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"IT HAS TO BE DONE—DO IT NOW!"

Answers to Important
Questions

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For the Potential Inductee
and His Dependents



Compiled by
ARMY SERVICE FORCES
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The following Pre-Induction Training Informational Bulletin is published for the information and guidance of all concerned.

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FOREWORD

In the operation of the Armed Forces Induction Stations and the various Training Centers of the Army, Navy and Marine Corps, it has become quite evident that there is a need on the part of many inductees for **advance information** prior to induction into the service.

A soldier, sailor or marine is deterred from doing his service job properly if he is distracted by "unfinished business" at home. There are literally scores of things that should be taken care of **BEFORE** a man leaves his home, his family, and his community for duty in the Armed Forces.

To help potential inductees get their affairs in the "finished business" category **before going** into the service, the Ninth Service Command has prepared this Informational Bulletin. Men and women about to serve the colors will find the suggestions contained herewith to be of utmost value in preparing themselves to enter the service.

D. McCOACH, JR.,
Major General, U. S. Army,
Commanding General
Ninth Service Command

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The information and material contained in this Pre-Induction Training Informational Bulletin and Check List may be distributed only in the eight (8) states of the Ninth Service Command. These states are:

Arizona	Nevada
California	Oregon
Idaho	Utah
Montana	Washington

For the sake of accuracy, in the event of reproduction full questions and answers should be reproduced and not merely a part of any question.

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What Every Inductee Should Know

If your number is up, here is some information you probably are looking for.

Local Selective Service Boards and Induction Stations say that the questions listed below are the ones they are hearing most often, as fathers and the new class of 18-year-olds prepare to answer their calls to the armed services.

1. **Is it true that men inducted now will not get into the fighting?** Unless the war ends unexpectedly, many of the men now being inducted will see action. However, the Armed Forces of today are a little like a football team, in which every man is essential to a successful play but only a few men carry the ball. Not every member can get into combat, but those who do not see action also have vital work to perform. They keep the planes flying, the ships sailing, the vehicles rolling, the staff work efficient, the troops fed, the wounded cared for.

2. **Can you give me a timetable for the steps involved in entering the Armed Services?**

At any time after you are classified 1A you may be called for a pre-induction physical examination at the Armed Forces Induction Station. This examination is conducted by Army and Navy doctors and is final. As a result of your examination you are classified as available for service in the Armed Forces, or if you do not meet physical standards, are rejected. After you have returned home and received your certificate of physical fitness, you will have at least twenty-one (21) days before you are called to report to the Armed Forces Induction Station for induction and service.

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3. **What tests will I have to take?** You will be given a thorough physical examination at the Induction Station. This includes measurement of height and weight; general medical examination; chest X-ray; examination of teeth, nose, throat, and eyes; urinalysis; and orthopedic and neuropsychiatric examination. If you are not a high school graduate you will be given an examination to determine the functional level of your education. In the Army Reception Center or the Naval Training Station you will be given a general classification test to see how quickly you can learn to do military work. Your aptitude or knowledge in certain kinds of work (such as radio or technical work) may be tested. All these except the medical examination are short-answer tests. You don't write answers; you merely mark in the proper space to register your answer.
4. **What happens if I am rejected?** If you are not accepted for military service you may return home, and you are entitled to ask your local board the reason for your rejection. Remember that no rejection—even a 4F—is necessarily permanent.
5. **Do I have to go directly to camp after I am examined?** No. You go home for 21 days, during which time you can wind up business affairs (insurance, taxes, automobile, house, etc.), arrange with local election boards to receive absentee ballots, and say goodbye to friends and family.
6. **When will I know whether to give up my job?** Tell your employer that you are being called up for examination but don't give up your job until you receive your Order to report to the Army Reception Center or Naval Training Center. You will have at least three weeks—perhaps longer—between the time you pass

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the pre-induction physical examination and the time you must report for induction.

