 1029 A and B.

A. LOCAL BOARDS.

Do not detach Form 1029 A from 1029 B.

In both A and B of this form enter the following: Local Board stamp; Call Number, registrant’s order number, name, serial number.

In Form 1029 A enter also: The date and hour of the registrant’s induction into military service; the branch of military service for duty in which he was inducted, e. g., Aviation, Cavalry, Infantry, etc.; (if sent to a mobilization camp under a general call enter the word “General”); and after the word “Adjutant” on the form, the name of the camp or station to which he is ordered to report. On reverse side, place the stamp of the local board.

In Form 1029 B enter also: The registrant’s occupation and his classification and division thereof. (See answer to question 5, page 4, Questionnaire and cover sheet of Questionnaire).

In other words, fill all spaces in both sections of this form above the lines marked “Below this line to be filled in by military authorities,” except the space in the upper right hand corner of Form 1029 B, which space is for the use of the Provost Marshal General.

This form, completely and clearly filled in as above, is to be delivered to the leader of the party of selected men, or, when only one selected man is entrained, it is to be delivered to such single man.

When Form 1029 A is returned by the military authorities attach it to the registrant’s Questionnaire, after making the necessary entries in the Classification List.

B. MILITARY AUTHORITIES.

In both A and B of this form fill in all blanks below the lines marked “Below this line to be filled in by military authorities.” In the proper spaces enter the name of the camp or station and the date of acceptance or rejection of the registrant. Draw a line through the word “Rejected” if the registrant is accepted, or through the word “Accepted” if the registrant is rejected. In case of rejection enter the cause therefor, e. g., physically unfit, alien enemy, dependents (state relationship), etc. Sign both cards.

In Form 1029 B enter also the branch of service for which the registrant is accepted.

Detach 1029 A from 1029 B and place both cards in the mail.

Important Note.—Acceptance or rejection must be determined and both cards placed in the mail within one month of the date of the registrant’s induction into service as indicated in Form 1029 A. This is the extreme case. Ordinarily cards should be mailed within a very few days after the date of receipt thereof.
3. Form 1029 C and D.

A. MILITARY AUTHORITIES.

Whenever a selected man is discharged from the military service (see sections 176, 177, S. S. R.) immediately fill all blank spaces in both parts of this form, separate the parts thereof and place in the mail. It is to be noted that, in this form, it is necessary that the military authorities enter in the upper left-hand corner of each part and on the reverse of C the designation of the registrant's local board. **Make no entry in the space in the upper right-hand corner of Form 1029 D.**

B. LOCAL BOARDS.

Upon the receipt of a Form 1029 C from the military authorities, proceed as indicated in Section 177, S. S. R. Attach the form to registrant's Questionnaire and file.

4. Destroy all unused Forms 1029 (old), 187, 187 A, and 187 B.

E. H. CROWDER,
Provost Marshal General.

---

**Form 1029 PMGO.**

- ORIGINAL.

When completed to be mailed by Military Authorities to the Provost Marshal General, Washington, D. C.

<table>
<thead>
<tr>
<th>Sheet No.</th>
<th>Date,</th>
</tr>
</thead>
</table>

The selected men herein described, having been inducted into military service on .................................. (Date.)

have this date been entrained for .................................. (Camp or Station.)

This statement consists of ...... sheets.

---

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

(Reverse of same 1029.)

Place ...................................................

Date ..................................................

All men whose names appear on this statement have reported for military duty at this place except those opposite whose names there is entered in Column 7 an X

Signature ............................................

Rank ..................................................

---

**INSTRUCTIONS.**

Entries in columns 1, 2, and 3 are obvious.

Entry in column 4 is the number of the call under which the man or men are to be inducted as announced by the Provost Marshal General.

Entry in column 5 is determined by consulting the answer to Question 5 on page 4 of the Questionnaire.

In column 6 enter in the proper subcolumn the division letter of the registrant's final classification.

(See cover sheet of Questionnaire.)

Entry in column 7 is to be made by the military authorities only and consists of an "X" in the column opposite name of any man listed on the form who fails to report to the military authorities.
Form 1029-A PMGO

CALL NO.

DATE ..........................................................

HOUR ............................................

ORDER NO. NAME .......................................................... SERIAL NO. ..........................................................
THE REGISTRANT DESCRIBED ABOVE HAS THIS DATE BEEN INDUCTED INTO MILITARY SERVICE FOR DUTY IN .......................................................... (Branch of Service.) AND ORDERED TO REPORT TO THE ADJUTANT ..........................................................

Below this line to be filled in by Military Authorities.

CAMP OR STATION .......................................................... DATE ..........................................................
THE REGISTRANT DESCRIBED ABOVE WAS THIS DATE ACCEPTED FOR MILITARY SERVICE. REJECTED ..........................................................
CAUSE OF REJECTION ..........................................................

SIGNATURE ..........................................................

3—5450
RANK AND ORGANIZATION ..........................................................


Form 1029-B PMGO

CALL NO.

OCCUPATION ..........................................................

CLASS ........................................ DIVISION ..........................................................

ORDER NO. NAME .......................................................... SERIAL NO. ..........................................................

Below this line to be filled in by Military Authorities.

CAMP OR STATION ..........................................................
THE REGISTRANT DESCRIBED ABOVE WAS THIS DATE ACCEPTED FOR MILITARY SERVICE REJECTED ..........................................................
CAUSE OF REJECTION ..........................................................

SIGNATURE ..........................................................

3—5450
RANK AND ORGANIZATION ..........................................................
The Provost Marshal General

WAR DEPARTMENT

Washington, D.C.
<table>
<thead>
<tr>
<th>Form 1029-C PMGO</th>
<th>Form 1029-D PMGO</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCAL BOARD FOR</td>
<td>LOCAL BOARD FOR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The soldier described herein was this date discharged from the Military Service.

Reason for discharge

<table>
<thead>
<tr>
<th>Order No.</th>
<th>Name</th>
<th>Serial No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature

<table>
<thead>
<tr>
<th>Signature</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5-5447

5-5447
LOCAL BOARD

THE PROVOST MARSHAL GENERAL

WASHINGTON, D. C.
CIRCULAR OF INFORMATION

CONCERNING DEFERRED CLASSIFICATION OF EMPLOYEES OF THE GOVERNMENT OF THE UNITED STATES UNDER THE SELECTIVE SERVICE LAW AND SECTION 77, RULE X, AND PART XIV, OF THE SELECTIVE SERVICE REGULATIONS.

Under the Selective Service Law and Regulations deferment may be granted to Government employees who are necessary to the adequate and effective operation of the service in which they are engaged. See section 4 of the Selective Service Law and section 77 and Part XIV of the Selective Service Regulations.

Section 77 of the Selective Service Regulations (based on section 4, Selective Service Law) provides that a registrant may be placed in deferred Class III who is employed by a department or branch of the Government of the United States in the capacity of a customhouse clerk, a person employed by the United States in the transmission of the mails, an artificer or workman employed in an armory or arsenal or navy yard of the United States, or a person employed in the service of the United States, and with respect to whom it is found by the Local and District Boards having jurisdiction that he is necessary to the adequate and effective operation of the service in which he is engaged, and that he can not be replaced without substantial material loss and detriment to the adequate and effective operation of such service.

A claim of this character may be made either by the registrant himself or by his superior officer in the department or branch of the Government under which he is engaged.

Claim by registrant and necessary proof.—If the registrant makes the claim, he must indicate the claim on page 1 of the Questionnaire and must answer the questions under Series VIII, part A, on page 6 of the Questionnaire, Form 1001, P. M. G. O. (p. 3 hereof), and must also secure and file with the Local Board, in support of his claim, an affidavit on Form 1044, P. M. G. O. (p. 4 hereof) of the official having direct supervision and control of the registrant. This affidavit must be approved and certified in accordance with the provisions of section 77 and Part XIV of the Selective Service Regulations. (See instructions printed on back of affidavit, Form 1044.)

Claim by superior officer on behalf of registrant.—If an official of a department or branch of the Government makes the claim, he must make it on the first page of the Questionnaire, Form 1001, or on Form 1001 A, which is a duplicate copy of said first page, indicating the claim therein in the appropriate blanks provided for that purpose, and must file same with the Local Board, together with the affidavit, on Form 1044, of the official having direct supervision and control of the registrant, which affidavit must be approved as above stated.

The claim for the deferment of a registrant, when properly made on Form 1001 A (p. 3 hereof), and supported by the required affidavit and approval, on Form 1044 (p. 4 hereof), will furnish a basis for deferment even though the registrant remains silent and does not make a claim or fill out Series VIII, part A, of the Questionnaire. Such claim and proof, whether made by the registrant or by another in his behalf, when filed with the Local Board, will be attached to and considered in connection with the registrant’s Questionnaire.

The supporting affidavit of necessity, which must be filed with the Local Board either by the registrant or by the official making the
claim, must state that the registrant is necessary to the adequate and effective operation of that branch of the service in which he is engaged and can not be replaced by another person without substantial material loss and detriment to the adequate and effective operation thereof, and must be indorsed "approved" in accordance with the provisions of Part XIV, Selective Service Regulations. This affidavit must be filed with the Local Board within seven (7) days after the day of mailing the Questionnaire to the registrant, unless, under its discretionary power, the Local Board shall extend the time for filing such claim.

When a registrant for whom a claim for deferment is made on the ground that he is a necessary Government employee is stationed within the District of Columbia, the affidavit of the department official having direct supervision and control of the branch of the service in which he is employed must be approved by the Secretary of the department. If such registrant is stationed outside of the District of Columbia, the affidavit of the official having direct supervision of the applicant must be approved by the official designated by the Secretary of the department who has jurisdiction or control of the area within which the applicant is stationed at the time, unless the affidavit is originally made by such official. (See Part XIV, S. S. R.)

If the registrant is in the service of a commission or board or body not organized directly under one of the executive departments, the same general method will be followed so far as practicable as outlined above. (See Part XIV, S. S. R.)

"In the case of a person employed in the legislative or judicial branch of the Government the affidavit may be signed and approved by the official under whom such person serves." (Part XIV, S. S. R.)

The lists of officials in the different executive departments of the Government who may make supporting affidavits and have been designated as certifying officials and who have authority to approve affidavits of necessity will be found in Part XIV of the Selective Service Regulations. See also important instructions printed on the back of the affidavit, Form 1044.

Affidavits of necessity and certificates of approval filed with such claims shall be considered as prima facie evidence of the fact that the registrant is a necessary employee as claimed and he shall be placed in Class III unless other substantial evidence is received by the Local Board sufficient in its judgment to rebut such prima facie evidence and to prove that the registrant is not a necessary employee as claimed. (See sec. 77, S. S. R.)

The different departments and branches of the Government may communicate directly with Local Boards, using the standard forms, above mentioned, in reference to a registrant, even though the departmental official has not seen and is not able to have access to the registrant's Questionnaire.

The office of the Provost Marshal General will furnish the departmental officials, upon request, with an ample supply of the standard forms sufficient for the purpose of making and filing claims for deferment on the ground that the registrants are necessary Government employees.

Departmental officials, in order to make claim and file the required proof in behalf of necessary registrant employees, should require every such employee to furnish immediately the exact name and location of the Local Board with which he is registered. A printed list of the boards will be furnished on request.
DUPLICATE OF PAGE 1 OF QUESTIONNAIRE.

Registration No. | Name of Registrant: | Telephone No.
----------------|--------------------|----------------
Serial No. | (First name.) (Middle name.) (Last name.)
(Stamp of Local Board.) | Address | (No.) (Street or R. F. D. No.)
Order No. | (City or town.) | (County.) | (State.)

NOTICE TO REGISTRANT.—You are required by law to return this Questionnaire filled out in accordance with instructions hereon within seven days from date of this notice. Failure to do so is a misdemeanor punishable by fine or imprisonment for one year and may result in the loss of valuable rights and in immediate induction into military service.

Date

Member of Local Board.

CLAIM FOR EXEMPTION OR DEFERRED CLASSIFICATION.

NOTE TO CLAIMANTS.—This form is to be used for claiming exemption or deferred classification by or in respect of any registrant and for stating the grounds of claim. Place a cross (x) in Column A opposite the division that states the ground of claim. Boards are required to consider only grounds thus indicated by the claimant in Column A.

CLASS I.

Col. A. | Div.
-------|------
A | Single man without dependent relatives.
B | Married man, with or without children, or father of motherless children, who has failed to support his family.
C | Discharged from armed service since April 6, 1917.
D | Married man, or with or without children, or father of motherless children; man not usefully engaged, family supported by income independent of his labor.
E | Unemployed or not a necessary farm laborer.
F | Unemployed or not a necessary industrial laborer.
G | Registered but in respect of whom no deferred classification is claimed.
H | Registrant who fails to submit Questionnaire and in respect of whom no deferred classification is claimed.
I | Registrant not deferred and not included in any of above divisions.

CLASS II.

Col. A. | Div.
-------|------
A | Married man with children, or father of motherless children, where such wife or children or such motherless children are not mainly dependent upon his labor for support because there are other reasonably certain sources of adequate support (excluding earnings or possible earnings from labor of wife), available, and that the removal of registrant will not deprive such dependents of support.
B | Married man, without children, whose wife, although the registrant is employed in a useful occupation, is not mainly dependent upon his labor for support, for the reason that the wife is skilled in some special class of work which she is physically able to perform and in which she is employed, or in which there is an immediate opening for her under conditions that will enable her to support herself decently and without suffering or hardship.
C | Necessary skilled farm laborer in necessary agricultural enterprise.
D | Necessary skilled industrial laborer in necessary industrial enterprise.
X | Necessary skilled laborer in necessary industrial enterprise.

CLASS III—continued.

Col. A. | Div.
-------|------
F | Necessary customhouse clerks.
G | Necessary employees in United States in transmission of the mails.
H | Necessary assistants or workmen in United States armory or arsenal.
I | Necessary employees in service of United States.
J | Necessary messenger, stenographer, or hired manager of necessary agricultural enterprise.
K | Necessary highly specialized technical or mechanical expert of necessary industrial enterprise.
L | Necessary assistant or associate manager of necessary industrial enterprise.
M | Man whose wife or children are mainly dependent on his labor for support.
N | Mariner actually employed in sea service of citizen or merchant in the United States.
O | Necessary sole managing, controlling, or directing head of necessary agricultural enterprise.
P | Necessary sole managing, controlling, or directing head of necessary industrial enterprise.
Q | Officer—legislative, executive, or judicial of the United States or of State, Territory, or District of Columbia.
R | Regularly or duly ordained minister of religion.
S | Student who on May 18, 1917, or on May 20, 1918, served as student in recognized theological or divinity school, or who on May 20, 1918, was preparing for ministry in recognized theological or divinity school.
T | Person in military or naval service of United States.
U | Alien enemy.
V | Resident alien (not an enemy) who claims exemption.
W | Person totally and permanently physically or mentally unfit for military service.
X | Person morally unfit to be a soldier of the United States.
Y | Licensed pilot actually employed in the pursuit of his vocation.
Z | Person discharged from the Army on the ground of alienage or upon diplomatic request.
A | Subject or citizen of co-belligerent country who has enlisted or enrolled in the forces of such country under the terms of a treaty between such country and the United States providing for reciprocal military service of their respective citizens and subjects.
B | Subject or citizen of neutral country who has declared himself to become a citizen of the United States and has withdrawn such intention under the provisions of act of Congress approved July 9, 1918, and Selective Service Regulations.

REGISTRANT OR OTHER INTERESTED PERSON MUST ANSWER THE FOLLOWING QUESTION.

Q. Do you claim exemption or deferred classification in respect of the registrant named above? If so, state the divisions of each class and each class in which you claim that he should be classified.

A. | Division of Class .... of Class .... of Class .... of Class .... of Class .... (Date) .... (Address) .... ...

(Yes or no) ...

Waiver or Claim for Exemption or Deferred Classification.

(To be signed by registrant or other interested person whenever a waiver is used.)

I hereby waive all claim of exemption or deferred classification of the registrant named above.

(Date of signing) ...

(Sign here) ...
P. M. O. O.—Form No. 104.

AFFIDAVIT TO BE FILED IN SUPPORT OF CLAIM FOR DEFERRED CLASSIFICATION OF REGISTRANT IN CLASS III, DIVISIONS E, F, G, H, OR I.

