



# INTRODUCTION TO THE ARMED FORCES

## Suggestions for Pre-Induction Informational Meetings

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## WHAT THEY SAY ABOUT PRE-INDUCTION MEETINGS

**Lt. Gen. Brehon Somervell**, Commanding General, Army Service Forces: "Every prospective soldier should understand the cause for which we are fighting, know what happens at the Induction Station, Reception Center, and Replacement Training Center, and be familiar with the opportunities and advantages afforded by the Army. With such a background the inductee enters the Army in the right frame of mind, and the job of training him is less difficult. Through the program outlined in this bulletin, Defense Councils and other civilian agencies are laying the groundwork for speedy and effective orientation to Army life."

**Lt. Gen. A. A. Vandergrift**, Commandant, United States Marine Corps: "The Marine Corps recognizes the value of offering the prospective inductee and his relatives and friends the type of information service described in this handbook. Now that fathers are being inducted in increasing numbers, it is particularly important that accurate and authentic sources of information and assistance be provided. Defense Councils are rendering a distinct service to the Armed Forces in organizing these programs."

**Maj. Gen. Lewis B. Hershey**, Director, Selective Service System: "This Headquarters \* \* \* certainly approves the spirit shown by any community that wishes to help prepare men for military service and anticipates that a considerable lift in morale and understanding may be achieved by such means."

**Brig. Gen. Walter L. Weible**, Director of Military Training, Army Service Forces: "A soldier's entire Army career may be profoundly influenced by the ease or difficulty with which he makes the transition from civilian to military life. The efforts of civilian training agencies will facilitate this transition and result in greater speed and efficiency of post-induction training. The program outlined in this bulletin should aid materially in preparing prospective inductees for the adjustment they must make to Army life and Army training procedure."

**Vice Admiral Randall Jacobs**, The Chief of Naval Personnel, U. S. Navy: "The conditions of this war demand that Navy recruits be trained for sea duty with a maximum of speed and efficiency. Any program which helps to familiarize them with the nature of Navy life and Navy discipline in advance of induction is a valuable contribution to the Navy's war effort."

**J. W. Studebaker**, U. S. Commissioner of Education: "It is my belief that the holding of pre-induction informational meetings for the orientation of prospective selectees for service in the Armed Forces is eminently desirable. I am sure that State and local school officials will lend their active support and cooperation in connection with such meetings whenever they are invited to do so."

**John B. Martin**, Acting Director, Office of Civilian Defense: "This joint endeavor by the War Department, Selective Service System, and OCD will be a significant contribution toward the winning of the war. It is the type of program to which local communities, through their Defense Councils, will want to give the greatest possible support, since it is for the benefit of the men on whom we are depending to fight the war."

**Thomas Devine**, Assistant Director In Charge of Civilian War Services, Office of Civilian Defense: "This plan for assistance to prospective inductees seems to me to be a 'natural' for War Services Boards of local Defense Councils. Already a number of State and local Defense or War Councils are carrying out similar programs successfully by mobilizing the needed community resources."



## Foreword

If a prospective inductee knows what the Armed Services expect of him, what tests and training he may expect to go through, what kind of life he will live, and what kind of war we are fighting, he will enter the service with greater confidence and assurance. He will adjust more readily to the new situation and probably develop more quickly into a good military man.

Recognizing this, a number of communities already have made plans to see that their boys go into the service well-informed and ready. In some cases Selective Service boards have taken the initiative; in others, Defense Councils or other community agencies. Meetings, talks, exhibits, motion pictures have been used, in different places and in different combinations, to tell prospective inductees what they need to know.

The Pre-Induction Training Branch of the War Department early appreciated the value of this type of pre-induction orientation. After conducting several experimental programs in local communities, it prepared the greater part of the materials contained in this handbook for publication by the Office of Civilian Defense. Additional materials have been provided by the Navy Department, the Marine Corps, and the Selective Service System.

The purpose of this handbook is (1) to indicate to Defense Councils and other agencies some of the ways in which effective pre-induction meetings may be organized, and (2) to provide the information about life and training in the armed forces which it is most essential for the prospective inductee to have. The handbook suggests some of the printed material and motion pictures which have been found helpful in conveying this information.

The inductees for whom this kind of orientation will be especially valuable are those who are not now attending schools and colleges where comprehensive programs of pre-induction training are already in operation. However, schools and colleges also may find some of the following suggestions useful in supplementing their pre-induction training programs.

# **INTRODUCTION TO THE ARMED FORCES**

## **Suggestions for Pre-Induction Informational Meetings**

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## THE INFORMATION AN INDUCTEE NEEDS

A prospective inductee is likely to ask, and is entitled to know, the answers to such questions as these:

**What is the process of entering the service?** How is an inductee selected? What is the timetable of induction? What happens at the induction station? At the reception center? What happens if a prospective inductee is rejected? At what point in the induction process should an inductee give up his job? What should he take with him to camp?

**How is an inductee classified and assigned to his military job?** May he choose his branch of the service? Will his preference of jobs carry any weight? What kind of tests will he be given? What chance has he of being assigned to a military job to which he is well fitted? Will he have any chance to use his civilian skills?

**What will his new life be like?** How does it differ from civilian life? How much is a serviceman paid? What help may his dependents count on? What if sickness or other trouble strikes his family while he is in service? What about taxes and bills that pile up before he enters the service? What will his family get if he is killed? May a serviceman

vote? How well does he eat? What recreation has he? What kind of medical and dental care will he have?

**What is the nature of military training?** What happens in basic or recruit training? What kinds of advanced and specialized training are there? How severe are the physical demands of military training? Will the soldier or sailor be trained like a robot? What are the chances of becoming an officer?

**What kind of war are we fighting?** How does this war differ from other wars? What special demands does global war make on an Army and Navy? What special preparations are required by mobile and mechanized warfare? How good is American war equipment? What range of specialties exists in a modern military force? What were the principal events leading up to the war?

**What happens to a serviceman after the war is over?** Will anything he learns in the service be useful to him later in civilian life? What educational opportunities are there in the Army and Navy? What arrangements are being made to return soldiers and sailors to civilian life after the war?

## HOW DEFENSE COUNCILS CAN HELP

Defense Councils, particularly through their War Services Boards, Education Committees, or Committees on Services to Servicemen, may help prospective inductees acquire the needed information in several ways.

**Preinduction meetings.**—Probably the most effective single means is to arrange a meeting or a series of meetings at which motion pictures, exhibits, speakers, and discussion can be used to impart the desired information. This device is being used in many communities, notably Cleveland and Milwaukee. It may include the other devices listed below.

An exhibit of reading material may accompany the meetings, leaflets may be distributed to those who attend, and a counseling service may be arranged in connection with or following the meeting. The meetings are usually open to relatives and friends of inductees.

The Defense Council must decide for itself,

of course, by which of these services, or by what other means, it wishes to help prepare the men in its community for induction. However, because meetings have proved so popular and effective and have aroused so much interest, the way in which they may be arranged is described in detail in the following pages.

**Other possible services.**—In addition to the meetings suggested above, Defense Councils may wish to consider the following possible services to prospective inductees:

1. *Assembling pamphlets, books, maps, and exhibit material* containing the information a prospective inductee needs. Partial lists of such material may be found in Appendix A. Communities which have adopted this way of serving their servicemen-to-be have found that the service is more useful if the material is in a central place, and if its availability is widely publicized.



2. *Distributing printed material* to prospective inductees. Some of the pamphlets listed for free distribution may be available in sufficiently large quantities to enable a community to put one in the hands of every prospective inductee. Another way to do this is to duplicate material locally. In Section II will be found copy for several leaflets which might be mimeographed inexpensively. Other material has been prepared in some communities with the aid of Selective Service officials and other experts.

3. *Providing an individual counseling service.*—Communities able to provide individual counselors for prospective inductees have found that the men benefit from a great variety of help. Some need assistance in understanding what the Army and Navy classification tests are like. Others want professional assistance in appraising their abilities and skills so they can describe their training and experience accurately at the Reception or Naval Training Center; this may make it possible to guide some men into additional pre-induction training courses. Other men want to turn to some experienced person for assistance in arranging their personal affairs and in planning for the care of dependents. The local Red Cross can assist servicemen and their families in meeting problems of adjustment of personal civilian affairs. Some men may wish to talk over with an understanding individual the whole procedure of going into the Army or Navy, so they can be aided in thinking through the adjustment they must make to military life. This kind of individual counseling should, of course, be given by someone experienced in dealing with personal problems.

A school or college guidance worker, a social case worker, an industrial personnel officer, or some other trained person may be willing to volunteer time to counsel prospective inductees. This service already exists in many schools and may be extended to all prospective inductees. It may be well also to find out what the local Red Cross is prepared to do along this line.

Local Defense Councils may wish to supplement the meetings described in this handbook by establishing a "draft aid center" similar to the one operating in Washington, D. C. (See Appendix D.)

4. *Cooperating with local schools and*

*colleges in calling pre-induction training to the attention of prospective inductees.*—The War Department, through its Pre-Induction Training Branch, recommends certain types of more intensive preparation for Army service when the prospective inductee has sufficient time. Most schools and many colleges offer these pre-induction courses which might be extended to men out of school. Defense Councils can help inductees by calling such opportunities to their attention. For additional suggestions, see Appendix C.

**Use of volunteers.**—Volunteer Offices of Defense Councils, upon request, will refer volunteers to assist in carrying on the different services enumerated above. As soon as a plan has been decided upon, the activities should be reviewed to determine which parts of the work can be suitably carried on by volunteers. Examples of work which has been done effectively by volunteers are:

1. Collecting and arranging material.
2. Assisting Selective Service Boards in mailing notices to registrants.
3. Distributing material at the meetings.
4. Assisting professionally trained persons in a counseling service.
5. Making arrangements for meeting places.
6. Operating movie projectors if 16-millimeter films are used. (Where 35-millimeter films are used, local and State ordinances regarding operators and safety regulations must be adhered to.)
7. Taking attendance at meetings, ushering, etc.

The committee should make arrangements for the selecting, training, and supervision of volunteers and should furnish the Volunteer Office with a complete description of the work which the volunteers are to do, when and where it will begin, how many will be needed, and what the qualifications are. There is no obligation to accept volunteers who are referred if they do not seem suitable. Much time is saved the committee, however, by the initial screening which the Volunteer Office makes. Moreover, recruits who are not suited to do the work in question can be shifted by the Volunteer Office to work for which they are qualified, thus sparing them the embarrassment of being turned away.



## HOW TO ORGANIZE PRE-INDUCTION MEETINGS

The pattern of sponsorship suggested is for the War Services Board of the local Defense Council, usually through its Education Committee or Committee on Services for Servicemen, to form a subcommittee to develop and promote pre-induction informational meetings for men who are out of school. This subcommittee might represent the local Selective Service Board, school system, college, adult education agencies, public library, American Red Cross, veterans' organizations, minority groups, and other interested citizens willing to give time to this program and able to command the confidence of the community.

The Defense Council should, of course, not proceed to set up its own program until it has investigated to see whether any similar activity is already under way in the community. If some other agency has already taken the initiative in launching such a program, it is assumed that no effort will be made to set up a rival program in the community. It may be possible to broaden the sponsorship under the auspices of the Defense Council, and, in any case, the Council may be of great service in the undertaking.

The suggestions that follow are based on the experiences of communities which have arranged such meetings for their prospective inductees.

Some communities have preferred to put all the information into one meeting, others into two meetings, and a few into a longer series. Since the most common practice is to hold one or two meetings, this handbook is especially designed for such programs. If a longer series is desired, ample films and other materials are available to make each meeting interesting and informative. It is obvious that topics as broad as those here suggested cannot be exhaustively treated in one or two meetings. The object is to present only the information of most immediate use to prospective inductees and to create improved attitudes toward military service, particularly toward the early stages of military life and training.

The scheduling of meetings should be worked out with local Selective Service Boards. In small communities, this presents no problem. In larger centers, however, it may be necessary to divide the city into districts, perhaps com-

binning the area covered by several boards into one district. The meetings will be more successful if districts are marked off in such a way as to have a population as homogeneous as possible. Also districts should not be so large that transportation to and from the meetings is a handicap. Some communities may find it desirable to follow zone and sector lines of the Defense Council's Block Organization.

Where a city is thus divided into districts for the pre-induction meetings, several programs may be going on simultaneously so that the entire population is covered. A subcommittee for each district should have direct responsibility for the meetings, as such decentralization to the neighborhood level makes for greater success. The central committee, however, should provide leadership to district subcommittees and should keep in close touch with their work.

Careful planning will be needed. The following steps may help to guide the planning, but need not be followed exactly or in sequence:

**Step 1.**—A Coordinator of the meetings will be needed. He should be someone thoroughly familiar with all phases of community life, a good administrator able to devote considerable time to the program, and, if possible, a person already experienced in adult education or personnel work. The Coordinator is the executive responsible for supervising all phases of the planning and conduct of the meetings.

