RECEPTION CENTER

OPERATIONS

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For explanation of symbols, see FM 21-6.
FOREWORD

Recent changes in policy governing both the procurement of men for the armed forces and the assignment of enlisted men from reception centers have necessitated changes in ASF Manual M-201, Induction Station and Reception Center Operation.

The procedures contained in this manual are designed to implement current regulations affecting reception center operations, and to simplify and standardize, to the fullest extent practicable, the processing of personnel through such stations. Many of these procedures have been developed through the initiative, ingenuity, and resourcefulness of the commanding officers and personnel of reception centers. It is recognized that there may exist some local conditions or differences in physical facilities and layout which may make it difficult to apply certain procedures. When by reason of such conditions or differences it appears that an element of the procedures prescribed in this manual cannot be applied, a deviation to the extent necessary is authorized. However, in approving a deviation, the commanding officer of a reception center should exercise care to determine that the deviation is based on a condition or difference of the type mentioned above.

The various War Department and related forms currently used in reception center processing cover a wide range of personnel and fiscal activities. For the most part, they do not at this time appear to present significant opportunities for consolidation or elimination. It is largely in the technique of processing itself and in the elimination of local forms to the greatest extent possible that efforts must be made to simplify procedures.

The procedure charts used in this manual illustrate graphically the flow of the man and his records and the action taken throughout each step in the process. Three types of rectangular blocks are used in these charts. The first type, with shading along all outside edges, indicates a person; for an example, see Figure 1. A block with shading along only the lower and right hand edges indicates a document, Figure 2. The same block shaded in one corner indicates that the document is originated by the section, unit, or other organization shown in the column heading, Figure 3. A third type of block, with dark shading along the lower and right hand edges and with light shading over the face of the block, represents neither a person nor a record but such things as a garment, a verbal request, or a telephone call, Figure 4.

The numerals appearing in the upper left hand corners of the blocks are the copy numbers which do not necessarily appear on the forms themselves. Number 1 indicates the original, number 2, the duplicate, and so forth.

Suggestions for the simplification or improvement of the procedures and for the consolidation or elimination of any forms are invited, and may be forwarded direct to the Army Service Forces Procedures Committee, Room 3E 616, The Pentagon, Washington 25, D. C. All suggestions should be accompanied, wherever possible, by charts and forms so that they may be readily compared with the procedural charts and forms contained in this manual.
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Section I

GENERAL

1. Authority.

Reception centers are Class I installations of the Army Service Forces established and operated pursuant to AR 615-500.

2. Definition.

The terms "enlisted man" or "enlisted men" when used in this manual will apply to a soldier or soldiers entering the Army by enlistment or induction.


The mission of reception centers is to perform certain administrative processes in connection with newly enlisted men which must be accomplished before they may begin basic training.

4. Administrative Processes.

The essential administrative processes performed at reception centers are:

- Initiation of records.
- Physical profile.
- Classification tests. (Army General Classification, Mechanical Aptitude and Army Radio Code Aptitude.)
- Issuance of clothing and equipment.
- Classification.
- Application for insurance, dependency benefits, allotments, and bonds.
- Blood typing.
- Immunization. (Initial injections.)
- Training films and lectures.
- Assignment.
- Transfer to training center.

5. Processing Plan.

a. Under the current procedure for assigning enlisted men from reception centers to training centers, men may not be transferred from the reception center until they have been reported to the Adjutant General's Office on the Daily Availability Report by Physical Profile (ASF Registry Number 43-WDGA), and that office has directed a daily allotment for them. To process men with all practicable speed requires, therefore, that the processing plan give precedence to the various steps upon which the Daily Availability Report is based. Specifically the steps which must be completed before the report may be made are the physical profile examination and the Army general classification test.

b. The remaining steps in the processing do not directly affect the preparation of the Daily Availability Report, and consequently their sequence is not a matter of importance.

c. The processing plan on page 3 arranges the processing steps in the sequence which will enable the reception center to prepare and transmit the Daily Availability Report at the earliest practicable time.

6. Aids to Processing.

Some specific aids and suggestions designed to exploit opportunities for speedy and efficient processing are contained in Section V of this manual.

7. The Personal Factor in Processing.

While considerable emphasis is placed on speedy and efficient processing, the psychological implications involved in the transition from civilian life to
military life should not be overlooked. The reception center is the new soldier's first Army home and his first experience with Army procedures following enlistment or induction. In most cases, he will look upon reception center activities as indicative of what he may expect in the future. Accordingly, the impression made on the soldier during his stay at the reception center may have a significant influence in shaping his attitude toward the Army. The processing should be so conducted as to impress the soldier with the fact that, in traditional Army manner, it has been meticulously planned and is being executed according to that plan. He should be given fair and considerate treatment. Unnecessary haste or unwarranted delays should be avoided. Care should be exercised in the initial assignment of quarters so that changes will be held to a minimum. The mess should be so coordinated that all soldiers do not arrive at a mess hall at the same time. All reception center personnel who conduct any phase of processing should be thoroughly trained in their jobs. Military personnel of the reception center should be exemplary in appearance and conduct. The reception center should take full advantage of the opportunity it has to instil in the soldier confidence in Army leadership.
RECEPTION CENTER PROCESSING PLAN

<table>
<thead>
<tr>
<th>INITIAL STEPS</th>
<th>FIRST PROCESSING DAY</th>
<th>SECOND PROCESSING DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving</td>
<td>General Orientation Talk</td>
<td>Interview and Classification</td>
</tr>
<tr>
<td>Checking</td>
<td>Physical Profile</td>
<td>Insurance, Bonds, and Al-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>lotments</td>
</tr>
<tr>
<td>Issuance of Towels,</td>
<td>Classification Testing*</td>
<td>Required Lectures and Films</td>
</tr>
<tr>
<td>Toilet Articles,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raincoat, and Pamphlet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quartering</td>
<td>Clothing Issue</td>
<td>Blood Type and Inoculations</td>
</tr>
<tr>
<td>Initiation of Records</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Immediately after the completion of the Army General Classification Test, the results thereof will be determined and forwarded to the Classification and Assignment Section.

The general plan illustrated above applies to a situation in which the enlisted men have arrived at the reception center late in the afternoon or during the night so that the steps commencing with the General Orientation Talk cannot begin until the reception center starts processing for the day. When enlisted men are received during the morning or during hours of the afternoon which will permit some processing to be accomplished in addition to that shown under "Initial Steps," as many of the additional processing steps as possible will be accomplished as time permits. As indicated previously, the physical profile examination and the Army General Classification Test must be accomplished at the earliest practicable time after the arrival of the enlisted men so that they may be reported on the Daily Availability Report by Physical Profile, ASF Registry 43-WDGA, due at the Adjutant General's Office not later than 1800Z daily.
## MAJOR STEPS IN RECEIVING SECTION

<table>
<thead>
<tr>
<th>RECEIVING SECTION</th>
<th>PHYSICAL PROFILE SECTION</th>
<th>CLASSIFICATION TESTING SECTION</th>
<th>CLOTHING SHIPMENT SECTION</th>
<th>CLOTHING AND EQUIPMENT ISSUE SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIVING UNIT</td>
<td>FORMS PROCESSING UNIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENLISTED MAN</td>
<td>RECORDS</td>
<td>ENLISTED MAN</td>
<td>RECORDS</td>
<td>RECORDS</td>
</tr>
<tr>
<td>- Receives enlisted man.</td>
<td>- Checks records.</td>
<td>- Performs physical profile examination.</td>
<td>- Administers tests.</td>
<td>- Ships enlisted man's civilian clothing home.</td>
</tr>
<tr>
<td>RECORDS</td>
<td>RECORDS</td>
<td>RECORDS</td>
<td>RECORDS</td>
<td>RECORDS</td>
</tr>
<tr>
<td>- Prepares and forwards locator cards.</td>
<td>- Prepares forms by entering enlisted man's name and army serial number and other initial data.</td>
<td>- Enters classification test score on physical profile form and forwards.</td>
<td>- Stamps WD AGO 32 with name, army serial number, date and receiving company.</td>
<td>- Enter sizes on WD AGO 32.</td>
</tr>
<tr>
<td>WORN BY ENLISTED MAN</td>
<td>IDENT TAGS</td>
<td>WORN BY ENLISTED MAN</td>
<td>WORN BY ENLISTED MAN</td>
<td>WORN BY ENLISTED MAN</td>
</tr>
<tr>
<td>- Embosses identification tags.</td>
<td>- Wears physical profile.</td>
<td>- Enters race and results of physical profile examination on physical profile form.</td>
<td>- Enters scores received on all tests on WD AGO 20.</td>
<td>- Enters classification test score on physical profile form and forwards.</td>
</tr>
<tr>
<td>PHYSICAL PROFILE</td>
<td>PHYSICAL PROFILE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WD AGO 20</td>
<td>WD AGO 20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| - Prepares by entering name, army serial number, date of induction, and scores received on tests given at armed forces induction station. | - Prepares by entering name, army serial number, date of induction, and scores received on tests given at armed forces induction station. | (See pages 12, 28, 29, 30, 31, 32, 33, 35, and 41.) | (See pages 13 and 32.) | (See pages 13 and 32.) | (See pages 14, 16, 34 and 42.)
| WD AGO 32         | WD AGO 32                |                                 |                           |                                     |
| - Prepares forms by entering enlisted man's name and army serial number and other initial data. | - Prepares forms by entering enlisted man's name and army serial number and other initial data. | (See pages 12, 28, 29, 30, 31, 32, 33, 35, and 41.) | (See pages 13 and 32.) | (See pages 13 and 32.) | (See pages 14, 16, 34 and 42.)

(See pages 10, 11, 26, and 27.)