STATE OF ........................................
COUNTRY OF ...................................

I, ........................................, do solemnly swear that I am the ........................................, and as such have direct supervision and control of ............................................... position held. (State exact official title of position held.)

(state or territory)

(post office, department, commission, board, bureau, division, or branch of the Government.)

that ........................................, who is personally known to me, is employed as ........................................ (Name of registrant.)

(State that said registrant has stated to me that he is .................................. years old and resides at ........................................, and Order Number ........................................ Serial Number ........................................ and Order Number ........................................ parish; State, Territory, or District.)

.... were given him by Local Board for ........................................, and that a claim for deferred classification into Division ........................................ of Class III of said registrant has been made to said Local Board.

I do further solemnly swear that said registrant is a trained ........................................; that he has been continuously employed and compensated by ........................................ since the ........................................ day of ........................................, 1911, as such, that he is necessary to the effective and adequate operation or administration of such United States Government (or title of municipality.)

Customhouse, post office, department, commission, board, bureau, division, or branch of the Government.)

and that he can not be replaced by another person without substantial and material (loss of efficiency in the effective and adequate operation thereof) for the reason that (detriment to the public safety of the said municipality.)

I do hereby bind myself, so long as I hold my present office, at once to notify the said Local Board if said registrant is transferred to a position in which he is not necessary to the effective and adequate operation or administration of such United States Government (State position held by registrant.)

or if he ceases to be employed as ........................................, or whenever said conditions entitling said registrant to deferred classification cease to exist, and I will also request my successor in office to give such a notice.

Subscribed and sworn to before me this ........................................ day of ........................................, A. D. 1911.

Approved:

........................................ (Signature.)

........................................ (Official designation.)

........................................ (Address.)

........................................ (Signature.)

........................................ (Official title of officer administering oath.)

WASHINGTON : GOVERNMENT PRINTING OFFICE : 1912
SECTION 43, REVISED SELECTIVE SERVICE REGULATIONS.

Section 43. Clerical Assistants for State Headquarters and for District, Local, and Medical Advisory Boards.

(a) When authorized by the Governor, as prescribed in section 198 hereof, there may be employed the necessary clerks for State Headquarters, District Boards, Local Boards, and Medical Advisory Boards: Provided, That no clerk shall be paid at a rate in excess of that fixed for clerks of Local Boards in paragraph C of this section without specific authority of the Provost Marshal General in each case.

(b) The maximum allowance for clerical services for a Local Board for any one month will be determined by the number of registrants under the jurisdiction of the Board on the 1st day of the month for which the allowance is made, deducting from the total registration all inductions (including those of deserters), transfers, cancellations, deaths, and classifications in Class V, during previous months, in accordance with the following table:

*Table of maximum monthly allowances to Local Boards for clerical services.*

<table>
<thead>
<tr>
<th>Number of registrants</th>
<th>Allowance</th>
<th>Number of registrants</th>
<th>Allowance</th>
<th>Number of registrants</th>
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Table of maximum monthly allowances to Local Boards for clerical services—Continued.

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</table>

(c) The monthly allowance made to a Local Board under the foregoing table may be expended by the board for clerical services at the discretion of the board members subject to the following exceptions: No clerk of any Local Board shall be paid in excess of the rate of $100 per month without specific written authority of the governor in each case, or in excess of the rate of $150 per month except upon special recommendation of the governor to the Provost Marshal General and specific authority of the latter in each case, as prescribed in section 198 of these regulations.

(d) Any balance remaining of the monthly allowance made to any State headquarters or board for clerical services may be carried forward from month to month to the credit of such State headquarters or board to be expended by them for additional clerical services required in periods of emergency, subject to the limitations as to rate of pay fixed in paragraph c of this section; except that no balance may be carried beyond the end of any fiscal year (June 30).

(e) When one or more inducted men are assigned to duty as clerks at any State headquarters or board an amount equal to the pay and allowances drawn by such inducted man, or men, from the Quartermaster Corps, United States Army, will be deducted from the monthly allowance made under paragraph (c) of this section to the State headquarters or board to which such inducted man or men is or are assigned.

(f) Interpreters: Upon a certificate by a Local Board showing that the services of an interpreter are necessary, and that it has been impossible to obtain the voluntary and gratuitous services of one, and also showing the approximate time such services are necessary, and the lowest rate of pay for which an interpreter can be obtained, the governor may authorize the employment by Local Boards of necessary interpreters, limiting their employment to such number of hours per day, or such days per week, and also limiting the period of time within which they may be employed by a particular Local Board, as he may deem for the best interests of the Government. The compensation which may be allowed to interpreters shall not exceed $1 per hour or $5 in any one day. These rates are the maximum and should be kept below the amount authorized wherever possible.

**Note 1.**—District Boards may direct their clerks to render to Local Boards immediately adjacent to them all possible assistance. This does not authorize travel on the part of such clerks. (Telegram A—1686, December 27, 1917.)

**Note 2.**—Vacations for clerks of Local and District Boards are governed by the rules governing vacations for Federal employees and the distinction between "temporary" and "permanent" as applied to Federal employees are equally applicable to clerks of Local and District Boards. (Circular Letter, May 23, 1918.)

WASHINGTON: GOVERNMENT PRINTING OFFICE: 1918
WAR DEPARTMENT,
OFFICE OF THE PROVOST Marshal General,
Washington, September 9, 1918.

To Employers and Other Representatives of Industry:

The time has come when I must address to you some recommendations as to your share of responsibility in the classification of the new registrants under the Selective Service Act. I have noticed, in the general expressions of the public attitude which reach this office, two frequent features which lead me to the present comments. One of these features is the belief that the process of awarding deferred classification to a registrant requires merely the filling out of the Questionnaire, and that the Selective Service Boards will perceive the propriety of making the deferment, without the assistance furnished by the registrant’s formal claim indicating the deferment desired. The other feature is the employer’s failure to realize his responsibility to intervene in aiding the Board’s determination, and therefore to inform himself fully on all the considerations which should affect the decision as to deferment. Both of these features are due to a single larger fact, viz, a failure on the part of many to reflect on the industrial considerations governing deferred classification.

1. As to the first mentioned belief, it must be pointed out that if it were universally acted upon the process of classification would be seriously hampered and delayed. Some one must indicate that the individual case is one which should arrest the special attention of the Boards in respect to the registrant’s occupational status. The Boards do not possess a superhuman omniscience. Nor are they permitted by circumstances to devote unlimited time to the search of Questionnaires for possible grounds of claim. In 1917, out of more than 3,000,000 registrants called, only 140,000 filed occupational claims, or 4.7 per cent; thus 95 per cent of all registrants raised no question of such deferment. Under the Questionnaire system the exact scrutiny of every page of this 95 per cent of Questionnaires presenting no occupational claims would have been an intolerable expenditure of time, involving a delay fatal to the speed and decisive action necessary for filling the Army.

The Boards will do all that they possibly can, on their own initiative, to reach a just decision by a complete examination of the Questionnaire even where no claim is expressly made; following in this respect the spirit of the Secretary of War’s statement made before the House Committee on Military Affairs on August 19, last: “It is not easily possible—it is, perhaps, not possible at all—to do that without some aids from the men affected; but as far as it is possible we ought to have the facts developed by the answers to the questions which the man makes and call on him for as little aid as we can in determining whether or not he is to be exempted.” A registrant is therefore at liberty, if he sees fit, to trust to the scrutiny of the Boards to discover the necessity for his deferment.
Nevertheless, the Boards will welcome and will need all the aid that can be furnished by the indication of a claim made for deferment. With this aid, the process will become a simple and speedy one. Time and labor will not be wasted on needless search; and ample time will be gained for thorough attention to those cases explicitly raising a question of occupational deferment.

But who is to make that claim? Ordinarily, the registrant himself will indicate the claim on his Questionnaire. But if, through mistaken chivalry, he should fail to do so, another may make it for him. In industry, agriculture, or other occupations, this other person will naturally be his employer or some other representative of his associated group. And this brings me to the second feature above mentioned.

2. Why should the employer, or other third person, in such cases, make the claim? Because the employer in this situation represents the Nation—because (in the statutory phrase) "the maintenance of the Military Establishment or of national interest during the emergency" requires that some well-advised third person should look after that national interest, which the registrant himself may not have sufficiently considered.

It is at this point that I wish to address to employers (and other representatives) the suggestion that they charge themselves, more systematically than hitherto, with this responsibility. I have above referred to such third persons as "well advised," and this is the place to emphasize to employers the importance of making themselves well advised for the execution of this duty.

How many employers, having charge of some industrial or other occupational group, have hitherto taken pains to inform themselves systematically which of their employees are registrants and which are not? How many have studied carefully the required conditions for occupational deferment, as laid down in the President's regulations pursuant to the statute? How many have made it a point to survey their entire plant so as to single out the really indispensible individuals? With the oncoming of a more extensive registration, an even larger outlook is necessary. The general industrial conditions, the supply of skilled men in the industry at large, the possibilities of training substitutes, the availability of women workers—these are some of the considerations which bear directly on the need of occupational deferment as related to the need of the Army.

Moreover, it is often forgotten that the selective draft is only one element in the depletion of a particular industry's man power. A second and a large element is found in the voluntary withdrawals for enlistment; how large this is may be seen from the circumstance that the total inductions by draft have reached some 2,000,000, while the total enlistments in the Army and the Navy amount to some 1,400,000—nearly three-quarters as many. A third element, very large, but unknown as to its precise extent, has been the transfer of labor power from one industry to another, i.e., into the distinctively war industries offering the inducement of higher wages. How relatively small, in actual effect, has been the effect of the selective draft is seen in the fact that for all the occupations represented in the 8,700,000 classified registrants of January, 1918, the percentage of
the entire industrial population represented by the Class I registrants amounted to only 6 per cent. It ran as low as 3 per cent for some occupations, and correspondingly higher for some other occupations; but the national average was only 6 per cent. Any notably larger depletions in particular industries must, therefore, have been due partly to enlistments and in probably greater degree to voluntary transfers into other industries.

These other influences are, therefore, to be kept in mind by employers and others in weighing the question whether the best solution in the national interest is to ask for the deferment of individuals or groups of men. Such deferments may assist the immediate situation in the particular establishment; but they merely force the Army and the Navy to seek elsewhere for the same number of men thus deferred. The quantitative needs of the military forces are known and are imperative; and any given quantity of deferments will ultimately have to be made up by the depletion of some other occupation. Thus, it becomes the employer's duty to consider these largest aspects of deferment in seeking that solution of his own problems which best comports with the national interests.

My present object is to urge upon employers the duty and responsibility of becoming well advised in all these matters; of equipping themselves with full information as to the extent to which their particular establishment is affected by the liability of registrants to military service; of observing the extent to which other influences of depletion have affected it, and the degree in which other methods of supply can relieve that depletion; and of laying these facts, and other pertinent ones, before the Industrial Advisers now to be placed at each District Board—to the end that those individuals or groups who are indispensable and irreplaceable would receive deferment. whether or not they have made claim for it, and that the Army and the Navy should not be deprived of its proper supply of man-power by ill-considered deferments not absolutely demanded by the national interest.

The cessation of enlistments will henceforth protect industry against one irregular and uncontrollable source of derangement. It will correspondingly throw upon the Selective Service system the greater responsibility for an intelligent and discriminating selection made in the light of industrial needs. But this responsibility is shared by employers and all who represent groups of workers. To fulfill this responsibility they must now prepare themselves even more carefully than hitherto. They will find the Boards heartily ready to cooperate with them to the utmost.

The keynote of purpose for all of us ought to be, and I am sure will be, that wise and profoundly significant phrase in the Act of Congress under which we operate, "the maintenance of the Military Establishment or the effective operation of the military forces, or the maintenance of national interest during the emergency."

E. H. CROWDER,
Provost Marshal General.
BOARDS OF INSTRUCTION

TO BE APPOINTED BY

SELECTIVE SERVICE BOARDS

OUTLINE of SCOPE and METHODS

P. M. G. O. Form No. 76

WASHINGTON
GOVERNMENT PRINTING OFFICE
1918
OUTLINE OF SCOPE AND METHODS.

OBJECT.

To put the selective-service men into camp willing, loyal, intelligent, clean, and sober, and thus to fit them better for rapid progress in becoming good soldiers.

And to accomplish this by systematic personal instruction given beforehand to each selective by members of a local committee of reputable citizens in each board area acting under the auspices of the local board.

NECESSITY FOR WORKING FOR THIS OBJECT.

Very few selectives have seen any military training before reaching camp. A larger number have some intelligent idea of what awaits them and why they go. A still larger number are loyally, though ignorantly, willing to go. But, after all these allowances, there remain enormous numbers, represented in every local board area, who are neither willing, nor intelligent, nor loyal, nor fit, in the proper degree. Moreover, the family surroundings often tend to emphasize this condition; family sentiments affect the drafted man, and may make him less ready to go. All this is especially true in the cities where foreign-born populations abound.

Further, camp surgeons report that the man’s mental attitude affects his physical condition. Any one of a score of small ailments may develop into a cause for discharge if nurtured by a wrong mental attitude, or may become negligible if the man has the will and the motive to overcome them.

Thus the efficiency of the National Army is affected by the mental condition of the individual after selection in class I and before arrival in camp. Moreover, the existence of these conditions among drafted men has entailed immense additional labor for the selective-service boards in overcoming them.

The foregoing elements of inefficiency can be largely removed by personal instruction. Experience has demonstrated this conclusively. To send a contingent of men who have been put into fit condition mentally and morally is to gain at least a month, and often more, in time, for the readiness of the division to leave for the battle field of human freedom.

For this reason the work of such instruction should now be organized on a large scale under the auspices of the local boards and the Provost Marshal General.

To accomplish this in the existing peculiar conditions cited requires a group of men that will devote themselves unselfishly and
unreservedly to the immediate elimination of the obstacles, and to
the presentation of the patriotic inducement in terms such as all
types of American youth can comprehend. Recognizing that not
numbers alone but also the morale of the American Army is a con-
quering factor, this group of men by using their personal influence
on the mental and moral make-up of the selectives will be able to
evoke and strengthen that fundamental patriotic impulse which
every true man possesses.

There are proven methods by which the results desired can be
accomplished. Their operation calls for the most patriotic devotion
by men whose only compensation is the consciousness that they are
contributing to that spirit in the American soldier which is to win
the war.

ORGANIZATION.

Local Board of Instruction in Every Area.

1. The general plan of operation will be to use local boards of in-
struction, to be appointed by the local selective-service board. As the
final result is to depend upon personal sympathetic contact with se-
lectives, the members will be individually selected with reference to
their local repute and standing; their character and human experi-
ence; ardor to help win the war; willingness to serve without com-
pensation or exploitation; appreciation of the possibilities of the
plan; intelligent conception of the kind of soldiers the Nation needs;
ability to analyze young men's difficulties and to inspire in them a
patriotic desire to serve.

Every community in the country has such exceptional men who are
eager to devote themselves to some patriotic work which is worth
while. The local board, through its extensive relationships, will dis-
cover these men, personally enlist their spirit and conviction, and
command their cooperation. Men who have sons in the service find
a particular inducement to engage in this work.

This is not the difficult task that it appears, for comparatively few
men are required in any given community. These men will be
brought together, and after complete explanation of the method will
be installed to work the plan. The chairman should have the re-
ponsibility of making assignments to duty, and of keeping oversight
of details.

2. Wherever one or more existing agencies has already undertaken
some part of this work, sanction should be given by the local board,
if it approves the kind of work and the personnel in charge. No
doubt many offers of service will be received. These should be fully
and cordially availed of so far as feasible, preference being given
to those who have already demonstrated by successful experience
their capacity to perform the task. The work already organized
and under way in many communities under direction of the State
councils of defense should here receive as ample recognition as pos-
sible. But it will rest with the local board to organize the personnel
of the board of instruction in such manner as to insure conformity
to the purposes and methods here outlined, and to emphasize rigor-
ously the main object of preparing the men to be better soldiers when
the time comes for their call to the colors.
METHODS.