**Step 2.**—Committees or individuals will be needed for the various specific tasks involved in setting up and conducting the meetings. These tasks may include:

- Arranging for a meeting place and setting dates for the meetings.
- Management of finances.
- Publicity.
- Exhibits.
- Planning and conducting the program.
- Securing speakers or "experts" to answer questions.

**Step 3.**—The availability of the needed films, if films are to be used, and their cost can be determined by correspondence with the film distributors. For information on securing films see Appendix B. Details regarding delivery of films in time for each of the three meetings should be worked out. The dates



for the meetings should not be set until the availability of the films has been determined.

**Step 4.**—A meeting place and dates must be decided on. The following factors may be considered in choosing a location:

- Accessibility.
- Seating capacity. (The local Selective Service Board can help estimate the probable attendance.)
- Heat, light, ventilation, acoustics.
- Exhibit space.
- Suitability for showing films; availability of a 16-mm. or 35-mm. projector, screen, opaque shades, qualified operator.

**Step 5.**—Arrangements must be made for defraying any costs connected with the project. These expenses, normally small, will include the rental and transportation of films, publicity, transportation of exhibit materials, printing programs, duplicating leaflets, etc. Defense Councils often have funds to cover such incidental expenses, or local organizations may be called upon to arrange the finances. A major item of expense can be avoided by having the meetings in a place which can be obtained without charge; public school auditoriums, town halls, libraries, community centers, and other similar meeting places usually are available free.

**Step 6.**—Adequate publicity is essential to the success of the program and may be handled by the Publicity Committee of the Defense Council. This will vary from community to community but may include:

- Arrangements with local Selective Service authorities to inform prospective inductees about the meetings. (Local boards may enclose announcements with their regular notifications to those registered.)
- Poster announcements in schools, factories, Y's, and other places where men congregate. (School children may help in making these posters.)
- Newspaper stories and radio announcements.
- Organizations, clubs, and churches may be asked to announce the meetings to their members.
- Reminder notices by the Committee may be sent to the prospective inductees.
- A mimeographed or printed program for each meeting. These should be available in sufficient quantity for distribution at each meeting and will also be good publicity if distributed in the community prior to the meetings.

**Step 7.**—Posters, pamphlets, leaflets, and books, some for display and some for distribution, will add to the effectiveness of each

meeting. Some can be obtained without charge from various Government agencies, and others can be borrowed from local bookstores and libraries. Arrangements must be made so that these are obtained in time for each meeting and displayed in the most effective way. A list of exhibit material may be found in Appendix A. Leaflets for local mimeographing may be found in Section II.

It is important that these leaflets be checked by appropriate local officers of the Army, Navy, or Marine Corps and Selective Service authorities prior to duplication. Procedures change from time to time and vary slightly from place to place. This checking by local authorities is sufficiently important to justify assigning an individual or a committee. If well handled, it can be one effective means of securing interest in the meetings on the part of local or nearby military personnel.

**Step 8.**—A plan for each meeting must be thought through and the required personnel secured. In general, the following will be needed:

**A Chairman.**—He should be experienced in handling adult meetings. His job is to keep the meeting moving along on its schedule and to get the prospective inductees to ask the questions they want answered. A different chairman may be selected for each meeting; the position can be filled by any person prominent in the community.

**"Experts."**—Their job is to answer the questions that are asked. Different kinds of "experts" will be needed for each of the meetings. The "experts" chosen might include a local recruiting officer, a public relations officer from the Service Command or Naval District Headquarters or from an Army or Navy installation in the district, a Selective Service representative, a serviceman from the community who might be available, an Army chaplain, and a social science teacher.

**Step 9.**—The following suggestions will be helpful in planning for the actual operation of the meetings:

Audience interest must be maintained. The meetings must move along at a good pace, and the audience should participate.

The program should be varied. Long speeches should be avoided; full time should be given to questions from the floor and to give-and-take among the chairman, the "experts," and the prospective inductees. An informal atmosphere should be encouraged.



Audience singing has been found to be a good way to "break the ice" in such a meeting. A good song leader or a good movie song short is essential for the success of this device.

Many communities have bridged the awkward period before the meeting starts with a band or orchestra music, or with an exhibit for early arrivals to look at.

Many a meeting has halted and floundered because a small audience was scattered over a large hall. It is naturally preferable to have a small auditorium well filled than a large one half empty. When a large hall must be used, the chairman should ask the audience to move to the front.

Some communities like to serve light refreshments. This would be a good opportunity for informal discussion.

Most communities have opened these meetings to the relatives and friends of the inductees and have reported that these people, and the inductees too, are grateful.

If there is to be more than one meeting it is important that the second meeting be announced and "built up" at the first meeting.

After each meeting, opportunity should be given for individual consultation. Many inductees are hesitant about asking questions in public. It is helpful for each "expert" to have a separate room for this purpose, or at least a separate table or booth. Conference rooms, tables, and booths should be clearly marked with the name of the "expert" and his particular field of competence. In choosing a meeting place, one should be found in which the informal consultation can continue as long as questions are being asked.

It will facilitate the asking of questions, particularly at the commencement of the discussion period, if an opportunity is given for submitting questions in writing at the beginning of the meeting. This might be done by adding to the program sheet a slip with space for writing out a question to be detached and handed in at the door upon arrival.

## A SUGGESTED PLAN FOR ONE MEETING

If only one meeting is held, about 2 hours should be allowed for it. This has not been found to be too long, since part of the program is usually devoted to motion pictures. A good way to apportion that time is as follows:

- 5 minutes—introductory remarks by the Chairman.
- 60-70 minutes—brief talks describing the process of entering the service, the procedure of classification and assignment, the nature of military life and training, and the showing of the official Army film, "Classification of Enlisted Men" (about 12 minutes), and the official Navy film, "Fighting Men and Fighting Jobs" (about 20 minutes).

**Step 10.**—Groups planning such programs have found it helpful, before the first meeting, to review preparations in order to make sure that all details have been arranged and that the program is ready to work smoothly. This is particularly important if there is to be more than one meeting, because the success or failure of the entire series may depend on the response to the first meeting.

**Step 11.**—To test the success of each meeting and use its lessons in planning the next, committees have found it helpful to use such considerations as these:

- Were there many questions?
- Were the "experts" well chosen to answer the questions that came up?
- Was there opportunity for private questioning of the "experts" after the meeting?
- Was the audience willing to remain to examine the exhibit or to ask more questions?
- Was the attendance larger or smaller than at the preceding meeting?
- What comments or suggestions did the audience itself make concerning the form of the meeting?

**Step 12.**—In evaluating the success of meetings it is also well to ask whether there are indications of need for more meetings or for other approaches. Interest may be so high that original plans should be extended. The kind of questions asked may suggest the need of an individual counseling service. Low attendance may suggest that newspapers, radio stations, exhibits, libraries, or other means should be used to carry the information to prospective inductees. Or it may be found desirable to arrange meetings for particular groups of potential inductees in high schools, adult schools, factories, clubs, or organizations.

45-60 minutes—questions by the audience, answer by the "experts."

15-40 minutes—"Prelude to War" or another film of general war interest. (Some communities prefer to use this time for additional questions and answers, rather than for a film.)

Experts to answer questions at this meeting should, if possible, include the following:

- A representative of Selective Service.
- Representatives of the Army, Navy, and Marine Corps who know induction and reception center procedures.
- Representatives of the Army and Navy—perhaps servicemen on leave—who are familiar with service life and training.



A representative of the Red Cross who is prepared to answer questions about dependency allotments and similar problems.

Here are more detailed suggestions, based on the experience of communities which have organized such meetings:

*Introductory remarks* 5 minutes  
*Chairman*

This is the time to welcome the audience, to state the purpose of the meeting, and to set forth the program. The Chairman should assure the audience that this is an informal meeting, a chance for them to ask all their questions about what happens during and after induction. He should then introduce the first speaker.

*Informal talk* About 15 minutes  
*Guest speaker*

Some communities prefer to have short talks by several speakers representing Selective Service, the Army, Navy, Marines, and sometimes the Red Cross. Others prefer to have only one speaker. In either case, this first speaking period should cover these topics:

The major stages in the process of entering military service are the Selective Service procedure, the Induction Station, and the Reception and Naval Training Centers.

How the Selective Service System works (Leaflet 3).<sup>1</sup>

What happens at the Induction Station (Leaflet 5).

What happens at the Reception Center (Leaflet 6).

What happens when you join the Navy (Leaflet 7).

When the speaker comes to the point of describing the procedure of classification and assignment, he is at a good point to introduce the Army classification film.

In introducing the film, the speaker should point out that it is an official War Department

<sup>1</sup>It should be made clear to the audience that all discussion of Selective Service at the meeting will be confined to general policies and procedures of the Selective Service System. All questions of individual classification should be ruled out, since they are the responsibility of each local board. Only local boards have access to complete information in the individual case.

film, showing how the Army matches the civilian skills and aptitudes of inductees to the Army jobs which have to be performed in order to win the war. He should say that there is a similar process in the Navy and point out that the film shows classification on the basis of a man's civilian hobbies as well as his civilian jobs. The film was made early in the war; some of the procedures may have changed since the film was made, but the essential facts of classification and assignment are substantially the same.

*Classification of Enlisted Men* 12 minutes  
*A film*

This film shows the classification and assignment of inductees by the Army. The story is told by means of four case studies—a telephone lineman, a grocery clerk, a young mountaineer, and a tractor driver in a lumber camp. The film may be obtained through the pre-induction office at the Service Command Headquarters for your area and is available in 35 mm. as well as 16 mm. (See Appendix E.) Other possible films are listed in Appendix B. Do not forget that a 16-mm. or 35-mm. sound projector, a screen, and a qualified operator are necessary.

*Informal talk* About 10 minutes  
*Guest speaker*

The film should be used as basis for a part of the talk, and the speaker may continue his description where it was interrupted. Concerning the film, he should point out that—

1. The film shows the telephone lineman and the tractor driver being classified and assigned on the basis of their civilian jobs—to the Signal Corps and the Tank Corps. The civilian job of the grocery clerk bears no relation to any Army job—he is assigned on the basis of his hobby, photography, which is useful to the Army. The mountaineer has no special occupational qualifications, but his skill in "shootin'" is obviously of considerable value to the Army. But there are some cases where the Army job to which a man is assigned bears no relation to his civilian work or interests. That is because the most important consideration in classification and assignment is the immediate need of the Army. If the Army needs a man in a particular job, and the man is qualified, the chances are that he will be assigned to



that work. But the inductee must realize that he will be given the job to do that most needs doing.

2. The Armed Forces are as interested as the inductee in placing him where he can do his best work. But sometimes the inductee has abilities which he himself never realized or explored, which can be used to greater advantage than the abilities which determined his civilian occupation. Such "hidden" abilities often determine an inductee's assignment.

3. Initial classification and assignment are not final. As a man evidences qualifications for more important or responsible work, his officers will note that fact and recommend his reclassification to the highest level of Army work for which they feel him qualified.

Depending on his time and knowledge, the speaker should also cover some or all of these topics:

What happens in basic training? (See Leaflet 9.)

Principal differences between Army life and civilian life. (See Leaflets 9, 10, 11, and 12.)

The kind of war we are fighting. (See Leaflets and Appendix A.)

*Informal talk* *About 10 minutes*  
*Guest speaker*

Following the talk on Army classification and assignment, a guest speaker representing the Navy should present the main points about service in the Naval Forces. His talk should cover: Main branches of Naval service; work done by each branch; methods of classification and assignment in the Navy, Marines, and Coast Guard. He should also introduce the official Navy film, pointing out that it shows the representative scope of jobs open to men in the Navy.

*Fighting Men and Fighting Jobs*  
*A film* *20 minutes*

This film shows the various kinds of Navy jobs and describes the work performed by the men who do these jobs. Other possible films, including the one on "Classification of Marines" which is especially appropriate, are listed in Appendix B. Do not forget that a 16-mm.

sound projector, a screen, and a qualified operator are necessary.

*Questions and answers* *45 minutes or more*  
*The "experts"*

The "experts" should be seated on the platform. The Chairman should invite questions from the audience. In order that everyone in the audience may hear plainly, the Chairman should repeat each question when it is asked. If the audience hesitates to begin asking questions, the Chairman himself can start the discussion by asking leading questions of the "experts." As soon as possible, however, questions from the audience should be invited. Most communities have found that once the audience starts asking questions, the supply seems inexhaustible, and it is necessary to stop the questions before the "experts" or the audience grow weary. At the appropriate time the chairman can either terminate the meeting or introduce the concluding film.

*A film* *5 minutes or more*

Many communities like to end their meetings with a film of general war interest. This may be a brief song short or a full-length picture such as "Prelude to War," an official War Department film showing the events leading up to the war. 45 minutes. Available from a number of film distributors. (See Appendix B.)

*Closing remarks* *1 minute or more*  
*Chairman*

The chairman should thank the "experts" and speakers, call attention to any leaflets which are to be distributed or any exhibit material to be viewed, and dismiss the audience. Selection should be made from those leaflets suggested in Section II so as not to give prospective inductees so much material that none will be read. Leaflets in Section II can also be used as source material by speakers, as they have been prepared by the War Department, Navy Department, and Marine Corps. They should, of course, be checked periodically with the Service Command Headquarters or with nearby military installations to see if there have been changes in procedure or factual information.