**CLASSIFICATION AND ASSIGNMENT SECTION**
- Interviews and classifies enlisted man.
- Assigns enlisted man.

**INSURANCE, BONDS, AND ALLOTMENTS SECTION**
- Gives orientation talk on insurance, bonds, family allowances, and allotments.
- Interviews enlisted man to determine his desires with respect to insurance, bonds, family allowances, and allotments.

**WAR DEPARTMENT THEATER**
- Shows training films.
- Gives prescribed lectures.

**BLOOD TYPE AND IMMUNIZATION SECTION**
- Determines blood type.
- Administers inoculations.

**TRANSPORTATION SECTION**
- Prepares shipping schedule on receipt of allotment directive, and forwards to Transportation Section.

**RECORDS SECTION**
- Completes WD AGO 24.
- Checks records for accuracy, especially names and signatures.
- Enters on DSS 221, place and organization to which enlisted man is being transferred.

**PHYSICAL PROFILE**
- Uses physical profile form as basis for Daily Availability Report.
- Completes WD AGO 20; has AGF Liaison Officer examine enlisted man and WD AGO 20; codes WD AGO 20.
- Suspends WD AGO 20 until receipt of allotment directive from Adjutant General's Office.

**RECORDS**
- Completes application for insurance.
- Completes allotment for insurance premium or Class E allotment.
- Completes allotment for bonds.
- Completes application for family allowance; in appropriate cases, prepares and processes initial family allowance pay roll.

**VET ADA 350**
- Distributes

**WD AGO 29**
- Distributes

**WD AGO 8117**
- Enters blood type and inoculations on WD AGO 8-117.
- Embosses blood type on identification tags.
- Has copy 1 given to enlisted man when completed.
- Suspends copy 2 until enlisted man is assigned, and then forwards form to Records Section.

**VET ADA 100**
- Distributes

**WD AGO 29.6**
- Distributes

**WD AGO 825**
- Distributes

**DSS 221**
- Completes WD AGO 24.

**SHIPPING SCHEDULE**
- Arranges for transportation of enlisted men to training center.

---

(See pages 14, 17, 18, 19, 28, 29, and 44)

(See pages 14, 20, 21, 30, 31, 36, 37, 38, and 39)

(See page 15)

(See pages 15 and 40)

(See pages 23, 45, and 46)

(See pages 15, 22, 30, and 31)
Section II

RECEPTION CENTER PROCEDURE CHARTS

8. The basic procedures and the flow and disposition of the various forms used in the processing of enlisted men at reception centers are described graphically by the procedure charts in this section.
<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>SERVICE COMMAND</th>
<th>STATE DIRECTOR OF SELECTIVE SERVICE</th>
<th>ARMED FORCES INDUCTION STATION</th>
<th>HEADQUARTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELECTIVE SERVICE LETTER</td>
<td>SEL SV LTR</td>
<td>SEL SV LTR</td>
<td>SEL SV LTR</td>
<td>Notes</td>
</tr>
<tr>
<td>PROCESSING SCHEDULE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPANY QUARTERING REPORT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONSOLIDATED QUARTERING REPORT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOLDIER'S QUALIFICATION CARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WD AGO 20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VET ADM 350</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORIZATION FOR ALLOTMENT OF PAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WD AGO 29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORIZATION OF CLASS B ALLOTMENT FOR PURCHASE OF WAR SAVINGS BONDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WD AGO 29-6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDIVIDUAL CLOTHING AND EQUIPMENT RECORD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WD AGO 32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Prescribes quota of men by state to be called for induction on specified days of the month. (Distribution of the above form as shown is not actual but is limited to the requirements of this chart only.)

- Receives and complies.

- Uses as guide in planning and scheduling work.

- Indicates actual number of enlisted men being forwarded, their routing and scheduled time of arrival.

- Notes
### Arrival of Enlisted Men

**Reception Center**

<table>
<thead>
<tr>
<th>Receiving Unit</th>
<th>Printing Unit</th>
<th>Forms Processing Unit</th>
<th>Other Sections, Receiving Battalions and Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Reception Section

1. **Proc Sched**
   - File
   - Prepares processing schedule.
   - Uses as basis for preparing consolidated quartering report.

2. **Company Quartering Report**
   - File
   - Uses as basis for preparing consolidated quartering report.
   - Prepares consolidated quartering report based on company quartering reports.
   - Uses as basis for assigning enlisted men to receiving companies.
   - Notifies receiving companies orally of proposed assignments.

3. **Notice**
   - File
   - Uses to modify processing schedule and assignments to receiving companies, where indicated.

4. **Suspense**
   - WD AGO 20
   - VET ADM 350
   - WD AGO 29
   - WD AGO 29-6
   - WD AGO 32

5. **Holds until needed**
   - WD AGO 20
   - VET ADM 350
   - WD AGO 29
   - WD AGO 29-6
   - WD AGO 32

6. **Other Sections, Receiving Battalions and Companies**

#### Processing Schedule

- Each receiving company prepares quartering report showing bed capacity, beds occupied, and beds available.

#### Suspense

- Insurance, Bonds, and Allotment Section holds until needed.
ACTION ON ARRIVAL

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>RECEIVING SECTION</th>
<th>FORMS PROCESSING UNIT</th>
<th>RECEIVING COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIVING UNIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FORMS PROCESSING UNIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECEIVING COMPANY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- From Armed Forces Induction Station

**ENLISTED MAN**

**SPECIAL ORDERS**

1 SPECIAL ORDERS
2 SPECIAL ORDERS
3 SPECIAL ORDERS
4 SPECIAL ORDERS
5 SPECIAL ORDERS
6 SPECIAL ORDERS
7 SPECIAL ORDERS
8 SPECIAL ORDERS
9 SPECIAL ORDERS

**DSS 221**

**WD AGO 24**

**ARMY LIFE, WD PHAMPLET 21-13**

- Gives No. 5 copy to guide for use as temporary roster.
- Issues bedding to enlisted man for which he signs receipt.
- Assigns bunk in barracks to enlisted man.

- Suspends pending initiation of additional records. (See page 12.)
- Uses copy 6 for company morning report and copy 7 for administrative purposes.

- Arranges to have enlisted men guided and transported (if distance warrants) from transportation terminus to Receiving Section.
- Receives from soldier in charge of group the special orders, and the original DSS 221 and WD AGO 24 for each enlisted man.
- Instructs enlisted men to answer "Here" when name is called.
- Calls roll from special order, checks each DSS 221 as enlisted man's name is called.
- Stamps date of arrival and designation of receiving company to which enlisted men are assigned on the copies of the special orders.
- Issues toilet articles, towels, and raincoat to enlisted man for which enlisted man signs.
- Issues Army Life to enlisted man.
- Releases enlisted men to receiving company guide.
OF ENLISTED MEN

RECEIVING BATTALION

RECORDS SECTION

MORNING REPORT SECTION

CLASSIFICATION AND ASSIGNMENT SECTION

SPECIAL ORDERS
- Uses for administrative purposes.

SPECIAL ORDERS
- Uses for administrative purposes.

SPECIAL ORDERS
- Uses as roster for morning report and other administrative purposes.

- Checks names on special orders to determine if any are enlisted men for whom directed assignments have been received from the Adjutant General's Office.
ACTION AFTER ARRIVAL

RECEIVING SECTION

FORMS PROCESSING UNIT

SPECIAL ORDERS
REPORT OF PHYSICAL EXAMINATION AND INDUCTION
DSS 221
SERVICE RECORD
WD AGO 24
RECORDS JACKET
WD AGO 201
APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE
YET ADM 350
INDIVIDUAL CLOTHING AND EQUIPMENT RECORD
WD AGO 32
BARRACKS BAG TAG
CIVILIAN CLOTHES BAG TAG
CIVILIAN CLOTHES BAG SLIP
SOLDIER'S QUALIFICATION CARD
WD AGO 20
PHYSICAL PROFILE FORM
AUTHORIZATION FOR ALLOTMENT OF PAY
WD AGO 29
AUTHORIZATION OF CLASS B ALLOTMENT FOR PURCHASE OF WAR SAVINGS BONDS
WD AGO 28
APPLICATION FOR DEPENDENCY BENEFITS
WD AGO 225
IMMUNIZATION REGISTER AND OTHER MEDICAL DATA
WD AGO 8-117 (OLD WD MD 81)

IDENTIFICATION TAGS

POSTAL LOCATOR CARD
LOCATOR CARD
WD AGO 401

ENLISTMENT RECORD JACKET
WD AGO 490

- Removes form from suspense. (See page 10.)
- Stamps DSS 221 with date of arrival and designation of receiving company to which enlisted man is assigned.

- Stamps records jacket and physical profile form with date of arrival, designation of receiving company, and special orders and paragraph number.

- Prepares by entering enlisted man's name, army serial number, date of induction and scores received in test given at the time of his preinduction physical examination.
- Enters designation of receiving company to which enlisted man is assigned in upper left hand corner in pencil.

- Embosses enlisted man's identification tags.

- Stamps postal locator card with one identification tag, and one WD AGO 401 with the other identification tag.
- Checks correctness of identification tags by comparing impressions made by identification tags (letter for letter, digit for digit) against DSS 221.
- Stamps remaining postal locator card and WD AGO 401's with identification tag.
- Stamps postal locator cards and WD AGO 401's with date of arrival and designation of receiving company.

- Stamps enlisted man's name and ASN on WD AGO 490, records jacket, and physical profile form.
- Stamps date of induction on WD AGO 490.
- Places identification tags on necklace.
- Makes appropriate entries on pages 4, 10, and 15 of WD AGO 24.
- Sends WD AGO 490 to the Adjutant General's Office on the day completed.
PHYSICAL PROFILE SECTION

- Has enlisted man undress.
- Withdraws DSS 221 and physical profile form from records jacket.
- Performs physical profile examination.
- Has medical officer initial physical profile form.
- AOF Liaison Officer determines enlisted man's physical fitness for assignment to AOF.
- Has enlisted man dress.
- Returns DSS 221 and physical profile form to records jacket.
- Withdraws identification tags from records jacket and gives them to enlisted man.