The following methods are suggested in outline:

I. At the time of the medical examination the registrants are assembled in small groups, for a personal interview, and particular information is given by individual members of the boards of instruction. Perplexities are cleared; encouraging suggestions made as to the personal value of military training and of outdoor life, the chances for promotion, etc.; and the aid and friendly support of the Red Cross, the Army K. of C., the Y. M. C. A., the Hebrew Welfare Board, the Commission on Training Camp Activities, are mentioned.

This personal interview establishes a relation between the board member and the drafted men which is of immense initial importance; he is a friend, the one encouraging personality in a system which to many of them represents only compulsion.

The power of this man to influence their estimates of the service and their patriotic ideals can not be overestimated.

II. During the preinduction period the selected men will be called together once or twice, by selective service board order, at which time they will be met in groups for instruction as follows:

(a) The provision which the Government has made for the protection and welfare of disabled soldiers and, in the event of death, of their families or dependents, through its War Risk Insurance Bureau. This information will not be given in the official manner in which it will be presented after entry into the service, but for the purpose of neutralizing the family opposition due to ignorance of such safeguard.

(b) The Government provision for allowances and allotments to soldiers' dependents. This information has the power to relieve apprehension in the soldier's home and to inspire respect for all the Government's demands.

(c) Discussion of these topics:

- Why America Entered the War.
- Why America Must Win the War.
- The Necessary Character of the American Soldier.
- Sexual Restraint and the Avoidance of Liquor as a Patriotic Obligation.
- Camp Life.

Free discussion of these subjects develops the principles of American democracy, personal character, conduct, personal habits, patriotic abstemiousness, and soldierly ideals and obligations.

(d) At the time of mobilization for service two or three 10-minute talks by selected speakers leave a profound impression.

III. Preliminary military drill will be conducted, to familiarize the men with first principles. The favorable results of this practice have already been proven in many areas; it has placed the men a month or so ahead in capacity to become efficient military units. Most communities contain men of military experience, competent to instruct selected men in the fundamental principles of military discipline, and in the customs, etiquette, and ethics of the distinctive branches of the Service. They will be utilized wherever available.

Wherever local militia reserve organizations already exist, the selec-
tives will be encouraged to join them for training during the period of
waiting. Lists of selectives will be furnished to the local officers, and every effort will be made to cooperate.

IV. Members of boards of instruction will find it highly desirable, if not indispensable, to pay a visit to the nearest Army camp containing selectives, and to spend a day or so there, observing the methods and incidents of camp life. This experience will give them a greater assurance of statement in any allusions they may be called upon to make to the needs and duties of a soldier. It will also add much to the confidence which will be placed in them by the selectives whom they may address in their instruction. Committees which have done this testify to its essential importance as an asset in obtaining proper influence over the selectives.

In other ways also the boards of instruction may well prepare themselves by making an elementary study, if necessary, of war conditions, the selective service system, military methods, etc., etc.

V. Each phase of this instruction is to supplement and not to duplicate any similar effort which already is or may be authorized by the Government.

The labor required from the selective service boards themselves, after appointing the boards of instruction, will be confined to the issuance of two or three board orders, for the purpose of securing interviews with the men.

July 4, 1918.
WAR DEPARTMENT,
OFFICE OF THE PROVOST MARSHAL GENERAL,
WASHINGTON.

BOARDS OF INSTRUCTION.

Bulletin No. 3.

AUGUST 22, 1918.

1. Hereafter a short printed bulletin will be issued from time to
time by Local Boards for the use of the Boards of Instruction that
may have been appointed in pursuance to the letter from this office
dated July 4.

The object of these bulletins will be to furnish the Boards of In-
struction with useful information, so that it may be utilized in com-
mon by all boards. Nothing in these bulletins, unless expressly
otherwise stated, will be regarded as mandatory instructions, nor will
the material be regarded as official, representing the views of the
War Department. The material will be merely such useful hints as
seem to this office to be worth communicating, so as to give to all
boards the benefit of the experience obtained elsewhere. Boards of
Instruction will be at liberty to use the material in so far as it com-
mends itself. Any reprint, if desired, of the material so furnished
will have to be made at private expense; and, if so printed, will
bear the imprint of the Board of Instruction so printing and not of
the Office of the Provost Marshal General.

The important reason for the publishing of these bulletins is that
all over the country in various separate localities vigorous and suc-
cessful experiments have been made along the lines generally cov-
ered by the leaflet, Form 76, accompanying the letter from this
office of July 4. Some of these experiments have been conducted by
private committees or associations of local scope, some of them by
national associations having local branches, some of them by Gov-
ernment or semiofficial bureaus or organizations. In some cases
these efforts have doubtless come to the attention of the Local
Boards, in many others undoubtedly they have not. In view of the
authoritative interest which the Local Boards are now asked to
take in all measures designed to fit the new selectives to become good soldiers more rapidly after their arrival in camp, it is deemed wise to institute this mode of communication, so as to insure the prompt attention of all Boards of Instruction, organized under the Local Selective Service Boards, to this useful information as to practical methods for attaining their object.

2. In the bulletin series, allot No. 1 to Form 76, dated July 4, and No. 2 to Form 77, the Provost Marshal General’s address to class 1 selective service men; the present bulletin becomes No. 3.

Subsequent numbers will deal with the following topics among others: “Government Safeguards for the Soldier’s Life in Camp”; “Methods of Teaching the History and Cause of the War”; “Instruction in the English Language for Men of Foreign Parentage about to go to Camp”; etc.

The Local Board will be supplied with three copies of each bulletin, to be handed to the chairman of the Board of Instruction.

3. The subject of the present bulletin is “Facts About the Army.” For this purpose the best compendium is the pamphlet entitled “Home-Reading Course for Citizen-Soldiers,” published by the Committee on Public Information, as No. 9 of its “War Information Series,” and prepared for publication by the War Department last year.

Two copies are sent herewith. Members of the Boards of Instruction should familiarize themselves with the contents, so as to be able to answer questions, and to give talks upon the topics covered therein to meetings of the selectives.

Additional copies can be obtained on request made to this office.

E. H. Crowder,
Provost Marshal General.
WAR DEPARTMENT,
OFFICE OF THE PROVOST MARSHAL GENERAL,
WASHINGTON.

BOARDS OF INSTRUCTION.

Bulletin No. 4

WAR AIMS.

HOW TO CONDUCT A COURSE OF TALKS ON THAT SUBJECT FOR YOUNG AMERICAN SOLDIERS.

By Frank Aydelotte, Assistant Educational Director, War Department Committee on Education and Special Training.

1. Instructors.—The type of man who can do this work successfully is the teacher, as distinct from the orator. It is essential that the instructor be conscious all the time of the reaction which he is getting from his class and that he have the natural ability to modify his instruction to meet the mental capabilities of the men to whom he is talking. It is very easy, indeed, to talk over their heads and very easy to make statements which they will discount. Unless the instructor has a natural genius for teaching, he may very possibly do more harm than good.

Given a good teacher, he should be left in freedom to present the material in the way that he sees it. It is a mistake to hamper him by a hard-and-fast outline, or to make him give lectures for which he is not prepared or in which he does not see the value. The instructor should be a man with a personal message and he should be allowed to deliver it.

It goes without saying that the man who is to do such work successfully must have the power of stating things in simple language and he must have made a good deal of study of the issues of the war. In our experience, however, teaching ability is more valuable than extensive historical learning if one has to choose between the two.
A good teacher can get up the subject, while a learned man who is not a good teacher will never acquire the ability to reach such an audience.

2. Method.—We have found that the instruction is most effective when the men are divided into small groups (our rule says not over 50) and when the men have plenty of opportunity in every class to ask questions. The patient answering of these questions, even when they seem trivial or irrelevant, should be the instructor's first duty. The problem is not to give the men a definite body of information, but rather to make this information answer convincingly the questions and doubts about the war which are in their own minds. Many of these doubts are the result of German propaganda of two or three years back, and nothing is more important than answering the questions thus raised.

The instructor should not expect the men to do reading for this. But at the same time he should stand ready to recommend and supply reading matter for the few men he will meet who will desire to study the subject further.

3. Attitude.—The attitude of the instructor should be fair, patient, and judicial, not violently propagandist. He should understate rather than overstate the moral issues. He should be careful about his facts. The case for this war is too convincing to need oratorical tricks and the work is too important and too serious to allow any man to make it the occasion for the display of mere oratorical skill.

4. Character of material.—The justification of the war should be put on positive rather than upon negative grounds. Our experience is that it is unwise to lay too much stress upon German atrocities or to make an appeal to hatred. The instructor should spend his time in explaining what we are fighting for rather than in condemning the men we are fighting against. He should emphasize that this is a struggle of Democracy against Autocracy, and should show how the presence of an irresponsible military autocracy is a menace to the liberties of the entire world. What is wanted is not merely to stir the men up at the moment so that they are eager to fight the Germans, but, rather, to give them an understanding of what we are fighting for and a conviction of the righteousness of our cause which will buoy them up against all the hardships and discouragements of the entire period of their military service.

5. Ground to be covered.—The ground to be covered in such lectures may be divided into three parts: First, the present situation—what is happening in the various countries, with an interpretation of the news of the week. Along with this it is of great value to explain the magnitude of our task and to outline what we have already accomplished. It is advisable also to explain the selective-
service system so that the men will understand clearly the terms under which they are called to military service.

The second part of the ground to be covered involves an explanation of autocracy and democracy, of the ambitions which led Germany and Austria to plunge the world into war, and of the reasons for our entering the struggle when we did. In this connection it is advisable to explain the form of government and the character and national aspirations of each of the important countries in the war. This material is very interesting to drafted men and very valuable in giving them a true conception of the international situation.

The third point to be covered is the explanation of what, according to President Wilson's state papers, are the aims for which we are fighting, under what circumstances we would be willing to stop, and what are the conditions of a durable peace.

6. Questions likely to be asked.—At the beginning of a course of lectures on the causes of the war and the international situation given at a certain institution to a training detachment of mechanics for the National Army the men were asked to write out (without signing) the question on the war which they most wished to have answered. The following 26 represent those questions which were most frequently asked:

1. Has England used any Englishmen other than officers in the war?
   This question was asked in various forms, but none so ignorant.
2. Has England as many troops in France as she has in Ireland?
3. Was not the English Navy as great a menace as the German Army?
4. Is it not true that France has always been the most militant nation in Europe?
5. Did not France violate the neutrality of Belgium before Germany did?
6. Why is it that Germany has always been on the offensive on the western front?
7. What is the difference between the submarine blockade and the English blockade?
8. Why is the submarine, even as used by Germany, not as legitimate as floating mines?
9. What is the good of international law?
10. Why was not the selling of munitions to France, England, and Russia by American manufacturers a breach of American neutrality?
11. Why were American citizens allowed to sail on liners carrying contraband?
   A very persistent question.
12. Was not a German submarine justified in sinking the Lusitania after Americans had been warned not to sail on the vessel?
13. Is it true that we receive from Europe by cable only 58 words daily?
14. Was not Germany's fear of Russia justified?
15. Who first used poisonous gas, and where?
16. In what ways is England, which has a king, more democratic than Germany?
17. Did not practically all of the great scientific discoveries and inventions come from Germany?
18. What did President Wilson mean by his distinction between the German Government and the German people?
19. Before the war were not German-made goods the best in the world?
20. What is meant by German "frightfulness"? "Kultur"?
21. Has it not always been the policy of the United States to avoid interference in European affairs? If so, what are the chief reason this policy has not been followed?
22. Were not many of the European nations, especially England, jealous of Germany's industrial development and foreign trade?
23. Why are the Germans called Huns?
24. Is it really true that German submarines have sunk English hospital ships?
25. How do you know that the stories of German atrocities are true?
26. Were the seas really free before the war?

7. Value of the course.—At the end of eight weeks of lectures on the causes of the war and the international situation to the detachment which asked the foregoing questions, the instructor asked the men to write frankly what the course had been worth to them as soldiers. They were asked not to sign these papers so that they might feel free to express their frank opinion. The sample papers following are characteristic of the whole 250, in that they emphasize the fact that the men did not know much about the causes of the war or the reasons why this country went into it. They illustrate further the very genuine interest which the men have in the subject, and the way in which some understanding of it enhances their morale and makes them keener to become good soldiers:

"I consider this a very interesting study. It is very useful in military life, as it enlightens one on the reasons for which his country is at war, and also why he is fighting. It points out many facts that the average American does not know, thereby instilling much patriotism in him that would never have been known if it was not for the history lessons. Frankly, I knew very little about the cause
of this war, and really did not know why I was going to fight when I enlisted. Now I know, and I am thankful to the history teacher.

"I think history in the line of governments of different kinds is a very good course for the men who are going into the service or who are already in the service, as I think every man had ought to know what kind of Government we have and what this war means, if we don't win in the end."

"In regard to our course in history, I wish to say that it is just the thing I have been wishing to be enlightened on, as it brings things out more clearly, makes a fellow want to get 'over there' sooner, because he knows what he is fighting for."

"I personally think the course should be put in all military schools. There are a great many young men, myself included, who knew very little about the reasons for the starting of this war, or a great many things which have taken place since its beginning. It is surely worth the time taken from other work, as a soldier or a citizen expecting to be a soldier should not be ignorant of these facts. He had ought to know why he is in this thing."

"It seems to me that the single hour devoted to the history class in the training detachment is too short a time out of the hours that are in other courses, for these reasons:

"The men going into the Army go because it's their duty and because we are at war with another country, not because most of them have any personal grievance against our enemy.

"There are many foreigners in the Army now who know very little of American history or anything of the different forms of government in other countries, and as they can not read English this can be explained to them in a manner that they can understand. It gives them a chance to realize how much better off they are here than in some other country with a more severe government, and will make better soldiers out of them for knowing these things.

"I have learned quite a lot from the talks regarding the war. Many things that I knew nothing about I have learned here regarding the different methods of governing the people in Europe. I have been told of the aims of Germany regarding world dominion, and I personally think that it has made many of us men realize how necessary it is for us all to give the very best that is in us at all times until finally the war will end with victory for the allies.

"I believe a number of hours should be devoted to this course. First, it teaches why we have gone to war. When a soldier understands why he is fighting he will make a better man. The Russian disaster has taught what an ignorant army will do. Officers were murdered; the army became a mob. Had the Russians known that they were helping to defeat their own cause, peace would never have been made with Germany."
"Let our soldiers go into action knowing why we are at war; know that we are fighting for right, not might.

"The lectures which have been given here have helped me to put all that I have into this war for democracy. The teacher has shown clearly the different causes of this war, and given us valuable information concerning the people of Germany, which ought to make every soldier that hears him fight 100 per cent better because of that information."

JULY 26, 1918.
WAR DEPARTMENT,
OFFICE OF THE PROVOST MARSHAL GENERAL,
WASHINGTON.

BOARDS OF INSTRUCTION.

Bulletin No. 5.

HOW THE SELECTIVES ARE TREATED BY UNCLE SAM IN CAMP.

By Julius R. Kline, Lieutenant Colonel, Illinois National Guard.

The watchword of the United States Army is "efficiency." It seeks to train and drill men to become 100 per cent efficient, and to do so it requires men healthy in body and mind. The first duty of the soldier is to win battles, and his individual duty is to become proficient enough to be able to win those battles. The Army must have normal, virile, healthy men, efficient, for efficiency will win this war.

That which most interests the immediate relatives of the selected men is as to the care which is given to each individual person selected for this service. When a man is selected, or drafted, he is notified to report at a particular place, and he is then entrained for the point designated by the United States Army Board for him to receive training. Before so reporting each man is advised by the Government to supply himself with the following articles: Comfortable shoes, to relieve the feet from the new shoes issued; extra suits of underwear; extra pairs of socks; face and bath towels; comb, brush, toothbrush, toothpowder; razor and shaving soap; blanket. When a man reports at the place of entrainment, he is placed in charge of a leader, selected by the local board to take charge of his fellows, until the point of destination is reached. When the journey is of any length or duration the men are transported in Pullman or tourist cars, and the person in charge is furnished with meal tickets, the maximum cost of each meal being 60 cents.