## A SUGGESTED PLAN FOR A TWO-MEETING PROGRAM

In a two-meeting program, the topics are usually divided as follows:

*Meeting 1.*—"Entering the Armed Forces," Selective Service procedures, the Induction Station, the Reception and Naval Training Centers, classification and assignment in the Army, Navy, Marines, and Coast Guard.

*Meeting 2.*—"Life in the Armed Forces." Army and Navy training, differences between military life and civilian life, the kind of war we are fighting.

The above arrangement of meetings is being used successfully in Cleveland and other communities. It is a logical arrangement and has the advantage of providing at the outset answers to many of the questions in the minds of inductees which are of most immediate and pressing concern.

Some communities prefer, however, to reverse the order of the meetings. This may have the advantage of sustaining slightly greater interest on the part of some until the conclusion of the two-meeting sequence. One possible disadvantage in holding the meeting on "Life in the Armed Forces" first is the tendency on the part of participants to ask many questions at this time which relate more directly to the subject matter of the meeting on "Entering the Armed Forces." The committee must decide, therefore, whether to have the same panel of "experts" at both meetings or to postpone as many of these questions as possible for the second meeting.

When there are to be two meetings, each meeting may be scheduled to last about an hour and a half to two hours. A common apportionment of time for the meeting on "Entering the Armed Forces" is:

5 minutes—introductory remarks by the Chairman.<sup>2</sup>

About 60 minutes—informal talk on Selective Service, the Induction Station, the Reception and Naval Training Centers, and the procedures of classification and assignment, and showing of the

<sup>2</sup> It should be made clear to the audience that all discussion of Selective Service at the meeting will be confined to general policies and procedures of the Selective Service System. All questions of individual classification should be ruled out, since they are the responsibility of each local board. Only local boards have access to complete information in the individual case.

War Department film "Classification of Enlisted Men," and of the official Navy film, "Fighting Men and Fighting Jobs."

About 45 minutes—questions by the audience, answers by guest "experts." These should if possible include a representative of Selective Service, Army or Navy experts familiar with the procedures of the Induction Station and the Reception and Naval Training Centers, and, if possible, a representative of the Red Cross prepared to answer questions concerning dependency allotments and similar subjects.

The apportionment of time for the meeting on "Life in the Armed Forces" will depend somewhat on how long a film is used, and also on whether this meeting comes first or second. If it is first, an additional 5 minutes or so should be given to introductory explanations. The following time apportionment is suggested:

5 minutes—introductory remarks by the Chairman.

About 20 minutes—informal talk on the nature of Army training, and the chief differences between Army life and civilian life.

45 minutes—film, such as "Prelude to War."

About 10 minutes—informal talk (by the speaker who gave the first talk, or by another speaker) on the nature of this war, and the demands of global and mechanized warfare.

30 minutes or more—questions by the audience, answers by the guest "experts." These should include one or two military representatives such as training officers, returned servicemen, or chaplains, and local teachers or other citizens prepared to answer questions on the nature of global war and on the events leading up to the war.

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Here are more detailed suggestions for the meeting on "Entering the Armed Forces," based on the experience of communities which have organized two-meeting series:

*Introductory remarks* 5 minutes  
*Chairman*

As in a single meeting, the Chairman welcomes the audience, states the purpose of the series, and sets forth the subject of the meeting. He should assure the audience that this is an informal meeting, a chance for them to ask their questions about entering the services. He should explain that an opportunity to ask other kinds of questions will be offered at the next meeting. Then he should introduce the first speaker.



*Informal talk*                      *About 15 minutes*  
*Guest speaker*

Some communities prefer to have short talks by several speakers, representing Selective Service, the Army, Navy, and Marine Corps. Others prefer to have one speaker. In either case, this first speaking period should cover these topics:

1. How the Selective Service System works. (See Leaflet 3.)
2. What happens at the Induction Station. (See Leaflet 5.)
3. What happens at the Reception Center. (See Leaflet 6.)
4. What happens when you join the Navy or Marines. (See Leaflets 7 and 8.)

When the speaker comes to the point of describing the procedure of classification and assignment, he is at a good point to introduce the Army classification film. For notes on how to introduce this film, see the preceding section.

*Classification of Enlisted Men*    *12 minutes*  
*A film*

For notes on the use of this film, see the preceding section.

*Informal talk*                      *About 10 minutes*  
*Guest speaker*

This is ordinarily the same speaker who began his talk before the film was shown. He treats the film as part of his talk and continues with the same sort of remarks on the film which are suggested in the preceding section. He then briefly completes his description of the reception center, and the Chairman throws the meeting open to questions from the audience.

*Informal talks*                      *About 10 minutes*  
*Guest speaker*

This is ordinarily a representative of the Navy who presents the main points about service in the Naval Forces and introduces the official Navy film with the same sort of remarks as suggested in the preceding section.

*Fighting Men and Fighting Jobs*  
*A film*                              *20 minutes*

For notes on the use of this film, see the preceding section.

*Questions and answers*                      *45 minutes or more*  
*The "experts"*

This is the same procedure as described in the preceding section under the heading "Questions and Answers." The Chairman must be careful, of course, not to admit questions which should properly be asked at the next meeting.

*Concluding remarks*                      *1 minute or more*  
*Chairman*

The Chairman should thank the visiting "experts" and speakers, call attention to any leaflets which are to be distributed or any exhibit material to be viewed, and announce the next meeting of the series. It is important that interest in the next meeting be built up by a carefully worded "preview" and the distribution of an attractive program. Several leaflets from among those suggested in Section II should be distributed at the door at the close of the meeting:

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Here are suggestions for the meeting on "Life in the Armed Forces."

*Introductory remarks*                      *5 minutes*  
*Chairman*

The Chairman should welcome the audience, state the purpose of the series and the subject of the meeting. He should assure the audience that this is an informal meeting, a chance for them to ask their questions about Army and Navy life and the kind of war we are fighting. If this is the first meeting, he should explain that an opportunity to ask questions about induction and classification will be offered at the next meeting. Then he should introduce the first speaker.

*Informal talk*                      *About 20 minutes*  
*Guest speaker*

This talk may well be given by an officer or serviceman. He should cover such topics as these:

1. How a serviceman is trained—what happens in basic or recruit training, the different

kinds of advanced training. (See Leaflets 7, 8, and 9.)

2. How military life chiefly differs from civilian life. (See Section II.) He can bring in some of his own experiences, in camp or in action.

*Introduction of film* 1 minute or more  
*Chairman*

The Chairman should explain that the film about to be presented is an official War Department film showing the background of the War.

*Prelude to War* 45 minutes  
*A film*

See Appendix B for methods of obtaining this film.

*Informal talk* About 10 minutes  
*Guest speaker*

This talk deals with the global nature of the war, the distances involved, the problems of supply and transport, the kind of Army and Navy such conditions demand. Charts or maps are frequently used. In other places, the talk is a brief reminder of events leading up to the war, recalling the long pattern of Japanese

and German aggression. The speaker should be a well informed military man or civilian.

*Questions and answers*

30 minutes or more  
*The "experts"*

The procedure is the same as described previously under the heading "Questions and Answers." The chairman must be careful to hold the discussion to the stated subject matter of the meeting. In this kind of meeting, most communities have used the speakers also as the "experts" and let them answer the questions from the audience. In most cases, however, one or two more "experts" have been added to take some of the burden off the speakers:

*Concluding remarks* 1 minute or more  
*Chairman*

As in the other meetings, the Chairman should thank the speakers and "experts," call attention to material to be distributed or viewed, and announce the next meeting if there is to be one. Several leaflets from among those suggested in Section II should be distributed at the door at the close of the meeting.

## SUGGESTED PLANS FOR LONGER SERIES

In some places a series of three meetings has been arranged; in others, a series of four. A few communities have considered the possibility of still longer series.

If there is to be a third meeting, it is usually on "Events Leading to the War." In this as in other meetings, nearby Navy and Marine representatives may be willing to cooperate, and films and printed materials are available. (See Appendices A and B.)

Where four meetings have been scheduled, a typical arrangement of topics has been:

- "Entering the Service."
- "Army Life and Training."
- "Navy and Marine Corps Life and Training."
- "Events Leading to the War."

There is ample material for a still longer series of meetings if enough good speakers and visual aids can be secured and if audience interest justifies such a long series. In addition to the topics already suggested, meetings may be arranged around such subjects as these:

- "The Ground Forces."

- "The Air Forces."
- "The Service Forces."
- "The Navy."
- "The Marine Corps."
- "Our Allies."
- "Our Enemies."
- "The Meaning of Global War."
- "The War in Europe."
- "The War in the Pacific."
- "The War in Russia."

The nearest film distributor will be able to furnish a list of appropriate motion pictures. Appendix B to this booklet suggests films and how they may be obtained. Appendix A lists reference materials.

Additional possibilities for supplementary meetings include:

An evening devoted entirely to special problems of inductees, such as the settlement of civilian affairs, care of dependents, possibilities of continuance of education in the service, etc.

A meeting for those interested in more intensive pre-induction training to discuss the value of such training and available local facilities.



## HOW TO GET FURTHER ADVICE

Local Defense Councils should look to State Defense Councils and State Selective Service offices for guidance in setting up the program. The War Department maintains pre-induction training officers in each of the nine Service Commands. Officers of the Navy Recruiting and Induction Service can also be helpful. To the limit of their time, these officers will be glad to give help and answer questions. The addresses of the Army Service Commands and the

Navy offices are listed in Appendices E and F.

Any Defense Council will also know where to go, near at hand, for help in planning its meetings for prospective inductees. For accurate information, it is essential to consult local Selective Service officials, the local Induction Station, if there is one, and nearby Army and Navy men, particularly public relations or classification officers and chaplains.

### **Section II. Background Information for Inductees**

The following pages present in some detail the general background information which prospective inductees should have. This section is designed to serve two major purposes: (1) Source material by chairmen and speakers, (2) copy for a series of leaflets which might be mimeographed locally for distribution to prospective inductees.

Where the leaflets are reproduced locally<sup>1</sup> for distribution to inductees, the following suggestions should be noted:

1. *Check material with nearest Army, Navy, Marine Corps, and Selective Service authorities.*

The factual material is accurate, as of the date of this publication. It includes some information, however, which may readily become out of date, since Selective Service, inductions, classification, and Army and Navy training procedures change from time to time. There are also minor differences in procedure among Army installations, among Service Commands, and among State Selective Service offices. It is, therefore, advisable to have the leaflets checked prior to duplication by the appropriate authorities; e. g., pre-induction training officers in Service Command Headquarters, commanding officers of induction stations and reception centers, Selective Service officials, Naval and Marine Corps recruiting officers.

2. *Select a few leaflets for each meeting.*

To avoid the confusion which might result from presenting the inductee with too large a quantity of leaflet material at any one time, it is advisable to select carefully from among the suggested leaflets those which would be the most useful to the particular group in connection with the subject matter of the particular

<sup>1</sup> In reproducing leaflets, omit material above and below heavy lines on first page of each.

meeting. Probably no more than three to five leaflets should be distributed at any one meeting.<sup>2</sup>

3. *Consider distributing first leaflet as a pamphlet.*

Where adequate facilities for duplicating—or, better still, printing—exist, the possibility of reproducing leaflet No. 1, "What Every Inductee Ought To Know," and giving it widespread distribution at the meetings, through local Selective Service Boards, through schools, etc., should be considered.

4. *Plan carefully for use of leaflets at pre-induction meetings.*

The effectiveness of the leaflets will depend largely upon how well their use at the meetings is planned in advance. The following suggestions are pertinent:

- (a) Ordinarily it is best to distribute them at the close of the meeting.
- (b) They should be distributed at the door by ushers.
- (c) Attention should be called to the leaflets at every occasion during the meeting when the subject matter of the leaflets is introduced and again at the close of the meeting.

5. *Invite Selective Service officials to prepare additional material for distribution.*

In addition to checking the content of leaflet No. 3, some State Selective Service offices or local Selective Service officials will wish to prepare new or supplementary material for distribution at the meetings.

<sup>2</sup> Some communities may wish to consider purchasing and distributing copies of *Service in the Armed Forces*, a pamphlet issued by the U. S. Office of Education. This pamphlet is the most comprehensive single source of the information a prospective inductee should have. (See Appendix A for bibliographical reference.)



## LEAFLET 1\*

### WHAT EVERY INDUCTEE OUGHT TO KNOW

#### Questions with Answers

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 1-A you may be called for a preinduction physical examination at the Induction Station. This examination is conducted by Army and Navy doctors and is final. As a result of the examination, you are classified as available for Army-General Service, Army-Limited Service, Navy, 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 21 days before you are called to report to an Army Reception Center or a Naval Training Center for induction and service.

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 4-F—is necessarily permanent.

5. When will I know whether to give up my job?

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\*NOTE TO LOCAL COMMITTEE: Before duplicating, check information in this leaflet with the Pre-Induction Training Officer at Service Command Headquarters and with the nearest Naval and Marine Recruiting Station.





