

15 July 67

PERSONNEL PROCUREMENT

NOTIFICATION OF ENTRY INTO ACTIVE MILITARY SERVICE
(DD FORM 53)

Purpose.....	Paragraph 1
Preparation.....	2
Instructions for completion.....	8
Disposition and mailing.....	4

1. Purpose. *a.* DD Form 53 (Notification of Entry into Active Military Service) will be prepared and forwarded as prescribed herein to furnish the Selective Service System with information which will provide the basis for allowing credits against induction quotas established for each local board area in accordance with the Universal Military Training and Service Act (UMTS Act), as amended.

b. DD Form 53 will be prepared for each person entering active service by enlistment, reenlistment, appointment, reappointment, or commission; members of the Army National Guard of the United States and Army Reserve ordered to active duty; and cadets entering the United States Military Academy. DD Form 53 will *not* be prepared for personnel inducted into the Army under the UMTS Act and members of the Army National Guard of the United States or Army Reserve ordered to active duty for a period of 11 months or less for training purposes only.

2. Preparation. DD Form 53 will be prepared for officers and warrant officers, and enlisted personnel, both men and women, as follows:

a. Officers and warrant officers appointed in the Regular Army. Upon execution of the oath of office, the commander responsible for administering the oath will prepare DD Form 53 for each officer and warrant officer appointed and forward as prescribed in paragraph 4.

b. Cadets entering the United States Military Academy. Upon execution of oath of allegiance, the Superintendent, United States Military Academy, will have DD Form 53 prepared for each individual and forwarded as prescribed in paragraph 4.

c. Members of ARNGUS and Army Reserve ordered to active duty.

(1) *Individuals.* The commanding officer of the station or organization receiving individual members of Reserve Components who are reporting for active duty will prepare DD Form 53 for each individual and forward as prescribed in paragraph 4. This also applies to those individuals reporting for active duty upon graduation from ROTC and OCS, and to all special registrants under the UMTS Act who enter on active duty as commissioned officers.

(2) *Units.* During mobilization station processing, commanders of ARNGUS and Army Reserve units called or ordered to active duty will prepare DD Form 53 for each officer and enlisted person carried on the initial morning report. Each unit commander will prepare and sign a statement as follows:

----- DD Forms 53 are forwarded
(Number)
herewith for disposition in accordance with paragraph 4, AR 601-49, for personnel assigned to this unit as of -----
(Effective date of active duty).
This total is (is not) in agreement with the morning report strength for -----
(Effective date of active duty)

If the total number of DD Forms 53 forwarded is not in agreement with the morning report strength the following statement will be added.

DD Forms 53 have not been prepared for the following individuals for the reasons noted opposite each name.

This regulation supersedes AR 601-49, 10 July 1959, including C 1, 20 October 1964.

RETURN TO ARMY LIBRARY
ROOM 1 A 518 PENTAGON

d. Personnel enlisting or reenlisting in the Regular Army at recruiting main stations and Army installations. At the time of enlistment or reenlistment the officer administering the oath of enlistment will prepare DD Form 53 for each individual and forward as prescribed in paragraph 4. However, DD Form 53 is not required for those Regular Army, ARNGUS, and Army Reserve personnel who enlist or reenlist in the Regular Army at the station of separation on the day following discharge or relief from active duty.

3. Instructions for completion. DD Form 53 will be completed by typewriter or printed legibly as follows:

a. Item 1. Enter last name, first name, and spell out the full middle name or names, if any.

b. Item 2. Enter the individual's Selective Service number. The Selective Service number will be obtained from the Registration Certificate (SSS Form 2), or the Notice of Classification (SSS Form 110), which should be in the possession of the person concerned. (The group spacing is important in this number; therefore it will be entered (utilizing corresponding blocks) with group spacing unaltered.) If the individual is not registered with the Selective Service enter "None."

c. Item 3. In all cases in which the Selective Service number is recorded in item 2, enter in item 3 the Selective Service local board number, and the city, county, and State in which located. The number and address of the local board will be obtained from the Registration Certificate (SSS Form 2), or the Notice of Classification (SSS Form 110). If entry in this item is not applicable to the individual concerned, enter "None."