When the destination is reached, an Army officer meets and takes charge and the recruits are assigned their quarters. The quarters usually consist of large, commodious two-story structures made of wood. Each man has a cast-iron cot with steel springs of full length and extra width and is only occupied by one person. Bed clothing is issued according to the climate and consists of not less than two, and sometimes three, soft khaki wool blankets and two comforters. Only a limited number of men sleep in the same quarters, the number being regulated by hygienic rules, each man requiring a given number of cubic feet of air at all times. Windows are kept open top and bottom to allow a free circulation of air. Everything about the quarters is scrupulously clean and sanitary. The floors, in addition to the daily cleaning, are treated with a solution preventing dust.
and antiseptic in its effect. To the rear of these quarters, as a rule, are located the lavatories, with water pressure and furnishings of the latest design, similar to those used in the leading hotels of the country. Four to six shower baths are installed to be used by each military unit or company formation. Cleanliness of person and surroundings is an absolute requirement in the United States Army.

After quarters are provided, the men are then subjected by the surgeons to a rigid physical examination to ascertain their condition. They are also subjected to rigid tests to discover disease of all kinds, and all tests known to medical science are applied by the examining surgeons. In addition to the regular medical staff of the Army, a dental surgeon and an orthopedic surgeon are attached to each staff. If the recruit passes the required medical examination, he is then treated by what is known as biologic medicine, which is the injection of certain serums and streptococci into the blood flow, which prevents the patient from acquiring certain diseases and renders him immune from such disease for a period of practically three years. During this treatment the recruit is kept isolated and under medical observation for from two to three weeks.

The Army system of building up physical structure and preventing and controlling disease will produce many millions of healthy, strong men that can not fail to leave the seal of their physical identity on the generations to come.

When the recruit is inducted into the Army, clothing is issued to him consisting usually of a pair of gloves and, if mounted, riding gloves; also a slicker, raincoat, or poncho for protection against the rains; an overcoat, two suits, trousers, and blouse; two suits of underwear; six pairs of hose; one pair of field shoes and one pair of dress shoes; two outside khaki shirts; two pairs of leggings, hats, etc.; and as this equipment becomes worn or shabby it is replaced by the Government.

The Army is fed three times daily, and the food is acknowledged to be the best that the market affords. Plenty of fruits and vegetables as the season or the market permits. The foods are so selected, arranged, and served to the men that the highest per cent of food values are obtained, and of such variety and such combination as the latest scientific research on food and dietetic questions suggests. A day's ration taken haphazard as served at Camp Grant, Illinois, is as follows:

**Breakfast.**—Corn flakes and milk; coffee with sugar and milk; scrambled eggs, fried potatoes, bread and butter, and a sauce.

**Dinner.**—Coffee with milk and sugar; beef tongue; baked potatoes, peas; bread and butter; raisin sauce, and pineapple cobbler.

**Supper.**—Iced tea; bread and butter; cold roast beef; potatoes, radishes, onions, and corn.

Butter, as a rule, is served twice daily: pie once or twice a week, and prunes and dried fruits, in the shape of a sauce, three times a
week at least, together with a variety of all vegetables available. Liberal portions are always served, and all the men appear to be satisfied. The men are given four classes of diet, according to their physical condition and the amount of work they are compelled to do. These are, respectively, regular diet, light diet, soft diet, and liquid diet.

The men are required to arise at 5.45 a.m. What is known as “setting up” exercises occupy about an hour’s time daily. There is the usual drill and Army routine. Men have from the supper hour until 9 p.m., when lights are supposed to be out in the camp. This does not prevent, however, conversation among themselves until 10 or 10.30, at which hour the camp is supposed to be entirely quiet.

At the end of a march the feet of the men are examined and cared for by the orthopedic surgeon. Special care is taken of the teeth and mouth by the dental surgeon. Every morning there is a sick call, at which time each man ailing or suffering from any complaint may report the same to the Medical Corps attached to his command and receive attention. About every 15 days the men are inspected and medically examined. Regular bathing is required. Every precaution is taken as to the sanitation of the various camps by the Sanitary Corps, special attention being paid to proper drainage and scientific disposition of all camp offal. The Army must have healthy men and is exhibiting the greatest care for their physical welfare.

The Army psychology is in vogue, and a record is kept of each man, together with his history, his occupation, and various other matters of moment. His capacity and tendencies are analyzed closely, and he is placed in the branch of service where he can be of most avail by reason of these tendencies, together with his occupation in civil life.

While caring for the physical structure of men, the Army has not forgotten their morals. The use of intoxicating liquors is positively forbidden. Within nearly every camp the Young Men’s Christian Association, the Knights of Columbus, the Young Men’s Hebrew Association, together with many others, have established places of entertainment and instruction, the Y. M. C. A. as a rule having a general headquarters and subordinate headquarters close to each command. In the structures erected for these agencies are reading rooms containing standard works and the latest publications, together with the means of amusement and instruction.

In the different camps are many representatives of the various religious faiths, so that no matter what may be the religion of the conscripted man he has a chance to avail himself of spiritual consolation of his faith. It has developed that many of the conscripted men who had never paid much attention in civil life to any particular religion are now deeply interested in religious topics.

In addition to the efforts of these organizations, the Army is endeavoring to amuse its members in manly sports, baseball games, boxing matches, athletic competitions—all of them cleanly and
morally healthy. Betting, gambling, or gaming is prohibited within the limits of the reservation. In fact, everything is being done compatible with the time the men have from their ordinary duties to furnish clean, healthy amusement.

Many of these men can obtain a pass or furlough so that they can visit, after the discharge of their duties, the various towns or cities near which the camps are located. Many of the citizens entertain the men of the Army in their homes on various occasions, and the different boards of the State councils of defense are making arrangements for hospitalities to the men. In practically every camp are one or two moving-picture theaters, which are under the supervision and control of the Government.

The greatest of care is taken to preserve the health and morale of the Army. Men when returning from pass or furlough are usually questioned as to the probability of their being exposed to contagion or to acquiring disease, and the moment the medical officer is informed of such exposure the approved steps known to medical science are taken to eradicate, neutralize, or prevent the acquired disease.

The enactment and passage of the 5-mile-limit law, which practically regulates and prohibits vice within 5 miles of any Army post, has done much toward the purification and prevention of vice conditions. In many localities a proper supervision under this law has done more to create better conditions in these communities than ever existed prior to its being put into effect.

The men are taught a pride in themselves, as well as in the service they have the honor to represent. Instructions are given to avoid discussions and altercations with civilians, which, as a rule, are invariably followed.

The personal appearance, neatness, and behavior of the men is supervised by commanding officers. Each commanding officer takes a genuine pride in the appearance and address of each man under his control.

The United States Army now has a supervision, direct or indirect, over nearly 3,000,000 men—more people than the average entire State contains. Each civil State has its machinery for the preservation of public order, with its numerous courts, judges, grand juries, and its police department to supervise and hold the people under discipline and control; yet to the credit of the armed forces of America, the infractions of the rules of the service, immoral in their effect, are very few and far between, crimes committed by the service men so rare that when one by chance is committed it is considered the rare exception.

Perhaps no army has ever been assembled that is so free from infractions of the moral code or whose personal conduct has been so much in consonance with the moral law as the present armed forces of the United States of America.
WAR DEPARTMENT.
OFFICE OF THE PROVOST MARSHAL GENERAL.
WASHINGTON.

BOARDS OF INSTRUCTION.

Bulletin No. 6.

TEACHING ENGLISH TO NON-ENGLISH SPEAKING SELECTIVES.

1. It is important that systematic efforts be made, in every Board area where there is an appreciable number of Class I registrants unfamiliar with spoken English, to undertake their elementary instruction in English enough to fit them for camp life. If the selectives go into camp with ability to understand the orders issued by their superiors and to converse with other soldiers on the daily duties of camp life, this means a saving of the time and labor which would otherwise necessarily be spent in their instruction by camp officers.

2. Having in view this specific purpose, it is obvious that the instructors should attempt to familiarize the selectives with so much English as would be most helpful in their camp life. The problem, therefore, is to supply to the civilian teachers of the selectives a vocabulary of camp life which can be used for the purpose. This office has been made acquainted with such a vocabulary, contained in a report made by Capt. Emery Bryan, Cantonment Intelligence Officer at Camp Upton, N. Y., to the Chief of the Military Morale Section, Military Intelligence Branch, Executive Division of the General Staff.

This vocabulary and phrase book, entitled "Topics for Instruction in Enlisted Men Schools," is herewith reprinted for the use of the civilian instructors of selectives under the direction of Boards of Instruction appointed by the local Selective Service Boards.

3. The following remarks are extracts from Capt. Bryan's memorandum accompanying the vocabulary:

These phrase sheets have proven themselves to be practical and seem to be more or less interesting to the class of men to which they are given. They include also a copy of what we call here "The Army Alphabet." There are 73 teachers in this camp, who instruct 1,763 pupils. The classes are numbered 1, 2, 3, 4; 1 for the elementary class. As a student develops to such degree of proficiency in that class as to warrant the instructors thinking he should be put in the next class, he is given a diploma showing that he has reached this stage of efficiency and is transferred to class 2, 3, 4, etc. This diploma instills a feeling that they are progressing, which also tends to make better soldiers of them. We believe that work along this line is most constructive toward the building up of an efficient army.
4. As to method, no doubt the skilled teachers who may be obtained by the several Boards of Instruction will each prefer to use the method already adopted by him for other work. There is no desire to impose any directions in such cases.

It may be noted that the question of the method to be used will cause much difference of opinion. This Office has inquired into various methods employed, and does not believe that any one of them has proved itself to be the only suitable one. Much depends upon the individual teacher.

But at the outset the choice has to be made between one of two general principles, viz., either the teaching is to be by a teacher not knowing the foreign language of the pupil, or by a teacher who is familiar with that language. For each of these two methods there are partisans who believe that it is superior.

One of the most successful instances of the former method, viz., that of using a teacher who is entirely ignorant of the foreign language understood by the pupils, is that of Miss Christine Krysto, of California, who has used that method with soldiers at Camp Kearney; an account of the method is set forth in the National Geographic Magazine for August, 1918, and copies will be sent free to Boards of Instruction by Gilbert Grosvenor, Editor in Chief, on application by mail to the office of the National Geographic Society, Sixteenth and M Streets, Washington, D. C.

The latter method is illustrated by recent reports to the Military Morale Section from camp teachers. Passages giving their views are as follows:

"One of the Greek soldiers should be selected to teach the English language to those who are unable to speak it, and to explain it to them in their own language; because, irrespective of the number of times they may attend English classes given by the Y. M. C. A., if no explanation is given them by someone who is educated in American schools, yet of Greek nationality, these soldiers will be unable to grasp the meaning of English words."

"As far as possible there should be an Italian teacher for the Italian class, and a Polish teacher (or assistant) for the Polish class, etc., who could interpret the lessons (or at least the words) into the native language of the soldier."

"In charge of those evening classes should be placed persons with experience in teaching immigrants, otherwise no success can be expected. Best adapted in conducting the classes are teachers with at least three or four years' experience in teaching foreigners in evening schools, or who might be specially recommended by principals of public and high schools. Here I may mention that teaching of foreigners in the English language is regarded by experts as one of the most str...uous tasks."

"Teaching should be conducted by men who speak, or at least understand, the respective foreign languages. On account of this it is advisable to establish for each nationality or for each homogeneous group of nationalities a separate class; for instance, a Slavic-English course, a Roman-English, etc. The Slavic-English class would contain pupils speaking or understanding Russian, Ruthenian, Polish, Bohemian, or Slovak; the Roman-English course would comprise men speaking Italian, French, or Spanish languages, with a teacher speaking either Spanish or Italian."

"It is indispensable to have foreign-speaking teachers conducting the evening classes, because it is not the purpose of military English course to teach the men to speak English, as is the purpose of most of the teaching systems of civil English courses. A non-English speaking soldier has ample opportunity to exercise his ability in making himself understood in English during rest hours by coming constantly in contact with English-speaking men. What the foreign-born soldier really needs is to have his acquired knowledge in English corrected and brought into better shape. Spelling, writing, and knowledge of the elementary rules of the English language must be the principal purpose of military English courses. Most of the foreign-speaking soldiers
understand English already, and therefore what they require is exact explanations on grammar rules, spelling, and writing; and this can only be done by explaining it to him in his own language."

The vocabulary and phrase-list here reprinted may be used with either method.

5. Deep interest in this subject of the instruction of selectives in the speaking of English has been taken by the Secretary of the Interior, through the War Extension Section of the Bureau of Education, and by the Council of National Defense, through its Americanization Committee. The Bureau of Education and the States Section of the Council of National Defense have arranged for ample cooperation with the Boards of Instruction by the various societies representing citizens of foreign extraction and by the Superintendents of Schools throughout the United States.

Recommendations have been sent to all of these to offer the services of qualified persons to Boards of Instruction; and the respective Boards of Instruction are recommended to accept and utilize these offers wherever local conditions permit. Conforming to general policy already indicated by this Office in various communications to individual Boards, no money contribution should be exacted for this instruction; nor should it be designated as compulsory, the Local Boards having no authority to issue orders other than those which affect the registration, selection, and mobilization of registrants.

6. Two copies of this bulletin are sent to each Local Board for distribution to its Boards of Instruction. In those areas where large numbers of foreign-speaking registrants are found and numerous classes should be organized, an additional supply of copies can be obtained on request to this office.

7. Reflection on this subject will convince the Boards of Instruction that an important service is here involved, which will affect both the future status of the registrant when in military service and the efficiency of the military organization to which he will belong. Moreover, its beneficent effect will be to take a heavy burden off the shoulders of the young officers in camp, who are already overwhelmed with military work and should not be expected to teach school.

The mobilization of the new Class I will begin sometime in October and will proceed continuously thereafter; it is therefore urged that such measures as are feasible be taken promptly.

October 10, 1918.
MILITARY LESSONS ON THE LANGUAGE OF AMERICA FOR NON-ENGLISH SPEAKING SOLDIERS.

No. 1.

REVEILLE.

SLEEP .................. I sleep in my bunk.
WHISTLE ................. A whistle blows.
AWAKE .................. I awake from sleep.
JUMP ................... I jump out of bed.
DRESS .................. I dress myself quickly.
GO ..................... I go downstairs.
WASH ................... I wash myself.
COMB .................. I comb my hair.
IS ..................... It is cold.
BLOWS .................. The bugle blows the call for overcoats.
PUT .................... I put on my gloves.
FALL IN ................ I fall in line.
ANSWER ................. I answer the roll call.
DISMISS ............... The lieutenant says, "Dismiss the company."
SHOUTS ................ The first sergeant shouts, "Dismissed."
INSIDE ................ I go inside.

In warm weather, the part relating to gloves and overcoats may be omitted.

Grammar: Pronouns, you wash yourself, etc.

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No. 2.

REVEILLE.

PUT ON .................. I put on my breeches.
LACE .................... I lace them tight.
DRAW ................... I draw them up.
TAKE DOWN ............... I take down my shirt from the nail.
BUTTON ............ I put it on and I button it.
FASTEN .............. I fasten the belt.
SHOES .................. I put on my shoes.
LEGGINS ............... I slip on my leggings.
PULL .................. I pull the laces tight.
PLACE .................. I place my hat on my head.
BLOUSE ............. I put on my blouse.
IS DONE ................ All this is done quickly.
DOWNSTAIRS ........ I run downstairs.
OUTSIDE ............... I go outside.
FIND .................. I find my place in line.
ROLL CALL ........... I answer the roll call.
IS CALLED ........ I answer "Here" when my name is called.
AM .................. I am dismissed.

(Grammar: Present and past of Answer.)
No. 3.

AT MESS.

MESS. I am in the mess hall.
TAKE OFF. I take off my hat.
KIT. I have my mess kit.
HOLD. I hold my cup.
GRASP. I grasp my knife, fork, and spoon.
STAND. I stand in line.
GET. I get my breakfast.
SIT DOWN. I sit down at the table.
DRINK. I drink my coffee.
EAT. I eat bread and potatoes.
LIKE. I like the beef.
FINISH. I finish my breakfast.
DISHES. I wash the dishes outside.
GO. I go inside.

(Conversation: What foods do you like?)
(Grammar: Past of Grasp, Like, Wash, Go, Eat.
Future of Grasp, Like, Wash, Go, Eat.)