CLASSIFICATION TESTING SECTION

- Removes physical profile form and WD AGO 20 from records jacket.
- Gives enlisted man the general classification test, mechanical aptitude test, and Army radio code aptitude test, in accordance with current regulations.
- Scores general classification test as soon as it is completed.
- Enters general classification test on physical profile form, and forwards form to Classification and Assignment Section.
- Scores the aptitude tests.
- Enters the general classification test score in item 16 and the scores of the aptitude tests in item 17 of WD AGO 20.
- Inserts WD AGO 20 in records jacket.

CLOTHING SHIPMENT SECTION

- Stamps WD AGO 32, barracks bag tag, civilian clothes bag slip and tag with enlisted man's name, ASN, and receiving company.
- Stamps date on WD AGO 32.
- Hands above forms and civilian clothes bag to enlisted man.
- Has enlisted man address civilian clothes bag tag.
- Has enlisted man put civilian clothes and slip in bag.
- Mails civilian clothes bag for enlisted man.

NOTES

1. If an enlisted man at the time of his preinduction physical examination received scores in the tests given which qualified him for assignment to a Special Training Unit only, he does not take any of the tests given in this section, but is assigned to a Special Training Unit at the completion of his processing.
2. If an enlisted man receives a score within Grade V in the general classification test, he is assigned to a Special Training Unit at the completion of his processing.
CLOTHING AND EQUIPMENT ISSUE SECTION

- Issues authorized clothing and equipment to enlisted man. If an item is not on hand, it is issued when available.
- Enters sizes on WD AGO 32.
- Has enlisted man dress in uniform as he proceeds. (If alterations are necessary, see page 16.)
- Checks clothing and equipment for quantity and transfers to barracks bag.
- Has enlisted man tie barracks bag tag to barracks bag.
- Officer initials WD AGO 32 and has enlisted man do same.
- Inserts WD AGO 32 in records jacket.

CLASSIFICATION AND ASSIGNMENT SECTION

- Prepares and transmits Daily Availability Report by Physical Profile (ASF Registry 43-WDGA) upon receipt of physical profile forms.
- Interviews, classifies, and assigns enlisted men. (See pages 17 and 18.)

INSURANCE, BONDS AND ALLOTMENTS SECTION

- Gives orientation talk on insurance, bonds, family allowances, and allotments. (See page 58.)
- Ascertains from enlisted man his wishes with respect to insurance, bonds, and allotments.
- Completes necessary forms, such as WD AGO 29, 29-6, 625, and Vet Adm 350, whichever are applicable.
- Makes appropriate entries in WD AGO 24 (pages 9, 10, 13, and 24).
- If an enlisted man does not desire National Service Life Insurance, writes or stamps "No insurance desired" across the first vacant space under the heading "Government Insurance" on page 10 of WD AGO 24. Has the enlisted man sign on the last line of this space and enters date that the statement was signed.
- Enlisted man signs Vet Adm 350 and WD AGO 29, 29-6, and 625. (For procedure in connection with Application for Dependency Benefits, WD AGO 625, and issuance of initial family allowance pay roll, see page 20.)
Enlisted man attends the following training film and lectures:

**TRAINING FILM**
- Sex Morality

**LECTURES**
- General Orientation
- Articles of War
- Chaplain's Lecture.

(Additional training films as prescribed by MTP 20-3, 10 August 1944, may be shown if time permits. The various lectures and training films should be staggered to the extent practicable over periods, so that the interest of the enlisted men will be maintained.)

To receiving company for issuance to Enlisted Man.

- Directs enlisted man to strip to waist.
- Imprints WD AGO 8-117 in duplicate with the enlisted man's name and Army serial number and enters race and date of birth.
- Hands both copies of WD AGO 8-117 to enlisted man.
- Takes blood specimen and one copy of WD AGO 8-117 from enlisted man.
- Determines blood type and notes on WD AGO 8-117.
- Inoculates enlisted man (first typhoid and first tetanus) and collects and dates the other copy of WD AGO 8-117.
- Directs enlisted man to dress.
- Hands the copy of WD AGO 8-117 with completed blood type to the enlisted man who hands it and his identification tags to the graphotype operator.
- Graphotype operator embosses enlisted man's blood type on identification tags, returns tags and retains WD AGO 8-117.
- Complete entries on both copies of WD AGO 8-117.
- Medical officer initials all entries on original copy of WD AGO 8-117.
- Administers additional inoculations to enlisted man if he is still at reception center when additional dose is due.

- WD AGO Forms 24, 29 and Vet Adm 350 withdrawn from records jacket.
- Assistant Personnel Adjutant initials WD AGO Form 24 (pages 4, 24 and any changes) and signs WD AGO Form 29 and Vet Adm 350.
- Holds other forms until enlisted man is assigned. (See page 22.)

**RECORDS JACKET**

| DSS 221 |
| WD AGO 24, 29, 29k, 32, 625 (copy 2) |
| WD A GO Form 
| Vet Adm 350 |
| Postal Locator Card |

**Disbursing Officer with Letter of Transmittal**

*Veteran Administration, Washington, D.C.*
CLOTHING ALTERATIONS

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>RECEPTION CENTER</th>
<th>POST C &amp; E REPAIR SHOP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CLOTHING &amp; EQUIPMENT ISSUE SECTION</td>
<td>RECEIVING COMPANY SUPPLY SECTION</td>
</tr>
<tr>
<td></td>
<td>ALTERATION SLIP</td>
<td>GARMNT</td>
</tr>
<tr>
<td>1 ALTERATION SLIP</td>
<td>GARMENT</td>
<td>- Alters garments in accordance with measurements on slip.</td>
</tr>
<tr>
<td>2 ALTERATION SLIP</td>
<td>1 ALTERATION SLIP</td>
<td>- Receives company supply section calls for altered garments.</td>
</tr>
<tr>
<td>3 ALTERATION SLIP</td>
<td>2 ALTERATION SLIP</td>
<td>- Initials copy 2 of alteration slip and gives it to C &amp; E repair shop as a receipt.</td>
</tr>
<tr>
<td>4 ALTERATION SLIP</td>
<td>3 ALTERATION SLIP</td>
<td>- Receiving company supply section calls for altered garments.</td>
</tr>
<tr>
<td>File</td>
<td>4 ALTERATION SLIP</td>
<td>- Initials copy 2 of alteration slip and gives it to C &amp; E repair shop as a receipt.</td>
</tr>
</tbody>
</table>

- Imprints enlisted man's name and ASN an alteration slips and inside garment on pocket or other suitable place.
- Notes on slip the alteration required.
- Places copy 1 of alteration slip in pocket of garment. (Right lower pocket of blouse or overcoat; right rear pocket of trousers).
- Delivers garments to C & E repair shop.
- Suspends copy 2 until garment is ready to be picked up from C & E repair shop.
- Delivers garments to C & E repair shop.
- Directs enlisted man to call for garment.
- Receives copy 3 of alteration slip from enlisted man.
- Matches copy 3 of alteration slip with copy 1 in garment.
- Gives garment to enlisted man.
- Destroys copies 1 and 3 of alteration slip.
## CLASSIFICATION OF ENLISTED MEN

### DOCUMENTS

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>INTERVIEWING UNIT</th>
<th>CLASSIFICATION UNIT</th>
<th>ARMY GROUND FORCES LIAISON OFFICER</th>
<th>ASSIGNMENT UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classifying and Assignment Section</td>
<td>From Classification Testing Section</td>
<td>To Insurance, Bond, and Allotments Section (See page 14.)</td>
<td>Records Jacket from Classification Testing Section</td>
<td><em>Widgets</em></td>
</tr>
</tbody>
</table>

### Records Jacket

<table>
<thead>
<tr>
<th>Records Jacket</th>
<th>(with contents as indicated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Jacket</td>
<td>DSS 221</td>
</tr>
<tr>
<td>WD AGO 20, 24 and 32 Postal Locator Card</td>
<td></td>
</tr>
</tbody>
</table>

### Soldier's Qualification Card

<table>
<thead>
<tr>
<th>Soldier's Qualification Card</th>
<th>WD AGO 20</th>
</tr>
</thead>
</table>

### Physical Profile Form

<table>
<thead>
<tr>
<th>Physical Profile Form</th>
<th>Files or destroys</th>
</tr>
</thead>
</table>

- Withdraws WD AGO 20 from records jacket.
- Matches WD AGO 20 and physical profile previously received (see page 13) with enlisted man's forms.
- Withdraws DSS 221 and WD AGO 24 from records jacket.
- Interviews enlisted man and enters data on WD AGO 20.
- Enters physical profile serial and medical description if any, in item 23, WD AGO 20.
- Enters first three digits of Main Civilian Occupational Code, taken from Dictionary of Occupational Titles, on original DSS 221 in the blank space between items 13 and 14 directly under the dotted line for "High School."
- Signs and has enlisted man sign item 30, WD AGO 20.
- Returns DSS 221 and WD AGO 24 to records jacket.
- Checks entries on WD AGO 20.
- Classifies enlisted man.
- Examines WD AGO 20 and enlisted man, and if enlisted man is qualified for assignment to AGF, notes the arm or activity for which he is considered best qualified.
- Releases enlisted man for further processing.
- Codes WD AGO 20 by punching.
- Places WD AGO 20 in suspense. (See page 18.)