7. **What happens at the time of actual induction?** These things are done at all Induction Stations at the time of actual induction but not always in the same order:

You answer questions about your education, your experience, your family, etc. You are asked whether you prefer to go into the Army, Navy, Marines, or Coast Guard. You are given an additional screening physical examination. At this time you are assigned to one of the services previously mentioned. If you are assigned to the Naval Forces, you will be sent to a Naval Training Station. If you are assigned to the Army you will be sent to an Army Reception Center.

8. **May I choose between Army, Navy, Marine Corps, or Coast Guard?** You will be asked at the Induction Station which you prefer to enter. As far as possible your preference will be taken into account along with your qualifications for the branch you choose, but the particular needs of the Armed Services at the time of your induction determine where you will be assigned.

9. **What should I take with me to the Army Reception Center or the Naval Training Station?** Take only a small overnight bag with razor, toothbrush, change of underwear, extra handkerchiefs, socks and possibly a shirt. You will receive a complete outfit of clothing during the first few days of your active duty. Tell your friends not to write to you until you send them an address; cards will be given you for this purpose.

Take a clear head with you to the Army Reception Center or Naval Training Station. Don't celebrate too hard the night before you go. You probably will be given several important examinations the first day, and the grades

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you make on them may count a lot toward your initial classification and assignment.

10. What happens when I get to the Army Reception Center or Naval Training Station? You probably will stay only 3 to 7 days at an Army Reception Center and then be assigned somewhere else for basic training. Following are some of the things that will happen at the Reception Center. Similar things will be on the program of the first days or weeks at a Naval Training Station.

You are outfitted from head to foot, and supplied with razor, toothbrush, and other personal equipment.

You are tested to see how quickly you can learn to do military work, and whether you have a special aptitude for certain kinds of military work.

You are interviewed—asked about your training, work experience, hobbies, etc.

You are classified—tentatively assigned to a military or naval job.

You get your "shots"—the first of your vaccinations and inoculations.

You listen to a reading of the Articles of War, the laws which govern your conduct in the Armed Forces.

You get preliminary training. You have some marching and some drill; you learn when to salute; and you see some training films.

11. How will I be assigned to my Army or Navy job? The classification officer will have before him the record of the tests you have taken, and the information you will have given—including, among other things, your education and training, your ability to speak foreign languages, your preference among branches of the service, your work record, your best and second-best occupations, your experience in the management of men, your hobbies, your favorite sports, your previous military experience, if any. On the basis of everything the interviewer can find out about

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your training, physique, record aptitude, and interests, you will be tentatively classified in the military jobs for which you seem best fitted. However, your assignment after classification will depend upon Army and Navy needs at that particular time.

12. What chance have I of being classified in a job for which I am not fitted? The Armed Services are as anxious to classify you effectively as you are to be so classified. The classification systems have absorbed the lessons of 20 years of Army and industrial personnel work and the procedures of 40 years of psychological testing. There are undoubtedly misclassifications, and you hear more of one such mistake than of many thousand of effective classifications. But there are not many mistakes that are not corrected sooner or later, because classification is a continuous process throughout military service; assignments are constantly being revised and improved in terms of performance and experience. Certainly you are more likely to be classified properly in this war than in any previous one.

13. Will I have anything to say about what service job I want to do? You will be asked your preference of type of service and you will have a chance to say what jobs you do best. Later on, you may have a chance to apply for entrance into one of the military trade or specialist schools.

14. How tough are the physical demands of military training? Can I "take it"? Military training is tough, but gradual, and it is adapted as much as possible to the age and condition of the individual. Almost all men find that they are in greatly improved physical condition after a few months in the service.

15. What is basic or recruit training like? Basic training makes a civilian into a

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soldier or sailor. It lasts from 6 to 17 weeks, according to the branch of service and the individual assignment. Basic training in the Army includes instruction in orientation and citizenship, the Articles of War, military courtesy and discipline, military sanitation, personal hygiene and first aid. The soldier learns such individual protective measures as defense against aircraft and armored vehicles, camouflage and counter-intelligence. He has practice marches, drill and guard duty. He learns how to take care of himself and his clothing and equipment, how to use various weapons, how to dig and use trenches and foxholes. He has rigorous physical conditioning. Recruit training in the Navy includes instruction in Navy discipline, Navy customs and organization, first aid, personal hygiene, Navy organization, ship's organization and life aboard ship, characteristics of ships and aircraft, ordnance, and gas defense. The sailor learns marlinspike seamanship; use of deck tools and machinery; procedures of anchoring; mooring and docking; rules of the road; rules of watches and use of the compass. He has life-raft, visual-signaling, and boat drills; some infantry drill; practice in using and caring for guns; and a rigorous program of physical training.