(Where the soldiers do not have to wash their own dishes, the wording of the lesson may be changed at the discretion of the teacher.)

No. 4.

CLEANING THE BUNK.

BLANKETS. I put my blankets on my bunk.
FOLD. I fold them on my bed.
SPREAD. I spread one blanket over the bed.
U. S. The U. S. is in the center.
PLACE. I place the other blankets at the head of the bed.
TAKE. I take the broom.
HANDLE. I grasp the handle with both hands.
BRUSH. I brush the dirt into the aisle.
Sweep. I sweep around my bunk.
GIVE. I give the broom to my mate.

(Conversation: Discuss the reasons for cleanliness, emphasizing personal hygiene.)
Grammar: The future tense.

[Bull. 6]
6

No. 5.

BULLETIN BOARD.

TWELVE. It is twelve thirty. (12.30.)
DINNER. I have eaten my dinner.
HAVE WASHED. I have washed my mess kit.
TEETH. I have brushed my teeth.
WALK. I walk in the hall.
STOP. I stop near the orderly room.
LOOK UP. I look up.
READ. I read the words: BULLETIN BOARD.
NOTICE. I read a notice.
TELLS. It tells who are on kitchen police.
MANY. I read many notices.
DAY. I read the notices every day between 12 and 1.
AWAY. I go away.

Vocabulary: Telling Time.
Numbers 1 to 50.

Grammar: Adding the "S" for the third person singular. No technical grammar or technical nomenclature.

No. 6.

AN ERRAND.

CALLS. The first sergeant calls me.
TELLS. He tells me to go to the captain.
ORDERLY. I go to the orderly room.
HAT. I take off my hat.
KNOCK. I knock at the door.
VOICE. A voice calls, "Come in."
ENTER. I enter.
SALUTE. I salute.
RETURNS. The captain returns the salute.
MESSAGE. The captain gives me a message.
GO OUT. I salute and go out.
ANOTHER. I go to another barrack.
ROOM. I enter the orderly room. (Repeat.)
SAY. I say "Private Jones, —— (11th Co. ——)
REPORTS. —— reports to the Captain."
DELIVER. I deliver the message.
ABOUT FACE. I salute and about face.
GO. I go away.
No. 7.

RAIN.

RAINING. It is raining.
ROADS. The roads are muddy.
STAY. We stay indoors.
ASSEMBLE. We assemble in the mess hall.
SERGEANT. Our top sergeant, calls the roll.
ANSWER. I answer "Here" to my name.
READS. The sergeant reads the Articles of War.
LISTEN. We listen attentively.
LEARN. We learn the duties of a soldier.
HEAR. We hear the punishments for disobeying rules.
ARE. We are dismissed.
UPSTAIRS. We go upstairs to our bunks.

No. 8.

INSPECTION.

MORNING. It is Saturday morning.
O'CLOCK. At 11 o'clock is inspection.
SCRUB. I scrub my leggins.
ARRANGE. I arrange my bunk right.
FLOOR. I sweep the floor.
POLISH. I polish my shoes.
WASH. I wash myself.
BRUSH. I brush my clothes.
CLEAN. I am clean.
READY. I am ready.
STAND. I stand at the foot of my bunk.
ATTENTION. I am at attention.
ENTERS. The captain enters.
WEARS. He wears his dress uniform.
PASSES. He passes me.
LOOKS. He looks at me.
RIGHT. I am all right.
HAPPY. I am happy.
SHALL GET. I shall get my pass.

Grammar: Past of am, is are.

[Bull. 6]
No. 2.

ON PASS.

SOLDIER
HAVE DONE
ASK FOR
PASS
HOME
BRUSH
WASH
SHINE
CLEAN
COLLAR
BUTTON
LOOK
STATION
PUSH
PUTS
SEAT
DOWN
STARTS
TRY

I am a soldier.
I have done my duty.
I ask for a pass.
I get a pass.
I shall go home.
I brush my clothes.
I wash my leggings.
I shine my shoes.
I clean my hat.
I put on a white collar.
I button all my clothes.
I look neat.
I walk to the railroad station. I walk slowly.
I do not push.
The Lieutenant puts my squad on a train.
I walk to a seat.
I sit down.
The train starts.
I try to be a soldier and gentleman at all times.

No. 10.

A CHALLENGE.

SENTINEL
POST
KNOW
WATCH
WALK
KEEP
SHOULDER
DARK
CHALLENGE
HALT
ANSWERS
ADVANCE
COMES
RECOGNIZE
LET
STAY

I am a sentinel.
I walk my post.
I know my twelve General Orders.
I watch all the Government property.
I walk in a military manner.
I keep my eyes and ears open.
My gun is on my right shoulder.
I see a man in the dark.
I challenge him.
I say "Halt!" "Who is there?"
He answers "A friend!"
I say "Advance, friend, to be recognized!"
The man comes forward.
I recognize him.
I let him pass.
I stay on guard until relieved.

[Bull. 6]
No. 11.

STANDING AT ATTENTION.

SIT. I sit.
STAND. I stand.
STAND UP. I stand up straight.
HOLD UP. I hold my head up.
CHIN. I keep my chin in.
HEELS. I place my heels together.
RAISE. I raise my chest.
THROW. I throw my shoulders back.
STRAIGHT. I look straight ahead.
STANDING. I am standing at attention.
BEFORE. I stand at attention before my captain.
STILL. I stand still.

No. 12.

DRILLING.

USE. I use my toes and heels.
FACE. when I face.
TOWARD. I can face toward the right.
CAN DO. I can do "left face."
EXECUTE. I can execute "about face."
HEAR. When I hear the commander
FORWARD. say "Forward," I get ready
STEP. to step forward, but I do not
MOVE. move.
HEAR. When I hear him say, "March,"
STEP OUT. I step out smartly with my left foot.
INCHES. I take a step 30 inches long.
MARCH. I march 120 steps to the minute.
COUNT. I count 1–2–3–4, and my left foot
HITS. hits the ground on the odd counts.
GIVEN. I halt when I hear the command given.
10

No. 13.

COUNTING OFF.

LINE. I fall in line.
SAYS. The lieutenant says "Count off!"
COUNT. "Count off!"
STILL. I stand still.
TURN. I turn my head and eyes to the right.
SMARTLY. I turn them smartly.
HEAR. I hear my mates at my right.
CALL. They are calling out 1–2–3–4, 1–2–3–4.
LISTEN. I listen.
LOOK AT. I look at my neighbor at the right.
SHOUTS. He shouts "2."
CRY OUT. I cry out "3."
QUICKLY. I turn my head front quickly.
SHOUTS. My mate shouts "4."
REMEMBER. I remember my number.
KNOW. I must know
MARCH. my number when we march.

No. 14.

RIGHT DRESS.

STAND. I stand in front of the line.
BEHIND. My mate is behind.
SAYS. The sergeant says "Right, dress."
HEAD. I turn my head.
PL T. I put my left hand on my hip.
POINT. I point the fingers down.
TOUCHES. My left elbow touches my neighbor.
LOOK. I look quickly. I look to the right.
STEP. I step back into line. My mate steps forward.
ALL. We are all in one line.
FRONT. The sergeant says "Front!"
MY. I turn my head front.
LEFT. I drop my left hand.
STRAIGHT. I am in a straight line.

[Bull. 6]
No. 15.

HALTING.

MARCH. I march with my mates.
WALK. I walk on the road.
LEFT. I march left, right, left, right.
1, 2, 3, 4. I march 1, 2, 3, 4.
HEAR. I listen to the commander.
SHOUTS. He shouts, "Company, Halt!"
COUNT. I count two.
TAKE. I take two steps.
BRING. I bring my heels together at step two.
STAND. I stand still.
HALT. I halt.
A A N. I march again.
START. I start with my left foot.

No. 16.

ABOUT FACE.

ATTENTION. I stand at attention.
BARRACKS. I face my barracks.
AROUND. I must turn around like a soldier.
COMMAND. I hear a command.
ABOUT. It is "About face!"
BACK. I put my right foot back.
FOOT. My right foot is left of the left foot.
PUSH. I push on my right toe.
RAISE. I raise my left toe and push on my left heel.
SWING. I swing around to the right.
TOGETHER. My heels are together.
STAND. I stand at attention.

No. 17.

HAND SALUTE.

SEE. I see my captain.
SALUTE. I must salute.
RAISE. I raise my right hand smartly.
TOUCHES. The tip of my forefinger touches my hat.
TOGETHER. My fingers are together.
EXTENDED. My fingers and thumb are extended.
PALM. My palm is to the left.
MAKES. My forearm makes an angle of 45°.
WRIST. My hand and wrist are in one straight line.
LOOK AT. I look at the captain.
RETURNS. He returns the salute.
DROP. I drop my arm quickly.
HAVE SALUTED. I have saluted my captain.
No. 18.

PARADE REST.

PARADE REST. The captain says "Parade Rest."
MOVE. I move my right foot.
BACK. I move it back.
INCHES. I move it about 6 inches.
KEEP. I keep my left foot still.
BEND. I bend the left knee.
LITTLE. I bend a little.
PLACE. I place my hands before me.
HANG. I let them hang.
CLASP. I clasp my thumbs.
TOP. My left hand is on top.
TOGETHER. I keep my fingers together.
STAND. I stand up straight.
AT. I am at Parade Rest.

No. 19.

IN THE SQUAD.

STAND. I stand in my squad.
SQUAD. There are 8 men in the squad.
FOUR. Four men stand in front.
RANK. They are in the front rank.
BEHIND. Four men stand behind the four men in front.
NUMBER. I am number one in the front rank.
PIVOT. I am a pivot man.
TURNS. When the rank turns to
STAND FAST. I stand fast, I face to the right.
KNOW. I know my number.
OBEY. I obey the commands quickly.
KEEP IN. I keep in a straight line.
TRY. I try to make my
BEST. squad the best in the country.

[Bull. 6]
RECEIVE...................I receive my drill.  
DUSTY.....................I am dusty.  
WASH.......................I wash myself.  
COMB.......................I comb my hair.  
CLEAN......................I clean my clothes.  
SETS.......................The sun sets.  
BLOWS......................A bugle (whistle) blows.  
FALL IN...................We fall in before the barracks.  
REST......................We stand at PARADE REST.  
STAND......................We stand at attention.  
IS LOWERED................The flag is lowered.  
PLAYS......................The band plays "THE STAR SPANGLED BANNER."  
SALUTES....................The captain salutes.  
FACE.......................We face the flag.  
STOPS......................The band stops.  
IS DOWN....................The flag is down.  
ARE DISMISSED..............We are dismissed.

No. 21.

TAPS.

SOLDIER....................I am a soldier.  
LIVE.......................I live with many soldiers.  
DRILL......................We work and drill during the day.  
SLEEP......................We sleep during the night.  
MUST LET...................I must let my company mates sleep.  
GO OUT.....................At 9.15 the lights upstairs go out.  
REMAIN.....................The lights downstairs remain lit.  
PLAY.......................We play games downstairs.  
CLASSES....................We have classes in the mess hall.  
STAY UP....................We stay up until 11 o'clock.  
BLOWS......................At 11 o'clock the bugle blows "TAPS".  
SLOW.......................It is a slow call.  
WELCOME...................It is a welcome call.  
BRINGS.....................It brings rest to the soldier.  
BIDS.......................It bids the soldier "GOOD NIGHT."

[Bull. 6]
ON FIRE GUARD.

CALLS. The first sergeant calls me.
GUARD. He puts me on guard duty.
DUTY. I am on duty from 10 to 12.
SHALL BE. I shall be fire guard.
WALK. I shall walk around the barracks.
EVERY. I go around every 15 minutes.
FIRES. I see that the fires are out.
SEE. I see that the lights are out.
STAY. I stay awake.
SLEEP. My mates sleep quietly.
RELIEVES. At 12 o'clock the next guard relieves me.
WAIT. I wait until he comes.
GO. Then I go inside.
MAY. Now I may sleep.

DOUBLE TIME.

COLD. It is cold.
FOR. I fall in for reveille.
ANSWER. I answer the roll call.
HEAR. I hear a command.
FACE. It is "left face."
LEFT. I face toward the left.
TIME. The sergeant says "Double time, March."
CLENCH. I clench my fists tight.
RUN. I run 180 steps to the minute.
TAKE. I take a step 36 inches long.
SOON. Soon I am warm.
DISMISSED. We are dismissed.
GO. We go in for mess.

[Bull. 6]
No. 24.

RECOGNIZING AN OFFICER.

WALK. I walk along the road.
OFFICER. I see an officer.
SALUTE. I salute.
RETURNS. He returns the salute.
STOP. I do not stop.
PUTTEES. The officer wears spiral puttees.
GOLD & BLACK. The officers wear a gold and black hat cord.
DRESS CAP. In the city the officer wears a dress cap.
BUTTONS. The officer’s overcoat has bone buttons.
RECOGNIZE. We recognize an officer by the collar of his camp coat.
WEARS. The officer wears insignia on his shoulder straps, shirt collar, and sleeves.
KNOW. The soldiers know the rank of the officer by the insignia.

No. 25.

A SOLDIER’S DUTY.

MUST. I must be clean.
BATHE. I must bathe twice a week.
DAILY. I must wash daily.
KEEP. I must keep my clothes neat.
OBEY. I must obey all orders from my officers.
MUST. I must obey promptly.
COMPANY. I must try to make my company the best in the U. S.
PROUD. I must be proud that I am a soldier.
WELL. I must keep well.
EXERCISE. I must exercise daily.
PAY. I must pay attention at all times.
LEARN. I must learn quickly.
HELP. I must learn to help win battles.
DEFEAT. I must help defeat the Germans.

[Bull. 6]
BY THE RIGHT (LEFT) FLANK, MARCH.

MARCH.............I march in my squad.
KEEP.................I keep my ears open.
HEAR................I hear a command, "By the Right Flank"
KEEP ON.............I keep on marching.
SHORTEN.............I do not shorten my steps.
LISTEN..............I listen.
HEAR................I hear a command, "March!"
STRIKES.............As my right foot strikes the ground.
TAKE................I take one step more with my left foot.
TURN................I turn on the ball of my left foot toward
                    the right.
                    I turn quickly.
STEP OFF............I step off briskly with my right foot.
MARCH..............I march ahead.

No. 27,

HAT CORDS.

WEAR................I wear a hat.
HAT..................I have a hat cord.
CORD................My hat cord is light blue.
INFANTRY............I am in the Infantry.
FIGHT................I fight on foot with my company.
RIDES................Joe rides a horse.
CAVALRY.............He is in a Cavalry troop.
YELLOW..............His hat cord is yellow.
RED..................John wears a red cord.
ARTILLERY...........He is in the Artillery battery.
CANNON...............He fires the cannon.
OFFICER'S...........The officer's cord is gold and black.
ORANGE..............The Signal Corps men have orange and
                   white hat cords.
LIGHT RED...........The Engineer's cord is light red and white
BUFF................The Quartermaster's cord is buff.
WINE................The Hospital Corps wear wine and white
ORDNANCE............The Ordnance Department wears red and
                    black.

[Bull. 6]
No. 28.

THE LETTER HOME.

TAKE. I take a sheet of paper.
GET. I get pen and ink.
WANT. I want to write a letter home.
MOTHER. I want to know if my mother is well.
LIKE. I like to get a letter from home.
TO HEAR. My parents like to hear from me.
SHALL WRITE. I shall write them about my army life.
WILL BE. They will be glad to hear that I am in good health.
TO KNOW. They will be happy to know that I have
GAINED. gained 10 pounds.
WRITE. It is my duty to write.
SHALL BE. I shall be happy to get an answer.
HAVE WRITTEN. I have written my letter.
CAMP. I have written about the camp.
ADDRESS. I address an envelope.
PUT. I put a stamp on the envelope.
MAIL. I mail the letter home.
HAPPY. I am happy.

No. 29.

THE ANSWER.

AM DISMISSED. I am dismissed from drill.
WASH. I wash myself.
GO. I go upstairs.
HEAR. I hear my name called.
HANDS. The mail orderly hands me a letter.
RECOGNIZE. I recognize the writing.
FROM. It is from my mother.
OPEN. I open the letter quickly.
READ. I read it through (thru).
EVERYONE. I learn that everyone is well.
AM. I am glad.
Y. M. C. A. I go to the Y. M. C. A.
GREEN. It is a green building.
PAPER. I get paper, pen, and ink there.
ANSWER. I answer the letter.
BUY. I buy a three-cent stamp.
MAIL. I mail the letter at once.
HAVE DONE. I have done my duty.
No. 30.