### Suspense

<table>
<thead>
<tr>
<th>Suspense</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD AGO 20</td>
</tr>
</tbody>
</table>

### Charts

- [Diagram of processes]
<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>AGO, WASHINGTON 25, DC CLASSIFICATION AND REPLACEMENT BRANCH</th>
<th>CLASSIFICATION AND ASSIGNMENT</th>
<th>TRANSPORTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TWX—DAILY AVAILABILITY REPORT BY PHYSICAL PROFILE (ASF REGISTRY 43-WDGA)</td>
<td>File</td>
<td>AVAILABILITY REPORT</td>
<td></td>
</tr>
<tr>
<td>- Receives.</td>
<td>- Prepares Daily Availability Report by Physical Profile (ASF Registry 43-WDGA) showing number of enlisted men by profile serial number available for assignment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Consolidates reports received from all reception centers.</td>
<td></td>
<td>WD AGO 20</td>
<td>- Uses as basis for action indicated below.</td>
</tr>
<tr>
<td>- Based on War Department quotas, determines by profile serial and War Department priorities number of men to be allotted to AGF, AAF, ASF.</td>
<td></td>
<td>ALLOTMENT DIRECTIVE</td>
<td>- Headquarter, Reception Center, File training center concerned</td>
</tr>
<tr>
<td>- Informs AGF Liaison Officer of determination made with respect to allotment to AGF.</td>
<td></td>
<td>File</td>
<td></td>
</tr>
<tr>
<td>AGF Liaison Officer determines assignment by specific training center, of men allotted to AGF and informs Classification and Assignment Branch of determination.</td>
<td></td>
<td>SHIPING SCHEDULE</td>
<td></td>
</tr>
<tr>
<td>- Examines WD AGO 20 in collaboration with AGF Liaison Officer to apportion men in accordance with allotment directive.</td>
<td></td>
<td>1</td>
<td>- File</td>
</tr>
<tr>
<td>- Directs daily allotment of men by profile serial number to specific training centers of the AGF, AAF, and ASF.</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>- Uses to arrange transportation. (See page 23).</td>
<td></td>
<td>File</td>
<td></td>
</tr>
<tr>
<td>- Gives Forms 20 to order clerk with assignment instructions.</td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>- Prepares special orders.</td>
<td></td>
<td>SPECIAL ORDERS</td>
<td>- Prepares Dispatch Notice which acts as receipt for special orders and notifies commanding officers of receiving companies of the time of assembly, assembly point, mess, etc., in connection with movement of troops to a training center.</td>
</tr>
<tr>
<td>- Enters &quot;XXX&quot; to left of the name of any enlisted man who has remained unassigned for more than 9 days from the date of reporting to the reception center. (See AR 615-500.)</td>
<td></td>
<td>SPECIAL ORDERS</td>
<td></td>
</tr>
<tr>
<td>- Issues.</td>
<td></td>
<td>SPECIAL ORDERS</td>
<td></td>
</tr>
<tr>
<td>- Routes copies for receiving companies through Transportation Section. (Distribution shown on this chart is not actual insofar as number of copies is concerned.)</td>
<td></td>
<td>SPECIAL ORDERS</td>
<td>File</td>
</tr>
</tbody>
</table>
ENLISTED MEN

RECEIVING COMPANY

- Receipts for special order on dispatch notice.
- Alerts enlisted men concerned of move.
- Assembles enlisted men on day of shipment.
- Calls roll and checks ASN of each enlisted man by having enlisted man call his number and having a non commissioned officer check the ASN on the enlisted man's barracks bag tag.
- Returns Dispatch Notice to Transportation Section after distribution of special orders is completed.
- Receives bedding from enlisted man.
- Gives enlisted man physical inspection.
- Checks clothing and equipment.
- Marches enlisted men to train.

BLOOD TYPE AND IMMUNIZATION

- Removes from suspense and notes special order number, paragraph, date and destination, from copy of order received after departure of enlisted man.

MORNING REPORTS

- Uses as basis for action indicated below.

- Removes from suspense and enters special order number, date, and destination.

RECORDS

- Uses as information copy and as basis for making appropriate notations on WD AGO 401.

- Uses as basis for further processing of forms held in suspense. (See page 22.)

WD AGO 401

- Removes from suspense and notes special order number, paragraph, date and destination, from copy of order received after departure of enlisted man.

WD AGO 8-117

- Removes from suspense. (See Page 15.)

WD AGO 20

- Inserts in enlisted man's records jacket. (See page 22.)

Suspense

WD AGO 8-117

- Inserts in enlisted man's records jacket. (See page 22.)

Suspense

WD AGO 401

- Removes from suspense and enters special order number, date, and destination.
APPLICATION FOR DEPENDENCY BENEFITS
WD AGO 625

1 WD AGO 625
2 WD AGO 625
3 WD AGO 625

Enlisted man

- Interviews enlisted man.
- Prepares application.

INTERVIEW AND TYPING UNIT

HAS ENLISTED MAN SIGN.
ADMINISTERS OATH.
SIGNS FORM.
FORWARDS COPY 2, WD AGO 625, IN RECORDS JACKET.
(SEE PAGE 14.)

ASST PERSONNEL OFFICER

PAY ROLL UNIT

USES AS A BASIS FOR PREPARATION OF INITIAL FAMILY ALLOWANCE PAY ROLL.
ARRANGES NO. 1 COPIES OF ALL WD AGO 625'S IN PAY ROLL ORDER FOR FORWARDING TO RECORD SECTION.

VOUCHER FOR PARTIAL PAYMENTS - ENLISTED MEN
WD AGO 14-57 AND 14-58
(OLD WD FD 56 AND 56a)
OR
PUBLIC VOUCHER - PAY ROLL
FOR ENLISTED MEN
WD 366, 366a AND 366b

1 PAY ROLL
2 PAY ROLL
3 PAY ROLL

PAY ROLL

CERTIFIES.

CHECK

PAY ROLL

PREPARES, COPYING REQUIRED DATA FROM COPY 1, WD AGO 625.
WD AGO 625

- Suspends until copy 3 of the pay roll is returned, and then enters enlisted man’s mailing address and data as to payment.
- Forwards.

WD AGO 625

- Holds in records jacket until assignment of enlisted man. See page 22.

PAY ROLL

- Computes.
- Uses as a basis for issuance of checks.
- Completes.

PAY ROLL

- Processes.

CHECK

- Prepares initial family allowance check payable to designated payee.
- Mails.
**PROCESSING OF DOCUMENTS AFTER ASSIGNMENT**

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>RECORDS SECTION</th>
<th>TRAINING CENTER</th>
<th>THE ADJUTANT GENERAL</th>
<th>WASHINGTON 25, D. C.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECORDS JACKET, WD AGO 201</td>
<td>RECORDS JACKET, DSS 221, WD AGO 20, 24, 29-6, 32, B-117, 625 (Copy 2) Postal Locator Card</td>
<td>RECORDS JACKET, WD AGO 20, 24, 29-6, 32, B-117, 625 (Copy 2)</td>
<td>- Forms are in custody of troop train commander.</td>
<td>- Processes.</td>
</tr>
<tr>
<td>REPORT OF PHYSICAL EXAMINATION AND INDUCTION, DSS 221</td>
<td>1 DSS 221</td>
<td>1 DSS 221</td>
<td>- File</td>
<td></td>
</tr>
<tr>
<td>SOLDIER'S QUALIFICATION CARD, WD AGO 20</td>
<td>1 POSTAL LOCATOR CARD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SERVICE RECORD, WD AGO 24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORIZATION OF CLASS B ALLOTMENT FOR PURCHASE OF WAR SAVINGS BONDS, WD AGO 29-6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDIVIDUAL CLOTHING AND EQUIPMENT RECORD, WD AGO 32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPLICATION FOR DEPENDENCY BENEFITS, WD AGO 625</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMMUNIZATION REGISTER, WD AGO B-117 (OLD WD MD 81)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POSTAL LOCATOR CARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**NOTES**

1. If a soldier remains unassigned on the 10th day after date of reporting to reception center, the notation "Not yet assigned," with name and location of reception center and date, will be entered in Section VII of DSS 221, and the form will be forwarded immediately to the service command for machine records processing, and then to The Adjutant General, Washington 25, D. C.

2. On special orders assigning a soldier whose DSS 221 has been forwarded as indicated in Note 1 above, the mark "XXX" will be entered to the extreme left of the soldier's name (AR 615-500).

3. All noncitizens passing through reception centers will be sent to replacement training centers. They will not, except when directed specifically by the War Department, be sent direct to units from reception centers. See WD Circular 382, 1944.
## TRANSPORTATION TO TRAINING CENTER

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>RECESSION CENTER TRANSPORTATION SECTION</th>
<th>CHIEF OF TRANSPORTATION WASHINGTON D. C.</th>
<th>RAILROAD COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIPPING SCHEDULE</td>
<td>File</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE CALL</td>
<td>Telephone request for transportation, supplying essential data, as far in advance as possible, but not later than 72 hours before train is needed. (Note: If number of troops involved in one move is fewer than 40, transportation is arranged by Post Transportation Officer.)</td>
<td>Notes request. Assigns “Main No.” to request. Requests Association of American Railroads to submit a routing and furnish necessary transportation.</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE CALL</td>
<td>Notes data on Troop Movement Routing Form. Uses as basis for Dispatch Notice. (See page 18.)</td>
<td>When the routing plan is arranged between Chief of Transportation and Association of American Railroads, transmits details to the reception center by telephone.</td>
<td></td>
</tr>
<tr>
<td>TROOP MOVEMENT ROUTING</td>
<td>Records data regarding routing plan supplied by the Office of the Chief of Transportation in telephone conversation.</td>
<td>For Troop Train Movements</td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT LIST</td>
<td>Makes necessary arrangements for train control.</td>
<td>Gives data concerning equipment, routing, time of departure and arrival, and such other data as may be necessary. (Classified “Confidential”.)</td>
<td></td>
</tr>
<tr>
<td>TRANSPORTATION NOTICE</td>
<td>Makes arrangements for train control and meal tickets when required.</td>
<td>Gives data concerning equipment, routing, times of departure, and such data as may be necessary. (Classified “Confidential”.)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE**

The charted procedure contemplates that the post commander will detail to the reception center an Assistant Transportation Officer, who, under general supervision of the Post Transportation Officer, will be authorized to arrange directly with the Office of the Chief of Transportation for the transportation requirements of the reception center. Where the procedure is not followed, the reception center makes all requests for transportation to the Post Transportation Officer.
9. This part of the manual presents graphically the various forms used in the processing of enlisted men at reception centers.