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 3 weeks—perhaps longer—between the time you pass the pre-induction physical examination and the time you must report for induction.

6. What happens at the Induction Station?

These things are done at all Induction Stations but not always in the same order:

You answer questions about your education, your experience, your family, etc.—You are fingerprinted.—You are asked which branch of service you prefer.—You are given a thorough physical examination.—You are sent home for at least 21 days before you have to report to a reception center or naval training station.

7. 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.



8. May I choose my branch of the service?

You will be asked at the Induction Station whether you prefer to enter the Army, Navy, Marine Corps, or Coast Guard.

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 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 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 your training, physique, record, aptitude, and interests, you will be tentatively classified in the military jobs for which you seem best fitted. Then you will be assigned to whichever one of those jobs most needs doing.

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 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 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 among branches of the service, and you will have a chance to say what jobs you do best. Later on, you will 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 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, first aid. The soldier learns such individual protective measures as defense against aircraft and armored vehicles, camouflage, counter-intelligence. He has practice marches, drill, 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; 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. Will I be trained like a robot?

Coordination, cooperation, and team play are the heart of training for war. But modern war uses small, swift, mobile units rather than huge masses of men. This means that each soldier and sailor must be prepared to handle any situation created by battle emergency and to step at any moment into another man's job. That puts a premium on initiative, no premium on being a robot.



17. 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, 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 the group, and attention to detail that a civilian must learn in order to live a well-adjusted life. Many service jobs are 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 unusual and difficult situations; he learns to put the welfare of the unit above personal welfare.

18. 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 noncommissioned 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 percent 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

19. 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, \$58 for a wife and 1 child, \$78 for a wife and 2 children, 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.

20. What about bills and taxes that pile up before I enter the service?

You can wait to pay your income taxes until 6 months after you leave the service. 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.



21. What if sickness or other trouble strikes my family while I am in service?

Wives and children of servicemen may get medical 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.

22. 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 6 months' pay at the rate you were being paid at 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.

23. 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.

24. 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. Here is a sample day's menu in an Army post—Navy fare is similar:

Sample menu:

<u>Breakfast</u>	<u>Dinner</u>	<u>Supper</u>
Fruit or juice	Roast or chops	Soup
Cereal	2 vegetables	Meat dish
Milk	Salad	2 vegetables
Eggs	Bread and butter	Bread and butter
Bread and butter	Dessert	Dessert
Coffee	Tea or coffee	Coffee

In the field, soldiers often eat emergency rations. Here are the contents of a K ration package:

<u>Breakfast</u>	<u>Dinner</u>	<u>Supper</u>
Chopped beef and egg white	American cheese and bacon	Bouillon powder
Biscuits	Malted milk and dextrose tablets	Corned pork loaf
Fruit bar	Biscuits	Biscuits
Coffee powder	Lemon powder	Chocolate bar
Sugar	Sugar	Sugar
Cigarettes	Cigarettes	Cigarettes
Chewing gum	Chewing gum	Chewing gum

25. 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 probably will find a USO social center near camp, and overseas the Red Cross will help to provide adequate recreation.

26. 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.

27. 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.

28. Will anything I learn in the service be helpful to me in civilian life after the war?

Unless you are a severe casualty you are likely to come out of the service showing considerable physical improvement. You will learn valuable lessons in understanding others, cooperating with them, and getting along with all kinds of people. You may travel overseas, and you may learn a foreign language. You will quite likely have a chance to learn a trade or technical skill, or improve your skill; there is more technical training now under way in the Armed Services than in any other country at any time. You will have a chance to take high-school, trade-school, or college courses by correspondence; the Armed Forces Institute arranges that, and the fees are nominal. Where correspondence is difficult, you may take self-teaching courses. You may receive high-school or college credit for some of the work you do in the service. And what you learn in the way of self-control and team play will be as useful to you in civilian life as in military life.

29. What chance will I have for a job when I get out of the service?

Congress, the executive branch of the Government, the War and Navy Departments, the Selective Service System, and a number of committees and organizations of private citizens are doing everything possible to make sure that you have a job when you come back. The classification systems are being geared to run in reverse; that is, to classify you for the right civilian job. Selective Service has already begun establishing procedures to aid in placing returning servicemen. Plans are under consideration to bridge the gap between the end of fighting and demobilization with useful training and to provide whatever training opportunities and assistance may be needed by an ex-soldier in the first months after demobilization. Upon his discharge, the soldier will be given a copy of his Report of Separation, other copies of which will go to the Veterans Administration, the State Director of Selective Service, the Reemployment Committeeman of his local board, and the veterans' representative in his local U. S. Employment Service office. The information on this form will enable these agencies to help the returned serviceman readjust to civilian life.



## LEAFLET 2\*



### TIMETABLE from CIVILIAN to FIGHTING MAN

With Information about Stop-overs, Way  
Stations, Baggage, and  
Descriptive Notes

Station Stops	Time Allowed	Descriptive Notes
CIVILIAN Preliminary Examination.	Until the Army needs you. Arranged by local Selective Service Board at selectee's request.	This takes place when a selectee believes he has an obvious disqualifying defect.
Induction Station*	Usually about 1 day	This is for the preinduction physical exam and assignment to service (Navy, Army, Marines, Coast Guard).
At home	At least 21 days	This time is spent at home and is for clearing up personal and business affairs.
Reception Center**	Usually 3 to 7 days	More examinations, outfitting, assignment to some branch of the service.
Training Center	3 to 12 weeks	Classification, recruit training and assignment.
Replacement Training Center and/or Field Unit	17 weeks	Basic training.***
	17 weeks to 12 months	Basic training and special training for the branch and unit to which you are assigned.
Special Service School.****	4 weeks to 6 months	This is for specialist training in the branch to which you are assigned.
Trade School	Varying times	Training for a specialty.
FIGHTING SOLDIER, A. U. S.	Until the war is won	
DUTY AT SEA OR AT A SHORE ACTIVITY.	Until the war is won	

\*Don't give up your job at this point.

\*\*Bring along with you: (1) records of special courses you have taken; (2) a small overnight bag with clothing for 2 or 3 days.

\*\*\*Everybody does it. This is the works.

\*\*\*\*Only a few make this stop.

\*NOTE TO LOCAL COMMITTEE: Before duplicating, check information in this leaflet with the Pre-Induction Training Officer at Service Command Headquarters and with the nearest Naval and Marine Recruiting Station.



## LEAFLET 3\*



### THE SELECTIVE SERVICE SYSTEM

#### How Is It Set Up? Whom Does It Affect? Who Makes The Rules?

1. This is a national program for all males from 18 to 64, governed by regulations laid down by Congress. State Directors of Selective Service see to it that all men are treated equally under the law.
2. All men in any class other than 1 are deferred. No man is ever permanently deferred, even after having been put in 4F.
3. Registrants are classified or reclassified according to their physical, vocational, and dependency status, and in accordance with the existing regulations.
4. The registrant must keep the local Board informed of any changes in job, address, dependents, even as minor a change as a shift from one type of job to another within the same plant.

#### How Are Men Called Up? Should They Give Up Their Jobs As Soon As They Are Called?

1. A lottery was used to determine the order in which the first group of registrants would be called; all others have been assigned an order number according to the date of their eighteenth birthday. The exact time men are called depends upon changing military needs and available manpower.
2. Upon arrangement, at a selectee's request, he may obtain a preliminary physical examination if he believes that he has an obvious physical defect which would cause his deferment.
3. At any time after he is classified 1-A, a man may receive a notice to appear at the Induction Station.
4. All registrants who are accepted for service at the Induction Station are sent home for a period of at least 21 days during which they can wind up their personal and business affairs. During this period they are still civilians.
5. A registrant should not resign his position upon receiving his call to appear at the Induction Station. Even after he has passed the preinduction physical examination and has received his Certificate of Physical Fitness, he will have from 21 to 90 days before being ordered to active duty.

\*NOTE TO LOCAL COMMITTEE: Before duplicating, check information in this leaflet with local Selective Service officials. Certain important changes in procedure are pending. A list of Selective Service classifications may be added to this leaflet.



YOUR COUNTRY PROTECTS YOU AND YOUR FAMILY WHILE YOU PROTECT YOUR COUNTRY



MEDICAL SERVICE AND OTHER HELP  
FOR YOUR FAMILY

What If Sickness or Other Trouble Comes to Your Family While You Are Away? Wives and children of servicemen can get medical help at certain hospitals. In addition, servicemen's wives who need maternity care are provided for under a plan which includes pre-natal treatment and medical care for the infant during its first year of life. The Red Cross in your home town will tell your family where to go for medical treatment and will aid them with their personal problems. If you have to get in touch with your family in a hurry, the Red Cross will smooth the way for you. AFTER YOU LEAVE THE RECEPTION CENTER OR GO ON TO THE NAVAL TRAINING CENTER, BE SURE YOUR FAMILY KNOWS YOUR ADDRESS, GRADE, SERIAL NUMBER, AND THE UNIT TO WHICH YOU ARE ATTACHED.

A CHECK EACH MONTH FOR YOUR  
DEPENDENTS

Do You Have a Wife and Child? Have You Been Supporting a Parent, Brother, or Sister? If you agree to give your family \$22 out of your pay each month, the Government will match this with an extra \$28 each month for your wife, \$58 for wife and child, and equally liberal allowances in the case of a parent, brother, or sister who are dependent upon you for substantial or chief support. YOU CAN SIGN UP FOR

THESE PAYMENTS AT THE RECEPTION CENTER OR NAVAL RECRUITING STATION.

TAXES?? BILLS??

PAYMENTS??

What About Bills and Taxes That Pile Up Before You Enter the Service? You can wait to pay your income taxes until 6 months after you leave the Service. You can prevent the sale of your property for unpaid taxes while you are in service. If a judgment is taken out against you while you are a serviceman you will be able to fight the case after you go back to civilian life. The Veterans' Administration will help you keep private life insurance up to \$10,000. YOU CAN GET FREE LEGAL ADVICE FROM LAWYERS ON YOUR SELECTIVE SERVICE ADVISORY BOARD FOR REGISTRANTS, OR, AFTER YOU ARE IN THE SERVICE, FROM LEGAL ASSISTANCE OFFICERS ASSIGNED TO YOUR CAMP, POST, OR STATION.

NATIONAL SERVICE LIFE INSURANCE

If Anything Happens to You, What Will Happen to Your Family? You can take out National Service Life Insurance in amounts from \$1,000 to \$10,000. The cost is low—\$7.10 a month for a 30-year-old man on a \$10,000 policy—and payments are taken out of your monthly checks. YOU CAN SIGN UP FOR THIS INSURANCE AT THE RECEPTION CENTER OR NAVAL RECRUITING STATION.

\*NOTE TO LOCAL COMMITTEE: Before duplicating, check information in this leaflet with Pre-Induction Training Officer at Service Command Headquarters and with the nearest Naval and Marine Recruiting Station.



## VOTING BY MAIL

Can You Vote While You Are in the Service? Yes. If you are a registered voter in your home State, you can get an "absentee ballot" and vote by mail in elections for President, Vice President, and Members of Congress. In most States, you can also vote as an "absentee voter" in State and local elections. YOU CAN FIND OUT ABOUT THESE RULES BY SEEING YOUR LOCAL BOARD OF ELECTIONS BEFORE YOU GO TO THE RECEPTION CENTER.

FOR MORE INFORMATION about how your Government will help you and your family while you are in the Army—

Handbook for Service-  
men: House Document No.  
822.

A Congressional handbook edited by Representative Wright Patman of Texas. Describes benefits and rights of soldiers and their dependents. You can get a copy by sending 10¢ in cash to the Superintendent of Documents, Washington, D. C.

Personal Affairs of  
Military Personnel and  
Aid for Their Depend-  
ents.

A 45-page pamphlet published by the War Department in January 1943. Contains information about soldiers, sailors', and marines' pay, checks for their dependents, payment of taxes, and other benefits. You can get a copy by sending 10¢ in cash to the Superintendent of Documents, Washington, D. C.

State Absentee Voting  
and Registration Laws.

A 79-page pamphlet published by the Office of War Information in September 1942. Contains information about each State law for "absentee voting." Includes information about getting and returning ballots, registration, etc.

You can get a copy by sending 15¢ in cash to the Superintendent of Documents, Washington, D. C.

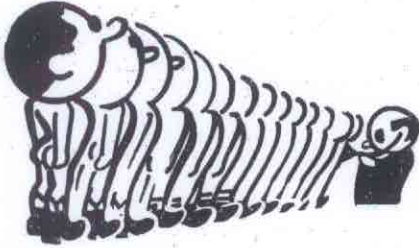
WHEN YOU GO.

A 2-page leaflet of suggestions to inductees prepared by the American National Red Cross in December 1943. Available free from all local Red Cross chapters.



## THE INDUCTION STATION

## YOUR FIRST CONTACT WITH THE ARMED FORCES



Your Number Is Up. Your local board has told you to report at a certain time and place to a nearby Induction Station where you will be examined and, if accepted, earmarked for one of the armed services. WHAT SHOULD YOU DO? Well, for one thing, get to the appointed place on time.