SQUADS RIGHT.

STAND. I stand in my squad.
FRONT. I am in the front rank.
ONE. I am number one (#1).
SAYS. The sergeant says "Squads Right!"
READY. I get ready.
MARCH. He says "March."
DO NOT STEP. I do not step out.
FACE. I face to the right.
MARK TIME. I mark time.
STEP OUT. At count #7, I step out.
AM IN LINE. I am in line with my mates.
RANK. I am number four (#4) front rank.
COMMAND. At the command "March," I step out.
FLANK. I am on the marching flank.
SEVEN. I always keep in line.

No. 31.

AFTER THE DAY'S DRILL.

SUPPER. I eat my supper.
CLEAN. I clean my plates, cup, knife, fork, spoon.
RINSE. I rinse them all in hot water.
DRY. I dry them with a towel.
BRUSH. I brush my teeth.
WORK. I am through with my day's drill work.
DRESS. I dress up.
GO OUT. I go out for a walk.
BUILDING. I see a green building.
IS. It is the Y. M. C. A.
ENTER. I enter.
BUY. I buy stamps there.
HEAR. I hear music on the phonograph.
PLAY. I play checkers.
WRITE. I write a letter home.
MEET. I meet my friends.
IT. It is 9.45.
HOME. I go home.
WALK. I walk quietly.
DISTURB. I do not disturb my sleeping mates.
BED. I go to bed.

[Bull. 6]
THE ARTICLES OF WAR.

ASSEMBLE. We assemble in the mess hall.
CALLS. The captain calls us to attention.
BOOK. He takes out a book.
OPENS. He opens the book.
BEGIN. He begins to read.
READS. He reads many articles.
EXPLAINS. He explains the meaning of these articles.
TELLS. He tells us the punishments for those who
LAW. break the military laws.
LEARN. We learn that a soldier will lose his life if
SENTINEL. he sleeps while on post as sentinel.
ATTENTIVELY. We listen attentively.
FIND OUT. We find out all about the fines and the
guardhouse.
PROMISE. We promise to do our duty and keep out
of trouble.
STOPS. The captain stops reading.
ARE DISMISSED. We are dismissed.

AT THE POST EXCHANGE (CANTEEN).

EAT. We have eaten our mess.
AM NOT. I am not on guard duty.
WALK. I go out for a walk.
NOTICE. I notice a post exchange.
OPEN. I open the door and go inside.
BOX. I buy a box of cigarettes.
PURCHASE. I purchase a book that teaches me the
drills.
GET. I get two boxes of crackers for a quarter.
SPEND. I spend a nickel for an orange.
THROW. I throw the peel into the waste box.
FRIENDS. I meet my friends at the post exchange.
WALK. From there we go to a show at the Y. M.
C. A. auditorium.
HEAR. We hear good music.
SING. We sing many songs.
WE HAVE. We have a good time.
REACH. We reach our barracks before "Taps."

[Bull. 6]
THE OFFICER ENTERS.

AM EATING. I am eating in the mess hall.
ENTERS. A commissioned officer enters the hall.
CALLS OUT. Some one calls out "Attention!"
STOPS. Every soldier stops eating.
SIT. We all sit at attention.
AS YOU WERE. The officer says, "As you were!"
CONTINUE. We continue eating.
FINISH. We finish our dinner.
SECONDS. Some men go up for "seconds."
GET. We get good food in the Army.
HAVE. We have good appetites because we exercise.
KEEP. We keep our mess-kits clean all the time.
MEAL. We wash our hands before each meal.
WISH. We wish to be healthy all the time.

ON THE TRAIN.

RIDE. I ride on the train.
FEET. I do not put my feet on the seat.
WOMEN. Women are on the train.
SMOKE. I do not smoke.
ANNOYS. The smoke annoys them.
CAN WAIT. I can wait to smoke after the train stops.
TRAIN. The train stops.
CHANGE. I shall change trains.
STATION. I wait at the station.
EDGE. I stand back from the edge of the platform.
COMES. The train comes.
WAIT. I must wait until the train stops.
LEG. I do not want my leg broken.
HURT. I do not want to hurt my mates.
SEAT. I can get a seat if I wait for the train to stop.
No. 36.

THE INSURANCE.

AM. I am a soldier of the United States.
INSURANCE. I want insurance.
CAN GET. I can get it from the U. S.
OLD. I am twenty-one (21) years old.
COST. It will cost me 65 cents a month for each $1,000.
YEARS. John is fifty-one (51) years old.
MONTH. It will cost him $1.20 a month for each $1,000.
WHO. Who can get the money?
WIFE. The wife, husband, child, grandchild,
CHILD. brother, sister, step-brother, step-sister,
PARENT. adopted brother or sister, parent,
MONEY. grandparent, and step-parent of wife
FIANCEE. or self only.
WHO can not get the money?
FAMILY. A stranger, a cousin, or a fiancee can not
AFFORD. get the money.

I must not take out this insurance if I
THIS. do not want to do so.
FAMILY. It is my duty to protect my family
AFFORD. Therefore I shall take out as much in-

No. 37.

THE FIRE ALARM.

ON. I am on guard.
WINDY. It is windy.
BLOWS. The wind blows the sparks.
HAS BEEN PUT OUT. A fire has not been put out.
LIGHTS. The sparks light a pile of wood.
FIRE. There is a fire.
CAN NOT. I can not put it out.
EXCITED. I do not get excited.
COOL. I keep cool.
CALL. I call the corporal of the guard.
ALARM. I give the alarm.
CORNER. I run to the corner.
RED. I see a red light.
COME. The engines come quickly.
ENGINES. The engines put out the fire.
No. 38.

SPEECH (THE AMERICAN TONGUE).

CLASS. I am in a class.
CORRECTLY. I hope to learn to speak correctly.
LIKE. I like to write letters home.
ENJOY. I enjoy receiving a letter from my folks.
LANGUAGE. I wish to know the English language.
PRONOUNCE. I like to pronounce difficult sounds.
READ. I can read this lesson.
ALPHABET. I can write the alphabet.
TALK. I can talk English to my mates.
MUST KNOW. I must know English to be a non-commissioned officer.
I must know English to be a sergeant.
I must know English to be a captain.
I must know English to be a general.

No. 39.

MY RIFLE.

RIFLE. I have received my rifle.
WILL BE. It will be my best friend.
LIFE. It will save my life.
MUST BE. I must take care of it.
MUST KEEP. I must keep it neat and clean.
REMEMBER. I must remember one thing.
AIM. I must never aim an empty rifle at a friend.
EMPTY. I must never point an empty rifle at a mate.
HAPPEN. Accidents never happen when we know
LOADED. that the rifle is loaded.
LOCKED. I must keep the piece locked.
STACK. I must know how to stack arms.
MANUAL. I must know the manual of arms.

[Bull. 6]
No. 40.

TO THE REAR, MARCH!

SKIRMISHERS. We march in line of skirmishers.
ATTENTION. I pay attention.
REAR. I hear the sergeant say "To the rear."
CONTINUE. I continue marching.
STRIKES. [As my right foot strikes the ground, I
COMMAND. hear the command "March!"
TAKE. I take one more step with my left foot.
SWING. Then I swing around quickly on the balls
of the feet.
STEP. I step forward with my left foot.
LOSE. I do not lose any steps.
AM MARCHING. I am now marching in the opposite direc-
tion.

No. 41.

DON'T WORRY.

KITCHEN. I have been on Kitchen Police.
HAVE GRUBBED. I have grubbed stumps.
HAVE WALKED. I have walked all night on guard duty.
HOSPITAL. I have been in the hospital.
HAVE RECEIVED. I have received the needle.
ORDERLY. I have been orderly.
FOOD. We want to eat good food.
LEVEL. We want a level place for drilling.
BURNED. We do not wish to be burned while we
sleep.

GOOD HEALTH. We desire to keep in good health.
TYPHOID FEVER. We don't want typhoid fever.
ORDERS. We want military orders obeyed.
AMERICAN. We are all American soldiers.
CHEERFUL. We want our homes to remain cheerful.
CONTENTED. We must do our best and be contented.
No. 42.

ALLOTMENTS AND ALLOWANCES.

MARRIED .................. I am a married man.
MUST ALLOT .............. I must allot $15 a month to my wife.
HUNGRY .................... I do not want my wife to be hungry.
WILL GIVE ................. The Government will allow $15 more a month to my wife.
WILL ALLOW ............... The Government will allow $10 a month for one child.
WILL RECEIVE ............ The second child will receive $7.50 a month from the Government.
WILL GET .................. Each additional child will get $5 a month.
GOVERNMENT ............... The Government will allow $10 a month per parent.
LIBERTY BOND ............. I may allot money to the Government for a Liberty Bond.
RELATIVES ................ I may allot money to a relative or to a friend.
DEPENDENTS ............... The Government makes an allowance only in case I have dependents.
BACHELOR .................. A bachelor does not receive his full pay in France.
WASTE ..................... He must not waste money there.
WAR ....................... He will get all the money at the end of the war.

No. 43.

MEASURES.

USE ........................ In France they use the Metric System.
DECIMAL .................... That is a decimal system.
MULTIPLIED ................ Everything is multiplied by 10.
SYSTEM ...................... It is not like the American system.
EASIER ..................... It is easier than the American.
REACH STORES ............. When we reach France we want to understand how to buy and order things in the stores.
FRENCH ..................... I will learn some French after I have learned English.
METRIC STORES ........... Then I will learn the metric system and be able to buy in French stores without an interpreter.

[Bull. 6]
No. 44.

FRENCH COINS.

SOAP. We buy soap in camp.
SHALL BUY. We shall buy things in France.
SHALL USE. We shall use francs in France.
FRANC. A franc is about twenty cents (20¢).
SILVER. It is a silver coin.
QUARTER. It is smaller than a quarter (25¢).
CENTIME. One hundred centimes makes one franc.

(100.)

IS MADE OF. A fifty-centime coin is made of silver.
BRONZE. The ten-centime coin is made of bronze.
IS WORTH. It is worth about two cents.
CENT. A cent is made of copper.
AMERICA. In America we have gold, silver, nickel, and copper coins.

FRANCE. In France we have these gold coins:

20 francs = $4.00.
25 francs = $5.00 (Belgium).

COINS. The silver coins of France are:

5-franc piece = $1.00.
1-franc piece = .20

(100 centimes or 20 sous are 1 franc.)

1 sou = .01
2 sous = .02.
10 sous = .10

PAPER. Paper money is easier to carry than metal money.

No. 45.

THE MILITARY POLICE.

AM. I am a soldier.
MILITARY. I must obey the military rules.
TROUBLE. I keep out of trouble.
RECORD. I want a good record.
PROMOTED. I want to be promoted.
BREAK. Some soldiers break the rules.
ARE. They are A. W. O. L.
D SOBEY. They disobey orders.
MISS. They miss formations.
PUN SHED. They must be punished.
ARREST. The military police may arrest them.
COURT-MARTIAL. They are court-martialed.
PASS. They lose their pass.
GUARDHOUSE. They go to the guardhouse.
FATIGUE. They are put on fatigue.
DOES. The M. P. does his duty too.
D SGRACE. We want no one to disgrace our camp.
BEST. The M. P. helps to make our camp the best in the country.
THE FAMILY.

MARRIED. My friend is a married man.
CHILDREN. He has a wife and three children.
BOY—GIRL. He has two boys and one girl.
FATHER—MOTHER. I have a father and a mother.
SISTER—BROTHER. I have a sister and a brother.
RELATIVES. I have other relatives.
BABIES. The Germans have killed many mothers and babies.
SLAUGHTER. The Germans have slaughtered many children.
BUTCHER. The Germans have butchered many old men and women.
BROKEN. The Germans have broken their promises.
BARBARIANS. The Germans have been like the old barbarians.
FIGHT. I am going to fight the Germans.
PROTECT. I shall fight them to protect my family.
ENGLAND. If they beat England they would come here.
BEAT. We must beat them.
VICTORY. We shall gain victory.

No. 47.

INSIGNIA OF RANK.

GENERAL. The General wears four stars.
LIEUTENANT. The Lieutenant General wears three stars.
MAJOR. The Major General wears two stars.
BRIGADIER. The Brigadier General wears one star.
COLONEL. The Colonel wears a silver spread eagle.
LEAF. The Lieutenant Colonel wears a silver leaf.
WEARS. The Major wears a gold leaf.
CAPTAIN. The Captain wears two silver bars.
FIRST. The First Lieutenant wears one silver bar.
SECOND. The Second Lieutenant wears one gold bar.
SERGEANT. The Sergeant wears three stripes.
CORPORAL. The Corporal wears two stripes.
DEVICE. The first sergeant wears three stripes with diamond device in lower center.
No. 48.

SIGNS.

KEEP TO THE RIGHT
MONEY ORDERS SOLD HERE
TELEGRAMS ACCEPTED HERE
TELEPHONE BOOTH & OPERATOR
KNOCK BEFORE ENTERING
RFGIMENTAL HEADQUARTERS
DON'T SPIT ON THE FLOOR
THROW WASTE PAPER HERE
TAKE ONLY WHAT YOU NEED
NO NEWSPAPERS IN HERE
MACHINE GUN COMPANY
MEDICAL DETACHMENT
TICKETS 10¢ EACH
Y. W. C. A. HOSTESS HOUSE
RELIGIOUS SERVICES TONIGHT
SOLDIERS HELP BELGIANs
YOUR UNIFORM IS YOUR PASS
DAILY PAPERS SOLD HERE
TRENCH AND CAMP FREE
KNIGHTS OF COLUMBUS
POSTAL CARDS 1¢ EACH
MARCH 1, 1918. (Other dates)
P0ST EXCHANGE
1 2 3 4 5 6 7 8 9 0
11 12 13 14 15 25
69 125 306 152
TRAVELER'S CHEQUES
BAGS FOR ALL PAPER
WAIT UNTIL ANSWERED
THIS ROAD TO RIFLE RANGE
U. S. RIFLE RANGE
A. L. A. WALK IN
THIS WAY OUT—EXIT
BREAD AND BUTTER 5¢
FOR USE IN CASE OF FIRE ONLY
DEPOSIT LAUNDRY HERE
PLEASE CLOSE THE DOOR
WIPE YOUR FEET (BOOTS)
MILITARY POLICE OUT-POST

THIS ROAD LEADS TO
EDUCATIONAL DEPARTMENT
DEPOSIT REFUSE HERE
PLEASE CLOSE THE DOOR
DETAILS FOR TOMORROW
COMMANDING OFFICER
FOR SOLDIERS ONLY
NO SMOKING HERE
BULLETIN BOARD
CO. A. CO. M.
EVERYBODY WELCOME
CLOTHING WAREHOUSE
SQUAD PLATOON
COMPANY TROOP
ASSEMBLY
NO ADMITTANCE
MOVIES TONIGHT
HEADQUARTERS CO.
WEIGHT ONE CENT
ORDERLY ROOM
SILENCE
POST OFFICE
Y. M. C. A.
5TH AVENUE
16TH STREET
INSPECTION
MAIL
FOR SALE
10¢ A DOZEN
BARBER SHOP
TAILOR SHOP
SUPPLY, CO.
LADIES' ROOM
J. B. W. W.
STORE ROOM
THE BIG SHOW
AUDITORIUM
SPORTS
SOCIAL
EDUCATIONAL
LECTURES
NOTICES
TONIGHT
TODAY
U. S. GOVT.
FIRE ALARM
GARBAGE
BONES AND EATS

[Bull. 6]
TIN CANS
COFFEE GROUNDS
BOTTLES
BATTERY
BATTALION
KEEP OUT
CAMP ———
TICKET OFFICE
MESS HALL
HELP YOURSELF
DANGER
CAFETERIA
WET PAINT
TRAIN SCHEDULE
ICE CREAM
BILL OF FARE
BOXING BOUTS
DRILL GROUNDS
U. S. A.
REVEILLE
FOURTH PLATOON
OFFICERS' MESS
WAREHOUSE NO. 10
BOXING TONIGHT
OFFICE NEXT DOOR
LIBERTY BONDS
CARDS FOR HIRE
USE BOTH SIDES
SERGEANT-MAJOR
MESS SERGEANT
LIBERTY THEATRE
RETREAT
TATTOO
TAPS
Q. M.