**SELECTIVE SERVICE LETTER**

<table>
<thead>
<tr>
<th>DATE</th>
<th>MAINE</th>
<th>NEW HAMPSHIRE</th>
<th>VERMONT</th>
<th>RHODE ISLAND</th>
<th>CONNECTICUT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>762</td>
<td>2</td>
<td>762</td>
<td></td>
<td></td>
<td>1,524</td>
</tr>
<tr>
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<td>762</td>
<td>2</td>
<td>762</td>
<td></td>
<td></td>
<td>1,524</td>
</tr>
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<td></td>
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Prescribes induction call for following month.
PROCESSING SCHEDULE

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| HQ SERVICE COMMAND UNIT NO 1112 |
| Fort Levens, Massachusetts |

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ARMY SERVICE FORCES
FIRST SERVICE COMMAND
BOSTON ARMED FORCES INDUCTION STATION
1066 COMMONWEALTH AVENUE
BOSTON 16, MASSACHUSETTS

Special Orders)
No 162 )

25 Aug 1944

RESTRICTED

2. PAC par 17b(1), AR 615-500, following named EM, indctd this sta this
date, WP Fort Devens, Mass, to rpt to CO, RC, for dty

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TC will furn nec T. TM 501-4 P 432-02 A 212/60426.

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BY ORDER OF LT. COLONEL PRATT:

ELINOR P. BOLAND
2nd Lt WAC
Adjutant

DISTRIBUTION:
1 Hq 1st SC R&I BR
2 CO RC Fort Devens, Mass
1 Trans Ctk
1 File
T/R WQ—11,378,112
NOTE: A copy of this pamphlet is issued to each enlisted man on reporting to a reception center.
**SOLDIER'S QUALIFICATION CARD (Front)**

**NAME:** JAMES A. BROWN

**BIRTHPLACE OF SOLDIER:** BRIGHTON, MASS.

**DATE OF BIRTH OF SOLDIER:** 31 Jan 1935

**MARITAL STATUS:** M

**NUMBER OF DEPENDENTS:** 3

**BIRTHPLACE OF FATHER:** BOSTON, MASS.

**BIRTHPLACE OF MOTHER:** BOSTON, MASS.

**EDUCATION:**

- 1932: Grammar School
- 1939: Vocational School

**LANGUAGES:**

- S - SPEAKS
- R - READS
- W - WRITES

- **S** - FLUENTLY

- **S** - FAIRLY WELL

**SPORTS IN WHICH QUALIFIED:**

- TRACK
- BASKETBALL
- BOXING
- BASEBALL
- SOFTBALL
- FOOTBALL
- TENNIS
- VOLLEYBALL
- HOCKEY

**TALENT FOR FURNISHING PUBLIC ENTERTAINMENT:**

- MUSICAL INSTRUMENT
- SINGING
- THEATRICAL

**FIRST OCCUPATION:**

- WORKED ON TRADE HANDLER OWN CASH REGISTER SALES SLIPS WORKED AT VARIOUS TIMES ON ALL THE MEN'S COUNTERS HANDLING SALES OF SUITS-SHIRTS TIES-HATS ETC RESPONSIBLE FOR OWN DISPLAYS ORDERED ALL NECESSARY STOCK FROM STOCK DEPT (SEE R 5 1 9 4 4)

**EMPLOYER:** JORDAN WHITE DEPT. STORE

**ADDRESS OF EMPLOYER:** 65 HARVARD AVE. BRIGHTON, MASS.

**BEST OCCUPATION:**

- CARRIER 7-36-266
- WORKED AS TRUCK DRIVER - LIGHT
- WORKED ON 1 TOP PANEL
- DELIVERED ALL GOODS TO PRIVATE HOUSES
- HANDLED CASH ON C.O.D. DELIVERIES ALL SHIRT TRIPS (10 3 4 3 3 3)

**EMPLOYER ADDRESS:**

- 65 HARVARD AVE. BRIGHTON, MASS.

**NOTE:** All entries on Soldier's Qualification Card, WD AGO Form 20, will be accomplished as prescribed in TM 12-425.
SOLDIER'S QUALIFICATION CARD (Back)

NOTE: DO NOT ATTEMPT TO FILL OUT THIS CARD WITHOUT FIRST READING INSTRUCTIONS CONTAINED IN AR 615-25 VERY CAREFULLY.

(1) PREVIOUS MILITARY EXPERIENCE

| ANG OR NATIONAL GUARD | YEAR | RANK | YEARS | TYPE | AREA | SPECIFIC NATURE | YEARS | DAYS | WO | AN |
|------------------------|------|------|-------|------|------|-----------------|-------|------|----|----|-------|
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NOTE: All entries on Soldier's Qualification Card, WD AGO Form 20, will be accomplished as prescribed in TM 12-425.
SERVICES RECORD (Pages 4, 9, and 10,

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<td>Grade</td>
<td>Rank</td>
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<tr>
<td>Service</td>
<td>Date</td>
<td>Grade</td>
<td>Rank</td>
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**ARMY DUTY**

<table>
<thead>
<tr>
<th>From</th>
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<tr>
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**ARTICLES OF WAR**

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**SEXUALITY**

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**CLASSIFIED QUALIFICATION IN ARMS**

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**NATIONAL SERVICE LIFE INSURANCE**

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**STEPS OF OPERATION**

1. Stamps "National Service Life Insurance."  
   - S/R PAGE 10
2. Stamps legend as to insurance.  
   - S/R PAGE 15
3. Stamps date Articles of War read.  
   - S/R PAGE 4
4. Enters Class B allotment data.  
   - S/R PAGE 9
5. Enters Class F deduction data.  
   - S/R PAGE 10
6. Enters Class N allotment data.  
   - S/R PAGE 10
7. Enters Class N allotment deductions.  
   - S/R PAGE 13
8. Enters family allowance payment data.  
   - S/R PAGE 13

**NOTE:** For instructions governing entries in
STEP | OPERATION | S/R PAGE
---|---|---
9. | Initials date Articles of War read | 4
10. | Stamps name of Personnel Adjutant | 24
11. | Personnel Adjutant initials | 24
12. | Prepares 1st Indorsement | 16
13. | Name of officer stamped | 16
14. | Name of officer stamped | 24
15. | Officer signs | 16
16. | Officer initials | 24

the Service Record, see AR 345-125 and TM 12-230.
REPORT OF PHYSICAL EXAMINATION AND INDUCTION

DO NOT DEFACE THIS STAMP

REPORT OF

PHYSICAL EXAMINATION AND INDUCTION

(See appropriate instructions before preparation and distribution)

<table>
<thead>
<tr>
<th>Sequence</th>
<th>General Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
<td>James Arthur</td>
<td>Phone:</td>
</tr>
<tr>
<td>2. Present address</td>
<td>1600 Brighten Ave, Boston, Suffolk, Mass</td>
<td>Phone:</td>
</tr>
<tr>
<td>3. Registrant's order No.</td>
<td>1223</td>
<td>Phone:</td>
</tr>
<tr>
<td>4. Social Security No.</td>
<td>022-02-1230</td>
<td>Phone:</td>
</tr>
<tr>
<td>5. Number of Group</td>
<td>4 children</td>
<td>Phone:</td>
</tr>
<tr>
<td>6. Birthplace of registrant</td>
<td>Brighton, Mass, U.S.A.</td>
<td>Phone:</td>
</tr>
<tr>
<td>7. Birthdate of registrant</td>
<td>March 21, 1918</td>
<td>Phone:</td>
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</tbody>
</table>

Race: White

Marital status: Single

Citizenship: United States citizen

Occupation and industry: Clerk

Employer: Department Store

Number of times previously used for examination or induction: 0

Date last sent: 0

If transferred for induction: Local Board No. 37, Suffolk County, Mass.

If transferred for examination: Local Board No. 37, Suffolk County, Mass.

Section VIII--FINGERPRINTS--RIGHT HAND (for only those registrants who are inducted)

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<tr>
<td>2. Index</td>
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<tr>
<td>3. Middle</td>
<td>Fingerprint</td>
<td>Phone:</td>
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<tr>
<td>4. Ring</td>
<td>Fingerprint</td>
<td>Phone:</td>
</tr>
<tr>
<td>5. Little</td>
<td>Fingerprint</td>
<td>Phone:</td>
</tr>
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</table>

ORIGINAL
INDIVIDUAL CLOTHING AND EQUIPMENT RECORD

Summary of the quantities of articles of clothing and equipment issued on the day of

1. I certify that I have received all the articles of clothing and equipment listed in column #2 except where changed opposite my name.

2. Items not issued

3. Total items if each EM received full issue

4. Items not issued

5. TOTAL NET ISSUES

I certify that the articles listed in line #6 have been issued to the EM whose names appear in the Initial Issue Slip.
RECORDS JACKET

THIS JACKET CONTAINS THE SERVICE RECORD AND ALLIED PAPERS OF THE INDIVIDUAL SHOWN ABOVE.

WHENEVER THESE RECORDS ARE FORWARDED

Use This Jacket

(If forwarded, return to the nearest U.S. post office)

NOTE to Postmaster—Forward to The Adjutant General, Washington, D.C.

OFFICIAL MAIL—POSTAGE FREE

ENLISTMENT RECORD JACKET

DATE OF INDUCTION

FORT TIVOLI, MARCH 26, 1944

[Form entries with numbers and dates]
APPLICATION FOR DEPENDENCY BENEFITS

ARMY SERVICE FORCES

OFFICE OF DEPENDENCY BENEFITS

NEWARK, N. J.

