

S/S Mar 68

ARMY REGULATION }
No. 601-49

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 21 July 1967

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

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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 Selective Service local board area in accordance with the Military Selective Service Act of 1967.

b. The DD Form 53 will be prepared for each person entering on regular or extended active duty through enlistment, reenlistment, appointment, reappointment, or commissioning; Reservists entering on active duty for other than training purposes; individuals entering the United States Military Academy; and individuals attending schools or courses in an officer status.

- c.* DD Form 53 will not be prepared for—
- (1) Reservists and National Guardsmen ordered to active duty for training (ACDUTRA).
 - (2) Persons who are disqualified for active duty for mental and physical reasons upon first reporting for examinations.
 - (3) Persons inducted into the Army under the Military Selective Service Act of 1967.

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

a. Enlisted personnel entering active military service at Armed Forces Examining and Entrance Stations (AFEES). AFEES will prepare and forward as prescribed in paragraph 4, DD Form 53 for each person (other than an inductee) who enters active military service at these stations.

b. Enlisted personnel enlisting or reenlisting at locations other than AFEES. The commander of

the active duty station, at all locations other than AFEES, will prepare and forward as prescribed in paragraph 4, DD Form 53 for each person enlisting or reenlisting (within 24 hours) in the Regular Army.

c. 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 the form as prescribed in paragraph 4.

d. Cadet 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.

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

- (1) *Individuals.* The commanding officer of the station or organization receiving individual members who are reporting for active duty, including those assigned to Student Detachments under the various student programs, will prepare a DD Form 53 and forward the form as prescribed in paragraph 4:

(a) A person who is ordered to extended active duty as an individual Army Reserve or ARNGUS.

(b) A person who is reporting for active duty upon graduation from ROTC and OCS.

(c) A special registrant under the Military Selective Service Act of 1967 who enters on active duty as a commissioned officer.

*This regulation supersedes AR 601-49, 1 June 1964.

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- (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
(Number)

forwarded 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.

3. Instructions for completion. DD Form 53 will be completed by typewriter or printed legibly in ink 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, State, and ZIP Code. 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 reappointed, or commissioned. For enlisted personnel, enter the appropriate pay grade and title, e.g., "E-4 CPL", or "E-5 SP5".

h. Item 8. Enter day, month, and year of entry on active duty, enlistment, reenlistment, appointment or reappointment. 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 the 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 of the DD Form 53.

b. When the information required by item 3 of the DD Form 53 is not available, such as in the case of an individual who, because of age or sex

has not registered, the form will be sent to the Selective Service Director for the State shown on either the individual's Enlistment Record (DD Form 4) or other official records completed at the time of entry on active duty.

c. DD Form 53 prepared for individuals who cannot be identified with a State Selective Service activity (persons with addresses outside the 50 States, New York City, District of Columbia, Puerto Rico, Virgin Islands, Guam, and the Canal Zone) will be forwarded to National Headquarters, Selective Service System, 1724 F Street NW., Washington, D.C. 20435.

d. Statements of transmittal referred to in paragraph 2e(2) will be filed in the headquarters forwarding DD Forms 53 to the State Director of Selective Service.

e. 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, reading 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 Building
474 South Court Street
Montgomery, Ala. 36104
- 51 Alaska :
Post Office Box 1608
Juneau, Alaska 99801
- 2 Arizona :
1014 North Second Street
Phoenix, Ariz. 85004
- 8 Arkansas :
Federal Office Building
Little Rock, Ark. 72201
- 4 California :
Federal Building
805 I Street
Sacramento, Calif. 95814
- 56 Canal Zone :
Post Office Box No. 2014
Balboa Heights, C.Z.
(200-A Administration Building)
- 5 Colorado :
Railway Exchange Building
Room 808, 909 17th Street
Denver, Colo. 80204