OPEN
CLOSED
HOURS
PERMANENT
NOTICE
OFFICE
HEADS UP
INFIRMARY
PACKAGES
SAVE
OFFICE HOURS
ADJUTANT
ORDERLIES
NO GAMBLING
COOK
BE ON TIME
JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
SUNDAY
A is for Army, America, too;
B for the Barracks, and Beans that they stew;
C Colonel, Corporal, Captain, and Camp;
D is Dismissed and Days that are Damp;
E is for Eats, and our own Education;
F is for Flowery France, a great nation;
G for the Guardhouse, we don't care to find;
H for Hearts and the homes left behind;
I is for Indoors—and Italy fair;
J for Jazz and a Jump in the air;
K that's for Kaiser and Kultur we'll kill;
L that's for "Left Face"—and "Lights out" for Bill;
M for Mustaches and Money and Mess;
N for the Needles and all your New dress;
O is for Orchestra, playing like mad;
P for the Pass that will oft make you glad;
Q is for Quickness, and Quarters, and Quiet;
R is for Retreat, Reveille, and good diet;
S stands for Semaphore, Signal and Song;
T for Telephone Talk—short and long;
U for U. S. and the U-boats we'll sink;
V for the VICTORY toast that we'll drink;
W's War; Woman's courage revealed;
X for the cross that we'll win on the field;
Y is the Yankees, our nation defend;
Z is for "Zippy," and that is the end.
WAR DEPARTMENT,
OFFICE OF THE PROVOST MARSHAL GENERAL,
WASHINGTON.

BOARDS OF INSTRUCTION.

Bulletin No. 7.

I am sending you herewith, for your guidance and information, two pamphlets, which will be of interest to you and through you to all men selected for military service.

At the request of the American Red Cross, the booklet "Before you go——" is distributed to Boards of Instruction. It will enable them to explain to registrants how the Home Service Section can furnish assistance and advice to their families during their absence; and it will serve to remind the men themselves of the national obligation about to be laid upon them.

The Commission on Training Camp Activities distributes its booklet to Boards of Instruction to inform them of how they may describe the various activities in camp to men about to enter military service. It informs the men how they will be cared for while under military training, and will serve to dispel misinformation and to allay the anxieties of many families.

E. H. CROWDER,
Provost Marshal General.

September 28, 1918.
83659—18
WAR DEPARTMENT,
OFFICE OF THE PROVOST MARSHAL GENERAL,
WASHINGTON.

BOARDS OF INSTRUCTION.

Bulletin No. 8.

HYGIENE.

The subject of the physical readiness of Class I men to enter upon their military duties in camp, when called to the service, should engage the earnest attention of all Boards of Instruction appointed pursuant to the circular from this office on July 4, last.

1. The Surgeon General of the Public Health Service has been charged with the general duty of organizing measures for the health of the civilian population and of disseminating information for that purpose. It is the special desire of that office to make immediate application of its measures to Class I registrants, so as to assist particularly in contributing to military welfare. For this purpose the following plan has been adopted and is herewith communicated for attention of Draft Executives and Local Boards:

(1) The United States Public Health Service will provide suitable leaflets of warning sufficient for every man called for physical examination, and will ship to State adjutant general offices in proportion to estimated quotas, allowing surplus for waste and excess orders.

(2) The United States Public Health Service will secure the standardized cooperation of State boards of health or other competent State agency in furnishing competent speakers to reach every district, under supervision of Regional Supervisors, to be chosen by the United States Public Health Service.

(3) It is requested that each State Adjutant General instruct all Local Boards as follows:

(a) In conformity with Form 76, page 5, paragraph II (a), each Local Board of Instruction will cooperate with the State Board of Health (or other agency as designated by the United States Public Health Service in each State) in the arrangement of one or more meetings to be addressed by a speaker accredited by the United States Public Health Service on the subject of venereal diseases. All Class I men will be urged by the boards to attend one or other of these meetings.

83860*—18
(b) Each Local Board will receive from the State health officer or other authorized agent of the United States Public Health Service a proposed itinerary of speakers to be adjusted if possible to the convenience of the boards.

c) The above meetings to be under auspices of Boards of Instruction wherever they are prepared to act; otherwise to be arranged through the medical officer of the Local Board.

d) Each Local Board will receive through the State adjutant general’s office an appropriate allotment of leaflets warning against venereal disease; additional copies to be ordered from the State adjutant general’s office if needed.

e) Each Local Board will see that every applicant for physical examination gets a copy of this leaflet at the time of examination.

In view of the necessity of beginning distribution of pamphlets in two weeks from date, immediate action in the matter of the preceding paragraph is respectfully requested.

2. The members of Boards of Instruction who may have special charge of instruction of registrants in hygiene may obtain ample printed material of information by sending a request to the United States Public Health Service, attention of Capt. Thomas D. Eliot, 228 First Street NW., Washington, D. C.

It is expected that the leaflet above mentioned, warning against venereal disease, will be distributed in suitable quantities to each Local Board, so that every registrant at the time of his physical examination may receive a copy at the hands of the medical examiner.

3. Meanwhile, as indicating the general spirit in which Boards of Instruction may approach the subject in dealing with registrants, the following brief passage will suffice. It is quoted from a handbook entitled “Health Hints for Soldiers and Sailors,” approved by the Hygiene Research Division of the Life Extension Institute:

In times of peace a man who is physically defective may “bluff” through his civil work and make a fair showing. In times of war a man must stand the real test. so far as health and vigor are concerned. The stern demands of war brook no compromise or denial. Whether the soldier or sailor prevails in the shock of battle, whether he survives the shock or infection of wounds, whether he maintains his spirit or morale under long strain and hard pounding, depends to a marked degree upon his original physical equipment and upon the way he lives or has lived.

In recent years venereal disease has caused about one-fourth of the total sickness of the Army.

It would be difficult to exaggerate the terrible menace to our Army, and through it to our country, from syphilis and gonorrhea. With several million men gathered together under conditions that arouse the primitive as well as the higher passions of the race and released from the restraint of normal social conditions, the soldier will be assaulted by temptations more dangerous than the enemy’s fire.

There is a strange paradox in men cheerfully facing mutilation and death for their country, while at the same time willfully exposing her to the peril of the most loathsome and terrible diseases known to humanity. This is no overstatement of the case. A syphilitic aftermath of the war would leave its mark upon the Nation. It is not a happy thought upon which to dwell—the prospect of men returning from a heroic fight unfit to mate with the women of
their country. It is probable that the military authorities will keep infected men under surveillance until apparently cured, but this does not relieve the soldier of his responsibility to his family and to his country.

Every soldier should have in mind that he is decreasing the efficiency of his organization when he is on the sick report. In the past venereal disease has caused more sickness and a greater percentage of military inefficiency than any other disease.

The venereal peril became so great in the United States Army that Congress in 1912 passed a law to the effect that any soldier who becomes unable to perform his duty on account of venereal disease shall lose his pay during the period he is absent in hospital from his organization.

The way to avoid venereal disease is to avoid prostitutes. Every prostitute, public or private, acquires a venereal disease sooner or later. It is a rarity for any of them to escape disease for any length of time; hence a man is always in danger of contracting venereal disease when he has intercourse with a prostitute. A man is better off physically, is happier, and more content in every way if he will avoid prostitutes and lead a life which he can look back upon with satisfaction, and in which there is nothing that he would be ashamed for his people at home to know.

This war itself is being waged in defense of democratic and American ideals of womanhood and manhood against a nation which has trampled these ideals under foot—a nation which has raped Belgium and destroyed the lives of innocent women and children on land and sea.

On the other hand, there should not be an unreasoning or exaggerated apprehension with regard to the conditions that will prevail in our Army in the field. In the first place, the spirit that animates our men is remarkable. They are entering this war not as a reckless adventure but with a high purpose and a devotion, not only to their country but to the best ideals of the race and in defense of the liberties of mankind. Many of these men, whose conduct in civil life would be careless and without strong moral government, have been stirred to the better depths of their natures, and will not forfeit this gain in character for stupid and trivial debauchery. Furthermore, under strong Army discipline, there will be a limitation of opportunities for vicious indulgence and a government of men's actions which does not exist in civil life.

The nonsensical talk that if the soldier is strong enough to fight he is strong enough to be trusted, and needs no government or protection against himself is not in the true interest of the soldier. No man is so great or so strong as not to be menaced by vicious surroundings. The soldier has enough burdens to bear without the temptation to disease and moral injury. It is just as much the duty of our country to protect him from vice as to protect him from typhoid fever, and all loyal citizens will uphold the Government in its regulations to that end.

In this as in other conditions that menace the health of the soldier, and therefore the efficiency of the Army, the advice of the medical staff as to the prevention or thorough treatment of infection should be carefully followed.

If in addition to defending his country with arms the soldier or the sailor returns to civil life physically improved by military training, and with higher ideals of health and physical fitness, he will doubly serve himself, his family, and his country.

September 23, 1918.
IMPORTANT

INSTRUCTIONS TO BOARDS

RELATING TO THE SELECTIVE SERVICE REGULATIONS PROMULGATED BY THE PRESIDENT NOVEMBER 8, 1917, UNDER AUTHORITY OF THE ACT OF CONGRESS APPROVED MAY 18, 1917

ISSUED BY THE
PROVOST MARSHAL GENERAL
(FORM NO. 53)

WASHINGTON
GOVERNMENT PRINTING OFFICE
1917
IMPORTANT INSTRUCTIONS TO BOARDS.

I. GENERAL INSTRUCTIONS.

The new Selective System and Regulations are designed to relieve you of as much work as possible, with the special object in view of reducing the amount of your clerical and administrative labors, in order to limit your official duties so far as possible to the judicious consideration of cases, and to afford ample time for the transaction of your private affairs. It becomes important at the outset, to direct your immediate attention to certain portions of the new Regulations in order that you may know the first important steps for you to take.

PRELIMINARY.

Before attempting to put the new system into effect you must be familiar with the Rules of Classification, the Rules of Procedure, and the Questionnaire (Form 1001). Therefore read immediately and carefully the SELECTIVE SERVICE REGULATIONS, familiarize yourself with them in general, and with the use of the table of contents and index; and give particular attention to Parts I to VI (pages 1 to 82). Study carefully Part V "The Process of Selection," and Part VI, "Special and Exceptional Cases," and the Questionnaire, including all the particular rules and instructions printed in and forming a part of it.

Require your clerical force, volunteer as well as compensated, to do the same.

THE FIRST THING TO DO.

Section 90, page 46, prescribes the method for preparing your Classification List, which is Form 1000. It takes the place both of your docket (old Form 178) and of your list of registrants (old Form 102), and will stand as a record showing the exact status of every registrant and of his case. It is to be kept bound in the post binders that are furnished to you, and is open to inspection by the public under the conditions prescribed in section 12.

The very first thing you should do (and this should be begun on December first) is to transfer your old Form 102 in its entirety to the Classification List (Form 1000). As soon as the transfer is completed and before anything else is done draw a red-ink line through the names on the Classification List of: (1) Deserters, who have been reported to the Adjutant General as such; and (2)
the names of men who have already been inducted into the military service; that is, men already sent to camp and actually accepted.

A red-ink line should also be drawn through the names of men to whom the "Red Card" (old Form 164C) has been mailed, and who are in process of being sent to camp (see section 2, subparagraph c, and proviso 2, page 3), as soon as it is known that they have been accepted at the mobilization camp, but not before. Until it is known whether they have been accepted or rejected no Questionnaires should be mailed to them. If they are accepted the red-ink line should be drawn through their names, and no Questionnaire should be mailed. If they are rejected the red-ink line should not be drawn and the Questionnaire should be mailed at once.

Names of new registrants must be added to the Classification List. (See section 54, page 26.) Section 90 describes this process of preparing the Classification List with sufficient clearness.

THE SECOND THING TO DO.

Questionnaires are to be mailed to all registrants who have not yet been inducted into military service, whether they have been heretofore examined and rejected or exempted or discharged or selected. (See subparagraph c of section 2, page 3, and also sections 91 and 92, pages 46 and 47.) The Questionnaires should be prepared for mailing to every registrant on your Classification List. The method of preparation is fully described in section 92.

On every Questionnaire, make the following entries: On the first page: (1) stamp the name of your board in the box in the upper left-hand corner; (2) enter the name, serial and order number, address, and (if procurable) the telephone number call of the registrant; (3) one (any) member of the board must sign the notice on the line indicated.

If you have no rubber stamp with the name of your board which will fit in the space or box provided, procure one immediately.

(4) It is absolutely indispensable that the date of mailing be inserted in the space immediately in front of the signature of the member of the board, but this date should not be inserted until the actual day the Questionnaire is mailed.

The envelope for mailing the Questionnaire has been furnished to you, as well as the envelope to be used by the registrant in returning it. Envelopes to registrants should be addressed, and a return envelope inserted in each, as rapidly as the Questionnaires are prepared in accordance with the foregoing instructions.

Just as soon as you complete the entries on your Classification List you should begin preparing the Questionnaires, and there is no
reason why you can not have all your Questionnaires prepared
(with the exception of stamping in the date) on or before December
15, as well as have all the envelopes addressed and the entries made
on the Cover Sheet.

The Cover Sheet (Form 1001B) is the folder or jacket for filing
that is to receive the Questionnaire when it is returned. At the
the time the Questionnaire is prepared the Cover Sheet for each
Questionnaire should also be prepared by making the entries similar
to those on the Questionnaire (see section 92); and as the Question-
naires, envelopes, and Cover Sheets are prepared, they should be
assembled and carefully laid aside, in the order of liability, to
await the date of mailing.

THE THIRD THING TO DO.

Next comes the mailing of Questionnaires and the posting of
notice on Form 1002, as provided in section 7, page 5, and section 92,
page 47. It is confidently expected that every board will be
ready to proceed with the mailing of the Questionnaire on
December 15. On that date, unless another date is named by the
Provost Marshal General and communicated to Local Boards, they
shall then, and on each of the successive nineteen days thereafter,
mail Questionnaires to one-twentith or 5% of registrants in the
order of liability. Immediately before and on the day of mailing,
the date shall be inserted on page 1 of the Questionnaire, on the
place indicated on the Cover Sheet (namely, in the blank space
after "1. Questionnaire mailed ........") and in column 5 of the
Classification List.

At the same time the "NOTICE TO REGISTRANTS AND THE PUBLIC"
(Form 1002) shall be filled in by inserting, in the places indicated,
the earliest and latest order numbers of the registrants to whom
Questionnaires are being mailed, the date, and the signature of a
member of the board, the two latter in both the places provided
on Form 1002, which shall then be posted in plain view in the office
of the board; successive daily notices being posted one over the
other, fastened at the top in order that earlier notices may be in-
spected. No such notice need remain on view for more than ten
days. Each Questionnaire is to be folded once and inserted, together
with a return envelope, in the envelope already addressed; and
mailed early enough in the day to secure as prompt transmission
and delivery as possible. The Cover Sheets for the Questionnaires
so mailed are then to be inserted, in alphabetical order, in the
filing cases which have been furnished to you.

If the work of preparing all Questionnaires, envelopes, Cover
Sheets, and notices has been completed, with the exception of
stamping in the dates, only that act will be left to be done
when the date for the beginning of mailing arrives.
All of the foregoing work, with the sole exception of signing the notices on the Questionnaires and on Form 1002 (which may be divided among the three members), can be performed, under your general supervision, by one chief clerk.

FOURTH THING TO DO.

On the seventh day (excluding Sundays and legal holidays) after the mailing begins, all the Questionnaires that were mailed on the first day (and so on thereafter) ought to be returned to you. Registrants who do not return Questionnaires within the time limits are delinquents, and are to be proceeded with accordingly. (See section 96, page 49, and Part VI beginning on page 67.) In order, however, that no injustice shall be done, nor serious hardship inflicted, bear in mind your right, in meritorious cases only, to grant extension of time (see section 99, page 50).