16. How different is Army, Navy, or Marine Corps life—except for the actual fighting—from civilian life? Perhaps the first difference you will notice is the lack of privacy in dressing and undressing, eating and sleeping. A large number of men live in small and simple quarters, and they have to learn to get along together. Another difference is in the strictness of discipline. This is not entirely new, of course. It is merely an extension of the self-control, loyalty to group, and attention to detail that a civilian must learn in order to live a well-adjusted life. Many service jobs are

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unfamiliar. Time is rigidly assigned, and there is much less leeway, much less chance for loafing or making one's own schedule, than in civilian life. Despite the routine, there is more likelihood of change; with very little warning, a soldier or sailor may be reclassified or assigned to another post, or with no warning at all rolled out of bed or called out of drill to take on a responsibility of importance. The serviceman learns to subordinate the self-centeredness and self-indulgence that he probably allowed himself in civilian life. He learns self-control, in the unusual and difficult situations; he learns to put the welfare of the unit above personal welfare.

17. How much pay will I get? As a buck private or apprentice seaman you will get \$50 a month. As you go up the ladder your salary rises. When you become a private first class or a seaman second class, you get \$54. The highest non-commissioned rank (master sergeant in the Army, chief petty officer in the Navy) pays \$138 a month. Foreign service or sea duty entitles an enlisted man to 20 per cent increase in base pay. These salaries are in addition to quarters and subsistence. Even as a buck private or an apprentice seaman your pay is much more than \$600 a year. Here are some figures released by the Office of War Information to show what a private or an apprentice seaman really gets.

Cash	\$ 600.00
Food	576.50
Shelter	120.00
Equipment	170.00
Health care	100.00
Savings on—	
Life insurance	63.40
Cigarettes	10.95
Laundry	32.50
Postage and barber....	26.65
Total	\$1,700.00

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18. How much help will my dependents get?

If you have a wife and/or children, they will receive regular monthly checks from the Government; all you have to do is to contribute your share of \$22 a month, deductible from your pay. In addition, the Government's share is \$28 for a wife (a total of \$50 when added to your contribution); \$58 for a wife and one child (a total of \$80 when added to your contribution); \$78 for a wife and two children (a total of \$100 when added to your contribution); and \$20 for each additional child. If you have parents and/or brothers and sisters dependent upon you for substantial or chief support, they too can get dependency allotments if you contribute your share of \$22 a month. For more detailed information, communicate with the Office of Dependency Benefits, Army Service Forces, War Department, Newark 2, N. J. •

19. What about bills and taxes that pile up before I enter the services?

Postponement of payment of income tax is provided for in certain cases where otherwise hardship would result. You can prevent the sale of your property for unpaid taxes while you are in the service. If a judgment is taken against you while you are in the service, you can fight it when you return to civilian life. However, these deferments are not indefinite; you must pay all deferred debts and taxes a short time after your discharge. Provision has been made for at least one Legal Assistance Officer to be assigned to every Army camp, post and station and to every important Navy activity. These officers, who are volunteer civilian lawyers or lawyers in the service, render free legal advice to all soldiers who desire it.

20. What if sickness or other trouble strikes my family while I am in service? Wives and children of servicemen may get medical

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help at certain hospitals. The Red Cross in your home town will tell your family where such help is available and will also be able to give counsel and help on other such problems that may arise while you are gone. Emergency leaves are usually granted servicemen in cases of serious illness or death at home.

21. What will my family get if I am killed?

If you should be one of the small percentage of men who die in the service, your dependents will get the equivalent of six months' pay at the rate you were being paid at the time of death. They will also get payments on any serviceman's insurance you took out.