- 6 Connecticut :
Post Office Box No. 1558
Hartford, Conn. 06101
(State Armory)
- 7 Delaware :
Prices Corner
3202 Kirkwood Highway
Wilmington, Del. 19808
- 49 District of Columbia :
916 G Street NW.
Washington, D.C. 20001
- 8 Florida :
19 McMillan Street
Post Office Box No. 1988
St. Augustine, Fla. 32084
- 9 Georgia :
901 West Peachtree Street NE.
Atlanta, Ga. 30309
- 55 Guam :
Post Office Box No. 3036
Agana, Guam 96910
(RiCalvo Building, Second Floor,
Hernan Cortes Avenue and Soledad Drive)
- 52 Hawaii :
Post Office Box No. 4006
Honolulu, Hawaii 96812
(Hawaiian Life Building, Fifth Floor,
1311 Kapiolani Boulevard
Honolulu, Hawaii 96813)
- 10 Idaho :
Post Office Box 800
Boise, Idaho 83701
(Avenue H and Reserve Street)
- 11 Illinois :
405 East Washington Street
Springfield, Ill. 62701
- 12 Indiana :
Century Building
36 South Pennsylvania Street
Indianapolis, Ind. 46209
- 13 Iowa :
Building 68, Fort Des Moines
Des Moines, Iowa 50315
- 14 Kansas :
Masonic Temple Building
10th and Van Buren Streets
Topeka, Kans. 66612
- 15 Kentucky :
220 Steele Street
Frankfort, Ky. 40601
- 16 Louisiana :
TB Building 309
Jackson Barracks
New Orleans, La. 70140
- 17 Maine :
Federal Building, Room 610
40 Western Avenue
Augusta, Maine 04330

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- 18 Maryland:
5th Regiment Armory
Hoffman and Bolton Streets
Baltimore, Md. 21201
- 19 Massachusetts:
John Fitzgerald Kennedy Federal Building
Government Center, Room 801
Boston, Mass. 02203
- 20 Michigan:
Post Office Box 626
Lansing, Mich. 48903
(Arnold Building, 1120 East May Street
Lansing, Mich.)
- 21 Minnesota:
100 East Tenth Street
St. Paul, Minn. 55101
- 22 Mississippi:
Post Office Building
Jackson, Miss. 39201
- 23 Missouri:
411 Madison Street
Jefferson City, Mo. 65101
- 24 Montana:
Post Office Box No. 1183
Helena, Mont. 59601
(618 Helena Avenue
Helena, Mont.)
- 25 Nebraska:
10th Floor, Terminal Building
941 "O" Street
Lincoln, Nebr. 68508
- 26 Nevada:
Post Office Box No. 644
301 West Washington Street
Carson City, Nev. 89701
- 27 New Hampshire:
Post Office Box No. 427
Concord, N.H. 03301
- 28 New Jersey:
U.S. Post Office and Court House
402 East State Street
Trenton, N.J. 08608
- 29 New Mexico:
Post Office Box 5175
Santa Fe, N. Mex. 87501
- 30 New York State:
Old Post Office Building
Albany, N.Y. 12207
- 50 New York City:
11th Floor, 205 East 42nd Street
New York, N.Y. 10017
- 31 North Carolina:
Post Office Box No. 9513
Morgan Street Station
Raleigh, N.C. 27603
- 32 North Dakota:
Federal Building
Post Office Box No. 1417
Bismarck, N. Dak. 58501
- 33 Ohio:
34 North High Street
Columbus, Ohio 43215
- 34 Oklahoma:
407 Federal Building
Oklahoma City, Okla. 73102
- 35 Oregon:
Post Office Box No. 4288
Portland, Oreg. 97208
(811 Northeast Oregon Street
Portland, Oreg.)
- 36 Pennsylvania:
Post Office Box 1921
Harrisburg, Pa. 17105
(No. 2 Riverside Office Center
Third Floor, 2101 North Front Street)
- 53 Puerto Rico:
Post Office Box No. 4031
San Juan, P.R. 00005
- 37 Rhode Island:
1 Washington Avenue
Providence, R.I. 02905
- 38 South Carolina:
1801 Assembly Street
Columbia, S.C. 29201
- 39 South Dakota:
Post Office Box No. 1872
Rapid City, S. Dak. 57701
- 40 Tennessee:
Room 500, 1717 West End Building
Nashville, Tenn. 37203
- 41 Texas:
515 Western Republic Building
702 Colorado Street
Austin, Tex. 78701
- 42 Utah:
102 Soldiers Circle
Fort Douglas, Utah 84118
- 43 Vermont:
Federal Building
Post Office Box 308
Montpelier, Vt. 05602
- 44 Virginia:
Federal Office Building
400 North Eighth Street
Richmond, Va. 23240
- 54 Virgin Islands:
Post Office Box No. 360
Charlotte Amalie, St. Thomas
V.I. 00801
- 45 Washington:
Washington National Guard Armory
South 10th and Yakima
Tacoma, Wash. 98405
- 46 West Virginia:
Federal Office Building
Charleston, W. Va. 25301

47 Wisconsin :
Post Office Box No. 2157
1220 Capitol Court
Madison, Wis. 53701

48 Wyoming :
Post Office Box 2186
200 East Eighth Avenue
Cheyenne, Wyo. 82001

[DCSPER]

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

Official:

KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

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