You don't want to start out by being A. W. O. L. (Absent Without Leave).

The Induction Station Takes only One Day of Your Time. You will be sent home for at least 21 days after you are through at the Induction Station. So—YOU DON'T HAVE TO BRING ALONG ANY CLOTHING and YOU DON'T HAVE TO QUIT YOUR JOB YET. You must tell your boss, though, that you're being called up for examination.

You Answer Questions at the Induction Station. The Army wants to know all about you, so be prepared for lots of questions from here on. The Induction Station will have all your papers from the draft board, but it will want to get more information about your citizenship, character, etc. THE QUESTIONS ARE SIMPLE—YOU'LL KNOW THE ANSWERS.

You Get Fingerprinted at the Induction Station. If you're working on a war job, chances are that you've gone through this before.

The Commanding Officer of the Induction Station Talks to You. He's been talking to fellows like you for a long time now, so he has a good idea of the things you want to know about. He gets a whole group of you together early in the day and gives you a little talk about what's going to happen to you at the Induction Station. YOU WILL BE ABLE TO ASK HIM QUESTIONS.

You Are Asked If You Want To Go Into the Army, Navy, Marines, or Coast Guard. You get a chance to state which branch of the service you would like to enter. Officers on a joint Army-Navy board interview you at the Induction Station to decide upon your fitness for the branch you prefer, subject, of course, to the particular needs of our Armed Forces.

The Doctors Examine You at the Induction Station. If you're really not healthy enough, you'll be rejected; you'll be told what's wrong with you, but nobody else will. If you're passed by the doctors—and most men are—you'll be ready for induction. The doctors check you over from head to foot. You've been to doctors before, but THIS IS AS COMPLETE A PHYSICAL CHECK-UP AS YOU'RE LIKELY TO HAVE ANYWHERE.

What now? You'll get another free ride back to your home town. GO ON HOME AND START WINDING UP YOUR AFFAIRS. You'll have at least 21 days before you have to report to the Reception Center or Naval Training Center. YOU'LL GET A NOTICE WHEN AND WHERE TO REPORT FOR YOUR FREE RIDE TO THESE CENTERS. DON'T WORRY: THE ARMED FORCES TAKE CARE OF ALL ROUTINE MATTERS AT THE PROPER TIME.

You're Not in the Service Yet. You are still a civilian. SPEND YOUR TIME GETTING READY TO GO AWAY. Tell your boss when you're leaving; say good-bye to family and friends; straighten out your money matters—bank account, insurance, taxes, bills, auto, house, etc.; arrange with your local Board of Elections so you can be an absentee voter; take care of everything you have to. You'll be at the Reception Center for only 3 or 4 days and then, without a chance to come home again, you'll be sent off for your basic military training—most likely to a Replacement Training Center or Naval Training Center. SO ATTEND TO THINGS AT THIS TIME. Don't celebrate on the night before you have to leave for the Reception Center or Naval Training Center. You'll be pretty busy at the Reception Center, or Naval Training Center and what you do there counts a lot. You'll want to be on your toes.

\*NOTE TO LOCAL COMMITTEE: Before duplicating, check information on this leaflet with the nearest Induction Station.



## LEAFLET 6\*



### THE RECEPTION CENTER

#### THE SELECTEE BECOMES A SOLDIER

#### Can You Prepare Yourself for the Reception Center?

Yes; you can:

- Straighten out all your personal and business affairs beforehand.
- Be well-rested and alert on the day you're to go.
- Get together any records and letters which will help the Reception Center see what training and experience you've had.

You'll Be at the Reception Center for Only 3 to 5 Days. Don't pack a trunk. Take along a small overnight bag with razor, toothbrush, change of underwear, extra handkerchiefs. As soon as you get your Army outfit you'll ship all this stuff back home anyway. You'll be moving pretty quickly, so don't count on getting mail while you're at the Reception Center. **THERE'LL BE TIME FOR YOUR FAMILY TO WRITE TO YOU AFTER YOU'VE GONE ON FOR YOUR BASIC TRAINING—YOU'LL BE GIVEN A CARD TO SEND YOUR FAMILY YOUR NEW ADDRESS AS SOON AS YOU'RE ASSIGNED TO A UNIT.**

You Are Sworn in and Welcomed at the Reception Center. First you are sworn into the Army. A special guide gives you a brief picture of what happens at the Reception Center. You are then assigned to a company barracks, which will be your home during your stay at the Reception Center. One thing you'll notice right away—and this is true all through the Army: **THERE'S NO PRIVACY FOR THE PRIVATE.** You eat and sleep, work and play, toilet and dress right along with a whole bunch of other fellows who are doing the same things.

You Get Your Supplies. You're a soldier now. You get your uniform, coat, shoes, hats, socks, underwear, razor, toothbrush, down to the last detail. Every item of clothing is carefully fitted by tailors and shoe experts. You should be sure you have everything you're supposed to get before you sign out with that barracks bag slung over your shoulder. After you get your supplies, **YOU MAIL HOME—FREE OF CHARGE—THE OUTER GARMENTS YOU BROUGHT ALONG WITH YOU. TAKE CARE OF YOUR SUPPLIES: YOU WILL HAVE TO PAY FOR ANY ARTICLES YOU MAY LOSE.**

You Take Tests. The Army wants to know what you can do. So you take tests to find out which Army job you can do best. You take three kinds of tests:

- 1. Mechanical Aptitude Test: This tests your ability to learn to work with machines. If you know about such things already, so much the better.
- 2. Army General Classification Test: This tests your ability to learn to do military work.
- 3. Radio Operators' Aptitude Test: This tests your ability to learn radio code. Don't worry if you don't know code—you're not supposed to.

All of these tests are short-answer tests. You don't write out an answer—just make a mark in the proper boxed space. These tests are used to decide what your Army assignment will be. **LISTEN VERY CAREFULLY TO INSTRUCTIONS FOR ALL THESE TESTS.**

You Take Out Army Insurance And Sign Up for Payments to Your Family. If you agree to give your dependents \$22 out of your pay each month, the Government will add an extra amount, depending upon whether it's for your wife, child, parent, brother, or sister. A 20-year-old soldier can take out a \$10,000 National Service Life Insurance policy for only \$6.50 a month—a real bargain in any man's language. You get a chance to sign up for dependency payments and insurance at the Reception Center. **DON'T PASS IT UP.** You also get a chance to sign up for

**\*NOTE TO LOCAL COMMITTEE:** Before duplicating, check information on this leaflet with the Commanding Officer of a Reception Center or the Pre-Induction Training Officer at Service Command Headquarters.



War Bonds—a certain amount to be taken out of your pay each month; this is an excellent way to save money for after the war.

You Are Interviewed. After you've taken your tests, your marks are entered on your Soldier's Qualification Card. This card has spaces to enter complete information about your education, experience, hobbies, etc. A trained interviewer asks you questions and puts down the information. THIS IS THE TIME TO SHOW YOUR RECORDS OF TRAINING AND EXPERIENCE. You are given your first assignment on the basis of this interview and the grades you made on the Army tests.

You Are Classified. The Army has to take its needs into account, and then decide where you will fit in best. This is a first assignment only. IF YOU SHOW USEFUL ABILITIES LATER, YOU MAY BE RECLASSIFIED. In fact, you can be assigned and reassigned all through your Army career. IT'S WHAT YOU DO AS A SOLDIER THAT COUNTS FROM NOW ON.

You Get Some Training. You learn to march and drill at the Reception Center. You learn basic military courtesy—when to salute, etc. An officer reads the Articles of War to you; this is your police and court law for the period you stay in the Army. And you see a couple of movies that give you some good tips on hygiene.

You Get "Shots." You receive the first of your vaccinations and inoculations against disease at the Reception Center.

You Eat and Sleep. There are complete mess halls at the Reception Center, with plenty of good food. You sleep in barracks and there are recreation rooms, day rooms, soda fountains—plenty of places to spend your spare time.



## LEAFLET 7\*

### WHAT HAPPENS WHEN YOU JOIN THE NAVY



If you are assigned to the Navy after your pre-induction physical examination at the Induction Station, you have the opportunity to go home, wind up your affairs, and await the call to report at a Navy Recruiting Station for actual induction. Don't worry about your call. It will reach you, through your local board, when the Navy needs you.

On the appointed date, you travel at Government expense from your local board to the Navy Recruiting Station adjacent to the Induction Station. You will want to "travel light," because you will be at the Recruiting Station less than a day, before starting for the Navy Training Station. From there on, you will be fed, clothed, and housed by the Navy. Your civilian clothes must be sent home.

At the Recruiting Station, you are first inducted into the Navy. You may remain as an inductee; you may join the U. S. Naval Reserve; or—if you are between 17 and 31, pass an additional physical examination, and meet certain other requirements—you may join the regular U. S. Navy. After making out various papers including allotment and allowance forms for the support of your dependents, you are ready to go on to the Naval Training Station for Recruit Training.

There are five Training Stations for recruits—at Sampson, N. Y.; Bainbridge, Md.; Great Lakes, Ill.; Farragut, Idaho; and San Diego, Calif. You will go to one of them for a period of about 6 weeks—though it may vary anywhere from 5 to 8. After training, you may get leave, but don't count on it as a certainty.

Your days at the Naval Training Station will be just about the busiest of your life. You will be uniformed, tested, issued an identification card and tag, and given "shots" for immunity from typhoid, tetanus, and smallpox. You will be trained in the elements of seamanship, gunnery, signals, drill, sentry duty, mess and guard duty. You will learn Navy lore, Navy language, Navy discipline. Your responsibilities—and privileges—will be explained to you, and you will be told of the benefits to which you are entitled as a Navy man.

Perhaps the most important, you will be "classified." Through movies, booklets, and lectures, you will learn about Navy jobs and the special skills that they require. Then you will be tested and interviewed to determine which of your aptitudes, experience, and ability are needed most.

Incidentally, you will also have a lot of fun. You'll meet a grand bunch of shipmates. There are facilities for indoor and outdoor sports at every training station. You can go to movies, smokers, and other special events, and you will probably find special entertainment for servicemen in nearby cities or towns.

Your assignment after recruit training depends on the results of your classification and the needs of the fleet. You may be ordered directly to sea duty; or you may go to an Elementary Service School, which prepares for particular ratings; or to an Operational School, which trains men on the job:

As long as you are in the Navy you will be able to study and work for your own promotion. You will be able to take technical training, in regular classes or through correspondence courses, which will lead to advancement in rating in the various specialized activities of the Navy.

You will also have the chance, in your off-duty time, to improve your general education and prepare yourself for your return to civilian life. At the larger stations and on large ships, the Education Officer organizes courses in regular high-school and college subjects. Elsewhere similar education is available through correspondence courses offered by the Armed Forces Institute. In either case, you can get regular credit for these courses in any one of a large number of high schools or colleges.

\*NOTE TO LOCAL COMMITTEE: This leaflet was prepared in Navy Department headquarters specifically for use in this handbook. It is, however, advisable to have it reviewed for possible new changes in procedure in the nearest Naval Recruiting Office.



## LEAFLET 8\*

### WHAT HAPPENS WHEN YOU JOIN THE MARINE CORPS



When you are called for duty in the Armed Services, you have the opportunity, if you are physically up to the standards required by the Naval Services (U. S. Navy, U. S. Marine Corps, U. S. Coast Guard) to volunteer for service in the United States Marine Corps. You should indicate your desire to serve therein when you first arrive at the Induction Station.

After you have had your preinduction examination, you will be returned to your Local Board with your papers showing the branch of the Service to which you have been assigned. All inductees are assigned either for duty with the Army or with the Naval Services; those desiring the Marine Corps being designated for duty in the Naval Services. You will then be allowed to remain at home for a period of not less than 21 days, during which time you should complete your final arrangements as to personal matters so that you will be ready to leave when your Local Board sends you forward for definite induction and training. Men designated for duty in the Naval Service will be forwarded to the Naval Recruiting Office.

Upon arrival at a Naval Recruiting Office you will, if you have indicated your desire to serve in the Marine Corps, be so allocated, providing that there are vacancies in the Marine Corps quota for that day, and that you are acceptable to the Marine Corps and Naval representatives at the Naval Recruiting Office.

If allocated to the Marine Corps, you will be taken to a Marine Corps Recruiting Office, and there sworn into the United States Marine Corps, or the United States Marine Corps Reserve, according to your desires, and the vacancies existing on the day you are sworn in. If you desire to join the Regular Marine Corps, it will be necessary for you to meet the requirements in force.

If you join the Regular Marine Corps, you will serve for a period of 4 years, or the duration of the present emergency, plus 6 months. If you join the Marine Corps Reserve, you will serve for the duration plus 6 months.

Upon acceptance into the Marine Corps, you will be transferred to one of its two Recruit Depots on the same night, or the morning after you have been accepted. These Recruit Depots, which you will learn to call "Boot Camps," are located at San Diego, Calif., and Parris Island, S. C.

Men inducted and allocated to the Marine Corps are not accepted for limited service. Every Marine is a potential fighting man, and the Marine Corps will try to give you the best training possible to fit you for that job. Recruit training usually covers a period of 8 weeks, during which time instruction is given in the basic essentials and in rifle marksmanship.