d. Item 4. Enter home address (the place in which the individual claims permanent home or residence at the time of latest entry into active military service, *not merely a mailing address*). The home address will consist of number and street or RFD number, city, county, and State. If the individual does not know the name of the county in which the town or city is located, it will be obtained from the U.S. Postal Guide or from a standard atlas. This information is required in order to make proper disposition of DD Form 53 as prescribed in paragraph 4.

e. Item 5. Enter an "X" in the box immediately preceding "Army."

f. Item 6. Enter the individual's service number, both integral figures and authorized prefix.

g. Item 7. Enter the grade in which the individual is ordered to active duty, enlisted, reenlisted, appointed, or commissioned. For enlisted personnel, enter the appropriate pay grade and title, e.g., "E-4 Cp1," or "E-5 Sp5."

h. Item 8. Enter day, month, and year of entry on active duty, enlistment, reenlistment, or appointment. In the case of individuals commissioned in the Regular Army, this date is the day of execution of oath of office; for the United States Military Academy cadets, it is the day of oath of allegiance is executed.

i. Item 9. Enter date of birth (day, month, and year).

j. Item 10. Self-explanatory.

k. Item 11. The name, grade, and station of the officer responsible for the preparation of DD Form 53 will be typed in the space provided.

l. Item 12. The officer whose name is typed in item 11 will affix his signature, in ink, in item 12. The entries on DD Form 53 will provide the basis for allowing credits against quotas established for local board areas; therefore, the officer signing item 12 will review the form for legibility, completeness, and accuracy, in order that the individual's place of residence and the local board entitled to credit may be definitely established.

4. Disposition and mailing. *a.* Not later than the day following preparation or receipt, completed forms will be sorted by State and placed in envelopes addressed to the State Director of Selective Service for the State having jurisdiction over the individual's local board as shown in item 3 or, in the absence of such information, to the State Director of Selective Service for the State of home address as shown in item 4. A form containing a home address outside the United States, Puerto Rico, the Virgin Islands, Guam, or the Canal Zone which cannot be identified with a local board of jurisdiction will be forwarded to the Director of Selective Service, Washington, D.C., 20435. Statements of transmittal referred to in paragraph 2c (2) will be filed in the headquarters forwarding DD Forms 53 to the State Director of Selective Service.

b. Mailing addresses to be used are indicated below. Post Office box address will be used for mailing whenever shown. All mail to Alaska, Canal Zone, Guam, Hawaii, Puerto Rico, and the Virgin Islands will be sent via airmail. The first element of an individual's Selective Service number. read-

ing from left to right, is the number which identifies the State in which the individual is registered. Related numbers appear before each of the addresses listed below.

- 1 Alabama:
Room 818, Aronov Bldg.
474 South Court Street
Montgomery, Ala., 36104
- 51 Alaska:
P.O. Box No. 2691
Juneau, Alaska, 99801
- 2 Arizona:
5016 Federal Bldg.
Phoenix, Ariz., 85025
- 58 Canal Zone:
P.O. Box No. 2014
(200—A Administration Bldg.)
Balboa Heights, C.Z.
- 5 Colorado:
Double A Bldg.
1800 Glenarm Place
Denver, Colo., 80204
- 6 Connecticut:
P.O. Box No. 1558
(State Armory)
Hartford, Conn., 06101
- 7 Delaware:
P.O. Box No. 1928
(Dravo Bldg.)
Wilmington, Del., 19899
- 49 District of Columbia
916 G Street, NW.
Washington, D.C., 20435
- 8 Florida:
310 Charlotte Street
St. Augustine, Fla., 32084
- 9 Georgia:
901 West Peachtree Street, NE.
Atlanta, Ga., 30309
- 55 Guam:
P.O. Box 328
Agana, Guam, 96910
- 8 Arkansas:
Federal Office Bldg.
Little Rock, Ark., 72201
- 4 California:
U.S. Post Office Bldg.
Eighth and I Streets
Sacramento, Calif., 95814
- 15 Kentucky:
220 Steele Street
Frankfort, Ky., 40601
- 16 Louisiana:
Building TB 309
Jackson Barracks
New Orleans, La., 70140
- 17 Maine:
4 Union Street
Augusta, Maine, 04801
- 18 Maryland:
Fifth Regiment Armory
Hoffman and Bolton Streets
Baltimore, Md., 21201
- 19 Massachusetts:
55 Tremont Street
Boston, Mass., 02108
- 20 Michigan:
P.O. Box No. 626
(Arnold Bldg., 1120 E. May St.)
Lansing, Mich., 48908
- 21 Minnesota:
100 East 10th Street
St. Paul, Minn., 55101
- 22 Mississippi:
Post Office Bldg.
Jackson, Miss., 39201
- 23 Missouri:
411 Madison Street
Jefferson City, Mo., 65102
- 52 Hawaii:
P.O. Box No. 4006
(Bldg. Number 51, Fort Ruger, Hawaii)
Honolulu, Hawaii, 96811
- 10 Idaho:
P.O. Box No. 1997
(Avenue H and Reserve St.)
Boise, Idaho, 83701
- 11 Illinois:
405 East Washington Street
Springfield, Ill., 62701
- 12 Indiana:
Century Bldg.
38 South Pennsylvania Street
Indianapolis, Ind., 46209
- 18 Iowa:
Bldg. 68, Fort Des Moines,
Des Moines, Iowa, 50315
- 14 Kansas:
Masonic Temple Bldg.
10th and Van Buren Streets
Topeka, Kans., 66612
- 28 New Jersey:
1006 Broad Street
Newark, N.J., 07102
- 29 New Mexico:
P.O. Box No. 1025
(U.S. Courthouse Bldg., Federal Place)
Santa Fe, N. Mex., 87501
- 30 New York:
Old Post Office Bldg.
Albany, N.Y., 12207
- 50 New York City:
11th Floor, 205 East 42d Street
New York, N.Y., 10017