Don't miss your chance to take out some of this low-cost insurance when you enter the service. You may take out as much as \$10,000, as little as \$1,000. The Government handles the policy at cost, and you may never again have a chance to give financial protection to your dependents at so low a figure. For a man of 21 the monthly premium per \$1,000 of insurance is 65 cents; for a man of 45 it is 99 cents. The premiums may be deducted monthly from your salary. This is term insurance and may be converted to another kind of policy after the war.

22. May I vote while I am in the service?

You may vote by mail if you are registered in your home district. Before coming into the service, make arrangements with your local Board of Elections to be an absentee voter.

23. How well will I eat in the service?

No soldier or sailor in the world is better fed than the American soldier or sailor. The American fighting man consumes 5 pounds of food daily. His menu is not elaborate, but it is well balanced.

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24. What recreation may servicemen expect?

War is hard work, but the services realize the importance of recreation for their men. There are brief rest periods during the day, and, except in the field, evenings and Sundays are usually free. You will find motion-picture theaters in camp, service clubs, an extensive athletic program, books and magazines to read (the services have bought more than 10 million new books for their men, and subscriptions to 13 magazines are given every company sent overseas), and you will have a chance to hear the best in radio (nearly 100 radio programs a week are beamed at the Armed Forces everywhere in the world). You will probably find a USO social center near camp, and overseas the Red Cross will help to provide adequate recreation.

25. What kind of medical and dental care will I get in the service?

The services want to keep you fit. A soldier or sailor who is physically unfit for duty is as much a casualty as if an enemy bullet had struck him. Therefore, the Army and Navy medical and dental corps are well staffed and provided with the newest and best equipment. The emphasis is on prevention, but sulfa drugs, blood plasma, and other effective measures are available if you are wounded or seriously ill. Probably never in civilian life will you find greater care given your physical condition than in the service.

26. How good is American war equipment?

The American serviceman is as well equipped as any soldier or sailor in the world, and in many ways better equipped. Our enemies have many times paid us the compliment of imitation. The lessons of combat are constantly being incorporated in new issues of weapons, clothing, vehicles, and communication devices.

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27. Is there any way that I may continue my education during off-duty hours while in the Army? You can continue your high-school or college education while you are in the Armed Forces by taking correspondence courses prepared by the Armed Forces Institute. You get regular credit for courses successfully completed, and you can count that credit toward graduation from any one of the participating schools you care to choose.

28. Are religious services provided for in the Armed Forces?

Yes. On most installations there are even church buildings with spires similar to those at home. On Sunday chaplains teach Bible classes and conduct worship services. Catholic priests, hear confessions and say Mass. When Friday evening comes, the Jews gather for a service like the one they attended in the home synagogue led by a rabbi. Occasionally, there may be services of a type familiar to Christian Scientists, Mormons, and other denominations. The songs, prayers, scripture lessons, responsive readings, and sermons do not differ from those heard amid the surroundings of the home. No man is required to attend church in the Army or Navy. He is advised to do so, for many officers feel that men with an earnest faith in God make the best adjustment to military life. A large proportion of men do attend religious services.

Much of the material presented herein is a result of conferences held with Pre-induction Training officers throughout the entire United States, and from the publication "Introduction to the Armed Forces" published by the United States Office of Civilian Defense with the cooperation of the War Department, Selective Service System, and the United States Office of Education. This material should not be considered as a complete treatise

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on the subject presented because certain individual cases will have many complex problems. For more detailed information, it would be well to check with your local Selective Service Board, OCD officials, and Red Cross, War Services Division. The material you have read is meant to be a practical guide rather than a complete summary of your pre-induction needs.

It is suggested that you go over the foregoing questions and answers several times, if necessary, with your wife and dependents in order to be able to act intelligently on these matters.