In an effort to find out which job in the Corps you are best fitted for, Recruit Depot authorities will give you a general intelligence test to ascertain your aptitude for various branches of Marine Corps Service, and usually is far more accurate in its findings than you could be yourself. Your wishes form a vital part of this test. The Marine Corps wants you placed where you will be most contented, but it is far more necessary that you be placed where it is believed you can best serve; so the duty may not be the one you desire.



\*NOTE TO LOCAL COMMITTEE: This leaflet was prepared at Marine Corps headquarters specifically for use in this handbook. It is, however, advisable to have it reviewed for possible new changes in procedure by the nearest Marine Corps Recruiting Office.



"Boot Camp" will probably be an ordeal for you. It is not easy. The day begins at 4:45 and when it ends at 8 P. M. you will greet sleep with pleasure. You will probably be worked harder than you have ever been worked in your life, but you will always know that this training is to make you into the best fighting man possible.

You will be taught to consider your rifle the best friend you ever had, but like all Marines, you will make other fast friends during your Boot Camp experience. Comradeship is fused indelibly into lasting friendship in the heat of battle, and as 90 percent of the Marines now on duty are combat troops, your chances of being in battle before the war is over are good indeed.

You should also bear this fact in mind as you volunteer, as you take your tests, and as you go through recruit training. You should remember that fact in going through the weary days on the rifle range where some of the "best shots" in the business will do their best to make you the "best shot" possible.

Upon leaving the Recruit Depot, you will be as completely trained as is possible, in the basic qualifications necessary for your combat mission. You will have learned to take orders and to obey them completely, not for the purpose of breaking your spirit nor cowing you into servility at the sight of an officer, but to enable you to go on to the harder job of giving orders yourself. A man who has learned to take care of and control himself, can take care of and control others in any situation.

On leaving the Recruit Depot, most Marines go into Marine Combat Divisions, which Divisions have been helping to make history in Guadalcanal, New Georgia, Bougainville, Cape Gloucester, Tarawa, and Kwajalein. Those who are not so detailed may be given duty in Defense Battalions or Marine Air Wings, and some few are sent to Sea School for further detailing to the capital ships of the fleet.

Duty in the above organizations offers opportunity for service in almost any type of military effort. Machine guns, artillery, tanks, motor transport, radio, amphibious tractors are all part of the tools used by Marines in warfare.

Recruits are detailed to these various fields according to their aptitudes, and receive training therein, and in the specialized trades necessary, which trades should be of value in after life.

Life in the Marine Corps is not all work, study and fighting, but from these, and those other experiences that come with service, spring self-confidence and satisfaction in being a trained man in a trained, fighting organization.



## LEAFLET 9\*

### A FEW FACTS ON

### ARMY LIFE AND TRAINING

#### What Happens After the Reception Center?

1. Most soldiers are assigned from the Reception Center to a Replacement Training Center or a Unit Training Center where for 17 weeks they receive basic training.
2. This basic training includes physical conditioning; close-order drill; Army orientation procedures; military indoctrination; first aid; military sanitation; interior guard duty; methods of self-protection; camouflage; expert care and use of weapons, equipment, and transport; duties as part of a combat team; some basic knowledge peculiar to the branch of service to which a man is assigned; and—Army discipline.
3. The most important part of this training is military discipline. Discipline means self-control in unusual or difficult situations; it means placing the task of the unit above personal welfare.

#### How Much of Army Life Is New?

1. The Army has about 650 different jobs for which soldiers must be trained. Many of these are very similar to civilian occupations (cook, tailor, clerk), but most of them require building on to civilian skills to fit Army needs. Some Army jobs, however, have no counterpart in civilian life.
2. Even military discipline is not something entirely new; it is an extension of the self-control, loyalty to the group, and attention to detail that everybody learns in order to live a well-adjusted life.
3. One new element which runs all through Army life is the lack of privacy. This is very different from civilian life—in dressing and undressing, eating, sleeping.
4. Most men value the unique opportunity afforded by Army life of meeting men from all parts of the country and men of varying backgrounds and experience.
5. Another new element is the amount of change. For example, a soldier is given his first assignment to a branch of service at the Reception Center, but he may be reclassified at the Replacement Training Center or at any time later during his Army life until his most useful service is discovered. This means shifting and changing, something to which the soldier must become accustomed.

#### DOES ARMY LIFE MEAN THE END OF THE INDIVIDUAL?

1. Swift, modern war uses small mobile units rather than huge masses of men. Individual initiative is as important as in civilian life. Each soldier must be prepared to handle any situation created by an emergency on the battle front.
2. On the other hand, coordination, cooperation, and team play are also the essence of the modern army; these are even more important than they are in civilian life.

#### WHAT HAPPENS AFTER BASIC TRAINING?

1. After basic training the soldier may receive further direct training, in a field unit, for the branch to which he is assigned; this is likely to cover a period of from 17 weeks to 12 months.

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\*NOTE TO LOCAL COMMITTEE: Before duplicating, check information on this leaflet with Pre-Induction Training Officer at Service Command Headquarters.



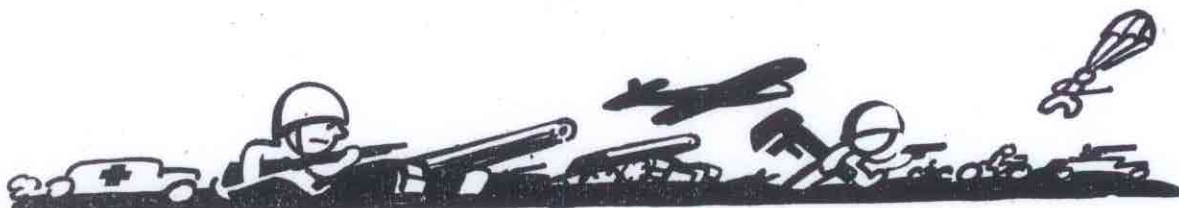
2. Some soldiers with special abilities and interests are selected for training in a special service school; this is likely to cover a period of from 4 weeks to 6 months.
3. Soldiers who receive a rating over a certain standard on the test they take at the Reception Center and who show leadership qualities may be recommended by their officers for enrollment in an Officers' Candidate School as openings occur.

DOES THIS TRAINING PREPARE FOR LIFE AFTER THE WAR?

1. The Army wants intelligent, skilled soldiers who have initiative. This is the purpose of all military training, much of which is mechanical, scientific, and technical in nature, and therefore practical preparation for employment after the war.
2. In addition, the training in first aid and personal hygiene and the whole healthful quality of out-of-door Army life will improve a man's physical well-being.
3. Also, through the Armed Forces Institute, the Army gives every man an opportunity to continue his high-school and college courses by correspondence, whether he is stationed in this country or overseas.
4. The Army has bought more than 10 million books for the use of soldiers, here and abroad. Magazines, radio program, and a well-balanced recreational program—athletic, theatrical, and musical—are provided both in this country and abroad.
5. The Army classification system has been geared to work in reverse, and the Reemployment Division of the Selective Service System is already set up and functioning to classify men separated from the service for civilian jobs. Returned servicemen report to their local boards with copies of their Report of Separation; this form contains information which will enable the reemployment committeeman of the local board to help the veteran find his place in civilian life.



## LEAFLET 10\*



### HOW THE ARMY FIGHTS\*

The Different Branches of the Army Have Hundreds of Jobs To DO. . . . These Jobs Are Done by Men Who Are Both Military Specialists and Fighting Soldiers . . . Men From the Three Army Forces Work Together as a Fighting Team.

### THE ARMY GROUND FORCES

The Infantry may ride or fly to battle, as well as march there—but its work is on the ground, fighting the enemy at close range. Infantrymen must know how to use rifles, machine guns, grenades, and antitank weapons.

The Field Artillery prepares the way for the Infantry with its big guns and howitzers. It also operates light, unarmed planes for observing.

The Coast Artillery Corps defends us against enemy submarines, sea-borne invasion forces, and bombing raids. Coast Artillerymen fly observation planes, operate giant coast-defense guns, and man the antiaircraft batteries.

The Cavalry does reconnaissance work (exploring) and reconnoitering (observing). It uses horses, motorcycles, scout cars, and other vehicles.

The Armored Forces do front-line fighting in modern mobile warfare. They run the great new tanks, the half-tracks, and other armored vehicles.

The Tank Destroyer Units hunt out, ambush, and destroy enemy tanks. They do their work in fast, hard-hitting, tractorlike vehicles which are equipped with powerful guns.

Air-borne Units fight the enemy in his rear lines; they also can support our troops at any given point along a line. Air-borne units are carried into action in transport planes and gliders, fully equipped with rifles, grenades, artillery, and even jeeps.

The Amphibious Troops use assault boats, landing barges, and land-water tanks to make landings and establish beach heads, sometimes in the face of enemy fire.

Special Troops are used for fighting in mountainous and desert areas.

Ski troops fight our battles in cold, snowy regions.

Paratroops attack enemy troops and holdings far in the rear of their lines and disrupt enemy communications; they must be tough and agile and are specially trained and equipped for their work.

Rangers are the American "Commando" troops, selected for difficult and important missions.

\*This is not a complete description of all the details of the Army's organization. Only those branches of the service have been included to which the majority of inductees are likely to be assigned. Also omitted are the over-all administrative functions—Secretary of War, General Staff, Headquarters of the three Forces.

\*NOTE TO LOCAL COMMITTEE: Before duplicating, check information in this leaflet with Pre-induction Training Officer at Service Command Headquarters.



## THE ARMY AIR FORCES

I. Overseas Air Force performs the following functions:

- A. Protects military and civil establishments against attack from the air.
- B. Supports the Ground Forces by destroying enemy aircraft and installations, and by attacking enemy shipping, transportation, supplies.
- C. Operates an independent force of long-range bombers to strike, usually at a substantial distance behind the enemy's front lines, directly at the enemy's capacity to wage war.
- D. Maintains a supply of equipment and spare parts, and services the complex machinery of the fighting units.

II. Army Air Forces (Continental United States) include:

### A. Training Units.

1. First and Fourth Air Forces, operating under the Eastern and Western Defense Commands, organized for defense of our coasts and for training units for overseas assignment. Second and Third Air Forces, operating under the Commanding General of the AAF, are training organizations, preparing units for overseas assignment.

2. The AAF Training Command trains men in technical and administrative subjects and in the skills required for flying personnel (pilots, navigators, bombardiers, and gunners).

3. The School of Aviation Medicine trains men in medical subjects related to aviation and the special requirements of the AAF.

4. The School of Air Intelligence trains men in intelligence subjects peculiar to the AAF.

5. The School of Applied Tactics tests and develops latest AAF tactical matériel, organization, and methods, and trains selected men and units in the tactics and techniques of aerial warfare.

6. The Troop Carrier Command trains units in the techniques associated with air support of Ground Forces, including troop carrier, transport, glider, and evacuation aviation.

### B. Service Units.

1. The Air Service Command operates supply depots, secures supplies, maintains all types of equipment, and does difficult repair work on planes.

2. The Air Transport Command transports freight and passengers and ferries aircraft for the War Department.

3. The Matériel Command does research work to develop aircraft and other equipment for the AAF.

## THE ARMY SERVICE FORCES

The Corps of Engineers builds the docks, bridges, roads, camps, and airdromes for our Army. It also destroys equipment before the enemy can capture it. The Engineers operate light, power, and water systems.

The Quartermaster Corps feeds the Army; it also gives the soldier his bed and all his other equipment, except arms. Quartermaster Corps also repairs and replaces equipment.

The Ordnance Department supplies the Army with all its guns, ammunition, and bombs. It secures and maintains all motorized equipment and supervises the many Government arsenals where arms are made.

The Signal Corps "gets the message through"—by radio, telegraph, telephone, carrier pigeon, cable, and semaphore. It installs, operates, and maintains all Army communications systems.

The Chemical Warfare Service gives the Army all its chemicals—smoke screens, flame throwers, gas masks, incendiary bombs. It also fights the enemy, using chemical weapons.

The Medical Department is responsible for the health of all Army personnel. It includes doctors, dentists, surgeons, nurses, veterinarians, and sanitary experts. Medical Corps personnel remove the sick and wounded from battle areas and run the Army hospitals.



The Transportation Corps directs the flow of soldiers, supplies, and equipment. It regulates all Army transportation—by boat, train, etc.

The Morale and Special Services Divisions provides the soldier with recreation, entertainment, and educational opportunities—including the chance to get a regular high-school or college education through the correspondence courses of the Armed Forces Institute. The Morale Service Division produces films and other materials for orientation purposes.

The Army Specialized Training Program operates the college training programs where qualified men are trained to do highly specialized Army work in the fields of medicine, engineering, languages, and psychology.

The Adjutant General's Office (AGO) carries out administrative work relating to personnel, records, awards, etc. It runs the Army Postal Service. AGO has charge of assignment and classification of inductees.

The Finance Department handles all the Army's financial affairs and takes care of the soldier's pay.