AR 601-49

- 24 Montana :
P.O. Box No. 1188
(816 Helena Ave., Helena, Mont.)
Helena, Mont., 59601
- 25 Nebraska :
Chamber of Commerce Bldg.
206 North 11th Street
Lincoln, Nebr., 68508
- 26 Nevada :
P.O. Box No. 644
(801 N. Plaza St., Carson City, Nev.)
Carson City, Nev., 89701
- 27 New Hampshire :
P.O. Box No. 427
(Room 221, 18 School St.)
Concord, N.H., 03302
- 37 Rhode Island :
1 Washington Avenue
Providence, R.I., 02905
- 38 South Carolina :
1801 Assembly Street
Columbia, S.C., 29201
- 39 South Dakota :
P.O. Box No. 1872
Rapid City, S. Dak., 57702
- 40 Tennessee :
Room 500, 1717 West End Bldg.
Nashville, Tenn., 37203
- 41 Texas :
Western Republic Bldg., Room 515
702 Colorado Street
Austin, Tex., 78701
- 51 North Carolina :
P.O. Box No. 9513
Morgan Street Station
(714 Tucker St.)
Raleigh, N.C., 27603
- 32 North Dakota :
P.O. Box No. 628
Fralne Barracks
Bismarck, N. Dak., 58502
- 33 Ohio :
84 North High Street
Columbus, Ohio, 43215
- 84 Oklahoma :
407 Federal Bldg.
Oklahoma City, Okla., 78102
- 35 Oregon :
P.O. Box No. 4288
811 NE. Oregon Street
Portland, Oreg., 97208
- 36 Pennsylvania :
P.O. Box No. 1921
(No. 2 Riverside Office Center, 8d floor, 2101 N.
Front St.)
Harrisburg, Pa., 17105
- 53 Puerto Rico :
P.O. Box No. 4031
San Juan, P.R., 00905
- 42 Utah :
Bldg. No. 102
Fort Douglas, Utah, 84118
- 43 Vermont :
P.O. Box No. 647
Montpelier, Vt., 05602
- 44 Virginia :
New Federal Office Bldg.
400 North Eighth Street
Richmond, Va., 23240
- 54 Virgin Islands :
P.O. Box No. 860
Charlotte Amalie
St. Thomas, V.I., 00802
- 45 Washington :
Washington National Guard Armory
South 10th and Yakima
Tacoma, Wash., 98405
- 46 West Virginia :
Federal Office Bldg.
Charleston, W. Var., 25301
- 47 Wisconsin :
1220 Capitol Court
Madison, Wis., 53701
- 48 Wyoming :
P.O. Box No. 2186
(200 E. Eighth Ave.)
Cheyenne, Wyo., 82002

[ATPER]

By Order of the Secretary of the Army:

Official:

J. C. LAMPERT,
Major General, United States Army,
The Adjutant General.

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for Military Personnel Procedures, Officer and Enlisted:
Active Army: B. NG: A. USAR: A.