APPLICATION FOR DEPENDENCY BENEFITS

(Determination of Dependency Allowance Act of 1942, as amended)

Date: 20 Aug 1944

1. I hereby apply for family allowances authorized by law for the following-named relative or dependents who are related to me in the manner stated in paragraphs II and III below.

ADDRESS

1030 Brighten Ave.
Boston

I certify that the information submitted in this application is true and correct to the best of my knowledge.

(Signature)

 Jason Brown

APPLICANT'S COPY

ARMY SERVICE FORCES

OFFICE OF DEPENDENCY BENEFITS

NEWARK, N. J.

APPLICATION FOR DEPENDENCY BENEFITS

(Date)

CLASS A

1. Michael Brown (husband) of following-named member(s) of my immediate family who are dependent (not related by blood, adoption or marriage):

a. [List members]

b. [List other class A members]

2. Date of marriage

3. Date of divorce or separation

4. Date of death

V. The following-named members of legal (the soldier's) immediate family are now serving as soldier, sailors, marines, or coast guardsmen (not officers) in the military or naval service:

a. [List members]

b. [List others in service]

VI. I hereby certify that all the foregoing statements are correct and that every member of class B or C has been or will be made a party to this application.

(Signature)

[Name and rank]

INFORMATION BELOW THIS LINE DOES NOT APPEAR ON APPLICANT'S COPY.

ARMY SERVICE FORCES

OFFICE OF DEPENDENCY BENEFITS

NEWARK, N. J.

APPLICATION FOR DEPENDENCY BENEFITS

(Date)

CLASS B

1. Name of dependents

2. Date and place of marriage

3. Amount of monthly allowance

4. Date of separation

V. Members of immediate family now serving in the military or naval service:

a. [List members]

b. [List others in service]

VI. I hereby certify that all the foregoing statements are correct and that every member of class B or C has been or will be made a party to this application.

(Signature)

[Name and rank]

INFORMATION BELOW THIS LINE DOES NOT APPEAR ON APPLICANT'S COPY.

ARMY SERVICE FORCES

OFFICE OF DEPENDENCY BENEFITS

NEWARK, N. J.

APPLICATION FOR DEPENDENCY BENEFITS

(Date)

CLASS C

1. Name of dependents

2. Date and place of marriage

3. Amount of monthly allowance

4. Date of separation

V. Members of immediate family now serving in the military or naval service:

a. [List members]

b. [List others in service]

VI. I hereby certify that all the foregoing statements are correct and that every member of class B or C has been or will be made a party to this application.

(Signature)

[Name and rank]

INFORMATION BELOW THIS LINE DOES NOT APPEAR ON APPLICANT'S COPY.

ARMY SERVICE FORCES

OFFICE OF DEPENDENCY BENEFITS

NEWARK, N. J.

APPLICATION FOR DEPENDENCY BENEFITS

(Date)

CLASS D

1. Name of dependents

2. Date and place of marriage

3. Amount of monthly allowance

4. Date of separation

V. Members of immediate family now serving in the military or naval service:

a. [List members]

b. [List others in service]

VI. I hereby certify that all the foregoing statements are correct and that every member of class B or C has been or will be made a party to this application.

(Signature)

[Name and rank]
INITIAL FAMILY ALLOWANCE PAY ROLL

<table>
<thead>
<tr>
<th>STATION</th>
<th>VOUCHER NUMBER</th>
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<tr>
<td>FORTH DEVENS, MASS</td>
<td>2514</td>
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<th>VOUCHER TYPE</th>
<th>AMOUNT PAID</th>
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<tr>
<td>2514</td>
<td>250.00</td>
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<table>
<thead>
<tr>
<th>VOUCHER FOR PARTIAL PAYMENTS - ENLISTED MEN</th>
<th>INITIAL FAMILY ALLOWANCE PAY ROLL</th>
<th>FOR DEPENDENTS OF ENLISTED MEN</th>
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</table>

<table>
<thead>
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<th>ORGANIZATION</th>
<th>STATION</th>
<th>VOUCHER NUMBER</th>
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<tr>
<td>W.D. AGO Det. No. 14-57</td>
<td>FORT DEVENS, MASS</td>
<td>2514</td>
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<table>
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<th>APPOINTMENT GARDIAN ALLOWANCE</th>
<th>AMOUNT</th>
<th>DATE</th>
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<tbody>
<tr>
<td>2514</td>
<td>250.00</td>
<td>29 Aug 44</td>
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<table>
<thead>
<tr>
<th>VOUCHER CONSISTS OF SHEETS</th>
<th>LAST PAGE OF THIS VOUCHER WILL BE INITIALLED BY THE PERSONNEL OFFICER IMMEDIATELY AFTER LAST AMOUNT ENTERED.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2514</td>
<td>250.00</td>
</tr>
</tbody>
</table>

I certify that this voucher is made out as required by Army Regulations and that entries pertaining to each name are correct; that payment to those entitled is based on the active pay roll and is not prohibited by any provisions of law limiting the availability of the appropriation involved; and that the amount set opposite the name of each entitled man was determined in accordance with the provisions of AR 420-250, and has been charged against him on his service record or soldier's individual pay record.

F. S. BETH
CAPT FD

I certify that I witnessed the payment of this roll and prior to the signing of this certificate each man received the amount set opposite his name, with the exception of those marked "Not Paid.”

F. S. BETH
CAPT FD

NOTE: Either W.D. AGO Form 14-57 (old W.D. Form 56) or Form 366 may be used for the initial Family Allowance Pay Roll.
APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE

APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE

NOTE 1: Item 8 and all parts of item 11 may be filled in only after the enlisted man personally indicates his answers thereto. No part of these items may be preprinted, pretyped or otherwise filled in before interviewing the enlisted man.

NOTE 2: The duplicate copy of Vet Adm 350 will be indorsed by the officer as follows: "The original application was forwarded to the Veteran’s Administration on — date — and an allotment of pay has been registered to care for the payment of the required monthly premiums.

38
AUTHORIZATION FOR ALLOTMENT OF PAY

AUTHORIZATION FOR ALLOTMENT OF PAY 212681-W-181
(See AR 35-1520)

The allotment of his pay in the amount of $7.00 per month for __ months commencing __.

AUTHORIZATION FOR ALLOTMENT OF PAY 212681-W-181
(See AR 35-1520)

The allotment of his pay in the amount of $7.00 per month for __ months commencing __.

AUTHORIZATION OF ALLOTMENT FOR WAR SAVINGS BONDS

AUTHORIZATION OF ALLOTMENT FOR WAR SAVINGS BONDS

PRINT OR TYPE ITEMS 1 TO 7

1. James A. Brown 31 900 004

2. I hereby authorize a Class B Allotment from my pay for the purchase of War Savings Bonds, Series E, as indicated below, beginning with pay due to me for the month of __.

3. Plan 1, $15.00 Bond

4. Mary A. Brown

5. Mail Bonds to

6. Hold Bonds in safekeeping in Treasury Department at no expense to me and mail receipt to

7. Entered on service record. __.___ 1944.

AUTHORIZATION OF ALLOTMENT FOR WAR SAVINGS BONDS

AUTHORIZATION OF ALLOTMENT FOR WAR SAVINGS BONDS

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5. Mail Bonds to

6. Hold Bonds in safekeeping in Treasury Department at no expense to me and mail receipt to

7. Entered on service record. __.___ 1944.
## IMMUNIZATION REGISTER

### FRONT

<table>
<thead>
<tr>
<th>IMMUNIZATION REGISTER AND OTHER MEDICAL DATA (See AR 40-216)</th>
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<tbody>
<tr>
<td><strong>NAME (LAST, FIRST, MIDDLE INITIAL)</strong></td>
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<td>BROWN, JAMES A</td>
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### SMALLPOX VACCINE

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### TRIPLE TYPHOID VACCINE

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### TYPHUS VACCINE

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### TETANUS TOXOID

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### CHOLERA VACCINE

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### YELLOW FEVER VACCINE

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### SPECTACLES

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<tr>
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<th>GLASSES REQUIRED</th>
<th>V.A. WITH GLASSES</th>
<th>V.A. WITHOUT GLASSES</th>
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<tbody>
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<td>OD</td>
<td>OS</td>
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<table>
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<th>AXIS</th>
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### DENTURES

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### DRUG OR SERUM SENSITIVITY

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### REMARKS:

W.D.A.O. Form 2-177

This form supersedes M.D. Form 81, 23 September 1942, which will not be used after receipt of this revision.

10-00000-1


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**IMMUNIZATION REGISTER**

**OTHER IMMUNIZATIONS**

<table>
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<th>TYPE</th>
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<th>LOT No.</th>
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<thead>
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<th>AXIS</th>
<th>PRISM</th>
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<th>DATES INSERTED IF MADE IN SERVICE</th>
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<td>FULL LOWER</td>
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<tr>
<td>PARTIAL UPPER</td>
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<tr>
<td>PARTIAL LOWER</td>
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**DRUG OR SERUM SENSITIVITY**

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<thead>
<tr>
<th>DRUG OR SERUM</th>
<th>DATE OF REACTION</th>
<th>TYPE OF REACTION</th>
<th>SEVERITY</th>
<th>MED. OFF.</th>
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<tbody>
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**REMARKS:**
ALTERATION SLIPS

ALTERATION SLIP FOR TROUSERS

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<th>Waist</th>
<th>Length</th>
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BROWN, JAMES A
31900004

26 AUG 44 A

ALTERATION SLIP FOR BLOUSES

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BROWN, JAMES A
31900004

26 AUG 44 A

COPIES OF ALTERATION SLIPS REQUIRED

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<tr>
<td>Blouse</td>
<td>4</td>
</tr>
<tr>
<td>Overcoat</td>
<td>4</td>
</tr>
<tr>
<td>Trousers</td>
<td>4 (1)</td>
</tr>
</tbody>
</table>

(1) Add one copy for each additional pair of trousers.
CIVILIAN CLOTHES BAG TAG

COMMANDING OFFICER
RECEPTION CENTER
FORT DEVENS, MASS

OFFICIAL BUSINESS

CLOTHING OF:
BROWN, JAMES A.
319-000-4

TO:
MRS. JAMES A. BROWN
1530 BRIGHTON AVE
BOSTON, MASS.