## LEAFLET 11\*



### RELIGIOUS ACTIVITIES IN THE ARMED FORCES

The Armed Forces provide regular religious services of the various faiths. 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.

Two things will seem strange about religion in the Armed Forces. All faiths meet for worship in the same church. Jews, Catholics, and Protestants use the same building, but not at the same hour. Again, there is but one songbook for all groups. This book contains three sections. One is familiar to Catholics, another to Protestants, and a third to Jews.

#### The Chapel

There are about 1,500 Army chapels in this country, and in foreign lands there are many chapels which soldiers themselves have built.

Each chapel has seats, an organ, an altar and altar cover bearing the words "Holy, Holy, Holy," pulpit and lectern, communion rail, and an ark to hold the Jewish scroll. Hymnals, altar cross, flower vases, candle holders, national colors, and a chapel flag are provided. All soldiers who ask for it are given a book of the Jewish Scriptures or a Catholic or Protestant New Testament.

Although chapels cannot be carried into the training field or battle area, chaplains go along with their men. They carry along full equipment—called a chaplain's outfit—for conducting religious services out in the field. On board ship, Navy chaplains conduct services in one of the large compartments or on deck.

#### The Chaplain

Chaplains are chosen from the various church groups in proportion to the number of members in the groups. One fourth of the chaplains are priests of the Catholic Church. The Methodists and Baptists have the next largest number. Churches with a small membership have their proper share of chaplains.

The chaplain is an officer. He is also a minister of religion. He conducts religious services and funerals, officiates at marriages, and performs other religious rites and ceremonies according to the customs and usages of his church or those most familiar to the men he serves.

The chaplain is the serviceman's friend and counselor. If a man is in trouble or needs advice, he is free to go to the chaplain and will be sure of a sympathetic hearing. He can discuss his problems with the chaplain in absolute assurance that anything he says will be kept confidential. The chaplain will advise and encourage the man and help him in other ways. If he is sick or in trouble, the chaplain will visit him and show him every kindness that he can.



## LEAFLET 12\*

### THE SERVICEMEN'S SPARE TIME— VOLUNTARY LEISURE ACTIVITIES



#### Education in the Army

1. Armed Forces Institute.—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.

2. Morale Services Division.—Morale Services provides Newspapers and regular weekly discussion periods to keep you up to date on current events and the progress of the war. In order to help you understand the background of the war, Morale Services has prepared, under the direction of Col. Frank Capra, a series of films on "Why We Fight" which are shown to all soldiers. Morale Services also prepares the foreign-language courses and the guides to foreign areas.

3. Libraries.—You will find ample reading material wherever you go in the Army, no matter what your special interests are. Army libraries are well-stocked with the latest books. These books are usually available in your company day room, your post recreation hall or chapel, or some other centrally located place.

4. Army Training.—Although the regular and special kinds of Army training the soldier receives are part of his work rather than of his leisure activity, they deserve mention here as major sources of education in the Army. This training and the training that specially selected men receive at Officers' Candidate Schools and in the Army Specialized Training Program provide an occupational background that may prove very useful in civilian life after the war. It is interesting to note that much of the training you get in the Army will be given you by means of films.

#### Education in the Navy

The Navy Department offers two types of education for Naval personnel. The first is concerned with technical training leading to advancement in rating in the various specialized activities of the Navy. Correspondence courses and other teaching materials are made available for these courses.

The second type of courses covers high school and college subjects and are available to Naval personnel in their off-duty time. At the larger stations and on large ships this instruction is offered in regularly organized classes under the direction of the Education Officer. On smaller ships and on small stations similar instruction is available through correspondence courses offered by the United States Armed Forces Institute.

Through an arrangement with the secondary schools and the colleges of the country courses completed either in the Service Schools of the Navy or through off-duty study may be submitted for accreditation. A number of Navy men have already secured diplomas through this procedure.

#### Recreation in the Army

1. Informal Camp Activities.—Your company day room is equipped with books and easy chairs for leisure-time reading, and usually contains a billiard or ping-pong table; also there is usually a piano around for impromptu vocalizing.

\*NOTE TO LOCAL COMMITTEE: Before duplicating, check information in this leaflet with Pre-Induction Training Officer at Service Command Headquarters and with the nearest Naval and Marine Recruiting Station.



Your camp recreation hall offers additional facilities for recreation. And, of course, there is always the PX (Post Exchange) where you can gather around for sodas and conversation.

2. Organized Sports.—After you get used to the routine of Army life, you probably will want to go in for some sports in your spare time. You will find complete equipment for baseball, football, basketball, etc., at the camp, and the Special Services officer will help you organize teams and set up schedules.

3. Movies and Post Entertainment.—You will be able to see the latest movies, sometimes even before they hit the big cities, for only about 20 cents—even less, if you buy a book of 10 tickets. GI movies, including regular features plus interesting shorts, are free. Also, every so often, stage, screen, and radio stars perform for the fellows in the recreation hall. In addition, a Special Services officer at camp organizes home-talent shows and post dances from time to time.

4. Activities Outside of Camp.—When you are on furlough there will be many recreational facilities open to you. Of course you know that you can get reduced rates on trains and you can get into movies at special rates. You will find plenty of lounges in train stations and at centrally located places. Many towns run special dormitories for servicemen and servicemen's canteens where you can get free food and entertainment. The USO, the Red Cross, local churches, and other groups all cooperate to see that you can have a good time without having to spend too much money.\*\*

#### Legal, Medical, and Personal Service

1. Legal Assistance.—The Army makes provision for at least one legal assistance officer to be assigned to every camp, post, and station. Under this plan soldiers can obtain free legal advice from a volunteer civilian lawyer, or from a lawyer who is in the service himself.

2. Medical and Dental Service.—You will be given more complete and thorough medical attention in the Army than you probably could have afforded in civilian life. The Army takes very good care of the health of its soldiers. If you need any dental work, the Army will take care of that for you. If you need eye-glasses, the Army will fit you and provide you with them, too.

3. Red Cross Field Director.—If for any reason you have to get in touch with your family in a hurry, the man to see is the Red Cross Field Director. The Field Director also will help you solve personal problems involving finances, medical care of your family, and others of like nature.\*\*

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\*\*Sailors and Marines will find similar provisions for recreation and for legal, medical, and personal service.



LEAFLET 13\*



IF YOU HAVE THREE MONTHS OR  
MORE BEFORE YOU WILL BE INDUCTED—

You Can Prepare Yourself for an Army Job By  
Taking One or More of These PRE-INDUCTION TRAIN-  
ING COURSES:

Name of course: Brief description of contents  
and a list of some of the Army jobs for which  
the course provides preliminary training.  
This information can be secured from the  
schools offering the course by consulting  
the official PIT teachers' manual.

(Name and address of school where course is offered.)

(Days and time when classes meet.)

(Details of registration: To whom course is open; when and where to apply.)

(Name of course: Same information as above for each PIT course being offered  
in the community that is open to out-of-school people.)

NINE OUT OF EVERY 10 SOLDIERS ARE SPECIALISTS—

Increase Your Chances of Being Assigned to the Kind of Special Job You Want  
To Do in the Army—TAKE A PRE-INDUCTION TRAINING COURSE.

At the Reception Center the classification inter-  
viewer will make a record of any Pre-Induction  
Training courses you may have taken. He has received  
official War Department instructions to include Pre-  
Induction Training, as well as your other training  
and experience, on your Form 20—the Soldier's Quali-  
fication Card.

The information on this card plays a large part  
in deciding which branch of the Army you will be  
assigned to and what job you will be trained to do  
in that branch.



HELP YOURSELF AND HELP THE ARMY—TRAIN YOURSELF TO DO A VITAL ARMY JOB—TAKE  
PRE-INDUCTION TRAINING NOW

\*NOTE TO LOCAL COMMITTEE: Before duplicating, check with local school system for details  
about pre-induction training courses offered in the community. Insert this information at the  
appropriate points in the leaflet.



## APPENDIX A—REFERENCE MATERIALS

[A brief, suggestive list of pamphlets, posters, and books. Some may be useful for reference, others for exhibition, and a few for distribution]

### Free Posters and Charts.

*Newsmaps* prepared by Morale Services Division of the War Department for Army use. A very limited number may be available for use in connection with pre-induction meetings by special arrangement with the Pre-Induction Training officers assigned to Service Command Headquarters. (See Appendix E for list of these representatives.)

26 *Job Opportunities in the Army Air Forces*. U. S. Office of Education, Washington, D. C.

*Jobs in Naval Aviation*. U. S. Office of Education, Washington, D. C.

*United We Are Strong #64*. Office of War Information, Washington, D. C.

*This is the Enemy #76*. Office of War Information, Washington, D. C.

*United*. Office of War Information, Washington, D. C.

*This World Cannot Exist Half Slave and Half Free*. Office of War Information.

### Free Pamphlets.

*Helpful Hints to the Navy Recruit*. 1943. 33 pp. Distributed by U. S. Navy Recruiting and Induction Division. A guide for the inductee, telling him what to bring to the Naval Training Station and what to expect of training and life in the Navy. Available from local Navy Recruiting Stations.

*Information and Premium Rates, National Service Life Insurance*. 1941. 24 pp. Full details about National Service Life Insurance. Veterans' Administration, Washington, D. C.

*Services to the Armed Forces*. 1942. 46 pp. American National Red Cross. Washington, D. C. Describes military and naval welfare service furnished by Red Cross Field Directors in dealing with problems of the serviceman and in providing a link with home. Contains information about how Home Service provides advice and assistance to servicemen's families and dependents. Available from Red Cross local chapters.

*When You Go*. 1943. 2 pp. American National Red Cross, Washington, D. C. Details of the services provided servicemen and their families by the Red Cross are contained in both pamphlets. Available at all local chapters.

### Pamphlets for Sale.

*Service in the Armed Forces*. Franklin R. Zeran. 1944. U. S. Office of Education. Superintendent of Documents, Washington, D. C. 20¢. Illustrated. 376 questions and answers on all branches of Armed Forces. Addressed to prospective inductees. Con-

tains comprehensive bibliography. Especially good references for groups planning pre-induction meetings.

*New Soldier's Handbook, Including the Official U. S. Army Manual*. 1942. Penguin Books, 41 East Twenty-eighth Street, New York, N. Y. 25c. Compact and authoritative.

*Soldier's Handbook*. 1941. 253 pp. War Department Field Manual. FM 21-100. Superintendent of Documents, Washington, D. C. 35c. A convenient and compact source of basic military information.

*Military Service*. Vocational Division Bulletin No. 221, U. S. Office of Education. 1942. Superintendent of Documents, Washington, D. C. 10c. Describes occupational opportunities in the Army, Army Air Forces, Navy, Marine Corps, and Coast Guard, giving information about requirements, ratings, salaries, etc.

*Our Armed Forces*. A Source Book on the Army and Navy for High School Students. 128 pp. U. S. Infantry Association in cooperation with the U. S. Office of Education. The Infantry Journal, 1115 Seventeenth Street NW., Washington, D. C. 35c; 25c in quantities of 4 or more. Describes Army and Navy organization, ranks and ratings, and includes a glossary of service terms.

*Handbook for Servicemen and Servicewomen of World War II and Their Dependents, Including Rights and Benefits of Veterans of World War I and Their Dependents*. House Document No. 822. Superintendent of Documents, Washington, D. C. 10c. A Congressional handbook edited by Representative Wright Patman, of Texas.

*State Absentee Voting and Registration Laws*. 1942. 79 pp. Superintendent of Documents, Washington, D. C. 15c. Pertinent details for civilians and servicemen, arranged by States. Includes information about obtaining and returning ballots, registration requirements, etc.

*Personal Affairs of Military Personnel and Aid for Their Dependents*. 1943. 44 pp. Superintendent of Documents, Washington, D. C. 10c. Comprehensive information about financial and welfare provisions for the soldier.

*Getting Ready for Induction*. 1943. 30 pp. State Department of Education, Columbus, Ohio. 10c. A bulletin for young men 16 to 19 years of age who are getting ready for induction. Guidance information on Selective Service, induction, reception center interview, dependency allotments, Army and Navy pay, branches of the Armed Forces, Army and Navy specialized training programs. Question and answer form.



## Books.

*Army Selectee's Handbook.* Craf. 1943. Stanford University Press.

*Army Woman's Handbook.* Ciella Reeves Collins. Revised ed. 239 pp. Whittlesey House, McGraw-Hill Book Co., New York, N. Y. \$1.50. Financial, legal, and other information for wives of officers and enlisted men. Though addressed primarily to wives living in Army posts, contains much material that other Army wives will find helpful.

*It's A Cinch, Private Finch.* Sgt. Ralph Stein and Sgt. Harry Brown. 1943. Whittlesey House, McGraw-Hill Co., New York, N. Y. Cartoons and numerous sketches trace the trials of Private Finch from the time of his induction call to the time he is sent overseas. Here are the ups and downs of Army life in highly entertaining style.

*Our New Army.* Marshall Andrews. 1942. Little, Brown & Co., Boston, Mass. Excellent account of organization and training in the Army camps.