Upon the coming in of the Questionnaires your clerks should be instructed to make a preliminary investigation of these Questionnaires as they are returned in order to discover obvious errors, if any there be, and to notify the registrants to come to the office of the local board and correct these errors. Those Questionnaires that show no substantial error should be divided up among the members of the board and each member should make a preliminary survey of the matter in each Questionnaire and arrive at a tentative classification on the grounds presented. The boards should then meet, each member bringing the Questionnaires that he has examined, and those cases that can be disposed of readily should be decided at once and the classification entered on the Cover Sheet of the Questionnaire and in the Classification List as provided in section 102, page 53, and the notices issued and the dates entered as provided in section 103, page 54. The board should proceed at once to the disposition of the cases that require greater deliberation. It is not expected that cases can be classified as fast as the Questionnaires are returned, but it is thought that all the classifications can be made within a period of 60 days from the date the mailing of Questionnaires begins.

IMPORTANT NOTES.

1. The foregoing does not outline the whole process of Selection, but is intended to impress upon you the essential things which are to be done at once.

2. Remember that you are to preserve your old records of the first draft. (See subparagraph d of section 3, page 4.)

3. Bear in mind and make use of the Auxiliary Organizations and Officials (sections 43 to 52, pages 21 to 25) which the President has called to your assistance.

4. The Legal Advisory Boards that have been constituted in your vicinity are provided for the purpose of advising registrants and of
giving them actual assistance in preparing their Questionnaires. Your work will be greatly relieved if you will make all registrants understand that they should go to these Legal Advisory Boards before submitting their Questionnaires. Even if they feel that they can make their Questionnaires out themselves, they should go to these boards and have their completed Questionnaires examined. By making full use of these Legal Advisory Boards, you will avoid having your own time taken up by answering questions and advising registrants. This matter is no longer your function. The Government needs your services in making the actual Classification, and you should direct all inquirers to the nearest Legal Advisory Board and devote your entire attention to the work which the Government has laid out for you.

5. Be extremely careful of your Questionnaires. This form is very expensive and the supply is limited. If more than the necessary number has been sent to you, some may be recalled for the use of other boards not having enough.

Do not issue a duplicate to a registrant except under the most urgent and meritorious circumstances.

Do not mail or deliver them to any persons except regular or associate members of Legal Advisory Boards, and only one to each such member. It is expected that you will require your clerks to heed strictly this admonition.

6. Prepare and post in your office, and publish as widely as possible without expenditure, a list of the names of all members, both regular and associate, of Legal Advisory Boards who are to assist registrants within your jurisdiction; together with a statement of the places where and the hours when registrants may apply to them for assistance. The newspapers will gladly aid you to give publicity to such information.

II. INSTRUCTIONS AS TO FISCAL ADMINISTRATION.

The new system of classification was designed after a thorough study of the work of Local Boards. Upon examination of it you will find that nearly every step in the preparation and handling of papers can be done by a clerk, and that most of the entries to be made by the clerk can be made by a rubber dating stamp.

To relieve you of the necessity of answering questions, giving advice, assorting forms, and assisting in their preparation, Legal Advisory Boards have been constituted. You should send all registrants who apply to you for such aid and assistance to these Legal Advisory Boards.

The result of these two provisions, if they are properly utilized by you, will be to reduce the serious demand on your time to that required for the actual consideration of cases only. Even as to this you will find that the Questionnaire presents the facts of each case
in such a way that, in the great majority of cases, all that it will be necessary for you to do is to assign the registrant to a class on one reading of the Questionnaire.

We must address ourselves now very directly to the problem of keeping the cost of the new system down to the absolute minimum consistent with efficiency. In order that we might have presidential authority for the hire of clerks in the face of any great and sudden emergency that may arrive a maximum allowance of clerical hire is prescribed in Section 43 and 198 of the Regulations. It will be observed by reference to these sections that one chief clerk and certain additional clerks for each Local, District, and Medical Advisory Board may be engaged when special authorization showing their necessity is obtained from the governor. The hire of one chief clerk alone for each Local, District, and Medical Advisory Board will cost the Government half a million dollars a month and the hire of additional clerks will increase this cost proportionately.

Members of District and Local Boards who desire to claim compensation are entitled, respectively, to $1.25 and $1 per hour (see sections 194 and 195) for each hour they are on duty at the office of the board. Their service, if not most frugally and economically utilized, may also result in an enormous item of cost to the Government.

The Nation's dollars must be made to do their full duty on the fighting line. There must be no waste at home. The accumulation of great treasure by taxes and loans and the necessity for unprecedented governmental expenditure must not result in unprecedented governmental extravagance.

The Regulations tell you what there is to be done in the colossal undertaking of classifying our man power. The present circular is designed to show you how it can be done at the minimum cost.

Experiments with the new forms show that in the average board having jurisdiction over 2,200 registrants the entire preparation which is to take place between December 1 and December 15 can be accomplished by one chief clerk in these 15 days. Even this work can be materially reduced if you call upon the school-teachers, accountants, and other competent persons in your community to come in to assist him. The mailing of Questionnaires and the stamping in of the day of mailing can also be accomplished by your chief clerk. It will, therefore, not be necessary for the average board to engage more than one clerk or for the board members to have any considerable duties before December 20, when the first of the Questionnaires will begin coming back. The cost of preparation by any Local Board not having an unusual number of registrants during the period between the 1st and the 15th or 20th of December should not be much in excess of $60.

The actual work of classification will begin about December 23. The notices that are to be sent out are postal-card forms requiring
little more than the insertion of a rubber stamp. The records are kept on the same system, and all clerical work is reduced to a minimum. An alert chief clerk could readily keep abreast of the board. Unfortunately alert clerks are not always available, but any clerk with the assistance that could and ought to be rendered by volunteers in the evening could easily do this. In view of the President's and your Governor's appeal for such assistance and direct appeals which are now going out from this office to teachers, lawyers, and clergymen, there should be no difficulty in procuring it.

During the period from December 22 to January 15 when all Questionnaires will be returned the clerical work will consist only of inserting with a rubber stamp the date of receipt of the Questionnaire on the cover sheet and in column 6 of the Classification List (see sec. 96), preparing a list, from day to day, of delinquents who have failed to make return, examining the Questionnaires for obvious errors, and stamping in other dates, making the very brief and simple entries on the Classification List and cover sheet, preparing and sending out simple postal-card notices and sending to the District Board appealed cases and cases containing claims for deferred classification on agricultural and industrial grounds. The method of forwarding cases to District Boards has been so much simplified that the labor has been reduced to an almost negligible quantity.

The great bulk of the clerical work pertaining to the original jurisdiction of Local Boards can and ought to be concluded before January 20, and, except in cases of the few boards having more than the average number of registrants (2,200) can and ought to be performed by one Chief Clerk if competent volunteer help can be secured. If competent volunteer help can not be secured, then all this clerical work certainly can and ought to be accomplished by one chief and one additional clerk. If only one Chief Clerk is used the total cost for clerical service will be $100 for each Local Board, or $455,700 for the Nation. If an additional clerk is used, the cost of clerical service for each Local Board would be $180. It appears strikingly that a zealous appeal for volunteer assistance will save the Nation over a third of a million dollars ($364,560) on this item of an additional clerk during this short period alone.

What the cost to the Government for the services of members of Local and District Boards will be can not be estimated until it is known what proportion of this service will be gratuitous.

It is the opinion of a great many members of these boards that the Questionnaires present the facts necessary to a decision in such a concrete way that the boards can complete the classification in 60 days without giving more than a few hours each day to the work. If this opinion proves itself in practice then the work ought to be done, as far as practicable, with very slight interference with the
private affairs of board members and the charge for compensation ought to be low,

Economy is among the least of the reasons why the work of members of selection boards ought to be uncompensated. Their duty is to go into American homes and send the strongest of our young men away to the battle lines in the defense of the Nation at the imminent and great peril of death. No amount of money could compensate the sacrifice of the men who are taken or of the families from which they are taken. The Selective Service System is essentially an integral part of this great National Army of defense. It is composed of men over the age of those who are to be called upon to bear muskets. But the duty is so grave that it should be regarded from every standpoint and in every aspect as partaking of the same unselfish and patriotic character as the duty of soldiers. This service has been given this aspect from the beginning (see section 11, old Disbursement Regulations) and it is not too much to say that one of the vital elements in the success of the Selective Service Law is the fact that Selection Boards have performed their duty as a high patriotic service and not as paid officials of the Federal Government. They have acted as the representatives of each community in selecting and offering the most available young men for the service of the great Nation that emerges from our union of communities rather than as the hired agents of the Government. We must adhere to this principle.

From and after January 15 there appears to be no reason why all clerical work for the average Local Board can not be performed by the Chief Clerk without any additional compensated clerks. The cost between January 15 and February 15 should therefore be not much in excess of $100 for each Local Board with the average number of registrants.

So far as concerns District Boards, under the new Regulations, they are no longer offices of record. The entire clerical machinery for the disposition of a case consists in a very few entries, most of which can be made with a rubber stamp. The Docket is a simple form requiring little study and a minimum of work. Except in a few cases of District Boards having more than the average number of registrants, only one Chief Clerk will be necessary. A ready card index will consist of the registration cards, which must immediately be arranged alphabetically as provided in Section 106, p. 55.

Medical Advisory Boards have no Docket at all and they are in no sense offices of record. The average Medical Advisory Board will not need a clerk at all and only in the exceptional case where clerical assistance is certified by the Governor to be necessary should clerks be engaged for Medical Advisory Boards.

The fiscal administration of the whole Selective Service System must be put on a much more definite, scientific, and economical
basis. Hereafter expense accounts of Local, District, and Medical Advisory Boards will be allowed only within estimates made by the board and approved by the Governor prior to the incurring of the expense, and upon allotment made by the State Disbursing Officer based upon these approved estimates. To this end the President prescribes the following regulation under authority vested in him by the Selective Service Law and directs that this regulation be added to Selective Service Regulations (Form 999, P. M. G. O.) as subdivision N of Part IX, paragraph 2654.

N. ESTIMATES.

Section 2654. Estimates by Local, District, and Medical Advisory Boards.

As soon as practicable, each Local, District, and Medical Advisory Board shall submit to the State Disbursing Officer an estimate (Form 1034) of the amount necessary to pay all expenses of such board during the month of December, classified under the headings shown on that form and shall submit on a separate copy of Form 1034, an estimate of the amount of money necessary to pay all expenses of such board during the month of January. Not later than the 7th day of January and of every month thereafter each such board shall submit to the State Disbursing Officer on Form 1034 an estimate of the amount of money necessary to pay all expenses of such board for the month succeeding.

State Disbursing Officers shall require such estimates to be submitted promptly and shall scan them carefully and shall recommend to the Governor for approval only estimates for expenses that appear to be necessary. The estimates of the several boards within a State shall be compiled by the State Disbursing Officer, and on the 15th of December an estimate of the amount of money necessary to pay all expenses in the execution of the Selective Service Law for the State in the months of December and January shall be submitted to the Chief Disbursing Officer of the Office of the Provost Marshal General. Thereafter a similar compiled estimate shall be submitted to the Chief Disbursing Officer by the State Disbursing Officer on the 15th of every month covering the amount of money necessary to pay all expenses in the execution of the Selective Service Law within the State for the next succeeding month.

Except where revision of the estimate of the board is especially authorized by the Governor for good cause shown, no expense of a Local, District, or Medical Advisory Board, for any month in excess of the estimate of that month shall be paid without the specific authority of the Provost Marshal General.

Provost Marshal General.
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<td>Per diem and lodging.</td>
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<td>Rental of offices.</td>
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<td>Stationery, office supplies, and rental of typewriter.</td>
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Date of Estimate

Member of Board
Office of Provost Marshal General,
Washington, D. C., April 2, 1918.

The following General Order is published for the information and guidance of local boards throughout the country.

E. H. CROWDER,
Provost Marshal General.

General Orders,
No. 31.

WAR DEPARTMENT,
WASHINGTON, April 2, 1918.

1. It is the intention to make use of the authority to grant furloughs to enlisted men in accordance with the act of March 16, 1918 (Public 105, 65th Cong.), to enable them to engage in agriculture during the present farming season for the purpose of augmenting the agricultural production. For this reason commanding officers may grant such furloughs within the rules here announced whenever it appears that the granting of such furloughs will contribute to the purpose for which they were intended. But it is desired to reduce to a minimum the interference thereby created in the progress of military training and preparation; therefore, whenever the furloughing of an enlisted man substantially interferes with the training or preparation of the organization of which he is a member, the applications will be denied, in which case the reason for the denial will be indorsed upon the application. Furloughs granted under this order will be for short periods, largely for seeding and harvesting time. They may be given by commanding officers of posts, camps, cantonments, divisions, and departments. Such furloughs will not be granted to enlisted men of or above the grade of first sergeant; nor will they be granted in an organization that has been ordered or is in transit from points of mobilization or training to a port of embarkation; and all furloughs granted will be recalled and the men ordered to their organizations when the latter have received preparatory orders for duty overseas. Furloughs granted under this order will be without pay and allowances except that enough pay will be retained in each case to meet allotments in force on the date of this order, war-risk insurance and pledges on Liberty bonds.

2. Furloughs to specially qualified experts in agriculture needed in the service of the United States Department of Agriculture may be granted by the Secretary of War upon application therefor by the Secretary of Agriculture; or in the service of agricultural colleges, established under Federal law and regularly receiving Federal funds, upon application therefor by the presidents or other executive heads of such colleges, provided such furloughs are voluntarily accepted by the persons desired.

3. Individual applications for furloughs submitted by relatives will be on Form 1035 P. M. G. O., which form will be furnished the local boards. After sections 1 and 2 are made out by the applicant the form will be given the local board having jurisdiction of the registrant and it will complete section 3 of the form and then secure the action.
of the county agent or representative of the Department of Agriculture, and if there be no such county agent or representative, then by the Government appeal agent of the local board. The application will then be forwarded to the soldier's post, camp, or cantonment commander and the soldier given an opportunity to sign section 5 of the form, which signature will be considered as a voluntary application for the furlough within the meaning of the law. If the furlough be granted, the application will be filed by the commanding officer and a certificate furnished the soldier to the effect that a furlough without pay or allowances, except as herein provided, has been granted for the time therein set forth. If not granted, the application will be returned by the commanding officer setting forth the reason for disapproval in section 6 of the form. If the soldier initiate the application, he will sign section 5 of the form, adding thereto the name of the person for whom he desires to work, and on submission to the commanding officer the latter will forward it to the local board, who will ascertain from the person named by the soldier whether such soldier is required; and if so, the board will then require the filling out of sections 1 and 2 of the form and proceed as if application arose from the person named by the soldier in the first place.

4. Furloughs may also be granted en bloc to men that are willing to accept them upon requests of farmers when the time to be consumed in traveling from the post to the places of labor will not exceed 24 hours. In making these requests farmers will make use of Form 1035, P. M. G. O., making alterations to show number of soldiers requested and adding that they are in a position to pay the wages usually paid in the vicinity, and such wages will be paid to the soldiers assisting them. These applications will be made to the local boards, who will proceed as in the preceding paragraph. When the application reaches the post, camp, or cantonment commander he will cause it to be indorsed on the back by the soldiers who desire to accept work, and such signatures will be considered as voluntary applications within the meaning of the law. If the number of soldiers desired signify their wishes to accept such furloughs, telegraphic authority will be requested by the commanding officer upon whom application is made from The Adjutant General of the Army for the granting of such furloughs, stating the number of men requested and the number of the local board through which the request was forwarded, giving the recommendation of the commanding officer. The Department of Agriculture will then be called on for information as to agricultural conditions in the particular district, and telegraphic instructions then sent the commanding officer.

5. Form 1035 of the Provost Marshal General's Office is here set forth, and the requirements as shown therein taken in connection with this order, explain the attitude of the War Department upon the question of furloughs under the recent law.

(220.711, A. G. O.)

BY ORDER OF THE SECRETARY OF WAR:

PEYTON C. MARCH,
Major General, Acting Chief of Staff.

OFFICIAL:

H. P. McCAIN,
The Adjutant General.

WASHINGTON: GOVERNMENT PRINTING OFFICE: 1919