NOTE: For regulations affecting disposal of civilian clothing, see War Department Memorandum 615-44, 20 September 1944.
DISPATCH NOTICE

RECEPTION CENTER
TRANSPORTATION SECTION
FORT DEVENS, MASS.

31 Aug 1944

DISPATCH NOTICE: The following shows pertinent hours concerning shipment of troops on

Fri 1 Sep 44

Co  A  B
No  230 1  1
Para  NO  4  6
No of Men  1  1
Time of Assembly  7:30 am  7:30 am
Assembly Point  1861  1861
Mess Hour  0900  0910
Received By  0900  0910
Time Rec'd  0900  0910

THE DISPATCH NOTICE IS BOTH A RECEIPT FOR ORDERS RECEIVED FROM TRANSPORTATION SECTION AND A NOTICE AS TO TIME AND PLACE OF ASSEMBLY AND TIME OF MESS TO RECEIVING COMPANY.

RESTRICTED
HEADQUARTERS SERVICE COMBINED UNIT NO 1112
Fort Devens, Mass.

1 Sep 44

SPECIAL ORDERS:
NO  230

1. All named men are to be transferred to the unit indicated, and HQ Corps will provide meal tickets for number of men indicated on each per below; re: all NC-2818.  All other & all other orders will not be filled.

M 1944

Destiny Omitted on all copies of special orders until after departure of enlisted men, except on those copies for reception center headquarters, records section, transportation section, classification and assignment section and train commander.

ORDERS ASSIGNING ENLISTED MEN TO TRAINING CENTER

TM 12-223
Forms

20 DEC 44
TROOP MOVEMENT ROUTING

TO: Camp Blanding 20 RTC

Train 

FROM: Fort Devens Rept Center B 77

ROUTE VIA: NYNH NYC HGB

NO OF EM: 200

AUTH: F.F. Grant

DOD: 2 Officers + 10 MCO

LEAVE: Wed Aug 30

CALL INTO: Maine Cadets

ARRIVE: 8/31/44 1:12

REL: From Bayside

EQUIP: 2 Kitchens, New York

5/21/44 1035

TROOP MOVEMENT ROUTING

TO: Camp Blanding 20 RTC

Train 

FROM: Fort Devens Rept Center

ROUTE VIA: 

NO OF EM: 200

AUTH: A

DOD: 2 Officers + 10 MCO

LEAVE: Wed Aug 30

CALL INTO: Maine Cadets

ARRIVE: 8/31/44 1:12

REL: From Bayside

EQUIP: 2 Kitchens, New York

5/21/44 1035

BOSTON AND MAINE RAILROAD

CONFIDENTIAL

EQUIPMENT LIST

BOSTON, Aug. 29, 1944

File: 262

EQUIPMENT LIST

T. L. NO. 554

NO: 6319

TUES. Sept. 5

WED. Aug. 30: Kitchen car to be placed at Fort Devens for equipping.

FRI. Sept. 1: Train to be placed at Fort Devens for occupancy not later than 11:00 P.M.

Lv. Fort Devens: 2:00 PM

Ar. Greenfield: 4:10 PM

Lv. Greenfield: 4:20 PM

Ar. Springfield: 6:25 PM

Lv. Springfield: 5:45 PM

Ar. New York City: 10:50 PM

Lv. New York City: 10:50 AM

Ar. Jacksonville, Fla.: 11:50 PM

Lv. Jacksonville, Fla.: 4:50 AM

Ar. Starke, Fla.: 5:50 AM

Stoves in kitchen car will be wood burning.

Baggage in equipment with party.

F. F. Grant

General Passenger Agent.
TRANSPORTATION NOTICE

BOSTON AND MAINE RAILROAD
Passenger Traffic Department

CONFIDENTIAL

TRANSPORTATION NOTICE NO. 621
30 MEN

1 TOURIST SLLEEPER DESIGNATED 500

Conductor report this office form 1124.

FRIDAY SEPT. 1
AYER, MASS. TO Greenfield, Mass.
Lv. Ayer 9:00 AM
Ar. Greenfield, Mass. 11:04 AM
Lv. Greenfield, Mass. 11:30 AM
Ar. Springfield, Mass. 12:55 PM
Lv. Springfield, Mass. 1:25 PM
Ar. New York City (Penn St.) 5:12 PM
Lv. New York City (Penn St.) 7:15 PM
Ar. Jacksonville, Fla. 8:46 PM
Lv. Jacksonville, Fla. 10:15 PM
Ar. Starkes, Fla. 11:40 PM

ROUTING:
B & M.........................Springfield
NY & H..........................New York City (HOB)
PCRF.........................Washington
R & P............................Richmond
B & L.........................Starkes

TRAVEL:
Coach....................Ayer to New York City
1st Class..................New York City to Starkes

MEALS:
5 Meals

F. T. Jones
General Passenger Agent

The above is subject to change without notice.

SHIPPING SCHEDULE

SHIPPING SCHEDULE

PREPARED BY ASSIGNMENT OFFICER
BASED ON TWX FROM AGO

20 Aug 44

26 Aug 44 to 1 Sep 44

Period: 26 Aug 44 to 1 Sep 44

Friday, 1 Sep 44

BM

AGF INTG Cp Blanding, Fla 30
AGF Armored RTC Ft Knox, Ky 8

Total 38

10. The basic procedures prescribed in this manual apply also to the processing of men who have entered the army by enlistment in the Enlisted Reserve Corps or other components of the Army, with the exceptions noted below.

11. Enlisted Reserve Corps.
The service command on issuing an order calling a member of the Enlisted Reserve Corps to active duty, forwards to the reception center the number of copies of the special orders required by the reception center, as well as the copy of the Enlistment Record, WD AGO Form 165, and the Service Record, WD AGO Form 24 which were forwarded to the service command at the time of enlistment. The reservist on reporting to the reception center is given a physical examination, the results of which are recorded on a physical examination work sheet. The work sheet is transcribed to the Record at Time of Reporting for Active Duty, WD AGO Form 183, in duplicate. The center also completes those parts of WD AGO Form 183, not pertaining to the physical examination. When the enlisted man is transferred from the reception center, or if he is still at the reception center ten days after his arrival thereat, the original copy of WD AGO Form 183 will be forwarded to the Adjutant General's Office, Washington 25, D. C., with a notation as prescribed in AR 615-500; the duplicate copies of WD AGO Forms 183 and 165 are forwarded to the service command. If an enlisted reservist is found to be physically disqualified upon reporting for active duty, appropriate action will be taken in accordance with the provisions of current War Department directives.

12. Enlistees other than ERC.
The enlisted man reports to the reception center with sufficient copies of the special orders forwarded by the recruiting station, the original copy of the Enlistment Record WD AGO Form 22, the Service Record, WD AGO Form 24, and Home Address Report, DSS Form 166. When the enlisted man is transferred from the reception center, or if he is still at the reception center ten days after his arrival thereat, the original copy of WD AGO Form 22 will be forwarded to The Adjutant General, Washington 25, D.C., with a notation as prescribed in AR 615-500. The Home Address Report, DSS Form 166, is forwarded with the original copy of the WD AGO Form 22.
Some of the principles and methods for expediting reception center processing which have been developed are presented in this section.

Proper layout of the various offices used for processing contributes considerably to expeditious processing. Equipment and facilities should be so arranged that the enlisted men and the forms being processed move forward on an assembly line basis. Backtracking or crisscrossing should be avoided wherever possible. The names of the various processing stations should be clearly and conspicuously designated by signs. In the same manner all company barracks should be clearly identified. The following figures illustrate the practical application of the principles of layout in three situations. They are guides only which are intended to illustrate a principle. It is not intended that they be mandatory. Each layout must conform to the facilities available.

Layout for processing Soldier's Qualification Card after interview.
Layout of Clothing and Equipment Section.
NOTE: The time required to process enlisted men through this section is regulated by the time it takes to perform the blood typing accurately and without hurry.

15. Predating and Preprinting.
A saving of processing time may be realized by predating forms or preprinting on them information which is applicable to all enlisted men being processed. Examples of preprinting are illustrated below.
**APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE**

SCHEDULE OF (A) NATIONAL SERVICE LIFE INSURANCE ACT OF 1944 AND REGULATIONS OF THE VETERANS ADMINISTRATION

**AUTHORIZATION FOR ALLOTMENT OF PAY**

(Veterans Administration Insurance 350, and Authorization for Allotment of Pay, WD AGO 29, may be done as illustrated above. No part of sections 8 or 11 of insurance application, however, may be preprinted, prestamped, or otherwise filled in until the enlisted man is interviewed.