"IT HAS TO BE DONE"
"DO IT NOW"

Pre-Induction Check List

Things to Do **NOW** Before You Leave Home

(Check off each item as you take care of it)

1. ☐ Arrange for the settlement of all current financial obligations (income taxes, loans, installment purchases, etc.). Get legal advice since you have many rights under the Soldiers' and Sailors' Civil Relief Act.
2. ☐ Arrange for adjustment of mortgage payments, leases for home or place of business, conditional sale agreements on personal property, and similar items, by agreement with the other party.
3. ☐ Get all information necessary and complete the Certificate of Dependency (WD AGO Form 620) which you received at the Induction Station. If all dependents live in one household, you need only one certificate; if dependents live in separate households, separate certificates must be made out. **Take this with you when you report for duty.**
4. ☐ Obtain a **certified** (or photostatic) copy of your marriage certificate. Also, have

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certified, (or photostatic) copies made of birth certificates of your children. **These must be turned in** with your Certificate of Dependency in order for your dependents to receive family allowances. (Do **not** take original copies of marriage and birth certificates, since all such evidence becomes part of the War Department's permanent file.)

5. ☐ If you have been divorced, obtain (and take with you) a certified copy of the divorce decree from the court in which such decree was awarded.

6. ☐ If you are the guardian of a child under eighteen years of age, obtain a certified copy of the court decree.

7. ☐ Make arrangements for your insurance policies. Get in touch with the agents of the companies in which you have insurance and decide what adjustments are necessary and how premiums will be cared for in your absence.

- a. **Personal** policies (hospitalization, accident and health and life). Arrange for premium payments and adjustments.
- b. **Property** insurance of all kinds: Execute adequate power of attorney authorizing some person to act in your place in event of loss.
- c. **Third party** risk (liability insurance on dwellings, automobiles, etc.): Execute power of attorney for person to act in your place in event of need.
- d. Fraternal Society insurance: Consult Secretary of the organization.
8. ☐ Draw a will.
9. ☐ Prepare and execute power of attorney, designating your wife, or your wife and some trusted friend, as attorney to act on behalf of yourself. Make the powers very broad to include even endorsing of government checks.

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10. ☐ Arrange to transfer real estate held in your name to your name **and** your wife as tenants by the entirety, or, if you are unmarried, to yourself and some other person as joint tenants.

11. ☐ Arrange for authority for your wife, either alone **or** with some trusted friend, to draw checks on bank accounts standing in your name.

12. ☐ Automobiles need not be transferred from you to any other person. If not transferred, then the person to whom use of car is entrusted should be given power of attorney to execute claims, releases, endorse vouchers, and to attend to all matters affecting the use and operation of the automobile and liability of third persons.

13. ☐ Prepare the "**Confidential Personal and Property Record**" on pages 6 to 10 in the pamphlet "Important Information for Servicemen" which was given you by your local Selective Service Board.

14. ☐ Have following papers in one place marked "Important Personal Papers of (**your name**)" and keep in a safe place **where your family or trusted friend can get them**:

- a. Marriage certificate.
- b. Birth certificates of wife, children, other dependents.
- c. Naturalization papers.
- d. If divorced, certified copy of decree.
- e. Insurance papers.
- f. Your lease.
- g. Your deed to real property.
- h. Your will.
- i. A power of attorney.
- j. Stocks and bonds.
- k. Tax receipts.
- l. Copy of Personal and Property Record.

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15. ☐ Make arrangements with Registrar of voters in order that you can vote by mail while in service.

16. ☐ For personal assistance in any matters in clearing up your affairs before you leave for military service, feel free to call at the local or nearest Red Cross office, War Services Branch. The persons on duty there will see that you get the right assistance in the shortest time.

17. ☐ Rest well before you leave for active duty. Tests, interviews, and related activities at the Reception Center are vital to your future military career. A good start is to everyone's advantage.

18. ☐ When you board the train to report for induction, have the following items with you:

- a. Small overnight bag with change of brown or tan socks, white handkerchiefs, one set of underwear, toothbrush, razor (not electric).
- b. Completed Certificate of Dependency (Form 620).
- c. Copies of marriage and other certificates noted above.
- d. Copy of record or certificates of a special training, education or experience which should be shown to the interviewer at Reception Center.

CHECK THE LIST AGAIN TO SEE THAT ALL HAVE BEEN DONE.

19. It is believed that the foregoing material and this Check List will be of material aid in preparing you for the duties that lie ahead, **provided** you and your dependents study the material and **USE** this check list.

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