*What Every New Soldier Should Know.* Major John D. Kenderdine. 1940. 204 pp. Simon and Schuster, Inc., New York, N. Y. Covers the first days in the Army, military courtesy, purpose of drill, privileges, and obligations. Contains useful information and a short book list. Some of the information is obsolete.

*What The Draft And Army Training Mean To You.* Baumer. 1940. Prentice-Hall, New York, N. Y.

*He's in the Air Corps Now.* Frederick P. Graham and Harold W. Kulick. 1942. 218 pp. Robert M. McBride Co., New York, N. Y. \$2.50. Includes the history of the Army Air Corps, cadet training, and the duties of pilots, navigators, bombardiers, paratroops, etc.

*He's in the Armored Force Now.* Captain Addison F. McGhee, Jr. 1942. 256 pp. Robert M. McBride Co., New York, N. Y. \$2.50. The story of the armored force and the tank, with details about the Armored Force School and the Fort Knox Officers School.

*Modern Battle.* Know Your Foes: Army Orientation Course, Series 1, Number 2. Lt. Col. Paul W. Thompson. 1942. 253 pp. Infantry Journal, Inc., Washington, D. C. Describes military operations as a means of explaining German methods of warfare.

*Navy Woman's Handbook.* Ciella Reeves Collins. 1943. 210 pp. Whittlesey House, McGraw-Hill Book Co., New York, N. Y. \$1.50. Financial, legal, and other information for wives of Navy men. Addressed primarily to wives living at naval stations, but contains much material useful to other Navy wives.

*Opportunities in the Armed Forces.* Maxwell Lehman and Morton Yarmon. 1942. 418 pp. The Viking Press, New York, N. Y. A handbook of military information for civilians, enlisted men, and officers, covering Army, Navy, Marine Corps, Coast Guard, Merchant Marine, and Civil Aeronautics. Tells how and where to obtain military jobs for which one is best fitted, how to advance in the ranks, and how to become an officer.

*School of the Citizen Soldier.* Robert Griffin. 1942. D. Appleton Century Co., New York, N. Y. Material from the educational program of the Second Army. Includes organization, activities, duties of the Armed Forces.

*The Jap Army.* Lt. Col. Paul W. Thompson, Lt. Col. Harold Doud, and Lt. John Scofield. Know Your Foes: Army Orientation Course, Series I, No. 1. 157 pp. 1942. Infantry Journal, Inc., Washington, D. C. Describes military operations as a means of explaining the Japanese Army, its history, organization, and present campaigns.

*What the Citizen Should Know About the Air Forces, Our Arms and Weapons, the Army Engineers, the Coast Guard, the Marines, Modern War, the Merchant Marine, the Navy, the Signal Corps, and Submarine Warfare.* This series of books, all published by W. W. Norton & Co., New York, N. Y., gives good pictures of the history, organization, and function of the various branches.

*Youth Goes to War.* Lyle M. Spencer and Robert K. Burns. 1943. 223 pp. Science Research Associates, Chicago, Ill. A well-illustrated informative account of the war and the part youth has to play. Covers the kind of war this is and the effort needed for victory; the jobs for boys and girls in the armed forces; detailed guidance information; war jobs on the home front, etc.

## Among Other Sources.

New Tools for Learning, 280 Madison Avenue, New York 16, N. Y., is the distributor for movies, recordings, transcripts of radio broadcasts and pamphlets containing material about aspects of civilian life which have a bearing on the war. You may secure from them a catalog which lists and describes their offerings.



For use as part of the exhibit in connection with pre-induction meetings, it may be possible to secure from the Pre-Induction Training Officer at Service Command Headquarters a set of photographs illustrating procedures and activities at an Induction Station and a Reception Center located in a nearby area.



## APPENDIX B—SUGGESTED FILMS AND HOW TO SECURE THEM

### 1. War Department Films

The following War Department films may be obtained through pre-induction training offices at Army Service Command Headquarters. (See list in Appendix E.)

*Classification of Enlisted Men.* 12 minutes. Shows classification and assignment of new soldiers at Reception Centers.

*Prelude to War.* 45 minutes. First in "Why We Fight" series. Shows events leading up to present war and contrasts democratic with Axis way of life.

*Nazis Strike.* 45 minutes. Second in "Why We Fight" series. Shows early Axis aggression culminating in Munich pact.

*Divide and Conquer.* 50 minutes. Third in "Why We Fight" series. Shows attack on Norway and Low Countries and conquest of France.

*Battle of Britain.* 50 minutes. Fourth in "Why We Fight" series. Shows failure of aerial blitz to conquer England.

*Battle of Russia.* 70 minutes. Fifth in "Why We Fight" series. Shows heroic defense and counter-attack at Moscow, Leningrad, and Stalingrad.

*Heroes.* 6 minutes. Shows representative jobs in the Army and the importance of each.

*For God and Country.* 35 minutes. Shows personal and human help given by Army chaplains to servicemen under all conditions.

*Organization of the Army.* 30 minutes. Shows work of Army Ground, Air, and Service Forces.

### 2. Office of War Information films

Many excellent war films, including the following are available from practically every one of the larger film distributors. (For complete list of distributors handling these films write to Bureau of Motion Pictures, Office of War Information, Washington, D. C.)

*Song shorts.* 3 minutes each. Stirring songs sung "off-screen" against backgrounds of appropriate action scenes. For audience participation, words of songs are superimposed. Include *Anchors Aweigh*, *The Caissons Go Rolling Along*, and *Marines' Hymn*.

*Target for Tonight.* 45 minutes. English film. Documentary account of RAF bombing raid over Germany.

*Western Front.* 21 minutes. Shows China's heroic fight and desperate struggle against the war lords of Japan. A tribute to the courage and tenacity of the people of China—fighting with us in the battle for freedom.

### 3. Navy Department Films.

The following film may be obtained from all Navy Recruiting stations:

*Fighting Men and Fighting Jobs.* 20 minutes. Shows life in the Navy at sea. Also describes duties of various Navy ratings.

The following films may be obtained from Naval Training Aids libraries listed below.

	Catalog Number
<i>Planes of the USN</i> .....	MN12
<i>Ships of the USN</i> .....	MN13
<i>Men of the USN</i> .....	MN14
<i>Navy Men of Medicine</i> .....	MN602
<i>War on the Seas</i> .....	MN1532
<i>Tomorrow We Fly</i> .....	MN1254
<i>Physical Fitness Program of the USN</i> ...	MN1338

54-58 Piedmont Street, Boston, Mass.  
Grand Trunk Pier No. 1, Portland, Maine.  
27 West 61st Street, New York 23, N. Y.  
1528 Walnut Street, Philadelphia, Pa.  
Building No. 164, NOB, Norfolk 11, Va.  
1703 Exchange Building, Seattle 14, Wash.  
1050-54 King Street, Charleston, S. C.  
1312 duPont Building, Miami, Fla.  
Federal Office Building, New Orleans, La.  
1212 Lake Shore Drive, Chicago, Ill.  
"B" Street Pier, San Diego, Calif.  
255 Hyde Street, San Francisco, Calif.  
Building 487, Mare Island, Calif.

The following Navy films are available from a number of film distributors. For complete list of distributors handling these films, write to Walter O. Gutlohn, 25 West Forty-fifth St., New York City, or to Castle Films, Inc., 30 Rockefeller Plaza, New York City, or to Modern Talking Picture Service, Inc., 9 Rockefeller Plaza, New York City.

*The Life and Death of the U. S. S. Hornet.* 2 reels.

*December 7.* 20 minutes. Shows damage done to Pacific Fleet at Pearl Harbor and the job of repairing and getting the ships back into action.

*This is Guadalcanal.* 20 minutes. Main combat crews (Marines) which invaded Guadalcanal.

*Navy Flies On.* 18 minutes. Story of naval aviation through experimental years up to present stage of high development of planes and aircraft carriers.

*Classification of Marines.* A film showing life and opportunities in the Marine Corps. May be obtained from Officer in Charge, Marine Corps Photographic Section, Marine Corps School, Quantico, Va.



## APPENDIX C—ADDITIONAL PRE-INDUCTION TRAINING POSSIBILITIES

For those prospective inductees who have 3 or more months' time before their induction is to take place, an additional service may be provided by suggesting pre-induction courses they may take to help prepare themselves for Army training.

The War Department has defined certain areas in which pre-induction training would prove advantageous to the potential soldier. The needs of prospective soldiers which might be met wholly or partially prior to induction include job skill training; physical fitness and knowledge of how to stay fit; the ability to speak, read, and understand oral instructions quickly and accurately; the ability to compute with ease and accuracy; an understanding of the backgrounds of the war; and familiarity with Army life and training, particularly the processes of Army induction and classification.

The coordinator of the meetings suggested in this manual, or a specially designated individual or committee, might investigate the pre-induction resources of

the community, especially courses offered in the late afternoon or evening by local trade and vocational schools and those offered by the regular high schools which are open to out-of-school people.

Announcement of the availability of such pre-induction courses might be made at each of the meetings in the series. In addition, the exhibit materials might include certain official pre-induction materials, such as those on Auto Mechanics (PIT 331), Machine Shop Practice (PIT 332), Aircraft Maintenance (PIT 333), and Electrical Signal Communication (PIT 334), etc.

The following materials on pre-induction training might also be distributed free of charge at the meetings:

1. A printed leaflet on pre-induction training, available from Service Command Headquarters.
2. Leaflet No. 11. (See Section II.) "If You Have Three Months or More Before You Will be Inducted," to be distributed at the pre-induction meetings after checking with local school officials.

## APPENDIX D—DRAFT AID CENTERS

Many communities holding pre-induction informational meetings have discovered that for a considerable number of men and their families with special problems there is a need for more intensive individual counselling and assistance. The induction of pre-Pearl Harbor fathers has greatly increased the demand for this type of service.

A Draft Aid Center designed to provide individual guidance for inductees and their families has been organized by Civilian War Services of the District of

Columbia. Selective Service, Red Cross, and other social and community agencies have cooperated in this project. The center is staffed by volunteers specially selected and trained for the purpose. These advisers refer the inquirer to the appropriate agency when questions are submitted which they are unable to answer directly.

The type of service which can be rendered in a Draft Aid Center would seem to be a wholly logical and desirable follow-up of the pre-induction informational meetings.



**APPENDIX E—LIST OF ARMY PRE-INDUCTION TRAINING OFFICES  
IN THE NINE SERVICE COMMANDS**

Service Command	States	Addresses
First.....	Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island.	808 Commonwealth Ave., Boston 15, Mass.
Second.....	New York, New Jersey, Delaware.....	Governor's Island, New York City.
Third.....	Pennsylvania, Maryland, Virginia, District of Columbia.	Keyser Bldg., Redwood & Calvert Sts., Baltimore 2, Md.
Fourth.....	Tennessee, North Carolina, South Carolina, Florida, Mississippi, Alabama, Georgia.	Old Post Office Bldg., Atlanta, Ga.
Fifth.....	Indiana, Ohio, Kentucky, West Virginia.	Fort Hays, Columbus, Ohio.
Sixth.....	Wisconsin, Illinois, Michigan.....	Civic Opera Bldg., 20 North Wacker Drive, Chicago, Ill.
Seventh.....	North Dakota, South Dakota, Nebraska, Kansas, Colorado, Minnesota, Iowa, Missouri, Wyoming.	Federal Bldg., 15th and Dodge Sts., Omaha 2, Nebr.
Eighth.....	New Mexico, Texas, Oklahoma, Arkansas, Louisiana.	Santa Fe Bldg., Dallas 2, Tex.
Ninth.....	Washington, Oregon, California, Montana, Idaho, Nevada, Utah, Arizona.	Fort Douglas, Utah.

NOTE.—Letters should be addressed to the Commanding General of the Service Command, attention Pre-Induction Training Officer.

**APPENDIX F—NAVAL JOINT SERVICE AND INDUCTION AREAS**

For checking leaflets and securing Naval and Marine Corps personnel for the meetings, contact should be made with the nearest Naval and Marine Corps Recruiting Stations. If there is no local Naval Recruiting Station, assistance may be secured by applying to the Navy Inspectors of Recruiting and Induction whose addresses are listed below. These inspectors are attached to the Joint Service and Induction Areas corresponding in States served with the Army Service Commands listed above.

Areas	Addresses
First.....	New Court House and Post Office Building, Post Office Square, Boston 9, Mass.
Second.....	Park-Lexington Building, 247 Park Avenue, New York 17, N. Y.
Third.....	Post Office Building, Calvert and Fayette Streets, Baltimore 2, Md.
Fourth.....	New Post Office Building, Forsyth and Hunter Streets, Atlanta 3, Ga.
Fifth.....	New Post Office Building, Gay and Marconi Streets, Columbus 15, Ohio
Sixth.....	Plymouth Court Building, 321 South Plymouth Court, Chicago 4, Ill.
Seventh.....	Baird Building, 1704 Douglas Street, Omaha 2, Nebr.
Eighth.....	Post Office and Court House, St. Paul and Ervay Streets, Dallas 1, Tex.
Ninth.....	Walker Bank Building, 179 South Main Street, Salt Lake City 1, Utah

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