

S/S Feb '69

ARMY REGULATION }  
No. 601-49

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 4 March 1968

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 initial 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 ARNGUS and Army Reserve ordered to active duty.*

(1) *Individuals.* The commanding officer of the first station or organization receiving individual members who are coming on active duty for the first time, including those TDY to service schools en route to initial duty assignments, will prepare a DD Form 53 and forward the form as prescribed in paragraph 4 for the following:

- (a) A member of the ARNGUS or an individual Army reservist ordered to extended active duty.
- (b) A person who is reporting for active duty after being commissioned from ROTC or OCS.
- (c) A special registrant under the Military Selective Service Act of 1967 who enters on active duty as a commissioned officer.

(2) *Units.* During mobilization station proc-

\*This regulation supersedes AR 601-49, 21 July 1967.

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essing, 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.

**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; and social security account number.

*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. Each mailing address listed below will include as part of the address "Director of Selective Service." 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
- 3 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 308, 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
- 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  
(616 Helena Avenue  
Helena, Mont.)
- 25 Nebraska :  
10th Floor, Terminal Building  
941 "O" Street  
Lincoln, Nebr. 68508



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- 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. 00905
- 37 Rhode Island :  
1 Washington Avenue  
Providence, R.I. 02905
- 38 South Carolina :  
1801 Assembly Street  
Columbia, S.C. 29201
- 30 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 :  
209 W. 9th Street  
Austin, Tex. 78701
- 42 Utah :  
102 Soldiers Circle  
Fort Douglas, Utah 84113
- 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. 300  
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 2180  
200 East Eighth Avenue  
Cheyenne, Wyo. 82001

The proponent of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements to Deputy Chief of Staff for Personnel, ATTN: DCSPER-PD, Department of the Army, Washington, D.C. 20310.

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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