On the individual Clothing and Equipment Record, WD AGO 32, the columns "Authorized Allowances" and "1" may be preprinted as illustrated on page 34.)
16. **Imprinting the Enlisted Man's Name and Army Serial Number.**

There are many forms on which the enlisted man's name and Army serial number must be placed. Time may be saved by using for this purpose a plate or one of the soldier's identification tags. Depending upon the type of equipment and the amount available, some stations may find it preferable to imprint the enlisted man's name and Army serial number on the various forms at one point. The illustrations demonstrate methods used to imprint the enlisted man's name and Army serial number on forms.
Imprinting Machine with Improvised Sliding Chase
17. Clothing and Equipment.

a. Non-size items such as ties, barracks bags, and mess equipment may be set up prior to the enlisted man's arrival at the clothing and equipment section.

b. The enlisted man may send his civilian clothes home or is given an opportunity to donate them to the Red Cross. If he elects to send his clothes home, he proceeds to a table on which there is a supply of civilian clothes bags. He addresses a bag, places his clothes in it, and leaves it at the parcel post counter, from which it is mailed to its destination. The enlisted man then proceeds to the clothing line where he receives the sets of non-size items. As he progresses along the line he dresses into a complete uniform, placing all the other items of issue in a barracks bag, basket, or other container.

c. Full use should be made of any measuring devices which have been developed.

d. The alteration slips illustrated on page 42 are set up in quadruplicate with the necessary carbons inserted in advance.
18. Immunization.

a. Because of both the necessity for expediting the preparation and transmission of the Daily Availability Report and the varying effects of immunization on enlisted men, this phase of processing should not be conducted until after the enlisted man has been tested, interviewed, and classified. It is highly important that complete records be maintained, particularly with respect to follow up for subsequent inoculations, should the enlisted man remain at the reception center for a sufficient period of time.

b. A freshly sterilized needle will be used for each individual inoculation. Where hypodermic needles are sterilized while lying loose in a sterilizer tray, each needle will be picked up and placed on the syringe using sterile thumb forceps.

c. Where large numbers of men must be inoculated in rapid sequence, a special rack for hypodermic needles may be used to advantage. A simple rack is illustrated above which may be easily made locally. The frame is made of ordinary scrap lumber nailed together with finishing nails. The depth of the rack must be enough to prevent the tips of the needles from touching any supporting surface. Coppercoated or bronze wire mesh, commonly used to make window screens, is then tacked firmly across the top of the rack. Wire handles are added for ease in handling. The wooden frame replaces the ordinary metal sterilizer tray and is of the same size. Three racks are used, one with sterile needles, one for used unsterile needles, and one in the sterilizer. The hypodermic needles are dropped lightly into place tip down through the interstices of the screen. The hub is grasped with thumb and index finger when the needle is removed for use.

Wherever possible, it is advisable to have an officer responsible for coordinating the messing of enlisted men. Good timing avoids long lines and long waiting at the mess.

20. Testing.

a. Every attempt should be made to permit the soldier to take the tests under as nearly perfect conditions as is possible. The importance of the various tests (presently consisting of the Army General Classification Test, the Mechanical Aptitude Test, and the Army Radio Code Aptitude Test) should be clearly stressed, and the fact that they are conducted on a time basis should be fully explained. Once properly administered, extreme mechanical care must be taken to make certain that scores are correctly tabulated and converted. This may be accomplished in the following manner:

   (1) Manually rechecking first machine scored test sheet of each group.
   (2) Manually rechecking by use of the template all scores within one of the next higher grade.
   (3) Random conversion rechecks.

b. It has been found that considerable time saving may be effected by recording the scores attained directly to proper spaces on the Soldier’s Qualification Card, thus eliminating the necessity for recopying at a later point in the processing.


Enlisted men who have been processed and are awaiting transportation to training centers may be used to assist in the performance of processing operations. Among the operations which they may be easily trained to perform are the imprinting or stamping of standard entries in records, and assisting in the receipt, storage, and issuance of clothing and equipment. Under no consideration, however, may their transfer to training centers be delayed because they are performing such duties. The number of enlisted men, awaiting transfer, who are assigned to assist in the performance of processing and housekeeping operations will be kept to the minimum required to accomplish the task. To insure that this is done, requests for men to be assigned to various details should be examined carefully and checked periodically. Under normal conditions enlisted men awaiting transfer should not be assigned to general post, camp, or station details when the reception center is a part of a post, camp, or station, or to assist in the operation of other organizations within a War Department personnel center, when the reception center is a part of such a center.

22. Training of Men Awaiting Assignment at Reception Centers.

Mobilization Training Program 20-3, dated 10 August 1944, describes the military training which will be given to men who have completed processing and are awaiting assignment. All men who have completed processing and who are not assigned to necessary reception center details or sick in quarters, in the hospital, or in confinement will receive the prescribed training. Training given to these men will be conducted in accordance with approved instructional procedures.
NOTICE

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NOTICE

Missing page(s) detected here at time of scanning
d. If the insured does not indicate his choice of beneficiary by designating the persons he wishes, the law provides for payment in the following order: wife, child, parents, sisters and brothers.

8. Payments to beneficiaries.
   a. All death benefits are payable only in the form of monthly payments, as follows:
      (1) Beneficiary under age 30 at time of insured's death, $5.51 per month per $1,000, for 240 months.
      (2) Beneficiary age 30 or older at time of insured's death, a monthly life income, with a guarantee that a minimum of 120 monthly payments will be made (within the permitted class of beneficiaries), if the person first receiving benefits should die before receiving at least 120 monthly payments.
      (3) In lieu of either of the above, either the insured or the beneficiary may elect to have the insurance benefits paid monthly in the form of a refund life income, whereunder if the person first receiving the benefits should die before having received at least the face amount of the policy less any indebtedness, the balance, in monthly installments, will be continued to eligible beneficiaries. (The amounts of monthly payments per $1,000 under (2) and (3) above depend upon the age of the beneficiary at the time of the death of the insured—illustrate by an example or two.)
      (4) All death benefits payable only to persons within the permitted class, except in cases of converted (permanent) plans, where reserve value is paid to the estate of the insured if there is no eligible beneficiary surviving who had received at least such an amount.

9. Payment of premiums—insurance cannot lapse while in active service if the allotment remains in effect—authorization for deduction of premiums from pay—Class N allotment. Emphasize that practically all soldiers pay premiums in this way.

10. Buy now and make insurance effective immediately because
   a. It is difficult to find the time later—you will be too busy.
   b. No physical examination is required if you act now. After 120 days a physical examination is necessary.
   c. The protection may be made available for you at once and should not be deferred—this is the only way to take advantage of all to which one is entitled.

BONDS

11. Several allotment plans.
   a. $7.50 per month for a $10.00 bond each month.
   b. $18.75 per month for a $25.00 bond each month.
   c. $37.50 per month for a $50.00 bond each month.

12. May have more than one allotment for bonds—such as $7.50 and $18.75 for $10.00 and $25.00 bonds each month.

13. The enlisted man may, if he desires, name a beneficiary or co-owner and may have different beneficiary or co-owner on each allotment if more than one is in effect. Bond allotments generally become effective with the second month's pay.

14. Stress value as form of savings and for patriotic reasons, but do not oversell the soldier as he is going through a readjustment period.
FAMILY ALLOWANCE

15. Family Allowance is provided for in the Servicemen's Dependents Allowance Act of 1942, as amended.

16. It is a monthly payment by Government check to the enlisted man's dependents so long as he and his dependents remain eligible.

17. Classes of Dependents.
   a. Class A — Wife, child, or former wife divorced.
   b. Class B — Parent, brother, or sister, dependent on enlisted man for SUBSTANTIAL portion of support.
   c. Class B-I — Parent, brother, or sister, dependent on enlisted man for CHIEF portion of support.

18. Enlisted Man's Contribution.
   a. For Class A dependents — $22.00 monthly.
   b. For Class B or B-I dependents — $22.00 monthly.
   c. For more than one class of dependents — $27.00 monthly.

   a. Wife, $50.00; wife and one child, $80.00, with $20.00 for each additional child.
   b. Father and mother — Class B-I, $68.00.
   c. Father and mother — Class B, $37.00. Only one amount, $37.00, is payable monthly to a group of Class B dependents regardless of the number of such dependents.

20. Children and dependent brothers or sisters are eligible if they are unmarried and under 18 years of age, or regardless of age if mentally or physically incapacitated.

21. Documentary proof required to establish Class A dependency.
   a. For Wife — A certified copy of the public or church record of marriage is preferable. If preferred proof of marriage cannot be obtained, the best available evidence should be submitted. A partial list of such secondary evidence includes the following documents:
      (1) Photostatic copy of public or church record.
      (2) Certificate by clergyman or public official who performed ceremony.
      (3) Affidavits of two eyewitnesses to ceremony.
   b. For common-law wife — If undisputed, affidavit by either soldier or his common-law wife, and in addition, affidavits of two other persons having personal knowledge of the circumstances. Applies only in states or territories where common-law marriages were recognized at time such relationship existed.
   c. For divorced wife — Certified copy of court decree of divorce.
   d. For separated wife — Certified copy of court decree of separation and maintenance. If not separated by court order, true copy of separation agreement by the soldier and separated wife.
   e. For a legitimate child — Certified copy of public record of birth or church record of baptism is preferable. If preferred proof of birth cannot be obtained, the best available evidence should be submitted. These include any one of the following, listed in order of preference:
      (1) Photostatic copy of public or church record.
      (2) Affidavit from physician, midwife, or nurse who attended birth, or from godparents.
      (3) Affidavits from two persons, stating their actual knowledge of name, age, date and place of birth of child, and naming child's parents.
(4) If no other evidence is available, certified copy of records from a family bible, church, naturalization or immigration office, or a hospital.

f. For an adopted child — Certified copy of court decree of adoption; also, record of birth.

g. For an illegitimate child — In addition to birth certificate, submit certified copy of court decree declaring enlisted man father of the child, or ordering the enlisted man to contribute to the child's support, or enlisted man's written statement that he is the father of the child.

22. Documentary evidence required to establish dependency of Class B or B-I dependents.

a. A dependency certificate, WD AGO Form 620, will be completed for each adult individual (for himself or on behalf of a minor) living in one household who claims dependency on an enlisted man.

23. Initial Family Allowance is a payment of one month's full allowance to Class A and B-I dependents, provided the enlisted man submits his application on WD AGO Form 625 within 15 days after entry into active service in a pay status.

**ALLOTMENTS**

24. Class E Allotments may be made for additional help to dependents, for savings, or for commercial life insurance, provided the enlisted man retains $10.00 of his monthly pay for his own use.